

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

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# PHA Plans

5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of Snohomish County

**PHA Number:** WA039

**PHA Fiscal Year Beginning:** July 1, 2005

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To provide housing opportunities that are as affordable as possible, that enhance the quality of life for individuals and families with limited financial resources, including elderly and disabled persons, and that contribute to a safer and stronger community.

**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: *If HUD makes new vouchers available, HASCO will apply for as many as possible.*
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments:
    - 1) *Create 100 new units of affordable housing over the next five years. In the current housing market, HASCO is unable to compete as effectively as in the past.*
    - 2) *Construct 14 affordable housing units at East Terrace and up to 7 new units at Fairview.*
  - Other (list below)  
*Management of decreasing supply of assisted housing and Section 8 vouchers. Over the next five years, HASCO will lose Section 8 vouchers due to cutbacks in HUD funding. This will result in HASCO serving 80 fewer families in 2005 and 160 fewer families in 2009. Explore and*

*implement if feasible a local rental assistance program to allow maximum use of the housing choice voucher program.*

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections):  
*Continue to maintain management improvements of the Section 8 Voucher program; prepare to implement new Section 8 Flexible Voucher program, including new inspection and income review requirements, and implement project based budgeting for the Public Housing program as required.*
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)  
*Voucher out all family public housing units over the next 5 years and project base public housing units for seniors/disabled.*

- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
    - 1) Reduce the voucher payment standard as low as practical given HUD imposed budget constraints.*
    - 2) Complete the mobile home park space rental survey and adjust the fair market rent accordingly.*
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers: *Voucher out Public Housing as requested of HUD in 2004.*
  - Other: (list below)
    - 1) Assist 5 families over the next 5 years to purchase a home and continue using their Section 8 voucher. Work with HomeSight to have 20 families actively participating in the homeownership program each year, and 25 families (5 per year) purchase a home without additional assistance.*
    - 2) Continue the complete and successful transition of the SnoHome Loan program to HomeSight.*
    - 3) Make 40 single family home rehabilitation loans to low-income homeowners each year for the next 5 years (a total of 200 loans).*
    - 4) Successfully complete Kokanee Creek in the next five years.*

**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: *Maintain or decrease the currently low level of criminal activity at Public Housing developments through improved security measures, block watch programs, community policing and other drug elimination programs.*
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
- Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability: *Provide self sufficiency planning and support to the required number of FS-S participants. For Public Housing, make 4 program referrals per month and at least 8 supportive services programs per year for both Public Housing and Section 8 participants. Bring in 4-5 new clients to the IDA program per year (as funding is available.)*
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities: *Continue making the Housing Social Service Program available to senior and disabled residents of assisted housing.*
  - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- 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: *Include as many handicap accessibility improvements as feasible in the next 5 years. (Including ADA Rolling Showers, ramping and handrails)*
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

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

- 1) To operate the corporation's inventory of housing units and programs in a manner that provides a positive and safe living environment for residents and an attractive asset to the neighborhoods in which they exist.
- 2) Continue to support the activities of the Everett and Snohomish County Housing Consortium through financial resources and staff participation as they move toward becoming the umbrella housing organization to investigate, identify, and communicate housing problems and solutions in Snohomish County.
- 3) To develop alternative or locally financed projects which may be self-supporting without dependence upon federal housing subsidies in order to provide a broader financial base.
- 4) To maintain and enhance staff resources and management capabilities in order to provide professional and quality services in all Housing Authority endeavors.
- 5) To develop partnerships with other community organizations to effectively serve a diverse ethnic and cultural clientele, including the working poor, while assisting them to move toward independence and economic self-sufficiency.
- 6) To preserve housing resources in the community serving low-income renters and homeowners, through acquisition or rehabilitation or existing housing.
- 7) To help coordinate federal housing subsidies with local housing initiatives serving very low-income households to help assure long term financial feasibility.
- 8) Support the Office of Housing and Community Development in carrying out their role of implementing housing policies and programs as set by the County Executive and County Council.
- 9) Balance assisted housing resources between those who need service enriched housing with those on the general waiting list.

10) Continue support of the Sound Families program by project basing vouchers in local projects and helping apartment owners and service providers to partner.

**Annual PHA Plan**  
**PHA Fiscal Year 2005**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

The need for additional Section 8, Public Housing and other forms of assisted housing is evidenced by the number of families needing assistance in Snohomish County as well as those currently on the waiting list. At least 18,200 households with incomes below 80% of the median need some sort of help with housing. Over 4,000 households are waiting for Section 8 or Public Housing, most of those are families with children, under 30% of the median income, and needing 2 or 3 bedroom units. HASCO established aggressive goals of 100 additional Section 8 vouchers per year for the initial Public Housing Agency Plan and 100 additional affordable housing units annually to help meet the need.

The picture for the foreseeable future makes these goals for the coming five years impractical. Congress has mandated HUD to reduce the costs of the Section 8 program. HASCO's goal will be to effectively as possible manage the program during a period of diminishing federal resources and continue to serve the 2956 vouchers each year without reduction in program size. Toward that end, HASCO will carefully review the Section 8 payment standard each year with emphasis on conserving housing assistance payment funds.

Other cost saving measures will be explored as well to help stretch HAP funding to as many families as possible. A locally funded rental assistance program will be looked at as a way to assist more families and to maximize the amount of HUD housing assistance funds available to HASCO. The one exception is the request to HUD to approve a higher fair market rent for mobile home rental spaces to fairly assist this segment of the Section 8 population.

The goal for additional affordable housing is reduced to 100 units over the next five years as the sales price of apartments and the costs of new construction in most cases soar above HASCO's ability to provide affordable housing for low-income families. These goals are coordinated with the Everett and Snohomish County Housing Consortium, a coalition of non-profit and public housing providers in the county. The Snohomish County Consolidate Plan is also coordinated through this planning consortium.

HASCO will continue to carefully screen Public Housing applicants to assure that our residential communities remain a good and safe place to live. Although deconcentration and income mixing is not currently a problem, preference will be given when necessary to higher income families to assure a presence of working households in all family developments. Work is encouraged through the setting of flat rents as an incentive to retain working families. HASCO is exempt from HUD's rule on deconcentration because all of our Public Housing developments are under 100 units.

HASCO will rely on the Section 8 program to house the bulk of households with incomes below 30% of median income and shall attempt to exceed the federal mandate of 75% of households below that threshold. The wait list will continue to be first come first served. If the supply of vouchers permits, a series of set-aside vouchers that assists those with a disadvantage in accessing housing, such as the disabled, or programs aimed at upward mobility, such as Project Self-Sufficiency and the Sound Families Initiative, will continue. HASCO also plans to provide additional project based housing vouchers in support of the Sound families program, especially in mixed income developments where services are provided to residents. This program provides housing and support services to homeless parent(s) and their children. HASCO hopes to increase the number of Sound Families projects by at least 1 new or expanded project per year over the next 5 years.

Assistance to the homeless is also provided through other HASCO programs. Vouchers from the Section 8 program are reserved for this population. HASCO is the grantee for the Shelter Plus Care program administered by the YWCA. Over 300 families receive help for their disability/homeless situation through the consortium of agencies participating in this program. If HUD funding is available, a goal is set to expand the program by a project per year (of up to 20 units) for a total of 100 additional units over the 5 year period. HASCO will continue to participate in the Snohomish County Homeless Policy Task Force that coordinates homelessness planning issues including the 10 year plan to end homelessness.

The physical needs assessment of HASCO's Public Housing units has been performed, including scattered sites. This provides HASCO with an accurate projection of the overall needs of these properties. Public Housing improvements are programmed through a 1 and 5 year action plan. During the 5 year plan, \$388,041 has been requested from HUD each year to include HASCO-wide cost and property improvements. Emphasis in 2005 through 2009 will be interior upgrades including replacement of carpet and vinyl, appliances, sinks and faucets, hot water tanks, heating systems and light fixtures.

HASCO has reviewed all 12 Public Housing developments for the potential of vouchering them out and renting the units to low-income households. The initial

assessment reveals that all developments could be vouchered out and rented to families with incomes below 50% of the median and in most cases below 30% of the median income. HASCO's public housing stock is relatively new and in excellent condition, and will compete well with other rental properties in the community. A formal demonstration project proposal has been submitted to HUD in January, 2004 requesting that the Public Housing stock be allowed to voucher out. A combination of vouchers and private market rents will provide adequate income for effective maintenance and operation. HUD is currently requesting additional information from HASCO on this matter. HASCO has set a goal to voucher out all Public Housing family units during the next 5 years.

HASCO has implemented the homeownership option available under the Housing Choice Voucher program, and welcomed the first homeowner in 2002. Up to 20 participants will be enrolled in the homeownership process per year, with a goal of at least 1 voucher supported household successfully purchasing a home annually and 5 Section 8 households purchasing without additional assistance. At least 25 other lower income households in the community will be helped annually to become first time homebuyers through HomeSight's SnoHome loan program. HASCO will complete a successful transfer of the program to HomeSight during the five year period.

The required number of Family Self- Sufficiency participants continues to decline, currently at 43 households. While HASCO has found this program to be very beneficial for residents, HUD financial constraints make expansion of the program infeasible. HASCO will continue to serve the required number of families until all of them have finished the program. As an alternative, HASCO is participating in the Snohomish County Individual Development Account (IDA) collaborative. Currently 9 residents are enrolled in this program with HASCO providing case management. IDA account holders are matched \$3 for every \$1 saved. Successful participants can use the proceeds of the IDA account to start a business, pursue a college education, or purchase a home.

HASCO also promotes homeownership through the single-family rehabilitation loan program to help families upgrade their homes. These low-income homeowners could in many instances lose their homes due to poor condition and inability to finance improvements. This program has helped almost 500 families with \$9 million in loans since 1980. A goal has been established to assist 40 homeowners to rehabilitate their homes per year over the next five year period.

