

PHA Plans

Streamlined 5-Year/Annual Version

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

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

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

Streamlined 5-Year Plan for Fiscal Years 2005- 2009

Streamlined Annual Plan for Fiscal Year 2007

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

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Everett Housing Authority

PHA Number: WA006

PHA Fiscal Year Beginning: (07/2005)

EXECUTIVE SUMMARY INCLUDED IN THE TEXT OF THE FIVE-YEAR PLAN

PHA Programs Administered:

- Public Housing and Section 8**
 Section 8 Only
 Public Housing Only
 Number of public housing units: 625
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 2363 allocated

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: **The Everett Housing Authority leads the community in developing and providing safe and affordable quality housing for Everett's diverse low income families.**

B. Goals

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

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

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

FFY 05-09 (July 2005- June 2010)

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

FY-05 (July 2005-June 2006)

There were no opportunities to apply for new vouchers, so Everett Housing Authority did not receive additional vouchers for this period.

FY-06 (July 2006-June 2007)

There were no opportunities to apply for new vouchers, so Everett Housing

Authority did not receive additional vouchers for this period.

- Reduce public housing vacancies:
FY 05-09
Everett Housing Authority anticipates that the vacancy rate will continue to be 2% or lower for the five year period.

FY-05

For FY05-06, Everett Housing Authority maintained a vacancy rate for its public housing program of 1.22%.

FY-06

For FY06-0, Everett Housing Authority maintained a vacancy rate for its public housing program of 0.74%.

- Leverage private or other public funds to create additional housing opportunities:
Everett Housing Authority 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.

FY 05-09

In FY 05, the Everett Housing Authority anticipates the purchase of a new complex, ParkRidge, as part of the second five-year acquisition plan. Over the next five years, EHA plans to continue the exploration of possibilities for property acquisition wherever possible and anticipates acquiring 200-300 additional affordable housing units.

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

FY-05

During this fiscal year, Everett Housing Authority purchased ParkRidge Apartments, a sixty unit apartment complex, for resale as condominiums. This constituted EHA's second venture in homeownership. The sixty units were sold within the first six months of EHA's ownership, prior to the remodeling of the units. This rehabilitation process will be completed in the summer of 2006.

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

- **Family Tree program/YWCA/Sound Families – vouchers for 8 families, and 8 vouchers for homeless families via Project Re-unite**
- **TimberHill/Catholic Community Services/Sound Families – 10**

vouchers for these transitional housing programs for homeless pregnant or newly parenting families.

- **New Century House, Hope Village, and Hope Village expansion/Housing Hope --14 project based vouchers plus 14 tenant based vouchers for this program providing transitional and permanent housing for homeless pregnant mothers and newborns.**
- **New Tomorrows/First Steps programs/Snohomish County Health District FS and Salvation Army/Sound Families – 15 total vouchers. First Steps serves pregnant or new parenting, homeless families who have concurrent developmental disability status. New Tomorrows provides transitional housing for chronically (2 or more episodes in 12 months) homeless families.**
- **Greens at Merrill Creek/Center for Battered Women/Sound Families – 12 vouchers for program that provides transitional housing for homeless women and children selected from the DMV Crisis Shelter.**
- **New Century Village/Housing Hope/Sound Families – 14 project based vouchers to be issued upon completion of construction of this project.**

FY-06

Everett Housing Authority purchased an 8 unit complex located on E. Gibson Road in Everett during this period. A Request for Proposal was advertised in December 2006 for potential landlords who wish make their public or non-profit property available for the site-based voucher program. Proposals will be reviewed in March of 2007, and the selection process will take place in May of 2007.



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

FY 05-09

As mentioned above, in FY05 Everett Housing Authority plans to purchase the ParkRidge Apartments, a 60 unit complex, for resale as condominiums. Over the course of the next five years, 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 were sold.

FY-06

Everett Housing Authority purchased an 8 unit complex located on E. Gibson Road in Everett during this period. EHA will continue to actively pursue the acquisition of developments in order to expand its affordable housing stock.

Other (list below)

FY 05-09

Everett Housing Authority will seek partnerships with other agencies and local government to pool leverage and/or apply for funds to acquire, build, or rehabilitate additional housing.

FY-05

Everett Housing Authority submitted a Block Grant application for \$400,000 to purchase additional affordable housing units.

Everett Housing Authority conducted meetings with the Snohomish County Human Services Department and representatives of agencies using county funds to operated programs for the developmentally disabled, elder adults, the mentally disabled, physically disabled, and prisoner release programs. The purpose of the meetings was 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.

FY-06

\$300,000 of the \$400,000 Block Grant awarded to Everett Housing Authority was used during this period to acquire the E. Gibson Road site. EHA will continue to look for opportunities to purchase additional housing stock; however, existing market conditions present a challenge that limits such opportunities. A consultant was hired during this period to reexamine potential development opportunities for EHA's Jade Park property. A decision should be forthcoming in FY-07.

PHA Goal: Improve the quality of assisted housing
Objectives:

Improve public housing management: (PHAS score) *Maintain High Performance Status*
FY 05-09

Everett Housing Authority has received a High Performer status rating every year since FY 1992. EHA remains committed to maintaining its High Performer status in the future.

FY-05

Everett Housing Authority was designated a High Performer with a PHAS score of 92 for this period.

FY-06

Although HUD has not completed the final scoring for the PHAS data submitted during this assessment period, it is anticipated that EHA will receive a score that designates it as a High Performer.

- Improve voucher management: (SEMAP score)
FY 05-09

Everett Housing Authority has 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 continue to strive to maintain this High Performer designation for the next five year period.

FY-05

Everett Housing Authority was designated a High Performer with a SEMAP score of 93 for this period.

FY-06

Everett Housing Authority was designated a High Performer with a SEMAP score of 90 for this period.

- Increase customer satisfaction:
FY 05-09

Everett Housing Authority will continue its effort to improve customer service with residents, program participants, and landlords, as well as with partnering agencies and businesses and the general public in the coming five years. 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 and multi-cultural community of Everett will be undertaken.

FY-05

Everett Housing Authority completed the remodeling of its main office lobby in 2005 in order to make it more customer-friendly. Feedback from clients has been consistently positive; comments have been especially positive regarding 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 feedback on EHA service periodically during its monthly meetings in 2005.

FY-06

Everett Housing Authority continued to strive for improvements in all aspects of customer service during this period. It is anticipated that the agency's website will be upgraded in the spring of 2007 to afford greater customer accessibility to information regarding EHA's programs.

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

FY 05-09

In FY-03, 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. Everett Housing Authority plans to continue to improve upon its Section 8 and Public Housing unit inspection processes by annual evaluation of 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.

FY-05

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

FY-06

Everett Housing Authority had an independent consultant provide training to staff in the ECS reporting system. This training provided an overview of this reporting system used to administer the public housing and Section 8 programs, along with training in data entry and management for each specific module of the system. Everett Housing Authority 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 five years, Everett Housing Authority plans to continue to renovate and modernize public housing units. In FY-05, EHA plans to renovate and modernize ten to twelve additional units in the Grandview community.

FY-05

Everett Housing Authority renovated one unit in the Grandview community this fiscal year due to the temporary reassignment of maintenance staff to the ParkRidge condominium renovation.

FY-06

Everett Housing Authority has completed renovation of six units in the Grandview community to date; it is anticipated that five more units will be completed this fiscal year as well as renovation of one of our Scattered Site properties.



Demolish or dispose of obsolete public housing:

FY 05-09

Within the next few years, the Everett Housing Authority Board of Commissioners and staff will continue the Baker Heights redevelopment planning efforts. The planning efforts will continue to involve community leaders, residents, and appropriated 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.

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.***

FY-05

Everett Housing Authority's 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 2005. The proposal, still without amendment, was adopted by the Everett City Council as proposed.

EHA's next step will be to begin examining options for financing the replacement of the Baker Heights neighborhood.

FY-06

No action was taken on the Baker Heights redevelopment effort this fiscal year.



Provide replacement public housing:

FY 05-09

In the next five years, Everett Housing Authority will continue planning for redevelopment of the Baker Heights site and will begin to implement projects that will facilitate future development efforts. EHA will take the actions

required to receive approval for the demolition/disposition of scattered site properties. Resources developed through disposition will be used to provide additional affordable housing opportunities for low-income families. EHA will also seek homeownership opportunities for these families. As part of the redevelopment of Baker Heights, in the course of the next five years, 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 on the Baker Heights site.

FY-05

No replacement housing units were purchased this fiscal year.

FY-06

Little progress was made in the attempt to identify replacement housing for those who will be displaced upon commencement of the Baker Heights redevelopment project beyond the initiation of the study of the feasibility of development of the Jade Park property.

Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices
Objectives:

Provide voucher mobility counseling:

Conduct outreach efforts to potential voucher landlords

FY 05-09

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. EHA will also continue to use customer 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.

FY-05

The Section 8 program sent one special announcement to landlords describing budget reductions to the Section 8 program. EHA participated monthly in the city-wide apartment association, and the program director regularly made presentations there regarding the Section 8 program. Customer service cards continued to be used.

Section 8 staff, including the program director, regularly attended meetings hosted by the Department of Developmentally Disabled for families of developmentally disabled individuals in order to explain the Section 8 program and roles and responsibilities of landlords, program participants, and the housing authority.

FY-06

EHA explored the use of project based vouchers with community leaders. Monthly participation in the city-wide apartment association continued during this period where program director regularly made presentations regarding the Section 8 program. A section was added to the agency website that allowed participating landlords to advertise available units to program participants.



Increase voucher payment standards

FY 05-09

Everett Housing Authority will maintain payment standards at adequate levels as permitted by HUD and as warranted by market conditions.

FY-05

Payment standards were decreased in 2005 per HUD regulation requirements. EHA planned to continue to maintain payment standards appropriate to the market and beneficial to the Section 8 participants within the regulatory limits established by HUD.

FY-06

Payment standards were increased in 2006 as a response to increased rents and fewer rental units available within the jurisdiction of Everett Housing Authority.



Implement voucher homeownership program:

FY 05-09

Everett Housing Authority 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 current five year planning period.

FY-05

EHA helped two families achieve homeownership this year. EHA applied for and received funding for a third FSS position to specifically provide homeownership counseling to program participants. This addition will effectively increase resources for low income families by 50%.

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

FY-06

The lack of affordable housing stock continued to present a barrier to low income homeownership. EHA continues to look for viable ownership opportunities in our community such as condo-conversions.

- Implement public housing or other homeownership programs:
FY 05-09
Everett Housing Authority is researching funding opportunities that may be used to begin a public housing homeownership program. The RAB has encouraged EHA to develop such a program to expand the possibility of homeownership to participants in the public housing program.

FY-05

EHA did not research this matter this year.

FY-06

The successful sale of ParkRidge condominium units provided a potential homeownership opportunity for public housing residents. This success of this endeavor led EHA to consider the future sale of one or more of the Scattered Site properties to extend more homeownership possibilities to participants in the public housing program.

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

- Other: (list below)
FY 05-09
Everett Housing Authority will convert ten two-bedroom public housing units into five four-bedroom units to expand resources for very large families.

FY-05

There were no units converted this year.

FY-06

In keeping with the need to expand unit sizes to accommodate larger families, EHA was in the midst of converting the first two two-bedroom units in the Baker Heights neighborhood to a four-bedroom unit. Work on this project should be completed in February 2007.

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:

FY 05-09

In the next five years, Everett Housing Authority plans to achieve crime resistant certification of all of its public housing communities. EHA will also provide additional lighting for safety and security at all sites.

FY-05

The maintenance department worked on meeting the requirements to achieve neighborhood crime resistant certification of the Grandview neighborhood this year, and was nearly ready to make the application.

FY-06

New security cameras and lighting were installed at the Bakerview Apartments during this period. Improvements were made to the Grandview sports court to enhance the safety and quality for residents.

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

- Other: (list below)

FY 05-09

In the next five years, Everett Housing Authority will continue to support resident advisory groups, including the Bakerview Resident's Council and Resident Advisory Board. EHA will expand opportunities to include representatives of its diverse cultural groups to provide advice on policies and practices. EHA will strive to support the AmeriCorps program, which provides tutoring and recreational opportunities of youth in public housing developments through the year 2005. EHA is committed to seek and obtain funding to continue its successful partnership with the AmeriCorps program to operate an after school tutoring program for youth and adults in the next five years.

FY-05

Everett Housing Authority used discretionary funding to continue the AmeriCorps program through 2006.

The AmeriCorps 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.

EHA intended to seek and obtain funding to continue the operation of the after school tutoring program and to maintain its partnership with AmeriCorps in the provision of this service. EHA was also committed to continuing to find financial and/or partnering supportive service programs during this period.

FY-06 – Everett Housing Authority used discretionary funding to continue the AmeriCorps program through 2007. HUD has notified the Housing Authority that Neighborhood Networks funding has been denied. A decision is pending on the Authority’s application for a Resident Services Grant. Denial of this application could adversely affect the Authority’s resident services efforts. The Authority continues to attempt to maintain its programs until a change in federal policy results in a more favorable federal environment.

