

Wa006v01

PHAPlans

5YearPlanforFiscalYears2000 -2004
AnnualPlanforFiscalYear2002 -2003

**NOTE:THISPHAPLANSTEMPLATE(HUD 50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: *Housing Authority of the City of Everett, WA*

PHANumber: *WA006*

PHAFiscalYearBeginning: *July 1, 2002*

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
PHAF ISCAL YEARS 2000 -2004
 [24CFRPart903.5]

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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space 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. Thus far EHA has increased its supply of Section 8 Vouchers by 350. In FY00, EHA received no additional Vouchers. In FY01, EHA received an additional 200 Designated Vouchers and 150 Fair Share Vouchers.**
 - Reduce public housing vacancies: Maintain the current vacancy rate (less than 2%) **The vacancy rate has not exceeded 2% in FY00 or FY01.**
 - Leverage private or other public funds to create additional housing opportunities: **Seek out Tax Credit Funds or bonds to create additional**

housing. In FY00, Douglas Grove, a 10 unit complex was purchased in 2000 with tax credit funding. No purchases were made in FY01.

Acquire or build units or developments: ***Purchase existing units or build at least 40 units at Jade Park over the next five years . The Jade Park project was suspended during FY01 due to zoning changes resulting from environmental protection legislation for salmon. The project will be reevaluated to see if development is feasible.***

Other (list below)
Seek partnerships with other agencies and local government to pool leverage and/or apply for funds to acquire, build or rehabilitate additional housing. EHA initiated partnerships with two community agencies to use Project -based Vouchers. 10 Vouchers will be used by Housing Hope to provide transitional housing to homeless pregnant women. Compass Mental Health will use 10 Voucher to provide independent living for mentally disabled clients.

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHA Score) ***Maintain High Performing Housing Authority Status. EHA has maintained High Performer status since FY1992. In FY00 and FY01, EHA received a PHA High Performance rating.***

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. Practices score: High Performer achieved in FY00 and FY01.***

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. 25 units have been modernized thus far. In FY00 the Authority completed twenty units. In FY01, the Authority has completed five 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. **The Section 8 Department sent a quarterly newsletter in FY01 to existing and prospective landlords; participated in a local professional renters association; and conducted a lead -based paint workshop for landlords.**
- Increase voucher payment standards: *Maintain payment standards at adequate levels as permitted by HUD and as warranted by market conditions. Payment standards were increased per HUD regulation requirements in FY00 and FY01.*
- Implement voucher homeownership program: *Begin at least a pilot effort program for ownership for Voucher participants. Policy submitted with the Annual Plan. In FY01, EHA began its homeownership program. EHA will provide homeownership assistance to 25 clients who qualify by income, credit worthiness, and motivation.*
- 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 FY00, and monthly in FY01.*
 - *Strive to support the AmeriCorps 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. The program has become an integral part of four PHDEP program, implemented in FY01.

- *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. In FY01, EHA received a ROSS renewal grant and a ROSS retroactive grant to continue PH service coordination for elderly and disabled residents. The HOPE for the Elderly Independence program continued to provide service coordination for the eighth consecutive year.*
- *Strive to support the provision of nurse consultation services at Bakerview. Visiting Nurse Services and the City of Everett continued services at Bakerview in FY01.*

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 assistancerecipients' employability:
 - *Provide supportiveservices 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 23 of the Annual Plan. EHA and the community agencies we partner with have continuously provided support services for our Welfare to Work and set-aside programs.*
 - *Provide self-sufficiency planning and support to the required number of FS-Participants. In FY01, EHA received funding to hire a second FS-Coordinator.*
 - *Provide tutoring and recreational opportunities to at least 100 youth in Grandview and Pineview developments each year. EHA received PHDEP funding for the first time in FY01. This funding was combined with the American Corp Program resources to expand tutorial, recreational and leadership opportunities for public housing youth and parents in Grandview, Pineview and Baker Heights.*
- 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. In FY01, EHA received a ROSS renewal grant and a ROSS retroactive grant to continue PH service coordination for elderly and disabled residents. The HOPE for the Elderly Independence program continued to provide service coordination for the eighth consecutive year.

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 material on an ongoing basis. The mailing list update and literature review was conducted in FY01 and FY00.*
 - 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. EHA continuously monitors its policies to ensure equal treatment.*
 - *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 continues to attend RAB meeting regularly. In addition the agency refers clients. Both agencies frequently exchange information and technical assistance. In FY01, Disability Resources has participated in the planning and implementation of the new designated and Fair Share Voucher programs.*

- *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, including the Section 8 newsletter, RAB newsletter mailed to Public Housing and Section 8 participants and an agency annual report to the community. 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. We have had six requests from July 1, 2001 through February 2002. Five of the six requests were reconsidered reasonable and were accommodated.*

Other PHA Goals and Objectives: (list below)

WA006V02

**Annual PHA Plan
PHA Fiscal Year 2002**

[24CFR 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

[24CFR Part 903.79(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.

See the 5 Year Plan Report

iii. Annual Plan Table of Contents

[24CFR Part 903.79(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 a 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 filename in parentheses in the space to the right of the title.

Required Attachments:

- A -Component 3(6) -Deconcentration and Income Mixing -(wa006a01)
- B -Component 10(B) -Voluntary Conversion Initial Assessments - (wa006b01)
- C -FY2002 Capital Fund Program Annual Statement -(wa006c01)
- CC -Capital Fund Program Annual Statements 99 -01-(wa006cc01)
- D -Capital Fund 5 -Year Action Plan -(wa006d01)
- E -Resident Membership of the PHA Governing Board -(wa006e01)
- F -RAB Member List -(wa006f01)
- G -RAB Comment on Annual Plan -(wa006g01)
- H -EHA Final Response to Public Comment -(wa006h01)
- I -Certifications -(wa006i01)

Optional Attachments:

- J -PHA Management Organizational Chart -(wa006j01)
- Other (List below, providing each attachment name)
 - K -Homeownership Resolution Capacity Statement and Policy - (wa006k01)
 - L -Section 8 PHA Project Based Vouchers -(wa006l01)
 - M -Pet Policy -(wa006m01)

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 jurisdiction 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/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 certification 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 HOPEVI applications or, if more recent, approved or submitted HOPEVI 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 home ownership 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 (PHDEP) 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 result 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 903.79(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 tab for each type of PHA -wide waiting list administered by the PHA.** PHA 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	105		71
Extremely low income (<=30% AMI)	91	86.7%	
Very low income (>30% but <=50% AMI)	13	12.4%	
Low income (>50% but <80% AMI)	1	0.9%	
Families with children	56	53.3%	
Elderly families	10	9.5%	
Families with Disabilities	28	26.7%	

Housing Needsof Familiesonthe WaitingList			
Race/ethnicity-White	85	80.9%	
Race/ethnicity-Black	9	8.6%	
Race/ethnicity-American Indian/Hispanic	2	1.9%	
Race/ethnicity-Asian	9	8.6%	
Characteristicsby BedroomSize(Public HousingOnly)			
1BR&Studio	46	43.8%	28
2BR	30	28.6%	19
3BR	16	15.2%	14
4BR	6	5.7%	10
5BR	4	3.8%	0
5+BR	3	2.9%	0
Isthewaitinglistclosed(selectone)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Ifyes:			
Howlonghasitbeenclosed(#ofmonths)?			
DoesthePHAexpectreopenthe listinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

B.HousingNeedsofFamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists

StatethehousingneedsofthefamiliesonthePHA'swaitinglist/s. **Completeonetableforeachtype ofPHA -widewaitinglistadministeredbythePHA.** PHAsmayprovideseperatetablesforsite-basedorsub-jurisdictionalpublichousingwaitinglistsattheiroption.

Housing Needsof Familiesonthe WaitingList			
Waitinglist type:(selectone)			
<input checked="" type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitin glist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	1311		
Extremelylowincome <=30%AMI	1113	84.9%	
Verylowincome	187	14.3%	

Housing Needsof FamiliesontheWaitingList			
(>30%but<=50%AMI)			
Lowincome (>50%but<80%AMI)	11	.8%	
Familieswithchildren	734	56.8%	
Elderlyfamilies	194	14.8%	
FamilieswithDisabilities	324	24.7%	
White	1128	86.0%	
Black	92	7.0%	
AmericanIndian	20	15.3%	
Asian	71	5.4%	
Hispanic	63	4.8%	
HUDNon -Hispanic	1248	95.2%	
Characteristicsby BedroomSize(Public HousingOnly)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Isthewaitinglistclosed(selectone)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Ifyes:			
Howlonghasitbeenclosed(#ofmonths)?			
DoesthePHAexpectreopentheListinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenifgenerallyclosed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthe jurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR**,andtheAgency'sreasonsfor choosingthisstrategy.

TheEverettHousingAuthoritywillseektooperateitshousingprogramsina manner thatisresponsivetothecompany'shousingneedsandindividualsontheprogram waitinglists.ItwillmaintainitswaitinglistinamannercompliantwithFairHousing andnon-discriminationregulationsandprovideinformationtohousingapplicants aboutappropriatehousingalternatives.TheEverettHousingAuthoritywill aggressivelyseekpartnershipsandfundswhichwillpositivelyimpactthecompany's resources.ItwillcollaboratewiththeCityofEveretttotakeeveryopportunityto assistthecityindevelopinghousingstockorresources.TheEverettHousing

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 workshop have all contributed to the development of these strategies.

(1) Strategies

Need: Shortage of affordable housing for a 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 financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates 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

- Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- Pursuehousingres ourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)

- ***FacilitatepreservationofexistingSection8andprojectbased developments.***

Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian

Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI

Selectallthatapply

- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIinpublichousing
- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIintenant -basedsection8assistance
- Employadmissionspreferencesaimedatfamilieswiththeconomichardships
- Adoptrentpoliciestosupportandencouragework ***for publichousing residents***
- Other:(listbelow)

Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian

Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI

Selectallthatapply

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework ***forpublichousing residents***
- Other:(listbelow)

Need:SpecificFamilyTypes:TheElderly

Strategy1: Targetavailableassistancetotheelderly:

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecome available
- Other:(listbelow)
Endeavorto:

- *ContinuetooperatetheHOPEfortheElderlyIndependenceProgram;*
- *ContinuetoimplementtheServiceCoordinatorgrantforService; CoordinationthroughJuneandsolicitanyfundingmakeavailableby HUDtocontinuethethe programand/ortoseekothersourcesofapplicable continuancefunding;*
- *ContinuetosupportthenurseconsultationprogramatBakerview.*

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswith Disabilities:

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
 - Carryoutthemodificationsneededinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
 - Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities, shouldtheybecomeavailable
 - Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswith disabilities
 - Other:(lis tbelow)
- *ContinuepartnershipwithDisabilitiesResourcestoenhanceinformation andreferralinformationconcerningEHA'shousingresources.*
 - DisabilityResourcesparticipatesinRABmeetings.
 - SeekadditionalSection8disabilityFairShareVouchers.

Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs

Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionate housingneeds
- Other:(listbelow)

Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing

Selectallthatapply

- Counsel section 8 tenants at 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 903.79(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	825,000	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
b) Public Housing Capital Fund	1,100,000	
c) HOPEVI Revitalization	-0-	
d) HOPEVI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant -Based Assistance	12,200,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self - Sufficiency Grants	153,500	
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	0	
Capital Fund Program Grants	708,000	Capital Improvements
3. Public Housing Dwelling Rental Income	1,395,000	Public Housing Operations
4. Other income (list below)		
4. Non -federal sources (list below)		
Investment Income	75,000	Public Housing Operations
Total resources	16,456,500	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAs thatdonotadministerpublichousingarenotrequiredto completesubcomponent 3A.

(1)Eligibility

a.Whendoes thePHAverifyeligibilityforadmission topublichousing?(selectall thatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(state number) ***EHAcontactsbetween5and20applicants,approximatelyfourto five weeksinadvancetoupdateandverifyapplicationinformation.***
- Whenfamiliesarewithinacertain timeofbeingofferedaunit:(statetime)
- Other:(describe)

b.Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admission topublichousing(selectallthatapply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)

- ***Homevisits -inspectionofapplicant'sresidence***
- ***Falsifiedapplicationinformation***

c. Yes No:DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?

d. Yes No:DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?

e. Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource) ***CurrentlyEHAdoesnotroutinelyruna FBIcheckoneachapplicant.However,ifcriminalrecords fromlocalor statelawenforcementagenciesrevealcriminal activitythatindicatesadditionalinformationfromtheFBI wouldbeusefulinmakingeligibilitydetermination,aFIB recordcheckwillbeconducted.***

(2)WaitingListOrganization

a.WhichmethodsdosthePHAplanto use toorganizeitspublichousingwaitinglist (selectallthatapply)

- Community-widelist: ***Within the single community wide waiting list, distinctions are made for those seeking wheelchair accessible units and for those seeking a 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 plan 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
 - 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 offer of 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 verdict; 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 or origin, or language, such as making employment or day care facilities inaccessible and the applicant presents clear evidence with substantiated testimony 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 transfer 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
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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)

- ***Veterans 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 displaced 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 points 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
- Anytime family composition changes
- At family request for revision
- Other (list)

(6) De-concentration and Income Mixing

SEE ATTACHMENT A

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 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 given up to 120 days if the extension meets the following criteria;*
- *The family must document good faith effort 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 planto exceed the federal targeting requirements by targeting more than 75% of all new admissionsto the section 8 program to families ator 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 planto 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
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 the 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 points system), place the e

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)**
- **Homelessness (2)**

4. Among applicants on the waiting list with the 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 plan 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 admission 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 material on policies governing eligibility, selection and admissions;*
- *The HOPE for the Elderly Independence Program provides reference material to the public about its services and how to access the program;*
- *Partners with the Welfare to Work Voucher 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 903.79(d)]

A. Public Housing

Exemptions: PHA 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 determination:

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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

- ***EHAs require families to report, within five days of the date of each 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

[24CFR Part 903.79(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 Certificate s/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

[24CFR Part 903.79(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 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices 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 24CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA offices 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

[24CFR 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 Form 52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at ATTACHMENT C.

-or-

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

(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 ATTACHMENT D.

-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 -financed 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

[24CFR Part 903.79(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 903.79(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

[24CFR Part 903.79(j)]

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

A. Assessment 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 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 Plans 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 HOPEVI demolition application (date submitted or approved:)

Units addressed in a pending or approved HOPEVI 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:

SEE ATTACHMENT B

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 903.79(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"/> HOPEI
	<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

SEE ATTACHMENT K

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

[24CFR Part 903.79(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 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 programsto eligible families
- Jointly administer programs
- Partner to administer 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 programsto enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

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

		list/random selection/specific criteria/other)	otherprovidername)	participantsor 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

[24CFR Part 903.79(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 area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed low level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- Other (describe below)

2. What information or data did the PHA use 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 anti crime/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 plan to undertake in the next PHA fiscal year

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

- Contracting with outside and/or resident organization 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

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Not longer applicable as of FY2002.

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

SEE ATTACHMENT M

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

SEE ATTACHMENT I

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

16. Fiscal Audit

[24CFR Part 903.79(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

[24CFR Part 903.79(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
- Privatemanagement
- Development-basedaccounting
- Comprehensivestockassessment
- Other:(listbelow)

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

18. Other Information

[24CFR Part 903.79(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 G
- 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 H 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). esas

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 initiative 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 III

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	

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

**AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

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					

wa006b01
ATTACHMENTB

Component10(B)VoluntaryConversionInitialAssessments

- a. HowmanyofthePHA'sdevelopmentsaresubjecttotheRequiredInitial Assessments? **6developmentsaresubjecttotheassessments.**
- b. HowmanyofthePHA'sdevelopmentsare notsubjecttotheRequiredInitial Assessmentsbasedonexemptions(e.g.elderlyand/ordisableddevelopmentsnot generaloccupancyprojects)? **1developmentisnotsubjecttotheassessments.**
- c. HowmanyAssessmentswereconductedforthePHA'scoveredde velopments? Eachofthecovereddevelopmentshadoneassessmentperformed. **The assessmentcriteriawerestandardizedacrossallddevelopments.**
- d. IdentifyPHAdevelopmentsthatmaybeappropriateforconversionbasedonthe RequiredInitialAssessments:

DevelopmentName	NumberofUnits
ScatteredSites1	25
ScatteredSites2	15
ScatteredSites3	4

- e. IfthePHAhasnotcompletedtheRequiredInitialAssessments,describethe statusoftheseassessments:

AnnualStatement/PerformanceandEvaluationReport										
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary										
HousingAuthorityName:						ComprehensiveGrantNumber		FFYofGrantApproval		
HousingAuthorityoftheCityofEverett						WA19P006501-02		2002		
<input checked="" type="checkbox"/> OriginalAnnualStatement			<input type="checkbox"/> ReserveforDisaster/Emergencies			<input type="checkbox"/> RevisedAnnualStatement/Revision				
<input checked="" type="checkbox"/> FinalPerformanceandEvaluationReport			<input type="checkbox"/> PerformanceandEvaluationReportforProgramYearEnding							
LineNo.	SummarybyDevelopmentAccount		TotalEstimatedCost		TotalActualCost(2)					
			Original	Revised(1)	Obligated	Expended				
1	TotalNon-CGPFunds									
2	1406	Operations(maynotexceed10%of19)	\$	98,000.00						
3	1408	ManagementImprovements	\$	19,000.00						
4	1410	Administration	\$	104,000.00						
5	1411	Audit								
6	1415	LiquidatedDamages								
7	1430	FeesandCosts	\$	5,000.00						
8	1440	SiteAcquisition								
9	1450	SiteImprovement	\$	81,617.00						
10	1460	DwellingStructures	\$	687,790.00						
11	1465.1	DwellingEquipment-Nonexpendable	\$	9,600.00						
12	1470	NondwellingStructures	\$	9,000.00						
13	1475	NondwellingEquipment	\$	52,601.00						
14	1485	Demolition								
15	1495.1	RelocationCost	\$	4,000.00						
16	1490	ReplacementReserve								
17	1498	ModUsedforDevelopment								
18	1502	Contingency(maynotexceed8%of19)	\$	10,000.00						
19	AmountfoAnnualGrant(Sumoflines2-19)		\$	1,080,608.00	\$	-	\$	-	\$	-
20	Amountofline19RelatdtoLBPActivities		\$	-	\$	-	\$	-	\$	-
21	Amountofline19RelatedtoSection504Compliance		\$	-	\$	-	\$	-	\$	-
22	Amountofline19RelatedtoSecurity		\$	-	\$	-	\$	-	\$	-
23	Amountofline19RelatedtoEnergyConservation		\$	-	\$	-	\$	-	\$	-
SignatureofExecutiveDirectorandDate						SignatureofPublicHousingDirectorandDate				

AnnualStatement/PerformanceandEvaluationReport

CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)