The Public Housing Drug Elimination program, while no longer funded by HUD, remains a part of the HASCO work program. The strategy remains focused on prevention. Key elements include youth activities to deter drug or gang involvement such as Camp Fire, the Y Community Program, and skill building for parents to help them achieve self-sufficiency. Supplemental police services have been discontinued due to the lack of HUD funds.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

##### Required Attachments:

- Admissions Policy for Deconcentration – Attachment A
- FY 2005 Capital Fund Program Annual Statement – Attachment B
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Voluntary Conversion Initial Assessment – Attachment BB

##### Optional Attachments:

- PHA Management Organizational Chart – Attachment C
- FY 2005 Capital Fund Program 5 Year Action Plan – Attachment D
- Public Housing Drug Elimination Program (PHDEP) Plan – Suspended per HUD instructions
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – Attachment F

- Other (List below, providing each attachment name)  
 Section 8 Homeownership Capacity Statement – Attachment G  
 Implementation of Community Service Requirements – Attachment H  
 Pet Ownership in Public Housing – Attachment I  
 Progress in Meeting the 5-Year Plan Mission and Goals – Attachment J  
 Resident Membership on the PHA Governing Board – Attachment K  
 Membership of the Resident Advisory Board – Attachment L  
 Project Based Vouchers – Attachment M

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans  504 Accessibility
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies  Exempt
	Public housing rent determination policies, including the	Annual Plan: Rent

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

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality **</b>	<b>Access- ibility</b>	<b>Size *</b>	<b>Loca- tion</b>
Income <= 30% of AMI	7078	5	5	4	5	4	4
Income >30% but <=50% of AMI	7154	5	5	3	5	4	4
Income >50% but <80% of AMI	6190	3	3	2	4	3	3
Elderly	3577	5	4	4	3	3	3
Families with Disabilities	6760	5	5	4	5	5	5
African American	352	5	5	4	5	4	4
Hispanic	530	5	5	5	5	4	4
Race/Ethnicity							
Race/Ethnicity							

\* Size mismatch most acute among immigrant families

\*\* Most severe problems in rural areas

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

Disability Resource Center of Snohomish County Estimate

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,349		425
Extremely low income <=30% AMI	2,227	95	
Very low income (>30% but <=50% AMI)	113	4.8	
Low income (>50% but <80% AMI)	9	0.2	
Families with children	1,230	52	

<b>Housing Needs of Families on the Waiting List</b>			
Elderly families	349	15	
Families with Disabilities	789	33.6	
Black	187	8.0	
Native American	60	2.6	
Asian	127	5.4	
Hispanic	117	5.0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,434		80
Extremely low income <=30% AMI	1,331	95	
Very low income (>30% but <=50% AMI)	97	4.8	
Low income (>50% but <80% AMI)	6	0.2	

Families with children	511	52	
Elderly families	68	15	
Families with Disabilities	419	33.6	
Black	143	8.0	
Native American	67	2.6	
Asian	76	5.4	
Hispanic	111	5.0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	563	39.3	
2 BR	641	44.7	
3 BR	190	13.2	
4 BR	40	2.8	

### C. Strategy for Addressing Needs

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

#### **(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

- Apply for additional Section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than Public Housing or Section 8 Tenant Based Assistance.
- Other: (list below)
  - Facilitate preservation of existing Section 8 Project Based developments.
  - Participate in the Everett and Snohomish County Housing Consortium.
  - Participate in the Homeless Policy Taskforce and development of the 10 Year plan to end homelessness.
  - Participate in the Sound Families Initiative.

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance.
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)  
Project base housing vouchers in structures that provide a supportive environment to families with incomes below 30% of AMI.

**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)  
Provide preference on the Section 8 waiting list for younger disabled applicants that reach the top of the public housing waiting list, since only one location is available (Robin Park) for these applicants.

**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)
  - Include handicapped accessible unit data on the annual update of the Assisted Housing Inventory for Snohomish County.

**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
- Market the Section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	340,000	
b) Public Housing Capital Fund	340,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	24,780,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
Family Self-Sufficiency Coordinator	24,000	Program Coordination
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>	625,000	PH Operations
<b>Section 8 Interest on Reserves</b>	0	
<b>Public Housing Investment Income</b>	5,000	Public Housing Operations
<b>4. Other income (list below)</b>		
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>25,489,000</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

##### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
  - When families are within a certain time of being offered a unit: (one month)
  - 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 Credit
- 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)

##### **(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
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
  - PHA development site management office
  - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

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
  - 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? However, HASCO's resident population is currently composed of 70% of households with incomes below 30% of median income. This is currently a workable mix that HASCO will strive to maintain.
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
  - Emergencies
  - Overhoused
  - Underhoused
  - Medical justification

- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)

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)

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.

1 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)

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
- House Rules
- Resident Handbook
- Briefing Video
- Screening Criteria

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: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the

need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

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

List (any applicable) developments below:

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

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

List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- 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)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Name and addresses of previous landlords if known. If the family owes money to the housing authority for previous damaged units or for other purposes.

### (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: Because of a large number of vacancies in the community, extensions beyond the regular 60 days period will be granted as an accommodation of a disability or for special circumstances such as a medical condition that limits unit search.

**(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? However, HASCO will review annually and attempt to keep the percentage of participants with incomes below 30% of median to around 83%.

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) Self-sufficiency; Mentally Ill; Developmentally Disabled; Terminally Ill; Homeless; Domestic Violence Victims; Frail Elderly; Sound Families Project Based Vouchers.

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.

1 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 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)  
All preferences listed in #2 above have equal priority.

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)

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

- Through published notices
- Other (list below)

Voucher allocations are provided to supportive services providers working with the special population. They market the program to their clients.

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other As noted above, all income changes must be reported to the PHA. However, increases in income or accumulation of increases that equal or exceed 15% of gross family income results in rent adjustments.

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? However, the PHA does provide Individual Development Account (IDAs) opportunities to residents.

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)  
Local rent and vacancy report conducted twice yearly in the Seattle metropolitan area.

## 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)  
The payment standard is below 110% of FMR to help as many families as possible given HUD budget cuts to the Section 8 program.

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)  
Declining HUD resources for the Section 8 voucher program

HASCO has completed a rent survey of mobile home park space rentals in the community and has asked HUD for a higher payment standard than currently provided.

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning 06/30/05	Expected Turnover	
Public Housing	253	4 per month	
Section 8 Vouchers	2,956	25 per month	
Section 8 Certificates			
Section 8 Mod Rehab	NA		
Special Purpose Section 8 Certificates/Vouchers (list individually)	Self-Sufficiency	25	25 per year
	Mentally Ill	116	3 per month
	Developmentally Disabled	48	2 per month
	Terminally Ill	15	1 per month
	Homeless	42	2 per month
	Frail Elderly	12	1 per month
	Mainstream	88	3 per month
	Family Self-Sufficiency	43	4 per month
Project Based Vouchers	85	1 per month	
Public Housing Drug Elimination Program	253 Funds Exhausted 12/03	NA	

(PHDEP)		
Other Federal Programs(list individually)		
Rural Development	270	3 per month
Shelter Plus Care	350	4 per month
HOPWA	16	1 per month

### C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

- Dwelling Lease and Statement of Charges
- Grievance Procedures
- Public Housing Video
- Resident Handbook
- Admissions and Continued Occupancy Plan
- House Rules

(2) Section 8 Management: (list below)

- Administrative Plan
- Family Self Sufficiency Action Plan

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below: None

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

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

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

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

If yes, list additions to federal requirements below: None

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment. B: Annual Statement Performance and Evaluation Report Comprehensive Grant Program, Parts I, II and III.

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment. D. Five-Year Action Plan, Parts I, II and III.

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name: Pinewood, Robin Park, North Terrace, Stevens Circle, Alderwood, Centerwood, Maplewood, Scattered Sites, East Terrace, Cedar Grove, Millwood Estates	
1b. Development (project) number: WA039003 #008, 004, 005, 006, 007, 010, 011, 014 & 015, 017 & 020, 019, 021	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input checked="" type="checkbox"/> Other (explain below) Request submitted to HUD using alternate criteria	
3. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input checked="" type="checkbox"/> Conversion Plan submitted to HUD on: (21/01/2004) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved): <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application	

(date submitted or approved: \_\_\_\_\_ )

Units addressed in a pending or approved HOPE VI Revitalization Plan  
(date submitted or approved: \_\_\_\_\_ )

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

See Required Attachment BB

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)

<p>3. Application status: (select one)</p> <p><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input type="checkbox"/> Submitted, pending approval</p> <p><input type="checkbox"/> Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)</p>
<p>5. Number of units affected:</p> <p>6. Coverage of action: (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

## B. Section 8 Tenant Based Assistance

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

2. Program Description: This program is under development. Initial eligibility criteria parameters are as follows:

### Minimum HUD requirements

1. Family must be income-eligible, i.e. below the maximum income cutoff.
2. Gross family income must be at least two times the voucher payment standard.
3. Head of household or spouse must have been continuously employ full-time for at least one year prior to receiving homeownership assistance, except for elderly/disabled families.
4. Family must have completed homeownership education and counseling.
5. There is no previous default on a mortgage obtained through the homeownership option.

### a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

1. Family must have sufficient income to pay homeownership and other family expenses.
2. Only 30-year fixed-rate mortgages are allowed.
3. Homebuyers must contribute \$2,500 or 2% of the purchase price, whichever is greater. Additional funds may be received in a gift.
4. Family must be a first-time homebuyer, i.e. have not owned a home in the last 3 years, or be a displaced homemaker.
5. Family must be able to document at least 2 years of employment in current line of work, unless elderly or disabled.
6. Family must have 12 months of clean credit with no late payments, delinquencies, judgments, claims or bankruptcies. Any bankruptcy must have been discharged for at least 2 years. Any previous foreclosure must have a "SOLD" justification.
7. Family must have reasonable expectation of future income growth, unless elderly or disabled.