FY 05-09

Everett Housing Authority will 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. EHA will strive to support the provision of nurse consultation services at Bakerview. 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 EHA has provided funding for four hours of nurse consultation time per month. EHA is committed to finding resources to continuing service during the next five year planning period.

FY-05

Everett Housing Authority continued to pay for Visiting Nurse consultation in 2005-06.

FY-06

Everett Housing Authority had full-time staff dedicated to providing service coordination to senior and disabled residents during this period -- a Senior Services Coordinator at the Bakerview community, and a Service Coordinator at Broadway Plaza. The contract for consultation services provided by Visiting Nurses at these sites was renewed for another one year period; however Visiting Nurses will not be able to extend services past the expiration date of the renewed contract. EHA is seeking ways to continue to provide a nurse consultation service at the point Visiting Nurses’ service is discontinued.

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:
FY 05-09

Everett Housing Authority plans to provide supportive services during the next five 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. During the five year planning period EHA will set aside at least 100 vouchers for the Working Families program.

FY-05

Everett Housing Authority continued to support Welfare to Work Voucher program participants transitioning to the Working Families program.

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

FY-06

Everett Housing Authority continued to support remaining Welfare to Work families work toward self-sufficiency by selection and counseling via the Individual Development Account in conjunction with United Way, Worksource, and other community partners.



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

FY 05-09

Everett Housing Authority will provide self-sufficiency planning and support to the HUD required number of FSS participants. EHA will continue to meet existing requirements for FSS participants and expand the program by seeking funding to support FSS programs as well as develop resources to promote homeownership opportunities.

FY-05

In 2001 EHA received grant funds to hire a second service coordinator through December 2004. The EHA grant proposal for a third position for an FSS Homeownership Program Coordinator was approved, and the position will be filled in March 2006.

FY-06

EHA continued to provide self-sufficiency planning and support to participants in the FSS program. Staff concentrated on networking with local businesses in order to help gain employment referrals for clients. As of the end of the period considered for the 2006 FSS Annual report, there were 74 active participants, 53 of these participants were actively meeting their

program goals and had generated escrow. The average escrow check for an FSS program graduate was \$7,674. Supportive services available to FSS clients included financial literacy classes as well as a homeownership program administered by a partnering agency, Homesight. The addition of a Homeownership Program Coordinator in the staff was valuable in expanding the opportunities of homeownership to program participants.

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

FY 05-09

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

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 percent increase in the elderly population over the next twenty years in the Snohomish County area. To meet the needs of this growing population, EHA must seek resources and partnerships that will offer creative solutions to the affordable housing needs of these unique populations.

FY-05

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 Services Department two years previously allowed EHA to continue the housing intervention assistance (prevent evictions) part of the program. In August the Snohomish County Human Services Department awarded \$14,000 more to the program based on the program's successful delivery of service. This funding provided for a full time employee; in December the county awarded a second \$14,000 to provide for the staff time necessary to expand the program's voucher capacity from twenty to forty vouchers.

FY-06

EHA continued with plans to expand the HOPE Options program during this period by meeting with potential funding sources. The program was recognized by the National Association for Area Agencies on Aging with a 2006 Aging Achievement award for innovative solutions to quality of life problems for the aging population.

EHA continued to support the unique and innovative Enhanced Services program at Broadway Plaza under a contract with Sunrise Services. This

program, referred to as “cluster care,” allows disabled and frail elderly residents to continue to live independently. The space provided to Sunrise Services serves as a base for nine Sunrise home care personnel to provide flexible and efficient care to residents, who receive the service under the COPES program.



Other: (list below)

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

FY 05-09

Everett Housing Authority received PHDEP funding for the first time in FY01. This funding was combined with the AmeriCorps 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 families 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 EHA’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.

FY-05

This year the Structures for Success program served larger numbers of youth and adults. It increased its contacts with the school districts to facilitate tutoring assistance. It also received a number of donations for food from faith based organizations. Program staff took a lead coordinating role in the community in organizing community wide diversity training, for which donations were received from schools, youth organizations, and Snohomish County. EHA was one of the leading resources for other community based organizations to access the Everett immigrant population, as a large number of that population received housing assistance.

FY-06

The Structures for Success program has continued to provide academic support to students of families living in public housing. A working partnership was established with the local schools attended by these students, and one notable result of this collaboration has been Challenge Days, a program that seeks to address the issues of oppression and fosters cultural understanding between both youth and adults of the community. A partnership with AmeriCorps has been vital to the success and continued growth of the Structures for Success program. One result of this partnership has been home visits to new public housing residents to welcome them to the neighborhood and inform them of Everett Housing Authority's services and local resources that may be helpful to them as they settle into their new homes. The Neighborhood Networks program has assisted youth and adults with computer skill development as well as employment searches and achievement of educational goals.

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:
FY 05-09

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

FY-05

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

FY-06

The Board of Commissioners passed a resolution adopting EHA's Limited English Proficiency Policy during this fiscal year. This policy identified steps that must be taken by the agency in meeting interpretation and translation needs of clients with limited English proficiency so that they can fully participate in EHA's programs.

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:

FY 05-09

Everett Housing Authority plans to convert smaller bedroom units to accommodate our large public housing families. An effort will be made to promote education and activities that promote understanding and ensure safety in a multicultural and ethnically diverse community.

FY-05

The EHA planned to convert at least four two-bedroom units into two four-bedroom units in the coming fiscal year.

FY-06

The conversion of two two-bedroom units in the Baker Heights neighborhood to a four-bedroom unit will be completed this year.

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

FY 05

Everett Housing Authority continued to work with Disability Resources and, more recently, the Bureau of Developmental Disabilities, to facilitate access to housing assistance for disabled persons. EHA worked with a variety of agencies in Snohomish County that provide various services to disabled persons to host a one day information workshop and fair on housing resources. The workshop was scheduled for early spring 2006.

FY-06

Everett Housing Authority continued to update staff regarding fair housing issues through educational seminars and workshops.

- Other: (list below)

FY 05-09

Everett Housing Authority will ensure equal treatment of all applicants, residents, tenant-based participants, employees and vendors and will operate in full compliance with all Equal Opportunity laws and regulations to affirmatively further fair housing.

EHA will continually monitor its policies and practices to ensure equal treatment of clients; it will provide education, materials, and opportunities to ensure both employees and residents receive equal treatment.

EHA will 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, EHA plans to continue periodic reviews of marketing and working documents to ensure compliance

with Equal Opportunity requirements. 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.

FY 05

Everett Housing Authority reviewed its marketing and advertising literature to ensure that Equal Opportunity standards were met.

FY-06

Everett Housing Authority continued to ensure that Equal Opportunity standards were met.

Other PHA Goals and Objectives: (list below)

Streamlined Annual PHA Plan PHA Fiscal Year 2007 [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 2003-07 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report – *See Attachment a01*
- 13. Capital Fund Program 5-Year Action Plan -- *See Attachment b01*
- 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	519		107
Extremely low income <=30% AMI	465	90%	
Very low income (>30% but <=50% AMI)	50	10%	
Low income (>50% but <80% AMI)	4	1%	
Families with children	140	27%	
Elderly families	110	21%	
Families with Disabilities	200	39%	
Race/ethnicity: White	415	80%	
Race/ethnicity: Black	45	9%	
Race/ethnicity: Am. Ind.	3	1%	
Race/ethnicity: Asian	56	11%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	377	73%	40
2 BR	102	20%	38
3 BR	25	5%	27
4 BR	8	2%	2
5 BR	3	1%	0
5+ BR	4	1%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1247		313
Extremely low income <=30% AMI	1009	81%	
Very low income >30% but <=50% AMI	204	16%	
Low income >50% but <80% AMI	34	3%	
Families with children	632	51%	
Elderly families	192	15%	
Families with Disabilities	312	25%	
Race/ethnicity: White	1028	82%	
Race/ethnicity: Black	115	9%	
Race/ethnicity: Am. Ind.	35	3%	
Race/ethnicity: Asian	69	6%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 4			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" 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 checked="" 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 of 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)
- 1. Strive to continue to provide service coordination to Section 8 and public housing senior citizens and disabled residents and participants. Everett Housing Authority will seek additional funding to maintain or expand our level of service.**
 - 2. 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.**
 - 3. Continue to find a 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)
 1. **Continue the partnership with Disabilities Resource Center to enhance information and referral information concerning Everett Housing Authority's housing resources. Encourage persons with disabilities to participate in RAB meetings.**
 2. **Seek additional Section 8 Disability Fair Share vouchers if they become available.**
 3. **Continue to work with other agencies serving the disabled to promote access to housing resources via activities such as 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)
 1. **Conduct annual review of agency publicity, marketing, and documents for compliance with all applicable Equal Opportunity requirements.**

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

1. **Complete a staff training program to implement the LEP policy.**

(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	\$1,509,000	
b) Public Housing Capital Fund	\$945,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$16,585,000	
f) Resident Opportunity and Self-Sufficiency Grants	\$0	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$1,392,000	
4. Other income (list below)		
4. Non-federal sources (list below)	\$37,500	
Total resources	\$20,468,500	

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 Everett Housing Authority 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)
Everett Housing Authority does not routinely run an FBI check on each applicant. However, should records from local or state law enforcement agencies reveal criminal activity that suggests that additional information from the FBI would be useful in making eligibility determinations, an 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**

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
Everett Housing Authority waives this policy if an applicant rejects an offered dwelling with good cause. Good cause is defined as:

1. **The unit offer was not of the proper size and type;**
2. **The unit contains lead-based paint;**
3. **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

- 4. Accepting the offer would result in undue hardship to the applicant not related to consideration of race, color, national origin, or language – such as making employment or day care facilities inaccessible – and the applicant presents clear evidence with substantiates this to Everett Housing Authority’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)

- 1. Voluntary transfers will be approved based solely on Everett Housing Authority’s vacancy rate and waiting list. Not more than six voluntary transfers will be approved 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)

- 2. If a handicapped unit is 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)

1. **Veteran Status: Applicants who are either veterans of the military service of the United States who have been discharged or released under conditions other than dishonorable, or the un-married spouse of a service person killed while in the active military service of the United States.**

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:

- (1) 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
- (2) Other preference(s) (list below)

1. 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 unmarried spouse of a service person killed while in the active military service of the United States;

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. Applications Department staff is 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. Everett Housing Authority 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?
 - 1. Currently Everett Housing Authority utilizes the information contained in a Washington State Patrol criminal background check for applicant screening purposes. However, if this reveals that additional information from a local law enforcement agency would be useful in making an eligibility determination, a record check with Everett Police Department and/or Snohomish County Sheriff's Department will be conducted.**

- 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)
 - 1. Currently Everett Housing Authority 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 an 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)

1. Previous landlord's name and contact information if available.

(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:

1. Automatic 120 day search period for all, and extension if a reasonable accommodation for a disability necessitates more search time.

(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)

1. **Current rent in excess of 30% of gross monthly income.**
2. **Partnership with cooperating programs: Rental Rehabilitation, Project Self-Sufficiency, No Wrong Door, Mentally and Developmentally Disabled, Terminally Ill, and Hope Options. Preference for persons in this category is limited to a specific number of applicants as determined from time to time by the Board of Commissioners.**

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

- Date and Time (1)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness (2)
- High rent burden (2) – **Defined as rent in excess of 30% of gross 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)

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 program provides reference materials to the public about its services and how to access the program;**
- 3. Partner agencies distribute reference material 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)

- 1. At application**
- 2. Via brochures**

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)

1. **Informal regular market sampling of Snohomish County assisted rent and affordable housing rents are conducted by Everett Housing Authority'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's policy states:

Section 8 Administrative Plan: Section 21.6 re Assistance and Rent Formulas:

B. Minimum Rent.

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

1) 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.**

- 2) **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.**
- 3) **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 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 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:

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?25

b. PHA-established eligibility criteria

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

Specific homeownership counseling agency approved by HUD.

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

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

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

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

The success of EHA's homeownership program has been demonstrated each successive year since it was begun in 2001.

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 2005 - 2009)

Refer to the 5 year plan for Everett Housing Authority's progress in FY 2005 and FY 2006 in meeting the listed goals and objectives.

