

**THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY**

**RESOLUTION NO. 429**

**ADOPTION OF THE SWHA COMBINED FIVE-YEAR AND FY 2011  
ANNUAL AGENCY PLAN**

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**WHEREAS**, in accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA) the Sedro-Woolley Housing Authority has developed its Five-Year Plan for fiscal years 2011-2015 and fiscal year 2011 Annual Plan (effective January 1, 2011 through December 31, 2011); and

**WHEREAS**, as required by Federal regulations, the Plan was developed to incorporate information regarding such areas as local housing needs and Housing Authority Goals and Objectives as well as information regarding various Housing Authority policies such as: (1) Tenant Selection and Assignment, (2) Occupancy and Eligibility standards, (3) Modernization and Capital Fund expenditures, and (4) the Financial Resources of the Agency, etc.; and

**WHEREAS**, the Housing Authority has made multiple unsuccessful attempts to establish a Resident Advisory Board and has met with very low resident interest; and

**WHEREAS**, the Housing Authority Board of Commissioners scheduled and properly advertised a Public Hearing in order to receive additional public comment on the Plans; and

**WHEREAS**, on October 13, 2010 the housing Authority Board of commissioners presided over the Public Hearing for the purpose of receiving public input and comment, and

**WHEREAS**, the Housing Authority has reviewed and considered all such resident and public comment received and has included in the Agency Plan a listing of the comments as well as the Housing Authority's response to those comments, and

**WHEREAS**, the Housing Authority's Board of Commissioners have reviewed the attached HUD required "PHA Certification of Compliance with the PHA Plans and Related Regulations, dated 4/2008," and

WHEREAS, the Housing Authority's Board of Commissioners have reviewed the attached HUD required "Civil Rights Certification, dated 1/2009."

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON:

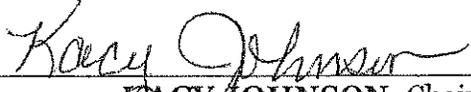
**SECTION 1.** Formally adopts the Housing Authority's Five-Year and Annual Agency Plan for transmission to the Department of Housing and Urban Development (HUD) for their final review and approval.

**SECTION 2.** Authorizes the execution of the attached "PHA Certification of Compliance with the PHA Plans and Related Regulations, dated 4/2008" as required by the Department of Housing and Urban Development.

**SECTION 3.** Authorizes the execution of the attached "Civil Rights Certification, dated 1/2009" as required by the Department of Housing and Urban Development.

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THIS 13<sup>th</sup> DAY OF OCTOBER 2010.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY, WASHINGTON

  
KACY JOHNSON, Chair  
Board of Commissioners

  
STEPHEN J. NORMAN  
Secretary-Treasurer

**Civil Rights Certification**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

**Civil Rights Certification****Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

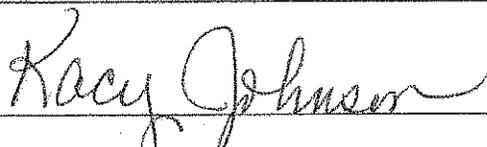
Housing Authority of the City of Sedro-Woolley

WA030

PHA Name

PHA Number/HA Code

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

Name of Authorized Official	Kacy Johnson	Title	Chairwoman, Board of Commissioners
Signature		Date	10/13/08



9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note: Faxed copies of these documents will not be accepted by the Field Office.</b></p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

## **Section 5.1**

### **Agency Mission Statement**

The mission of the Housing Authority of the City of Sedro-Woolley is to provide quality affordable housing opportunities and to build communities through partnerships. We encourage self-sufficiency, and we protect the dignity of people with limited resources while safeguarding the public trust.

## **Section 5.2**

### **Goals and Objectives**

**Goal One: Continue to use the public housing program, to the fullest extent possible, as a safety net for Sedro-Woolley's lowest income households.**

Objectives:

1. Continue the focus of the public housing program, as outlined in the Housing Authority's Admissions and Continued Occupancy Policy, on very low-income households.
2. Ensure that at least 40% of annual vacancies are housed by families with incomes at or below 30% of median income.

**Goal Two: Continue to improve the quality and efficiency of the public housing operations.**

1. Continue to achieve high performer status under HUD's Public Housing Assessment System that evaluates the physical, financial, and management operations as well as the resident service and satisfaction elements of public housing operations.
2. Continue to improve operational productivity and efficiency through automation, staff training, operations streamlining, and decentralized decision making.
3. Continue to use the existing financial and management reporting tools for asset management of public housing properties.
4. Continue to improve customer satisfaction through a continued focus on clear, responsive, and respectful interaction with public housing residents and the general public.
5. Annually review the Admissions and Continued Occupancy Policy and make necessary changes and revisions.

**Goal Three: Maintain and continue to upgrade the physical condition and appearance of the public housing inventory.**

1. Develop a five-year capital plan to continue to maintain the structural integrity of Hillview and Cedar Grove Apartments.
2. Improve resident satisfaction with public housing units through a continuing interior modernization program focusing on selected vacant units.

Note: In its Five Year Plan the Housing Authority reserves the right to exercise, to the fullest extent authorized by law, the ability to undertake any joint ventures, partnerships, subsidiaries, or other business arrangements, as more specifically enumerated under Section 13 of the Housing Act of 1937, as amended. In addition, the Housing Authority reserves the right to implement revised policies and programs made possible under the Moving to Work demonstration contract signed between the King County Housing Authority (the managing agent of the SWHA) and HUD.

**Section 5.2**  
**Goals and Objectives**  
**Progress Report**

In the previous Five Year Plan, submitted to the Department of Housing and Urban Development (HUD) in April of 2005, the Sedro-Woolley Housing Authority set forth three goals to further our mission of service to low-, very low-, and extremely low-income families living in the City of Sedro Woolley. We are pleased to take this opportunity to reflect on our performance over the past five years and to report the significant accomplishments we have achieved during this period.

**Goal One: Continue to utilize the public housing program, to the maximum extent possible, to serve as a safety net for Sedro-Woolley's lowest income households.**

**Objectives:**

1. Continue the focus of the public housing program, as outlined in the Authority's Admission policies, on very low-income households.
2. Ensure that at least 40% of annual vacancies are housed by families with incomes at or below 30% of median income.

According to HUD definitions, households with incomes at or below 30% of the area median income (AMI) are classified as extremely low-income. Those households whose incomes are above 30% of AMI but at or below 50% are classified as very low-income. Households with income that exceeds 50% of AMI but are at or below 80% of AMI are considered low-income.

In order to market to our target population of households whose income is at or below 50% of AMI, Housing Authority staff conduct outreach at various locations. Applications for housing are available at the Senior Center, the public library, and at the thrift store. Prospective residents are also able to request applications by contacting the management office at Housing Authority properties or by visiting the Sedro-Woolley Housing Authority website and downloading an application.

Between July 1, 2005 and June 30, 2010, the Housing Authority admitted 65 new families to its' programs—45 to Hillsvew Apartments and 20 to Cedar Grove. Of these 65 households, 64 were very low- or extremely low-income; only one household qualified as low-income. Table 1 presents cumulative data for the Housing Authority.<sup>1</sup>

5 year admissions @ or below 30% AMI	5 year admissions @ or below 50% AMI	5 year admissions @ or below 80% AMI
83.08%	98.46%	100.00%

**Table 1**

<sup>1</sup> Data is based on the HA Fiscal Year. Fiscal Year 2008 includes July 1, 2007 through December 31, 2008 because of the fiscal year change that occurred. Data for FY 2010 is based on data from January 1, 2010 through June 30, 2010.

The data shows conclusively the Housing Authority's success in meeting our first goal. Over the reporting period, admission of extremely low-income households far exceeded the stated objective of 40% per year.

When viewed on an annual basis, the data shows an equally strong commitment to housing the lowest income families in our service area.<sup>2</sup> In Fiscal Year 2006, fully 100% of new admissions to both programs were at or below 50% of AMI. For Fiscal Year 2007, 100% of new admissions to Hillsvue were at or below 50% of AMI, and 80% of the new admissions to Cedar Grove were very low-income or extremely low-income. Fiscal Year 2008 once again saw 100% of admissions at both properties at or below 50% of AMI. In Fiscal Year 2009, 100% of the admissions to Cedar Grove were extremely low-income, and 100% of Hillsvue admissions were either very low- or extremely low-income. During the first six months of Fiscal Year 2010, there have been no new admissions to Cedar Grove, and 100% of Hillsvue admissions have been at or below 30% of AMI.

**Goal Two: Continue to improve the quality and efficiency of the Public Housing Operations.**

**Objectives:**

1. Continue to achieve high performer status under HUD's Public Housing Assessment System that evaluates the physical, financial, and management operations as well as the resident service and satisfaction elements of public housing operations.
2. Continue to improve operational productivity and efficiency through automation, staff training, operations streamlining, and decentralized decision-making.
3. Develop effective financial and management reporting tools for asset management for both Hillsvue and Cedar Grove Apartments.
4. Continue to improve customer satisfaction through a continued focus on clear, responsive, and respectful interaction with public housing residents and the general public.
5. Fully develop and implement a revised Admissions and Occupancy Policy.

The City of Sedro-Woolley Housing Authority has consistently achieved high performer status under HUD's Public Housing Assessment System. During the five year period covered by this annual plan, SWHA has seen its excellence recognized and rewarded with the high performer designation.

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<sup>2</sup> Complete data may be found in Appendix One.

Having a designated property manager in charge of the portfolio allows for increased focus on operations and greater attention to the physical plant. This has been a key factor in achieving and maintaining the high performer designation. It has also contributed to operational productivity and greater efficiency.