PartII:SupportingPages

Development	Comp	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
6001 BakerHeights	111	1450	Installfurniture(fixed)incommonareasof development	3	3,000.00				
6001 BakerHeights	212	1460	Replacementasphaltorfiberglassshingles	Phase2	30,000.00				
6001 BakerHeights	219	1460	ReplacementofGuttersanddownspouts	Phase2	1,000.00				
6001 BakerHeights	402	1460	FloorStructural	Phase1	1,000.00				
6001 BakerHeights	405	1460	Replacementofresilientflooring	Phase1	1,000.00				
6001 BakerHeights	433	1460	Replacementand/orupgradeofhotwaterheaters	Phase1	10,000.00				
6001 BakerHeights	441	1460	Upgradeofsmoke/firedetectors	702	14,040.00				
6001 BakerHeights	447	1460	Constructfirewalls/draftwallsinatticsandstorage areas	Phase1	55,458.00				
6001 BakerHeights	450	1460	Installcarbonmonoxidedetectors	250	12,500.00				
			SUB-TOTAL		127,998.00				
6002 Grandview	101	1450	landscaping	Phase2	10,000.00				
6002 Grandview	103	1450	newparkingareas,drivewaystriping,driveways	allareas	10,000.00				
6002 Grandview	150	1450	removeandabateundergroundoiltanks	Phase2	25,000.00				

AnnualStatement/PerformanceandEvaluationReport

CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)

PartII:SupportingPages

Development	Comp	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
6002 Grandview	220	1460	Replacesmallwindows	Phase2	10,000.00				
6002 Grandview	221	1460	Replacelargewindows	Phase2	10,000.00				
6002 Grandview	222	1460	Installentry/metaldoors	Phase2	5,000.00				
6002 Grandview	233	1460	Constructionofstorageareasoffofunits	Phase2	1,000.00				
6002 Grandview	432	1460	Replacementoffurnaces	Phase2	10,000.00				
6002 Grandview		1460	majorinteriorrenovation	12	486,424.00				
6002 Grandview	412	1465	ranges	12	5,400.00				
6002 Grandview	413	1465	refrigerator	12	4,200.00				
6002 Grandview	433	1460	hotwaterheater	12	4,248.00				
			SUB-TOTAL		581,272.00				
6003 Bakerview	103 107 110	1450	Upgradeparkingare,installfencingandpole mountedlights	1	10,000.00				
6003 Bakerview	303	1460	Upgradeorreplacementofwaterdistribution	prelim	1,000.00				
6003 Bakerview	304	1460	Upgradeorreplacementofsanitarydistribution	prelim	1,000.00				

AnnualStatement/PerformanceandEvaluationReport

CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)

PartII:SupportingPages

Development	Comp	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
6003 Bakerview	313	1460	Upgradeorreplacementoffire&smokedetection/ firealarmsystem	Prelim	1,000.00				
6003 Bakerview	319	1475	Replacementofhotwaterboiler	prelim	500.00				
6003 Bakerview	403	1460	Upgradewallandceilingfinishes	prelim	500.00				
6003 Bakerview	405	1460	Replacementofresilientflooring	prelim	1,000.00				
6003 Bakerview	411	1460	Replacementifcabinet/counters/sink	prelim	1,000.00				
6003 Bakerview	415	1460	ReplacementofBathWall/CeilingSurfaces	prelim	1,000.00				
6003 Bakerview	434	1460	Replacementofthermostats	prelim	1,000.00				
6003 Bakerview	454	1460	plumbingupgrade	prelim	1,000.00				
6003 Bakerview	525	1470	asbestosabatement commonareas	prelim	1,000.00				
6003 Bakerview	608	1460	SecurityCardAccessSystemwithCamera Monitoring	Phase2	1,000.00				
6003 Bakerview	614	1475	ComputerforTenantUse	1	2,000.00				
			SUB-TOTAL		23,000.00				
6004 Pineview	103	1450	newparkingareas,parkingstriping	34	8,500.00				

AnnualStatement/PerformanceandEvaluationReport

CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)

PartII:SupportingPages

Development	Comp	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
6004 Pineview	104	1450	PavedWalks/Surfaces	1020 sqft	4,335.00				
6004 Pineview	106	1450	stepsandramps	5	2,082.00				
6004 Pineview	204	1460	Installtionofwood/vinyloraluminumsiding	Phase2	10,000.00				
SUB-TOTAL					24,917.00				
6005 ScatteredSites	107	1450	fencing	107lf	2,200.00				
6005 ScatteredSites	112	1450	Constructionoffencingforprivateyards& enclosures	7	5,000.00				
6005 ScatteredSites	124	1450	Upgradeadaa compliance-exterior	6	1,500.00				
6005 ScatteredSites	204	1460	Replacementofwood/vinyloraluminumsiding	1	3,500.00				
6005 ScatteredSites	208	1460	Installceilinginsulation	25	7,280.00				
6005 ScatteredSites	305	1475	InstallationofoutsideFireExtinguishers	25	450.00				
6005 ScatteredSites	441	1460	Upgradeofsmoke/firedetectors	87	1,740.00				
6005 ScatteredSites	450	1460	Installationofcarbonmonoxidedetectors	25	1,250.00				
SUB-TOTAL					22,920.00				
6006 ScatteredSites	305	1475	InstallationofFireExtinguishers	15	135.00				

AnnualStatement/PerformanceandEvaluationReport

CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)

PartII:SupportingPages

Development	Comp	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
6006 Scattered Sites	441	1460	Upgradesmoke/fire detectors	75	1,500.00				
6006 Scattered Sites	450	1460	Installationofcarbonmonoxidedetectors	15	750.00				
			SUB-TOTAL		2,385.00				
6008 Scattered Sites	305	1475	InstalaltionofoutsideFireExtinguishers	4	16.00				
6008 Scattered Sites	441	1460	Upgradesmoke/fire detectors	20	400.00				
6008 Scattered Sites	450	1460	Instalaltionofcarbonmonoxidedetectors	4	200.00				
			SUB-TOTAL		616.00				
Operations	601	1406	centralprocurement /constructionclerk	1	35,000.00				
Operations	603	1406	humanresourceconsultant	1	15,000.00				
Operations	606	1406	relatedtrainingforcapitalfunds	3	3,000.00				
Operations	612	1406	technicalinformationsystemscoordinator	1	45,000.00				
			SUB-TOTAL		98,000.00				
Management Improvements	604	1408	disasterplanning&training	1	3,000.00				

AnnualStatement/PerformanceandEvaluationReport

CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)

PartII:SupportingPages

Development	Comp	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
Management Improvements	607	1408	assetmanagemntassessmentofexisitingproperty	1	1,000.00				
Management Improvements	610	1408	residenttraining(movetowork,jobrelated)		5,000.00				
Management Improvements	614	1475	newpcs	5	5,000.00				
Management Improvements	618	1408	increaseinternetcapability	2	5,000.00				
Management Improvements	620	1408	modernizationrelatedsoftware&training		5,000.00				
			SUB-TOTAL		24,000.00				
Administation	627	1410	AdvertisingCosts	multiple	2,000.00				
Administation	628	1410	PhoneCosts	1	1,000.00				
Administation	629	1410	StaffBenefits	2	22,000.00				
Administation	630	1410	StaffSalaries	2	78,000.00				
Administation	631	1410	TechnicalSalaries	2	1,000.00				
			SUB-TOTAL		104,000.00				
Fees&Costs	632	1430	PlanReviewFees		2,000.00				

AnnualStatement/PerformanceandEvaluationReport

CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)

PartII:SupportingPages

Development	Comp	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
Fees&Costs	635	1430	A&EforGrandviewRenovation		3,000.00				
			SUB-TOTAL		5,000.00				
Relocation	642	1495	RelocationCosts(6-2)		2,000.00				
Relocation	642	1495	RelocationCosts(6-3)		2,000.00				
			SUB-TOTAL		4,000.00				
Contingency	644	1502	Contingency		10,000.00				
			SUB-TOTAL		10,000.00				
NonDwelling Structures& Equipment	320	1470	BoilerRoomPiping*A*	1	8,000.00				
NonDwelling Structures& Equipment	576	1475	SteamCleaner	1	1,000.00				
NonDwelling Structures& Equipment	581	1475	MicrofilmEquipment/RecordStorage	prelim	2,500.00				
NonDwelling Structures& Equipment	591	1475	manlift	1	30,000.00				
NonDwelling Structures& Equipment	613	1475	PCUpgrades	5	2,500.00				

AnnualStatement/PerformanceandEvaluationReport

CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)

PartII:SupportingPages

Development	Comp	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
NonDwelling Structures& Equipment	624	1475	PC'snew	5	8,000.00				
NonDwelling Structures& Equipment	625	1475	Printers	5	500.00				
			SUB-TOTAL		52,500.00				
			GRAND TOTAL		1,080,608.00				

AnnualStatement/PerformanceandEvaluationReport							
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)							
PartIII:ImplementationSchedule							
Dev#/Activities	AllFundObligated QuarterEndingDate			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates
	Original	Revised	Actual	Original	Revised	Actual	
6-1BakerHeights	12/30/2003			6/30/2005			
6-2Grandview	12/30/2003			6/30/2005			
6-3Bakerview	12/30/2003			6/30/2005			
6-4Pineview	12/30/2003			6/30/2005			
6-5ScatteredSites	12/30/2003			6/30/2005			
6-6ScatteredSites	12/30/2003			6/30/2005			
6-8ScatteredSites	12/30/2003			6/30/2005			
Operations	12/30/2003			6/30/2005			
Fees&costs	12/30/2003			6/30/2005			
ManagementImprovements	12/30/2003			6/30/2005			
Administration	12/30/2003			6/30/2005			
Relocation	12/30/2003			6/30/2005			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

Everett Housing Authority
 WA19P006708-99
 as of December 31, 2001

Housing Authority Name: Housing Authority of the City of Everett		Comprehensive Grant Number WA19P006708-99		FFY of Grant Approval 1999	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision	
<input checked="" type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/31/2001			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGPF Funds				
2	1406 Operations (may not exceed 10% of 19)	\$ -	\$ -	\$ -	\$ -
3	1408 Management Improvements	\$ 88,945.02	\$ 88,945.02	\$ 88,945.02	\$ 69,326.99
4	1410 Administration	\$ 112,150.60	\$ 112,150.60	\$ 112,150.60	\$ 112,150.60
5	1411 Audit	\$ -	\$ -	\$ -	\$ -
6	1415 Liquidated Damages	\$ -	\$ -	\$ -	\$ -
7	1430 Fees and Costs	\$ 93,603.66	\$ 100,892.36	\$ 100,892.36	\$ 92,588.86
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -
9	1450 Site Improvement	\$ 73,665.25	\$ 73,665.25	\$ 73,665.25	\$ 63,312.85
10	1460 Dwelling Structures	\$ 608,839.74	\$ 601,551.04	\$ 601,551.04	\$ 508,721.84
11	1465.1 Dwelling Equipment - Nonexpendable	\$ 12,981.00	\$ 12,981.00	\$ 12,981.00	\$ 12,972.00
12	1470 Nondwelling Structures	\$ 90,775.59	\$ 90,775.59	\$ 90,775.59	\$ 90,775.59
13	1475 Nondwelling Equipment	\$ 39,141.72	\$ 39,141.72	\$ 39,141.72	\$ 39,141.72
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -
15	1495.1 Relocation Cost	\$ 1,403.42	\$ 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)	\$ -			
19	Amount of Annual Grant (Sum of lines 2-19)	\$ 1,121,506.00	\$ 1,121,506.00	\$ 1,121,506.00	\$ 990,393.87
20	Amount of line 19 Related 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			

AnnualStatement/PerformanceandEvaluationReport										
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)										
PartII:SupportingPages										
Development Number/Name/HA-wideActivities	GeneralDescriptionofMajorWork Categories	Comp #	Development Account Number	Quantity	TotalEstimatedCost Original	RevisionTo	TotalActualCost FundsObligated	FundsExpended	StatusofProposedWork	
6001:BakerHeights	A&ESocialHallKitchenRedesign		1430	1	\$13,176.00	\$18,246.00	\$18,246.00	\$ 18,246.00	Revision#8:Movedworkitemforwardfrom5yearplantoputprojecttogether.Rev13moved \$5070fromGrandviewobligatedsalariestothislineitemtokeepcostsinonebudgetyear. Projectcompleted.	
	SocialHall:KitchenRedesignSpace	507	1470	1	\$ 96.00	\$96.00	\$96.00	\$96.00	Redesignkitchenspaceforbetteruseoffacility.Rev2borrowedfundsforotherworkitems. Thisispartofthekitchenredesigninthe501-2000annualstatement.	
	FireExtinguishers		1475	200	\$ 790.02	\$790.02	\$790.02	\$790.02	Movedforwardfrom707-98budget.Rev1ongoingworkitemtoinstalldisposablefire extinguishersineachdwellingunitinthecommunity.Completed.	
	SUB-TOTAL					\$14,062.02	\$19,132.02	\$19,132.02	\$19,132.02	
6002:Grandview	MajorRenovation		1460	15	\$ 571,079.46	\$ 563,790.76	\$ 563,790.76	\$ 470,961.56	Majorrenovationsapproximately12units,tobecompletedbydesignedtradecontractorsand forceaccountlabor.Workwillinclude,wall/ceilinginsulation,fireextinguishers,wall/ceiling construction,floorconstruction,plumbingupgrade,electricalupgrade,mechanicalupgrade.	
	RelocationCosts(6-2)	27	1495	1	\$ 1,403.42	\$ 1,403.42	\$ 1,403.42	\$ 1,403.42	Relocationcostsneededduringrenovation.Modernizationunitstakenofflineinanatural vacancyprocessasmuchaspossible.	
	ArchitecturalServices(6-2)	33	1430	1	\$ 14,350.40	\$ 10,214.40	\$ 10,214.40	\$ 10,214.40	A&Eservicesneededduringrenovationphase.Thisisacontinuedcontractfromprevious budgetswithStickneyMurphyRomine.AlsootherssmallerA&Econtractorsforotherworkatthe GVhomes.Playgrounds,sidewalksandsteps.MovedbalanceofConcretePhasedworkto501 budget,andmovedactualfundstoA&EBVEntryWalksandStructuresinRevision14	
	PlaygroundArea	114	1450	1	\$ 23,383.51	\$ 23,383.51	\$ 23,383.51	\$ 23,383.51	Redesignexistingplaygroundforbetteruseofspaceandaddresssafetyissues.Purchase ordersigned,workinginprogress.Completed.	
	Clotheslines/ChangednametoSteps, RampsandWalks	128	1450	148	\$ 50,281.74	\$ 50,281.74	\$ 50,281.74	\$ 39,929.34	Installnewsystemforoutsidelothesdrying.Rev2changedworkitemtoSteps/Sidewalks, from5yearplan.ContractsignedwithVahallaConstructionforPhaseofthiswork. Contractorfailedtocompleteproject.Onesubfailedclaimagainstbond,EHAFinishedproject usingourforceaccountlaborandoriginalsubcontractorsfortheproject.	
	ApplianceReplacement	412 413	1465	12	\$ 12,981.00	\$ 12,981.00	\$ 12,981.00	\$ 12,972.00	Replacementofrangesandrefrigeratorsinthe12renovatedunits.	
	SUB-TOTAL					\$ 673,479.53	\$ 662,054.83	# \$ 662,054.83	\$ 558,864.23	
6003:Bakerview	A&ELandscapingArea		1430	1	\$ 15,714.00	\$ 22,068.70	\$ 22,068.70	\$ 21,680.82	Movedworkitemforwardfrom5yearplantoputprojecttogether.Rev13,moved\$2218.70 fromGrandviewsalariestokeepallcostsinonebudgetyear. Rev14,movedphase2workofGVconcreteworkto501budget,needfundsheretofinishout contractforBVEntryWalksandStructures	
	SUB-TOTAL					\$ 15,714.00	\$ 22,068.70	\$ 22,068.70	\$ 21,680.82	
6-4:Pineview	A&EforReferencedProjects	31	1430	1	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	A&Eservicesneededforreferencedprojects.Hiredarofingtechnicalspecialisttoinspectthe re-roof.Projectcompletedandinspected.	
	Wood/VinylAluminumWalls	204	1460	1	\$ -	\$ -	\$ -	\$ -	Prototypetofordecidinghowtore-sideunits.Rev2borrowedfundsforotherworkitems.Nowin 501-2000annualstatement	
	SmallandLargeWindowReplacement	220 221	1460	1	\$ 37,760.28	\$ 37,760.28	\$ 37,760.28	\$ 37,760.28	Windowupgrade.Rev2addedfundstocoveractualcontractcost.Thiswasajointeffortwith aPUDgrantforenergyconservation.Completed100%.	
	SUB-TOTAL					\$ 40,200.28	\$ 40,200.28	\$ 40,200.28	\$ 40,200.28	
CGPRelatedTraining DevelopCentralProcurement Department	CGPRelatedTraining	4	1408	3	\$ 6,618.24	\$ 6,618.24	\$ 6,618.24	\$ 6,618.24	TrainingforCGPstaffforcontinuedeffectivenessfortheprogram.	
	DevelopCentralProcurement Department	5	1408	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 1,774.15	Developandcoordinatecentralizedprocurementprocedures,policiesandaccountingmethods, includinglegalreviewofcontractdocuments.	
	HumanResourceConsultant	9	1408	1	\$ 23,750.00	\$ 23,750.00	\$ 23,750.00	\$ 23,750.00	Contractwithhumanresourceconsultanttoreviewproceduresandfunctions,developtraining programsforsupervisoryandmanagementstaffasnecessary.	
	NewPCs	13	1475	6	\$ 10,364.35	\$ 10,364.35	\$ 10,364.35	\$ 10,364.35	Convertingallusersfrom"dumb"terminalstoPCbased.Rev2borrowedfundsfortheotherwork items.	
	RecordKeepingforStorageFacilities	17	1408	1	\$ 1,576.78	\$ 1,576.78	\$ 1,576.78	\$ 1,576.78	Phase1ofcomprehensiverecordsmangementprogram.	
	ServiceCoordinator	20	1408	1	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 5,310.57	Coordinates,monitorsanddirectsresidenteffortstowardmovetoworkandFSSprograms, coordinateswithlocalPFSprograms.Staffmaintained,timereflectedonbi-monthlytime sheets.	

