

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 2008

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)

PHA Programs Administered:

- Public Housing and Section 8**
 Section 8 Only
 Public Housing Only
 Number of public housing units: 624
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 2373 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.

FY-07(July 2007-June 2008)

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 FY06-07, Everett Housing Authority maintained a vacancy rate for its public housing program of 0.74%.

FY-07

For FY 07-08 Everett Housing Authority maintained a vacancy rate for its public housing program of 0.60%.



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.

FY-07

Everett Housing Authority purchased a 21 unit complex, Lakeview Terrace, during this period. Proposals were solicited and received from both EHA and partnering agencies to participate in the expansion of the project-based voucher program. Project-based vouchers have been approved with partnering agencies for the listed number of units:

- Compass Health -- 40 units at Northstar Apartments
- Sunrise Services – 6 units at Shoreside Village; 15 units at a site

managed by Closser Properties; 6 units at Bridge Creek, an EHA site

- **Everett Housing Authority – 84 units at Broadway Plaza West**

Plans are underway to implement 10 project-based vouchers at Douglas Grove for FY-08. Plans for future conversion of Broadway Plaza East to project-based vouchers will bring EHA closer to full utilization of the 472 voucher limit allowed by HUD.

- 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.

FY-07

In addition to the purchase of Lakeview Terrace, a purchase and sale agreement was executed for the potential acquisition of a 96 unit complex, Casino Lane Apartments.

- 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.

FY-07

The remaining \$100,000 of the existing Block Grant was used to purchase Lakeview Terrace. Two applications for new Block Grants were submitted during this period: a \$500,000 grant to purchase the Casino Lane Apartments, and a \$200,000 general grant for a future acquisition.

An RFQ for an architectural study for the Jade Park property will be submitted during this period.

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 (July 2004-June 2005)

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

FY-06 (July 2005-June 2006)

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.

FY-07 (July 2006-June 2007)

The final score for FY-06 was received during this period, and EHA received a score of 93, designating it a High Performer. A score of 92 was received for FY-07, retaining High Performer status for the agency.

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 (July 2004-June 2005)

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

FY-06 (July 2005-June 2006)

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

FY-07 (July 2006-June 2007)

Everett Housing Authority was designated a High Performer with a SEMAP score of 100 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.

FY-07

Mandatory customer training classes for all employees took place during this period. Upgrades to the web site included posting agendas and minutes for the monthly Board of Commissioners meeting as well as monthly reports from the Executive Director and department directors.



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.

FY-07

Everett Housing Authority successfully converted to the HUD mandated asset/site based accounting and public housing property management system

during this period. Management and maintenance staff were assigned to teams responsible for specific sites; bi-weekly meetings of these teams were conducted in order to identify issues and develop strategies to successfully resolve them. A safety policy manual for EHA personnel was developed during this period, and the existing procurement policy and personnel policy manuals were updated. Staff orientation sessions were held for both the safety and personnel policy manuals.

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.

FY-07

Everett Housing Authority completed renovation of three units in the Grandview community to date during this period. There are also plans to renovate some unit interiors of Pineview Apartments.

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.

FY-07

No action was taken on the Baker Heights redevelopment effort during this period.



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.

FY-07

The purchase of Lakeview Terrace and possible purchase of Casino Lane Apartments add to the inventory of replacement housing needed at the point of the Baker Heights demolition. Plans are underway to submit an application for approval for disposition of 25 Scattered Site units. Proceeds from the sale of these units will be used to purchase one or two complexes in order to increase the inventory of available replacement units.

- 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.

FY-07

Outreach efforts to landlords continued during this period, particularly to those who provide services to assist underserved populations in our community. Section 8 staff regularly attended the city-wide apartment association, responding to inquiries and promoting the voucher program. The Section 8 Director met with managers of 3 large complexes within EHA's jurisdiction to explain the program and answer questions; a similar outreach was conducted with representatives from Sunrise Services, an agency that serves the disabled population.



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.

FY-07

Payment standards were increased in 2007 due to an increase in rents and fewer rental units available within EHA's jurisdiction.



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.

FY-07

High housing prices continued to make homeownership impractical for low income families; however, EHA continues to seek out less traditional homeownership options for these families. All three FSS Coordinators have received first time homebuyer down payment assistance training offered by the WA State Housing Finance Commission.



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.

FY-07

EHA did not research this matter this year.



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.

FY-07

Two two-bedroom units in the Baker Heights neighborhood were converted to four-bedroom units during this period. More conversions are planned for FY-08.

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.

FY-07

Deadbolt locks were installed in all units at Bakerview Apartments, a 151 unit complex, during this period.

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-07

Everett Housing Authority used discretionary funds to continue the AmeriCorps program during this period. In May 2007 EHA was awarded the Resident Services Delivery Model grant to continue providing quality programming for our residents. With these funds we have offered after school tutoring, peer and adult mentoring, and life skills education to both

youth and adult residents.

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.

FY-07

Nurse consultation services continued under the renewed contract with Visiting Nurses for the first half of this fiscal year. It is anticipated that a new agreement with the same terms, whereby EHA pays exclusively for these services, will be signed during the second half of FY-07. A Russian/Ukrainian speaking services coordinator based at Bakerview Apartments was available to senior and disabled residents six hours each week during this period.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
 - Increase the number and percentage of 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.

FY-07

EHA's Structures of Success program provided employment support and job search assistance to public housing residents. The Section 8 program continued to provide set-aside vouchers for families working towards self-sufficiency through the Project Self-Sufficiency and Individual Development Account programs, both administered by partnering agencies. EHA's Family Self-Sufficiency program gained more participants during this period. The interim review policy was changed regarding the effective date income increases would be applied toward a client's rental payment portion. In most cases, such changes will now not be counted until the annual review date, providing working families the opportunity to maximize earned income.

- 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.

FY-07

EHA'S FSS Coordinators worked with a diverse array of resources and agencies in order to assist program participants in reaching their goals. Partnering agencies included the College of Hope, which provided free classes in financial literacy, money management, homeownership, and home maintenance; the United Way, who offered additional financial resources with the Individual Development Account, a matched savings account; and the Washington State Housing Finance Commission, offering free classes to first time homebuyers. During this period there were 72 active participants and 14 graduates from the FSS program. The average escrow check per graduate was \$5,760. It is anticipated that the program will be expanded to a total of 150 clients.



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.

FY-07

The Enhances Services program continued at Broadway Plaza, enabling approximately 27 disabled and frail elderly residents to live independently. EHA provided facilities at the Bakerview Community Center for an elderly and disabled congregate meal program administered by Snohomish County Senior Services. Many of the participants in this program were residents of EHA housing. Congregate meals featuring ethnic dishes were also provided

for elderly and disabled minority residents.



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.

FY-07

The Structures of Success program has continued to provide academic support to students of families living in public housing. A working partnership has continued to grow with our local schools attended by EHA residents. This partnership has resulted in some students having more success and support in the school environment as well as academic follow through within the SOS program. The Challenge Day, school and EHA partnership has grown as well in 2007. We have now brought students from public housing neighborhoods to speak to other schools, school boards and in 08, Rotary Clubs to share the impacts of this partnership and program. Challenge Day is a program that seeks to address the issues of oppression and fosters cultural understanding between youth and adults in the community. The AmeriCorps partnership in 2007 has been a vital one in providing the quantity and quality services we believe our residents deserve. 2007 also grew a new partnership with a Swahili speaking volunteer group who are now teaching English as a second language to our Somali refugees. This program will enhance the Somali and Swahili speaking people's ability and skills to obtain employment, have success with their education goals and feel comfortable in the community when out taking care of daily needs, such as shopping.

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.

FY-07

The Everett Housing Authority continued to follow adopted policies and procedures in order to ensure LEP clients had an opportunity to fully participate in its housing programs. Efforts were made to expand staff awareness regarding translation/interpretation resources based on guidelines contained in the adopted policy.



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.

FY-07

Two two-bedroom units in the Baker Heights neighborhood were converted

to four-bedroom units during this period. More conversions are planned for FY-08.

- 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.

FY-07

Everett Housing Authority and Housing Authority of Snohomish County provided a joint informational seminar for staff members of the Disability Resource Connection and the Snohomish County Department of Developmental Disabilities. Topics included services available and the application process, set-aside Section 8 vouchers for individuals with disabilities, and accessing Section 8 Project based housing.

- 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.

FY-07

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 2008

[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 2004-08 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 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	1980		734
Extremely low income <=30% AMI	1899	96	
Very low income (>30% but <=50% AMI)	75	4	
Low income (>50% but <80% AMI)	6	<1	
Families with children	976	49*	
Elderly families	456	23*	
Families with Disabilities	749	38*	
Race/ethnicity: White	1650	83	
Race/ethnicity: Black	136	7	
Race/ethnicity: Am. Ind.	39	2	
Race/ethnicity: Asian	155	8	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the PHA's Waiting Lists	
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)? 17 Months	
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	

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	506		313
Extremely low income <=30% AMI	458	91	
Very low income (>30% but <=50% AMI)	44	9	
Low income (>50% but <80% AMI)	4	1	
Families with children	150	69	
Elderly families	117	23	
Families with Disabilities	164	32	
Race/ethnicity: White	418	83	
Race/ethnicity: Black	34	7	
Race/ethnicity: Am. Ind.	6	1	
Race/ethnicity: Asian	48	9	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	347	69	45
2 BR	85	17	36
3 BR	60	12	37
4 BR	11	2	6
5 BR	3	0	0
5+ BR	0	0	2
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Applications for set-aside vouchers or project based vouchers will be accepted, although the general Section 8 waitlist is closed. We will continue to partner with Service Agencies to provide housing for those traditionally underserved: battered women, families split apart through drug or alcohol abuse, homeless and disabled individuals.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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)
- Continue to offer set aside vouchers for elderly families with behavioral barriers that prevent them from successfully being housed. Encourage community partnerships that would benefit elderly residents.**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

Housing Authority.

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)
- 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)

Provide training and resources to EHA staff as indicated by our 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	\$1,564,400	
b) Public Housing Capital Fund	\$883,418	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$18,900,000	
f) Resident Opportunity and Self-Sufficiency Grants	\$83,300	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$1,706,000	
4. Other income (list below)		
4. Non-federal sources (list below)	\$176,000	
Total resources	\$23,313,118	

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)

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)

1. **If a handicapped unit is requested and an individual without a disability occupies the unit.**
2. **Reasonable accommodation for disability.**
3. **In accordance with the Violence Against Women Act (VAWA).**

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

Veteran's 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.

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

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

- Date and Time (2)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) (1)
- 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 (1)
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules

of occupancy of public housing (select all that apply)

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

1. **Applications Department staff is available to provide information.**
2. **Brochure**

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)

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?

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)

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)

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:

Automatic 120 day search period for all, and extensions for reasonable accommodation for a disability if needed.

(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. 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.

2. Current rent in excess of 30% of gross monthly income.

3. Persons displaced as a result of the EHA's demolition or replacement of public housing units.

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

Date and Time (3)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness (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) (1)
 - 1. Partnership with cooperating programs;**
 - 2. Persons displaced as a result of EHA's demolition or replacement of its public housing units**

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)

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)

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)

Quality property landlords unwilling to participate in the program due to rents that cannot be met by the payment standard and the client's income.

(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: Baker Heights (Ballfield, Land Only)
1b. Development (project) number: WA006-001
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 05/01/08
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

7. Timeline for activity:
a. Actual or projected start date of activity: **05/01/08**
b. Projected end date of activity: **06/30/09**

Demolition/Disposition Activity Description
1a. Development name: Baker Heights
1b. Development (project) number: WA006-001
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 06/30/09
5. Number of units affected: 246
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/01/10 b. Projected end date of activity: 12/31/12

Demolition/Disposition Activity Description
1a. Development name: Scattered Sites
1b. Development (project) number: WA006-005, 006, 008
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 06/30/09
5. Number of units affected: 246
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/01/10 b. Projected end date of activity: 12/31/12

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:

Participants must go through the Homesight Financial and Homeownership Education counseling.

