

PHA Plans

Streamlined 5-Year/Annual Version

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

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

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

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

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

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

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Everett Housing Authority
Number: WA006

PHA

PHA Fiscal Year Beginning: (July/2005)

** EXECUTIVE SUMMARY INCLUDED IN THE TEST OF THE FIVE-YEAR PLAN*

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units:625
Number of S8 units:2363 allocated

Section 8 Only

Number of S8 units:

Public Housing Only

Number of public housing units:

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

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005_ - 2009__

[24 CFR Part 903.12]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 Apply for additional rental vouchers: *Increase the supply of Section 8 voucher over the five year period.*

FY05-09

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

FY-05

There were no opportunities to apply for new vouchers so EHA did not receive additional vouchers last year.

- Reduce public housing vacancies:
FY-05-09
The EHA anticipates that the vacancy rate will continue to be 2% or lower For the 5-year period.

FY-05

For FY05-06 EHA will be in compliance with new HUD guidelines effecting the Section 8 voucher program that require HA's to utilize the budget allocation available for leasing. The vacancy rate will as a result exceed the 2% unit vacancy standard under the previous rules.

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

FY05-09

In FY05, the EHA anticipates the purchase of a new complex, ParkRidge as part of the second five-year plan of acquisition. Over the next 5 years, the EHA plans to continue the exploration of possibilities for property acquisition wherever possible and anticipates acquiring 200-3000 additional affordable housing units.

EHA anticipates utilizing up to 472 project based vouchers in the next 5 years to provide affordable housing and appropriate services to eligible low income families, seniors, and disabled individuals.

FY-05

In FY-05 EHA purchased ParkRidge Apartments, a sixty unit apartment complex, for resale as condominiums. This constituted EHA's second venture for homeownership. The sixty units were sold within the first six months of EHA's ownership, pre-ceding the units remodeling. The rehabilitation process will be completed in the summer of 2006.

FY-05

In FY-05 EHA will utilize 81 project based vouchers for the following programs:

- Family Tree program/YWCA/Sound Families – 8 families
Project Re-unite, 8 families homeless
16 project based vouchers**
- TimberHill/Catholic Community Services/Sound Families
...program for transitional housing for homeless pregnant or**

**newly parenting families.
10 project based vouchers**

- **New Century House, Hope Village and Hope Village expansion/Housing Hope... Transitional and permanent housing for homeless pregnant mothers & newborns.
14 new project based vouchers in FY-05 (28 vouchers total)**
- **New Tomorrows/First Steps programs/Snohomish County Health District FS and Salvation Army/Sound Families...First Steps serves pregnant or new parenting, homeless families who have concurrent developmental disability...New Tomorrows provides transitional housing for chronically (2 or more episodes in 12 months) homeless families
15 project based vouchers**
- **Greens at Merrill Creek/Center for Battered Women/Sound Families...transitional housing for homeless women & children, selected from the DMV crisis shelter.
12 project based vouchers**
- **New Century Village/Housing Hope/Sound Families...construction in progress
14 project based vouchers upon completion of construction**

Acquire or build units or developments

FY05-09

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

FY-05

As described above, ParkRidge was purchased and converted to condominium homeownership units. All units are sold.

Other (list below)

FY05-09

Seek partnerships with other agencies and local government to pool leverage and/or apply for funds to acquire, build or rehabilitate additional housing.

FY05

EHA has submitted a Grant Block application for \$400,000 to purchase additional affordable housing units.

EHA has conducted meetings with the Snohomish County Human Services

Department and representatives of agencies using County funds to operate programs for the developmentally disabled, elder adults, the mentally disabled, physically disabled and prisoner release programs. The purpose of the meetings are to explore ways to combine the services these programs provide with EHA's various housing programs to provide both services and housing assistance for these special needs groups. EHA is beginning to receive concept papers suggesting partnering activities. The next step will be to develop a formal RFP process.

PHA Goal: Improve the quality of assisted housing
Objectives:

Improve public housing management: (PHAS score) ***Maintain High Performance Status***
EHA has received a High Performer Status rating every year since FY92. The Housing Authority remains committed to maintain High Performance Status in the future.

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

Increase customer satisfaction:

FY05-09

EHA will continue its effort to improve customer service with residents, participants and landlords, partnering agencies and businesses as well as the general public in the next five years. The EHA plans to continue to publish regular progress reports on agency accomplishments for distribution to the broader community. EHA will conduct annual customer service surveys of its Public Housing and Section 8 programs. In addition customer service training for employees, enhanced written publications, newsletters, web site accessibility for diversified clientele and increased emphasis on outreach efforts to reach the diverse multi-cultural community of Everett will be undertaken.

FY05

EHA completed the remodeling of its main office lobby in 2005 to make it more customer friendly. Feedback from clients has been consistently positive; comments have been especially positive about the inclusion of pictures of residents on the lobby walls. In addition, EHA conducted mandatory customer training classes for all EHA employees in 2005. EHA continues to maintain its web site to promote access to customers. The Resident Advisory Board was solicited for feed back on EHA service periodically during its monthly meetings in 2005.

- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
In FY03, the Section 8 program staff worked with an independent consultant to develop and implement an automated (palm pilot) inspection process. The Public Housing program implemented a new internal housing inspection process to facilitate compliance with REAC inspection standards. The EHA plans to continue to improve upon its Section 8 and Public Housing unit inspection processes by annually evaluating the program's inspection reporting process to determine effectiveness in meeting compliance standards. In addition the internal inspection process used by Public Housing will be automated through the utilization of palm pilot technology.

FY05

EHA has sent fiscal staff to training addressing conversion requirements for asset/site based accounting and public housing property management.

- Renovate or modernize public housing units:

FY 05-09

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

FY05

EHA renovated one unit this past fiscal year.

- Demolish or dispose of obsolete public housing:

FY05-09

Within the next few years, the EHA Board of Commissioners and staff will continue the Baker Heights redevelopment planning efforts. The planning efforts will continue to involve community leaders, residents and appropriate businesses and agencies in the discussion of redevelopment issues, including: public utility needs; transportation impact; architectural choices; financing options and partners and impact on tenant families and relocation needs.

The EHA will formulate an action plan for the Baker Heights Redevelopment that will: 1) describe how the redevelopment effort will be financed and provide a timeline indicating the actions necessary to begin initiating appropriate financial resources for redevelopment; 2) outline the process for the demolition and disposition of units; 3) research options and recommend how replacement housing can best be provided to promote mixed income neighborhoods in the

redevelopment area and within the broader community.

FY05

EHA Citizen Advisory Committee presented its recommended redevelopment plan to the EHA Board of Directors in January 2005. The Board of Commissioners adopted the plan without amendment and presented the redevelopment plan to the Everett City Planning Council in April. The proposal, still without amendment, was adopted by the Everett City Council as proposed.

The Housing Authority's next step will be to begin examining options for financing the redevelopment of the Baker Heights neighborhood.

- Provide replacement public housing:

FY05-09

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

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

FY05

No replacement housing units were purchased this fiscal year.

- Provide replacement vouchers:

FY05-09

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

FY05

No replacement vouchers were obtained this fiscal year.

- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

FY05-09 The Section 8 program will continue to promote community relations and education through the continued use of a landlord newsletter, mailing of the EHA annual report and participation in the landlord association. The EHA will also continue to use consumer satisfaction surveys, customer service cards and periodic dissemination of information pertinent to landlord/tenant law to enhance public relations with its customers and the wider public.

FY05

The Section 8 program sent one special announcement to landlord describing budget reductions in the Section 8 program. EHA participates monthly in the city-wide apartment association and the program Director regularly makes presentations on the Section 8 program. Customer service cards continue to be in use.

Section 8 staff, including the program director, are regularly attending meetings hosted by the Department of Developmentally Disabled for families of developmentally disabled individuals to explain the Section 8 program and roles and responsibilities of landlords, program participants and the Housing Authority.

- Increase voucher payment standards:
FY05 - 09
Maintain payment standards at adequate levels as permitted by HUD and as warranted by market conditions.

FY05

Payment standards were decreased per HUD regulation requirements in 2005.

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

- Implement voucher homeownership program:
FY05-09
The EHA plans to continue the Homeowner assistance program in the next five years. EHA will make up to 25 vouchers per year available to the program during the 2005-2009 five year planning period.

FY05

EHA helped [redacted] families achieve home ownership this year. EHA applied for and received funding for a third FSS position to specifically provide homeownership counseling to program participants. This addition

effectively increases resources for low income families by 50%.

The Section 8 director is also assisting the Department of Developmentally Disabled, the Disability Resources agency and other community based agencies understand how the Section 8 voucher can be used for home purchasing.

- Implement public housing or other homeownership programs:

FY05

EHA is researching funding opportunities that may be used to begin a public housing home ownership program. The RAB has encouraged EHA to consider developing a public housing program to assist residents become home owners, as well.

a

- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:

FY05

EHA did not research this matter this year.

- Other: (list below)

FY05-09

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

FY05

There were no units converted this year.

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:

FY05-09

In the next five years the EHA plans to achieve crime resistant

certification of all of its public housing communities. The EHA will also provide additional lighting for safety and security in all developments.

FY05

The maintenance department has been working on meeting the requirements to achieve neighborhood crime resistant certification of the Grandview neighborhood this year and is nearly ready to make the application.

The Section 8 program received funding for a third FSS position to specifically promote home ownership opportunities for low income families.

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

FY05-09

EHA during the next five years will continue to support resident advisory groups, including the Bakerview Residents Council and Resident Advisory Board. EHA will expand opportunities to include representatives of its diverse cultural groups to provide advice on policies and practices.

Strive to support the AmeriCorps program, which provides tutoring and recreational opportunities for youth in public housing developments through the year 2005. EHA is committed to seek and obtain funding to continue its successful partnership with Americorp to operate an after school tutoring program for youth and adults in the next five years.

FY05

EHA has used discretionary funding to continue to fund the Americorp program through 2006.

The Americorp Program was an integral part of our PHDEP program in FY01 and FY02. In 2003 ROSS funding was combined with existing and new Americorps grants to provide after school tutoring and an employment referral program for youth and adults. Funds for these program efforts will continue into 2006.

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

FY05-09

Strive to continue to provide service coordination to disabled and senior tenants in the Bakerview community and other public housing neighborhoods and to

Section 8 tenants participating in the Hope Options Program.

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

FY05-09

Visiting Nurse Services and the City of Everett have jointly provided funding for nurse consultation services to Bakerview and Broadway Plaza residents since 1995. During the last five years the EHA has provided funding for four hours nurse consultation time per month. EHA is committed to finding resources to to continuing service during the next five-year planning period.

FY05

EHA has continued to pay for Visiting Nurse consultation in 2005-2006.

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

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

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

FY05-09

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

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

FY05

EHA has continued support for Welfare to Work Voucher Program Participants transitioning to Working Families Program.

EHA's Structures for Success program and Neighborhood Networks program are providing employment training and job search assistance to public housing residents.

Support existing resident councils in the Public Housing neighborhoods.

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 HUD required number of FSS participants.

FY05-09

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

FY00-05

EHA has had a Family Self-Sufficiency program since 1994. In the last five-year period FSS has served over 400 families. In 2001 EHA received grant funds to hire a second service coordinator through December 2004. The EHA grant proposal for a third position for a FSS Home ownership program coordinator was approved and the position will be filled in March 2006.

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

FY05-09

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

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

FY05

Due to the reduction in Section 8 program funds in 2005 EHA was unable to continue support of the Hope for the Elderly Independence program. The

program ended in June 2005. However, Older American Act funding received from the Snohomish County Human Service Department, two years previously, allowed the Housing Authority to continue the housing intervention assistance (prevent evictions) part of the program. In August the Snohomish County Human Services awarded \$14,000 more to the program based on the programs successful delivery of service, to provide for a full time employee and in December the county awarded a second \$14,000 increase to provide for the staff time necessary to expand the program's voucher capacity from twenty to forty vouchers.

Other: (list below)

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

FY05-09

EHA received PHDEP funding for the first time in FY01. This funding was combined with the Americorp Program resources to expand tutorial, recreational and leadership opportunities for public housing youth and adults in Grandview, Pineview and Baker Heights. Despite the termination of PHDEP funds, EHA has continued to provide learning opportunities to youth and their family in FY03-04. A three year Neighborhood Network ROSS grant has expanded access to employment and training opportunities for youth and adults in the Grandview and Pineview developments. The after school tutoring program has served an average of 900 (individual and repeated visits) youth a month in Grandview and Pineview for the past two years. The ROSS Family Services grant funds have also acted as a mechanism to connect immigrant and refugee residents with Limited English Proficiency (LEP) to community based services that will be responsive to their needs to become fully self-sufficient.

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

FY05

This year the Structures for Success program served larger numbers of youth and adults. It has increased its contacts with the school districts to facilitate tutoring assistance. It has also received a number of donations for food from faith based organizations. Program staff have taken a lead

coordinating role in the community in organizing community wide diversity training, for which donations have also been received from a schools, youth organizations and Snohomish County. The EHA is one of the leading resources for other community based organizations to access the Everett immigrant population since a large number of the population is receiving housing assistance.

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:

FY05-09

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

FY05

The LEP Committee completed its draft policy and is preparing to provide additional resource training for employees. The mailing list is also being updated.

- 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:

FY05-09

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

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

FY05

The conversion will occur in the coming fiscal year.

- Undertake affirmative measures to ensure accessible housing to persons with all

varieties of disabilities regardless of unit size required:

FY05

EHA continues to work with Disability Resources and more recently the Bureau of Developmental Disabilities to facilitate access by persons with disabilities to housing assistance. EHA is working with a variety of agencies in Snohomish County providing various service to persons with disabilities to host a one day information workshop and fair on housing resources. The workshop is scheduled for early spring 2006.

Other: (list below)

FY05-09

Ensure equal treatment of all applicants, residents, tenant-based participants, Operate in full compliance with all Equal Opportunity laws and regulations and affirmatively further fair housing.

Ensure equal treatment of all applicants, residents, tenant-based participants employees and vendors. EHA will continually monitor its policies and practices to ensure equal treatment of clients and will provide education, materials and opportunities for its employees and residents.

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

FY05

This year EHA has been reviewing its marketing and advertising literature to ensure that Equal Opportunity standards are met.

Other PHA Goals and Objectives: (list below)

PHA Name:
HA Code:

5-Year Plan for Fiscal Years: 20__ - 20__

Annual Plan for FY 20__

Streamlined Annual PHA Plan
PHA Fiscal Year 2006
[24 CFR Part 903.12(b)]

Table of Contents

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

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

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

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

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

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

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

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

Executive Summary (optional)

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

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

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

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

Housing Needs of Families on the PHA’s Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	437		
Extremely low income <=30% AMI	407	93%	
Very low income (>30% but <=50% AMI)	26	6%	
Low income (>50% but <80% AMI)	4	1%	
Families with children	95	22%	
Elderly families	110	25%	
Families with Disabilities	145	33%	
African American	29	7%	
American Indian	1	<0%	
Caucasian	362	83%	
Hispanic	19	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	335	70%	
2 BR	70	16%	
3 BR	13	3%	
4 BR	11	3%	
5 BR	4	1%	
5+ BR	4	1%	
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			

B. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed – finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
EHA will work to use project based vouchers at Broadway Plaza, a 191 unit senior high Rise complex located in downtown Everett. Affordable senior rental housing is very desirable in this area, despite the fact that the 2000 Census low-income population rating for downtown Everett was 23%. The close proximity to downtown services, two hospitals, and a variety of other medical facilities make this especially desirable for

senior populations. EHA expects that this location will comply with our policy to further de-concentration of low-income populations, based on the Final Rule for Project Based Vouchers.

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
 - a. **Strive to continue to provide service coordination to Section 8 and public housing senior citizens and disabled residents and participants. The Housing Authority will seek additional funding to maintain or expand level of service.**
 - b. **Continue to operate Service Coordination programs and solicit any funding made available by HUD to continue the program and/or seek other resources to continue funding for programs.**
 - c. **Continue to find resource to support the nurse consultation program at Bakerview.**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
 - a. **Continue the partnership with Disabilities Resource Center to enhance information and referral information concerning EHA's housing resources. Encourage persons with disabilities to participate in RAB meetings.**
 - b. **Seek additional Section 8 disability Fair Share Vouchers if they become available.**
 - c. **Continue to work with other agencies serving the disabled to promote access to housing resources on activities like information fairs, forums, etc.**

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

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

- a. **Complete the LEP policy and implement a staff training program.**

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 903.12 (b), 903.7 (c)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 20__ grants)		
a) Public Housing Operating Fund	995,000	
b) Public Housing Capital Fund	942,500	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
e) Annual Contributions for Section 8 Tenant-Based Assistance	17,100,000	
f) Resident Opportunity and Self-Sufficiency Grants	-0-	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,450,000	
4. Other income (list below)		
4. Non-federal sources (list below)		
Investment Income	18,500	
Total resources	20,506,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

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

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

The EHA does not routinely run an FBI check on each applicant. However, should records from local or state law enforcement agencies reveal criminal activity that indicates additional information from the FBI would be useful in making eligibility determinations, a FBI record check will be conducted.

