

# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
(exp 05/31/2006)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

## Streamlined Annual Plan for Fiscal Year 2005

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Everett Housing Authority

**PHA Number:** WA006

**PHA Fiscal Year Beginning:** (mm/yyyy) July 1, 2005

**PHA Programs Administered:**

- Public Housing and Section 8**     **Section 8 Only**     **Public Housing Only**  
Number of public housing units:                      Number of S8 units:                      Number of public housing units:  
Number of S8 units:

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### 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 and attachments (if any) 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)

**Streamlined Five-Year PHA Plan**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.12]

**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 over the five year period.*

**FY00-04**

**During the previous 5 years, FY 2000-2004, EHA increased its supply of Section 8 Vouchers by 350.**

**FY05-09**

**The EHA does not anticipate that any new vouchers will be released in the foreseeable future. However, if new vouchers should become available the HA will aggressively seek additional housing assistance through the voucher program.**

- Reduce public housing vacancies:

**FY00-04**

**The vacancy rate has not exceeded 2% in FY00-FY04.**

**FY05-09**

**The EHA anticipates that the vacancy rate will continue to be 2% or lower for the next 5-year period.**

- Leverage private or other public funds to create additional housing opportunities: *EHA will seek and/or utilize additional financial assistance to expand housing availability in the next five years. Resources pursued will include but not be limited to the following: Tax Credit Funds, Bonds, Community Development Block Grants, Home Funds, Sound Family Foundation, State Housing Funds, etc.*

**FY00-04**

**In the preceding five fiscal years, the EHA has acquired Douglas Grove (10 units), 12 Pines (24 Units), Oakes (12 Units), Rucker (15 units), Rainier (14 Units), Timber Hill (30 units) and Bridge Creek (22 units). The apartments were purchased through a combination of funds and have been utilized as affordable housing units.**

**In FY02, the Everett Housing Authority also purchased Pine Village, a 84 unit complex for resale as condominiums. This purchase constituted the EHA first venture for homeownership.**

**FY05-09**

**EHA anticipates utilizing up to 350 project based vouchers in the next 5 years to provide affordable housing and appropriate services to eligible low income families, seniors, and disabled individuals.**

**In FY05, the EHA anticipates the purchase of a new complex, Park Ridge as part of the second five-year plan of acquisition. Park Ridge will represent the EHA second homeownership driven acquisition. Over the next 5 years, the EHA plans to continue the exploration of possibilities for property acquisition wherever possible and anticipates acquiring 200-300 additional affordable housing units.**

- Acquire or build units or developments: *Purchase existing units within the Everett area to increase the availability of affordable housing stock.*

### **FY05-09**

As mentioned above, in FY05 the EHA plans to purchase the Park Ridge Apartments, a 60 unit complex for resale as condominiums. Over the course of the next 5 years, the EHA plans to purchase 100 to 200 additional for-homeownership units and an additional 200 to 300 existing housing units to increase the availability of low-income affordable homeownership and rental housing in the Everett area.



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.*

### **FY00-04**

In the last 5 years, FY00-FY04, EHA initiated partnerships with three community agencies to match Vouchers with programs. 10 Vouchers are currently utilized by Housing Hope to provide transitional housing to homeless pregnant women. The Center for Battered Women has been allocated 10 vouchers. EHA in partnership with the Salvation Army provides 10 vouchers for the "New Tomorrows" family transitional housing program. In FY04, Catholic Community Services partnered with the EHA to begin the provision of 10 site-based vouchers for recovering chemically dependent women and children at Timber Hill Apartments.

### **FY05-09**

EHA will continue to partner with community agencies to match site-based vouchers with housing programs. EHA will allocate up to 25 site-based vouchers annually.

During the next five year planning period the EHA will again seek a regulation waiver from HUD to allow the use of site based vouchers at Broadway Plaza, a 191 unit senior high rise complex located in downtown Everett. Affordable senior rental housing is very desirable in this census tract because of the close proximity to downtown services, two hospitals and a variety of other medical amenities. Currently HUD regulation prohibits the use of the site based vouchers in census tracts that have low income population of more than 20% and the census tract this complex is located in, has a poverty rate of 23% based on year 2000 census data.



PHA Goal: Improve the quality of assisted housing  
Objectives:



Improve public housing management: (PHAS score): *Maintain High Performance Status*. EHA has received a High Performer Status rating every

**year since FY92. The Housing Authority remains committed to maintain High Performance Status in the future.**

- Improve voucher management: (SEMAP score): *EHA managed the tenant-based program in an efficient and effective manner. For the last five years, EHA has qualified as a high performer under SEMAP. The EHA will strive to maintain its' high performer status for the next five year period (FY05-09).*
- Increase customer satisfaction:

#### **FY00-04**

**In FY03, the Housing Authority hired a Rental & Public Information Specialist, who has worked closely with Housing Authority staff to create a friendlier, service oriented environment for Housing Authority clientele. The EHA began in FY04 to redesign the lobby area to allow for a more attractive, efficient, and cultural friendly space for clientele services and intake; renovations will be completed early FY05. Also in FY04, the EHA received a very positive response to the HUD REAC resident survey conducted for PHAS scoring purposes.**

**EHA created and has implemented customer comment cards in FY04. In addition in 2004, the Housing Authority began publishing and distributing, to the wider community, Annual Reports on its programs progress, and newsletters were regularly sent to residents. In 2004, the Housing Authority began to accept assistance applications any day of the week between the hours of 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 4:00 p.m. to increase customer convenience. In the past EHA accepted new assistance applications only during the first week of the month.**

#### **FY05-09**

**EHA will continue its effort to improve customer service with residents, participants and landlords, partnering agencies and businesses as well as the general public in the next five years. The EHA plans to continue to publish regular progress reports on agency accomplishments for distribution to the broader community. EHA plans to conduct an annual review of customer comment card responses for its Public Housing and Section 8 programs. In addition customer service training for employees, distribution of enhanced written publications and new communication methods will be taken to improve service to Limited English Proficiency program participants. In addition, EHA will use newsletters, web site accessibility and other clientele outreach efforts to reach Everett's diverse multi-cultural community.**

- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) **In FY03, the Section**

**8 program staff worked with an independent consultant to develop and implement an automated (palm pilot) inspection process. In addition, the Public Housing program implemented a new internal housing inspection process to facilitate compliance with REAC inspection standards and is in the process of implementing the automated palm pilot system.**

**FY05-09**

**The EHA plans to continue to improve upon its Section 8 and Public Housing unit inspection processes by annually evaluating the program's inspection reporting process to determine effectiveness in meeting compliance standards.**

**Management will prepare an action plan to begin addressing conversion requirements for asset/site based accounting and public housing property management.**

Renovate or modernize public housing units:

**FY00-04**

**In the previous five fiscal years EHA has renovated and/or modernized almost half of the 148 units in the Grandview Community.**

**FY 05-09**

**In the next 5 years, the EHA plans to continue to renovate and modernize public housing units. In FY05, the EHA plans to renovate and modernize ten to twelve additional units in the Grandview community.**

Demolish or dispose of obsolete public housing:

**FY00-04**

**The initial planning stages to determine whether or not to demolish the 62 year old public housing development, known as Baker Heights, began in FY03. In FY04 EHA 's community development consultant firm, assisted staff and Board of Commissioners to conduct public meetings to involve residents and community leadership in the exploration of development alternatives for the Baker Heights community. The community task force exploring the future needs of the Everett community will make a recommendation for action to the Board of Commissioners in January 2005.**

**FY05-09**

**Within the next few years, the EHA Board of Commissioners and staff will**

**continue the Baker Heights redevelopment planning efforts. The planning efforts will continue to involve community leaders, residents and appropriate businesses and agencies in the discussion of redevelopment issues, including: public utility needs; transportation impact; architectural choices; financing options and partners and impact on tenant families and relocation needs. The EHA will formulate an action plan for the Baker Heights Redevelopment that will: 1) describe how the redevelopment effort will be financed and provide a timeline indicating the actions necessary to begin initiating appropriate financial resources for redevelopment; 2) outline the process for the demolition and disposition of units; 3) research options and recommend how replacement housing can best be provided for to promote mixed income neighborhoods in the redevelopment area and within the broader community.**

- Provide replacement public housing:

**FY05-09**

**In the next five years EHA will continue planning for Baker Heights redevelopment and will begin to implement projects that will facilitate future development efforts. EHA will take the actions required to receive approval for the demolition/disposition of scattered site properties. Resources developed through disposition will be used to provide additional affordable housing opportunities for low-income families. EHA will also seek homeownership opportunities for public housing residents and low income families.**

**As part of the redevelopment of Baker Heights, in the course of the next five years, the EHA will begin to acquire additional housing that may be used to replace the public housing that will be demolished and not replaced with new public housing units in Baker Heights.**

- Provide replacement vouchers:

**The EHA will seek to substitute some Public Housing at Baker Heights with replacement vouchers in the next five years.**

- Other: (list below)

- PHA Goal: Increase assisted housing choices  
Objectives:

- Provide voucher mobility counseling:  
 Conduct outreach efforts to potential voucher landlords:

**FY00-04**

**The Section 8 Department sent a quarterly newsletter in FY01 to existing and prospective landlords, and has participated in a local professional renters association. EHA has also conducted a lead-based paint workshop for**

**landlords. In FY02-04, the Section 8 Department continued these community relation-building efforts by teaching at the Annual Crime Free Neighborhoods Class with the Everett Police Department to explain the Section 8 program.**

**FY05-09**

**The Section 8 program will continue to promote community relations and education through the continued use of a landlord newsletter, mailing of the EHA annual report and participation in the landlord association. The EHA will also continue to use consumer satisfaction surveys, customer service cards and periodic dissemination of information pertinent to landlord/tenant law to enhance public relations with its customers and the wider public.**

- 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 each year during FY00-03. In FY04, payment standards were reduced slightly.*

**EHA plans to continue to maintain payment standards appropriate to the market and beneficial to the Section 8 participants within the regulatory limits established by HUD.**

- Implement voucher homeownership program: *Expand the Home ownership program for voucher participants.*

**FY00-04**

**In FY01, EHA began its homeownership assistance program by allocating up to 25 vouchers per year to qualified clients. Eligibility criteria based on income, credit worthiness, and family motivation was established. EHA has continued its homeownership efforts through FY04, and to date has moved three voucher holders to home ownership.**

**FY05-09**

**The EHA plans to continue the Homeowner assistance program in the next five years. EHA will make up to 25 vouchers per year available to the program during the 2005-2009 five year planning period.**

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

*Convert four three-bedroom public housing units into two six-bedroom unit to expand resources for very large families.*

**FY05-09**

**In FY05, the EHA plans to convert at least four, three-bedroom public housing units, into two six-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:

**FY00-04**

**The EHA in fiscal year 2004 began participation in a local police sponsored program that encourages home security. The EHA must meet certain requirements in order to be certified as a crime resistant home or community housing development by the Everett Police Department.**

**FY05-09**

**In the next five years the EHA plans to achieve crime resistant certification of all of its public housing communities. The EHA will also provide additional lighting for safety and security in all developments.**

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

*Support existing resident councils in the public Housing neighborhoods.*

**FY00-04**

**The Resident Advisory Board (RAB) met monthly in FY02-FY04. Baker View Council and EHA continue to meet regularly. By resolution, the EHA Board of Commissioners made the RAB an ongoing committee.**

**FY05-09**

**EHA during the next five years will continue to support resident advisory**

**groups, including the Bakerview Residents Council and Resident Advisory Board. EHA will expand opportunities to include representatives of its diverse cultural groups to provide advice on policies and practices.**

*Strive to support the AmeriCorps program, which provides tutoring and recreational opportunities for youth in public housing developments through the year 2005.*

**The Americorp Program was an integral part of our PHDEP program in FY01 and FY02. In 2003 ROSS funding was combined with existing and new Americorps grants to provide after school tutoring and an employment referral program for youth and adults. Funds for these program efforts will continue into 2005.**

**EHA is committed to seek and obtain funding to continue its successful partnership with Americorp to operate an after school tutoring program for youth and adults in the next five years.**

*Strive to continue to provide service coordination to disabled and senior tenants in the Bakerview community and other public housing neighborhoods to Section 8 tenants participating in the Hope Options Program.*

#### **FY00-04**

**Service coordination assistance has been provided to the Bakerview highrise and to senior and disabled persons living in the Baker Heights development since 1995. In the last five-year period a service coordinator position has been funded by ROSS grants. The HOPE for the Elderly Independence program HUD demonstration funds expired in 2003. The EHA absorbed the cost of this program at a reduced level of service coordination and in addition set aside 100 vouchers for the programs continuation.**

#### **FY05-09**

**It is the intent of EHA to seek and obtain funding to continue the operation of the after school tutoring program and to maintain its partnership with Americorp in the provision of this service. EHA is also committed to continuing to find financial and/or partnering supportive service programs.**

*Strive to support the provision of nurse consultation services at Bakerview.*

#### **FY00-04**

**Visiting Nurse Services and the City of Everett have jointly provided funding for nurse consultation services to Bakerview and Broadway Plaza residents**

since 1995. During the last five years the EHA has provided funding for four hours of nurse consultation time per month.