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 – **See Attachment WA006g01**

b. Significant Amendment or Modification to the Annual Plan – **See Attachment WA006g01**

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: **Jay Cole**

Method of Selection:

Appointment

The term of appointment is (include the date term expires): October 6, 2004-October 5, 2009

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

Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

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: **October 5, 2007**

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): **Mayor of Everett, Ray Stephanson**

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: City of Everett, WA

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:)

1. Hard to house families who need the services associated with a project-based voucher to be successful.

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):
 - 1. All units will be within Everett Housing Authority’s jurisdiction**
 - 2. All census tracts within the jurisdiction will be considered depending upon the project needs.**

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

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section 28 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	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
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report – See Attachment WA006a01

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				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report – See Attachment WA006a01

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
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantit y	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

13. Capital Fund Program Five-Year Action Plan – See Attachment WA006b01

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 – See Attachment WA006b01

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			\$			\$

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 12-31-06				
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)	\$ 84,610.70	\$ 84,610.70	\$ 84,610.70	\$ 84,610.70
3	1408	Management Improvements	\$ 74,413.55	\$ 74,413.55	\$ 74,413.55	\$ 58,122.85
4	1410	Administration	\$ 84,610.70	\$ 84,610.70	\$ 84,610.70	\$ 83,911.19
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	\$ 6,737.03	\$ 6,737.03	\$ 6,737.03	\$ 6,737.03
8	1440	Site Acquisition				
9	1450	Site Improvement	\$ 18,474.61	\$ 18,474.61	\$ 18,474.61	\$ 18,474.61
10	1460	Dwelling Structures	\$ 498,480.85	\$ 498,480.85	\$ 498,480.85	\$ 453,946.56
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 10,384.00	\$ 10,384.00	\$ 10,384.00	\$ 10,384.00
12	1470	Non-dwelling Structures	\$ 20,485.20	\$ 20,485.20	\$ 20,485.20	\$ 20,485.20
13	1475	Non-dwelling Equipment	\$ 47,193.86	\$ 47,193.86	\$ 47,193.86	\$ 47,193.86
14	1485	Demolition				
15	1495.1	Relocation Cost	\$ 716.50	\$ 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)	\$ -	\$ -	\$ -	\$ -
19	Amount of Annual Grant (Sum of lines 2-19)		\$ 846,107.00	\$ 846,107.00	\$ 846,107.00	\$ 784,582.50
20	Amount of line 19 Related to LBP Activities		\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance		\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security		\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation		\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date			Signature of Public Housing Director and Date			

Annual Statement/Performance and Evaluation Report

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

			General Description of Major Work		12-31-05					
Development	Acct	GL #	Categories	Qty	Estimated cost	Revised Cost	Obligated	Expended	Status	
Operations	140600	010001	central procurement /construction clerk SALARY	1	31,157.70	31,072.64	\$ 31,072.64	\$ 31,072.64	Staff hired, time reflected on bi- onthly time sheets.	
Operations	140600	010002	human resource consultant	1	45,250.00	46,500.00	\$ 46,500.00	\$ 46,500.00	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	6,835.06	\$ 6,835.06	\$ 6,835.06	Staff hired, time reflected on bi- onthly time sheets.	
OPERATIONS 10% = \$84,610.70				1406	84,610.70	84,610.70	84,610.70	84,610.70	84,610.70	
Operations	140800	010005	technical information systems coordinator-SALARY	1	55,000.00	55,000.00	\$ 55,000.00	\$ 44,342.44	Staff hired, time reflected on bi- monthly time sheets. Originally listed under 1406 account line in error, moved to 1408.	
Operations	140800	010008	technical information systems coordinator-BENEFITS		16,000.00	16,990.00	\$ 16,990.00	\$ 11,356.86	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	2,423.55	\$ 2,423.55	\$ 2,423.55	Upgrade existing software used in modernization projects through Capital Fund.	
MANAGEMENT IMPROVEMENTS 10% = \$84,610.70				1408	74,413.55	74,413.55	74,413.55	58,122.85		
Administration	141010	010015-0	Staff Salaries	3	62,512.78	67,866.65	\$ 67,866.65	\$ 67,167.14	Staff for capital fund projects.	
Administration	141019	010018-0	Advertising Costs	multiple	97.92	97.92	\$ 97.92	\$ 97.92	Costs associated with advertising capital fund projects	
Administration	141090	010019-0	Staff Benefits	2	22,000.00	16,646.13	\$ 16,646.13	\$ 16,646.13	Staff for capital fund projects.	
There was a reduction in the capital fund, but we are to receive an additional amount. Budget was originally reduced only in the 1460 account for the GV Major Interior Renovation. Then reduced these line items to not exceed the 10% cap for Administration Costs.										
ADMINISTRATION 10% = \$84,610.70				1410	84,610.70	84,610.70	84,610.70	83,911.19		

Annual Statement/Performance and Evaluation Report

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

		General Description of Major Work			12-31-05						
Development	Acct	GL #	Categories	Qty	Estimated cost	Revised Cost	Obligated	Expended	Status		
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, rereshements, 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	\$ 3,672.00	Work item moved forward from 5 year plan to initiate work to Bakerview. Included: Nurse Call work and Maintenance Buidling re-design.		
Fees and Costs	143060	010027-0	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		
FEES AND COSTS				1430	6,737.03	6,737.03	6,737.03	6,737.03			
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.		
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 preious budget year for the exterior pole mounted lighting in development. Work completed.		
SITE IMPROVEMENTS				1450	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	\$ 42,065.79	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	\$ 383,762.31	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 conjunciton with the major interior renovation. Completed		

Annual Statement/Performance and Evaluation Report

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

		General Description of Major Work			12-31-05						
Development	Acct	GL #	Categories	Qty	Estimated cost	Revised Cost	Obligated	Expended	Status		
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		
DWELLING STRUCTURES				1460	498,480.85	498,480.85	498,480.85	453,946.56			
6002: Grandview	146510	010063-2	appliances	12	10,384.00	10,384.00	\$ 10,384.00	\$ 10,384.00	Replacement of appliances in conjuncton with major interior renovationThis item is in 505 budget		
DWELLING EQUIPMENT				1465	10,384.00	10,384.00	10,384.00	10,384.00			
Non Dwelling Structure	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 Structure	147000	010067-1	Baker Community Center Redesign/upgrades		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.		
NON DWELLING STRUCTURE				1470	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	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.		
Management Improvements	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 EQUIPMENT				1475	47,193.86	47,193.86	47,193.86	47,193.86			

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

General Description of Major Work				12-31-05		Obligated	Expended	Status	
Development	Acct	GL #	Categories	Qty	Estimated cost				Revised Cost
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
RELOCATION COSTS				1495	716.50	716.50	716.50	716.50	
Contingency	150200	010081	Contingency		-	-	\$ -	\$ -	8% of budget for contingency; Adjustment #6 Funds moved for final obligation; In 505 Budget
CONTINGENCY				1502	-	-	-	-	
TOTAL FOR THIS BUDGET					846,107.00	846,107.00	846,107.00	784,582.50	

There were a few line items that was originally entered into the wrong account code, those have been corrected.
 The original budget was submitted using the previous budgeted amount, when official budget was known work items were changed again.
 These changes have all been noted in the status column of this report

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6-1 Baker Heights	30-Jun-05		30-Jun-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 type="checkbox"/> Revised Annual Statement/Revision <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending December 30, 2006			
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	\$ 168,626.00	\$ 168,486.50
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	\$ 168,626.00	\$ 168,486.50
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 12-30-05	Revised Amount	Obligated	Expended	Status of Work	
6002: Grandview	1460	10050-2	Major Interior Renovation	12	168,626.00		\$ 168,626.00	\$ 168,486.50	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	-	168,626.00	168,486.50		

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		31-Jan-06	13-Dec-08			According to letter from HUD dated December 29, 2003 for award of bonus dollars for proper obligation and expending of previous grant fund budgets

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 EHA's "505"		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 12-31-06			
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	\$ 97,988.00	\$ 97,918.17	\$ 15,437.49
3	1408	Management Improvements	\$ 97,988.30	\$ 83,742.63	\$ 83,742.63	\$ 4,047.58
4	1410	Administration	\$ 97,988.30	\$ 97,988.30	\$ 97,988.30	\$ 64,300.15
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	\$ 7,000.00	\$ 8,000.00	\$ 8,000.00	\$ -
8	1440	Site Acquisition				
9	1450	Site Improvement	\$ 26,000.00	\$ 45,000.00	\$ 25,795.24	\$ 10,993.78
10	1460	Dwelling Structures	\$ 498,618.44	\$ 433,872.94	\$ 437,527.41	\$ 362,272.51
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 9,600.00	\$ 9,600.00	\$ 1,584.00	\$ 1,584.00
12	1470	Non-dwelling Structures	\$ 21,500.00	\$ 118,817.06	\$ 133,871.18	\$ 128,561.04
13	1475	Non-dwelling Equipment	\$ 94,000.00	\$ 70,865.20	\$ 67,760.19	\$ 67,760.19
14	1485	Demolition				
15	1495.1	Relocation Cost	\$ 2,000.00	\$ 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	\$ 12,008.87	\$ -	\$ -
19	Amount of Annual Grant (Sum of lines 2-19)		\$ 979,883.00	\$ 979,883.00	\$ 954,804.62	\$ 655,574.24
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 #	HUD Acct #	Description	Quantity	As of 12-30-05 Revised Cost for Original Amount	Revised Cost Adjusted Budget #2 12-27-06	Obligated Amount	Expended Amount	Status of Work	Info
Oper	140600-010001-000	Operations for Staff Personnel for completing the capital fund projects: SALARIES	1	50,000.00	48,986.44	48,986.44	5,425.75	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. Adj 1 moved funds to reflect actual work obligated
Oper	140600-010002-000	human resource consultant	1	19,500.00	19,500.00	19,500.00	5,250.00	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
Oper	140600-010003-000	related training for capital funds	3	2,278.56	3,398.29	3,328.46	3,328.46	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. Adj 1 moved funds to reflect actual work obligated
Oper	140600-010007-000	Operations for Staff Personnel for completing the capital fund projects: BENEFITS	1	26,209.44	26,103.27	26,103.27	1,433.28	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			1406	97,988.00	97,988.00	97,918.17	15,437.49		
M.I.	140800-010005-000	Operations for the staffing of Tech Services: SALARIES	1	55,000.00	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.
M.I.	140800-010008-000	Operations for the staffing of Tech Services: BENEFITS	1	22,488.30	24,695.05	24,695.05	-	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. Adj 1 moved funds to reflect funds obligated
M.I.	140800-010011-000	resident training (move to work, job related)	1 or more	500.00	-	-	-	Funds needed to help with i.e. ESL classes for apprentices who are employed through the trades union to work with the Force Account Crew.	Adj 1 moved funds to reflect actual funds obligated
M.I.	140800-010012-000	CCS software & windows upgrade	prelim	20,000.00	4,047.58	4,047.58	4,047.58	Upgrade agency wide CCS software and windows software and prorated to appropriate departments , MCLP Inspection software; Nahro training expenses; Adobe software, Architectural	Adj 1 moved funds to reflect actual funds obligated
MANAGEMENT IMPROVEMENTS			1408	97,988.30	83,742.63	83,742.63	4,047.58		
Admin	141010-010015-000	Operations for Staff Personnel for completing the capital fund projects: SALARIES	2	70,000.00	70,000.00	70,000.00	53,816.25	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.
Admin	141016-010017-000	Phone Costs	1	200.00	-	-	-	Fees needed for phone related costs associated with capital fund projects	Adj 1 moved funds to reflect actual funds obligated

Dev #	HUD Acct #	Description	Quantity	As of 12-30-05 Revised Cost for Original Amount	Revised Cost Adjusted Budget #2 12-27-06	Obligated Amount	Expended Amount	Status of Work	Info
Admin	141019-010018-000	Advertising Costs	multiple	1,000.00	-	-	-	Fees needed for advertising capital fund projects	Adj 1 moved funds to reflect actual funds obligated
Admin	141090-010019-000	Operations for Staff Personnel for completing the capital fund projects: BENEFITS	2	26,788.30	27,988.30	27,988.30	10,483.90	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.	Adj 1 moved funds to reflect actual funds obligated
ADMINISTRATION			1410	97,988.30	97,988.30	97,988.30	64,300.15	-	-
Fees	143010-010022-003	A&E for Bakerview Projects Camera Work for Sewer Lines	1	3,000.00	-	-	-	To hire a consultant/engineer to review status of sewer lines at the Bakerview apartments and make determination of replacement and/or repair	Adj 1 moved funds to reflect actual funds obligated
	143010-010022-004	A&E for Pienview Exteriors	1	-	8,000.00	8,000.00	-	08-22-06 Moved work item from 2006-5 year plan forward to implement exterior work at Pineview to have working drawings.	Adj 1 moved funds to reflect actual funds obligated, move work item forward from 2006 - 5 year plan
Fees	143010-010022-005	Consultant for review and possible sell of 1 or more scattered site units	1	4,000.00	-	-	-	To hire a consultant for marketing scattered sites for possible sale.	Adj 1 moved funds to reflect actual funds obligated
FEES AND COSTS			1430	7,000.00	8,000.00	8,000.00	-	-	-
6004	145000-010029-004	Replacement of decks and rails	Phased	10,000.00	-	-	-	Phased work for the replacement of decks and railings.	Adj 1/2 moved funds to reflect actual funds obligated
	145000-010034-002	Basketball Court/Fencing and Exterior Lights	1	-	27,000.00	25,795.24	10,993.78	08-22-06 Moved work items from 2006-5 year plan to upgrade existing basketball court for better use and safety.	Adj 1/2 moved funds to reflect actual funds obligated, move work item forward from 2006 - 5 year plan
6001	145000-010030-001	LANDSCAPING Upgrade ballfield AND Landscaping (added two work items together)	3	16,000.00	5,000.00	-	-	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. Adj 1/2 moved funds to reflect actual funds to be obligated
6005	145000-010030-005	landscaping	Phased	10,000.00	6,214.53	-	-	Upgrades landscaping to scattered sites for better tenant use.	Adj 1/2 moved funds to reflect actual funds to be obligated
SITE IMPROVEMENTS			1450	36,000.00	38,214.53	25,795.24	10,993.78	-	-
6005	146000-000000-005	Explore option for selling 1 or more of the scattered sites units (see 1430 for funded work item)							
6004	146000-010042-004	Wall and ceiling construction installation of wall and ceiling insulation	Phased	11,000.00	-	-	-	During phased work of the replacement of the exterior siding, walls and ceiling construction and insulation will be replaced	Adj 1/2 moved funds to reflect actual funds obligated
6005	146000-010042-005	Install ceiling insulation	Phased	1,000.00	-	-	-	After review of scattered site units, install ceiling insulation as needed to meet code	Adj 1 moved funds to reflect actual funds obligated