(2)Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

c. Site-Based Waiting Lists-Previous Year

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

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

--	--	--	--	--

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

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

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

d. Site-Based Waiting Lists – Coming Year

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

(N/A)

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

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

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

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

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

(3) Assignment

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

One
EHA does not consider an applicant who rejects an offered dwelling with good cause to have been offered a unit. Good cause is defined as;

- a. The unit offer was not of the proper size and type;**
- b. The unit contains lead-based paint;**

- c. **Applicant is unable at the time the unit was offered due to illness documented by a physician or a court verifies the applicant is serving on a jury; and**
- d. **Accepting the offer would result in undue hardship to the applicant not related to consideration of race, color, national origin, or language, such as making employment or day care facilities inaccessible and the applicant presents clear evidence which substantiates this to EHA's satisfaction.**

- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)

- a. **Voluntary transfers will be approved based solely on EHA's vacancy rate and waiting list. EHA will approve not more than six voluntary transfers each year, in order of the original date of request for the transfer. Tenants who have been delinquent in rent more than once in the preceding twelve months or who have failed to pass an inspection (housekeeping, etc.) shall have their request for transfer rejected.**

Other: (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - a. Veteran Status: Applicants who are either veterans of the military service of the United States or who have been discharged or released under conditions other than dishonorable or the un-married spouse of a service person killed while in the active military service of the United States;**

- b. Displace Status: Applicants displaced by government action or natural disaster.**

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

1. Applicant Staff are available to provide information.

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
 - Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors):
 - Other (list below)
 - 1. **EHA rejects applicants who owe debt to EHA or any other Housing Authority as a result of participation in a Rental Assistance Program or who have been evicted from a housing program of another Housing Authority.**

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

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

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

- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
 - Criminal or drug-related activity
 - Other (describe below)

(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:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - a. **Partnering in cooperating programs: Rental Rehabilitation, Project Self-Sufficiency, Emergency Housing, Mentally and Developmentally Disabled, Terminally Ill, and Hope Options. Preference for persons in this category is limited to a specified number of applicants as determined from time to time by the Board of Commissioners.**
 - b. **Current rent in excess of 30% of gross monthly income.**

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

- Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - a. **Rent in excess of 30% of gross Income (2)**
 - b. **Homelessness (2)**

4. Among applicants on the waiting list with equal preference status, how are applicants

selected? (select one)

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
 - 1. Set Aside Programs – Agencies Administering the programs provide reference materials on policies governing eligibility, selection and admissions;**
 - 2. The Hope Options Programs provide reference materials to the public about its services and to access the program.**
 - 3. Partner agencies in the Working Families program distribute reference materials regarding the program qualifications.**

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

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

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one of the following two)

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

- For household heads
 For other family members
 For transportation expenses
 For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

g. Yes No: Does the PHA plan to implement individual savings accounts for residents

(ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

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

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
 Other (list below)

1. **Whenever the market has a noticeable change.**

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

- Success rates of assisted families
 Rent burdens of assisted families
 Other (list below)

1. **Adequacy and variety of units meeting client needs.**
2. **Local availability of units.**

(2) Minimum Rent

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

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

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

The text in the Housing Authority Policy states:

21.6 Assistance & Rent Formulas

B. Minimum Rent.

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

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

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

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

5. Capital Improvement Needs

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

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

A. Capital Fund Activities

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

(1) Capital Fund Program

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

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)

- b. Status of HOPE VI revitalization grant (complete one set of questions for each grant)
Development name:
Development (project) number:
Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

6. Demolition and Disposition

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

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

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)

Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: Project during this five Year planning cycle.

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

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

(1) Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(2) Program Description

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? ___

b. PHA established eligibility criteria

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

In good standing with EHA and have 2 years Section 8 criteria.

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

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

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

a. Establishing a minimum homeowner down-payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.

b. Requiring that financing for purchase of a home under its Section 8 homeownership will be

provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).

d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

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

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

9. Additional Information

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

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

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 20005.)

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

a. Substantial Deviation from the 5-Year Plan

b. Significant Amendment or Modification to the Annual Plan

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below:

b. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

(2) Resident Membership on PHA Governing Board

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

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

- Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

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

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

Description of Resident Election Process

Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)
All candidates must be approved by the Mayor of Everett.

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)

Eligible voters: (select all that apply)

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

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

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

Date of next term expiration of a governing board member:

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

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (provide name here)

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

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

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

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

Participants require support services due to special needs in order to be successful tenants.

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

EHA will partner with community based organizations to project-base up to 472 Vouchers this year to create affordable housing opportunities in eligible census tracts for low-income families.

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
x	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
x	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
x	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
x	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
x	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
x	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
x	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
x	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
x	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
x	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
x	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
x	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
x	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
x	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
x	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
x	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

PHA Name:
HA Code:

5-Year Plan for Fiscal Years: 20__ - 20__

Annual Plan for FY 20__

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

13. Capital Fund Program Five-Year Action Plan

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

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

Summary of Income Deconcentration

Everett Housing Authority

Definitions:

Annual Median Income: The average income for our area (Seattle, Bellevue, Everett). Currently, the median income is \$72,200/year for a family of four.

Extremely low income: Below 30% of the median income

Very low income: Between 30% and 50% of the median income

Low income: Between 50% and 80% of the median income

Over low income: Above 80% of the median income

Public Housing (housed):

888 families

Extremely low income: 85.0%

Very low income: 12.3%

Low income: 2.4%

Over low income: 0.3%

Section 8

1925 families

11% of these families live in a census tract with greater than 20% of the population below the poverty line.

Extremely low income: 83.9%

Very low income: 15.2%

Low income: 0.9%

Over low income: 0%

Deconcentration – Income Analysis

Supplement to Component WA006a06 of the 2005 Annual Plan
To be available for public review

Summary: The following is an Income Analysis relating to the Deconcentration of Poverty required by HUD regulations. The analysis finds that the Everett Housing Authority does not need to take special measures to further deconcentration at this time. The process of income analysis is described in Notice PIH 2001-4, and is required as part of the 2005 Annual Plan by Notice PIH 2001-26. Further regulations are found in the Deconcentration Final Rule (12/22/00). This analysis must be available for public inspection as a supporting document to the 2005 Annual Plan, but is not submitted to HUD for review.

A) Developments Covered by the Deconcentration Requirement

The Everett Housing Authority has two developments eligible for this analysis: Baker Heights Neighborhood and Grandview Homes. The other developments are not covered for the reasons listed below.

EHA's Public Housing Developments:

- 1) **Baker Heights Neighborhood - Covered by this rule**
- 2) **Grandview Homes - Covered by this rule**
- 3) Bakerview Highrise - Not covered by this rule (elderly and disabled building)
- 4) Pineview Apartments - Not covered by this rule (fewer than 100 units)
- 5) Scattered Sites 1 - Not covered by this rule (fewer than 100 units)
- 6) Scattered Sites 2 - Not covered by this rule (fewer than 100 units)
- 7) Scattered Sites 3 - Not covered by this rule (fewer than 100 units)

B) Income Analysis

The Income Analysis consists of three steps. In Step 1, EHA calculates the average income of families living in all of the covered developments combined. In Step 2, EHA calculates the average income of families in each of the covered developments taken

separately. In Step 3, EHA finds if the average income of each covered development lies within 15% of the average income of all developments combined.

Note: The Final Rule at 903(c)(1) gives a PHA the option of adjusting these values based on bedroom size. EHA has chosen not to adjust its values for bedroom size as preliminary calculations show that this will not affect the outcome.

Step 1:

Average Income for Baker Heights and Grandview combined:

Bedroom Count	Number of Families	Combined Income of Residents	Average Income per Resident
1	103	\$979,443	\$9,509
2	159	\$856,718	\$5,388
3	99	\$889,554	\$8,985
4	21	\$468,734	\$22,321
6	5	\$111,962	\$22,392
Totals:	387	\$3,306,411	\$68,595

The Average Income of families in both developments combined is **\$8,544**.

Step 2:

Average Income for the Baker Heights Neighborhood alone:

Bedroom Count	Number of Families	Combined Income of Residents	Average Income per Resident
1	103	\$979,443	\$9,509
2	99	\$117,977	\$1,192
3	43	\$859,505	\$19,988
6	3	\$75,641	\$25,214
Totals:	248	\$2,032,566	\$55,903

The Average Income of families in Baker Heights is **\$8,196**.

Average Income for Grandview Homes alone:

Bedroom Count	Number of Families	Combined Income of Residents	Average Income per Resident
2	60	\$738,741	\$12,312
3	56	\$30,049	\$537
4	21	\$468,734	\$22,321
6	2	\$36,321	\$18,161
Totals:	139	\$1,273,845	\$53,331

The Average Income of families in Grandview Homes is **\$9,164**.

Step 3:

Results:

The Combined Average Income:	\$8,544
85% of the Combined Average Income:	\$7,262
115% of the Combined Average Income:	\$9,826
The Baker Heights Average Income:	\$8,196
The Grandview Average Income:	\$9,164

Determination: Both of the Average Incomes for the individual developments fall within 15 percentage points of the Combined Average Income. Therefore, no special policy measures are required at this time in order to further deconcentration in our covered developments.

Annual Statement / Performance and Evaluation Report						
Capital Fund Program						
Part 1: Summary						
Housing Authority Name:			Comprehensive Grant Number		FFY of Grant Approval	
Housing Authority of the City of Everett			WA19P006501-2006		2006	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision		
<input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Performance and Evaluation Report for Program Year Ending				
Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost (2)	
			Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds					
2	1406	Operations (may not exceed 10% of 19)	\$ 94,251.00			
3	1408	Management Improvements (may not exceed 20% of 19)	\$ 152,988.30			
4	1410	Administration (may not exceed 10% of 19)	\$ 94,251.00			
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	\$ -			
8	1440	Site Acquisition				
9	1450	Site Improvement	\$ 15,000.00			
10	1460	Dwelling Structures	\$ 525,019.70			
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 10,000.00			
12	1470	Non-dwelling Structures	\$ 8,000.00			
13	1475	Non-dwelling Equipment	\$ 32,000.00			
14	1485	Demolition				
15	1495.1	Relocation Cost	\$ 1,000.00			
16	1490	Replacement Reserve				
17	1498	Mod Used for Development				
18	1502	Contingency (may not exceed 8% of 19)	\$ 10,000.00			
19	Amount of Annual Grant (Sum of lines 2-19)		\$ 942,510.00	\$ -	\$ -	\$ -
20	Amount of line 19 Related to LBP Activities		\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance		\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security		\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation		\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date			Signature of Public Housing Director and Date			

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
6001	1450	Upgrade ballfield	1	15,000.00			
				15,000.00	-	-	-
6002	1460	Dead bolt lock upgrade	Phased	29,600.00			
6002	1460	Replace small and large windows	Phase	20,000.00			
6002	1460	Construction of storage areas off of units	Phased	1,000.00			
6002	1460	Replacement of furnaces	Phased	28,601.30			
6002	1460	major interior renovation	12	295,000.00			
6002	1465	ranges and refrigerators	12	10,000.00			
6002	1475	Remodel of rec center for office area for rental officer on site	1	5,000.00			
				389,201.30	-	-	-
6003	1460	Upgrade of alarm system for smoke/fire detectors/nurse call systems	Phased	45,418.40			
6003	1460	Security Card Access System with Camera Monitoring	upgrades	20,000.00			
				65,418.40	-	-	-
6004	1460	Installation of wood /vinyl or aluminum siding; painting, reconfigure front entry door	Phased	25,000.00			
6004	1460	Installation of wall & ceiling insulation/replacement and wall and ceiling construction; weatherization	Phased	10,000.00			
6004	1460	building mounted site lights	Prelim	10,000.00			
6004	1460	Replacement of decks and rails	Phased	10,000.00			
6004	1460	Abatement /Replacement of resilient flooring	Phased	5,000.00			
				60,000.00	-	-	-
65-66-68	1460	Replacement of decks with rails	phased	10,000.00			
65-66-68	1460	Construction storage sheds off units	phased	5,000.00			
65-66-68	1460	Upgrade garage (s) and/or fiberglass doors	phased	5,000.00			
65-66-68	1460	Replacement of kitchen floor and bath floor	Phased	5,400.00			
				25,400.00	-	-	-
Adm	1410	Advertising Costs	multiple	500.00			
Adm	1410	Staff Salaries	2	70,700.00			
Adm	1410	Staff Benefits	2	23,051.00			
				94,251.00	-	-	-
Cont	1502	Contingency	multiple	10,000.00			
				10,000.00	-	-	-

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
M.I.	1408	resident training (move to work, job related)	1 or more	500.00			
M.I.	1408	ccs software & windows upgrade	phased	25,000.00			
M.I.	1408	technical information systems coordinator Salary	1	55,000.00			
M.I.	1408	technical information systems coordinator benefits	1	22,488.30			
M.I.	1408	procurement specialist salary	1	25,000.00			
M.I.	1408	procurement specialist benefits	1	15,000.00			
M.I.	1408	energy audit	1	10,000.00			
				152,988.30	-	-	-
N.D.	1470	Underground Electrical Distribution-Administrative offices	1	500.00			
N.D.	1470	ADA Compliance – Any administrative building	1	500.00			
N.D.	1470	Other Rooms (Kitchen) (conference)Storage rooms, for administrative purposes	phased	500.00			
N.D.	1470	Admin Buildings: Boilers, bolier room piping, abate ladding; HVAC System	prelim	500.00			
N.D.	1470	Admin and/or maintenaceadminsitratio Buildings: Staff breakroom redesign, carpet repalcement, resilient flooring, doors, wall and ceiling contruction & surfaces, appliance replacement: Ergonomically correct conferennce room chairs and tables in all administrative offices	Phased	5,000.00			
N.D.	1470	Electrical Panel, fuses, circuit breakers: Electrical wiring and other devices for administrative buildings	1	500.00			
N.D.	1470	Smoke & Fire Detectors-in any administrative building	2	500.00			
N.D.	1475	Maintenance Truck Replacement	1	20,000.00			
N.D.	1475	Record Storage	phased	1,000.00			
N.D.	1475	PC Upgrades/replacements; printers, copiers	Phased	5,000.00			
N.D.	1475	replace/upgrade current server @ admin office and outlying offices	phased	1,000.00			
				35,000.00	-	-	-
Op	1406	human resource consultant	1	19,500.00			
Op	1406	related training for capital funds	2	2,000.00			
Op	1406	General Clerk Benefits	1	25,751.00			
Op	1406	General Clerk Salaries	1	47,000.00			

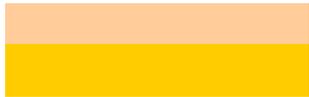
Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
				94,251.00	-	-	
Rel	1495	Relocation Costs (6-2)	multiple	1,000.00			
				1,000.00	-	-	-
				942,510.00	-	-	-

L	6001-Baker Heig
e	6002-Grandview
g	6003-Bakerview
e	6004-Pineview
n	65-66-68-Scatter
d	Adm-Administr
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	Op-Operations
	Rel-Relocation

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Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
Op	1406	General Clerk Benefits	1	25,751.00			
Op	1406	General Clerk Salaries	1	47,000.00			
Op	1406	human resource consultant	1	19,500.00			
Op	1406	related training for capital funds	2	2,000.00			
				94,251.00	-	-	-
M.I.	1408	ccs software & windows upgrade	phased	25,000.00			
M.I.	1408	energy audit	1	10,000.00			
M.I.	1408	procurement specialist benefits	1	15,000.00			
M.I.	1408	procurment specialist salary	1	25,000.00			
M.I.	1408	resident training (move to work, job related)	1 or more	500.00			
M.I.	1408	technical information systems coordinator benefits	1	22,488.30			
M.I.	1408	technical information systems coordinator Salary	1	55,000.00			
				152,988.30			
Adm	1410	Advertising Costs	multiple	500.00			
Adm	1410	Staff Benefits	2	23,051.00			
Adm	1410	Staff Salaries	2	70,700.00			
				94,251.00	-	-	-
6001	1450	Upgrade ballfield	1	15,000.00			
				15,000.00	-	-	-

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
6004	1460	Abatement /Replacement of resilient flooring	Phased	5,000.00			
6004	1460	building mounted site lights	Prelim	10,000.00			
6002	1460	Construction of storage areas off of units	Phased	1,000.00			
65-66-68	1460	Construction storage sheds off units	phased	5,000.00			
6002	1460	Dead bolt lock upgrade	Phased	29,600.00			
6004	1460	Installation of wall & ceiling insulation/replacement and wall and ceiling construction; weatherization	Phased	10,000.00			
6004	1460	Installation of wood /vinyl or aluminum siding; painting, reconfigure front entry door	Phased	25,000.00			
6002	1460	major interior renovation	12	295,000.00			
6002	1460	Replace small and large windows	Phase	20,000.00			
6004	1460	Replacement of decks and rails	Phased	10,000.00			
65-66-68	1460	Replacement of decks with rails	phased	10,000.00			
6002	1460	Replacement of furnaces	Phased	28,601.30			
65-66-68	1460	Replacement of kitchen floor and bath floor	Phased	5,400.00			
6003	1460	Security Card Access System with Camera Monitoring	upgrades	20,000.00			
65-66-68	1460	Upgrade garage (s) and/or fiberglass doors	phased	5,000.00			
6003	1460	Upgrade of alarm system for smoke/fire detectors/nurse call systems	Phased	45,418.40			
				525,019.70	-	-	-
6002	1465	ranges and refrigerators	12	10,000.00			
				10,000.00	-	-	-

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
N.D.	1470	ADA Compliance – Any administrative building Admin and/or maintenanceadmsitration Buildings:	1	500.00			
N.D.	1470	Staff breakroom redesign, carpet repalcement, resilient Admin Buildings: Boilers, bolier room piping, abate	Phased	5,000.00			
N.D.	1470	ladding; HVAC System	prelim	500.00			
N.D.	1470	Electrical Panel, fuses, circuit breakers:					
N.D.	1470	Electrical wiring and other devices for administrative	1	500.00			
N.D.	1470	Other Rooms (Kitchen) (conference)Storage rooms, for administrative purposes	phased	500.00			
N.D.	1470	Smoke & Fire Detectors-in any administrative building	2	500.00			
N.D.	1470	Underground Electrical Distribution-Administrative offices	1	500.00			
				8,000.00	-	-	-
N.D.	1475	Maintenance Truck Replacement	1	20,000.00			
N.D.	1475	PC Upgrades/replacements; printers, copiers	Phased	5,000.00			
N.D.	1475	Record Storage	phased	1,000.00			
6002	1475	Remodel of rec center for office area for rental officer on site	1	5,000.00			
N.D.	1475	replace/upgrade current server @ admin office and outlying offices	phased	1,000.00			
				32,000.00	-	-	-
Rel	1495	Relocation Costs (6-2)	multiple	1,000.00			
				1,000.00	-	-	-
Cont	1502	Contingency	multiple	10,000.00			
				10,000.00	-	-	-
				942,510.00			

