

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2004 - 2005

**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:** Everett Housing Authority

**PHA Number:** WA006

**PHA Fiscal Year Beginning: (mm/yyyy)** July 1, 2004

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)

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

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here) The Everett Housing Authority leads the community in developing and providing safe and affordable quality housing for Everett's diverse low income families.

**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 350. In FY00, EHA received no additional vouchers. In FY01, EHA received an additional 200 Designated Vouchers and 150 Fair Share Vouchers. No new opportunities to apply for additional Vouchers arose in FY02 and FY03.***
- Reduce public housing vacancies: **The vacancy rate has not exceeded 2% in FY00-FY03.**
- 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 with tax credit funding. No purchases were made in FY01 or FY02. Community Development Block Grant, Oakes (12 Units), Rucker (15 units) & Rainier (14 Units) purchases accomplished in 2003.***

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 in FY01 due to zoning changes resulting from environmental protection legislation for salmon. No further action has been taken in regard to Jade Park. In FY02, EHA purchased the Pine Village Apartments (a 24 unit property). As discussed above, the Oakes and Rainier property purchases, amounting to 26 units in 2003.

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 will be used by Housing Hope to provide transitional housing to homeless pregnant women. Compass Mental Health will use 10 vouchers to provide independent living for mentally disabled clients. EHA is working closely with the City of Everett to identify ways to rehabilitate additional housing.

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) ***Maintain High Performance Status.*** EHA has maintained High Performer Status since FY 1992. The Housing Authority received an overall score of 91 in FY02 and a overall score of 100 in FY03. The Housing Authority remains committed to maintain High Performance Status in the future.

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.*** High Performer achieved consistently throughout FY00-FY03.

Increase customer satisfaction: **In FY03, the Housing Authority hired a Rental & Public Information Specialist, who will work closely with Housing Authority staff to create a friendlier, service orientated environment for Housing Authority clientele. The EHA plans in FY04 to redesign the lobby area to allow for a more attractive and efficient space for clientele services and intake. Also in FY04, EHA will provide proactive customer service training for Housing Authority employees who deal with the public.**

Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) **In FY03, the Housing Authority worked with independent consultants to develop a plan to improve management functions per department. The plan has been completed and implementation efforts are underway.**

Renovate or modernize public housing units: *Modernize 60 units in Grandview in five year period. To date, EHA has modernized 48 units.*

Demolish or dispose of obsolete public housing: **The initial planning stages of whether or not to demolish the public housing units known as Baker Heights began in 2003, and should develop quickly in 2004. There is a strong likelihood that demolition of the old Baker Heights units will take place, since the projected cost of renovation is de-minimus when compared to the cost to build new, up-to-date units in their place.**

**The Housing Authority will also plans to begin the disposition of functionally obsolete scattered site housing in 2004. Due to the burden of properly servicing scattered site units for maintenance issues, the Housing Authority plans to dispose of scattered site units and replace those units with consolidated housing units.**

- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

Conduct outreach efforts to potential voucher landlords: **The Section 8 Department sent a quarterly newsletter in FY01 to existing and prospective landlords, participated in a local professional renters association; and conducted a lead-based paint workshop for landlords. In FY02-03, the Section 8 Department has continued to participate in the local professional renters association.**

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 during FY00-03.*

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 assistance*

**to 25 clients who qualify by income, credit worthiness, and motivation. EHA has continued its homeownership efforts through FY03. There are three homeowners to date.**

- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

***Convert two three bedroom public housing units into one six bedroom unit to expand resources for very large families. Task Completed: Baker Heights has three, three bedroom units.***

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

***Support existing resident councils in the public Housing neighborhoods. The Resident Advisory Board met monthly in FY 2002 and 2003. Baker View Council and EHA continue to meet regularly. 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 continues to meet on a monthly basis, and will expand its roll by participating in community events in FY04. Strive to support the AmeriCorps program, which provides tutoring and recreational opportunities for youth in public housing developments through year 2002. Program continues successfully providing over 600 service contacts per month. The program was an integral part of our PHDEP program, implemented in FY01. PHDEP funds expired in FY02. ROSS funding combined with continued Americorps funds provided for the continuation of a after school tutoring program. Strive to continue to provide coordination to disabled and senior tenants in the Bakerview community and to Section 8 tenants participating in the Hope for Elderly Independence Program. In FY01, EHA received a***

**ROSS renewal grant and a ROSS retroactive grant to continue PH service coordination for elderly and disabled residents. The HOPE for the Elderly Independence program continued to provide service coordination through FY03, and will continue on in FY04.**

***Strive to support the provision of nurse consultation services at Bakerview. Visiting Nurse Services and the City of Everett have provided services to Bakerview throughout FY01-03.***

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

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

Objectives:

Increase the number and percentage of employed persons in assisted families:

***Increase non-elderly non-disabled families who have some earned income by 25% over 5 years. The baseline number of non-elderly families with some earned income was 147 in 2000. Currently, EHA has 182 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. 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 FY03 there were no new vouchers available.***

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

***EHA will strive to make service coordination available to disabled and senior residents in the Bakerview community and to Section 8 tenants participating in the HOPE for Elderly Independence Program. In FY01, EHA received a ROSS renewal grant and a ROSS retroactive grant to continue PH service coordination for elderly and disabled residents. In 2002, EHA received ROSS neighborhood networks and Family Services funding which has been used to develop ESL classes, job***

counseling and referral and other skills development training for adults to enhance work readiness. EHA has continued the Hope for the Elderly Independence Program with unrestricted agency funds. The HA also received a Federal Grant from the area Agency on Aging to provide service coordination and intervention services to elderly persons in jeopardy of losing their housing due to behavioral issues.

Other: (list below)

*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. Despite the withdrawal of PHDEP funds, EHA has continued to provide opportunities to youth and their family in FY02-03.*

#### 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 has been conducted in FY01, FY02 and FY03.*
  - 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: **In 2003-2004, the Everett Housing Authority is in a process of reviewing our accessible housing/reasonable accommodation rules and training staff to properly accommodate our disabled clientele.**
  - Other: (list below)

*Operate in full compliance with all Equal Opportunity laws and regulations and affirmatively further fair housing. Goal achieved. Ensure equal treatment of all applicants, residents, tenant-based participants, employees and vendors. EHA continuously monitors its policies to ensure equal treatment.*

*Develop and partnership with Disability Resources and other agencies providing services to the disabled to enhance information and referral services concerning housing services provided by EHA. Disability Resources housing representative continues to attend RAB meeting regularly. In addition the agency refers clients. Both agencies frequently exchange information and technical assistance. In FY01, Disability Resources has participated in the planning and implementation of the new designated and Fair Share Voucher programs.*

*Periodically review agency publicity and marketing literature as well as working documents for compliance with applicable Equal Opportunity requirements. Goal achieved: Major public information materials have been updated, including the Section 8 newsletter, RAB newsletter mailed to Public Housing and Section 8 participants and an agency annual report to the community. The process has continued with the hiring during FY03 of the new Public Relations Specialist position.*

*FY 2002 & 2003 Disability Resources staff and EHA personnel regularly exchange information on service network issues. Each agency relies on the other to distribute pertinent information to clients and other community based agencies.*

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**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 – (WA006a04)
- B – Component 10 (B) –Voluntary Conversion Initial Assessments – (WA006b04)
- C – FY 2004 Capital Fund Program Annual Statement – (WA006c04)
- CC – P & E Reports – (WA006cc04)
- D – Capital Fund 5 –Year Action Plan (WA006d04)
- E – Resident Membership of the PHA Governing Board – (WA006e04)
- F – RAB Membership List – (WA006f04)
- G – RAB Comments on Annual Plan – (WA006g04)
- H – PHA Response Cover Letter to RAB Comments on Annual Plan – (WA006h04)
- I – EHA Final Response to Public Comment – (WA006i04)
- J – Certifications – (WA006j04)

**OPTIONAL ATTACHMENTS:**

- K – PHA Management Organizational Chart – (WA006k04)
- L – Revised Occupancy Plan – (WA006l04)
- M – Explanation of Revised Occupancy Plan (WA006m04)

**Supporting Documents Available for Review**

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

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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
X	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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	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 2000-2004 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)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	424		179
Extremely low income <=30% AMI	372	88%	
Very low income (>30% but <=50% AMI)	39	9%	
Low income (>50% but <80% AMI)	23	5%	
Families with children	223	53%	
Elderly families	135	32%	
Families with Disabilities	66	16%	
African American	23	5%	
American Indian	5	2%	
Caucasian	349	82%	
Asian/Pacific Island	28	7%	
Hispanic	19	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	311	73%	51
2 BR	57	13%	73
3 BR	37	9%	50
4 BR	16	4%	5

Housing Needs of Families on the Waiting List			
5 BR	2	.5%	0
5+ BR	1	.5%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: * <b>EHA plans to close the list in 2004.</b> How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### 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
- 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)

- **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 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 consolidation 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 2004 grants)</b>		
a) Public Housing Operating Fund	967,785	
b) Public Housing Capital Fund	1,014,733	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	20,196,079	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	168,600	
h) Community Development Block Grant	225,000	Timber Hill Apartments acquisition
i) HOME	-0-	
Other Federal Grants (list below)	-0-	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,452,900	Public Housing Operations

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Other income</b> (list below)		Public Housing Operations
<b>4. Non-federal sources</b> (list below)		
<b>Investment Income</b>	11,000	Public Housing Operations
<b>Total resources</b>	24,036,097	

### **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)

- 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, 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 determinations, a FBI 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 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**

N/A

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 with 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 displaced by governmental action or a natural disaster.**

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a 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 Applicants 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) Deconcentration 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 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 (rent is > 50 percent of income)

Other preferences (select all that apply)

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

- **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)

- **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)

- 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)

•

## **(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)

### **N/A 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.

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

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

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

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

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Scattered Site Units	
1b. Development (project) number: WA006005	
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>(07/15/04)</u>	
5. Number of units affected: 9-15	
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: 6/15/04	
b. Projected end date of activity: 12/31/05	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Scattered Site Units	
1b. Development (project) number: WA006006	
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>(07/15/04)</u>	

5. Number of units affected: 7-12
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: 6/15/04 b. Projected end date of activity: 12/31/05

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Scattered Site Units 1b. Development (project) number: WA006008
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>(07/15/04)</u>
5. Number of units affected: 4
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 6/15/04 b. Projected end date of activity: 12/31/05

**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**

**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: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (I)]

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.

**N/A 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
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list 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)

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

### **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.

**N/A – Does not apply to high performing PHA's 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.

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Provided in last year's Annual Plan submittal.

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

SEE ATTACHMENT J

**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)]

### **N/A – High Performer**

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) ATTACHMENT 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 has an 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: (provide name here) **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 and Community Development 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 Activity subject to 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 collaborated in planning and conducted their public hearing process and the development of their 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.

## **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>				



**Wa006a04**  
**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? If no, this section is incomplete. 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.

**wa006b04**  
**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:

Annual Statement / Performance and Evaluation Report						
Capital Fund Program						
Part 1: Summary						
Housing Authority Name:		Comprehensive Grant Number		FFY of Grant Approval		
Housing Authority of the City of Everett		WA19P006501-04		2004		
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <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)	\$ 200,688.56			
3	1408	Management Improvements	\$ 20,500.00			
4	1410	Administration	\$ 1,200.00			
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	\$ 7,000.00			
8	1440	Site Acquisition				
9	1450	Site Improvement	\$ 26,000.00			
10	1460	Dwelling Structures	\$ 498,618.44			
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 9,600.00			
12	1470	Non-dwelling Structures	\$ 21,500.00			
13	1475	Non-dwelling Equipment	\$ 49,000.00			
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>		<b>\$ 846,107.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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			

HUD Dev #	HUD Acct #	Development Number/Name General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amount	Status of Work
Oper	1406	human resource consultant	1	15,000.00				Hired Human Resource Consultant to review and help with personnel issues and policies
Oper	1406	related training for capital funds	3	3,000.00				Funds needed to keep staff personnel current with capital fund regulations and construction procedures
Oper	1406	Operations for Staff Personnel for completing the capital fund projects	1	182,688.56				Funds for staff personnel for completing capital fund projects and for computer technical services. Time is reflected on bi-monthly time sheets and prorated to different departments.
<b>OPERATIONS</b>			<b>1406</b>	<b>200,688.56</b>				
M.I.	1408	resident training (move to work, job related)	1 or more	500.00				Funds needed to help with i.e. ESL classes for apprentices who are employed through the trades union to work with the Force Account Crew.
M.I.	1408	CCS software & windows upgrade	prelim	20,000.00				Upgrade agency wide CCS software and windows software and prorate to appropriate departments
<b>MANAGEMENT IMPROVEMENTS</b>			<b>1408</b>	<b>20,500.00</b>				
Admin	1410	Advertising Costs	multiple	1,000.00				Fees needed for advertising capital fund projects
Admin	1410	Phone Costs	1	200.00				Fees needed for phone related costs associated with capital fund projects
<b>ADMINISTRATION</b>			<b>1410</b>	<b>1,200.00</b>				
Fees	1430	A&E for Bakerview Projects Camera Work for Sewer Lines	1	3,000.00				To hire a consultant/engineer to review status of sewer lines at the Bakerview apartments and make determination of replacement and/or repair
Fees	1430	Consultant for review and possible sell of 1 or more scattered site units	1	4,000.00				To hire a consultant for marketing scattered sites for possible sale.
<b>FEES AND COSTS</b>			<b>1430</b>	<b>7,000.00</b>				
6001	1450	Upgrade ballfield	1	6,000.00				Upgrade ballfield which is connected to a city park north of the Baker Heights development. Walking path to be constructed and fencing around park and parking lot.

HUD Dev #	HUD Acct #	Development Number/Name General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amount	Status of Work
6001	1450	Landscaping	2 areas	10,000.00				Replace landscaping in two common areas for resident use.
6005	1450	landscaping	Phased	10,000.00				Upgrades landscaping to scattered sites for better tenant use.
<b>SITE IMPROVEMENTS</b>			<b>1450</b>	<b>26,000.00</b>				
6002	1460	Replace and large small windows	Phase 4	20,000.00				Replacement of all windows in units during major renovation and also to units where major renovation has taken place.
6002	1460	Construction of storage areas off of units	Phased	1,000.00				After review of best possible solutions, construct storage units off of units.
6002	1460	Replacement of furnaces	Phased	20,000.00				Replacement of aged furnaces during major renovation of the interior of the units
6002	1460	major interior renovation	12	273,477.00				Major interior renovation of the Grandview homes development. This includes but not limited to the following: wall and ceiling insulation, installation of attic draftwalls,
								upgraded electrical and plumbing, flooring abatement, vinyl and tile flooring installation, hot water tanks, interior and exterior doors, sheetrocking and painting, all cabinet replacement
6003	1460	Upgrades or replacement to elevators and penthouses	2	20,000.00				Continued upgrades needed for aging elevators
6003	1460	Installation of doorbell / intercom	151	1,000.00				Installation of doorbell/intercom to individual unit doors for added resident security
6003	1460	Upgrade or replacement of fire & smoke detection / fire alarm system	151	7,000.00				Upgrade or replacement of fire & smoke detection / fire alarm system for added resident and building security and safety
6003	1460	Replacement of large windows	Phased	49,691.44				After review of best solution for the replacement of large windows in units and the elevator lobby windows on 8 floors

HUD Dev #	HUD Acct #	Development Number/Name General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amount	Status of Work
6004	1460	Installation of wood /vinyl or aluminum siding	Phased	25,000.00				Replacement of exterior siding that has reached it's life use.
6004	1460	Wall and ceiling construction installation of wall and ceiling insulation	Phased	11,000.00				During phased work of the replacement of the exterior siding, walls and ceiling construction and insulation will be replaced
6004	1460	Replacement of decks and rails	Phased	10,000.00				Phased work for the replacement of decks and railings.
6004	1460	Abatement /Replacement of resilient flooring	Phased	5,000.00				Asbestos abatement and installation of new resilient flooring on a vacancy basis.
6005	1460	Explore option for selling 1 or more of the scattered sites units (see 1430 for funded work item)						
6005	1460	Install ceiling insulation	Phased	1,000.00				After review of scattered site units, install ceiling insulation as needed to meet code
6005	1460	Abatement and resilient flooring	Phased	6,400.00				Asbestos abatement and new resilient flooring installation on a vacancy basis
6005	1460	Replacement of fiberglass doors	Phased	2,250.00				Replacement of exterior doors on a vacancy basis as required per unit.
6005	1460	Upgrade garage (s)	Phased	5,000.00				Upgrade garages for all scattered sites in a phased work issue.
6005	1460	Replacement of large and small windows	Phased	19,800.00				Replacement of large and small windows on a vacancy basis
6005	1460	Replacement of wood /vinyl or aluminum siding	Phased	21,000.00				Replacement of wood /vinyl or aluminum siding on a vacancy basis
<b>DWELLING STRUCTURES</b>			<b>1460</b>	<b>498,618.44</b>				
6002	1465	refrigerator and ranges	12	9,600.00				Replacement of kitchen appliances during major interior renovation
<b>DWELLING EQUIPMENT</b>			<b>1465</b>	<b>9,600.00</b>				
6001	1470	admin building, breakroom upgrades and kitchen redesign	1	5,000.00				After best solution is determined for the redesign on the breakroom space for best employee use
N.D.S	1470	Redesign of Admin building	Phased	16,500.00				After consultant has determined best design for more user friendly cubicles and office spaces, supply and installation of any changes

HUD Dev #	HUD Acct #	Development Number/Name General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amount	Status of Work
<b>NON DWELLING STRUCTURES</b>								
N.D.E	1475	Printers and Copiers Maintenance and CFP Program	1	5,000.00				Purchase of printers and copiers need for the facilities department, (maintenance, development and construction)
N.D.E	1475	Maintenance Truck Replacement	1	15,000.00				Funds needed to replace aging maintenance vehicle
N.D.E	1475	Microfilm Equipment/Record Storage	Phased	5,000.00				Funds needed to purchase storage for record retention
N.D.E	1475	PC Upgrades/replacements	phased	5,000.00				Funds needed for replacement of computers and laptops
N.D.E	1475	replace/upgrade current server @ admin office	phased	14,000.00				Replacement/upgrade of agency computer network server, to be prorated between departments.
N.D.E.	1475	Replacement of radio system with cell phones	Set Up Purchase	5,000.00				Replacement of obsolete radio system used by the maintenance and rental personnel with a cell phone system
<b>NON DWELLING EQUIPMENT</b>			<b>1475</b>	<b>49,000.00</b>				
Rel	1495	Relocation Costs (6-2)	Multiple	2,000.00				Funds needed in relationship to the relocation costs associated with renovation relocation moves.
<b>RELOCATION COSTS</b>			<b>1495</b>	<b>2,000.00</b>				
Cont	1502	Contingency		10,000.00				Contingency
<b>Contingency</b>			<b>1502</b>	<b>10,000.00</b>				
<b>Grand Total</b>				<b>846,107.00</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	30-Jun-06			30-Jun-08			
6-2 Grandview	30-Jun-06			30-Jun-08			
6-3 Bakerview	30-Jun-06			30-Jun-08			
6-4 Pineview	30-Jun-06			30-Jun-08			
6-5 Scattered Sites	30-Jun-06			30-Jun-08			
6-6 Scattered Sites	30-Jun-06			30-Jun-08			
6-8 Scattered Sites	30-Jun-06			30-Jun-08			
Operations	30-Jun-06			30-Jun-08			
Fees & costs	30-Jun-06			30-Jun-08			
Management Improvements	30-Jun-06			30-Jun-08			
Administration	30-Jun-06			30-Jun-08			
Relocation	30-Jun-06			30-Jun-08			

<b>Annual Statement / Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>						
<b>Part 1: Summary</b>						
Housing Authority Name:			Comprehensive Grant Number		FFY of Grant Approval	
<b>Housing Authority of the City of Everett</b>			<b>WA19P006501-01</b>		<b>2001</b>	
<input 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 checked="" type="checkbox"/> <b>Performance and Evaluation Report for Program Year Ending 12/30/03</b>			
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	81,544.95
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	100,094.31
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	7,000.00	10,107.40	10,107.40	10,107.40
8	1440	Site Acquisition				
9	1450	Site Improvement	106,100.00	184,532.49	184,532.49	184,532.49
10	1460	Dwelling Structures	664,406.00	604,192.53	604,192.53	601,213.34
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>1,064,632.00</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)									
Part 2: Supporting Pages									
Dev #	Account #	General Description of Major Work Categories		Qty	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
M.I.	1406	010001	central procurement /general clerk-SALARIES	1	5,000.00	27,556.30	27,556.30	27,556.30	Staff hired, time reflected on bi-monthly time sheets for salary portion
M.I.	1406	010007	central procurement /general clerk-BENEFITS			5,000.00	5,000.00	5,000.00	Staff hired, time reflected on bi-monthly time sheets for benefits portion
M.I.	1406	010002	human resource consultant	1	15,000.00	15,000.00	15,000.00	15,000.00	Hired consultant firm to help put together personnel policies, etc
M.I.	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
M.I.	1406	010004	service coordinator	1	5,000.00	-	-	-	adjustment #3, moved funds to central procurement
M.I.	1406	010005	technical information systems coordinator-SALARIES	1	45,000.00	35,000.00	35,000.00	27,242.17	Staff hired, time reflected on bi-monthly time sheets for salary portion
M.I.	1406	010008	technical information systems coordinator-BENEFITS			10,000.00	10,000.00	6,282.79	Staff hired, time reflected on bi-monthly time sheets for benefits portion
M.I.	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>74,500.00</b>	<b>93,019.99</b>	<b>93,019.99</b>	<b>81,544.95</b>	<b>1406 Operations</b>
M.I.	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, software for inspections
					<b>19,000.00</b>	<b>1,377.10</b>	<b>1,377.10</b>	<b>1,377.10</b>	<b>1408 Management Improvements</b>
Adm	141010	010015	Staff Salaries	2	78,000.00	83,901.66	83,901.66	83,416.12	Staff hired, time reflected on bi-monthly time sheets

Annual Statement / Performance and Evaluation Report										
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)										
Part 2: Supporting Pages										
Dev #	Account #	General Description of Major Work Categories			Qty	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
Adm	141016	010017	Phone Costs	Multiple	500.00	-	-	-	-	adjustment #3, moved funds to central procurement
Adm	141019	010018	Advertising Costs	Multiple	2,000.00	1,616.08	1,616.08	1,616.08	1,616.08	adjustment #3, moved funds to central procurement; costs associated with advertising for bid projects
Adm	141090	010019	Staff Benefits	2	22,000.00	16,098.34	16,098.34	15,062.11	15,062.11	Staff hired, time reflected on bi-monthly time sheets
					<b>103,000.00</b>	<b>101,616.08</b>	<b>101,616.08</b>	<b>100,094.31</b>	<b>100,094.31</b>	<b>1410 Administration</b>
Fees/ Costs	1430	010022	A&E for Grandview Projects	3	1,000.00	4,178.50	4,178.50	4,178.50	4,178.50	A&E hired for project of sidewalk replacement. Project completed.
Fees/ Costs	1430	010023	A&E for Bakerview Projects	3	1,000.00	5,564.84	5,564.84	5,564.84	5,564.84	Adjustment #3, moved funds to BV A&E Security System; A&E hired, project completed
Fees/ Costs	1430	010024	A&E for BH Feasibility Study	3	1,000.00	364.06	364.06	364.06	364.06	8-28-02 changed name to BH Feasibility Study; Work item from 5 year plan
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
Fees/ Costs	14306	010027	Plan Review Fees	Multiple	2,000.00	-	-	-	-	Adjustment #3, moved funds to BV A&E Security System
					<b>7,000.00</b>	<b>10,107.40</b>	<b>10,107.40</b>	<b>10,107.40</b>	<b>10,107.40</b>	<b>1430 Fees and Costs</b>

Annual Statement / Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
<b>Part 2: Supporting Pages</b>									
Dev #	Account #	General Description of Major Work Categories		Qty	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
6002	1450	010031	Replacement of Paved Walks/Surfaces	Phase 3	20,000.00	161,992.77	161,992.77	161,992.77	Adjustment #3, needed funds for estimated contract value, combined several work items into one account; work item completed waiting on release from state to process retainage payment
6002	1450	010034	Fencing, and by highway department	2	-	1,264.42	1,264.42	1,264.42	Brought work item forward from 5 year plan, year 5. Completed fencing project
6003	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.
6005	1450	010041	Scattered Sites: Tree Removal		-	19,896.05	19,896.05	19,896.05	9/23/02 Revision 4, brought work-item forward from 2002--5 year plan. Work item completed waiting on release from state to process retainage payment. COMPLETED
					<b>106,100.00</b>	<b>184,532.49</b>	<b>184,532.49</b>	<b>184,532.49</b>	<b>1450 Site Improvements</b>
6002	1460	010046	Replacement of 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; phased work, this portion completed
6002	1460	010050	major interior renovation	12	509,823.00	495,802.30	495,802.30	492,823.11	Phased work for renovation of units in the Grandview development on a vacancy basis with force account labor and designated trades. (flooring, abatement, plumbing and electrical)

Annual Statement / Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
									Part 2: Supporting Pages
Dev #	Account #	General Description of Major Work Categories		Qty	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
6003	1460	010053	Security Card Access System with Monitoring Cameras	1	50,000.00	88,688.41	88,688.41	88,688.41	Adjustment #3, needed funds for estimated contract value. Installation of security card entry system with cameras, and monitoring station. COMPLETED. Tenants love this new system!
6005	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. Project had to be cancelled because of bid amount errors. Moved into the next year's annual work.
6002	1460	010060	Replacement of hot water heater	12	4,248.00	1,914.11	1,914.11	1,914.11	Phased work with renovation of the Grandview homes project.
					<b>664,406.00</b>	<b>604,192.53</b>	<b>604,192.53</b>	<b>601,213.34</b>	<b>1460 Dwelling Structures</b>
6002	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; Phase work with the renovation of the Grandview Homes project.
		<b>1465</b>	<b>Sub-Total</b>	<b>1465</b>	<b>9,600.00</b>	<b>6,341.42</b>	<b>6,341.42</b>	<b>6,341.42</b>	<b>1465 Dwelling Equipment</b>
N.D.S	1470	010066	Replace Admin Bldg Carpet /office const/electrical upgrades	Prelim	1,336.00	50,630.39	50,630.39	50,630.39	Adjustment #3, needed funds to cover contracts; Replacement of carpet in the administration building 10,000 sq ft
					<b>1,336.00</b>	<b>50,630.39</b>	<b>50,630.39</b>	<b>50,630.39</b>	<b>1470 Nondwelling Structures</b>
6004	1475	010071	Fire Extinguishers	34	306.00	-	-	-	Adjustment #3, moved funds to BV Security System

Annual Statement / Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
									Part 2: Supporting Pages
Dev #	Account #	General Description of Major Work Categories		Qty	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
N.D.S	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;
N.D.E	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
N.D.E	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: Replacement of carpet in the lobby and rental officer area and replacement of office furniture and storage.
N.D.E	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
N.D.E	1475	010076	Ergonomic Upgrades (prorated)	Multiple	10,000.00	864.94	864.94	864.94	Adjustment #3, moved funds to printers upgrade and BH office remodel.
N.D.E	1475	010077	Server Upgrade	1	-	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
					<b>27,806.00</b>	<b>28,156.10</b>	<b>28,156.10</b>	<b>28,156.10</b>	<b>1475 Non Dwelling Equipment</b>

Annual Statement / Performance and Evaluation Report

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

Part 2: Supporting Pages

Dev #	Account #	General Description of Major Work Categories	Qty	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
REL	1495 010080	Relocation Costs (6-2)	Multiple	2,000.00	634.50	634.50	634.50	Adjustment #3, moved funds to printers upgrade and BH office remodel.
				<b>2,000.00</b>	<b>634.50</b>	<b>634.50</b>	<b>634.50</b>	<b>1495 Relocation Costs</b>
CONT	1502 010081	Contingency	1	65,860.00	-	-	-	Adjustment #3, moved \$46,327.91 5 to Admin Carpet and \$633.19 to printers upgrade and BY office remodel.
				<b>65,860.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1502 Contingency</b>
		<b>Grand Total</b>		<b>1,080,608.00</b>	<b>1,080,608.00</b>	<b>1,080,608.00</b>	<b>1,064,632.00</b>	