**FY05-09**

**EHA is committed to finding resources to continue this valuable service during the next five-year planning period.**

**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 employable persons in assisted families: *Provide supportive services during the next 5 year period for the proportion of Welfare to Work Voucher Program Participants transitioning to the Working Families Program. EHA will also strive to use available resources to maintain and create set aside programs that encourage employment and economic self-sufficiency.*

**FY00-04**

**EHA and partnering community agencies provided vouchers and support services to 627 Welfare-to-Work families for five years through a HUD demonstration grant. The demonstration funding expired in the spring of 2004. However, EHA and its community partners agreed to continue the Welfare to Work program (Renamed the Working Families Program) by providing 100 families with appropriate support services and set-aside voucher assistance.**

**FY05-09**

**EHA is committed to continue to work with community partnering agencies to provide housing assistance and appropriate services that will enable low-income families to stabilize housing needs and take the training and job search steps necessary to find employment opportunities that can support self-sufficiency. EHA will during the five year planning period set aside at least 100 vouchers for Working Families.**

*Provide self-sufficiency planning and support to the HUD required number of FSS participants.*

**FY00-04**

**EHA has had a Family Self-Sufficiency program since 1994. In the last five-year period FSS has served over 400 families. In 2001 EHA received grant**

**funds to hire a second service coordinator through December 2004. Grant proposals have been submitted for continuation funding for the second service coordinator position and for a FSS Home ownership program coordinator.**

**FY05-09**

**EHA during its next five year planning period will continue to meet existing requirements for FSS participants, expand the program by seeking funding to support FSS programs, and to develop resources to promote home ownership opportunities.**

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

***EHA will strive to continue to make service coordination available to disabled and senior residents in the Bakerview and Baker Heights communities. The Housing Authority will also make every effort to continue to provide service coordination assistance to elderly Section 8 tenants participating in the HOPE programs.***

**FY00-04**

**In FY01, EHA received a ROSS renewal grant and a ROSS retroactive grant to continue PH service coordination for elderly and disabled residents. In FY02, 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.**

**FY05-09**

**The EHA plans to continue to develop program options that will meet the needs of the elderly and disabled populations. Currently approximately 60% of EHA households are elderly and/or disabled. Demographic trends predict a fifteen per cent increase in the elderly population over the next 20 years in the Snohomish County area. To meet the needs of this growing population the EHA must seek resources and partnerships that will offer creative solutions to the affordable housing needs of these unique populations.**

- Other: (list below)

*Provide tutoring and recreational opportunities to at least 225 individual youth in Grandview and Pineview developments each year.*

**FY00-04**

**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 adults in Grandview, Pineview and Baker Heights. Despite the termination of PHDEP funds, EHA has continued to provide learning opportunities to youth and their family in FY03-04. A three year Neighborhood Network ROSS grant has expanded access to employment and training opportunities for youth and adults in the Grandview and Pineview developments. The after school tutoring program has served an average of 900 (individual and repeated visits) youth a month in Grandview and Pineview for the past two years. The ROSS Family Services grant funds have also acted as a mechanism to connect immigrant and refugee residents with Limited English Proficiency (LEP) to community based services that will be responsive to their needs to become fully self-sufficient.**

**FY05-09**

**In the next five years EHA is committed to continue to ensure access to EHA services and to community based resources for public housing residents. Currently 350 families, approximately half of the Housing Authority's public housing families have limited English proficiency. These families face significant challenges because of their limited English abilities and need assistance to obtain language proficiency and to develop skills that promote self-sufficiency in an urban, western environment. EHA is committed to partnering with other community and faith based agencies to develop formal and informal resources to empower these families to become economically self-sufficient.**

**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 annually for compliance with Equal Opportunity regulations and develop procedure for compliance review and approval of publicity materials on an ongoing basis.***

**FY00-04**

**The mailing list update and literature review was conducted every year through FY00-04. In October 2004 an interdepartmental committee of management representatives and housing program staff was formed to write a more comprehensive agency wide affirmative action plan and corresponding policy and implementation procedures. The plans estimated completion time is in the spring of 05.**

**FY05-09**

**The EHA plans to continue regularly updating mailing lists and general EHA literature for compliance with Affirmative Action and Equal Opportunity rules. Staff will receive training as needed to ensure compliance with policy and regulatory requirements. The EHA has already created a Limited English Proficiency Task Force that will include resident participation, and will begin making recommendations to the Housing Authority management on ways to ensure that housing services are accessible and to provide the most meaningful service and assistance to LEP clients.**

- 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: *Convert smaller bedroom units to accommodate our large public housing families. Promote education and activities that promote understanding and ensure safety in a multi-cultural and ethnically diverse community.*

**FY05-09**

**In FY05, the EHA plans to convert at least four three-bedroom units into two six-bedroom units.**

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

- Other: (list below)

***Operate in full compliance with all Equal Opportunity laws and regulations and affirmatively further fair housing. Ensure equal treatment of all applicants, residents, tenant-based participants, employees and vendors. EHA will continually monitor its policies and practices to ensure equal treatment of clients and will provide education, materials and opportunities for its employees and residents.***

***Periodically review agency publicity and marketing literature as well as working documents for compliance with applicable Equal Opportunity***

*requirements.*

**FY00-04**

**In FY03, a marketing position was hired. This position works with management representatives to review marketing literature and working documents for compliance with Equal Opportunity requirements and other Federal regulations concerning fair access to services and housing resources. In FY04, customer service cards were developed, and among the reasons the cards are being issued to client is to ensure proper action in regard to Equal Opportunity responsibilities. In FY05, the EHA plans to conduct customer service trainings with staff that will contain a Equal Opportunity element.**

**FY05-09**

**Over the course of the next five years, the EHA plans to continue periodic reviews of marketing and working documents to ensure compliance with Equal Opportunity requirements. The EHA will also continue to provide appropriate educational materials and training to ensure that employees are aware of compliance requirements and customers are aware of their rights to service and fair treatment.**

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

## **Streamlined Annual PHA Plan**

### **PHA Fiscal Year 2005**

[24 CFR Part 903.12(b)]

### **Table of Contents**

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

#### **A. ANNUAL STREAMLINED PHA PLAN COMPONENTS**

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
  - a. PHA Progress on Meeting 5-Year Mission and Goals
  - b. Criteria for Substantial Deviations and Significant Amendments
  - c. Other Information Requested by HUD
    - i. Resident Advisory Board Membership and Consultation Process
    - ii. Resident Membership on the PHA Governing Board
    - iii. PHA Statement of Consistency with Consolidated Plan
    - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 20\_\_ Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)

#### **B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans; Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

**Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

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

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

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	464		70
Extremely low income <=30% AMI	429	92%	
Very low income (>30% but <=50% AMI)	25	5%	
Low income (>50% but <80% AMI)	10	3%	
Families with children	124	27%	
Elderly families	106	23%	
Families with Disabilities	138	30%	
African American	36	8%	
American Indian	2	<1%	
Caucasian	392	84%	
Asian/Pacific Island	34	7%	
Hispanic	26	6%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	324	70%	26
2 BR	84	18%	21
3 BR	40	9%	20
4 BR	13	3%	2
5 BR	2	<1%	0
5+ BR	1	<1%	1

<b>Housing Needs of Families on the PHA's Waiting Lists</b>	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)? N/A	
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	

## **B. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### **(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

**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
- 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)

- a. **Strive to continue to provide service coordination to Section 8 and public housing senior citizens and disabled residents and participants. The Housing Authority will seek additional funding to maintain or expand level of service.**
- b. **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 sources applicable to continuance of funding.**
- c. **Continue to find resource to support the nurse consultation program at Bakerview.**

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

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

Select all that apply

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

- a. **Renew the partnership with Disabilities Resource Center to enhance information and referral information concerning EHA's housing resources. Encourage persons with disabilities to participate in RAB meetings.**
- b. **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: **EHA will assist S8 tenants by providing housing information regarding housing opportunities in high-income areas within the service jurisdiction.**
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

- a. **Conduct annual review of agency publicity, marketing, and documents for compliance with all applicable Equal Opportunity requirements.**
- b. **Covert four three-bedroom units into two six-bedroom units.**

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

- a. Formed an LEP committee to ensure access to EHA and community based services.**

**(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 903.12 (b), 903.7 (c)]

List on the following table 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 20__ grants)</b>		
a) Public Housing Operating Fund	965,000	
b) Public Housing Capital Fund	950,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	17,250,000	
f) Resident Opportunity and Self-Sufficiency Grants	125,000	
g) Community Development Block Grant		
h) HOME		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,500,000	Public Housing Operations
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Investment Income</b>	12,000	Public Housing Operations
<b>Total resources</b>	20,802,000	

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

[24 CFR Part 903.12 (b), 903.7 (b)]

#### **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) **If the EHA believes that an applicant has provided fraudulent information during the application process, an investigation is conducted before admission.**

- 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) **The EHA does not routinely run an FBI check on each applicant. However, should 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 buildings.**
- 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. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d. N/A

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics


2. What is the number of site based waiting list developments to which families may apply at one time? \_\_\_

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? \_\_\_

4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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;

- a. **The unit offer was not of the proper size and type;**
- b. **The unit contains lead-based paint;**
- c. **Applicant is unable at the time the unit was offered due to illness documented by a physician or a court verifies the applicant is serving on a jury; and**
- d. **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 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
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)

- a. **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 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 [housekeeping, etc.] shall have their request for transfer rejected.**

Other: (list below)

**b. Handicapped unit requested and an individual without a disability occupies the unit.**

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)

- a. **Veteran Status: Applicant 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;**
- b. **Displaced Status: Applicants displaced by government action or 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

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)

- a. **Veteran Status (1)**
- b. **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)

**a. Applicant Staff are available to provide information.**

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

- At an annual reexamination and lease renewal
- Any time family composition changes

- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

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

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

**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):
  - Other (list below)

**a. EHA rejects applicants who owe debt to EHA or any other Housing Authority as result of participation in a Rental Assistance Program or who have been evicted from a housing 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 an FBI check on each applicant. However, if records from local or state law enforcement agencies reveal criminal activity that indicates that additional information from the FBI would be useful in making eligibility determinations, an 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)

**Landlord packets available upon request.**

**(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:

- b. Due 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)

- a. **Partnering in cooperating programs: Rental Rehabilitation, Project Self-Sufficiency, Emergency Housing, Mentally and Developmentally Disabled, Terminally Ill, and HOPE for the Elderly and Hope Options. 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.**

- b. **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 (1)

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)

a. **Rent in excess of 30% of gross income (2)**

b. **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)

- a. Set Aside Programs – Agencies Administering the programs provide reference materials on policies governing eligibility, selection and admissions;
- b. The HOPE for Elderly Independence and Hope Options Programs provide reference materials to the public about its services and to access the program;
- c. Partner agencies in the Working Families 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)

- a. **Newspapers, letters to various agencies, letters to people on the waiting list, appropriate newsletters, and brochures. Partnering agencies and application staff describes programs at time of application and when appropriate.**

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

[24 CFR Part 903.12(b), 903.7(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 of the following two)

- 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))
- 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% of 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

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**

a. 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)

**Informal Regular market sampling of Snohomish County assisted rent and affordable housing rents are conducted by EHA's affordable housing staff and used for comparison to public housing market based flat rents.**

## **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)

**Whenever market has a noticeable change.**

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)

**Adequacy and variety of units meeting client needs.**

**Local availability of units.**

**(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)

**The text in the Housing Authority Policy states:**

**21.6 Assistance & Rent Formulas**

**B. Minimum Rent.**

**The Everett Housing Authority has set the minimum rent as \$50.00.**

- a. Hardship Exemption: In order for a family to qualify for a hardship exemption the family's circumstances must fall into one of the following criteria:**
- a. The family has lost eligibility or is awaiting eligibility determination for Federal, Washington State, or local assistance;**
  - b. The family would be evicted as a result of the imposition of the minimum rent requirement; and**
  - c. The income of the family has decreased because of changed circumstances, including loss of employment, death in the family and other circumstances as determined by the EHA.**
- b. Hardship notice: Families must be notified of their right to request a**

**minimum rent hardship exemption. Notification must occur:**

- a. **During the annual review appointment process**
  - b. **At the time of lease up**
  - c. **At such time as that it would be reasonable based on the family's financial condition to inform them of the hardship exemption.**
- c. **Hardship Timing: The EHA will immediately grant the minimum rent hardship exemption to all families who request it. The minimum rent will be effective until the EHA determines whether the suspension is valid as determined by the criteria set forth in Section 21.6(B)(1)(a)-(c). If the exemption is determined valid, it shall continue until such time that the family's financial condition warrants a minimum rent payment.**

**If the exemption is determined invalid, the family shall be required to pay the EHA retroactively for any minimum rent payments that should have been received for the period of exemption. A payment plan for such repayment is permissible, and will be set by reasonable agreement between the EHA and the family.**

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

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

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

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

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

### **B. HOPE VI and Public Housing Development and Replacement**

## Activities (Non-Capital Fund)

Applicability of sub-component 5B: 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.

### (1) Hope VI Revitalization

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)  
Development name:  
Development (project) number:  
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
- c.  Yes  No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d.  Yes  No: 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:
- e.  Yes  No: 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:

## 6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S.

Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Scattered Sites	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected: up to 42	
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: 7-1-05	
b. Projected end date of activity: <b>Project during next 5 Year planning cycle.</b>	

**7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

(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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

**The EHA has operated a successful Section 8 Homeownership program for over three years.**

**(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, what is the maximum number of participants this fiscal year?25

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:

**In Good Standing with EHA and have 2 years Section 8 criteria.**

- c. What actions will the PHA undertake to implement the program this year (list)?

**(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

**Several years of experience administering a Homeownership Program**

**8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

**9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

**A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous*

*5-Year Plan for the period FY 2000 - 2005.*

**B. Criteria for Substantial Deviations and Significant Amendments**

**(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

a. Substantial Deviation from the 5-Year Plan

b. Significant Amendment or Modification to the Annual Plan

**C. Other Information**

[24 CFR Part 903.13, 903.15]

**(1) Resident Advisory Board Recommendations**

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

If yes, provide the comments below:

b. 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. **SEE ATTACHMENT G**

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

**(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: **Jay Cole**

Method of Selection:

Appointment

**The term of appointment is (include the date term expires):  
October 6, 2009**

- Election by Residents (if checked, complete next section--Description of Resident Election Process)

**Description of Resident Election Process**

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)

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) **All candidates must be approved by the Mayor of Everett.**

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)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

**(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

**Consolidated Plan jurisdiction: City of Everett Addendum to the Snohomish County Comprehensive plan.**

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

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

**(4) (Reserved)**

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

**10. Project-Based Voucher Program**

a.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

b.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)  
Tenants require support services due to special needs in order to be

successful

in their tenancy.

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

**EHA will partner with community based organizations to project base up to 50 vouchers this year to create affordable housing opportunities in eligible census tracts for low-income families.**

### 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method 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 (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP 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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				





### 13. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name				<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

**13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>						
<b>Total CFP Estimated Cost</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 #	Acct #	Development Number/Name General Description of Major Work Categories	Quantity 1470	Original Estimated Cost 21,500.00	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) Part I: 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"/>			<input type="checkbox"/>	Revised Annual Statement/Revision		
<input type="checkbox"/>	Final Performance and Evaluation Report		<input checked="" type="checkbox"/>	Performance and Evaluation Report for Program Year Ending December 30, 2004		
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)	\$ 102,834.50	\$ 102,834.50	\$ 102,834.50	\$ 82,771.21
3	1408	Management Improvements	\$ 7,708.22	\$ 7,708.22	\$ 7,708.22	\$ 7,708.22
4	1410	Administration	\$ 102,834.50	\$ 102,834.50	\$ 102,834.50	\$ 80,263.03
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	\$ 360,854.39	\$ 360,854.39	\$ 360,854.39	\$ 228,703.29
8	1440	Site Acquisition				
9	1450	Site Improvement	\$ 331.93	\$ 331.93	\$ 331.93	\$ 331.93
10	1460	Dwelling Structures	\$ 341,540.32	\$ 341,540.32	\$ 341,540.32	\$ 341,540.32
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00
12	1470	Nondwelling Structures	-	-	\$ -	\$ -
13	1475	Nondwelling Equipment	\$ 109,553.51	\$ 109,553.51	\$ 109,553.51	\$ 109,553.51
14	1485	Demolition				
15	1495.1	Relocation Cost	\$ 376.63	\$ 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)	\$ -	\$ -	\$ -	
<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>\$ 1,028,345.00</b>	<b>\$ 853,559.14</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							
Part II: Supporting Pages							
Dev #	Acct	General Description of Major Work Categories	Adjusted Budget May 21, 2004	Revised	Obligated	Expended	Status
Operations	140600-020001	central procurement /construction clerk--Salaries	30,286.13	30,286.13	30,286.13	30,251.19	Staff hired, time reflected on bi-monthly time sheets. Adj #5 added funds to increase salaries to fully have 10% in the Operations account
Operations	140600-020002	central procurement /construction clerk--Benefits	10,000.00	10,000.00	10,000.00	6,144.56	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	15,000.00	Hired consultant firm to review and update personnel policies, safety manuals and hiring procedures
Operations	140600-020004	related training for capital funds	2,548.37	2,548.37	2,548.37	2,548.37	Funds needed to keep staff current with capital fund requirements, contracting and procurement regulations
Operations	140600-020005	technical information systems coordinator-salaries	35,000.00	35,000.00	35,000.00	23,500.37	Staff hired, time reflected on bi-monthly time sheets.
Operations	140600-020006	technical information systems coordinator-benefits	10,000.00	10,000.00	10,000.00	5,326.72	Adjustment #1 moved funds from salaries to benefits for tracking purposes
		<b>10% of budget is \$102,834.50</b>	<b>102,834.50</b>	<b>102,834.50</b>	<b>102,834.50</b>	<b>82,771.21</b>	<b>1406 Operations</b>
Management Improvements	140800-020009	disaster planning & training	-	-	-	-	Work item in future annual statement and 5 year plan, moved funds into the Baker Heights Feasibility Study
Management Improvements	140800-020010	asset managemnt assessment of exisiting property	-	-	-	-	Work item in future annual statement and 5 year plan, moved funds into the Baker Heights Feasibility Study
Management Improvements	140800-020011	resident training (move to work, job related)	-	-	-	-	Work item in future annual statement and 5 year plan, moved funds into the Baker Heights Feasibility Study
Management Improvements	140800-020012	increase internet capability	-	-	-	-	Work item in future annual statement and 5 year plan, moved funds into the Baker Heights Feasibility Study
Management Improvements	140800-020013	modernization related software & training	7,708.22	7,708.22	7,708.22	7,708.22	Adjustment #2, moved additional funds here to cover costs associated with the inspection software
		<b>20% of budget is \$205,669.00</b>	<b>7,708.22</b>	<b>7,708.22</b>	<b>7,708.22</b>	<b>7,708.22</b>	<b>1408 Management Improvements</b>