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04/23/99

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Shelter Plus Care</i>	<i>350</i>	<i>Specific Criteria</i>	<i>Administrator's Office / Other providers</i>	<i>S8 and LIPH Applicants</i>
<i>Project Self Sufficiency</i>	<i>25 year</i>	<i>Specific Criteria</i>	<i>Main office / Other providers</i>	<i>Section 8</i>
<i>Sound Families</i>	<i>25 year</i>	<i>Specific Criteria</i>	<i>Main office / Other providers</i>	<i>Section 8Project Based Vouchers</i>
<i>Individual Development Accounts</i>	<i>5 year</i>	<i>Specific Criteria</i>	<i>Main office / Other providers</i>	<i>Public Housing or Section 8 residents</i>

**(2) Family Self Sufficiency program/s**

**a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	42	47 (10/01/05)

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

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below) Issues of Public disorder which increases vulnerability to crime, i.e., neighbor conflict, lack of resident involvement.

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

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

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

Cedar Grove  
Stevens Circle

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

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

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

2. Which developments are most affected? (list below)  
Programs are offered at all complexes equally.

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

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

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

2. Which developments are most affected? (list below)  
All developments received the above services.

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

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

Not Applicable per HUD FY2002 Instructions

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. E. The Housing Authority of Snohomish County Drug Elimination Plan.

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

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name)  
 Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
  
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

#### 3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)  
 Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: (describe)
  
- b. Eligible candidates: (select one)  
 Any recipient of PHA assistance  
 Any head of household receiving PHA assistance  
 Any adult recipient of PHA assistance  
 Any adult member of a resident or assisted family organization  
 Other (list)

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here) Snohomish County, Washington

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below) Joint public hearings were held by Snohomish County and HASCO to receive public input into the consolidated plan and the public housing agency plan. Also included in the hearings were the City of Everett and the Everett Housing Authority, the other consolidated/agency planning entities in our county. The Snohomish County Consolidated Plan staff participated in the Public Hearing held to receive input into this Plan.

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

The 2005 – 2009 Snohomish County Housing and Community Development Consolidated Plan was developed in close cooperation with the Housing Authority of Snohomish County as it developed its own agency plan. The strategies and objectives in the Consolidated Plan subsume those in the agency plan and the County is committed to continuing the availability of HUD CDBG funds on a competitive basis for eligible Authority activities.

# ATTACHMENT A

## PUBLIC HOUSING DECONCENTRATION POLICY

**Component 3, (6) Deconcentration and Income Mixing**

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

If yes, list these developments as follows:

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

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of Snohomish County	Grant Type and Number Capital Fund Program Grant No: WA19P039501-05 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/Emergencies  Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0		
2	1406 Operations (Extraordinary Maintenance)	77,608	0		
3	1408 Management Improvements	34,923	0		
4	1410 Administration	38,804	0		
5	1411 Audit	0	0		
6	1415 Liquidated Damages	0	0		
7	1430 Fees and Costs	1,150	0		
8	1440 Site Acquisition	0	0		
9	1450 Site Improvement	24,000	0		
10	1460 Dwelling Structures	193,295	0		
11	1465.1 Dwelling Equipment--Nonexpendable	0	0		
12	1470 Nondwelling Structures	10,000	0		
13	1475 Nondwelling Equipment	500	0		
14	1485 Demolition	0	0		
15	1490 Replacement Reserve	0	0		
16	1492 Moving to Work Demonstration	0	0		
17	1495.1 Relocation Costs	0	0		
18	1499 Development Activities	0	0		
19	1501 Collateralization or Debt Service	0	0		
20	1502 Contingency	7,761	0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	388,041	0		
22	Amount of line 21 Related to LBP Activities	0	0		
23	Amount of line 21 Related to Section 504 compliance	0	0		
24	Amount of line 21 Related to Security – Soft Costs	0	0		
25	Amount of Line 21 Related to Security – Hard Costs	0	0		
26	Amount of line 21 Related to Energy Conservation Measures	40,000	0		

Signature of Executive Director and Date

Signature of Public Housing Director/office of Native American Programs Administrator and Date

X

X

1- To be completed for the Performance and evaluation report or a Revised annual Statement

2- To Be completed for the Performance and Evaluation Report

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replaceent Housing Factor (CFP/CFPRHF)**  
**Part II supporting Pages**

PHA Name: Housing Authority of Snohomish County		Grant Type and Number Capital Fund Program Grant No: WA19P039501-05 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WA39-004 Robin Park 30 Units	Hot Water Tanks	1460	30	19,000				
WA39-005 North Terrace 12 Units	None							
WA39-006 Stevens Circle 19 Units	Drainage System Repairs	1450	19	6,000				
WA39-007 Alderwood 25 Units	Hot Water Tanks	1460	25	15,000				
	Community Room Remodel	1470	25	4,000				
WA39-008 WA39-003 Pinewood 25 Units	Hot Water Tanks	1460	25	17,000				
	Community Room Remodel	1470	25	6,000				
WA39-010 Centerwood 20 Units	Skylight Replacement	1460	20	22,000				
WA39-011 Maplewood 15 Units	Deck Repairs	1460	15	7,000				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replaceent Housing Factor (CFP/CFPRHF)**  
**Part II supporting Pages**

PHA Name: Housing Authority of Snohomish County		Grant Type and Number Capital Fund Program Grant No: WA19P039501-05 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WA39-014 Scattered Sites 6 Units	Entry Doors	1460	6	3,500				
	Driveway Sealant	1450	6	3,000				
	Landscaping	1450	6	6,000				
	Drainage Repairs	1450	6	2,000				
WA39-015 Scattered Sites 4 Units	Entry Doors	1460	4	2,500				
	Driveway Sealant	1450	4	2,000				
	New Siding on 015-125	1460	4	20,295				
	New Roof 015-125	1460	4	8,000				
	Landscaping	1450	4	4,000				
	Drainage Repairs	1450	4	1,000				
WA39-017 East Terrace I 26 Units	None							
WA39-019 Cedar Grove 28 Units	Carpet & VCT Floor Repairs & Replacement	1460	28	56,000				
	Vinyl Siding Thermal & Moisture Coating	1460	28	23,000				



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replaceent Housing Factor (CFP/CFPRHF)**  
**Part II supporting Pages**

<b>PHA Name:</b> Housing Authority of Snohomish County		<b>Grant Type and Number</b> Capital Fund Program Grant No: WA19P039501-05 Replacement Housing Factor Grant No:					<b>Federal FY of Grant: 2005</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
WA39-004 Robin Park	9/17/2007			9/16/2009				
WA39-005 North Terrace	9/17/2007			9/16/2009				
WA39-006Stevens Circle	9/17/2007			9/16/2009				
WA39-007 Alderwood	9/17/2007			9/16/2009				
WA39-008 Pinewood	9/17/2007			9/16/2009				
WA39-010 Centerwood	9/17/2007			9/16/2009				
WA39-011 Maplewood	9/17/2007			9/16/2009				
WA39-014 Scattered Site	9/17/2007			9/16/2009				
WA39-015 Scattered Site	9/17/2007			9/16/2009				
WA39-017 East Terrace I	9/17/2007			9/16/2009				
WA39-019 Cedar Grove	9/17/2007			9/16/2009				
WA39-020 East Terrace II	9/17/2007			9/16/2009				
Resident Resource Coordinator	9/17/2007			9/16/2009				
Resident Training Program	9/17/2007			9/16/2009				
Maintenance Mgmt. Training	9/17/2007			9/16/2009				
Maintenance Skills Training	9/17/2007			9/16/2009				
Staff Salaries	9/17/2007			9/16/2009				
Staff Benefits	9/17/2007			9/16/2009				
Advertisement	9/17/2007			9/16/2009				
Permit Fees	9/17/2007			9/16/2009				
Contingency	9/17/2007			9/16/2009				
Non-dwelling Equipment	9/17/2007			9/16/2009				

January 21, 2004

Mr. Michael Liu  
Assistant Secretary  
Public & Indian Housing  
US Department of Housing & Urban Development  
451 7<sup>th</sup> Street South West  
Washington, DC 20410

Dear Assistant Secretary Liu:

Over the past 22 years, the Housing Authority of Snohomish County (HASCO) and HUD have partnered to create 253 units of low rent public housing (LRPH) in our rural and suburban community. HASCO also administers more than 3,000 Housing Choice Vouchers. In addition to these HUD supported activities, HASCO owns and operates more than 1,000 units of unassisted affordable rental housing and develops affordable for-sale housing.

HASCO now faces a set of unique challenges which threaten the sustainability of the LRPH program and our collective ability to serve those living in our developments. I respectfully request that you consider a waiver to permit HASCO to convert its public housing stock. This conversion will allow us:

- ⇒ To increase the supply of affordable rental housing and homeownership opportunities,
- ⇒ To finance improvements unfeasible in the current funding environment, and;
- ⇒ To increase operating efficiency by consolidating small programs and using local private business practices.

Although we believe this is the best approach, we are also open to discussing other creative strategies to produce these outcomes.

More specifically, we propose that HUD:

- ⇒ Allocate 253 new Section 8 Vouchers to HASCO to replace our entire public housing portfolio, and;
- ⇒ Turn ownership of HASCO's existing LRPH developments and their associated reserves over to the Housing Authority as a demonstration project, releasing declarations of trust and restrictive covenants.

Vouchering out will allow us to maintain the number of subsidized units available to extremely low-income families at the current level, while increasing the number of units affordable to very low and low income families. We anticipate that many of the families we serve in LRPH will choose to use their new voucher at their current development. Those who gradually take advantage of the flexibility of the moving voucher will be replaced by low-income working families who are in desperate need of the affordable below-market rents we will be able to offer.

HASCO will retain ownership of these developments, managing them to the same high standard enjoyed by our other properties. Alternatively, HASCO may make some of these units available to low-income first-time homebuyers. We believe we can maintain these units with cash flow and will not need to incur

debt. However, in the event we do need to incur debt we have extensive experience engaging private capital for acquisition and redevelopment.