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
<b>Part 3: Implementation Schedule</b>							
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-Dec-02	31-Dec-02	31-Dec-02	30-Jun-04			Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
6-2 Grandview	30-Dec-02	31-Dec-02	31-Dec-02	30-Jun-04			Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
6-3 Bakerview	30-Dec-02	31-Dec-02	31-Dec-02	30-Jun-04			Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
6-4 Pineview	30-Dec-02	31-Dec-02	31-Dec-02	30-Jun-04			Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
6-5 Scattered Sites	30-Dec-02	31-Dec-02	31-Dec-02	30-Jun-04			Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
6-8 Scattered Sites	30-Dec-02	31-Dec-02	31-Dec-02	30-Jun-04			Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Management Improvements	30-Dec-02	31-Dec-02	31-Dec-02	30-Jun-04			Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
Administration	30-Dec-02	31-Dec-02	31-Dec-02	30-Jun-04			Changed per letter from HUD, Notice PIH 2001-26. (Changed 11-16-01)
<b>According to HUD the obligation date should be June 30, 2003</b>							
<b>90% obligated within first 24 months</b>							
<b>Fully expended within 48 months</b>							
<b>Letter dated May 27, 2003 in 501-2001 file</b>							

<b>Annual Statement / Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>						
<b>Part 1: Summary</b>						
Housing Authority Name:			Comprehensive Grant Number		FFY of Grant Approval	
<b>Housing Authority of the City of Everett</b>			<b>WA19P006501-02</b>		<b>2002</b>	
<input 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 checked="" type="checkbox"/> <b>Performance and Evaluation Report for Program Year Ending 12/30/03</b>			
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	\$ -	\$ 97,548.37	\$ 22,123.97
3	1408	Management Improvements	\$ 19,000.00	\$ 10,000.00	\$ 7,708.22	\$ 7,708.22
4	1410	Administration	\$ 104,000.00	\$ 104,000.00	\$ 103,365.20	\$ 3,904.49
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	\$ 5,000.00	\$ 350,962.12	\$ 349,617.98	\$ 111,992.08
8	1440	Site Acquisition				
9	1450	Site Improvement	\$ 81,617.00	\$ 17,700.00	\$ -	\$ -
10	1460	Dwelling Structures	\$ 584,564.15	\$ 335,794.97	\$ 303,747.63	\$ 134,397.93
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 9,600.00	\$ 9,600.00	\$ 2,311.00	\$ 2,311.00
12	1470	Nondwelling Structures	\$ 9,000.00	\$ -	\$ -	\$ -
13	1475	Nondwelling Equipment	\$ 103,563.85	\$ 101,962.85	\$ 55,765.53	\$ 55,689.05
14	1485	Demolition				
15	1495.1	Relocation Cost	\$ 4,000.00	\$ 376.63	\$ 376.63	\$ 376.63
16	1490	Replacement Reserve				
17	1498	Mod Used for Development				
18	1502	Contingency (may not exceed 8% of 19)	\$ 10,000.00	\$ -	\$ -	
<b>19</b>	<b>Amount fo Annual Grant (Sum of lines 2-19)</b>		<b>\$ 1,028,345.00</b>	<b>\$ 1,028,345.00</b>	<b>\$ 920,440.56</b>	<b>\$ 338,503.37</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)**

**Part 2: Supporting Pages**

Development	Acct	General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
Operations	140600-020001	central procurement /construction clerk--Salaries	35,000.00	25,000.00	25,000.00	6,744.50	Staff hired, time reflected on bi-monthly time sheets for salary portion
Operations	140600-020002	central procurement /construction clerk--Benefits	-	10,000.00	10,000.00	1,581.10	Adjustment #1 moved funds from salaries to benefits for tracking purposes
Operations	140600-020003	human resource consultant	15,000.00	15,000.00	15,000.00	11,250.00	Hired consultant firm to review and update personnel policy, safety policies, hiring practices
Operations	140600-020004	related training for capital funds	3,000.00	2,948.43	2,548.37	2,548.37	Funds needed to keep staff current with capital fund requirements and regulations
Operations	140600-020005	technical information systems coordinator-salaries	45,000.00	35,000.00	35,000.00	-	Staff hired, time reflected on bi-monthly time sheets for salary portion
Operations	140600-020006	technical information systems coordinator-benefits	-	10,000.00	10,000.00	-	Adjustment #1 moved funds from salaries to benefits for tracking purposes
			<b>98,000.00</b>	<b>97,948.43</b>	<b>97,548.37</b>	<b>22,123.97</b>	<b>1406 Operations</b>
Management Improvements	140800-020009	disaster planning & training	3,000.00	500.00	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study
Management Improvements	140800-020010	asset management assessment of existing property	1,000.00	500.00	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study
Management Improvements	140800-020011	resident training (move to work, job related)	5,000.00	500.00	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study

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

**Part 2: Supporting Pages**

Development	Acct	General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
Management Improvements	140800-020012	increase internet capability	5,000.00	500.00	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study
Management Improvements	140800-020013	modernization related software & training	5,000.00	8,000.00	7,708.22	7,708.22	Adjustment #2, moved additional; funds here to cover costs associated with the inspection software
			<b>19,000.00</b>	<b>10,000.00</b>	<b>7,708.22</b>	<b>7,708.22</b>	<b>1408 Management Improvements</b>
Administration	141010-020016	Staff Salaries	78,000.00	81,000.00	81,000.00	2,942.40	Adjustment #2 moved funds from other 1408 accounts to salary account, Staff hired, time reflected on bi-monthly time sheets
Administration	141010-020017	Technical Salaries	1,000.00	-	-	-	Adjustment #2 moved funds from other 1408 accounts to salary account
			<b>79,000.00</b>	<b>81,000.00</b>	<b>81,000.00</b>	<b>2,942.40</b>	<b>141010-Staff Salaries</b>
Administration	141016-020018	Phone Costs	1,000.00	500.00	-	-	Adjustment #2 moved funds from other 1408 accounts to salary account
			<b>1,000.00</b>	<b>500.00</b>	<b>-</b>	<b>-</b>	<b>141016-Phone Costs</b>
Administration	141019-020019	Advertising Costs	2,000.00	500.00	365.20	365.20	Adjustment #2 moved funds from other 1408 accounts to salary account

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

**Part 2: Supporting Pages**

Development	Acct	General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
			2,000.00	500.00	365.20	365.20	<b>141019-Advertising</b>
Administration	141090-020020	Staff Benefits	22,000.00	22,000.00	22,000.00	596.89	Staff hired, time reflected on bi-monthly time sheets for salary portion
			22,000.00	22,000.00	22,000.00	596.89	<b>141090-Staff Benefits</b>
			104,000.00	104,000.00	103,365.20	3,904.49	<b>1410 Administration</b>
Fees & Costs	143010-020023-1	A&E B.H.. Feasibility Study	1,000.00	347,815.52	349,617.98	111,992.08	Adjustment #2, moved additional funds to this work item to cover Phase I of the study by Mithun, Inc.
Fees & Costs	143010-020024-2	A&E for Grandview Renovation/Oil Tank Consultant	2,000.00	3,000.00	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study
			3,000.00	350,815.52	349,617.98	111,992.08	<b>143010-A &amp; E Services</b>
Fees & Costs	143060-020026	Plan Review Fees	2,000.00	146.60	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study
			2,000.00	146.60	-	-	<b>143060-Plan Review Fees</b>
			5,000.00	350,962.12	349,617.98	111,992.08	<b>1430 Fees and Costs</b>

**Annual Statement / Performance and Evaluation Report**

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

**Part 2: Supporting Pages**

Development	Acct	General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
6001 Baker Heights	145000-020027-1	Install furniture (fixed) in common areas of development	3,000.00	-	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study
6002 Grandview	145000-020028-2	#1: landscaping #2: new parking areas, driveway striping, driveways	20,000.00	10,000.00	-	-	orig set up: added projects together for one line item Adjustment #2, moved funds to Baker Heights Feasibility Study
6002 Grandview	145000-020029-2	remove and abate underground oil tanks	25,000.00	500.00	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study
6003 Bakerview	145000-020030-3	Upgrade parking are, install fencing and pole mounted lights	10,000.00	-	-	-	Adjustment #3, moved from to Baker Heights Feasibility Study Phase 2
6004 Pineview	145000-020031-4	#1: new parking areas, parking striping #2: paved walks and surfaces #3: steps and ramps	14,917.00	-	-	-	orig set up: added projects together for one line item
6005 Scattered Sites	145000-020032-5	#1: fencing #2: construction of fencing for private yards & enclosures	7,200.00	7,200.00	-	-	orig set up: added projects together for one line item
6005 Scattered Sites	145000-020033-5	Upgrade ADA compliance-exterior	1,500.00	-	-	-	Adjustment #3, moved from to Baker Heights Feasibility Study Phase 2
			<b>81,617.00</b>	<b>17,700.00</b>	<b>-</b>	<b>-</b>	<b>1450 Site Improvements</b>

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

**Part 2: Supporting Pages**

Development	Acct	General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
6005 Scattered sites	146000-020036-5	#1: Replacement asphalt or fiberglass shingles #2 Replacement of gutters & downspouts #3: Construction firewalls/draftwalls in attics & storage areas. Changed from Baker Heights to SCATTERED SITES	35,495.15	42,000.00	41,043.40	9,149.40	orig set up: added projects together for one line item. Adj #1 moved \$50962.85 to cover cost of replacement of BV boiler-emergency Adj #2, moved funds to Baker Heights Feasibility Study. Contract signed for roof and gutter replacement at 7 scattered Site properties
6001 Baker Heights	146000-020037-1	#1: Floor Structural #2: Replacement of resilient flooring	2,000.00	-	-	-	orig set up: added projects together for one line item Adjustment #2, moved funds to Baker Heights Feasibility Study
6001 Baker Heights	146000-020038-1	Replacement and/or upgrade of hot water heaters	10,000.00	-	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study
6001 Baker Heights	146000-020039-1	#1: Upgrade of smoke/fire detectors #2: Install carbon monoxide detectors	26,540.00	-	-	-	orig set up: added projects together for one line item. Adj #2, moved funds to Baker Heights Feasibility Study
6002 Grandview	146000-020040-2	#1: Replace small windows #2: Replace large windows	20,000.00	20,000.00	4,423.50	4,423.50	orig set up: added projects together for one line item
6002 Grandview	146000-020041-2	Install entry/metal doors	5,000.00	-	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study

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

**Part 2: Supporting Pages**

Development	Acct	General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
6002 Grandview	146000-020042-2	Construction of storage areas off of units	1,000.00	-	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study
6002 Grandview	146000-020043-2	#1: Replacement of furnaces #2: hot water tanks	14,248.00	14,248.00	1,013.76	1,013.76	orig set up: added projects together for one line item
6002 Grandview	146000-020044-2	major interior renovation	434,161.00	250,294.18	250,294.18	113,963.62	Adjustment #3, moved from to Baker Heights Feasibility Study Phase 2
6003 Bakerview	146000-020045-3	#1: Upgrade or replacement of water distribution #2: Plumbing Upgrade	2,000.00	-	-	-	orig set up: added projects together for one line item
6003 Bakerview	146000-020046-3	Upgrade or replacement of sanitary distribution	1,000.00	-	-	-	Adjustment #3, moved from to Baker Heights Feasibility Study Phase 2
6003 Bakerview	146000-020047-3	#1: Upgrade or replacement of fire & smoke detection / fire alarm system #2: Replacement of thermostats	2,000.00	1,190.00	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 cabinet/counters/sink #4: Replacement of bath wall/ceiling surfaces	3,500.00	-	-	-	Adjustment #3, moved from to Baker Heights Feasibility Study Phase 2
6003 Bakerview	146000-020050-3	Security Card Access System with Camera Monitoring	1,000.00	5,782.79	5,782.79	4,657.65	Additional items needed for security card/camera monitoring system.

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

**Part 2: Supporting Pages**

Development	Acct	General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
6004 Pineview	146000-020051-4	Installation of wood /vinyl or aluminum siding	10,000.00	1,000.00	-	-	Adjustment #3, moved from to Baker Heights Feasibility Study Phase 2
6005, 6006, 6008 Scattered Sites	146000-020052-5	Replacement of wood /vinyl or aluminum siding, Roof Replacement	3,500.00	500.00	-	-	Adjustment #2, moved item forward from 2001 annual statement for roof replacement
6005, 6006, 6008 Scattered Sites	146000-020053-5	Install ceiling insulation	7,280.00	280.00	-	-	Adjustment #3, moved from to Baker Heights Feasibility Study Phase 2
6005, 6006, 6008 Scattered Sites	146000-020054-5	#1: Upgrade of smoke/fire detectors #2: Install carbon monoxide detectors	5,840.00	500.00	-	-	orig set up: added projects together for one line item
			<b>584,564.15</b>	<b>335,794.97</b>	<b>303,747.63</b>	<b>134,397.93</b>	<b>1460 Dwelling Structures</b>
6002 Grandview	146510-020055-2	#1: Ranges #2: Refrigerators	9,600.00	9,600.00	2,311.00	2,311.00	orig set up: added projects together for one line item
			<b>9,600.00</b>	<b>9,600.00</b>	<b>2,311.00</b>	<b>2,311.00</b>	<b>1465 Dwelling Equipment</b>
6003 Bakerview	147000-020058-3	asbestos abatement common areas	1,000.00	-	-	-	Adjustment #3, moved from to Baker Heights Feasibility Study Phase 2
Non Dwelling Structures & Equipment	147000-020059	Boiler Room Piping *A*	8,000.00	-	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study
			<b>9,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1470 Non Dwelling Structures</b>

**Annual Statement / Performance and Evaluation Report**

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

**Part 2: Supporting Pages**

Development	Acct	General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
6003 Bakerview	147510-020061-3	Replacement of hot water boiler	51,462.85	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	2,000.00	2,000.00	-	-	
6005 Scattered Sites	147510-020063-5	#1: Installation of outside Fire Extinguishers #2: Installation of fire extinguishers	1,601.00	-	-	-	orig set up: added projects together for one line item
Management Improvements	147510-020064	#1: New pcs #2: PC Upgrades #3: Printers	16,000.00	16,000.00	4,302.68	4,226.20	orig set up: added projects together for one line item. Purchase printer for Low rent director and prorated printer cost for administration department
Non Dwelling Structures & Equipment	147510-0200	Steam Cleaner					Machines were purchased from an EARLIER budget.
Non Dwelling Structures & Equipment	147510-020065	Microfilm Equipment/Record Storage	2,500.00	2,500.00	-	-	
Non Dwelling Structures & Equipment	147510-020066	man-lift	30,000.00	30,000.00	-	-	
			<b>103,563.85</b>	<b>101,962.85</b>	<b>55,765.53</b>	<b>55,689.05</b>	<b>1475 Non Dwelling Equipment</b>

**Annual Statement / Performance and Evaluation Report**

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

**Part 2: Supporting Pages**

Development	Acct	General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
Relocation	149510-020068-2	Relocation Costs (6-2)	2,000.00	376.63	376.63	376.63	
Relocation	149510-020069-3	Relocation Costs (6-3)	2,000.00	-	-	-	Adjustment #2, moved funds to Baker Heights Feasibility Study
			<b>4,000.00</b>	<b>376.63</b>	<b>376.63</b>	<b>376.63</b>	<b>1495 Relocation</b>
Contingency	150200-020071	Contingency	10,000.00	-	-	-	
			<b>10,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1502 Contingency</b>
<b>GRAND TOTAL</b>			<b>1,028,345.00</b>	<b>1,028,345.00</b>	<b>920,440.56</b>	<b>338,503.37</b>	

<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
<b>Part 3: Implementation Schedule</b>							
<b>Development #</b>	<b>All Fund Obligated Quarter Ending Date</b>			<b>All Funds Expended (Quarter Ending Date)</b>			<b>Reasons for Revised Target Dates</b>
	<b>Original</b>	<b>Revised</b>	<b>Actual</b>	<b>Original</b>	<b>Revised</b>	<b>Actual</b>	
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			

<b>Annual Statement / Performance and Evaluation Report</b>						
<b>Capital Fund Program</b>						
<b>Part 1: Summary</b>						
Housing Authority Name:		Comprehensive Grant Number		FFY of Grant Approval		
<b>Housing Authority of the City of Everett</b>		<b>WA19P006501-03</b>		<b>2003</b>		
<input 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 checked="" type="checkbox"/> <b>Performance and Evaluation Report for Program Year Ending 12-30-03</b>				
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		\$ 95,000.00	
3	1408	Management Improvements	\$ 15,000.00			
4	1410	Administration	\$ 67,688.56			
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	\$ 502,132.44		\$ 13,950.09	\$ 13,950.09
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 9,600.00		\$ 863.00	\$ 863.00
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			
<b>19</b>	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		<b>\$ 846,107.00</b>	<b>\$ -</b>	<b>\$ 109,813.09</b>	<b>\$ 14,813.09</b>
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 2: Supporting Pages**

Development	Acct	GL #	General Description of Major Work Categories	Qty	Original Estimated Cost	Reasons for Revised Target Dates	Obligated	Expended	Status of Work
Operations	1406	10001	central procurement /construction clerk SALARY	1	27,000.00	27,000.00	\$ 27,000.00	\$ -	Staff hired, time reflected on bi-monthly time sheets
Operations	1406	10002	human resource consultant	1	15,000.00	15,000.00	\$ 15,000.00	\$ -	Hired consultant firm to review and update personnel policies, safety manuals and hiring procedures
Operations	1406	10003	related training for capital funds	3	3,000.00	3,000.00	\$ -	\$ -	Funds needed to keep staff current with capital fund requirements, contracting and procurement regulations
Operations	1406	10005	technical information systems coordinator-SALARY	1	35,000.00	35,000.00	\$ 35,000.00	\$ -	Staff hired, time reflected on bi-monthly time sheets
Operations	1406	10007	central procurement /construction clerk BENEFITS		8,000.00	8,000.00	\$ 8,000.00	\$ -	Staff hired, time reflected on bi-monthly time sheets
Operations	1406	10008	technical information systems coordinator-BENEFITS		10,000.00	10,000.00	\$ 10,000.00	\$ -	Staff hired, time reflected on bi-monthly time sheets
<b>OPERATIONS</b>				<b>1406</b>	<b>98,000.00</b>	<b>98,000.00</b>	<b>95,000.00</b>	<b>-</b>	
Management Improvements	1408	10011-0	resident training (move to work, job related)		5,000.00	5,000.00	\$ -	\$ -	Funds need to help with i.e. ESL classes for apprentices who are employed through the trades unions to work with the Force Account Crew
Management Improvements	1408	10072-0	increase internet capability	2	5,000.00	5,000.00	\$ -	\$ -	Increase capability for internet communications
Management Improvements	1408	10012-0	modernization related software & training	4	5,000.00	5,000.00	\$ -	\$ -	Upgrade existing software used in modernization projects
<b>MANAGEMENT IMPROVEMENTS</b>				<b>1408</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>-</b>	<b>-</b>	

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

**Part 2: Supporting Pages**

Development	Acct	GL #	General Description of Major Work Categories	Qty	Original Estimated Cost	Reasons for Revised Target Dates	Obligated	Expended	Status of Work
Administration	1410	10018-0	Advertising Costs	multiple	1,000.00	1,000.00	\$ -	\$ -	Costs associated with advertising capital funds projects
Administration	1410	10017-0	Phone Costs	1	200.00	200.00	\$ -	\$ -	Fees needed for phone related costs associated with capital fund projects.
Administration	1410	10015-0	Staff Benefits	2	22,000.00	12,000.00	\$ -	\$ -	There was a reduction in the capital fund but we are to receive any additional amount. When the original notice was sent about the reduction, it was taken from the Grandview Major Renovation.
Administration	1410	10019-0	Staff Salaries	3	79,634.00	54,488.56	\$ -	\$ -	Since we have not received our Bonus dollars, the 1410 account must be reduced to go with the approved budget amount.
<b>ADMINISTRATION</b>				<b>1410</b>	<b>102,834.00</b>	<b>67,688.56</b>	<b>-</b>	<b>-</b>	
Fees and Costs	1430	10027-0	Plan Review Fees		2,000.00	2,000.00	\$ -	\$ -	Costs associated with plan reviewing for capitol fund projects
Fees and Costs	1430	10022-1	A&E for Baker Heights Projects and Feasibility Study	1	25,000.00	25,000.00	\$ -	\$ -	Continued effort in the feasibility study for the Baker Heights Development
Fees and Costs	1430	10022-2	A&E for Grandview Renovation		3,000.00	3,000.00	\$ -	\$ -	Continued effort in the major interior renovation of the Grandview homes development.

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

**Part 2: Supporting Pages**

Development	Acct	GL #	General Description of Major Work Categories	Qty	Original Estimated Cost	Reasons for Revised Target Dates	Obligated	Expended	Status of Work
Fees and Costs	1430	10022-0	Consultant for design layout of administration building		20,000.00	20,000.00	\$ -	\$ -	Hire consultant to review and advise how to better utilize the office space for the administration office.
<b>FEES AND COSTS</b>				<b>1430</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>-</b>	<b>-</b>	
6002: Grandview	1450	10030-2	landscaping	phased	7,036.00	7,036.00	\$ -	\$ -	Phase landscaping work at the Grandview Homes development
6004: Pineview	1450	10030-4	landscaping and/or creek beautification	Prelim	1,000.00	1,000.00	\$ -	\$ -	Phased work for the landscaping of the Pineview Apartments.
6004: Pineview	1450	10031-4	new parking areas, parking striping paved walks and surfaces	Prelim	2,000.00	2,000.00	\$ -	\$ -	Upgrade parking areas and striping to better utilize given parking spaces.
6004: Pineview	1450	10031-4	<b>Paved Walks/Surfaces/merged this project with the parking areas &amp; striping</b>						
6004: Pineview	1450	10032-4	steps and ramps	Prelim	1,000.00	1,000.00	\$ -	\$ -	Replacement of entry steps and ramps
6004: Pineview	1450	10033-4	Drainage	1	5,000.00	5,000.00	\$ -	\$ -	Upgrade drainage in low lying areas.
6004: Pineview	1450	10035-4	pole mounted lighting	1	5,000.00	5,000.00	\$ -	\$ -	Upgrade and install pole mounted lighting for tenant security.
6004: Pineview	1450	10034-4	Construction of fencing for private yards & enclosures	prelim	1,000.00	1,000.00	\$ -	\$ -	Construction of fencing for private yards & enclosures for tenant privacy.
6005: Scattered Sites	1450	10030-5	landscaping	Phased	10,000.00	10,000.00	\$ -	\$ -	Upgrade landscaping at scattered sites units
6005: Scattered Sites	1450	10034-5	fencing	107 lf	7,200.00	7,200.00	\$ -	\$ -	Replace fencing at scattered site units and enclose yards for tenant privacy

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

**Part 2: Supporting Pages**

Development	Acct	GL #	General Description of Major Work Categories	Qty	Original Estimated Cost	Reasons for Revised Target Dates	Obligated	Expended	Status of Work
6005: Scattered Sites	1450	10034-5	<b>merged with fencing:</b> Construction of fencing for private yards & enclosures	7					
6005: Scattered Sites	1450	10032-5	Upgrade ada compliance-exterior	6	1,500.00	1,500.00	\$ -	\$ -	Upgrade ADA exterior compliance at scattered site units.
<b>SITE IMPROVEMENTS</b>				<b>1450</b>	<b>40,736.00</b>	<b>40,736.00</b>	<b>-</b>	<b>-</b>	
6002: Grandview	1460	10046-2	replacement of small windows	phased	20,000.00	20,000.00	\$ 3,427.57	\$ 3,427.57	Replacement of small and large windows in conjunction with the major interior renovation
6002: Grandview	1460	10046-2	<b>merged with small windows:</b> replacement of large windows	phased					
6002: Grandview	1460	10048-2	installation of entry metal doors	phased	5,000.00	5,000.00	\$ -	\$ -	Replacement of entry doors in conjunction with the major interior renovation.
6002: Grandview	1460	10050-2	Major Interior Renovation	12	285,277.00	320,422.44	\$ 9,858.33	\$ 9,858.33	Because of the budget reduction and that we have not received our bonus dollars, the 1410 account had to be reduced to the 8%, which the budget had originally been reduced all from this work item.
6002: Grandview	1460	10060-2	hot water heater	12	4,200.00	4,200.00	\$ 664.19	\$ 664.19	Replacement of hot water heaters in conjunction with the major interior renovation.
6003: Bakerview	1460	10061-3	Upgrades or replacement to elevators and penthouses	2	40,000.00	40,000.00	\$ -	\$ -	Upgrades or replacement to elevators and penthouses, 1-04 in bidding process for Level 1 replacement of Elevator Modernization Report

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

**Part 2: Supporting Pages**

Development	Acct	GL #	General Description of Major Work Categories	Qty	Original Estimated Cost	Reasons for Revised Target Dates	Obligated	Expended	Status of Work
6003: Bakerview	1460	10062-3	Installation of dead bolts or level locks	151	3,020.00	3,020.00	\$ -	\$ -	Installation of dead bolts or level locks for better tenant security
6003: Bakerview	1460	10048-3	Installation of doors and frames	151	45,000.00	45,000.00	\$ -	\$ -	Installation of doors and frames in conjunction with the dead bolt project
6004: Pineview	1460	10054-4	Installation of wood /vinyl or aluminum siding	Phased	25,000.00	25,000.00	\$ -	\$ -	Installation of wood /vinyl or aluminum siding
6004: Pineview	1460	10042-4	Installation of wall insulation	Phased	2,000.00	2,000.00	\$ -	\$ -	Installation of wall and ceiling insulation in conjunction with the exterior siding replacement
6004: Pineview	1460	10042-4	<b>merged with wall insulation:</b> Installation of ceiling insulation	Phased					
6004: Pineview	1460	10029-4	Replacement of decks and rails	phased	30,000.00	30,000.00	\$ -	\$ -	Replacement of decks and rails
6005: Scattered Sites	1460	10054-5	Replacement of wood /vinyl or aluminum siding	Phased	3,500.00	3,500.00	\$ -	\$ -	Replacement of wood /vinyl or aluminum siding
6005: Scattered Sites	1460	10042-5	Install ceiling insulation	Phased	1,000.00	1,000.00	\$ -	\$ -	Install ceiling insulation
6005: Scattered Sites	1460	10052-5	Upgrade of smoke/fire detectors	87	1,740.00	1,740.00	\$ -	\$ -	Upgrade of smoke/fire detectors
6005: Scattered Sites	1460	10057-5	Installation of carbon monoxide detectors	25	1,250.00	1,250.00	\$ -	\$ -	Installation of carbon monoxide detectors
<b>DWELLING STRUCTURES</b>				<b>1460</b>	<b>466,987.00</b>	<b>502,132.44</b>	<b>13,950.09</b>	<b>13,950.09</b>	

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

**Part 2: Supporting Pages**

Development	Acct	GL #	General Description of Major Work Categories	Qty	Original Estimated Cost	Reasons for Revised Target Dates	Obligated	Expended	Status of Work
6002: Grandview	1465	10063-2	ranges	12	9,600.00	9,600.00	\$ 863.00	\$ 863.00	Replacement of ranges and refrigerators in conjunction with the major interior renovation project.
6002: Grandview	1465	10063-2	merged with ranges:refrigerator	12					
<b>DWELLING EQUIPMENT</b>				<b>1465</b>	<b>9,600.00</b>	<b>9,600.00</b>	<b>863.00</b>	<b>863.00</b>	
6005: Scattered Sites	1475	10071-5	Installation of outside Fire Extinguishers	25	450.00	450.00	\$ -	\$ -	Installation of outside Fire Extinguishers at scattered sites
Non Dwelling	1475	10070	Trash pump, snakes, plumbing air gun, welder, gator, mower, dollies, planner, pipe bender		20,000.00	20,000.00	\$ -	\$ -	Trash pump, snakes, plumbing air gun, welder, gator, mower, dollies, planner, pipe bender: Prices received for one Mule 3010 All Terrian Vehicle, pending delivery
Non Dwelling	1475	10006	Microfilm Equipment/Record Storage	phased	5,000.00	5,000.00	\$ -	\$ -	Microfilm Equipment /Record Storage In process of reviewing storage and how to best utilize the space available.
Non Dwelling	1475	10073	PC Upgrades/replacements	phased	5,500.00	5,500.00	\$ -	\$ -	PC Upgrades/ replacements prorated for each department
Non Dwelling	1475	10069	Printers and Copiers Maintenance and CFP Program	phased	20,000.00	20,000.00	\$ -	\$ -	Printers and Copiers Maintenance and CFP Program
<b>NON DWELLING EQUIPMENT</b>				<b>1475</b>	<b>50,950.00</b>	<b>50,950.00</b>	<b>-</b>	<b>-</b>	

