

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

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Wa006v01

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2003 - 2004

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

**PHA Plan  
Agency Identification**

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

**PHA Number:**    *WA006*

**PHA Fiscal Year Beginning:** *July 1, 2003*

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

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

**A. Mission**

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

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers: ***Increase the supply of Section 8 vouchers by 300 units over the five year period. Thus far, EHA has increased its supply of Section 8 Vouchers by 497. In FY00, EHA received no additional Vouchers. In FY01, EHA received an additional 200 Designated Vouchers and 150 Fair Share Vouchers. In FY02, we received 52 new Welfare-to-Work Vouchers and 95 Fair Share Vouchers.***
  - Reduce public housing vacancies: Maintain the current vacancy rate (less than 2%) **The vacancy rate has not exceeded 2% in FY00, FY01, or FY02.**

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. In FY02, EHA purchased the Pine Village apartments. This is a 24- unit property. EHA also issued bonds to help finance housing operated by other service agencies in the community. In 2001, we issued bonds for Compass Mental Health (39 units), and two Housing Hope properties (10 units and 22 units).

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. In FY02 the project was reevaluated to see if development is feasible. After consulting with an architectural firm, EHA has decided that cost of development is prohibitive at Jade Park due to the restricted amount of developable land on the property and the difficulty of accessing it. EHA is evaluating other possible ways to leverage this property. In FY02, EHA purchased the Pine Village apartments. This is a 24-unit property.

Other (list below)  
*Seek partnerships with other agencies and local government to pool leverage an/or apply for funds to acquire, build or rehabilitate additional housing.* EHA initiated partnerships with two community agencies to use Project-based Vouchers. 10 Vouchers are now used by Housing Hope to provide transitional housing to homeless pregnant women. 12 Vouchers will be used to house battered women in an agreement with the Center for Battered Women and a new apartment complex in Everett. (Last year, EHA reported a plan to use project-based Vouchers for a Compass Mental Health project. The Authority has since discovered that the project is ineligible because it is located in an ineligible census tract.)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) *Maintain High Performing Housing Authority Status.* EHA has maintained High Performer status since FY 1992. In FY00 and FY01, EHA received a PHAS High Performance rating. In FY02, we expect to receive a High Performer designation.

- Improve voucher management: (SEMAP score) ***Manage the EHA tenant-based program in an efficient and effective manner thereby qualifying as a high performer under SEMAP. Practice score: High Performance rating achieved in FY00 and FY01. In FY02, we expect to receive a High Performer designation.***
- 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. 24 units have been modernized thus far. In FY00 the Authority completed 12 units. In FY01, the Authority completed 5 units. Thus far in FY02, EHA has completed 7 units. (Last year, EHA mistakenly reported that 20 units were remodeled in FY00. This was the amount for calendar year 2000. The correct number for the fiscal year is 12.)***  
***In FY02, Everett Housing Authority initiated the process of evaluating the current status of the Baker Heights neighborhood, our largest Public Housing project. Currently, the Housing Authority is committed to a market study, conducted by an architectural firm, to determine future uses for the existing structures or land to maximize its use as Public Housing or mixed-income housing. Based on the results of that study, the Housing Authority may proceed with modernization, rehabilitation or possibly demolition and redevelopment of the site. The market study is included in the Capital Fund Plan.***
- Demolish or dispose of obsolete public housing:  
***Possible pending results of Baker Heights market study (see above).***
- Provide replacement public housing:  
***Possible pending results of Baker Heights market study (see above).***
- Provide replacement vouchers:  
***Possible pending results of Baker Heights market study (see above).***
- Other: (list below)
  
- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords. ***Since FY01, the Section 8 Department has sent a quarterly newsletter 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, FY01 and FY02.**

- 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 promotes the program on a continuous basis to clients who qualify by income, credit worthiness, and motivation. Currently, there are 17 clients in the process.*

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.*

**Goal achieved: 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. The Council coordinated the development of a budget for the Resident Participation Funding allotted to EHA's residents.*
- *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. The RAB met 11 times in FY02.*
- *Strive to support the AmeriCorp program which provides tutoring and recreational opportunities for youth in public housing developments through year 2002. Program continues successfully providing over 600 service contacts per month. The program became an integral part of our PHDEP program, implemented in FY01. In FY02, EHA increased the number of Americorp*

volunteers to four. Their after-school tutoring and activities are now part of our Structures of Success program.

- *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 FY02, EHA received a ROSS renewal 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. The initial five-year funding was exhausted after eight years, and EHA has picked up the costs of the program in order to continue providing these services into the foreseeable future. It has facilitated the use of vouchers designated for non-elderly disabled clients.*
- *Strive to support the provision of nurse consultation services at Bakerview. Visiting Nurse Services and the City of Everett continue services at the Bakerview Highrise. The contract was renewed in FY02, to continue the current level of service.*

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. The baseline number of non-elderly and non-disabled families with some earned income was 147 in 2000. Currently, EHA has 182 such families with earned income, an increase of 23.8% over the baseline.*

Provide or attract supportive services to improve assistance recipients' employability:

- *Provide supportive services during the 5 year period for 575 Welfare to Work Voucher program participants and those involved in the Section 8 set asides listed on page 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. In FY02, EHA received 52 additional Welfare-to-Work vouchers to distribute.*
- *Provide self-sufficiency planning and support to the required number of FS-S participants. In FY01, EHA received funding to hire a second FS-S coordinator. In FY02, the funding for two coordinators was renewed. The Board of Commissioners has approved 130 slots in this program. Currently, we have 99 active clients in this program and 40 in the review process.*
- *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 Americorp Program resources to expand tutorial, recreational and leadership opportunities for public housing youth and parents in Grandview, Pineview and Baker Heights. As PHDEP funding was not renewed, EHA has continued the current program through some self-funding, and additional Americorp volunteers. In FY02, EHA was awarded two ROSS grants to continue and expand services. The program has thus far served between 90 and 100 individual youth.**

- 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 FY02, EHA received a ROSS renewal 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. The initial five-year funding was exhausted after eight years, and EHA has picked up the costs of the program in order to continue providing these services into the foreseeable future. It has facilitated the use of vouchers designated for non-elderly disabled clients.*
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: *Update Affirmative Action mailing list on an annual basis. Review agency marketing literature in year 2000 for compliance with Equal Opportunity regulations and develop procedure for compliance review and approval of publicity materials on an ongoing basis. The mailing list update and literature review was conducted in FY00, FY01 and FY02.*
  - 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: *EHA surveys S8 landlords and maintains a list of rental properties that*

may be appropriate for persons with disabilities. EHA actively considers and responds to all requests for reasonable accommodation as appropriate.



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. In FY02, Section 8 staff received Fair Housing training. All staff received sexual harassment and diversity training.*
- *Develop a partnership with the Disability Resource Center 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 participated in the planning and implementation of the new designated and Fair Share Voucher programs. Since Fy00, the agency has referred 606 clients to Everett Housing Authority.*
- *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 continue 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 twenty-five requests since July 1, 2001.*

Other PHA Goals and Objectives: (list below)

WA006V02

**Annual PHA Plan  
PHA Fiscal Year 2003**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA (as of most recent assessment)**  
 **Small Agency (<250 Public Housing Units)**  
 **Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

**See the 5 Year Plan Report**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

Required Attachments:

- A - Component 3 (6) - Deconcentration and Income Mixing – (wa006a01)
- B - Component 10 (B) – Vol. Conversion Initial Assessments – (wa006b01)
- C - FY 2003 Capital Fund Program Annual Statement – (wa006c01)
- CC - Capital Fund Program Annual Statements 00-02 – (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 Comments on Annual Plan – (wa006g01)
- H - EHA Final Response to Public Comment – (wa006h01)
- I - Certifications – (wa006i01)
- J – Pet Policy (wa006j01)

Optional Attachments:

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans <b>Attachment I</b>
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans <b>Attachment I</b>

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans <b>Exhibit 3</b>
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs <b>Exhibit 4</b>
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources; <b>Exhibit 5</b>
<b>X</b>	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 <b>Exhibit 1</b>
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies <b>Exhibit 2</b>
<b>X</b>	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies <b>Exhibit 6</b>
<b>X</b>	2. Documentation of the required de-concentration and income mixing analysis	
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination <b>See A &amp; O Policy</b>
	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 <b>See A &amp; O Policy</b>
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination <b>Exhibit 7</b>
<b>X</b>	Public housing management and maintenance policy documents, including policies for the prevention or	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	eradication of pest infestation (including cockroach infestation)	<b>Exhibit 8</b>
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures <b>See A &amp; O Policy</b>
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures <b>See Section 8 Admin Plan</b>
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs <b>Attachment C</b>
<b>NA</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<b>X</b>	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 <b>Attachment D</b>
<b>NA</b>	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<b>NA</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>NA</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b>NA</b>	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
<b>NA</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership <b>See Section 8 Admin Plan</b>
<b>X</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency <b>Exhibit 9</b>
<b>X</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency <b>Exhibit 10</b>
<b>NA</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>NA</b>	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<b>X</b>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit <b>Exhibit 11</b>

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) <b>Resident Involvement</b> (list individually; use as many lines as necessary)	<b>Exhibit 12</b>
X	Public Review and Comment	<b>Exhibit 13</b>
X	Everett Housing Authority's Response to Comments	<b>Attachment H</b>
X	Statement of Substantial Deviation	<b>Exhibit 14</b>

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

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

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995 and 200-2004 Consolidated Plan

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

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

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

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

<b>Housing Needs of Families on the Waiting List</b>			
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	114		118
Extremely low income <=30% AMI	103	90.4%	
Very low income (>30% but <=50% AMI)	10	8.8%	
Low income (>50% but <80% AMI)	1	0.9%	
Families with children	37	32.5%	
Elderly families	26	22.8%	
Families with Disabilities	31	27.2%	
Race/ethnicity-White	97	85.1%	

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity-Black	3	2.6%	
Race/ethnicity-American Indian/Hispanic	7	6.1%	
Race/ethnicity-Asian	7	6.1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR & Studio	73	64.0%	49
2 BR	31	27.2%	34
3 BR	5	4.4%	26
4 BR	0	0%	9
5 BR	4	3.5%	0
5+ BR	1	0.9%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1826		614
Extremely low income <=30% AMI	1574	86.2%	
Very low income (>30% but <=50% AMI)	237	13.0%	

<b>Housing Needs of Families on the Waiting List</b>			
Low income (>50% but <80% AMI)	14	0.8%	
Families with children	1056	57.8%	
Elderly families	244	13.4%	
Families with Disabilities	432	23.7%	
White	1453	79.6%	
Black	149	8.2%	
American Indian	35	1.9%	
Asian	94	5.1%	
Hispanic	95	5.2%	
HUD Non-Hispanic	1731	94.8%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	753	41.2%	NA
2 BR	719	39.4%	
3 BR	295	16.2%	
4 BR	45	2.5%	
5 BR	10	0.5%	
5+ BR	4	0.2%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

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

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

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

### **(1) Strategies**

#### **Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing

- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

- *Continue to operate the HOPE for the Elderly Independence Program, and seek additional funding to maintain or expand level of service.*

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

- *Continue partnership with Disabilities Resource Center to enhance information and referral information concerning EHA's housing resources. Disability Resources participates in RAB meetings.*
- *Seek additional Section 8 disability Fair Share Vouchers.*

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

Other: (list below)

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	920,000	
b) Public Housing Capital Fund	1,050,000	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	15,500,000	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	504,000	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)	-0-	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund Program Grants	0	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	1,325,000	Public Housing Operations
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Investment Income</b>	45,000	Public Housing Operations
<b>Total resources</b>	19,344,000	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

### **(1) Eligibility**

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

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

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

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

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

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

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

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

### **(2)Waiting List Organization**

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

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

Other (describe)

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

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

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

*NA*

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

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

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

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

- PHA main administrative office  
 All PHA development management offices  
 Management offices at developments with site-based waiting lists  
 At the development to which they would like to apply  
 Other (list below)

### **(3) Assignment**

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

- One: ***EHA does not consider an applicant who rejects an offered dwelling with good cause to have been offered a unit. Good Cause is defined as;***
- ***The unit offer was not of the proper size and type;***
  - ***The unit contains lead-based paint;***
  - ***Applicant is unable to move at the time the unit was offered due to illness and documented by a physician or a court verifies the applicant is serving on a jury; and***
  - ***Accepting the offer would result in undue hardship to the applicant not related to consideration of race, color, nation origin, or language, such as***

*making employment or day care facilities inaccessible and the applicant presents clear evidence with substantiates this to EHA's satisfaction.*

- Two  
 Three or More

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

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

#### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies  
 Overhoused  
 Underhoused  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

- ***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.***

Other: (list below)

- ***Handicapped unit requested and the unit is occupied by an individual without a disability;***

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

• **Date and Time (2)**

Former Federal preferences:

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

High rent burden

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
- ***Rental Officers and Applications staff are personal resources***

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

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

### **(6) De-concentration and Income Mixing**

SEE ATTACHMENT 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 a debt to EHA or any other Housing Authority as the result of participation in a rental assistance program or who have been evicted from an EHA program or the program of another Housing Authority.***
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source). ***Currently EHA does not routinely run a FBI check on each applicant. However, if criminal records from local or state law enforcement agencies reveal criminal activity that indicates additional information from the FBI would be useful in making eligibility determination, a FBI record check will be conducted.***
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)
    - ***Name, address, and phone number of the previous landlord.***

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

- *Do to changes in regulation, EHA now issues vouchers with a standard 120-day period. This period can be extended for participants with a disability if reasonable accommodation is requested.*

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

**Date and Time (3)**

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

### **(5) Special Purpose Section 8 Assistance Programs**

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

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

- *Set Aside Programs - agencies administering the programs provide reference materials on policies governing eligibility, selection and admissions;*
- *The HOPE for the Elderly Independence Program provides reference materials to the public about its services and how to access the program;*
- *Partner agencies in the Welfare-to-Work program 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. We inform partnering agencies and application staff describes programs at time of application when appropriate.*

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### ***NA – High Performer***

#### **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.)

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

**C. Management and Maintenance Policies**

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

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

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**NA – High Performer**

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

**B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

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

-or-

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

**(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment 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:

***Baker Heights Neighborhood (WA006001): EHA may apply for HOPE VI in FY03, or further in the future, pending the results of the scheduled market study (see 5-year Plan and Capital Fund Plan).***

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

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

***We will be initiating the replacement of the public housing units disposed of in our Scattered Sites projects (see below).***

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of

1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <i>Scattered sites units</i>
1b. Development (project) number: <b>WA006005</b>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(07/15/03)</u>
5. Number of units affected: <b>9-15</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: (01/01/04) b. Projected end date of activity: (12/31/05)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <i>Scattered sites units</i>
1b. Development (project) number: <b>WA006006</b>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(07/15/03)</u>
5. Number of units affected: <b>7-12</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: (01/01/04)</p> <p>b. Projected end date of activity: (12/31/05)</p>
--

<b>Demolition/Disposition Activity Description</b>
<p>1a. Development name: <i>Scattered sites units</i></p> <p>1b. Development (project) number: <b>WA006008</b></p>
<p>2. Activity type: Demolition <input type="checkbox"/></p> <p style="padding-left: 40px;">Disposition <input checked="" type="checkbox"/></p>
<p>3. Application status (select one)</p> <p style="padding-left: 40px;">Approved <input type="checkbox"/></p> <p style="padding-left: 40px;">Submitted, pending approval <input type="checkbox"/></p> <p style="padding-left: 40px;">Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: <u>(07/15/03)</u></p>
<p>5. Number of units affected: <b>4</b></p>
<p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: (01/01/04)</p> <p>b. Projected end date of activity: (12/31/05)</p>

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

[24 CFR Part 903.7 9 (i)]

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

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

completing streamlined submissions may skip to component 10.)