AnnualStatement/PerformanceandEvaluationReport										
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)										
PartII:SupportingPages										
Development Number/NameHA-wideActivities	GeneralDescriptionofMajorWork Categories	Comp #	Development Account Number	Quantity	TotalEstimatedCost Original	RevisionTo	TotalActualCost FundsObligated	FundsExpended	StatusofProposedWork	
	TechnicalInformationSystems Coordinator	21	1408	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 30,297.25	Determinescomputer/technicalneeds,assessvarietyofhardware/software,resolutions,research compatibilitywithcurrentsystem,initiatechangeorders,providestafftrainingrelatedto upgrades.Staffmaintained,timereflectedonbi-monthlytimesheets.Rev2borrowedfundsfor otherworkitems.	
AgencyWide: PhysicalNeeds	AdministrationBuilding:A&EServices	31	1430	1	\$ 47,723.26	\$ 47,723.26	\$ 47,723.36	\$ 39,807.64	A&EServicesneededfortheadministrationbuildingforvariousprojects.Roof,membrane, HVACsystem>windowreplacement.Contractssigned,workingprogress.Theseprojects completed.	
	AdministrationBuilding:WindowWalls andWindowReplacement	204	1470	1	\$ 58,493.39	\$ 58,493.39	\$ 58,493.39	\$ 58,493.39	Whenupgradingwindowreplacements,wallswillneedtoberedesignedforseismicstability, Rev1addedreplacementoflargeexteriorglassandwall/ceilingconstructionworkitemfrom5 yearplan.Contractcompleted.	
	AdministrationBuilding:Built Up/MembraneRoofReplacement	211	1475was1470	1	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	Newroofonadministrationoffice,proratedtocoverotherprograms.Rev1,changedfrom 1475to1470,perRalphatHUD.A&Einprogress.Workcompletedunderthe501-2000annual statement	
	LitterVac		1475	1	\$ 27,987.35	\$ 27,987.35	\$ 27,987.35	\$ 27,987.35	Movedfromthe707budget,Rev1,purchaseofmachinetocleanlitterfromstreetsand commonareasinallpublichousingareas.Rev2addedfundstocoveractualcosts.Completed 100%	
	AdministrationBuilding:CentralVent& ExhaustandHVACSystem	308	1470was1475	Phase1	\$ 32,126.20	\$ 32,126.20	\$ 32,126.20	\$ 32,126.20	InstallnewHVACelectroniccontrolsandthermostats.Continuedpartialworkfrom707budget. Contractcompleted.9/6/00PerRalphchangedfroma1475to1470.	
SUB-TOTALOFAGENCYWIDENEEDS					\$ 265,699.57	\$ 265,699.57	# \$ 265,699.67	\$ 238,165.92		
Sundry	AdvertisingCosts	22	1410	1	\$ 2,709.93	\$ 2,709.93	\$ 2,709.93	\$ 2,709.93	Costsassociatedwithadvertisingforsealedbidprocess.	
TelephoneFees	PhoneCosts	23	1410	2	\$ 372.50	\$ 314.46	\$ 314.46	\$ 314.46	Phonecostsrelatedtothecomprehensivegrantprogram.	
NonTechnical Salaries	StaffBenefits	24	1410	2	\$ 22,000.00	\$ 21,628.95	\$ 21,628.95	\$ 21,628.95	Staffmaintained,timereflectedonbi-monthlytimesheets.	
NonTechnical Salaries	StaffSalaries	25	1410	2	\$ 87,068.17	\$ 87,497.26	\$ 87,497.26	\$ 87,497.26	Staffmaintained,timereflectedonbi-monthlytimesheets.	
PermitFees	PlanReviewFees	30	1430	1	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	Costsassociatedwithplanreviewbycityplanningoffice.	
SUB-TOTALOFOTHERITEMS					\$ 112,350.60	\$ 112,350.60	# \$ 112,350.60	\$ 112,350.60		
TOTAL					\$ 1,121,506.00	\$ 1,121,506.00	\$ 1,121,506.10	\$ 990,393.87		

CapitalFundProgramandCapitalFundProgramRepalcementHousingFactor(CFP/CFPRHF)
PartIII:ImplementationSchedule

DevelopmentNumber/NameHA-WideActivities	AllFundsObligated(QuarterEndingDate)			AllFundsExpended(QuarterEndingDate)			ReasonsforrevisedTargetDates(2)
	Original	Revised(1)	Actual(2)	Original	Revised(1)	Actual(2)	
DevelopmentNumber/Name							
WA6001:BakerHeights	30-Dec-00			30-Jun-02			
WA6002:Grandview	30-Dec-00			30-Jun-02			
WA6003:Bakerview	30-Dec-00			30-Jun-02			
WA6004:Pineview	30-Dec-00			30-Jun-02			
WA6005:ScatteredSites	NoProjectsforthesedevelopments						
WA6006:ScatteredSites							
WA6008:ScatteredSites							
HAWIDE							
AdministrationOffice:WindowWalls	30-Dec-00			30-Jun-02			
AdministrationOffice:LargeWindow	30-Dec-00			30-Jun-02			
AdministrationOffice:CentralVent&Exhaust	30-Dec-00			30-Jun-02			
ManagementImprovements							
CGPRelatedTraining	30-Dec-00			30-Jun-02			
DevelopCentralProcurementProcedures	30-Dec-00			30-Jun-02			
HumanResourceConsultant	30-Dec-00			30-Jun-02			
Purchaseofnewpc's	30-Dec-00			30-Jun-02			
RecordKeepingProcedures	30-Dec-00			30-Jun-02			
ServiceCoordinator	30-Dec-00			30-Jun-02			
TechnicalInformationSystemsCoordinator	30-Dec-00			30-Jun-02			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

Everett Housing Authority
 WA19P006501-00
 as of December 31, 2001

Housing Authority Name: Housing Authority of the City of Everett		Comprehensive 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 checked="" type="checkbox"/> Revised Annual Statement/Revision			
		<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/31/2001			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGPF Funds				
2	1406 Operations (may not exceed 10% of 19)	\$ -	\$ -	\$ -	\$ -
3	1408 Management Improvements	\$ 94,760.00	\$ 94,760.00	\$ 70,249.39	\$ 17,749.39
4	1410 Administration	\$ 103,500.00	\$ 102,658.97	\$ 100,000.00	\$ -
5	1411 Audit	\$ -	\$ -	\$ -	\$ -
6	1415 Liquidated Damages	\$ -	\$ -	\$ -	\$ -
7	1430 Fees and Costs	\$ 95,453.00	\$ 21,294.03	\$ 21,294.03	\$ 9,224.59
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -
9	1450 Site Improvement	\$ 127,418.00	\$ 264,481.23	\$ 231,475.83	\$ 198,401.34
10	1460 Dwelling Structures	\$ 256,109.00	\$ 193,143.51	\$ 94,977.96	\$ 73,485.24
11	1465.1 Dwelling Equipment - Nonexpendable	\$ 9,600.00	\$ 9,600.00	\$ -	\$ -
12	1470 Nondwelling Structures	\$ 242,000.00	\$ 260,173.14	\$ 244,801.00	\$ 215,694.08
13	1475 Nondwelling Equipment	\$ 112,000.00	\$ 99,619.12	\$ 62,845.84	\$ 57,436.32
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -
15	1495.1 Relocation Cost	\$ 2,000.00	\$ 2,000.00	\$ 656.28	\$ 656.28
16	1490 Replacement Reserve	\$ -	\$ -	\$ -	\$ -
17	1498 Mod Used for Development	\$ -	\$ -	\$ -	\$ -
18	1502 Contingency (may not exceed 8% of 19)	\$ 14,244.00	\$ 9,354.00	\$ -	\$ -
19	Amount for Annual Grant (Sum of lines 2-19)	\$ 1,057,084.00	\$ 1,057,084.00	\$ 826,300.33	\$ 572,647.24
20	Amount of line 19 related 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			

Annual Statement/Performance and Evaluation Report										
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)										
Part II: Supporting Pages										
Development Number/Name HA-wide Activities	General Description of Major Work Categories	Comp #	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	\$ 95,716.93	\$ 95,716.93	\$ 95,716.93	Revision 1, 12/6/00 moved forward from 708 annual statement. Redesign community kitchen space to better server residents. Project completed. A great success for the meal program for the seniors.	
Sub-Total for Baker Heights					\$ 20,000.00	\$ 95,716.93	\$ 95,716.93	\$ 95,716.93		
6002: Grandview	A&E Fees for Major Interior Renovation	9	143010-000016-000-002	1	\$ 3,000.00	\$ 7,136.00	\$ 7,136.00	\$ 455.00	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	104 106 108	145000-000019-000-002	Phase 2	\$ 39,000.00	\$ 33,955.40	\$ 950.00	\$ 950.00	Phase 2 for sidewalks, steps and ramps throughout the area. A&E in progress of putting specification together.	
6002: Grandview	Major Interior Renovation		146000-000023-000-002	12	\$ 207,159.00	\$ 67,095.77	\$ 29,876.22	\$ 29,169.61	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. Project was put on hold from 2/01 to 12/01, because of another project, most of the budgeted funds was moved to the Baker view outside ground work.	
6002: Grandview	Appliance Replacement	412 413	146510-000025-000-002	12	\$ 9,600.00	\$ 9,600.00	\$ -	\$ -	Purchase of new appliances (ranges and refrigerators) on modernized units.	
6002: Grandview	Furnace Replacement	433	146000-000041-000-002	Preliminary Cost		\$ 1,000.00	\$ -	\$ -	Rev 4: Moved forward from 5 year plan year 2. Preliminary work for replacement of furnaces	
Sub-Total for Grandview					\$ 258,759.00	\$ 118,787.17	\$ 37,962.22	\$ 30,574.61		

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
Development Number/Name/HA-wide Activities	General Description of Major Work Categories	Comp #	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	Outside Grounds Work: Paved walks and surfaces Fencing Retaining Walls Landscaping	104 107 108	145000-000020-000-003	4700 Square Feet 100 Linear Foot 100 Linear Foot	\$ 83,418.00	\$ 230,525.83	\$ 230,525.83	\$ 197,451.34	Increase paved areas at south entrance including garden walkway, privacy fencing for resident recreation area, build retaining wall to support re-grade for resident recreation area. Revision 11/2/00 moved the landscaping from the 708 annual budget forward. Project is 95% completed, waiting on one lamp to be delivered and installed.
6003: Bakerview	Fixed Furniture	111	145000-000021-000-003	1 Set	\$ 3,000.00	\$ -	\$ -	\$ -	Install and/or build covered and uncovered attached seating and tables for resident recreation area. This is part of the outside grounds work above.
6003: Bakerview	Irrigation Systems	123	145000-000022-000-003	Preliminary Cost	\$ 2,000.00	\$ -	\$ -	\$ -	Investigate existing irrigation system for possible repairs. Moved into 5 year plan for 2002 in year 5.
6003: Bakerview	Corridors, renovation, asbestos abatement		146000-000040-000-003	8 floors	\$ -	\$ 62,000.00	\$ 53,004.00	\$ 43,362.00	4/1/01, Rev 3 moved work item forward from fourth year of 5 year budget. To abate partial areas of common areas of apartment building and install carpet tiles. Work is 95% completed, pending completion of punch list items.
Sub-Total for Bakerview					\$ 88,418.00	\$ 292,525.83	\$ 283,529.83	\$ 240,813.34	
6004: Pineview	Exterior Walls: Wood/Vinyl/Aluminum Walls	204	146000-000024-000-004	6	\$ 48,950.00	\$ 48,950.00	\$ -	\$ -	Investigate moisture issues in walls and repairs as necessary, paint to reside in community in coordinating colors.
6004: Pineview	Roof Replacement		146000-000044-000-004	all	\$ -	\$ 12,097.74	\$ 12,097.74	\$ 953.63	Rev 4, Moved from 707-1998 budget to close out budget, work not completed from Technical Roofing Inspector for punch list work. Work has been completed, waiting for close out documents.
Sub-Total for Pineview					\$ 48,950.00	\$ 61,047.74	\$ 12,097.74	\$ 953.63	
6005: Scattered Sites	Exterior Walls: Wood/vinyl/aluminum Walls		146000-000042-000-005	Preliminary Cost	\$ -	\$ 1,000.00	\$ -	\$ -	Rev 4, moved work item forward from 5 year plan year 4, for replacing exterior walls.
6005: Scattered Sites	Roof Replacement		146000-000043-000-005	Preliminary Cost	\$ -	\$ 1,000.00	\$ -	\$ -	Rev 4, moved work item forward from 5 year plan year 5 for roof replacement.

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
Development Number/Name/HA-wide Activities	General Description of Major Work Categories	Comp #	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 Scattered Sites					\$ -	\$ 2,000.00	\$ -	\$ -	
Agency Wide: Management Improvements	Develop Central Procurement	600	140800-000001-000-000	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	Phase II: Continued developing documents for contracting through the development department.
Agency Wide: Management Improvements	Human Resource Consultant	602	140800-000002-000-000	1	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 12,500.00	3rd of 4 years of phased hourly consultant. To review policies for employee safety, training.
Agency Wide: Management Improvements	Agency Wide Disaster Planning/Training	603	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	605	140800-000004-000-000	2	\$ 3,000.00	\$ 3,000.00	\$ 1,801.91	\$ 1,801.91	New funding regulations requires staff training and ongoing education for implementing the program
Agency Wide: Management Improvements	Assesst Management Assesment	606	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	608	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)	609	140800-000007-000-000	1	\$ 5,000.00	\$ 5,000.00	\$ 3,087.49	\$ 3,087.49	Offers specific training to enhance job skills for residents in construction related positions.
Agency Wide: Management Improvements	Technical Information Systems Coordinator	611	140800-000008-000-000	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ -	Technical services needed for agency
Agency Wide: Management Improvements	Modernization Software/ Training	619	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	622	140800-000010-000-000	1	\$ 2,000.00	\$ 2,000.00	\$ 359.99	\$ 359.99	Plan reviews, copies, storage cabinets.
Sub-Total for Agency Wide: Management Improvements					\$ 94,760.00	\$ 94,760.00	\$ 70,249.39	\$ 17,749.39	
Agency Wide: Physical Needs	A&E Fees for Administration Office	15	143010-000017-000-000	1	\$ 60,000.00	\$ 11,376.03	\$ 11,376.03	\$ 8,769.59	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	\$ 2,782.00	\$ 2,782.00	\$ -	Moved forward from 5 year plan year 4, to cover resident issues involving security issues. Contract with consultant for security cameras and card access system at the Bakerview Apartments and other developments

AnnualStatement/PerformanceandEvaluationReport										
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)										
PartII:SupportingPages										
Development Number/NameHA-wideActivities	GeneralDescriptionof MajorWorkCategories	Comp #	DevelopmentAccount NumberforFund501-2000	Quantity	TotalEstimatedCost Original	Revised/Budget Revision	TotalActual CostFunds Obligated	Funds Expended	Status	
AgencyWide: PhysicalNeeds	ComboWorkof AdministrationOffice windowwalls,window replacement,walland ceilingconstruction; GlassDoors; Vestibules; OfficeChanges; SeismicUpgrades	221 224 236 243 275	147000-000027-000-000	Phase1	\$ 24,500.00	\$ 11,546.97	\$ -	\$ -	Repairvestibuleareasafternewdoorsand equipmentisinstalled.Paintandpatchwalls, installseismicfittingsinbuildingatwall,floorand roofconnections,sheetroofwithplywood.. Severalitemsbroughtforwardfrom5yearplanfor theofficeconstructionandelectricalupgrades.Bid inprocess.	
AgencyWide: PhysicalNeeds	AdministrationOffice: CentralVent&Exhaust HVACSystemUpgrads	308 350	147000-000028-000-000	1	\$ 45,000.00	\$ 15,000.00	\$ 13,674.83	\$ 13,674.83	PhaseII:UpgradingexistingHVACcontrolsand systems,purchaseofcoolingtoweronroof. Coolingtowerinstalled,projectcompleted.	
AgencyWide: PhysicalNeeds	AdministrationOffice: Powerwiring EmergencyGenerator	310 311	147000-000029-000-000	Preliminary Cost	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	Minorwiringchangestomeetloadamountsand acquireandinstallnewemergencygenerator.A portionofthisworkwillbeaddedtotheCombo workfortheAdminbuildingconcerningthe electricalupgrades.	
AgencyWide: PhysicalNeeds	AdminRoofReplacement andGutters		147000-000036-000-000	1	\$ 150,000.00	\$ 135,409.24	\$ 135,409.24	\$ 106,302.32	Revision1,12/6/00movedforwardfrom708 annualstatement.Replaceexistingroofandgutter systemontheadministrationbuilding.Project Completed.	
AgencyWide: PhysicalNeeds	NewPC'sandNew Hardware ColorPrinterandDigital Camera	613 624 625	147510-000030-000-000	1	\$ 11,500.00	\$ 11,500.00	\$ 9,926.51	\$ 9,926.51	Upgradeexistingequipmentandpurchasenew equipmenttomeetmanagementneedsand purchasigitalcameratobetterrecordcapital improvmenetworkprogress.	
AgencyWide: PhysicalNeeds	RelocationCostsfor(6-2)	16	149510-000031-000-002	1	\$ 2,000.00	\$ 2,000.00	\$ 656.28	\$ 656.28	Relocationfundsforrelocatingpublichousing tenantsduringGrandviewModernization.	
AgencyWide: PhysicalNeeds	CompGrantCrewWork Vehicle		147510-000033-000-000	1	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	Purchasevehicleforconstructionworkbyin houseforceaccountcrew.RequestforProposals inprogress.	
AgencyWide: PhysicalNeeds	BakerHeightsFire Extinguishers		147510-000037-000-001		\$ 500.00	\$ 500.00	\$ -	\$ -	Revision1,12/6/00movedworkitemfrom708 annualstatementtofinishthepurchaseof extinguishrsforcommunity.Requestforproposal inprogresstohavedisposableonesremovedand certifiextinguishersinstalled.	