Dev #	HUD Acct #	Description	Quantity	As of 12-30-05 Revised Cost for Original Amount	Revised Cost Adjusted Budget #2 12-27-06	Obligated Amount	Expended Amount	Status of Work	Info
6002	146000-010046-002	Replace and large small windows	Phase 4	20,000.00	-	-	-	Replacement of all windows in units during major renovation and also to units where major renovation has taken place.	Adj 1/2 moved funds to reflect actual funds obligated
6003	146000-010046-003	Replacement of large windows	Phased	49,691.44	-	-	-	After review of best solution for the replacement of large windows in units and the elevator lobby windows on 8 floors	Adj 1/2 moved funds to reflect actual funds obligated
6005	146000-010046-005	Replacement of large and small windows	Phased	19,800.00	-	-	-	Replacement of large and small windows on a vacancy basis	Adj 1/2 moved funds to reflect actual funds obligated
6005	146000-010047-005	Upgrade garage (s)	Phased	5,000.00	5,089.00	5,089.00	5,089.00	Upgrade garages for all scattered sites in a phased work issue.	Adj 1 moved funds to reflect actual funds obligated
6005	146000-010048-005	Replacement of fiberglass doors	Phased	2,250.00	-	-	-	Replacement of exterior doors on a vacancy basis as required per unit.	Adj 1 moved funds to reflect actual funds obligated
6002	146000-010049-002	Construction of storage areas off of units	Phased	1,000.00	-	-	-	After review of best possible solutions, construct storage units off of units.	Adj 2 moved funds to reflect actual funds obligated
6002	146000-010050-002	major interior renovation	12	273,477.00	387,465.07	387,465.07	312,210.17	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. Adj 1 moved funds to reflect actual funds obligated
6004	146000-010050-004	Abatement /Replacement of resilient flooring	Phased	5,000.00	-	-	-	Asbestos abatement and installation of new resilient flooring on a vacancy basis.	Adj 1/2 moved funds to reflect actual funds obligated
6005	146000-010050-005	Abatement and resilient flooring	Phased	6,400.00	5,929.80	260.67	260.67	Asbestos abatement and new resilient flooring installation on a vacancy basis	Adj 1/2 moved funds to reflect actual funds obligated
6003	146000-010052-003	Upgrade or replacement of fire & smoke detection / fire alarm system	151	7,000.00	-	-	-	Upgrade or replacement of fire & smoke detection / fire alarm system for added resident and building security and safety	Adj 1/3 moved funds to reflect actual funds obligated
6003	146000-010053-003	SECURITY SYSTEM Installation of doorbell / intercom	151	1,000.00	16,179.36	16,179.36	16,179.36	Installation of doorbell/intercom to individual unit doors for added resident security	Adj 1/2 moved funds to reflect actual funds obligated
6004	146000-010054-004	Installation of wood /vinyl or aluminum siding	Phased	25,000.00	-	-	-	Replacement of exterior siding that has reached it's life use.	Adj 1/2 moved funds to reflect actual funds obligated
6005	146000-010054-005	Replacement of wood /vinyl or aluminum siding	Phased	21,000.00	28,533.31	28,533.31	28,533.31	Replacement of wood /vinyl or aluminum siding on a vacancy basis	Adj 1/2 moved funds to reflect actual funds obligated
6002	146000-010059-002	Replacement of furnaces	Phased	20,000.00	-	-	-	Replacement of aged furnaces during major renovation of the interior of the units	Adj 1/2 moved funds to reflect actual funds obligated
6003	146000-010061-003	Upgrades or replacement to elevators and penthouses	2	20,000.00	-	-	-	Continued upgrades needed for aging elevators	Adj 1/2 moved funds to reflect actual funds obligated
DWELLING STRUCTURES			1460	488,618.44	443,196.54	437,527.41	362,272.51		
6002	146510-010063-002	refrigerator and ranges	12	9,600.00	6,742.67	1,584.00	1,584.00	Replacement of kitchen appliances during major interior renovation	Adj 2 moved funds to reflect actual funds to be obligated

Dev #	HUD Acct #	Description	Quantity	As of 12-30-05 Revised Cost for Original Amount	Revised Cost Adjusted Budget #2 12-27-06	Obligated Amount	Expended Amount	Status of Work	Info
DWELLING EQUIPMENT			1465	9,600.00	6,742.67	1,584.00	1,584.00	-	-
N.D.S	147000-010067-000	REDESIGN ADMINISTRATION BLDG admin building, breakroom upgrades and kitchen redesign, AND Redesign of Admin Bldg (Added two work items together)	Phased	21,500.00	133,719.52	133,871.18	128,561.04	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.	Adj 1 moved work item for admin/maint office remodel forward and moved funds to reflect actual funds obligated. Adj 2 additional funds moved to cover actual costs
NON DWELLING STRUCTURES			1470	21,500.00	133,719.52	133,871.18	128,561.04	-	-
N.D.E.	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
N.D.E.	147510-010006-000	Microfilm Equipment/Record Storage	Phased	50,000.00	12,619.53	12,088.91	12,088.91	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.	Adj 1 moved funds to reflect actual funds obligated
N.D.E.	147510-010069-000	Printers and Copiers Maintenance and CFP Program	1	5,000.00	1,848.98	1,848.98	1,848.98	Purchase of printers and copiers need for the facilities department, (maintenance, development and construction)	Adj 2 moved fnds to reflect actual funds obligated and expended
N.D.E.	147510-010073-000	PC Upgrades/ replacements	phased	5,000.00	5,431.99	5,431.99	5,431.99	Funds needed for replacement of computers and laptops	Adj 2 moved fnds to reflect actual funds obligated and expended
N.D.E.	147510-010077-000	replace/upgrade current server @ admin office	phased	19,000.00	9,480.98	9,480.98	9,480.98	Replacement/upgrade of agency computer network server, to be prorated between departments.	Adj 1/2 moved funds to reflect actual funds obligated
N.D.E.	147510-010078-000	VEHICLE REPLACEMENT Maintenance Truck Replacement	1	15,000.00	38,909.33	38,909.33	38,909.33	Funds needed to replace aging maintenance vehicle	Adj 1 moved funds to reflect actual funds obligated
NON DWELLING EQUIPMENT			1475	94,000.00	68,290.81	67,760.19	67,760.19	-	-
Rel	149510-010080	Relocation Costs (6-2)	Multiple	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			1495	2,000.00	2,000.00	617.50	617.50	-	-
Cont	150200-010081	Contingency		27,199.96	-	-	-	Contingency. Funds increased when the 2004 Formulas were announced.	Adj 1/2 moved funds to reflect actual funds obligated in different work items.
Contingency			1502	27,199.96	-	-	-	-	-
Grand Total				979,883.00	979,883.00	954,804.62	655,574.24	-	-

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 12-31-06			
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	\$ 91,972.44	\$ -
3	1408	Management Improvements	\$ 92,488.30	\$ 92,488.30	\$ 77,488.30	\$ -
4	1410	Administration	\$ 94,251.00	\$ 94,251.00	\$ 93,751.00	\$ -
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	\$ 6,331.62	\$ 6,331.62
10	1460	Dwelling Structures	\$ 456,519.70	\$ 436,519.70	\$ 116,421.19	\$ 107,300.78
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 10,000.00	\$ 10,000.00	\$ 3,150.00	\$ 3,150.00
12	1470	Non-dwelling Structures	\$ 51,000.00	\$ 51,000.00	\$ 2,229.00	\$ -
13	1475	Non-dwelling Equipment	\$ 78,000.00	\$ 78,000.00	\$ 26,455.57	\$ 26,455.57
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	\$ 417,799.12	\$ 143,237.97
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	46,263.00	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	19,500.00	19,500.00	-	Hiring of human resource consultant and cost prorated out
140600-010003-000	related training for capital funds	2,278.56	2,278.56	-	-	Training related to capital fund program
140600-010007-000	Development Clerk Benefits	26,209.44	26,209.44	26,209.44	-	Benefits for Development Clerk position in the Facilities Department, time is allocated according to actual work done
OPERATIONS		94,251.00	94,251.00	91,972.44	-	
140800-010005-000	technical information systems coordinator Salary	55,000.00	55,000.00	55,000.00	-	Salary prorated for the technical information systems coordinator
140800-010008-000	technical information systems coordinator Benefits	22,488.30	22,488.30	22,488.30	-	Benefits prorated for technical information systems coordinator benefits
140800-010011-000	resident training (move to work, job related)	5,000.00	5,000.00	-	-	resident training (move to work, job related)
140800-010012-000	modernization related software & training	10,000.00	10,000.00	-	-	modernization related software & training
MANAGEMENT IMPROVEMENTS		92,488.30	92,488.30	77,488.30	-	
141010-010015-000	Staff Salaries	70,700.00	70,700.00	70,700.00	-	Salary prorated for the administrative staff for the capital fund projects
141019-010018-000	Advertising Costs	500.00	500.00	-	-	Advertising Costs associated with projects outlined in the capital fund budget
141090-010019-000	Staff Benefits	23,051.00	23,051.00	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	94,251.00	93,751.00	-	
143060-010027	Plan Review Fees	1,000.00	1,000.00	-	-	Funds needed for plan reviews by the City Planning Department
FEES AND COSTS		1,000.00	1,000.00	-	-	
145000-010029-004	Replacement of decks and rails	10,000.00	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	10,000.00	-	-	Replacement of decks with rails. Originally under 1460 moved to 1450
145000-010030-001	Upgrade ballfield	16,000.00	16,000.00	6,331.62	6,331.62	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.

Major Account #	Development Number/Name General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
145000-010030-002	landscaping/tree removal	2,000.00	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	20,000.00	-	-	Upgrade parking areas, install fencing and pole mounted lights
145000-010034-004	Construction of fencing for private yards & enclosures; Upgrade Playground areas; Upgrade basketball courts	12,000.00	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	1,000.00	-	-	landscaping/fencing
145000-010036-004	Installation of furniture (fixed)	1,000.00	1,000.00	-	-	Installation of furniture (fixed) in common areas
SITE IMPROVEMENT		72,000.00	72,000.00	6,331.62	6,331.62	
146000-010046-002	Replace small and large windows	20,000.00	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	5,000.00	-	-	Upgrade garage (s) and/or fiberglass doors
146000-010049-002	Construction of storage areas off of units	1,000.00	1,000.00	-	-	Construction of storage areas for individual units.
146000-010049-005	Construction storage sheds off units	10,000.00	10,000.00	-	-	Construction storage sheds off units
146000-010050-002	major interior renovation	295,000.00	295,000.00	99,793.17	90,672.76	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	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	27,400.00	14,328.02	14,328.02	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	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	10,000.00	-	-	Installation of wood /vinyl or aluminum siding
146000-010054-005	Replacement of wood /vinyl or aluminum siding	19,000.00	19,000.00	-	-	Replacement of wood /vinyl or aluminum siding
146000-010059-002	Replacement of furnaces	10,000.00	10,000.00	2,300.00	2,300.00	Replacement of aged furances as needed during the interior renovation

Major Account #	Development Number/Name General Description of Major Work Categories	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
DWELLING STRUCTURES		436,519.70	436,519.70	116,421.19	107,300.78	
146510-010063-002	ranges and refrigerators	10,000.00	10,000.00	3,150.00	3,150.00	Replacement of appliances during the interior renovation.
DWELLING EQUIPMENT		10,000.00	10,000.00	3,150.00	3,150.00	
147000-010067-000	Any Administrative Office Redesign: Replace flooring; office spaces, kitchen, conference room,s doors, wall and ceiling cosntruction and surfaces and appliance replacement. Changed name to reflect any admin bldg from 2006 5 year plan	51,000.00	51,000.00	2,229.00	-	Merged all work items together for the Maintenance Shop: Replace flooring; redesign of office spaces, kitchen and conference room; resilient flooring, doors, wial and ceiling construction and surfaces, appliance replacement
NON DWELLING STRUCTURES		51,000.00	51,000.00	2,229.00	-	
147500-010006-000	Record Storage	25,000.00	25,000.00	-	-	Record Storage
147510-010071-005	Installation of outside Fire Extinguishers/and smoke detectors and carbon monoxide detectors	5,000.00	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	14,000.00	26,455.57	26,455.57	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	5,000.00	-	-	PC Upgrades/ replacements
147510-010077-000	replace/upgrade current server @ admin office and outlying offices	14,000.00	14,000.00	-	-	replace/upgrade current server @ admin office and outlying offices
147510-010078-000	Maintenance Truck Replacement	15,000.00	15,000.00	-	-	Maintenance Truck Replacement
NON DWELLING QUIPMENT		78,000.00	78,000.00	26,455.57	26,455.57	
149510-010080-001	Relocation Costs (6-1)	1,000.00	1,000.00	-	-	Relocation costs associated with interior renovation of Grandview
149510-010080-002	Relocation Costs (6-2)	2,000.00	2,000.00	-	-	Relocation costs associated with projects related to Bakerview
RELOCATION COSTS		3,000.00	3,000.00	-	-	
150200-010081-000	Contingency	10,000.00	10,000.00	-	-	Contingency
CONTINGENCY		10,000.00	10,000.00	-	-	
GRANT TOTAL		942,510.00	942,510.00	417,799.12	143,237.97	