Annual Statement/Performance and Evaluation Report							
Part II: Supporting Pages							
Dev #	Acct	General Description of Major Work Categories	Adjusted Budget May 21, 2004	Revised	Obligated	Expended	Status
Administration	141010-020016	Staff Salaries	80,469.30	80,469.30	80,469.30	65,694.53	Staff hired, time reflected on bi-monthly time sheets. Adjustment #2 moved funds from other 1410 accounts to salary account
Administration	141010-020017	Technical Salaries	-	-	-	-	Adjustment #2 moved funds from other 1410 accounts to salary account
			<b>80,469.30</b>	<b>80,469.30</b>	<b>80,469.30</b>	<b>65,694.53</b>	<b>141010</b>
Administration	141016-020018	Phone Costs	-	-	-	-	Adjustment #2 moved funds from other 1410 accounts to salary account
			-	-	-	-	<b>141016</b>
Administration	141019-020019	Advertising Costs	365.20	365.20	365.20	365.20	Adjustment #2 moved funds from other 1410 accounts to salary account
			<b>365.20</b>	<b>365.20</b>	<b>365.20</b>	<b>365.20</b>	<b>141019</b>
Administration	141090-020020	Staff Benefits	22,000.00	22,000.00	22,000.00	14,203.30	Staff hired, time reflected on bi-monthly time sheets.
			<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>14,203.30</b>	<b>141090</b>
		<b>10% of budget is \$102,834.50</b>	<b>102,834.50</b>	<b>102,834.50</b>	<b>102,834.50</b>	<b>80,263.03</b>	<b>1410 Administration</b>
Fees & Costs	143010-020023-1	A&E B.H. Feasibility Study	360,854.39	360,854.39	360,854.39	228,703.29	Adjustment #2, moved additional funds to this work item to cover Phase I and II of the feasibility study of the Baker Heights Development by Mithun, Inc.
Fees & Costs	143010-020024-2	A&E for Grandview Renovation/Oil Tank Consultant	-	-	-	-	Work item in future annual statement and 5 year plan, moved funds into the Baker Heights Feasibility Study
Fees & Costs	143010-020025	Spare					
			<b>360,854.39</b>	<b>360,854.39</b>	<b>360,854.39</b>	<b>228,703.29</b>	<b>143010</b>
Fees & Costs	143060-020026	Plan Review Fees	-	-	-	-	Work item in future annual statement and 5 year plan, moved funds into the Baker Heights Feasibility Study
			-	-	-	-	<b>143060</b>
			<b>360,854.39</b>	<b>360,854.39</b>	<b>360,854.39</b>	<b>228,703.29</b>	<b>1430 Fees and Costs</b>
6002 Grandview	145000-020028-2	#1: landscaping #2: new parking areas, driveway striping, driveways	-	-	-	-	orig set up: added projects together for one line item. Adjustment #2, moved funds to Baker Heights Feasibility Study Adju #3, moved needed funds back to landscaping to cover costs of proposed work. Adj moved \$500 to exterior lighting. Work item in future
6002 Grandview	145000-020029-2	remove and abate underground oil tanks	-	-	-	-	Work item in future annual statement and 5 year plan, moved funds into the Baker Heights Feasibility Study

**Annual Statement/Performance and Evaluation Report**

**Part II: Supporting Pages**

Dev #	Acct	General Description of Major Work Categories	Adjusted Budget May 21, 2004	Revised	Obligated	Expended	Status
6002 Grandview	145000-020030-2	Exterior Lighting	331.93	331.93	331.93	331.93	Adj #4 Moved item forward from 5 year plan from the 2003 approved budget items. Adj #5, moved unused funds to GV Renovation, and moved this work item to the 2003 Annual Statement to complete project
6005 Scattered Sites	145000-020032-5	#1: fencing #2: construction of fencing for private yards & enclosures	-	-	-	-	orig set up: added projects together for one line item. Adj #5 moved funds into other work items for final obligation period, work item is in future annual stmt and 5 year plan
6005 Scattered Sites	145000-020033-5	Upgrade ada compliance-exterior	-	-	-	-	Work item in future annual statement and 5 year plan, moved funds into the Baker Heights Feasibility Study
			<b>331.93</b>	<b>331.93</b>	<b>331.93</b>	<b>331.93</b>	<b>1450 Site Improvements</b>
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	44,953.40	44,953.40	44,953.40	44,953.40	orig set up: added projects together for one line item. Adj #1 moved \$50,962.85 to cover cost of replacment of BV boiler-emergency. Adj #2, moved funds to Baker Heights Feasibility Study; moved work item forward from 2001 annual statemnt for roof replacmen
6002 Grandview	146000-020040-2	#1: Replace small windows #2: Replace large windows	4,423.50	4,423.50	4,423.50	4,423.50	orig set up: added projects together for one line item. Work items in future budgets and is part of the interior renovation
6002 Grandview	146000-020043-2	#1: Replacement of furnaces #2: hot water tanks	1,013.76	1,013.76	1,013.76	1,013.76	orig set up: added projects together for one line item. Work items in future budgets and is part of the interior renovation
6002 Grandview	146000-020044-2	major interior renovation	285,302.01	285,302.01	285,302.01	285,302.01	Interior renovation of naturally vacated units.
6003 Bakerview	146000-020047-3	#1: Upgrade or replacement of fire & smoke detection / fire alarm system #2: Replacement of thermostats	1,190.00	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 system. Work items are in a future annual statement and 5 year plan.
6003 Bakerview	146000-020050-3	Security Card Access System with Camera Monitoring	4,657.65	4,657.65	4,657.65	4,657.65	Completed installation of system with camera access to tenant's units through the tv.
6004 Pineview	146000-020051-4	Installtion of wood /vinyl or aluminum siding	-	-	-	-	Adj #3, move funds to other work items. Work items are in future annual statement and 5 year plan
6005, 6006, 6008 Scattered Sites	146000-020052-5	Replacement of wood /vinyl or aluminum siding, Roof Replacement	-	-	-	-	Adjustment #2, moved item forward from 2001 annual statement for roof replacement. Adj #3 moved funds to other work items
6005, 6006, 6008 Scattered Sites	146000-020053-5	Install ceiling insulation	-	-	-	-	Adj #3, move funds to other work items. Work items are in future annual statement and 5 year plan

<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Part II: Supporting Pages</b>							
<b>Dev #</b>	<b>Acct</b>	<b>General Description of Major Work Categories</b>	<b>Adjusted Budget May 21, 2004</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>	<b>Status</b>
6005, 6006, 6008 Scattered Sites	146000-020054-5	#1: Upgrade of smoke/fire detectors #2: Install carbon monoxide detectors	-	-	-	-	orig set up: added projects together for one line item. Adj #3 moved funds to other work items. Work items are in future annual statement and 5 year plan
			<b>341,540.32</b>	<b>341,540.32</b>	<b>341,540.32</b>	<b>341,540.32</b>	<b>1460 Dwelling Structures</b>
6002 Grandview	146510-020055-2	#1: Ranges #2: Refrigerators	2,311.00	2,311.00	2,311.00	2,311.00	orig set up: added projects together for one line item. Work items in future budgets and is part of the interior renovation
			<b>2,311.00</b>	<b>2,311.00</b>	<b>2,311.00</b>	<b>2,311.00</b>	<b>1465 Dwelling Equipment</b>
			-	-	-	-	<b>1470 Non Dwelling Structures</b>
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. Replaced boiler system at 8 story building.
6003 Bakerview	147510-020062-3	Computer for Tenant Use	1,059.99	1,059.99	1,059.99	1,059.99	Purchase computer for tenant use in computer lab monitored by the Resident Council. Computer lab has been completed. Great success.
Management Improvements	147510-020064	#1: New pcs #2: PC Upgrades #3: Printers	5,689.67	5,689.67	5,689.67	5,689.67	orig set up: added projects together for one line item. Purchase printer for Low rent director and prorated printer cost for administraiton department
Non Dwelling Structures & Equipment	147510-020065	Microfilm Equipment/Record Storage	107.00	107.00	107.00	107.00	Microfilm machine purchased and cost prorated between the different areas
Non Dwelling Structures & Equipment	147510-020066	manlift--- changed work item to Maintenance Vehicle Purchase	51,234.00	51,234.00	51,234.00	51,234.00	Adj #5, changed work itme to Maintenance Vehicles, moved work item from 2003's 5 year plan. Have purchase order for 3 new vans. Current vans are in bad need of replacement, safety concerns because of operation of vehicle. Received 2 of the 3 vans, pending
			<b>109,553.51</b>	<b>109,553.51</b>	<b>109,553.51</b>	<b>109,553.51</b>	<b>1475 Non Dwelling Equipment</b>
Relocation	149510-020068-2	Relocation Costs (6-2)	376.63	376.63	376.63	376.63	Adj #3, move funds to other work items. Work items are in future annual statement and 5 year plan
			<b>376.63</b>	<b>376.63</b>	<b>376.63</b>	<b>376.63</b>	<b>1495 Relocation</b>
		<b>GRAND TOTAL</b>	<b>1,028,345.00</b>	<b>1,028,345.00</b>	<b>1,028,345.00</b>	<b>853,559.14</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 III: 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-Jun-04		30-Jun-04	30-Jun-06			
6-2 Grandview	30-Jun-04		30-Jun-04	30-Jun-06			
6-3 Bakerview	30-Jun-04		30-Jun-04	30-Jun-06			
6-4 Pineview	30-Jun-04		30-Jun-04	30-Jun-06			
6-5 Scattered Sites	30-Jun-04		30-Jun-04	30-Jun-06			
6-6 Scattered Sites	30-Jun-04		30-Jun-04	30-Jun-06			
6-8 Scattered Sites	30-Jun-04		30-Jun-04	30-Jun-06			
Operations	30-Jun-04		30-Jun-04	30-Jun-06			
Fees & costs	30-Jun-04		30-Jun-04	30-Jun-06			
Management Improvements	30-Jun-04		30-Jun-04	30-Jun-06			
Administration	30-Jun-04		30-Jun-04	30-Jun-06			
Relocation	30-Jun-04		30-Jun-04	30-Jun-06			

<b>Annual Statement / Performance and Evaluation Report</b>		U. S. Department of Housing and Urban Development		PMB Approval No. 2577-0157 (7/98)	
<b>Capital Fund Program</b>		Office of Public and Indian Housing			
<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>EHA's "504"</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 December 30, 2004</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)	\$ 58,000.00	\$ 61,953.00	\$ 60,953.00	\$ 12,578.00
3	1408 Management Improvements	\$ 55,000.00	\$ 49,000.00	\$ 46,104.06	\$ 1,104.96
4	1410 Administration	\$ 102,834.00	\$ 84,610.70	\$ 84,508.62	\$ 97.92
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 50,000.00	\$ 39,287.58	\$ 2,274.72	\$ 2,274.72
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 70,736.00	\$ 54,107.64	\$ 599.80	\$ 599.80
10	1460 Dwelling Structures	\$ 436,987.00	\$ 478,890.84	\$ 378,158.80	\$ 366,094.48
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 9,600.00	\$ 9,600.00	\$ 7,739.00	\$ 7,739.00
12	1470 Non-dwelling Structures	\$ -	\$ 10,000.00	\$ 5,504.27	\$ 4,881.27
13	1475 Non-dwelling Equipment	\$ 50,950.00	\$ 46,657.24	\$ 28,712.12	\$ 28,712.12
14	1485 Demolition				
15	1495.1 Relocation Cost	\$ 2,000.00	\$ 2,000.00	\$ 716.50	\$ 716.50
16	1490 Replacement Reserve				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of 19)	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
<b>19</b>	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$ 846,107.00</b>	<b>\$ 846,107.00</b>	<b>\$ 615,270.89</b>	<b>\$ 424,798.77</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			

Development	Acct	GL #	General Description of Major Work Categories	Qty	Adjusted Budget 12-30-03	Revised Cost	Obligated	Expended	Status
Operations	140600	010001	central procurement /construction clerk SALARY	1	27,000.00	27,000.00	\$ 27,000.00	\$ -	Staff hired, time reflected on bi- onthly time sheets.
Operations	140600	010002	human resource consultant	1	15,000.00	25,750.00	\$ 25,750.00	\$ 12,375.00	Hired consultant firm to keep agency up to date with personnel issues.
Operations	140600	010003	related training for capital funds	3	3,000.00	203.00	\$ 203.00	\$ 203.00	Funds needed to keep staff current with capital fund requirements, contracting and procurement procedures
Operations	140600	010006	Microfilm Equipment/Record Storage	phased	5,000.00	1,000.00	\$ -	\$ -	Proper record storage for archived files. Costs to be pro-rated between departments. Originally set up under 1475 changd to 1406.
Operations	140600	010007	central procurement /construction clerk BENEFITS		8,000.00	8,000.00	\$ 8,000.00	\$ -	Staff hired, time reflected on bi- onthly time sheets.
					<b>58,000.00</b>	<b>61,953.00</b>	<b>60,953.00</b>	<b>12,578.00</b>	
Management Improvements	140800	010005	technical information systems coordinator-SALARY	1	35,000.00	35,000.00	\$ 35,000.00	\$ -	Staff hired, time reflected on bi- onthly time sheets. Originally liste dunder 1406 account line in error, moved to 1408.
Management Improvements	140800	010008	technical information systems coordinator-BENEFITS		10,000.00	10,000.00	\$ 10,000.00	\$ -	Staff hired, time reflected on bi- onthly time sheets. Originally liste dunder 1406 account line in error, moved to 1408.
Management Improvements	140800	010011	resident training (move to work, job related)		5,000.00	1,000.00	\$ -	\$ -	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.
Management Improvements	140800	010012	modernization related software & training	4	5,000.00	3,000.00	\$ 1,104.06	\$ 1,104.96	Upgrade existing software used in modernization projects through Capital Fund
Administration	141010	010015	Staff Salaries	3	54,488.56	62,410.70	\$ 62,410.70	\$ -	Staff for capital fund projects.
									There was a reduction in the capital fund, but we are to receive an additional amount. Budget was originally reduced only in the 1460 account for the GV Major Interior Renovation. Then reduced these line items to not exceed the 10% cap for Administration
Administration	141016	010017	Phone Costs	1	200.00	-	\$ -	\$ -	Fees associated with phone services for capital fund projects.
Administration	141019	010018	Advertising Costs	multiple	1,000.00	200.00	\$ 97.92	\$ 97.92	Costs associated with advertising capital fund projects