**2. Activity Description**

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

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

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

completing streamlined submissions may skip to component 11.)

**2. Activity Description**

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

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

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

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 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval

<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (04/17/2001)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

SEE ATTACHMENT L

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

### ***NA – High Performer***

#### **A. PHA Coordination with the Welfare (TANF) Agency**

##### 1. Cooperative agreements:

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

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

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

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

#### **B. Services and programs offered to residents and participants**

##### **(1) General**

###### a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA



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

If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

*NA – Does not apply to High Performing PHAs after merger of PHDEP funding with operating fund.*

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

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

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

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

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

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

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

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

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

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

### **C. Coordination between PHA and the police**

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

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

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

### **D. Additional information as required by PHDEP/PHDEP Plan**

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

Not longer applicable as of FY 2002.

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

SEE ATTACHMENT J

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (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**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

### ***NA – High Performer***

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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

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

Attached at ATTACHMENT 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).

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

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

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

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

- Other: (list below)

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

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

**D. Other Information Required by HUD**

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

*Certifications*

SEE ATTACHMENT I

## **Attachments**

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

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

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

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

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

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



**Wa006a01**  
**ATTACHMENT A**

**3, (6) De-concentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? In 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.

**wa006b01**  
**ATTACHMENT B**

**Component 10 (B) Voluntary Conversion Initial Assessments**

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **6 developments are subject to the assessments.**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)? **1 development is not subject to the assessments.**
- c. How many Assessments were conducted for the PHA's covered developments? Each of the covered developments had one assessment performed. **The assessment criteria were standardized across all developments.**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

<b>Development Name</b>	<b>Number of Units</b>
Scattered Sites 1	25
Scattered Sites 2	15
Scattered Sites 3	4

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

<b>Annual Statement / Performance and Evaluation Report</b> <b>Capital Fund Program</b> <b>Part 1: Summary</b>		U. S. Department of Housing and Urban Development Office of Public and Indian Housing		PMB Approval No. 2577-0157 (7/98)	
Housing Authority Name: <b>Housing Authority of the City of Everett</b>		Comprehensive Grant Number <b>WA19P006501-03</b>		FFY of Grant Approval <b>2003</b>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision			
<input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Performance and Evaluation Report for Program Year Ending			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406      Operations (may not exceed 10% of 19)	\$      98,000.00			
3	1408      Management Improvements	\$      15,000.00			
4	1410      Administration	\$     102,834.00			
5	1411      Audit				
6	1415      Liquidated Damages				
7	1430      Fees and Costs	\$      50,000.00			
8	1440      Site Acquisition				
9	1450      Site Improvement	\$      40,736.00			
10	1460      Dwelling Structures	\$     649,225.00			
11	1465.1      Dwelling Equipment-Nonexpendable	\$      9,600.00			
12	1470      Non-dwelling Structures				
13	1475      Non-dwelling Equipment	\$     50,950.00			
14	1485      Demolition				
15	1495.1      Relocation Cost	\$      2,000.00			
16	1490      Replacement Reserve				
17	1498      Mod Used for Development				
18	1502      Contingency (may not exceed 8% of 19)	\$     10,000.00			
19	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	\$     1,028,345.00	\$           -	\$           -	\$           -
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	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
6002: Grandview	1450	landscaping	phased	7,036.00				
6002: Grandview	1460	replacement of small windows	phased	10,000.00				
6002: Grandview	1460	replacement of large windows	phased	10,000.00				
6002: Grandview	1460	installation of entry metal doors	phased	5,000.00				
6002: Grandview	1460	Major Interior Renovation	12	467,515.00				
6002: Grandview	1465	ranges	12	5,400.00				
6002: Grandview	1465	refrigerator	12	4,200.00				
6002: Grandview	1460	hot water heater	12	4,200.00				
<b>6002: Grandview</b>		<b>SUB-TOTAL</b>		<b>513,351.00</b>				
		Upgrades or replacement to elevators						
6003: Bakerview	1460	and penthouses	2	40,000.00				
6003: Bakerview	1460	Installation of dead bolts or level locks	151	3,020.00				
6003: Bakerview	1460	Installation of doors and frames	151	45,000.00				
<b>6003: Bakerview</b>		<b>SUB-TOTAL</b>		<b>88,020.00</b>				
6004: Pineview	1450	landscaping and/or creek beautification	Prelim	1,000.00				
6004: Pineview	1450	new parking areas, parking striping	Prelim	1,000.00				
6004: Pineview	1450	Paved Walks/Surfaces	Prelim	1,000.00				
6004: Pineview	1450	steps and ramps	Prelim	1,000.00				
6004: Pineview	1450	Drainage	1	5,000.00				
6004: Pineview	1450	pole mounted lighting	1	5,000.00				
		Construction of fencing for private yards						
6004: Pineview	1450	& enclosures	prelim	1,000.00				
		Installation of wood /vinyl or aluminum						
6004: Pineview	1460	siding	Phased	25,000.00				
6004: Pineview	1460	Installation of wall insulation	Phased	1,000.00				
6004: Pineview	1460	Installation of ceiling insulation	Phased	1,000.00				

Part II Supporting Pages  
Sorted by Development Name

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

Development	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
6004: Pineview	1460	Replacement of decks and rails	phased	30,000.00				
<b>6004: Pineview</b>		<b>SUB-TOTAL</b>		<b>72,000.00</b>				
6005: Scattered Sites	1450	landscaping	Phased	10,000.00				
6005: Scattered Sites	1450	fencing	107 lf	2,200.00				
6005: Scattered Sites	1450	Construction of fencing for private yards & enclosures	7	5,000.00				
6005: Scattered Sites	1450	Upgrade ada compliance-exterior	6	1,500.00				
6005: Scattered Sites	1460	Replacement of wood /vinyl or aluminum siding	Phased	3,500.00				
6005: Scattered Sites	1460	Install ceiling insulation	Phased	1,000.00				
6005: Scattered Sites	1475	Installation of outside Fire Extinguishers	25	450.00				
6005: Scattered Sites	1460	Upgrade of smoke/fire detectors	87	1,740.00				
6005: Scattered Sites	1460	Installation of carbon monoxide detectors	25	1,250.00				
<b>6005: Scattered Sites</b>				<b>26,640.00</b>				
Operations	1406	central procurement /construction clerk	1	35,000.00				
Operations	1406	human resource consultant	1	15,000.00				
Operations	1406	related training for capital funds technical information systems	3	3,000.00				
Operations	1406	coordinator	1	45,000.00				
<b>Operations</b>				<b>98,000.00</b>				

Part II Supporting Pages  
Sorted by Development Name

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

Development	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
Management Improvements	1408	resident training (move to work, job related)		5,000.00				
Management Improvements	1408	increase internet capability	2	5,000.00				
Management Improvements	1408	modernization related software & training	4	5,000.00				
<b>Management Improvements</b>				<b>15,000.00</b>				
Administration	1410	Advertising Costs	multiple	1,000.00				
Administration	1410	Phone Costs	1	200.00				
Administration	1410	Staff Benefits	2	22,000.00				
Administration	1410	Staff Salaries	3	79,634.00				
<b>Administration</b>				<b>102,834.00</b>				
Fees and Costs	1430	Plan Review Fees		2,000.00				
Fees and Costs	1430	A&E for Baker Heights Projects and Feasibility Study	1	25,000.00				
Fees and Costs	1430	A&E for Grandview Renovation		3,000.00				
Fees and Costs	1430	Consultant for design layout of administration building		20,000.00				
<b>Fees and Costs</b>				<b>1430</b>	<b>50,000.00</b>			
Relocation Costs	1495	Relocation Costs (6-2)		2,000.00				
<b>Relocation Costs</b>				<b>1495</b>	<b>2,000.00</b>			
Contingency	1502	Contingency		10,000.00				
<b>Contingency</b>				<b>1502</b>	<b>10,000.00</b>			
Non Dwelling	1475	Trash pump, snakes, plumbing air gun, welder, gator, mower, dollies, planner, pipe bender		20,000.00				

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

Development	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
Non Dwelling	1475	Microfilm Equipment/Record Storage	phased	5,000.00				
Non Dwelling	1475	PC Upgrades/ replacements	phased	5,500.00				
Non Dwelling	1475	Printers and Copiers Maintenance and CFP Program	phased	20,000.00				
<b>Non Dwelling</b>				<b>50,500.00</b>				
		<b>TOTAL FOR THIS BUDGET</b>		<b>1,028,345.00</b>				

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6-1 Baker Heights	30-Jun-05			30-Jun-07			
6-2 Grandview	30-Jun-05			30-Jun-07			
6-3 Bakerview	30-Jun-05			30-Jun-07			
6-4 Pineview	30-Jun-05			30-Jun-07			
6-5 Scattered Sites	30-Jun-05			30-Jun-07			
6-6 Scattered Sites	30-Jun-05			30-Jun-07			
6-8 Scattered Sites	30-Jun-05			30-Jun-07			
Operations	30-Jun-05			30-Jun-07			
Fees & costs	30-Jun-05			30-Jun-07			
Management Improvements	30-Jun-05			30-Jun-07			
Administration	30-Jun-05			30-Jun-07			
Relocation	30-Jun-05			30-Jun-07			

Annual Statement/Performance and Evaluation Report										
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)										
Part II: Supporting Pages										
Development	Comp	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status	
			central procurement							
Operations	601	1406	/construction clerk	1	35,000.00					
Operations	603	1406	human resource consultant	1	15,000.00					
Operations	606	1406	related training for capital funds	3	3,000.00					
			technical information systems							
Operations	612	1406	coordinator	1	45,000.00					
			<b>OPERATIONS</b>	<b>1406</b>	<b>98,000.00</b>					
			resident training (move to work, job							
Management Improvements	610	1408	related)		5,000.00					
Management Improvements	618	1408	increase internet capability	2	5,000.00					
			modernization related software &							
Management Improvements	620	1408	training	4	5,000.00					
			<b>MANAGEMENT IMPROVEMENTS</b>	<b>1408</b>	<b>15,000.00</b>					
Administration	627	1410	Advertising Costs	multiple	1,000.00					
Administration	628	1410	Phone Costs	1	200.00					
Administration	629	1410	Staff Benefits	2	22,000.00					
Administration	630	1410	Staff Salaries	3	79,634.00					
			<b>ADMINISTRATION</b>	<b>1410</b>	<b>102,834.00</b>					
Fees and Costs	632	1430	Plan Review Fees		2,000.00					
			A&E for Baker Heights Projects and							
Fees and Costs	633	1430	Feasibility Study	1	25,000.00					
Fees and Costs	635	1430	A&E for Grandview Renovation		3,000.00					
			Consultant for design layout of							
Fees and Costs	641	1430	administration building		20,000.00					
			<b>FEES AND COSTS</b>	<b>1430</b>	<b>50,000.00</b>					
6002: Grandview	101	1450	landscaping	phased	7,036.00					
6004: Pineview	101	1450	landscaping and/or creek beautification	Prelim	1,000.00					
6004: Pineview	103	1450	new parking areas, parking striping	Prelim	1,000.00					
6004: Pineview	104	1450	Paved Walks/Surfaces	Prelim	1,000.00					
6004: Pineview	106	1450	steps and ramps	Prelim	1,000.00					

Annual Statement/Performance and Evaluation Report										
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)										
Part II: Supporting Pages										
Development	Comp	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status	
6004: Pineview	109	1450	Drainage	1	5,000.00					
6004: Pineview	110	1450	pole mounted lighting	1	5,000.00					
6004: Pineview	112	1450	Construction of fencing for private yards & enclosures	prelim	1,000.00					
6005: Scattered Sites	101	1450	landscaping	Phased	10,000.00					
6005: Scattered Sites	107	1450	fencing	107 lf	2,200.00					
6005: Scattered Sites	112	1450	Construction of fencing for private yards & enclosures	7	5,000.00					
6005: Scattered Sites	124	1450	Upgrade ada compliance-exterior	6	1,500.00					
<b>SITE IMPROVEMENTS</b>				<b>1450</b>	<b>40,736.00</b>					
6002: Grandview	220	1460	replacement of small windows	phased	10,000.00					
6002: Grandview	221	1460	replacement of large windows	phased	10,000.00					
6002: Grandview	222	1460	installation of entry metal doors	phased	5,000.00					
6002: Grandview	402	1460	Major Interior Renovation	12	467,515.00					
6002: Grandview	433	1460	hot water heater	12	4,200.00					
6003: Bakerview	218	1460	Upgrades or replacement to elevators and penthouses	2	40,000.00					
6003: Bakerview	251	1460	Installation of dead bolts or level locks	151	3,020.00					
6003: Bakerview	406	1460	Installation of doors and frames	151	45,000.00					
6004: Pineview	204	1460	Installation of wood /vinyl or aluminum siding	Phased	25,000.00					
6004: Pineview	207	1460	Installation of wall insulation	Phased	1,000.00					
6004: Pineview	208	1460	Installation of ceiling insulation	Phased	1,000.00					
6004: Pineview	231	1460	Replacement of decks and rails	phased	30,000.00					
6005: Scattered Sites	204	1460	Replacement of wood /vinyl or aluminum siding	Phased	3,500.00					
6005: Scattered Sites	208	1460	Install ceiling insulation	Phased	1,000.00					

Annual Statement/Performance and Evaluation Report										
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)										
Part II: Supporting Pages										
Development	Comp	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status	
6005: Scattered Sites	441	1460	Upgrade of smoke/fire detectors	87	1,740.00					
6005: Scattered Sites	450	1460	Installation of carbon monoxide detectors	25	1,250.00					
			<b>DWELLING STRUCTURES</b>	<b>1460</b>	<b>649,225.00</b>					
6002: Grandview	412	1465	ranges	12	5,400.00					
6002: Grandview	413	1465	refrigerator	12	4,200.00					
			<b>DWELLING EQUIPMENT</b>	<b>1465</b>	<b>9,600.00</b>					
6005: Scattered Sites	305	1475	Installation of outside Fire Extinguishers	25	450.00					
Non Dwelling	639	1475	Trash pump, snakes, plumbing air gun, welder, gator, mower, dollies, planner, pipe bender		20,000.00					
Non Dwelling	581									
Non Dwelling	624	1475	Microfilm Equipment/Record Storage	phased	5,000.00					
Non Dwelling	614	1475	PC Upgrades/ replacements	phased	5,500.00					
Non Dwelling	625	1475	Printers and Copiers							
Non Dwelling			Maintenance and CFP Program	phased	20,000.00					
			<b>NON DWELLING EQUIPMENT</b>	<b>1475</b>	<b>50,950.00</b>					
Relocation Costs	642	1495	Relocation Costs (6-2)		2,000.00					
			<b>RELOCATION COSTS</b>	<b>1495</b>	<b>2,000.00</b>					
Contingency	644	1502	Contingency		10,000.00					