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
						6001-Baker Heights 6002-Grandview 6003-Bakerview 6004-Pineview 65-66-68-Scattered Sites Adm-Administration Cont-contingency F & C-Fees and Costs M.I.-Management Improvements Op-Operations Rel-Relocation	

**Status of
Work**



**Status of
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Annual Statement/Performance and Evaluation Report

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

Part 3: Implementation Schedule

Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6001: Baker Heights	June 30, 2009			June 30, 2011			
6002: Grandview	June 30, 2009			June 30, 2011			
6003: Bakerview	June 30, 2009			June 30, 2011			
6004: Pineview	June 30, 2009			June 30, 2011			
6005: Scattered Sites	June 30, 2009			June 30, 2011			
Operations	June 30, 2009			June 30, 2011			
Management Improvements	June 30, 2009			June 30, 2011			
Administration	June 30, 2009			June 30, 2011			
A&E Services	June 30, 2009			June 30, 2011			
Non Dwelling Structures & Equipment	June 30, 2009			June 30, 2011			

Annual Statement / Performance and Evaluation Report		U. S. Department of Housing and Urban Development			
Capital Fund Program		Office of Public and Indian Housing		PMB Approval No. 2577-0157 (7/98)	
Part 1: Summary					
Housing Authority Name:		Comprehensive Grant Number		FFY of Grant Approval	
Housing Authority of the City of Everett		WA19P006501-03 EHA's "504"		2003	
<input type="checkbox"/>	Original Annual Statement	<input type="checkbox"/>	Reserve for Disaster/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision	
<input type="checkbox"/>	Final Performance and Evaluation Report			<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12-30-05	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of 19)	\$ 61,953.00	\$ 84,610.70	\$ 84,610.70	\$ 50,367.89
3	1408 Management Improvements	\$ 49,000.00	\$ 74,413.55	\$ 74,413.55	\$ 22,911.95
4	1410 Administration	\$ 84,610.70	\$ 84,610.70	\$ 84,610.70	\$ 43,720.64
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 39,287.58	\$ 6,737.03	\$ 6,737.03	\$ 6,556.42
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 54,107.64	\$ 18,474.61	\$ 18,474.61	\$ 18,474.61
10	1460 Dwelling Structures	\$ 478,890.84	\$ 498,480.85	\$ 498,480.85	\$ 412,184.24
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 9,600.00	\$ 10,384.00	\$ 10,384.00	\$ 10,384.00
12	1470 Non-dwelling Structures	\$ 10,000.00	\$ 20,485.20	\$ 20,485.20	\$ 20,485.20
13	1475 Non-dwelling Equipment	\$ 46,657.24	\$ 47,193.86	\$ 47,193.86	\$ 47,193.86
14	1485 Demolition				
15	1495.1 Relocation Cost	\$ 2,000.00	\$ 716.50	\$ 716.50	\$ 716.50
16	1490 Replacement Reserve				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of 19)	\$ 10,000.00	\$ -	\$ -	\$ -
19	Amount of Annual Grant (Sum of lines 2-19)	\$ 846,107.00	\$ 846,107.00	\$ 846,107.00	\$ 632,995.31
20	Amount of line 19 Related to LBP Activities	\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance	\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security	\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation	\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date		Signature of Public Housing Director and Date			

Development	Acct	GL #	General Description of Major Work Categories	Qty	Final Obligation Report 6/30/2005	Revised Cost	Obligated	Expended	Status
Operations	140600	010001	central procurement /construction clerk SALARY	1	31,157.70	31,157.70	\$ 31,157.70	\$ 16,410.33	Staff hired, time reflected on bi- onthly time sheets.
Operations	140600	010002	human resource consultant	1	45,250.00	45,250.00	\$ 45,250.00	\$ 30,250.00	Hired consultant firm to keep agency up to date with personnel issues. Budget year ended. Paying out of new budget
Operations	140600	010003	related training for capital funds	3	203.00	203.00	\$ 203.00	\$ 203.00	Funds needed to keep staff current with capital fund requirements, contracting and procurement procedures
Operations	140600	010007	central procurement /construction clerk BENEFITS		8,000.00	8,000.00	\$ 8,000.00	\$ 3,504.56	Staff hired, time reflected on bi- onthly time sheets.
					84,610.70	84,610.70	84,610.70	50,367.89	
Management Improvements	140800	010005	technical information systems coordinator-SALARY	1	55,000.00	55,000.00	\$ 55,000.00	\$ 16,448.76	Staff hired, time reflected on bi- monthly time sheets. Originally listed under 1406 account line in error, moved to 1408.
Management Improvements	140800	010008	technical information systems coordinator-BENEFITS		16,000.00	16,000.00	\$ 16,000.00	\$ 4,039.64	Staff hired, time reflected on bi- onthly time sheets. Originally listed under 1406 account line in error, moved to 1408.
Management Improvements	140800	010012	modernization related software & training	4	3,413.55	3,413.55	\$ 3,413.55	\$ 2,423.55	Upgrade existing software used in modernization projects through Capital Fund.
					74,413.55	74,413.55	74,413.55	22,911.95	
Administration	141010	010015	Staff Salaries	3	62,512.78	62,512.78	\$ 62,512.78	\$ 34,273.26	Staff for capital fund projects.
Administration	141019	010018	Advertising Costs	multiple	97.92	97.92	\$ 97.92	\$ 97.92	Costs associated with advertising capital fund projects
Administration	141090	010019	Staff Benefits	2	22,000.00	22,000.00	\$ 22,000.00	\$ 9,349.46	Staff for capital fund projects.
					84,610.70	84,610.70	84,610.70	43,720.64	
Fees and Costs	143010	010022-1	A&E for Baker Heights Projects and Feasibility Study	1	2,138.43	2,138.43	\$ 2,138.43	\$ 2,138.43	Continued effort in the Feasibility Study for the Baker Heights Development. Phase 1 & 2 completed in 503, misc items-task force, tours, refreshments, meetings. To be completed in year 4 2007 of 506 5 year plan.
Fees and Costs	143010	010022-2	A&E for Grandview Renovation		926.60	926.60	\$ 926.60	\$ 926.60	Continued effort in the Major Renovation of the Grandview Development. Plans for 3 year contractor contracts blueprints.
Fees and Costs	143010	010022-3	A&E for Bakerview	2	3,672.00	3,672.00	\$ 3,672.00	\$ 3,491.39	Work item moved forward from 5 year plan to initiate work to Bakerview. Included: Nurse Call work and Maintenance Building re-design.

Development	Acct	GL #	General Description of Major Work Categories	Qty	Final Obligation Report 6/30/2005	Revised Cost	Obligated	Expended	Status
Fees and Costs	143060	010027	Plan Review Fees		-	-	\$ -	\$ -	Costs associated with plan review fees for capital fund projects. Adjustment #6 Moved funds for final obligation & item in year 5 of 5-Year Plan
					6,737.03	6,737.03	6,737.03	6,556.42	
6002: Grandview	145000	010030-2	landscaping	phased	6,607.51	6,607.51	\$ 6,607.51	\$ 6,607.51	Phase landscaping work at the Grandview Homes development. Work completed
6002: Grandview	145000	010035-2	pole mounted lighting		553.00	553.00	\$ 553.00	\$ 553.00	Complete work started in previous budget year for the exterior pole mounted lighting in development. Work completed.
6004: Pineview	145000	010029-4	Replacement of decks and rails	phased	11,314.10	11,314.10	\$ 11,314.10	\$ 11,314.10	Replacement of decks and railings. Originally listed under 1460, moved into proper account code.
					18,474.61	18,474.61	18,474.61	18,474.61	
6002: Grandview	146000	010046-2	replacement of small windows	phased	42,750.41	42,750.41	\$ 42,750.41	\$ 40,710.93	Replacement of windows in conjunction with the major interior renovation
6002: Grandview	146000	010050-2	Major Interior Renovation	12	427,611.98	427,611.98	\$ 427,611.98	\$ 343,354.85	Major interior renovation. Because of the budget reduction and that we have not received out bonus dollars, the 1410 account had to be reduced to the 10%, which the budget had originally been reduced from this one work item.
6002: Grandview	146000	010060-2	hot water heater	12	5,625.36	5,625.36	\$ 5,625.36	\$ 5,625.36	Replacement of hot water heaters in conjunction with the major interior renovation. Completed
6003: Bakerview	146000	010061-3	Upgrades or replacement to elevators and penthouses	2	22,493.10	22,493.10	\$ 22,493.10	\$ 22,493.10	Upgrades or replacement to elevators and penthouse. Jan 2004 in bid process for level 1 replacements from Elevator Modernization Report. Sept 2004, work in progress. Phase one work completed, pending payment of retainage. Completed
					498,480.85	498,480.85	498,480.85	412,184.24	
6002: Grandview	146510	010063-2	ranges	12	10,384.00	10,384.00	\$ 10,384.00	\$ 10,384.00	Replacement of appliances in conjunction with major interior renovation This item is in 505 budget
6002: Grandview	146510	010063-2	merged with ranges:refrigerator	12					
					10,384.00	10,384.00	10,384.00	10,384.00	

Development	Acct	GL #	General Description of Major Work Categories	Qty	Final Obligation Report 6/30/2005	Revised Cost	Obligated	Expended	Status
Non Dwelling	147000	010067	Redesign of Administration Building	1	10,375.20	10,375.20	10,375.20	10,375.20	Moved work item forward from 5-year plan to implement the redeign of the lobby area to better service our clients. Costs will be pro-rated between departments. This item completed
Non Dwelling	147000	010067-1	Baker Community Center Redesign/upgr	1	10,110.00	10,110.00	10,110.00	10,110.00	Moved work item forward from 5-year plan to implement the redeign of the Baker community Center, includes the emergency work for the roof top furnace replacement. This item completed.
					20,485.20	20,485.20	20,485.20	20,485.20	
Non Dwelling	147510	010069	Printers and Copiers Maintenance and CFP Program	phased	8,362.00	8,362.00	\$ 8,362.00	\$ 8,362.00	Replacement of aging printers and copiers for the maintenance and capital fund departments;
Non Dwelling	147510	010070	Trash pump, snakes, plumbing air gun, welder, gator, mower, dollies, planner, pipe bender		34,015.24	34,015.24	\$ 34,015.24	\$ 34,015.24	Maintenance Equipment: Trash pump, plumbing air gun, welder, gator, mower, dollies, pipe benders and vehcile build out for new vans
Non Dwelling	147510	010072	increase internet capability Telephone system needs	2	755.69	755.69	\$ 755.69	\$ 755.69	Increase capibility for internet communcations and misc telephone system upgrades. Costs prorated between departments. Originally set up as a 1406 account, should be under 1475 for hardware. Headset purchases for misc departments & charged accordingly.
Non Dwelling	147510	010073	PC Upgrades/replacements	phased	4,060.93	4,060.93	\$ 4,060.93	\$ 4,060.93	Replacement of aging pcs.. Costs prorated between departments. Computer, Palm 1, Digital camera-Brenda; Digital camera Rick; printer Ginger. Complete.
					47,193.86	47,193.86	47,193.86	47,193.86	
Relocation Costs	149510	010080-2	Relocation Costs (6-2)		716.50	716.50	\$ 716.50	\$ 716.50	Funds needed to pay relocation costs in conjunction with the GV major interior renovation. Completed
					716.50	716.50	716.50	716.50	
					-	-	-	-	
					846,107.00	846,107.00	846,107.00	632,995.31	
There were a few line items that was originally entered into the wrong account code, those have been corrected						-			
The original budget was submitted using the privious budgeted amount, when official budget was known work items were changed again.									
These changes have all been noted in the status column of this report									

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

Annual Statement / Performance and Evaluation Report						
Capital Fund Program						
Part 1: Summary						
Housing Authority Name: Housing Authority of the City of Everett			Comprehensive Grant Number WA19P006502-03		FFY of Grant Approval 2003 Extra	
<input type="checkbox"/> Original Annual Statement			<input type="checkbox"/> Reserve for Disaster/Emergencies			
<input type="checkbox"/> Final Performance and Evaluation Report			<input checked="" type="checkbox"/> Revised Annual Statement/Revision Performance and Evaluation Report for Program Year Ending December 30, 2005			
Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost (2)	
			Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds					
2	1406	Operations (may not exceed 10% of 19)				
3	1408	Management Improvements				
4	1410	Administration				
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs				
8	1440	Site Acquisition				
9	1450	Site Improvement				
10	1460	Dwelling Structures	\$ 168,626.00	\$ 168,626.00	\$ 95,364.08	\$ 88,375.83
11	1465.1	Dwelling Equipment-Nonexpendable				
12	1470	Non-dwelling Structures				
13	1475	Non-dwelling Equipment				
14	1485	Demolition				
15	1495.1	Relocation Cost				
16	1490	Replacement Reserve				
17	1498	Mod Used for Development				
18	1502	Contingency (may not exceed 8% of 19)				
19	Amount of Annual Grant (Sum of lines 2-19)		\$ 168,626.00	\$ 168,626.00	\$ 95,364.08	\$ 88,375.83
20	Amount of line 19 Related to LBP Activities		\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance		\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security		\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation		\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date			Signature of Public Housing Director and Date			

Annual Statement / Performance and Evaluation Report										
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)										
										Part 2: Supporting Pages
Development	Acct	GL #	General Description of Major Work Categories	Qty	P & E Report as of 12-30-04	Revised Amount	Obligated	Expended	Status of Work	
6002: Grandview	1460	10050-2	Major Interior Renovation	12	168,626.00		\$ 95,364.08	\$ 88,375.83	Bonus dollars from the 2003 Annual Statement, moved back into the work item where it was original decreased from. Major Renovation of the interior of the units at the Grandview Homes Development.	
			TOTAL FOR THIS BUDGET		168,626.00	-	95,364.08	88,375.83		

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part 3: Implementation Schedule							
Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6-2 Grandview	13-Feb-06		30-Dec-04	13-Dec-08			According to letter from HUD dated December 29, 2003 for award of bonus dollars for proper obligation and expending of previous grant fund budgets

Annual Statement / Performance and Evaluation Report					
Capital Fund Program					
Part 1: Summary					
Housing Authority Name:		Comprehensive Grant Number		FFY of Grant Approval	
Housing Authority of the City of Everett		WA19P006501-04		2004	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision	
<input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12-30-05			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of 19)	\$ 97,988.00		\$ 96,509.61	\$ 2,425.17
3	1408 Management Improvements	\$ 97,988.30		\$ 80,866.57	\$ 3,378.27
4	1410 Administration	\$ 97,988.30		\$ 96,788.30	\$ -
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 7,000.00		\$ -	\$ -
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 26,000.00		\$ -	\$ -
10	1460 Dwelling Structures	\$ 498,618.44		\$ 383,350.74	\$ 280,028.03
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 9,600.00		\$ 1,584.00	\$ 1,584.00
12	1470 Non-dwelling Structures	\$ 21,500.00		\$ 16,596.41	\$ -
13	1475 Non-dwelling Equipment	\$ 94,000.00		\$ 2,686.99	\$ 2,686.99
14	1485 Demolition				
15	1495.1 Relocation Cost	\$ 2,000.00		\$ 617.50	\$ 617.50
16	1490 Replacement Reserve				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of 19)	\$ 27,199.96		\$ -	\$ -
19	Amount of Annual Grant (Sum of lines 2-19)	\$ 979,883.00	\$ -	\$ 679,000.12	\$ 290,719.96
20	Amount of line 19 Related to LBP Activities	\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance	\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security	\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation	\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date		Signature of Public Housing Director and Date			

HUD Acct #	Development Number/Name General Description of Major Work Categories	P & E Report as of 12-30-04	Revised Cost	Obligated Amount	Expended Amount	Status of Work	Info
140600-010001-000	Operations for Staff Personnel for completing the capital fund projects: SALARIES	50,000.00	50,000.00	50,000.00	-	Funds for staff personnel for completing capital fund projects and for computer technical services. Time is reflected on bi-monthly time sheets and prorated to different departments.	Line item increased to reflect approved budget amount per 2004 Formula for 10% in this line.
140600-010002-000	human resource consultant	15,000.00	19,500.00	19,500.00	1,625.00	Hired Human Resource Consultant to review and help with personnel issues and policies	In initial process put this work item under 1408, moved to 1406
140600-010003-000	related training for capital funds	2,278.56	2,278.56	800.17	800.17	Funds needed to keep staff personnel current with capital fund regulations and construction procedures	In initial process put this work item under 1408, moved to 1406
140600-010007-000	Operations for Staff Personnel for completing the capital fund projects: BENEFITS	30,709.44	26,209.44	26,209.44	-	Funds for staff personnel for completing capital fund projects and for computer technical services. Time is reflected on bi-monthly time sheets and prorated to different departments.	Salaries and Benefits separated for in house tracking system
OPERATIONS		97,988.00	97,988.00	96,509.61	2,425.17		
140800-010005-000	Operations for the staffing of Tech Services: SALARIES	50,000.00	55,000.00	55,000.00	-	Funds for staff personnel for completing capital fund projects and for computer technical services. Time is reflected on bi-monthly time sheets and prorated to different departments.	Line item increased to reflect approved budget amount per 2004 Formula for 10% in this line.
140800-010008-000	Operations for the staffing of Tech Services: BENEFITS	27,488.30	22,488.30	22,488.30	-	Funds for staff personnel for completing capital fund projects and for computer technical services. Time is reflected on bi-monthly time sheets and prorated to different departments.	Salaries and Benefits separated for in house tracking system
140800-010011-000	resident training (move to work, job related)	500.00	500.00	-	-	Funds needed to help with i.e. ESL classes for apprentices who are employed through the trades union to work with the Force Account Crew.	
140800-010012-000	CCS software & windows upgrade	20,000.00	20,000.00	3,378.27	3,378.27	Upgrade agency wide CCS software and windows software and prorate to appropriate departments , MCLP Inspection software; Nahro training expenses; Adobe software, Architectural	
MANAGEMENT IMPROVEMENTS		97,988.30	97,988.30	80,866.57	3,378.27		-
141010-010015-000	Operations for Staff Personnel for completing the capital fund projects: SALARIES	70,000.00	70,000.00	70,000.00	-	Funds for staff personnel for completing capital fund projects and for computer technical services. Time is reflected on bi-monthly time sheets and prorated to different departments.	Line item increased to reflect approved budget amount per 2004 Formula for 10% in this line.
141016-010017-000	Phone Costs	200.00	200.00	-	-	Fees needed for phone related costs associated with capital fund projects	
141019-010018-000	Advertising Costs	1,000.00	1,000.00	-	-	Fees needed for advertising capital fund projects	

