

<b>Annual PHA Plan</b> <i>(Standard PHAs and Troubled PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p> <b>PHA Name:</b> Housing Authority of the City of Everett <span style="float: right;"><b>PHA Code:</b> WA 006</span>  <b>PHA Type:</b> <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 07/2019  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> 69 <b>Number of Housing Choice Vouchers (HCVs)</b> 3,160 <b>Total Combined Units/Vouchers</b> 3,229  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <ul style="list-style-type: none"> <li>Everett Housing Authority's main office at 3107 Colby Ave., Everett, WA 98201</li> <li>Baker Heights administrative office at 1401 Poplar, Everett, WA 98201</li> </ul> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="180 1528 456 1604" rowspan="2">Participating PHAs</th> <th data-bbox="456 1528 586 1604" rowspan="2">PHA Code</th> <th data-bbox="586 1528 886 1604" rowspan="2">Program(s) in the Consortia</th> <th data-bbox="886 1528 1159 1604" rowspan="2">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1159 1528 1461 1604">No. of Units in Each Program</th> </tr> <tr> <th data-bbox="1159 1604 1300 1640">PH</th> <th data-bbox="1300 1604 1461 1640">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="180 1640 456 1703">Lead PHA:</td> <td data-bbox="456 1640 586 1703"></td> <td data-bbox="586 1640 886 1703"></td> <td data-bbox="886 1640 1159 1703"></td> <td data-bbox="1159 1640 1300 1703"></td> <td data-bbox="1300 1640 1461 1703"></td> </tr> <tr> <td data-bbox="180 1703 456 1801"></td> <td data-bbox="456 1703 586 1801"></td> <td data-bbox="586 1703 886 1801"></td> <td data-bbox="886 1703 1159 1801"></td> <td data-bbox="1159 1703 1300 1801"></td> <td data-bbox="1300 1703 1461 1801"></td> </tr> <tr> <td data-bbox="180 1801 456 1896"></td> <td data-bbox="456 1801 586 1896"></td> <td data-bbox="586 1801 886 1896"></td> <td data-bbox="886 1801 1159 1896"></td> <td data-bbox="1159 1801 1300 1896"></td> <td data-bbox="1300 1801 1461 1896"></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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<b>B.</b>	<b>Annual Plan Elements</b>					
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y   N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):  <b>See attachment a01</b></p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.  <b>See attachment b01</b></p>					
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.  <b>See attachment c01</b></p>					
<b>B.3</b>	<p><b>Civil Rights Certification.</b></p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. <b>See attachment d01</b></p>					

<b>B.4</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>B.5</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.  See attachment e01</p>
<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/> See attachment f01</p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.  See attachment g01</p>
<b>B.8</b>	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y   N   N/A  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>C.</b>	<p><b>Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
<b>C.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.  See 5-YAP submitted to HUD via EPIC web portal on May 22, 2018.</p>

# Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

## A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

## B. Annual Plan. All PHAs must complete this section.

### B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a 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. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

☐ **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

☐ **Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. (24 CFR §903.7(l))

☐ **Safety and Crime Prevention.** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ **Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

☐ **Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

☐ **Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: **(1)** There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; **(2)** The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the

unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

☐ **Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.505) (24 CFR 903.7(b))

☐ **Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). (24 CFR §903.7(e))

☐ **Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. (24 CFR §903.7(b))

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

- B.3 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))
- B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))
- B.5 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))
- B.6 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)
- B.7 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- B.8 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." (24 CFR §903.9)

**C. Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

- C.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**The following elements have been revised since the Annual Plan effective July 1, 2018 was submitted:**

Statement of Housing Needs and Strategy for Addressing Housing Needs

As expressed in its 5-Year Plan, EHA intends to utilize all HCV program resources at its disposal to address local housing needs. Recent data from the Housing Authority of Snohomish County (HASCO) indicate a sharp drop in the percentage of families with children served through the HCV program. In 2007 families with children comprised 54% of HASCO Voucher households; in 2017 that number dropped to 42%. While similar EHA data is not available, this sharp drop is alarming enough for the Authority to place renewed emphasis on serving families with children. EHA is committed to make an impact on generational poverty. This includes a focus on the housing needs of extremely low-income families with children.