HASCO will draw on its considerable experience developing and delivering affordable rental and owner occupied properties in this community. This experience includes:

- ⇒ Ownership and management of 270 units of USDA rural development housing and project-based Section 8 assistance.
- ⇒ Acquisition and/or development of more than 1,000 unassisted rental housing units. Of these, more than 400 units utilized the low income tax credit. One of our bond financed properties already mixes public housing and unassisted workforce housing in a single property without capital subsidy.
- ⇒ Development of more than 250 homes affordable to low-income first-time homebuyers through new construction of site-built and manufactured housing, sale of existing housing stock and condo conversion. HASCO has won several national development awards for these projects.
- ⇒ Provision of purchase assistance loans to more than 150 homebuyers and rehabilitation loans to more than 550 homeowners.

In addition to the property management and development experience noted above, HASCO operates an exemplary Housing Choice Voucher (HCV) program which allowed Snohomish County HCV holders to utilize vouchers in the tightest of markets during the economic boom the Puget Sound experienced in the 1990s. The Housing Authority has strong expertise administering project based vouchers in specific circumstances. The Housing Authority and non-profit organizations also have a portfolio of affordable bond financed housing that is available to voucher holders when the market next tightens.

The proposal outlined here offers the following minimum benefits:

- ⇒ It will expand the affordable housing stock in this market by 253 units. All of the former LRPB stock will be retained as affordable housing assets to this community. A portion of the retained stock may be made available for home ownership.
- ⇒ It will facilitate the financing of future capital investment in existing LRPB properties entirely from private sources, should such financed investments ever become necessary.
- ⇒ It will afford HASCO substantial operating and administrative efficiencies through program consolidation. HUD will reap a reciprocal benefit as it incrementally sheds a portion of its own multi-program oversight and administrative burden. (HASCO's existing LRPB program involves 253 dwelling units scattered over 15 separate sites. HASCO anticipates administrative cost savings of \$227,700 per year, \$75 per unit per month, based on experience operating comparable developments.)
- ⇒ It will ensure that the capital needs of these developments, expected to exceed our LRPB capital subsidy by \$2.3 million in the next 5 years and \$13.5 million by 2030, will be made on schedule and that these developments will remain sustainable.
- ⇒ It will offer additional tangible evidence of HUD's commitment to move away from the micro-management of housing programs by granting local control to an agency that has demonstrated the capacity to handle this responsibility.

In formulating the proposal advanced in this letter, we have reviewed HUD's final rule for Voluntary Conversion of Developments from Public Housing Stock (24 CFR Part 972). We note that the final rule recognizes that the public housing program may not be the most effective and efficient method of providing housing to low-income households. After careful analysis of the proposed methodology that determines which developments may be voluntarily converted to voucher assistance, my staff concluded that none of our developments will qualify for conversion under these regulations. We believe this modeled outcome is attributable to the fact that the analytic methodology currently required by the

Department does not account for the fact that our public housing residents pay two and half times more in rent than HUD supplies in its operating subsidy and does not adequately account for the growing capital needs of our developments. We estimate that the cost of this proposal in FFY 2004 will be approximate \$1.5 million, a 4.9 percent increase in amounts currently flowing from the Department to HASCO.

After carefully considering our agency's fiscal and administrative capacity and the needs of our clients and community, we believe we have developed a proposal that protects the interests of our tenants and the value of taxpayers' substantial public assets.

Thank you for considering our request. Please do not hesitate to contact me if you have questions about our proposal. I look forward to discussing this concept with you.

Sincerely,

Robert E. Davis  
Executive Director



July 15, 2004

Mr. Michael Liu  
Assistant Secretary  
Public & Indian Housing  
US Department of Housing & Urban Development  
451 7<sup>th</sup> Street South West  
Washington, DC 20410

Dear Assistant Secretary Liu:

It was a pleasure to meet you during your June visit to Seattle. I appreciate the time and consideration you are giving to my January 21, 2004 request to opt-out of the public housing program. You specifically requested information on the cost savings expected from this opt-out. I am pleased to provide this information.

We estimate that the cost of this proposal in FFY 2004 will be approximate \$1.5 million, a 4.9 percent increase in amounts currently flowing from the Department to our agency. The current per unit, per month operating cost of our public housing program is \$342. In addition, we spend \$173 per unit per month on capital for a total of \$515. Based on our average Housing Assistance Payments, the bedroom composition of our developments and our administrative fee, vouchers are expected to cost \$670 per unit, per month.

However, this tells just half the story. If our public housing program was funded at the level necessary to complete all needed capital work in 2005 that program would cost a total of \$799 per unit, per month. The principle cost savings of this proposal for HUD will be realized over the coming years as HUD is no longer responsible for the capital improvements necessary to maintain aging housing stock. Over and above the existing capital funding for the program, the Housing Authority will need HUD to provide \$2.3 million in the next five years and \$13.5 million by 2030 to ensure that these developments remain sustainable. HUD will save those funds under our opt-out proposal.

In addition, the Housing Authority anticipates that we will collect Housing Assistance Payments well below average at our converted Public Housing developments. HUD recently approved project based assistance at four Housing Authority owned units. Although an appraisal found the market rents for these units was \$585, the Housing Authority only requested rents sufficient to cover expenses of \$450. Because the Housing Authority will not need to pay debt service on these developments we will be able to charge lower rents and collect lower Housing Assistance Payments from HUD, saving the department funds.

The proposal also offers the Housing Authority substantial operating and administrative efficiencies through program consolidation. HUD will reap a reciprocal benefit as it incrementally sheds a portion of its own multi-program oversight and administrative burden. Our existing LRPB program involves 253 dwelling units scattered over 15 separate sites. We anticipate administrative cost savings of \$227,700 per year, \$75 per unit per month, based on experience operating comparable developments.

Attached are two graphs related to these cost savings. One graph shows projected expenses for the Housing Authority's Low Rent Public Housing Program over the next 28 years. You will note that although capital needs vary from year to year the cost of maintaining the properties and executing the program far exceeds HUD's 2004 funding. The other graph shows current HUD public housing funding, the true cost of providing that housing next year and the opt-out proposal cost to HUD, all on a per unit per month basis. The cost of fully funding the program exceeds the cost of the opt-out proposal at all but three of our developments and in total.

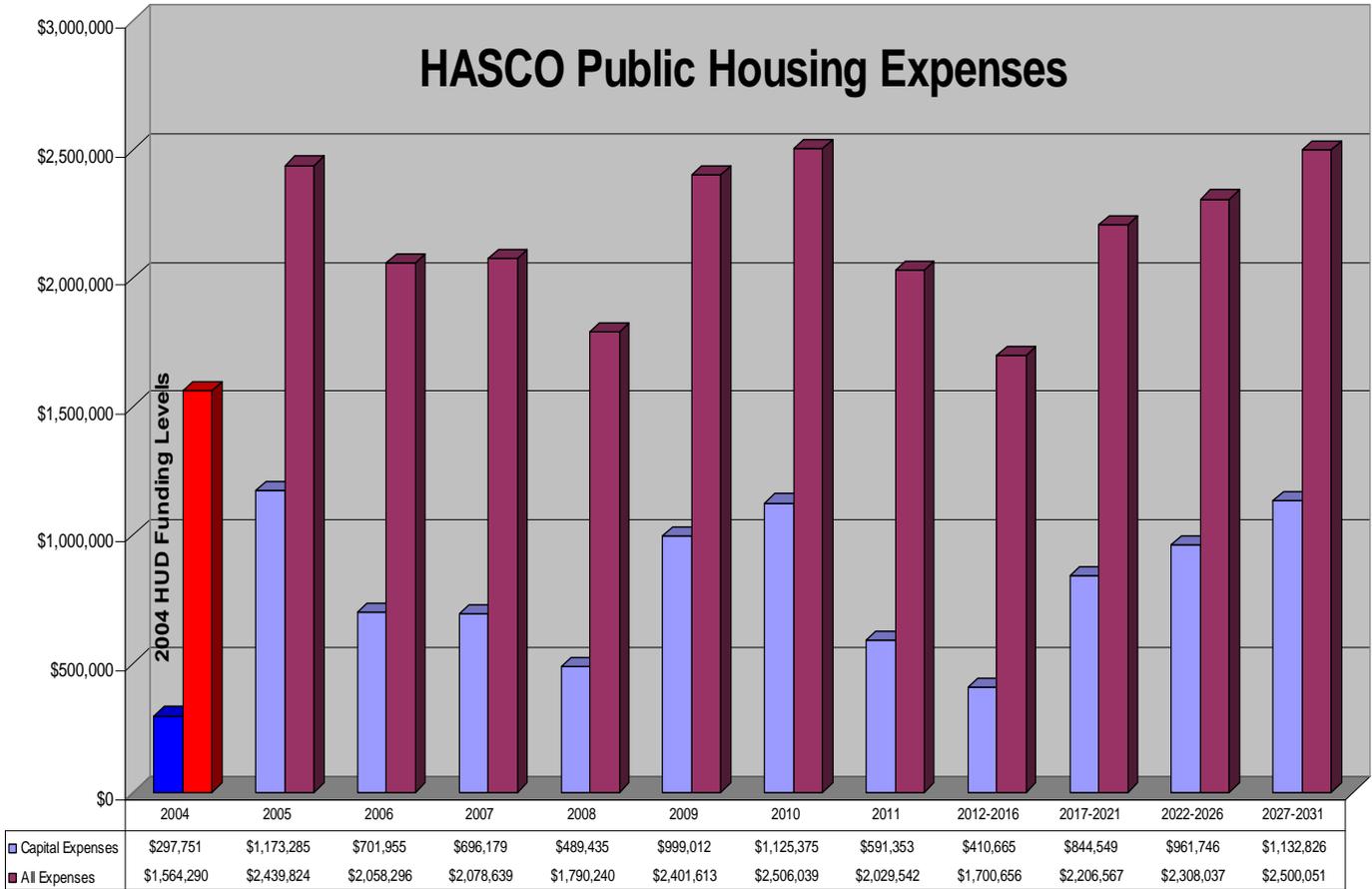
Thank you for considering our request. Also attached for your convenience is a copy of my January 21, 2004 letter. Please do not hesitate to contact me if you have further questions about our proposal.