HUD Acct #	Development Number/Name General Description of Major Work Categories	P & E Report as of 12-30-04	Revised Cost	Obligated Amount	Expended Amount	Status of Work	Info
141090-010019-000	Operations for Staff Personnel for completing the capital fund projects: BENEFITS	26,788.30	26,788.30	26,788.30	-	Funds for staff personnel for completing capital fund projects and for computer technical services. Time is reflected on bi-monthly time sheets and prorated to different departments.	
ADMINISTRATION		97,988.30	97,988.30	96,788.30	-	-	-
143010-010022-003	A&E for Bakerview Projects Camera Work for Sewer Lines	3,000.00	3,000.00	-	-	To hire a consultant/engineer to review status of sewer lines at the Bakerview apartments and make determination of replacement and/or repair	
143010-010022-005	Consultant for review and possible sell of 1 or more scattered site units	4,000.00	4,000.00	-	-	To hire a consultant for marketing scattered sites for possible sale.	
FEES AND COSTS		7,000.00	7,000.00	-	-	-	-
145000-010029-004	Replacement of decks and rails	10,000.00	10,000.00	-	-	Phased work for the replacement of decks and railings.	
145000-010030-001	LANDSCAPING Upgrade ballfield AND Landscaping (added two work items together)	16,000.00	16,000.00	-	-	Upgrade ballfield which is connected to a city park north of the Baker Heights development. Walking path to be constructed and fencing around park and parking lot.	Added two work items together: Replace landscaping in two common areas for resident use.
145000-010030-005	landscaping	10,000.00	10,000.00	-	-	Upgrades landscaping to scattered sites for better tenant use.	
SITE IMPROVEMENTS		36,000.00	36,000.00	-	-	-	-
146000-000000-005	Explore option for selling 1 or more of the scattered sites units (see 1430 for funded work item)						
146000-010042-004	Wall and ceiling construction installation of wall and ceiling insulation	11,000.00	11,000.00	-	-	During phased work of the replacement of the exterior siding, walls and ceiling construction and insulation will be replaced	
146000-010042-005	Install ceiling insulation	1,000.00	1,000.00	-	-	After review of scattered site units, install ceiling insulation as needed to meet code	
146000-010046-002	Replace and large small windows	20,000.00	20,000.00	-	-	Replacement of all windows in units during major renovation and also to units where major renovation has taken place.	
146000-010046-003	Replacement of large windows	49,691.44	49,691.44	-	-	After review of best solution for the replacement of large windows in units and the elevator lobby windows on 8 floors	
146000-010046-005	Replacement of large and small windows	19,800.00	19,800.00	-	-	Replacement of large and small windows on a vacancy basis	
146000-010047-005	Upgrade garage (s)	5,000.00	5,000.00	1,599.00	1,599.00	Upgrade garages for all scattered sites in a phased work issue.	
146000-010048-005	Replacement of fiberglass doors	2,250.00	2,250.00	-	-	Replacement of exterior doors on a vacancy basis as required per unit.	

HUD Acct #	Development Number/Name General Description of Major Work Categories	P & E Report as of 12-30-04	Revised Cost	Obligated Amount	Expended Amount	Status of Work	Info
146000-010050-002	major interior renovation	273,477.00	273,477.00	381,751.74	278,429.03	Major interior renovation of the Grandview homes development. This includes but not limited to the following: wall and ceiling insulation, installation of attic draftwalls,	upgraded electrical and plumbing, flooring abatement, vinyl and tile flooring installation, hot water tanks, interior and exterior doors, sheetrocking and painting, all cabinet replacement
146000-010050-004	Abatement /Replacement of resilient flooring	5,000.00	5,000.00	-	-	Asbestos abatement and installation of new resilient flooring on a vacancy basis.	
146000-010050-005	Abatement and resilient flooring	6,400.00	6,400.00	-	-	Asbestos abatement and new resilient flooring installation on a vacancy basis	
146000-010052-003	Upgrade or replacement of fire & smoke detection / fire alarm system	7,000.00	7,000.00	-	-	Upgrade or replacement of fire & smoke detection / fire alarm system for added resident and building security and safety	
146000-010053-003	SECURITY SYSTEM Installation of doorbell / intercom	1,000.00	1,000.00	-	-	Installation of doorbell/intercom to individual unit doors for added resident security	
146000-010054-004	Installation of wood /vinyl or aluminum siding	25,000.00	25,000.00	-	-	Replacement of exterior siding that has reached it's life use.	
146000-010054-005	Replacement of wood /vinyl or aluminum siding	21,000.00	21,000.00	-	-	Replacement of wood /vinyl or aluminum siding on a vacancy basis	
146000-010059-002	Replacement of furnaces	20,000.00	20,000.00	-	-	Replacement of aged furnaces during major renovation of the interior of the units	
146000-010061-003	Upgrades or replacement to elevators and penthouses	20,000.00	20,000.00	-	-	Continued upgrades needed for aging elevators	
DWELLING STRUCTURES		488,618.44	488,618.44	383,350.74	280,028.03		
146510-010063-002	refrigerator and ranges	9,600.00	9,600.00	1,584.00	1,584.00	Replacement of kitchen appliances during major interior renovation	
DWELLING EQUIPMENT		9,600.00	9,600.00	1,584.00	1,584.00		
147000-010067-000	REDESIGN ADMINISTRATION BLDG admin building, breakroom upgrades and kitchen redesign, AND Redesign of Admin Bldg (Added two work items together)	21,500.00	21,500.00	16,596.41	-	After consultant has determined best design for more user friendly cubicles and office spaces, supply and installation of any changes	After best solution is determined for the redesign on the breakroom space for best employee use
NON DWELLING STRUCTURES		21,500.00	21,500.00	16,596.41	-		
147510-000000-000	Replacement of radio system with cell phones					Replacement of obsolete radio system used by the maintenance and rental personnel with a cell phone system	Purchased through regular operations in april 2004
147510-010006-000	Microfilm Equipment/Record Storage	50,000.00	50,000.00	-	-	Funds needed to purchase storage for record retention. Funds increased to better reflect the cost of replacing the existing achieved files when new 2004 formula amounts were announced.	
147510-010069-000	Printers and Copiers Maintenance and CFP Program	5,000.00	5,000.00	-	-	Purchase of printers and copiers need for the facilities department, (maintenance, development and construction)	

HUD Acct #	Development Number/Name General Description of Major Work Categories	P & E Report as of 12-30-04	Revised Cost	Obligated Amount	Expended Amount	Status of Work	Info
147510-010073-000	PC Upgrades/ replacements	5,000.00	5,000.00	2,686.99	2,686.99	Funds needed for replacement of computers and laptops	
147510-010077-000	replace/upgrade current server @ admin office	19,000.00	19,000.00	-	-	Replacement/upgrade of agency computer network server, to be prorated between departments.	
147510-010078-000	VEHICLE REPLACEMENT Maintenance Truck Replacement	15,000.00	15,000.00	-	-	Funds needed to replace aging maintenance vehicle	
	NON DWELLING EQUIPMENT	94,000.00	94,000.00	2,686.99	2,686.99	-	-
149510-010080	Relocation Costs (6-2)	2,000.00	2,000.00	617.50	617.50	Funds needed in relationship to the relocation costs associated with renovation relocation moves.	
	RELOCATION COSTS	2,000.00	2,000.00	617.50	617.50	-	-
150200-010081	Contingency	27,199.96	27,199.96	-	-	Contingency. Funds increased when the 2004 Formulas were announced.	
	Contingency	27,199.96	27,199.96	-	-	-	-
	Grand Total	979,883.00	979,883.00	679,000.12	290,719.96	-	-

Annual Statement/Performance and Evaluation Report

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

Part 3: Implementation Schedule

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

Annual Statement/Performance and Evaluation Report

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

Part 3: Implementation Schedule

Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6-4 Pineview	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
6-5 Scattered Sites	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
6-6 Scattered Sites	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule

Annual Statement/Performance and Evaluation Report

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

Part 3: Implementation Schedule

Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6-8 Scattered Sites	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
Operations	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
Fees & costs	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule

Annual Statement/Performance and Evaluation Report

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

Part 3: Implementation Schedule

Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Management Improvements	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
Administration	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule
Relocation	30-Jun-06	14-Sep-06		30-Jun-08	14-Sep-08		Revised target dates for obligation and expending according to PIH Notice #2004-15 #12, and by 2004 Capital Fund Processing-Updated Schedule

Annual Statement / Performance and Evaluation Report						
Capital Fund Program						
						Part 1: Summary
Housing Authority Name:			Comprehensive Grant Number		FFY of Grant Approval	
Housing Authority of the City of Everett			WA19P006501-2005		2005	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision		
<input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12-30-05				
Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost (2)	
			Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds					
2	1406	Operations (may not exceed 10% of 19)	\$ 94,251.00	\$ 94,251.00	\$ -	\$ -
3	1408	Management Improvements	\$ 92,488.30	\$ 92,488.30	\$ -	\$ -
4	1410	Administration	\$ 94,251.00	\$ 94,251.00	\$ -	\$ -
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
8	1440	Site Acquisition				
9	1450	Site Improvement	\$ 52,000.00	\$ 72,000.00	\$ -	\$ -
10	1460	Dwelling Structures	\$ 456,519.70	\$ 436,519.70	\$ -	\$ -
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
12	1470	Non-dwelling Structures	\$ 51,000.00	\$ 51,000.00	\$ -	\$ -
13	1475	Non-dwelling Equipment	\$ 78,000.00	\$ 78,000.00	\$ 21,904.00	\$ -
14	1485	Demolition				
15	1495.1	Relocation Cost	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -
16	1490	Replacement Reserve				
17	1498	Mod Used for Development				
18	1502	Contingency (may not exceed 8% of 19)	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
19	Amount of Annual Grant (Sum of lines 2-19)		\$ 942,510.00	\$ 942,510.00	\$ 21,904.00	\$ -
20	Amount of line 19 Related to LBP Activities		\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance		\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security		\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation		\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date			Signature of Public Housing Director and Date			

Major Account #	Development Number/Name General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
140600-010001-000	Development Clerk Salaries	46,263.00	-	-	-	Salary for Development Clerk position in the Facilities Department, time is allocated according to actual work done. July 25, 2005 reduced funds to cover reduction in CFP funding.
140600-010002-000	human resource consultant	19,500.00	-	-	-	Hiring of human resource consultant and cost prorated out
140600-010003-000	related training for capital funds	2,278.56	-	-	-	Training related to capital fund program
140600-010007-000	Development Clerk Benefits	26,209.44	-	-	-	Benefits for Development Clerk position in the Facilities Department, time is allocated according to actual work done
OPERATIONS		94,251.00	-	-	-	
140800-010005-000	technical information systems coordinator Salary	55,000.00	-	-	-	Salary prorated for the technical information systems coordinator
140800-010008-000	technical information systems coordinator Benefits	22,488.30	-	-	-	Benefits prorated for technical information systems coordinator benefits
140800-010011-000	resident training (move to work, job related)	5,000.00	-	-	-	resident training (move to work, job related)
140800-010012-000	modernization related software & training	10,000.00	-	-	-	modernization related software & training
MANAGEMENT IMPROVEMENTS		92,488.30	-	-	-	
141010-010015-000	Staff Salaries	70,700.00	-	-	-	Salary prorated for the administrative staff for the capital fund projects
141019-010018-000	Advertising Costs	500.00	-	-	-	Advertising Costs associated with projects outlined in the capital fund budget
141090-010019-000	Staff Benefits	23,051.00	-	-	-	Benefits prorated for the administrative staff for the capital fund projects. July 25, 2005 reduced funds to cover reduction in CFP funding.
ADMINISTRATION		94,251.00	-	-	-	
143060-010027	Plan Review Fees	1,000.00	-	-	-	Funds needed for plan reviews by the City Planning Department
FEES AND COSTS		1,000.00	-	-	-	
145000-010029-004	Replacement of decks and rails	10,000.00	-	-	-	Replacement of decks and rails. Originally under 1460 moved to 1450
145000-010029-005	Replacement of decks with rails	10,000.00	-	-	-	Replacement of decks with rails. Originally under 1460 moved to 1450
145000-010030-001	Upgrade ballfield	16,000.00	-	-	-	Working with the City of Everett that has an adjacent park to EHA's ballfield in the Baker Heights Development. Install a walking path. City of Everett Parks department engineer to outline area.
145000-010030-002	landscaping/tree removal	2,000.00	-	-	-	Contined phased work of landscaping common areas in development and removal of trees
145000-010030-003	Upgrade parking areas, install fencing and pole mounted lights	20,000.00	-	-	-	Upgrade parking areas, install fencing and pole mounted lights

Major Account #	Development Number/Name General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
145000-010034-004	Construction of fencing for private yards & enclosures; Upgrade Playground areas; Upgrade basketball courts	12,000.00	-	-	-	merged three projects into one lineitem: Construction of fencing for private yards & enclosures; upgrade playground areas and upgrade basketball courts
145000-010034-005	landscaping/fencing	1,000.00	-	-	-	landscaping/fencing
145000-010036-004	Installation of furniture (fixed)	1,000.00	-	-	-	Installation of furniture (fixed) in common areas
SITE IMPROVEMENT		72,000.00	-	-	-	
146000-010046-002	Replace small and large windows	20,000.00	-	-	-	Replacement of windows as the interior renovation of units are happening in vacated units.
146000-010047-005	Upgrade garage (s) and/or fiberglass doors	25,000.00	-	-	-	Upgrade garage (s) and/or fiberglass doors
146000-010049-002	Construction of storage areas off of units	1,000.00	-	-	-	Construction of storage areas for individual units.
146000-010049-005	Construction storage sheds off units	10,000.00	-	-	-	Construction storage sheds off units
146000-010050-002	major interior renovation	295,000.00	-	-	-	Complete interior renovation
146000-010050-004	Installation of wall & ceiling insulation/replacement; wall and ceiling construction; and abatement of and replacement o f flooring	19,018.40	-	-	-	Merged three work items into one line item: Installation of wall & ceiling insulation/replacement; wall and ceiling construction and abatement and replacement of resilient flooring
146000-010050-005	Install ceiling insulation; replacement of kitchen floors	7,400.00	-	-	-	Merged two work items into one line item. Install ceiling insulation and replacement of kitchen floors,
146000-010052-003	Upgrade of alarm system for smoke/fire detectors/nurse call systems	20,101.30	-	-	-	Upgrade of alarm system for smoke/fire detectors/nurse call systems. July 25, 2005 reduced funds because of reduction in funding.
146000-010054-004	Installation of wood /vinyl or aluminum siding	10,000.00	-	-	-	Installation of wood /vinyl or aluminum siding
146000-010054-005	Replacement of wood /vinyl or aluminum siding	19,000.00	-	-	-	Replacement of wood /vinyl or aluminum siding
146000-010059-002	Replacement of furnaces	10,000.00	-	-	-	Replacement of aged furnances as needed during the interior renovation
DWELLING STRUCTURES		436,519.70	-	-	-	
146510-010063-002	ranges and refrigerators	10,000.00	-	-	-	Replacement of appliances during the interior renovation.
DWELLING EQUIPMENT		10,000.00	-	-	-	
147000-010067-000	Maintenance Shop Redesign: Replace flooring; office spaces, kitchen, conference room,s doors, wall and ceiling cosntruction and surfaces and appliance replacement	51,000.00	-	-	-	Merged all work items together for the Maintenance Shop: Replace flooring; redesign of office spaces, kitchen and conference room; resilient flooring, doors, wlal and ceiling construction and surfaces, appliance replacement
NON DWELLING STRUCTURES		51,000.00	-	-	-	
147500-010006-000	Record Storage	25,000.00	-	-	-	Record Storage

Major Account #	Development Number/Name General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
147510-010071-005	Installation of outside Fire Extinguishers/and smoke detectors and carbon monoxide detectors	5,000.00	-	-	-	Installation of outside Fire Extinguishers/and smoke detectors and carbon monoxide detectors
147510-010072-000	Communications: Telephone system replacement or upgrades; modems for dial in work from home or emergency; purchase and install remote locations hardware	14,000.00	-	21,904.00	-	Communications: Merged three work items into one line item. Telephone system replacement or upgrades; modems for dial in work from home or emergency; purchase and install remote locations hardware
147510-010073-000	PC Upgrades/replacements	5,000.00	-	-	-	PC Upgrades/replacements
147510-010077-000	replace/upgrade current server @ admin office and outlying offices	14,000.00	-	-	-	replace/upgrade current server @ admin office and outlying offices
147510-010078-000	Maintenance Truck Replacement	15,000.00	-	-	-	Maintenance Truck Replacement
NON DWELLING QUIPMENT		78,000.00	-	21,904.00	-	
149510-010080-001	Relocation Costs (6-1)	1,000.00	-	-	-	Relocation costs associated with interior renovation of Grandview
149510-010080-002	Relocation Costs (6-2)	2,000.00	-	-	-	Relocation costs associated with projects related to Bakerview
RELOCATION COSTS		3,000.00	-	-	-	
150200-010081-000	Contingency	10,000.00	-	-	-	Contingency
CONTINGENCY		10,000.00	-	-	-	
GRANT TOTAL		942,510.00	-	21,904.00	-	