AnnualStatement/PerformanceandEvaluationReport										
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)										
PartII:SupportingPages										
Development Number/NameHA-wideActivities	GeneralDescriptionof MajorWorkCategories	Comp #	DevelopmentAccount NumberforFund501-2000	Quantity	TotalEstimatedCost Original	Revised/Budget Revision	TotalActual CostFunds Obligated	Funds Expended	Status	
AgencyWide: PhysicalNeeds	TelephoneSystem Replacement		147510-000038-000-000	1	\$ 80,000.00	\$ 62,729.12	\$ 48,029.33	\$ 42,619.81	Revision1,12/6/00Replacefailingagencywide telephonesystem.Telephonesystemswitch replaced.Projectcompleted.Reviewinprocessfor updatingoffsiteofficestoworkthesameasthe mainofficesystem	
AgencyWide: PhysicalNeeds	SteamVaporSystem		147510-000039	1	\$ -	\$ 4,890.00	\$ 4,890.00	\$ 4,890.00	Revision2,2/2/01Movedworkitemforwardfrom 5yearplan,PurchaseofSteamVaporSystemfor easeofmaintenancecleaning.Cleanswalls, ceilingsandfloors.Completed.	
Sub-TotalforAgencyWide: PhysicalNeeds					\$ 426,000.00	\$ 280,233.36	\$ 226,744.22	\$ 186,839.34		
Contingency	Contingency	¹⁸	150200-000032-000-000		\$ 14,244.00	\$ 9,354.00	\$ -	\$ -	Contingency.	
Sub-TotalforContingency					\$ 14,244.00	\$ 9,354.00	\$ -	\$ -		
Other	StaffSalaries	³	141010-000011-000-000	2	\$ 78,000.00	\$ 78,000.00	\$ 78,000.00	\$ -	Staffmaintained,timereflectedonbi-monthly timesheets.	
Other	TechnicalSalaries	⁵	141010-000012-000-000	2	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	Fundsreservedforuseofin-houseemployees performingtechnicalandconstructioninspections andmanagementlessthan100%oftheirtime.	
Other	Phone/RadioCosts	²	141016-000013-000-000	1	\$ 500.00	\$ 500.00	\$ -	\$ -	Phonecostsrelatedtothecapitalfundprogram.	
Other	AdvertisingCosts	¹	141019-000014-000-000		\$ 2,000.00	\$ 1,158.97	\$ -	\$ -	Advertisingcostsrelatedtosealedbidprojectsfor thecapitalfundprogram.	
Other	StaffBenefits	⁴	141090-000015-000-000	2	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ -	Staffmaintained,timereflectedonbi-monthly timesheets.	
Other	PlanReviewFees	⁶	143060-000018-000-000		\$ 2,453.00	\$ -	\$ -	\$ -	Planfeesneededforcityplanningdepartmentto reviewplansforconstructionofcapitalfund projects.	
Sub-TotalforOther					\$ 105,953.00	\$ 102,658.97	\$ 100,000.00	\$ -		
GrantTotalBudget					\$ 1,057,084.00	\$ 1,057,084.00	\$ 826,300.33	\$ 572,647.24		

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule Development Number/Name HA-Wide Activities							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							
WA6002: Grandview	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
WA6003: Bakerview	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
WA6004: Pineview	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
HAWIDE							
Combo Work of Administration Office window walls, window replacement, wall and ceiling construction	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office: Glass Doors	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office: Vestibules	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office: Offices	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office: Seismic Upgrade	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office: Central Vent & Exhaust	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office: HVAC System	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office: Power wiring	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office: Emergency Generator	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
New PC's/Hardware	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Color Printer and Digital Camera	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							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)	
Relocation Costs for (6-2)	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Management Improvements							
Develop Central Procurement	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Human Resource Consultant	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Agency Wide Disaster Planning/Training	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Development Staff Training for Capital Funds and related topics	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Assess Management Assessment	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Management Study	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Resident Training (move to work, job related)	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Technical Information Systems Coordinator	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Modernization Software/Training	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Record Keeping	December 30, 2001	March 31, 2002		June 30, 2003	September 30, 2003		Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

Everett Housing Authority
WA19P006501-01
as of December 31, 2001

Housing Authority Name: Housing Authority of the City of Everett		Comprehensive Grant Number WA19P006501-01		FFY of Grant Approval 2001	
<input type="radio"/> Original Annual Statement		<input type="radio"/> Reserve for Disaster/Emergencies			
<input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Revised Annual Statement/Revision			
		Performance and Evaluation Report for Program Year Ending 12/31/2001			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGPF Funds				
2	1406 Operations (may not exceed 10% of 19)	\$ 74,500.00	\$ 74,500.00	\$ -	\$ -
3	1408 Management Improvements	\$ 19,000.00	\$ 19,000.00		
4	1410 Administration	\$ 103,000.00	\$ 103,000.00		
5	1411 Audit	\$ -	\$ -		
6	1415 Liquidated Damages	\$ -	\$ -		
7	1430 Fees and Costs	\$ 7,000.00	\$ 7,000.00		
8	1440 Site Acquisition	\$ -	\$ -		
9	1450 Site Improvement	\$ 106,100.00	\$ 106,100.00	\$ 1,264.42	\$ 1,264.42
10	1460 Dwelling Structures	\$ 664,406.00	\$ 664,406.00		
11	1465.1 Dwelling Equipment - Nonexpendable	\$ 9,600.00	\$ 9,600.00		
12	1470 Nondwelling Structures	\$ 1,336.00	\$ 1,336.00		
13	1475 Nondwelling Equipment	\$ 27,806.00	\$ 27,806.00		
14	1485 Demolition	\$ -	\$ -		
15	1495.1 Relocation Cost	\$ -	\$ -		
16	1490 Replacement Reserve	\$ -	\$ -		
17	1498 Mod Used for Development	\$ 2,000.00	\$ 2,000.00		
18	1502 Contingency (may not exceed 8% of 19)	\$ 65,860.00	\$ 65,860.00		
19	Amount for Annual Grant (Sum of lines 2-19)	\$ 1,080,608.00	\$ 1,080,608.00	\$ 1,264.42	\$ 1,264.42
20	Amount of line 19 related 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			

AnnualStatement/PerformanceandEvaluationReport									
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)									
PartII:SupportingPages									
Dev #	Comp #	Development Account Number for Fund 501-2001	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
6-1 Baker Heights	212	146000-010043	Replacement of asphalt or fiberglass shingles	Phase 1	14,000.00	14,000.00			
6-1 Baker Heights	219	146000-010044	Replacement of Gutters and downspouts	Phase 1	1,000.00	1,000.00			
6-1 Baker Heights	447	146000-010045	Construction of firewalls/draftwalls in attics and storage areas	Prelim	12,500.00	12,500.00			
					27,500.00	27,500.00	-	-	
6-2 Grandview	101	145000-010030	Upgrade existing landscaping	Phase 1	10,000.00	8,137.88			Moved portion of funds to cover cost of a fence replacement
6-2 Grandview	104	145000-010031	Replacement of Paved Walks/Surfaces	Phase 3	20,000.00	20,000.00			
6-2 Grandview	106	145000-010032	Replacement of steps and ramps	Phase 3	20,000.00	20,000.00			
6-2 Grandview	109	145000-010033	Upgrade existing Drainage	1	15,000.00	15,000.00			
6-2 Grandview	107	145000-010034	Fencing, and by highway department	2	-	1,862.12	1,264.42	1,264.42	Work item brought forward from 5 year plan, year 5. Installed fencing between businesses and back yard of development.
6-2 Grandview	110	145000-010035	Replacement of pole mounted lighting	1	5,000.00	5,000.00			
6-2 Grandview	111	145000-010036	Installation of furniture (fixed)	1 set	2,400.00	2,400.00			
6-2 Grandview	128	145000-010037	Clothes Line Replacement	Prelim	1,500.00	1,500.00			
6-2 Grandview	150	145000-010038	Remove and abate underground oil tanks	Phase 1	30,000.00	30,000.00			
6-2 Grandview	220	146000-010046	Replacement of small windows	Phase 1	10,000.00	10,000.00			
6-2 Grandview	221	146000-010047	Replacement of large windows	Phase 1	10,000.00	10,000.00			
6-2 Grandview	222	146000-010048	Installation of entry/metal doors	Phase 1	5,000.00	5,000.00			
6-2 Grandview	233	146000-010049	Construction of storage sheds off units	Phase 1	5,000.00	5,000.00			

AnnualStatement/PerformanceandEvaluationReport									
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)									
PartII:SupportingPages									
Dev #	Comp #	Development Account Number for Fund 501-2001	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
6-2 Grandview	all *'s	146000-010050	major interior renovation	12	509,823.00	509,823.00			
6-2 Grandview	432	146000-010059	Replacement of furnaces	Prelim	17,940.00	17,940.00			
6-2 Grandview	433	146000-010060	Replacement of hot water heater	12	4,248.00	4,248.00			
					665,911.00	665,911.00	1,264.42	1,264.42	
6-2 Grandview	412 413	146510-010063	Replace refrigerators Replace ranges	12 each	9,600.00	9,600.00			Combined work item together for one line item.
6-3 Bakerview Apartments	112	145000-010039	Install unit landscaping areas	10	1,000.00	1,000.00			
6-3 Bakerview Apartments	434	146000-010051	Upgrade thermostat	Phase 1	4,530.00	4,530.00			
6-3 Bakerview Apartments	441	146000-010052	Upgrade smoke/fire detectors	Phase 1	5,285.00	5,285.00			
6-3 Bakerview Apartments	608	146000-010053	Security Card Access System with Monitoring Cameras	Phase 1	50,000.00	50,000.00			Consultant has been hired and design in progress.
					70,415.00	70,415.00	-	-	
6-4 Pineview Apartments	111	145000-010040	Installation of furniture (fixed)	1 set	1,200.00	1,200.00			
6-4 Pineview Apartments	204	146000-010054	Replacement of wood /vinyl or aluminum siding	Phase 1	10,000.00	10,000.00			
6-4 Pineview Apartments	229	146000-010055	Install building mounted site lights	6	1,500.00	1,500.00			
6-4 Pineview Apartments	441	146000-010056	Upgrade smoke/fire detectors	34	680.00	680.00			
6-4 Pineview Apartments	450	146000-010057	Install carbon monoxide detectors	34	1,700.00	1,700.00			
6-4 Pineview Apartments	305	147510-010071	Fire Extinguishers	34	306.00	306.00			
					15,386.00	15,386.00	-	-	
6-5 Scattered Sites	417	146000-010058	Replacement of bath resilient flooring	Prelim	1,200.00	1,200.00			

AnnualStatement/PerformanceandEvaluationReport									
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)									
PartII:SupportingPages									
Dev #	Comp #	Development Account Number for Fund 501-2001	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
					1,200.00	1,200.00	-	-	
Administration	627	141016-010018	Advertising Costs	Multiple	2,000.00	2,000.00			
Administration	628	141019-010017	Phone Costs	Multiple	500.00	500.00			
Administration	629	141090-010019	Staff Benefits	2	22,000.00	22,000.00			
Administration	630	141010-010015	Staff Salaries	2	78,000.00	78,000.00			
Administration	631	141010-010016	Technical Salaries	2	500.00	500.00			
					103,000.00	103,000.00	-	-	
Contingency	644	150200-010081	Contingency	1	65,860.00	65,860.00			
					65,860.00	65,860.00	-	-	
Fees/Costs	632	143060-010027	Plan Review Fees	Multiple	2,000.00	2,000.00			
Fees/Costs	634	143010-010022	A&E for Grandview Projects	3	1,000.00	1,000.00			
Fees/Costs	636	143010-010023	A&E for Bakerview Projects	3	1,000.00	1,000.00			
Fees/Costs	637	143010-010024	A&E for Pineview Projects	3	1,000.00	1,000.00			
Fees/Costs	639	143010-010025	A&E for 6-5 Scattered Sites A&E for SS 6-6 Scattered Sites A&E for 6-8 Scattered Sites	2	2,000.00	2,000.00			Brought 6-5 work item from 5 year plan and combined work items for one line item.
					7,000.00	7,000.00	-	-	
Management Improvements	601	140600-010001	central procurement /construction clerk	1	5,000.00	5,000.00			
Management Improvements	603	140600-010002	human resource consultant	1	15,000.00	15,000.00			

AnnualStatement/PerformanceandEvaluationReport									
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)									
PartII:SupportingPages									
Dev #	Comp #	Development Account Number for Fund 501-2001	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
Management Improvements	606	140600-010003	related training for capital funds	3	3,000.00	3,000.00			
Management Improvements	611	140600-010004	service coordinator	1	5,000.00	5,000.00			
Management Improvements	612	140600-010005	technical information systems coordinator	1	45,000.00	45,000.00			
Management Improvements	624	140600-010006	Record Keeping Procedures	1	1,500.00	1,500.00			
Management Improvements	604	140600-010009	disaster planning & training	4	3,000.00	3,000.00			
Management Improvements	607	140600-010010	asset managemnt assessment of exisiting property	1	1,000.00	1,000.00			
Management Improvements	610	140600-010011	resident training (move to work, job related)	4	5,000.00	5,000.00			
Management Improvements	620	140600-010012	modernization related software & training	1	10,000.00	10,000.00			
					93,500.00	93,500.00	-	-	
Non-Dwelling Equipment	579	147510-010072	Comp Grant Crew Work Truck	1	9,000.00	9,000.00			
Non-Dwelling Equipment	625	147510-010073	Printers and/or upgrades (prorated)	2	1,500.00	1,500.00			
Non-Dwelling Equipment	626	147510-010074	digital camera (prorated)	1	1,000.00	1,000.00			
Non-Dwelling Equipment	645	147510-010075	projector (prorated)	1	6,000.00	6,000.00			Proposal in progress
Non-Dwelling Equipment	646	147510-010076	Ergonomic Upgrades (prorated)	Multiple	10,000.00	5,000.00			
Non-Dwelling Equipment	615	147510-010077	Server Upgrade (prorated)	1	-	5,000.00			Work item brough forward from 5 year plan year 5, to replace aging server.
					27,500.00	27,500.00	-	-	
Non-Dwelling Structures	404	147000-010066	Replace Admin Bldg Carpet (prorated) and Admin office construction and Electrical Upgrades	Phase 2	1,336.00	1,336.00			Moved several items forward from 5 year plan to cover costs for the office construction and electrical upgrades.

AnnualStatement/PerformanceandEvaluationReport									
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)									
PartII:SupportingPages									
Dev #	Comp #	Development Account Number for Fund 501-2001	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
									(Other Rooms, Kitchen and conference rooms, storage rooms, wall & ceiling construction, resilient flooring, electrical panels, fuses, breakers and electrical wiring
					1,336.00	1,336.00	-	-	
Relocation	642	149510-010080	Relocation Costs (6-2)	Multiple	2,000.00	2,000.00			
					2,000.00	2,000.00	-	-	
GRANT TOTAL					1,080,608.00	1,080,608.00	1,264.42	1,264.42	

AnnualStatement/PerformanceandEvaluationReport							
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)							
PartIII:ImplementationSchedule							
Dev#/Activities	AllFundObligated QuarterEndingDate			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates
	Original	Revised	Actual	Original	Revised	Actual	
6-1BakerHeights	12/30/2002	31-Dec-02		6/30/2004			ChangedperletterfromHUD, NoticePIH2001-26. (Changed11-16-01)
6-2Grandview	12/30/2002	31-Dec-02		6/30/2004			
6-3Bakerview	12/30/2002	31-Dec-02		6/30/2004			
6-4Pineview	12/30/2002	31-Dec-02		6/30/2004			
6-5ScatteredSites	12/30/2002	31-Dec-02		6/30/2004			
6-8ScatteredSites	12/30/2002	31-Dec-02		6/30/2004			
ManagementImprovements	12/30/2002	31-Dec-02		6/30/2004			
Administration	12/30/2002	31-Dec-02		6/30/2004			

CapitalFundProgramFive-YearActionPlan Part1:Summary				WA19P006502-02	
HA:Name: HousingAuthorityoftheCityofEverett		[X]Original5-YearPlan []RevisionNo.			
DevelopmentNumber/Name	WorkStmntfor Year1:FFY2002	WorkStatement ofYear2	WorkStatement ofYear3	WorkStatement ofYear4	WorkStatement ofYear5
6001:BakerHeights		154,905.00	146,262.00	139,336.00	85,000.00
6002:Grandview		532,363.50	552,007.00	613,357.00	614,848.00
6003:BakerviewApartments		-	101,339.00	14,193.00	19,000.00
6004:PineviewApartments		30,000.00	21,000.00	16,000.00	22,000.00
6005:ScatteredSites		58,450.00	-	58,622.00	-
6006:ScatteredSites		18,000.00	24,000.00	6,000.00	-
6008:ScatteredSites		10,000.00	-	11,100.00	23,760.00
A.PhysicalImprovementsSub-total(1460/1465)		803,718.50	844,608.00	858,608.00	764,608.00
B.ManagementImprovements(1408)		25,000.00	9,000.00	9,000.00	8,000.00
C.HA-WideNon-DwellingStructuresand Equipment (1470/1475)		52,889.50	11,000.00	3,000.00	93,000.00
D.Administration(1410)		104,000.00	104,000.00	104,000.00	104,000.00
E.Other(1430/1495/1502)		12,000.00	14,000.00	23,000.00	12,000.00
F.Operations(1406)		83,000.00	98,000.00	83,000.00	99,000.00
G.Demolition(1485)					
H.ReplacementReserve					
I.ModUsedforDevelopment					
J.TotalCFPFunds					
K.TotalNon-CFPFunds					
L.GrandTotal		1,080,608.00	1,080,608.00	1,080,608.00	1,080,608.00
		1,080,608.00	1,080,608.00	1,080,608.00	1,080,608.00
		0.00	0.00	0.00	0.00
SignatureofExecutiveDirectorandDate		SignatureofPublicHousingDirectorandDate			

Comp #	Acct#	DevelopmentNumber/Name GeneralDescriptionofMajor WorkCategories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	Estimated Cost	Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	Estimated Cost
111	1450	Installfurniture(fixed)in commonareasofdevelopment								
114	1450	Upgradeexistingplayground areas							prelim	1,000.00
115	1450	Installcommonareabasketball courts	3	14,889.50						
124	1450	Upgradeada compliance- exterior							prelim	1,000.00
126	1450	Installofcommonareamailbox facilities							prelim	1,000.00
128	1450	ReplacementofClothesLines							prelim	1,000.00
212	1460	Replacementasphaltor fiberglassshingles	Phase3	37,500.00	Phase4	37,500.00	Phase5	37,500.00	Phase6	37,500.00
219	1460	ReplacementofGuttersand downspouts	Phase3	1,000.00	Phase4	1,000.00	Phase5	1,000.00	phase6	1,000.00
402	1460	FloorStructural	Phase2	1,000.00	Phase3	1,000.00	Phase4	1,000.00	Phase5	1,000.00
405	1460	Replacementofresilientflooring	Phase2	1,000.00	Phase3	1,000.00	Phase4	1,000.00	Phase5	1,000.00
410	1460	Replacementofkitchenfloor							Phase1	25,000.00
433	1460	Replacementand/orupgradeof hotwaterheaters	Phase2	10,000.00	Phase3	10,000.00	Phase4	10000.00	Phase5	10,000.00
441	1460	Upgradeofsmoke/firedetectors								
446	1460	Upgradebath							prelim	1,000.00
447	1460	Constructfirewalls/draftwallsin atticsandstorageareas	Phase2	78,331.00	Phase3	89,762.00	Phase4	88,836.00		
450	1460	Installcarbonmonoxide detectors	250	5,000.00						
523	1450	Upgradeballfield							prelim	1,000.00
524	1470	CommunityCenterasbestos abatement	1	3,184.50	1	3,000.00				

Comp #	Acct#	DevelopmentNumber/Name GeneralDescriptionofMajor WorkCategories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	Estimated Cost	Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	Estimated Cost
529	1470	CommunityCenterreplacement ofresilientflooring	1	3,000.00	1	3,000.00				
531	1470	CommunityCenterplumbing upgrade							1	1,500.00
569	1470	CommunityCenter offices/additions/remodel							1	2,000.00
SUB-TOTAL				154,905.00		146,262.00		139,336.00		85,000.00