Development	Acct	GL #	General Description of Major Work Categories	Qty	Adjusted Budget 12-30-03	Revised Cost	Obligated	Expended	Status
Administration	141090	010019	Staff Benefits	2	12,000.00	22,000.00	\$ 22,000.00	\$ -	Staff for capital fund projects.
					<b>67,688.56</b>	<b>84,610.70</b>	<b>84,508.62</b>	<b>97.92</b>	
Fees and Costs	143010	010022	Consultant for design layout of administration building		20,000.00	9,287.58	\$ -	\$ -	Fees associated with hiring a consultant to review and advise on how to better utilize the office space for the administration office.
Fees and Costs	143010	010022-1	A&E for Baker Heights Projects and Feasibility Study	1	25,000.00	25,000.00	\$ 1,348.12	\$ 1,348.12	Continued effort in the Feasibility Study for the Baker Heights Development
Fees and Costs	143010	010022-2	A&E for Grandview Renovation		3,000.00	3,000.00	\$ 926.60	\$ 926.60	Continued effort in the Major Renovation of the Grandview Development
Fees and Costs	143060	010027	Plan Review Fees		2,000.00	2,000.00	\$ -	\$ -	Costs associated with plan review fees for capital fund projects.
					<b>50,000.00</b>	<b>39,287.58</b>	<b>2,274.72</b>	<b>2,274.72</b>	
6002: Grandview	145000	010030-2	landscaping	phased	7,036.00	7,036.00	\$ 599.80	\$ 599.80	Phase landscaping work at the Grandview Homes development
6002: Grandview	145000	010035-2	pole mounted lighting		-	4,000.00	\$ -	\$ -	Complete work started in previous budget year for the exterior pole mounted lighting in development
6004: Pineview	145000	010029-4	Replacement of decks and rails	phased	30,000.00	10,000.00	\$ -	\$ -	Replacement of decks and railings. Originally listed under 1460, moved into proper account code.
6004: Pineview	145000	010030-4	landscaping and/or creek beautification	Prelim	1,000.00	1,000.00	\$ -	\$ -	Phase landscaping work at the Pineview Homes development
6004: Pineview	145000	010031-4	new parking areas, parking striping paved walks and surfaces	Prelim	2,000.00	2,000.00	\$ -	\$ -	New parking areas, parking striping paved walks and surfaces
6004: Pineview	145000	010031-4	<b>Paved Walks/Surfaces/merged this project with the parking areas &amp; striping</b>						
6004: Pineview	145000	010032-4	steps and ramps	Prelim	1,000.00	371.64	\$ -	\$ -	Replacement of entry steps and ramps
6004: Pineview	145000	010033-4	Drainage	1	5,000.00	5,000.00	\$ -	\$ -	Upgrade drainage in low lying areas
6004: Pineview	145000	010034-4	Construction of fencing for private yards & enclosures	prelim	1,000.00	1,000.00	\$ -	\$ -	Construction of fencing for private yards and enclosures for tenant privacy
6004: Pineview	145000	010035-4	pole mounted lighting	1	5,000.00	5,000.00	\$ -	\$ -	Upgrade and install pole mounted lighting for tenant security
6005: Scattered Sites	145000	010030-5	landscaping	Phased	10,000.00	10,000.00	\$ -	\$ -	Upgrade landscaping at scattered site units
6005: Scattered Sites	145000	010032-5	Upgrade ada compliance-exterior	6	1,500.00	1,500.00	\$ -	\$ -	Upgrade ADA exterior compliance at scattered site units
6005: Scattered Sites	145000	010034-5	fencing	107 lf	7,200.00	7,200.00	\$ -	\$ -	Replace fencing at scattered site units and enclose yards for tenant privacy

Development	Acct	GL #	General Description of Major Work Categories	Qty	Adjusted Budget 12-30-03	Revised Cost	Obligated	Expended	Status
6005: Scattered Sites	145000	010034-5	<b>merged with fencing:</b> Construction of fencing for private yards & enclosures	7					
					<b>70,736.00</b>	<b>54,107.64</b>	<b>599.80</b>	<b>599.80</b>	
6002: Grandview	146000	010046-2	replacement of small windows	phased	20,000.00	50,000.00	\$ 39,035.41	\$ 29,225.29	Replacement of windows in conjunction with the major interior renovation
6002: Grandview	146000	010046-2	<b>merged with small windows:</b> replacement of large windows	phased					
6002: Grandview	146000	010048-2	installation of entry metal doors	phased	5,000.00	-	\$ -	\$ -	Replacement of entry doors in conjunction with major interior renovation
6002: Grandview	146000	010050-2	Major Interior Renovation	12	320,422.44	311,755.48	\$ 311,752.03	\$ 311,752.03	Major interior renovation. Because of the budget reduction and that we have not received out bonus dollars, the 1410 account had to be reduced to the 10%, which the budget had originally been reduced from this one work item.
6002: Grandview	146000	010060-2	hot water heater	12	4,200.00	5,625.36	\$ 5,625.36	\$ 5,625.36	Replacement of hot water heaters in conjunciton with the major interior renovation
6003: Bakerview	146000	010048-3	Installation of doors and frames	151	45,000.00	45,000.00	\$ -	\$ -	Installation of doors and frames in conjunction with the dead bolt installation
6003: Bakerview	146000	010061-3	Upgrades or replacement to elevators and penthouses	2	40,000.00	30,000.00	\$ 21,746.00	\$ 19,491.80	Upgrades or replacement to eleators and penthouse. Jan 2004 in bid process for level 1 replacements from Elevator Modernaztion Report. Sept 2004, work in progress. Phase one work completed, pending payment of retainage
6003: Bakerview	146000	010062-3	Installation of dead bolts or level locks	151	3,020.00	3,020.00	\$ -	\$ -	Installation of dead bolts for better tenant security. Sept 2004, preliminary specificationf completed for bidding process.
6004: Pineview	146000	010042-4	Installation of wall insulation	Phased	2,000.00	2,000.00	\$ -	\$ -	Installation of wall and ceiling insulation in conjunction with the exterior siding.
6004: Pineview	146000	010042-4	<b>merged with wall insulation:</b> Installation of ceiling insulation	Phased					
6004: Pineview	146000	010054-4	Installation of wood /vinyl or aluminum siding	Phased	25,000.00	25,000.00	\$ -	\$ -	Installation of wood or vinyl siding or painting

Development	Acct	GL #	General Description of Major Work Categories	Qty	Adjusted Budget 12-30-03	Revised Cost	Obligated	Expended	Status
6005: Scattered Sites	146000	010042-5	Install ceiling insulation	Phased	1,000.00	-	\$ -	\$ -	Installation of ceiling insulation in conjunction with exterior siding.
6005: Scattered Sites	146000	010052-5	Upgrade of smoke/fire detectors	87	1,740.00	1,740.00	\$ -	\$ -	Upgrade existing smoke and fire detectors
6005: Scattered Sites	146000	010054-5	Replacement of wood /vinyl or aluminum siding	Phased	3,500.00	3,500.00	\$ -	\$ -	Replacement of wood or vinyl siding or painting
6005: Scattered Sites	146000	010057-5	Installation of carbon monoxide detectors	25	1,250.00	1,250.00	\$ -	\$ -	Installation of carbon monoxide detectors
					<b>472,132.44</b>	<b>478,890.84</b>	<b>378,158.80</b>	<b>366,094.48</b>	
6002: Grandview	146510	010063-2	ranges	12	9,600.00	9,600.00	\$ 7,739.00	\$ 7,739.00	Replacement of appliances in conjunction with major interior renovation
6002: Grandview	146510	010063-2	<b>merged with ranges:refrigerator</b>	12					
					<b>9,600.00</b>	<b>9,600.00</b>	<b>7,739.00</b>	<b>7,739.00</b>	
Non Dwelling	147000	010067	Redesign of Administration Building	1	-	10,000.00	5,504.27	4,881.27	Moved work item forward from 5-year plan to implement the redesign of the lobby area to better service our clients. Costs will be pro-rated between departments
					-	<b>10,000.00</b>	<b>5,504.27</b>	<b>4,881.27</b>	
6005: Scattered Sites	147510	010071-5	Installation of outside Fire Extinguishers	25	450.00	450.00	\$ -	\$ -	Installation of outside fire extinguishers at scattered site units
Non Dwelling	147510	010069	Printers and Copiers Maintenance and CFP Program	phased	20,000.00	10,000.00	\$ -	\$ -	Replacement of aging printers and copiers for the maintenance and capital fund departments
Non Dwelling	147510	010070	Trash pump, snakes, plumbing air gun, welder, gator, mower, dollies, planner, pipe bender		20,000.00	25,707.24	\$ 25,707.24	\$ 25,707.24	Maintenance Equipment: Trash pump, plumbing air gun, welder, gator, mower, dollies, pipe benders and vehicle build out for new vans
Non Dwelling	147510	010072	increase internet capability Telephone system needs	2	5,000.00	5,000.00	\$ 755.69	\$ 755.69	Increase capability for internet communications and misc telephone system upgrades. Costs prorated between departments. Originally set up as a 1406 account, should be under 1475 for hardware.
Non Dwelling	147510	010073	PC Upgrades/ replacements	phased	5,500.00	5,500.00	\$ 2,249.19	\$ 2,249.19	Replacement of aging pcs.. Costs prorated between departments
					<b>50,950.00</b>	<b>46,657.24</b>	<b>28,712.12</b>	<b>28,712.12</b>	
Relocation Costs	149510	010080-2	Relocation Costs (6-2)		2,000.00	2,000.00	\$ 716.50	\$ 716.50	Funds needed to pay relocation costs in conjunction with the GV major interior renovation.
					<b>2,000.00</b>	<b>2,000.00</b>	<b>716.50</b>	<b>716.50</b>	

Development	Acct	GL #	General Description of Major Work Categories	Qty	Adjusted Budget 12-30-03	Revised Cost	Obligated	Expended	Status
Contingency	150200	010081	Contingency		10,000.00	10,000.00	\$ -	\$ -	8% of budget for contingency
					<b>10,000.00</b>	<b>10,000.00</b>	-	-	
					<b>846,107.00</b>	<b>846,107.00</b>	<b>615,270.89</b>	<b>424,798.77</b>	
There were a few line items that was originally entered into the wrong account code, those have been corrected.									
The original budget was submitted using the previous budgeted amount, when official budget was known work items were changed again.									
These changes have all been noted in the status column of this report									

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

Annual Statement / Performance and Evaluation Report Capital Fund Program						
Part 1: Summary						
Housing Authority Name:			Comprehensive Grant Number		FFY of Grant Approval	
<b>Housing Authority of the City of Everett</b>			<b>WA19P006501-04</b>		<b>2004</b>	
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report			<input type="checkbox"/> Revised Annual Statement/Revision <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <div style="text-align: center;">December 30, 2004</div>			
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)	\$ 97,988.00		\$ -	\$ -
3	1408	Management Improvements	\$ 97,988.30		\$ -	\$ -
4	1410	Administration	\$ 97,988.30		\$ -	\$ -
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		\$ 70,185.54	\$ 42,587.53
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 9,600.00		\$ 1,058.00	\$ 1,058.00
12	1470	Non-dwelling Structures	\$ 21,500.00		\$ -	\$ -
13	1475	Non-dwelling Equipment	\$ 94,000.00		\$ -	\$ -
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)	\$ 27,199.96		\$ -	\$ -
<b>19</b>	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		<b>\$ 979,883.00</b>	<b>\$ -</b>	<b>\$ 71,243.54</b>	<b>\$ 43,645.53</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 Acct #	Development Number/Name General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amount	Status of Work	Additional Info
140600-010001-000	Operations for Staff Personnel for completing the capital fund projects: SALARIES	50,000.00	50,000.00	-	-	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.	Line item increased to reflect approved budget amount per 2004 Formula for 10% in this line.
140600-010002-000	human resource consultant	15,000.00	19,500.00	-	-	Hired Human Resource Consultant to review and help with personnel issues and policies	In initial process put this work item under 1408, moved to 1406
140600-010003-000	related training for capital funds	2,278.56	2,278.56	-	-	Funds needed to keep staff personnel current with capital fund regulations and construction procedures	In initial process put this work item under 1408, moved to 1406
140600-010007-000	Operations for Staff Personnel for completing the capital fund projects: BENEFITS	30,709.44	26,209.44	-	-	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.	Salaries and Benefits separated for in house tracking system
	<b>OPERATIONS</b>	<b>97,988.00</b>	<b>97,988.00</b>	-	-		
140800-010005-000	Operations for the staffing of Tech Services: SALARIES	50,000.00	55,000.00	-	-	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.	Line item increased to reflect approved budget amount per 2004 Formula for 10% in this line.
140800-010008-000	Operations for the staffing of Tech Services: BENEFITS	27,488.30	22,488.30	-	-	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.	Salaries and Benefits separated for in house tracking system
140800-010011-000	resident training (move to work, job related)	500.00	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.	
140800-010012-000	CCS software & windows upgrade	20,000.00	20,000.00	-	-	Upgrade agency wide CCS software and windows software and prorate to appropriate departments	
	<b>MANAGEMENT IMPROVEMENTS</b>	<b>97,988.30</b>	<b>97,988.30</b>	-	-		-
141010-010015-000	Operations for Staff Personnel for completing the capital fund projects: SALARIES	70,000.00	70,000.00	-	-	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.	Line item increased to reflect approved budget amount per 2004 Formula for 10% in this line.
141016-010017-000	Phone Costs	200.00	200.00	-	-	Fees needed for phone related costs associated with capital fund projects	
141019-010018-000	Advertising Costs	1,000.00	1,000.00	-	-	Fees needed for advertising capital fund projects	
141090-010019-000	Operations for Staff Personnel for completing the capital fund projects: BENEFITS	26,788.30	26,788.30	-	-	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>ADMINISTRATION</b>	<b>97,988.30</b>	<b>97,988.30</b>	-	-		-