EHA will take the following actions to address the housing needs of extremely low-income families with children over the course of the 2019-20 Plan Year:

- Continue to spearhead advocacy efforts at the city, county, state, and federal levels to expand housing opportunities within EHA's jurisdiction for extremely low-income families with children, in partnership with local non-profits (e.g., Housing Consortium of Snohomish County) and agencies, with a focus on policy development and allocation of resources.
- Move forward with development plans for the construction of up to 200 new units of multifamily housing using LIHTC funding, located on a portion of the Baker Heights neighborhood (WA006 000 100), that will be sold to an affiliate for less than fair market value. Up to 80 units of this new housing development, Baker Heights Townhomes, will be designated for extremely low income homeless families, with at least 75% of those designated units set aside for families whose children are part of Everett Public School District's (EPS) McKinney Vento population. These families will receive supportive services and ECEAP classes in partnership with EPS and the Snohomish County Human Services Department.
- An additional area of concern and need that has been identified is that of homeless families with children enrolled in public schools statewide. Over 40,000 homeless children attend schools in Washington State, including close to 4,000 in Snohomish County. EHA will advocate at all levels—city, state, federal—for this population to receive the resources it needs to improve long-term economic and educational outcomes. EHA sees its development of new units at Baker Heights as a first effort to address this need.
- EHA is exploring PBV opportunities through other housing providers like Housing Hope to serve homeless school children and may issue an RFP for such opportunities.
- EHA will continue to actively advocate and persuade the Washington State Housing Finance Commission and the Washington State Commerce Department to change policies and funding criteria to allow more housing to be created for homeless families with children.

Financial Resources

The chart below contains estimated financial resources for administration of programs and Public Housing Capital expenditures for the Annual Plan year 2019-20

Public Housing Operating Fund and Asset Repositioning Fee	\$940,616
Public Housing Capital Fund	\$612,819
Annual Contribution for Section 8 Tenant-Based Assistance	\$33,077,243
Public Housing Dwelling Rental Income	\$304,890
Local Government Grants	\$256,433

Operation and Management

EHA hired a consultant to develop a new Analysis of Impediments to Fair Housing (AI) and Language Access Plan (LAP) for the agency, which will be completed in January 2019. The Housing Authority will rely on the findings of each study to address any impediments to fair housing choice within its programs and develop appropriate language services for its LEP populations over the course of the 2019-20 Plan Year.

EHA has implemented software upgrades (Rent Café) to eliminate the use of paper to the greatest possible extent in the operation of its programs. EHA will also hire a consultant to continue the effort to reduce the use of paper as a means to reduce costs and contribute to sustainability.

EHA will continue to develop surveys for its housing program participants, using the resulting data to develop plans and strategies aimed at improving customer service. The pool of potential survey respondents will grow as use of the Rent Café Internet portal expands into more areas of housing program administration, based on the need for an email address to access this system.

EHA's Resident Services department will organize activities and implement programs designed to enhance residents' quality of life based on the findings of a community assessment survey administered by service coordinators throughout EHA's housing portfolio.

EHA will look to expand the Resident Advisory Board in preparation for the development of the 5 Year PHA Plan effective July 1, 2020.



In conjunction with the Annual Plan process, EHA will revise/amend its HCV Administrative Plan effective July 1, 2019. A copy of the updated HCV program policy will be made available for public comment during the required 45-day review period, and local agencies and organizations were invited to a public meeting held December 18, 2018 to discuss proposed change to the waiting list preferences and subsidy standards. Revisions to the Plan are summarized as follows:

- Streamline the admission preferences used to select applicant families from the waiting list (§4-III.C). An applicant household will continue to be required to have one adult member living or working within Snohomish County to qualify for the Local Preference, but the additional requirement of being rent burdened or homeless will be eliminated. The Displacement Preference will also be eliminated.
- Change the subsidy standards used to determine family unit (Voucher) size (§5-II.B), assigning one bedroom to the head of household and co-head or spouse (if present) and to every two other persons within the assisted household.
- Make non-substantive revisions to ensure consistency and clarity throughout the policy.
- Comply with any mandatory program changes HUD may require over the course of 2019-20.

EHA will continue to refine the way in which work orders are categorized and tracked in the Yardi system, to increase efficiencies in housing management.

EHA will adopt an integrated protocol for addressing potential and existing bed bug infestations in units the agency owns and/or manages. This protocol will focus on the following:

- Educating residents on how to prevent, identify, and report bedbugs in units and common areas.
- Selecting treatment methods based on factors such as building characteristics, cost, and location of unit.
- Managing treatment logistics (e.g., pre and post treatment notice to residents, notice to neighboring units, handling of furniture and personal effects within treated units).
- Monitoring the effectiveness of a treatment (quality assurance) and ongoing training of staff.