Annual Statement/Performance and Evaluation Report

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

Part 3: Implementation Schedule

Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6001: Baker Heights	30-Jun-07			30-Jun-09			
6002: Grandview	30-Jun-07			30-Jun-09			
6003: Bakerview	30-Jun-07			30-Jun-09			
6004: Pineview	30-Jun-07			30-Jun-09			
6005: Scattered Sites	30-Jun-07			30-Jun-09			
Operations	30-Jun-07			30-Jun-09			
Management Improvements	30-Jun-07			30-Jun-09			
Administration	30-Jun-07			30-Jun-09			
A&E Services	30-Jun-07			30-Jun-09			
Non Dwelling Structures & Equipment	30-Jun-07			30-Jun-09			

Annual Statement / Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary							
Housing Authority Name:				Comprehensive Grant Number		FFY of Grant Approval	
City of the City of Everett				WA19P006501-02		2002	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement/Revision			
<input type="checkbox"/> Final Performance and Evaluation Report				X		Performance and Evaluation Report for Program Year Ending 12-30-05	
Line No.	Summary by Development Account			Total Estimated Cost		Total Actual Cost (2)	
				Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds						
2	1406	Operations (may not exceed 10% of 19)		\$ 102,834.50	\$ 102,834.50	\$ 102,834.50	\$ 102,834.50
3	1408	Management Improvements		\$ 7,708.22	\$ 7,708.22	\$ 7,708.22	\$ 7,708.22
4	1410	Administration		\$ 102,834.50	\$ 102,834.50	\$ 102,834.50	\$ 102,814.50
5	1411	Audit					
6	1415	Liquidated Damages					
7	1430	Fees and Costs		\$ 287,592.47	\$ 287,592.47	\$ 287,592.47	\$ 287,592.47
8	1440	Site Acquisition					
9	1450	Site Improvement		\$ 331.93	\$ 331.93	\$ 331.93	\$ 331.93
10	1460	Dwelling Structures		\$ 414,802.24	\$ 414,802.24	\$ 414,802.24	\$ 414,802.24
11	1465.1	Dwelling Equipment-Nonexpendable		\$ 2,311.00	\$ 2,311.00	\$ 2,311.00	\$ 2,311.00
12	1470	Nondwelling Structures		\$ -	\$ -	\$ -	\$ -
13	1475	Nondwelling Equipment		\$ 109,553.51	\$ 109,553.51	\$ 109,553.51	\$ 109,553.51
14	1485	Demolition					
15	1495.1	Relocation Cost		\$ 376.63	\$ 376.63	\$ 376.63	\$ 376.63
16	1490	Replacement Reserve					
17	1498	Mod Used for Development					
18	1502	Contingency (may not exceed 8% of 19)		\$ -	\$ -	\$ -	
19	Amount fo Annual Grant (Sum of lines 2-19)			\$ 1,028,345.00	\$ 1,028,345.00	\$ 1,028,345.00	\$ 1,028,325.00
20	Amount of line 19 Relatd to LBP Activities			\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance			\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security			\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation			\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date				Signature of Public Housing Director and Date			

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)						
Acct	General Description of Major Work Categories	LOCCS Adjustment 11-11-2005	Revised	Obligated	Expended	Status
140600-020001	central procurement /construction clerk--Salaries	32,817.27	32,817.27	32,817.27	32,817.27	Staff hired, time reflected on bi-monthly time sheets. Adj #5 added funds to increase salaries to fully have 10% in the Operations account. Funds expended moved to next grant year.
140600-020002	central procurement /construction clerk--Benefits	6,669.14	6,669.14	6,669.14	6,669.14	Adjustment #1 moved funds from salaries to benefits for tracking purposes
140600-020003	human resource consultant	15,000.00	15,000.00	15,000.00	15,000.00	Hired consultant firm to review and update personnel policies, safety manuals and hiring procedures
140600-020004	related training for capital funds	2,548.37	2,548.37	2,548.37	2,548.37	Funds needed to keep staff current with capital fund requirements, contracting and procurement regulations
140600-020005	technical information systems coordinator-salaries	37,177.83	37,177.83	37,177.83	37,177.83	Staff hired, time reflected on bi-monthly time sheets.
140600-020006	technical information systems coordinator-benefits	8,621.89	8,621.89	8,621.89	8,621.89	Adjustment #1 moved funds from salaries to benefits for tracking purposes
10% of budget is \$102,834.50		102,834.50	102,834.50	102,834.50	102,834.50	1406 Operations
140800-020013	modernization related software & training	7,708.22	7,708.22	7,708.22	7,708.22	Adjustment #2, moved additional funds here to cover costs associated with the inspection software
20% of budget is \$205,669.00		7,708.22	7,708.22	7,708.22	7,708.22	1408 Management Improvements
141010-020016	Staff Salaries	84,768.76	84,768.76	84,768.76	84,748.76	Staff hired, time reflected on bi-monthly time sheets. Adjustment #2 moved funds from other 1410 accounts to salary account
		84,768.76	84,768.76	84,768.76	84,748.76	141010
141019-020019	Advertising Costs	365.20	365.20	365.20	365.20	Adjustment #2 moved funds from other 1410 accounts to salary account. S.S. Roofing Project Advertising--completed.
		365.20	365.20	365.20	365.20	141019
141090-020020	Staff Benefits	17,700.54	17,700.54	17,700.54	17,700.54	Staff hired, time reflected on bi-monthly time sheets.
		17,700.54	17,700.54	17,700.54	17,700.54	141090
10% of budget is \$102,834.50		102,834.50	102,834.50	102,834.50	102,814.50	1410 Administration

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)						
Acct	General Description of Major Work Categories	LOCCS Adjustment 11-11-2005	Revised	Obligated	Expended	Status
143010-020023-1	A&E B.H. Feasibility Study	287,592.47	287,592.47	287,592.47	287,592.47	Adjustment #2, moved additional funds to this work item to cover Phase I and II of the feasibility study of the Baker Heights Development by Mithun, Inc. 11-10-05 Finsihed Phase 1 & 2 under the not to exceed contracted amount moved excess funds to the Grandview renovation project
		287,592.47	287,592.47	287,592.47	287,592.47	1430 Fees and Costs
145000-020030-2	Exterior Lighting	331.93	331.93	331.93	331.93	Exterior Lights at Grandview. Adj #4 Moved item forward from 5 year plan from the 2003 approved budget items. Adj #5, moved unused funds to GV Renovation, and moved this work item to the 2003 Annual Statement to complete project
		331.93	331.93	331.93	331.93	1450 Site Improvements
146000-020036-5	#1: Replacement asphalt or fiberglass shingles #2 Replacement of gutters & downspouts #3: Construction firewalls/draftwalls in attics & storage areas	44,953.40	44,953.40	44,953.40	44,953.40	orig set up: added projects together for one line item. Adj #1 moved \$50,962.85 to cover cost of replacment of BV boiler-emergency. Adj #2, moved funds to Baker Heights Feasibility Study; moved work item forward from 2001 annual statemnt for roof replacment for scattered sites. Changed name from Baker Heights to Scattered Sites. Adj #3 added needed funds back to this account as contract has been signed to complete roofing project at scattered sites. Project completed and retainage paid
146000-020040-2	#1: Replace small windows #2: Replace large windows	4,423.50	4,423.50	4,423.50	4,423.50	orig set up: added projects together for one line item. Work items in future budgets and is part of the interior renovation
146000-020043-2	#1: Replacement of furnaces #2: hot water tanks	1,013.76	1,013.76	1,013.76	1,013.76	orig set up: added projects together for one line item. Work items in future budgets and is part of the interior renovation
146000-020044-2	major interior renovation	358,563.93	358,563.93	358,563.93	358,563.93	Interior renovation of naturally vacated units.

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)						
Acct	General Description of Major Work Categories	LOCCS Adjustment 11-11-2005	Revised	Obligated	Expended	Status
146000-020047-3	#1: Upgrade or replacement of fire & smoke detection / fire alarm system #2: Replacement of thermostats	1,190.00	1,190.00	1,190.00	1,190.00	orig set up: added projects together for one line item. 10/28/02 hired company to review system for upgrades to existing system. Work items are in a future annual statement and 5 year plan.
146000-020050-3	Security Card Access System with Camera Monitoring	4,657.65	4,657.65	4,657.65	4,657.65	Completed installation of system with camera access to tenant's units through the tv.
		414,802.24	414,802.24	414,802.24	414,802.24	1460 Dwelling Structures
146510-020055-2	#1: Ranges #2: Refrigerators	2,311.00	2,311.00	2,311.00	2,311.00	orig set up: added projects together for one line item. Work items in future budgets and is part of the interior renovation
		2,311.00	2,311.00	2,311.00	2,311.00	1465 Dwelling Equipment
147510-020061-3	Replacement of hot water boiler	51,462.85	51,462.85	51,462.85	51,462.85	9/6/02 Moved complete work item forward because existing had a total failure. Replaced boiler system at 8 story building.
147510-020062-3	Computer for Tenant Use	1,059.99	1,059.99	1,059.99	1,059.99	Purchase computer for tenant use in computer lab monitored by the Resident Council. Computer lab has been completed. Great success.
147510-020064	#1: New pcs #2: PC Upgrades #3: Printers	5,689.67	5,689.67	5,689.67	5,689.67	orig set up: added projects together for one line item. Purchase printer for Low rent director and prorated printer cost for administraiton department
147510-020065	Microfilm Equipment/Record Storage	107.00	107.00	107.00	107.00	Microfilm machine purchased and cost prorated between the different areas
147510-020066	manlift--- changed work item to Maintenance Vehicle Purchase	51,234.00	51,234.00	51,234.00	51,234.00	Adj #5, changed work itme to Maintenance Vehicles, moved work item from 2003's 5 year plan. Have purchase order for 3 new vans. Current vans are in bad need of replacement, safety concerns because of operation of vehicle. Received 2 of the 3 vans, pending delivery of the 3rd. All 3 vans received.
		109,553.51	109,553.51	109,553.51	109,553.51	1475 Non Dwelling Equipment
149510-020068-2	Relocation Costs (6-2)	376.63	376.63	376.63	376.63	Adj #3, move funds to other work items. Work items are in future annual statement and 5 year plan
		376.63	376.63	376.63	376.63	1495 Relocation
	GRAND TOTAL	1,028,345.00	1,028,345.00	1,028,345.00	1,028,325.00	

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

Capital Fund Program Five-Year Action Plan Part 1: Summary		WA19P006501-06 EHA GL 507		
HA: Name: Housing Authority of the City of Everett		[X] Original 5-Year Plan [] Revision No.		
Development Number/Name	2007 Year 2	2008 Year 3	2009 Year 4	2009 Year 5
6001: Baker Heights	33,000.00	0.00	0.00	19,000.00
6002: Grandview	346,000.00	346,000.00	382,047.26	305,000.00
6003: Bakerview Apartments	46,500.00	25,000.00	91,693.00	86,693.00
6004: Pineview Apartments	60,300.00	11,000.00	11,000.00	32,000.00
6005: Scattered Sites				
6006: Scattered Sites (in with 6005)				
6008: Scattered Sites (in with 6005)	39,222.40	162,519.70	64,329.44	100,000.00
A. Physical Improvements Sub-total (1460/1465)	525,022.40	544,519.70	549,069.70	542,693.00
B. Management Improvements (1408)	149,488.30	144,488.30	145,488.30	142,488.30
C. HA-Wide Non-Dwelling Structures/ Equipment (1470/1475)	29,497.30	41,000.00	47,450.00	58,826.70
D. Administration (1410)	94,251.00	94,251.00	94,251.00	94,251.00
E. Other (1430/1495/1502)	50,000.00	24,000.00	12,000.00	10,000.00
F. Operations (1406)	94,251.00	94,251.00	94,251.00	94,251.00
G. Demolition (1485)				
H. Replacement Reserve				
I. Mod Used for Development				
J. Total CFP Funds	942,510.00	942,510.00	942,510.00	942,510.00
K. Total Non-CFP Funds				
L. Grand Total	942,510.00	942,510.00	942,510.00	942,510.00
anticipated capital fund amount	942,510.00	942,510.00	942,510.00	942,510.00
	0.00	0.00	0.00	0.00
Signature of Executive Director and Date				

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2007		Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010			
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost		
111	1450	Install furniture (fixed) in common areas of development								prelim	1,000.00	
114	1450	Upgrade existing playground areas & install fixed furniture								prelim	1,000.00	
115	1450	Install common area basketball courts								prelim	1,000.00	
124	1450	Upgrade ada compliance-exterior								prelim	1,000.00	
126	1450	Install of common area mail box facilities								prelim	1,000.00	
128	1450	Replacement of Clothes Lines								prelim	1,000.00	
		dead bolt lock upgrades								prelim	1,000.00	
212	1460	Replacement asphalt or fiberglass shingles								prelim	1,000.00	
219	1460	Replacement of Gutters and downspouts								prelim	1,000.00	
402	1460	Floor Structural								prelim	1,000.00	
405	1460	Replacement of resilient flooring								prelim	1,000.00	
410	1460	Replacement of kitchen floor								prelim	1,000.00	
433	1460	Replacement and/or upgrade of hot water heaters								prelim	1,000.00	
441	1460	Upgrade of smoke/fire detectors								prelim	1,000.00	
446	1460	Upgrade bath								prelim	1,000.00	
447	1460	Construct firewalls/draftwalls in attics and storage areas								prelim	1,000.00	
450	1460	Install carbon monoxide detectors								prelim	1,000.00	
523	1450	Upgrade ballfield										
524	1470	Community Center asbestos abatement (new hall)			1	3,000.00						
529	1470	Community Center replacement of resilient flooring (new hall)			1	5,000.00						
	1475	Roof replacement and redeisgn of community Center roof-to eliviate leaks			1	25,000.00						
531	1470	Community Center plumbing upgrade								prelim	1,000.00	
569	1470	Community Center (new hall) offices/additions/remodel								prelim	1,000.00	
SUB-TOTAL						33,000.00				0.00	0.00	19,000.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2007		Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010	
			Quantity	Estimated Cost						
101	1450	landscaping/tree removal					prelim	1,000.00		
103	1450	new parking areas, driveway striping, driveways					prelim	1,000.00		
107	1450	fencing/ and by highway department					prelim	1,000.00		
109	1450	Drainage					prelim	1,000.00		
110	1450	pole mounted exterior lighting					prelim	1,000.00		
111	1450	Install furniture (fixed)					prelim	1,000.00		
114	1450	Upgrade playground area					prelim	1,000.00		
115	1450	Install basketball courts					prelim	1,000.00		
117	1450	Upgrade underground electrical distribution					prelim	1,000.00		
118	1450	water lines; /work necessary to transfer to city					prelim	1,000.00		
120	1450	sanitary lines; /work necessary to transfer to city					prelim	1,000.00		
124	1450	Upgrade ada compliance-exterior					prelim	1,000.00		
126	1450	Install common area mail box facilities					prelim	1,000.00		
128	1450	Clothes Line Replacement					prelim	1,000.00		
150	1450	remove and abate underground oil tanks AFTER consultant has researed the best way to environmentally abate.					prelim	1,000.00		
	1460	Dead bolt lock upgrade					phased	8,247.26		
204	1460	Installation of wood /vinyl or aluminum siding					prelim	5,000.00		
215	1460	Remove or replace chimneys					prelim	1,000.00		
220	1460	Replace small and large windows	Phase	20,000.00	Phase	20,000.00	phased	20,000.00		
233	1460	Construction of storage areas off of units	Phased	1,000.00	Phased	1,000.00	Phased	1,000.00		
432	1460	Replacement of furnaces	Phased	20,000.00	Phased	20,000.00	Phased	20,000.00		

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2007		Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010		
			Quantity	Estimated Cost							
440	1460	bedroom window emergency egress compliance					prelim	1,000.00			
525	1470	Rec Center: Asbestos abatement					1	1,000.00			
529	1470	Rec Center: Installation of resilient flooring					1	3,000.00			
586	1475	Rec Center: Range & Range Hood					1	500.00			
587	1475	Rec Center: Refrigerator					1	600.00			
588	1475	Rec Center: Dishwasher					1	700.00			
all *s	*	major interior renovation	In Year 1	12	295,000.00	12	295,000.00	12	295,000.00	12	295,000.00
205	*	1460 masonry or plaster walls	1a								
206	*	1460 floor insulation	1a								
207	*	1460 wall insulation	1a								
208	*	1460 ceiling insulation	1a								
238	*	1460 interior stairways	1a								
265	*	1460 electrical services	1a								
305	*	1475 Fire Extinguishers	1a								
401	*	1460 wall and ceiling construction	1a								
402	*	1460 floor construction	1a								
403	*	1460 wall and ceiling finishes	1a								
405	*	1460 resilient flooring	1a								
406	*	1460 doors and frames	1a								
407	*	1460 asbestos flooring abatement	1a								
409	*	1460 kitchen wall/ ceiling surfaces	1a								
410	*	1460 kitchen floor	1a								
411	*	1460 cabinet/counters/sink	1a								
412	*	1460 range hoods & exhaust fans									
414	*	1460 dishwasher-optional	1a								
415	*	1470 Bath Wall/Ceiling Surfaces	1a								
416	*	1460 bath tile vinyl floor	1a								
417	*	1460 bath resilient flooring	1a								
418	*	1460 bath fixtures	1a								
419	*	1460 bath fans	1a								