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).

Homeownership Counselors and Family Self Sufficiency Counselors who are trained as first time homebuyer educators, as well as realtor training and real estate paralegal training. Grant awards for homeownership counseling classes from other institutions.

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 section for progress assessments for FYs 2005-2007.

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:

See Attachment WA006e001

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, 2008**

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:)

Access to program for clients who would not ordinarily be accepted into the Voucher program due to past problems, including but not limited to drug use, family violence, past rental history, behavioral problems making finding acceptable housing very difficult.

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

Census Tracts: 9; units 256

407 -124 units	411 – 7 units	412.02 -13 units	413.02 – 12 units
414 – 58 units	416.06 – 15 units	417.01 – 16 units	418.07 – 1 unit
419.04 – 10 units			

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
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section __29__ 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							
Summary							
Housing Authority Name:				Comprehensive Grant Number		FFY of Grant Approval	
Housing Authority of the City of Everett				WA19P006501-04		2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies				<input type="checkbox"/> Revised Annual Statement/Revision			
<input type="checkbox"/> Final Performance and Evaluation Report				<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12-31-07			
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	\$ 97,918.17	\$ 97,918.17	\$ 66,264.71
3	1408	Management Improvements		\$ 97,988.30	\$ 83,742.63	\$ 83,742.63	\$ 24,763.35
4	1410	Administration		\$ 97,988.30	\$ 97,988.30	\$ 97,988.30	\$ 97,988.30
5	1411	Audit					
6	1415	Liquidated Damages					
7	1430	Fees and Costs		\$ 7,000.00	\$ 8,000.00	\$ 8,000.00	\$ 7,834.89
8	1440	Site Acquisition					
9	1450	Site Improvement		\$ 26,000.00	\$ 23,658.23	\$ 23,658.23	\$ 23,658.23
10	1460	Dwelling Structures		\$ 498,618.44	\$ 467,566.44	\$ 467,566.44	\$ 423,242.69
11	1465.1	Dwelling Equipment-Nonexpendable		\$ 9,600.00	\$ 3,544.00	\$ 3,544.00	\$ 3,544.00
12	1470	Non-dwelling Structures		\$ 21,500.00	\$ 129,087.54	\$ 129,087.54	\$ 129,087.54
13	1475	Non-dwelling Equipment		\$ 94,000.00	\$ 67,760.19	\$ 67,760.19	\$ 67,760.19
14	1485	Demolition					
15	1495.1	Relocation Cost		\$ 2,000.00	\$ 617.50	\$ 617.50	\$ 617.50
16	1490	Replacement Reserve					
17	1498	Mod Used for Development					
18	1502	Contingency (may not exceed 8% of 19)		\$ 27,199.96	\$ -	\$ -	\$ -
19	Amount of Annual Grant (Sum of lines 2-19)			\$ 979,883.00	\$ 979,883.00	\$ 979,883.00	\$ 844,761.40
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	As of 12-31-06 Revised Cost for Original Amount	Revised Cost Adjusted	Obligated Amount	Expended Amount	Status of Work	Status of Work	Status of Work
Oper	140600-010001-000	Operations for Staff Personnel for completing the capital fund projects: SALARIES	48,986.44	42,433.47	42,433.47	34,883.47	Funds for staff personnel salaries 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	19,500.00	42,250.00	42,250.00	19,500.00	Hired Human Resource Consultant to review and help with personnel issues and policies	In initial process put this work item under 1408, moved to 1406	
Oper	140600-010003-000	related training for capital funds	3,398.29	3,328.46	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	26,103.27	9,906.24	9,906.24	8,552.78	Funds for staff persone benefits for completing capital fund projects and for computer technical services. Time is reflected on bi-monthly time sheets and prorated to different departments.	Salaries and Benefits separated for in house tracking system	
OPERATIONS			97,988.00	97,918.17	97,918.17	66,264.71			
M.I.	140800-010005-000	Operations for the staffing of Tech Services: SALARIES	55,000.00	38,000.00	38,000.00	16,266.63	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	24,695.05	24,695.05	24,695.05	4,449.14	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)	-	-	-	-	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	4,047.58	21,047.58	21,047.58	4,047.58	Upgrade agency wide CCS software and windows software and prorate to appropriate departments , MCLP Inspection software; Nahro training expenses; Adobe software, Architectural software.	Adj 1 moved funds to reflect actual funds obligated	
MANAGEMENT IMPROVEMENTS			83,742.63	83,742.63	83,742.63	24,763.35			
Admin	141010-010015-000	Operations for Staff Personnel for completing the capital fund projects: SALARIES	70,000.00	79,971.69	79,971.69	79,971.69	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	-	-	-	-	Fees needed for phone related costs associated with capital fund projects	Adj 1 moved funds to reflect actual funds obligated	
Admin	141019-010018-000	Advertising Costs	-	-	-	-	Fees needed for advertising capital fund projects	Adj 1 moved funds to reflect actual funds obligated	

Dev #	HUD Acct #	Description	As of 12-31-06 Revised Cost for Original Amount	Revised Cost Adjusted	Obligated Amount	Expended Amount	Status of Work	Status of Work	Status of Work
Admin	141090-010019-000	Operations for Staff Personnel for completing the capital fund projects: BENEFITS	27,988.30	18,016.61	18,016.61	18,016.61	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			97,988.30	97,988.30	97,988.30	97,988.30	-	-	
Fees	143010-010022-003	A&E for Bakerview Projects Camera Work for Sewer Lines	-	-	-	-	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	8,000.00	8,000.00	8,000.00	7,834.89	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	-	-	-	-	To hire a consultant for marketing scattered sites for possible sale.	Adj 1 moved funds to reflect actual funds obligated	
FEES AND COSTS			8,000.00	8,000.00	8,000.00	7,834.89	-	-	
6004	145000-010029-004	Replacement of decks and rails	-	-	-	-	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	27,000.00	23,658.23	23,658.23	23,658.23	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)	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	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			38,214.53	23,658.23	23,658.23	23,658.23	-	-	
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	-	-	-	-	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	-	-	-	-	After review of scattered site units, install ceiling insulation as needed to meet code	Adj 1 moved funds to reflect actual funds obligated	
6002	146000-010046-002	Replace and large small windows	-	-	-	-	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	-	-	-	-	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	

Dev #	HUD Acct #	Description	As of 12-31-06 Revised Cost for Original Amount	Revised Cost Adjusted	Obligated Amount	Expended Amount	Status of Work	Status of Work	Status of Work
6005	146000-010046-005	Replacement of large and small windows	-	-	-	-	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)	5,089.00	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	-	-	-	-	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	-	-	-	-	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	387,465.07	373,553.99	373,553.99	373,358.42	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	-	-	-	-	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	5,929.80	-	-	-	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	-	-	-	-	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	16,179.36	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	-	-	-	-	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	28,533.31	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	-	-	-	-	Replacement of aged furnaces during major renovation of the interior of the units	Adj 1/2 moved funds to reflect actual funds obligated	
6003	146000-010062-003	Bakerview Locks	-	44,210.78	44,210.78	82.60	Sealed bid process, 1st solicitation rejected. Re-bid. Signed a contract with Argens, Inc. 05-15-07 Security key levels has been determined and hardware will be ordered.	Work is 99% completed, pending only one unit to complete.	
6003	146000-010061-003	Upgrades or replacement to elevators and penthouses	-	-	-	-	Continued upgrades needed for aging elevators	Adj 1/2 moved funds to reflect actual funds obligated	
DWELLING STRUCTURES			443,196.54	467,566.44	467,566.44	423,242.69	-	-	
6002	146510-010063-002	refrigerator and ranges	6,742.67	3,544.00	3,544.00	3,544.00	Replacement of kitchen appliances during major interior renovation	Adj 2 moved funds to reflect actual funds to be obligated	
DWELLING EQUIPMENT			6,742.67	3,544.00	3,544.00	3,544.00	-	-	

Dev #	HUD Acct #	Description	As of 12-31-06 Revised Cost for Original Amount	Revised Cost Adjusted	Obligated Amount	Expended Amount	Status of Work	Status of Work	Status of Work
N.D.S	147000-010067-000	REDESIGN ADMINISTRATION BLDG(s) admin building, breakroom upgrades and kitchen redesign, AND Redesign of Admin Bldg (Added two work items together) NON DWELLING STRUCTURES	133,719.52	129,087.54	129,087.54	129,087.54	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.	Work completed on three separate areas including rental space and community rooms at Baker Heights and the redesign of Facilities Office to accommodate on site staff.
			133,719.52	129,087.54	129,087.54	129,087.54	-	-	
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	12,619.53	12,088.91	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	1,848.98	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	5,431.99	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	9,480.98	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 NON DWELLING EQUIPMENT	38,909.33	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	Purchased pickup with flat bed and railings with dump lift
			68,290.81	67,760.19	67,760.19	67,760.19	-	-	
Rel	149510-010080	Relocation Costs (6-2) RELOCATION COSTS	2,000.00	617.50	617.50	617.50	Funds needed in relationship to the relocation costs associated with renovation relocation moves.		
			2,000.00	617.50	617.50	617.50	-	-	
Cont	150200-010081	Contingency	-	-	-	-	Contingency. Funds increased when the 2004 Formulas were announced.	Adj 1/2 moved funds to reflect actual funds obligated in different work items.	
Contingency			-	-	-	-			
Grand Total			979,883.00	979,883.00	979,883.00	844,761.40			

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							
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 12-31-07			
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	\$ 91,972.44	\$ 91,972.44	\$ 7,750.00
3	1408	Management Improvements		\$ 92,488.30	\$ 77,488.30	\$ 77,488.30	\$ 12,498.88
4	1410	Administration		\$ 94,251.00	\$ 93,751.00	\$ 93,751.00	\$ 45,224.81
5	1411	Audit					
6	1415	Liquidated Damages					
7	1430	Fees and Costs		\$ 1,000.00	\$ -	\$ -	\$ -
8	1440	Site Acquisition					
9	1450	Site Improvement		\$ 52,000.00	\$ 6,581.89	\$ 6,581.89	\$ 6,581.89
10	1460	Dwelling Structures		\$ 456,519.70	\$ 602,564.04	\$ 602,564.04	\$ 472,028.19
11	1465.1	Dwelling Equipment-Nonexpendable		\$ 10,000.00	\$ 5,616.00	\$ 5,616.00	\$ 5,616.00
12	1470	Non-dwelling Structures		\$ 51,000.00	\$ 36,841.28	\$ 36,841.28	\$ 26,056.34
13	1475	Non-dwelling Equipment		\$ 78,000.00	\$ 27,695.05	\$ 27,695.05	\$ 27,695.05
14	1485	Demolition					
15	1495.1	Relocation Cost		\$ 3,000.00	\$ -	\$ -	\$ -
16	1490	Replacement Reserve					
17	1498	Mod Used for Development					
18	1502	Contingency (may not exceed 8% of 19)		\$ 10,000.00	\$ -	\$ -	\$ -
19	Amount of Annual Grant (Sum of lines 2-19)			\$ 942,510.00	\$ 942,510.00	\$ 942,510.00	\$ 603,451.16
20	Amount of line 19 Related to LBP Activities			\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance			\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security			\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation			\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date				Signature of Public Housing Director and Date			