This productivity and efficiency has also been enhanced by our required, on-going staff training. Maintenance and management staff are required to attend monthly safety meetings, which help to ensure compliance with Federal and State work-place safety regulations. All housing authority staff are required to attend annual Fair Housing trainings. Management staff also receive on-going training in the use of software and tenant account management. In addition, weekly policy and procedure newsletters serve as the foundation for on-going staff training during staff meeting.

The transition to asset management allowed for the development of individual site budgets and financial reports. This narrow focus has made possible increased attention to the management of the properties and greater fiscal controls.

Having a designated property manager and property management specialist who are on site several hours each week has greatly improved customer service. In a survey conducted by the Housing Authority at Hillview Apartments in May, 2009, over 80% of respondents reported satisfaction with management staff and fully three-quarters reported no need for increased explanation of either their rent calculation or lease agreement.

Work continues on the revision of the Admissions and Continued Occupancy Policy (ACOP). Various sections of the ACOP have been revised as changing regulations necessitated.

**Goal Three: Maintain and continue to upgrade the physical condition and appearance of the public housing inventory.**

**Objectives:**

- 1. Develop a five-year capital plan for Hillview and Cedar Grove Apartments.**
- 2. Continue to improve the safety features of Hillview Apartments through completion of sprinkler installation.**
- 3. Improve resident satisfaction with public housing units through a five-year interior modernization program.**

The five-year capital plan addressed common area deficiencies related to flooring, lighting, and finishes at Hillview Apartments. The work was accomplished under a formulaic ARRA grant and CFP.

Other items identified in the five-year plan included a community building remodel at Cedar Grove. It was determined that funding levels could not support a renovation of that building as other needs, such as unit upgrades, were more immediate. There have been 3

units remodeled at Hillsvievw and 1 unit remodeled at Cedar Grove using the Unit Turn Initiative. The work is completed by Force Account, which creates considerable savings compared to a general contractor completing the work.

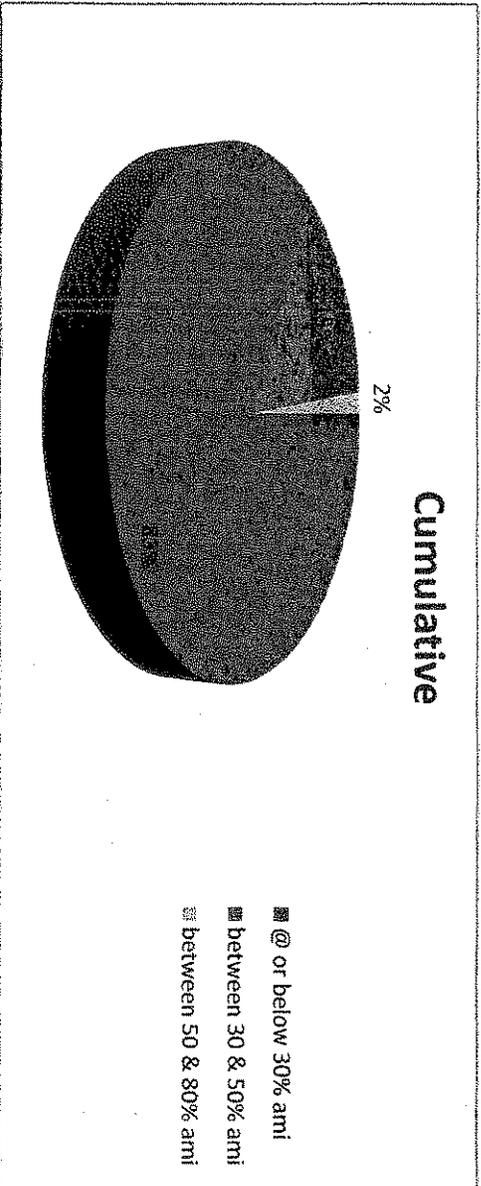
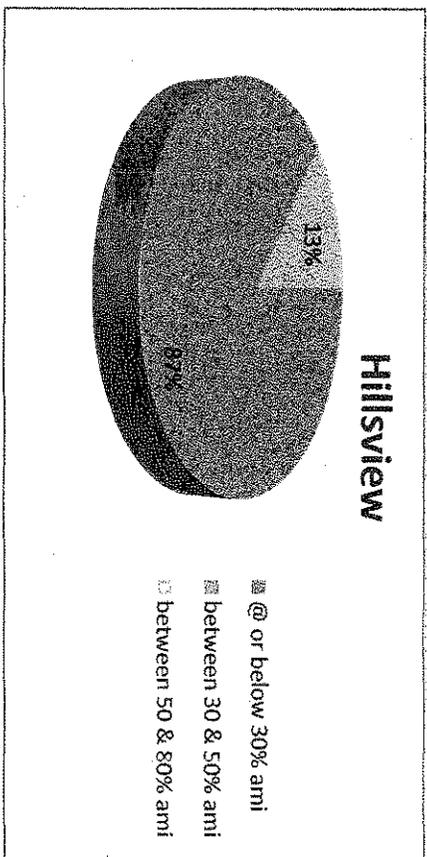
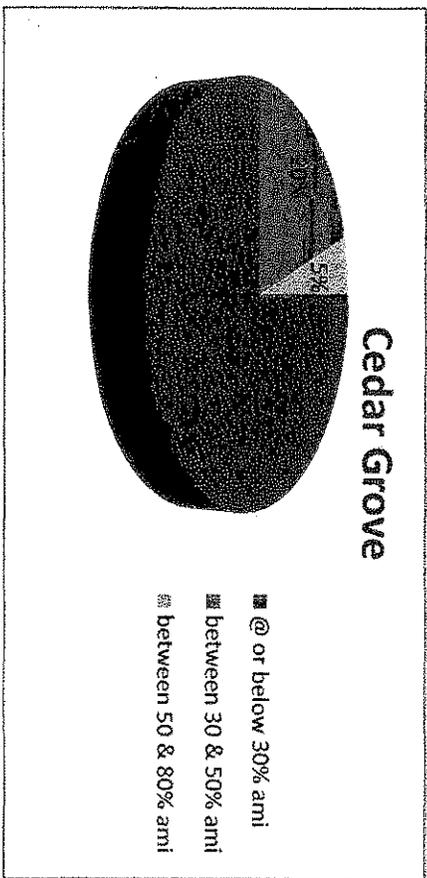
Other work in the five-year plan included building envelope stucco repair and building painting at Hillsvievw. That work was accomplished using CFP funds. Site lighting work identified in the plan was not completed due to a limitation of funds. Outdoor furniture replacement was completed.

Hillsvievw Apartments provides 60 units of housing for low income seniors and people with disabilities. The completion of the sprinkler installation has ensured that every unit and all common areas have enhanced safety in the event of fire.

**Appendix One**  
**Admissions Income Data**

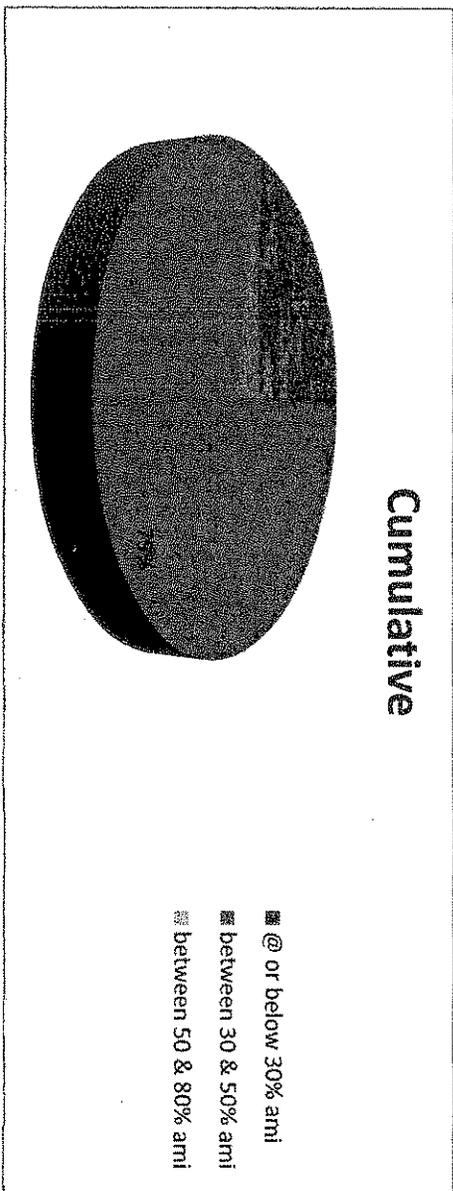
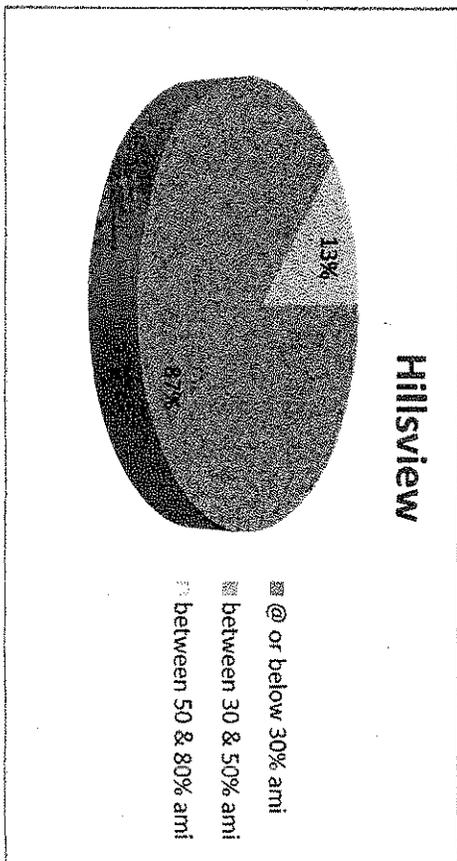
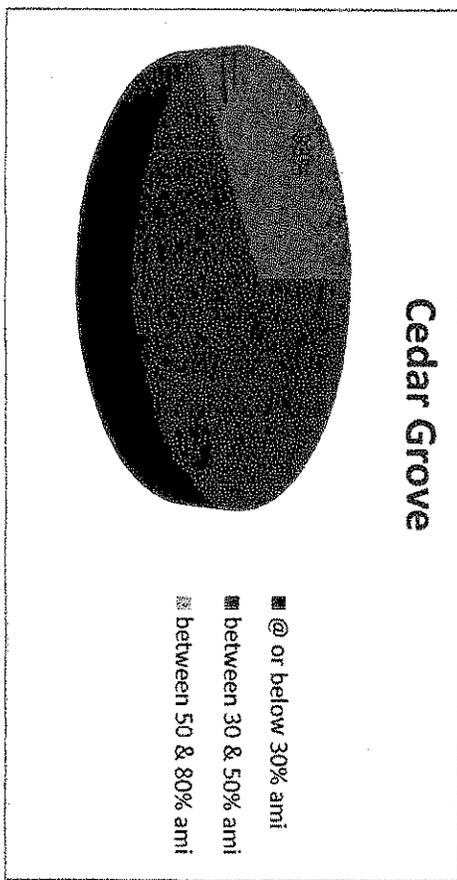
# 5 Year Admissions Income Data