<b>Annual Statement / Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
									<b>Part 2: Supporting Pages</b>
<b>Development</b>	<b>Acct</b>	<b>GL #</b>	<b>General Description of Major Work Categories</b>	<b>Qty</b>	<b>Original Estimated Cost</b>	<b>Reasons for Revised Target Dates</b>	<b>Obligated</b>	<b>Expended</b>	<b>Status of Work</b>
Relocation Costs	1495	10080-2	Relocation Costs (6-2)		2,000.00	2,000.00	\$ -	\$ -	Funds needed to pay relocation costs in unit is not a natural vacancy.
			<b>RELOCATION COSTS</b>	<b>1495</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>-</b>	<b>-</b>	
Contingency	1502	10081	Contingency		10,000.00	10,000.00	\$ -	\$ -	
			<b>CONTINGENCY</b>	<b>1502</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>-</b>	<b>-</b>	
			<b>TOTAL FOR THIS BUDGET</b>		<b>846,107.00</b>	<b>846,107.00</b>	<b>109,813.09</b>	<b>14,813.09</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	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 Improveme	30-Jun-05			30-Jun-07			
Administration	30-Jun-05			30-Jun-07			
Relocation	30-Jun-05			30-Jun-07			

<b>Annual Statement / Performance and Evaluation Report</b>						
<b>Capital Fund Program</b>						
					<b>Part 1: Summary</b>	
Housing Authority Name:		Comprehensive Grant Number		FFY of Grant Approval		
<b>Housing Authority of the City of Everett</b>		<b>WA19P006502-03</b>		<b>2003</b>		
				<b>Extra</b>		
<input type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision		
<input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/>		<b>Performance and Evaluation Report for Program Year Ending 12-30-04</b>		
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				
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	\$ 168,626.00			
11	1465.1	Dwelling Equipment-Nonexpendable				
12	1470	Non-dwelling Structures				
13	1475	Non-dwelling Equipment				
14	1485	Demolition				
15	1495.1	Relocation Cost				
16	1490	Replacement Reserve				
17	1498	Mod Used for Development				
18	1502	Contingency (may not exceed 8% of 19)				
<b>19</b>	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		<b>\$ 168,626.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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			

<b>Annual Statement / Performance and Evaluation Report</b>										
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>										
										<b>Part 2: Supporting Pages</b>
<b>Development</b>	<b>Acct</b>	<b>GL #</b>	<b>General Description of Major Work Categories</b>	<b>Qty</b>	<b>Original Estimated Cost</b>	<b>Revised Amount</b>	<b>Obligated</b>	<b>Expended</b>	<b>Status of Work</b>	
6002: Grandview	1460	10050-2	Major Interior Renovation	12	168,626.00					Bonus dollars from the 2003 Annual Statement, moved back into the work item where it was original decreased from. Major Renovation of the interior of the units at the Grandview Homes Development.
<b>TOTAL FOR THIS BUDGET</b>						<b>168,626.00</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	
6-2 Grandview	13-Feb-06			13-Dec-08			According to letter from HUD dated December 29, 2003 for award of bonus dollars for proper obligation and expending of previous grant fund budgets

Capital Fund Program Five-Year Action Plan Part 1: Summary		WA19P006501-04 EHA GL 505			
HA: Name: <b>Housing Authority of the City of Everett</b>	<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No.				
<b>Development Number/Name</b>		<b>2005 Year 2</b>	<b>2006 Year 3</b>	<b>2007 Year 4</b>	<b>2008 Year 5</b>
6001: Baker Heights		0.00	0.00	0.00	55,850.00
6002: Grandview		322,077.00	341,077.00	366,922.44	351,964.00
6003: Bakerview Apartments		76,000.00	77,500.00	20,000.00	91,693.00
6004: Pineview Apartments		63,000.00	62,000.00	125,896.00	52,500.00
6005: Scattered Sites					
6006: Scattered Sites (in with 6005)					
6008: Scattered Sites (in with 6005)		133,391.94	101,151.44	58,400.00	11,400.00
<b>A. Physical Improvements Sub-total (1460/1465)</b>		<b>594,468.94</b>	<b>581,728.44</b>	<b>571,218.44</b>	<b>563,407.00</b>
<b>B. Management Improvements (1408)</b>		5,000.00	5,000.00	14,500.00	8,000.00
<b>C. HA-Wide Non-Dwelling Structures and Equipment (1470/1475)</b>		45,249.50	43,990.00	48,000.00	54,000.00
<b>D. Administration (1410)</b>		1,700.00	1,700.00	1,700.00	1,700.00
<b>E. Other (1430/1495/1502)</b>		14,000.00	11,000.00	22,000.00	14,000.00
<b>F. Operations (1406)</b>		185,688.56	202,688.56	188,688.56	205,000.00
<b>G. Demolition (1485)</b>					
<b>H. Replacement Reserve</b>					
<b>I. Mod Used for Development</b>					
<b>J. Total CFP Funds</b>		846,107.00	846,107.00	846,107.00	846,107.00
<b>K. Total Non-CFP Funds</b>					
<b>L. Grand Total</b>		<b>846,107.00</b>	<b>846,107.00</b>	<b>846,107.00</b>	<b>846,107.00</b>
<b>anticipated capital fund amount</b>		846,107.00	846,107.00	846,107.00	846,107.00
		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 2-2005		Work Statement Year 3-2006		Work Statement Year 4-2007		Work Statement Year 5-2008	
			Quantity	Estimated Cost						
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
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	14,000.00
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								
524	1470	Community Center asbestos abatement (new hall)							1	1,000.00
529	1470	Community Center replacement of resilient flooring (new hall)							1	1,000.00
531	1470	Community Center plumbing upgrade							1	1,000.00
569	1470	Community Center (new hall) offices/additions/remodel							1	1,000.00
<b>SUB-TOTAL</b>				<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>55,850.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2005		Work Statement Year 3-2006		Work Statement Year 4-2007		Work Statement Year 5-2008	
			Quantity	Estimated Cost						
101	1450	landscaping/tree removal	multiple	2,000.00						
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	6,045.44		
150	1450	remove and abate underground oil tanks AFTER consultant has researed the best way to environmentally abate.					prelim	5,000.00		
204	1460	Installation of wood /vinyl or aluminum siding					prelim	10,000.00		
215	1460	Remove or replace chimneys					prelim	1,000.00		
220	1460	Replace small windows	Phase 5	10,000.00	Phase 6	10,000.00	Phase 7	10,000.00	Phase 8	10,000.00
221	1460	Replace large windows	Phase 5	10,000.00	Phase 6	10,000.00	Phase 7	10,000.00	Phase 8	10,000.00
233	1460	Construction of storage areas off of units	Phased	1,000.00	Phased	1,000.00	Phased	1,000.00	Phased	1,000.00
432	1460	Replacement of furnaces	Phased	20,000.00	Phased	20,000.00	Phased	20,000.00	Phased	20,000.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2005		Work Statement Year 3-2006		Work Statement Year 4-2007		Work Statement Year 5-2008	
			Quantity	Estimated Cost						
440	1460	bedroom window emergency egress compliance					prelim	1,000.00		
525	1470	Rec Center: Asbestos abatement					1	5,000.00		
529	1470	Rec Center: Installation of resilient flooring					1	5,000.00		5,000.00
586	1475	Rec Center: Range & Range Hood					1	500.00		1,000.00
587	1475	Rec Center: Refrigerator					1	600.00		1,000.00
588	1475	Rec Center: Dishwasher					1	700.00		500.00
all *s	*	1460 major interior renovation	In Year 1	12	269,477.00	12	290,477.00	12	269,477.00	293,864.00
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							
412	*	1460 range hoods & exhaust fans								
414	*	1460 dishwasher-optional	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							

Development Number/Name General Description of Major Work Categories				Work Statement Year 2-2005	Work Statement Year 3-2006	Work Statement Year 4-2007	Work Statement Year 5-2008					
Comp #	Acct #			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	
421	*	1460	bath vanities	1a								
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								
433	*	1460	hot water heater	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	1a								
447	*	1460	firewalls/draftwalls in attics and storage areas	1a								
449	*	1460	window coverings	1a								
450	*	1460	carbon monoxide detectors	1a								
454	*	1460	plumbing upgrade	1a								
222		1460	Install entry/fiberglass doors	1b								
412	*	1465	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
<b>SUB-TOTAL</b>						<b>322,077.00</b>		<b>341,077.00</b>		<b>366,922.44</b>		<b>351,964.00</b>

Development Number/Name General Description of Major Work Categories			Work Statement Year 2-2005		Work Statement Year 3-2006		Work Statement Year 4-2007		Work Statement Year 5-2008	
Comp #	Acct #		Quantity	Estimated Cost						
103 107 110	1450	Upgrade parking areas, install fencing and pole mounted lights	phased	20,000.00						
120	1450	Upgrade sanitary lines			1	5,000.00				
123	1450	Irrigation System			Prelim	1,000.00				
221	1460	Replacement of large windows	phased	50,000.00	phased	50,000.00				
223	1460	Wood Doors			Prelim	1,000.00				
224	1460	Replacement of glass entry doors with electronic openers							upgrades	20,000.00
228	1460	Upgrade exterior stairs with railings, doors, locks							8 floors	25,000.00
229	1460	Installation of building mounted site lights			1	6,500.00				
236	1460	Upgrade existing vestibules							upgrades	10,000.00
244	1460	Upgrade resident recreation rooms, beauty shop, north lounge	1	5,000.00						
245	1460	Upgrade other rooms for resident use, library	1	1,000.00						
249	1460	ADA Compliance			Prelim	1,000.00				
407	1460	asbestos flooring abatement							prelim	5,000.00
410	1460	Replacement of kitchen floor							prelim	5,000.00
412	1460	Installation of exhaust fans for ranges							Prelim	1,693.00
416	1460	Bath Tile Vinyl flooring							Prelim	5,000.00
417	1460	Bath Resilent Flooring							Prelim	5,000.00
418	1460	Bath Fixtures							Prelim	5,000.00
420	1460	Bath Accessories							Prelim	5,000.00

Development Number/Name General Description of Major Work Categories			Work Statement Year 2-2005		Work Statement Year 3-2006		Work Statement Year 4-2007		Work Statement Year 5-2008	
Comp #	Acct #		Quantity	Estimated Cost						
421	1460	Bath Vanities							Prelim	5,000.00
441	1460	Upgrade of smoke/fire detectors			151	10,000.00				
529	1470	Maintenance Shop, replace flooring			1	3,000.00				
608	1460	Security Card Access System with Camera Monitoring					upgrades	20,000.00		
<b>SUB-TOTAL</b>					<b>76,000.00</b>		<b>77,500.00</b>		<b>20,000.00</b>	<b>91,693.00</b>

Development		Work Statement		Work Statement		Work Statement		Work Statement		
Number/Name General		Year 2-2005		Year 3-2006		Year 4-2007		Year 5-2008		
Description of Major Work										
Comp #	Acct #	Categories	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
101	1450	landscaping and/or creek beautification							Upgrades	500.00
103	1450	new parking areas, parking striping							Upgrades	500.00
104	1450	Paved Walks/Surfaces							Upgrades	500.00
106	1450	steps and ramps							Upgrades	500.00
109	1450	Drainage							Upgrades	500.00
111	1450	Installation of furniture (fixed)	prelim	1,000.00						
112	1450	Construction of fencing for private yards & enclosures	34	10,000.00						
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	Phased	25,000.00	Phased	25,000.00	Phased	25,000.00		
207	1460	Installation of wall insulation/replacement	Phased	5,000.00	Phased	5,000.00	Phased	5,000.00		
208	1460	Installation of ceiling insulation/replacement	Phased	5,000.00	Phased	5,000.00	Phased	5,000.00		
229	1460	building mounted site lights			Prelim	10,000.00				
231	1460	Replacement of decks and rails	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	5,000.00	Phased	5,000.00	phased	58,396.00	Phased	50,000.00
441	1460	Upgrade smoke/fire detectors					prelim	2,500.00		
<b>SUB-TOTAL</b>				<b>63,000.00</b>	<b>62,000.00</b>	<b>125,896.00</b>	<b>52,500.00</b>			

		Work Statement Year 2-2005			Work Statement Year 3-2006		Work Statement Year 4-2007		Work Statement Year 5-2008		
Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	
204	1460	Replacement of wood /vinyl or aluminum siding	Phased	20,000.00	Phased	20,000.00	Phased	20,000.00			
208	1460	Install ceiling insulation	Phased	1,991.94	Phased	1,000.00	Phased	1,000.00			
212	1460	Replacement of asphalt or fiberglass shingles			phased	30,000.00	phased	25,000.00			
219	1460	Replacement of Gutters and downspouts	phased	5,000.00	Phased	5,000.00					
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 (s)	phased	15,000.00	phased	5,000.00	phased	5,000.00	phased	5,000.00	
305	1475	Installation of outside Fire Extinguishers									
405	1460	Abatement	Phased	1,000.00	Phased	1,000.00	Phased	1,000.00	Phased	1,000.00	
410	1460	Replacement of kitchen floor	Phased	5,400.00	Phased	5,400.00	Phased	5,400.00	Phased	5,400.00	
417	1460	Replacement of bath resilient flooring					prelim	1,000.00			
454	1460	plumbing upgrade			phased	12,329.44					
		Explore option for selling 1 or more of the scattered sites units (see 1430 for funded work item)									
				<b>133,391.94</b>			<b>101,151.44</b>			<b>58,400.00</b>	<b>11,400.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2005		Work Statement Year 3-2006		Work Statement Year 4-2007		Work Statement Year 5-2008	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
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
629 630	1406	Operations for Staff Personnel for completing the capital fund projects	1	137,688.56	1	139,688.56	1	140,688.56	1	142,000.00
				<b>185,688.56</b>		<b>202,688.56</b>		<b>188,688.56</b>		<b>205,000.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2005		Work Statement Year 3-2006		Work Statement Year 4-2007		Work Statement Year 5-2008	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
602	1408	development preventive maintenance program					prelim	2,000.00		
604	1408	disaster planning & training					1	3,000.00		
605	1408	facility maintenance training for maintenance staff					1	500.00		
607	1408	asset managemnt assessment of exisiting property					1	1,000.00		
609	1408	mgmt study (includes disaster recovery)					1	1,000.00		
610	1408	resident training (move to work, job related)	1 or more	5,000.00	1 or more	5,000.00	1 or more	5,000.00	1 or more	5,000.00
617	1408	phone line costs for dial in capability					prelim	1,000.00		
618	1408	increase internet capability							1 or more	1,000.00
619	1408	ccs software & windows upgrade								
620	1408	modernization related software & training							1	1,000.00
621	1408	energy audit					prelim	1,000.00		
622	1408	preparation of a low income home ownership plan							prelim	1,000.00
				<b>5,000.00</b>		<b>5,000.00</b>		<b>14,500.00</b>		<b>8,000.00</b>

Number/Name General Description of Major Work Categories		Work Statement Year 2-2005		Work Statement Year 3-2006		Work Statement Year 4-2007		Work Statement Year 5-2008		
Comp #	Acct #	Quantity	Estimated Cost							
627	1410	Advertising Costs	multiple	1,500.00	multiple	1,500.00	multiple	1,500.00	multiple	1,500.00
628	1410	Phone Costs	1	200.00	1	200.00	1	200.00	1	200.00
		<b>1410</b>	<b>1,700.00</b>	<b>1,700.00</b>	<b>1,700.00</b>	<b>1,700.00</b>	<b>1,700.00</b>	<b>1,700.00</b>	<b>1,700.00</b>	

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2005		Work Statement Year 3-2006		Work Statement Year 4-2007		Work Statement Year 5-2008	
			Quantity	Estimated Cost						
632	1430	Plan Review Fees		1,000.00				2,000.00		
633	1430	A&E for Baker Heights Projects and Feasibility Study						1,000.00		
634	1430	A&E for Grandview Projects						1,000.00		
635	1430	A&E for Grandview Renovation						1,000.00		
636	1430	A&E for Bakerview Projects						1,000.00		
637	1430	A&E for Pineview Projects						1,000.00		
638	1430	A&E for SS (ALL) Projects						1,000.00		
641	1430	Consultant for design layout of administration building						1,000.00		
641	1430	A&E for Admin Building						1,000.00		
<b>1430</b>				<b>1,000.00</b>		<b>-</b>		<b>10,000.00</b>		<b>-</b>
642	1495	Relocation Costs (6-1)		1,000.00						
642	1495	Relocation Costs (6-2)		2,000.00		1,000.00		2,000.00		2,000.00
642	1495	Relocation Costs (6-3)								2,000.00
<b>1495</b>				<b>3,000.00</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>14,000.00</b>		<b>11,000.00</b>		<b>22,000.00</b>		<b>14,000.00</b>

		Development		Work Statement		Work Statement		Work Statement		Work Statement	
		Number/Name General		Year 2-2005		Year 3-2006		Year 4-2007		Year 5-2008	
		Description of Major Work									
Comp #	Acct #	Categories		Quantity	Estimated Cost						
639	1470	Redesign of Admin building									
117	1470	Underground Electrical Distribution *A*				1	500.00				
120	1470	Sanitary Lines *A*				1	500.00				
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"				Upgrades	740.00				
245	1470	Other Rooms (Kitchen) (conference) *A*		1	3,000.00						
247	1470	Storage Rooms (basement) *A*				2	3,000.00				
304	1460	sanitary distribution				1	500.00				
319	1470	Boilers *A*				prelim	500.00				
320	1470	Boiler Room Piping *A*									
321	1470	Abate Lagging *A*				1	500.00				
350	1470	HVAC System *A*				Prelim	500.00				
401	1470	Wall and Ceiling Construction *A*				1	500.00				
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						
436	1470	Electrical Panel, fuses, circuit breakers serving Administration Building				1	500.00				

Development Number/Name General Description of Major Work Categories			Work Statement Year 2-2005		Work Statement Year 3-2006		Work Statement Year 4-2007		Work Statement Year 5-2008	
Comp #	Acct #		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
437	1470	Electric Wiring (wiring, outlets and other devices that distribute electricity The Administration Building)			6	500.00				
441	1470	Smoke & Fire Detectors *A*			2	1,000.00				
577	1475	Maintenance Truck Replacement	1	15,000.00	1	15,000.00	1	15,000.00	1	15,000.00
581 624	1475	Microfilm Equipment/Record Storage	phased	5,000.00	phased	5,000.00	phased	5,000.00	phased	5,000.00
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	5,000.00		
614	1475	PC Upgrades/replacements					Prelim	5,000.00		
615	1475	replace/upgrade current server @ admin office	phased	14,000.00	phased	14,000.00	phased	14,000.00	phased	14,000.00
616	1475	home/emergency preparedness	prelim	1,000.00						
623	1475	purchase and install remote locations hardware	prelim	1,000.00						10,000.00
	1475	Replacement of radio system with cell phones								5,000.00
625	1475	Printers and Copiers Maintenance and CFP Program								5,000.00
				<b>45,249.50</b>	<b>43,990.00</b>		<b>48,000.00</b>		<b>54,000.00</b>	

**Wa006e04**  
**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.

**Wa006f04**  
**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

January 12, 2004  
Bud Alkire  
Executive Director  
Everett Housing Authority  
P.O. Box 1547  
Everett, WA 98206

Dear Mr. Alkire,

The members of the Resident Advisory Board (RAB) are writing to you to communicate our comments and recommendations on the service and operations of the Everett Housing Authority. As you are aware, the RAB is the standing body representing tenants of EHA's Public Housing and participants of Section 8 voucher program. The RAB forms a crucial and required part of the Annual Plan process, and appreciates the fact that the EHA recognizes the importance of our input.

The Annual Plan 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 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 communicate to other tenants. In 2003, the RAB met monthly to learn about and comment on EHA activities and programs. This letter has been prepared in order to provide management the opportunity to consider our observations regarding the impact and effectiveness of the Housing Authorities business policies and practices. 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 and hope that this dialog continues to be both informative and supportive of EHA's mission to provide quality services.

Sincerely,

Raymond Bradburn  
Chairman

RAB Members:

Raymond Bradburn  
Sylvia May  
Gabriele Bartholomew  
Ananda Portal  
Marcele Mauchamer  
Warren Hemminger  
Peggy Dayton  
Dave Goldsmith  
James Vest  
Jay Cole

Staff

Kathy Reiff – Director of Administrative Services, EHA  
Sara Ashead – Rental Officer of the EHA  
Kevin Walling – Policy & Research Assistant, EHA  
Bonnie Davis – Information & Referral Specialist, EHA

Regular Attendees

Ken Middlesworth

## Issues of the RAB

During the preceding year, the RAB has made a number of suggestions regarding EHA practices that have resulted in significant changes the RAB views as positive.

We would also like to note that while the RAB and EHA have taken continual strides working together to improve the lives of our residents, many issues are as yet unresolved. The RAB looks forward to continued dialog with the EHA to offer its support, guidance and constructive criticism of EHA activities.

We have outlined below issues of concern for the RAB in the coming year:

### Resident Participation and the RAB

As we discussed in last years letter, the RAB believes that continued resident participation in RAB meetings is a key element of success for the RAB. Part of the RAB memberships role is to communicate issues and concerns back to the residents of the EHA. Attracting new residents to participate in the RAB will also ensure the continued success and longevity of the RAB.

In order to further this goal, the RAB throughout the coming year will meet from time to time at different locations to attract resident participation. 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.

In 2003, staff took efforts to attract new RAB membership. Unfortunately, these efforts were largely unfruitful. Therefore, we support EHA's continued efforts to attract new members to the RAB. The RAB members will in turn seek to implement creative ways to attract new membership.

### Smoking Policy

This year, the RAB has continued an ongoing discussion concerning the desirability of smoking within our Public Housing units. We invited the Snohomish Health District to join our discussion, and they offered their knowledgeable services to further educate our residents concerning the dangers of smoking. Following this meeting staff reported that the EHA is interested in creating smoke free zones in its senior buildings, and will conduct a study as well as prepare a plan to create smoke free zones in these buildings in the coming year. We encourage EHA to move forward with this project, with the ultimate goal of creating smoke-free family housing.

### Baker Heights Redevelopment Plan

The RAB voices its support of the Baker Heights Redevelopment Plan. The RAB encourages resident involvement in the planning process, and would like to be kept well informed of developments as the project moves along.

### Beautification/Community Building Activities

In the coming year, the RAB would like to expand its participation in such activities as the Beautification Ceremony and the other community building activities. The RAB appreciated the opportunity to participate in the discussions regarding expenditure of Resident Participation Funding and was very supportive of money being spent to support Beautification Ceremony activities in 2003.

The RAB would like to see the commitment of Resident Participation Funding to such activities again in 2004.

The RAB would also like to voice continued support of EHA activities in pursuit of grant opportunities, as well as the continued support of existing grant programs. The RAB applauds the successes of the S.O.S. Program, as well as the Ross and Neighborhood Networks. These resources are very important to the families who are working hard to establish self-sufficiency through education and employment. The RAB also recognizes that through the efforts of the Service Coordination, senior and disabled residents are benefiting from programs such as nutrition education, and other economic supports including food stamps, energy assistance and medical care. The continuation and expansion of these programs is vital to building strong communities within Public Housing, and provides the keys of opportunity to our residents.

#### Income Disregards

In certain cases, determined by HUD regulations, the EHA currently disregards income earned by participants when calculating their rent payment. The RAB continues 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. These deductions could significantly benefit low-income families ability to leverage limited income to achieve the economic stability necessary to work towards financial security. Deducting these payments from the rent calculation will lessen the impact of these events on low-income families.

#### Waitlist

One of the RAB's primary concerns continues to be the most vulnerable groups of our community, which include, but not necessarily limited to: (1) homeless families or families in transitional housing, (2) low-income victims of domestic violence, (3) the extremely low-income elderly and (4) extremely low income disabled individuals or families with a disabled member. The RAB urges EHA to continue to partner with other agencies and to seek out new funding for these special groups.

During 2003, the EHA conducted research concerning these groups on our wait lists at the behest of RAB members, and confirmed the suspicion that these groups are growing in numbers. EHA must react to meet this growing need. Although the RAB recognizes the difficulty of providing a preference on EHA wait lists for these groups, the RAB encourages special thought and consideration be given to these groups, and looks forward to hearing about innovative strategies to meet the needs of these groups, such as the continued growth of set-aside project based vouchers and innovative partnerships with other community agencies.

#### Public Housing Community Service Requirement

The RAB suggests that without additional HUD funding for such a program, the success of the program is liable to be quite nominal compared to goal expectation to provide residents meaningful experiences and to give back to the community. While the labor of a volunteer may arguably be free, program support functions that ensure placement assistance and compliance monitoring, is not. The RAB hopes that HUD will make additional funding available for the proper administration of the Community Service Requirements, or that without such funding, that Congress will overturn the Community Service Requirement.

### RAB Newsletter

The RAB would like to express its frustration that the newsletters that were supposed to have followed our 2001, 2002 editions during 2003 are still unaccomplished as of 2004. The RAB feels that a newsletter concerning RAB activities would prove to be an invaluable information tool to convey current RAB and EHA activities. The newsletter may act as a catalyst to attract new members. While the RAB understands that this is a new venture, and takes time to get off the ground, the RAB would like to begin its official newsletter sometime in the early half of 2004.

### Family Self-Sufficiency & Welfare-To-Work Programs

The RAB is impressed by the successful execution of the Family Self-Sufficiency and Welfare-To-Work programs during the year 2003. Family Self-Sufficiency is a crucial program that provides help for individuals and families to identify goals and plans for economic self-sufficiency, as well as providing financial support for independent living through the creation and maintenance of an escrow account from which participants can draw funds once they successfully graduate from the program. RAB believes that service coordination to meet the needs of our families is very desirable, and looks forward to the continued growth of the program in 2004.

### Homeownership Programs

The RAB supports the continuation of Homeownership Programs in 2004. However, because the Homeownership Programs offered by the EHA and funded by HUD are limited in scope and funding, the opportunities for participation of Public Housing residents is isolated to an insular minority of applicants. Therefore, while the RAB supports such programs, they should not be funded at the expense of other critical programs that support the growth and economic independence of many of our program participants and residents. The RAB would also, like to point out that rental assistance is so necessary for low-income people that continued availability of rent assistance should remain a higher priority than helping a few to achieve home ownership.

### Utilize Technology

Since the RAB's creation, the RAB has been interested in utilizing technological resources to improve the lives of EHA residents, as well increasing communication between the EHA and residents through the use of technology. The Neighborhood Networks Program has been key in providing access to computers and other modern office/business equipment for our residents. We support the continuation and expansion of the program to train as many of our residents as possible on the utilization of modern technological resources.

During 2003, the EHA has begun the process of updating and improving its website. The RAB supports these activities, since one of the interrelated goals of the website is to communicate EHA activities to its residents. The RAB looks forward to the websites development in the upcoming year.

### Maintenance

An ongoing concern of the RAB is communication between maintenance staff and residents. The RAB applauds the Maintenance Department for its ongoing efforts to meet resident's needs as promptly and adequately as possible. The RAB recognizes that a number of interrelated factors can delay responses to resident requests for maintenance assistance, but continues to look forward to improvements in the communication system and staff time allocation in the coming year.

As improvements in the communication system take shape, the RAB encourages Maintenance Department personnel to consider two interrelated issues. First, residents would like a clearer understanding of how long they may be expected to wait once a work order has been requested before receiving service response to that work order request. Secondly, residents would like it to be made clearer whom they should contact when they have a question or suggestion and would like to have a personal and prompt response.