Development	Major Account #	Development Number/Name General Description of Major Work Categories	As of 12-31-06 Revised Cost of Original Amount	Revised Cost Adjustment #3 10-31-07	Obligated Amount	Expended Amounts	Status of Work
Operations	140600-010001-000	Development-General Clerk Salaries Purchasing Activities Salaries	46,263.00	44,363.00	44,363.00	-	Salary for Development - General 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.
							Title change for work being completed to the Purchasing Coordinator and the Inventory Control Clerk
Operations	140600-010002-000	human resource consultant	19,500.00	21,400.00	21,400.00	7,750.00	Hiring of human resource consultant and cost prorated out
Operations	140600-010003-000	related training for capital funds	2,278.56		-	-	Training related to capital fund program
Operations	140600-010007-000	Development-General Clerk Benefits Purchasing Activities Benefits	26,209.44	26,209.44	26,209.44	-	Benefits for Development -General Clerk position in the Facilities Department, time is allocated according to actual work done
							Title change for work being completed to the Purchasing Coordinator and the Inventory Control Clerk
OPERATIONS			94,251.00	91,972.44	91,972.44	7,750.00	-
Management Improvements	140800-010005-000	technical information systems coordinator Salary	55,000.00	30,000.00	30,000.00	-	Salary prorated for the technical information systems coordinator
Management Improvements	140800-010008-000	technical information systems coordinator Benefits	22,488.30	12,488.30	12,488.30	-	Benefits prorated for technical information systems coordinator benefits
Management Improvements	140800-010011-000	resident training (move to work, job related)	5,000.00	-	-	-	resident training (move to work, job related)
	140800-010013-000	procurement salaries activities		25,000.00	25,000.00	8,843.45	Salaries: Moved work item forward from 2006 budget, reconfigured procurement department duties, any procurement for public housing will ne allocated according to actual work done
	140800-010014-000	procurement activities benefits		10,000.00	10,000.00	3,655.43	Benefits: Moved work item forward from 2006 budget, reconfigured procurement department duties, any procurement for public housing will ne allocated according to actual work done.
Management Improvements	140800-010012-000	modernization related software & training	10,000.00	-	-	-	modernization related software & training
MANAGEMENT IMPROVEMENTS			92,488.30	77,488.30	77,488.30	12,498.88	
Administration	141010-010015-000	Staff Salaries	70,700.00	70,700.00	70,700.00	35,561.62	Salary prorated for the administrative staff for the capital fund projects
Administration	141019-010018-000	Advertising Costs	500.00	-	-	-	Advertising Costs associated with projects outlined in
Administration	141090-010019-000	Staff Benefits	23,051.00	23,051.00	23,051.00	9,663.19	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	93,751.00	93,751.00	45,224.81	

Development	Major Account #	Development Number/Name General Description of Major Work Categories	As of 12-31-06 Revised Cost of Original Amount	Revised Cost Adjustment #3 10-31-07	Obligated Amount	Expended Amounts	Status of Work
A&E Services	143060-010027	Plan Review Fees	1,000.00	-	-	-	Funds needed for plan reviews by the City Planning Department
FEES AND COSTS			1,000.00	-	-	-	
6004: Pineview	145000-010029-004	Replacement of decks and rails	10,000.00	-	-	-	Replacement of decks and rails. Originally under 1460 moved to 1450
6005: Scattered Sites	145000-010029-005	Replacement of decks with rails	10,000.00	-	-	-	Replacement of decks with rails. Originally under 1460 moved to 1450
6001: Baker Heights	145000-010030-001	Upgrade ballfield	16,000.00	6,331.62	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.
6002: Grandview	145000-010030-002	landscaping/tree removal	2,000.00	-	-	-	Continued phased work of landscaping common areas in development and removal of trees
6003: Bakerview	145000-010030-003	Upgrade parking areas, install fencing and pole mounted lights	20,000.00	-	-	-	Upgrade parking areas, install fencing and pole mounted lights
6004: Pineview	145000-010034-004	Construction of fencing for private yards & enclosures; Upgrade Playground areas; Upgrade basketball courts	12,000.00	250.27	250.27	250.27	merged three projects into one lineitem: Construction of fencing for private yards & enclosures; upgrade playground areas and upgrade basketball courts
6005: Scattered Sites	145000-010034-005	landscaping/fencing	1,000.00	-	-	-	landscaping/fencing
6004: Pineview	145000-010036-004	Installation of furniture (fixed)	1,000.00	-	-	-	Installation of furniture (fixed) in common areas
SITE IMPROVEMENT			72,000.00	6,581.89	6,581.89	6,581.89	
6002: Grandview	146000-010046-002	Replace small and large windows	20,000.00	20,000.00	20,000.00	12,929.47	Replacement of windows as the interior renovation of units are happening in vacated units.
6005: Scattered Sites	146000-010047-005	Upgrade garage (s) and/or fiberglass doors	5,000.00	-	-	-	Upgrade garage (s) and/or fiberglass doors
6002: Grandview	146000-010049-002	Construction of storage areas off of units	1,000.00	-	-	-	Construction of storage areas for individual units.
6005: Scattered Sites	146000-010049-005	Construction storage sheds off units	10,000.00	-	-	-	Construction storage sheds off units
6002: Grandview	146000-010050-002	major interior renovation	295,000.00	547,925.68	547,925.68	423,990.10	Complete interior renovation
6004: Pineview	146000-010050-004	Installation of wall & ceiling insulation/replacement; wall and ceiling construction; and abatement of and replacement of flooring	19,018.40	-	-	-	Merged three work items into one line item: Installation of wall & ceiling insulation/replacement; wall and ceiling construction and abatement and replacement of resilient flooring
6005: Scattered Sites	146000-010050-005	Install ceiling insulation; replacement of kitchen floors	27,400.00	27,315.76	27,315.76	27,786.02	Merged two work items into one line item. Install ceiling insulation and replacement of kitchen floors,
6003: Bakerview	146000-010052-003	Upgrade of alarm system for smoke/fire detectors/nurse call systems	20,101.30	322.60	322.60	322.60	Upgrade of alarm system for smoke/fire detectors/nurse call systems. July 25, 2005 reduced funds because of reduction in funding.
6004: Pineview	146000-010054-004	Installation of wood /vinyl or aluminum siding	10,000.00	-	-	-	Installation of wood /vinyl or aluminum siding
6005: Scattered Sites	146000-010054-005	Replacement of wood /vinyl or aluminum siding	19,000.00	-	-	-	Replacement of wood /vinyl or aluminum siding
6002: Grandview	146000-010059-002	Replacement of furnaces	10,000.00	7,000.00	7,000.00	7,000.00	Replacement of aged furnaces as needed during the interior renovation

Development	Major Account #	Development Number/Name General Description of Major Work Categories	As of 12-31-06 Revised Cost of Original Amount	Revised Cost Adjustment #3 10-31-07	Obligated Amount	Expended Amounts	Status of Work
DWELLING STRUCTURES			436,519.70	602,564.04	602,564.04	472,028.19	
6002: Grandview	146510-010063-002	ranges and refrigerators	10,000.00	5,616.00	5,616.00	5,616.00	Replacement of appliances during the interior renovation.
DWELLING EQUIPMENT			10,000.00	5,616.00	5,616.00	5,616.00	
6003: Bakerview	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	36,841.28	36,841.28	26,056.34	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	36,841.28	36,841.28	26,056.34	
Non Dwelling/Dwelling	147500-010006-000	Record Storage	25,000.00	-	-	-	Record Storage
6005: Scattered Sites	147510-010071-005	Installation of outside Fire Extinguishers/and smoke detectors and carbon monoxide detectors	5,000.00	-	-	-	Installation of outside Fire Extinguishers/and smoke detectors and carbon monoxide detectors
Non Dwelling/Dwelling	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	26,455.57	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
Non Dwelling/Dwelling	147510-010073-000	PC Upgrades/ replacements	5,000.00	705.48	705.48	705.48	PC Upgrades/ replacements
Non Dwelling/Dwelling	147510-010077-000	replace/upgrade current server @ admin office and outlying offices	14,000.00	-	-	-	replace/upgrade current server @ admin office and outlying offices
Non Dwelling/Dwelling	147510-010078-000	Maintenance Truck Replacement	15,000.00	534.00	534.00	534.00	Maintenance Truck Replacement
NON DWELLING QUIPMENT			78,000.00	27,695.05	27,695.05	27,695.05	
Relocation Fees	149510-010080-001	Relocation Costs (6-1)	1,000.00	-	-	-	Relocation costs associated with interior renovation of Grandview
Relocation Fees	149510-010080-002	Relocation Costs (6-2)	2,000.00	-	-	-	Relocation costs associated with projects related to Bakerview
RELOCATION COSTS			3,000.00	-	-	-	
Contingency	150200-010081-000	Contingency	10,000.00	-	-	-	Contingency
CONTINGENCY			10,000.00	-	-	-	
GRANT TOTAL			942,510.00	942,510.00	942,510.00	603,451.16	

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital							
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-07		30-Jun-09			
6002: Grandview	30-Jun-07	30-Jun-07		30-Jun-09			
6003: Bakerview	30-Jun-07	30-Jun-07		30-Jun-09			
6004: Pineview	30-Jun-07	30-Jun-07		30-Jun-09			
6005: Scattered Sites	30-Jun-07	30-Jun-07		30-Jun-09			
Operations	30-Jun-07	30-Jun-07		30-Jun-09			
Management Improvements	30-Jun-07	30-Jun-07		30-Jun-09			
Administration	30-Jun-07	30-Jun-07		30-Jun-09			
A&E Services	30-Jun-07	30-Jun-07		30-Jun-09			
Non Dwelling Structures & Equipment	30-Jun-07	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: Additional Funding 3/23/2007			
<input type="checkbox"/> Final Performance and Evaluation Report				<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12-31-07			
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)		92,335.80	89,739.01	65,739.01	-
3	1408	Management Improvements (may not exceed 20% of 19)		169,393.90	169,514.87	127,834.27	10,345.97
4	1410	Administration (may not exceed 10% of 19)		92,335.80	92,335.80	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	14,475.82	7,475.82	7,475.82
10	1460	Dwelling Structures		453,075.70	453,075.70	83,122.32	59,860.99
11	1465.1	Dwelling Equipment-Nonexpendable		10,000.00	10,000.00	-	-
12	1470	Non-dwelling Structures		51,216.80	51,216.80	227.22	227.22
13	1475	Non-dwelling Equipment		32,000.00	32,000.00	-	-
14	1485	Demolition					
15	1495.1	Relocation Cost		1,000.00	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	10,000.00	-	-
19	Amount of Annual Grant (Sum of lines 2-19)			923,358.00	923,358.00	369,398.64	77,910.00
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	Original Estimated Cost As of 12-31-06	Revised Cost	Obligated Amount	Expended Amounts	Need to Obligate	Status of Work
Op	140600-010001	Clerk Salaries-Staff Position to facilitate purchasing for the agency and will be prorated between departments	40,000.00	37,403.21	37,403.21	-	-	Clerk Salaries-Staff Position to facilitate purchasing for the agency and will be prorated between departments,
Op	140600-010002	human resource consultant	24,000.00	24,000.00	-	-	24,000.00	Consultant hired for human resouces need
Op	140600-010007	Clerk Benefits-Staff Position to facilitate purchasing for the agency and will be prorated between departments	28,335.80	28,335.80	28,335.80	-	-	Clerk Benefits-Staff Position to facilitate purchasing for the agency and will be prorated between departments
			92,335.80	89,739.01	65,739.01	-	24,000.00	
M.I.	140800-010003	related training for capital funds	2,000.00	2,120.97	2,120.97	2,120.97	-	Funds needed for staff training for new rules and regulations in the use of capital funding grants
M.I.	140800-010005	technical information systems coordinator Salary	55,000.00	55,000.00	55,000.00	-	-	to keep the agency current in changing computer technologies
M.I.	140800-010008	technical information systems coordinator benefits	22,488.30	22,488.30	22,488.30	-	-	needed to keep the agency current in changing computer technologies
M.I.	140800-010011	resident training (move to work, job related)	500.00	500.00	-	-	500.00	resident training (move to work, job related)
M.I.	140800-010013	procurement coordinate salaries-Staff position to facilitate purchasing and contracting for the agency and will be prorated between departments	25,000.00	25,000.00	25,000.00	-	-	procurement coordinate salaries-Staff position to facilitate purchasing and contracting for the agency and will be prorated between departments
M.I.	140800-010014	procurement coordinate benefits-Staff position to facilitate purchasing and contracting for the agency and will be prorated between departments	15,000.00	15,000.00	15,000.00	-	-	procurement coordinate benefits-Staff position to facilitate purchasing and contracting for the agency and will be prorated between departments
M.I.	140800-010020	energy audit	24,405.60	24,405.60	8,225.00	8,225.00	16,180.60	Funds need to completed the HUD required 5 year increments for public housing energy audit. EHA completed process and has Sept 2007 Audit Review.
M.I.	140800-010021	ecs software & windows upgrade	25,000.00	25,000.00	-	-	25,000.00	Funds needed to upgrade the ECS software and windows upgrades as needed
			169,393.90	169,514.87	127,834.27	10,345.97	41,680.60	
Adm	141010-010015	Staff Salaries	65,000.00	65,000.00	65,000.00	-	-	Administrative salaries for staffing positions to implement the capital fund grants
Adm	141010-010018	Advertising Costs	133.00	133.00	-	-	133.00	
Adm	141090-010019	Staff Benefits	27,202.80	27,202.80	20,000.00	-	7,202.80	Administrative benefits for staffing positions to implement the capital fund grants
			92,335.80	92,335.80	85,000.00	-	7,335.80	
6004	145000-010029-004	Replacement of decks and rails	5,000.00	7,475.82	7,475.82	7,475.82	-	Replaced support beams on decks as needed to replace old and rotten beams. Will be scheduling the replacement of some decks during better weather conditons.
65-66-68	145000-010029-005	Replacement of decks with rails	5,000.00	5,000.00	-	-	5,000.00	Replacement of decks with rails
6001	145000-010030-001	Upgrade ballfield	2,000.00	2,000.00	-	-	2,000.00	Upgrade ballfield
			12,000.00	14,475.82	7,475.82	7,475.82	7,000.00	
6002	146000-010046-002	Replace small and large windows	20,000.00	20,000.00	-	-	20,000.00	Replace small and large windows