cumulative 5 yr admissions @ or below 30% AMI	cumulative 5 yr admissions @ or below 50% AMI	cumulative 5 yr admissions @ or below 80% AMI	Cedar Grove 5 yr admissions @ or below 30% AMI	Cedar Grove 5 yr admissions @ or below 50% AMI	Cedar Grove 5 yr admissions @ or below 80% AMI	Hillsview 5 yr admissions @ or below 30% AMI	Hillsview 5 yr admissions @ or below 50% AMI	Hillsview 5 yr admissions @ or below 80% AMI
83.08%	98.46%	100.00%	75.00%	95.00%	100.00%	86.67%	100.00%	100.00%



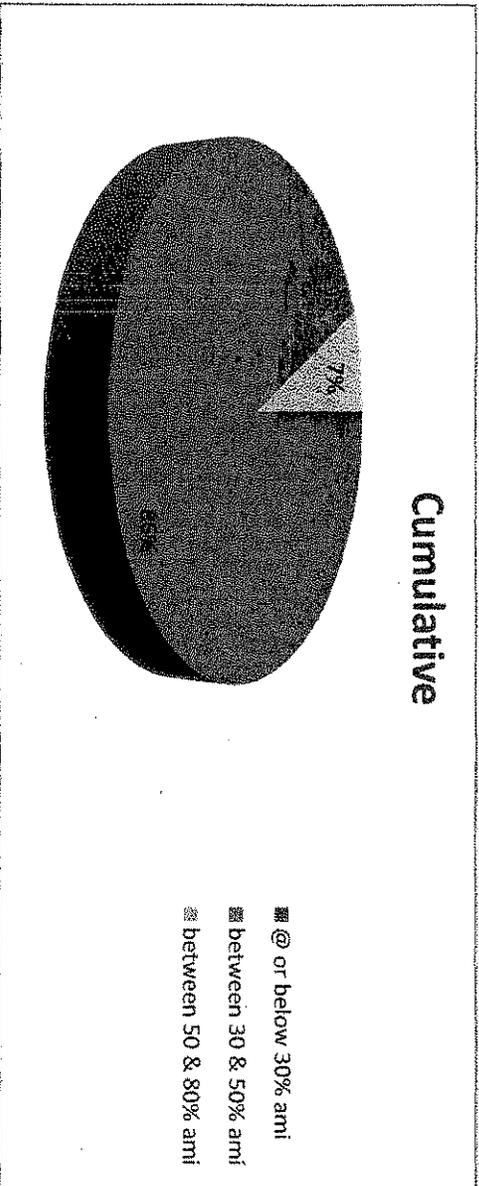
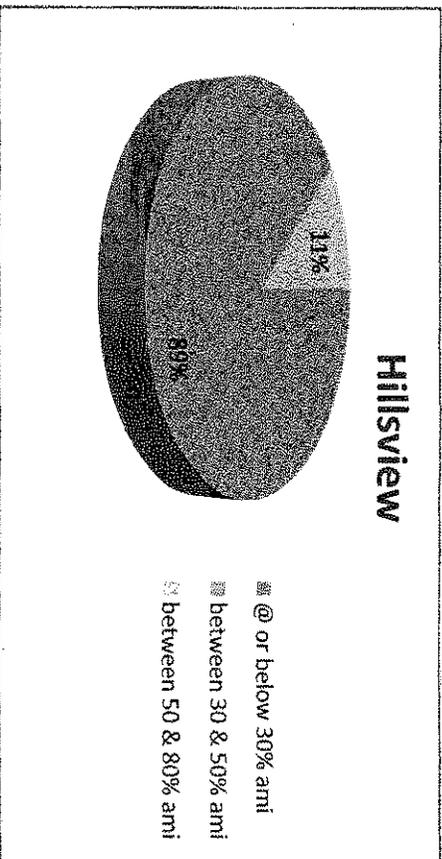
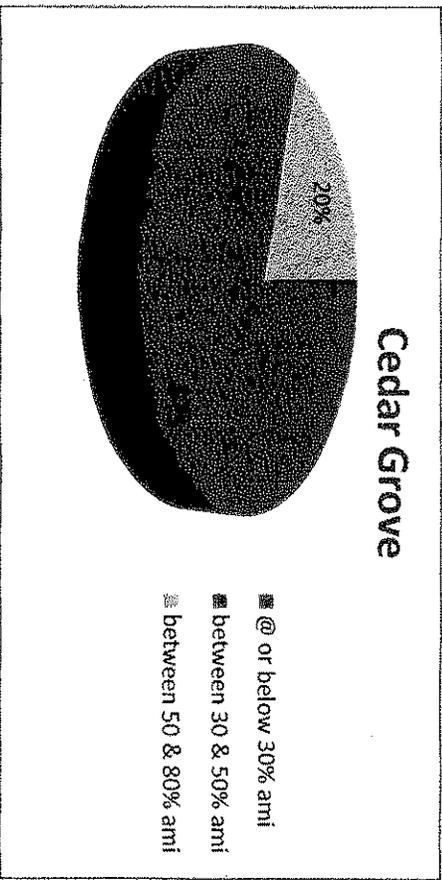
# FY 2006 Admissions Income Data

cumulative FY 06 admissions @ or below 30% AMI	cumulative FY 06 admissions @ or below 50% AMI	cumulative FY 06 admissions @ or below 80% AMI	Cedar Grove FY 06 admissions @ or below 30% AMI	Cedar Grove FY 06 admissions @ or below 50% AMI	Cedar Grove FY 06 admissions @ or below 80% AMI	Hillsview FY 06 admissions @ or below 30% AMI	Hillsview FY 06 admissions @ or below 50% AMI	Hillsview FY 06 admissions @ or below 80% AMI
78.57%	100.00%	100.00%	75.00%	95.00%	100.00%	86.67%	100.00%	100.00%



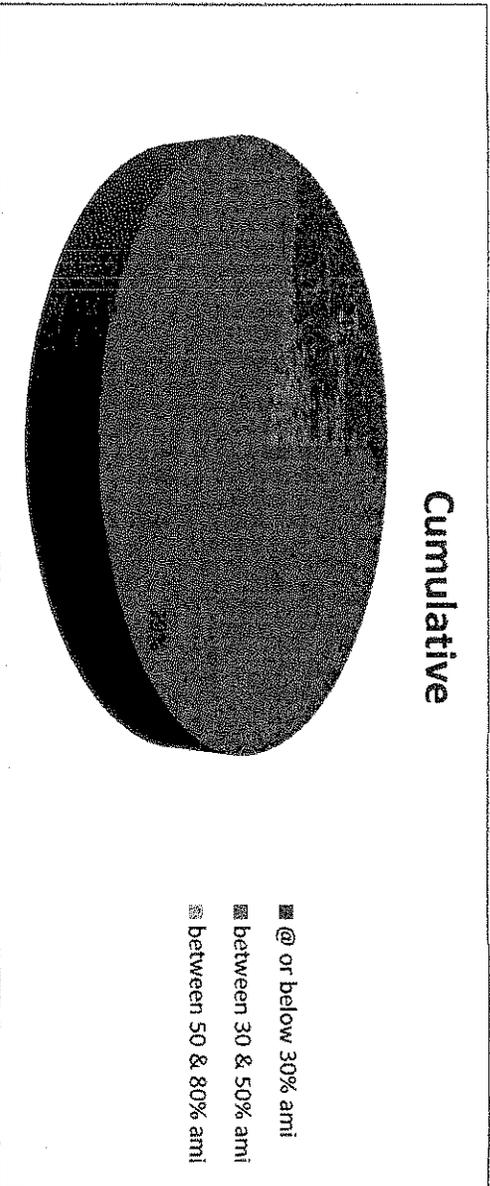
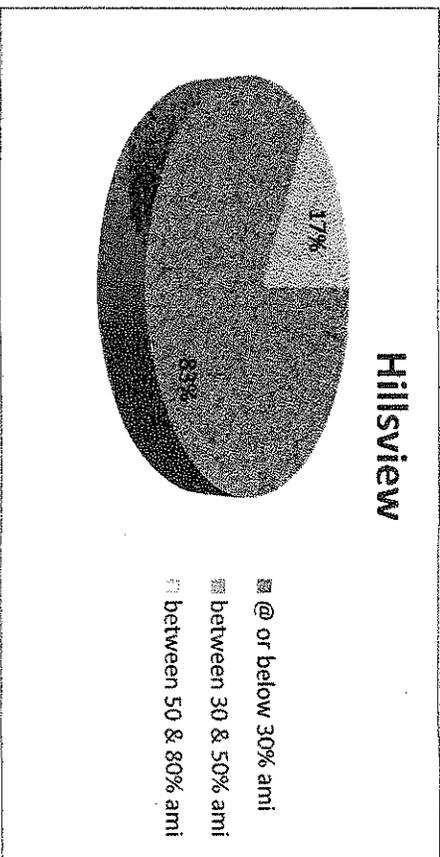
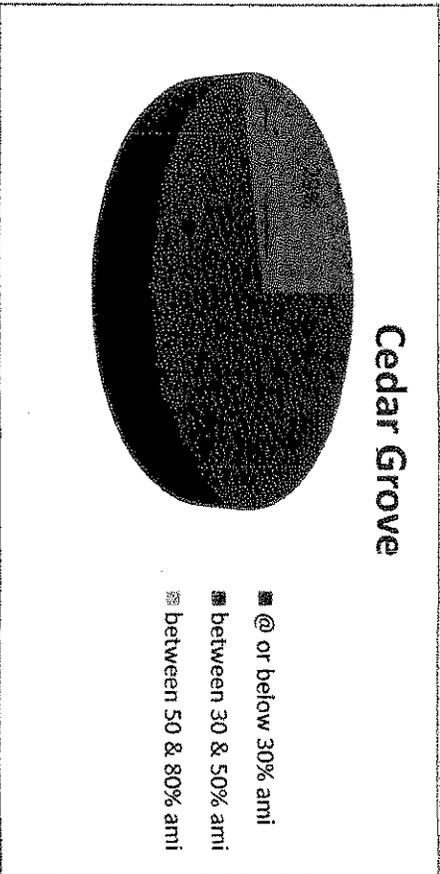
# FY 2007 Admissions Income Data