### Recycling

RAB understands that recycling continues to be a challenge. Many recyclable items are currently thrown out as refuse, because a recycling program is cost prohibitive for EHA at this time. The costs to individuals to recycle is also high because of the unavailability of recycling businesses to pick up many types of items, the high cost of recycling certain items and residents lack of transportation to conveniently dispose of refuse.

In the coming year, RAB encourages the EHA to pursue recycling alternatives for all recyclable items. We also encourage the continuing consideration of recycling efforts for the existing and proposed Public Housing redevelopments.



# ***Housing Authority of the City of Everett***

*COMMISSIONERS*  
Jay Cole  
David Dorsey  
George Perez, Jr.  
Lyle Ryan  
Michael Sells  
Barbara Yates

wa006h01  
ATTACHMENT H

**Everett Housing Authority  
Final Responses To Resident Advisory Board And  
Other Public Comments  
On The  
Year 2004 - 2005 Agency Annual Plan**

March 16, 2004

## MEMORANDUM

RE: Resident Advisory Board (RAB) Annual Plan Letter

The attached document represents the EHA's response to the RAB Annual Plan Letter for 2004. The comments of the Resident Advisory Board are presented in italics before each response. RAB comments are not reproduced in full here. Please review the attached RAB letter for the full comments of the RAB. Wherever possible, the language is taken directly from the RAB's letter to the Executive Director.

Thank you,

Bud Alkire  
Executive Director  
Everett Housing Authority  
425-303-1102  
buda@evha.org

ISSUE	RAB CONCERN	EHA RESPONSE
<p><u>Resident Participation and the RAB</u></p>	<p>...RAB believes that continued resident participation in RAB meetings is a key element of success for the RAB. Part of the RAB memberships role is to communicate issues and concerns back to the residents of the EHA. Attracting new residents to participate in the RAB will also ensure the continued success and longevity of the RAB.</p> <p>In order to further this goal, the RAB throughout the coming year will meet from time to time at different locations... plan occasional staff forums in the neighborhoods...</p> <p>In 2003, staff took efforts to attract new RAB membership. Unfortunately, these efforts were largely unfruitful. Therefore, we support EHA's continued efforts to attract new members to the RAB. The RAB members will in turn seek to implement creative ways to attract new membership.</p>	<p>EHA will continue to make efforts on behalf of and in conjunction with RAB members to attract new membership. EHA recognizes the importance of attracting new membership to the RAB. New membership and guest participants at RAB meetings ensure the ongoing vitality of the discussions and the dissemination of information. EHA staff will continue to support the RAB to develop participation through the use of resident focus groups and forums in the coming year.</p>
<p><u>Smoking Policy</u></p>	<p>This year, the RAB has continued an ongoing discussion concerning the desirability of smoking within our Public Housing units. We invited the Snohomish Health District to join our discussion, and they offered their knowledgeable services to further educate our residents concerning the dangers of smoking. Following this meeting staff reported that the EHA is interested in creating smoke free zones in its senior buildings, and will conduct a study as well as prepare a plan to create smoke free zones in these buildings in the coming year. We encourage EHA to move forward with this project, with the ultimate goal of creating smoke-free family housing.</p>	<p>EHA, following the recent RAB meeting that focused on smoking, will remain open and supportive of well-developed proposals for the Board to consider designating specific areas as non-smoking.</p>
<p><u>Baker Heights Redevelopment Plan</u></p>	<p>The RAB voices its support of the Baker Heights Redevelopment Plan. The RAB encourages resident involvement in the planning process, and would like to be kept well informed of developments as the project moves along.</p>	<p>The Housing Authority plans to make a Phase I presentation of the Mithune Report to the RAB in the near future. EHA will remain committed throughout the life of the project to keep RAB members well informed, and we hope to incorporate their input into the project.</p> <p>One RAB Representative from the Baker Heights neighborhood has been a resident representative</p>

		<p>during the Phase I planning effort. She will continue to represent residents in future planning efforts. It is the EHA's intent to use a variety of communication methods to convey information about future Baker Heights redevelopment activity.</p>
<p>Beautification /Community Building Activities</p>	<p>...RAB would like to expand its participation in such activities as the Beautification Ceremony and the other community building activities. The RAB appreciated the opportunity to participate in the discussions regarding expenditure of Resident Participation Funding... and...would like to see the commitment of Resident Participation Funding to such activities [as Beautification Ceremony] again in 2004.</p> <p>The RAB would also like to voice continued support of EHA activities in pursuit of grant opportunities, as well as the continued support of existing grant programs. The RAB applauds the successes of the S.O.S. Program, as well as the Ross and Neighborhood Networks. The RAB also recognizes that through the efforts of the Service Coordination, senior and disabled residents are benefiting from programs such as nutrition education, and other economic supports including food stamps, energy assistance and medical care. The continuation and expansion of these programs is vital...</p>	<p>The EHA appreciates the RAB's willingness to actively participate in the many of the Housing Authority's resident's civic activities. EHA is pleased to see that the RAB and Management continue to be in agreement that the Resident Participation Funding dollars should be committed to such activities as Beautification Ceremony.</p> <p>EHA appreciates that RAB recognizes the importance of grant funding to the success of our programs. EHA recognizes that healthy lives are developed not only from roofs over people's heads, but from the kinds of social services that grant funding can provide. New challenges and directions are developing for grant funding in 2004, and EHA looks forward to working with RAB throughout the year in support of our families.</p>
<p>Income Disregards</p>	<p>In certain cases, determined by HUD regulations, the EHA currently disregards income earned by participants when calculating their rent payment. The RAB continues 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. These deductions could significantly benefit low-income families ability to leverage limited income to achieve the economic stability necessary to work towards financial security. Deducting these payments from the rent calculation will lessen the impact of these events on low-income families.</p>	<p>The Housing Authority will explore the use of income disregards to assist our clients in new and creative ways in 2004. Current indications are that in 2004 and 2005, Housing Authorities will continue to face significant funding reductions. EHA appreciates that residents find additional economic supports beneficial as they strive to move towards economic self-sufficiency. However, budget reductions make the feasibility of additional income reductions unlikely in the near future.</p>

<p><u>Waitlist</u></p>	<p>One of the RAB’s primary concerns continues to be... (1) homeless families or families in transitional housing, (2) low-income victims of domestic violence, (3) the extremely low-income elderly and (4) extremely low income disabled individuals or families with a disabled member. The RAB urges EHA to continue to partner with other agencies and to seek out new funding for these special groups.</p> <p>During 2003, the EHA conducted research concerning these groups on our wait lists at the behest of RAB members, and confirmed the suspicion that these groups are growing in numbers. Although the RAB recognizes the difficulty of providing a preference on EHA wait lists for these groups... and looks forward to hearing about innovative strategies to meet the needs of these groups, such as the continued growth of set-aside project based vouchers and innovative partnerships with other community agencies.</p>	<p>EHA is proud to report an exciting new direction to support these vulnerable groups in 2004. With the hopeful and likely acquisition of Timber Hill Apartments in 2004, the Housing Authority will expand transitional housing unit offerings to families. Currently, EHA offers transitional housing opportunities in conjunction with the Center for Battered Women and Housing Hope. These new transitional housing units at Timber Hill will be offered in conjunction with Catholic Community Services (CCS). CCS will provide for supportive services in conjunction with ten Timber Hill units. The EHA looks forward to reporting the success of Timber Hill to the RAB throughout the coming year.</p> <p>EHA continues to serve primarily extremely low-income families in its public housing &amp; voucher programs. In excess of 75% of new voucher participants fall into this extremely low-income category. EHA is able to achieve this level of service through a general preference for such applicants. EHA believes it is important to keep this approach so that all eligible families are treated similarly.</p>
<p>Public Housing Community Service Requirement</p>	<p>The RAB suggests that without additional HUD funding for such a program, the success of the program is liable to be quite nominal compared to goal expectation to provide residents meaningful experiences and to give back to the community. While the labor of a volunteer may arguably be free, program support functions that ensure placement assistance and compliance monitoring, is not. The RAB hopes that HUD will make additional funding available for the proper administration of the Community Service Requirements, or that without such funding, that Congress will overturn the Community Service Requirement.</p>	<p>EHA agrees with the RAB that without proper funding to pay for the administrative aspects of the Community Services Requirement, the impact of the program will be significantly diminished. EHA looks forward to the positive effects the program may have on the community, but also recognizes the goals of the program must be realistic.</p>

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<p>RAB Newsletter</p>	<p>The RAB would like to express its frustration that the newsletters that were supposed to have followed our 2001, 2002 editions during 2003 are still unaccomplished as of 2004. The RAB feels that a newsletter concerning RAB activities would prove to be an invaluable information tool to convey current RAB and EHA activities. The newsletter may act as a catalyst to attract new members. While the RAB understands that this is a new venture, and takes time to get off the ground, the RAB would like to begin its official newsletter sometime in the early half of 2004.</p>	<p>EHA is supportive of the RAB desire for the creation of a new newsletter in 2004. The EHA goal is to create a public housing newsletter on a regular basis, which will include RAB communications. This newsletter will also be distributed to Section 8 participants to keep them abreast of current developments.</p>
<p>Family Self-Sufficiency &amp; Welfare-To-Work Programs</p>	<p>The RAB is impressed by the successful execution of the Family Self-Sufficiency and Welfare-To-Work programs during the year 2003. Family Self-Sufficiency is a crucial program that provides help for individuals and families to identify goals and plans for economic self-sufficiency, as well as providing financial support for independent living through the creation and maintenance of an escrow account from which participants can draw funds once they successfully graduate from the program. RAB believes that service coordination to meet the needs of our families is very desirable, and looks forward to the continued growth of the program in 2004.</p>	<p>EHA remains committed to the funding and continuation of these programs. As the year progresses, we will report successes of the program to the RAB, as well as keep them informed of any upcoming obstacles to the programs funding.</p>

<p><u>Homeownership Programs</u></p>	<p>The RAB supports the continuation of Homeownership Programs in 2004. However, because the Homeownership Programs offered by the EHA and funded by HUD are limited in scope and funding, the opportunities for participation of Public Housing residents is isolated to an insular minority of applicants. Therefore, while the RAB supports such programs, they should not be funded at the expense of other critical programs that support the growth and economic independence of many of our program participants and residents. The RAB would also, like to point out that rental assistance is so necessary for low-income people that continued availability of rent assistance should remain a higher priority than helping a few to achieve home ownership.</p>	<p>The Housing Authority agrees with the RAB’s observation that most of our clients are not appropriate to participate in the homeownership programs, and it is likely that homeownership will always be a small portion of EHA’s efforts. EHA will always be committed to assisting very low income &amp; extremely low income families. We do however participate a continued growth in homeownership efforts &amp; have learned that homeownership is a realistic goal for some of our families.</p>
<p>Utilize Technology</p>	<p>Since the RAB’s creation, the RAB has been interested in utilizing technological resources to improve the lives of EHA residents, as well increasing communication between the EHA and residents through the use of technology...</p>	<p>The Housing Authority has also began the revamping of it’s website, to ensure the accessibility and usability of the website to our clients. We are exploring fast loading speeds for slower personal computers, as well as translated information for our English as a second language clientele. The website will be up and running by late spring, with continued improvements implemented throughout the year.</p>
<p>Maintenance</p>	<p>An ongoing concern of the RAB is communication between maintenance staff and residents. The RAB applauds the Maintenance Department for its ongoing efforts to meet resident’s needs as promptly and adequately as possible. The RAB recognizes that a number of interrelated factors can delay responses to resident requests for maintenance assistance, but continues to look forward to improvements in the communication system and staff time allocation in the coming year.</p>	<p>The EHA recognizes the frustration that can be caused by delay in response to maintenance issues, and appreciates the understanding and patience that our residents provide us in the delivery of these services. There are many needs to be filled, and limited man-hours to fulfill those needs. However, the Construction &amp; Maintenance Department is committed to providing the best service possible and will continue to explore new strategies to improve response to client’s individual needs.</p>

<p><u>Recycling</u></p>	<p>RAB understands that recycling continues to be a challenge. Many recyclable items are currently thrown out as refuse, because a recycling program is cost prohibitive for EHA at this time...</p> <p>In the coming year, RAB encourages the EHA to pursue recycling alternatives for all recyclable items...</p>	<p>The EHA is happy to report that we have been able to secure a recycler whom is willing to pick up electronic and other recyclable items from our residents at minimum cost. This new service will help our clients to be able to recycle responsibly, conveniently and affordably.</p>
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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
- 5) EHA Board Resolution Approving the Comprehensive Plan



## **Admissions and Occupancy Policy**

### **Housing Authority Policy Statement**

The Everett Housing Authority is committed to providing quality affordable housing that is decent and safe, to eligible families in this community. The Everett Housing Authority will strive to make the best use of all available resources so that residents may live in an environment that is clean, well maintained and attractive. The Housing Authority's goal is to manage public housing units in a manner that is consistent with financially sound property management practices. The Everett Housing Authority will endeavor to create a community that will instill pride and a desire for an enhanced quality of life for residents in public housing. The Everett Housing Authority is committed to serving residents and the entire community in a manner that demonstrates professional courtesy, respect and caring.

This Admissions and Occupancy Plan for the Public Housing Program is designed to demonstrate that the Everett Housing Authority is managing its program in a manner that reflects its commitment to improving the quality of housing available to its public, and its capacity to manage that housing in a manner that demonstrates its responsibility to the public trust.

The purpose of this Admissions and Occupancy Policy (AOP) is to establish policies and procedures for the Everett Housing Authority (EHA) staff to follow in determining eligibility for admissions and residency. These policies and procedures for admissions and occupancy are binding upon applicants, residents, and the EHA.

This Admissions and Occupancy Policy defines the Everett Housing Authority's policies for the operation of the Public Housing Program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

## **1.0 Statement of Non-Discrimination and Fair Housing Policy**

It is the policy of the Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws and with rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. The EHA will comply with all laws relating to Civil Rights, including;

*Title VI of the Civil Rights Act of 1964* which prohibits discrimination based on race, color, or national origin in programs receiving Federal financial assistance.

*Title VIII of the Civil Rights Act of 1968* (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988), which prohibits discrimination based on race, color, religion, national origin, sex, familial status (including children under the age of 18 living with parents or legal custodians, single women without other children who are pregnant or people in the process of receiving custody of children under 18) or handicap in the sale, rental, or advertising of housing.

*Executive Order 11063*, which requires HUD to take whatever action is necessary to prohibit discrimination based on race, color, national origin, religion, creed, or sex, in housing receiving Federal financial assistance.

*Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on handicap in programs receiving Federal financial assistance.

*The Age Discrimination Act of 1975*, which prohibits discrimination based on Age in programs receiving Federal financial assistance.

*Title II of the Americans with Disabilities Act.*

Any applicable State laws or local ordinances and any legislation protecting individual rights of tenants, applicants or staff that may subsequently be enacted.

The Everett Housing Authority will not discriminate against any applicant or tenant at any stage of the admissions and the occupancy process because of race, color, national origin, religion, creed, sex, age, handicap, or familial status. The EHA will not deny a person admission to public housing, provide housing which is different than that provided others, subject a person to segregation or disparate treatment, restrict a person's access to any benefit enjoyed by others in connection with the public housing program, treat a person differently in determining eligibility or other requirements for admission, deny a person access to the same level of services, or deny a person the opportunity to participate in a planning or advisory group which is an integral part of the public housing program, on the basis of race, color, national origin, religion, creed, sex, age, handicap, or familial status.

The Everett Housing Authority will not intimidate, threaten, or take any retaliatory action against any applicant or tenant because of a person's participation in civil rights activities or assertions of civil rights.

The Everett Housing Authority will not deny physically handicapped persons an opportunity to apply for public housing due to inaccessible application offices.

The Everett Housing Authority will not assign employees in a way which would result in discrimination against applicants or tenants.

The Everett Housing Authority will make sure that all employees who are involved in the admissions and occupancy process are familiar with HUD's non-discrimination requirements.

The Everett Housing Authority will provide handicapped applicants and tenants with reasonable accommodations of handicaps in the operation of the public housing program, including reasonable accommodations in physical structures and grounds, policies, procedures, rules and regulations. The Everett Housing Authority's main office at 3107 Colby and its offices located at 1401 Poplar and 2705 15<sup>th</sup> are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by a TDD/TTY telephone.

The Everett Housing Authority will prominently display a fair housing poster at any office where applications are taken and every project building (including residential buildings with a shared entrance). Posters and housing information are displayed in locations throughout the EHA's offices and buildings in such a manner as to be easily readable from a wheelchair.

The EHA shall not discriminate because of race, color, sex, religion, familial status, disability, national origin, marital status, or sexual orientation in the leasing, rental, or other disposition of housing or related facilities, including land, that is part of any project or projects under the EHA's jurisdiction covered by a contract for annual contributions under the United States Act of 1937, as amended, or in the use or occupancy thereof.

The Everett Housing Authority will maintain the information HUD needs to determine that the public housing program is being operated in a non-discriminatory manner. In particular, the Everett Housing Authority will maintain information of the race, ethnicity (Hispanic or Non-Hispanic) sex, and age of the head of household of all families which submit an application for admission and of all tenants in occupancy.

No preference will be shown any applicant because of political affiliation or acquaintance with any public official at the Federal, state, or local level.

In addition there shall be no discrimination against any applicant receiving part of or all of his income from public assistance, providing such applicants are otherwise eligible for admission.

The EHA shall not automatically deny admission to a particular group or category of otherwise qualified applicants (e.g., families with children born to unmarried parents, elderly families with pets).

To further its commitment to full compliance with applicable Civil Rights laws, the PHA will provide Federal/State/local information to public housing residents regarding "discrimination" and any recourse available to them if they believe they are victims of discrimination. Such information will be made available to them during the resident orientation session.

Applicants and tenants may submit their alleged discrimination complaints and also receive more technical information and details by contacting HUD at the following address and telephone numbers:

Fair Housing Enforcement Center  
U.S. Department of Housing and Urban Development  
Seattle Federal Office Building  
909 First Avenue, Room 205  
Seattle, Washington 98104-1000

(206) 220-5170  
1-800-877-0246  
TDD/TTY (206) 220-5185

If after contacting the local office nearest you, you still have questions you may contact HUD further at:

U.S. Department of Housing and Urban Development  
Office of Fair Housing and Equal Opportunity  
451 7<sup>th</sup> Street, S.W, Room 5204  
Washington, D.C. 20410-2000

(202) 708-0836  
1-800-669-9777  
TDD/TTY 1-800-927-9275

## 2.0 Service and Reasonable Accommodations Policy

It is the policy of EHA to be service oriented in the administration of our housing Programs, and to exercise and demonstrate a high level of professionalism while providing housing services to the families within our jurisdiction.

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Everett Housing Authority housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the Everett Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation.

### A. Federal Americans with Disabilities Act of 1990 Definition of "disability"

With respect to an individual, the term "disability," as defined by the 1990 Act means:

1. A physical or mental impairment that substantially limits one or more of the major life activities of an individual;
2. A record of such impairment; or
3. Being regarded as having such impairment. (The disability may not be apparent to others, i.e., a heart condition).

### B. Undue Burden

1. Requests for reasonable accommodation from persons with disabilities will be granted upon verification that they meet the need presented by the disability and they do not create an "undue financial and administrative burden" for the EHA, meaning an action requiring "significant difficulty or expense."
2. In determining whether accommodation would create an undue burden, the following guidelines will apply:
  - a. The nature and cost of the accommodation needed;
  - b. The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; and

- c. The number of persons employed at such facility, the number of families likely to need such accommodation, the effect on expenses and resources, or the likely impact on the operation of the facility as a result of the accommodation.
  - d. Whether the administrative burden incurred is one that would require a fundamental alteration of essential functions of the Housing Authority (i.e., waiving a family obligation), in which case the request would be denied because of “undue” administrative burden to the agency.
3. When the Housing Authority identifies a client with both an accommodation request and a specific implementation plan to meet the need for accommodation, the EHA may deem the request to be reasonable but not the implementation plan. EHA in this case will present an alternative plan to accommodate the request, which it deems to be reasonable.
  4. If the EHA finds that the requested accommodation creates an undue administrative or financial burden, the Housing Authority will either deny the request and/or present an alternative accommodation that will still meet the need of the person.
  5. The EHA will provide a written decision to the person requesting the accommodation within a reasonable time. If a person is denied the accommodation or feels that the alternative suggestions to accommodate are inadequate, they may request an informal hearing to review the EHA’s decision.
  6. Reasonable accommodation will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

## **2.1 Verification of a Request for Accommodation**

- A. All requests for accommodation or modification of a unit will be verified with a reliable, knowledgeable professional.
- B. Requests for reasonable accommodation from persons with disabilities will Be granted upon verification that they meet the need presented by the disability.

- C. The PHA will require verification from a knowledgeable professional when a request for a home visit re-certification is submitted.

## **2.2 Other Accommodations**

- A. If the tenant request as a reasonable accommodation that they be permitted make physical modifications at their own expense, the EHA will generally approve such request if it does not violate codes or affect the structural integrity of the unit.
- B. Any request for an accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.
- C. Reasonable accommodation as it affects eligibility the Everett Housing Authority utilizes organizations that provide assistance for hearing and sight-impaired persons when needed.
- D. Families will be offered an accessible unit, upon request by the family, when an accessible unit is available.
- E. The Housing Authority will refer families who have persons with disabilities to agencies in the community that offer services to persons with disabilities.

### 3.0 Services for Non-English Speaking Applicants and Residents

- A. The EHA will endeavor to have bilingual staff or other means of providing access for people who speak languages other than English in order to assist non-English speaking families. The Housing Authority will consider providing translation of EHA documents upon request by an applicant or tenant.
  
- B. In determining whether it is feasible to translate documents into other languages, the EHA will consider the following factors:
  - 1. Number of families in the Everett service jurisdiction who do not speak English and speak other languages.
  
  - 2. Estimated cost to the EHA per client of translation of English written documents into the other language.
  
  - 3. Evaluation of the need for translation by the bi-lingual staff and by agencies that work with the non-English speaking clients.
  
  - 4. The availability of local organizations to provide translation services to Non-English speaking families.

#### **4.0 Family Outreach**

- A. The EHA will publicize and disseminate information to make known the availability of housing units and housing-related services for low-income families on a regular basis.
- B. The EHA will communicate the status of housing availability to other service providers in the community. The PHA will advise them of housing eligibility factors and guidelines in order that they can make proper referrals for those who seek housing.
- C. When the Everett Housing Authority's waiting list is open, the Housing Authority will periodically publicize the availability and nature of housing assistance for low-income families in a newspaper of general circulation, including local minority publications and other suitable means.

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## 5.0 Right to Privacy

- A. Applicants and participants, including all adults in their households, are required to sign the form HUD-9886, "Authorization for Release of Information and Privacy Act Notice." This document incorporates the Federal Privacy Act Statement and describes the conditions under which HUD will release family information.
- B. The EHA's policy regarding release of information is to comply with State and local laws that may restrict the release of family information. Typically, any applicant or tenant information will not be released unless there is a signed release of information request from the applicant or tenant.

## 5.1 Record Retention Policy

- A. All information regarding applicant and participant families will be collected in accordance with the above standards. Such information shall remain on file at EHA during the family's participation in our Public Housing program, and for five years thereafter. EHA keeps a computer database of all past clients, including basic identifying information and some information on their past tenancy.
- B. As described in Section 7.7, any criminal record requested by the EHA pertaining to an applicant or participant will be destroyed after the record has served the immediate use for which it was requested.

## **6.0 Other Public Housing Compliance Objectives**

### **6.1 Required Postings**

In each of its offices, the Everett Housing Authority will post, in a conspicuous place that the following policies and procedures are available upon request.

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy
- B. Notice of the status of the waiting list (opened or closed)
- C. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and Resident Facilities and operation hours
- D. Income Limits for Admission
- E. Excess Utility Charges
- F. Utility Allowance Schedules (If applicable)
- G. Current Schedule of Routine Maintenance Charges
- H. Dwelling Lease
- I. Grievance Procedure
- J. Fair Housing Poster
- K. Equal Opportunity in Employment Poster
- L. Any current Housing Authority Notices

### **6.2 Public Housing Management Assessment System Objectives**

- A. The EHA operates its public housing program efficiently and can demonstrate that it uses its resources in a manner that reflects its commitment to quality and service. The EHA policies and procedures are consistent with the Public Housing Assessment System (PHAS) outlined in 24 CFR Parts 901 and 902.

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- B. The EHA continuously assesses its program and consistently strives to make improvements. The EHA acknowledges that its performance ratings are important for maintaining flexibility and authority. The EHA intends to manage its program operations diligently and to be in full compliance with PHAS.

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## **7.0 Conditions Governing Eligibility**

This section identifies the Authority's policies regarding admission to public housing tenancy. These policies are specifically designed to avoid concentrations of the most economically and socially deprived families in any one or all of the Authority's developments, and attain a tenant population within each development that reflects generally the income levels of lower income families in the City of Everett.

### **7.1 Family Definition:**

Any person, or group of persons desiring to reside together whose income and resources are available to meet the family's needs and who are related by blood, marriage or operation of law, or who either already have established or certify that they intend to establish a permanent household relationship.

### **7.2 Availability of Appropriate Units and Household Size**

In order for an applicant to be considered for admission to EHA's public housing program, the EHA must have an appropriate public housing program, the EHA must have an appropriate size and type of dwelling unit, and type of building or development, in its public housing inventory. The EHA has no units with more than six (6) bedrooms and has no reasonable process for creating a larger size unit. Consequently, households with more than thirteen (13) members are ineligible for admission.

### **7.3 Income Eligibility**

Income eligibility is defined as the family's annual income at the time of admission, and cannot exceed the income limits for occupancy established by HUD.

- A. To be eligible for admission to Baker Heights, Grandview, Bakerview and Pineview developments the family's annual income must be within the low-income limit set by HUD i.e. not exceeding 80% of the median income relevant to the family size.
- B. To be eligible for admission to scattered sites units the family's annual income must be within the very low-income limit set by HUD. Family income cannot exceed 50 % of the median income relevant to the family size.

- C. Income limits apply only at initial admission and are not applicable for continued occupancy or for transfers.
- D. Income limits do apply to applicants currently residing in other subsidized housing, including tenant based assistance programs and public housing operated by another housing authority.
- D. If the EHA acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
- E. In accordance with Federal Law, properties operated by the Housing Authority under the Section 8 project-based assistance program shall have no less than 40% of the dwelling units available for tenants of extremely low income. "Extremely low income" means that the family earns no more than 30% of the area median income relevant to the family size. (24CFR 5.653)

#### **7.4 Citizenship/Eligible Immigration Status**

- A. In order to receive assistance, a family member must be a U.S. Citizen or eligible immigrant. Individuals who are neither may elect not to contend their status. Eligible immigrants are persons who are in one of the six immigrant categories as specified by HUD.
- B. For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

#### **7.5 Mandatory Social Security Numbers (24CFR 5.216 )**

- A. Families are required to provide verification of Social Security numbers for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to the program.
- B. Failure to furnish verification of social security numbers is grounds for denial of admission or termination of tenancy.
- C. For Applicants:

At the time the Authority is determining an applicant's eligibility under the Public Housing Program (which would include the entire time the applicant is waiting for assistance), that applicant must submit:

1. Complete and accurate Social Security Numbers (SSNs) assigned to the applicant and to each member of the applicant's household who is at least six (6) years of age,  
AND  
Documentation of these SSNs.  
OR
2. Certification that a SSN has not been assigned to the applicant, or to a given member of the applicant's household. Statement to this effect in the signed application for assistance shall count as certification.

D. For Tenants:

Once a tenant has disclosed and verified SSNs, or submitted the certification that no SSN has been assigned, subsequent disclosure and verification, or certification, is required only under the following circumstances:

1. If the tenant's household adds a new member, at the next interim or regularly scheduled re-examination which includes the new member, the participant must submit:
  - a. Complete and accurate Social Security Numbers (SSNs) assigned to the new member(s)  
AND  
Documentation of these SSNs  
OR
  - b. Certification that a SSN has not been assigned to the new member(s).