Annual Statement / Performance and Evaluation Report

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

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

Capital Fund Program **Part 1: Summary**

Housing Authority Name: <b>Housing Authority of the City of Everett</b>		Comprehensive Grant Number <b>WA19P006501-00 (EHA's 501)</b>		FFY of Grant Approval <b>2000</b>	
Original Annual Statement Final Performance and Evaluation Report		Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number Performance and Evaluation Report for Program Year Ending 12/30/02			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$ -	\$ -	\$ -	\$ -
2	1406 Operations (may not exceed 10% of 19)	\$ -	\$ -	\$ -	\$ -
3	1408 Management Improvements	\$ 94,760.00	\$ 72,139.90	\$ 72,139.90	\$ 65,529.66
4	1410 Administration	\$ 102,658.97	\$ 100,000.00	\$ 100,000.00	\$ 98,047.85
5	1411 Audit	\$ -	\$ -	\$ -	\$ -
6	1415 Liquidated Damages	\$ -	\$ -	\$ -	\$ -
7	1430 Fees and Costs	\$ 21,294.03	\$ 19,076.47	\$ 19,076.47	\$ 19,076.47
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -
9	1450 Site Improvement	\$ 264,481.23	\$ 231,475.83	\$ 231,475.83	\$ 231,475.83
10	1460 Dwelling Structures	\$ 193,143.51	\$ 272,753.78	\$ 272,753.78	\$ 266,428.09
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 9,600.00	\$ -	\$ -	\$ -
12	1470 Nondwelling Structures	\$ 260,173.14	\$ 270,168.25	\$ 270,168.25	\$ 270,168.25
13	1475 Nondwelling Equipment	\$ 99,619.12	\$ 90,813.49	\$ 90,813.49	\$ 90,813.49
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -
15	1495.1 Relocation Cost	\$ 2,000.00	\$ 656.28	\$ 656.28	\$ 656.28
16	1490 Replacement Reserve		\$ -	\$ -	\$ -
17	1498 Mod Used for Development		\$ -	\$ -	\$ -
18	1502 Contingency (may not exceed 8% of 19)	\$ 9,354.00	\$ -	\$ -	\$ -
<b>19</b>	<b>Amount fo Annual Grant (Sum of lines 2-19)</b>	<b>\$ 1,057,084.00</b>	<b>\$ 1,057,084.00</b>	<b>\$ 1,057,084.00</b>	<b>\$ 1,042,195.92</b>
20	Amount of line 19 Relatd to LBP Activities	\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance	\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security	\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation	\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date		Signature of Public Housing Director and Date			

Development Number/Name	HA-wide Activities	General Description of Major Work Categories	Development Account Number for Fund 501-2000	Quantity	Total Estimated Cost Original as of 12/31/01	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	\$ 95,716.93	\$ 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 serve residents. Contract signed with Puget West Construction. Project completed.
<b>Sub-Total for Baker Heights</b>					<b>\$ 95,716.93</b>	<b>\$ 95,716.93</b>	<b>\$ 95,716.93</b>	<b>\$ 95,716.93</b>	
6002: Grandview		A&E Fees for Major Interior Renovation	143010-000016-000-002	1	\$ 7,136.00	\$ 5,112.00	\$ 5,112.00	\$ 5,112.00	A&E services needed during renovation phase of the Grandview Homes. This is a continued contract with Stickney, Murphy Romine. 11/25/02 DID NOT need as much as contracted amount stated, move unused funds into the tech salary account moved \$2024
6002: Grandview		Phase 2: Concrete Work Paved walks and surfaces; Steps and Ramps; Retaining walks and surfaces	145000-000019-000-002	Phase 2	\$ 33,955.40	\$ 950.00	\$ 950.00	\$ 950.00	Phase 2 for sidewalks, steps and ramps throughout the area. Because of delays with phase I work, this phase was moved to the next year's capital fund budget.
6002: Grandview		Major Interior Renovation	146000-000023-000-002	12	\$ 67,095.77	\$ 199,766.04	\$ 199,766.04	\$ 193,440.35	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
6002: Grandview		Appliance Replacement	146510-000025-000-002	12	\$ 9,600.00	\$ -	\$ -	\$ -	Purchase of new appliances (ranges and refrigerators) on modernized units.
6002: Grandview		Furnace Replacement	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. Adjusted line item to zero dollars to have funds obligated by deadline. This project is phased work with the major renovation.
<b>Sub-Total for Grandview</b>					<b>\$ 118,787.17</b>	<b>\$ 205,828.04</b>	<b>\$ 205,828.04</b>	<b>\$ 199,502.35</b>	
6003: Bakerview		Outside Grounds Work: Paved walks and surfaces Fencing Retaining Walls Landscaping	145000-000020-000-003	4700 Square Feet 100 Linear Foot 100 Linear Foot	\$ 230,525.83	\$ 230,525.83	\$ 230,525.83	\$ 230,525.83	Increase paved areas at south entrance including garden walkway, privacy fencing for resident recreation area, build retaining walls to support re-grade for resident recreation area. Revision 1 12/6/00 moved the landscaping from the 708 annual budget forward. Contractor hired, H.B... Hansen. Project completed.
6003: Bakerview		Fixed Furniture	145000-000021-000-003	1 Set	\$ -	\$ -	\$ -	\$ -	Install and/or build covered and uncovered attached seating and tables for resident recreation area. This is part of the larger contracted work above.
6003: Bakerview		Irrigation Systems	145000-000022-000-003	Preliminary Cost	\$ -	\$ -	\$ -	\$ -	Investigate existing irrigation system for possible repairs. Moved to next year.
6003: Bakerview		Corridors, renovation, asbestos abatement	146000-000040-000-003	8 floors	\$ 62,000.00	\$ 60,890.00	\$ 60,890.00	\$ 60,890.00	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. Project completed.
<b>Sub-Total for Bakerview</b>					<b>\$ 292,525.83</b>	<b>\$ 291,415.83</b>	<b>\$ 291,415.83</b>	<b>\$ 291,415.83</b>	
6004: Pineview		Exterior Walls: Wood/Vinyl/Aluminum Walls	146000-000024-000-004	6	\$ 48,950.00	\$ -	\$ -	\$ -	Investigate moisture issues in walls and repair as necessary, paint entire community in coordinating colors. Moved to next year.
6004: Pineview		Roof Replacement	146000-000044-000-004	all	\$ 12,097.74	\$ 12,097.74	\$ 12,097.74	\$ 12,097.74	Rev 4, Moved from 707-1998 budget to close out budget, work not completed from Technical Roofing Inspector for punch list work. Completed
<b>Sub-Total for Pineview</b>					<b>\$ 61,047.74</b>	<b>\$ 12,097.74</b>	<b>\$ 12,097.74</b>	<b>\$ 12,097.74</b>	

Development Number/Name	HA-wide Activities	General Description of Major Work Categories	Development Account Number for Fund 501-2000	Quantity	Total Estimated Cost Original as of 12/31/01	Revised/Budget Revision	Total Actual Cost Funds Obligated	Funds Expended	Status
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 moved to next year
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 moved to next year
<b>Sub-total for Scattered Sites</b>					<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Agency Wide: Management Improvements		Develop Central Procurement	140800-000001-000-000	1	\$ 5,000.00	\$ 9,918.23	\$ 9,918.23	\$ 9,918.23	Phase II: Continue developing documents for contracting through the development department. Staff retained.
Agency Wide: Management Improvements		Human Resource Consultant	140800-000002-000-000	1	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	3rd of 4 years of phased hourly consultant. To review policies for employee safety, training. Completed this budget year.
Agency Wide: Management Improvements		Agency Wide Disaster Planning/Training	140800-000003-000-000	1	\$ 3,000.00	\$ -	\$ -	\$ -	Train employees in basic emergency response. Moved to next year.
Agency Wide: Management Improvements		Development Staff Training for Capital Funds and related topics	140800-000004-000-000	2	\$ 3,000.00	\$ 4,567.39	\$ 4,567.39	\$ 4,567.39	New funding regulations requires staff training. Completed for this budget year.
Agency Wide: Management Improvements		Asset Management Assessment	140800-000005-000-000	1	\$ 5,760.00	\$ -	\$ -	\$ -	Hire consultant to assist performing asset review to establish asset management foundation. Moved to next year.
Agency Wide: Management Improvements		Management Study	140800-000006-000-000	Preliminary Cost	\$ 1,000.00	\$ -	\$ -	\$ -	Preliminary funds for management study. Moved to next year.
Agency Wide: Management Improvements		Resident Training (move to work, job related)	140800-000007-000-000	1	\$ 5,000.00	\$ 3,087.49	\$ 3,087.49	\$ 3,087.49	Officer specific training to enhance job skills for residents in construction related positions. Completed for this budget year.
Agency Wide: Management Improvements		Technical Information Systems Coordinator	140800-000008-000-000	1	\$ 45,000.00	\$ 36,137.87	\$ 36,137.87	\$ 29,527.63	Phase III: Networking all EHA offices, converting dumb terminals to pcs. 11/25/02 moved funds from a&e accounts because they came in under the estimated contract amount. \$2217.56
Agency Wide: Management Improvements		Modernization Software / Training	140800-000009-000-000	3	\$ 10,000.00	\$ 3,068.93	\$ 3,068.93	\$ 3,068.93	Training for new software upgrades, digital equipment, etc. Completed for this budget year.
Agency Wide: Management Improvements		Record Keeping	140800-000010-000-000	1	\$ 2,000.00	\$ 359.99	\$ 359.99	\$ 359.99	Plan reviews, copies, storage cabinets. Completed for this budget year.
<b>Sub-Total for Agency Wide:</b>					<b>\$ 94,760.00</b>	<b>\$ 72,139.90</b>	<b>\$ 72,139.90</b>	<b>\$ 65,529.66</b>	
Agency Wide: Physical Needs		A&E Fees for Administration Office	143010-000017-000-000	1	\$ 11,376.03	\$ 11,182.47	\$ 11,182.47	\$ 11,182.47	A&E services needed for the modernization work needed on the administration building. 11/25/02 moved 193.56 to tech salary account, closed out using less than estimated contract amount.
Agency Wide: Physical Needs		Consultant: Security Assessment	143010-000034-000-000	1	\$ 2,782.00	\$ 2,782.00	\$ 2,782.00	\$ 2,782.00	Moved forward from 5 year plan year 4, to cover resident issues involving security issues. A&E firm hired, in the process of reviewing and finalizing specifications.
Agency Wide: Physical Needs		Combo Work of Administration Office window walls, window replacement, wall and ceiling construction; Glass Doors; Vestibules; Office Changes; Seismic Upgrades	147000-000027-000-000	1	\$ 11,546.97	\$ 25,384.63	\$ 25,384.63	\$ 25,384.63	Repair vestibule areas after new doors and equipment is installed. Paint and patch walls, install seismic fittings in building at wall, floor and roof connections, sheet roof with plywood. Contractor hired, Progressive Builders. Finishing punch list items.

Development Number/Name	HA-wide Activities	General Description of Major Work Categories	Development Account Number for Fund 501-2000	Quantity	Total Estimated Cost Original as of 12/31/01	Revised/Budget Revision	Total Actual Cost Funds Obligated	Funds Expended	Status
Agency Wide: Physical Needs	Administration Office: Central Vent & Exhaust HVAC System Upgrades	147000-000028-000-000	1	\$ 15,000.00	\$ 13,674.83	\$ 13,674.83	\$ 13,674.83	Phase II: Upgrading existing HVAC controls and systems, purchase of cooling tower on roof. Completed this project.	
Agency Wide: Physical Needs	Administration Office: Power wiring Emergency Generator	147000-000029-000-000	Preliminary Cost	\$ 2,500.00	\$ -	\$ -	\$ -	Minor wiring changes to meet load amounts and acquire and install new emergency generator. This portion of work added to the combo work above.	
Agency Wide: Physical Needs	Admin Roof Replacement and Gutters	147000-000036-000-000	1	\$ 135,409.24	\$ 135,391.86	\$ 135,391.86	\$ 135,391.86	Revision 1, 12/6/00 moved forward from 708 annual statement. Replace existing roof and gutter system on the administration building. Project completed.	
Agency Wide: Physical Needs	New PC's and New Hardware Color Printer and Digital Camera	147510-000030-000-000	1	\$ 11,500.00	\$ 17,344.24	\$ 17,344.24	\$ 17,344.24	Upgrade existing equipment and purchase new equipment to meet management needs and purchase digital camera to better record capital improvement work progress. Moved projector work item from annual statement of the 501-2001 budget forward to obligate funds	
Agency Wide: Physical Needs	Relocation Costs for (6-2)	149510-000031-000-002	1	\$ 2,000.00	\$ 656.28	\$ 656.28	\$ 656.28	Relocation funds for relocating public housing tenants during Grandview Modernization.	
Agency Wide: Physical Needs	Comp Grant Crew Work Vehicle	147510-000033-000-000	1	\$ 20,000.00	\$ 14,759.00	\$ 14,759.00	\$ 14,759.00	Purchase of pickup with Tommy lift for construction work by in house force account crew. Purchased van. Completed.	
Agency Wide: Physical Needs	Baker Heights Fire Extinguishers	147510-000037-000-001		\$ 500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	Revision 1, 12/6/00 moved work item from 708 annual statement to finish the purchase of extinguishers for community. Completed.	
Agency Wide: Physical Needs	Telephone System Replacement	147510-000038-000-000	1	\$ 62,729.12	\$ 48,320.25	\$ 48,320.25	\$ 48,320.25	Revision 1, 12/6/00 Replace failing agency wide telephone system. Completed.	
Agency Wide: Physical Needs	Steam Vapor System	147510-000039	1	\$ 4,890.00	\$ 4,890.00	\$ 4,890.00	\$ 4,890.00	Revision 2, 2/2/01 Moved work item forward from 5 year plan, Purchase of Steam Vapor System for ease of maintenance cleaning. Cleans walls, ceilings and floors. Completed.	
<b>Sub-Total for Agency Wide:</b>				<b>\$ 280,233.36</b>	<b>\$ 279,885.56</b>	<b>\$ 279,885.56</b>	<b>\$ 279,885.56</b>		
Contingency	Contingency	150200-000032-000-000		\$ 9,354.00	\$ -	\$ -	\$ -	Contingency.	
<b>Sub-Total for Contingency</b>				<b>\$ 9,354.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
Other	Staff Salaries	141010-000011-000-000	2	\$ 78,000.00	\$ 78,000.00	\$ 78,000.00	\$ 78,000.00	Staff maintained, time reflected on bi-monthly timesheets.	
Other	Technical Salaries	141010-000012-000-000	2	\$ 1,000.00	\$ -	\$ -	\$ -	Funds reserved for use of in-house employees performing technical and construction inspections and management less than 100% of their time.	
Other	Phone/Radio Costs	141016-000013-000-000	1	\$ 500.00	\$ -	\$ -	\$ -	Phone costs related to the capital fund program.	
Other	Advertising Costs	141019-000014-000-000		\$ 1,158.97	\$ -	\$ -	\$ -	Advertising costs related to sealed bid projects for the capital fund program.	
Other	Staff Benefits	141090-000015-000-000	2	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 20,047.85	Staff maintained, time reflected on bi-monthly timesheets.	
Other	Plan Review Fees	143060-000018-000-000		\$ -	\$ -	\$ -	\$ -	Plan fees needed for city planning department to review plans for construction of capital fund projects.	
<b>Sub-Total for Other</b>				<b>\$ 102,658.97</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 98,047.85</b>		
<b>Grant Total Budget</b>				<b>\$ 1,057,084.00</b>	<b>\$ 1,057,084.00</b>	<b>\$ 1,057,084.00</b>	<b>\$ 1,042,195.92</b>		

Annual Statement / Performance and Evaluation Report	U. S. Department of Housing						
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)	
<b>***Development Number / Name***</b>							
WA 6002: Grandview	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
WA 6003: Bakerview	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
WA 6004: Pineview	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
<b>***HA WIDE***</b>							
Combo Work of Administration Office window walls, window replacement, wall and ceiling construction	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office:Glass Doors	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office:Vestibules	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office:Offices	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office:Seismic Upgrade	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office:Central Vent & Exhaust	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office:HVAC System	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office:Power wiring	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration Office: Emergency Generator	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
New PC's / Hardware	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Color Printer and Digital Camera	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Relocation Costs for (6-2)	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
<b>***Management Improvements***</b>							
Develop Central Procurement	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Human Resource Consultant	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Agency Wide Disaster Planning/Training	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Development Staff Training for Capital Funds and related topics	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Assest Management Assesement	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Management Study	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Resident Training (move to work, job related)	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Technical Information Systems Coordinator	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Modernization Software / Training	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Record Keeping	30-Dec-01	31-Mar-02	31-Mar-02	30-Jun-03	30-Sep-03		Changed per letter from from HUD, Notice PIH 2001-26. (Changed 11-16-01)