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Quantity	Work Statement Year 2-2007		Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010	
				Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	
420	*	1460 bath accessories	1a								
421	*	1460 bath vanities	1a								
422	*	1460 1/2 bath wall/ceiling surfaces	1a								
423	*	1460 1/2 bath tile floor	1a								
424	*	1460 1/2 bath resilient floor	1a								
425	*	1460 1/2 bath fixtures	1a								
426	*	1460 1/2 bath fans	1a								
427	*	1460 1/2 bath accessories	1a								
428	*	1460 1/2 bath vanities	1a								
433	*	1460 hot water heater	1a								
434	*	1460 thermostats	1a								
436	*	1460 electric service/ panel/wiring	1a								
437	*	1460 electrical wiring	1a								
441	*	1460 smoke/fire detectors	1a								
446	*	1460 upgrade bath	1a								
447	*	1460 firewalls/draftwalls in attics and storage areas	1a								
449	*	1460 window coverings	1a								
450	*	1460 carbon monoxide detectors	1a								
454	*	1460 plumbing upgrade	1a								
222		1460 Install entry/fiberglass doors	1b								
412											
413	*	1465 ranges and refrigerators	1b	12	10,000.00	12	10,000.00	12	10,000.00	12	10,000.00
		1475 Remodel of rec center for office area for rental officer on site	Yr 1								
SUB-TOTAL					346,000.00		346,000.00		382,047.26		305,000.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2007		Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010	
			Quantity	Estimated Cost						
103 107 110	1450	Upgrade parking areas, install fencing and pole mounted lights	prelim	500.00						
101 123	1450	landscaping & irrigation system	prelim	500.00						
120	1450	Upgrade sanitary lines and/or water distribution	prelim	5,000.00						
	1460	Elevator Upgrades	Phased	25,000.00					Phased	50,000.00
221	1460	Replacement of large windows			prelim	25,000.00				
224	1460	Replacement of glass entry doors with electronic openers					upgrades	20,000.00		
228	1460	Upgrade exterior stairs with railings, doors, locks					8 floors	25,000.00		
229	1460	Installation of building mounted site lights	1	6,500.00						
236	1460	Upgrade existing vestibules					upgrades	10,000.00		
244	1460	Upgrade resident recreation rooms, beauty shop, north lounge	1	5,000.00						
245	1460	Upgrade other rooms for resident use, library	1	1,000.00						
249	1460	ADA Compliance	Prelim	1,000.00						
406	1460	Installation of doors and frames, deadbolts, wood doors, door bells	Phased	1,000.00						
407	1460	asbestos flooring abatement					prelim	5,000.00	Phased	5,000.00
410	1460	Replacement of kitchen floor					prelim	5,000.00	Phased	5,000.00
412	1460	Installation of exhaust fans for ranges					Prelim	1,693.00	Phased	1,693.00
416 417	1460	Bath Tile Vinyl flooringand/or Bath Resilent Flooring					Prelim	10,000.00	Phased	10,000.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2007		Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010	
			Quantity	Estimated Cost						
418 420 421	1460	Bath Fixtures, Assessories & vanities					Prelim	15,000.00	Phased	15,000.00
441	1460	Upgrade of alarm system for smoke/fire detectors/nurse call systems	Yr 1							
529	1470	Maintenance Shop, replace flooring		Phased	500.00					
	1470	redeisgn of maint office space		Phased	500.00					
608	1460	Security Card Access System with Camera Monitoring	Yr 1							
SUB-TOTAL					46,500.00		25,000.00		91,693.00	86,693.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2007		Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010 Estimated Cost	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
101	1450	landscaping and/or creek beautification; fencing, playgrounds, basketball courts; fixed furniture			Upgrades	2,000.00	Upgrades	2,000.00	Upgrades	5,000.00
103	1450	new parking areas, parking striping, paved walks & surfaces, steps and ramps			Upgrades	2,000.00	Upgrades	2,000.00	Upgrades	2,000.00
109	1450	Drainage - downspout replacement/upgrades			Upgrades	2,000.00	Upgrades	2,000.00	Upgrades	5,000.00
	1460	Dead bolt lock upgrade	34	6,800.00						
204	1460	Installation of wood /vinyl or aluminum siding; painting, reconfigire front entry door	Phased	25,000.00						
207 208	1460	Installation of wall & ceiling insulation/replacement and wall and ceiling construction; weatherization	Phased	10,000.00						
229	1460	building mounted site lights	Yr 1							
231	1460	Replacement of decks and rails	Phased	10,000.00						
305	1475	Installation of Fire Extinguishers on outside of units	12	1,000.00						
405	1460	Abatement /Replacement of resilient flooring	phased	5,000.00	Phased	5,000.00	Phased	5,000.00	Phased	20,000.00
441	1460	Upgrade smoke/fire detectors	prelim	2,500.00						
SUB-TOTAL				60,300.00	11,000.00	11,000.00	11,000.00	32,000.00		

		Work Statement Year 2-2007			Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010		
Development Number/Name General Description of Major Work Categories		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost		
Comp #	Acct #										
101	1450	landscaping	Yr 1								
107	1450	fencing	Yr 1								
112	1450	Construction of fencing for private yards & enclosures	Yr 1								
124	1450	Upgrade ada compliance-exterior	Yr 1								
	1450	landscaping/fencing				phased	25,000.00		phased	25,000.00	
204	1460	Replacement of wood /vinyl or aluminum siding; painting		15	20,000.00	phased	25,000.00		phased	25,000.00	
	1460	dead bolt lock upgrade				44	8,800.00				
208	1460	Install ceiling insulation		Phased	2,000.00	phased	10,000.00				
212	1460	Replacement of asphalt or fiberglass shingles, gutters & downspouts				phased	25,000.00	Phased	25,000.00	Phased	25,000.00
219	1460	Replacement of windows, exterior doors, storage doors				phased	25,000.00	Phased	25,000.00	Phased	25,000.00
231	1460	Replacement of decks with rails				phased	25,000.00				
233	1460	Construction storage sheds off units		phased	5,000.00	phased	8,319.70				
234	1460	Upgrade garage (s) and/or fiberglass doors		phased	5,000.00	phased	5,000.00				
305	1475	Installation of outside Fire Extinguishers/and smoke detectors and carbon monoxide detectors		Phased	500.00						
405	1460	Abatement		Phased	1,322.40			Phased	2,000.00		
410	1460	Replacement of kitchen floor and bath floor		Phased	5,400.00	Phased	5,400.00				
454	1460	plumbing upgrade						phased	12,329.44		
		Explore option for selling 1 or more of the scattered sites units (see 1430 for funded work item)									
				39,222.40		162,519.70		64,329.44		100,000.00	

			Work Statement Year 2-2007		Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010	
Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
603	1406	human resource consultant	1	19,500.00	1	19,500.00	1	19,500.00		19,500.00
606	1406	related training for capital funds	3	2,000.00	3	2,000.00	3	2,000.00		2,000.00
		General Clerk Salaries	1	47,000.00	1	47,000.00	1	47,000.00		47,000.00
629 630	1406	General Clerk Benefits	1	25,751.00	1	25,751.00	1	25,751.00		25,751.00
				94,251.00	94,251.00		94,251.00		94,251.00	

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2007		Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010	
			Quantity	Estimated Cost						
602	1408	development preventive maintenance program	prelim	500.00						
604	1408	disaster planning & training	prelim	500.00						
605	1408	facility maintenance training for maintenance staff	prelim	500.00						
607	1408	asset managemnt assessment of exisiting property	prelim	500.00						
609	1408	mgmt study (includes disaster recovery)	prelim	500.00						
610	1408	resident training (move to work, job related)			1 or more	500.00				
617	1408	phone line costs for dial in capability	prelim	500.00						
618	1408	increase internet capability			1 or more	500.00				
619	1408	ccs software & windows upgrade	phased	25,000.00	phased	25,000.00	phased	25,000.00	phased	25,000.00
620	1408	modernization related software & training	1	3,000.00				3,000.00		
612	1408	technical information systems coordinator Salary	1	55,000.00	1	55,000.00	1	55,000.00		55,000.00
		technical information systems coordinator benefits	1	22,488.30	1	22,488.30	1	22,488.30		22,488.30
	1408	procurement specialist salary	1	25,000.00	1	25,000.00	1	25,000.00	1	25,000.00
	1408	procurement specialist benefits	1	15,000.00	1	15,000.00	1	15,000.00	1	15,000.00
621	1408	energy audit		1,000.00						
622	1408	preparation of a low income home ownership plan			prelim	1,000.00				
				149,488.30		144,488.30		145,488.30		142,488.30

Number/Name General Description of Major Work Categories		Work Statement Year 2-2007		Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010 Estimated Cost	
Comp #	Acct #	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
627	1410	Advertising Costs	multiple	500.00	multiple	500.00		500.00	500.00
	1410	Staff Salaries	2	70,700.00	2	70,700.00	2	70,700.00	70,700.00
	1410	Staff Benefits	2	23,051.00	2	23,051.00	2	23,051.00	23,051.00
1410				94,251.00		94,251.00		94,251.00	94,251.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2007		Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010 Estimated Cost	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
632	1430	Plan Review Fees		1,000.00						
633	1430	A&E for Baker Heights Projects and Feasibility Study	Phased	30,000.00						
634	1430	A&E for Grandview Projects		1,000.00						
635	1430	A&E for Grandview Renovation		1,000.00						
636	1430	A&E for Bakerview Projects (& Maint Shop)		1,000.00						
637	1430	A&E for Pineview Projects		1,000.00						
638	1430	A&E for SS (ALL) Projects		1,000.00						
641	1430	Consultant for design layout of any building that houses administrative		1,000.00						
641	1430	A&E for Admin Building		1,000.00						
1430				38,000.00		-		-		-
642	1495	Relocation Costs (6-1)			Phased	10,000.00				
642	1495	Relocation Costs (6-2)		2,000.00		2,000.00		2,000.00		
642	1495	Relocation Costs (6-3)				2,000.00				
1495				2,000.00		14,000.00		2,000.00		-
644	1502	Contingency		10,000.00		10,000.00		10,000.00		10,000.00
1502				10,000.00		10,000.00		10,000.00		10,000.00
1430-1495-1502				50,000.00		24,000.00		12,000.00		10,000.00

		Work Statement Year 2-2007			Work Statement Year 3-2008		Work Statement Year 4-2009		Work Statement Year 5-2010	
Development Number/Name General Description of Major Work Categories		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	
Comp #	Acct #									
639	1470	Redeign of Admin/Maint building	Phased	1,000.00						
101 104	1450	Admin Building: Landscaping Paved Walks and Surfaces	prelim	1,000.00	Phased	5,000.00	phased	750.00		
109	1450	Drainage; sanitary lines, sanitary distribution in any administrative building					2	1,700.00		
117	1470	Underground Electrical Distribution *A*	Yr 1							
124	1470	ADA Compliance – Any administrative building	Yr 1							
235	1470	Garage Seismic/Ventilation/Fire Suppression-administrative building	Yr 1		phased	1,000.00				
245	1470	Other Rooms (Kitchen) (conference)Storage rooms, for administrative purposes	Yr 1							
319 320 321	1470	Admin Building: Boilers, bolier room piping, abate ladding; HVAC System	Yr 1							
401, 404, 405, 406, 409, 410	1470	Admin and/or maintenanceadminisitation Building: Staff breakroom redesign, carpet repalcement, resilient flooring, doors, wall and ceiling construction & surfaces, appliance replacement: Ergonomically correct conferennce room chairs and tables in all administrative offices	Phased	4,000.00						

		Development		Work Statement		Work Statement		Work Statement		Work Statement	
		Number/Name General		Year 2-2007		Year 3-2008		Year 4-2009		Year 5-2010	
		Description of Major Work						Estimated		Estimated	
Comp #	Acct #	Categories		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Cost	Quantity	Cost
436	1470	Electrical Panel, fuses, circuit breakers: Electrical wiring and other devices				phased	10,000.00				
441	1470	Smoke & Fire Detectors-in any administrative building		Yr 1							
577	1475	Maintenance Truck Replacement		1	17,997.30	2	4,000.00	2	40,000.00	2	40,000.00
581 624	1475	Record Storage		Yr 1							
584	1475	Garbage Truck		Study	500.00						
585	1475	Backhoe		Study	500.00						
	1475	Maintenance Equipment Replacement		Phased	1,000.00	Phased	5,000.00	Phased	5,000.00	Phased	5,000.00
600	1475	telephone system replacement or upgrades		Upgrades	1,000.00					Upgrades	8,826.70
614	1475	PC Upgrades/replacements; printers, copiers				Phased	5,000.00			Phased	5,000.00
615	1475	replace/upgrade current server @ admin office and outlying offices		phased	1,000.00	phased	1,000.00				
616	1475	modems for dial in work from home/emergency preparedness		Phased	500.00						
623	1475	purchase and install remote locations hardware					10,000.00				
	1475	Upgrades of radio/cell system		Upgrades	1,000.00						
					29,497.30	41,000.00		47,450.00		58,826.70	

Wa006e06
ATTACHMENT E

Resident Membership of the PHA Governing Board

Jay Cole
12115 Meridian Ave S. #C130
Everett, WA 98208

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

EVERETT HOUSING AUTHORITY AGENCY PLAN

RESIDENT ADVISORY BOARD

BAKER HEIGHTS

Sylvia May

1310 Fir Street
Everett, WA 98201

425-259-2941

BAKERVUE

Karin Mooney	2605 15 th Street #407
	Everett, WA 98201
Peggy Dayton	2605 15 th Street #606
	Everett, WA 98201

GRANDVIEW

Ananda Portal

2809 7th Street
Everett, WA 98201

(425) 252-3049

Gabrielle Bartholomew

2809 7th Street
Everett, WA 98201

(425) 252-3049

PINEVIEW

Warren Hemminger

222 98th Pl. SE APT#B
Everett, WA 98208

(425) -2891

SCATTERED SITES

Zhanna Kochubey

1221 103rd Place SW #B
Everett, WA 98204

(425) 353-3278

SECTION 8

Jay Cole

12115 Meridian AVE S #C130
Everett, WA 98208

(425) 438-1121

STAFF SUPPORT PROVIDED BY:

Kathy Reiff, Director of Support Services

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(425) 438-1121

STAFF SUPPORT PROVIDED BY:

Kathy Reiff, Director of Support Services

February 9, 2006
Bud Alkire
Executive Director
Everett Housing Authority
P.O. Box 1547
Everett, WA 98206

Dear Mr. Alkire,

The members of the Resident Advisory Board (RAB) are writing to you to communicate our comments and recommendations on the service and operations of the Everett Housing Authority. The RAB has now been the standing advisory committee representing tenants of EHA's Public Housing and participants of the Section 8 voucher program for six years. We take pride in our effort to make constructive suggestions regarding the Housing Authority's policies, procedures and programs and enjoy working in partnership with agency staff to together deliver quality housing assistance to program participants and residents.

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

This has been another informative and productive year for the RAB. Our meetings provide a forum for tenants to speak with each other and EHA staff. This year our meetings were attended by a number of guests who are residents of the public housing neighborhoods. Their attendance provided us the opportunity to receive fresh perspectives on issues of interest to the RAB and to in turn provide them useful information about the way the Housing Authority conducts business. It is our hope that as time goes on we will continue to reach a wider resident audience and receive additional advice that we can pass on to the agency. The RAB is also appreciative of the continued attendance of Commissioner Cole. His attendance at our meetings gives us a broader understanding of the Housing Authority's role in the larger community and lets us know that suggestions we offer are given serious consideration by the policy makers.

This letter has been prepared to provide management the opportunity to consider our observations regarding the impact and effectiveness of the Housing Authority's business policies and practices. The following comments come after many hours of discussion and hard work on the part of the RAB. We welcome your response to our comments and hope that this dialog continues to be both informative and supportive of EHA's mission to provide quality services.

Sincerely,

Sylvia May
Chairman

RAB Members:

Warren Hemminger
Sylvia May
Gabriele Bartholomew

Developments

Pineview
Baker Heights
Grandview

Ananda Portal	Grandview
Peggy Dayton	Bakerview
Karin Mooney	Bakerview
Jay Cole	Section 8

Participating Guests in 2005 – 2006

Elvira Anthony	Grandview
Cynthia Price	Grandview
Dellhue & Brenda Johnson	Grandview
Barbara Frost	Bakerview
Claudia Weston	Bakerview

EHA RAB Staff Liaisons

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

RAB Areas of Interest and Suggestions for 2006 - 2007

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

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

The issues of interest for the coming year are outlined below:

Resident Participation and the RAB

The RAB believes that continued resident participation in RAB meetings is a key element of success for the RAB. Part of the RAB members' role is to communicate to EHA the issues and concerns of the residents in the neighborhoods we are representing have. We also believe it is our responsibility to report back to the residents pertinent information about the EHA that may impact their lives and homes. Attracting new residents to participate in the RAB will also ensure the continued success and longevity of the RAB.

In order to further this objective, the RAB set the goal in 2003 to meet from time to time at different locations to attract resident participation. This practice was continued in 2004 and 2005. The RAB meets at Bakerview and the Grandview and Pineview Community Centers at least once during each year. The RAB will continue this practice in the coming year. We understand that although efforts have been made to recruit Section 8 participants during briefings they have been unsuccessful. The RAB asks the staff to continue diligence in seeking new Section 8 members and also suggests that at least one newsletter be sent out this coming year containing information regarding RAB's purpose and activities and that will also recruit new members. RAB members will also continue to seek to develop and implement creative ways to attract new membership.