E. Documentation of SSN's shall be in accordance with HUD guidelines.

## 7.6 Consent Forms

- A. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
- B. The consent form must contain, at a minimum, the following:

1. A provision authorizing HUD or the Housing Authority to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and
2. A provision authorizing HUD or the EHA to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
3. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
4. A provision authorizing the EHA to verify all relevant information related to eligibility and suitability for admission including income, assets, deductions, references, and criminal history; and
5. A provision authorizing the EHA to request information from the INS when one or more household members declares non citizen status.

## **7.7 Screening for Criminal and Drug-related Behavior**

Purpose: The intent of federally assisted housing is to provide a safe and supportive living environment free from crime and drug activities. EHA emphasizes a drug-free housing policy, encourages safe streets, community involvement, self-help activities, and connections with the network of community supports. EHA also undertakes standardized background checks on all applicants.

### **A. HUD Definitions:**

1. "Drug-related criminal activity" is the illegal manufacture, sale, distribution, use possession with intent to manufacture, sell, distribute or use a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).
2. Drug-related criminal activity means on or off the premises, not just on or near the premises.

3. "Criminal activity" includes any criminal activity that threatens the health, safety or right to peaceful enjoyment of the resident's public housing premises by other residents or employees of the EHA.

B. Screening Procedure:

1. In an effort to prevent drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or the right to peaceful enjoyment of the premises by other residents, the EHA will endeavor to screen applicants as thoroughly and fairly as possible.
2. Initial screening will include routine inquiries on all applicants through:
  - a) Standardized application questions
  - b) Law enforcement records
  - c) 3<sup>rd</sup> party review of criminal offenses
  - d) Other appropriate sources
3. If, as a result of the initial screening, there is indication that any family member has engaged in drug-related criminal or violent criminal activity, EHA may conduct closer inquiry to determine whether the family should be denied admission. EHA will not be obligated to conduct any additional search that it considers an unreasonable administrative burden on the agency.

C. Standard For Violation

1. Persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity are ineligible for admission to Public Housing for a five-year period beginning on the date of such eviction.
2. No member of the applicant's family may have engaged in drug related or violent criminal activity within the past 5 years. In addition, applicants may be denied assistance for serious crimes or numerous crimes that suggest a pattern of behavior that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents, even if such crimes were committed more than 5 years in the past.

3. The Housing Authority will permanently deny admission to public housing persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.
4. The Everett Housing Authority will deny participation in the program to applicants where EHA determines there is reasonable cause to believe that the person is illegally using a controlled substance or engages in criminal activity. The same will apply if it is determined that the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. This includes cases where the EHA determines that there is a pattern of illegal use of controlled substances or a pattern of alcohol abuse.
5. The Everett Housing Authority will deny participation in the program if any member of the applicant household is currently subject to a registration requirement under any State sex offender registration program.
6. In evaluating evidence of negative past behavior, the EHA will give fair consideration to the seriousness of the activity with respect to how it would affect other residents, and/or likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation.
7. The Housing Authority may waive this requirement if:
  - a. The person demonstrates successful completion of a rehabilitation program approved by the EHA, or
  - b. The circumstances leading to the eviction no longer exist. for example, the individual involved in drugs is no longer in the household because the person is incarcerated.

D. Other Criminal Activity

For the purposes of this policy, "other criminal activity" is construed to mean history of criminal activity involving crimes of actual or threatened violence to persons or property, or a history of other criminal acts, conduct

or behavior which would adversely affect the health, safety, or welfare of other residents.

E. Evidence

1. The Housing Authority must have evidence of the violation.
2. "Preponderance of evidence" is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proven more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred. Preponderance of evidence is not determined by the number of witnesses, but by the greater weight of all evidence.
3. "Credible evidence" may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence, can be considered credible evidence. Other credible evidence includes documentation of drug raids or arrest warrants, evidence gathered by EHA inspectors and/or investigators and information provided by credible sources to the EHA through phone calls, letters and walk-in visitors.
4. The EHA may pursue fact-finding efforts as needed to obtain credible evidence.

F. Confidentiality of Criminal Records

1. The Everett Housing Authority will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated.
2. When the criminal record is no longer of current use, it will be removed from the applicant's file and destroyed. The record will be "no longer of current use" at the time when the applicant's hearing rights have expired. If it becomes necessary to consult a record that has been destroyed, EHA may request a new copy of a criminal record.

G. Disclosure of Criminal Records to Family

1. When EHA takes any adverse action based on a criminal conviction record, the applicant will be provided an opportunity to dispute the

record at an informal hearing. The record will be available for the applicant's review prior to and during the hearing.

#### H. Hearings

1. If information is revealed that would cause the EHA to deny admission to the household and the person disputes the information, she or he will be given an opportunity for an informal hearing. (See Section 8.6)

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## 8.0 Receipt of Applications

- A. Unless application taking is suspended, the EHA will accept a written from any person or family who wants to apply for public housing, even if an informal discussion shows that the applicant may not be eligible.
- B. Applications will be submitted on EHA's standard application form. The application includes all the information EHA needs to determine whether the family can be admitted to public housing, what kind of unit the family will need, and what priority the family will have for admission.
- C. Completed application packets will be received, in person at EHA's central office during posted hours. Incomplete application will not be accepted. Where it is medically or geographically impossible for the applicant to put in an application in person, EHA will make arrangements for an application to be taken in the home, by mail, or through the assistance of another agency.
- D. The completed application will be date stamped, marked for time and initialed. All application will be processed to the extend necessary to determine whether the applicant appears to be eligible and suitable for tenancy.
- E. Initially, applications may be received and placed in the application pool without verification of information provided. However prior to being offered housing assistance, applicants will be required to meet eligibility, suitability, and other admission criteria, and to comply with EHA's procedures for verification of information provided.
- F. The EHA will retain for five years a copy of the application, the notification letter(s), the applicant's responses (if any), the record of any informal review meetings, and a statement of final disposition.

## 8.1 Opening and Closing the Waiting List

- A. Any action to open or close EHA 's the waiting list will be announced with a public notice. stating That applications for public housing will again be accepted. The public Notice will state where, when, and how to apply. In the case of opening of the waiting list the notice will also state any limitation on who may apply. Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed.

- B. All notices will be published in a general circulation newspaper. The notice will include the Fair Housing logo or slogan and will be in compliance with Fair Housing requirements.

## **8.2 Families Nearing the Top of the Waiting List**

- A. To assure that the data upon which determinations of eligibility, rent to be paid, and size of dwelling required are to be based are full, true and complete, the information submitted by each applicant is to be verified prior to admission. Verification procedures are described in Section \_\_\_\_\_.

## **8.3 Purging the Waiting List**

- A. The Everett Housing Authority will update and purge its waiting list periodically ensure that the pool of applicants reasonably represents the interested families for whom the EHA has current information, i.e. applicant's address, family composition, income category, and preferences.
- B. The waiting list will be purged by sending a mailing to all applicants. The mailing will ask for current information and confirmation of continued interest.
- C. When an applicant who has not been in contact within a specified period fails to respond within ten (10) days to the written mailing she or he will be removed from the waiting list. If the mailing is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.
- D. If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person suffering from a disability that caused the failure to respond request a reasonable accommodation or the applicant has initiated contact with EHA within 90 days.

## **8.4 Removal of Applicants From the Waiting List**

- A. The Everett Housing Authority will remove an applicant's name from the waiting list when:

1. The applicant requests in writing that the name be removed;
2. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program;
3. The applicant does not meet either the eligibility or suitability criteria for the program;
4. An applicant has rejected, without good cause, an offer of housing. Good cause is defined for the purposes of this Section in Section 11.3(B).

## **8.5 Notification of Negative Actions**

- A. Any applicant determined ineligible or removed from the waiting list will be notified by the EHA, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review.
- B. The notification of negative action letter will indicate that the applicant's name has been removed from the waiting list because they fail to respond within the specified ten (10) day timeframe.
- C. The EHA's system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, EHA will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. (An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.)

## **8.6 Informal Hearing**

- A. If the Housing Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the EHA will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal hearing on the decision within 10 business days of the denial.

- B. Actions Subject to Informal Hearing Request: Except as provided in below, an applicant for assistance has the right to request an Informal Hearing of a Housing Authority decision that:
1. Determines the applicant to be ineligible and/or unsuitable for admission;
  2. Determines that the applicant does not meet EHA's admission standards;
  3. Determines that the Authority does not have an appropriate size and type of unit in its inventory;
  4. Determines that an applicant does not qualify for a preference.
- C. Actions Not Subject to Informal Hearing Request: an applicant does not have the right to request an Informal Hearing in order to:
1. Object to a decision previously subject to an Informal Hearing
  2. Review discretionary administrative determinations by the Authority or to consider general policy issues or class grievances.
- D. Request for Informal Hearing: The Informal Hearing must be requested in writing by the applicant within ten (10) business days of the Authority's action. The written request must indicate:
1. The action(s) taken by the Authority for which the review is requested;
  2. The reason(s) why the applicant feels the action(s) was (were) improper or incorrect;
  3. The corrective actions desired by the applicant;
  4. Whether the applicant desires to meet personally with the person conducting the hearing to present oral objections to the decision. If the applicant does not specifically indicate the desire for a personal meeting, the Authority shall assume that such a meeting is not being requested and the Authority shall proceed with a review of the objection without the need for a personal meeting;
  5. Whether the applicant desires to submit additional written objections to the decision, in which case such written objections must be submitted

within five business (5) days of the applicant's request for the Informal Hearing.

E. Conduct of the Informal Hearing:

1. The Informal Hearing may be conducted by any person or persons designated by the Authority, except the person who made or approved the initial decision or a subordinate of that person;
2. The Informal Hearing shall be conducted within ten(10) business days of receipt of the applicant's request except that the Hearing shall be conducted within 25 days of such receipt when the applicant requests the opportunity to present additional oral or written material at applicant's own expense;
3. The applicant shall have the opportunity to present written or oral objections to the Authority's decision, examine evidence, question witnesses and present witnesses and other evidence;
4. The applicant may retain legal counsel or other representation at the applicant's own expense;
5. Following the Informal Hearing, the person conducting the Informal Hearing shall notify the applicant in writing of the result of the Informal Hearing, including the Authority's final decision and the reason for it. The written notice of the result of the Informal Hearing shall be mailed or handed to the applicant no later than ten (10) business days after the completion of the Informal Hearing;
6. Failure of the participant to appear at the time and place designated for the Informal Hearing shall constitute grounds for an immediate termination of the Informal Hearing procedure. In such case, the participant may not request an additional Informal Hearing on any matters included in the original request. If the client is late to the hearing appointment by fifteen minutes or more, this will be considered a failure to appear. At its discretion, EHA may consider rescheduling a missed hearing, if the client can document to the Housing Authority's satisfaction that the hearing was missed for a legitimate reason, and provide good reason that the client did not notify the Housing Authority in advance of their inability to appear at the scheduled time.

- F. Notification of Right to Informal Hearing: when making any decision(s) which are subject to an applicant's right to request an Informal Hearing the Authority will give the applicant a written notice which includes:
1. The decision made and a brief explanation of the reasons for it;
  2. Notice that the applicant may request an Informal Hearing of the decision;
  3. The procedure for the applicant to follow to obtain the Informal Hearing.

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## **9.0 Verification Requirements**

### **9.1 Items to be Verified**

- A. All income not specifically excluded by the regulations.
- B. Zero-income status of household. Zero income applicants and residents will be required to complete a family expense form on a monthly basis .
- C. Current assets including assets disposed of for less than fair market value in preceding two years.
- D. Child care expense where it allows an adult family member to be employed or to further his or her education.
- E. Total medical expenses of all family member in households whose head or spouse is elderly or disabled.
- F. Disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus which allow an adult family member to be employed.
- G. U.S. citizenship/eligible immigrant status.
- H. Social Security numbers for all family members.
- I. Preference status, based upon Housing Authority preferences.
- J. Disability for determination of preferences, allowances or deductions.

### **9.2 Effective Term of Verifications**

- A. For admissions, verifications will be considered valid if dated no earlier than 60 days prior to the admission date.
- B. For annual reexaminations, verifications will be considered valid if dated no earlier than 120 days prior to the effective date of the reexamination.
- C. For interim reexaminations, only those factors that have changed must be verified. Verifications of information that has changed will be considered valid if dated no earlier than 120 days prior to the effective date of the reexamination.

- D. With regard to information not normally subject to change (such as elderly status based on age, social security numbers, etc.) verification of this information will be valid indefinitely, unless the EHA has reason to believe that the information has changed.

### **9.3 Acceptable Methods of Verification**

- A. Third-Party verification is to be used whenever possible.
  - 1. Written third party verification is the preferred method of verification. The EHA's request for verification shall state why the EHA is requesting this information and include a release and consent statement signed by the applicant. The EHA shall send verification forms directly to the third party, not through the applicant. and shall receive verification directly from the third party, not through the applicant.
  - 2. Oral third party is the next most acceptable form of verification, if written third party is not feasible. Such verification shall be a written record of a contact made with the appropriate third party, either in person or by telephone. This written record shall document the facts obtained, the time and date of the contact, the specific party who provided the information, etc., and shall be completed and signed by the appropriate EHA staff person.
- B. Review of Documents provided by the application is also an acceptable form of verification, particularly if third party verification is impossible, is delayed, or if the information does not require third party verification. Such verification may take the following forms:
  - 1. Copies of the document (unless copying is prohibited by law), or the documents themselves.
  - 2. Written record of the facts obtained by viewing the appropriate documents, including time and date document was viewed, and signed and dated by the appropriate EHA staff person.
- C. Applicant/Tenant Certification is acceptable as verification only if other forms of verification are impossible. Such certification must take the form of a notarized statement or a signed affidavit.

### **9.4 Verification of Income**

A. Employment Income

Acceptable methods of verification include, EHA employment verification form completed by the employer, check stubs or earning statements which indicates the employee's Gross pay, frequency of pay and year to date earnings, W-2 forms plus income tax return forms; and income tax returns signed by the family may be used for verifying self-employment income, or income from tips and other gratuities.

B. Social Security, Pensions, Supplementary Security Income (SSI), Disability income.

Acceptable methods of verification include, EHA benefit verification form completed by agency providing benefits, computer report electronically obtained or in hard copy, award or benefit notification letters prepared by the providing agency; and bank statements for direct deposits.

C. Unemployment Compensation

Acceptable methods of verification include, computer report electronically obtained or in hard copy, stating payment dates and amounts, EHA verification form completed by the unemployment compensation agency, and payment stubs.

D. Welfare Payments of General Assistance

Acceptable methods of verification include, EHA verification form completed by payment provider, written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months, computer generated Notice of Action, and computer generated list of recipients from Welfare Department.

E. Alimony or Child Support Payments

1. Acceptable methods of verification include, copy of a separation or settlement agreement or a divorce decree stating amount and type of support and payment schedules, a notarized letter from the person paying the support, copy of latest check and/or payment stubs from Court Trustee, and family's self certification of amount received and of the likelihood of support payments being received in the future, or that support payments are not being received.

2. If payments are irregular, the family must provide, a copy of the separation or settlement agreement, or a divorce decree stating the amount and type of support and payment schedules, a statement from the agency responsible for enforcing payments to show that the family has filed for enforcement, a notarized affidavit from the family indicating the amount(s) received, a welfare Notice of Action showing amounts received by the welfare agency for child support; and a written statement from an attorney certifying that a collection or enforcement action has been filed.

F. Net Income from a Business

1. In order to verify the net income from a business, the EHA may need IRS and financial documents from prior years and use this information to anticipate the income for the next 12 months.
2. Acceptable methods of verification include, IRS Form 1040, (including Schedule C, [Small Business], Schedule E [Rental Property Income], and Schedule F [Farm Income]), audited or un-audited financial statement(s) of the business, credit report or loan application, documents such as manifests, appointment books, cash books, bank statements, and receipts will be used as a guide for the prior six months to project income for the next 12 months, the family's self-certification/notarized statement as to net income realized from the business during previous years.

G. Recurring Gifts

The family must furnish a certification that contains the following information: the person who provides the gifts; the value of the gifts; the regularity (dates) of the gifts; and the purpose of the gifts. EHA may send a form to the gift giver in order to receive third-party verification of the gift.

H. Zero Income Status

Families claiming to having no income will be required to execute verification forms to determine that forms of income such as unemployment benefits, AFDC, SSI, etc. are not being received by the household. The EHA may check records of other departments in the jurisdiction (such as government agencies) that have information about income sources of customers. Current tenants claiming no income must report on a monthly basis as long as their income stays at zero, and may be required to complete a form detailing their monthly expenses.

I. Full-Time Student Status

Verification of full-time student status may include, a written verification from the registrar's office or other school official verifying school attendance, and school records indicating enrollment for sufficient number of credits to be considered a full-time student by the educational institution.

J. Income from Assets

1. Savings Account Interest Income and Dividends. Acceptable verifications include, account statements, passbooks, certificates of deposit, or EHA verification forms completed by the financial institution, broker's statements showing value of stocks or bonds and the earnings credited the family and/or earnings can be obtained from current newspaper quotations or oral broker's verification; and IRS Form 1099 from the financial institution, provided that the EHA must adjust the information to project earnings expected for the next 12 months.
2. Interest Income from Mortgages or Similar Arrangements. Acceptable verification includes, a letter from an accountant, attorney, real estate broker, the buyer, or a financial institution stating interest due for next 12 months, and amortization schedule showing interest for the 12 months following the effective date of the certification or re-certification.
3. Net Rental Income from Property Owned by Family. Acceptable verification includes, IRS Form 1040 with Schedule E (Rental Income), copies of latest rent receipts, leases, or other documentation of rent amounts, documentation of allowable operating expenses of the property (tax statements, insurance invoices, bills for reasonable maintenance and utilities, and bank statements or amortization schedules showing monthly interest expense), lessee's written statement verifying rent payments to the family and family's notarized statement as to net income realized.

K. Verification of Assets

1. Family Assets will be verified by, verification forms, letter, or documents from a financial institution or broker, passbooks, checking account statements, certificates of deposit, bonds,

or financial statements completed by a financial institution or broker, quotes from a stock broker or realty agent as to net amount family would receive if they liquidated securities or real estate, real estate tax statements if the approximate current market value can be deduced from assessment, financial statements for business assets, copies of closing documents showing the selling price and the distribution of the sales proceeds, appraisals of personal property held as an investment, and family's notarized statement describing assets or cash held at the family's home or in safe deposit boxes.

2. Assets Disposed of for Less than Fair Market Value (FMV) during the two years preceding effective date of certification or re-certification.

a. For all Certifications and Re-certifications, the EHA will obtain the family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding the effective date of the certification or re-certification.

b. If the family certifies that they have disposed of assets for less than fair market value, verification is required that shows, all assets disposed of for less than Fair Market Value, the date they were disposed of, the amount the family received, and the market value of the assets at the time of disposition. Third party verification will be obtained wherever possible.

L. Verification of Allowable Deductions From Income

1. Child Care Expenses

a. Acceptable verifications must specify the child care provider's name, address, telephone number, Social Security Number or TIN, the names of the children cared for the number of hours the child care occurs the rate of pay, and the typical yearly amount paid, including school and vacation periods.

2. Medical and Disability Assistance Expenses

- a. Families who claims medical expenses or expenses to assist a person(s) with disability will be required to submit a certification as to whether or not any expense payments have been, or will be, reimbursed by an outside source. All expense claims will be verified by one or more of the methods listed below:
1. Written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, of (a) the anticipated medical costs to be incurred by the family and regular payments due on medical bills; and (b) extent to which those expenses will be reimbursed by insurance or a government agency.
  2. Written confirmation by the insurance company or employer or employer of health insurance premiums to be paid by the family.
  3. Written confirmation from the Social Security Administration's of Medicare premiums to be paid by the family over the next 12 months. A computer printout will be accepted.
  4. For attendant care:
    - a. A reliable, knowledgeable professional's certification that the assistance of an attendant is necessary as a medical expense and a projection of the number of hours the care is needed for calculation purposes.
    - b. Attendant's written confirmation of hours of care provided and amount and frequency of payments received from the family or agency or copies canceled checks the used to make those payments) or stubs from the agency providing the services.
  5. Receipts, canceled checks, or pay stubs that verify medical costs and insurance expenses likely to be incurred in the next 12 months.
  6. Copies of payment agreements or most recent

invoice that verify payments made on out standing medical bills that will continue over all or part of the next 12 months.

7. Receipt or other record of medical expenses incurred during the past 12 months that can be used to anticipate future medical expenses. EHA may use this approach for “general medical expenses” such as non-prescription drugs and regular visits to doctors or dentists, but not for one-time, nonrecurring expenses from the previous year.
8. The EHA will use mileage at the IRS rate, or cab, bus fare, or other public transportation cost for verification of the cost of transportation directly related to medical treatment.

M. Assistance to Persons with Disabilities

1. In all cases written certification from a reliable, knowledgeable professional that the person with disabilities requires the services of an attendant and/or the use of auxiliary apparatus to permit him or her to be employed or to function sufficiently independently to enable another family member to be employed

Family’s certification as to whether they receive reimbursement for any of the expenses of disability assistance and the amount of any reimbursement received.

2. Attendant Care: attendant’s written certification of amount received family, frequency of receipt, and hours of care provided.

Certification of family and attendant and/or copies of canceled checks the family used to make payments.

3. Auxiliary Apparatus: Receipts for purchases or proof of monthly payments and maintenance expenses for auxiliary apparatus.

In the case where the person with disabilities is employed a statement from the employer that the auxiliary apparatus is necessary for employment.

N. Verifying Non-Financial Factors

In order to prevent program abuse, the EHA will require applicants to furnish verification of legal identity for all family members. The documents listed below will be considered acceptable verification of legal identity for adults. If a documents submitted by a family is illegible or otherwise questionable, more than one of these documents may be required.

1. Certificate of Birth, naturalization papers
2. Church issued baptismal certificate
3. Current, valid Driver's license
4. U.S. military discharge (DD 214)
5. Voter's registration
6. Company/agency Identification Card
7. Department of Motor Vehicles Identification Card

Documents considered acceptable for the verification of legal identity for minors may be one or more of the following:

1. Certificate of Birth
2. Adoption papers
3. Custody agreement
4. Health and Human Services ID
5. School records

If none of these documents can be provided, a third party who knows the person may, at EHA's discretion, provide a verification.

O. Verification of Marital Status

This information will be used to determine spouse for income and

deduction and non-citizen purposes, verification of divorce status will be certified copy of the divorce decree, signed by a Court Officer, verification of a separation may be a copy of court-ordered maintenance or other records, verification of marriage status is a marriage certificate.

P. Familial Relationships

Certification will normally be considered sufficient verification of family relationships. In cases where reasonable doubt exists, the family may be asked to provide verification.

1. The following verifications will be required if certification is insufficient:

- a. Official identification showing name
- b. Birth certificates
- c. Baptismal certificates

2. Verification of guardianship is:

- a. Court-ordered assignment
- b. Affidavit of parent
- c. Verification from social services agency
- d. School records

3. Evidence of an established family relationship:

- a. Joint bank accounts or other shared financial transactions
- b. Leases or other evidence of prior cohabitation
- c. Credit reports showing relationship

Q. Verification of Permanent Absence of Adult Member

If an adult member who was formerly a member of the household is

reported permanently absent by the family, the EHA will considered any of the following as verification:

- a. Husband or wife institutes divorce action.
- b. Husband or wife institutes legal separation.
- c. Order of protection/restraining order obtained by one family member against another.
- d. Proof of another home address, such as utility bills, canceled checks for rent, drivers license, or lease or rental agreement, if available.
- e. Statements from other agencies such as social services that the adult family member is no longer living at that location.
- f. If the adult family member is incarcerated, a document from the Court or prison should be obtained stating how long they will be incarcerated.

R. Verification of Disability

Verification of disability must be receipt of SSI or SSA disability Payments under Section 223 of the Social Security Act or 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7) or verified by appropriate diagnostician such as physician, psychiatrist, language as the verification format.

S. Verification of Citizenship or Eligible Non-citizen Status

1. The citizenship/eligible non-citizen status of each family member regardless of age must be determined.
2. Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show proof of their status by such means as a Social Security card, birth certificate, military ID, or military DD 214 Form.

2. Prior to being admitted, or at the first reexamination, all eligible non-citizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.
4. Prior to being admitted, or at the first reexamination, all eligible non-citizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The EHA will make a copy of the individual's INS documentation and place the copy in the file. The EHA will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the EHA will mail information to the INS in order that a manual check can be made of INS records.
5. Family members who do not claim to be citizens, nationals, or eligible non-citizens must be listed on a statement of non-eligible members and the list must be signed by the head of the household.
6. Any family member who does not choose to declare their status must be listed on the statement of non-eligible members.
7. The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.
8. If the EHA determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens listed on the lease) to permanently reside in their public housing unit, the family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

T. Verification of Social Security Numbers

1. Prior to admission, each family member who has a Social security number and who is at least 6 years of age must provide verification of their Social Security number. New family members at least 6 years of age must provide this verification prior to being

added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six.

2. The best verification of the Social Security number is the original Social Security card. If the card is not available, the EHA will accept letters from the Social Security Agency that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military Ids, passports, or other official documents that establish and state the number are also acceptable.
3. If an individual states that they do not have a Social Security number, they will be required to sign a certification to this effect. A signed application for assistance that reports the lack of Social Security number will count as certification. The EHA will not require any individual who does not have a Social Security number to obtain a Social Security number.
4. If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.
5. If a family member of tenant family indicates they have a Social Security number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

## **9.5 Verification of Preference Qualifications**

- A. The Everett Housing Authority will verify all preference claims at the time they are made.
- B. If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for an informal hearing.

- C. **Change in Circumstances:** Changes in an applicant’s circumstances while on the waiting list may affect the family’s entitlement to a preference. Applicants are required to notify the EHA in writing when their circumstances change. When an applicant claims an additional preference, she or he will be placed on the waiting list in the proper order of their newly-claimed preference.
- D. If the EHA denies a preference, the EHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review. The applicant will have ten (10) working days to request the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

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**9.6 Timing of Verification**

- A. Verification information must be dated within ninety (90) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.
- B. When an interim reexamination is conducted, the Housing Authority will only verify and update those elements reported to have changed.

**9.7 Frequency of Obtaining Verification**

- A. For each family member, citizenship/eligible non-citizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their citizenship/eligible non-citizen status will be verified.
- B. For each family member age six (6) and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, that number will be verified at the next regular reexamination.

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Likewise, when a child turns six (6) their verification will be obtained at the next regular reexamination.

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## 10.0 Applicant Screening Procedure

### 10.1 Screening Criteria

- A. All applicants for public housing will be screened according to the criteria set forth in the Admission and Occupancy Policy. These criteria, which are based on those set forth in the HUD Regulations (24CFR Part 960.205), relate to the individual behavior of each applicant:
1. Past performance in meeting financial obligations, especially rent;
  2. A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety or welfare of other tenants, or cause damage to the unit or development;
  3. Involvement in criminal activity or alcohol abuse on the part of any applicant family member that would adversely affect or threaten the health, safety or right to peaceful enjoyment of other residents or staff and not to engage in drug-related criminal activity on or off EHA premises;
  4. Not to have ever been convicted of manufacturing or producing Methamphetamine, also known as "speed;"
  5. A record of eviction from housing or termination from residential programs;
  6. An applicant's ability and willingness to comply with the terms of EHA's lease;
  7. An applicant's misrepresentation of any information related to eligibility, award of preference for admission, allowances, family composition or rent;

### 10.2 General Principles of Screening

- A. The EHA will be final judge of what constitutes adequate and credible documentation. If staff have doubts about the veracity or reliability of information received, they should pursue alternative methods until they are satisfied that their documentation is the best available.
- B. A distinction is drawn in this section between verifications provided by

landlords and information from other housing providers. This is because landlords have a relationship with applicants that is more similar to that which a housing authority has with its residents that do other housing providers such as friends, relatives, shelters or institutions. Also, landlords are more likely to use leases that are comparable to public housing leases than are other housing providers.