Dev #	Major Acct #	General Description fo Major Work Categories	Original Estimated		Obligated	Expended	Need to	Status of Work
			Cost	Revised				
			As of 12-31-06	Cost	Amount	Amounts	Obligate	
65-66-68	146000-010047-005	Upgrade garage (s) and/or fiberglass doors	5,000.00	5,000.00	-	-	5,000.00	Upgrade garage (s) and/or fiberglass doors
6002	146000-010049-002	Construction of storage areas off of units	1,000.00	1,000.00	-	-	1,000.00	Construction of storage areas off of units
65-66-68	146000-010049-005	Construction storage sheds off units	5,000.00	5,000.00	-	-	5,000.00	Construction storage sheds off units
6002	146000-010050-002	major interior renovation	295,000.00	295,000.00	83,122.32	59,860.99	211,877.68	major interior renovation
6004	146000-010050-004	Interior Renovation: Abatement Replacement of resilient flooring, insulation, wall & ceiling construction, weatherization	10,000.00	10,000.00	-	-	10,000.00	Interior Renovation: Abatement Replacement of resilient flooring, insulation, wall & ceiling construction, weatherization
65-66-68	146000-010050-005	Replacement of kitchen floor and bath floor	5,400.00	5,400.00	-	-	5,400.00	Replacement of kitchen floor and bath floor
6003	146000-010052-003	Upgrade of alarm system for smoke/fire detectors/nurse call systems	43,074.40	43,074.40	-	-	43,074.40	Upgrade of alarm system for smoke/fire detectors/nurse call systems
6003	146000-010053-003	Security Card Access System with Camera Monitoring	5,000.00	5,000.00	-	-	5,000.00	Security Card Access System with Camera Monitoring
6004	146000-010054-004	Installation of wood /vinyl or aluminum siding; painting, reconfigfure front entry door	25,000.00	25,000.00	-	-	25,000.00	Installation of wood /vinyl or aluminum siding; painting, reconfigfure front entry door
6004	146000-010055-004	building mounted site lights	5,000.00	5,000.00	-	-	5,000.00	building mounted site lights
6002	146000-010059-002	Replacement of furnaces	28,601.30	28,601.30	-	-	28,601.30	Replacement of furnaces
6002	146000-010062-002	Dead bolt lock upgrade	5,000.00	5,000.00	-	-	5,000.00	Dead bolt lock upgrade
			453,075.70	453,075.70	83,122.32	59,860.99	369,953.38	
6002	146510-010063-002	ranges and refrigerators	10,000.00	10,000.00	-	-	10,000.00	ranges and refrigerators
			10,000.00	10,000.00	-	-	10,000.00	
N.D.	147000-010067-001	ADA Compliance – Any administrative building: ALL FUNDS IN ONE LINE ITEM	51,216.80	51,216.80	227.22	227.22	50,989.58	ADA Compliance – Any administrative building: ALL FUNDS IN ONE LINE ITEM
N.D.	1470	Admin and/or maintenanceadmsintration Buildings: Staff breakroom redesign, carpet repalcement, resilient flooring, doors, wall and ceiling conctruction & surfaces, appliance replacement: Ergonomically correct conferennce room chairs and tables in all admi					-	Admin and/or maintenanceadmsintration Buildings: Staff breakroom redesign, carpet repalcement, resilient flooring, doors, wall and ceiling conctruction & surfaces, appliance replacement: Ergonomically correct conferennce room chairs and tables in all admi
N.D.	1470	Admin Buildings: Boilers, bolier room piping, abate ladding; HVAC System					-	Admin Buildings: Boilers, bolier room piping, abate ladding; HVAC System
N.D.	1470	Electrical Panel, fuses, circuit breakers: Electrical wiring and other devices for administrative buildings					-	Electrical Panel, fuses, circuit breakers: Electrical wiring and other devices for administrative buildings
N.D.	1470	Other Rooms (Kitchen) (conference)Storage rooms, for administrative purposes					-	Other Rooms (Kitchen) (conference)Storage rooms, for administrative purposes
N.D.	1470	Smoke & Fire Detectors-in any administrative building					-	Smoke & Fire Detectors-in any administrative building

Dev #	Major Acct #	General Description fo Major Work Categories	Original Estimated		Obligated	Expended	Need to	Status of Work
			Cost	Revised				
			As of 12-31-06	Cost	Amount	Amounts	Obligate	
N.D.	1470	Underground Electrical Distribution-Administrative offices					-	Underground Electrical Distribution-Administrative offices
			51,216.80	51,216.80	227.22	227.22	50,989.58	
N.D.	147510-010006	Record Storage	1,000.00	1,000.00	-	-	1,000.00	Record Storage
N.D.	147510-010073	PC Upgrades/replacements; printers, copiers	5,000.00	5,000.00	-	-	5,000.00	PC Upgrades/replacements; printers, copiers
6002	147510-010074	Remodel of rec center for office area for rental officer on site	5,000.00	5,000.00	-	-	5,000.00	Remodel of rec center for office area for rental officer on site
N.D.	147510-010077	replace/upgrade current server @ admin office and outlying offices	1,000.00	1,000.00	-	-	1,000.00	replace/upgrade current server @ admin office and outlying offices
N.D.	147510-010078	Maintenance Truck Replacement	20,000.00	20,000.00	-	-	20,000.00	Maintenance Truck Replacement
			32,000.00	32,000.00	-	-	32,000.00	
Rel	149510-010080	Relocation Costs (6-2)	1,000.00	1,000.00	-	-	1,000.00	Relocation Costs (6-2)
			1,000.00	1,000.00	-	-	1,000.00	
Cont	150200-010081	Contingency	10,000.00	10,000.00	-	-	10,000.00	Contingency
			10,000.00	10,000.00	-	-	10,000.00	
			923,358.00	923,358.00	369,398.64	77,910.00	553,959.36	

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 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 12-31-07				
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)	\$ 88,133.00			
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	\$ 49,088.00			
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)		\$ 883,418.00	\$ -	\$ -	\$ -
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 #	Sub-Acct Number	General Description fo Major Work Categories	Original Estimated Cost as of 12-31-06 (no changes)	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
Op	1406	010001	General Clerk Salaries	40,000.00				General Clerk Salaries for procurement activites
Op	1406	010002	human resource consultant	19,500.00				human resource consultant
Op	1406	010007	General Clerk Benefits	25,633.00				General Clerk Benefits for procurement activities
				85,133.00	-	-	-	
Mi	1408	010003	facility maintenance training for maintenance staff/CFP Training	1,000.00				facility maintenance training for maintenance staff/CFP Training
Mi	1408	010005	technical information systems coordinator Salary	50,000.00				technical information systems coordinator Salary
Mi	1408	010008	technical information systems coordinator benefits	22,488.30				technical information systems coordinator benefits
Mi	1408	010009	disaster planning & training/mgmt study (includes disaster recovery)	1,000.00				disaster planning & training/mgmt study (includes disaster recovery)
Mi	1408	010010	asset management assessment of existing property/development preventative maintenance modernization and or maintenance related	1,000.00				asset management assessment of existing property/development preventative modernization and or maintenance related
Mi	1408	010012	software & training	3,000.00				software & training
Mi	1408	010013	procurement coordinator salries	25,000.00				procurement coordinator salries
Mi	1408	010014	procurement coordinator benefits	15,000.00				procurement coordinator benefits
Mi	1408	010020	energy audit	25,000.00				energy audit
Mi	1408	010021	ccs software & windows upgrade	25,000.00				ccs software & windows upgrade
				168,488.30	-	-	-	
Adm	1410	010015	Staff Salaries	68,000.00				Staff Salaries
Adm	1410	010018	Advertising Costs	133.00				Advertising Costs
Adm	1410	010019	Staff Benefits	20,000.00				Staff Benefits
				88,133.00	-	-	-	
F & C	1430	010022	A&E for Baker Heights Projects and Feasibility Study	10,000.00				A&E for Baker Heights Projects and Feasibility Study
F & C	1430	010027	Plan Review Fees	1,000.00				Plan Review Fees
				11,000.00	-	-	-	
6004	1450	010029	Decks & Railings - replacement of decks and railings	2,500.00				Decks & Railings - replacement of decks and railings
6003	1450	010030	Landscaping,tree removal;fencing, parking areas-lighting;Ballfield-irrigation	1,000.00				Landscaping,tree removal;fencing, parking areas-lighting;Ballfield-irrigation
NDS/E	1450	010030	Admin Building: Landscaping	1,000.00				Admin Building: Landscaping
6004	1450	010031	Paved Walks and Surfaces	1,000.00				Paved Walks and Surfaces
6004	1450	010031	Walks & Surfaces/parking;Steps & ramps & ADA Compliance	1,000.00				Walks & Surfaces/parking;Steps & ramps & ADA Compliance
6003	1450	010033	Upgrade sanitary lines and/or water distribution	500.00				Upgrade sanitary lines and/or water distribution
6004	1450	010034	landscaping and/or creek beautification; fencing, playgrounds, basketball courts; fixed	1,000.00				landscaping and/or creek beautification; fencing, playgrounds, basketball courts;
				7,000.00	-	-	-	
6005	1460	010042	Install ceiling insulation	2,000.00				Install ceiling insulation