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						
Part 1: Summary						
Housing Authority Name:			Comprehensive Grant Number		FFY of Grant Approval	
Housing Authority of the City of Everett			WA19P006501-2006		2006	
<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 12-31-06			
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)	85,133.00	-	85,133.00	-
3	1408	Management Improvements (may not exceed 20% of 19)	154,988.30	-	117,488.30	-
4	1410	Administration (may not exceed 10% of 19)	85,133.00	-	85,000.00	-
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	-	-	-	-
8	1440	Site Acquisition				
9	1450	Site Improvement	12,000.00	-	-	-
10	1460	Dwelling Structures	453,075.70	-	-	-
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)		851,330.00	-	287,621.30	-
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	Status of Work
Op	140600-010001	General Clerk Salaries	1	40,000.00		35,500.00	-	Staff retained, time shown on bi-weekly timesheets
Op	140600-010002	human resource consultant	1	19,500.00		24,000.00	-	
Op	140600-010007	General Clerk Benefits	1	25,633.00		25,633.00	-	Staff retained, time shown on bi-weekly timesheets
OPERATIONS				85,133.00	-	85,133.00	-	
M.I.	140800-010003	related training for capital funds	2	2,000.00		-	-	
M.I.	140800-010005	technical information systems coordinator Salary	1	55,000.00		55,000.00	-	Staff retained, time shown on bi-weekly timesheets
M.I.	140800-010008	technical information systems coordinator benefits	1	22,488.30		22,488.30	-	Staff retained, time shown on bi-weekly timesheets
M.I.	140800-010011	resident training (move to work, job related)	1 or more	500.00		-	-	
M.I.	140800-010013	procurement specialist salary	1	25,000.00		25,000.00	-	Staff retained, time shown on bi-weekly timesheets
M.I.	140800-010014	procurement specialist benefits	1	15,000.00		15,000.00	-	Staff retained, time shown on bi-weekly timesheets
M.I.	140800-010020	energy audit	1	10,000.00		-	-	In process of writing FRQ for this audit
M.I.	140800-010021	ccs software & windows upgrade	phased	25,000.00		-	-	
MANAGEMENT IMPROVEMENTS				154,988.30	-	117,488.30	-	
Adm	141010-010015	Staff Salaries	2	65,000.00		65,000.00	-	Staff retained, time shown on bi-weekly timesheets
Adm	141010-010018	Advertising Costs	multiple	133.00		-	-	
Adm	141090-010019	Staff Benefits	2	20,000.00		20,000.00	-	Staff retained, time shown on bi-weekly timesheets
ADMINISTRATION				85,133.00	-	85,000.00	-	
6004	145000-010029-004	Replacement of decks and rails	Phased	5,000.00		-	-	
65-66-68	145000-010029-005	Replacement of decks with rails	phased	5,000.00		-	-	
6001	145000-010030-001	Upgrade ballfield	1	2,000.00		-	-	
SITE IMPROVEMENTS				12,000.00	-	-	-	
6002	146000-010046-002	Replace small and large windows	Phase	20,000.00		-	-	
65-66-68	146000-010047-005	Upgrade garage (s) and/or fiberglass doors	phased	5,000.00		-	-	
6002	146000-010049-002	Construction of storage areas off of units	Phased	1,000.00		-	-	
65-66-68	146000-010049-005	Construction storage sheds off units	phased	5,000.00		-	-	
6002	146000-010050-002	major interior renovation	12	295,000.00		-	-	
6004	146000-010050-004	Interior Renovation: Abatement Replacement of resilient flooring, insulation, wall & ceiling construction, weatherization	Phased	10,000.00		-	-	
65-66-68	146000-010050-005	Replacement of kitchen floor and bath floor	Phased	5,400.00		-	-	
6003	146000-010052-003	Upgrade of alarm system for smoke/fire detectors/nurse call systems	Phased	43,074.40		-	-	
6003	146000-010053-003	Security Card Access System with Camera Monitoring	upgrades	5,000.00		-	-	

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
6004	146000-010054-004	Installation of wood /vinyl or aluminum siding; painting, reconfigire front entry door	Phased	25,000.00		-	-	
6004	146000-010055-004	building mounted site lights	Prelim	5,000.00		-	-	
6002	146000-010059-002	Replacement of furnaces	Phased	28,601.30		-	-	
6002	146000-010062-002	Dead bolt lock upgrade	Phased	5,000.00		-	-	
DWELLING STRUCTURES				453,075.70	-	-	-	
6002	146510-010063-002	ranges and refrigerators	12	10,000.00		-	-	
DWELLING EQUIPMENT				10,000.00	-	-	-	
N.D.	147000-010067-001	ADA Compliance – Any administrative building: ALL FUNDS IN ONE LINE ITEM	1	8,000.00		-	-	
N.D.	1470	Admin and/or maintenanceadmsintration Buildings: Staff breakroom redesign, carpet repalcement, resilient flooring, doors, wall and ceiling construction & surfaces, appliance replacement: Ergonomically correct conferennce room chairs and tables in all admi	Phased					
N.D.	1470	Admin Buildings: Boilers, bolier room piping, abate ladding; HVAC System	prelim					
N.D.	1470	Electrical Panel, fuses, circuit breakers: Electrical wiring and other devices for administrative buildings	1					
N.D.	1470	Other Rooms (Kitchen) (conference)Storage rooms, for administrative purposes	phased					
N.D.	1470	Smoke & Fire Detectors-in any administrative building	2					
N.D.	1470	Underground Electrical Distribution-Administrative offices	1					
NON-DWELLING STRUCTURES				8,000.00	-	-	-	
N.D.	147510-010006	Record Storage	phased	1,000.00		-	-	
N.D.	147510-010073	PC Upgrades/replacements; printers, copiers	Phased	5,000.00		-	-	
6002	147510-010074	Remodel of rec center for office area for rental officer on site	1	5,000.00		-	-	
N.D.	147510-010077	replace/upgrade current server @ admin office and outlying offices	phased	1,000.00		-	-	
N.D.	147510-010078	Maintenance Truck Replacement	1	20,000.00		-	-	
NON-DWELLING EQUIPMENT				32,000.00	-	-	-	
Rel	149510-010080	Relocation Costs (6-2)	multiple	1,000.00		-	-	
RELOCATION COSTS				1,000.00	-	-	-	
Cont	150200-010081	Contingency	multiple	10,000.00		-	-	
CONTINGENCY				10,000.00	-	-	-	
GRAND TOTAL				851,330.00	-	287,621.30	-	

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, 2008			June 30, 2010			
6002: Grandview	June 30, 2008			June 30, 2010			
6003: Bakerview	June 30, 2008			June 30, 2010			
6004: Pineview	June 30, 2008			June 30, 2010			
6005: Scattered Sites	June 30, 2008			June 30, 2010			
Operations	June 30, 2008			June 30, 2010			
Management Improvements	June 30, 2008			June 30, 2010			
Administration	June 30, 2008			June 30, 2010			
A&E Services	June 30, 2008			June 30, 2010			
Non Dwelling Structures & Equipment	June 30, 2008			June 30, 2010			

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			WA19P006501-2007	2007		
<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)	\$ 85,133.00			
3	1408	Management Improvements (may not exceed 20% of 19)	\$ 168,988.30			
4	1410	Administration (may not exceed 10% of 19)	\$ 85,133.00			
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	\$ 11,000.00			
8	1440	Site Acquisition				
9	1450	Site Improvement	\$ 4,500.00			
10	1460	Dwelling Structures	\$ 389,078.40			
11	1465.1	Dwelling Equipment-Nonexpendable	\$ 12,000.00			
12	1470	Non-dwelling Structures	\$ 20,000.00			
13	1475	Non-dwelling Equipment	\$ 63,497.30			
14	1485	Demolition				
15	1495.1	Relocation Cost	\$ 2,000.00			
16	1490	Replacement Reserve				
17	1498	Mod Used for Development				
18	1502	Contingency (may not exceed 8% of 19)	\$ 10,000.00			
19	Amount of Annual Grant (Sum of lines 2-19)		\$ 851,330.00	\$ -	\$ -	\$ -
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	Status of Work
6001	1475	Roof replacement and redesign of community Center roof-to eliminate leaks	1	15,000.00				
6001	1470	Community Center (new hall) offices/additions/remodel	1	3,000.00				
				18,000.00				
6002	1460	Replace small and large windows	Phased	20,000.00				
6002	1460	Replacement of furnaces	Phased	1,000.00				
6002	1460	major interior renovation	12	248,578.40				
6002	1465	ranges and refrigerators	12	10,000.00				
				279,578.40				
6003	1450	Upgrade parking areas, install fencing and pole mounted lights	prelim	500.00				
6003	1450	landscaping & irrigation system	prelim	500.00				
6003	1450	Upgrade sanitary lines and/or water distribution	prelim	500.00				
6003	1460	Elevator Upgrades	Phased	35,000.00				
6003	1460	Installation of building mounted site lights	1	500.00				
6003	1460	Upgrade resident recreation rooms, beauty shop, north lounge, furniture replacement	1	500.00				
6003	1460	Upgrade other rooms for resident use, library	1	500.00				
6003	1460	ADA Compliance	Prelim	500.00				
6003	1460	Installation of doors and frames, deadbolts, wood doors, door bells	Phased	500.00				
6003	1470	Maintenance Shop, replace flooring	Phased	500.00				
6003	1470	redesign of maint office space	Phased	500.00				
				40,000.00				
6004	1450	landscaping and/or creek beautification; fencing, playgrounds, basketball courts; fixed furniture	upgrades	1,000.00				

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
6004	1450	new parking areas, parking striping, paved walks & surfaces, steps and ramps	upgrades	1,000.00				
6004	1460	Dead bolt lock upgrade	34	5,000.00				
6004	1460	Installation of wood /vinyl or aluminum siding; painting, reconfigure front entry door	Phased	20,000.00				
6004	1460	Replacement of decks and rails	Phased	2,500.00				
6004	1475	Installation of Fire Extinguishers on outside of units	12	1,000.00				
6004	1460	Interior renovation of needed units to include but not limited to the following: insulation, asbestos abatement, flooring, painting, hot water tank, heating, windows, doors electrical and plumbing upgrades	phased	5,000.00				
6004	1460	Upgrade smoke/fire detectors	prelim	2,500.00				
				38,000.00				
6005	1460	Replacement of wood /vinyl or aluminum siding; painting`	Phased	20,000.00				
6005	1460	Install ceiling insulation	Phased	2,000.00				
6005	1460	Construction storage sheds off units	phased	5,000.00				
6005	1460	Interior renovation of needed units to include but not limited to the following: insulation, asbestos abatement, flooring, painting, hot water tank, heating, windows, doors electrical and plumbing upgrades	Phased	20,000.00				
6005	1465	Appliances	Phased	2,000.00				
				49,000.00				
Op	1406	human resource consultant	1	19,500.00				
Op	1406	General Clerk Salaries	1	40,000.00				
Op	1406	General Clerk Benefits	1	25,633.00				

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
				85,133.00				
Mi	1408	development preventive maintenance program	as needed	500.00				
Mi	1408	disaster planning & training	as needed	500.00				
Mi	1408	facility maintenance training for maintenance staff	as needed	500.00				
Mi	1408	asset management assessment of existing property	as needed	500.00				
Mi	1408	mgmt study (includes disaster recovery)	as needed	500.00				
Mi	1408	phone line costs for dial in capability	as needed	500.00				
Mi	1408	ccs software & windows upgrade	phased	25,000.00				
Mi	1408	related training for capital fund	as needed	500.00				
Mi	1408	modernization and or maintenance related software & training	as needed	3,000.00				
Mi	1408	technical information systems coordinator Salary	1	50,000.00				
Mi	1408	technical information systems coordinator benefits	1	22,488.30				
Mi	1408	procurement specialist salary	1	25,000.00				
Mi	1408	procurement specialist benefits	1	15,000.00				
Mi	1408	energy audit	1	25,000.00				
				168,988.30				
Adm	1410	Advertising Costs	multiple	133.00				
Adm	1410	Staff Salaries	2	65,000.00				
Adm	1410	Staff Benefits	2	20,000.00				
				85,133.00				
F & C	1430	Plan Review Fees		1,000.00				
F & C	1430	A&E for Baker Heights Projects and Feasibility Study	Phased	10,000.00				
				11,000.00				