- C. Screening staff should be prepared to explain to landlords and other providers what the obligations of public housing tenancy entail to help these verification sources provide informed references about an applicant's future ability to comply with lease requirements.
- D. If an applicant is disabled or speaks a language other than English, EHA staff will be sensitive to the special needs he/she might have in carrying out the interview. Where appropriate, the EHA will provide a person to explain the process and ask the questions in sign language, or in some other language. If the current housing provider is a relative, additional information on the applicant's ability to comply with lease terms may be collected by the EHA.
- E. Listed below are the methods by which every applicant's performance relative to each of the six criteria will be checked.

**10.3 Past Performance Meeting Financial Obligations, Especially Rent**

- A. Applicants will be required to provide landlord references for the immediate five years, or provide good cause as determined by EHA for failing to do so.
- B. This will be checked first by contacting the current landlord and at least one prior landlord to gather information about past performance meeting rental obligations. If the applicant had their current landlord for the past five years, that landlord's reference shall be sufficient.
- C. The reason for checking with prior landlords is that current landlords of destructive or costly applicants may misrepresent information about them to get EHA to take over their problem. Contacts with prior landlords for at least the past five years are to be pursued.
- D. If verified records of timely rental payments are received from landlord(s) no further documentation of past performance meeting financial obligations, especially rent, need be collected.

- E. A former public housing tenant (otherwise eligible) who applies owing a balance consisting of uncollected rent and/or other charges may not be placed on the waiting list until that balance is paid. In this case, the EHA makes no distinction between an outstanding balance carried as a current receivable and an outstanding balance which has been written off as a collection loss. Otherwise eligible families who apply for housing with outstanding balances owed to the public housing authority shall be rejected.
- F. EHA may conduct background checks on legal records of civil action to determine that the applicant has not defaulted on tenant obligations or has been evicted within the last five years.
- G. In the absence of credible landlord references, EHA may ask the applicant to provide the names of three sources who could provide information regarding the applicants ability to be a good tenant, such as an employer, social services worker, spiritual advisor or other similar professional individual or entity.
- H. If the EHA personnel have questions about information received, they may contact the housing provider or alternative source in order to get reliable and credible documentation.

**10.4 Disturbance of Neighbors, Destruction of Property, or Living or Housekeeping Habits That Would Pose a Threat to Other Tenants or EHA Staff**

**(See also Section 7.7: Policy on Screening for Criminal Behavior)**

- A. Staff will check for these potential problems with the current landlord and at least one former landlord, or appropriate alternative source.
- B. In addition to checking with landlords, the EHA will make a Home visit to all eligible applicants. The EHA staff performing the home visit will be trained to note the difference between damage to the current residence that has been caused by the applicant as opposed to substandard conditions in the unit that are the responsibility of the land lord. Applicants will be notified of home visits at least two days in advance of a pending home visit.
  - 1. Only trained EHA personnel will perform inspections. To avoid possible bias, it is necessary to achieve as close to a standardized

approach to inspections as possible. All staff performing inspections should agree to what constitutes an unacceptable condition.

2. To help overcome individual differences in inspectors, the inspection form will ask for a description of unacceptable conditions. The inspector should give a succinct but complete, report of exactly what conditions triggered the unsatisfactory rating. For example: "Used pampers on the floor, dirty laundry in a puddle in commode, bathroom fixtures very dirty with human waste."
- C. If the applicant is not currently living under a lease with a landlord, the housing provider will be asked to verify the applicant's ability to comply with EHA' lease terms as it related to this criterion. Any area for which the applicant has upkeep responsibility will be inspected.
- D. The EHA's examination of relevant information pertaining to past and current habits or practices will also include review of the following:
1. Documentation of current use of illegal drugs on the part of any applicant family member. Such documentation once identified will result in immediate rejection of the applicant family.
  2. Any history of initiating threats or behaving in a manner indicating an intent to assault employees or other tenants.
  3. Any history or evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy by neighbors.
  4. Any history of alcohol or substance abuse that would threaten the health, welfare, or right to peaceful enjoyment of the premises by other residents.
- E. Law enforcement records will be checked for any evidence of disturbance of neighbors or destruction of property that might have resulted in arrest.
- F. An applicant's behavior toward EHA staff will be considered in relation to future behavior toward neighbors. Physical or verbal abuse or threats by an applicant toward EHA staff will be noted in the file.

**10.5 Involvement in Criminal Activity on the Part of any Applicant Family Member which would Adversely Affect the Health, Safety or Welfare of Other Tenants or EHA Staff**

**(See also Section 7.7: Policy on Screening for Criminal Behavior)**

- A. Involvement in criminal activity by any member of an applicant family that would adversely affect the health, safety or welfare of other tenants will be verified. In addition, the current or former landlord will be asked to indicate problems in this area during the applicant's tenancy.
- B. The EHA is directed by the Part 960 Regulations to check all applicants' history of criminal activity.
- C. There are a wide variety of other crimes (embezzlement, for example) that cannot be claimed to adversely affect the health, safety or welfare of the EHA's residents.
- D. Law enforcement information will be checked on all family members.
- E. A positive response about an applicant family member should be viewed as a signal to obtain additional information, not as a green light to reject the family. This does not include cases that involve drug related or violent criminal activity that must result in termination of the applicant or participant per PART 960. The EHA will use good judgment and fairness in screening for criminal activity, making every effort to reject the applicant who is potentially dangerous, but accepting the applicant who may have made a mistake but has turned his/her life around.

**10.6 A Record of Eviction from Housing or Termination from Residential Programs**

- A. Staff will check records, landlord records, and other court records to determine whether the applicant has been evicted from any other assisted housing, or any other property in the past.
- B. In looking at past records of eviction or program termination, the EHA will carefully check into the facts. An applicant who was evicted for non-payment of rent when his rent burden was 60% of his income cannot necessarily be rejected, since he might better be able to pay the EHA rent. On the other hand, an applicant who was evicted from subsidized housing for failure to pay rent may be unsuccessful in public housing, where the rent will be a similar percent of income.
- C. In looking at past evictions the EHA will ascertain the family's income and composition at the time of eviction or program termination, the grounds for evictions and the facts of the eviction itself.

- D. Record of termination from residential programs will be checked with police, service agencies and with any housing provider referred by the applicant if appropriate.
- E. Conditions of former tenancy may not apply to an applicant, individual or group, where the new lessee is to be a person other than the former lessee. If there has been a change in head of household, or a family member other than the former lessee is now seeking public housing as an individual, the applicant will in no way be held accountable by the EHA for the rental delinquency or other problems of the former lessee unless the applicant or other members of the applicant's household contributed to the cause of the involuntary termination.
- F. Staff must consider the date and circumstances of any past eviction or termination in determining its relevance to EHA tenancy.

**10.7 An Applicant's Misrepresentation of any Information Related to Eligibility, Award of Preference for Admission, Allowances, Family Composition or Rent**

- A. If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise misrepresented any facts about his or her current situation, history, or behavior in a manner that would affect eligibility, Federal Preferences, applicant selection criteria qualification, allowances or rent, the application shall be rejected.
- B. This provision shall not be applied to minor mistakes in fact that produce no benefit to the applicant.

**10.8 The Application Form and Screening**

- A. Certain key questions relating to the applicant's eligibility, preferences and tenant history will be asked as a part of the application form such as the Social Security numbers of all family members and the name, address and telephone numbers of either current and former landlords or the housing provider with whom they are currently residing. Failure to complete this information will result in cessation of the application processing.
- B. EHA staff will assist applicants, as needed in understanding the application process and completing EHA forms.

## 10.9 Obtaining Applicant Releases

When applicants are interviewed prior to the eligibility and preference determination, all adult family members will be required to execute relevant release forms.

## 10.10 Explaining the Screening Process

Applicants will be informed of the EHA's applicant selection process and what aspects of their background will be checked. Some applicants might voluntarily withdraw their applications when they understand the screening process. This is their prerogative.

## 10.11 Processing the Screening Verification Forms

Once the appropriate verification form releases have been executed, the EHA should mail out the forms:

- A. If the landlord or housing provider verifications are not returned in a timely manner, the EHA staff will attempt to mail the verifications to the landlords or housing providers a second time.
- B. Telephone verifications are an acceptable alternative to the written verification, when deemed necessary by the Authority. When telephone verification is employed, EHA staff should ask the questions from the appropriate verification form, should write the name of the individual interviewed, the date of the call, the exact responses to the questions, and should sign the form.
- C. If even telephone checks with landlords are impossible or of limited value (applicants living with family or friends), EHA staff may obtain a credit report on the applicant.
- D. While the landlord or housing provider and police verifications are still out, EHA staff can check their former tenant files to determine whether the applicant has been evicted from the EHA in the past five years. They can also order a check of court records to determine whether the applicant has been evicted from other housing during the same period.

## 10.12 The Home Visit

- A. Applicants will be notified at least two (2) days in advance of the scheduled home visit.

- B. Applicants who are sharing housing either with family members or friends must be advised that the EHA will inspect the common areas such as the living room, kitchen and bathroom of the unit, not just the applicant's room(s). A family that is willing to live in unsanitary or infested conditions created by others may have standards that are too low for admission. However, if there are mitigating circumstances concerning the living conditions, the EHA will consider them.
- C. It is necessary to do a home visit to an institution, because the applicant may be responsible for some aspect of the condition of the property. If the applicant is responsible, staff will assess the applicant's performance relative to the applicant's responsibilities.
- D. All EHA staff who will be performing home visits should be trained to ensure that the home visit form is completed fully and correctly. The purpose of the home visit is not to perform some sort of "White Glove" check of the applicant's housekeeping but rather to determine whether the applicant is capable of caring for a EHA unit in a way that will not create health or safety hazards or contribute to infestation, whether the applicant is likely to damage a EHA unit, and whether the applicant is currently engaged in behavior or practices that would violate the EHA's lease or prohibit admission to public housing.
- E. If the applicant's current unit shows tenant caused health or safety hazards, housekeeping that contributes to infestation, or damage, the applicant would usually be rejected.
- F. Likewise, if the home visit revealed that the applicant was currently permitting unauthorized occupants to share the unit, was engaged in criminal activity or displayed some other situation that was inconsistent with the information presented on the application, the applicant could be rejected. The EHA must be able to document any cases where the home visit results in a rejection.

### **10.13 Applicants with Disabilities or Handicaps**

- A. It is illegal to reject an applicant because he or she has a handicap or disability, or for reasons that could be overcome by the EHAs reasonable accommodation of the applicant's disability or handicap. If even with reasonable accommodation, applicants with disabilities or handicaps cannot meet essential program requirements, it is permissible to reject them. Such insurmountable problems might arise because of behavior or

performance in past housing, inability to comply with the terms of the EHA's lease, or needed services from EHA staff that represent an alteration in the fundamental nature of the EHA's programs.

B. There are three possible stages of processing the applications of persons with disabilities or handicaps under the Part 913 and 504 Regulations.

1. Stage #1 – Eligibility Review

a. The first stage of the processing is the determination of program eligibility. At this point it is necessary to document that each single applicant who is less than 62 years of age is either disabled or handicapped as defined in HUD's Part 913 regulations. The question must be asked to determine whether the applicant qualifies as an Elderly Family.

b. Elderly Family status is recognized to meet the eligibility criterion related to family composition (besides qualifying the member for a special deduction in rent computation and conferring a preference in assigning units in buildings for the elderly). Once an applicant has been determined to have a disability or handicap, no further reference should be made to the fact unless the application reaches the third stage of processing.

2. Stage #2 – Applying the Applicant Selection Criteria

The second stage of processing is applying the applicant selection criteria contained in this procedure. Neither mitigating circumstances nor reasonable accommodations will be an issue for any applicant who passes the applicant selection criteria. Thus an applicant who happened to have a disability or handicap but was able to demonstrate a history of meeting financial obligations, caring for a rental unit, avoiding disturbing neighbor and destroying property, eschewing criminal behavior, and, if necessary, ability to comply with the EHA's lease, would be recommended for admission with no further reference to or consideration of any disability or handicap.

3. Stage #3 – Seeking Mitigating Circumstances or Reasonable Accommodation

a. The third stage of processing would only come into play if

an applicant could not meet one or more of the applicant selection criteria. At this point, applicants with disabilities or handicaps are entitled to considerations to accommodate their special needs in addition to those afforded to all other applicants.

- b. Staff should hold a second interview with any applicant known to have a disability or handicap who cannot meet one or more of the applicant screening criteria. The purpose of this interview is to determine whether it is possible to admit the applicant through consideration of mitigating circumstances or by applying reasonable accommodation.
- c. Mitigating circumstances would be facts (that can be verified) that would overcome or outweigh information already gathered in the tenant screening process. For example, if an applicant's previous history of disturbing neighbors was very poor, but his recent behavior was much improved, the EHA could consider this a mitigating circumstance. EHA staff must document the improvement if the file contained only data about the former problems.
- d. If the evidence of mitigating circumstances presented by the applicant relates to a change in medical condition or course of treatment, the EHA shall have the right to refer such information to persons qualified to evaluate the evidence and verify the mitigating circumstance.
  - 1. The EHA shall also have the right to request further information reasonably needed to verify the mitigating circumstance, even if such information is of a medically confidential nature.
  - 2. If the applicant refuses to provide or give access to such further information, the EHA will give no further consideration to the mitigating circumstance.
- e. Screening personnel must keep in mind that an applicant with a handicap or disability who may, for example, be unable to care for a current apartment alone, may still qualify as able to comply with the lease if he or she can demonstrate that assistance with caring for the unit has been secured. Such assistance could be in the form of a Live-in

Aide, or it could be a friend, family member, chore service or employee of the applicant. It is not the province of the EHA to make judgements about the best way to provide assistance, but simply to determine whether the assistance will enable the applicant to meet the screening criteria.

- f. If mitigating circumstances exist that satisfy the EHA's applicant selection criteria, the EHA must consider reasonable accommodations the EHA could make to eliminate barriers to housing the applicant. Reasonable accommodations may take the form of either physical changes made to the unit, building, development or grounds, or policy or procedural changes. An example of a reasonable accommodation might be approving an applicant for larger unit (waiving the unit occupancy standards) to permit occupancy by a live-in aide who would assist the applicant with some aspect of lease compliance the applicant could not otherwise achieve.
- g. Accommodations, to be considered reasonable, must not cause undue financial or administrative burden or an alteration in the fundamental nature of the EHA's public housing program. If a service is necessary for compliance with the lease, the EHA cannot be required to provide it to an applicant with a disability or handicap if it is not provided to other tenants, but the EHA must consider admitting that applicant if he or she can document that the service will be provided by other at no cost to the EHA.
- h. Any applicant with a disability or handicap who cannot meet the applicant screening criteria taking into account possible mitigating circumstances, reasonable accommodation by the EHA or services needed for lease compliance verified to be provided to the applicant by others, must be rejected.

#### **10.14 Additional Screening Consideration Related to Preference**

- A. Involuntarily Displaced By Disaster or Government Action – EHA gives preference to individuals or families who have been verified to be involuntarily displaced by a disaster, such as fire or flood, or government displacement, such as a condemnation of the applicant's housing.

1. The Housing Authority will attempt to obtain information from the agency or unit of local government supplying the third-party verification of the nature and cause of the disaster displacing the family.
  2. Where the verifying agency states that the displacement was caused by intent or negligence by a member of the applicant's household, the Authority will deny admission to the family in question.
- B. Veteran Status – EHA also employs an admission preference for applicants who are either veterans of the military service of the United States 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.
1. EHA will consider admission veterans, as defined in the stating the criteria governing admission eligibility and suitability in accordance with these applicant screening criteria. Third party verification will be sought from appropriate military agencies.
  2. In the event appropriate response from military agencies cannot be obtained, an applicant's discharge documents will serve as verification of military service.
- C. An applicant's falsification, misrepresentation, or concealment of information relating to the preferences will be considered grounds for denying admission to the EHA's housing.
- D. All screening criteria contained in the EHA's Admission and Occupancy Policies shall be applied with equal diligence to applicants who have been verified to qualify for a preference, as to those applicants who are not so qualified.

#### **10.15 Factors other than Preferences that Affect Selection of Applicants**

- A. Before applying its preference system, the EHA will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, de-concentration or income targeting limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

- B. By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

### 10.16 Income Targeting

- A. The EHA will monitor its admission to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the EHA's jurisdiction. Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families." (This requirement shall also apply to Housing Authority properties that utilize project-based Section 8 assistance).
- B. If necessary to maintain the correct percentage, the Housing Authority will take active measures to market its units to families with extremely low income. This will be accomplished through contacting partner agencies that serve this demographic and informing them and their clients about the availability of housing. Historically, over 85% of the families applying for EHA Public Housing qualify as extremely low income, therefore we do not anticipate difficulty in maintaining the required percentage.
- C. The EHA shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHWRA by admitting less than 40% of "extremely low income families" to public housing in a fiscal year, to the extent that the EHA has provided more than 75% percent of newly available vouchers and certificates to "extremely low income families." This fungibility provision discretion by the EHA is also reflected in the EHA's Administrative Plan.
- D. The fungibility credits will be used to drop the annual requirement below 40 % of admissions to public housing for extremely low income families by the lowest of the following amounts:
  - 1. The number of units equal to 10 percent of the number of newly available vouchers in the fiscal year; or
  - 2. The number of public housing units that 1) are in public housing

developments located in census tracts having a poverty rate of 30 percent or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

- E. The Fungibility Floor: Regardless of the above two amounts, in a fiscal year, at least 30% of the EHA's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the EHA's overall requirement for housing extremely low-income families to drop to 30 % of its newly available units.
- F. Fungibility shall only be utilized if the EHA is anticipated to fall short of its 40% goal for new admissions to public housing.

### **10.17 De-concentration of Poverty and Income Mixing**

- A. The EHA's admission policy is designated to provide for de-concentration of poverty and income-mixing by bringing higher income tenants into lower income developments and lower income tenants into higher income developments.
- B. Gross annual income is used for income limits at admission and for income-mixing purposes.
- C. Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.
- D. The EHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the EHA in its de-concentration goals.

### **10.18 Grounds for Denial**

- A. The Everett Housing Authority is not required or obligated to assist applicants who:
  - 1. Do not meet any one or more of the eligibility criteria;
  - 2. Do not supply information or documentation required by the application process;

3. Failed to respond to a written request for information or a request to declare their continued interest in the program;
4. Fail to meet financial obligations, especially rent;
5. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
6. A history of disturbing neighbors or destruction of property;
7. Currently owe rent or other amount to any housing authority in connection with the public housing or section 8 program;
  - a. The applicant must pay any previous debt prior to being placed on the waiting list.
  - b. Or if a debt occurs subsequently to said placement the applicant must pay immediately of being notified of the debt.
8. Have committed fraud, bribery or any other corruption in connection with any federal housing assistance program, including the intentional misrepresentation of information related to current or previous application with EHA;
9. Fail to provide complete and accurate information or provide misleading, incomplete or inaccurate information on any application, certification, or other representation of the applicant's situation.
10. Have committed drug-related and/or other criminal activity in violation of EHA's screening policy.

## **11.0 Assignment to Unit**

### **11.1 Order of Offer**

When a dwelling becomes available, and is not to be utilized for a transfer of an existing tenant, it will be offered to applicants on the waiting list for the bedroom size who have been determined to be both eligible and acceptable in the following order:

- A. First, to Applicants displaced by governmental action or a natural disaster, by date and time of application, provided that the Applicant has not rejected a previously offered unit within the previous six months.
- B. Secondly, to Applicants qualifying for a Veteran Status Preference (See Section 10.14) by date and time of application, provided the Applicant has not rejected a previously offered unit within the previous six months and provided the applicant has not received this same preference for admission to EHA public housing during the previous 24 months.
- C. Finally, to all other eligible Applicants, by date and time of application.

In accordance with federal law, the Housing Authority shall ensure that 40% of Public Housing and project-based Section 8 units are available to tenants of extremely low income. "Extremely low income" means that the family earns no more than 30% of the area median income relevant to the family size. (See Section 10.16 above)

In order to maintain this percentage, the Housing Authority may skip higher-income applicants on the waiting list to admit extremely low-income families until the required percentage is achieved. The skipping of a family on the waiting list specifically to reach another family with a lower income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

### **11.2 Recording of Units Offered**

The EHA shall maintain a record of the units offered, including location, date, and circumstances of each offer, and each rejection or acceptance. The EHA shall note the reason for any rejection.

### **11.3 Application Rejection of Dwelling**

- A, An applicant who rejects an offered dwelling must be placed on the bottom of the waiting list with a new date and time of application, corresponding to the date and time of the applicant's rejection of the offered unit. The Applicant shall be so notified in writing.
- B. An Applicant would not be considered to have been offered a unit (i.e., would not be placed at the bottom of the waiting list) if:
1. The unit is not of the proper size and type, and the applicant would be able to reside there only temporarily (e.g., a specially designed unit that is awaiting a handicapped applicant needing such a unit);
  2. The unit contains lead-based paint, and accepting the offer could result in subjecting the applicant's children under seven years of age to lead-based poisoning;
  3. The applicant is unable to move at the time of the offer and presents clear evidence which substantiates this to the EHA's satisfaction. Examples include, but are not limited to:
    - a. A doctor verifies that the applicant has just undergone major surgery and needs a period to recuperate.
    - b. A court verifies that the applicant is serving on a jury which has been sequestered.
  4. Accepting the offer would result in undue hardship to the applicant not related to consideration of race, color, national origin, or language, such as making employment or day care facilities inaccessible, and the applicant presents clear evidence which substantiates this to the EHA's satisfaction.

## 12.0 Leasing of Dwelling Units

### Introduction

It is the EHA's policy that all units must be occupied pursuant to a Dwelling Lease agreement that complies with HUD's regulations (24 CFR Part 966). The format of the Dwelling Lease agreement is attached.

### 12.1 Lease Orientation

A. The family must attend an orientation before taking occupancy of the unit. An EHA representative will provide a lease orientation to the head of household. The orientation may be conducted with more than one family.

B. Orientation Agenda

1. When families attend the lease orientation, they will be provided with:
  - a. The EHA lease;
  - b. Grievance Procedures;
  - c. EHA Rules and Regulations;
  - d. Pet Rules;
  - e. Lawn Policy;
  - f. Schedule of Maintenance Charges;
  - g. Lead Paint Policy
  - h. Everett Smelter Site Warning;
  - i. Crime and Drug-free Housing Policy
  - j. Smoke Detector Agreement
  - k. Hot Water Tank Agreement
  - l. Mold Addendum
  - m. PUD and PSE Checklist
  - n. Inspection Checklist
  - o. Grandview remodel letter if applicable
  - p. Cleaning guidelines
  - q. Receptive Devices
  
2. Topics to be discussed will include, but are not limited to:
  - a. Applicable deposits and other charges;
  - b. Provisions of the Dwelling Lease;
  - c. Orientation to the community;
  - d. Unit maintenance and work orders;

- e. Explanation of occupancy forms; and
- f. Terms of occupancy.

## 12.2 Requirement for a Dwelling Lease

- A. A dwelling lease is to be entered into between the Housing Authority and each tenant family. The Dwelling Lease, shall be kept current at all times, and is to reflect the rent being charged and the conditions governing occupancy.
- B. The Dwelling Lease shall be executed by the Head of Household and spouse (if any), and by all adult members of the household, and by EHA;
  - 1. The Dwelling Lease shall be executed in duplicate;
  - 2. A copy of the executed Dwelling Lease shall be given to the tenant family, and a copy shall be retained by the EHA to be filed in the permanent record folder established for the family.

## 12.3 Amendments to the Dwelling Lease

The Dwelling Lease may be amended in the following manners:

- A. By written notice from the Housing Authority, said notice either personally given to the Head of the Household or the spouse/co-tenant, or delivered or mailed by first class postage to the residence:
  - 1. When the amendment results from an annual, special Or interim review of Income, including an amendment resulting from the tenant's failure to comply with the requirements for an annual or special review; or
  - 2. When the amendment results from a change in the household composition other than a change in the Head of Household or spouse/co-tenant; or
  - 3. When the amendment result from a change in the Authority Schedule of Utility Allowances.
- B. By a written rider or amendment executed by the Head of the Household or the spouse/co-tenant:
  - 1. If the EHA desires to change, amend, or waive any

provisions of the Dwelling Lease with respect to any particular tenant, (except for changes in rent) an appropriate rider is to be prepared and made a part of the Dwelling Lease, and future Dwelling Lease, so long as the rider applies to the particular tenant. All copies of rider are to be dated and signed by the Head of the Household of the tenant's family and the authorized EHA staff member.

#### **12.4 New Dwelling Lease**

- A. If, through any cause, a signer of the Dwelling Lease ceases to be a member of the household, the Dwelling Lease is to be voided and a new Dwelling Lease executed and signed by the new Head of Household of the Family.
- B. If a tenant family transfers to a different Housing Authority dwelling the existing Dwelling Lease is to be cancelled and a new Dwelling Lease executed for the dwelling into which the family is to move.
- C. If the standard Dwelling Lease format is modified, EHA may require the tenant to execute a new Dwelling Lease rather than a rider.

#### **12.5 Addition to the Dwelling Lease**

- A. Requests for the addition of a new member of the household must be approved by the EHA, prior to the actual move-in by the proposed new member.
- B. Following receipt of a family's request for approval, the EHA will conduct a pre-admission screening, including the Criminal History Report, of the proposed new member. Only new members approved by the EHA will be added to the household.
- C. Residents who fail to notify the EHA of additions to the household, or permit persons to join the household without undergoing screening, are in violation of the lease. Such persons are considered to be unauthorized occupants by the EHA, and the entire household will be subject to eviction (24 CFR 966.4 (f)(3)).
- D. Family members age 18 and over who move from the dwelling unit to establish new households shall be removed from the Dwelling Lease. The tenant must notify the EHA of the move-out within ten days of its occurrence. These individuals may not be re-admitted to the unit unless

they re-apply as a new member of the household and a new Dwelling Lease is executed.

## **12.6 Leasing Units with Accessible or Adaptable Features**

- E. Accessible and adaptable units are intended to serve families requiring wheel chair access or other adapted features. Most of EHA's accessible units are adaptable to various needs except as provided below. Only families needing such access will be assigned one of these units.
- B. A vacant accessible unit will be offered first to an existing tenant who has a disability that requires the special features of the vacant unit and secondly to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.
- C. If no tenant or applicant with such a mobility impairment exists the unit may be rented to a non-mobility impaired applicant provided said applicant agrees to move to an available non-accessible unit within 30 days when either a current resident or applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the Dwelling Lease.

## **12.7 Utility Services**

- A. Tenants responsible for direct payment of utilities must abide by any and all regulations of the specific utility company, including regulations pertaining to advance payments of deposits.
- B. Failure to maintain utility services during tenancy is a lease violation and grounds for eviction.
- C. Non-payment of excess utility charges including excess trash disposal to the EHA is a violation of the Dwelling Lease and is grounds for eviction.

## **12.8 Security Deposits**

- A. New tenants and tenant transfers to new units must pay a security deposit to the EHA at the time of admission or transfer. The amount of the security deposit required is specified in the Dwelling Lease.
- B. The EHA at its sole discretion may permit installment payments of security deposits. Any increase in the required amount of the security deposit shall not affect existing tenants unless the tenant transfers to a new unit.

- C. The EHA will hold the security deposit for the period the tenant occupies the unit. Such deposit will be maintained in a separate account according to Washington State law no interest payment will be made to the tenant.
- D. Upon termination of the Dwelling Lease, the deposit is to be refunded to the tenant or to be applied to any amounts remaining due EHA under the Dwelling Lease, including rent, maintenance or repair charges, attorney fees, court costs, and collection costs.
- E. The EHA will notify the tenant of the disposition of the security deposit less any amounts owed, within 14 days of the vacancy. EHA will refund the security deposit to the tenant or provide the tenant with a written list of any charges withheld from the security deposit.
- F. The EHA may withhold from the security deposit the amount of any unpaid rent, other charges due under the Dwelling Lease and the cost of any damages, repairs, or cleaning done as the result of a tenant's failure to leave the unit in a condition comparable to the condition present at the time of occupancy except for normal wear and tear.
- G. The resident must leave the dwelling unit in a clean and undamaged (except normal wear and tear) condition and must furnish a forwarding address to the EHA. All keys to the unit must be returned to EHA upon vacating the unit.
- D. The security deposit may not be used for rent or other charges while the tenant is living in the unit. The EHA will subsequently refund or otherwise account for the existing deposit in accordance with these policies.
- E. If the tenant transfers to another EHA public housing unit the EHA may withhold from the security deposit the amount of any npaid rent, other charges due under the Dwelling Lease and the cost of any damages, repairs, or cleaning done as the result of a tenant's failure to leave the unit in a condition comparable to the condition present at the time of occupancy except for normal wear and tear and EHA will collect a new deposit for the new unit.