HUD Acct #	Development Number/Name General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amount	Status of Work	Additional Info
143010-010022-003	A&E for Bakerview Projects Camera Work for Sewer Lines	3,000.00	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	
143010-010022-005	Consultant for review and possible sell of 1 or more scattered site units	4,000.00	4,000.00	-	-	To hire a consultant for marketing scattered sites for possible sale.	
	<b>FEES AND COSTS</b>	<b>7,000.00</b>	<b>7,000.00</b>	-	-	-	-
145000-010029-004	Replacement of decks and rails	10,000.00	10,000.00	-	-	Phased work for the replacement of decks and railings.	
145000-010030-001	<b>LANDSCAPING</b> Upgrade ballfield AND Landscaping (added two work items together)	16,000.00	16,000.00	-	-	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.	Added two work items together: Replace landscaping in two common areas for resident use.
145000-010030-005	landscaping	10,000.00	10,000.00	-	-	Upgrades landscaping to scattered sites for better tenant use.	
	<b>SITE IMPROVEMENTS</b>	<b>36,000.00</b>	<b>36,000.00</b>	-	-	-	-
146000-000000-005	Explore option for selling 1 or more of the scattered sites units (see 1430 for funded work item)						
146000-010042-004	Wall and ceiling construction installation of wall and ceiling insulation	11,000.00	11,000.00	-	-	During phased work of the replacement of the exterior siding, walls and ceiling construction and insulation will be replaced	
146000-010042-005	Install ceiling insulation	1,000.00	1,000.00	-	-	After review of scattered site units, install ceiling insulation as needed to meet code	
146000-010046-002	Replace and large small windows	20,000.00	20,000.00	-	-	Replacement of all windows in units during major renovation and also to units where major renovation has taken place.	
146000-010046-003	Replacement of large windows	49,691.44	49,691.44	-	-	After review of best solution for the replacement of large windows in units and the elevator lobby windows on 8 floors	
146000-010046-005	Replacement of large and small windows	19,800.00	19,800.00	-	-	Replacement of large and small windows on a vacancy basis	
146000-010047-005	Upgrade garage (s)	5,000.00	5,000.00	-	-	Upgrade garages for all scattered sites in a phased work issue.	
146000-010048-005	Replacement of fiberglass doors	2,250.00	2,250.00	-	-	Replacement of exterior doors on a vacancy basis as required per unit.	
146000-010049-002	Construction of storage areas off of units	1,000.00	1,000.00	-	-	After review of best possible solutions, construct storage units off of units.	
146000-010050-002	major interior renovation	273,477.00	273,477.00	70,185.54	42,587.53	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

HUD Acct #	Development Number/Name General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amount	Status of Work	Additional Info
146000-010050-004	Abatement /Replacement of resilient flooring	5,000.00	5,000.00	-	-	Asbestos abatement and installation of new resilient flooring on a vacancy basis.	
146000-010050-005	Abatement and resilient flooring	6,400.00	6,400.00	-	-	Asbestos abatement and new resilient flooring installation on a vacancy basis	
146000-010052-003	Upgrade or replacement of fire & smoke detection / fire alarm system	7,000.00	7,000.00	-	-	Upgrade or replacement of fire & smoke detection / fire alarm system for added resident and building security and safety	
146000-010053-003	<b>SECURITY SYSTEM</b> Installation of doorbell / intercom	1,000.00	1,000.00	-	-	Installation of doorbell/intercom to individual unit doors for added resident security	
146000-010054-004	Installation of wood /vinyl or aluminum siding	25,000.00	25,000.00	-	-	Replacement of exterior siding that has reached it's life use.	
146000-010054-005	Replacement of wood /vinyl or aluminum siding	21,000.00	21,000.00	-	-	Replacement of wood /vinyl or aluminum siding on a vacancy basis	
146000-010059-002	Replacement of furnaces	20,000.00	20,000.00	-	-	Replacement of aged furnaces during major renovation of the interior of the units	
146000-010061-003	Upgrades or replacement to elevators and penthouses	20,000.00	20,000.00	-	-	Continued upgrades needed for aging elevators	
	<b>DWELLING STRUCTURES</b>	<b>488,618.44</b>	<b>488,618.44</b>	<b>70,185.54</b>	<b>42,587.53</b>		
146510-010063-002	refrigerator and ranges	9,600.00	9,600.00	1,058.00	1,058.00	Replacement of kitchen appliances during major interior renovation	
	<b>DWELLING EQUIPMENT</b>	<b>9,600.00</b>	<b>9,600.00</b>	<b>1,058.00</b>	<b>1,058.00</b>		
147000-010067-000	<b>REDESIGN ADMINISTRATION BLDG</b> admin building, breakroom upgrades and kitchen redesign, AND Redesign of Admin Bldg (Added two work items together)	21,500.00	21,500.00	-	-	After consultant has determined best design for more user friendly cubicles and office spaces, supply and installation of any changes	After best solution is determined for the redesign on the breakroom space for best
	<b>NON DWELLING STRUCTURES</b>	<b>21,500.00</b>	<b>21,500.00</b>	-	-		
147510-000000-000	Replacement of radio system with cell phones					Replacement of obsolete radio system used by the maintenance and rental personnel with a cell phone system	Purchased through regular operations in april 2004
147510-010006-000	Microfilm Equipment/Record Storage	50,000.00	50,000.00	-	-	Funds needed to purchase storage for record retention. Funds increased to better reflect the cost of replacing the existing achieved files when new 2004 formula amounts were announced.	
147510-010069-000	Printers and Copiers Maintenance and CFP Program	5,000.00	5,000.00	-	-	Purchase of printers and copiers need for the facilities department, (maintenance, development and construction)	
147510-010073-000	PC Upgrades/ replacements	5,000.00	5,000.00	-	-	Funds needed for replacement of computers and laptops	
147510-010077-000	replace/upgrade current server @ admin office	19,000.00	19,000.00	-	-	Replacement/upgrade of agency computer network server, to be prorated between departments.	
147510-010078-000	<b>VEHICLE REPLACEMENT</b> Maintenance Truck Replacement	15,000.00	15,000.00	-	-	Funds needed to replace aging maintenance vehicle	

HUD Acct #	Development Number/Name General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amount	Status of Work	Additional Info
	<b>NON DWELLING EQUIPMENT</b>	<b>94,000.00</b>	<b>94,000.00</b>	-	-	-	-
149510-010080	Relocation Costs (6-2)	2,000.00	2,000.00	-	-	Funds needed in relationship to the relocation costs associated with renovation relocation moves.	
	<b>RELOCATION COSTS</b>	<b>2,000.00</b>	<b>2,000.00</b>	-	-	-	-
150200-010081	Contingency	27,199.96	27,199.96	-	-	Contingency. Funds increased when the 2004 Formulas were announced.	
	<b>Contingency</b>	<b>27,199.96</b>	<b>27,199.96</b>	-	-	-	-
	<b>Grand Total</b>	<b>979,883.00</b>	<b>979,883.00</b>	<b>71,243.54</b>	<b>43,645.53</b>	-	-
		979,883.00	979,883.00				

**Annual Statement/Performance and Evaluation Report**

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

**Part 3: Implementation Schedule**

Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6-1 Baker Heights	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
6-2 Grandview	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
6-3 Bakerview	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule

**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	
6-4 Pineview	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
6-5 Scattered Sites	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
6-6 Scattered Sites	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule

**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	
6-8 Scattered Sites	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
Operations	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
Fees & costs	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule

**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	
Management Improvements	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
Administration	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
Relocation	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule

Annual Statement / Performance and Evaluation Report						
Capital Fund Program						
Part 1: Summary						
Housing Authority Name:		Comprehensive Grant Number		FFY of Grant Approval		
<b>Housing Authority of the City of Everett</b>		<b>WA19P006501-2005</b>		<b>2005</b>		
<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)	\$ 97,988.00			
3	1408	Management Improvements	\$ 92,488.30			
4	1410	Administration	\$ 97,988.30			
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	\$ 1,000.00			
8	1440	Site Acquisition				
9	1450	Site Improvement	\$ 52,000.00			
10	1460	Dwelling Structures	\$ 486,418.40			
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 10,000.00			
12	1470	Non-dwelling Structures	\$ 51,000.00			
13	1475	Non-dwelling Equipment	\$ 78,000.00			
14	1485	Demolition				
15	1495.1	Relocation Cost	\$ 3,000.00			
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>\$ 979,883.00</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			

**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	
6001: Baker Heights	30-Jun-07			30-Jun-09			
6002: Grandview	30-Jun-07			30-Jun-09			
6003: Bakerview	30-Jun-07			30-Jun-09			
6004: Pineview	30-Jun-07			30-Jun-09			
6005: Scattered Sites	30-Jun-07			30-Jun-09			
Operations	30-Jun-07			30-Jun-09			
Management Improvements	30-Jun-07			30-Jun-09			
Administration	30-Jun-07			30-Jun-09			
A&E Services	30-Jun-07			30-Jun-09			
Non Dwelling Structures & Equipment	30-Jun-07			30-Jun-09			

Development	Major Account #	Development Number/Name General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
6001: Baker Heights	1450	Upgrade ballfield	Phased	16,000.00	-	-	-	Working with the City of Everett that has an adjacent park to EHA's ballfield in the Baker Heights Development. Install a walking path. City of Everett Parks department engineer to outline area.
		<b>SUB-TOTAL</b>		<b>16,000.00</b>	-	-	-	
6002: Grandview	1450	landscaping/tree removal	Phased	2,000.00	-	-	-	Contined phased work of landscaping common areas in development and removal of trees
6002: Grandview	1460	Replace small and large windows	Phased	20,000.00	-	-	-	Replacement of windows as the interior renovation of units are happening in vacated units.
6002: Grandview	1460	Construction of storage areas off of units	Phased	1,000.00	-	-	-	Construction of storage areas for individual units.
6002: Grandview	1460	Replacement of furnaces	Phased	10,000.00	-	-	-	Replacement of aged furnaces as needed during the interior renovation
6002: Grandview	1460	major interior renovation	12	295,000.00	-	-	-	Replacement of wall, ceiling and floor insulation, flooring abatement and tiled floor installation, painting; kitchen & bathroom counters, cabinets and sink replacement, range hoods and exhaust fans, electrical upgrade, plumbing upgrade, smoke detectors, carbon monoxide detectors, window coverings, fire extinguishers, hot water heater, exterior fiberglass doors, interior doors.
6002: Grandview	1465	ranges and refrigerators	12	10,000.00	-	-	-	Replacement of appliances during the interior renovation.
		<b>SUB-TOTAL</b>		<b>338,000.00</b>	-	-	-	
6003: Bakerview	1450	Upgrade parking areas, install fencing and pole mounted lights	phased	20,000.00	-	-	-	Upgrade parking areas, install fencing and pole mounted lights
6003: Bakerview	1460	Upgrade of alarm system for smoke/fire detectors/nurse call systems	Phased	50,000.00	-	-	-	Upgrade of alarm system for smoke/fire detectors/nurse call systems
6003: Bakerview	1470	Maintenance Shop, replace flooring	1	3,000.00	-	-	-	Maintenance Shop, replace flooring
6003: Bakerview	1470	redeisgn of maint office space	1	30,000.00	-	-	-	redeisgn of maint office space to better utilize floor space for growing department
		<b>SUB-TOTAL</b>		<b>103,000.00</b>	-	-	-	
6004: Pineview	1450	Installation of furniture (fixed)	prelim	1,000.00	-	-	-	Installation of furniture (fixed) in common areas
6004: Pineview	1450	Construction of fencing for private yards & enclosures	34	10,000.00	-	-	-	Construction of fencing for private yards & enclosures
6004: Pineview	1450	Upgrade playground areas	Prelim	1,000.00	-	-	-	Upgrade playground areas
6004: Pineview	1450	Upgrade basketball courts	prelim	1,000.00	-	-	-	Upgrade basketball courts
6004: Pineview	1460	Installation of wood /vinyl or aluminum siding	Phased	10,000.00	-	-	-	Installation of wood /vinyl or aluminum siding
6004: Pineview	1460	Installation of wall & ceiling insulation/replacement	Phased	13,018.40	-	-	-	Installation of wall & ceiling insulation/replacement
6004: Pineview	1460	Replacement of decks and rails	Phased	10,000.00	-	-	-	Replacement of decks and rails
6004: Pineview	1460	wall and ceiling construction	prelim	1,000.00	-	-	-	wall and ceiling construction
6004: Pineview	1460	Abatement /Replacement of resilient flooring	Phased	5,000.00	-	-	-	Abatement /Replacement of resilient flooring
		<b>SUB-TOTAL</b>		<b>52,018.40</b>	-	-	-	
6005: Scattered Sites	1450	landscaping/fencing	phased	1,000.00	-	-	-	landscaping/fencing
6005: Scattered Sites	1460	Replacement of wood /vinyl or aluminum siding	Phased	19,000.00	-	-	-	Replacement of wood /vinyl or aluminum siding
6005: Scattered Sites	1460	dead bolt lock upgrade			-	-	-	dead bolt lock upgrade
6005: Scattered Sites	1460	Install ceiling insulation	Phased	2,000.00	-	-	-	Install ceiling insulation
6005: Scattered Sites	1460	Replacement of decks with rails	Phased	10,000.00	-	-	-	Replacement of decks with rails
6005: Scattered Sites	1460	Construction storage sheds off units	Phased	10,000.00	-	-	-	Construction storage sheds off units

Development	Major Account #	Development Number/Name General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
6005: Scattered Sites	1460	Upgrade garage (s) and/or fiberglass doors	phased	25,000.00	-	-	-	Upgrade garage (s) and/or fiberglass doors
6005: Scattered Sites	1475	Installation of outside Fire Extinguishers/and smoke detectors and carbon monoxide detectors	44	5,000.00	-	-	-	Installation of outside Fire Extinguishers/and smoke detectors and carbon monoxide detectors
6005: Scattered Sites	1460	Replacement of kitchen floor	Phased	5,400.00	-	-	-	Replacement of kitchen floor
				<b>77,400.00</b>	-	-	-	
Operations	1406	human resource consultant		19,500.00	-	-	-	Hiring of human resource consultant and cost prorated out
Operations	1406	related training for capital funds	3	2,278.56	-	-	-	Training related to capital fund program
Operations	1406	Development Clerk Salaries	1	50,000.00	-	-	-	Salary for Development Clerk position in the Facilities Department, time is allocated according to actual work done
Operations	1406	Development Clerk Benefits	1	26,209.44	-	-	-	Benefits for Development Clerk position in the Facilities Department, time is allocated according to actual work done
				<b>97,988.00</b>	-	-	-	
Management Improvements	1408	resident training (move to work, job related)	1 or more	5,000.00	-	-	-	resident training (move to work, job related)
Management Improvements	1408	modernization related software & training	1	10,000.00	-	-	-	modernization related software & training
Management Improvements	1408	technical information systems coordinator Salary & benefits	1	55,000.00	-	-	-	Salary prorated for the technical information systems coordinator
Management Improvements	1408	technical information systems coordinator benefits	1	22,488.30	-	-	-	Benefits prorated for technical information systems coordinator benefits
				<b>92,488.30</b>	-	-	-	
A&E Services	1430	Plan Review Fees		1,000.00	-	-	-	Funds needed for plan reviews by the City Planning Department
				<b>1,000.00</b>	-	-	-	
Relocation Fees	1495	Relocation Costs (6-1)		1,000.00	-	-	-	Relocation costs associated with interior renovation of Grandview
Relocation Fees	1495	Relocation Costs (6-2)		2,000.00	-	-	-	Relocation costs associated with projects related to Bakerview
				<b>3,000.00</b>	-	-	-	
Contingency	1502	Contingency		10,000.00	-	-	-	Contingency
				<b>10,000.00</b>	-	-	-	
Administration	1410	Advertising Costs	multiple	500.00	-	-	-	Advertising Costs associated with projects outlined in the capital fund budget
Administration	1410	Staff Salaries	2	70,700.00	-	-	-	Salary prorated for the administrative staff for the capital fund projects
Administration	1410	Staff Benefits	2	26,788.30	-	-	-	Benefits prorated for the administrative staff for the capital fund projects
				<b>97,988.30</b>	-	-	-	
Non Dwelling/Dwelling	1470	Other Rooms (Kitchen) (conference)	phased	3,000.00	-	-	-	Other Rooms (Kitchen) (conference)
Non Dwelling/Dwelling	1470	Admin Building: Staff breakroom redesign, carpet repalcement, resilient flooring, doors, wall and ceiling conctruction & surfaces, appliance replacement	1	15,000.00	-	-	-	Admin Building: Staff breakroom redesign, carpet repalcement, resilient flooring, doors, wall and ceiling conctruction & surfaces, appliance replacement
Non Dwelling/Dwelling	1475	Maintenance Truck Replacement	1	15,000.00	-	-	-	Maintenance Truck Replacement
Non Dwelling/Dwelling	1475	Record Storage	phased	25,000.00	-	-	-	Record Storage
Non Dwelling/Dwelling	1475	telephone system replacement or upgrades	1	10,000.00	-	-	-	telephone system replacement or upgrades
Non Dwelling/Dwelling	1475	PC Upgrades/ replacements	phased	5,000.00	-	-	-	PC Upgrades/ replacements
Non Dwelling/Dwelling	1475	replace/upgrade current server @ admin office and outlying offices	phased	14,000.00	-	-	-	replace/upgrade current server @ admin office and outlying offices