Comp #	Acct #	Development Number/NameGeneral DescriptionofMajorWork Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost
101	1450	landscaping	Phase3	10,000.00	Phase4	10,000.00	Phase5	10,000.00	Phase6	10,000.00
103	1450	newparkingareas,driveway striping,driveways								
104	1450	PavedWalks/Surfaces							1	1,000.00
106	1450	stepsandramps							1	1,000.00
107	1450	fencing/andbyhighway department							1	1,000.00
109	1450	Drainage							1	1,000.00
110	1450	polemountedlighting							1	1,000.00
111	1450	Installfurniture(fixed)							1	1,000.00
114	1450	Upgradeplaygroundarea							1	1,000.00
115	1450	Installbasketballcourts							1	5,000.00
117	1450	Upgradeunderground electricaldistribution					prelim	1,000.00		
118	1450	waterlines;/worknecessary totransfertocity					prelim	1,000.00		
120	1450	sanitarylines;/work necessarytotransfertocity					prelim	1,000.00		
124	1450	Upgradeadacompliance- exterior					prelim	1,000.00		
126	1450	Installcommonareamailbox facilities					prelim	1,000.00		
128	1450	ClothesLineReplacement							1	1,000.00
150	1450	removeandabate undergroundoiltanks	Phase3	15,000.00	Phase4	10,000.00	Phase5	19,000.00	Phase6	18,000.00
204	1460	Installationofwood/vinyolor aluminumsidings							Phase1	13,000.00
215	1460	Removeorreplacechimneys							Prelim	1,000.00
219	1460	InstallGuttersand downspouts					Prelim	1,000.00		
220	1460	Replacesmallwindows	Phase3	10,000.00	Phase4	10,000.00	Phase5	10,000.00	Phase6	10,000.00
221	1460	Replacelargewindows	Phase3	10,000.00	Phase4	10,000.00	Phase5	10,000.00	Phase6	10,000.00

Comp #	Acct #	Development Number/NameGeneral DescriptionofMajorWork Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost
222	1460	Installentry/metalddoors	Phase3	5,000.00	Phase4	5,000.00	Phase5	5,000.00	Phase6	5,000.00
233	1460	Constructionofstorageareas offofunits	Phase3	1,000.00	Phase4	1,000.00	Phase5	1,000.00	Phase6	1,000.00
432	1460	Replacementoffurnaces			Phase3	5,045.00	Phase4	1,000.00		
440	1460	bedroomwindowemergency egresscompliance					prelim	1,000.00		
525	1470	asbestosabatement					1	5,000.00		
529	1470	Installationofresilientflooring					1	5,000.00		
586	1475	Range&RangeHood					1	500.00		
587	1475	Refrigerator					1	600.00		
588	1475	dishwasher					1	750.00		
all*s	*	1460 majorinteriorrenovation	12	467,515.50	12	487,114.00	12	524,659.00	12	520,000.00
205	*	1460 masonryorplasterwalls								
206	*	1460 floorinsulation								
207	*	1460 wallinsulation								
208	*	1460 ceilinginsulation								
238	*	1460 interiorstairways								
265	*	1460 electricalservices								
305	*	1475 FireExtinguishers								
401	*	1460 wallandceilingconstruction								
402	*	1460 floorconstruction								
403	*	1460 wallandceilingfinishes								
405	*	1460 resilientflooring								
406	*	1460 doorsandframes								
407	*	1460 asbestosflooringabatment								
409	*	1460 kitchenwall/ceilingsurfaces								
410	*	1460 kitchenfloor								

Comp #	*	Acct #	Development Number/Name General Description of Major Work Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
				Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost
411	*	1460	cabinet/counters/sink								
414	*	1460	dishwasher								
415	*	1470	BathWall/CeilingSurfaces								
416	*	1460	bathtilevinylfloor								
417	*	1460	bathresilientflooring								
418	*	1460	bathfixtures								
419	*	1460	bathfans								
420	*	1460	bathaccessories								
421	*	1460	bathvanities								
422	*	1460	1/2bathwall/ceilingsurfaces								
423	*	1460	1/2bathtilefloor								
424	*	1460	1/2bathresilientfloor								
425	*	1460	1/2bathfixtures								
426	*	1460	1/2bathfans								
427	*	1460	1/2bathaccessories								
428	*	1460	1/2bathvanities								
434	*	1460	thermostats								
436	*	1460	electricservice/panel/wiring								
437	*	1460	electricalwiring								
441	*	1460	smoke/firedetectors								
446	*	1460	upgradebath								
447	*	1460	firewalls/draftwallsinattics andstorageareas								
449	*	1460	windowcoverings								
450	*	1460	carbonmonoxidedetectors								
454	*	1460	plumbingupgrade								
412a	*	1460	rangehoods&exhaustfans								
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	hotwaterheater	12	4,248.00	12	4,248.00	12	4,248.00	12	4,248.00

Comp #	Acct #	Development Number/NameGeneral DescriptionofMajorWork Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost
		SUB-TOTAL		532,363.50		552,007.00		613,357.00		614,848.00

Comp #	Acct#	DevelopmentNumber/Name GeneralDescriptionof MajorWorkCategories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	Estimated Cost	Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	Estimated Cost
103 107 110	1450	Upgradeparkingare,install fencingandpolemounted lights								
113	1450	Upgradestodumpsterand enclosures			prelim	1,000.00				
120	1450	Upgradesanitarylines			1	5,000.00				
123	1450	IrrigationSystem							Prelim	1,000.00
207	1460	Installationofwallinsulation			prelim	1,000.00				
218	1460	Upgradestoelevatorsand penthouses			1	1,500.00				
221	1460	Replacementoflarge windows			prelim	1,000.00				
223	1460	WoodDoors							Prelim	1,000.00
224	1460	Replacementofglassentry doorswithelctronicopeners			2	2,500.00				
228	1460	Upgradeexteriorstairs withrailings,doors,locks			prelim	1,000.00				
229	1460	Installationofbuilding mountedsitelights			1	2,500.00				
236	1460	Upgradeexistingvestibules			2	30,000.00				
237	1460	corridors;renovation; asbestosabatement,flooring							Prelim	1,000.00
241	1460	laundryroomsand/oradd facilities					Prelim	1,000.00		
242	1460	laundryequipment-ada			1	2,000.00				
244	1460	Upgraderesidentrecreation rooms					1	5,000.00		

Comp #	Acct#	DevelopmentNumber/Name GeneralDescriptionof MajorWorkCategories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	Estimated Cost	Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	Estimated Cost
245	1460	Upgradeotherroomsfor resdientuse,library					1	1,000.00		
247	1460	Constructionofstorage rooms					1	1,500.00		
248	1460	Upgradestoexistingtrash rooms					1	1,000.00		
249	1460	ADACompliance							Prelim	1,000.00
251	1475	Installationofdeadboltsor levellocks			151	3,020.00				
303	1460	Upgradeorreplacementof waterdistribution								
304	1460	Upgradeorreplacementof sanitarydistribution								
313	1460	Upgradeorreplacementof fire&smokedetection/fire alarmsystem								
319	1475	Replacementofhotwater boiler								
403	1460	Upgradewallandceiling finishes								
405	1460	Replacementofresilient flooring								
406	1460	Instalationofdoorsand frames			151	49,819.00				
407	1460	asbestosflooringabatment					prelim	1,000.00		
410	1460	Replacementofkitchenfloor					prelim	1,000.00		
411	1460	Replacementif cabinet/counters/sink								

Comp #	Acct#	DevelopmentNumber/Name GeneralDescriptionof MajorWorkCategories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	Estimated Cost	Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	Estimated Cost
412	1460	Instalaltionofexhaustfansfor ranges					Prelim	1,693.00		
415	1460	ReplacementofBath Wall/CeilingSurfaces								
416	1460	BathTileVinylflooding							Prelim	1,000.00
417	1460	BathResilentFlooring							Prelim	1,000.00
418	1460	BathFixtures							Prelim	1,000.00
420	1460	BathAccessories							Prelim	1,000.00
421	1460	BathVanities							Prelim	1,000.00
434	1460	Replacementofthermostats								
438	1460	Installtionofdoorbell/ intercom			prelim	1,000.00				
441	1460	Upgradeofsmoke/fire detectors							prelim	10,000.00
454	1460	plumbingupgrade								
525	1470	asbestosabatement commonareas								
590	1475	vehicleforresident transportation					prelim	1,000.00		
608	1460	SecurityCardAccessSystem withCameraMonitoring								
614	1475	ComputerforTenantUse								
		SUB-TOTAL		-		101,339.00		14,193.00		19,000.00

Comp #	Acct#	Development Number/NameGeneral DescriptionofMajorWork Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost
101	1450	landscapingand/orcreek beautification	prelim	10,000.00					Prelim	10,000.00
103	1450	newparkingareas,parking striping								
104	1450	PavedWalks/Surfaces								
106	1450	stepsandramps								
109	1450	Drainage	1	5,000.00	1	8,000.00				
110	1450	polemountedlighting	1	5,000.00			prelim	1,000.00		
111	1450	Installationoffurniture(fixed)								
112	1450	Constructionoffencingfor privateyards&enclosures					prelim	1,000.00		
114	1450	Upgradeplaygroundareas					Prelim	1,000.00		
115	1450	Upgradebasketballcourts					prelim	1,000.00		
204	1460	Installtionofwood/vinyolor aluminumsiding	Phase3	10,000.00	Phase4	10,000.00	Phase5	10,000.00	Phase6	10,000.00
207	1460	Installationofwallinsulation					prelim	1,000.00		
208	1460	Installationofceiling insulation					prelim	1,000.00		
229	1460	buildingmountedsitelights							Phase2	1,000.00
231	1460	Replacementofdecksand rails			prelim	1,000.00				
305	1475	InstallationofFire Extinguishersonoutsideof units							Phase2	1,000.00
401	1460	wallandceilingconstruction			prelim	1,000.00				
405	1460	Replacementofresilient flooring			prelim	1,000.00				

Comp #	Acct#	Development Number/NameGeneral DescriptionofMajorWork Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost	Quantity	EstimatedCost
441	1460	Upgradesmoke/fire detectors								
450	1460	Installationofcarbon monoxidedetectors								
		SUB-TOTAL		30,000.00		21,000.00		16,000.00		22,000.00

Comp #	Acct#	Development Number/NameGeneral DescriptionofMajorWork Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	Estimated Cost						
101	1450	landscaping	prelim	10,000.00						
107	1450	fencing								
112	1450	Constructionoffencingfor privateyards&enclosures								
124	1450	Upgradeadacompliance-exterior								
204	1460	Replacementofwood/vinyl oraluminumsiding	6	21,000.00						
208	1460	Installceilinginsulation								
212	1460	Replacementofasphaltor fiberglassshingles					10	30,000.00		
219	1460	ReplacementofGuttersand downspouts					10	5,000.00		
220	1460	Replacementofsmall windows	30	6,600.00						
221	1460	Replacementoflarge windows	40	13,200.00						
222	1460	Replacementofmetaldors	10	2,250.00						
231	1460	Replacementofdeckswith rails					10	16,672.00		
233	1460	Constructionstoragesheds offunits					5	4,750.00		
234	1460	Upgradegarage					prelim	1,200.00		
305	1475	InstallationofoutsideFire Extinguishers								
410	1460	Replacementofkitchenfloor		5,400.00						

Comp #	Acct#	Development Number/NameGeneral DescriptionofMajorWork Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	EstimatedCost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
101	1450	landscaping	prelim	9,000.00						
204	1460	Replacementiofwood/vinyl oraluminumsiding	1	3,000.00	4	12,000.00	1	4,000.00		
212	1460	Replacementifasphaltor fiberglassshingles	1	3,000.00	4	12,000.00	1	1,000.00		
219	1460	ReplacementofGuttersand downspouts	1	1,000.00						
305	1475	InstallationofFire Extinguishers								
441	1460	Upgradesmoke/fire detectors								
450	1460	Installationofcarbon monoxidedetectors								
454	1460	plumbingupgrade	1	2,000.00			1	1,000.00		
				18,000.00		24,000.00		6,000.00		-

Comp #	Acct #	Development Number/NameGeneral DescriptionofMajorWork Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	EstimatedCost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
101	1450	landscaping	prelim	10,000.00						
204	1460	Replacementifwood/vinyl oraluminumsiding					prelim	1,000.00	Phase1	10,000.00
212	1460	Replacementasphaltor fiberglassshingles					prelim	1,000.00	Phase1	10,000.00
219	1460	ReplacementGuttersand downspouts					prelim	1,000.00	Phsae1	1,000.00
220	1460	Replacementofsmall windows					prelim	100.00	Phase1	1,000.00
221	1460	Replacementoflarge windows					prelim	1,000.00	Phase1	1,760.00
231	1460	Replacementofdecks with rails					prelim	1,000.00		
232	1470	UpgradesofPorcheswith roofs					prelim	1,000.00		
305	1475	InstalaltionofoutsideFire Extinguishers								
441	1460	Upgradesmoke/fire detectors								
450	1460	Instalaltionofcarbon monoxidedetectors								
454	1460	plumbingupgrade					4	5,000.00		
				10,000.00				11,100.00		23,760.00

Comp#	Acct#	DevelopmentNumber/Name GeneralDescriptionofMajorWork Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
601	1406	centralprocurement /constructionclerk	1	35,000.00	1	35,000.00	1	35,000.00	1	35,000.00
603	1406	humanresourceconsultant			1	15,000.00			1	15,000.00
606	1406	relatedtrainingforcapitalfunds	3	3,000.00	3	3,000.00	3	3,000.00	3	3,000.00
611	1406	servicecoordinator							1	1,000.00
612	1406	technicalinformationsystems coordinator	1	45,000.00	1	45,000.00	1	45,000.00	1	45,000.00
				83,000.00		98,000.00		83,000.00		99,000.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	Estimated Cost						
602	1408	developmentpreventive maintenanceprogram	prelim	2,000.00						
604	1408	disasterplanning& training	1	3,000.00	1	3,000.00	1	3,000.00	1	3,000.00
605	1408	facilitymaintenance trainingformaintenance staff	1	500.00						
607	1408	assetmanagemnt assessmentofexisiting property	1	1,000.00						
609	1408	mgmtstudy(includes disasterrecovery)					1	1,000.00		
610	1408	residenttraining(moveto work,jobrelated)		5,000.00		5,000.00	1	5,000.00	1	5,000.00
613	1475	upgradestoexistingpcs	prelim	5,500.00						
614	1475	newpcs		5,000.00						
617	1408	phonelinecostsfordial incapability	prelim	1,000.00						
618	1408	increaseinternet capability								
619	1408	ccssoftware&windows upgrade	prelim	1,000.00						
620	1408	modernizationrelated software&training								
621	1408	energyaudit			prelim	1,000.00				

Comp #	Acct #	Development Number/NameGeneral DescriptionofMajor WorkCategories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	Estimated Cost						
622	1408	preparationofalow incomehomeownership plan	prelim	1,000.00						
				25,000.00		9,000.00		9,000.00		8,000.00

Comp#	Acct#	Number/Name GeneralDescriptionof MajorWork Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
627	1410	AdvertisingCosts	multiple	2,000.00	multiple	2,000.00	multiple	2,000.00	multiple	2,000.00
628	1410	PhoneCosts	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
629	1410	StaffBenefits	2	22,000.00	2	22,000.00	2	22,000.00	2	22,000.00
630	1410	StaffSalaries	2	78,000.00	2	78,000.00	2	78,000.00	2	78,000.00
631	1410	TechnicalSalaries	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 #	Development Number/NameGeneral DescriptionofMajor WorkCategories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	Estimated Cost						
632	1430	PlanReviewFees				2,000.00		2,000.00		
633	1430	A&EforBakerHeights Projects						1,000.00		
634	1430	A&EforGrandview Projects						1,000.00		
635	1430	A&EforGrandview Renovation						1,000.00		
636	1430	A&EforBakerview Projects						1,000.00		
637	1430	A&EforPineview Projects						1,000.00		
638	1430	A&EforSS6-5Projects						1,000.00		
639	1430	A&EforSS6-6Projects						1,000.00		
640	1430	A&EforSS6-8Projects						1,000.00		
641	1430	A&EforAdminBuilding						1,000.00		
		1430		-		2,000.00		11,000.00		-
642	1495	RelocationCosts(6-2)		2,000.00		2,000.00		2,000.00		2,000.00
642	1495	RelocationCosts(6-3)								
		1495		2,000.00		2,000.00		2,000.00		2,000.00
644	1502	Contingency		10,000.00		10,000.00		10,000.00		10,000.00
		1502		10,000.00		10,000.00		10,000.00		10,000.00
		1430-1495-1502		12,000.00		14,000.00		23,000.00		12,000.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	EstimatedCost	Quantity	Estimated Cost	Quantity	EstimatedCost	Quantity	EstimatedCost
101	1450	Landscaping*A*	1	750.00						
104	1450	PavedWalks/Surfaces	800sf	3,400.00						
107	1450	fencing	1500lf	15,000.00						
109	1450	Drainage	2	1,700.00						
117	1470	UndergroundElectrical Distribution*A*	1	5,000.00						
120	1470	SanitaryLines*A*	1	3,700.00						
124	1470	ADAComplianceñSite*A*	1	250.00						
207	1470	WallInsulation*A*	1	500.00						
235	1470	Garage Seismic/Ventilation/Fire Suppression"A"	prelim	740.00						
245	1470	OtherRooms(Kitchen (conference)*A*			2	3,000.00				
247	1470	StorageRooms*A*			2	3,000.00				
275	1470	SeismicUpgrade"A"			1	1,000.00				
304	1460	sanitarydistribution			1	1,500.00				
314	1470	IntercomSystem*A*			1	1,500.00				
319	1470	Boilers*A*			prelim	1,000.00				
320	1470	BoilerRoomPiping*A*								
321	1470	AbateLagging*A*	1	1,200.00						
350	1470	HVACSystem*A*							Prelim	15,000.00
401	1470	WallandCeiling Construction*A*	1	6,000.00						
404	1470	Carpet*A*								
405	1470	ResilientFlooring*A*	650sf	3,375.00						
406	1470	DoorFrames*A*	650sf	1,644.50						
409	1470	KitchenWall/Ceiling Surfaces*A*	600sf	900.00						
410	1470	KitchenFloor*A*	60sf	330.00						

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	EstimatedCost	Quantity	Estimated Cost	Quantity	EstimatedCost	Quantity	EstimatedCost
436	1470	ElectricalPanel,fuses, circuitbreakersserving AdministrationBuilding	1	600.00						
437	1470	ElectricWiring(wiring, outletsandotherdevices thatdistributeelectricityThe AdministrationBuilding)	6	1,800.00						
441	1470	Smoke&FireDetectors*A*	2	5,000.00						
529	1470	resilientflooring	Prelim	1,000.00						
576	1475	SteamCleaner								
577	1475	MaintenanceTruck Replacement							1	20,000.00
579	1475	CompGrantCrewWork Truck								
581	1475	MicrofilmEquipment/Record Storage								
582	1475	WoodChipper							Prelim	1,000.00
583	1475	StumpGrinder							Prelim	1,000.00
584	1475	GarbageTruck							Prelim	50,000.00
585	1475	Backhoe							Prelim	1,000.00
591	1475	manlift								
600	1475	telephonesystem replacementorupgrades							Prelim	5,000.00
613	1475	PCUpgrades								
615	1475	replace/upgradecurrent server@adminoffice					prelim	1,000.00		

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	WorkStatement Year2		WorkStatement Year3		WorkStatement Year4		WorkStatement Year5	
			Quantity	EstimatedCost	Quantity	Estimated Cost	Quantity	EstimatedCost	Quantity	EstimatedCost
616	1475	home/emergency preparedness					prelim	1,000.00		
623	1475	purchaseandinstallremote locationshardware					prelim	1,000.00		
624	1475	PC'snew								
625	1475	Printers								
				52,889.50		11,000.00		3,000.00		93,000.00

Wa006e01
ATTACHMENTE

Resident Membership of the PHA Governing Board

Jay Cole
70175th Street SE #713
Everett, WA 98203

Resident Member Jay Cole was appointed to the EHA Board of Commissioners in 1999. He was interviewed by the existing Commissioner and recommended to the Mayor for appointment.