## **12.9 Rent Payments and Late Charges**

- A. The tenant's rent is due and payable at EHA's main office on the first day of every month. Rent not paid by 4:45 pm on the fifth day of the month will

be considered overdue and may result in termination of tenancy and or late fees.

- B. If the tenant fails to make the rent payment by the fifth day of the month, a late charge of \$15.00 will be assessed. If a tenant receives a third late rent charge within any twelve-month period the charge will be increased to \$25.00. For purposes of this sub-paragraph B only, if the fifth day of the month falls on a weekend or and EHA holiday one added working day will be permitted before the late charge is assessed.
- C. A tenant who receives three or more late rent charges in a twelve-month period is considered to be in serious and repeated violation of the Dwelling Lease and will be subject to termination of tenancy.
- D. A check returned for insufficient funds will constitute nonpayment of rent, and a returned check fee of \$5.00 will be added in addition to any applicable late charge.

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### 13.0 Tenant Conduct and Responsibilities

All Tenants, members of the Tenant's Family, and guests are expected to conduct themselves in a manner which respects the rights and needs of others, which complies with the requirements of the Dwelling Lease, the Housing Authority's Rules and Regulations, Pet Rules, Lawn Care Policy and other duly adopted policies, and which does not adversely affect or destroy the property of the Housing Authority.

Specific requirements for Tenant Conduct are included in the Dwelling Lease and attachments thereto.

#### 13.1 Visitors

- A. "Guest or Visitor" means a person with an existing residence elsewhere who is temporarily visiting in the leased unit with the consent of a household member.
- B. The tenant must notify the EHA in writing of all overnight guests staying on the premises for more than six (6) nights. The written notice must be given no later than the seventh day after the guest begins staying at the premises and must indicate the period of time the guest will be staying.
- C. If any visit will extend beyond 14 days, the tenant must obtain written permission from the EHA.
- D. Any person not included on the lease who is in the unit more than fourteen (14) days without the Housing Authority's approval will be considered living in the unit as an unauthorized household member.
- E. Absence of evidence of another address will be considered verification that the visitor is a member of the household. Use of the address as the visitor's current residence for any purpose shall be construed as permanent residence.
- F. Statements from neighbors will be considered in making the determination.
- G. The burden of proof that an individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized

member of the household and the Housing Authority will terminate assistance since prior approval was not requested for the addition.

- H. Minors or college students who were part of the family but who now live away from home during the school year and are no longer on the lease may visit for up to ninety (90) days per year without being considered a member of the household.
- I. In a joint custody arrangement, if the minor is in the household less than 183 days per year, the minor will be considered to be an eligible visitor not a family member.
- J. Guests must be accompanied in common areas.

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**14.0 Occupancy Standards and Household Compositions**

**14.1 Introduction**

The Occupancy Standards and policies regarding household composition are established by the EHA to ensure that units are occupied by families of the appropriate size and that all persons residing in the household are properly accounted for. This policy maintains the maximum usefulness of the units, while preserving them from excessive wear and tear or underutilization. This section explains the Occupancy and Household Standards used to determine minimum and maximum unit sizes for various sized families when they are selected from the waiting list, or when a family requests an exception to the occupancy standards.

**14.2 Determining Unit Size**

- A. The EHA does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom. The EHA's Occupancy and Household Standards for determining unit size shall be applied in a manner consistent with Fair Housing guidelines. However, to avoid overcrowding and prevent waste of space the following standards will determine the size dwelling to be rented to a family of the size indicated, except that such standards may be waived when necessary to achieve or maintain full occupancy.

	Number of Persons in Household	
	Occupancy Minimum	Occupancy Maximum
0 Bedroom	1	1
1 Bedroom	1	3
2 Bedroom	2	5
3 Bedroom	3	7
4 Bedroom	4	9
5 Bedroom	5	11
6 Bedroom	6	13

**14.3 Other Assignment Factors**

Depending upon overall housing demand and availability of units the following Additional Assignment Factors shall also govern the assignment of dwelling unit size.

- A. Dwellings shall be assigned so as not to require the use of the living room

for sleeping purposes with the exception of zero bedroom and one-bedroom units.

- B. A Family with any minors shall be assigned to a unit with at least two bedrooms. Thereafter, an infant under one year may be expected to share the parents bedroom in a two-parent family and a child through the age of three years may be expected to share the parents bedroom in a one-parent family.
- C. A bedroom shall be shared by at least two children except that after one child reaches age six it is desirable that children of different sex have separate rooms.
- D. It is desirable that children of the same sex with an age difference of 60 or more months have separate rooms.
- E. A separate bedroom shall be provided for an elderly dependent residing with a younger family.
- F. A separate bedroom shall be provided for a family member when EHA determines that a medical necessity exists for a separate bedroom.
- G. A separate bedroom will be provided for any secondary adults or couples in the household.
- H. Foster children will be included in determining unit size only if they will be in the unit for more than 6 months.
- I. Live-in attendants will generally be provided a separate bedroom. No additional bedrooms are provided for the attendant's family.
- J. Space will not be provided for a family member who will be absent most of the time, such as a member who is away in the military.
- K. The EHA will also grant exceptions to these Assignment Factors in cases where the EHA determines the exceptions are justified by the relationship, age, sex, health or disability of family members, or other individual circumstances.
  - 1. The EHA will grant an exception as a reasonable accommodation for persons with disabilities.
  - 2. Other circumstances may dictate a larger size than Occupancy and

Household Composition Standards permit when:

- a. persons cannot share a bedroom because of a need for medical equipment due to its size and/or function. Requests for a larger bedroom due to medical equipment must be verified by a doctor;
  - b. requests based on health related reasons must be verified by a doctor.
- L. Applicants may request to be placed on the waiting list for a unit size smaller than designated by the Assignment Factors, (as long as the unit is not overcrowded according to local codes). Once housed The family will not qualify for a transfer as long as its household composition remains unchanged.
- M. All members of the family residing in the unit must be approved by the EHA. The family must obtain approval of any additional family member before the person occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform the EHA within ten (10) days.

#### **14.4 Live-in Attendant**

- A. Live-in Attendants:
- i. A household may include a live-in attendant provided that such live-in attendant:
    - a. Is determined by the EHA to be essential to the care and well being of an elderly person, a near-elderly person (50-61), or a person with disabilities;
    - b. Is not obligated for the support of the person(s); and
    - c. Would not be living in the unit except to provide care for the person(s).
  - 2. A live-in attendant is not considered to be an assisted family member and has no rights or benefits under the program:
    - a. Income of the live-in attendant will not be counted for purposes of determining eligibility or rent amount;

- b. Live-in attendants are not subject to the Non-Citizen Rule requirements;
  - c. Live-in attendants may not be considered as a remaining member of the tenant family.
3. Relatives are not automatically excluded from being live-in attendants, but they must meet all of the elements in the live-in attendant definition described above.
4. A live-in attendant may only reside in the unit with the approval of the EHA.
5. It is expected that a live-in attendant would be working at least full-time for the tenant and not have another job.
6. Normally, no members of the live-in attendant's personal family will also reside in the tenant's home.
7. The person serving as the live-in attendant is subject to the same process as any family member would be.
8. Written verification of the need for a live-in attendant will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or caseworker. The verification provider must certify that a live-in attendant is needed for the care of the family member who is elderly, near elderly (50-61) or disabled.

#### **14.5 Foster Children**

The household may include foster children provided that the addition of such foster children shall not create a violation of the Occupancy and Household Composition Standards. If a transfer is needed as the result of the foster placement normal transfer policies will apply. The EHA's written permission is required prior to bringing a foster child into the home. Normally, foster care placement will be limited to foster children already related to the family. Unrelated foster care will be permitted when EHA determines that the household can reasonably be expected to provide continuous foster care service.

#### **14.6 When Dwelling Becomes Unsuitable**

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When a family change results in dwelling assignment in violation in the above Occupancy Standard chart, the family will be required to move, unless the Authority approves an alternative action. For example, if the family size increases beyond the size appropriate for any units in the Authority's public housing inventory, a second unit may be added to the lease. All transfers or other changes under this section shall be undertaken within six (6) months of the changed circumstances.

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## 15.0 Transfers

- A. The Housing Authority discourages transfers between Authority units. However, changes in family composition and other circumstances occasionally will result in the need for a transfer. Required transfers are those in which the family composition violates the Occupancy Standards Chart, Section 14. All other transfers will be considered to be Voluntary. Families whose current composition would result in a different bedroom size if the criteria in Section 14 were applied will be considered to be a Voluntary Transfer with Changed Circumstances.
1. Tenants In Good Standing: When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the EHA. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection.
  2. Transfer Requests: A tenant may request a transfer at any time by completing a transfer request form. In considering the request the EHA may request a meeting with the tenant to better understand the need for transfer and to explore alternatives. The transfer request will be added to the transfer database in order of date and time submitted. When an appropriate unit becomes available requests are reviewed and tenant eligibility will be looked at for compliance with lease policies and good standing status. Units will be offered to the first appropriate family. If the transfer request is denied or deferred, the denial letter will advise the family of their right to utilize the grievance procedure. A transfer request that is initially approved may be disapproved or deferred if the tenant fails to remain in good standing.
- B. At the EHA's discretion, vacant units may be made available for transferring tenants without regard to the waiting list. The following policies shall govern the determination by the Authority of when to use a vacant unit for a transfer rather than for a new placement.
1. Required transfers resulting from overcrowding shall be completed using the first available vacant unit of appropriate size.
  2. Other required transfers shall be completed within six (6) months of the condition requiring the transfer.
  3. Voluntary transfers with changed circumstances shall be completed

within one year of the creation of the condition justifying the transfer provided the tenant complies with all obligations of tenancy during this period (including punctual payment of rent, maintenance of unit, etc.).

4. Other voluntary transfers will be approved based solely on EHA's vacancy rate and waiting list. The 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 a voluntary transfer rejected immediately.
5. All residents transferring will be required to pay the current security deposit for the new unit, less any deposit remaining from the previous unit after deduction of any charges. Prior to any transfer, an inspection will be done of the resident's unit. Any damages or cleaning which can be done prior to a move must be completed and paid for by the resident prior to the move. Subsequent to the move, the resident must pay for any charges for damages or cleaning not previously handled within 60 days. All voluntary moves are subject to a \$100.00 transfer charge, payable in advance. Rent charges will begin for the new unit and will cease on the unit being vacated as of the date of the transfer, provided the resident fully vacates the former unit (including returning the keys) within three days of the transfer. If the tenant fails to vacate within the three days, rent for the former unit will continue until the unit is fully vacated.
6. If a tenant who is required to transfer rejects an offered dwelling of appropriate size, the tenant shall be subject to termination of his or her tenancy and lease. If a tenant desiring a voluntary transfer rejects the second offered dwelling of appropriate size, the transfer request will be denied.
7. In all cases where a transfer is required by the Housing Authority, the tenant shall be given at least 30 days notice of the availability of such unit, a notice of adverse action and given an opportunity to appeal through the Authority's Grievance Procedure.
8. It is EHA's general policy to limit occupancy of scattered site units to existing tenants in good standing who have demonstrated an ability and willingness to maintain their units, including both interior and exterior areas to a high standard and comply with all tenant

obligations. This policy recognizes the qualitative differences between the scattered site units and the balance of EHA's public housing inventory and rewards those tenants of exemplary conduct.

A. Special Circumstance Transfers

1. Emergency Transfers: The EHA will authorize an emergency transfer for a participant family if one of the following conditions occurs:

The resident's unit has been damaged by fire, flood, or other causes to such a degree that the unit is not habitable, provided the damage was not the result of an intentional act, carelessness or negligence on the part of the resident or a member of the resident's household.

2. Remodeling Requirements: The EHA will authorize transfers under special circumstances for a participant family if one of the following conditions occurs:

- a. The resident's unit is being modernized or significantly remodeled. In such cases the family may only be offered temporary relocation and may be allowed to return to their unit once rehabilitation is complete.
- b. The EHA has a need, at the discretion of the Executive Director, to transfer the resident family to another unit and the resident voluntarily agrees to such transfer.

B. Moving Costs

Except as required by law or federal regulations the resident will pay all moving costs related to the transfer.

## 16.0 Unit Inspections

### 16.1 Required Unit Inspections

All housing units will be inspected at least annually. Each unit will also be inspected prior to occupancy and within the first two months of that occupancy. Interim inspections will be scheduled as necessary to bring a tenant into compliance with acceptable unit care. All units shall be inspected at the time the tenant vacates the premises. At EHA's discretion, photographs or video recordings may be taken to document unit condition.

### 16.2 Initial Inspections

Initial inspection of the unit will be required prior to tenant move-in, but after the unit has been prepared for occupancy. The tenant will be instructed during the inspection of the Authority's expectations for unit upkeep.

- A. The inspection shall be conducted with both the tenant and EHA's representative present and the results entered on an inspection form prescribed by the Authority.
- B. The initial condition of the unit as well as all deficiencies, missing items needed repairs, etc. shall be entered on the report.
- C. The report shall be signed and dated by both the tenant and EHA's representative and considered the official record documenting the condition of the unit at the time of occupancy, and will serve as a basis for assessing charges (if any) to the tenant upon termination of tenancy.
- D. The inspection report shall become a permanent part of the tenant file and a copy of the report shall be provided to the tenant. Corrective action by the EHA of deficiencies noted in the initial inspection shall be made a part of this report.

### 16.3 Scheduled Two-Month Inspections

An inspection of the unit shall be scheduled approximately two months after initial occupancy to assure the proper unit care.

- A. The tenant shall be sent a letter scheduling the time of the inspection and explaining the reasons for the review.
- B. An inspection report will be completed and signed by the tenant and

EHA's representative. Deficiencies in unit upkeep will be discussed with the tenant.

- C. If the inspection shows adequate care by the resident, the unit will be inspected at the next scheduled annual inspection; if inadequacies are revealed, a special inspection, as described in 16.5, will be scheduled.

#### 16.4 Annual Inspections

Annual inspections are intended to identify health and safety problems in Public Housing units. As a guideline for inspections, EHA uses the Uniform Physical Condition Standards, which HUD applies in its own annual inspection of EHA properties. EHA also looks for additional health, safety and housekeeping issues in keeping with our goal to provide quality housing. Inspections may occur as required.

- A. Residents who "fail" the inspection due to gross violations of the Uniform Physical Condition Standards guidelines, shall housekeeping will be given seven (7) days to correct noted items. Another inspection will be conducted.
- B. Residents will be issued a copy of the inspection report with required corrections. The Inspection report will indicate whether required corrections are to be charged to the resident or covered by the EHA.
- C. If necessary to bring the unit into compliance, needed repairs will be completed by the EHA.
- D. Except for emergency repairs, required corrections will be repaired by the EHA within thirty (30) days of the inspection date.
- E. Damages beyond "normal wear and tear" will be billed to the tenant.
- C. Emergency repairs to be completed in less than twenty-four (24) hours:
  1. Lock-out (with proper identification of resident);
  2. Broken lock which affects unit security;
  3. Broken window glass which affects unit security, is a cutting hazard, or occurs within inclement weather (to be secured or abated);

4. Escaping gas;
5. Plumbing leaks which have the capacity to create flooding or cause damage to the unit;
6. Natural gas leaks or smell of fumes;
7. Backed-up sewage;
8. Electrical hazard;
9. Inoperable smoke detectors.

### **16.5 Special Inspections**

Special inspections will be conducted where deficiencies are noted during any inspection or whenever a cause for concern regarding proper care is identified through maintenance calls, tenant complaints, or other means. Where the special inspection reveals inadequate care, the tenant shall be advised in writing of the corrective action(s) which must be taken, and of the re-inspection date. If upkeep remains inadequate, appropriate action including possible termination of tenancy will be taken.

### **16.6 Inspection Violations**

The following are HQS Standards violations:

- A. Windows with missing or broken panes, dangerously loose, cracked panes, windows which cannot be locked and windows without a tight seal, allowing serious drafts to enter the unit.
- B. Ceilings with severe bulging or cracking, presence of large holes, falling surface materials (other than wallpaper or paint), loose sections of plaster which are in danger of falling, and many missing parts such as ceiling tile.
- C. Walls with severe buckling, bulging or leaning, loose or damaged structural members, large holes, and any holes which allow significant drafts to enter the unit.
- D. Floors with severe buckling or major movement under walking stress, large sections of damaged or missing parts, large cracks or holes with

penetrate both the finish floor and sub-flooring, and floor covering which present a serious tripping hazard.

- E. Electrical outlets not in a working order.
- F. Appliances not in working order.
- G. Evidence of gas or water leakage that presents the danger of fire or electrical shock.
- H. Toilet not working properly.
- I. Refuse not disposed of properly.
- L. Smoke detector not working.
- M. Entry locks not working properly.
- N. General health and safety hazards.
- O. General cleanliness of the unit.

### **16.7 Vacate Inspections**

Inspections of all vacated units will be required. The vacate inspection will be scheduled when the tenant has removed all items and completed cleaning of the unit. Tenant(s) will be provided vacate instructions to assure their understanding of the EHA's expectations.

- A. The inspection shall be conducted with the tenant present whenever possible, and the inspection report signed by both the tenant and the EHA's representative.
- B. A list of potential charges shall be summarized on the appropriate section of the report. The Vacate report shall be compared with the initial inspection to evaluate any damages beyond normal wear and tear.
- C. Tenant disputes over vacate charges shall be settled in accordance with the EHA's Grievance Procedure.

### **16.8 Notice of Inspection**

Except in the case of an emergency the EHA will give the tenant at least a 48 hour written notice prior to any interior inspection of the tenant's home.

## **16.9 Emergency Inspections**

If any employee and/or agent of the EHA has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

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## 17.0 Determination of Total Tenant Payment

### 17.1 Introduction

The accurate calculation of Annual Income and Adjusted income will ensure that families are not paying more or less money for rent than their obligation under the regulations.

#### A. Minimum Rent

1. The minimum rent for EHA is \$0.00
2. The Total Tenant Payment is the greater of:
  - a. 30% of the adjusted monthly income
  - b. 10% of the monthly income
  - c. The Minimum rent as established by the EHA
3. The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent.
4. The Total Tenant Payment does not include charges for excess utility consumption or other charges.

#### B. Income and Allowances

1. Income: The types of money which are to be used as income for purposes of calculating the TTP are defined by HUD in federal regulations. In accordance with this definition, income from all sources of each member of the household is documented.
2. Annual Income: Is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or re-certification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income which has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits. (24 CFR 5.607)
3. Adjusted Income: Is defined as the Annual income minus any HUD allowable deductions.

4. Allowable Deductions: HUD has five allowable deductions from annual income:
  - a. Dependent allowance: \$480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
  - b. "Elderly" allowance: \$400 per household for families whose head or spouse is 62 or over or disabled.
  - c. Allowable medical expenses for the family member who is head of house or spouse who is 62 or disabled, a deduction is given for the amount by which medical expenses exceed 3% of the total annual household income.
  - d. Childcare expenses for children under 13 are deducted when child care is necessary to allow an adult member to work, attend school, or actively seek employment.
  - e. Expenses for attendant care or auxiliary apparatus for persons disabilities, a deduction is given for the amount by which expenses exceed 3% of the total annual household income (if needed to enable the individual or an adult family member to work).

C. Disallowance of Earned Income From Rent Determinations Effective October 1, 1999.

The rent for eligible families may not be increased as a result of the increased income due to such employment during the 12-month period beginning on the date on which the employment begins.

1. A family eligible for the earned income exclusion is a family that occupies a dwelling unit in a public housing projects; and
  - a. Whose income increases as a result of employment of a member of the family who was previously unemployed for one or more years; "Previously unemployed" includes a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

- b. Whose earned income increases during the participation of a family member in any family self-sufficiency or other job training program; or
  - c. Who is or was, within six months, assisted under any state program for TANF and whose earned income increases.
2. Upon the expiration of the 12-month period referred to above, the rent payable by a family may be increased due to the continued employment of the family member in question. However, during the 12-month period beginning upon such expiration, the amount of the increase may not be greater than 50 percent of the increased earned income that would otherwise be applicable.
  3. At the end of the second 12-month period, the total increase in income is included in calculation of tenant rent.

D. Training Programs Funded by HUD

All training income from a HUD sponsored or funded training program, whether incremental or not, is excluded from the resident's annual income while the resident is training. Income from a Resident Services training program, which is funded by HUD, is excluded.

Upon employment with the EHA, the full amount of employment income received by the person is counted. There is no 18-month exclusion of income for wages funded under the 1937 Housing Act Programs, which includes public housing and Section 8.

E. Other Exclusions: Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:

1. The value of the allotment of food stamps
1. Payments to volunteers under the Domestic Volunteer Services Act Of 1973
3. Payments received under the Alaska Native Claims Settlement Act
4. Income from sub-marginal land of the U.S. that is held in trust for

certain Indian tribes

5. Payments made under HHS's Low-Income Energy Assistance Program
6. Payments received under the Job Training Partnership Act
7. Income from the disposition of funds of the Grand River Band of Ottawa Indians
8. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
9. Amount of scholarships awarded under Title IV including Work Study
10. Payments received under the Older Americans Act of 1965
11. Payments from Agent Orange Settlement
12. Payments received under the Maine Indian Claims Act
13. The value of child care under the Child Care and Development Block Grant Act of 1990
14. Earned income tax credit refund payments
15. Payments for living expenses under the Americorps Program
16. Additional income exclusions provided by and funded by the XYZ Housing Authority

F. Averaging Income

When annual income cannot be anticipated for a full twelve months, the EHA will: annualize current income or recent income and conduct an interim reexamination if income changes. See Section 18.2.

G. Minimum Income

There is no minimum income requirement. Families who report zero income are required to submit a written certification every month. See Section 18.2.

H. Income of Person Permanently Confined to Nursing Home

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, the family may choose to have EHA:

1. Calculate the Total Tenant Payment by including the income of the person permanently confined to the nursing home and giving the family the medical deductions allowable on behalf of the person in the nursing home or;
2. Exclude the person in the nursing home from the household and the rent calculation altogether.
3. Regular contributions and gifts

Regular contributions and gift received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received annually or more frequently will be considered a "regular" contribution or gift, unless the amount is less than \$180.00 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts such as holiday or birthday gifts.

I. Alimony and Child Support

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, the EHA must use the amount awarded by the court unless it is determined the family can verify that they are not receiving the full amount.

J. Lump-sum Receipts

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses are not included in income but may be included in assets.

Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt. The EHA uses a calculation method which calculates the tenant's rent for the period covered by the lump sum payment retroactively or prospectively depending on the circumstances.

On a retroactive basis the EHA will go back to the date lump-sum payment was received. The EHA will determine the revised income for each certification period and recalculate the tenant rent for each period to determine the amount due the EHA. This retroactive process will cover the full period of the lump sum payment coverage, but in no event prior to a tenants admission to public housing. In determining the revised income EHA will take into consideration any off-setting re-payments the tenant must make within five (5) years of the lump sum.

Attorney Fees: The Family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney's fees.

K. Contributions to Retirement Funds - Assets

Contributions to company retirement/pension funds are handled as follows:

1. No deduction is give to the family for any contribution to the fund.
2. The principal of the fund is counted as an asset of the family if the family can access it without retiring or terminating employment.
3. Any payments received from the Fund are counted as income.

L. Assets Disposed of for less than Fair Market Value

The EHA must count assets disposed of for less than fair market value during the two years preceding certification or reexamination. The EHA will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered

to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

M. Child Care Expenses

Un-reimbursable child care expenses for children under 13 may be deducted from annual income if they enable an adult to work, attend school full time, or actively seek employment.

In the case of a child attending private school, only before or after-hours care can be counted as child care expenses.

Child care expenses must be reasonable. Reasonable is determined by what the average child care rates are in the EHA's jurisdiction.

N. Rent for families under the non-citizen rule

A mixed family will receive full continuation of assistance if all of the following conditions are met:

1. The family was receiving assistance on June 19, 1995;
2. The family was granted continuation of assistance before November 29, 1996;
3. The family's head or spouse has eligible immigration status; and
4. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.
5. If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The EHA will grant each family a

period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the EHA will provide additional search periods up to the maximum time allowable.

6. Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- a. Determine the 95<sup>th</sup> percentile of gross rents (tenant rent plus utility allowance) for the EHA. The 95<sup>th</sup> percentile is called the maximum rent.
- b. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- c. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.

O. Income Changes Resulting From Welfare Program Requirements

The EHA will not reduce the public housing rent for families whose welfare assistance is reduced specifically because of:

1. Fraud; or
2. Failure to participate in an economic self-sufficiency program; or
3. Noncompliance with a work activities requirement.

However, the EHA will reduce the rent if the welfare assistance reduction is a result of:

1. The expiration of a lifetime time limit on receiving benefits; or
2. A situation where the family has complied with welfare program requirements but cannot or has not obtained employment.

P. Family Choice in Rents

1. At any re-certification the EHA shall permit the family to choose whether the rent paid by such family shall be a determined based on family income or the flat rent. The EHA may not fail to provide both such rent options for any public housing unit.

The EHA will assume the family's choice is the option for lower rent unless the family advises the EHA differently.

2. The EHA has established, for each dwelling unit in public housing a flat rental amount for the dwelling unit, which:
  - a. Is based on the rental value of the unit, as determined by the EHA; and
  - b. Is designed so that the rent structures do not create a disincentive for continued residency in public housing by families who are attempting to become economically self-sufficient through employment or who have attained a level of self-sufficiency through their own efforts.

3. Formula Based Rents

The monthly Total Tenant Payment amount for a family shall be an amount, as verified by the EHA, that does not exceed the greatest of the following amounts:

- a. 30 % of the family's monthly-adjusted income;
- b. 10% of the family's monthly income; or
- c. EHA's Minimum TTP which is \$0.00

4. EHA's Flat Rent Methodology

The EHA has set a flat rent for each public housing unit, based on the reasonable market value of the unit. The EHA's methodology is described in the EHA's Agency Plan.

5. The Everett Housing Authority's Flat Rent Schedule is included as an attachment to the Admission and Occupancy Policy.

## 18.0 Re-certifications

### Introduction

HUD requires that the EHA re-certify all families at least annually. At the annual Re-certification families must report their current household composition, income, deductions and all allowances. Between regular annual re-certifications, HUD requires that families report all changes in household composition, but the EHA decides what other changes must be reported and the procedures for reporting them. This Section defines the EHA's policy for conducting annual re-certifications. It also explains the interim reporting requirements for families, and the standards for timely reporting.

### 18.1 Annual Reviews

**Purpose:** To assure that families are charged appropriate rent and that the family is housed in the correct unit size, the circumstances of each Family shall be annually reviewed and re-determined as described in this section. The terms annual re-certification and annual reexamination are synonymous.

- A. **Information Required:** An Annual Review for all tenants is to be conducted once every twelve months. In order to be re-certified, families are required to provide current and accurate information on income, assets, allowances and deductions, and family composition.
- B. **Notice:** At least 90 days prior to the Annual Review date, the tenant will be notified by letter of the scheduled review appointment at the Authority's office:
1. The letter also includes instructions permitting the family to reschedule the interview if necessary.
  2. The letter states that families who may need to make alternate arrangements due to a disability, that they may contact staff to request an accommodation of their needs.
  3. The letter gives the family the option of selecting either the flat rent or formula method rent. If they are currently paying a formula rent it states the appointment time for the reexamination. If the family thinks they may want to switch from a flat rent to a formula rent, the letter informs them they must request an appointment with their Rental Officer. At the appointment the family can make their final decision regarding which rent method they will choose.
- C. **Missed Appointments:** Failure of the tenant to either keep the scheduled

appointment or to make alternative arrangements acceptable to EHA or to provide needed information or to sign necessary forms or to provide needed assistance in completing the review result in:

1. Termination of Tenancy upon not less than 30 days notice; and
  2. In the event the tenant subsequently complies with the annual review requirements, any increase in rent shall be made retroactive to the normal annual review date. Any decrease in rent shall be effective as of the later of the normal annual review date.
- D. During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other forms that later will be mailed to the sources that will verify the family circumstances.
- E. Upon receipt of verification, the EHA will determine the family's annual income and will calculate the formula Total Tenant Payments as the larger of the following:
1. 10% of monthly income;
  2. 30% of adjusted monthly income; or
  3. The minimum Total Tenant Payments which is \$0.00.
- F. The tenant can choose to have the rent set at the Total Tenant Payment established above or the flat rent for the tenant's unit.