Sincerely,

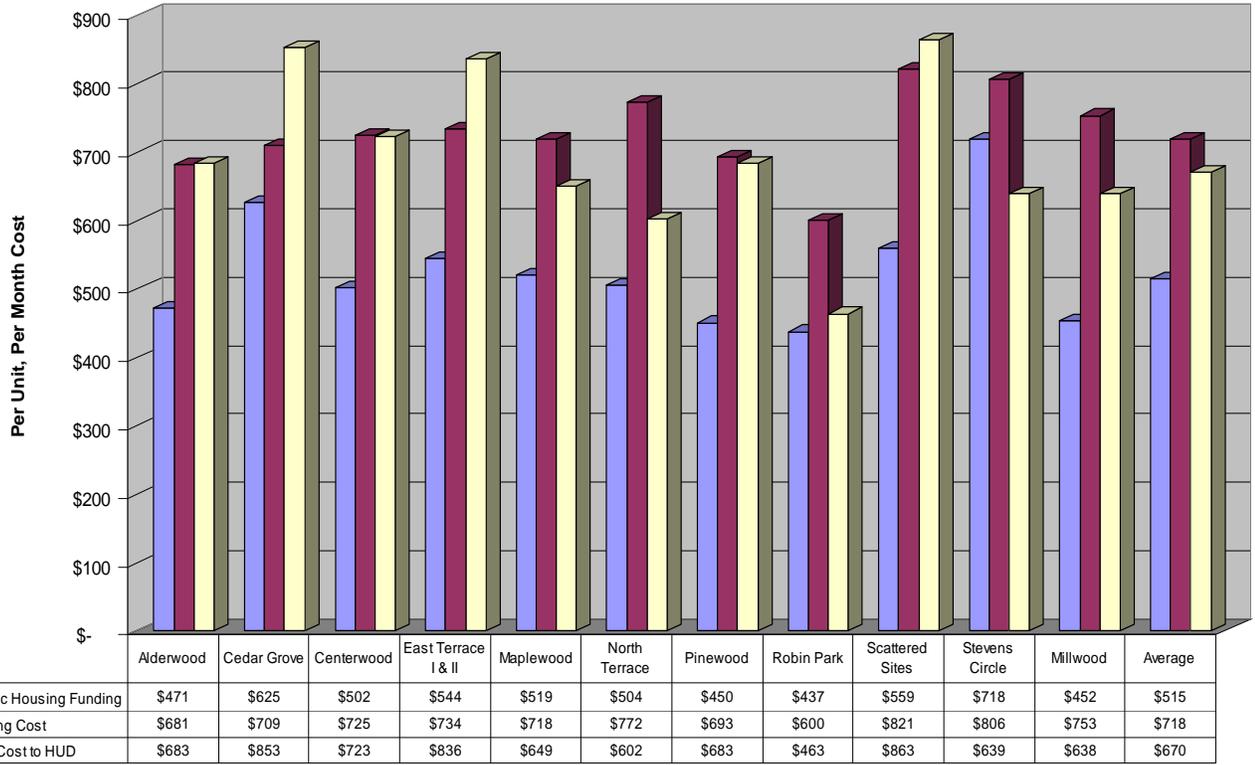
Robert E. Davis  
Executive Director

CC: Harlan Stewart

# HASCO Public Housing Expenses



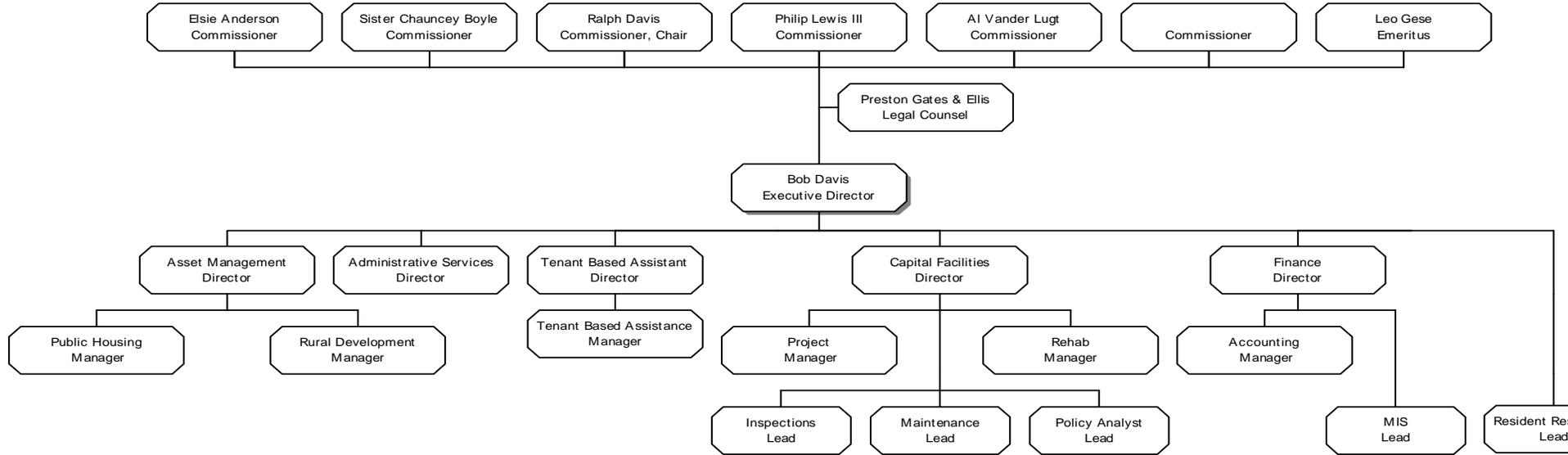
# HASCO Public Housing Opt-Out



# HOUSING AUTHORITY OF SNOHOMISH COUNTY

## Organization Chart by Function

*December 2004*





**Capital Fund Program Five -year Action Plan**  
**Part I: Summary**

PHA Name: Housing Authority of Snohomish County				<input checked="" type="checkbox"/> <b>Original 5-year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA- Wide	Year 1 2005	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010
	Annual Statement				
WA39-004 Robin Park		20,000	8,000	42,000	45,000
WA39-005 North Terrace		10,500	2,700	41,000	18,000
WA39-006 Stevens Circle		15,000	32,000	19,000	45,000
WA39-007 Alderwood		39,000	39,000	0	68,000
WA39-008 Pinewood		7,000	12,595	45,000	35,000
WA39-010 Centerwood		50,500	51,000	22,000	0
WA39-011 Maplewood		9,000	27,000	48,000	0
WA39-014 Scattered Site		15,000	8,000	6,000	0
WA39-015 Scattered Site		4,000	4,500	4,295	0
WA39-017 East Terrace I		52,000	38,000	0	0
WA39-019 Cedar Grove		0	0	0	16,295
WA39-020 East Terrace II		5,295	4,500	0	0
Physical Improvements Subtotal		227,295	227,295	227,295	227,295

**Capital Fund Program Five -year Action Plan  
Part I: Summary**

PHA Name: Housing Authority of Snohomish County				<input checked="" type="checkbox"/> <b>Original 5-year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA- Wide	Year 1 2005	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010
	Annual Statement				
<b>HA-Wide</b>					
Management Improvements		34,923	34,923	34,923	34,923
HA-Wide Nondwelling Structures and Equipment					
Administration		38,804	38,804	38,804	38,804
Other		9,411	9,411	9,411	9,411
Operations (Extraordinary Maintenance)		77,608	77,608	77,608	77,608
CFP Funds Listed for 5-year planning		160,746	160,746	160,746	160,746
Replacement Housing Factor Funds					

**Capital Fund Program Five -Year Action Plan**  
**Part II: Supporting Pages--Work Activities**

Activities For Year 1	Activities for Year 2 FFY Grant: 2006 PHA FY: 2007			Activities for Year 3 FFY Grant: 2007 PHA FY: 2008		
2005	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
See	WA39-004 Robin Park 30 Units			WA39-004 Robin Park 30 Units		
Annual	Gutters & Downspouts	1460	\$8,000	Concrete Repairs	1450	\$4,000
Statement	Landscaping	1450	\$4,000	ADA Refrigerators	1465.1	\$2,000
	Elastimarc Deck Coating	1450	\$8,000	Tree Removal	1450	\$2,000
	WA39-005 North Terrace 12 Units			WA39-005 North Terrace 12 Units		
	Hot Water Tanks	1460	\$9,000	ADA Refrigerators	1465.1	\$700
	Laundry Room	1470	\$1,500	ADA Concrete Walkways	1465.1	\$2,000
	WA39-006 Stevens Circle 19 Units			WA39-006 Stevens Circle 19 Units		
	Entry & Storage Doors	1460	\$15,000	Hot Water Tanks	1460	\$14,000
				Interior & Exterior Light Fixtures	1460	\$12,000
				Bathroom Fans W/Timer	1460	\$6,000
	WA39-007 Alderwood 25 Units			WA39-007 Alderwood 25 Units		
	Range Hoods	1460	\$5,000	Deck Repairs	1460	\$15,000
	Plumbing Fixtures	1460	\$19,000	Water Closets	1460	\$9,000
	Light Fixtures	1460	\$10,000	Carpet & Vinyl	1460	\$15,000
	Dumpster Enclosure	1450	\$5,000			
	WA39-008 Pinewood 25 Units			WA39-008 Pinewood 25 Units		
	Gutters & Downspouts	1460	\$7,000	Exterior Lighting	1450	\$2,000
				Play Equipment	1470	\$8,000
				Laundry Room Repairs	1470	\$2,595
	WA39-010 Centerwood 20 Units			WA39-010 Centerwood 20 Units		
	Gutters & Downspouts	1460	\$6,500	Int. Plumbing Fixtures	1460	\$16,000
	Building Signage	1460	\$2,000	Int Lighting Fixtures	1460	\$17,000
	Entry & Storage Doors	1460	\$24,000	Baseboard Heaters	1460	\$18,000
	Hot Water Tanks	1460	\$18,000			