Annual Statement / Performance and Evaluation Report		U. S. Department of Housing and Urban Development Office of Public and Indian Housing			
Capital Fund Program		Part 1: Summary		PMB Approval No. 2577-0157 (7/98)	
Housing Authority Name:		Comprehensive Grant Number		FFY of Grant Approval	
<b>Housing Authority of the City of Everett</b>		<b>WA19P006501-01 (EHA 502)</b>		<b>2001</b>	
Original Annual Statement Final Performance and Evaluation Report		Revised Annual Statement/Revision Number 1 Performance and Evaluation Report for Program Year Ending Dec 30, 2002			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$ -	\$ -	\$ -	\$ -
2	1406 Operations (may not exceed 10% of 19)	\$ 74,500.00	\$ 93,019.99	\$ 93,019.99	\$ 27,027.67
3	1408 Management Improvements	\$ 19,000.00	\$ 1,377.10	\$ 1,377.10	\$ 1,377.10
4	1410 Administration	\$ 103,000.00	\$ 101,616.08	\$ 101,616.08	\$ 1,616.08
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 7,000.00	\$ 10,107.40	\$ 10,107.40	\$ 8,556.53
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 106,100.00	\$ 184,532.49	\$ 184,532.49	\$ 166,508.77
10	1460 Dwelling Structures	\$ 664,406.00	\$ 604,192.53	\$ 604,192.53	\$ 343,266.62
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 9,600.00	\$ 6,341.42	\$ 6,341.42	\$ 6,341.42
12	1470 Nondwelling Structures	\$ 1,336.00	\$ 50,630.39	\$ 50,630.39	\$ 50,630.39
13	1475 Nondwelling Equipment	\$ 27,806.00	\$ 28,156.10	\$ 28,156.10	\$ 28,156.10
14	1485 Demolition				
15	1495.1 Relocation Cost	\$ 2,000.00	\$ 634.50	\$ 634.50	\$ 634.50
16	1490 Replacement Reserve				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of 19)	\$ 65,860.00	\$ -	\$ -	\$ -
<b>19</b>	<b>Amount fo Annual Grant (Sum of lines 2-19)</b>	<b>\$ 1,080,608.00</b>	<b>\$ 1,080,608.00</b>	<b>\$ 1,080,608.00</b>	<b>\$ 634,115.18</b>
20	Amount of line 19 Relatd to LBP Activities	\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance	\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security	\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation	\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date		Signature of Public Housing Director and Date			

Dev #	Acct #	Acct #	General Description of Major Work Categories	Qty	Original Estimated Cost as of 12/30/01	Revised Cost #5 Hand Enter	Obligated from spreadsheet	Expended from spreadsheet	Status of Work
6-1 Baker Heights	1460	010043	Replacement of asphalt or fiberglass shingles	Phase 1	14,000.00	-	-	-	Adjustment #3, moved funds into concrete site work project. Project pushed to the 5 year plan because of the feasibility study.
6-1 Baker Heights	1460	010044	Replacement of Gutters and downspouts	Phase 1	1,000.00	-	-	-	Adjustment #3, moved funds into concrete site work project. Project pushed to the 5 year plan because of the feasibility study.
6-1 Baker Heights	1460	010045	Construction of firewalls/draftwalls in attics and storage areas	Prelim	12,500.00	-	-	-	Adjustment #3, moved funds into concrete site work project. Project pushed to the 5 year plan because of the feasibility study.
<b>SUB TOTAL FOR BAKER HEIGHTS 6001</b>					<b>27,500.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	
6-2 Grandview	1450	010030	Upgrade existing landscaping	Phase 1	8,137.88	-	-	-	Adjustment #3, moved funds into concrete site work project, work still in 5 year plan
6-2 Grandview	1450	010031	Replacement of Paved Walks/Surfaces	Phase 3	20,000.00	161,992.77	161,992.77	145,922.45	Adjustment #3, needed funds for estimated contract value, combined several work items into one account; work item completed waiting on releas from state tlo process retainage payment
6-2 Grandview	1450	010032	Replacement of steps and ramps	Phase 3	20,000.00	-	-	-	Adjustment #3, moved funds and work into concrete site work project
6-2 Grandview	1450	010033	Upgrade to existing Drainage	1	15,000.00	-	-	-	Adjustment #3, moved funds into concrete site work project, work still in 5 year plan
6-2 Grandview	1450	010034	Fencing, and by highway department	2	1,862.12	1,264.42	1,264.42	1,264.42	Brought work item forward from 5 year plan, year 5. Completed fencing project
6-2 Grandview	1450	010035	Replacement of pole mounted lighting	1	5,000.00	-	-	-	Adjust #5, moved funds to other projects for actual costs to have obligated by year end.
6-2 Grandview	1450	010036	Installation of furniture (fixed)	1 set	2,400.00	-	-	-	Adjustment #3, moved funds into concrete site work project, work still in 5 year plan
6-2 Grandview	1450	010037	Clothes Line Replacement	Prelim	1,500.00	-	-	-	Adjustment #3, moved funds into concrete site work project, work still in 5 year plan
6-2 Grandview	1450	010038	remove and abate underground oil tanks	Phase 1	30,000.00	-	-	-	Adjustment #3, moved funds into concrete site work project, work still in 5 year plan
6-2 Grandview	1460	010046	Replacement of small windows	Phase 1	10,000.00	17,405.65	17,405.65	17,405.65	Adjustment #3, combined small and large windows into one project; windows replaced during unit renovation

Dev #	Acct #	Acct #	General Description of Major Work Categories	Qty	Original Estimated Cost as of 12/30/01	Revised Cost #5 Hand Enter	Obligated from spreadsheet	Expended from spreadsheet	Status of Work
6-2 Grandview	1460	010047	Replacement of large windows	Phase 1	10,000.00	-	-	-	Adjustment #3, combined small and large windows into one project; windows replaced during unit renovation
6-2 Grandview	1460	010048	Installation of metal doors	Phase 1	5,000.00	-	-	-	Adjustment #3, moved funds into concrete site work project work still in 5 year plan
6-2 Grandview	1460	010049	Construction of storage sheds off units	Phase 1	5,000.00	-	-	-	Adjustment #3, moved funds into concrete site work project work still in 5 year plan
6-2 Grandview	1460	010050	major interior renovation	12	509,823.00	495,802.30	495,802.30	323,550.55	Major interior renovation of units on a vacancy basis, complete approximately 12 to 15 units a year
6-2 Grandview	1460	010059	Replacement of furnaces	Prelim	17,940.00	-	-	-	Adjustment #3, moved funds to BV Security System
6-2 Grandview	1460	010060	Replacement of hot water heater	12	4,248.00	1,914.11	1,914.11	1,914.11	Replacement of hot water tanks as the unit goes through the major interior renovation
6-2 Grandview	1465	010063	Replace refrigerators Replace ranges	12 each	9,600.00	6,341.42	6,341.42	6,341.42	Combined work items together for one line item; replacement of appliances as unit goes through major interior renovation
<b>SUB TOTAL FOR GRANDVIEW 6002</b>					<b>675,511.00</b>	<b>684,720.67</b>	<b>684,720.67</b>	<b>496,398.60</b>	
6-3 Bakerview Apartments	1450	010039	Install unit landscaping areas	10	1,000.00	1,379.25	1,379.25	1,379.25	Adjust #5, moved funds to other projects for actual costs to have obligated by year end.
6-3 Bakerview Apartments	1460	010051	thermostats	151	4,530.00	-	-	-	Adjustment #3, moved funds into concrete site work project work still in 5 year plan
6-3 Bakerview Apartments	1460	010052	smoke/fire detectors	151	5,285.00	-	-	-	Adjustment #3, moved funds into concrete site work project work still in 5 year plan
6-3 Bakerview Apartments	1460	010053	Security Card Access System with Monitoring Cameras	1	50,000.00	88,688.41	88,688.41	14.25	Adjustment #3, needed funds for estimated contract value, contract signed, work is not in process.
<b>SUB TOTAL FOR BAKERVIEW 6003</b>					<b>60,815.00</b>	<b>90,067.66</b>	<b>90,067.66</b>	<b>1,393.50</b>	
6-4 Pineview Apartments	1450	010040	Installation of furniture (fixed)	1 set	1,200.00	-	-	-	Adjust #5, moved funds to other projects for actual costs to have obligated by year end.
6-4 Pineview Apartments	1460	010054	Replacement of wood /vinyl or aluminum siding	Phase 1	10,000.00	-	-	-	Adjustment #3, moved funds into concrete site work project work still in 5 year plan
6-4 Pineview Apartments	1460	010055	Install building mounted site lights	6	1,500.00	-	-	-	Adjustment #3, moved funds into concrete site work project work still in 5 year plan
6-4 Pineview Apartments	1460	010056	Upgrade smoke/fire detectors	34	680.00	-	-	-	Adjustment #3, moved funds into concrete site work project work still in 5 year plan

Dev #	Acct #	Acct #	General Description of Major Work Categories	Qty	Original Estimated Cost as of 12/30/01	Revised Cost #5 Hand Enter	Obligated from spreadsheet	Expended from spreadsheet	Status of Work
6-4 Pineview Apartments	1460	010057	Install carbon monoxide detectors	34	1,700.00	-	-	-	Adjustment #3, moved funds into concrete site work project work still in 5 year plan
6-4 Pineview Apartments	1475	010071	Fire Extinguishers	34	306.00	-	-	-	Adjustment #3, moved funds to BV Security System; work item still in 5 year plan
<b>SUB TOTAL FOR PINEVIEW 6004</b>					<b>15,386.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	
6-5 Scattered Sites	1460	010058	Replacement of bath resilient flooring/changed name to Scattered Sites Roof Project	Prelim	1,200.00	382.06	382.06	382.06	Adjustment #3, moved funds into concrete site work project: Adj 4 changed name to Scattered Sites roof Project, work items moved forward from 5 year plan. Bids were received, but all were rejected, will go out to bid again in march 2003 under work item in the 2003 CFP budget.
6-5 Scattered Sites	1450	010041	Scattered Sites: Tree Removal		-	19,896.05	19,896.05	17,942.65	9/23/02 Revision 4, brought workitem forward from 2002--5 year plan. Work item completed waiting on releae from state to process retainage payment.
<b>SUB TOTAL FOR SCATTERED SITES 6005</b>					<b>1,200.00</b>	<b>20,278.11</b>	<b>20,278.11</b>	<b>18,324.71</b>	
Administration	141010	010015	Staff Salaries	2	78,000.00	78,000.00	78,000.00	-	Staff hired, time reflected on bi-monthly time sheets for salaries
Administration	141010	010016	Technical Salaries	2	500.00	-	-	-	adjustment #3, moved funds to central procurement
Administration	141016	010017	Phone Costs	Multiple	500.00	-	-	-	adjustment #3, moved funds to central procurement
Administration	141019	010018	Advertising Costs	Multiple	2,000.00	1,616.08	1,616.08	1,616.08	adjustment #3, moved funds to central procurement;
Administration	141090	010019	Staff Benefits	2	22,000.00	22,000.00	22,000.00	-	Staff hired, time reflected on bi-monthly time sheets for benefits portion
<b>SUB TOTAL FOR ADMINISTRATION</b>					<b>103,000.00</b>	<b>101,616.08</b>	<b>101,616.08</b>	<b>1,616.08</b>	
Contingency	1502	010081	Contingency	1	65,860.00	-	-	-	funds used to complete various projects
<b>SUB TOTAL FOR CONTINGENCY</b>					<b>65,860.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Fees/Costs	1430	010022	A&E for Grandview Projects	3	1,000.00	4,178.50	4,178.50	4,178.50	A&E hired for project of sidewalk replacement. Project completed.

Dev #	Acct #	Acct #	General Description of Major Work Categories	Qty	Original Estimated Cost as of 12/30/01	Revised Cost #5 Hand Enter	Obligated from spreadsheet	Expended from spreadsheet	Status of Work
Fees/Costs	1430	010023	A&E for Bakerview Projects	3	1,000.00	5,564.84	5,564.84	4,013.97	Adjustment #3, moved funds to BV A&E Security System; A&E hired, project currently underway.
Fees/Costs	1430	010024	A&E for BH Investigory Study	3	1,000.00	364.06	364.06	364.06	8-28-02 changed name to BH Investigory Study; Work item from 5 year plan. In the process of hiring the consultant for this study, will begin work under the 2003 CFP budget.
Fees/Costs	1430	010025	A&E SS 6-5 Projects A&E SS 6-6 Projects A&E SS 6-8 Projects	4	2,000.00	-	-	-	Brought 6-5 work item from 5 year plan. Combined work items for one line item. Adjustment #3, moved funds to central procurement and A&E for BV Security System; project still in 5 year plan
Fees/Costs	1430	010027	Plan Review Fees	Multiple	2,000.00	-	-	-	Adjustment #3, moved funds to BV A&E Security System; project still in 5 year plan
<b>SUB TOTAL FOR FEES &amp; COSTS</b>					<b>7,000.00</b>	<b>10,107.40</b>	<b>10,107.40</b>	<b>8,556.53</b>	
OPERATIONS	1406	010001	central procurement /general clerk-SALARIES	1	5,000.00	27,556.30	27,556.30	13,993.36	Staff hired, time reflected on bi-monthly time sheets for salary portion
OPERATIONS	1406	010007	central procurement /general clerk-BENEFITS			5,000.00	5,000.00	2,570.62	Staff hired, time reflected on bi-monthly time sheets for benefits portion
OPERATIONS	1406	010002	human resource consultant	1	15,000.00	15,000.00	15,000.00	10,000.00	Hired consultant firm to help put together personnel policys, etc
OPERATIONS	1406	010003	related training for capital funds	3	3,000.00	463.69	463.69	463.69	Funds needed to keep staff current with capital fund rules and regulations
OPERATIONS	1406	010004	service coordinator	1	5,000.00	-	-	-	adjustment #3, moved funds to central procurement
OPERATIONS	1406	010005	technical information systems coordinator-SALARIES	1	45,000.00	35,000.00	35,000.00	-	Staff hired, time reflected on bi-monthly time sheets for salary portion
OPERATIONS	1406	010008	technical information systems coordinator-BENEFITS			10,000.00	10,000.00	-	Staff hired, time reflected on bi-monthly time sheets for benefits portion
OPERATIONS	1406	010006	Record Keeping Procedures	1	1,500.00	-	-	-	Determine the best way to retain records for required amount of time. Adj 5 moved funds to cover project costs by obligating by 12/30/02
<b>SUB TOTAL FOR OPERATIONS</b>					<b>74,500.00</b>	<b>93,019.99</b>	<b>93,019.99</b>	<b>27,027.67</b>	
Management Improvements	1408	010009	disaster planning & training	4	3,000.00	-	-	-	adjustment #3, moved funds to central procurement; project still in 5 year plan

Dev #	Acct #	Acct #	General Description of Major Work Categories	Qty	Original Estimated Cost as of 12/30/01	Revised Cost #5 Hand Enter	Obligated from spreadsheet	Expended from spreadsheet	Status of Work
Management Improvements	1408	010010	asset managemnt assessment of exisiting property	1	1,000.00	-	-	-	adjustment #3, moved funds to central procurement; project still in 5 year plan
Management Improvements	1408	010011	resident training (move to work, job related)	4	5,000.00	-	-	-	adjustment #3, moved funds to central procurement; project still in 5 year plan
Management Improvements	1408	010012	modernization related software & training	1	10,000.00	1,377.10	1,377.10	1,377.10	adjustment #3, moved funds to central procurement; project still in 5 year plan
<b>SUB TOTAL FOR MANAGEMENT IMPROVEMENTS</b>					<b>19,000.00</b>	<b>1,377.10</b>	<b>1,377.10</b>	<b>1,377.10</b>	
Non-Dwelling Equipment	1475	010072	telephone system needs	1	9,000.00	7,397.45	7,397.45	7,397.45	# 2 6-19-02 changed name from comp force work truck to telephone system needs, vehicle bought in previous budget year; upgrade telephone voice mail system that is intergrated with the telephone switch system
Non-Dwelling Equipment	1475	010073	Printers and Computers (prorated)	2	1,500.00	9,766.76	9,766.76	9,766.76	Adjustment #3, needed additional funds to cover costs; added work item of computers to this line item from 5 year plan
Non-Dwelling Equipment	1475	010074	Baker Heights Office Remodel	1	1,000.00	8,087.86	8,087.86	8,087.86	Camera work item was moved into the 501-2000 budget to obligate funds. Adjustment #2, change name from digital camera to Baker Heights Office Remodel. Adjustment #3, needed additional funds to cover costs:
Non-Dwelling Equipment	1475	010075	projector (prorated)	1	6,000.00	70.71	70.71	70.71	Projector work item moved into the 501-2000 budget to obligate funds. Adjustment #3, moved funds to central procurement
Non-Dwelling Equipment	1475	010076	Ergonomic Upgrades (prorated)	Multiple	5,000.00	864.94	864.94	864.94	Adjustment #3, moved funds to printers upgrade and BH office remodel. Purchased 2 ergonomic chairs for department.
Non-Dwelling Equipment	1475	010077	Server Upgrade	1	5,000.00	1,968.38	1,968.38	1,968.38	Work item brought forward from 5 year plan, year 5. Adjustment #3, moved funds to printers upgrades and BH office removal. Upgrades to existing mail server.
<b>SUB TOTAL FOR NON DWELLING EQUIPMENT</b>					<b>27,500.00</b>	<b>28,156.10</b>	<b>28,156.10</b>	<b>28,156.10</b>	
Non-Dwelling Structures	1470	010066	Replace Admin Bldg Carpet /office const/electrical	Prelim	1,336.00	50,630.39	50,630.39	50,630.39	Adjustment #3, needed funds to cover contracts; cntract completed for electrical upgrades, carpet replacment and office construction.