<b>Development</b>	<b>Major Account #</b>	<b>Development Number/Name General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Original Estimated Cost</b>	<b>Revised Cost</b>	<b>Obligated Amount</b>	<b>Expended Amounts</b>	<b>Status of Work</b>
Non Dwelling/Dwelling	1475	modems for dial in work from home/emergency preparedness	prelim	1,000.00	-	-	-	modems for dial in work from home/emergency preparedness
Non Dwelling/Dwelling	1475	purchase and install remote locations hardware	prelim	3,000.00	-	-	-	purchase and install remote locations hardware
				<b>91,000.00</b>	-	-	-	
				<b>979,883.00</b>	-	-	-	

Development	Major Account #	Development Number/Name General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
Operations	1406	Development Clerk Benefits	1	26,209.44	-	-	-
Operations	1406	Development Clerk Salaries	1	50,000.00	-	-	-
Operations	1406	human resource consultant		19,500.00	-	-	-
Operations	1406	related training for capital funds	3	2,278.56	-	-	-
				<b>97,988.00</b>	-	-	-
Management Improvements	1408	modernization related software & training	1	10,000.00	-	-	-
Management Improvements	1408	resident training (move to work, job related)	1 or more	5,000.00	-	-	-
Management Improvements	1408	technical information systems coordinator benefits	1	22,488.30	-	-	-
Management Improvements	1408	technical information systems coordinator Salary & benefits	1	55,000.00	-	-	-
				<b>92,488.30</b>	-	-	-
Administration	1410	Advertising Costs	multiple	500.00	-	-	-
Administration	1410	Staff Benefits	2	26,788.30	-	-	-
Administration	1410	Staff Salaries	2	70,700.00	-	-	-
				<b>97,988.30</b>	-	-	-
A&E Services	1430	Plan Review Fees		1,000.00	-	-	-
				<b>1,000.00</b>	-	-	-
6004: Pineview	1450	Construction of fencing for private yards & enclosures	34	10,000.00	-	-	-
6004: Pineview	1450	Installation of furniture (fixed)	prelim	1,000.00	-	-	-
6005: Scattered Sites	1450	landscaping/fencing	phased	1,000.00	-	-	-
6002: Grandview	1450	landscaping/tree removal	Phased	2,000.00	-	-	-

Development	Major Account #	Development Number/Name General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
6001: Baker Heights	1450	Upgrade ballfield	Phased	16,000.00	-	-	-
6004: Pineview	1450	Upgrade basketball courts	prelim	1,000.00	-	-	-
6003: Bakerview	1450	Upgrade parking areas, install fencing and pole mounted lights	phased	20,000.00	-	-	-
6004: Pineview	1450	Upgrade playground areas	Prelim	1,000.00	-	-	-
				<b>52,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
6004: Pineview	1460	Abatement /Replacement of resilient flooring	Phased	5,000.00	-	-	-
6002: Grandview	1460	Construction of storage areas off of units	Phased	1,000.00	-	-	-
6005: Scattered Sites	1460	Construction storage sheds off units	Phased	10,000.00	-	-	-
6005: Scattered Sites	1460	Install ceiling insulation	Phased	2,000.00	-	-	-
6004: Pineview	1460	Installation of wall & ceiling insulation/replacement	Phased	13,018.40	-	-	-
6004: Pineview	1460	Installation of wood /vinyl or aluminum siding	Phased	10,000.00	-	-	-
6002: Grandview	1460	major interior renovation	12	295,000.00	-	-	-
6002: Grandview	1460	Replace small and large windows	Phased	20,000.00	-	-	-
6004: Pineview	1460	Replacement of decks and rails	Phased	10,000.00	-	-	-
6005: Scattered Sites	1460	Replacement of decks with rails	Phased	10,000.00	-	-	-
6002: Grandview	1460	Replacement of furnaces	Phased	10,000.00	-	-	-
6005: Scattered Sites	1460	Replacement of kitchen floor	Phased	5,400.00	-	-	-
6005: Scattered Sites	1460	Replacement of wood /vinyl or aluminum siding	Phased	19,000.00	-	-	-
6005: Scattered Sites	1460	Upgrade garage (s) and/or fiberglass doors	phased	25,000.00	-	-	-
6003: Bakerview	1460	Upgrade of alarm system for smoke/fire detectors/nurse call	Phased	50,000.00	-	-	-

Development	Major Account #	Development Number/Name General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
6004: Pineview	1460	wall and ceiling construction	prelim	1,000.00	-	-	-
				<b>486,418.40</b>	-	-	-
6002: Grandview	1465	ranges and refrigerators	12	10,000.00	-	-	-
				<b>10,000.00</b>	-	-	-
Non Dwelling/Dwelling	1470	Admin Building: Staff breakroom redesign, carpet repalcement, resilient	1	15,000.00	-	-	-
6003: Bakerview	1470	Maintenance Shop, replace flooring	1	3,000.00	-	-	-
Non Dwelling/Dwelling	1470	Other Rooms (Kitchen) (conference)	phased	3,000.00	-	-	-
6003: Bakerview	1470	redeisgn of maint office space	1	30,000.00	-	-	-
				<b>51,000.00</b>	-	-	-
6005: Scattered Sites	1475	Installation of outside Fire Extinguishers/and smoke detectors	44	5,000.00	-	-	-
Non Dwelling/Dwelling	1475	Maintenance Truck Replacement	1	15,000.00	-	-	-
Non Dwelling/Dwelling	1475	modems for dial in work from home/emergency preparedness	prelim	1,000.00	-	-	-
Non Dwelling/Dwelling	1475	PC Upgrades/ replacements	phased	5,000.00	-	-	-
Non Dwelling/Dwelling	1475	purchase and install remote locations hardware	prelim	3,000.00	-	-	-
Non Dwelling/Dwelling	1475	Record Storage	phased	25,000.00	-	-	-
Non Dwelling/Dwelling	1475	replace/upgrade current server @ admin office and outlying offices	phased	14,000.00	-	-	-
Non Dwelling/Dwelling	1475	telephone system replacement or upgrades	1	10,000.00	-	-	-
				<b>78,000.00</b>	-	-	-
Relocation Fees	1495	Relocation Costs (6-1)		1,000.00	-	-	-
Relocation Fees	1495	Relocation Costs (6-2)		2,000.00	-	-	-

<b>Development</b>	<b>Major Account #</b>	<b>Development Number/Name General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Original Estimated Cost</b>	<b>Revised Cost</b>	<b>Obligated Amount</b>	<b>Expended Amounts</b>
				<b>3,000.00</b>	-	-	-
Contingency	1502	Contingency		10,000.00	-	-	-
				<b>10,000.00</b>	-	-	-
				<b>979,883.00</b>	-	-	-

Capital Fund Program Five-Year Action Plan Part 1: Summary		WA19P006501-05 EHA GL 506			
HA: Name: <b>Housing Authority of the City of Everett</b>	[ X ] Original 5-Year Plan [ ] Revision No.				
		2006	2007	2008	2009
<b>Development Number/Name</b>		Year 2	Year 3	Year 4	Year 5
6001: Baker Heights		0.00	0.00	0.00	85,000.00
6002: Grandview		375,600.00	346,000.00	346,000.00	392,434.26
6003: Bakerview Apartments		65,418.40	45,500.00	25,000.00	241,693.00
6004: Pineview Apartments		155,000.00	113,696.00	50,000.00	2,500.00
6005: Scattered Sites					
6006: Scattered Sites (in with 6005)					
6008: Scattered Sites (in with 6005)		25,400.00	23,722.40	19,200.00	42,829.44
<b>A. Physical Improvements Sub-total (1460/1465)</b>		<b>621,418.40</b>	<b>528,918.40</b>	<b>440,200.00</b>	<b>764,456.70</b>
<b>B. Management Improvements (1408)</b>		82,488.30	101,988.30	84,488.30	-
<b>C. HA-Wide Non-Dwelling Structures and Equipment (1470/1475)</b>		69,000.00	131,000.00	170,218.40	7,450.00
<b>D. Administration (1410)</b>		97,988.30	97,988.30	97,988.30	97,988.30
<b>E. Other (1430/1495/1502)</b>		11,000.00	22,000.00	89,000.00	12,000.00
<b>F. Operations (1406)</b>		97,988.00	97,988.00	97,988.00	97,988.00
<b>G. Demolition (1485)</b>					
<b>H. Replacement Reserve</b>					
<b>I. Mod Used for Development</b>					
<b>J. Total CFP Funds</b>		979,883.00	979,883.00	979,883.00	979,883.00
<b>K. Total Non-CFP Funds</b>					
<b>L. Grand Total</b>		<b>979,883.00</b>	<b>979,883.00</b>	<b>979,883.00</b>	<b>979,883.00</b>
<b>anticipated capital fund amount</b>		979,883.00	979,883.00	979,883.00	979,883.00
		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 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			Quantity	Estimated Cost						
111	1450	Install furniture (fixed) in common areas of development							1	3,000.00
114	1450	Upgrade existing playground areas & install fixed furniture							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
		dead bolt lock upgrades							250	50,000.00
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>85,000.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			Quantity	Estimated Cost						
101	1450	landscaping/tree removal								
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 pole mounted exterior lighting							prelim	1,000.00
110	1450	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	5,634.26
150	1450	remove and abate underground oil tanks AFTER consultant has researed the best way to environmentally abate.							prelim	5,000.00
	1460	Dead bolt lock upgrade	148	29,600.00						
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 and large windows	Phase	20,000.00	Phase	20,000.00	Phase	20,000.00	phased	20,000.00
221	1460	Construction of storage areas off of units	Phased	1,000.00	Phased	1,000.00	Phased	1,000.00	Phased	1,000.00
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 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
				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
586	1475	Rec Center: Range & Range Hood								1	500.00
587	1475	Rec Center: Refrigerator								1	600.00
588	1475	Rec Center: Dishwasher								1	700.00
all *s	*	1460 major interior renovation	In Year 1	12	295,000.00	12	295,000.00	12	295,000.00	12	295,000.00
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								

Comp #	Acct #	Development Number/Name General Description of Major Work Categories		Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009		
				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												
413	*	1465	ranges and refrigerators	1b	12	10,000.00	12	10,000.00	12	10,000.00	12	10,000.00
			<b>SUB-TOTAL</b>			<b>375,600.00</b>		<b>346,000.00</b>		<b>346,000.00</b>		<b>392,434.26</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			Quantity	Estimated Cost						
103 107 110	1450	Upgrade parking areas, install fencing and pole mounted lights								
120	1450	Upgrade sanitary lines and/or water distribution			1	5,000.00				
123	1450	Irrigation System			Prelim	1,000.00				
	1460	Elevator Upgrades			Phased	25,000.00				
221	1460	Replacement of large windows					prelim	25,000.00	phased	150,000.00
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				
406	1460	Installation of doors and frames, deadbolts, wood doors, door bells			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
416 417	1460	Bath Tile Vinyl flooringand/or Bath Resilent Flooring							Prelim	10,000.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			Quantity	Estimated Cost						
418 420 421	1460	Bath Fixtures. Assessories & vanities							Prelim	15,000.00
441	1460	Upgrade of alarm system for smoke/fire detectors/nurse call systems	Phased	45,418.40						
529	1470	Maintenance Shop, replace flooring								
	1470	redeisgn of maint office space								
608	1460	Security Card Access System with Camera Monitoring	upgrades	20,000.00						
		<b>SUB-TOTAL</b>		<b>65,418.40</b>		<b>45,500.00</b>		<b>25,000.00</b>		<b>241,693.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			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, paved walks & surfaces, steps and ramps							Upgrades	1,500.00
109	1450	Drainage							Upgrades	500.00
111	1450	Installation of furniture (fixed)								
112	1450	Construction of fencing for private yards & enclosures								
114	1450	Upgrade playground areas								
115	1450	Upgrade basketball courts								
	1460	Dead bolt lock upgrade			34	6,800.00				
204	1460	Installation of wood /vinyl or aluminum siding	Phased	25,000.00	Phased	25,000.00				
207 208	1460	Installation of wall & ceiling insulation/replacement	Phased	10,000.00	Phased	10,000.00				
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				
305	1475	Installation of Fire Extinguishers on outside of units			12	1,000.00				
401	1460	wall and ceiling construction								
405	1460	Abatement /Replacement of resilient flooring	Phased	100,000.00	phased	58,396.00	Phased	50,000.00		
441	1460	Upgrade smoke/fire detectors			prelim	2,500.00				
		<b>SUB-TOTAL</b>		<b>155,000.00</b>		<b>113,696.00</b>		<b>50,000.00</b>		<b>2,500.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			Quantity	Estimated Cost						
	1450	landscaping/fencing								
204	1460	Replacement of wood /vinyl or aluminum siding								
	1460	dead bolt lock upgrade					44	8,800.00		
208	1460	Install ceiling insulation			Phased	2,000.00				
212	1460	Replacement of asphalt or fiberglass shingles, gutters & downspouts							Phased	25,000.00
219	1460	Replacement of windows							Phased	2,500.00
231	1460	Replacement of decks with rails	phased	10,000.00						
233	1460	Construction storage sheds off units	phased	5,000.00	phased	5,000.00				
234	1460	Upgrade garage (s) and/or fiberglass doors	phased	5,000.00	phased	10,000.00	phased	5,000.00		
305	1475	Installation of outside Fire Extinguishers/and smoke detectors and carbon monoxide detectors								
405	1460	Abatement			Phased	1,322.40			Phased	2,000.00
410	1460	Replacement of kitchen floor	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>25,400.00</b>		<b>23,722.40</b>		<b>19,200.00</b>		<b>42,829.44</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost		
603	1406	human resource consultant	1	19,500.00		19,500.00	1	19,500.00	1	19,500.00
606	1406	related training for capital funds	3	2,278.56	3	2,278.56	3	2,278.56	3	2,278.56
		General Clerk Salaries	1	50,000.00	1	50,000.00	1	50,000.00	1	50,000.00
629 630	1406	General Clerk Benefits	1	26,209.44	1	26,209.44	1	26,209.44	1	26,209.44
				<b>97,988.00</b>		<b>97,988.00</b>		<b>97,988.00</b>		<b>97,988.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			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		
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	10,000.00				
612	1408	technical information systems coordinator Salary & benefits	1	55,000.00	1	55,000.00	1	55,000.00	1	55,000.00
		technical information systems coordinator benefits	1	22,488.30	1	22,488.30	1	22,488.30	1	22,488.30
621	1408	energy audit			prelim	1,000.00				
622	1408	preparation of a low income home ownership plan					prelim	1,000.00		
				<b>82,488.30</b>		<b>101,988.30</b>		<b>84,488.30</b>		