EHA will create an on-site maintenance training center for all levels of maintenance staff to learn new job skills or brush up on existing ones. This will include a standardized training program, which entry level maintenance workers will be required to complete within their first six months of employment.

EHA anticipates completing construction of a new clubhouse at Grandview Homes, a RAD PBV property, by the end of the Plan year (June 2020). In addition to providing space for resident activities and meetings, this will include administrative offices for EHA staff and a maintenance operations center.

#### Community Service and Self-Sufficiency Programs

The Family Self-Sufficiency program will maintain a caseload of 55-60 clients served by 1 FTE over the course of the 2019-20 Plan year.

### Safety and Crime Prevention

EHA evaluated its eligibility for Choice Neighborhoods Initiative Planning and/or Implementation Grants based on the extent of crime in our communities. The data examined indicate that in areas where EHA properties are concentrated, the crime rate is less than the average crime rate in the city of Everett. At a minimum, this indicates that EHA residents live in relative safety compared to other neighborhoods in the city.

As tenants continue to exit the Baker Heights neighborhood in conjunction with its disposition, EHA has executed a contract with the Everett Police Department to provide an armed, off-duty officer to patrol the approximately 15-acre site four hours per night, seven days per week. The officer on patrol is authorized to arrest anyone in violation of the no-trespassing ordinance, thereby enhancing safety and security on-site by deterring squatting and other illegal activity. EHA has contracted for the “clear boarding” of vacant units at Baker Heights, a 244-unit Public Housing development that HUD has approved for disposition, applying a clear plastic material similar to plexiglass over the exterior windows and doors. This will ensure the units maintain their normal appearance, making them less susceptible to vandalism while shielding them against intrusion via exterior openings.

### *VAWA Statement*

Pursuant to the Violence Against Women Act (VAWA), EHA will remain attentive to the needs of applicants, program participants, and their respective family members who are victimized by all forms of domestic violence, including stalking and dating violence. The Public Housing, Section 8 HCV, and RAD PBV programs have enacted policies that protect the rights of both applicants and participants affected by domestic violence. When it can be shown that criminal activity or lease violations are related to domestic violence perpetrated against victims and their families, such individuals will not be disqualified for admission or have their assistance terminated.

Everett Housing Authority refers victims of domestic violence to appropriate legal and social service agencies, including but not limited to: the police department, the court system (for restraining orders), Northwest Justice Project (offers legal aid for low income individuals), Domestic Violence Services of Snohomish County, Pathways for Women. The Housing Authority operates Pivotal Point Apartments, a 20-unit project-based Section 8 development for victims of domestic violence, in partnership with DVS of Snohomish County

### Asset Management

EHA anticipates all units at Baker Heights will be vacated and all residents of this property, which HUD has approved for disposition, will be relocated by October 2019. It is also anticipated that around 40% of the Public Housing Scattered Sites (WA006 000 500, WA006 000 600, WA006 000 800), which HUD recently approved for disposition, will be vacated and in the process of being sold around the same time. To the maximum extent permitted by HUD regulation, sales proceeds from those properties will be applied towards the purchase of replacement affordable housing,

EHA intends to replace each of the Baker Heights and Scattered Sites units on a one for one basis over time. Replacement plans include construction of Baker Heights Townhomes, a LIHTC mixed income development of up to 200 units on a portion of the current Baker Heights site. Up to 80 of these units will be designated for extremely low-income families and supported with Project-Based Vouchers. The remainder of the units will be replaced by acquiring properties and supporting “replacement units” with Project-Based Vouchers.

EHA will expend its FY 2018 Capital Fund allocation of \$612,819 on minor renovations to the Public Housing Scattered Sites in preparation for their sale and major renovations to the main administrative office at 3107 Colby Ave. in Everett. The latter will include the creation of additional office space and new conference room, as well as an overhaul of the employee restrooms.

Deconcentration Policy

EHA's deconcentration policy for its Public Housing developments is located in the following section of the Public Housing Admissions and Occupancy Policy:

**12.3 Deconcentration of Poverty and Income Mixing**

- A. The EHA's admission policy is designated to provide for de-concentration of poverty and income-mixing by bringing higher income residents into lower income developments and lower income residents into higher income developments.
- B. Gross annual income is used for income limits at admission and for income-mixing purposes.
- C. Skipping of a household on the waiting list specifically to reach another household with a lower or higher income is not to be considered an adverse action to the household. Such skipping will be uniformly applied until the target threshold is met.
- D. The EHA will use the gathered resident incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the EHA in its de-concentration goals.