Dev #	Major Acct #	Sub-Acct Number	General Description fo Major Work Categories	Original Estimated Cost as of 12-31-06 (no changes)	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
6002	1460	010046	Replace small and large windows	20,000.00				Replace small and large windows
6005	1460	010049	Construction storage sheds off units	5,000.00				Construction storage sheds off units
6002	1460	010050	major interior renovation	248,578.40				major interior renovation
6004	1460	010050	Interior renovation of needed units to include but not limited to the following: insulation,	5,000.00				Interior renovation of needed units to include but not limited to the following:
6005	1460	010050	Interior renovation of needed units to include but not limited to the following: insulation,	20,000.00				Interior renovation of needed units to include but not limited to the following:
6004	1460	010052	Upgrade smoke/fire detectors	2,500.00				Upgrade smoke/fire detectors
6003	1460	010053	Installation of doors and frames, deadbolts, wood doors, door bells	500.00				Installation of doors and frames, deadbolts, wood doors, door bells
6004	1460	010054	Installation of wood /vinyl or aluminum siding; painting, reconfigure front entry door	20,000.00				Installation of wood /vinyl or aluminum siding; painting, reconfigure front entry
6005	1460	010054	Replacement of wood /vinyl or aluminum siding; painting`	20,000.00				Replacement of wood /vinyl or aluminum siding; painting`
6003	1460	010055	Exterior Building Lights- Mounted Light Installation	500.00				Exterior Building Lights- Mounted Light Installation
6002	1460	010059	Replacement of furnaces	1,000.00				Replacement of furnaces
6003	1460	010061	Elevator Upgrades	35,000.00				Elevator Upgrades
6004	1460	010062	Dead bolt lock upgrade	5,000.00				Dead bolt lock upgrade
				385,078.40	-	-	-	
6002	1465	000063	ranges and refrigerators	10,000.00				ranges and refrigerators
6005	1465	010063	Appliances	2,000.00				Appliances
				12,000.00	-	-	-	
6001	1470	010043	Roof replacement and redesign of community Center roof-to eliminate leaks, (new hall)offices/additions/remodel -floors, ceiling, walls, appliances	15,000.00				Roof replacement and redesign of community Center roof-to eliminate leaks, (new hall)offices/additions/remodel - floors, ceiling, walls, appliances
6003	1470	010065	shop, north lounge, furniture replacement & other rooms for resident use, library:ADA Comnpliance	4,500.00				shop, north lounge, furniture replacement & other rooms for resident use, library:ADA Comnpliance
6000	1470	010067	flooring & redesign office space Maint.:Other offices redesign:floors,doors,walls,ceiling,appliances	46,088.00				flooring & redesign office space Maint.:Other offices redesign:floors,doors,walls,ceiling,aplianc
				65,588.00	-	-	-	
NDS/E	1475	010070	Maintenance Equipment Replacement	1,000.00				Maintenance Equipment Replacement
6004	1475	010071	Installation of Fire Extinguishers on outside of units	1,000.00				Installation of Fire Extinguishers on outside of units
NDS/E	1475	010078	Maintenance Truck Replacement	17,997.30				Maintenance Truck Replacement
NDS/E	1475	010072	Telephone system needs (also internet) telephone system replacement or upgrades; modems, remote hardware cell phones/system, phone line costs for dial in capability.	3,000.00				Telephone system needs (also internet) telephone system replacement or upgrades; modems, remote hardware cell phones/system, phone line costs for dial in
NDS/E	1475	010073	PC Upgrades/replacements; printers, copiers	1,000.00				PC Upgrades/replacements; printers, copiers
NDS/E	1475	010077	replace/upgrade current server @ admin office and outlying offices	25,000.00				replace/upgrade current server @ admin office and outlying offices

Dev #	Major Acct #	Sub-Acct Number	General Description fo Major Work Categories	Original Estimated Cost as of 12-31-06 (no changes)	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
				48,997.30	-	-	-	
Rel	1495	010080	Relocation Costs (6-2)	2,000.00				Relocation Costs (6-2)
				2,000.00	-	-	-	
Cont	1502	010081	Contingency	10,000.00				Contingency
				10,000.00	-	-	-	
				883,418.00	-	-	-	-

Annual Statement/Performance and Evaluation Report

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

Part 3: Implementation Schedule

Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6001: Baker Heights	June 30, 2010			June 30, 2012			
6002: Grandview	June 30, 2010			June 30, 2012			
6003: Bakerview	June 30, 2010			June 30, 2012			
6004: Pineview	June 30, 2010			June 30, 2012			
6005: Scattered Sites	June 30, 2010			June 30, 2012			
Operations	June 30, 2010			June 30, 2012			
Management Improvements	June 30, 2010			June 30, 2012			
Administration	June 30, 2010			June 30, 2012			
A&E Services	June 30, 2010			June 30, 2012			
Non Dwelling Structures & Equipment	June 30, 2010			June 30, 2012			

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 WA19P006501-2008		FFY of Grant Approval 2008
<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)	\$ 65,000.00			
3	1408 Management Improvements (may not exceed 20% of 19)	\$ 111,500.00			
4	1410 Administration (may not exceed 10% of 19)	\$ 88,341.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 7,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 35,000.00			
10	1460 Dwelling Structures	\$ 413,800.00			
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 8,000.00			
12	1470 Non-dwelling Structures	\$ 74,777.00			
13	1475 Non-dwelling Equipment	\$ 61,000.00			
14	1485 Demolition				
15	1495.1 Relocation Cost	\$ 14,000.00			
16	1490 Replacement Reserve				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of 19)	\$ 5,000.00			
19	Amount of Annual Grant (Sum of lines 2-19)	\$ 883,418.00	\$ -	\$ -	\$ -
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
Op	1406	human resource consultant	1	30,000.00				human resource consultant
Op	1406	Staff Salaries related to purchasing for agency wide activities to be prorated between departments	1	20,000.00				Staff Salaries related to purchasing for agency wide activities to be prorated between departments
Op	1406	Staff Benefits related to purchasing for agency wide activities to be prorated between departments	1	15,000.00				Staff Benefits related to purchasing for agency wide activities to be prorated between departments
10% = \$88,341				65,000.00				10% = \$88,341
Mi	1408	ecs software & windows upgrade, phone line costs for dial in capability and increase internet capability	phased	25,500.00				ecs software & windows upgrade, phone line costs for dial in capability and increase internet capability
Mi	1408	technical information systems coordinator salary	1	30,000.00				technical information systems coordinator salary
Mi	1408	technical information systems coordinator benefits	1	15,000.00				technical information systems coordinator benefits
Mi	1408	staff salaries for purchasing coordinator to set up agency wide purchasing practices to be proated between departments	1	25,000.00				staff salaries for purchasing coordinator to set up agency wide purchasing practices to be proated between departments
Mi	1408	staff benefits for purchasing coordinator to set up agency wide purchasing practices to be prorated between departments	1	15,000.00				staff benefits for purchasing coordinator to set up agency wide purchasing practices to be prorated between departments
Mi	1408	Training Costs: Resident training for move to work; staff training for public housing rules and regulations	1+	1,000.00				Training Costs: Resident training for move to work; staff training for public housing rules and regulations
				111,500.00				
Adm	1410	Staff Salaries	2	68,341.00				Staff Salaries
Adm	1410	Staff Benefits	2	20,000.00				Staff Benefits
				88,341.00				
F & C	1430	A&E Fees needed for all publis housing developments and for any administration office for staff use. To include any plan review fees needed and advertising costs associated with each program, will be allocated to appropriate development at time of use.	Phased	7,000.00				A&E Fees needed for all publis housing developments and for any administration office for staff use. To include any plan review fees needed and advertising costs associated with each program, will be allocated to appropriate development at time of use.

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
				7,000.00				
6004	1450	PV: Landscaping and/or creek beautification; fencing, playgrounds, basketball courts; fixed furniture, parking stripes, paved walks and surfaces, steps and ramps, new parking spaces	upgrades	15,000.00				PV: Landscaping and/or creek beautification; fencing, playgrounds, basketball courts; fixed furniture, parking stripes, paved walks and surfaces, steps and ramps, new parking spaces
6005	1450	SS: Landscaping and/or creek beautification; fencing, playgrounds, basketball courts; fixed furniture	upgrades	15,000.00				SS: Landscaping and/or creek beautification; fencing, playgrounds, basketball courts; fixed furniture
6004	1450	Drainage-downspout replacement/upgrades	upgrades	5,000.00				Drainage-downspout replacement/upgrades
				35,000.00				
6005	1460	SS: Construction storage sheds off units	phased	5,000.00				SS: Construction storage sheds off units
6005	1460	SS: Dead bolt lock upgrade	Phased	8,800.00				SS: Dead bolt lock upgrade
6004	1460	PV: 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				PV: 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
6005	1460	SS: 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	30,000.00				SS: 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
6002	1460	GV: 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	12	295,000.00				GV: 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
6002	1460	GV: Replace small and large windows	Phased	20,000.00				GV: Replace small and large windows
6003	1460	BV: Replace large (elevator) front windows	Prelim	25,000.00				BV: Replace large (elevator) front windows
6005	1460	SS: Replacement of decks and rails	Phased	10,000.00				SS: Replacement of decks and rails
6002	1460	GV: Replacement of furnaces	Phased	5,000.00				GV: Replacement of furnaces

Dev #	Major Acct #	General Description fo Major Work Categories	Quantity Phased Prelim	Original Estimated Cost	Revised Cost	Obligated Amount	Expended Amounts	Status of Work
6005	1460	SS: Replacement of wood /vinyl or aluminum siding; or painting	Phased	10,000.00				SS: Replacement of wood /vinyl or aluminum siding; or painting
				413,800.00				
6002-6003	1465	Appliance replacement for GV and SS; will be allocated to proper development at time of purchase	12	8,000.00				Appliance replacement for GV and SS; will be allocated to proper development at time of purchase
				8,000.00				
NDS	1470	Resign of office space in Baker Community Center for Housing Coordinator Staff	1	74,777.00				Residgn for additional space needed for housing coordinator and staff for leasing needs and client privacy needs.
				74,777.00				
NDS/E	1475	Maintenance Truck Replacement	1	20,000.00				Maintenance Truck Replacement
NDS/E	1475	Maintenance Equipment Replacement	Phased	5,000.00				Maintenance Equipment Replacement
NDS/E	1475	PC Upgrades/replacements; printers, copiers: replace/upgrade current server at any adminoffice, purchase and install emote locations hadware	Upgrades	36,000.00				PC Upgrades/replacements; printers, copiers: replace/upgrade current server at any adminoffice, purchase and install emote locations hadware
				61,000.00				
Rel	1495	Relocation Costs (6-1) (6-2) (6-3)	as needed	14,000.00				Relocation Costs (6-1) (6-2) (6-3)
				14,000.00				
Cont	1502	Contingency		5,000.00				Contingency
				5,000.00				
			883,418.00	883,418.00				

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part 3: Implementation Schedule							
Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6001: Baker Heights	June 30, 2010			June 30, 2012			
6002: Grandview	June 30, 2010			June 30, 2012			
6003: Bakerview	June 30, 2010			June 30, 2012			
6004: Pineview	June 30, 2010			June 30, 2012			
6005: Scattered Sites	June 30, 2010			June 30, 2012			
Operations	June 30, 2010			June 30, 2012			
Management Improvements	June 30, 2010			June 30, 2012			
Administration	June 30, 2010			June 30, 2012			
A&E Services	June 30, 2010			June 30, 2012			
Non Dwelling Structures & Equipment	June 30, 2010			June 30, 2012			