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
Rel	1495	Relocation Costs (6-2)	as needed	2,000.00				
				2,000.00				
Cont	1502	Contingency		10,000.00				
				10,000.00				
NDS/E	1470	Redesign of Admin/Maint building	Phased	1,000.00				
NDS/E	1450	Admin Building: Landscaping Paved Walks and Surfaces	prelim	1,000.00				
NDS/E	1470	Admin and/or maintenance administration Building: Staff breakroom redesign, carpet replacement, resilient flooring, doors, wall and ceiling construction & surfaces, appliance replacement: Ergonomically correct conference room chairs and tables in all administrative offices	Phased	15,000.00				
NDS/E	1475	Maintenance Truck Replacement	1	17,997.30				
NDS/E	1475	Maintenance Equipment Replacement	Phased	1,000.00				
NDS/E	1475	telephone system replacement or upgrades	Upgrades	1,000.00				
NDS/E	1475	PC Upgrades/replacements; printers, copiers	Upgrades	1,000.00				
NDS/E	1475	replace/upgrade current server @ admin office and outlying offices	phased	25,000.00				
NDS/E	1475	modems for dial in work from home/emergency preparedness	Phased	500.00				
NDS/E	1475	Upgrades of radio/cell system	Upgrades	1,000.00				
				64,497.30				
				851,330.00	-	-	-	

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
						6001-Baker Heights 6002-Grandview 6003-Bakerview L e g e n d 65-66-68-Scattered Sites Adm-Administration Cont-contingency F & C-Fees and Costs M.I.-Management Op-Operations Rel-Relocation NDS/E-Non Dwelling Structures & Equipment		

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
Op	1406	human resource consultant	1	19,500.00			
Op	1406	General Clerk Salaries	1	40,000.00			
Op	1406	General Clerk Benefits	1	25,633.00			
				85,133.00			
Mi	1408	development preventive maintenance program	as needed	500.00			
Mi	1408	disaster planning & training	as needed	500.00			
Mi	1408	facility maintenance training for maintenance staff	as needed	500.00			
Mi	1408	asset management assessment of existing property	as needed	500.00			
Mi	1408	mgmt study (includes disaster recovery)	as needed	500.00			
Mi	1408	phone line costs for dial in capability	as needed	500.00			
Mi	1408	ccs software & windows upgrade	phased	25,000.00			
Mi	1408	related training for capital fund	as needed	500.00			
Mi	1408	modernization and or maintenance related software & training	as needed	3,000.00			
Mi	1408	technical information systems coordinator Salary	1	50,000.00			
Mi	1408	technical information systems coordinator benefits	1	22,488.30			
Mi	1408	procurement specialist salary	1	25,000.00			
Mi	1408	procurement specialist benefits	1	15,000.00			
Mi	1408	energy audit	1	25,000.00			
				168,988.30			
Adm	1410	Advertising Costs	multiple	133.00			

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
Adm	1410	Staff Salaries	2	65,000.00			
Adm	1410	Staff Benefits	2	20,000.00			
				85,133.00			
F & C	1430	Plan Review Fees		1,000.00			
F & C	1430	A&E for Baker Heights Projects and Feasibility Study	Phased	10,000.00			
				11,000.00			
6003	1450	Upgrade parking areas, install fencing and pole mounted lights	prelim	500.00			
6003	1450	landscaping & irrigation system	prelim	500.00			
6003	1450	Upgrade sanitary lines and/or water distribution	prelim	500.00			
6004	1450	landscaping and/or creek beautification; fencing, playgrounds, basketball courts; fixed furniture	upgrades	1,000.00			
6004	1450	new parking areas, parking striping, paved walks & surfaces, steps and ramps	upgrades	1,000.00			
NDS/E	1450	Admin Building: Landscaping Paved Walks and Surfaces	prelim	1,000.00			
				4,500.00			
6002	1460	Replace small and large windows	Phased	20,000.00			
6002	1460	Replacement of furnaces	Phased	1,000.00			
6002	1460	major interior renovation	12	248,578.40			
6003	1460	Elevator Upgrades	Phased	35,000.00			
6003	1460	Installation of building mounted site lights	1	500.00			
6003	1460	Upgrade resident recreation rooms, beauty shop, north lounge, furniture replacement	1	500.00			
6003	1460	Upgrade other rooms for resident use, library	1	500.00			

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
6003	1460	ADA Compliance	Prelim	500.00			
6003	1460	Installation of doors and frames, deadbolts, wood doors, door bells	Phased	500.00			
6004	1460	Dead bolt lock upgrade	34	5,000.00			
6004	1460	Installation of wood /vinyl or aluminum siding; painting, reconfigure front entry door	Phased	20,000.00			
6004	1460	Replacement of decks and rails	Phased	2,500.00			
6004	1460	Interior renovation of needed units to include but not limited to the following: insulation, asbestos abatement,	phased	5,000.00			
6004	1460	Upgrade smoke/fire detectors	prelim	2,500.00			
6005	1460	Replacement of wood /vinyl or aluminum siding; painting`	Phased	20,000.00			
6005	1460	Install ceiling insulation	Phased	2,000.00			
6005	1460	Construction storage sheds off units	phased	5,000.00			
6005	1460	Interior renovation of needed units to include but not limited to the following: insulation, asbestos abatement,	Phased	20,000.00			
				389,078.40			
6002	1465	ranges and refrigerators	12	10,000.00			
6005	1465	Appliances	Phased	2,000.00			
				12,000.00			
6001	1470	Community Center (new hall) offices/additions/remodel	1	3,000.00			
6003	1470	Maintenance Shop, replace flooring	Phased	500.00			

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts
6003	1470	redesign of maint office space	Phased	500.00			
NDS/E	1470	Redesign of Admin/Maint building	Phased	1,000.00			
NDS/E	1470	Admin and/or maintenance administration Building: Staff breakroom redesign, carpet replacement, resilient	Phased	15,000.00			
				20,000.00			
6001	1475	Roof replacement and redesign of community Center roof-to eliminate leaks	1	15,000.00			
6004	1475	Installation of Fire Extinguishers on outside of units	12	1,000.00			
NDS/E	1475	Maintenance Truck Replacement	1	17,997.30			
NDS/E	1475	Maintenance Equipment Replacement	Phased	1,000.00			
NDS/E	1475	telephone system replacement or upgrades	Upgrades	1,000.00			
NDS/E	1475	PC Upgrades/replacements; printers, copiers	Upgrades	1,000.00			
NDS/E	1475	replace/upgrade current server @ admin office and outlying offices	phased	25,000.00			
NDS/E	1475	modems for dial in work from home/emergency preparedness	Phased	500.00			
NDS/E	1475	Upgrades of radio/cell system	Upgrades	1,000.00			
				63,497.30			
Rel	1495	Relocation Costs (6-2)	as needed	2,000.00			
				2,000.00			
Cont	1502	Contingency		10,000.00			
				10,000.00			
				851,330.00			

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 65-66-68-Scattered Sites Adm-Administration Cont-contingency F & C-Fees and Costs M.I.-Management Improvements Op-Operations Rel-Relocation NDS/E-Non Dwelling Structures & Equipment

Status of Work

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			

Capital Fund Program Five-Year Action Plan Part 1: Summary		WA19P006501-07 EHA GL 508			
HA: Name: Housing Authority of the City of Everett	[X] Original 5-Year Plan [] Revision No.				
Development Number/Name	2008 Year 2	2009 Year 3	2010 Year 4	2011 Year 5	
6001: Baker Heights	0.00	0.00	0.00	14,500.00	
6002: Grandview	330,000.00	331,000.00	310,000.00	346,047.26	
6003: Bakerview Apartments	4,775.70	90,000.00	50,000.00	5,000.00	
6004: Pineview Apartments	11,000.00	25,575.70	32,000.00	30,000.00	
6005: Scattered Sites					
6006: Scattered Sites (in with 6005)					
6008: Scattered Sites (in with 6005)	115,800.00	22,000.00	49,000.00	78,500.00	
A. Physical Improvements Sub-total (1460/1465)	461,575.70	468,575.70	441,000.00	474,047.26	
B. Management Improvements (1408)	143,488.30	155,488.30	142,488.30	149,488.30	
C. HA-Wide Non-Dwelling Structures/ Equipment (1470/1475)	45,000.00	45,000.00	58,826.70	35,528.44	
D. Administration (1410)	85,133.00	85,133.00	85,133.00	85,133.00	
E. Other (1430/1495/1502)	31,000.00	12,000.00	38,749.00	22,000.00	
F. Operations (1406)	85,133.00	85,133.00	85,133.00	85,133.00	
G. Demolition (1485)					
H. Replacement Reserve					
I. Mod Used for Development					
J. Total CFP Funds	851,330.00	851,330.00	851,330.00	851,330.00	
K. Total Non-CFP Funds					
L. Grand Total	851,330.00	851,330.00	851,330.00	851,330.00	
anticipated capital fund amount	851,330.00	851,330.00	851,330.00	851,330.00	
	0.00	0.00	0.00	0.00	
Signature of Executive Director and Date					

Development Number/Name		Work Statement	Work Statement	Work Statement	Work Statement
General Description of Major Work		Year 2-2008	Year 3-2009	Year 4-2010	Year 5-2011
Comp #	Acct #	Quantity	Estimated Cost	Quantity	Estimated Cost
Categories		Quantity	Estimated Cost	Quantity	Estimated Cost
111	1450				prelim 1,000.00
114	1450				prelim 1,000.00
115	1450				prelim 1,000.00
124	1450				prelim 1,000.00
126	1450				prelim 500.00
128	1450				prelim 500.00
					prelim 500.00
212	1460				prelim 500.00
219	1460				prelim 500.00
402	1460				prelim 500.00
405	1460				prelim 500.00
410	1460				prelim 500.00
433	1460				prelim 500.00
441	1460				prelim 500.00
446	1460				prelim 500.00
447	1460				prelim 500.00
450	1460				prelim 500.00
523	1450				phased 1,000.00
524	1470				1 1,000.00
529	1470				1 1,000.00
	1475				
531	1470				prelim 500.00
569	1470				prelim 500.00
SUB-TOTAL			0.00	0.00	0.00
					14,500.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011	
			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 reseated 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	phased	20,000.00				

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011	
			Quantity	Estimated Cost						
233	1460	Construction of storage areas off of units			Phased	1,000.00				
432	1460	Replacement of furnaces	Phased	5,000.00	Phased	5,000.00	Phased	5,000.00	Phased	5,000.00
440	1460	bedroom window emergency egress compliance							prelim	1,000.00
525	1470	Rec Center: Asbestos abatement							prelim	1,000.00
529	1470	Rec Center: Installation of resilient flooring							prelim	3,000.00
586	1475	Rec Center: Range & Range Hood							prelim	500.00
587	1475	Rec Center: Refrigerator							prelim	600.00
588	1475	Rec Center: Dishwasher							prelim	700.00
all *s	*	1460 major interior renovation	12	295,000.00	12	295,000.00	12	295,000.00	12	295,000.00
205	*	1460 masonry or plaster walls								
206	*	1460 floor insulation								
207	*	1460 wall insulation								
208	*	1460 ceiling insulation								
238	*	1460 interior stairways								
265	*	1460 electrical services								
305	*	1475 Fire Extinguishers								
401	*	1460 wall and ceiling construction								
402	*	1460 floor construction								
403	*	1460 wall and ceiling finishes								
405	*	1460 resilient flooring								
406	*	1460 doors and frames								
407	*	1460 asbestos flooring abatement								
409	*	1460 kitchen wall/ ceiling surfaces								
410	*	1460 kitchen floor								
411	*	1460 cabinet/counters/sink								
412	*	1460 range hoods & exhaust fans								
414	*	1460 dishwasher-optional								

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011		
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	
415	*	1470	Bath Wall/Ceiling Surfaces								
416	*	1460	bath tile vinyl floor								
417	*	1460	bath resilient flooring								
418	*	1460	bath fixtures								
419	*	1460	bath fans								
420	*	1460	bath accessories								
421	*	1460	bath vanities								
422	*	1460	1/2 bath wall/ceiling surfaces								
423	*	1460	1/2 bath tile floor								
424	*	1460	1/2 bath resilient floor								
425	*	1460	1/2 bath fixtures								
426	*	1460	1/2 bath fans								
427	*	1460	1/2 bath accessories								
428	*	1460	1/2 bath vanities								
433	*	1460	hot water heater								
434	*	1460	thermostats								
436	*	1460	electric service/ panel/wiring								
437	*	1460	electrical wiring								
441	*	1460	smoke/fire detectors								
446	*	1460	upgrade bath								
447	*	1460	firewalls/draftwalls in attics and storage areas								
449	*	1460	window coverings								
450	*	1460	carbon monoxide detectors								
454	*	1460	plumbing upgrade								
222		1460	Install entry/fiberglass doors								
412											
413	*	1465	ranges and refrigerators	12	10,000.00	12	10,000.00	12	10,000.00	12	10,000.00
SUB-TOTAL				330,000.00		331,000.00		310,000.00		346,047.26	