Dev #	Acct #	Acct #	General Description of Major Work Categories	Qty	Original Estimated Cost as of 12/30/01	Revised Cost #5 Hand Enter	Obligated from spreadsheet	Expended from spreadsheet	Status of Work
<b>SUB TOTAL FOR NON DWELLING STRUCTURES</b>					<b>1,336.00</b>	<b>50,630.39</b>	<b>50,630.39</b>	<b>50,630.39</b>	
Relocation	1495	010080	Relocation Costs (6-2)	Multiple	2,000.00	634.50	634.50	634.50	Adjustment #5, moved funds to printers upgrade and DM office remodel. Funds used to relocate as necessary during major interior renovation.
<b>SUB TOTAL FOR RELOCATIONS COSTS</b>					<b>2,000.00</b>	<b>634.50</b>	<b>634.50</b>	<b>634.50</b>	
<b>GRAND TOTAL FOR CAPITAL FUND YEAR 2001</b>					<b>1,080,608.00</b>	<b>1,080,608.00</b>	<b>1,080,608.00</b>	<b>634,115.18</b>	

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part 3: Implementation Schedule							
Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6-1 Baker Heights	12/30/2002	31-Dec-02	31-Dec-02	6/30/2004			Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
6-2 Grandview	12/30/2002	31-Dec-02	31-Dec-02	6/30/2004			
6-3 Bakerview	12/30/2002	31-Dec-02	31-Dec-02	6/30/2004			
6-4 Pineview	12/30/2002	31-Dec-02	31-Dec-02	6/30/2004			
6-5 Scattered Sites	12/30/2002	31-Dec-02	31-Dec-02	6/30/2004			
6-8 Scattered Sites	12/30/2002	31-Dec-02	31-Dec-02	6/30/2004			
Management Improvements	12/30/2002	31-Dec-02	31-Dec-02	6/30/2004			
Administration	12/30/2002	31-Dec-02	31-Dec-02	6/30/2004			

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

Housing Authority Name: <b>Housing Authority of the City of Everett</b>		Comprehensive Grant Number <b>WA19P006501-02</b>		FFY of Grant Approval <b>2002</b>	
Original Annual Statement Reserve for Disaster/Emergencies Final Performance and Evaluation Report		Revised Annual Statement/Revision Performance and Evaluation Report for Program Year Ending 12/30/02			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of 19)	\$ 98,000.00	\$ 98,000.00	\$ -	\$ -
3	1408 Management Improvements	\$ 19,000.00	\$ 19,000.00	\$ -	\$ -
4	1410 Administration	\$ 104,000.00	\$ 104,000.00	\$ -	\$ -
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 81,617.00	\$ 81,617.00	\$ -	\$ -
10	1460 Dwelling Structures	\$ 635,527.00	\$ 584,564.15	\$ 1,190.00	\$ 1,190.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 9,600.00	\$ 9,600.00	\$ -	\$ -
12	1470 Nondwelling Structures	\$ 9,000.00	9,000.00	\$ -	\$ -
13	1475 Nondwelling Equipment	\$ 52,601.00	\$ 103,563.85	\$ 51,901.88	\$ 51,462.85
14	1485 Demolition				
15	1495.1 Relocation Cost	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -
16	1490 Replacement Reserve				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of 19)	\$ 10,000.00	\$ 10,000.00	\$ -	
19	<b>Amount fo Annual Grant (Sum of lines 2-19)</b>	<b>\$ 1,028,345.00</b>	<b>\$ 1,028,345.00</b>	<b>\$ 53,091.88</b>	<b>\$ 52,652.85</b>
20	Amount of line 19 Relatd to LBP Activities	\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance	\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security	\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation	\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date		Signature of Public Housing Director and Date			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Development	Acct	General Description of Major Work Categories	Quantity	Original		Obligated	Expended	Status
				Estimated Cost	Revised Cost			
6001 Baker Heights	145000-020027-1	Install furniture (fixed) in common areas of development	3	3,000.00	3,000.00	-	-	
6001 Baker Heights	146000-020036-1	#1: Replacement asphalt or fiberglass shingles #2 Replacement of gutters & downspouts #3: Construction firewalls/draftwalls in attics & storage areas	Phase 2	86,458.00	35,495.15	-	-	orig set up: added projects together for one line item. Adj #1 moved \$50962.85 to cover cost of replacment of BV boiler-emergency
6001 Baker Heights	146000-020037-1	#1: Floor Structural #2: Replacement of resilient flooring	Phase 1	2,000.00	2,000.00	-	-	orig set up: added projects together for one line item
6001 Baker Heights	146000-020038-1	Replacement and/or upgrade of hot water heaters	Phase 1	10,000.00	10,000.00	-	-	
6001 Baker Heights	146000-020039-1	#1: Upgrade of smoke/fire detectors #2: Install carbon monoxide detectors	702	26,540.00	26,540.00	-	-	orig set up: added projects together for one line item
				<b>127,998.00</b>	<b>77,035.15</b>	-	-	
6002 Grandview	145000-020028-2	#1: landscaping #2: new parking areas, driveway striping, driveways	Phase 2	20,000.00	20,000.00	-	-	orig set up: added projects together for one line item
6002 Grandview	145000-020029-2	remove and abate underground oil tanks	Phase 2	25,000.00	25,000.00	-	-	
6002 Grandview	146000-020040-2	#1: Replace small windows #2: Replace large windows	Phase 2	20,000.00	20,000.00	-	-	orig set up: added projects together for one line item
6002 Grandview	146000-020041-2	Install entry/metal doors	Phase 2	5,000.00	5,000.00	-	-	
6002 Grandview	146000-020042-2	Construction of storage areas off of units	Phase 2	1,000.00	1,000.00	-	-	
6002 Grandview	146000-020043-2	#1: Replacement of furnaces #2: hot water tanks	Phase 2	14,248.00	14,248.00	-	-	orig set up: added projects together for one line item
6002 Grandview	146000-020044-2	major interior renovation	12	434,161.00	434,161.00	-	-	
6002 Grandview	146510-020055-2	#1: Ranges #2: Refrigerators	12	9,600.00	9,600.00	-	-	orig set up: added projects together for one line item
				<b>529,009.00</b>	<b>529,009.00</b>	-	-	
6003 Bakerview	145000-020030-3	Upgrade parking are, install fencing and pole mounted lights	1	10,000.00	10,000.00	-	-	

Development	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
6003 Bakerview	146000-020045-3	#1: Upgrade or replacement of water distribution #2: Plumbing Upgrade	prelim	2,000.00	2,000.00	-	-	orig set up: added projects together for one line item
6003 Bakerview	146000-020046-3	Upgrade or replacement of sanitary distribution	prelim	1,000.00	1,000.00	-	-	
6003 Bakerview	146000-020047-3	#1: Upgrade or replacement of fire & smoke detection / fire alarm system #2: Replacement of thermostats	Prelim	2,000.00	2,000.00	1,190.00	1,190.00	orig set up: added projects together for one line item. 10/28/02 hired company to review system for upgrades to existing
6003 Bakerview	146000-020048-3	#1: Upgrade wall and ceiling finishes #2: Replacement of resilient flooring #3: Replacement of cabiner/counters/sink #4: Replacement of bath wall/ceiling surfaces	prelim	3,500.00	3,500.00	-	-	
6003 Bakerview	146000-020050-3	Security Card Access System with Camera Monitoring	Phase 2	1,000.00	1,000.00	-	-	
6003 Bakerview	147000-020058-3	asbestos abatement common areas	prelim	1,000.00	1,000.00	-	-	
6003 Bakerview	147510-020061-3	Replacement of hot water boiler	prelim	500.00	51,462.85	51,462.85	51,462.85	9/6/02 Moved complete work item forward because existing had a total failure replace boiler system at 8 story building
6003 Bakerview	147510-020062-3	Computer for Tenant Use	1	2,000.00	2,000.00	-	-	
				<b>23,000.00</b>	<b>73,962.85</b>	<b>52,652.85</b>	<b>52,652.85</b>	
6004 Pineview	145000-020031-4	#1: new parking areas, parking striping #2: paved walks and surfaces #3: steps and ramps	34	14,917.00	14,917.00	-	-	orig set up: added projects together for one line item
6004 Pineview	146000-020051-4	Installation of wood /vinyl or aluminum siding	Phase 2	10,000.00	10,000.00	-	-	
				<b>24,917.00</b>	<b>24,917.00</b>	-	-	
6005, 6006, 6008 Scattered Sites	145000-020032-5	#1: fencing #2: construction of fencing for private yards & enclosures	107 lf	7,200.00	7,200.00	-	-	orig set up: added projects together for one line item
6005, 6006, 6008 Scattered Sites	145000-020033-5	Upgrade ada compliance-exterior	6	1,500.00	1,500.00	-	-	

Development	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
6005, 6006, 6008 Scattered Sites	147510-020063-5	#1: Installation of outside Fire Extinguishers #2: Installation of fire extinguishers	25	1,601.00	1,601.00	-	-	orig set up: added projects together for one line item
6005, 6006, 6008 Scattered Sites	146000-020052-5	Replacement of wood /vinyl or aluminum siding	1	3,500.00	3,500.00	-	-	
6005, 6006, 6008 Scattered Sites	146000-020053-5	Install ceiling insulation	25	7,280.00	7,280.00	-	-	
6005, 6006, 6008 Scattered Sites	146000-020054-5	#1: Upgrade of smoke/fire detectors #2: Install carbon monoxide detectors	87	5,840.00	5,840.00	-	-	orig set up: added projects together for one line item
				<b>26,921.00</b>	<b>26,921.00</b>	-	-	
Administation	141010-020016	Staff Salaries	2	78,000.00	78,000.00	-	-	
Administation	141010-020017	Technical Salaries	2	1,000.00	1,000.00	-	-	
Administation	141016-020018	Phone Costs	1	1,000.00	1,000.00	-	-	
Administation	141019-020019	Advertising Costs	multiple	2,000.00	2,000.00	-	-	
Administation	141090-020020	Staff Benefits	2	22,000.00	22,000.00	-	-	
				<b>104,000.00</b>	<b>104,000.00</b>	-	-	
Contingency	150200-020071	Contingency		10,000.00	10,000.00	-	-	
				<b>10,000.00</b>	<b>10,000.00</b>	-	-	
Fees & Costs	143010-020023-1	A&E B.H. Feasibility Study	1	1,000.00	1,000.00	-	-	
Fees & Costs	143010-020024-2	A&E for Grandview Renovation	1	2,000.00	2,000.00	-	-	
Fees & Costs	143010-020025	Spare						
Fees & Costs	143060-020026	Plan Review Fees	multiple	2,000.00	2,000.00	-	-	
				<b>5,000.00</b>	<b>5,000.00</b>	-	-	
Management Improvements	140800-020014	Spare						
Management Improvements	140800-020015	Spare						
Management Improvements	140800-020009	disaster planning & training	1	3,000.00	3,000.00	-	-	
Management Improvements	140800-020010	asset managemnt assessment of exisiting property	1	1,000.00	1,000.00	-	-	
Management Improvements	140800-020011	resident training (move to work, job related)	1	5,000.00	5,000.00	-	-	
Management Improvements	140800-020012	increase internet capability	2	5,000.00	5,000.00	-	-	
Management Improvements	140800-020013	modernization related software & training	1	5,000.00	5,000.00	-	-	

Development	Acct	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status
				<b>19,000.00</b>	<b>19,000.00</b>	-	-	
Non Dwelling Structures & Equipment	147000-020059	Boiler Room Piping *A*	1	8,000.00	8,000.00	-	-	
Non Dwelling Structures & Equipment	147510-0200	Steam Cleaner						Machines were purchased from an eralier budget.
Non Dwelling Structures & Equipment	147510-020064	#1: New pcs #2: PC Upgrades #3: Printers	5	16,000.00	16,000.00	439.03	-	orig set up: added projects together for one line item. Purchase printer for Low rent director and prorated printer cost for administraiton department
Non Dwelling Structures & Equipment	147510-020065	Microfilm Equipment/Record Storage	prelim	2,500.00	2,500.00	-	-	
Non Dwelling Structures & Equipment	147510-020066	manlift	1	30,000.00	30,000.00	-	-	
Non Dwelling Structures & Equipment	147510-020067	Spare						
				<b>56,500.00</b>	<b>56,500.00</b>	<b>439.03</b>	-	
Operations	140600-020001	central procurement /construction clerk--Salaries	1	35,000.00	35,000.00	-	-	
Operations	140600-020002	central procurement /construction clerk--Benefits	1				-	-
Operations	140600-020003	human resource consultant	1	15,000.00	15,000.00	-	-	
Operations	140600-020004	related training for capital funds	3	3,000.00	3,000.00	-	-	
Operations	140600-020005	technical information systems coordinator-salaries	1	45,000.00	45,000.00	-	-	
Operations	140600-020006	technical information systems coordinator-benefits	1				-	-
Operations	140600-020007	Spare						
Operations	140600-020008	Spare						
				<b>98,000.00</b>	<b>98,000.00</b>	-	-	
Relocation	149510-020068-2	Relocation Costs (6-2)		2,000.00	2,000.00	-	-	
Relocation	149510-020069-3	Relocation Costs (6-3)		2,000.00	2,000.00	-	-	
				<b>4,000.00</b>	<b>4,000.00</b>	-	-	
				<b>1,028,345.00</b>	<b>1,028,345.00</b>	<b>53,091.88</b>	<b>52,652.85</b>	