Capital Fund Program Five-Year Action Plan Part 1: Summary		WA19P006501-08 EHA GL 509			
HA: Name: Housing Authority of the City of Everett		[X] Original 5-Year Plan [] Revision No.			
Development Number/Name	2009 Year 2	2010 Year 3	2011 Year 4	2012 Year 5	
6001: Baker Heights	0.00	0.00	14,500.00	55,000.00	
6002: Grandview	326,077.00	396,500.00	350,077.00	331,000.00	
6003: Bakerview Apartments	116,000.00	25,000.00	30,000.00	193,077.00	
6004: Pineview Apartments	94,000.00	112,000.00	110,000.00	106,500.00	
6005: Scattered Sites					
6006: Scattered Sites (in with 6005)					
6008: Scattered Sites (in with 6005)	34,500.00	107,000.00	64,500.00	23,000.00	
A. Physical Improvements Sub-total (1460/1465)	570,577.00	640,500.00	569,077.00	708,577.00	
B. Management Improvements (1408)	105,500.00	25,000.00	104,500.00	40,000.00	
C. HA-Wide Non-Dwelling Structures/ Equipment (1470/1475)	50,000.00	85,577.00	42,500.00	23,000.00	
D. Administration (1410)	85,341.00	85,341.00	85,341.00	85,341.00	
E. Other (1430/1495/1502)	7,000.00	32,000.00	17,000.00	11,500.00	
F. Operations (1406)	65,000.00	15,000.00	65,000.00	15,000.00	
G. Demolition (1485)					
H. Replacement Reserve					
I. Mod Used for Development					
J. Total CFP Funds	883,418.00	883,418.00	883,418.00	883,418.00	
K. Total Non-CFP Funds					
L. Grand Total	883,418.00	883,418.00	883,418.00	883,418.00	
anticipated capital fund amount	883,418.00	883,418.00	883,418.00	883,418.00	
	0.00	0.00	0.00	0.00	
Signature of Executive Director and Date					

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
1450	Install furniture (fixed) in common areas of development					prelim	1,000.00		
1450	Upgrade existing playground areas & install fixed furniture; landscaping needed areas for security reasons and tree removal					prelim	1,000.00		
1450	Install common area basketball courts					prelim	1,000.00		
1450	Upgrade ada compliance-exterior					prelim	1,000.00		
1450	Install of common area mail box facilities					prelim	500.00		
1450	Replacement of Clothes Lines					prelim	500.00		
1460	dead bolt lock upgrades					prelim	500.00		
1460	Replacement asphalt or fiberglass shingles					prelim	500.00		
1460	Replacement of Gutters and downspouts and overhangs					prelim	500.00		
1460	Floor Structural					prelim	500.00		
1460	Replacement of resilient flooring					prelim	500.00		
1460	Replacement of kitchen floor					prelim	500.00		
1460	Replacement and/or upgrade of hot water heaters					prelim	500.00		
1460	Upgrade of smoke/fire detectors					prelim	500.00		
1460	Upgrade bath and/or kitchens					prelim	500.00		
1460	Construct firewalls/draftwalls in attics and storage areas					prelim	500.00		
1460	Install carbon monoxide detectors					prelim	500.00		
1450	Upgrade ballfield					phased	1,000.00	phased	20,000.000
1470	Community Center asbestos abatement (new hall)					phased	1,000.00		
1470	Community Center replacement of resilient flooring (new hall)					phased	1,000.00		

		Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
Acct #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
1475	Roof replacement and redesign of community Center roof-to eliminate leaks							1	25,000.000
1470	Community Center plumbing upgrade					prelim	500.00		10,000.000
1470	Community Center (new hall) offices/additions/remodel					prelim	500.00		
SUB-TOTAL			0.00		0.00		14,500.00		55,000.000

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost						
1450	landscaping/tree removal					prelim	1,000.00		
1450	new parking areas, driveway striping, driveways					prelim	1,000.00		
1450	repalce or upgrade fencing highway department ; sidewalk upgrades; chainlink individual fencing					prelim	1,000.00		
1450	Drainage					prelim	1,000.00		
1450	pole mounted exterior lighting					prelim	1,000.00		
1450	Install furniture (fixed)					prelim	1,000.00		
1450	Upgrade playground area					prelim	1,000.00		
1450	Install basketball courts					prelim	1,000.00		
1450	Upgrade underground electrical distribution					prelim	1,000.00		
1450	water lines; /work necessary to transfer to city					prelim	1,000.00		
1450	sanitary lines; /work necessary to transfer to city					prelim	1,000.00		
1450	Upgrade ada compliance- exterior					prelim	1,000.00		
1450	Install common area mail box facilities					prelim	1,000.00		
1450	Clothes Line Replacement					prelim	1,000.00		
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	60,000.00				

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost						
1460	Installation of wood /vinyl or aluminum siding					prelim	5,000.00		
1460	Remove or replace chimneys					prelim	1,000.00		
1460	Replace small and large windows	phased	15,077.00	phased	20,000.00	phased	20,000.00	phased	20,000.00
1460	Construction of storage areas off of units	Phased	1,000.00	Phased	1,000.00	Phased	1,000.00	Phased	1,000.00
1460	Replacement of furnaces	Phased	5,000.00	Phased	5,000.00	Phased	5,000.00	Phased	5,000.00
1460	bedroom window emergency egress compliance					prelim	1,000.00		
1470	Rec Center: Asbestos abatement					prelim	1,000.00		
1470	Rec Center: Installation of resilient flooring			1	3,500.00				
1475	Rec Center: Range & Range Hood			2	1,000.00				
1475	Rec Center: Refrigerator			2	1,000.00	prelim	600.00		
1475	Rec Center: Dishwasher					prelim	700.00		
*	1460 major interior renovation	12	295,000.00	12	295,000.00	12	295,000.00	12	295,000.00
*	1460 masonry or plaster walls								
*	1460 floor insulation								
*	1460 wall insulation								
*	1460 ceiling insulation								
*	1460 interior stairways								
*	1460 electrical services								
*	1475 Fire Extinguishers								
*	1460 wall and ceiling construction								
*	1460 floor construction								
*	1460 wall and ceiling finishes								
*	1460 resilient flooring								
*	1460 doors and frames								

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
*	1460	asbestos flooring abatement							
*	1460	kitchen wall/ ceiling surfaces							
*	1460	kitchen floor							
*	1460	cabinet/counters/sink							
*	1460	range hoods & exhaust fans							
*	1460	dishwasher-optional							
*	1470	Bath Wall/Ceiling Surfaces							
*	1460	bath tile vinyl floor							
*	1460	bath resilient flooring							
*	1460	bath fixtures							
*	1460	bath fans							
*	1460	bath accessories							
*	1460	bath vanities							
*	1460	1/2 bath wall/ceiling surfaces							
*	1460	1/2 bath tile floor							
*	1460	1/2 bath resilient floor							
*	1460	1/2 bath fixtures							
*	1460	1/2 bath fans							
*	1460	1/2 bath accessories							
*	1460	1/2 bath vanities							
*	1460	hot water heater							
*	1460	thermostats							
*	1460	electric service/ panel/wiring							
*	1460	electrical wiring							
*	1460	smoke/fire detectors							
*	1460	upgrade bath							
*	1460	firewalls/draftwalls in attics and storage areas							
*	1460	window coverings							
*	1460	carbon monoxide detectors							
*	1460	plumbing upgrade							

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost						
	1460 Install entry/fiberglass doors								
*	1465 ranges and refrigerators	12	10,000.00	12	10,000.00	12	4,777.00	12	10,000.00
SUB-TOTAL			326,077.00		396,500.00		350,077.00		331,000.00

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost						
1450	Upgrade parking areas, install fencing and pole mounted lights							prelim	500.00
1450	landscaping & irrigation system							prelim	500.00
1450	Upgrade sanitary lines and/or water distribution							prelim	500.00
1460	Elevator Upgrades	phased	30,000.00	Phased	25,000.00	phased	25,000.00		
1460	Replacement of large unit windows and elevator lobby windows	replacement	15,000.00			prelim	4,500.00		
1460	Replacement of glass entry doors with electronic openers	upgrades	10,000.00						
1460	Upgrade exterior stairs with railings, doors, locks							prelim	500.00
1460	Installation of building mounted site lights and interior lobby and stairwell lighting upgrades							prelim	500.00
1460	Upgrade existing vestibules	upgrades	5,000.00						
1460	Upgrade resident recreation rooms, beauty shop, north lounge, furniture replacement, library and laundry facilities							prelim	500.00
1460	ADA Compliance Upgrades							prelim	500.00
1460	Installation of doors and frames, deadbolts, wood doors, door bells							prelim	500.00

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
1460	Interior Renovation of units to include abatement and installation of new flooring, upgrade to exhaust fans for ranges if possible, upgrade of all electrical fixtures, new kitchen and bath cabinets and countertops, new sinks, toilets showers, shower doors/curtains, studio room privacy ; interior doors; baseboard heater replacement; lighting upgrades	prelim	25,000.00					phased	188,577.00
1460	vent stack cleaning 8 story building-14 stacks	1	6,000.00						
1460	Upgrade of system for smoke/fire detectors/nurse call systems; intercom systems	phased	25,000.00					prelim	500.00
1460	Upgrades to Security Card Access System with Camera Monitoring with door security software					Upgrades	500.00		
SUB-TOTAL			116,000.00	25,000.00	30,000.00	193,077.00			

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012 Estimated Cost	
		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
1450	landscaping and/or creek beautification; fencing, playgrounds, basketball courts; fixed furniture	Upgrades	2,000.00	Upgrades	5,000.00				
1450	new parking areas, parking striping, paved walks & surfaces, steps and ramps	Upgrades	2,000.00	Upgrades	2,000.00				
1450	Drainage - downspout replacement/upgrades	Upgrades	2,000.00	Upgrades	5,000.00				
1460	Dead bolt lock upgrade							phased	1,000.00
1460	Installation of wood /vinyl or aluminum siding; painting, reconfigure front entry door	Phased	20,000.00	Phased	50,000.00	Phased	50,000.00	Phased	50,000.00
1460	Replacement of roof shingles on units that were not reroofed a few years ago 222 and 220)	2	8,000.00						
1460	Replacement of gutters and downspouts	12	10,000.00						
1460	building mounted site lights					Upgrades	10,000.00		
1460	Replacement of decks and rails		30,000.00					As needed	5,000.00

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012 Estimated Cost	
		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
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		20,000.00	Phased	50,000.00	Phased	50,000.00	phased	50,000.00
1460	Upgrade smoke/fire detectors							Phased	500.00
SUB-TOTAL			94,000.00		112,000.00		110,000.00		106,500.00

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost						
1450	Upgrade ada compliance- exterior					Upgrades	10,000.00		
1450	landscaping/fencing, private yards and enclosures			phased	25,000.00	Upgrades	10,000.00		
1460	Replacement of wood /vinyl or aluminum siding; painting`	phased	2,500.00	phased	20,000.00				
1460	dead bolt lock upgrade							Phased	500.00
1460	Replacement of asphalt or fiberglass shingles, gutters & downspouts	phased	10,000.00		10,000.00	Upgrades	10,000.00		
1460	Replacement of decks with rails				10,000.00	Phased	500.00		
1460	Construction storage sheds off units					Phased	500.00		
1460	Upgrade garage (s) and/or fiberglass doors					Upgrades	10,000.00		
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, smoke /fire detectors and carbon monoxide detectors, plumbing & electrical upgrades	Phased	20,000.00	Phased	40,000.00	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)							Phased	500.00

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost						
			34,500.00		107,000.00		64,500.00		23,000.00

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost						
1406	human resource consultant	1	30,000.00	1	15,000.00	1	30,000.00	1	15,000.00
	Staff salaries related to purchasing for agency wide activities to be prorated between departments	1+	20,000.00			1+	20,000.00		
1406	Staff benefits related to purchasing for agency wide activities to be prorated between departments	1+	15,000.00			1+	15,000.00		
			65,000.00		15,000.00		65,000.00		15,000.00

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost						
1408	development preventive maintenance program	as needed	500.00			as needed	500.00		
1408	disaster planning & training	as needed	500.00			as needed	500.00		
1408	facility maintenance training for maintenance staff	as needed	500.00			as needed	500.00		
1408	asset management assessment of existing property	as needed	500.00			as needed	500.00		
1408	mgmt study (includes disaster recovery)	as needed	500.00			as needed	500.00		
1408	resident training (move to work, job related)							as needed	500.00
1408	phone line costs for dial in capability							as needed	500.00
1408	increase internet capability							as needed	500.00
1408	ccs software & windows upgrade	phased	25,000.00	phased	25,000.00	phased	25,000.00	phased	25,000.00
1408	related training for capital fund	as needed	500.00			as needed	500.00		
1408	modernization and or maintenance related software & training	as needed	5,000.00			as needed	3,000.00		
1408	technical information systems coordinator Salary	1	30,000.00	1		1	30,000.00		
1408	technical information systems coordinator benefits	1	15,000.00			1	15,000.00		