Smoking Policy

This year the RAB has continued its discussion concerning the desirability of smoking within our Public Housing units. Staff reported that a class regarding the dangers of smoking was conducted at Bakerview last year. We are also aware that EHA completed its study of Bakerview Apartments to assess the viability of creating smoke free units, and that the plan to phase in smoke free units as tenancies expire has begun. We are pleased to know that smoking outside the Bakerview main entrance has been prohibited. The RAB encourages EHA to move forward to do the same things at Broadway Plaza Apartments.

The RAB understands the complications involved in taking actions to address smoking cessation in the public housing neighborhoods. We encourage the Housing Authority to be vigilant regarding complaints from residents about smoke contamination in their homes from either their neighbor's unit or from smokers who may be outside but who are smoking too close to the home of a non-smoking neighbor.

Baker Heights Redevelopment Plan

Sylvia May and Peggy Dayton, long-time residents and members of the RAB, participated in the Baker Heights Redevelopment Plan public meetings and "concept" bus tour in 2004. They report that the Baker Heights Redevelopment Plan continues to be a topic of great interest to them and to the residents in their neighborhoods. The other RAB members have also indicated that although the agency continually explains that changes will not be made for five to ten years, to many residents it is an emotionally charged issue because not knowing exactly when and what the changes will be creates anxiety. The RAB suggests that EHA continue to make reports to residents about progress occurring on the project's development and that the information include some assurances that the transition and relocation process will also include resident input. The RAB appreciates being involved in the planning process and would like to be kept abreast of developments as the project moves along.

Beautification/Community Building Activities

Staff has reported to RAB members that the Annual Beautification Ceremony format has changed to put more emphasis on the event being a community celebration. The RAB is supportive of all activities that bring the community together and encourages the Housing Authority to continue to be innovative in creating community-building events that create goodwill, neighborhood pride and a sense of safety.

The RAB understands that the Resident Participation Fund agreement will be updated and hopes it will be able to participate again in the discussions regarding the expenditure of the funds. The RAB continues to believe that community-building activities should be supported by these funds.

The RAB would also like to voice strong support for existing service programs and for the development of new ones. The RAB applauds the successes of the Structure of Success and the Neighborhood Networks programs. Adults in the neighborhoods are beginning to appreciate and the computer labs more as the job market relies more and more on internet for employment recruitment. These resources are very important to the families who are working hard to establish self-sufficiency through education. The computers are a necessity for both youth and adult learners and the RAB encourages staff to consider expanding hours for adult access.

The RAB was disappointed when the Hope for the Elderly program was terminated in 2005 due to lack of funding. The RAB believes that the efforts of the Service Coordinators make a substantive difference in the quality of life for everyone they serve. Senior and disabled residents are benefiting from programs such as nutrition education and economic supports including food assistance cards, energy assistance and medical care.

The RAB was pleased to learn the EHA has received additional funding for the Hope Options program from Snohomish County Longterm Care and Aging division of Human Services. We appreciate how scarce assisted housing is and how desperately difficult it is for individuals with mental disabilities retain their housing. We believe that helping people retain and stabilize their housing is very important, especially for those who need ongoing professional support and community services in order to remain in their housing. We hope that in the future the Housing Authority will find additional means to extend this program and other services of this type and to also extend service coordination to families.

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

Waitlist

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

During 2004, the EHA conducted further research concerning these groups on our wait lists at the behest of RAB members, and confirmed the suspicion that these groups are growing in numbers. EHA must react to meet this growing need, and the RAB was pleased with the successful creation of a new project-based voucher program for recovering chemically dependent women with children in partnership with Catholic Community Services, located at Timber Hill Apartments in 2004. Staff has informed us that it is committed to identifying further opportunities to find partners interested in combining support services with housing assistance to create projects that can support special needs populations. We are supportive of this effort to be creative and collaborative in order to serve low income people.

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

RAB Newsletter

The RAB encourages the Housing Authority to support the regular publishing and dissemination of information on the RAB and the 5 year Planning process. The RAB feels that a newsletter concerning RAB activities helps provide information to residents about EHA activities. In addition, the newsletter acts as a catalyst to attract new RAB members. While the RAB understands it is a large undertaking for staff to prepare and mail out a newsletter to all Section 8 and public housing residents, the RAB requests that at least one newsletter be prepared and distributed this coming year.

Family Self-Sufficiency Program

The RAB is impressed by the successful execution of the Family Self-Sufficiency program in past years and pleased the program has this year received funding to add a third position to assist participants in the home buying process.

The Family Self-Sufficiency Program is a crucial program that provides help for individuals and families to identify goals and plans for economic self-sufficiency. It also provides financial support for independent living through the creation and maintenance of an escrow account.

RAB believes that the service coordination, goal planning and house buying assistance components of this program are essential to help individuals develop the skills and resources needed to meet the needs of their families on a sustained basis. The RAB therefore is requesting the Housing Authority to look into finding funding and resources to develop a similar program for Public Housing residents.

Homeownership Programs

The RAB supports the continuation of Homeownership Programs in 2006 and is pleased that the Housing Authority has been so successful in its Park Ridge Condominiums home sales. However, because the Homeownership Programs offered by the EHA and funded by HUD are limited in scope and funding, the opportunities for participation of Public Housing residents is isolated to an insular minority of applicants.

Therefore, while the RAB supports such programs, they should not be funded at the expense of other critical programs that support the growth and economic independence of many of our program participants and residents. The RAB would also like to point out that rental assistance is so necessary for low-income people that continued availability of rent assistance should remain a higher priority than helping a few to achieve home ownership.

Utilize Technology

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

During 2003, the EHA began the process of updating and improving its website and continued the work into 2005. The RAB supports these activities, since one of the interrelated goals of the website is to communicate EHA activities to its residents. The RAB looks forward to the websites development in the upcoming year.

The RAB is proud to report that during 2005, residents of Bakerview and Baker Heights have made good use of the computer resource lab that opened in 2004. Residents report that the computers are always in use when the lab is open. Residents report that because of the heavy utilization and close proximity to Bakerview Apartments Baker Heights residents find it difficult to access. Future expansion of the computer labs program should include finding a lab site for Baker Heights residents.

Maintenance

An ongoing concern of the RAB is communication between maintenance staff and residents. The RAB applauds the Maintenance Department for its ongoing efforts to meet residents' needs as promptly and adequately as possible. The RAB recognizes that a number of interrelated factors can delay responses to resident requests for maintenance assistance but continues to look forward to improvements in the communication system and staff time allocation in the coming year. The RAB is excited about the remodeling that will occur at the maintenance office in preparation for accommodation of the entire Maintenance and Facilities staff. The RAB believes that residents will appreciate the additional contact with staff. The RAB recommends that once the move has been accomplished that the Customer Service "Do It Yourself" counter be established again. Residents appreciated the opportunity to come in and help themselves to small home repair items (faucet aerators, furnace filters, plungers, paint etc.) they could use to do minor home repairs, and they would like to have this resource again.

In 2003, the RAB encouraged Maintenance Department personnel to consider two interrelated issues. First, residents desired a clearer understanding of how long they may be expected to wait once a work order has been requested before receiving service response. Second, residents wanted a clearer understanding of whom they should contact when they had a question or suggestion that requires a personal and prompt response. The RAB is still concerned that residents with limited English skills may be having difficulty accessing maintenance assistance or in understanding the procedures followed in doing a work order repair. However, RAB appreciates the Maintenance Director's efforts to be personally available for calls from residents seeking information. The RAB suggests that information on requesting a repair and on the work order process (staff response to the work order, unfinished work orders and tenant charges), be updated and made available to residents, regularly, to keep communications clear and friendly. The RAB would also like to suggest that when staff conduct an inspection or respond to a work order request that a door hanger be left on the inside of the door indicating that staff have entered the unit for an inspection or to make repairs. The RAB would also like the door hanger message to indicate if a follow-up visit will be conducted.

Recycling

The RAB during the preceding 5 years has encouraged the EHA to pursue recycling alternatives for all recyclable items. In response, the EHA contracted with a local recycling provider to pick up recyclable hazardous waste items at designated times every month. The RAB understands that the design of the public housing developments currently makes recycling garbage on a large scale extremely difficult. However, RAB hopes the Housing Authority will promote the use of any community recycling resources wherever possible by residents and staff. The RAB believes that by promoting recycling and providing opportunities for low income residents to recycle, EHA will be contributing to the quality of life, not only of its present residents, but also of its future residents and the entire community. Education is the key to a successful recycling program, and education is also key to assisting low income residents in joining the mainstream of society. The RAB is available to assist with both education and planning for a future recycling program.

The RAB further recommends that whatever information about community resources for recycling and living green may be made available should also be provided in multiple languages whenever possible since many of the families from other countries are not familiar with recycling concepts and programs.

The RAB encourages EHA to explore additional ways to participate in recycling activities in the next year. As a society with each year that passes, we are becoming more aware of how important recycling is to the sustainability of the environment and to our own health. The RAB strongly urges the Housing Authority to rigorously and continually seek small and large ways to encourage residents and staff to recycle and use environmentally friendly products. In addition RAB urges that in the future, planning for Baker Heights or other new developments and projects incorporate the use of green products and create environments that support recycling.

**EHA Management Response
to the Resident Advisory Board
2006 Annual Plan Comment Letter**

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

Resident Participation and the RAB

The RAB believes that continued resident participation in RAB meetings is a key element of success for the RAB. Part of the RAB members role is to communicate to EHA the issues and concerns of the residents in the neighborhoods we are representing have. We also believe it our responsibility to report back to the residents pertinent information about the EHA that may impact their lives and homes. Attracting new residents to participate in the RAB will also ensure the continued success and longevity of the RAB.

In order to further this objective, the RAB set the goal in 2003 to meet from time to time at different locations to attract resident participation. This practice was continued in 2004 and 2005. The RAB meets at Bakerview and the Grandview and Pineview Community Centers at least once during each year. The RAB will continue this practice in the coming year.

We understand that although efforts have been made to recruit Section 8 participants during briefings they have been unsuccessful. The RAB asks the staff to continue diligence in seeking new Section 8 members and also suggests that at least one newsletter be sent out this coming year containing information regarding RAB's purpose and activities and that will also recruit new members. RAB members will also continue to seek to develop and implement creative ways to attract new membership.

EHA will continue to make efforts on behalf of and in conjunction with RAB members to attract new membership. EHA recognizes the importance of attracting new membership to the RAB. New membership and guest participants at RAB meetings ensure the ongoing vitality of the discussions and the dissemination of information. EHA staff will continue to support the RAB to develop participation through the use of resident focus groups and forums. The EHA is committed to continue working with RAB members to attract new membership.

Smoking Policy

This year the RAB has continued its discussion concerning the desirability of smoking within our Public Housing units. Staff reported that a class regarding the dangers of smoking was conducted at Bakerview last year. We are also aware that EHA completed its study of Bakerview Apartments to assess the viability of creating smoke free units, and that the plan to phase-in smoke free units as tenancies expire has begun there. We are pleased to know that smoking outside the Bakerview

main entrance has been prohibited. The RAB encourages EHA to move forward to do the same things at Broadway Plaza Apartments.

The RAB understands the complications involved in taking actions to address smoking cessation in the public housing neighborhoods. However, we still encourage the Housing Authority to be vigilant regarding complaints from residents who are objecting to smoke contamination in their homes infiltrating from their (smoking) next door neighbors unit or from outdoor smokers who are smoking too close to the home of their non-smoking neighbor.

Management is in the process of developing a nonsmoking policy for the Broadway Plaza Apartments complex. EHA also promptly implemented compliance with the new state law requirements regarding smoking in public common areas this past summer. EHA is committed to providing healthy and safe living environments for all its residents and will continue to explore the creation of smoke-free housing in our non-senior housing developments and buildings.

Baker Heights Redevelopment Plan

Sylvia May and Peggy Dayton, a long-time residents and members of the RAB, participated in the Baker Heights Redevelopment Plan public meetings and “concept” bus tour in 2004. They report that the Baker Heights Redevelopment Plan continues to be a topic of great interest to them and to the residents in their neighborhoods. The other RAB members have also indicated that although the agency continually explains that changes will not be made for five to ten years, to many residents it is an emotionally charged issue because not knowing exactly when and what the changes will be creates anxiety. The RAB suggests that EHA continue to make reports to residents progress occurring on the project’s development and that the information include some assurances that the transition and relocation process will also include resident input. The RAB appreciates being involved in the planning process and would like to be kept abreast of developments as the project moves along.

The Everett Housing Authority is pleased with the RAB members’ interest in the Baker Heights Redevelopment planning process and the interest and support the community has provided. The Housing Authority plans to continue to reach out to residents, RAB and the community to encourage dialogue concerning the redevelopment of the neighborhood, to develop attractive housing alternatives for public housing residents and to develop a relocation plan that supports the needs and interests of residents. EHA welcomes the RAB ‘s continuing interest and support in this exciting project.

Beautification/Community Building Activities

Staff has reported to RAB members that the Annual Beautification Ceremony format has changed to put more emphasis on the event being a community celebration. The RAB is supportive of all activities that bring the community together and encourages the Housing Authority to continue to be innovative in creating community building events that create goodwill, neighborhood pride and a sense of safety.

The RAB understands that the Resident Participation Fund agreement will be updated and hopes it will be able to participate again in the discussions regarding the expenditure of the funds. The RAB continues to believe that community building activities like the Beautification event and translation resources to help neighbors who speak different languages can communicate should be supported by these funds.

The RAB would also like to voice strong support for existing service programs and for the development of new ones. The RAB applauds the successes of the S.O.S. Program, and the Neighborhood Networks program, supported by ROSS grant funding. The adults are beginning to appreciate the computer labs more as the job market relies more and more on internet for employment recruitment. These resources are very important to the families who are working hard to establish self-sufficiency through education. The computers are a necessity for both youth and adult learners.

The RAB was disappointed when the Hope for the Elderly program was terminated in 2005 due to lack of funding. The RAB believes that the efforts of the Service Coordinators make a substantive difference in the quality of life for everyone they serve. Senior and disabled residents are benefiting from programs such as nutrition education and economic supports including food assistance cards, energy assistance and medical care.

The RAB was pleased to learn the EHA has received additional funding for the Hope Options program from Snohomish County Long Term Care and Aging division of Human Services. We appreciate how scarce assisted housing is and how desperately difficult it is for individuals with mental disabilities to keep their housing. We believe that helping people not lose their housing and stabilizing housing for those who need ongoing professional support and community services in order to remain in the community are very important services. We hope that in the future the Housing Authority will find additional means to extend this program and other services of this type and to also extend service coordination to families.

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

The EHA is committed to provide services that enhance resident and program participants abilities to be self-sufficient and that will promote quality of life. EHA was one of the first housing authorities to promote service coordination programs for the elderly and disabled. The Bakerview service coordinator position was absorbed in the operating subsidy budget two years ago when grant funds were terminated and EHA has also continued to allocate funding for service coordination service to limited-English speaking residents of Ukrainian and Russian heritage. EHA shares the RAB's disappointment about the loss of the Hope for the Elderly program caused by significant funding cuts in the Section 8 program. The Housing Authority was however, successful in partnering with the Snohomish County Human Services Department's Long Term Care and Aging program to fund the Hope Options program and in receiving additional funding this year to expand the capacity of the staff to provide service. EHA is hopeful that this program's service to help behaviorally challenged senior citizens maintain their housing will continue to be successful in attracting funding.

EHA is proud of the after-school tutoring program and the family services the Structures for Success program has offered the last five years. The Neighborhood Networks program has also made significant contributions to the ability of residents to develop work skills, conduct job

search and find employment. The Housing Authority is actively pursuing the grant funding to continue the vital services provided to public housing youth and adults.

EHA appreciates the RAB;s continued willingness to participate in the Housing Authority's resident civic activities. EHA and RAB are in agreement that Resident Participation Funding are appropriately used to fund activities like the annual Grandview and Baker Heights Community Celebration and other activities that support communication between neighbors and between the residents and the Housing Authority staff. These neighborhood event and activities combined with services that promote self-sufficiency and quality of life lay the foundation for healthy communities.

Waitlist

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

During 2004, the EHA conducted further research concerning these groups on our wait lists at the behest of RAB members, and confirmed the suspicion that these groups are growing in numbers. EHA must react to meet this growing need, and the RAB was pleased with the successful creation of a new project based voucher program for recovering chemically dependent women and children with Catholic Community Services located at Timber Hill Apartments in 2004. Staff has informed us that it is committed to identifying further opportunities to find partners interested in combining support services with housing assistance to create projects that can support special needs populations. We are supportive of this effort to be creative and collaborative to serve low income people.

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

The Housing Authority is currently seeking to develop new strategies and partnerships with other community based programs agencies to find ways to pool resources in new ways so that services can be delivered to special needs populations. Limited resources for supportive services for special needs groups such as the developmentally disabled, victims of domestic abuse, homeless women with children, chronically mentally ill individuals, etc. make it difficult to stabilize housing for these individuals. The Housing Authority is taking a leadership role in the community to encourage creative program development that can combine supportive services and housing assistance. Project based vouchers, set aside programs and affordable housing units are all potential tools that can be used to create stable housing for innovative programs that can provide supportive services. EHA is encouraged by the RAB's continued support for

programming that meets the needs of special populations and looks forward to its continued suggestions.

RAB Newsletter

The RAB encourages the HA to support the regular publishing and dissemination of information on the RAB and the 5 year Planning process. The RAB feels that a newsletter concerning RAB activities helps disseminate information to residents about EHA activities. In addition the newsletter acts as a catalyst to attract new RAB members. While the RAB understands it is a large undertaking for staff to prepare and mail out a newsletter to all Section 8 and public housing residents, the RAB requests that at least one newsletter be prepared and disseminated this coming year.