**Capital Fund Program Five -Year Action Plan**  
**Part II: Supporting Pages--Work Activities**

Activities For Year 1	Activities for Year 2 FFY Grant: 2006 PHA FY: 2007			Activities for Year 3 FFY Grant: 2007 PHA FY: 2008		
2005	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
	WA39-011 Maplewood 15 Units			WA39-011 Maplewood 15 Units		
	Landscaping	1450	\$5,000	Kitchen Plumb. Fixtures	1460	\$7,000
	Exterior Lighting	1450	\$4,000	Hot Water Tanks	1460	\$8,000
				Baseboard Heaters	1460	\$12,000
	WA39-014 Scattered Sites 6 Units			WA39-014 Scattered Sites 6 Units		
	Exterior Painting	1460	\$8,000	Gutters	1460	\$8,000
	New Roof on 014-17	1460	\$7,000			
	WA39-015 Scattered Sites 4 Units			WA39-015 Scattered Sites 4 Units		
	Exterior Painting	1460	\$4,000	Gutters	1460	\$4,500
	WA39-017 East Terrace I 26 Units			WA39-017 East Terrace I 26 Units		
	Carpet & VCT Floor Repairs & Replacement	1460	\$49,000	Roof & Siding Thermal & Moisture Coating	1460	\$38,000
	Laundry Room Remodel	1470	\$3,000			
	WA39-019 Cedar Grove 28 Units			WA39-019 Cedar Grove 28 Units		
	WA39-020 East Terrace II 4 Units			WA39-020 East Terrace II 4 Units		
	Carpet & VCT Floor Repairs & Replacement	1460	\$5,295	Roof & Siding Thermal & Moisture Coating	1460	\$4,500
	<b>Total CFP Estimated Cost</b>		\$227,295			\$227,295



**Capital Fund Program Five -Year Action Plan**  
**Part II: Supporting Pagess--Work Activities**

Activities For Year 1	Activities For Year 4 FFY Grant: 2008 PHA FY: 2009			Activities For Year 5 FFY Grant: 2009 PHA FY: 2010		
2005	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
See	WA39-004 Robin Park 30 Units			WA39-004 Robin Park 30 Units		
	New Appliances	1475	\$25,000	Exterior Painting	1460	\$30,000
Annual	Baseboard Heaters	1460	\$17,000	Kitchen Sink & Faucets	1460	\$15,000
	WA39-005 North Terrace 12 Units			WA39-005 North Terrace 12 Units		
	Window Replacement	1460	\$22,000	Appliances	1475	\$18,000
	Bathroom Fans W/Timer	1460	\$5,000			
	Unit Light Fixtures	1460	\$7,000			
	Heaters	1450	\$7,000			
	WA39-006 Stevens Circle 19 Units			WA39-006 Stevens Circle 19 Units		
	Exterior Painting	1460	\$19,000	Appliances	1475	\$20,000
				Carpet & Vinyl	1460	\$25,000
	WA39-007 Alderwood 25 Units			WA39-007 Alderwood 25 Units		
				Water Closets	1460	\$13,000
				Appliances	1475	\$25,000
				Exterior Painting	1460	\$30,000
	WA39-008 Pinewood 25 Units			WA39-008 Pinewood 25 Units		
	Appliances	1475	\$17,000	Roof & Siding Thermal & Moisture Coating	1460	\$35,000
	Vinyl Siding Thermal & Moisture Coating		\$28,000			

## Capital Fund Program Five -Year Action Plan

### Part II: Supporting Pagess--Work Activities

Activities For Year 1	Activities For Year 4 FFY Grant: 2008 PHA FY: 2009			Activities For Year 5 FFY Grant: 2009 PHA FY: 2010		
2005	Development Name/Number	Major Work Catagories	Estimated Cost	Development Name/Number	Major Work Catagories	Estimated Cost
	WA39-010 Centerwood 20 Units			WA39-010 Centerwood 20 Units		
	Appliances	1475	\$22,000			
	WA39-011 Maplewood 15 Units			WA39-011 Maplewood 15 Units		
	Roof Replacement	1460	\$33,000			
	Entry Doors	1460	\$15,000			
	WA39-014 Scattered Sites 6 Units			WA39-014 Scattered Sites 6 Units		
	Int. Plumbing Fixtures	1460	\$6,000			
	WA39-015 Scattered Sites 4 Units			WA39-015 Scattered Sites 4 Units		
	Int. Plumbing Fixtures	1460	\$4,295			
	WA39-017 East Terrace I 26 Units			WA39-017 East Terrace I 26 Units		
	WA39-019 Cedar Grove 28 Units			WA39-019 Cedar Grove 28 Units		
				Kitchen & Bathroom Plumbing Fixtures	1460	\$16,295
	WA39-020 East Terrace II 4 Units			WA39-020 East Terrace II 4 Units		
<b>Total CFP Estimated Cost</b>			<b>\$227,295</b>			<b>\$227,295</b>



**NOTES FROM HASCO'S 5 YEAR PLAN PUBLIC HEARING  
MARCH 7, 2005**

Prior to the hearing being called to order the representative from Snohomish County Legal Services presented a letter with concerns/comments regarding the 5-year draft plan.

Board of Commissioner Chairperson Ralph Davis called the hearing to order at 6:40 PM.

Following introductions of those present, Pete Grodt presented an overview of the 5-year plan.

**PUBLIC COMMENTS:**

Julie Rattray, Snohomish County Legal Services reiterated the concerns presented in their written letter. The major concerns regarded the proposed vouchering out of HASCO's public housing. The concerns include:

- ❑ loss of public housing stock in the county,
- ❑ loss of higher standards of due process for residents in public housing vs. Section 8 program,
- ❑ loss of services,
- ❑ and noted that HASCO has a better understanding of special needs that may be presented by families requiring housing subsidy then private landlords would.

Ms. Rattray also asked for brochures on our Rehab. loan program to display in their office.

Ed Petersen of Housing Hope commented that he would like to see a goal in the 5-year plan regarding HASCO's continued support of the Sound Families program through provision of Section 8 vouchers. Mr. Petersen felt this is important to smaller agencies in the county relying on that assistance to move forward with additional Sound Families projects. He also noted that Housing Hope would like to partner with us in the Section 8 Homeownership program. Housing Hope has recently received a grant providing funding for a part-time homeownership counselor and many of their clients would like to participate in the Section 8 program. Mr. Petersen also discussed the College of Hope component of their program. The program has 4-year grant funding and Housing Hope is looking for partners to help financially sustain the program. The program covers four competency areas and may be of benefit to our program participants.

The hearing was adjourned at 7:55 PM

## **PUBLIC HOUSING AGENCY PLAN: PUBLIC COMMENTS/HASCO RESPONSE**

### WRITTEN COMMENTS FROM SNOHOMISH COUNTY LEGAL SERVICES

ISSUE: Vouchering out Public Housing will exclude families with children.

RESPONSE: All families residing in Public Housing will receive a voucher if this plan is approved. In addition, families with children will rent the formerly Public Housing units. Our analysis shows that HASCO will be able to rent units to families below 50% of median income and in most instances below 30% of median income. Providing vouchers to all Public Housing families will actually increase the supply of low income housing units since the vouchers will be new vouchers and the formerly Public Housing apartments will still be available to low income households.

ISSUE: Vouchering out Public Housing will leave families with less protection than the Public Housing program provides. These protections include due process and landlords in the private sector that are not sensitive to the needs of low income households.

RESPONSE: The Public Housing program provides one more due process hearing than the voucher program does. Both programs provide an informal hearing process where a program participant can present a grievance and have it heard before an impartial party that has not been involved in the adverse action. Public Housing goes one step further and allows for a formal grievance hearing if the participant believes the informal hearing decision was not fair to them. Staff believes one hearing is sufficient protection for program participants. In over 90% of all instances, Public Housing grievances are settled at the informal hearing process. This strongly suggests that the informal hearing process provides adequate protections for the families we serve.

Concerning insensitive landlords, there are certainly some owners or property managers who fit this description. However, the majority of them do not. HASCO is the grantee for the Shelter Plus Care program. It works much like the voucher program does, with participating households finding their own housing with private sector landlords. All of these participants must be homeless and disabled at program entry. These are the most disadvantaged of all of the households served by HASCO. This program has worked very well and provides strong evidence that disadvantaged households can thrive in a voucher program. It allows families to be dispersed throughout the community rather than segregated in a specific building or area, as Legal Services fears.

Legal Services was also concerned that residents would not have needed services once the Public Housing program ceased to exist. Legal Services can be assured that supportive services will continue to be available even if HASCO manages them as affordable housing.

ISSUE: Legal Services is concerned that HASCO uses Seattle area data in establishing reasonable rents for the Public Housing program.

RESPONSE: There is no set rent for Public Housing. All tenants pay 30% of adjusted income for rent and the difference between the rents HASCO collects and how much it

costs HASCO to operate each unit comes through an operating subsidy from HUD. HASCO does set “reasonable rents” for the voucher program. This is an important and a required feature of the voucher program. It’s purpose is to make sure HASCO does not pay too much rent for homes placed on the program. HASCO uses data from the Dupre and Scott “Apartment Vacancy Survey” that is specifically gathered from Snohomish County. Since this data only covers apartment buildings with more than 20 apartments, HASCO pays Dupre and Scott to produce a similar survey for apartments with less than 20 units. Many Snohomish County landlords own these smaller properties and they are an important component of the voucher program, with generally less rent than larger buildings. Finally, the two HASCO Housing Inspectors inspect thousands of units each year, and probably have the best knowledge of reasonable rent in the entire County.