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
1408	Staff salaries for purchasing coordinator to set up agency wide purchasing practices to be prorated between departmnets	1	20,000.00			1	20,000.00		
1408	Staff benefits for purchasing coordinator to set up agency wide purchasing practices to be prorated between departmnets	1	10,000.00			1	10,000.00		
1408	energy audit							1	15,000.00
1408	preparation of a low income home ownership plan					prelim	1,000.00		
			105,500.00		25,000.00		104,500.00		40,000.00

		Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
Development Number/Name General Description of Major		Quantity	Estimated Cost						
Acct #	Work Categories								
1410	Staff Salaries	2	65,341.00	2	65,341.00	2	65,341.00	2	65,341.00
1410	Staff Benefits	2	20,000.00	2	20,000.00	2	20,000.00	2	20,000.00
1410			85,341.00		85,341.00		85,341.00		85,341.00

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
1430	advertising costs will be included in any A&E services for each project as needed								500.00
1430	A&E for Baker Heights Projects and Feasibility Study			Phased	25,000.00	Phased	10,000.00		500.00
1430	A&E for Grandview Projects								500.00
1430	A&E for Grandview Renovation								500.00
1430	A&E for Bakerview Projects (& Maint Shop)								500.00
1430	A&E for Pineview Projects								500.00
1430	A&E for SS (ALL) Projects								500.00
1430	Consultant for design layout of any building that houses administrative								500.00
1430	A&E for Admin Building								500.00
1430			-		25,000.00		10,000.00		4,500.00
1495	Relocation Costs All Sites	as needed	2,000.00	as needed	2,000.00	as needed	2,000.00	as needed	2,000.00
1495			2,000.00		2,000.00		2,000.00		2,000.00
1502	Contingency		5,000.00		5,000.00		5,000.00		5,000.00

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost						
	1502		5,000.00		5,000.00		5,000.00		5,000.00
1430-1495-1502			7,000.00		32,000.00		17,000.00		11,500.00

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
1470	Redesign of any Administration space used by the authority for ever changing staffing needs					Upgrades	500.00		
1450	Admin Building: Landscaping Paved Walks and Surfaces					Upgrades	500.00		
1450	Drainage; sanitary lines, sanitary distribution in any administrative building					Upgrades	500.00		
1470	Underground Electrical Distribution *A*					Upgrades	500.00		
1470	ADA Compliance – Any administrative building; to include elevator or chair lift at the main admin bldg					Upgrades	500.00		
1470	Garage Seismic/Ventilation/Fire Suppression-administrative building					Upgrades	500.00		
1470	Other Rooms (Kitchen) (conference) Storage rooms, for administrative purposes					Prelim	500.00		
1470	Admin Building: Boilers, boiler room piping, abate ladding; HVAC System					Upgrades	500.00		

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
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		
1470	Electrical Panel, fuses, circuit breakers: Electrical wiring and other devices					Upgrades	2,000.00		
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		
1475	Maintenance Truck Replacement	2	40,000.00	2	40,000.00	1	20,000.00	1	20,000.00
1475	Record Storage					Upgrades	500.00		
1475	Garbage Truck					Study	500.00		
1475	Backhoe					Study	500.00		
1475	Maintenance Equipment Replacement	Phased	10,000.00	Phased	5,000.00	Phased	5,000.00		
1475	telephone replacement or upgrades			Upgrades	10,577.00				

Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2-2009		Work Statement Year 3-2010		Work Statement Year 4-2011		Work Statement Year 5-2012	
		Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
1475	PC Upgrades/replacements; printers, copiers			Phased	5,000.00				
1475	Managed Print Services Purchasing of equipment to eliminate over stocking or use of toners and supplies			Agency Costs Allocated	25,000.00				
1475	replace/upgrade current server @ admin office and outlying offices							prelim	1,000.00
1475	modems for dial in work from home/emergency preparedness							prelim	1,000.00
1475	purchase and install remote locations hardware							prelim	1,000.00
1475	Upgrades of radio/cell system					Upgrades	4,000.00		
		50,000.00		85,577.00		42,500.00		23,000.00	

Resident Membership of the PHA Governing Board

Jay Cole
1520 W. Casino Rd. #C203
Everett, WA 98204

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
Peggy Dayton – Bakerview
Karin Mooney – Bakerview
Warren Hemminger – Pineview

Regular Attendees

Wanda Smith-Jeter – Section 8

EHA Staff Attendees

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

February 14, 2008

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 eight 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 dialogue continues to be both informative and supportive of the EHA's mission to provide quality services.

Sincerely,

Sylvia May
Chair
Resident Advisory Board

RAB Members:

Developments

Warren Hemminger
Sylvia May
Gabriele Bartholomew
Peggy Dayton
Karen Mooney

Pineview
Baker Heights
Grandview
Bakerview
Bakerview

Participating Guests in 2007-2008

Wanda Smith-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 2008-2009

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 dialogue 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 more 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.

In order to ensure that RAB membership is proportional to the number of program participants at each site, a need exists to recruit members from the following public housing sites -- Grandview, Baker Heights, and Scattered Sites, as well as the Section 8 program. The lack of attendance at RAB meetings by Section 8 voucher program participants over the past few years continues to be a major concern. Past efforts by EHA staff to recruit Section 8 voucher program participants during moving briefings and during the annual re-certification process have been unsuccessful. The RAB would like to invite Section 8 Director Sandra Back to an upcoming meeting in the hope that she might be able to provide some new ideas to apply in the effort to recruit new members from this segment of EHA's housing program participants. New approaches also need to be employed as a recruitment tool to attract new membership from residents of Public Housing. This would include notifying residents that

attendance at a RAB meeting can count towards the community service hour requirement, an informational event for residents concerning RAB at either a public housing site or the EHA office, and distribution to residents of a postcard describing the RAB and its function. 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. 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 continue 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 hold at least one large community-building event in the coming year that includes activities for both adults and children to enjoy. This event does not necessarily have to have neighborhood beautification as the focus, as has been the case in the past; as the RAB recognizes and appreciates EHA's continued commitment to this effort in the form of bark and dumpster days. However, it is also important to recognize the value of the residents who compose the public housing neighborhoods. It is our hope that the EHA will make every effort to sponsor such an event in the coming year.

In addition to a bark and dumpster day and a community-building event, the RAB would like to encourage the EHA to hold an informational event advising residents of both the EHA's and community resources available to them. This "meet and greet" event could provide an opportunity for public housing residents to meet with members of the EHA's residential management teams as well as getting some sense of the roles and responsibilities that each team member plays in carrying out the mission of the Everett Housing Authority.

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 wish to voice their support

of the EHA's attempts in the past year to make programs at Grandview Community Center more available, convenient, and welcoming to the residents of the Baker Heights neighborhood. It is hoped that this will continue. 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 know that residents appreciate the services provided by the Visiting Nurses organization at Bakerview Apartments, as well as the availability of a Russian/Ukrainian Services Coordinator for that segment of the resident population.

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.

Serving Vulnerable Populations

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.

The RAB encourages the EHA to remain attentive to the needs of both applicants and residents who lack English proficiency. As the immigrant and refugee client base increases each year, the EHA will undoubtedly encounter ethnic groups who have not been represented before, or whose population has significantly increased. It is hoped that the appropriate steps are taken to ensure that these groups are given the tools needed to access services, and that those who become program participants are recognized as contributing to the diversity of the EHA's resident base.

Newsletter

The RAB encourages the EHA to continue to support the regular publishing and dissemination of an annual newsletter to its residents, with information on the RAB and the agency's annual and 5 year planning process included in the contents. We believe circulation of this newsletter needs to be expanded to include Section 8 participants, as they are also directly affected by the contents of the agency's Annual Plan. The RAB appreciates

that the Housing Authority was able to prepare and distribute the newsletter this year, and looks forward to next year's edition. We believe that a later release of next year's newsletter – perhaps in the mid-Spring -- would provide more timely information about the role that RAB has played in the creation of the agency's Annual Plan. If the RAB's annual letter and the EHA's response were provided as inserts in the newsletter, Public Housing residents and Section 8 voucher participants could gain more familiarity with the agency's Annual Plan and RAB's contribution to it.

Family Self-Sufficiency Program

The RAB has been impressed by the success of the Family Self-Sufficiency program in past years. We realize that this provides an indispensable opportunity for individuals and families to identify goals and create a plan for economic self-sufficiency, as well as providing financial support for independent living through the creation and maintenance of an escrow account. As a result, RAB members believe that Family Self-Sufficiency services should be made available to public housing residents as well.

Because RAB believes that the service coordination, goal planning and house buying assistance components of the FSS 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 would like the EHA to explain the obstacles that exist to implementing such a program in its response to this letter.

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. Computers and other modern office/business equipment that have been provided for our residents with grant funding have been a valuable resource; however it has come to the attention of the RAB that not all residents have had the opportunity to take advantage of this resource. Some of the barriers include very limited hours of access to the computer lab at Bakerview Apartments, a less than welcoming attitude shown towards those from other sites who wish to use the lab, and a lack of respect for the privacy of those who do use the computers, due to their proximity to some Bakerview residents who occupy the main desk by the front entrance. It is hoped that management can help to devise a workable strategy that will allow for maximum usage of computer labs at all sites for all EHA public housing residents who wish to use them. It is also hoped that any future grant funding can be used to expand the computer resources available to public housing residents.

The RAB supports the EHA's continuing efforts to update and improve the agency's website. As we have understood this process, one of the purposes of the website has been to communicate the EHA's activities to its residents. The RAB wishes to repeat last year's request to include the Public Housing Admissions and Occupancy Policy as well as the Section 8 Administrative Plan on the website.

Maintenance

Communication between maintenance staff and residents continues to be an area that takes priority for the RAB. 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. 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. 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. The assignment of teams of maintenance staff to specific sites due to HUD's project-based management requirements has some advantages, as it allows residents to become familiar with the staff who are assigned exclusively to their site. On the other hand, this has been a disadvantage to those residents who lack English proficiency. In the past, these residents depended on communicating with a maintenance staff member who spoke their language when they visited the property. 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 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. There is also a concern that residents have not always been given proper notice when maintenance staff arrived at their units to perform inspection-related repairs or maintenance. There are other times when, if the resident is away at the time of a scheduled inspection, there is no indication that the inspection has taken place because no notice is left. Similarly, notice is not left when maintenance work is done when a resident is absent from the unit. 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.

The RAB continues to believe that a Customer Service "Do It Yourself" counter at the Maintenance Department would be a good resource. Residents would be well served to be given access to small home repair items (faucet aerators, furnace filters, plungers, paint, etc.) for minor home repairs, and would like to have this resource be made available, as it was in the past.

A major maintenance issue mentioned in last year's letter continues to have a negative impact on the quality of life for residents of Bakerview Apartments. Ongoing mechanical problems with the elevators have continued to 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. Most recently, a rod from the door jamb apparatus fell down the shaft from the main floor to the basement, rendering the elevator non-operational for an extended period of time. Fortunately no one was hurt, but such conditions have the potential to cause harm. Periods in which one or both elevators are out of service have not abated in the past year. 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 during power outages.

Another major issue that has a negative impact on quality of life for residents of Bakerview Apartments involves the fire alarm system. Minor mishaps such as burned toast can set off a unit's smoke alarm, which in turn triggers the general alarm in the common areas. At other times, smoke from an individual unit triggers the hallway smoke alarm, which activates not only the general alarm, but also the smoke alarms in every unit. Either scenario happens several times a week, both day and night, resulting in a piercing, shrill sound that is hard to bear. Staff must investigate in order to determine whether the alarm is the result of a real emergency, and the alarms cannot be shut off until the investigation is complete. The Fire Department no longer responds to the alarm unless they are contacted by a staff member,

due to the frequency of false alarms in the past. A more up to date system or some upgrade to the existing system is needed to improve the situation.