cumulative FY 07 admissions @ or below 30% AMI	cumulative FY 07 admissions @ or below 50% AMI	cumulative FY 07 admissions @ or below 80% AMI	Cedar Grove FY 07 admissions @ or below 30% AMI	Cedar Grove FY 07 admissions @ or below 50% AMI	Cedar Grove FY 07 admissions @ or below 80% AMI	Hillsview FY 07 admissions @ or below 30% AMI	Hillsview FY 07 admissions @ or below 50% AMI	Hillsview FY 07 admissions @ or below 80% AMI
85.71%	92.86%	100.00%	80.00%	80.00%	80.00%	88.89%	100.00%	100.00%



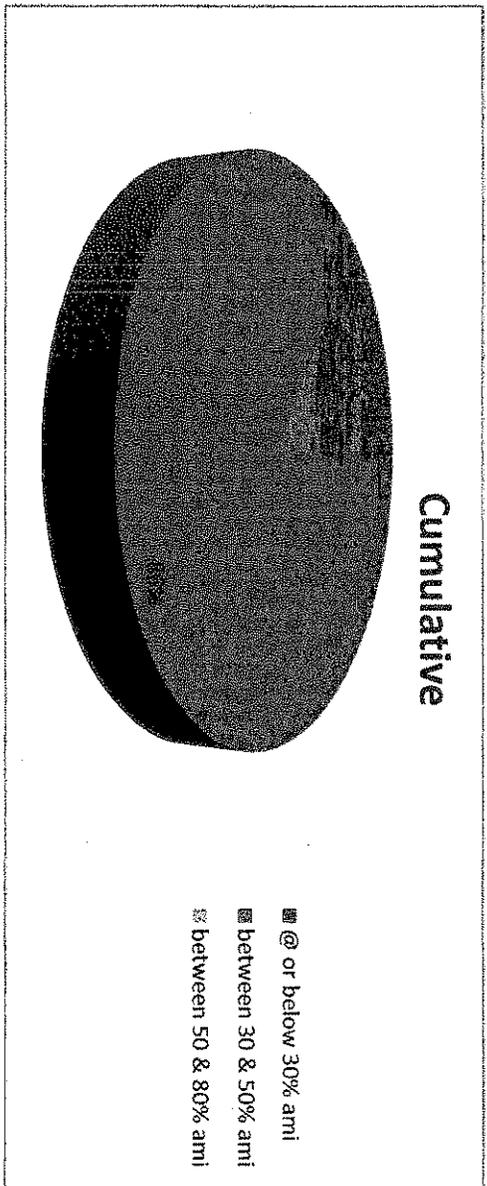
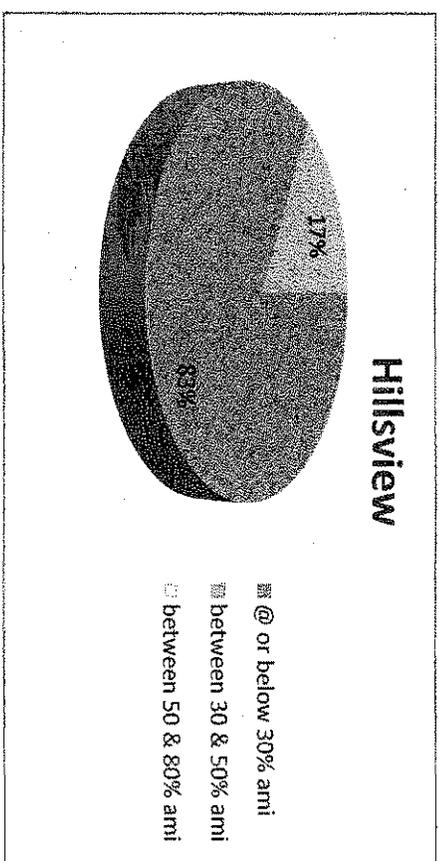
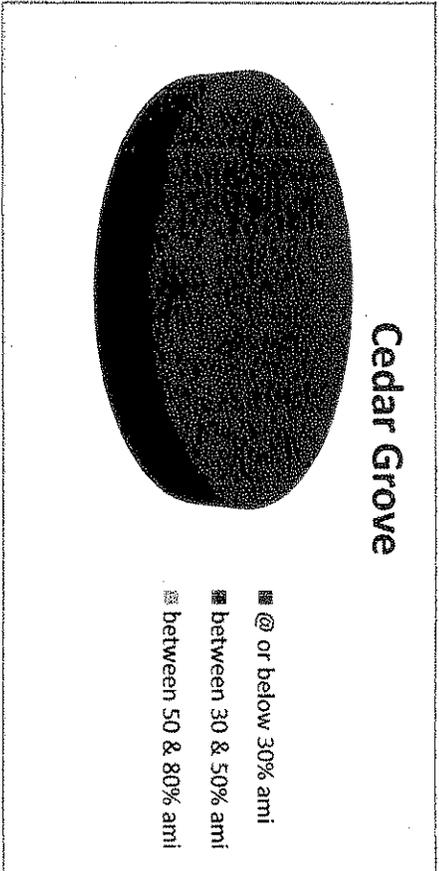
# FY 2008 Admissions Income Data

cumulative FY 08 admissions @ or below 30% AMI	cumulative FY 08 admissions @ or below 50% AMI	cumulative FY 08 admissions @ or below 80% AMI	Cedar Grove FY 08 admissions @ or below 30% AMI	Cedar Grove FY 08 admissions @ or below 50% AMI	Cedar Grove FY 08 admissions @ or below 80% AMI	Hillsview FY 08 admissions @ or below 30% AMI	Hillsview FY 08 admissions @ or below 50% AMI	Hillsview FY 08 admissions @ or below 80% AMI
78.95%	100.00%	100.00%	71.43%	100.00%	100.00%	83.33%	100.00%	100.00%



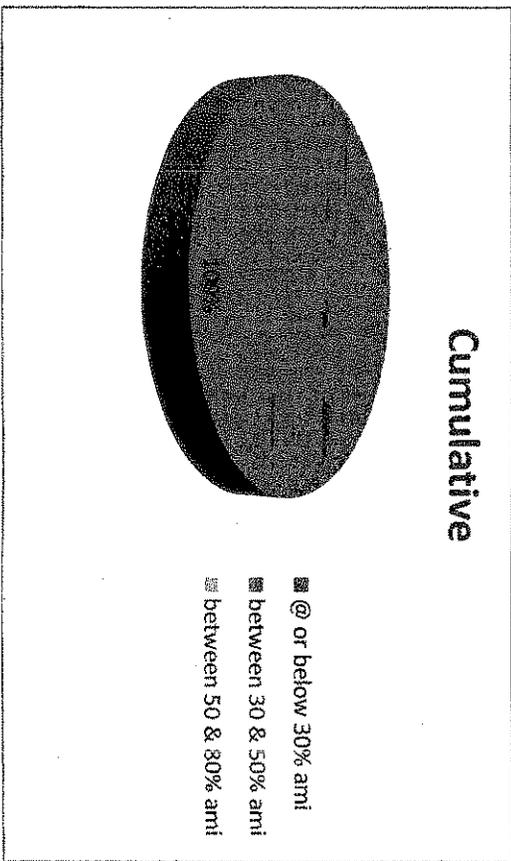
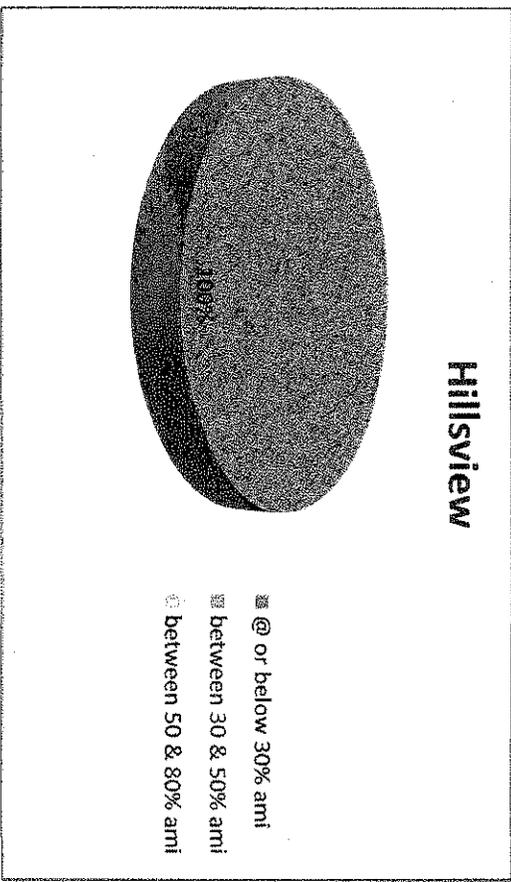
# FY 2009 Admissions Income Data

cumulative FY 09 admissions @ or below 30% AMI	cumulative FY 09 admissions @ or below 50% AMI	cumulative FY 09 admissions @ or below 80% AMI	Cedar Grove FY 09 admissions @ or below 30% AMI	Cedar Grove FY 09 admissions @ or below 50% AMI	Cedar Grove FY 09 admissions @ or below 80% AMI	Hillsview FY 09 admissions @ or below 30% AMI	Hillsview FY 09 admissions @ or below 50% AMI	Hillsview FY 09 admissions @ or below 80% AMI
85.71%	100.00%	100.00%	100.00%	100.00%	100.00%	83.33%	100.00%	100.00%