<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
Dev #/Activities	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6-1 Baker Heights	30-Jun-04			30-Jun-06			
6-2 Grandview	30-Jun-04			30-Jun-06			
6-3 Bakerview	30-Jun-04			30-Jun-06			
6-4 Pineview	30-Jun-04			30-Jun-06			
6-5 Scattered Sites	30-Jun-04			30-Jun-06			
6-6 Scattered Sites	30-Jun-04			30-Jun-06			
6-8 Scattered Sites	30-Jun-04			30-Jun-06			
Operations	30-Jun-04			30-Jun-06			
Fees & costs	30-Jun-04			30-Jun-06			
Management Improvements	30-Jun-04			30-Jun-06			
Administration	30-Jun-04			30-Jun-06			
Relocation	30-Jun-04			30-Jun-06			

Capital Fund Program Five-Year Action Plan		WA19P006501-03				
Part 1: Summary		EHA GL 504				
HA: Name:	[ X ] Original 5-Year Plan					
Housing Authority of the City of Everett	[ ] Revision No.					
Development Number/Name	Work Stmt for Year 1: FFY 2002	Work Statement of Year 2	Work Statement of Year 3	Work Statement of Year 4	Work Statement of Year 5	
6001: Baker Heights	0.00	0.00	0.00	20,850.00	36,000.00	
6002: Grandview	513,351.00	506,315.00	506,315.00	512,315.00	558,115.00	
6003: Bakerview Apartments	88,020.00	142,246.00	83,193.00	23,000.00	20,000.00	
6004: Pineview Apartments	72,000.00	45,000.00	48,000.00	97,684.50	128,896.00	
6005: Scattered Sites	26,640.00	59,450.00	151,003.00	79,622.00	22,000.00	
6006: Scattered Sites (in with 6005)						
6008: Scattered Sites (in with 6005)						
<b>A. Physical Improvements Sub-total (1460/1465)</b>	<b>700,011.00</b>	<b>753,011.00</b>	<b>788,511.00</b>	<b>733,471.50</b>	<b>765,011.00</b>	
<b>B. Management Improvements (1408)</b>	15,000.00	7,000.00	4,000.00	5,000.00	14,500.00	
<b>C. HA-Wide Non-Dwelling Structures and Equipment (1470/1475)</b>	50,500.00	70,500.00	23,000.00	78,039.50	34,000.00	
<b>D. Administration (1410)</b>	102,834.00	102,834.00	102,834.00	102,834.00	102,834.00	
<b>E. Other (1430/1495/1502)</b>	62,000.00	12,000.00	12,000.00	23,000.00	14,000.00	
<b>F. Operations (1406)</b>	98,000.00	83,000.00	98,000.00	86,000.00	98,000.00	
<b>G. Demolition (1485)</b>						
<b>H. Replacement Reserve</b>						
<b>I. Mod Used for Development</b>						
<b>J. Total CFP Funds</b>	1,028,345.00	1,028,345.00	1,028,345.00	1,028,345.00	1,028,345.00	
<b>K. Total Non-CFP Funds</b>						
<b>L. Grand Total</b>	<b>1,028,345.00</b>	<b>1,028,345.00</b>	<b>1,028,345.00</b>	<b>1,028,345.00</b>	<b>1,028,345.00</b>	
<b>anticipated capital fund amount</b>	1,028,345.00	1,028,345.00	1,028,345.00	1,028,345.00	1,028,345.00	
over/short of anticipated amount	0.00	0.00	0.00	0.00	0.00	
Signature of Executive Director and Date	Signature of Public Housing Director and Date					

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost						
111	1450	Install furniture (fixed) in common areas of development							1	3,000.00
114	1450	Upgrade existing playground areas							prelim	1,000.00
115	1450	Install common area basketball courts							3	14000.00
124	1450	Upgrade ada compliance-exterior							prelim	1,000.00
126	1450	Install of common area mail box facilities							prelim	1,000.00
128	1450	Replacement of Clothes Lines							prelim	1,000.00
212	1460	Replacement asphalt or fiberglass shingles							phased	1,000.00
219	1460	Replacement of Gutters and downspouts							phased	1,000.00
402	1460	Floor Structural							phased	1,000.00
405	1460	Replacement of resilient flooring							phased	1,000.00
410	1460	Replacement of kitchen floor							phased	1,000.00
433	1460	Replacement and/or upgrade of hot water heaters							phased	1,000.00
441	1460	Upgrade of smoke/fire detectors							250	1,000.00
446	1460	Upgrade bath							prelim	1,000.00
447	1460	Construct firewalls/draftwalls in attics and storage areas							phased	1,000.00
450	1460	Install carbon monoxide detectors							250	1,000.00
523	1450	Upgrade ballfield							prelim	1,000.00
101	1450	Landscaping *A*					1	750.00		
104	1450	Paved Walks/Surfaces "A"				800 sf		3,400.00		
107	1450	fencing "A"				1500 lf		15,000.00		
109	1450	Drainage "A"					2	1,700.00		

Comp #	Development Number/Name General Description of Major Acct # Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
524	1470 Community Center asbestos abatement							1	1,000.00
529	1470 Community Center replacement of resilient flooring							1	1,000.00
531	1470 Community Center plumbing upgrade							1	1,000.00
569	1470 Community Center offices/additions/remodel							1	1,000.00
<b>SUB-TOTAL</b>			<b>0.00</b>		<b>0.00</b>		<b>20,850.00</b>		<b>36,000.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost						
101	1450	landscaping	In Year 1							
103	1450	new parking areas, driveway striping, driveways							prelim	1,000.00
107	1450	fencing/ and by highway department							prelim	1,000.00
109	1450	Drainage							prelim	1,000.00
110	1450	pole mounted lighting							prelim	1,000.00
111	1450	Install furniture (fixed)							prelim	1,000.00
114	1450	Upgrade playground area							prelim	1,000.00
115	1450	Install basketball courts							prelim	1,000.00
117	1450	Upgrade underground electrical distribution							prelim	1,000.00
118	1450	water lines; /work necessary to transfer to city							prelim	1,000.00
120	1450	sanitary lines; /work necessary to transfer to city							prelim	1,000.00
124	1450	Upgrade ada compliance- exterior							prelim	1,000.00
126	1450	Install common area mail box facilities							prelim	1,000.00
128	1450	Clothes Line Replacement							prelim	1,000.00
150	1450	remove and abate underground oil tanks							prelim	10,000.00
204	1460	Installation of wood /vinyl or aluminum siding							prelim	10,000.00
215	1460	Remove or replace chimneys							prelim	10,000.00
219	1460	Install Gutters and downspouts							prelim	1,000.00
220	1460	Replace small windows	In Year 1 Phase 4	10,000.00	In Phase 5	10,000.00	Phase 6	10,000.00	Phase 7	10,000.00
221	1460	Replace large windows	In Year 1 Phase 4	10,000.00	In Phase 5	10,000.00	Phase 6	10,000.00	Phase 7	10,000.00
222	1460	Install entry/metal doors	In Year 1 Phased	5,000.00	In Phased	5,000.00	Phased	5,000.00		
233	1460	Construction of storage areas off of units					Phased	1,000.00		

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007		
			Quantity	Estimated Cost							
432	1460	Replacement of furnaces					Phased	5,000.00			
440	1460	bedroom window emergency egress compliance							prelim	1,000.00	
525	1470	asbestos abatement							1	5,000.00	
529	1470	Installation of resilient flooring							1	5,000.00	
586	1475	Range & Range Hood							1	500.00	
587	1475	Refrigerator							1	600.00	
588	1475	dishwasher							1	700.00	
all *s	*	1460 major interior renovation	In Year 1	12	467,515.00	12	467,515.00	12	467,515.00	12	467,515.00
205	*	1460 masonry or plaster walls	1a								
206	*	1460 floor insulation	1a								
207	*	1460 wall insulation	1a								
208	*	1460 ceiling insulation	1a								
238	*	1460 interior stairways	1a								
265	*	1460 electrical services	1a								
305	*	1475 Fire Extinguishers	1a								
401	*	1460 wall and ceiling construction	1a								
402	*	1460 floor construction	1a								
403	*	1460 wall and ceiling finishes	1a								
405	*	1460 resilient flooring	1a								
406	*	1460 doors and frames	1a								
407	*	1460 asbestos flooring abatement	1a								
409	*	1460 kitchen wall/ ceiling surfaces	1a								
410	*	1460 kitchen floor	1a								
411	*	1460 cabinet/counters/sink	1a								
414	*	1460 dishwasher	1a								
415	*	1470 Bath Wall/Ceiling Surfaces	1a								
416	*	1460 bath tile vinyl floor	1a								
417	*	1460 bath resilient flooring	1a								
418	*	1460 bath fixtures	1a								
419	*	1460 bath fans	1a								
420	*	1460 bath accessories	1a								
421	*	1460 bath vanities	1a								

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007		
			Quantity	Estimated Cost							
422	*	1460 1/2 bath wall/ceiling surfaces	1a								
423	*	1460 1/2 bath tile floor	1a								
424	*	1460 1/2 bath resilient floor	1a								
425	*	1460 1/2 bath fixtures	1a								
426	*	1460 1/2 bath fans	1a								
427	*	1460 1/2 bath accessories	1a								
428	*	1460 1/2 bath vanities	1a								
434	*	1460 thermostats	1a								
436	*	1460 electric service/ panel/wiring	1a								
437	*	1460 electrical wiring	1a								
441	*	1460 smoke/fire detectors	1a								
446	*	1460 upgrade bath firewalls/draftwalls in attics and storage areas	1a								
447	*	1460 window coverings	1a								
449	*	1460 carbon monoxide detectors	1a								
450	*	1460 plumbing upgrade	1a								
454	*	1460 range hoods & exhaust fans									
412 a	*	1460 ranges	1b	12	5,400.00	12	5,400.00	12	5,400.00	12	5,400.00
413	*	1465 refrigerator	1b	12	4,200.00	12	4,200.00	12	4,200.00	12	4,200.00
433	*	1460 hot water heater	1b	12	4,200.00	12	4,200.00	12	4,200.00	12	4,200.00
<b>SUB-TOTAL</b>					<b>506,315.00</b>		<b>506,315.00</b>		<b>512,315.00</b>		<b>558,115.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost						
103		Upgrade parking are, install								
107		fencing and pole mounted								
110	1450	lights			phased	20,000.00				
113	1450	Upgrades to dumpster and enclosures	prelim	5,000.00						
120	1450	Upgrade sanitary lines	1	5,000.00						
123	1450	Irrigation System					Prelim	1,000.00		
207	1460	Installation of wall insulation	prelim	3,746.00						
218	1460	Upgrades or replacement to elevators and penthouses			Year 1					
221	1460	Replacement of large windows	phased	100,000.00	phased	50,000.00				
223	1460	Wood Doors					Prelim	1,000.00		
224	1460	Replacement of glass entry doors with electronic openers	2	5,000.00						
228	1460	Upgrade exterior stairs with railings, doors, locks	prelim	1,000.00						
229	1460	Installation of building mounted site lights	1	2,500.00						
236	1460	Upgrade existing vestibules laundry rooms and/or add					1	15,000.00		
241	1460	facilities			Prelim	1,000.00				
242	1460	laundry equipment-ada	1	2,000.00						
244	1460	Upgrade resident recreation rooms			1	5,000.00				
245	1460	Upgrade other rooms for resident use, library			1	1,000.00				
247	1460	Construction of storage rooms			1	1,500.00				
248	1460	Upgrades to existing trash rooms			1	1,000.00				

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
249	1460	ADA Compliance					Prelim	1,000.00		
251	1475	Installation of dead bolts or level locks								
									Year 1	
313	1460	Upgrade or replacement of fire & smoke detection / fire alarm system	151	7,000.00						
406	1460	Instalaltion of doors and frames							Year 1	
407	1460	asbestos flooring abatement				prelim	1,000.00			
410	1460	Replacement of kitchen floor				prelim	1,000.00			
412	1460	Instalaltion of exhaust fans for ranges				Prelim	1,693.00			
416	1460	Bath Tile Vinyl flooring						Prelim	1,000.00	
417	1460	Bath Resilent Flooring						Prelim	1,000.00	
418	1460	Bath Fixtures						Prelim	1,000.00	
420	1460	Bath Accessories						Prelim	1,000.00	
421	1460	Bath Vanities						Prelim	1,000.00	
438	1460	Installation of doorbell / intercom			prelim	1,000.00				
441	1460	Upgrade of smoke/fire detectors			prelim	10,000.00				
608	1460	Security Card Access System with Camera Monitoring							upgrades	20,000.00
<b>SUB-TOTAL</b>				<b>142,246.00</b>		<b>83,193.00</b>		<b>23,000.00</b>		<b>20,000.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost						
101	1450	landscaping and/or creek beautification	In Year	1						
103	1450	new parking areas, parking striping	In Year	1						
104	1450	Paved Walks/Surfaces	in year	1						
106	1450	steps and ramps	in year	1						
109	1450	Drainage	in year	1						
110	1450	pole mounted lighting	in year	1						
111	1450	Installation of furniture (fixed)			prelim	1,000.00				
112	1450	Construction of fencing for private yards & enclosures	In Year	1						
114	1450	Upgrade playground areas			Prelim	1,000.00				
115	1450	Upgrade basketball courts			prelim	1,000.00				
204	1460	Installation of wood /vinyl or aluminum siding	In Year	1	Phased	25,000.00	Phased	25,000.00	Phased	25,000.00
207	1460	Installation of wall insulation	In Year	1	Phased	5,000.00	prelim	5,000.00	Phased	5,000.00
208	1460	Installation of ceiling insulation	In Year	1	Phased	5,000.00	prelim	5,000.00	Phased	5,000.00
229	1460	building mounted site lights					Prelim	10,000.00		
231	1460	Replacement of decks and rails	In Year	1	phased	10,000.00	phased	10,000.00	phased	30,000.00
305	1475	Installation of Fire Extinguishers on outside of units					12	1,000.00		
401	1460	wall and ceiling construction					prelim	1,000.00		
405	1460	Abatement /Replacement of resilient flooring					phased	40,684.50	phased	58,396.00
441	1460	Upgrade smoke/fire detectors							prelim	2,500.00
450	1460	Installation of carbon monoxide detectors							prelim	3,000.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost						
<b>SUB-TOTAL</b>				<b>45,000.00</b>		<b>48,000.00</b>		<b>97,684.50</b>		<b>128,896.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007		
			Quantity	Estimated Cost							
101	1450	landscaping	In Year 1	Phased	10,000.00						
107	1450	fencing	In Year 1								
112	1450	Construction of fencing for private yards & enclosures	In Year 1								
124	1450	Upgrade ada compliance- exterior	In Year 1								
204	1460	Replacement of wood /vinyl or aluminum siding	In Year 1	Phased	21,000.00	Phased	20,000.00	Phased	20,000.00	Phased	20,000.00
208	1460	Install ceiling insulation	In Year 1	Phased	1,000.00	Phased	1,000.00	Phased	1,000.00	Phased	1,000.00
212	1460	Replacement of asphalt or fiberglass shingles				phased	25,000.00	phased	30,000.00		
219	1460	Replacement of Gutters and downspouts				phased	5,000.00	Phased	5,000.00		
220	1460	Replacement of small windows	In Year 1	Phased	6,600.00						
221	1460	Replacement of large windows	In Year 1	Phased	13,200.00						
222	1460	Replacement of metal doors	In Year 1	Phased	2,250.00						
231	1460	Replacement of decks with rails				Phased	75,000.00	phased	16,672.00		
233	1460	Construction storage sheds off units				Phased	10,000.00	phased	4,750.00		
234	1460	Upgrade garage				phased	15,003.00	phased	1,200.00		
305	1475	Installation of outside Fire Extinguishers	In Year 1								
410	1460	Replacement of kitchen floor			5,400.00						
417	1460	Replacement of bath resilient flooring							prelim	1,000.00	
441	1460	Upgrade of smoke/fire detectors	In Year 1								
450	1460	Installation of carbon monoxide detectors	In Year 1								
454	1460	plumbing upgrade							prelim	1,000.00	