**The following elements have been revised since the Annual Plan effective July 1, 2018 was submitted:**

Hope VI/Choice Neighborhoods

In the event a Choice Neighborhoods Initiative (or successor program) application is announced and EHA is eligible, the agency will explore pursuing an Implementation Grant.

Demolition and/or Disposition

EHA will sell a majority portion of the Baker Heights neighborhood (WA006 000 100) to Washington State University via negotiated sale if the university receives state appropriations in 2019. The remainder will be sold to an affiliate non-profit corporation for less than market value in order to develop Baker Heights Townhomes, comprising up to 200 units of mixed income housing, 80 of which will be designated for extremely low-income families. Both disposition activities will require HUD's approval of an amendment to the current Section 18 disposition plan.

HUD has approved EHA's Section 18 application for the disposition of all 44 Public Housing Scattered Sites (WA005-000-500, WA006 00 600, WA006 000 800). EHA hopes to preserve the three 6-BR Scattered Site units for affordable housing by sale to an affiliate non-profit for less than market value. This will retain an affordable resource to meet the high demand for and low supply of such units in the market. In conjunction with the sale of all 44 of the Public Housing Scattered Sites, EHA will engage in the closeout activities that will end its participation in the Public Housing program, as enumerated in HUD Notice PIH 2016-23. This will include the submission of a Retention Application for the Colby administrative and Facilities offices, non-dwelling use properties now under the ACC Project Number and Declaration of Trust for Baker Heights. EHA will look to sell a similarly designated property, the Wiggums Hollow Ballfield, an activity which may precede the disposition of the Scattered Sites. EHA intends to retain the Colby administrative and Facilities offices in accordance with the terms of HUD Notice PIH 2016-20 upon termination of Public Housing ACC contract.

Project-Based Vouchers

When the Housing Opportunities Through Modernization Act (HOTMA) is implemented by regulation, EHA plans to expand its Project-based Voucher Program, partnering with other agencies, organizations, and the City of Everett, to provide project-based assistance and related supportive services for the homeless and other vulnerable populations. In 2016, EHA issued an RFP for up to 130 PBVs and made commitments to three projects in the City of Everett, including a project that will serve chronically homeless individuals, a transit-oriented development focusing on self-sufficiency services to homeless individuals and families, and a facility that serves homeless youth. These projects will lease up in 2019.

In the event the construction of Baker Heights Townhomes begins Spring, 2020, EHA will allocate up to 80 Project-Based Vouchers within that development pursuant to HOTMA. EHA may also allocate PBVs to new acquisitions as a means of preserving the affordability of those properties for extremely low-income households. As opportunities arise for acquisition of replacement housing units for Baker Heights, EHA will project-base Vouchers in portions of newly acquired properties.

EHA is currently negotiating with Homage Senior Services to preserve Pepperwood Senior Apartments as housing for seniors. As part of that process, and in order to ensure its fiscal stability, EHA is considering allocating 10 Project-Based Vouchers within this development.

EHA is awaiting approval of a waiver in relation to 9 PBVs awarded to Cocoon House, a local non-profit serving homeless and at-risk youth. The waiver relates to construction beginning prior to an AHAP being signed. If the waiver is granted, these PBVs may be leased up in the current fiscal year. If not, EHA anticipates issuing a new RFP before the end of the fiscal year for the purpose of providing housing to homeless individuals served by other housing providers.

<b>Certifications of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)</b>	<b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing <b>OMB No. 2577-0226</b> <b>Expires 02/29/2016</b>
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**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*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 X Annual PHA Plan for the PHA fiscal year beginning 07/01/2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA 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.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing 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 by maintaining records reflecting these analyses and actions.
7. For PHA Plans 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 2010-25);
  - 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 a 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 a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

Attachment d01 – Section B.3 of Form HUD 50075 ST

11. 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.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. 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.
14. 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.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. 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.
17. 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).
18. 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.
19. 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.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the City of Everett  
PHA Name