# FY 2010 Admissions Income Data

cumulative FY 10 admissions @ or below 30% AMI	cumulative FY 10 admissions @ or below 50% AMI	cumulative FY 10 admissions @ or below 80% AMI	Cedar Grove FY 10 admissions @ or below 30% AMI	Cedar Grove FY 10 admissions @ or below 50% AMI	Cedar Grove FY 10 admissions @ or below 80% AMI	Hillsview FY 10 admissions @ or below 30% AMI	Hillsview FY 10 admissions @ or below 50% AMI	Hillsview FY 10 admissions @ or below 80% AMI
100.00%	100.00%	100.00%	N/A	N/A	N/A	100.00%	100.00%	100.00%



**Section 6**  
**PHA plan Update**

**6.0 (a)** Revisions were made to the HUD-50075.1 for 2006, 2009, and the formulaic ARRA grant. These were previously submitted to the HUD Seattle Field Office and approved in June, 2010.

**6.0 (b)** The public can obtain the Five-Year and Annual Plan at the Housing Authority's management office located at 830 Township Street, Sedro-Woolley. They can also obtain the Five-Year and Annual Plan at the management agent's main office at 600 Andover Park W, Tukwila. It is also available on the Housing Authority's website [www.sedrowoolleyha.org](http://www.sedrowoolleyha.org).

## Answers to Questions about Sedro Woolley's Domestic Violence Policy in Public Housing

- Transfer policy for situations of domestic violence
  - Residents are eligible for emergency transfer, provided
    - There is a court order in effect that restrains the abuser from contact with the resident or endangered family member; **and**
    - If the abuser is a member of the household, the resident remains eligible for continued housing assistance after the abuser is removed from the lease; **and**
    - The resident enters into a written Material Agreement with the Housing Authority to actively participate in efforts to restrain the abuser from access to the resident, other household members, and the new residence.
- Staff referrals to community agencies who deal with domestic violence
  - The contact is handled through calls to DAWN (Domestic Abuse Women's Network) on an "as identified" basis. A significant number of referrals are made through the local law enforcement agencies that respond to these incidents. Sedro Woolley Housing Authority staff receive training about calling the local Crisis Clinic if domestic violence is suspected.
- Removal of the abuser from the dwelling lease
  - The Housing Authority will evict the abuser. In actuality, the victim often requests a transfer, which is approved, and then the Housing Authority determines if the abuser is evicted or allowed to stay in the unit. The Housing Authority does not punish the victim but works to provide a safe housing environment for the individual.

- 6. NOTICE AND CONFIDENTIALITY:** VAWA requires that PHAs, must notify tenants of their rights under VAWA, which includes the existence of the attached HUD form and the right to confidentiality and limits thereof. In doing so, PHAs may make the certification form available to all eligible families at the time of admission. Also, in the event of a termination or start of an eviction proceeding, PHAs may enclose the form with the appropriate notice and direct the family to complete, sign and return the form (if applicable) by a specified date. PHAs could also include language discussing the VAWA protections in the termination/eviction notice and request that a tenant come into the office to pick up the form if the tenant believes the VAWA protections apply.

All information provided to a PHA, manager or an owner relating to the incident(s) of domestic violence, including the fact that an individual is a victim of domestic violence, dating violence, or stalking, must be retained in confidence by the PHA or owner, and must neither be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is (i) requested or consented by the individual in writing; (ii) required for use in an eviction proceeding or termination of assistance; or, (iii) otherwise required by applicable law. The HUD-approved certification form provides notice to the tenant of the confidentiality of the form and the limits thereof.

PHAs must also notify owners and managers of their rights and obligation under VAWA. PHAs, owners and managers are encouraged to access VAWA via the Internet at the following Website addresses:  
<http://www.gpoaccess.gov/plaws/index.html> or  
<http://thomas.loc.gov/bss/d1099/d1091laws.html> and search for Public Law 109-162 to access the text of the final law. The VAWA technical corrections bill (Public Law 109-271), was signed into law on August 12, 2006, and may be reviewed via an Internet link on Thomas (the Library of Congress Website, located at <http://thomas.loc.gov/>).

**7. PAPERWORK REDUCTION**

The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control number 2577-0249. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

\_\_\_\_\_/s/  
Orlando J. Cabrera, Assistant Secretary  
for Public and Indian Housing

certification form and are encouraged to work with tenants to make delivery arrangements that do not place the tenant at risk.

If the individual does not provide the form HUD - 50066 or the information that may be provided in lieu of the certification by the 14th business day or any extension of that date provided by the PHA, owner or manager, none of the protections afforded to the victim of domestic violence, dating violence or stalking by sections 606 or 607 will apply. The PHA, owner or manager would therefore be free to evict, or to terminate assistance, in the circumstances authorized by otherwise applicable law and lease provisions, without regard to the amendments made by Sections 606 and 607.

**5. DEFINITIONS: The following definitions were incorporated into the United States Housing Act and apply to this notice.**

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim share a child in common, by a person who is cohabitated with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence:** Violence committed by a person:

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

**Stalking:** to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person.

**Immediate Family Member:** a spouse, parent, brother or sister, or child of the person, or an individual to whom that person stands in loco parentis (in place of a parent); or any other person living in the household of that person and related to that person by blood or marriage.

In general, the law provides in part that criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse. The law also provides that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of that violence and will not be "good cause" for termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

4. **CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING**; Among other requirements, Sections 606 and 607 of VAWA add certification and confidentiality provisions that allow for PHAs, owners or managers responding to an incident or incidents of actual or threatened domestic violence, dating violence or stalking that may affect a tenant's participation in the housing program to request in writing that an individual complete, sign and submit, within 14 business days of the request, a HUD-approved certification form. On the form, the individual certifies that he/she is a victim of domestic violence, dating violence, or stalking, and that the incident or incidences in question are bona fide incidences of such actual or threatened abuse. On the certification form, the individual shall provide the name of the perpetrator.

In lieu of a certification form, or in addition to the certification form, a tenant may provide to PHAs, managers or owners, (1) a Federal, State, tribal, territorial, or local police record or court record; (2) documentation signed and attested to by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, or stalking has signed or attested to the documentation.

An owner or PHA is not required to demand that an individual produce official documentation or physical proof of an individual's status as a victim of domestic violence, dating violence, sexual assault, or stalking in order to receive the protections of VAWA. Note that, a PHA, owner or manager, at their discretion, may provide assistance to an individual based solely upon the individual's statement or other corroborating evidence.

The PHA, owner or manager should be mindful that the delivery of the certification form to the tenant in response to an incident via mail may place the victim at risk, e.g., the abuser may monitor the mail. Therefore, PHAs, owners and managers may require that the tenant come into the office to pick up the



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

Special Attention of:  
Regional and Field Office Directors of  
Public Housing; Section 8 Financial Management  
Centers; Public Housing Agencies; Regional  
Directors; State and Area Coordinators

Notice: PIH 2006-42

Issued: December 27, 2006

Expires: December 31, 2007

**SUBJECT:** Violence Against Women and Justice Department Reauthorization Act 2005  
Form HUD-50066 Certification of Domestic Violence, Dating Violence, or  
Stalking

- PURPOSE:** This notice transmits form HUD - 50066, Certification of Domestic Violence, Dating Violence, or Stalking for use in the Public Housing Program, Housing Choice Voucher Program (including project-based vouchers), Section 8 Project-Based Certificate Program, and Section 8 Moderate Rehabilitation Program (excluding Mod Rehab SRO), as required by the provisions of Sections 606 and 607 of the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA), Public Law 109-162. VAWA provides that Public Housing Agencies (PHAs) and Section 8 owners or managers may request a tenant to certify that the individual is a victim of domestic violence, dating violence or stalking and that the incidence(s) of threatened or actual abuse are bona fide in determining whether the protections afforded to such individuals under VAWA are applicable.
- APPLICABILITY:** This form HUD - 50066 is for use by PHAs administering the Public Housing, Housing Choice Voucher (including project-based vouchers), Section 8 Project-based Certificate, and Section 8 Moderate Rehabilitation Programs (excluding the McKinney Act Mod Rehab SROs), as well as owners and managers participating in the aforementioned programs. A certification form for use in Section 8 programs administered by the Office of Housing will be issued under separate guidance.
- BACKGROUND:** The Violence Against Women and Justice Department Reauthorization Act of 2005 protects tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. These provisions apply both to public housing agencies administering public housing and Section 8 programs and to owners renting to families under Section 8 rental assistance programs.

attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking, or the effects of the abuse; (3) A Federal, State, tribal, territorial, or local police or court record.