## 18.2 Special Reviews

- A. If, at the time of admission or any review, a tenant is clearly eligible but it is not possible to make an accurate estimate of Annual Income for the next twelve month period because:
1. A tenant is unemployed and there are no anticipated prospects of employment; or
  2. The conditions of employment and/or receipt of income are so unstable as to invalidate usual and normal standards for determination,

Then a special review for the purpose of re-determining income and rent

shall be scheduled for a specified time (either 30, 60, 90, or 120 days), depending upon the EHA's estimate of the time required for the family circumstances to stabilize. If, at the time of such special review, it is still not possible to make a reasonable estimate of annual income, special reviews shall be scheduled until such time as a reasonable estimate can be made up to the time of the next scheduled annual review.

- B. If, at the time of admission or any review, a family is known to have had a history of fluctuating income over the past year(s) but an income pattern is identifiable and is expected to continue, then special reviews should not be scheduled. Since rent is based, in all cases, on estimated annual income, a reasonable twelve month estimate of such Income can be based on the identified pattern
- C. If, at the time of admission or any review, it is not possible to estimate family income with any reasonable degree of accuracy for the next twelve month period, the income anticipated for a shorter period may be may be annualized, subject to a re-determination at the end of the shorter period. Rent, as fixed in a special review, shall remain in effect until the next annual, special or interim review as appropriate.
- D. If, at the time of admission or any review, a family reports no income, the lack of income shall be appropriately documented. The family must report their income every 60 days until income is received, unless otherwise instructed to report every 30 days. The family may be required to complete a form detailing their monthly expenses.
- E. Tenants shall be given a minimum of 30 days notice of any increase in rent as the result of a special review, unless the tenant failed to fully cooperate in the review, including keeping all appointments and providing timely and accurate information.
- F. Failure of the tenant to either keep an appointment or make other arrangement acceptable to the EHA or to provide needed information or to sign necessary forms or to provide needed assistance in completing the review shall subject the tenant to either termination of tenancy or rent adjustment as described in 18.1(C).

### **18.3 Reporting Changes**

- A. In addition to submitting such information as may be required at the time of annual review or special review, tenants are required to report in writing to the EHA the following defined changes in family circumstances:

1. Any change in the sources of income, including a new source, or any increase from an existing source, except for increases that occur as the result of a cost-of-living adjustment or annual salary change. This exception does not include increases resulting from promotion, reclassifications, bonuses, recalculation of benefits, etc.
  2. Changes affecting family composition: Tenants using formula rent and tenants using flat rents are both required to report the loss of a family member through death, divorce, or other circumstance, or the addition of a family member through marriage, birth, adoption, etc. Additions to the household other than by birth must be approved in advance by the EHA through written Lease Amendment.
- B. Reports of the above defined circumstantial changes are to be made in writing within ten (10) business days subsequent to the occurrence of the change.
- C. Tenants may report decreases in family income or increases in deductions or allowances which would reduce the amount of the total tenant payment. the EHA will process the rent adjustment unless the EHA confirms that the decrease in income will last less than 30 days.
- D. The EHA has no obligation to approve additions to the family, except in case of birth. In reviewing a request to include a new member, the EHA shall review the circumstance of the request and screen the proposed new member using the same criteria and procedure as is used for applicants. Additions to the family of persons seeking temporary or transitional housing shall not be approved.

#### **18.4 Interim Review**

An interim review and recalculation of rent will be processed when a change is or should have been, reported by a tenant, pursuant to 16.6 and subject to the following:

- A. An interim review will be completed for a tenant using formula rent if the change is an increase in income and if:
  1. The increase in income results from the additional of another member to the household; and

2. The tenant has current Tenant Rent (i.e. the actual rent payable to the Housing Authority is zero dollars and/or the tenant receives an utility reimbursement payment).
- B. If the change results in a reduction in the current TTP, then an interim review will be completed for a tenant with a Formula based rent.
  - C. In processing interim reviews for all tenants EHA will follow the same procedures as under the annual review section in determining whether the Formula rent or Flat rent is lower and utilizing the lower rent unless the tenant chooses differently.
  - D. If an interim review is conducted under Subsection (A) above, the increased rent shall not go into effect for a full thirty (30) days. The rent shall be in effect as of the first rent due date following this 30 day period.
  - E. In the case of an interim review under B above, the revised rent will be Effective as of the latter of the following:
    1. the first day of the month following fifteen (15) days from the date the change occurred; or
    2. the first day of the month following five (5) days from the date the change was reported to EHA in writing.
  - F. An interim review resulting from an increase in adult household members the change shall be effective simultaneously with the effective date of the new Dwelling Lease. The Dwelling Lease shall be effective as of the date the additional person is approved and moves in, or the date of birth of a new child, in the case of an increase in household composition. In the

case of a reduction in household composition, the new Dwelling Lease shall be effective on the first day of the month following the change occurring, providing it was reported properly. In all other interim reviews resulting from increases in household composition the change shall be effective the first day of the month following thirty (30) days from the date the change occurred.

### **18.5 Income Changes Resulting From Welfare Program Requirements**

- A. The EHA will not reduce the public housing rent for families whose welfare assistance is reduced specifically because of:

1. Fraud; or
  2. Failure to participate in an economic self-sufficiency program; or
  3. Noncompliance with a work activities requirement
- B. The EHA will reduce the rent if the welfare assistance reduction is a result of:
1. The expiration of a lifetime time limit on receiving benefits; or
  2. A situation where the family has complied with welfare program requirements but cannot or has not obtained employment.
- C. The EHA will verify with the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance before denying the family's request for rent reduction.
- D. The EHA has a written cooperation agreement in place with the local welfare agency which assists the EHA in obtaining the necessary information regarding welfare sanctions.

#### **18.6 Timely Reporting of Changes in Income and Assets**

- A. Standard for timely reporting of changes
1. The EHA requires that families report interim changes to the EHA within ten (10) working days of when the change occurs. Any additional information, document or signature needed from the family in order to verify the change must be provided within three working days of being requested.
  3. If the change is not reported within the required time period, or if The family fails to provide signatures, certifications or documentation, (in the time period requested by the EHA), it will be considered untimely reporting.
- B. Procedures when the change is not reported by the tenant in a timely manner
- If the family does not report the change as described under timely reporting, the family will have caused an unreasonable delay in the interim

reexamination processing and the following guidelines will apply:

Increase in Tenant Rent – will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be liable for any underpaid rent, and may be required to make a lump sum payment.

Decrease in Tenant Rent will be effective on the first of the month following completion of processing by the EHA and not retroactively.

### **18.7 Rent Errors**

If an error in rent is revealed at any time, the EHA shall make proper adjustments to correct the error as follows:

- A. If the error was due to intentional misrepresentation or failure to provide complete or accurate information by the tenant and corrective actions result in an increased rent, such increase shall be retroactive to the date in which the increase would have occurred had the misrepresentation or incomplete reporting not occurred.
- B. If the error was due to the intentional misrepresentation or failure to provide complete or accurate information by the tenant and corrective action results in decreased rent, such decrease shall not be made retroactively, but shall become effective as of the first of the month following verification.
- C. If the error was not the fault of the tenant and corrective action results in increase such increase shall be effective the first of the month following thirty (30) days notice.
- D. If the error was not the fault of the tenant and corrective action results in a decrease, such decrease shall be made retroactive to the date the erroneous rent was charged.

### **18.8 Special Adjustment of Tenant Rent Due to Revision of Utility Allowances**

In accordance with application Federal regulations, the EHA shall annually determine whether there has been a substantial change in utility rates or other change of general applicability, and whether an adjustment is required in the

utility allowance schedule. If the EHA determines that an adjustment should be made, the EHA shall establish a revised Schedule of Utility Allowance, taking into account size and type of dwelling units and other pertinent factors. Based on this revised schedule, the EHA shall then determine the amounts of adjustments to be made in the amount of tenant rent to be paid by the affected families, and shall give a notice regarding revisions to the Schedule of Utility Allowances to all tenants sixty (60) days prior to the effective date of the revisions, providing all tenants with the opportunity to submit written comments during a period expiring not less than thirty (30) days prior to the effective date of the revisions.

## 18.9 Review Procedures

Data assembled at the time of review are to be filed in the folder set up for the family at the time of admission.

### A. Completion of Tenant Data Summary Certification

The head of family and/or spouse and all other adults of each household are required to participate in a personal interview, and at the time of any review, to submit information related to income, assets, family composition, and any claimed deductions. The information must be certified to its accuracy and completeness by the responsible household member(s).

Where it determined to be justified the EHA may waive the requirement of the personal interview by some or all of the adult household members.

### B Verification and Documentation of Review Data

All items of income, assets and deductions shall be verified in accordance with Section on verifications, at the time of admission and at all annual reviews. Only those items which have changed need be verified at the time of an interim or special review. All verifications shall be maintained in the tenant's file, and shall be completed prior to the Dwelling Lease or lease amendment.

### C. Summary of Verified Data.

Verification data is to be reviewed and evaluated as received for completeness, adequacy and conclusiveness. Where the information received is not completely adequate in all respects, follow-ups or new efforts to obtain such information are to be made and carried through to conclusion.

As verifications of all necessary items for each review are completed, a summary of the verified information is to be prepared.

E. Privacy of Information

All information provided by an applicant or tenant family shall be considered private and shall not be divulged by the Authority to any person or agency except upon permission of the applicant or family or upon legal order.

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## **19.0 Utilities and Utility Allowance**

### **19.1 Utility Services (this is the complete text of Section 12.7)**

- A. Tenants responsible for direct payment of utilities must abide by any and all regulations of the specific utility company, including regulations pertaining to advance payments of deposits.
- B. Failure to maintain utility services during tenancy is a lease violation and grounds for eviction.
- C. Non-payment of excess utility charges including excess trash disposal to the EHA is a violation of the Dwelling Lease and is grounds for eviction.

### **19.2 Utility Allowance**

- A. The cost to tenant of utilities (excluding telephone) is not included in the Tenant Rent, a utility allowance will be deducted from the total tenant payment. The Utility Allowance is intended to help defray the cost of utilities not included in the rent. The allowances are based on the monthly cost of reasonable consumption of utilities in an energy conservative household, not on a family's actual consumption.
- B. When the Utility Allowance exceeds the family's Total Tenant Payment, the PHA will provide a Utility Reimbursement Payment for the family each month in an amount equal to the difference between the utility allowance and the families Total Tenant Payment. The check will be made out directly to the tenant.

### **19.3 Exceptional Utility Usage**

- A. Any tenant required to use an abnormally large amount of electricity or natural gas as the result of health reasons or other circumstances beyond the tenant's control may request a Special Utility Adjustment. The request must be submitted in writing and must include:
  - 1. The reason(s) for the extra consumption;
  - 2. The type of equipment being used, including utility consumption information;
  - 3. Frequency and nature of equipment usage;

4. Estimated duration of need for extra consumption;
  5. Authorization for the Authority to verify relevant information.
- B. If the EHA finds that there is a bon-a-fide need for extra consumption due to circumstances beyond the tenant's control, that the need is expected to continue for at least six months, and that the consumption of a utility will exceed 110% of the EHA's expected usage for the tenant's unit, the EHA will establish a special utility allowance for the tenant.
- C. The special allowance shall be determined by EHA's best estimate of the cost of the extra consumption being added to the current allowance for the unit.
- D. Depending upon individual circumstances, the EHA may review the special allowance periodically.

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## 20.0 Repayment Agreements

When a resident owes EHA charges other than current rent and is unable to pay those charges by the due date, the resident may request that the EHA allow them a repayment agreement. The EHA has the sole discretion of whether to prove such an agreement. For an agreement covering retroactive rent the payment agreement should not exceed the length of time it took to incur the retroactive rent charge. When approved the payment agreement must assure that the full payment is made within a specified period of time, normally not more than ninety (90) days. All payment agreements must be in writing and signed by both parties. Failure to comply with the payment agreement terms results in the entire balance to be due immediately and subjects the tenant to eviction procedures.

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## **21.0 Termination**

### **21.1 Termination by Tenant**

The tenant may terminate the lease at any time upon submitting a fifteen (15) day written notice. A tenant vacating prior to the end of the notice period will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

### **21.2 Termination by the Housing Authority**

The EHA will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

The EHA may terminate the lease for serious or repeated violations of material lease terms. Such violations include but are not limited to the following:

- A. Nonpayment of rent or other charges due under the Lease;
- B. Repeated late payment of rent (three or more delinquencies within a twelve-month period);
- C. Failure to report a change of income, employment, identity of household members, or failure to provide any other information required by the Dwelling Lease, including failure to cooperate in periodic reviews of income, assets, deductions, family composition and rent;
- D. Obligations of the Tenant identified in Paragraphs [4] and [7] of the Dwelling Lease;
- E. Serious or repeated damage to the dwelling unit or common areas;
- F. Serious or repeated interference with the rights of other tenants;
- G. Alteration, repair, sale, destruction or other disposition of the leased premises or any part thereof;
- H. Misrepresentation, intentional or unintentional, of any material fact in the application for housing, or in any statements submitted to the EHA;

- I. Keeping an animal in or on the premises in violation of paragraph [7.P] in the Dwelling Lease;
- J. A change in household size or composition that renders inappropriate to the Tenant's continued occupancy of the above premises;
- K. Any of the following types of criminal activity engaged in by the Tenant, any member of the Tenant's household, a guest, or another person under the Tenant's control, shall be cause for termination of tenancy:
  - 1. Any activity that threatens the health, safety, or right to peaceful enjoyment of the EHA's public housing premises by other tenants, persons living in the immediate vicinity of the EHA premises, or employees of the EHA;
  - 2. Any violent or drug-related activity, whether committed on or off EHA premises;
  - 3. Any activity resulting in a felony conviction;
- L. Serious or repeated violation of any of the rules or regulations applicable to the Tenant's dwelling unit or the public housing premises as posted and in effect from time to time, including the "Rules and Regulations", Lawn Care Policy, and Pet Rules attached hereto, and the EHA's Admission and Occupancy Policy";
- M. Other good cause.

## **22.0 Abandonment**

The EHA will consider a unit to be abandoned when a resident has both fallen behind in rent and has indicated by words or actions an intention not to continue living in the unit.

When a unit has been abandoned, the EHA representative may enter and take possession of the unit. Treatment of any abandonment personal property of value will be stored in a reasonably secure place in accordance with Washington State law. A notice will be mailed to the resident stating where the property is being stored and when it will be sold. If EHA does not have a new address for the

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## **23.0 Continued Occupancy and Community Service**

### **23.1 Deferred Effective Date**

Federal law requires Public Housing tenants to participate in community service or economic self-sufficiency activities as a condition of continued occupancy.

The following section shall become affective following:

- A. Publication of final implementing regulations by HUD;
- B. Adoption of a Resolution designating an effective date by the Board of Commissioners;
- C. Issuance of a written notice to all public housing tenants advising them of the effective date which shall be no sooner than thirty (30) days after issuance of the notice.

### **23.2 Exemptions**

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older;
- B. Family members who are disabled and who self certify that he or she is not able to meet this volunteer service requirement due to the nature of the disability;
- C. Family members whom are caring for an exempt disabled person living in public housing;
- D. Family members employed or participating in job training for at least 20 hours a week;
- E. Family members enrolled in a GED program or a secondary school;
- F. Family members receiving assistance under a State program funded

under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program;

### **23.3 Notification of the Requirement**

The EHA shall identify all adult family members who either qualify for community service activities or are exempt or excluded for reasons outlined in 23.2. The notification will provide the opportunity for family members to claim and explain an exempt status.

The notification will advise families that their community service obligation will begin upon the effective date provided for in 23.1. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination occurring more than twelve (12) months after this section is affective.

### **23.4 Volunteer Opportunities**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The EHA will coordinate with resident councils, social service agencies, local schools, and the Human Resources Office and other organizations in identifying a list of volunteer community service positions.

Together with resident advisory councils, the EHA may create volunteer positions.

### **23.5 The Process**

At the first annual reexamination after the effective date of this section each annual reexamination thereafter, the EHA will do the following:

- A. Provide a list of volunteer opportunities to the family members;
- B. Provide information about obtaining suitable volunteer positions;
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work;
- D. The rental officer shall monitor the compliance of each family member at subsequent annual reexaminations.

### **23.6 Notification of Non-Compliance with Community Service Requirement**

The EHA will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

### **23.7 Opportunity for Cure**

The EHA will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

WA006104  
**ACRONYMS**

ACC	Annual Contributions Contract
CFR	Code of Federal Regulations
EHA	The Housing Authority of the City of Everett
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment

**Appendix I**

**Income Limits and Deconcentration Worksheet**

<b>Development Name</b>	<b>Number of Units Under ACC</b>	<b>Number of Occupied Units</b>	<b>Number of Units Occupied by Very Poor Families</b>	<b>% Occupied by Very Poor Families</b>

**%Very Poor in**

**Census Tract**

**Target Number**

**Number Needed of below 30% of median area income**

**Number Needed above 30% of median area income**

**Waiting list number of families Appendix 2**

**Draft**

**Changes to PH Admissions and Occupancy Policy (WA006m04)**

<b>Change #, Page</b>	<b>Change</b>	<b>Old Section</b>	<b>New Section</b>	<b>Detail</b>
1,1	Added	5.1	Same	Section on our retention policy
2,1	Grammar	6.2(A)	Same	Text altered for clarity and grammar
3,1	Grammar	6.2(B)	Same	Text altered for clarity and grammar
4,1	New Text	7.5(C)(2)	Same	Certification of no SSN, completely new text for detail
5,1	Spelling	7.6(A)	Same	Spelling error corrected
6,2	Modified	7.7(A)-(D)	7.7(A)	"One Strike" term deleted and new text added because of "loaded language"
7,2	Modified	7.7(F)	7.7(B)	7.7(F) became 7.7(B), with text changes
8,3	Modified	7.7(G)	7.7 ( C )	Section 7.7(G) became Section 7.7(C) with significant changes.
9,4	Modified	7.7(H)	7.7(D)	Section 7.7(H) became Section 7.7(D) with a slight grammar change:
10,4	Modified	7.7(I)	7.7(H)	Section 7.7(I) "Evidence" became Section 7.7(H)
11,4	Modified	7.7(J)	7.7(F)	Section 7.7(J) "Confidentiality of Criminal Records" became Section 7.7(F)
12,5	Modified	7.7(K)	7.7(G)	Section 7.7(K) "Disclosure of Criminal Records of Family" became Section 7.7(G)
13,5	Modified	7.7(L)	7.7(H)	Section 7.7(L) "Hearings" became Section 7.7(G) with some text changes.
14,5	New Text	8.0(A)	Same	Section 8.0(A) adds one word to text.
15,5	New Text	8.0(F)	Same	Section 8.0(F) changes the word "three" to "five".
16,6	New Text	8.3(C)	Same	Section 8.3(C) deletes text and adds text.
17,6	Modified	8.3(D)	Same	Section 8.3(D) changes "60 days" to "90 days".
18,6	Modified	8.5(B)	Same	Section 8.5(B) deletes and adds text for proper clarification.
19,7	Modified	8.6	Same	Section 8.6's title, "Informal Review" has been changed to "Informal Hearing".
20,7	Modified	8.6(A)	Same	Section 8.6(A) text has been deleted and added to reflect the word "hearing" in place of "review".
21,7	New Text	8.6(E)(6)	Same	Section 8.6(E)(6) Text has been significantly altered.
22,7	Modified	9.2(A)	Same	Section 9.2(A) Changes the number "120" to "60".
23,7	New Text	9.4(G)	Same	Section 9.4(G) deletes and adds new text.
24,8	New Text	9.4(H)	Same	Section 9.4(H) entitled "Zero Income Status" deletes and adds new text.
25,8	Grammar	9.4(I)	Same	Section 9.4(I), "Full-Time Student Status", adds and deletes text.

26,8	Modified	9.4(L)(1)(a)	Same	Section 9.4(L)(1)(a), "Child Care Expenses", adds text for further clarification purposes.
27,8	New Text	9.4(T)(3)	Same	Section 9.4(T)(3) added text to reflect current practice of EHA.
28,9	New Text	9.5(B)	Same	Section 9.5(B) deletes and adds text to clarify the informal hearing process.
29,9	Modified	10.1	Same	Section 10.1's title has been changed from "Applicant Screening Procedure" to "Screening Criteria".
30,9	Deleted Text	10.2(D),(E),(F)	10.2(D),(E)	Section 10.2(D) has been removed, and Section 10.2(E) has become Section 10.2(D). Congruently, Section 10.2(F) has become Section 10.2(E). The original Section 10.2(D) was removed since the "screening checklist" does not exist, and has never been utilized by Application's Department Staff.
31,9	New Text	10.3(F)	Same	Section 10.3(F) has been altered, to reflect current practices of the EHA.
32,9	New Text	10.3(G)	Same	Section 10.3(G) has been altered, to reflect current practices of the EHA; we do not currently require a EHA Verification of Ability to Comply with the Lease Terms form.
33,10	Spelling	10.3(H)	Same	Section 10.3(H) corrects a typographical error.
34,10	New Text	10.4	Same	Section 10.4's Subject heading adds a line for further clarification; the new line reads: <b>(See also Section 7.7: Policy on Screening for Criminal Behavior)</b>
35,10	Grammar	10.4(B)(1)	Same	Section 10.4(B)(1) has been altered to reflect grammatical improvements
36,10	New Text	10.5	Same	Section 10.5's Subject heading adds text for further clarification; the new text reads: <b>(See also Section 7.7: Policy on Screening for Criminal Behavior)</b>
37,10	Grammar	10.5(A)	Same	Section 10.5(A) adds the word "that" to the first sentence of text.
38,10	Deleted Text	10.5(B)	Same	Section 10.5(B) text has been deleted since no one could identify this "form".
39,11	Deleted Text	10.5(D)	Same	Section 10.5(D) deletes text due to loaded language.
40,11	Modified	10.5(E)	Same	Section 10.5(E) was altered to clarify the conduct prescribed of EHA staff by the policy.
41,11	Grammar	10.1	Same	Section 10.10 subject heading text was altered for grammar purposes.
42,11	Grammar	10.1	Same	Section 10.10's text was altered for grammar purposes. The altered text provides a friendly face to the screening process.
43,12	New Text	10.11(A)	Same	Section 10.11(A) alters text to reflect processing.
44,12	Modified	10.11(C)	Same	Section 10.11(C) clarifies that staff may obtain credit information on the applicant.
45,12	Modified	10.18(A)(10)	Same	Section 10.18(A)(10) text has been altered to reflect deletion "One Strike Policy".

46,12	New Text	12.1(B)(1)	Same	Altered to reflect grammar changes and additional paperwork.
47,13	Modified	12.5(D)	Same	Section 12.5(D) text has been changed to reflect the EHA policy of a notice of no more than 10 days when a tenant moves from the dwelling after reaching the age of majority. The old text required a notice of 5 days. 10 days notice is in line with other notice requirements at the EHA.
48,13	Deleted Text	12.5(E)	Same	Section 12.5(E) was deleted because it was innapropriately in this Section.
49,13	Deleted Text	12.8	Same	“Security Deposits” text removed due to redundant and conflicting statements.
50,13	New Text	12.9(A)	Same	Section 12.9(A) text has been changed to clarify when rent payments become due.
51,14	Modified	13.1(A)	Same	Section 13.1(A) “Guest” definition has been expanded to reflect the tenancy lease.
52,14	Modified	14.3(M)	Same	Text altered to reflect policy of notice of ten (10) days from tenants.
53,14	New Text	16.4	Same	Section 16.4 Introductory paragraphs have been altered for clarification purposes.
54,14	Deleted Text	16.4(C)	Same	Section 16.4(C) text has been simplified for clarity purposes.
55,14	Deleted Text	17.1(C)	Same	Text has been removed. The Section originally dealt with Training Exclusions.
56,15	Modified	17.1(D)	17.1(C)	3. Section 17.1(D) became Section 17.1(C), as that original Section 17.1(C) was deleted as reflected in number 56 of this document.
57,15	Modified	17.1(D)(1)	17.1(C)(1)	Old Section 17.1(D)(1), now Section 17.1(C)(1), was altered for grammatical purposes.
58,15	Modified	17.1(D)(1)(a)	17.1(C)(1)(a)	Old Section 17.1(D)(1)(a), now Section 17.1(C)(1)(a), altered for clarification.
59,15	Modified	17(D)(2)	17.1(C)(2)	Old Section 17.1(D)(2), now Section 17.1(C)(2), text was deleted.
60,15	Modified	N/A	17.1(C)(3)	Old Section 17.1(D), now Section 17.1(C), text added by creating sub number 3.
61,16	Modified	17.1(E)-(R)	17.1(D)-(Q)	Old Section 17.1(E), through Section 17.1R), became Section 17.1(D) through Section 17.1(Q), due to the deletion of old Section 17.1(C).
62,16	Modified	17.1(G)	17.1(F)	Old Section 17.1(G), now Section 17.1(F), added text to reference Section 18.2 for clarification of calculating income.
63,16	Modified	17.1(H)	17.1(G)	Old Section 17.1(H), now Section Section 17.1(G), added text to reference Section 18.2 for clarification of calculating income.
64,16	Modified	17.1(R)(2)(c)	17.1(P)(2)	Old Section 17.1(R)(2)(c), was deleted from new Section 17.1(P)(2) since it is reflected in Section 17.1(P)(2)(1).

65,16	New Text	18.1(C)(3)	18.1(C)(2)	Old Section 18.1(C)(2) was deleted, because it was against current regulation.
66,16	New Text	N/A	18.2(D)	Section 18.2(D) was altered to reflect correct reporting periods for family income.
67,16		N/A	18.3(A)(1)	Section 18.3(A)(1) [Ask Ellen]
68,16	Modified	19.1	19.3	Old Section 19.1 became new Section 19.3; explanation of utility allowances.
69,17	New Text	N/A	19.1(A)(B)(C)	Section 19.1's new text.
70,17	New Text	N/A	19.2	New Section 19.2 was added to clarify EHA policy in regard to utility allowances.
71,17	New Text	23.2	Same	"Exemptions" was altered to reflect current Community Service requirements.
72,18	New Text	23.3	Same	"Notification of the Requirement" was altered for clarification purposes.
73,19	Modified	13.1(B)	Same	13.1(B) text was changed to reflect the new guest date reporting policies.
74,19	Modified	13.1(C)	Same	Section 13.1(C) was altered to reflect current "guest" notification procedures.
75,19	Modified	13.1(D)	Same	Section 13.1(D) was altered to reflect lease terms concerning guests.
76,20	Modified	14.4(A)(1)(a)	Same	Adds new text to clarify age group for the "near-elderly" (50-61).
77,20	Modified	14.4(A)(7)	Same	Changes the text dealing with live-in attendants for clarification purposes
78,20	Modified	13.1(J)	Same	Adds language for the protection of guests in common areas.
79,20	Modified	15(A)(2)	Same	Altered to reflect accurately EHA activities in regard to transfers.
80,21	New Text	N/A	11.3(B)	Added to clarify standard Admissions Department practices for the removal of applicants from the wait list.
81,21	Grammar	10.18(A)(4)	Same	Altered for grammatical purposes.
82,21	Deleted Text	16.1	Same	Deleted text to reflect that inspections occur more than just at annual review times.
83,21	Modified	16.4(A)	Same	Altered to reflect that only gross failures during inspections will require a re-inspection.