#### VERBAL COMMENTS FROM HOUSING HOPE

ISSUE: Housing Hope Executive Director, Ed Petersen, thought that a five year goal should be added to the plan indicating HASCO’s support for the Sound Families Program. He felt this was important to the service providers in the community that partner with HASCO to make this program work.

RESPONSE: HASCO has mentioned support for Sound Families in othe parts of the plan but agree that a goal on this subject is appropriate. Staff recommends that the following be added as a 5 year goal: “Continue supporting the Sound Families initiative through housing vouchers and partnerships with supportive service providers.”



2731 Wetmore Avenue, Suite 410  
P.O. Box 5675  
Everett, WA 98206

telephone (425) 258-9283  
fax (425) 259-2906

March 7, 2005

**Board of Directors**

Deane Minor  
President

Moses Escobar,  
Secretary

Cindy Bailey

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**Executive Director**

Threesa Milligan

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**Peter Grodt**  
Policy and Programs Special Assistant  
Housing Authority of Snohomish County  
12625 4<sup>th</sup> Avenue West, Suite 200  
Everett, WA 98204

**RE: HASCO 5 Year Plan**

Dear Mr. Grodt:

After reviewing HASCO's 5 Year Plan, we had several concerns we wanted to share with HASCO. Our primary concern is with regard to the goal stated on the second page of the plan to, "[v]oucher out all family public housing units over the next 5 years and project base public housing for seniors/disabled." We believe this goal is problematic for three reasons. First, given the decreases in Section 8 funding, changing the public housing program to exclude families with children and making these families eligible only for Section 8 vouchers will mean a decrease in actual housing assistance for families with children.

The proposed plan states that public housing units will be converted into units that can be vouchered out and rented to low-income households. Snohomish County's lowest income residents will not be able to afford these units without assistance, thus creating an overall loss of housing for low-income people. Even more troubling is that there is no guarantee that these formerly public housing units will continue to serve low-income tenants as their market value rises.

Second, the proposed change would mean that families who were formerly eligible for public housing will receive less services and protections than they would have in public housing, even if they receive a Section 8 voucher or are placed in Section 8 based subsidized housing. Tenants in Section 8 based housing and tenants on Section 8 vouchers do not have the same due process protections as their counterparts in public housing. The main reason that is so concerning is that it has been our experience that private management companies that run Section based 8 subsidy buildings and private landlords who accept Section 8 vouchers often have far less training and experience working with low-income individuals than employees of HASCO. Low income families and individuals face incredible barriers regarding access to affordable housing: communication barriers (language, literacy, disability, cultural considerations,





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technology); isolation barriers (geography, institutionalization, disability, membership in insular communities); knowledge and/or perception barriers (lack of knowledge about available services, failure to identify problems or failure to recognize that solutions to such problems may be available) and barriers internal to the system (intake systems, priorities, funding restrictions). Agencies whose mission it is to serve the low income population are sensitive to and knowledgeable about these barriers and have expertise in assisting families in overcoming them. It has been our experience that private landlords generally do not have the expertise and understanding necessary to work with tenants regarding issues that come up with the tenant's housing.

Furthermore, this proposed change poses a long-term threat to housing assistance funding in Snohomish County. Families with children are the largest group of people who need housing assistance in Snohomish County. If the manner in which Section 8 vouchers are allocated changes, and Snohomish County has become more dependent on vouchers rather than utilizing both public housing and vouchers to meet the needs of this population, Snohomish County will have even less ability to meet the needs of its low-income citizens.

Another concern about this change is that in our experience placing a tenant with behavioral problems that relate to her disability in a housing situation where all of her neighbors are vulnerable individuals can create unworkable situations. We have had a number of clients that have behavioral problems that are legitimately linked to their disabilities. These problems may have very little impact on fellow tenants who are not themselves particularly vulnerable. However, in situations where those clients are in housing that is earmarked for vulnerable populations, specifically elderly and disabled people, very real and challenging conflicts often arise between the need to reasonably accommodate and then need to protect other tenants. The current proposed plan will lead to more of these conflicts, making it more difficult for HASCO to achieve the goal of complying with state and federal laws regarding discrimination, while also protecting the vulnerable populations it houses.

Our final objection to a proposed element of the plan is with regard to the method by which the rent for public housing units are set. In pg. 25 of the proposed plan, it states that the "[l]ocal and rent vacancy report conducted twice yearly in the Seattle metropolitan area." However, most of HASCO's service areas are not part of the Seattle metropolitan area. In fact, Snohomish County has lower rental prices than Seattle. That is one reason why low-income people move to Snohomish County. Using Seattle as a comparison drives up the fair market



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value of HASCO's public housing units. We would urge HASCO to use either of two other criteria listed in the plan (i.e., "survey of rents listed in the local newspaper" or "survey of similar unassisted units in the neighborhood"), or at the very least look to areas in Pierce or King County that have more similar rental values and vacancy rates to Snohomish County, when determining the market-based flat rates.

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We understand that the current funding situation places a strain on HASCO's ability to serve the low-income population of Snohomish County. We support HASCO's efforts to increase funding for Section 8 and its other programs, and appreciate HASCO's willingness to consider our comments regarding the proposed 5 year plan.

Sincerely,

Thresa Milligan  
Executive Director  
Snohomish County Legal Services

Executive Director  
Thresa Milligan

(sent without signature to avoid delay)

Nick Straley  
Managing Attorney  
Columbia Legal Services  
Seattle Office

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# ATTACHMENT G

## SECTION 8 HOMEOWNERSHIP PROGRAM CAPACITY STATEMENT

Snohomish County's median home price reached \$246,000 in the fall of 2004, requiring an income of over \$60,000 to purchase. Families below median income are increasingly priced out of the market. Regionally, the affordability gap for the typical modest wage earner in the Puget Sound region exceeds \$50,000.

Recognizing this trend, the Housing Authority initiated a first-time homebuyer program in 1992. Since 1996, the Authority has partnered with HomeSight, a nonprofit HUD certified counseling agency to offer homebuyer education and one-on-one counseling. In 1999 that partnership began offering purchase assistance from a revolving loan fund. The Authority is currently involved in its fifth development project that combines education, purchase assistance and quality, affordable homes for working families.

### **HOMEBUYER EDUCATION & FINANCIAL COUNSELING**

HomeSight provides a comprehensive homebuyer education, counseling and loan underwriting program. All prospective buyers are required to complete this HUD-certified program which provides twice the number of training hours required by the Washington State Housing Finance Commission. Classes in the financial series cover predatory lending tactics, real estate documents, budgeting, credit repair, investments and estate planning, and home, neighborhood and community maintenance. During two hour one-on-one counseling sessions, HomeSight staff review applications, calculate buyers' affordability, assess credit reports and create savings and action plans. The Authority and HomeSight have provided purchase assistance to more than 210 first-time home buyers and assisted many more with homebuyer education, most of whom have purchased homes without assistance.

### **REVOLVING LOAN FUND**

Purchase assistance loans of up to \$35,000 are available with low interest and deferred payment schedules to buyers below 80 percent of HUD area median income. Buyers must save \$2,500 or 2% of the purchase price of their home (whichever is greater) for their down payment. Their first mortgages are provided by one of eight local participating lenders. Terms of the purchase assistance loans are structured to create a very minimal burden. In most cases the maximum assistance provided is \$45,000. (Buyers receive a second mortgage of \$10,000 amortized over 30 years at 5 percent interest. A third mortgage for the remaining \$35,000 is offered at 4% interest and deferred entirely for eight years.) In year nine the family begins making interest-only payments and in year 31 begins making payments on principle and interest of \$550 a month.

In 2003, HomeSight launched the Puget Sound Revolving Loan Fund to attract private lender and foundation investment and to allow the amortizing second mortgages to be sold to a secondary market source, Neighborhood Housing Services of America. With agreements with each of its funders, the Housing Authority is investing its SnoHome loan portfolio, valued at approximately \$4 million in the Puget Sound Revolving Loan Fund.

### *SECTION 8 HOMEOWNERSHIP*

The Housing Authority of Snohomish County and Everett Housing Authority have more than 25 Section 8 clients actively working toward homeownership with HomeSight through the Section 8 HomeOwnership program. These clients are required to complete the homebuyer education and counseling program, including saving \$2,500 or 2% of the purchase price of the home for their

downpayment. HomeSite provides up to \$35,000 in purchase assistance. This maximum loan limit has been raised in some specific instances where family size made purchase of a larger home necessary. For Section 8 clients the entire loan is amortized at 5 percent with payments set at the initial value of the voucher, provided the voucher can be reasonably expected to pay off the entire loan. The first Section 8 family to purchase a home in Snohomish County closed their purchase in August of 2002. Both parents of the family of four are disabled. The Authority offers translation services for buyers who do not speak fluent English and an individualized education program for developmentally disabled buyers. A grant to HomeSight from the Neighborhood Reinvestment Corporation for \$400,000 guarantees purchase assistance funds specifically for Snohomish County Section 8 buyers.

## **DEVELOPMENTS**

### *KOKNEE CREEK TOWNHOMES*

In partnership with HomeSight, HASCO is developing 35 new townhomes for first time buyers on Airport Road. These two-story manufactured homes combine a quality, affordable product with purchase assistance to make buying a first home possible for low-income families.

## **COMPLYING WITH COMMUNITY SERVICE REQUIREMENTS**

The Housing Authority of Snohomish County is in full compliance with the community service requirements of the Quality Housing and Work Responsibility Act of 1998. Community Service Requirements were re-instituted in October of 2003 following mailings of community service requirement information, required forms and information on volunteer opportunities. Additionally, an informational meeting was held for all residents to answer specific questions and concerns. Housing authority staff continues to be able to work with residents individually to assist residents in complying with the community service requirement. New residents entering public housing are briefed on the requirement and are provided a community service informational packet and forms at lease up.