- **All information provided to the Housing Authority in relation to the law will be kept CONFIDENTIAL.** Such information, including the fact that an individual is a victim of domestic violence, dating violence, or stalking, will be retained in confidence and will not be entered into any shared database nor provided to any related entity, except to the extent that disclosure is: (1) requested or consented to by the individual in writing; (2) required for use in an eviction proceeding resulting from enforcement of the law; or, (3) otherwise required by applicable law.

If you think that you are a victim of actual or threatened domestic violence, dating violence, or stalking and would like more information regarding VAWA and how it may affect your lease please do not hesitate to contact your Property Manager.

Sincerely,

**THE HOUSING AUTHORITY OF  
SEDRO WOOLLEY**



# SEDRO WOOLLEY HOUSING AUTHORITY

*Executive Director:*

STEPHEN J. NORMAN

## NOTICE REGARDING REVISIONS to the VIOLENCE AGAINST WOMEN and DEPARTMENT OF JUSTICE REAUTHORIZATION ACT

January 3, 2007

Dear Residents:

In January 2006, President Bush signed into law amendments to the Violence Against Women and Department of Justice Reauthorization Act of 2005, also known as "VAWA". Portions of this law clarify and create protections for victims of domestic violence, dating violence and stalking who are also residents of one of KCHA's public housing developments.

The following summary provides information all residents should know regarding the rights, responsibilities and limitations provided under VAWA.

### You should know that:

- ❑ The Housing Authority will not consider actual or threatened domestic violence, dating violence, or stalking to be a "serious or repeated" violation of the lease by the victim or threatened victim of that violence and will not interpret it as good cause for eviction of a public housing household who is the victim of such violence.
- ❑ The Housing Authority will not terminate your tenancy as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of your household, a guest or another person under your control, and you or an immediate family member is the victim.
  - However, the above does not limit the Housing Authority's ability to: (1) evict a tenant for any violation of the lease not premised on an act(s) of actual or threatened domestic violence, dating violence or stalking; (2) evict a resident where the Housing Authority can demonstrate an actual or imminent threat to other tenants or those employed or providing service to the property if the tenancy is not terminated; or, (3) honor court orders addressing rights of access or control of the property, including civil protection orders. In addition, the Housing Authority may split the lease of a household in order to evict any individual tenant who engages in criminal acts of physical violence against family member or others, without evicting or otherwise penalizing the victim of such violence who is also a tenant.
- ❑ The Housing Authority will require residents seeking protection under VAWA to provide certification of their qualification as a victim of domestic violence, dating violence or stalking and that the incident, or incidents, in question meet the requirements of the law. Acceptable forms of certification include: (1) Submission of a HUD approved certification form; (2) Documentation signed by an employee, agent, or volunteer of a victim service provider, an

"The Housing Authority is in full compliance with the regulations set forth in the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA) signed by President Bush. This law creates protections for victims of domestic violence, stalking, and dating violence who reside in SWHA buildings. Notifications to residents were sent out shortly after final guidance by the federal government and all pertinent forms are available to residents and applicants."

## **Section 7**

**Hope VI, Mixed Finance Modernization or  
Development, Demolition and/or Disposition,  
Conversion of Public Housing, Homeownership  
Programs, and Project-Based Vouchers**

7.0 (a) The Housing Authority has no intention of applying for HOPE VI funding at the present time.

7.0 (b) The Housing Authority has no plans to demolish or dispose of any units at this time.

7.0 (c) The Housing Authority has no plans to convert any units to tenant-based assistance at this time.

7.0 (d) The Housing Authority neither owns nor administers any homes.

7.0(e) The Housing Authority has no intention of using the project-based voucher program at this time.

## **Section 8.0**

### **Capital Improvements**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

PHA Name: Housing Authority of the City of Sedro-Woolley	Grant Type and Number Capital Fund Program Grant No: WA19P030501-06 Replacement Housing Factor Grant No: Date of CFP:	FY of Grant: 2006 FFY of Grant Approval:
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Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: ) Final Performance and Evaluation Report		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)		12,347.00	12,347.00	12,347.00	12,347.00
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs		12,380.92	12,380.92	12,380.92	12,380.92
8	1440 Site Acquisition					
9	1450 Site Improvement		7,010.08	7,010.08	7,010.08	7,010.08
10	1460 Dwelling Structures		99,306.00	99,306.00	99,306.00	99,306.00
11	1465.1 Dwelling Equipment—Nonexpendable		1,423.00	1,423.00	1,423.00	1,423.00
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary

PHA Name: Housing Authority of the City of Sedro-Woolley	Grant Type and Number Capital Fund Program Grant No: WA19P030501-06 Replacement Housing Factor Grant No: Date of CFFP:	FY of Grant: 2006 FY of Grant Approval:
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Type of Grant  Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )

Performance and Evaluation Report for Period Ending: 12/31/09  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>	Expended
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 - 19)	132,467.00	132,467.00	132,467.00	132,467.00	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director		Date	Signature of Public Housing Director		Date	
		10/14/10			10/14/10	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.  
<sup>4</sup> RHP funds shall be included here.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
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Part II: Supporting Pages

PHA Name: Housing Authority of the City of Sedro-Woolley		Grant Type and Number Capital Fund Program Grant No: WA19P030501-06 CFPP (Yes/No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2006				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
Operations	a) Unit Turn Upgrades	1406		Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>3</sup>	
WA 30-1 Cedar Grove	a) Interior Upgrade	1460	20	21,806.81	21,806.81	21,806.81	21,806.81	
	WA 30-1 TOTAL			21,806.81	21,806.81	21,806.81	21,806.81	Delete
WA 30-2 Hillsview	a) Common areas upgrade b) Monument Sign c) Unit Upgrade d) Outdoor furniture replacement e) Automatic Door System f) Replace Ranges	1460 1450 1460 1450 1460 1465		0 0 24,499.19 7,010.08 53,000.00 1,423.00	0 0 24,499.19 7,010.08 53,000.00 1,423.00	0 0 24,499.19 7,010.08 53,000.00 1,423.00	0 0 24,499.19 7,010.08 53,000.00 1,423.00	Delete Delete Complete Complete Complete Complete
	WA 30-2 TOTAL			85,932.27	85,932.27	85,932.27	85,932.27	
	SUBTOTAL			107,739.08	107,739.08	107,739.08	107,739.08	
PHA WIDE	ADMINISTRATION Advertising Administrative Salaries/Benefits	1410 1410		251.00 12,096.00	251.00 12,096.00	251.00 12,096.00	251.00 12,096.00	
	PHA WIDE ADMINISTRATION SUBTOTAL			12,347.00	12,347.00	12,347.00	12,347.00	
PHA WIDE	PLANNING A&E Professional Services Building Permit Fees Sundry/Planning Costs	1430 1430 1430		11,987.87 142.16 250.89	11,987.87 142.16 250.89	11,987.87 142.16 250.89	11,987.87 142.16 250.89	
	PHA WIDE PLANNING SUBTOTAL			12,380.92	12,380.92	12,380.92	12,380.92	
	Total Funding Amount			132,467.00	132,467.00	132,467.00	132,467.00	



Annual Statement/Performance and Evaluation Report  
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<b>Part I: Summary</b> PHA Name: Housing Authority of the City of Sedro-Woolley		Grant Type and Number Capital Fund Program Grant No. WA19P030502-06 Replacement Housing Factor Grant No.		FFY of Grant: 2006 FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report			

Line	Summary by Development Account	Original	Total Estimated Cost Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>2</sup>	11,208	11,208	11,208	11,208
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	0	0	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0	0	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RLIIF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
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U.S. Department of Housing and Urban Development  
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 Expires 4/30/2011

Part I: Summary		FY of Grant: 2006				
PHA Name: Housing Authority of the City of Sedro-Woolley		FY of Grant Approval:				
Grant Type and Number Capital Fund Program Grant No: WA19P030502-06 Replacement Housing Factor Grant No: Date of CFP:						
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )				
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>	Expended
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9060 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 - 19)	11,208	11,208	11,208	11,208	
21	Amount of line 20 Related to LBP Activities	0	0	0	0	
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0	
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0	
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0	
25	Amount of line 20 Related to Energy Conservation Measures	0	0	0	0	
Signature of Executive Director		Date	Signature of Public Housing Director		Date	
<i>[Signature]</i>		10/11/09	<i>[Signature]</i>		10/14/09	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
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Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2006		Status of Work	
PHA Name: Housing Authority of the City of Sedro-Woolley		Capital Fund Program Grant No: WA19P030502-06 CFPP (Yes/No): Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost		
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
Various	Unit Turn Upgrades	1406		11,208	11,208	11,208	11,208
WA 30-1		1460		0	0	0	0
Cedar Grove							
Sites I, II, III		1460		0	0	0	0
WA 30-2	a) Exterior/Interior Lighting	1460		0	0	0	0
Hillsview							
	SUBTOTAL			11,208	11,208	11,208	11,208
PHA WIDE	ADMINISTRATION						
	Salaries & Benefits	1410	1	0	0	0	0
	SUBTOTAL			0	0	0	0
		1410		0	0	0	0
PHA WIDE	PLANNING						
	Sundry/Planning Costs	1430		0	0	0	0
	SUBTOTAL			0	0	0	0
		1430		0	0	0	0
	Total Funding Amount			11,208	11,208	11,208	11,208

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.