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost						
				59,450.00		151,003.00		79,622.00		22,000.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
601	1406	central procurement /construction clerk	1	35,000.00	1	35,000.00	1	38,000.00	1	35,000.00
603	1406	human resource consultant			1	15,000.00			1	15,000.00
606	1406	related training for capital funds	3	3,000.00	3	3,000.00	3	3,000.00	3	3,000.00
612	1406	technical information systems coordinator	1	45,000.00	1	45,000.00	1	45,000.00	1	45,000.00
				<b>83,000.00</b>		<b>98,000.00</b>		<b>86,000.00</b>		<b>98,000.00</b>



Comp #	Acct #	Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost						
627	1410	Advertising Costs	multiple	1,000.00	multiple	1,000.00	multiple	1,000.00	multiple	1,000.00
628	1410	Phone Costs	1	200.00	1	200.00	1	200.00	1	200.00
629	1410	Staff Benefits	2	22,000.00	2	22,000.00	2	22,000.00	2	22,000.00
630	1410	Staff Salaries	3	79,634.00	3	79,634.00	3	79,634.00	3	79,634.00
<b>1410</b>				<b>102,834.00</b>		<b>102,834.00</b>		<b>102,834.00</b>		<b>102,834.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost						
632	1430	Plan Review Fees				1,000.00		2,000.00		
		A&E for Baker Heights Projects and Feasibility								
633	1430	Study						1,000.00		
		A&E for Grandview								
634	1430	Projects						1,000.00		
		A&E for Grandview								
635	1430	Renovation						1,000.00		
		A&E for Bakerview								
636	1430	Projects						1,000.00		
		A&E for Pineview								
637	1430	Projects						1,000.00		
		A&E for SS (ALL)								
638	1430	Projects						3,000.00		
		Consultant for design layout of administration								
641	1430	building								
641	1430	A&E for Admin Building						1,000.00		
		<b>1430</b>		-		<b>1,000.00</b>		<b>11,000.00</b>		-
642	1495	Relocation Costs (6-2)		2,000.00		1,000.00		2,000.00		2,000.00
		Relocation Costs (6-3)								2,000.00
		<b>1495</b>		<b>2,000.00</b>		<b>1,000.00</b>		<b>2,000.00</b>		<b>4,000.00</b>
644	1502	Contingency		10,000.00		10,000.00		10,000.00		10,000.00
		<b>1502</b>		<b>10,000.00</b>		<b>10,000.00</b>		<b>10,000.00</b>		<b>10,000.00</b>
		<b>1430-1495-1502</b>		<b>12,000.00</b>		<b>12,000.00</b>		<b>23,000.00</b>		<b>14,000.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost						
639	1470	Redeign of Admin building	phased	16,500.00						
117	1470	Underground Electrical Distribution *A*					1	5,000.00		
120	1470	Sanitary Lines *A*					1	3,700.00		
124	1470	ADA Compliance – Site *A*					1	250.00		
207	1470	Wall Insulation *A*					1	500.00		
235	1470	Garage Seismic/Ventilation/Fire Suppression "A"					prelim	740.00		
245	1470	Other Rooms (Kitchen (conference) *A*					2	3,000.00		
247	1470	Storage Rooms *A*					2	3,000.00		
275	1470	Seismic Upgrade "A"					1	1,000.00		
304	1460	sanitary distribution					1	1,500.00		
314	1470	Intercom System *A*					1	1,500.00		
319	1470	Boilers *A*					prelim	1,000.00		
320	1470	Boiler Room Piping *A*								
321	1470	Abate Lagging *A*					1	1,200.00		
350	1470	HVAC System *A*					Prelim	15,000.00		
401	1470	Wall and Ceiling Construction *A*					1	6,000.00		
404	1470	Carpet *A*								
405	1470	Resilient Flooring *A*					650 sf	3,375.00		
406	1470	Door Frames *A*					650 sf	1,644.50		
409	1470	Kitchen Wall/Ceiling Surfaces*A*					600 sf	900.00		
410	1470	Kitchen Floor *A*					60 sf	330.00		

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost						
436	1470	Electrical Panel, fuses, circuit breakers serving Administration Building					1	600.00		
437	1470	Electric Wiring (wiring, outlets and other devices that distribute electricity The Administration Building)					6	1,800.00		
441	1470	Smoke & Fire Detectors *A*					2	5,000.00		
529	1470	resilient flooring					Prelim	1,000.00		
639	1475	Trash pump, snakes, plumbing air gun, welder, gator, mower, dollies, planner, pipe bender Maintenance Truck								
577	1475	Replacement					4	20,000.00		
581		Microfilm Equipment/Record In Year								
624	1475	Storage	1	5,000.00	phased	3,000.00				
582	1475	Wood Chipper							Prelim	1,000.00
583	1475	Stump Grinder							Prelim	1,000.00
584	1475	Garbage Truck							Prelim	1,000.00
585	1475	Backhoe							Prelim	1,000.00
600	1475	telephone system replacement or upgrades							Prelim	10,000.00
614	1475	PC Upgrades/ replacements	1	5,000.00	In Year phased					
615	1475	replace/upgrade current server @ admin office		44,000.00	phased	18,000.00			phased	20,000.00
616	1475	home/emergency preparedness				1,000.00				
623	1475	purchase and install remote locations hardware				1,000.00				

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2004		Work Statement Year 3-2005		Work Statement Year 4-2006		Work Statement Year 5-2007	
			Quantity	Estimated Cost						
625	1475	Printers and Copiers Maintenance and CFP Program	In Year 1							
				70,500.00		23,000.00		78,039.50		34,000.00

**Wa006e01**  
**ATTACHMENT E**

**Resident Membership of the PHA Governing Board**

Jay Cole  
701 75<sup>th</sup> 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 Commissioners and recommended to the Mayor for appointment.

**Wa006f01**  
**ATTACHMENT F**

**Membership of the EHA Resident Advisory Board**

Raymond Bradburn (Chairman) – Baker Heights  
Sylvia May – Baker Heights  
Gabriele Bartholomew – Grandview  
Ananda Portal – Grandview  
Doreen Hannaford – Bakerview  
Warren Hemminger – Pineview  
Zhanna Kochuley – Scattered Sites  
Jay Cole – Section 8

**Regular Attendees**

Nick Straley (RAB Counsel) – Columbia Legal Services  
Ken Middlesworth – Disability Resource Center  
James Vest – Resident  
Thomas Bradburn – Resident

**EHA Staff Attendees**

Kathy Reiff – Director of Administrative Services  
Bonnie Davis (RAB Secretary) – Reception  
Brendan Buckley – Research and Policy Analyst

February 13, 2003  
Bud Alkire  
Executive Director  
Everett Housing Authority  
P.O. Box 1547  
Everett, WA 98206

Dear Mr. Alkire:

The members of the Resident Advisory Board are writing to you to communicate our comments and recommendations on the service and operations of the Everett Housing Authority. The RAB is the standing body representing tenants of EHA's Public Housing and participants in EHA's Section 8 voucher program. HUD regulations require that the Housing Authority consult with the RAB during the Annual Plan process.

This process provides a valuable opportunity for us to review EHA's policies and service, and make suggestions from the tenant's point of view. Though we have regular contact with staff members at the RAB meetings, this is our annual opportunity to formally present our ideas to the Executive Director and the Board of Commissioners.

This has been another productive year for the RAB. Our monthly meetings provide a forum for tenants to speak with each other and EHA staff. We are able to pass on news and suggestions to the Housing Authority. At the same time, we develop a better understanding of the operations of the Housing Authority that we can pass on to other tenants. The following comments come after many hours of discussion and hard work on the part of the RAB. We welcome your response to our comments.

Sincerely,

Raymond Bradburn  
Chairman

The members of the RAB  
Raymond Bradburn – Chairman  
Sylvia May  
Gabriele Bartholomew  
Ananda Portal  
Doreen Hannaford  
Warren Hemminger  
Zhanna Kochuley  
Jay Cole

Regular attendees  
Nick Straley – Columbia Legal Services  
Ken Middlesworth – Disability Resource Center  
Thomas Bradburn – Resident

## **Let's refocus on the RAB**

As we discussed what to include in our letter this year, a group of issues arose that seem related. The RAB believes it is time to reinvigorate itself. This involves renewing links to EHA staff, and building stronger links to other Public Housing tenants and Section 8 participants. The RAB will work this year with staff on new initiatives to build community within our neighborhoods, and also to strengthen the ties between EHA staff and all its clients.

The RAB vigorously encourages EHA Rental Officers to attend our meetings. In the past, the RAB enjoyed having Rental staff and other staff present. We feel that their input was a valuable addition to the meetings. As we've seen fewer and fewer staff members come to our meetings, we've also seen a loss of resident members of the Board. We believe the two are related. Both sides have to be actively engaged in the communication to make it worthwhile.

This year, we'd like for both the Housing Authority and residents to reinvest in the RAB and make it stronger. The members of the RAB will do our part to build membership and serve as a bridge between the Housing Authority and residents. In return, we'd like to see more EHA staff invest their time in the RAB.

## **Emphasize communication between EHA and its clients**

The RAB would like to work with EHA staff to increase communication between residents and Housing Authority staff. Interaction with staff has proven valuable for the members of the RAB, and we think that all participants would enjoy similar contact. This might include holding RAB meetings at different Public Housing neighborhoods instead of in the EHA office. Also, the RAB would like to plan occasional staff forums in the neighborhoods, where residents would have the opportunity to speak with their rental or maintenance staff and ask questions. The RAB also plays a part in disseminating information to other tenants and planning activities that foster interaction.

In general, Public Housing residents request that Rental Officers be more visible in the neighborhood. We understand that staff is very busy with many clients to serve, but residents still express that it would be nice to see Rental Officers and other staff more often, just to say hello or speak face-to-face. The RAB will lend its support to more neighborhood activities such as Beautification that bring EHA staff and program participants together.

The RAB understands that EHA has translated some important documents to accommodate non-English-speaking participants. Residents voted to support this initiative from a pool of Resident Participation funding. The RAB encourages the Housing Authority to continue translation efforts, so that every important program document is accessible to all clients. Furthermore, we urge EHA to keep human translator services accessible to help clients understand program rules and ask questions.

### **Remain focused on the most desperately needy groups**

The RAB has always been concerned that the most vulnerable groups in our community receive the housing assistance they need. These groups include (1) homeless families or families in transitional housing; (2) low-income victims of domestic violence; (3) extremely low-income elderly; and (4) extremely low income disabled individuals or families with a disabled member. The RAB urges EHA to continue to add special programs or Section 8 vouchers that are targeted towards these populations. We urge the Housing Authority to continue applying for additional vouchers designated for disabled people whenever HUD makes them available.

The RAB would also like for EHA to obtain more information on the types of families that apply for housing and the circumstances they face while they are on the waiting list. The RAB is concerned about the length of time that families wait to get assistance, and how they shelter themselves while they wait. This information might be gathered through a voluntary survey or other means.

### **The RAB encourages the use of more Income Disregards**

In certain cases, the Everett Housing Authority currently disregards income earned by participants when calculating their rent payment. The RAB would like to encourage the use of additional types of disregards to help families achieve self-sufficiency. These might include subtracting certain emergency one-time payments for things like medical treatment or car repair. Deducting these payments from the rent calculation will lessen the impact of these events on low-income families.

### **Support services for tenants and participants**

The RAB believes that tenants benefit greatly from access to services and information beyond housing assistance. We encourage EHA to maintain and expand the supportive services and service coordination now available. We appreciate the updates we receive on how the Welfare-to-Work program and Family Self Sufficiency programs are progressing, and how the participants are benefiting. We encourage EHA to offer these services to an increasing number of families.

The RAB supports the efforts of the Structures of Success program at Grandview and Pineview. This program offers activities and tutoring to youth, and opportunities for involvement for parents. It has been of noticeable benefit to tenants over the past year. When residents are involved in group activities, it helps to build a sense of community in Public Housing neighborhoods. The RAB looks forward to working with EHA staff to plan more activities that bring residents together such as the Neighborhood Beautification celebration.

### **Expand Homeownership programs**

The RAB supports EHA's efforts to increase homeownership among Public Housing and Section 8 clients. We encourage EHA to expand homeownership opportunities wherever possible. We would appreciate continued reports on the success of homeownership programs. However, we would also like to suggest that homeownership initiatives shouldn't come at the expense of traditional rental assistance programs.

### **Utilize technology and improve systems**

The RAB recommends that EHA work on implementing systems that will help in reporting and ease administration for staff, tenants and participants. New systems can also enhance tenant and participant opportunities to learn about EHA activities, services and policies. Some ideas in this regard are: an interactive Web site, computer access for PH tenants, a database system that allows easy collection and reporting of information, and a telephone-based system that tenants can use to report changes in circumstances.

### **Residents are interested in Maintenance**

Based on our discussions within the RAB and the comments of other tenants, it seems there is still a communication gap between the tenants and the Maintenance Department. Residents would like the maintenance staff to be more responsive to inquiries. Tenants would like accurate information about when they can expect requested maintenance work to occur. Also, tenants would like to be advised of maintenance and grounds projects in the neighborhood before they begin. Tenants appreciate frankness about what to expect, even if the news isn't what they'd prefer. There should be an information line to ask general maintenance questions, and clarify course of action if dissatisfied with maintenance work.

The RAB appreciates the hard work that the EHA maintenance staff put into the Public Housing neighborhoods. We realize the benefit of having a staff that responds quickly to our concerns. Residents are interested in the projects that the maintenance and ground crews carry out in their area. The RAB finds it valuable when Jan McDaniel, the Director of Construction and Maintenance comes to address the group and answer questions. This year, the RAB would like to explore the idea of staff forums to allow a broader range of residents to meet with maintenance staff.

Thank you for your consideration of the issues discussed above. We appreciate that the Housing Authority gives tenants and participants this opportunity to share our ideas. Everyone benefits when Housing Authority clients work as a cohesive community. The RAB looks forward to another year of working with EHA to accomplish this.

wa006h01  
ATTACHMENT H

**Everett Housing Authority  
Final Responses To Resident Advisory Board And  
Other Public Comments  
On The  
Year 2003 - 2004 Agency Annual Plan**

March 3, 2003

Raymond Bradburn, Chairman  
Resident Advisory Board  
Of the Everett Housing Authority

Members of the Resident Advisory Board:

I am writing in response to your letter submitted to the Everett Housing Authority on February 13, 2003. I appreciate the comments, advice and recommendations made by the RAB on behalf of the tenants and participants of EHA's Public Housing and Section 8 programs. Responses to your comments are presented on the following pages.

I commend the RAB on another year of dedicated service. EHA appreciates the hard work that RAB members put into reviewing Housing Authority policies and procedures, and developing thoughtful comments. The work of the Board is often time-consuming and calls for an understanding of lots of information, much of which is complex or technical. Your efforts are instrumental in furthering our mutual goal to improve communication and understanding between the Housing Authority and its clients.

Your letter contains many thoughtful suggestions, some of which are possible and others that are not at this time. It is the policy of the Everett Housing Authority to continuously improve service to clients, as our mission and resources allow. EHA looks forward to another productive year of working with the RAB on our common focus, the client.

Sincerely,

Bud Alkire  
Executive Director

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.

### **Let's refocus on the RAB**

*The RAB will work this year with staff on new initiatives to build community within our neighborhoods, and also to strengthen the ties between EHA staff and all its clients.... The RAB vigorously encourages EHA Rental Officers to attend our meetings.... The members of the RAB will do their part to build membership and serve as a bridge between the Housing Authority and residents.*

The Everett Housing Authority agrees that the RAB is a good forum for communication between the Housing Authority and its clients. Throughout the year, the feedback of the RAB helps the agency understand what clients are concerned about. EHA understands that the RAB benefits from interaction with staff, especially during the Annual Plan review period. The agency makes staff available during this time to meet with the RAB and discuss the different programs. The directors also gain valuable feedback from these meetings.