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost		
627	1410	Advertising Costs	multiple	500.00	multiple	500.00	multiple	500.00		
	1410	Staff Salaries	2	70,700.00	2	75,000.00	2	75,000.00	2	71,200.00
	1410	Staff Benefits	2	26,788.30	2	22,488.30	2	22,488.30	2	26,788.30
		<b>1410</b>		<b>97,988.30</b>		<b>97,988.30</b>		<b>97,988.30</b>		<b>97,988.30</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost		
632	1430	Plan Review Fees				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 (& Maint Shop)				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>10,000.00</b>		-		-
642	1495	Relocation Costs (6-1)					Phased	10,000.00		
642	1495	Relocation Costs (6-2)		1,000.00		2,000.00		2,000.00		2,000.00
642	1495	Relocation Costs (6-3)						2,000.00		
		<b>1495</b>		<b>1,000.00</b>		<b>2,000.00</b>		<b>14,000.00</b>		<b>2,000.00</b>
644	1502	Contingency		10,000.00		10,000.00		75,000.00		10,000.00
		<b>1502</b>		<b>10,000.00</b>		<b>10,000.00</b>		<b>75,000.00</b>		<b>10,000.00</b>
		<b>1430-1495-1502</b>		<b>11,000.00</b>		<b>22,000.00</b>		<b>89,000.00</b>		<b>12,000.00</b>

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			Quantity	Estimated Cost						
639	1470	Redeign of Admin building			1	25,000.00				
101		Admin Building: Landscaping								
104	1450	Paved Walks and Surfaces			phased	5,000.00	Phased	50,000.00	phased	750.00
109	1450	Drainage "A"							2	1,700.00
117	1470	Underground Electrical Distribution *A*	1	1,000.00						
120	1470	Sanitary Lines *A*	1	1,000.00						
124	1470	ADA Compliance – Site *A*	1	1,000.00						
235	1470	Garage Seismic/Ventilation/Fire Suppression "A"	Upgrades	5,000.00			phased	30,000.00		
245	1470	Other Rooms (Kitchen (conference) *A*	phased	3,000.00						
247	1470	Storage Rooms (basement) *A*	2	3,000.00						
304	1460	sanitary distribution	1	1,000.00						
319		Admin Building: Boilers, bolier room piping, abate								
320		ladding	prelim	1,000.00						
321	1470									
350	1470	HVAC System *A*	Prelim	1,000.00						
401, 404, 405, 406, 409, 410	1470	Admin Building: Staff breakroom redesign, carpet repalcement, resilient flooring, doors, wall and ceiling contruction & surfaces, appliance replacement								
436	1470	Electrical Panel, fuses, circuit breakers serving Administration Building	1	1,000.00			phased	10,000.00		
437	1470	Electric Wiring (wiring, outlets and other devices that distribute electricity The Administration Building)	6	1,000.00			phased	10,000.00		
441	1470	Smoke & Fire Detectors *A*	2	1,000.00						

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2006		Work Statement Year 3-2007		Work Statement Year 4-2008		Work Statement Year 5-2009	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
577	1475	Maintenance Truck Replacement	1	15,000.00	1	15,000.00	2	30,000.00		
581 624	1475	Record Storage	phased	10,000.00	phased	10,000.00	phased	10,000.00		
584	1475	Garbage Truck			Study	1,000.00				
585	1475	Backhoe			Study	1,000.00				
600	1475	telephone system replacement or upgrades			Upgrades	5,000.00				
614	1475	PC Upgrades/ replacements			phased	5,000.00			phased	5,000.00
615	1475	replace/upgrade current server @ admin office and outlying offices	phased	14,000.00	phased	14,000.00	phased	15,218.40		
616	1475	home/emergency preparedness								
623	1475	purchase and install remote locations hardware						10,000.00		
	1475	Replacement of radio system with cell phones			Upgrades	50,000.00				
625	1475	Printers and Copiers Maintenance and CFP Program	Upgrades	10,000.00				5,000.00		
				<b>69,000.00</b>		<b>131,000.00</b>		<b>170,218.40</b>		<b>7,450.00</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>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		\$ 143,536.30	\$ 143,536.30	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>	<b>-</b>	<b>143,536.30</b>	<b>143,536.30</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		30-Dec-04	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  
EVERETT HOUSING AUTHORITY**

<b>YEAR</b>	<b>STATUS</b>	<b>DOCUMENT TITLE</b>	<b>PAGE #</b>	<b>TAB</b>
2002	100% Obligated 83% Expended as of December 31, 2004	<b>WA19P00501-2002</b> <b>EHA General Ledger Fund # 503</b> Part 1: Summary Part 2: Supporting Pages Part 3: Implementation Schedule Obligation Date June 30, 2004 Expended Date June 30, 2006	1-6	<b>1</b>
2003	72% Obligated 50% Expended as of December 31, 2004	<b>WA19P00501-2003</b> <b>EHA General Ledger Fund # 504</b> Part 1: Summary Part 2: Supporting Pages Part 3: Implementation Schedule Obligation Date June 30, 2005 Expended Date June 30, 2007	1-6	<b>2</b>
2003 Bonus	100% Obligated 85% Expended as of December 31, 2004	<b>WA19P00502-2003</b> <b>EHA General Ledger Fund # 500</b> Part 1: Summary Part 2: Supporting Pages Part 3: Implementation Schedule Obligation Date February 13, 2006 Expended Date February 13, 2008	1-3	<b>3</b>
2004	.07% Obligated .04% Expended as of December 31, 2004	<b>WA19P00501-2004</b> <b>EHA General Ledger Fund # 505</b> Part 1: Summary Part 2: Supporting Pages Part 3: Implementation Schedule Obligation Date June 30, 2006 Expended Date June 30, 2008	1-9	<b>4</b>
2005	PENDING HUD APPROVAL	<b>WA19P00501-2005</b> Part 1: Summary Part 2: Supporting Pages Part 3: Implementation Schedule	1-9	<b>5</b>
		5-Year Plan: Part 1: Summary Part 2: Supporting Pages	1-15	<b>6</b>

## Development Number/Activities

<b>M.I.</b>	<b>Management Improvements</b>	<b>1408</b>
<b>N.D.S.</b>	<b>Non-Dwelling Structures</b>	<b>1470</b>
<b>N.D.E.</b>	<b>Non-Dwelling Equipment</b>	<b>1475</b>
<b>6001</b>	<b>Baker Heights Development</b>	
<b>6002</b>	<b>Grandview Homes Development</b>	<b>1450</b>
<b>6003</b>	<b>Bakerview Apartments</b>	<b>1460</b>
<b>6004</b>	<b>Pineview Apartments</b>	<b>1465</b>
<b>6005</b>	<b>Scattered Sites</b>	
<b>Adm</b>	<b>Administrative</b>	<b>1410</b>
<b>Rel</b>	<b>Relocation</b>	<b>1495</b>
<b>Fees</b>	<b>Fees/Costs A&amp;E Services</b>	<b>1430</b>
<b>CONT</b>	<b>Contingency</b>	<b>1502</b>
<b>Oper</b>	<b>Operations</b>	<b>1406</b>

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						
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>

**Wa006e05**  
**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.

**Wa006f05**  
**ATTACHMENT F**

**Membership of the EHA Resident Advisory Board**

Sylvia May (Chairwoman) – Baker Heights  
Gabriele Bartholomew – Grandview  
Peggy Dayton – Bakerview  
Karen Mooney - Bakerview  
Ananda Portal – Grandview  
Warren Hemminger – Pineview  
Jay Cole – Section 8

**EHA Staff Attendees**

Kathy Reiff – Director of Administrative Services  
Tom Eadie – Rental Marketing Specialist  
Bonnie Davis (RAB Secretary) – Reception  
Kevin Walling – Research and Policy Analyst

February 11, 2005  
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. The RAB is the standing body representing tenants of EHA's Public Housing and participants of the Section 8 voucher program. The RAB forms a crucial and required part of the Annual Plan process.

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. This letter has been prepared in order to provide management the opportunity to consider our observations regarding the impact and effectiveness of the Housing Authority's 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,

Gabriele Bartholomew  
Chairman

<u>RAB Members:</u>	<u>Developments</u>
Warren Hemminger	Grandview
Sylvia May	Baker Heights
Gabriele Bartholomew	Grandview
Ananda Portal	Grandview
Peggy Dayton	Bakerview
Karen Mooney	Bakerview
Jay Cole	Section 8

EHA RAB Staff Liaisons

Kathy Reiff – Director of Administrative Services, EHA  
Tom Eadie – Rental & Public Information Specialist, EHA  
Kevin Walling – Policy & Research Assistant, EHA  
Bonnie Davis – Information & Referral Clerk, EHA

### 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 year's letter, the RAB believes that continued resident participation in RAB meetings is a key element of success for the RAB. Part of the RAB membership's 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 objective, the RAB set the goal in 2003 to meet from time to time at different locations to attract resident participation in 2004. This goal was accomplished, with the RAB meeting at Bakerview and the Grandview/Pineview Community Centers during the year. Staff made themselves available during these meetings, and residents took this opportunity to speak with program or maintenance staff to ask questions.

In 2004, staff made efforts to attract new RAB membership by promoting RAB at Section 8 orientation meetings, and referrals from resident councils and rental staff. Unfortunately, these efforts were largely unsuccessful. Congruently, some RAB members faced health problems and/or long distance moves that negated their ability to participate in RAB. Because of a smaller membership and the difficulty of attracting new members, we enthusiastically 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

The RAB has had an ongoing discussion concerning the desirability of smoking within our Public Housing units during the preceding 5 years. During this period, in part due to the prompting of RAB members, the Snohomish Health District has offered their knowledgeable services to further educate our residents concerning the dangers of smoking and should be conducting a smoking cessation class in early 2005. EHA performed a study of Broadway Plaza Apartments to assess the viability of creating smoke free units, and has determined to begin a phase-in of smoke free units as tenancies expire. The EHA will continue the phase of smoking in units following the conclusion of a study of Bakerview.

### Baker Heights Redevelopment Plan

Sylvia May and Peggy Dayton, a long-time residents and members of the RAB, participated in the Baker Heights Redevelopment Plan public meetings and "concept" bus tour in 2004. The RAB encourages continued and additional resident involvement in the planning process, and would like to be kept abreast of developments as the project moves along.

### Beautification/Community Building Activities

In the preceding 5 years, RAB members have participated in the Annual Beautification Ceremony and 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. The RAB would like to see the commitment of Resident Participation Funding to such activities during the next 5 years.

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, and the Neighborhood Networks program, supported by ROSS grant funding. 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 Coordinators, senior and disabled residents are benefiting from programs such as nutrition education and economic supports including food assistance cards, energy assistance and medical care. Continuation and expansion of these programs is vital to building strong communities within Public Housing, and provides the keys of opportunity to our residents.

### Waitlist

One of the RAB's primary concerns continues to be the most vulnerable groups of our community, which include, but are 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 2004, the EHA conducted further 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, and the RAB was pleased with the successful creation of a new project based voucher program for recovering chemically dependent women and children with Catholic Community Services located at Timber Hill Apartments in 2004.

The RAB recognizes the difficulty of providing a preference on EHA wait lists for these groups. However, the RAB encourages continuing special thought and consideration be given to these groups, and looks forward to hearing about innovative strategies to meet their needs, such as the continued growth of set-aside project based vouchers and innovative partnerships with other community agencies and faith based programs.

### Public Housing Community Service Requirement

In 2004, the RAB prepared and sent letters of concern to state congressional legislators that strongly suggests that without additional HUD funding for such a program, the success of the program is liable to be nominal. The RAB expressed the hope that HUD will make additional funding available for the proper administration of the Community Service Requirements, or that without such funding, Congress will overturn the Community Service Requirement.

### RAB Newsletter

The RAB encourages the HA to support the regular publishing and dissemination of information on the RAB and the 5 year Planning process. 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 acts as a catalyst to attract new members. While the RAB understands it takes time to get off the ground, the RAB would like to begin its official newsletter as soon as possible and encourages the Rental & Public Information Specialist, with the assistance of the Policy and Research Assistant of the EHA, to move forward with the project

#### 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 2004, but was saddened by the loss of the Welfare-To-Work Program due to funding cuts. The RAB is happy to know that while the Welfare-To-Work Program is extinguished, the EHA will continue to carry the program forward for 100 voucher holders as the Working Families Program (a continuation of the Welfare-To-Work Program drawing from local funding rather than Federal funds).

In turn, the Family Self-Sufficiency Program 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. RAB believes that the service coordination component of this program is essential to meet the needs of our families. RAB looks forward to the continued growth of the program in 2005.

#### Homeownership Programs

The RAB supports the continuation of Homeownership Programs in 2005 and is pleased with the purchase of Park Ridge Condominiums in the January of 2005. 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, and in 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 began the process of updating and improving its website's and continued the work into 2004. 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.

The RAB is proud that during 2004, residents of Bakerview and Baker Heights enjoyed the opening of a computer resource room.

### 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.

In 2003, the RAB encouraged Maintenance Department personnel to consider two interrelated issues. First, residents desired a clearer understanding of how long they may be expected to wait once a work order has been requested before receiving service response. Second, residents wanted a clearer understanding of whom they should contact when they had a question or suggestion that requires a personal and prompt response.

### Recycling

The RAB during the preceding 5 years has from time to time encouraged the EHA to pursue recycling alternatives for all recyclable items. In response, the EHA contracted with a local recycling provider to pick up recyclable hazardous waste items at designated times every month.

The RAB encourages EHA to continue exploring additional ways to participate in recycling activities in the next year.

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

Dear Mr. Alkire,

Over the past five years, the members of the Resident Advisory Board (RAB) have been pleased to be involved in a collaborative planning effort with the Everett Housing Authority (EHA) to express the interests of residents to EHA staff, provide guidance to EHA staff concerning our needs, and to learn and participate in the varied activities of the EHA. We are pleased to have gained an understanding of EHA policies and procedures, and we are proud of the fact that our input has resulted in positive changes.

Some of the positive results that have occurred include:

- Proactive measures taken by Maintenance Staff to ensure responsiveness to maintenance calls
- Recycling alternatives developed for tenant's hazardous waste
- Affirmative measures taken to move toward smoke-free zones in senior high rise buildings
- Resident participation in Baker Heights redevelopment and Beautification Ceremony activities
- Changing agency policies to not include income increases reported on an interim basis until the next annual rent calculation.