EHA agrees that newsletter information is a positive way to generate interest in both the RAB's and the Agency's activities. The Housing Authority continues to be committed to the goal to provide information about EHA's services, resources available to program participants and residents, and the activities of the RAB.

Family Self-Sufficiency Program

The RAB is impressed by the successful execution of the Family Self-Sufficiency in past years and pleased the program has this year received funding to add a third position to assist participants in the home buying process.

The Family Self-Sufficiency Program is a crucial program that provides help for individuals and families to identify goals and plans for economic self-sufficiency, as well as providing financial support for independent living through the creation and maintenance of an escrow account.

RAB believes that the service coordination, goal planning and house buying assistance components of this program are essential to help individuals develop the skills and resources needed to meet the needs of their families on a sustained basis. The RAB therefore is requesting the Housing Authority to look into finding funding and resources to develop a similar program for Public Housing residents.

EHA has worked hard to secure funding for programs that promote resident self-sufficiency. The Section 8 program has obtained funding for a Homeowner Counseling position. The Family Self-Sufficiency program and the Working Families programs continue to provide services to Section 8 clients.

EHA has also provided home ownership opportunities for low-income families with both its Pine Village and ParkRidge condominium developments. The Housing Authority will continue to pursue affordable home ownership opportunities. EHA is also supportive of finding home ownership opportunities for public housing residents and will review any funding opportunities that arise.

Homeownership Programs

The RAB supports the continuation of Homeownership Programs in 2006 and is pleased that the Housing Authority has been so successful in its Park Ridge Condominiums home sales. . However, because the Homeownership Programs offered by the EHA and funded by HUD are limited in scope and funding, the opportunities for participation of Public Housing residents is isolated to an insular minority of applicants.

Therefore, while the RAB supports such programs, they should not be funded at the expense of other critical programs that support the growth and economic independence of many of our program participants and residents. The RAB would also like to point out that rental assistance is so necessary for low-income people that continued availability of rent assistance should remain a higher priority than helping a few to achieve home ownership.

The Housing Authority is pleased that the RAB continues to support the acquisition of affordable housing and is respectful of the RAB's opinion that the acquisition of affordable housing stock should not be a the sacrifice or diminishment of subsidy programs.

Utilize Technology

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

During 2003, the EHA began the process of updating and improving its website's and continued the work into 2004. The RAB supports these activities, since one of the interrelated goals of the website is to communicate EHA activities to its residents. The RAB looks forward to the websites development in the upcoming year.

The RAB is proud to report that during 2005, residents of Bakerview and Baker Heights have made good use of the computer resource lab that opened in 2004. Residents report that the computers are always in use when the lab is open. Residents report that because of the heavy utilization and close proximity to BakerView Apartments Baker Heights residents find it difficult to access. Future expansion of the computer labs program should include finding a lab site for Baker Heights residents.

EHA plans to continue developing technology resources in the future as appropriate funding is identified. The Housing Authority recognizes that computerized technology is becoming a vital and essential part of our employment system and is a necessary tool for individuals seeking employment opportunities. EHA will continue to strive to find funding and appropriate resources to support the Neighborhood Networks technology centers and other services that promote self-sufficiency.

Maintenance

An ongoing concern of the RAB is communication between maintenance staff and residents. The RAB applauds the Maintenance Department for its ongoing efforts to meet resident's needs as

promptly and adequately as possible. The RAB recognizes that a number of interrelated factors can delay responses to resident requests for maintenance assistance but continues to look forward to improvements in the communication system and staff time allocation in the coming year. The RAB is excited about the remodeling that will occur at the maintenance office in preparation to accommodate the entire Maintenance and Facilities staff.

The RAB believes that residents will appreciate the additional contact with staff. The RAB recommends that once the move has been accomplished that the Customer Service "Do It Yourself" counter be established again. Residents appreciated the opportunity to come in and help themselves to small home repair items (faucet aerators, furnace filters, plungers, paint etc.) that they could use to do minor home repairs and would like to have this resource again.

In 2003, the RAB encouraged Maintenance Department personnel to consider two interrelated issues. First, residents desired a clearer understanding of how long they may be expected to wait once a work order has been requested before receiving service response. Second, residents wanted a clearer understanding of whom they should contact when they had a question or suggestion that requires a personal and prompt response. The RAB is still concerned that residents with limited English skills may be having difficulty accessing maintenance assistance or in understanding the procedures followed in doing a work order repair. However, RAB appreciates the Maintenance Director's efforts to be personally available for calls from residents seeking information. The RAB suggests that information on requesting a repair and on the process followed for staff to respond to the work order, enter the unit, come back to the unit for an unfinished work order and when tenant charges will be made, be updated and made available to residents, regularly, to keep communications clear and friendly.

The Facilities and Maintenance Department staff are looking forward to the consolidation of the offices at the remodeled maintenance office site in North Everett. The Department continues to be guided by comments received from RAB and from residents in its public housing developments. Once the rehab work and office move has been accomplished staff will consider the Customer Service Center potential. EHA shares the RAB opinion that the department give further consideration to the work order process and how best to keep residents apprised of the progress of work occurring in their units in a timely and convenient manner.

Recycling

The RAB during the preceding 5 years has encouraged the EHA to pursue recycling alternatives for all recyclable items. In response, the EHA contracted with a local recycling provider to pick up recyclable hazardous waste items at designated times every month. The RAB understands that the design of the public housing developments currently makes recycling garbage on a large scale extremely difficult. However, RAB hopes the Housing Authority will promote the use of any community recycling resources wherever possible by residents and staff. The RAB recommends that information about community resources for recycling and living green be made available in multiple languages whenever possible since many of the families from other countries are not at all familiar with recycling concepts and programs.

The RAB continues to encourage EHA to explore additional ways to participate in recycling activities in the next year. As a society with each year that passes, we are becoming more aware of how important recycling is to the sustainability of the environment and to our own health. The RAB strongly urges the Housing Authority to rigorously and continually seek small and large ways to encourage residents and staff to recycle and use environmentally friendly products. In addition RAB

urges that in the future, planning for Baker Heights or other new developments and projects incorporate the use of green products and create environments that support recycling.

EHA shares the RAB's opinion that recycling whenever and wherever possible should be an important goal. EHA will support the RAB's effort to provide useful information to residents concerning recycling opportunities. EHA will take advantage of educational materials that are available to encourage positive environmental action and will distribute pertinent translated materials that may be identified. It is the Housing Authority's intent in its redevelopment efforts to consider the needs of future residents and the goals of the community and to be mindful of the opportunities to create an environmentally friendly neighborhood.

The Everett Housing Authority is proud of the environmental work it has done in North Everett to reclaim the ARSARCO Smelter Site for useable property. This project is in itself, an indication of the Everett Housing Authority's commitment to make a positive and environmentally sound contribution to the Everett Community's quality of life.



EXECUTIVE DIRECTOR
Bud Alkire

COMMISSIONERS
Jay Cole
David Dorsey
George Perez, Jr.
Lyle Ryan
Todd Taylor
Barbara Yates

March 20, 2006

MEMORANDUM

RE: Resident Advisory Board (RAB) Annual Plan Letter 2006

The attached document represents the EHA's response to the RAB Annual Plan Letter for 2006. The comments of the Executive Director are presented in italics and follow the RAB comments which are reproduced in full for this document.

Thank you,

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

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date (mm/dd/yyyy)

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official		Title
Signature		Date
X		

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and
Streamlined 5-Year/Annual PHA Plans***

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___standard Annual, ___ standard 5-Year/Annual or ___streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning _____, hereinafter referred to as" the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

- 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- 15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
- 16. With respect to public housing the PHA will comply with Davis -Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- 17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- 19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
- 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
- 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

PHA Name

PHA Number/HA Code

____ Standard PHA Plan for Fiscal Year: 20__

____ Standard Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

____ Streamlined Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date
X	

Resolution No. 1088

Adopting

2006 Annual Plan, Capital Plan & Budget

WHEREAS, the Everett Housing Authority has previously developed and adopted a Five-Year Plan for the five-year period commencing July 2005, as required by the Quality Housing and Work Responsibility Act of 1998; and

WHEREAS, the Everett Housing Authority has now developed an Annual Plan for the year commencing July 2006; and

WHEREAS, these plans comply with regulation by describing the mission of the agency and the agency's long range goals and objectives for achieving its mission over the five year period and by describing the agency's immediate operations, program participants, programs and services, the agency's strategy for handling operational concerns, resident's concerns and needs, as well as programs and services for the upcoming fiscal year; and

WHEREAS, the Everett Housing Authority established and worked with a Resident Advisory Board in the development of its Plans and has included documentation of the Board's participation activities and has incorporated comments received from the Resident Advisory Board and the Everett Housing Authority's responses to the comments, into the Annual Plan; and

WHEREAS, the Everett Housing Authority has collaborated with the Snohomish County and City of Everett Planning Departments in developing the jurisdiction's Consolidated Plan and will receive the City of Everett's certification, stating that the Everett Housing Authority's Plans are consistent with the jurisdiction's Consolidated Plan; and

WHEREAS, the Everett Housing Authority has complied with all provisions of the law specifying Public Display Requirements for the review of the Plans and Supporting Documents; and

WHEREAS, the Everett Housing Authority made the proposed plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the plan and invited public comment and responded to those comments in its plans; and

WHEREAS, the Plans contain all the required certifications confirming the Housing Authority's compliance with various Non-Discrimination and Fair Housing requirements as well as other HUD prescribed regulatory practices; and

WHEREAS, the Everett Housing Authority is a designated "High Performing" housing authority and is eligible to submit its Plans according to HUD's "Streamlined Plan" submittal process and has prepared its Plans, required attachments and supporting documentation accordingly;

NOW THEREFORE BE IT RESOLVED by the Housing Authority of the City of Everett:

Section 1: The 2006 Annual Plan, Capital Plan & Budget is hereby approved. The Chair or in his absence, the Vice-Chair and Executive Director are hereby authorized and directed to execute any certifications or other documents necessary to finalize this approval.

Section 2: The Executive Director is further authorized to immediately transmit to the U.S. Department of Housing and Urban Development a copy of this Resolution together with the Plans, executed Certification and other Attachments required by the High Performing Housing Authority Streamlined submittal process.

Adopted by the Board of Commissioners of the Housing Authority of the City of Everett, Washington, this 27th day of March 2006.

Chair, Board of Commissioners

Attest:

Secretary

**CAPITAL FUND PROGRAM
EVERETT HOUSING AUTHORITY**

YEAR	STATUS	DOCUMENT TITLE	By Grant	bottom right hand corner By Packet
2002	100% Obligated 99% Expended as of December 31, 2005	WA19P00501-2002 EHA General Ledger Fund # 503 Part 1: Summary Part 2: Supporting Pages Part 3: Implementation Schedule Obligation Date June 30, 2005 Expended Date June 30, 2006	1-5	1-5
		WA19P00501-2003 EHA General Ledger Fund # 504 Part 1: Summary Part 2: Supporting Pages Part 3: Implementation Schedule Obligation Date June 30, 2005 Expended Date June 30, 2007	1-5	6-10
2003 Bonus	56% Obligated 52% Expended as of December 31, 2005	WA19P00502-2003 EHA General Ledger Fund # 500 Part 1: Summary Part 2: Supporting Pages Part 3: Implementation Schedule Obligation Date February 13, 2006 Expended Date February 13, 2008	1-3	11-13
2004	69% Obligated 29% Expended as of December 31, 2005	WA19P00501-2004 EHA General Ledger Fund # 505 Part 1: Summary Part 2: Supporting Pages Part 3: Implementation Schedule Obligation Date September 14, 2006 Expended Date September 14, 2008	1-9	14-22
		WA19P00501-2005 EHA General ledger Fund #506 Part 1: Summary Part 2: Supporting Pages Part 3: Implementation Schedule Obligation Date June 30, 2007 Expended Date June 30, 2009	1-5	23-27
2006	PENDING HUD APPROVAL	WA19P00501-2006 Part 1: Summary Part 2: Supporting Pages Part 3: Implementation Schedule	1-9	28-36
		5-Year Plan: Part 1: Summary Part 2: Supporting Pages	1-15	27-51
2006 CFP		ENVIRONMENTAL REVIEW	3-Jan	52-54

Development Number/Activities

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

**EVERETT HOUSING AUTHORITY
2006 ANNUAL PLAN
ELECTRONIC SUBMITTAL**

(WA00606) 2006 Five Year and Annual Plan Templates

ATTACHMENTS 2006

REQUIRED ATTACHMENTS:

- A – Component 3 (6) – Deconcentration and Income Mixing – (WA006a06)
- B – Component 10 (B) – Voluntary Conversion Initial Assessments – (WA006b06)
- C – FY 2004 Capital Fund Program Annual Statement – (WA006c06)
- CC – P & E Reports – (WA006cc06)
- D – Capital Fund 5 –Year Action Plan (WA006d06)
- E – Resident Membership of the PHA Governing Board – (WA006e06)
- F – RAB Membership List – (WA006f06)
- G – RAB Comments on Annual Plan/5-Year Plan – (WA006g06)
- H – PHA Response Cover Letter to RAB Comments on Annual Plan/5-Year Plan – (WA006h06)
- I – EHA Final Response to Public Comment – (WA006i06)
- J – Certifications – (WA006j06)

OPTIONAL ATTACHMENTS:

- K – PHA Management Organizational Chart – (WA006k06)

Submit Plan Checklist – PHA Plans 2006

How do you know if your plan is complete? Use the following checklist to ensure the PHA Plan is complete and ready for submission:

		PLAN TYPE <i>Place an "X" under the Plan type to be submitted.</i>			
<i>Place an "X" or ✓ in this column for items completed</i>		Standard 5-Year/Annual 50075	High Performers 50075	Streamlined Annual 50075-SA	Streamlined 5Year/Annual 50075-SF
CHECKLIST ITEMS		<i>Items marked with an "X" below are applicable to the Plan type indicated in the column heading.</i>			
X	A. Correct template is used and filled out completely				
X	B. PHA Identification Page is completed	X	X	X	X
X	C. 5-Year Plan completed (when due)	X	X		X
X	D. Table of Contents is completed, with page numbers added	X	X	X	X
X	E. Executive Summary of PHA Plan is completed at PHA's option	Optional	Optional		Optional
X	F. PHA Plan components are completed.				
X	1. Housing Needs	X	X		X
X	2. Financial Resources	X	X		X
X	3. Eligibility, Selection, and Admissions	X	X		X
	3a. Site-Based Waiting Lists (if applicable)	X Attachment	X Attachment	X Template	X Template
X	3b. Deconcentration and Income Mixing (if applicable)--web site version	X Attachment	X Attachment		X Template
X	4. Rent Determination	X	X		X
	5. Operations and Management Policies	X			
	6. Grievance Procedures	X			
X	7. Capital Improvements*	X	X	X	X
X	7a Capital Fund Tables	X	X	X	X
X	8. Demo/Disposition*	X	X		X
	9. Designation of Housing*	X			
	10. Housing Conversions	X			
X	11. Homeownership	X	X Section 8(y)	X Section 8(y)	X
	11a. Section 8(y) Homeownership Capacity Statement (if applicable)	X Attachment	X Attachment	X Template	X Template
	12. Community Service and Self-Sufficiency	X			
	12a Community Service Requirements	X Attachment			
	13. Crime and Safety*	X			
	14. Pets*	X			
	14a Pet policy	X Attachment			
X	15. Civil Rights Certification (included with PHA Plan certifications)	X	X	X	X
X	16. Audit	X	X		
	17. Asset Management	X			
X	18. Additional Info	X	X		X

		PLAN TYPE <i>Place an "X" under the Plan type to be submitted.</i>			
<i>Place an "X" or √ in this column for items completed</i>		Standard 5-Year/Annual 50075	High Performers 50075	Streamlined Annual 50075-SA	Streamlined 5Year/Annual 50075-SF
X	18a. Progress Meeting 5-Year Plan Goals	X Attachment	X		X Template
X	18b. Criteria for Substantial Deviations and Significant Amendments	X Attachment	X		X Template
X	18c. Other information	X	X		X
X	18c.1. RAB consultation (comments, how comments addressed, recommendations)	X Template	X Template		X Template
X	18c.1.1. RAB membership	X	X		X Template
X	18.c.1.2 Plan changes reviewed by RAB, approved by Board, and made public			X	
X	18c.2. PHA Board resident membership	X Template	X Template		X Template
X	18c.3. PHA statement of consistency with Consolidated Plan	X	X	X If policies changed	X
	19. Project-Based Voucher Program (if applicable)	X Attachment	X Attachment	X Template	X Template
X	20. List of supporting documents on file with PHA and PHA Plan	X Template	X Template	X Template	X Template
X	21. Most recent board-approved operating budget--Troubled/at-risk PHAs ONLY	X			
* NO* PHAs that administer only tenant or project based rental assistance programs are not required to complete sections that pertain only to public housing.					
	G. Required <u>Certifications</u> signed and submitted to Local HUD Field Office				
X	<i>Standard PHA Plan Certifications Form HUD-50076</i>	X	X		X
	<i>Streamlined PHA Plan Certifications Form HUD-50077</i>			X	
X	<i>State/local Government Certification Of Consistency with Consolidated Plan</i>	X	X		X
X	If applying for Capital Funds: Form HUD-50070, <i>Drug-Free Workplace</i> Form HUD-50071, <i>Payments to Influence Federal Transactions</i> Forms SF-LLL and SF-LLLa, <i>Lobbying Activities</i>	X	X	X	X
	H. <u>Plan, Plan Changes</u> (streamlined Annual), <u>attachments</u> (where applicable), and <u>supporting documents</u> made available for review by the public for a 45-day period.				
	I. <u>Public meeting</u> conducted by PHA Board/governing body				
	J. <u>RAB</u> comments received and addressed				
	K. Instructions on how to submit the template electronically obtained from PHA Plans web site and reviewed.				

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.