Wa006f01
ATTACHMENTF

MembershipoftheEHAResidentAdvisoryBoard

RaymondBradburn(Chairman) –BakerHeights
BeverlyBowers –BakerHeights
GabrieleBartholomew –Grandview
AnandaPortal –Grandview
DoreenHannaford –Bakerview
JudyMorgart –Baker view
MehdiAl -Abudi-Pineview
ZhannaKochuley –ScatteredSites
JayCole –Section8
LoreleiCoy –Section8

RegularAttendees

NickStraley(RABCounsel) –ColumbiaLegalServices
KenMiddlesworth –DisabilityResourceCenter
JamesVest –Resident
ThomasBradburn –Resident

EHASTaffAttendees

KathyReiff –DirectorofAdministrativeServices
CarolAllen(RABSecretary) –Reception
BrendanBuckley –ResearchandPolicyAnalyst

Wa006g01

February 19, 2002

VIA FACSIMILE AND FIRST CLASS MAIL

Bud Alkire
Executive Director
Everett Housing Authority
P.O. Box 1547
Everett, WA 9820

Via Facsimile: (425) 303 - 1122

Re: **Resident Advisory Board Recommendations on Everett Housing Authority's 2002 Annual Plan.**

Dear Mr. Alkire:

We, the Everett Housing Authority Resident Advisory Board (RAB), are writing to provide you with the RAB's recommendations and suggestions regarding EHA's 2002 Annual Plan. The RAB was created pursuant to the requirements of the Quality Housing and Work Responsibility Act and associated HUD regulations "to assist and make recommendations regarding the development of [EHA's] plan, and any significant amendment or modification to the [] plan." *CFR § 903.13*. The RAB consists of residents of EHA owned public housing and participants in EHA's Section 8 program. The members of the RAB are Raymond Bradburn, Jay Cole, Mehdi Al Abudi, Beverly Bowers, Doris Cuneo, Ananda Portal, Gabriele Bartholomew, Doreen Hannaford, James Vest, Lorelie Coy, Sharon Nush, Barbara Yates, Charles Hoffman, Judy Morgart, Thomas Bradburn, Robert Reedy, Irene Wilson, Zhanna Kochuley, and June Ritchie.

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The RAB has met on a number of occasions over the past year to discuss the PHA planning process and some of the substantive and procedural policies that EHA will be reviewing and implementing as part of that planning process. EHA staff members, including Kathy Reiff, Brendan Buckley, Sandra Back, Sara Ahead, Nikki Gaddis, Carol Allen, Paul Wengert, Jan McDaniel, Teena Ellison, Pamela Rorvik, and Katrina Haugen were present at these meetings to answer questions and provide information. Representatives from various social service providers, including Ken Middlesworth with the Disability Resource Center, and from legal services participated as well.

After considerable discussion and debate during these meetings, the RAB has a number of recommendations regarding the 2002 Annual Plan and EHA substantive and administrative policies. These recommendations are set forth below. We also refer you to the recommendations that the RAB has made in past years.

Focus on Providing Housing to Most Desperately Needy in the Community.

We applaud the Housing Authority's focus on providing housing to the most desperately needy individuals and families in the community. Statistics indicate that EHA continues to serve a high proportion of extremely low-income families and individuals, and other families facing severe hurdles in finding and maintaining affordable housing. The RAB supports this continued focus on the housing needs of families and individuals who are not able to afford safe, decent housing elsewhere.

In that regard, we recommend, encourage and support any efforts that EHA can make to create, develop or renovate housing affordable to extremely low-income families. In the past, EHA has been successful in obtaining additional Section 8 Vouchers and other deep subsidies. These efforts should continue. In addition, EHA should explore other avenues to expand the stock of housing within Everett affordable to all members of the community, but especially to those who live on extremely limited incomes.

We therefore recommend that EHA clearly state in its Five Year plan how it will leverage other existing resources to create new affordable housing or preserve existing affordable housing that may be threatened. For example, at page 1 of the Five-Year Plan, EHA notes that it will leverage private and other public funds to create additional housing. In FY00, EHA purchased a 10 unit complex. No such purchases occurred in FY01. The Five Year Plan also indicates that other planned purchases have not materialized because of development or other problems. We encourage and support any efforts that EHA takes to develop or create more affordable housing.

We are concerned, however, that EHA resources be primarily utilized to provide housing to families for whom there is no other reasonably affordable alternative. Primarily, this means families living on less than 30% of the Area Median Income. These families simply cannot find and maintain affordable housing without some significant financial subsidy. EHA should keep this mission and focus when examining any potential housing development or purchase.

Admission Preferences :

As discussed above, EHA's first priority should be providing housing to those people in our community for whom finding and maintaining affordable housing is most difficult. We urge EHA to research whether EHA is addressing the most dire housing needs in our community with the necessary speed.

As in past years, we continue to believe that certain individuals and groups face uniquely challenging obstacles to finding and maintaining affordable housing, these groups and individuals include: (1) homeless families or families presently housed in transitional housing; (2) extremely or very low income victims of domestic violence; (3) extremely low income elderly; and (4) extremely low income disabled individuals or families that include a disabled person. We believe that it is important that EHA place a priority on serving these populations. A survey completed by admittees at the time they enter the Public Housing or Section 8 programs will assist EHA and the RAB in determining whether those households most in need of housing are receiving that assistance in a timely manner.

This could be accomplished by surveying people when they are given housing assistance. Information gathered in this survey could include information about the families who are admitted to the public housing and Section 8 programs, such as their housing situation upon application, on admission and while on the waiting list, their income, their family makeup, their housing history, and other relevant socio-economic data.

Without information regarding the housing situation facing families and individuals who are coming into EHA's programs, EHA cannot know whether it is adequately addressing the most dire housing needs. A thorough review of this information along with other available data will allow EHA and the RAB to determine whether EHA's admission policies should be altered to address present unmet need. We are eager to work with EHA staff to design such a survey and set of questions.

Income Disregards and Interim Recertifications:

As indicated in previous letters, we support EHA implementing discretionary earned income disregards that support tenants and Voucher participants in achieving economic self-sufficiency and familial stability. We continue to advocate and encourage EHA to make such discretionary earned income disregards.

We are thankful that EHA has changed its policy with regard to Interim Rental Recertifications and no longer increases a tenant or voucher participant's rental share between annual reviews when the tenant's income goes up. EHA's new policy provides a significant economic benefit to families and individuals in the public housing and Section 8 programs. Such a policy will greatly support the efforts of working families. Thank you EHA.

While we are happy with EHA's decision regarding Interim Recertifications, we recommend that EHA do away with interim income reporting requirements. Given the change in policy related to interim recertifications, interim income reporting requirements seem to serve no purpose. The information will not alter the tenant or participant's rent amount and merely creates an administrative burden on EHA staff who must administer such income reports. Such interim reporting requirements also create unnecessary administrative pitfalls for tenants or participants who may innocently fail to timely report an increase in income between their annual recertifications. Now that interim recertifications will not occur, absent a tenant's drop in income, EHA should do away with mandatory interim income reporting requirements.

Eviction Policies and Grievance Procedures :

We continue to encourage EHA to give a tenant who claims to have been unaware of drug use or other criminal activity by other household members the benefit of any doubt that exists. EHA's responses on this issue in the past have indicated that EHA appreciates this concern relating to "innocent" family members. However, we would like clarification from EHA as to whom it considers to be "innocent" family members who have no control over the drug use or criminal activity of other household members and what steps EHA takes when confronted with such a situation. We believe that EHA should presume that a family member is not involved in drug or other criminal activities absent affirmative proof of their active participation. EHA should

presume that family members are “innocent” absent proof to the contrary. Family members should not be required to “prove” their innocence.

EHA should provide a tape and taperecorder at every grievance hearing. Whether to tape the hearings should be up to the grieving tenant or participant.

EHA should include basic information regarding how a tenant or participant can access legal information and assistance in every termination letter or other letter indicating some adverse action by EHA. In response to this same recommendation in the past, EHA has stated that it is inappropriate to include this information because the failure to include it may render the notice defective and because legal services are not readily available. These concerns are easily addressed.

First, presumably, EHA uses form language in every termination or adverse decision letter it sends out so as to comply with other mandated requirements. Including information and a telephone number regarding available legal services in this form language will therefore add no great burden and the danger of leaving such information out will be eliminated.

Second, legal information and advice is available free of charge to very low income residents of Snohomish County via the “Coordinated Legal Education, Advice and Referral” (CLEAR) telephone system administered by the Northwest Justice Project. Attached is more information regarding this service.

Any tenant or participant who contacts this CLEAR telephone service will speak with an attorney or paralegal knowledgeable about landlord-tenant law and federal housing policies and procedures. In certain circumstances, CLEAR will refer eligible clients to attorneys in the Snohomish County area for direct representation. The Everett Offices of the Northwest Justice Project and Columbia Legal Services both provide representation to clients referred to them through the CLEAR system. In addition, Snohomish County Legal Services also receives clients referred from CLEAR in many housing related matters. While every caller will not be represented directly, every caller will be able to receive accurate information and advice regarding their housing problem.

Early, accurate and helpful information to tenants and participants regarding their rights and obligations helps resolve many problems early on and assist tenants and participants in preparing for grievance hearings. Therefore, it is very important that EHA provide the necessary information to all tenants and participants so that they can access this available legal resource. EHA should include the CLEAR telephone number and basic contact information in every termination or adverse decision letter it sends out.

Service Coordination and Support Services to Tenants and Participants.

We continue to encourage EHA to maintain and expand the supportive services and service coordination available to EHA clients. The Welfare to Work Voucher program, Family Self Sufficiency programs, and various client service coordination programs all provide extremely

valuable benefits to tenants and participants. EHA should continue its efforts to expand these programs wherever possible.

We are interested in finding out more about the Welfare to Work Voucher program. Now that it has been up and running for two years we are interested in working with EHA to evaluate its successes and help EHA identify those areas in which the program might be improved. We are concerned that EHA may be terminating families' WTW Vouchers when families have not intentionally or persistently violated program requirements. As the job market worsens, many families may not be able to meet the requirements imposed upon them by the WTW program through no fault of their own. Termination of their Section 8 Voucher only increases the problems facing such families. We would like to work with EHA and its WTW partners to ensure that families are succeeding and not failing.

We understand that EHA may be expanding the FSS, Family Self-Sufficiency, program in the near future. We wholeheartedly support this expansion and urge EHA to expand FSS even further. This program is of tremendous benefit to the families who have access to it. EHA should work to provide FSS services to as many families as possible. FSS in conjunction with the Section 8 Homeownership program may make homeownership a reality for families who without one or the other program could not hope to own their own homes.

We believe that EHA can also support the efforts of EHA clients to achieve self-sufficiency by evaluating the job duties and responsibilities of EHA staff, particularly rental officers. We would like to work with EHA and we encourage EHA management to actively evaluate the duties of rental officers to make sure that they have the support and flexibility to provide a broad level of services to EHA clients. For example, we encourage EHA management to review the daily responsibilities of rental officers to minimize or eliminate unnecessary and redundant administrative tasks, i.e. "papershuffling". We greatly appreciate the efforts made on a daily basis by EHA rental officers to provide a range of services and information to EHA clients. We want EHA to support these efforts and make them a fundamental element of rental officers' job responsibilities.

In addition, we encourage EHA to develop systems and tools that will allow rental officers freedom from mundane tasks and give them greater opportunity to work directly with residents and participants in a broad range of areas. For example, a computer system that eliminated "red tape" and "papershuffling" might reduce the administrative workload rental officers must contend with and would allow them more time in which to address other tenant and participant needs. We would like to work with EHA staff and management to identify tools and systems that would assist rental officers and other staff in maximizing their skills and abilities. We believe that such efforts will benefit both staff and clients.

Homeownership:

We support EHA's efforts to increase homeownership among its clients. We are interested to follow the progress of the Section 8 Homeownership program. However, we wish to reiterate that it is crucial that EHA not divert scarce financial resources from programs serving the very lowest income families to support homeownership. We actively encourage EHA to seek out and

obtain resources that exist to support home ownership. Such efforts however should not come at the expense of existing programs providing housing to extremely low income families for whom home ownership may not be a realistic option.

Communication between EHA and its Clients

Effective communication between EHA staff and the RAB has been one of the greatest assets that has allowed the RAB to accomplish its work. We believe that open and direct communication has enabled the RAB and EHA to work through and address many significant issues. In that vein, we encourage EHA to make open, direct and regular communication with all people EHA serves a vital component of its work.

In general communication at RAB meetings is good. Many different people attend the meetings. In addition, the RAB with EHA staff support has been sending out a newsletter and that will continue quarterly. It has engendered some response.

Thorough, complete and accurate translations of all important EHA documents and notices is one vital element of effective communication between EHA and its clients. Many of the clients EHA serves speak little or no English or need some adaptive technology to allow them to communicate and receive communication. Providing information and documentation in the languages that EHA clients speak is absolutely critical. We recommend that EHA take immediate steps to ensure that all important documents, including, leases, Section 8 contracts, termination/eviction notices, be translated into the various languages represented in EHA's client base. Furthermore, EHA should continue to strive to provide translated documents and information whenever and wherever possible. This is another area in which technology may provide useful tools. EHA should investigate what technologies, services or systems exist that can facilitate the translation of all important documents. Braille, TDD and other adaptive tools should also be utilized for disabled EHA clients.

Supporting the creation and ongoing existence of resident councils in all EHA public housing developments is another important step that EHA can take in promoting communication and feedback from EHA public housing tenants. Recently, two resident councils disbanded. EHA should take steps to aid tenants in reconstituting these resident councils and creating new ones in developments that have not had resident councils in some time.

Maintenance:

Over the past year, we have met with Jan McDaniel and other EHA staff on a couple of occasions regarding maintenance issues. We appreciate Jan's assistance and the information that she and others have provided to us. We look forward to working with Jan and EHA on maintenance issues going forward.

This year we do not have specific recommendations regarding maintenance policies. Instead, we would like to stress certain important principles that EHA should keep in mind when addressing all maintenance issues. We also propose the creation of an EHA tenant panel constituted to address maintenance issues on an ongoing basis.

First, communication with tenants is vital. Without early, clear and understandable information regarding maintenance policies and practices, tenants feel lost, unsupported and misunderstood. Maintenance policies and decisions should be disseminated to tenants as early as possible and in a manner that will ensure effective tenant notification. Maintenance should strive to give tenants notice of proposed actions with sufficient time to allow them to respond with questions or concerns. Furthermore, maintenance personnel should be responsive to objections or concerns from tenants to any proposed maintenance actions.

Second, all maintenance activities and policies should reflect an understanding and appreciation for tenants' interests in privacy and respect. Many times disputes regarding maintenance issues between tenants and EHA arise from tenants' perceptions that their interests or concerns have not been adequately considered and addressed before EHA took some maintenance action. EHA staff should recognize and respect that tenants have legitimate interests in the privacy of their homes. Policies or practices that will or may impinge upon that privacy should be carefully thought through, done in such a way as to cause the least amount of intrusion into tenants' privacy and done with the knowledge and input of the tenants affected.

Third, all maintenance policies and practices should reflect tenant participation and input. We recommend that all maintenance policies and practices be subject to review and input by tenants. While the Annual Plan process provides some avenue for this kind of review and input, we believe that tenant participation in the decision making process is most appropriate. Accordingly, we recommend that EHA create a standing panel of tenants and EHA staff members organized to discuss and review maintenance policies and practices. This standing panel could review existing policies and practices to reflect the interests identified above.

Smoking Policies

We also recommend that the rental officer and maintenance department and any other pertinent departments cooperate on a policy for assisting tenants bothered by smoking in their buildings. We recognize that smokers and non-smokers must both be accommodated, but we would like a more understandable and thorough smoking policy. Perhaps, EHA could create smoking and non-smoking buildings or wings or takes some other appropriate action.

Recycling Policies

The RAB recommends that EHA investigate recycling options, choose the one most likely to succeed, and implement it. We would like to see recycling offered to all residents. EHA should work with Section 8 landlords to encourage recycling efforts in properties not owned by EHA. We request that EHA work tirelessly to provide the option of recycling to all public housing tenants and Section 8 participants.

Utilize Technology and Improve Systems :

As discussed briefly above, we recommend that EHA work on implementing technologies and systems that will facilitate information gathering and ease administration for staff, tenants and participants. Some ideas in this regard are:

- An interactive Website that allows flow of information to/from EHA to/from clients, applicants and public at large.
- Computer access for PH tenants. A central pc accessible to all tenants that allows tenants access to web and e-mail.
- Computer system that allows easy collection and dissemination of important data and information re programs, demographics, statistics, programs
- Telephone system that allows easy reporting and other systems.

Systems like these listed here will assist staff and clients alike. EHA should take steps to explore the possibility of utilizing technology to continue EHA's effort to be a high performing, supportive, client focused organization.

Information Sets and Useful Data:

Utilizing new systems and technologies will allow the easy collection and dissemination of useful information and data. For example, we understand that given present limitations with EHA's computer system there are many data sets that EHA cannot easily gather. Information regarding incomes of families when they enter the program, as they proceed through program and hopefully graduate cannot be easily compared and contrasted. We would like important information sets be gathered and made available to us.

This information includes:

- Income and racial characteristics of new admission to public housing and Sec. 8 programs
- Average tenure on program.
- Geographical spread of section 8 vouchers.
- Voucher utilization rates.
- Wage progression of tenants and participants from admission to graduation.
- Reasons for graduation/leaving program.
- Termination/eviction numbers and reasons.
- Complaints to EHA and resolutions
- Financial impact of earned income disregards.

We believe that information of this type will help EHA, the public at large, and us better evaluate the progress and benefit that EHA programs are having with the clients it serves. Such information will be extremely useful when making many policy decisions. EHA's technology and systems should allow for easy gathering and dissemination of such information.

If you have any questions or would like clarification on particular points, please feel free to contact any of the other RAB members or Nick Straley, our legal representative. We would also like to take this opportunity to convey the RAB's appreciation for the work of EHA staff, including Kathy Reiff, Brendan Buckley, Sandra Back, Sara Ahead, Nikki Gaddis, Carol Allen,

Paul Wenger, Jan McDaniel, Teena Ellison, Pamela Rorvik, and Katrina Haugen. They have provided a great deal of information, assistance and good cheer throughout the process. Without their efforts, the RAB's work would have been nearly impossible. Also, thank you for your invitation to attend the Board of Commissioners' Workshop being held on Monday, February 25. The RAB will be sending Doreen Hannaford, Ananda Portal, Judy Morgart, Ken Middlesworth, Nick Straley and me to represent us at the hearing and discuss our recommendations with the Commissioners.