Another issue that the RAB wishes to bring to the attention of the EHA related to general tenant welfare at Bakerview Apartments is the lack of laundry facilities. Four washers and three dryers do not sufficiently meet the needs of residents of this 150 unit facility, and we earnestly request that action be taken to alleviate the situation.

Bakerview residents were appreciative of the lock replacement that took place within the past year, and the RAB would like to thank the EHA for doing this.

Recycling

As a society, we are becoming more aware of how important recycling is to the environment and to our own health with each year that passes. RAB wishes to express its appreciation for the work that was done on the part of EHA staff to begin the curbside recycling program at Grandview homes and eagerly awaits the start of recycling programs at other sites. The RAB continues to encourage the EHA to explore additional ways to foster sustainable living practices, such as use of environmentally friendly products and green building methods in new developments to ensure the future of our planet.

The RAB also 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.

Sincerely,

Sylvia May
Chair
Resident Advisory Board

HOUSING AUTHORITY OF THE CITY OF EVERETT
RESPONSE TO COMMENTS BY THE
RESIDENT ADVISORY BOARD
MARCH, 2008

This Response is provided to the written comments made by the Resident Advisory Board in a letter to the Executive Director dated February 14, 2008, and submitted as a formal part of the public hearing conducted by the Board of Commissioners on February 25, 2008.

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 among residents who represent the various refugee and immigrant populations. We will continue to strive to improve this participation. Notifying public housing residents that the monthly community service hour requirement can be fulfilled by attending RAB meetings certainly appears to hold potential for drawing new members. EHA staff will take the necessary steps to make residents aware of this option. In order to increase participation in the RAB by Section 8 voucher holders, Section 8 Director Sandra Back has agreed to attend a future RAB meeting to lend her expertise in developing strategies aimed at drawing new members from that program. The suggestion that a page aimed at recruiting new RAB members should be incorporated into the EHA website is a good one, and it will be given due consideration in planning future expansion of the website.

Smoking: Smoking policy within residential areas is a controversial issue. The Housing Authority has enforced the current state law prohibiting smoking in public areas at all sites; additionally, 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. Five floors at Bakerview Apartments have been designated as non-smoking floors, with an exception made for those tenants who were under lease at the time the policy was implemented in 2005. The extension of the smoking ban for designated unit areas at other Public Housing sites is planned to take effect sometime in 2009. Efforts are underway to institute a similar policy at Broadway Plaza, where specific floors will be designated non-smoking beginning in 2008. 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. Replacement housing will exceed the quality of existing units at Baker Heights, offering superior structural and accessibility features, as well as a larger range of amenities.

Community-building Activities: EHA shares the RAB's point of view in this vital area. Although it is understood that a large event with activities for both adults and children would help to foster a sense of community, it is not anticipated that this will be feasible in the coming year. Lack of staff and staff hours that can be dedicated to the planning and execution of an event of this scale make it impractical for the foreseeable future. Resident Participation funds will continue to be used for “bark and dumpster days” in order to enhance neighborhood beautification efforts. EHA was pleased with the positive feedback received regarding the informational event for its Public Housing residents held at the Baker Community Center last year and will make every effort to hold a similar event in the coming year. We will continue to allocate funding for current service coordination programs so long as it is available. 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.

Serving Vulnerable Populations: 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. Project based vouchers combine supportive services with housing assistance for certain vulnerable segments of the community. Set aside programs, such as the Young Disabled Voucher program, offer stable housing opportunities to members of the community whose age prevents them from residence in project based “elderly only” buildings. Equally, EHA provides a limited number of public housing applicants with a preference due to their being displaced by governmental action or natural disaster. We are encouraged by the RAB’s

continued support for programming that meets the needs of special populations and looks forward to its continued suggestions in this area.

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. We will consider the suggestion that the newsletter's circulation be expanded to include Section 8 participants. This would require an additional funding source, as the amount of Resident Participation Funds at EHA's disposal is based on the number of occupied public housing units. EHA concurs with the RAB's recommendation that the production of the annual newsletter be delayed long enough to include the RAB's comment on the agency Annual Plan and the agency's response. Knowledge of the annual planning process and the role that RAB plays in it could also be disseminated by posting the body of the Plan, including the RAB's comment letter and the agency response, on EHA's website.

Self Sufficiency Programs: EHA agrees with RAB's comments on the desirability of self-sufficiency programs and will continue its efforts in this area. EHA previously operated a small Family Self Sufficiency program for public housing tenants. Unfortunately, federal funding to support this program was not forthcoming and the basic public housing program continues to be underfunded. Hopefully, this funding situation will change in the future and the program can be reestablished. In the meanwhile, EHA's Section 8 FSS program cannot support the public housing program.

Utilize Technology: EHA has established computer centers at its Grandview, Bakerview, Pineview and Broadway Plaza properties. EHA acknowledges the RAB's concerns that the Bakerview center is not open to Public Housing residents from Baker Heights. EHA will look into this situation and determine if the situation can be improved.

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. The RAB's position that maintenance staff are not always helpful or courteous when dealing with residents lacked specific examples, making it difficult for management to address particular alleged deficiencies. 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 believes that the transition to project-based management teams assigned to each development has created better connections between tenants and staff over the past year. Any detrimental effect this has had on non-English speaking residents relaying maintenance concerns to staff needs to be reexamined, as there are more effective routes that need to be taken in such cases.

Concerns raised by the RAB about lack of communication between Public Housing residents and maintenance staff regarding the inspection process have been noted and addressed. Procedure has been reviewed and steps taken to ensure that the inspector

informs residents of any noted deficiencies immediately after the inspection. When a resident is absent from the unit at the time of an inspection, a notice is left indicating that it took place, as well as the findings and any necessary follow up that will need to take place.

EHA acknowledges tenants' concerns about the elevators at Bakerview Apartments. It appears that at least part of the problem stems from damage to the doors caused by being hit by scooters or wheelchairs and thrown out of adjustment. EHA continues to work with our elevator service company to deal with this problem. EHA staff are also attempting to address the issue with building tenants. EHA understands the rationale behind the request for a generator for the elevator in the event of a power outage, and will look at the request as part of the capital needs for Bakerview. EHA does not view this as an immediate or urgent need due to the infrequency of such outages and the fact that Bakerview Apartments is located in an area that has first priority for restoration of service in the event of an outage.

EHA shares RAB's concern regarding the prevalence with which the general fire alarm at Bakerview Apartments is sounded. The cause of this problem continues to be investigated and necessary action will be taken to improve the situation.

The RAB's comment on the laundry facilities at Bakerview is a continuing tenant concern since the building opened. Unfortunately, there is no easy solution to the problem. There isn't any feasible physical space in which to install additional machines. During the coming year, EHA will be re-bidding its laundry services contract and hopes to provide larger capacity machines. The current ones were secured at a time when only smaller capacity machines that were ADA compliant were available. The request for a do-it-yourself counter to distribute items such as plungers and light bulbs is appreciated, and efforts will be made to establish this in the coming year.

Recycling: EHA is pleased that the implementation of a recycling program at Grandview has been a success and will continue to work on expanding this to other sites in the coming year.

**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.

Statement of Everett Housing Authority Policy Regarding Violence Against Women (VAWA) Legislation

The Housing Authority will continue to refer clients to appropriate legal and social services to serve any applicant, participant, or tenant who is a victim of domestic violence as defined by the Violence Against Women Act (VAWA). The referral resources currently available are: the police department, the court system for restraining orders, Northwest Justice Legal Services, the Center for Battered Women, Pathways for Women and other service organizations that serve victims of domestic violence.

Everett Housing Authority provides Project-based Section 8 vouchers to house victims of domestic violence in partnership with the Center for Battered Women.

Applicants for both the Public Housing and Section 8 Housing Choice Voucher programs are advised during the application process of policy provisions made for victims of all forms of domestic violence covered under VAWA. These policies include the following: maintaining the confidentiality of any personally identifying information when it is necessary to verify an applicant's domestic violence status; acceptance of incomplete rental and/or employment history as part of the application process if it can be shown that providing this information would constitute a danger to the applicant or her children; and disregard of any domestic violence related negative rental history or criminal activity on an applicant's record when determining eligibility for the Section 8 or Public Housing programs. ¹

Participants in both housing programs are also protected by policy provisions related to VAWA. Assistance will not be terminated due to incidents or criminal activity in which a participant is a victim of domestic violence. ²

¹ Section 8 Administrative Plan, Sections 4.0 and 10.4 (c)(2); Public Housing Admissions and Occupancy Policy, Sections 4.0 and 11.14

² Section 8 Administrative Plan, Sections 4.0 and 24.0 (o); Public Housing Admissions and Occupancy Policy, Sections 4.0 and 22.3

2008 Annual Plan
Attachment Regarding Management Fee

Effective with the fiscal year beginning July 1, 2007 the Everett Housing Authority (EHA), as a part of its conversion to Project Based Management, adopted a management fee approach in lieu of allocations for the Operating Fund and Capital Fund Programs.

Section 990.280 of the Operating Fund Program final rule provides for the establishment of “reasonable” property management fees and asset management fees. Under the final rule PHAs are not required to comply with the reasonableness requirements of Section 990.280 until the second year of project-based based budgeting and accounting. The final rule also provided that a PHA may request an extension of the period, until 2011, for compliance with management fees if the PHA believes that the fees established by HUD are inadequate to cover current overhead costs.

HUD published a schedule of Property Management Fee by Field Office as Attachment A to PIH Notice 2007-9. This schedule lists Property Management Fees for 58 Field Offices. The fees listed in Attachment A to the Notice range from a low of \$38.13 for the Shreveport Field Office to a high of \$64.46 for the Newark Field Office. A Property Management Fee of \$40.23 has been established for Housing Authorities served by the Seattle area field office. This places the EHA’s Property Management Fee rate at \$40.23, which is the sixth lowest rate in the schedule.

The operating results for EHA’s Central Office Cost Center for the initial six month period beginning July 1, 2007 reflect that the fees provided for in Attachment A to the Notice are not adequate to cover current overhead costs. A reasonable Property Management Fee of approximately \$59.00 PUM is indicated.

EHA believes that the cost of doing business in the Seattle area is comparable to the communities of Denver (\$52.81), Los Angeles (\$59.18) and San Francisco (\$61.38).

The annual consumer price index (CPI-U) for these communities as of December 31, 2007, ranges from 202.029 for Denver to 217.228 for Los Angeles. The same index for San Francisco is 216.048 and for Seattle is 215.656. The CPI-U index for the San Francisco area is less than 1% higher than the index for the Seattle area. However, the Management Fee rate established for the San Francisco Field Office is 52.6% higher than the rate for the Seattle Field Office.

PIH Notice 2007-9 provides that HUD will work with a PHA to establish a reasonable property management fee if the PHA considers the fees to be inadequate. Therefore, it is the intention of the Everett Housing Authority to request an extension until 2011 to establish a schedule of “reasonable” property management and asset management fees.

EHA believes that a reasonable schedule to achieve compliance by 2011 would include:

- Submission of a written request to the Seattle Regional Office by July 1, 2008 for a review of the Property Management and Asset Management fees for the Everett Housing Authority.
- Preparation of an analysis of the operating costs for the Central Office Cost Center for the two years ended June 30, 2009.
- Analysis of the Central Office Cost Center operating costs for comparable communities (Denver, Los Angeles, San Francisco & Seattle) for the two year period ended June 30, 2009 (would require HUD's assistance).
- Negotiations with HUD prior to July 1, 2010 to establish reasonable Property Management and Asset Management fees for the Everett Housing Authority.