The RAB and the EHA liaison staff have completed the final review of the next five-year plan, 2005 - 2009. The RAB has made recommendation throughout the last year and is supportive of the EHA's proposed five-year goals. Of special interest to the RAB are the following:

- Continue to increase and maintain the supply of Section 8 vouchers
- Continue to increase the availability of affordable housing stock
- Create additional partnerships to match community services with Section 8 vouchers
- Continued collaboration between residents, the EHA, and community partners to move the Baker Heights redevelopment planning project forward
- Develop services or programs that help Public Housing residents pursue home homeownership
- Continue agency efforts to provide regular and ongoing information regarding EHA's activities and programs as well as the availability of community resources and services to tenants and program participants through newsletters, resident forums, advisory and resident council contact, resident/staff community events, etc.

- Continue outreach efforts to refugee and immigrant families with limited English abilities to ensure that they are fully aware of Housing Authority programs, their tenant or program rights and responsibilities and aware of community resources that will enhance their ability to be economically self sufficient and productive community participants
- Make all possible efforts to maintain currently successful programs such as Neighborhood Networks and Family Services
- Expand the services of the Service Coordinator grant to serve a greater number tenant families
- Continue to support activities and community education that promote recycling and other activities that are environment friendly

The RAB would also like to note how concerned it is about the current and anticipated funding reductions. The RAB plans to become even more proactive in the coming years to help secure the funding of these vital programs. We will communicate the needs of low-income families to local officials and HUD, and hope to do our part to ensure that the social responsibility to house low-income elderly, disabled and similarly disadvantaged persons and families is not overlooked.

Sincerely,

Gabriele Bartholomew  
Chairman

RAB Members:

Developments

Warren Hemminger	Grandview
Sylvia May	Baker Heights
Gabriele Bartholomew	Grandview
Ananda Portal	Grandview
Peggy Dayton	Bakerview
Karen Mooney	Bakerview
Jay Cole	Section 8

EHA RAB Staff Liaisons

Kathy Reiff – Director of Administrative Services, EHA  
Tom Eadie – Rental & Public Information Specialist, EHA  
Kevin Walling – Policy & Research Assistant, EHA  
Bonnie Davis – Information & Referral Clerk, EHA

## Issues of the RAB

During the preceding 5 years, 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 some of the accomplishments of the preceding 5 years, and have also listed some of the goals we would like accomplished in the next 5 years.

### I. Accomplishments 2000-2004

#### Smoking Policy

The RAB has had an ongoing discussion concerning the desirability of smoking within our Public Housing units during the preceding 5 years. During this period, in part due to the prompting of RAB members, the Snohomish Health District has offered their knowledgeable services to further educate our residents concerning the dangers of smoking and should be conducting a smoking secession class in early 2005. EHA performed a study of Broadway Plaza Apartments to assess the viability of creating smoke free units, and has determined to begin a phase-in of smoke free units as tenancies expire. The EHA will continue the phase of smoking in units following the conclusion of a study of Bakerview.

#### Beautification/Community Building Activities

In the preceding 5 years, RAB members have participated in the Annual Beautification Ceremony and 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. The RAB would like to see the commitment of Resident Participation Funding to such activities during the next 5 years.

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, and the Neighborhood Networks program,

supported by ROSS grant funding. 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 Coordinators, senior and disabled residents are benefiting from programs such as nutrition education and economic supports including food assistance cards, energy assistance and medical care. Continuation and expansion of these programs is vital to building strong communities within Public Housing, and provides the keys of opportunity to our residents.

### Recycling

The RAB during the preceding 5 years has from time to time encouraged the EHA to pursue recycling alternatives for all recyclable items. In response, the EHA contracted with a local recycling provider to pick up recyclable hazardous waste items at designated times every month.

The RAB encourages EHA to continue exploring additional ways to participate in recycling activities in the next 5 year cycle.

### 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.

In 2003, the RAB encouraged Maintenance Department personnel to consider two interrelated issues. First, residents desired a clearer understanding of how long they may be expected to wait once a work order has been requested before receiving service response. Second, residents wanted a clearer understanding of whom they should contact when they had a question or suggestion that requires a personal and prompt response.

## II. The Future: 2005-2009

### Section 8 vouchers

The RAB recognizes the importance and success of the Section 8 program, and is disappointed by funding cutbacks. While staff has shared that they do not anticipate that any new vouchers will be released in the foreseeable future, the RAB encourages the EHA to aggressively seek additional housing assistance through the voucher program.

### Affordable Housing Stock

RAB has been kept abreast of the purchases of the EHA over the last 5 years to increase the availability of affordable housing stock. Over the course of the next 5 years, the EHA

plans to purchase 100 to 200 additional for-homeownership units and an additional 200 to 300 existing housing units to increase the availability of low-income affordable homeownership and rental housing in the Everett area. The RAB will continue to support such efforts.

### Community Partnerships

During the preceding 5 years, the RAB has become knowledgeable concerning community partnerships matching programs with vouchers. In 2004, one such program involved a partnership between Catholic Community Services (CCS) and the EHA, where project based vouchers were provided to recovering chemically dependent women and children at Timber Hill Apartments.

The RAB is pleased to know that the EHA will continue to partner with community agencies to match site-based vouchers with housing programs. EHA will allocate up to 350 site-based vouchers in the next 5 year cycle. The RAB encourages the growth and continued partnership with these important service providing agencies.

### The Baker Heights Redevelopment Plan

Sylvia May and Peggy Dayton, a long-time residents and members of the RAB, participated in the Baker Heights Redevelopment Plan public meetings and “concept” bus tour in 2004. The RAB encourages continued and additional resident involvement in the planning process, and would like to be kept abreast of developments as the project moves along.

### Homeownership Programs

The RAB supports the continuation of Homeownership Programs in 2005 and is pleased with the purchase of Park Ridge Condominiums in the January of 2005. 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.

### RAB Newsletter

The RAB encourages the HA to support the regular publishing and dissemination of information on the RAB and the 5 year Planning process. 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 acts as a catalyst to attract new members. While the RAB understands it takes time to get off the ground, the RAB would like to begin its official newsletter as soon as possible and encourages the Rental & Public Information Specialist, with the assistance of the Policy and Research Assistant of the EHA, to move forward with the project.

#### Outreach to Clientele

During 2004 and 2005, the RAB was informed of EHA efforts to connect with Limited English Proficiency clientele, as well as other disadvantaged clients. A Limited English Proficiency task force was created, and the RAB understands that in the near future membership will include EHA residents.

In the next five years, the RAB encourages the EHA to continue outreach efforts to refugee and immigrant families with limited English proficiency to ensure that they are fully aware of Housing Authority programs, their tenant or program rights and responsibilities, and community resources that will enhance their ability to be economically self sufficient and productive community participants.

#### Environmental Consciousness

The RAB is encouraged by the efforts of the EHA in the last five years to bring additional recycling alternatives to residents. The RAB is proud of their involvement in these successful efforts.

In the next five years, the RAB will continue to encourage and work with the EHA to find ways to encourage recycling and other environmentally conscious activities among residents.



# *Housing Authority of the City of Everett*

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

**WA006H05**

March 8, 2005

## MEMORANDUM

RE: Resident Advisory Board (RAB) Annual Plan/5-Year Plan Letter

The attached document represents the EHA's response to the RAB Annual Plan Letter/5-Year Plan Letter for 2005. 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 reasonable, 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

**Everett Housing Authority  
Final Responses To Resident Advisory Board  
On The Year 2004 - 2005 Agency Annual Plan/5-Year Plan 2005-2009**

**Note:** The comments of the Resident Advisory Board are presented in italics before each response.

Where the RAB has commented on a point of interest in both the 5-Year and Annual Plan, the EHA has responded in the 5-Year Plan areas of this document.

## **I. 5-Year Plan Comments (2000-2004)**

### **Smoking Policy**

*The RAB has had an ongoing discussion concerning the desirability of smoking within our Public Housing units during the preceding 5 years. During this period, in part due to the prompting of RAB members, the Snohomish Health District has offered their knowledgeable services to further educate our residents concerning the dangers of smoking and should be conducting a smoking secession class in early 2005. EHA performed a study of Bakerview Apartments to assess the viability of creating smoke free units, and will begin a phase-in of smoke free floors as tenancies expire. The EHA will continue the phase out of smoking units at Broadway Plaza following an analysis of the location of those people who smoke, and the best method to configure non-smoking floors and stacks.*

EHA is committed to the creation of smoke-free housing in our senior buildings, and will begin phasing the policy into senior buildings shortly. The EHA will continue to explore the creation of smoke-free housing in our non-senior buildings as well.

### **Beautification/Community Building Activities**

*In the preceding 5 years, RAB members have participated in the Annual Beautification Ceremony and 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. The RAB would like to see the continued commitment of Resident Participation Funding to such activities during the next 5 years.*

*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 and the Neighborhood Networks program, supported by ROSS grant funding. 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 Coordinators, senior and disabled residents are benefiting from programs such as nutrition education and economic supports including food assistance cards,*

*energy assistance and medical care. Continuation and expansion of these programs is vital to building strong communities within Public Housing, and provides the keys of opportunity to our residents.*

The EHA appreciates the RAB's willingness to actively participate in many of the Housing Authority's resident civic activities. EHA is pleased to see that the RAB and EHA continue to be in agreement that the Resident Participation Funding dollars should be committed to such activities as Beautification Ceremony. RAB's support of these events is appreciated by both staff and other residents and program participants.

### **Recycling**

*The RAB during the preceding 5 years has from time to time encouraged the EHA to pursue recycling alternatives for all recyclable items. In response, the EHA contracted with a local recycling provider to pick up recyclable hazardous waste items at designated times every month.*

*The RAB encourages EHA to continue exploring additional ways to participate in recycling activities in the next 5-year cycle.*

The EHA is happy that we have been able to secure a recycler whom is willing to pick up electronic and other recyclable items from our residents at a minimal cost. This service helps clients be able to recycle responsibly, conveniently and affordably. EHA will continue to look for additional ways to implement affordable, environmentally friendly recycling activities and programs in the coming years.

### **Maintenance**

*An ongoing concern of the RAB is communication between maintenance staff and residents. The RAB appreciates the Maintenance Department's 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. RAB especially appreciates in person contact between staff and residents whenever possible.*

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*The RAB recognizes the difficulty of providing a preference on EHA wait lists for these groups. However, the RAB encourages continuing special thought and consideration be given to these groups, and looks forward to hearing about innovative strategies to meet their needs, such as the continued growth of set-aside project based vouchers and innovative partnerships with other community agencies and faith based programs.*

As per RAB suggestion, the EHA will continue to seek innovative strategies to meet special needs population housing interests. The EHA will seek additional vouchers to be utilized as set-aside project based vouchers, and will continue to create and cultivate community partnerships to provide opportunities to program participants for self-sufficiency.

### **Public Housing Community Service Requirement**

*In 2004, the RAB prepared and sent letters of concern to state congressional legislators that strongly suggests that without additional HUD funding for such a program, the success of the program is liable to be nominal. The RAB expressed the hope that HUD will make additional funding available for the proper administration of the Community Service Requirements, or that without such funding, Congress will overturn the Community Service Requirement.*

The EHA supports the lofty goals of the Public Housing Community Service Requirement, but must concur with the RAB that without proper funding the goals will not be met.

## **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 2004, but was saddened by the loss of the Welfare-To-Work Program due to funding cuts. The RAB is happy to know that while the Welfare-To-Work Program is extinguished, the EHA will continue to carry the program forward for 100 voucher holders as the Working Families Program (a continuation of the Welfare-To-Work Program drawing from local funding rather than Federal funds).*

*In turn, the Family Self-Sufficiency Program 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. RAB believes that the service coordination component of this program is essential to meet the needs of our families. RAB looks forward to the continued growth of the program in 2005.*

Staffs of the EHA were disappointed by the loss of availability of funding for the Welfare-To-Work Program, but are happy that the EHA was able to retain some Welfare-To-Work participants in the Working Families Program. Both the Family Self-Sufficiency and Working Families Programs will continue into the future, and the EHA will work to secure funding for these vital programs.

## **Utilize Technology**

*Since the RAB's creation, the RAB has been interested in utilizing technological resources to improve the lives of EHA residents, and in 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 began the process of updating and improving its website's and continued the work into 2004. 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.*

*The RAB is proud that during 2004, residents of Bakerview and Baker Heights enjoyed the opening of a computer resource room.*

EHA plans to continue developing technology resources in the future. The EHA recognizes that computerized technology is becoming more and more a vital thread to our economy and to our resident's daily lives, and will continue to support active computer/technology based programs in the future.

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*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.*

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The Maintenance and Construction Department has been guided by the comments of RAB members, and makes efforts to be as responsive as possible to resident needs. The Maintenance and Construction Department of the EHA will continue to listen and incorporate RAB ideas into the fabric of the daily workings at the EHA.

**WA006I05**

**Everett Housing Authority  
Final Responses To Resident Advisory Board And  
Other Public Comments  
On The  
Year 2004 - 2005 Agency Annual Plan/5-Year Plan  
2005-2009**

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

Where the RAB has commented on a point of interest in both the 5-Year and Annual Plan, the EHA has responded in the 5-Year Plan areas of this document.

## **I. 5-Year Plan Comments (2000-2004)**

### **Smoking Policy**

*The RAB has had an ongoing discussion concerning the desirability of smoking within our Public Housing units during the preceding 5 years. During this period, in part due to the prompting of RAB members, the Snohomish Health District has offered their knowledgeable services to further educate our residents concerning the dangers of smoking and should be conducting a smoking secession class in early 2005. EHA performed a study of Bakerview Apartments to assess the viability of creating smoke free units, and will begin a phase-in of smoke free floors as tenancies expire. The EHA will continue the phase out of smoking units at Broadway Plaza following an analysis of the location of those people who smoke, and the best method to configure non-smoking floors and stacks.*

EHA is committed to the creation of smoke-free housing in our senior buildings, and will begin phasing the policy into senior buildings shortly. The EHA will continue to explore the creation of smoke-free housing in our non-senior buildings as well.

### **Beautification/Community Building Activities**

*In the preceding 5 years, RAB members have participated in the Annual Beautification Ceremony and 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. The RAB would like to see the continued commitment of Resident Participation Funding to such activities during the next 5 years.*

*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 and the Neighborhood Networks program, supported by ROSS grant funding. 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 Coordinators, senior and disabled residents are benefiting from programs such as nutrition education and economic supports including food assistance cards, energy assistance and medical care.*

*Continuation and expansion of these programs is vital to building strong communities within Public Housing, and provides the keys of opportunity to our residents.*

The EHA appreciates the RAB's willingness to actively participate in many of the Housing Authority's resident civic activities. EHA is pleased to see that the RAB and EHA continue to be in agreement that the Resident Participation Funding dollars should be committed to such activities as Beautification Ceremony. RAB's support of these events is appreciated by both staff and other residents and program participants.

### **Recycling**

*The RAB during the preceding 5 years has from time to time encouraged the EHA to pursue recycling alternatives for all recyclable items. In response, the EHA contracted with a local recycling provider to pick up recyclable hazardous waste items at designated times every month.*

*The RAB encourages EHA to continue exploring additional ways to participate in recycling activities in the next 5-year cycle.*

The EHA is happy that we have been able to secure a recycler whom is willing to pick up electronic and other recyclable items from our residents at a minimal cost. This service helps clients be able to recycle responsibly, conveniently and affordably. EHA will continue to look for additional ways to implement affordable, environmentally friendly recycling activities and programs in the coming years.

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**Wa006105  
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 Annual Plan/5-Year Comprehensive Plan