Sincerely,

Raymond Bradburn
RAB Chairperson
For the Everett Housing Authority RAB:
Raymond Bradburn, Jay Cole, Mehdi Al -Abudi, Beverly Bowers, Doris Cuneo, Ananda Portal, Gabriele Bartholomew, Doreen Hannaford, James Vest, Lorelie Coy, Sharon Nush, Barbara Yates, Thomas Bradburn, Robert Reedy, Judy Morgart, Irene Wilson, Zhanna Kochuley, and June Ritchie.

cc: Resident Advisory Board Members
Kathy Reiff, Everett Housing Authority
Ken Middlesworth, Disability Resource Center
Pam Reff, Compass Mental Health
Julia Kellison, Northwest Justice Project
Bill Humphreys, Operation Improvement
Mary Anne Dillon, Pathways for Women
Ellen Michaud, Senior Services of Snohomish County

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ATTACHMENTH**

**EverettHousingAuthority
FinalResponsesToResidentAdvisoryBoardAnd
OtherPublicComments
OnThe
Year2002 -2003AgencyAnnualPlan**

Note: The comments of the Resident Advisory Board are presented in italics before each response. The comments are not reproduced in full here. Please see Attachment G for the full comments of the RAB. Wherever possible, the language is taken directly from the RAB's letter to the Executive Director. In places, the term "we" has been replaced with "the RAB" for the sake of clarity. Also, the order of the sentences has been changed in places.

Focus on Providing Housing to Most Desperately Needy in the Community:

The RAB applauds the Housing Authority's focus on providing housing to the most desperately needy individuals and families in the community.... We are concerned however that EHA resources be primarily utilized to provide housing to families for whom there is no other reasonably affordable alternative. Primarily, this means families living on less than 30% of the Area Median Income.... We recommend that EHA clearly state in its Five Year Plan how it will leverage the existing resources to create new affordable housing.

EHA agrees with the RAB that it is an important part of the agency's mission to serve families with very low or extremely low income. The Authority believes that it is succeeding in devoting nearly all of its assistance to the most needy families in this community, and will continue to meet the needs of this population.

Currently, 85.6% of the families on EHA's Public Housing and Section 8 programs qualify as "extremely low income", meaning they earn less than 30% of the Area Median Income. 12.3% of these families are "very low income", earning between 30% and 50% of AMI. Only 2.1% of the families on our program earn over this amount. Remember that even these families are considered "low income", and make less than 80% of the AMI.

EHA's current waiting list helps us predict what the income distributions of our future participants will be. Below are summaries of the Public Housing and Section 8 waiting lists:

Public Housing Waiting List:

Extremely Low Income: 86.7%
Very Low Income: 12.4%
Low Income: 0.9%

Section 8 Waiting List:

Extremely Low Income: 84.9%
Very Low Income: 14.3%
Low Income: 0.8%

As you can see, the percentage of extremely low-income families in EHA's programs and on our waiting lists averages over 85%. This exceeds the percentages recommended by HUD, which are 75% for Section 8, and 40% for Public Housing. This indicates that EHA meets its commitment to serve these families, while continuing to serve other eligible families.

Admission Preferences:

The RAB urges EHA to research whether EHA is addressing the most dire housing need in our community with necessary speed.... This could be accomplished by surveying people when they are given housing assistance.... We believe it is important that EHA place priority on serving these populations: (1) homeless families or families presently housed in transitional housing; (2) extremely or very low income victims of domestic violence; (3) extremely low income elderly; and (4) extremely low income disabled individuals or families that include a disabled person.

The Housing Authority appreciates that the RAB has an ongoing concern that the populations in the most dire need are receiving timely assistance. EHA believes that statistics like those shown above demonstrate that the truly needy are receiving the available assistance. In the past, housing authorities nationwide discovered that by providing preference to categories such as the homeless and those paying more than 50% of their income towards rent, waiting times for the working poor and other qualifying and needy families grow prohibitively long. In fact, such families will likely never be assisted.

The 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) of servicemen killed on active duty that 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 Welfare to Work Program is one example.) 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. This preference helps assure that assistance is going to those who do not already receive a housing subsidy of some sort. The applicant must pay more than 30% of their income towards rent and utilities for three months prior to participation in the program. Without setting a reasonable minimum time period for a family to establish this eligibility criteria it would be difficult for EHA to use it as an effective waiting list preference.

The Authority regularly assists the categories of persons suggested by the RAB. However, granting these categories a preference would result in large numbers of otherwise eligible families not being assisted at all. Many of those identified by the RAB (families in transitional housing, domestic violence victims, homeless families, etc.) were employable and therefore eligible for the Welfare to Work Program. Indeed, local transitional housing and shelter organizations commented to the Housing Authority that the Welfare to Work program noticeably reduced the number of families seeking emergency and transitional housing. In addition, the families selected for the Welfare to Work program left the regular Section 8 and Public Housing waitlists, thereby making it possible for the remaining applicants to receive a housing voucher more quickly.

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 waitlists (between 3 to 12 months) so specific preferences appear to be unnecessary when weighed against administrative burden.

EHA seeks ways to assist special-needs populations without preferences, such as with set-aside programs as allowed under agency restrictions and resources. 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. For example, the Housing Authority has received an allotment of 200 Vouchers specifically for non-elderly single disabled individuals. When all of these Vouchers are put to use, **all of the qualified non-elderly disabled applicant on our waiting list will have received a Section 8 Voucher.**

The Authority has also initiated partnerships with community organizations to serve special-needs populations. During the next fiscal year, the Authority plans to provide Section 8 Project-based Assistance to developments run by Housing Hope and Compass Mental Health, to provide assistance to homeless pregnant women and mentally disabled individuals.

The RAB requests that EHA conduct a survey to assess the current circumstances of participants as they come off the waiting list. The idea is to determine if the Authority is addressing the most dire housing needs in the community. The survey would include information on income, family makeup, housing history and other demographic data. The Authority agrees that some of this data is not currently available and would be valuable to track. For instance, the Authority database only stores the most recent information from a client, making it hard to track progress over time.

However, the Housing Authority does not currently have the resources or money to institute an in-depth survey or study of participants over time. EHA has looked into this type of tracking in the past with such programs as Welfare to Work, and found that the amount of time and human resources required make the tracking cost prohibitive. Rather than a longitudinal study, the Housing Authority is willing to design a brief survey for applicants to complete that would ask questions concerning their current living situation. The Housing Authority will work with the RAB in the coming year to design this survey.

Interim Disregards and Interim Re-certifications:

The RAB supports EHA implementing discretionary earned income disregards that support tenants and Voucher participants in achieving economic self-sufficiency and familial stability.... We are thankful that EHA has changed its policy with regard to Interim Rental Re-certifications and no longer increases a participant's rental share between annual reviews.... We recommend that EHA do away with interim income reporting requirements.... Given the change in policy related to interim re-certifications, interim income reporting requirements seem to serve no purpose... and merely create an administrative burden on EHA staff....

The Housing Authority recognizes the RAB's interest in discretionary earned income disregards. Under current regulations, housing authorities may choose to offer these disregards to Section 8 and Public Housing participants as an additional way to promote self-sufficiency. While the legislation gives housing authorities more flexibility to provide income disregards it does not

appropriate funds to carry out this program change. It is the current position of the Everett Housing Authority that it would not be prudent to issue any discretionary income disregards at this time.

The recently enacted mandatory income disregards for public housing means rent for most families who gain employment will not go up at all for 12 months and in the second year, the rent will only increase by 50% of what it would have previously. This regulation indirectly lowers Housing Authority revenues. Considering the lowered operating subsidy that the Housing Authority has received for the past two years, it would be imprudent to further reduce our revenues by enacting discretionary income disregards at this time.

All families already receive a deduction for child care costs and all elderly or disabled families receive a 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.

The Housing Authority does not share the RAB's interest in eliminating the interim reporting requirements. EHA believes that reporting is most effective if it holds participants to a high standard and does not exclude some types of reporting, while including others. Shifting reporting requirements can confuse clients over what changes need to be reported when. By stressing the importance of reporting all changes to family makeup and income, EHA sets a consistent standard for all participants from the time of admission. The Housing Authority believes that the current reporting requirements are reasonable and fair to residents.

Eviction Policies and Grievance Procedures:

The RAB encourages EHA to give an tenant who claims to have been unaware of drug use or the criminal activity by other household members the benefit of any doubt that exists.... We would like clarification from EHA as to whom it considers to be “innocent” family members.... EHA should presume that family members are “innocent” absent proof to the contrary....

EHA should provide a tape and tap recorder at every grievance hearing.

EHA should include basic information regarding how a tenant or participant can access legal information and assistance in every termination letter or other letter indicating some adverse action by EHA.... EHA should include the “Coordinated Legal Education, Advice and Referral” (CLEAR) telephone number and basic contact information....

The Housing Authority believes that it is important to maintain discretion in matters of eviction and termination from our programs. The RAB has expressed concern that innocent participants are being held accountable for the conduct of guests and family members. EHA recognizes this concern, but does not believe that it has occurred in practice. The Housing Authority exercises a large amount of discretion in these cases and strives to take all circumstances into consideration in the decision-making process. In retaining the right to determine innocence and accountability through individual review of each case, EHA provides more protection for participants than if it adhered to rigid definitions. As always, participants have the right to contest an eviction or

termination by requesting a hearing with the Housing Authority. Public Housing tenants who do not agree with the results of a hearing, may pursue legal action.

Furthermore, EHA maintains that it is reasonable to assume that the adult head of household knows about the activities taking place in his or her unit and has a measure of control over the home. A tenant who has signed a lease has a responsibility to make sure that family and guests are complying with the law. The Housing Authority has the obligation to keep our neighborhood safe for other tenants, and to use taxpayer money responsibly.

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 tape to record all hearings.

The RAB has requested that letters notifying clients of adverse actions include contact information for Coordinated Legal Education, Advice and Referral (CLEAR), so that the clients can pursue legal counsel. The Housing Authority will seek to include this information in some of its notices, particularly notices of eviction or termination. The Housing Authority will determine the most appropriate forms to include the legal contact information, and the timeline for phasing in the new version of these forms. The inclusion of this information will not alter EHA policy regarding hearings, and the absence of this information will not invalidate any notice issued by the Housing Authority.

Service Coordination and Support Services to Tenants and Participants:

The RAB encourages EHA to maintain and expand the supportive services and service coordination available to EHA clients.... We are interested in working with EHA to evaluate the Welfare to Work Program's successes and help EHA identify those areas in which the program might be improved. We are concerned that EHA may be terminating families' WTW Vouchers when families have not intentionally or persistently violated program requirements....

EHA should work to provide FSS services to as many families as possible. FSS in conjunction with the Section 8 Homeownership program may make homeownership a reality for families who could not hope to own their own homes.

We encourage EHA management to actively evaluate the duties of rental officers to make sure that they have the support and flexibility to provide a broad level of services to EHA clients. For example, we encourage EHA management to review the daily responsibilities of rental officers to minimize or eliminate unnecessary and/or redundant administrative tasks, i.e. "paper shuffling".... In addition, we encourage EHA to develop systems and tools that will allow rental officers freedom from mundane tasks and give them greater opportunity to work directly with residents and participants in a broad range of areas.

The Everett Housing Authority appreciates the RAB's interest in the Welfare to Work Program. A large multi-agency Coordinating Committee is in charge of monitoring the progress and effectiveness of the program, including the success of the participants. However, the Housing Authority is not seeking additional input on the demonstration program at this time. Any reports

issued by the Committee or any HUD evaluation of the program will be made available to the RAB.

While the Housing Authority shares the RAB's enthusiasm for the Family Self-Sufficiency program, it is not currently looking to significantly expand the program to more clients. Unfortunately, staff limitations do not allow for greatly increasing the number of participants. If funding becomes available to add staff and resources for this program, the Housing Authority will pursue expansion.

At this point, it appears unlikely that the Rental Officers will have the time and resources to provide broader social services to clients any time soon. The Housing Authority does not intend to significantly change the important role of its Rental Officers in providing regular contact and review services to growing caseloads. The budget constraints faced by the Housing Authority make it unlikely that more staff time will be available to provide broader social employment services to clients. Currently, most Rental Officers already provide support and services to clients above and beyond what is required of them.

Homeownership:

The RAB supports EHA's effort to increase homeownership among its clients.... We actively encourage EHA to seek out and obtain resources that exist to support homeownership. Such efforts however should not come at the expense of existing programs providing housing to extremely low-income families for whom homeownership may not be a realistic option.

Traditionally, 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. In the past year, the Housing Authority has implemented a pilot Homeownership Program in partnership with the Housing Authority of Snohomish County and HomeSight. EHA accepted 25 people into the program who qualified by income, credit and motivation. Each year, the Housing Authority hopes to accept up to 25 more participants into the program. Because the program is available to clients who already have a Section 8 Voucher, it does not negatively impact the availability of Vouchers to other families who do not qualify for the program. Everett Housing Authority encourages clients to make the move to homeownership and will try to provide them with whatever support it can.

Communication between EHA and its Clients:

Effective communication between EHA staff and the RAB has been one of the greatest assets that has allowed the RAB to accomplish its work.... In that vein, we encourage EHA to make open, direct and regular communication with all people EHA serves a vital component of its work.... We recommend that EHA take immediate steps to ensure that all important documents, including, leases, Section 8 contracts, termination/eviction notices, be translated into the various languages represented in EHA's client base.... Supporting the creation and on-going existence of resident councils in all EHA public housing developments is another important step that EHA can take in promoting communication and feedback from EHA public housing tenants.

The Housing Authority is committed to maintaining frequent and open communication with our clients to support our participants, and hear their views. The Resident Advisory Board has been very successful forum for clients and staff members to communicate with each other and share information. The Housing Authority looks forward to another productive year of meetings with the RAB.

The Housing Authority agrees that translation is a pressing issue in our communities and is becoming more important every day. Because of the large number of documents the Housing Authority uses, it is currently starting to prioritize them and seek funding for translation services. Translation is often expensive and the Housing Authority clients currently speak over ten different languages. The Housing Authority does not underestimate the importance of providing translation to the clients if they are to be successful on our programs. The Authority will inform the RAB of progress in securing funding and staff for translation services.

The Housing Authority's recent experience has demonstrated that there is little tenant interest in Resident Councils in most Public Housing developments. In theory, the Housing Authority values councils for every development. The Bakerview Apartments council is a good example of how a productive and engaged resident group can create community involvement and a sense of neighborhood. However, it is the experience of the Housing Authority that in other developments it takes a large amount of time and energy from the Authority to maintain a Resident Council, and the council often does not become self-sustaining.

As noted above, the RAB has been very successful in establishing on-going and productive communication with the Housing Authority. The Housing Authority believes that the RAB can effectively represent the needs of EHA clients, in the absence of individual Resident Councils. EHA supports the residents in any of our four developments in forming new Resident Councils on their own initiative, and will facilitate the efforts as requested. EHA encourages all manner of participation from clients in their community, and is working on new ways to obtain feedback and make information available to residents and the public at large. The new agency website, and Section 8 and RAB newsletters are examples. Many active clients participate in their own ways, and communicate with each other and with EHA.

Maintenance:

All maintenance activities and policies should reflect an understanding and appreciation for tenants' interests in privacy and respect.... Without early, clear and understandable information regarding maintenance policies and practices, tenants feel lost, unsupported and misunderstood. Maintenance policies and decisions should be disseminated to tenants as early as possible and in a manner that will ensure effective tenant notification. Maintenance should strive to give tenants notice of proposed actions with sufficient time to allow them to respond with questions or concerns....

We recommend that all maintenance policies and practices be subject to review and input by tenants.... Accordingly, we recommend that EHA create a standing panel of tenants and EHA staff members organized to discuss and review maintenance policies and practices.

The Housing Authority agrees with the importance of communication between the Maintenance Department and our tenants. Maintenance commonly has the closest regular contact with many of our tenants and may work in or around the tenant's home if necessary. EHA has worked hard to improve the notification to tenants when a maintenance project is approaching. Everyone who is admitted to the Public Housing program is informed of the maintenance policies, and residents are notified of anticipated policy changes and given the opportunity to comment. EHA is not interested in establishing a Maintenance/tenant panel at this time because of limited resources. Tenants currently have various avenues to provide feedback and communicate with EHA about maintenance policies. The RAB provides one such opportunity. The Housing Authority encourages resident feedback on its programs.

Smoking Policies:

We also recommend that the rental officer and maintenance department and any other pertinent departments cooperate on a policy for assisting tenants bothered by smoking in their buildings. We recognize that smokers and non-smokers must both be accommodated, but we would like a more understandable and thorough smoking policy. Perhaps, EHA could create smoking and non-smoking buildings or wings or take some other appropriate action.

The Housing Authority thanks the RAB for bringing this issue to its attention. EHA has received some feedback from Bakerview Apartments, but was unaware of that smoking has become an issue in our other developments. The Housing Authority will look into possible ways to ease the effects of smoking on non-smokers, including designating smoking and non-smoking areas. The Housing Authority will report to the RAB in the coming year on possible solutions.

Recycling Policies:

The RAB recommends that EHA investigate recycling options, choose the one most likely to succeed, and implement it. We would like to see recycling offered to all residents. EHA should work with Section 8 and landlords to encourage recycling efforts in properties not owned by EHA.

EHA believes in the importance of recycling and other environment-friendly policies, but the Housing Authority must regretfully decline the RAB's request to provide recycling at all Public Housing developments. EHA believes that to run a successful program on a non-going basis would require a prohibitive expenditure of resources, energy and time from the Housing Authority. Unfortunately, the effort required to ensure participation and compliance over time from all residents, would require more resources than the Housing Authority has available. The Housing Authority regrets that it cannot help those residents who are making the effort to recycle. It will continue to seek ways to promote sound environmental policies wherever possible.

Utilize Technology and Improve Systems:

The RAB recommends that EHA work on implementing technologies and systems that will facilitate information gathering and ease administration for staff, tenants and participants. Some ideas in this regard are: an interactive Website, computer access for PH tenants, a

databasesystemthatalloves asycollectionanddisseminationofimportantdataandinformation (reprograms,demographics,statistics),andatelephonesystemthatallovesasyreporting.

EHA currently operates a website with various information and features for the public and EHA clients. Currently, there are not any plans to expand the site to include reporting functions for the clients. As with telephone reporting, the Housing Authority believes that online reporting provides too much room for error in communicating information required by law and critical to the fair calculation of tenant rent. Reporting is currently required in writing at the Housing Authority so that information is not lost when clients leave a message or submit something through the website.

However, the Housing Authority is working to provide computer access to participants at the Colby office and to our Public Housing youth through the PHDEP program. Also, the Housing Authority is currently assessing its phone system to provide tenants easier access to frequently requested information. However, the phone system will not include reporting functions for the reasons listed above. Unfortunately, some other functions, such as checking an applicant's spot on the waiting list are not affordable or technically feasible at this time.

EHA currently uses the database system that is used by most housing authorities in the country. While it does not have all of the capabilities we would like it does meet most of our needs. It is used by all departments to accomplish many number of functions. It is currently unlikely that EHA will change its database system. However, the Authority is open to seeking out relevant information as needed and if available (see below).