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011	
			Quantity	Estimated Cost						
103 107 110	1450	Upgrade parking areas, install fencing and pole mounted lights								
101 123	1450	landscaping & irrigation system								
120	1450	Upgrade sanitary lines and/or water distribution								
	1460	Elevator Upgrades					Phased	50,000.00		
221	1460	Replacement of large windows	prelim	4,775.70	replacement	25,000.00			prelim	4,500.00
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								
236	1460	Upgrade existing vestibules			upgrades	10,000.00				
244	1460	Upgrade resident recreation rooms, beauty shop, north lounge, furniture replacement								
245	1460	Upgrade other rooms for resident use, library								
249	1460	ADA Compliance								
406	1460	Installation of doors and frames, deadbolts, wood doors, door bells								
407	1460	asbestos flooring abatement			prelim	2,000.00				
410	1460	Replacement of kitchen floor			prelim	2,000.00				

Development Number/Name General Description of Major Work Categories			Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011	
Comp #	Acct #		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
412	1460	Installation of exhaust fans for ranges			Prelim	2,000.00				
416	1460	Bath Tile Vinyl flooring and/or			Prelim	2,000.00				
417		Bath Resilient Flooring								
418	1460	Bath Fixtures. Accessories & vanities			Prelim	2,000.00				
420										
421										
441	1460	Upgrade of alarm system for smoke/fire detectors/nurse call systems								
529	1470	Maintenance Shop, replace flooring								
	1470	redesign of maint office space								
608	1460	Security Card Access System with Camera Monitoring							Upgrades	500.00
SUB-TOTAL				4,775.70		90,000.00		50,000.00		5,000.00

Development Number/Name General Description of Major Work Categories		Work Statement Year 2-2008	Work Statement Year 3-2009	Work Statement Year 4-2010	Work Statement Year 5-2011					
Comp #	Acct #	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								
204	1460	Installation of wood /vinyl or aluminum siding; painting, reconfigure front entry door								
229	1460	building mounted site lights							Upgrades	10000
231	1460	Replacement of decks and rails								
305	1475	Installation of Fire Extinguishers on outside of units								
	1460	Interior renovation of needed units to include but not limited to the following: insulation, asbestos abatement, flooring, painting, hot water tank, heating, windows, doors electrical and plumbing upgrades	Phased	5,000.00		19,575.70	Phased	20,000.00	Phased	20,000.00
441	1460	Upgrade smoke/fire detectors								
SUB-TOTAL				11,000.00		25,575.70		32,000.00		30,000.00

		Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011		
Development Number/Name General Description of Major		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	
Comp #	Acct #	Work Categories								
124	1450	Upgrade ada compliance- exterior						Upgrades	10,000.00	
101, 107 112	1450	landscaping/fencing, private yards and enclosures	phased	25,000.00		phased	25,000.00	Upgrades	10,000.00	
204	1460	Replacement of wood /vinyl or aluminum siding; painting`	phased	20,000.00		phased	2,000.00			
	1460	dead bolt lock upgrade	44	8,800.00						
208	1460	Install ceiling insulation	phased	10,000.00						
212	1460	Replacement of asphalt or fiberglass shingles, gutters & downspouts						Upgrades	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						
234	1460	Upgrade garage (s) and/or fiberglass doors						Upgrades	10,000.00	
305	1475	Installation of outside Fire Extinguishers/and smoke detectors and carbon monoxide detectors						Upgrades	1,500.00	
	1460	Interior renovation of needed units to include but not limited to the following: insulation, asbestos abatement, flooring, painting, hot water tank, heating, windows, doors electrical and plumbing upgrades	Phased	20,000.00	Phased	20,000.00	Phased	20,000.00	Phased	20,000.00
	1465	Appliances	Phased	2,000.00	Phased	2,000.00	Phased	2,000.00	Phased	2,000.00
		Explore option for selling 1 or more of the scattered sites units (see 1430 for funded work item)								
			115,800.00	22,000.00	49,000.00	78,500.00				

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011	
			Quantity	Estimated Cost						
603	1406	human resource consultant	1	19,500.00	1	19,500.00	1	19,500.00	1	19,500.00
		General Clerk Salaries	1	40,000.00	1	40,000.00	1.00	40,000.00	1	40,000.00
629 630	1406	General Clerk Benefits	1	25,633.00	1	25,633.00	1.00	25,633.00	1	25,633.00
				85,133.00	85,133.00	85,133.00	85,133.00	85,133.00	85,133.00	85,133.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011	
			Quantity	Estimated Cost						
602	1408	development preventive maintenance program			as needed	500.00			as needed	500.00
604	1408	disaster planning & training			as needed	500.00			as needed	500.00
605	1408	facility maintenance training for maintenance staff			as needed	500.00			as needed	500.00
607	1408	asset management assessment of existing property			as needed	500.00			as needed	500.00
609	1408	mgmt study (includes disaster recovery)			as needed	500.00			as needed	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								
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		
		related training for capital fund			as needed	500.00			as needed	500.00
620	1408	modernization and or maintenance related software & training			as needed	10,000.00			as needed	3,000.00
612	1408	technical information systems coordinator Salary	1.00	55,000.00	1	55,000.00	1	55,000.00	1	55,000.00
		technical information systems coordinator benefits	1.00	22,488.30	1	22,488.30	1	22,488.30	1	22,488.30
	1408	procurement specialist salary	1.00	25,000.00	1	25,000.00	1	25,000.00	1	25,000.00
	1408	procurement specialist benefits	1.00	15,000.00	1	15,000.00	1	15,000.00	1	15,000.00
621	1408	energy audit							1	25,000.00
622	1408	preparation of a low income home ownership plan							prelim	1,000.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011	
			Quantity	Estimated Cost						
				143,488.30		155,488.30		142,488.30		149,488.30

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011	
			Quantity	Estimated Cost						
627	1410	Advertising Costs	2011	133.00		133.00		133.00		133.00
	1410	Staff Salaries	2.00	65,000.00	2	65,000.00	2	65,000.00	2	65,000.00
	1410	Staff Benefits	2.00	20,000.00	2	20,000.00	2	20,000.00	2	20,000.00
1410				85,133.00		85,133.00		85,133.00		85,133.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011	
			Quantity	Estimated Cost						
632	1430	Plan Review Fees								
633	1430	A&E for Baker Heights Projects and Feasibility Study					Phased	26,749.00	Phased	10,000.00
634	1430	A&E for Grandview Projects	as needed	1,000.00						
635	1430	A&E for Grandview Renovation	as needed	1,000.00						
636	1430	A&E for Bakerview Projects (& Maint Shop)	as needed	1,000.00						
637	1430	A&E for Pineview Projects	as needed	1,000.00						
638	1430	A&E for SS (ALL) Projects	as needed	1,000.00						
641	1430	Consultant for design layout of any building that houses administrative	as needed	1,000.00						
641	1430	A&E for Admin Building	as needed	1,000.00						
1430				7,000.00				26,749.00		10,000.00
642	1495	Relocation Costs (6-1)		10,000.00						
642	1495	Relocation Costs (6-2)	as needed	2,000.00						
642	1495	Relocation Costs (6-3)		2,000.00						
1495				14,000.00		2,000.00		2,000.00		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				31,000.00		12,000.00		38,749.00		22,000.00

		Development		Work Statement		Work Statement		Work Statement		Work Statement	
		Number/Name General		Year 2-2008		Year 3-2009		Year 4-2010		Year 5-2011	
		Description of Major Work									
Comp #	Acct #	Categories		Quantity	Estimated Cost						
639	1470	Redesign of Admin/Maint building								Upgrades	500.00
101 104	1450	Admin Building: Landscaping Paved Walks and Surfaces								Upgrades	500.00
109	1450	Drainage; sanitary lines, sanitary distribution in any administrative building								Upgrades	500.00
117	1470	Underground Electrical Distribution *A*								Upgrades	500.00
124	1470	ADA Compliance – Any administrative building; to include elevator or chair lift at the main admin bldg								Upgrades	500.00
235	1470	Garage Seismic/Ventilation/Fire Suppression-administrative building								Upgrades	500.00
245	1470	Other Rooms (Kitchen) (conference) Storage rooms, for administrative purposes								Prelim	500.00
319 320 321	1470	Admin Building: Boilers, boiler room piping, abate ladding; HVAC System								Upgrades	500.00
401, 404, 405, 406, 409, 410	1470	Admin and/or maintenance administration Building: Staff breakroom redesign, carpet replacement, resilient flooring, doors, wall and ceiling construction & surfaces, appliance replacement: Ergonomically correct conference room chairs and tables in all administrative offices								Upgrades	5,000.00

		Work Statement Year 2-2008		Work Statement Year 3-2009		Work Statement Year 4-2010		Work Statement Year 5-2011			
Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	
436	1470	Electrical Panel, fuses, circuit breakers: Electrical wiring and other devices							Upgrades	2,000.00	
441	1470	Smoke & Fire Detectors-in any administrative building							Upgrades	500.00	
	1475	Remodel of rec center for office area for rental officer on site							Upgrades	500.00	
577	1475	Maintenance Truck Replacement	2	4,000.00	2	40,000.00	2	40,000.00	1	20,000.00	
581 624	1475	Record Storage							Upgrades	500.00	
584	1475	Garbage Truck							Study	500.00	
585	1475	Backhoe							Study	500.00	
	1475	Maintenance Equipment Replacement	Phased	5,000.00	Phased	5,000.00	Phased	5,000.00	Phased	500.00	
600	1475	telephone system replacement or upgrades					Upgrades	8,826.70			
614	1475	PC Upgrades/replacements; printers, copiers	Phased	1,000.00			Phased	5,000.00			
615	1475	replace/upgrade current server @ admin office and outlying offices	Phased	25,000.00							
616	1475	modems for dial in work from home/emergency preparedness									
623	1475	purchase and install remote locations hardware		10,000.00							
	1475	Upgrades of radio/cell system							Upgrades	1,528.44	
				45,000.00			45,000.00			58,826.70	35,528.44

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. He was reappointed for another term in 2004.

Members of the EHA Resident Advisory Board

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

Regular Attendees

Barbara Frost -- Bakerview
Wanda Smith-Jeter – Section 8
Jesse Jeter – Section 8

EHA Staff Attendees

Ellen Michaud – Director of Housing Management
Tom Eadie – Broadway Plaza Administrator
Chris Neblett – Hearing Officer/Legal Assistant

February 8, 2007

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 in order 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 Housing Choice Voucher program for seven 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 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 to 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 have provided a forum for tenants to speak with each other and the EHA staff. 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.

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 the EHA's mission to provide quality services.

Sincerely,

Sylvia May
Chair
Resident Advisory Board

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

Participating Guests in 2006-2007

Barbara Frost	Bakerview
Wanda Smith-Jeter	Section 8 Voucher Program
Jesse Jeter	Section 8 Voucher Program

EHA RAB Staff Liaisons

Ellen Michaud – Director of Housing Management, EHA
Tom Eadie – Broadway Plaza Administrator, EHA
Chris Neblett – Hearing Officer/Legal Assistant, EHA

RAB Areas of Interest and Suggestions for 2007-2008

Over the past few years, the RAB has made a number of suggestions regarding the EHA's practices that have resulted in significant changes we view as positive.

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

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

Resident Participation and the RAB

The RAB believes that increased resident participation in our meetings is crucial in order for us to be effective. In order to convey to the EHA the issues and concerns of the residents in the neighborhoods we represent, it is essential that RAB expands its membership to encompass the diverse perspectives that exist among residents of both Public Housing and the Section 8 voucher program. This will increase the lines of communication between the RAB and all residents, providing pertinent information about Housing Authority decisions that may impact our lives and homes. Attracting new residents to participate will also ensure the continued success and longevity of the RAB.

The RAB has determined that meeting at different locations in order to attract new membership – a goal that was implemented as part of the 2003 Annual Plan -- has not been as effective of a recruitment tool as hoped. Although we may continue to do this, new strategies need to be employed in the effort to expand participation in the RAB. The lack of Section 8 voucher program participants over the past few years has been cause for further concern. We understand that past efforts to recruit Section 8 voucher program participants during moving briefings have been unsuccessful. The RAB suggests that staff make Section

8 voucher program participants aware of our purpose and activities by including a flyer or newsletter with the annual re-certification paperwork or as a separate mailing on an annual basis. The same approach should be employed as a recruitment tool to attract new membership from residents of Public Housing. The EHA website should also be utilized by adding a webpage that describes RAB's purpose and activities and encourages residents to attend our meetings. As we have indicated in the past, RAB members will continue to seek to develop and implement creative ways to attract new membership.

Smoking Policy

This year the RAB has continued its discussion in regard to smoking within our Public Housing units. We are aware that the EHA has designated a number of units -- and even floors -- at Bakerview Apartments to be non-smoking, and has considered taking similar steps at other sites. While this is undoubtedly a positive accomplishment, the RAB hopes that the EHA continues to respect the rights of existing residents who choose to continue to smoke in the privacy of their own units. We believe that one of the most important actions that the EHA can take in order to protect the rights and health of residents who do not smoke is to ensure that signage is in place to enforce the current Washington State law prohibiting smoking within twenty-five feet of all public entryways. The RAB encourages the Housing Authority to be attentive to complaints from residents whose homes are infiltrated by smoke contamination from adjacent units where smokers reside, or from outdoor smokers who are smoking too close to the home of their non-smoking neighbors.