Currently, it is an extra expense for more EHA staff to attend the meetings. However, the Housing Management department will consider the RAB's request for Rental staff to be present at RAB meetings. EHA will also focus on activities and events that promote interaction between the agency and all of its clients.

### **Emphasize communication between EHA and its clients**

*The RAB would like to work with EHA staff to increase communication between residents and Housing Authority staff.... This might include holding RAB meetings at different Public Housing neighborhoods instead of in the EHA office. Also, the RAB would like to plan occasional staff forums in the neighborhoods....*

*[The RAB] requests that Rental Officers be more visible in the neighborhood.... The RAB will lend its support to more activities such as Beautification that bring EHA staff and program participants together....*

*The RAB encourages the Housing Authority to continue translation efforts, so that every important program document is accessible to all clients. Furthermore, we urge EHA to keep human translator services accessible....*

As discussed above, the Housing Authority also values communication between agency staff and clients. EHA would like to pursue the idea of holding RAB meetings in various Public Housing neighborhoods on occasion, rather than at the EHA main office. Staff will work with the RAB to plan and promote this type of meeting over the coming year.

The agency will give further examination and consideration to the idea of staff forums that allow clients to interact with specific departmental staff such as rental staff or maintenance staff. The agency cannot commit to such forums at this time. The staff and volunteers who worked hard on the Beautification project and celebration day all confirm that this promoted good contact between staff and residents. It also promotes pride in community and positive neighborhood involvement. Planning is already underway for this year's Beautification. EHA hopes the RAB will use its information network to promote and support the activity however it can.

EHA agrees with the RAB that translation is an important part of serving many of our clients. The agency recently translated 13 of the most important documents into five languages, with help from Resident Participation funds. This year, the agency is also examining ways to make on-site interpretation more accessible and ensure the accuracy of all translated documents. EHA staff will keep the RAB involved in the on-going development of our translation services.

### **Remain focused on the most desperately needy groups**

*These groups include (1) homeless families or families in transitional housing; (2) low-income victims of domestic violence; (3) extremely low-income elderly; and (4) extremely low income disabled individuals or families with a disabled member. The RAB urges EHA to continue to add special programs or Section 8 vouchers that are targeted towards these populations.*

*The RAB would also like for EHA to obtain more information on the types of families that apply for housing and the circumstances they face while they are on the waiting list.*

It is the mission of EHA to provide quality affordable housing and housing assistance to the truly needy in our community. Everyone on our programs qualifies as low income. However, over 85% of the families EHA currently serves qualify as "extremely low income", meaning that they earn less than 30% of what the average family earns in this area. EHA believes that this high percentage of extremely low-income families demonstrates that our assistance goes to vulnerable families who are truly in need.

The RAB expresses concern about specific populations in our community for whom housing needs may be more acute. These are homeless families, the elderly, the disabled and victims of domestic violence. The Housing Authority agrees that these populations and others are especially vulnerable when their housing situation is uncertain.

It is the policy of EHA to assist such special populations through set-aside programs when resources are available. Currently, EHA operates the HOPE for Elderly Independence program, a set of vouchers designated for non-elderly disabled individuals, as well as the Welfare-to-Work program. EHA also operates three buildings specifically for elderly and disabled residents with a total of 342 units. EHA is currently working with partner agencies that offer units designated for young homeless mothers, victims of domestic violence, homeless families and disabled homeless families.

EHA is committed to furthering and adding to these programs whenever possible, including applying for additional funding or vouchers when they are available. The agency believes that these programs are a better alternative to instituting preferences for these populations on our waiting lists. The current approach ensures that they are served while not decreasing the assistance available for all families in need.

The RAB also expressed a desire to learn more about the families on our waiting list and the hardships they face while awaiting assistance. The Housing Authority will prepare information on this group and present it to the RAB at a future meeting. At that time, the RAB can review the available data to determine if a survey or some other method could help to collect more information.

### **The RAB encourages the use of more Income Disregards**

*The RAB would like to encourage the use of additional types of disregards to help families achieve self-sufficiency. These might include subtracting certain emergency one-time payments for things like medical treatment or car repair.*

While the Everett Housing Authority understands the terrible effect financial emergencies can have on a family, the agency does not believe it would be prudent to offer any additional income disregards at this time. While HUD allows for a range of disregards, it does not provide funding to carry them out. When a Housing Authority offers disregards it diminishes the amount of revenue the agency receives from rent. In the current climate of reduced budgets, it is not possible to allow additional disregards. HUD regulation continues to make the mandatory earned income disregard available to Public Housing residents who increase the amount of earned income in their household.

## **Support services for tenants and participants**

*The RAB believes that tenants benefit greatly from access to services and information beyond housing assistance. We encourage EHA to maintain and expand the supportive services and service coordination now available. We encourage EHA to offer these services to an increasing number of families.... The RAB supports the efforts of the Structures of Success program.*

EHA agrees that service coordination is a valuable tool to help our clients improve their lives and achieve greater self-sufficiency. Our primary mission will always be to provide housing assistance, and we will not divert these resources to offer service coordination. However, we have found multiple ways to offer extended services in our neighborhoods and to our Section 8 participants. We will continue to support and grow these programs with all available resources.

Currently, the Housing Authority operates multiple programs that offer a variety of services to our clients. The Welfare-to-Work program combines Section 8 assistance with employment resources and case management for clients. EHA's Public Housing Service Coordinator serves the Bakerview and Baker Heights communities. The buildings designated for elderly and disabled residents feature visiting nurses and other services.

The Structures of Success has made a large impact over the past year and a half. The program serves an ever-growing number of youth and adults in our Public Housing neighborhoods. Last year, the Public Housing Drug Elimination funding that founded the program was eliminated by Congress. Recently however, EHA received ROSS grant funding to continue and expand on these services with training and classes provided through partner organizations.

EHA appreciates the RAB's support of its service programs and is dedicated to support them and expand them whenever possible. Staff will continue to brief the RAB on the progress of these programs.

## **Expand Homeownership programs**

*We encourage EHA to expand homeownership opportunities wherever possible. However, we would like to suggest that homeownership initiatives shouldn't come at the expense of traditional rental assistance programs.*

Traditionally, the primary role of Housing Authorities is to provide rental assistance to low income families. However, HUD is increasingly emphasizing

homeownership as a method of providing long-term stability to families and establishing self-sufficiency. EHA also encourages clients to achieve homeownership, and will continue to support these programs in addition to our rental assistance programs.

EHA currently operates a pilot Section 8 Homeownership project in conjunction with the Housing Authority of Snohomish County and HomeSight. So far, EHA has found that the process of moving clients to homeownership is a long one, and difficult to complete. However, the program continues to receive full support from the agency. EHA plans to learn from experiences and keep refining the program.

This year EHA has also moved towards supporting homeownership through a different model. Using non-federal funds, we have purchased the Pine Village condominium project in North Everett and will sell the condos at affordable prices to qualified families. The Section 8 Homeownership clients are also eligible to purchase these units. This may serve as the model for similar projects in the future.

### **Utilize technology and improve systems**

*Some ideas in this regard are: an interactive Web site, computer access for PH tenants, a database system that allows easy collection and reporting of information, and a telephone-based system that tenants can use to report changes in circumstances.*

This year, the Housing Authority plans to expand its website to contain more useful information and systems for clients. EHA is currently looking into a system that allows people to apply for housing over the web rather than in person. However, EHA will continue to require clients to report in writing and in person, at this time. Also, no major change in our database program is expected soon, however the software does receive frequent upgrades.

Our inspectors are exploring a hand-held computer system for recording inspections and creating work orders for our maintenance staff. This system promises to reduce administrative time in maintenance, and make service more efficient.

EHA is excited to improve computer access to its Public Housing residents this year, through our Neighborhood Networks grant. This large grant allows for 12 new computers, a computer lab technician, and other equipment. Partner agencies will offer instruction and training on-site. EHA is also planning to offer expanded computer access in our Broadway Plaza facilities, and possibly in our main office.

## **Residents are interested in Maintenance**

*Tenants would like accurate information about when they can expect requested maintenance work to occur. Also, tenants would like to be advised of maintenance and grounds projects in the neighborhood before they begin.... There should be an information line to ask general maintenance questions, and clarify course of action if dissatisfied with maintenance work.*

*This year, the RAB would like to explore the idea of staff forums to allow a broader range of residents to meet with maintenance staff.*

EHA understands that information on maintenance activities is important for residents. These activities often include work in or around resident homes, and naturally residents expect to be informed. This year, EHA is planning a regular newsletter for Public Housing residents that will include notification of the large maintenance and grounds projects that are planned. The ideas of an info line for general maintenance questions and a staff forum to allow residents to meet with maintenance staff merit further consideration by staff and the RAB. However, the agency cannot commit to such forums at this time.

EHA emphasizes customer service from all staff members. We will continue to work towards setting expectations about what work will be done and when.

**Wa006i01**  
**ATTACHMENT I**

**Certifications**

- 1) Certifications of Compliance with the PHA Plans and Related Regulations
- 2) Local Official's Certification of Consistency with the Consolidated Plan
- 3) Certification of a Drug-Free Workplace
- 4) Certification of Payments to Influence Federal Transactions

wa006j01  
ATTACHMENT J

**Pet Policy**  
**Public Housing Family Developments**

**Application and Purposes:**

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

1

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

persons with disabilities to own animals that are used to assist, support or provide service to them pursuant to applicable federal and state law. \* However, 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, RCW 49.60

**B. Reasonable Accommodation.**

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

**A. C. 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 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 camen.

**D. Number of pets allowed per household.**

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

**E. Registration of pets 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 registration shall include:

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

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

- d. The name, address and phone number of at least two persons who 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.

3

- 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

4

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;
    - 5
    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 Stafford shire 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, Stafford shire Bull Terrier or American Stafford shire Terrier as to be identifiable as partially of the breed of American Pit Bull

Terrier, Stafford shire Bull Terrier or American Stafford shire 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 house broken.
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 state that "the animal must be tethered in such a manner that

it can not become entangled and so that it can move freely. The area where the animal is tethered or confined must be free of extraneous material that may cause it injury (such as glass, sharp metal, nails, etc.) The tether must be a minimum length of three times the length of the animal”.

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 Pet 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. Alterations to Unit.**

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

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

#### **L. Pet Waste Removal and Cleanliness Requirements.**

1. Each pet owner shall keep their unit and all common areas, inside and outside, clean and free of pet odors, insect infestations, pet feces, urine and litter. All animal feces 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 leaves 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 stresses 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 wherein animals are kept. Pet owners must remove or dispose of feces immediately.
- 2. The resident pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.
- 3. 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 these

animals will constitute having a pet without permission of the Everett Housing Authority.

5. Waste Removal Fee: EHA will assess a separate pet waste removal charge equal to a half hour average maintenance employee's wage, per occurrence against the resident for violations of 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 owners fenced yard or must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

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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 a 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 who mistreats 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 employees 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 of 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 hereby 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 violations 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 EHA’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.

<b>Call Name:</b>	
<b>1. Inoculations (Type)</b>	<b>Date</b>

<b>2. Veterinarian Certification:</b>	<b>Date</b>
---------------------------------------	-------------


<b>Spay/Neuter Date</b>	<b>License Date</b>

<b>3. Names of other persons who will care for the pet if resident is unable to do so.</b>	
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.

<b>Certification</b>
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<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>
--

Tenant(s) Signature:	Housing Authority Signature:
	Title:
Date:	Date:





**Wa006101**  
**ATTACHMENT L**

**Section 8 Homeownership Program**  
**Capacity Statement**

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

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

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

In FY 2001, Everett Housing Authority initiated its first Homeownership program in partnership with the Housing Authority of Snohomish County. The goal is to select 25 families each year to participate in the program. EHA has selected its first set of participants based on credit-worthiness, motivation, and likelihood of success. Each participant family receives extensive Homebuyers education and guidance, provided by HomeSight.

## 28.0 Use of Voucher Assistance for Home Ownership

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

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

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

8. The family cannot have committed any serious or repeated violations of an EHA-assisted lease within the past two years.
9. The gross family income must be at least two times the voucher payment standard. All income counted in meeting minimum income requirements must come from sources other than "Public Assistance", except for elderly and/or disabled heads of households.
10. The family must have sufficient income as determined by EHA underwriting criteria to pay for homeownership and other family expenses
11. The family must have the reasonable expectation that future income will grow to enable it to meet mortgage obligations at the time homeownership assistance terminates.
12. The family must have 12 months of clean credit with no late payments, delinquencies, judgments, claims or bankruptcies. Any bankruptcy must have been discharged for at least two years. Any previous foreclosure must have a "SOLD" justification.

B. EXCEPTIONS FOR FAMILIES WITH ELDERLY OR DISABLED MEMBERS: FEDERAL REGULATIONS PROVIDE EXCEPTION TO ELIGIBILITY AND OTHER PROGRAM REQUIREMENTS FOR FAMILIES WITH ELDERLY OR DISABLED MEMBERS. IN ADDITION, EHA WILL WAIVE OR REVISE ANY OF ITS DISCRETIONARY REQUIREMENTS WHEN SUCH WAIVER OR REVISION IS FOUND TO BE A REASONABLE ACCOMMODATION TO THE NEEDS OF A DISABLED FAMILY MEMBER.

- C. Homeownership Counseling Requirements: Before the commencement of homeownership assistance, the family must attend and complete homeownership education and counseling sessions. The counseling and education will be conducted by HomeSight, a HUD-approved housing counseling agency.

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

1. Home maintenance (including care of the grounds);
2. Budgeting and money management;
3. Credit counseling;
4. How to negotiate the purchase price of a home;

5. How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;
  6. How to find a home;
  7. Information about RESPA, state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions;
  8. Legal/Financial planning workshop;
  9. Mortgage default prevention counseling;
  10. Home inspection procedures.
- D. Eligible Units: The unit must meet all of the following requirements:
1. The unit must meet HUD's "Eligible Housing" requirements. The unit may not be any of the following:
    - a. A public housing or Indian housing unit;
    - b. A unit receiving Section 8 project-based assistance;
    - c. A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
    - d. A college or other school dormitory;
    - e. On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
  2. The unit must be located in the service area for EHA's Section 8 Housing Voucher program.
  3. The unit must already be existing or under construction at the time the family was determined eligible for homeownership assistance.
  4. The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium.
  5. The unit must be inspected by EHA and by an independent inspector designated by the family.
  6. The unit must meet HUD Housing Quality Standards.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The family must comply with the following obligations:
  - a. The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
  - b. The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to CFR 982.551 (h) and (i).
  - c. The family must supply information to EHA or HUD as specified in CFR 982.551(b). The family must further supply any information required by EHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.
  - d. The family must notify EHA before moving out of the home.
  - e. The family must notify EHA if the family defaults on the mortgage used to purchase the home.
  - f. No family member may have any ownership interest in any other residential property.
  - g. The family must attend and complete ongoing homeownership counseling.
  - h. The family must fulfill its obligations under the Family Self-Sufficiency Contract of Participation, if applicable.
  - i. Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.
  
2. Maximum Term of Homeownership Assistance: Except in the case of elderly or disabled families, the maximum term of homeownership assistance is 15 years.

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

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

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

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

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

Expenses or maintenance fees assessed by the homeowner association.

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

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

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

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

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

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

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

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

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

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

The family moved within the period required by HUD.

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

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

**wa006m01**  
**ATTACHMENT M**

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

The Everett Housing Authority plans to use up to 20% of its available Section 8 Vouchers 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 the community such as Housing Hope, Disability Resources and Sunrise Services, to provide transitional and permanent housing for special needs populations. This goal is consistent with the City of Everett's Consolidated Plan for Years 2000 – 2004.

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

The Everett Housing Authority plans to employ these vouchers in eligible census tracks within its service jurisdiction.