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<b>Part I: Summary</b>		FFY of Grant: 2007	
PHA Name: Housing Authority of the City of Sedro-Woolley		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: WA19P030501-07		Date of CFFP:	
Replacement Housing Factor Grant No:			

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09	Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	Revised Annual Statement (revision no: )		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operators (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)	13,245	13,245	13,245	13,245	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	6,000	6,000	6,000	6,000	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	118,433	118,433	118,433	118,433	
11	1465 1 Dwelling Equipment—Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1483 Demolition					
15	1492 Moving to Work Demonstration					
16	1495 1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary

PHA Name: Housing Authority of the City of Sedro-Woolley	Grant Type and Number Capital Fund Program Grant No: WA19P030501-07 Replacement Housing Factor Grant No: Date of CFFP:	FY of Grant: 2007 FY of Grant Approval:
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Type of Grant  Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/09  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	137,678	137,678	137,678	137,678
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date	Signature of Public Housing Director	Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

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Part II: Supporting Pages

PHA Name: Housing Authority of the City of Sedro-  
 Woolley

Grant Type and Number  
 Capital Fund Program Grant No: WA19P030501-07  
 CFFP (Yes/No):  
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
WA 30-1 Cedar Grove	a) Interior Upgrade	1460	20	0	0	0	0	
	WA 30-1 TOTAL			0	0	0	0	
WA 30-2 Hillsview	a) Interior Upgrade	1460		118,433	118,433	118,433	118,433	
	WA 30-2 TOTAL			118,433	118,433	118,433	118,433	
	SUBTOTAL			118,433	118,433	118,433	118,433	
PHA WIDE	ADMINISTRATION	1410		200	200	200	200	
	Advertising	1410		13,045	13,045	13,045	13,045	
	Administrative Salaries/Benefits	1410		13,245	13,245	13,245	13,245	
	PHA wide administration subtotal							
PHA WIDE	PLANNING	1430		5,873	5,873	5,873	5,873	
	A&E Professional Services	1430		0	0	0	0	
	Building Permit Fees	1430		0	0	0	0	
	Sundry/Planning Costs	1430		127	127	127	127	
	PHA WIDE PLANNING SUBTOTAL			6,000	6,000	6,000	6,000	
	Total Funding Amount			137,678	137,678	137,678	137,678	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary  
 PHA Name: Housing Authority of the  
 City of Sedro-Woolley

Grant Type and Number  
 Capital Fund Program Grant No. WA19P030501-08  
 Replacement Housing Factor Grant No.  
 Date of CFPP:

FFY of Grant: 2008  
 FFY of Grant Approval:

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
				Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>			28,000	28,000	28,000	28,000
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)			14,900	14,900	14,900	14,900
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs			8,500	8,500	8,500	8,500
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures			98,379	98,379	98,379	98,379
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities <sup>4</sup>						

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

PHA Name: Housing Authority of the City of Sedro-Woolley	Grant Type and Number Capital Fund Program Grant No: WA19P030501-08 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2008 FFY of Grant Approval:
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Type of Grant  
 Original Annual Statement       Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending: 12/31/09       Revised Annual Statement (revision no: )  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost	Revised ?	Obligated	Total Actual Cost <sup>1</sup>	Expended
18a	1501 Collateralization or Debt Service paid by the PHA					
18Ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 - 19)	149,779	149,779	149,779	149,779	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					

Signature of Executive Director: *[Signature]* Date: 12/14/10  
 Signature of Public Housing Director: *[Signature]* Date: 12/14/10

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Sedro-  
 Woolley

Grant Type and Number  
 Capital Fund Program Grant No: WA19P030501-08  
 CFPP (Yes/No):  
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
WA 30-1 Cedar Grove	a) Interior Upgrade	1460		14,000	14,000	14,000	14,000	
	WA 30-1 TOTAL			14,000	14,000	14,000	14,000	
WA 30-2 Hillsview	a) Interior Upgrade	1406		14,000	14,000	14,000	14,000	
	b) Common Area Upgrade	1460		98,379	98,379	98,379	98,379	
	WA 30-2 TOTAL			112,379	112,379	112,379	112,379	
	TOTAL CAPITAL WORK			126,379	126,379	126,379	126,379	
PHA WIDE ADMINISTRATION	Advertising	1410		0	0	0	0	
	Administrative Salaries/Benefits	1410		14,900	14,900	14,900	14,900	
	PHA wide administration subtotal			14,900	14,900	14,900	14,900	
PHA WIDE PLANNING	A&E Professional Services	1430		8,500	8,500	8,500	8,500	
	Building Permit Fees	1430		0	0	0	0	
	Sundry/Planning Costs	1430		0	0	0	0	
	PHA WIDE PLANNING SUBTOTAL			8,500	8,500	8,500	8,500	
	Total Funding Amount			149,779	149,779	149,779	149,779	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>2</sup> To be completed for the Performance and Evaluation Report



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
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 Expires 4/30/2011

Part I: Summary

PHA Name: Housing Authority of the City of Sedro-Woolley	Grant Type and Number Capital Fund Program Grant No: WA19S030501-09 Replacement Housing Factor Grant No: Date of CFFP:	FY of Grant: 2009 FY of Grant Approval:
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Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no.1) <input checked="" type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
				Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>						
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)		18,959	5,130.30	5,130.30	5,130.30	
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures		170,631	184,459.70	184,459.70	184,459.70	
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities <sup>4</sup>						

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

PHA Name: Housing Authority of the City of Sedro-Woolley	Grant Type and Number Capital Fund Program Grant No: WA19S030501-09 Replacement Housing Factor Grant No: Date of CFFP:	FY of Grant: 2009 FFY of Grant Approval:
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Type of Grant  
 Original Annual Statement  
 Performance and Evaluation Report for Period Ending:  
 Reserve for Disasters/Emergencies  
 Revised Annual Statement (revision no: 1 )  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18Ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	189,590	189,590	189,590	189,590
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director \_\_\_\_\_ Date 10/14/10  
 Signature of Public Housing Director \_\_\_\_\_ Date 10/14/10

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
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**Part I: Summary**

PHA Name: Housing Authority of the City of Sedro Woolley	Grant Type and Number Capital Fund Program Grant No: WA19P03050109 Replacement Housing Factor Grant No: Date of CFFP:	FY of Grant: 2009 FFY of Grant Approval:
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Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
				Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFF Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		0	0	0	0	0
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)		14,839.00	14,839.00	14,839.00	8,510.82	
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs		35,000.00	36,595.23	24,636.20	29,595.23	
8	1440 Site Acquisition						
9	1450 Site Improvement		55,000.00	0	0	0	0
10	1460 Dwelling Structures		3,553.00	96,957.77	55,000.000	23,886.57	
11	1465.1 Dwelling Equipment--Nonexpendable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities <sup>4</sup>						

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

PHA Name: Housing Authority of the City of Sedro Woolley	Grant Type and Number Capital Fund Program Grant No: WA19P03050109 Replacement Housing Factor Grant No: Date of CFPF:	FY of Grant: 2009 FY of Grant Approval:
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Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
			Original	Revised	Obligated	Expended
18a	<input type="checkbox"/> Reserve for Disasters/Emergencies	1501 Collateralization of Debt Service paid by the PHA				
18ba		9000 Collateralization or Debt Service paid Via System of Direct Payment				
19		1502 Contingency (may not exceed 8% of line 20)				
20		Amount of Annual Grant: (sum of lines 2 - 19)	148,392.00	148,392.00	94,475.20	61,992.62
21		Amount of line 20 Related to LBP Activities				
22		Amount of line 20 Related to Section 504 Activities				
23		Amount of line 20 Related to Security - Soft Costs				
24		Amount of line 20 Related to Security - Hard Costs				
25		Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date	Signature of Public Housing Director		Date	
<i>[Signature]</i>		10/14/10	<i>[Signature]</i>		10-14-10	

1 To be completed for the Performance and Evaluation Report  
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
 4 PHF funds shall be included here.





Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

PIHA Name: Housing Authority of the City of Sedro Woolley	Grant Type and Number Capital Fund Program Grant No. WA19P03050110 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval:
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no. ) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
				Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFFP Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>			20,000			
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)			14,648			
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs			28,000			
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures			83,830			
11	1465.1 Dwelling Equipment—Nonependable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities <sup>4</sup>						

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2010	
PHA Name: Housing Authority of the City of Sedro Woolley	Grant Type and Number Capital Fund Program Grant No.: WAW1903050110 Replacement Housing Factor Grant No.:	FFY of Grant Approval:	
Date of CFP:			

Type of Grant:  Original Annual Statement  Reserve for Disasters/Emergencies

Performance and Evaluation Report for Period Ending:  Revised Annual Statement (revision no: )

Final Performance and Evaluation Report

Line	Summary by Development Account	Original	Total Estimated Cost	Revised?	Obligated	Total Actual Cost <sup>1</sup>	Expended
18a	1501 Collateralization of Debt Service paid by the PHA						
18ba	9000 Collateralization of Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant: (sum of lines 2 - 19)		146,478				
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Activities						
23	Amount of line 20 Related to Security - Soft Costs						
24	Amount of line 20 Related to Security - Hard Costs						
25	Amount of line 20 Related to Energy Conservation Measures						

Signature of Executive Director: *[Signature]* Date: 10/14/10

Signature of Public Housing Director: *[Signature]* Date: 10/14/10

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHP funds shall be included here.