Information Sets and Useful Data:

Utilizing news systems and technologies will allow the easy collection and dissemination of useful information and data.... Currently, information regarding incomes of families when they enter the program, as they proceed through program and hopefully graduate cannot be easily compared and contrasted. We would like important information sets gathered and made available to us, including: demographics, progress of participants, Section 8 geographic info, statistics on and reasons for graduation/termination from EHA programs.

The Housing Authority understands the RAB's interest in data that shows the clients' progress over time. Currently, the EHA cannot easily collect and collate this type of data. Information on a client's progress is kept in printed files, while the database stores only the client's current information. To conduct a longitudinal study of this kind is too large a research undertaking at this time. However, the Authority will look into how other housing authorities and entities keep track of this type of information, to see if there are methods that EHA could employ to do this type of research.

Some of the information sets requested by the RAB are currently available. This information will be provided to the RAB at future meetings. Other information may be available or could be compiled as needed. The Housing Authority will assess each requested information set for the plausibility of compiling the data. Other information is not available at this time, and would require new data collection methods.

Information currently available

Geographical spread of Section 8 Vouchers
Voucher utilization rates

Information that may be available

Income and racial characteristics of new admissions to PH and S8
Average tenure on program
Complaints to EHA and resolutions
Financial impact of earned income disregards

Information that is not currently available

Wage progression of tenants and participants from admission to graduation
Reasons for graduation/leaving program
Termination/eviction numbers and reasons (numbers probably available)

Because of the time and effort involved in collecting datasets, particularly if the information is not easily retrievable, the Housing Authority must address requested information on a case-by-case basis. In the next year, EHA plans to begin an initiative to compile various data and demographics from its programs. Some of the information requested by the RAB may be tabled until this initiative begins. Until that time, the RAB should continue to inform the Housing Authority of what types of information interest the Board.

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ATTACHMENTI

Certifications

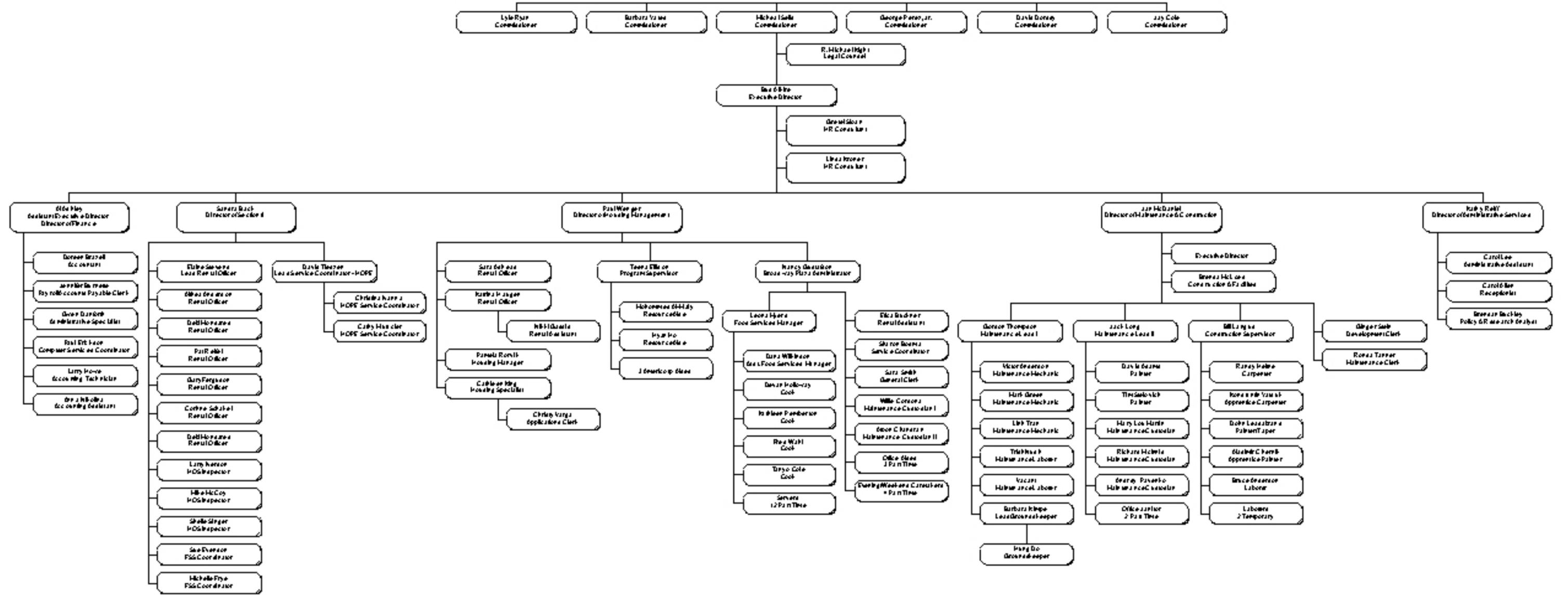
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ATTACHMENT A

3.(6)De -concentrationandIncomeMixing

- 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 the 85% to 115% of the average incomes of all such developments? If no, this section is complete.

EVERETT HOUSING AUTHORITY ORGANIZATION CHART



Wa006k01
ATTACHMENTK

Section8HomeownershipProgram
CapacityStatement

TheEverettHousingAuthorityplanstoadministeravoucherhomeownershipprogram, asprovidedinsection8(y)oftheU.S.housingActof1937.Ithasdevelopedapolicyfor theitsSection8AdministrativePlanwhichincludescriteriathatsatisfiesb.ofSection4. Section8HomeownershipProgramCapacityStatement,ofNoticePIH2000 -43(HA) whichreadsasfollows:

- b) Requiringthatfinancingforpurchaseofahomeunderitssection8 Homeownershipprogramwill:beprovided,insuredorguaranteedbythestate orFederalgovernment;complywithsecondarymortgagemarketunderwriting requirements;orcomplywithgenerallyacceptedprivatesectorunderwriting standards;or

TheEver ettHousingAuthoritySection8Homeownershipprogrampolicyreviewedand adoptedbyitsBoardofCommissionersattheFebruary2001regularBoardmeeting.

InFY2001,EverettHousingAuthorityinitiateditsfirstHomeownershipprogramin partnershipwiththeHousingAuthorityofSnohomishCounty.Thegoalistoselect25 familieeachyeartoparticipateintheprogram.EHAhasselecteditsfirstsetof participantsbasedoncredit -worthiness,motivation,andlikelihoodofsuccess.Each participantfamilyreceivesextensiveHomebuyerseducationandguidance,providedby HomeSight.

28.0 Use of Voucher Assistance for Home Ownership

The home ownership 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 home ownership 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 home ownership assistance.
1. The family must be eligible for the Housing Choice Voucher program.
 2. The family must qualify as a first-time home buyer, 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 home ownership assistance. The phrase if 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 home ownership option is barred from receiving future home ownership assistance.
 6. The family must have successfully completed the home ownership 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 home ownership 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 home ownership 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 OTHER 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 home ownership 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 home ownership 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 home ownership eligibility to locate a home to purchase. Thereafter, the family must obtain financing and complete the purchase in a reasonable time, but not 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 can not 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 home ownership 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 home ownership 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 home ownership counseling.
 - h. The family must fulfill its obligations under the Family Self-Sufficiency Contract of Participation, if applicable.
 - i. Before commencement of home ownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the home ownership option.

2. Maximum Term of Home Ownership Assistance : Except in the case of elderly or disabled families, the maximum term of home ownership assistance is 15 years.

3. The elderly exception only applies if the family qualified as elderly at the start of home ownership assistance. The disabled exception applies if, at any time during receipt of home ownership assistance, the family qualifies as disabled.
 4. If the family ceases to qualify as elderly or disabled during the course of home ownership assistance, the maximum term becomes applicable from the date assistance commenced. However, such a family must be afforded at least 6 months of home ownership assistance after the maximum term becomes applicable.
 5. If the family receives home ownership 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 standards 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 mortgaged 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 home ownership 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 home ownership 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 home ownership assistance.

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ATTACHMENT L

Planned Utilization Statement
Section 8 PHA Project -Based Vouchers

The Everett Housing Authority plan to use up to 20% of its available Section 8 Voucher to provide project -based assistance 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 population than tenant -based assistance.

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

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ATTACHMENTM

PetPolicy
PublicHousingFamilyDevelopments

ApplicationandPurposes:

These policies establish rules and procedures for the ownership of pets in Everett Housing Authority ("EHA") low rent public housing developments. The policies apply to Grandview, Baker Heights, Pineview and Scattered Site units. They do not apply to Bakerview Apartments, which is subject to a separate pet policy. These policies are incorporated by reference into the dwelling leases for the developments to which they apply.

These pet policies are intended generally to establish reasonable rules authorizing and governing the keeping of common household pets in public housing, and also have several specific purposes. Amongst the most important is notice to resident pet owners that these policies are incorporated by reference into the dwelling leases, and that in signing a lease with EHA, a resident pet owner is obligated, as a condition of that lease, to control the behavior of his or her pets. The resident pet owner must prevent those pets from becoming a nuisance or from otherwise interfering with the peaceful enjoyment of EHA premises by other tenants, or with the conduct by third parties of official EHA business. Compliance with these policies is a condition of continued occupancy in public housing.

Another important purpose of these policies is to inform resident pet owners that under no circumstances will animals or pets of any kind other than service animals defined under state or federal law be permitted on Housing Authority premises without prior written approval of the Everett Housing Authority.

A third important purpose of these policies is to ensure that no applicant or resident is discriminated against unlawfully regarding admission or continued occupancy because of the ownership of pets. Those pets, however, must at all times be kept in conformity with these rules.

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. Animalsthatassist,supportorprovideservicetopersonswithdisabilities.

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Nothing in this policy or the dwelling lease limits or impairs the right of

persons with disabilities to own an animal that are used to assist, support or provide service to them pursuant to applicable federal and state law. * However, a disabled 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, RCW49.60

B. Reasonable Accommodation.

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

A. C. Eligible Pets.

A Family is allowed, by request and with the permission of the EHA, to keep "common household pets" in its unit. No other animals, except service animals as set forth elsewhere in these policies, will be approved by the EHA, or be permitted to be kept on EHA premises.

Definition: Common household pets are cats, dogs, birds, turtles and fish. No other animals are allowed in public housing units. This prohibition includes, but is not limited to, rodents (including guinea pigs, hamsters and gerbils), snakes, iguanas, tarantulas, and other farm animals, such as pigs, chicks, rabbits, and "exotic animals" as defined by Everett Municipal Ordinance.

The City of Everett ordinance on exotic animals prohibits anyone from possessing, breeding, importing, exporting, bartering, buying or selling exotic animals. "Exotic" animals are defined by that ordinance to include the following:

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

1. All non-human primates;
2. All wild cats of the family Felidae 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 caiman.

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 and Management approval.

1. Registration: All dogs and cats are must registered by the pet owner with the Housing Authority **before** it is brought onto EHA common areas or buildings, including rental units. The registrations shall include:

- a. A completed description of the pet, including breed, age, color, height and weight .
- b. One (1) color photo of the pet, not less than 3”x3” 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 have consented to be responsible for the pet in any circumstance where the resident pet owner is unable to care for the pet, along with the written agreement of those residents to provide that care and in doing so to abide by the Pet Policy. This agreement shall be made on a form provided by the Housing Authority.

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- 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 his or her lease.
- f. Payment of an additional refundable deposit of \$250.00 and a non-refundable deposit of \$100.00. See Section J below.
- g. Documentation that the animal is registered with and licensed by the City of Everett. documentation that The

City 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 31 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.

2. Spaying and Neutering: All dogs and cats must be spayed or neutered immediately following obtaining appropriate age set forth in paragraph 3 above. If an animal is too young for the procedure at the time it is initially registered with EHA, the resident pet owner have that procedure performed as soon as the animal reaches the appropriate age, and provide documentation of that spaying or neutering to the EHA.
3. Renewal of Registration: EHA will re-authorize a pet(s) on a year-by-year basis at the time of the annual rent reexamination; provided that the resident pet owner has and is in compliance with the provisions of these policies.

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.

The EHA may decline to register a pet for any of the reasons set forth below. If the EHA refuses to register a pet, notification will be provided to the tenant who requested registration. The notice will state the basis for the rejection, as size, disposition, etc., and will be served in accordance

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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 of these Pet Policies;
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.

1. Inspection of New Pets: Prior to introducing a pet into the residence, the resident must arrange for an inspection of the pet with EHA 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 animal or pet that is determined in the reasonable discretion of the Housing Authority to be dangerous will be allowed. Dangerous pets or animals include, but are not limited to:
 1. Any animal which appears to EHA 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. Rules applicable to different types of animals:

1. 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.
- c. Are limited in number as follows: a household can have one dog and one cat, two dogs or two cats. If an approved pet gives birth to a litter, the tenants, whether or not the pet owner, must remove all pets from the premises that exceed the maximum number allowed from the premises immediately.
- d. Must be neutered or spayed, have all inoculations, and licenses required by applicable law and ordinances as they now exist or are hereafter amended, and be housebroken.
5. Are expected to be indoor pets. Owners of cats must keep their cats primarily in -doors. When cats are taken outside they must be under the care of the pet owner or another responsible person, and the cat must be

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leashed or in a cat carrier. Dogs are not allowed outside the unit unless the owner fences the unit's yard. Dogs are only allowed out in the yard if the owner or other responsible person is present to ensure that 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 immediately remove any waste deposited by the dog or cat immediately.

6. A pet owner with a fenced yard may not leave a dog that is tethered unattended, and must comply with the Everett Municipal Code. The code states that "the animal must be tethered in such a manner that

it cannot 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”.

g. Pet licenses must be visible at all times.

2. Birds:

a. The Housing Authority does not limit 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:

1. The maximum aquarium size is 20 gallons.

b. If more than one aquarium is maintained the

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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: “Guest” pets are not allowed. Thus residents may not permit visitors to bring pets with them, even for brief periods. Nor may a resident provide even temporary care or shelter to a pet that is not owned by and registered with EHA to a member of his or her tenant family. This rule does not apply, however, to pets present pursuant to a visiting pet program, or that were previously owned by a resident in the tenant family, and which are registered as set forth in Paragraph 2 below.

2. Visiting Pet Programs and Previously Owned Pets: Visiting pet programs are programs that serve “shut-ins”, and which are sponsored by a humane society

or other non-profit organization and approved by EHA. A resident who wishes to participate in the program must obtain permission from EHA in advance of that participation. Previously owned pets may visit tenant families, provided that an adult resident in the tenant family registers the pet for a temporary visit in advance of that visit. In addition, residents of tenant families must comply with all other applicable provisions of the Pet Policy.

B. Pets are not Allowed in EHA Common Areas or Buildings, other than the Tenant's Residence, Except for Ingress and Egress to the Tenant's Residence, or to EHA Buildings when the Presence of the Pets is Necessary to the Conduct of Specific and Legitimate Business. Pets Brought into EHA Common Areas or Buildings Must be in Carriers or Leashed at all Times.

C.

1. EHA "common areas" include all EHA owned property adjacent to EHA buildings that is not otherwise assigned to particular tenants under a dwelling lease and is otherwise open to the public.
2. EHA "buildings" include all buildings owned by the EHA, other than the pet owner's leased premises, and all areas adjacent to those buildings that are owned by EHA but that are not open to the public.
3. Pets shall be leashed or in a carrier at all times when anywhere outside the pet owner's unit, except that a dog may be unleashed when confined inside a fence surrounding the tenant's leased premises, when the fence has been constructed for that purpose with the advance approval of the EHA.
4. Pet owners may take their pets for a walk using City sidewalks, but must comply with City ordinances mandating the use of leashes and waste removal devices.

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J. Additional Fees and Deposits For Pets

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on EHA premises, including the cost of repairs and replacement in the unit or other Housing Authority buildings or common areas. The resident/pet owner is also responsible for the cost of animal care facilities if needed. These charges are due and payable within thirty days of written notice from EHA.

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 or due to other behavior of the pet.

Retention, charges against, and refunds of the deposit 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

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of \$100.00 for cats, dogs, and birds, which is 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. Alteration to Unit.

Pet owners shall not alter their units, patio, premises or common area 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 are 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.
- 2. City Law Requirements: The Everett Municipal Code pertaining to animals, under Section 6.04.070, "Prohibited conduct", defines a waste removal ("pooper scooper") rule, which is incorporated by reference in these policies. Residents must therefore comply with the municipal code regarding animals in order to comply with this policy. The City ordinance states the owner's "failure to remove the fecal matter deposited by his/her animal on public or private matter deposited by his/her animal on public or private property of another before the owner and/or animal leave the immediate area

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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 stress citations will be given if an owner is not prepared to responsibly remove waste deposited by their pet.

- c. Removal of Waste: Resident pet owners are responsible for the removal of pet waste from their yard or their pet's waste from any area by immediately placing the feces in a sealed plastic bag and disposing of it in an outside trash bin. The Housing Authority will not tolerate the accumulation of animal feces in any run, cage or yard where animals are kept. Pet owners must remove or dispose of feces immediately.
- 2. The resident pet owners 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. Pets are to be fed inside the unit. Feeding is not allowed on porches, sidewalks, patios or other outside areas.
- 4. Residents and their guests are prohibited from feeding seagulls, wild animals (opossum, raccoons, etc.) and stray animals. The feeding of the

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 this rule clause. Pet waste removal charge is 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 owner's 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.

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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 they do not interfere with or disturb other residents of EHA personnel, or otherwise constitute an ceto nuisance to other residents. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, meowing, chirping or other similar 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. See 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 healthy and not a nuisance to other residents in the building or neighborhood by reason of noise, unpleasant odors, or other objectionable behavior.
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 whom treats a 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 violates 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.

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D.

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

1. Pet owners are required to notify EHA employee prior to their entry into the pet owners' unit, of the presence of a pet in that unit. Pet owners must also properly restrain the animal during the presence of EHA personnel.
2. Pet owners requesting maintenance service must state in their work order request that a pet is present and the animal that resides in the unit.
3. EHA employees entering or leaving the pet owner's unit or premises are not responsible for securing or restraining the animal to keep it from leaving the unit or fenced yard. Containment of the pet is at all times the responsibility of the resident pet owner.

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 within twenty-four hours, the resident thereby gives permission for the pet to be released to the Humane Society/Animal Control, in accordance with Humane Society 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 that are or 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 or a member of the tenant's family has violated a pet rule, the Housing Authority shall serve a notice of violation to the tenant. Violation of these pet rules shall constitute material violation of the tenant's lease

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and shall be handled accordingly. This includes the tenant's right to a hearing under the Housing Authority Grievance Procedure as that procedure is 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 by the Housing Authority constitutes material non-compliance. The HA's determination that the pet is a threat to health and safety shall not, in itself, be grounds for termination of the lease. However, failure to remove a pet, judged by the EHA to be a nuisance or a threat to health and safety constitutes ground 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
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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:

1. 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

<p>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.</p>
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Tenant(s) Signature:	Housing Authority Signature:
	Title:
Date:	Date:

EVERETT HOUSING AUTHORITY ORGANIZATION CHART