Review of compliance with the community service requirement is done at the time of the resident's annual public housing review. If clients have failed to comply per the QHWRA requirements clients are required to enter into a settlement agreement requiring them to complete the 96 hours of community service for the past year as well as the requirements for coming year. Per the requirements failure to comply with the settlement agreement will result in termination of the lease.

# ATTACHMENT I

## PET OWNERSHIP IN PUBLIC HOUSING

HASCO has adopted a pet policy in Public Housing and its provisions are now in effect. Pets are defined as “smaller domesticated animals; specifically dogs, cats, birds, fish or turtles”. The number of pets a resident may own is limited to a dog or cat, 2 birds or 2 turtles, or fish contained in a tank holding a maximum of 10 gallons of water. A resident with a dog or cat may also have birds or turtles as limited above.

Cats and dogs can't exceed 20 pounds or 18 inches at the withers, and must be on a leash while on the common grounds. Pets are not permitted in interior common areas such as community rooms or restrooms. Birds must be confined to a cage except for cleaning.

Pets must be registered with HASCO including a pet description and photo. Documentation of inoculation against rabies, distemper and parvo virus must be provided. The pet must be licensed along with proof of neutering and spaying. Each pet owner must provide the name of an alternative care provider in case he/she is unable to provide care of the pet.

A non-refundable fee of \$150 is charged for each pet, and is used to defray the potential costs of pet damage. Charges during the tenancy for pet damage to the unit or common areas is not deducted from the fee, but is sent as a separate billing in conformance with the Schedule of Charges. Pet owners must sign a copy of the pet policy and the Pet Rider to the lease.

Pet owners are charged with the responsibility of preventing pet damage to the unit or common areas and must not allow the pet to create a nuisance. Dog waste must be picked up immediately, enclosed in plastic, sealed and placed in the garbage container. Kitty litter or shavings must be disposed of in a similar way. Residents may not feed strays and visiting pets are prohibited.

Management maintains a record of complaints and notifies the resident of them. A second notice will advise the owner of potential lease termination if further complaints are received. Vicious pets are dealt with in a more expeditious manner. Pet owners showing irresponsibility may be prohibited from owning a pet in the future.

## ATTACHMENT J

### PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS

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

PHA Goal: Expand the supply of assisted housing.

Objectives:

Increase the supply of Section 8 vouchers by 500 over the 5-year period. **Progress:** HASCO received 779 vouchers over the 5 year period. HASCO applied for, but was not successful, in securing a limited number of Mainstream Vouchers.

Leverage private or other public funds to create additional housing opportunities: Rely primarily on bond and tax credits to create additional housing. **Progress:** During the 5 year period, 331 units were added to the HASCO inventory with the acquisition of Ebey Arms (54 units). HASCO is in the process of acquiring Autumn Leaf Transitional Housing in Marysville. The project will serve 8 families with case management provided through Catholic Community Services. Acquisition will not occur until 2005.

Build or acquire (with emphasis on rehabilitation) of 500 affordable housing units during the next 5 years. **Progress:** The above projects expanded the affordable housing stock by 331 units. The goal of reaching 500 units was not met primarily because of the high cost of acquiring existing properties and the high cost of new construction, making projects that serve limited income families very difficult to complete, especially without available federal subsidy.

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve the Management of the Section 8 Voucher program through clear definition of staffing responsibilities and maximizing productivity. **Progress:** This objective has been accomplished. In addition, new computer software has been installed and modified for the Section 8 program (as well as Public Housing) that will increase administrative efficiency. The new software became operational during the 2003 program year.

Dispose of 43 scattered site Public Housing units and transfer those subsidies to the Millwood Estates complex within 5 years, with no net loss of Public Housing units. **Progress:** All 43 scattered site units have been sold and 43 Public Housing families are residing at Millwood Estates.

PHA Goal: Increase assisted housing choices.

Objectives:

Closely monitor the voucher payment standard to assure program viability in the expected tight housing market over the next 5 years. **Progress:** The payment standard was raised to the Maximum 110% of fair market rent in October, 2001 and to 120% for large bedroom sizes in certain census tracts approved by HUD. For 2002 through 2004, the predicted tight housing market has not held, with a countywide vacancy rate estimated at 9%. Since private market rents have

remained relatively flat with increased vacancies, HASCO has held the payment standard the same for 2002 through 2004, with the only exception being an increase in the mobile home space rent.

Reach 25 voucher homeownerships enrolleesper year by the end of 5 years.  
**Progress:** Policies have been adopted concerning voucher homeownership with some amendments as HUD refines regulations. Currently, 26 families are enrolled in the program and are completing their homeownership education requirements and addressing credit issues that need resolution prior to home purchase. Three families have purchased a home with their housing voucher and ten families are under purchase and sales agreements. Eight families formerly on the voucher program purchased without continued voucher assistance

Make 50 SnoHome first time homebuyer loans per year during the 5-year period.  
**Progress:** To date, 136 homebuyers have purchased homes.

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

PHA Goal: Provide an improved living environment

Objectives:

Maintain or decrease the currently low level of criminal activity at Public Housing developments through improved drug elimination programs. **Progress:** Contracts for police/sheriff presence at all Public Housing developments ended in 2003 due to HUD's termination of the PHDEP program. Community room improvements and better outdoor lighting, both funded through PHDEP, have been completed. HASCO continues to provide on-site management and preventative activities and programs.

### **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:

Provide support services during the 5-year period for 752 Welfare to Work Voucher program participants and those involved in Section 8 set asides listed on page 25 of the Annual Plan. Provide self-sufficiency planning and support to the required number of FS-S participants. For Public Housing, make 4 program referrals per month and at least 8 supportive services programs per year for both Public Housing and Section 8. **Progress:** Supportive services and individual action plans were provided to all Welfare to Work clients and to all Section 8 set-aside programs. HUD is no longer providing welfare to work vouchers. Since the number of vouchers available to HASCO in the future appears very limited, HASCO will not continue the Welfare to Work program. The 63 Family Self-Sufficiency participants had approved contracts, action plans, and support services were provided to all of them. The required number of participants is now down to 43. Through 2004, 42 FS-S graduates have purchased homes. There are 49 active escrow accounts, with 9 of them having account balances of \$5,000 or more, and 5 with account balances greater than \$10,000, and 2 with account

balances greater than \$20,000. Nineteen graduates received a total of \$248,369 in escrow payments.

Program referrals are estimated at 25 per month and at least 10 supportive services programs are provided including Camp Fire, Kids on the Block, Stranger Danger classes, Books For Kids, fire safety, and the new Y Community Program.

Continue to make the Housing Social Services Program available to senior and disabled residents of assisted housing. **Progress:** The contract between HASCO and Senior Services has been signed for 2005, and expended to cover Section 8 clients as well. Quarterly contacts average almost 1000.

Recruit participants and provide services to Individual Development Account (IDA) program participants. **Progress.** HASCO has participated with 6 partner agencies with coordination provided by United Way of Snohomish County. Four HASCO clients were selected to participate in the first round. HASCO coordinates the homeownership training for interested participants. HASCO recruited and was successful with 5 families selected for the second round begun in 2004.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing.

Objectives:

Include as many handicapped accessibility improvements as feasible in the 5-year capital improvements plan based on the handicapped physical needs assessment and transition plan prepared for HASCO properties. **Progress:** The following tasks were completed during the 5 year period: range hood controls, U-handles on cabinets, raised profile toilets, and repair to existing roll in showers in the eighteen public housing ADA units. Six of the ADA units had new roll in showers installed. For rural development senior housing, lever style faucets, raised profile toilets, and entry door ramping improvements were completed.

### **Other PHA Goals and Objectives.**

**Progress.** The 7 goals and objectives listed in the Annual Plan were adopted by the Board of Commissioners prior to and independent of the Public Housing Agency Plan. They are not quantitative objectives. However, all of them are covered by at least one of the objectives stated above in the Annual Plan and progress is reviewed there. Most of these objectives remain the same, with some adjustment made for the coming 5 year period.

## **ATTACHMENT K**

### **RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD**

Board of Commissioner Resident Member-Elsie Anderson, appointed January 2000

Method of Selection-Appointment by County Council following recruitment and interviews.

Term of appointment- 5 years

Ms. Anderson was reappointed for a second 5 year term on January 12, 2005

# **ATTACHMENT L**

## **MEMBERSHIP OF THE RESIDENT ADVISORY BOARD 2005**

### **RESIDENTS**

- ❖ Norma Brown
- ❖ Alene Huffer
- ❖ Michell Smith
- ❖ Iris Treumer

### **HOUSING AUTHORITY OF SNOHOMISH COUNTY STAFF**

- ❖ Pete Grodt ~ Policy and Programs Special Assistant
- ❖ Kari Hanson ~ Policy Analyst Intern
- ❖ Cathy Schindler ~ Lead Resident Resources Coordinator

# **ATTACHMENT M**

## **PROJECT BASED VOUCHERS**

The HASCO Board of Commissioners has adopted policies for implementation of Project Based Vouchers. The policies have been made part of the Section 8 Administrative Plan. HASCO will use up to 20% of the Section 8 funding available for this purpose. Preference for the project basing of units will be given to public or non-profit owners. All project-based commitments must be accompanied by supportive services to residents, provided by the owner either directly or in partnership with a supportive service provider. This housing/supportive services combination will more effectively serve disadvantaged segments of the low-income population than regular tenant based assistance.

Project based units sites will be selected consistent with the Agency Plan and furthering the goals of deconcentration of poverty and expanding housing and economic opportunities for low-income households. HASCO will give preference to mixed income developments and neighborhoods where there is not a significant concentration of poverty. In addition, HASCO will give preference to projects that reflect a concerted community effort to combine housing with supportive services that targets a segment of the low-income population needing this combination of assistance. The Sound Families Transitional Housing Program is such an example.