**Section 8.2**  
**Capital Fund Five-Year**  
**Action Plan**

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

PHA Name/Number	HA Sedro Woolley	<input checked="" type="checkbox"/> Work Statement for Year 1 FFY 2010	Locality (City/County & State) Sedro Woolley/Skagit/Washington	<input type="checkbox"/> Original 5-Year Plan Work Statement for Year 4 FFY 2013	<input type="checkbox"/> Revision No: Work Statement for Year 5 FFY 2014
A. Development Number and Name					
B. Physical Improvements Subtotal		Annual Statement 140,000	140,000	160,000	180,000
C. Management Improvements		5,000	5,000	2,000	2,000
D. PHA-Wide Non-dwelling Structures and Equipment		1,000	1,000	1,000	1,000
E. Administration		14,000	16,000	16,000	18,000
F. Other		10,000	10,000	10,000	10,000
G. Operations					
H. Demolition					
I. Development					
J. Capital Fund Financing -- Debt Services					
K. Total CFP Funds		150,000	160,000	170,000	180,000
L. Total Non-CFP Funds		20,000	32,000	19,000	31,000
M. Grand Total		170,000	192,000	189,000	211,000











## **Section 9**

### **Housing Needs**

The city of Sedro-Woolley is located in Skagit County, Washington. Every four years, the Skagit Community Action Agency conducts a survey of low-income residents in the County. The most recent needs assessment was conducted in 2009 and surveyed 656 households.<sup>3</sup> Of these households, 55% of the respondents were renters.<sup>4</sup>

Two-thirds of the renters (67%) reported spending more than a third of their household income on rent payments.<sup>5</sup> The accepted definition of affordability in housing is a rent burden of 30%, which means that no more than 30% of a household's gross income is paid for rent and utilities (water, heating, and electricity). This data from the *Skagit Needs Assessment* indicates 67% of the renters who responded to the survey are rent burdened. This statistic alone points to a need for affordable housing in the County.

The findings of rent burden in Skagit County are borne out also in the *Skagit County Comprehensive Plan*. Calling for a comprehensive housing strategy, the *Plan* recognized a gap between the supply of housing in all parts of the County and the ability of households to pay an appropriate portion of their incomes for housing.<sup>6</sup>

The situation in the City of Sedro-Woolley appears to be slightly less severe than that in the County as a whole; however, the data for Skagit County is more recent than that for the City. According to the 2005 Update to the City's Comprehensive Plan, 39.9% of all renters were rent burdened.<sup>7</sup> This data is several years old, and given the recent economic climate, it is possible the County-wide data reflects the current situation more accurately.

The *Sedro-Woolley Update* also notes that approximately 15% of the city's households had incomes below 50% of the area median income.<sup>8</sup> Using HUD standards, these households would be designated as very low-income. Coupled with the data for rent burden, it appears there is a clear need for subsidized housing for low-income households in the City of Sedro-Woolley.

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<sup>3</sup> Skagit County Community Action Agency, *Skagit County Low-Income Needs Assessment, 2009*, (Skagit County, WA, 2009), 6-7. Hereafter, *Skagit Needs Assessment*.

<sup>4</sup> *Skagit Needs Assessment*, 44.

<sup>5</sup> *Skagit Needs Assessment*, 48.

<sup>6</sup> Skagit County, *2007 Skagit County Comprehensive Plan*, (Mount Vernon, WA, 2007), 7-3.

<sup>7</sup> City of Sedro-Woolley, *Comprehensive Plan, 2005 Update*, (Sedro-Woolley, WA, 2005), section 5.08. Hereafter, *Sedro-Woolley Update*.

<sup>8</sup> *Sedro-Woolley Update*, section 5.08.

9.1 The Housing Authority of the City of Sedro-Woolley intends to address the clear and present need for affordable housing by focusing admissions to Housing Authority programs on very low-income households. At least 40% of annual vacancies will be housed by families with incomes at or below 30% of median income. In this way, the public housing program can continue to act as a safety net for some of the lowest income households in the area.

In addition, the Housing Authority will continue its pursuit of management excellence. This focus on high-quality, efficient management will maximize the financial resources and physical assets entrusted to the Authority.

Maintenance will also be a significant priority for the Housing Authority. By following a rigorous schedule of preventive maintenance the integrity of the housing stock can be assured for many years; thus ensuring the supply of affordable housing in the City of Sedro-Woolley will not be diminished.

**Section 10**

**Additional Information**

**10.0 (a) (i)** The statement of progress in meeting the goals of the previous Five-Year plan is included above in Section 5.2.

**10.0 (a) (ii)** A significant amendment of the Five-Year plan is any change to the Housing Authority's mission or goals and objectives, including the addition of goals not included in the adopted Five-Year plan. With regard to Annual Plans, a significant amendment or modification are those changes that modify regulations affecting tenant obligations that could result in termination of tenancy; such changes include, but are not limited to, changes to rent formulas, occupancy standards, or family obligations. Changes to utility allowances and income limits are not considered significant amendments.

For the Capital Fund Program, a significant amendment would be the addition of any work item to the adopted Five-Year plan. The movement of any work item more than one year forward would constitute a significant amendment to an Annual Plan as would a re-distribution of funds greater than 10% in any line item.

**10.0 (b)** The Housing Authority of the City of Sedro-Woolley defines a "substantial deviation" or "significant amendment or modification" as a discretionary change in the policy of the Housing Authority that fundamentally alters the mission, goals, objectives, or plans of the Agency and which would require public comment and the formal approval of the Board of Commissioners. Specifically, the following will be considered to constitute a substantial deviation or a significant amendment or modification:

A material change in the policies regarding the manner in which tenant rent is calculated;

A material change in the admissions policies with respect to the selection of applicants from the waiting list or the organization of the waiting list;

Additions of non-emergency work items representing an expenditure of funds in excess of 10% of the SWHA Capital Fund Program budget the year in which work is performed (items not included in the current Annual Statement or Five-Year Action Plan) or change in the use of the replacement reserve funds under the Capital Fund;

Any change with regard to demolition or disposition or conversion activities not previously identified in the Agency Plan.

Discretionary or administrative amendments consonant with the Authority's stated overall mission and basic objectives will not be considered substantial or significant.

An exception to this definition will be made only to the extent that the modification is the result of changes in HUD regulatory requirements; such changes shall not be considered a substantial deviation or a significant amendment or modification to either the Five-Year or Annual Plans.

# **Section 11**

## **Required Submissions**

**PHA Certifications of Compliance  
with PHA Plans and Related  
Regulations**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

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

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

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

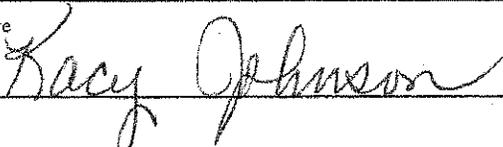
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the City of Sedro-Woolley WA030  
 PHA Name PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2011 - 2015

Annual PHA Plan for Fiscal Years 2011 - 2011

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

Name of Authorized Official	Title
Kacy Johnson	Chairwoman, Board of Commissioners
Signature	Date
	10/13/10

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Sedro-Woolley

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

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

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

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

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

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

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

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

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

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

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

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

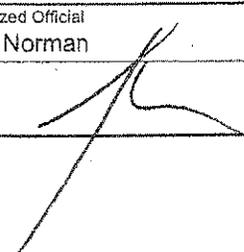
g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

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

- Hillsview Apartments, 830 Township Street, Sedro-Woolley, WA 98284
- Cedar Grove Apartments, 804-822 Bingham Place, Sedro-Woolley, WA 98284
- 622-630 Jennings Street, Sedro-Woolley, WA 98284
- 1818 Seventh Street, Sedro-Woolley, WA 98284
- 1413-1419 Fourth Street, Sedro-Woolley, WA 98284

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

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

Name of Authorized Official Stephen J. Norman	Title Executive Director
Signature 	Date 10/13/10

**Certification of Payments  
to Influence Federal Transactions**

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

Applicant Name

Housing Authority of the City of Sedro-Woolley

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

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

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

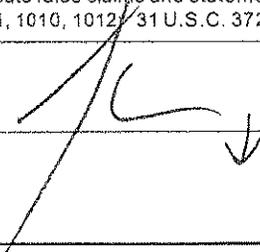
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this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

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

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

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

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

Name of Authorized Official Stephen J. Norman	Title Executive Director
Signature 	Date (mm/dd/yyyy) 10/13/10

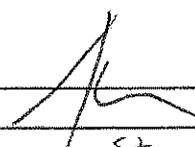
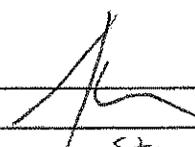
**DISCLOSURE OF LOBBYING ACTIVITIES**

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

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input checked="" type="checkbox"/> b. material change <b>For Material Change Only:</b> year <u>2011</u> quarter _____ date of last report <u>2010</u>
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Housing Authority of the City of Sedro-Woolley 830 Township Street Sedro-Woolley, WA  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b>  US Department of Housing and Urban Development	<b>7. Federal Program Name/Description:</b>  Public Housing Capital Fund Program CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):  King County Housing Authority 600 Andover Park W Seattle, WA 98188	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Stephen Norman</u> Title: <u>Exec-Director</u> Telephone No.: _____ Date: <u>10/13/10</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



# SEDRO WOOLLEY HOUSING AUTHORITY

*Executive Director:*

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STEPHEN J. NORMAN

## 11.0 (f) Resident Advisory Board Comments

The Housing Authority has made several attempts to reach out to residents to form a Resident Advisory Board. To date, those attempts have been unsuccessful. The Housing Authority continues to hope that, with continued outreach, the residents will form such a board.

Until that time, the Housing Authority did notify each resident by U.S. mail that the draft combined five year and annual plan was available for review at the property management office at 830 Township Street. In that letter, tenants were advised of the Public Hearing on the draft plan. They were also apprised of alternate ways to comment if they were unable to attend the annual meeting.



**SEDRO WOOLLEY  
HOUSING AUTHORITY**

*Executive Director:*

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STEPHEN J. NORMAN

11.0 (g) Challenged Elements

No elements of the combined Five-Year and Annual Plan have been challenged.



# SEDRO WOOLLEY HOUSING AUTHORITY

*Executive Director:*

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STEPHEN J. NORMAN

11.0 (h) Form HUD-50075.1

Please see Section 8.0.



# SEDRO WOOLLEY HOUSING AUTHORITY

*Executive Director:*

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STEPHEN J. NORMAN

11.0 (i) Form HUD-50075.2

Please see Section 8.2.