Baker Heights Redevelopment Plan

The RAB suggests that the EHA continues to make reports to residents in regard to progress occurring on the project's redevelopment, 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 informed of developments as the project moves along.

Community-building Activities

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 foster goodwill, neighborhood pride and a sense of safety. RAB strongly encourages the EHA to continue to hold at least one community-building activity with an emphasis on neighborhood beautification on an annual basis, as this provides an indispensable opportunity for residents of the EHA's diverse Public Housing communities to come together. We believe that these events should include activities for both adults and children to enjoy, and it is our hope that the EHA will make every effort to sponsor at least one such event in the coming year.

Some members of the RAB took part in the discussions regarding the expenditure of the money available from the Resident Participation Fund. We hope that the suggestions of the Bakerview Resident Council, acting on behalf of all Public Housing residents, identifying uses of the Fund will be adopted. This includes the following: (1) a community-building event, (2) an informational event advising residents of the EHA's and community resources available to them, and (3) translation services that enable our neighbors with limited English speaking skills an opportunity for full participation in such informational and community-building activities.

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, both supported by ROSS grant funding. The RAB wants

to express its appreciation for the EHA's decision to continue funding the programs on its own while waiting for new grant funding. 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. Members of the RAB urge the EHA to consider finding ways to make these programs at Grandview Community Center more available, convenient, and welcoming to the residents of the Baker Heights neighborhood. There is also a need for more opportunities for adult classes and use of the computer facilities.

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. We also applaud the efforts made to continue the services provided by the Visiting Nurses organization at Bakerview Apartments.

The RAB hopes that the EHA will do all it can to continue the Hope Options program. 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 advocating for people at risk of losing their housing and working to help them remain in the community are missions of utmost importance.

We hope that in the future the Housing Authority will find additional means to extend service coordination to families and individuals who are not currently served. Continuation and expansion of all of these programs is vital to building strong communities and provides keys of opportunity for the EHA's participants.

Waiting List

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 the following: (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 the EHA to continue to partner with other agencies and to seek out new funding for these special groups.

While the RAB does not specifically advocate for providing preferences on the EHA's waiting lists for these groups, we do encourage the EHA to continue giving special thought and consideration to the most vulnerable members of the community, and we look 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.

During 2004, the EHA conducted further research concerning these groups on our waiting lists at the behest of RAB members, and confirmed the suspicion that these groups are growing in numbers. The EHA must react to meet this growing need, and the RAB was pleased with the recent partnership with the Housing Authority of Snohomish County that provides set aside vouchers to HIV positive individuals and homeless families with disabled children. 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.

RAB Newsletter

The RAB encourages the EHA 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 inform residents about the EHA's activities. While the RAB understands it is a large undertaking for staff to prepare and mail out a newsletter to all Section 8 voucher program and Public Housing residents, we request that at least one newsletter be prepared and distributed this coming year.

Family Self-Sufficiency Program

The RAB has been impressed by the success of the Family Self-Sufficiency program in past years, and this past year's addition of a third staff member specifically designated to assist participants in the home buying process is a benefit to FSS participants who have made homeownership a goal.

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.

Homeownership Programs

The RAB supports the continuation of Homeownership Programs in 2007. 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. If possible, it is hoped that the EHA will review the current eligibility requirements for the homeownership programs to ensure that the maximum number of potential clients can be served. HomeSight, the agency through which homeownership education and training is offered, does not always respond in a timely and understandable manner with clients. If the EHA has any influence to improve this lag in communication, it is hoped that action can be taken.

While the RAB supports homeownership 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 not be displaced by programs that help those who are seeking homeownership.

Utilize Technology

Since the RAB's creation, we have been interested in utilizing technological resources to improve the lives of the EHA's 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. The RAB is disappointed that HUD refused to renew the grant that funded the Neighborhood Networks program and hopes that the EHA is able to secure interim funding to

continue this valuable program until a new funding source is found. 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.

The RAB supports the EHA's efforts to continue the process of updating and improving the agency's website. As we have understood this process, one of the interrelated goals of the website has been to communicate the EHA's activities to its residents. The RAB looks forward to the website's continued development in the upcoming year and suggests one further area of expansion. In order to give participants in both the Public Housing and Section 8 voucher programs ready access to the rules and regulations that govern both programs, it is suggested that an on-line version of the Public Housing Admissions and Occupancy Policy as well as the Section 8 Administrative Plan be posted on the website.

The RAB is proud to report that residents of Bakerview and Baker Heights have continued to make 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 also report that because of the heavy utilization and close proximity to Bakerview Apartments, residents of Baker Heights find the lab difficult to access. Future expansion of the computer labs program should include finding a lab site for Baker Heights residents.

Maintenance

Communication between maintenance staff and residents continues to be a major concern for the RAB. While we appreciate the Maintenance Department's ongoing efforts to meet residents' needs as promptly and adequately as possible, we would like to impress upon management the need to ensure that staff is equipped with a customer-service-oriented attitude. Reports from residents of Public Housing indicate that some members of the maintenance staff are not perceived as being helpful or courteous when dealing with resident questions and requests. In addition, the RAB remains concerned that residents with limited English skills may be having difficulty accessing maintenance assistance or in understanding the procedure that is followed in carrying out a work-order-generated repair. However, we would also like to point out that there are times when residents are unable to express their concerns and get answers from inspectors and Maintenance Department staff who themselves have limited English skills.

The RAB is pleased about the remodeling of the maintenance office that housed the entire Maintenance and Facilities staff in one location, and we continue to believe that this provides a great opportunity to reestablish a Customer Service "Do It Yourself" counter. Residents would be well served by such an 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 be made available, as it was in the past.

The RAB wishes to bring attention to ongoing Public Housing resident concerns regarding inspections and the work order process that remain unresolved. Residents have contended that inspectors are not always forthcoming in giving a reason for a unit inspection, and when inspecting, are not able to give feedback regarding negative findings and work that will be need to be done to correct deficiencies. Residents continue to desire a better understanding of how long they may be expected to wait before receiving requested service. Concerns have been raised about times when work on a job is interrupted, and maintenance staff cannot give residents information as to when they will return to complete it. Residents want to know who they should contact with questions or suggestions that require a personal and prompt response.

RAB continues to appreciate the Maintenance Director's efforts to be personally available for calls from residents seeking information. We suggest that information on requesting a repair, along with the process that is followed by staff in responding to such requests – such as, gaining entry to the unit, returning to complete an unfinished work order, and the associated tenant charges and the criteria used to assess them – be updated and made available to residents on a regular basis in order to keep communications clear and friendly.

It has been brought to the RAB's attention that the ongoing mechanical problems with the elevators at Bakerview Apartments pose a safety hazard and not just an inconvenience to residents, who find one or more of the elevators out of service on a regular basis. There have been several instances in the past year in which residents have been trapped in the elevator when it has stopped functioning, and they have had to wait for a response by the Fire Department to be extricated. Many of the residents at Bakerview require wheelchairs and walkers for ambulation, and in the event of an emergency that required quick evacuation of the building, an out of service elevator would be disastrous. It is also suggested that a generator be purchased to operate the elevators in the event of a power outage.

Finally, the RAB would like to pass along some resident concerns regarding the recent decision to lock the basketball court at Grandview in the evening and early morning hours. It is felt that such restricted access prevents some residents who might choose to use the court at times now designated as off-limits from doing so.

Recycling

Over the past six years the RAB 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 the EHA's position that the design of the Public Housing developments currently makes recycling refuse 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 residents are not at all familiar with recycling concepts and programs. A member of the RAB, Gabriele Bartholomew, is willing to offer her extensive knowledge and skills in recycling and composting to residents of Public Housing as part of an educational outreach campaign, and if such a campaign were to be taken further, there are a number of other community resources that could be employed in this effort.

The RAB continues to encourage the EHA to explore additional ways to participate in recycling activities in the next year. As a society, we are becoming more aware of how important recycling is to the sustainability of the environment and to our own health with each year that passes. 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.

Sincerely,

Sylvia May
Chair
Resident Advisory Board

HOUSING AUTHORITY OF THE CITY OF EVERETT
RESPONSE TO COMMENTS BY THE
RESIDENT ADVISORY BOARD
MARCH, 2007

This Response is provided to the written comments made by the Resident Advisory Board in a letter to the Executive Director dated February 8, 2007, and submitted as a formal part of the public hearing conducted by the Board of Commissioners on February 26, 2007.

The Housing Authority (EHA) appreciates the hard work and diligence of the Resident Advisory Board (RAB) both in reviewing the Annual Plan over the past few months and in studying and commenting on EHA operations throughout the past year. EHA believes it is a better organization and it serves our clients in a more effective and compassionate way because of the work of the RAB.

This Response is organized following the layout of the RAB letter in order to facilitate comparison of the original comment with the EHA response.

By way of general comment, we note that there is and will always be some tension between the express needs and desires of a resident body and the requirements, needs and responsibilities of a housing management entity. We also note that EHA has a history of keeping this tension to a minimum, due in large part to its commitment to management that keeps the safety and welfare of residents as its guiding principle. Differences in techniques or timing or budgetary priorities still arise, but we celebrate a mutual commitment by EHA and residents to creating safe communities.

Increased RAB Participation: EHA shares RAB's desire to increase resident participation in the RAB. We have repeatedly attempted to encourage new membership, especially by persons able to represent the various immigrant populations. We will continue to strive to improve this participation.

Smoking: Smoking policy within residential areas is a controversial issue and is growing in that controversy. EHA anticipates an ever-expanding effort to provide housing units that are fully free of the effects of smoking, including lingering effects of smoking from previous tenants. Small steps have been taken and more steps will follow. In following this course, EHA will remain sensitive to the needs and desires of all tenants, but does not anticipate this effort will be without disagreement.

Baker Heights Redevelopment Plan: EHA will continue to keep the RAB informed of progress in locating replacement housing for Baker Heights and the subsequent demolition of the neighborhood.

Community-building Activities: EHA shares the RAB's support for these efforts. Unfortunately, frequent changes (including cuts) in federal funding and budgetary priorities makes these efforts precarious. EHA will pursue all sources of funding to continue and expand our community-building programs.

Waiting List Policies: EHA attempts to meet a variety of sometimes competing goals in managing its waiting lists. The single most important need is to be able to provide every eligible applicant in need of housing assistance with a reasonable opportunity for receiving that assistance. On the other hand, EHA recognizes that its housing resources need to be seen in light of the important role housing can play in successfully providing other important community resources. Consequently, EHA has long worked together cooperatively with other public and non-profit service agencies, attempting to coordinate housing with those other services. Equally, EHA provides a limited number of applicants with a preference due to their being displaced by governmental action or natural disaster.

RAB Newsletter: EHA agrees that the regular and reliable publication of a newsletter will benefit our clients. Funds have been included in the Resident Participation Fund for this purpose.

Self Sufficiency Programs: EHA agrees with RAB's comments on self-sufficiency programs and will continue its efforts in this area.

Homeownership: EHA has had limited success in the homeownership area. We will continue to pursue efforts but do not see this ever being a significant area of activity.

Technology: EHA agrees with RAB's comments on this topic.

Maintenance: Independent tenant surveys regarding EHA maintenance efforts indicate we exceed tenant expectations and national averages on a consistent basis. On the other hand, this is always an area of concern. Maintenance requests frequently involve issues of significant inconvenience so tenants are eager to have corrections made promptly. On the other hand, budgetary and management pressures will increasingly move us towards managing our maintenance less as a response-driven effort. EHA hopes that its movement to project-based management including teams assigned to each development, will create better connections between tenants and staff.

Recycling: EHA is currently moving towards a substantial increase in recycling for most of its properties. Residents in most communities will see this as soon as this summer. EHA does not anticipate a change in the Baker Heights neighborhood prior to its demolition.

**Everett Housing Authority's
Statement of Substantial Deviation from the 5-Year Plan/
Significant Amendments to the Annual Plan**

The Everett Housing Authority defines “significant amendments or modifications” as follows: with respect to the Five-Year Plan, Everett Housing Authority believes that significant amendments or modifications are those that make a change to the Housing Authority’s mission, or the goals and objectives to enable the Housing Authority to meet the needs of the families that it serves, or both. With respect to the Annual Plan, the Housing Authority considers that significant amendments or modifications are those that make significant changes to information provided by the Housing Authority in its Annual Plan. Examples of such significant change could include major changes in the Housing Authority’s needs or its strategies for meeting those needs or substantial changes in the Housing Authority’s use of financial resources.

The Everett Housing Authority will consider the following criteria to determine whether or not a proposed change to the Annual Plan will be considered to be a “substantial deviation” or “significant amendment” or “modification” to the Annual Plan which will require the Housing Authority to submit the proposed revision(s) to the Annual Plan to the full public review process requirements:

1. Changes to rent or admission policies or organization of the waiting list;
2. Additions of non-emergency work items (items not included in the current Annual Statement of the Five-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
3. Any changes with regard to demolition or disposition, designation, home ownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. Such changes will not be considered significant amendments by the Everett Housing Authority or by HUD.