WA 006  
PHA Number/HA Code

☒ Annual PHA Plan for Fiscal Year 2019

       5-Year PHA Plan for Fiscal Years 20       - 20      

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

Name of Authorized Official

Title

Maddy Metzger-Utt

Chair, Board of Commissioners

Signature

Date

**Pending Board Approval**



Progress Report – 5 Year Plan Goals and Objectives	
<b>Goal One:</b> Enhance our communities and provide our customers the highest quality housing and related services using public resources in the most efficient and responsible manner through the efforts of an engaged work force with high job satisfaction levels.	
Objectives	Progress By Annual Plan Year
1. Implement feedback systems to improve customer satisfaction and become a more responsible community partner.	<u>Year 1, Beginning July 1, 2015</u> The Housing Choice Voucher (HCV) Department tested an e-mail-based customer service feedback survey, which was implemented in the second quarter of CY 2016.
	<u>Year 2, Beginning July 1, 2016</u> Individual members of the HCV Management Team have attended community stakeholder meetings that align with their respective areas of expertise/focus, as a way to build relationships with community partners.  Housing Management administered a customer satisfaction survey to Public Housing tenants in November 2016. 90% of responding tenants expressed satisfaction with EHA's services. Community meetings were held in spring and fall of 2016 to inform residents about the upcoming Baker Heights and Public Housing Scattered Sites disposition and elicit their feedback.
	<u>Year 3, Beginning July 1, 2017</u> EHA reduced the hours its Colby Administrative Office is open to the public, to allow staff more uninterrupted working time. Client surveys administered prior to the decision to shorten office hours showed a solid level of support, and feedback since implementation indicates that this change has been well received.  The HCV department began administering quarterly surveys to clients and landlords via the Rent Café portal. This survey platform is capable of tracking results over time, allowing management to analyze trends and make operational changes as needed.  Housing Management has continued to update its customer service surveys, which it intends to administer by the end of the Plan year. This will include questions pertaining to resident services.

	<p style="text-align: center;"><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The HCV department continues to use Survey Monkey to get feedback from Voucher program participants and landlords each quarter. To demonstrate the department's commitment to becoming a more responsible community partner, HCV managers have continued to participate in community meetings, and the program director has been involved in a collaborative neighborhood improvement project, the Casino Road Initiative.</p> <p>The Housing Management department is developing a customer service survey to receive tenant feedback on the performance of housing management specialists and property managers throughout EHA's portfolio.</p> <p>In collaboration with Puget Sound Clean Air, the Resident Services department completed a transportation needs survey at Grandview Homes and Wiggums Park Place, to identify barriers to accessing core services for residents of those properties. It is also developing a community assessment survey for service coordinators to administer to all EHA properties, to better understand tenant needs and interests. This survey is based on a similar model used by Providence Institute for a Healthier Community, the Health and Well-being Monitor. Results of this assessment will inform and shape the work of EHA's resident service coordinators and interns, as well as that of our community partners.</p> <p>The Relocation department surveyed tenants of the newly remodeled Wiggums Park Place about their temporary relocation during the remodeling process and satisfaction with unit upgrades. The department is developing a survey for relocated Baker Heights tenants, to solicit feedback about their moving experiences and the relocation team's level of customer service throughout the process.</p>
<p>2. Create recruitment and professional development strategies and plans aimed at enhancing organizational health in order to sustain long-term commitment to and success in achieving our mission.</p>	<p style="text-align: center;"><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>After analyzing EHA's recruitment process, management has continued to explore technological solutions as a way to streamline the candidate selection process.</p> <p>In the first year of the 5 Year Plan, management provided training opportunities to a cross-section of EHA staff,</p>

	<p>resulting in job related certifications and increase overall job competency. Beginning the first quarter of 2016, EHA will implement YARDI e-learning modules, creating a uniform system for employee training.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA began using web-based platform Hire Mojo for job postings and recruitment. This significantly expands the number of potential candidates for open positions, ranking them by score on a skills/background questionnaire. Hire Mojo also simplifies the testing and interviewing process, eliminating the time and cost of follow up phone calls and correspondence in the process.</p> <p>In 2016 EHA began using Skill Survey, a web-based service for completing reference checks on potential hires. This service uses email as the medium for conducting reference checks rather than the telephone, which is an immense time saver. The reference check process now takes just moments to navigate, and reduces the turnaround time in receiving completed references. This system also results in more candid and helpful responses.</p> <p>The Housing Management department upgraded its job candidate testing and interview panel questions during this period.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>Near the end of the previous Plan year EHA developed and implemented an internship program, which resulted in the placement of five interns within three agency departments. Over the course of this Plan year three of the interns have been hired as permanent employees, demonstrating the potential of this program to improve recruitment of quality candidates in a tightening labor market.</p> <p>EHA implemented a web-based training program through Housing Television Network (HTVN). This site offers over 100 online training courses designed specifically for housing authorities, including several self-paced certification courses in partnership with Nan McKay and Associates.</p>

	<p>EHA is in the process of implementing a new HR/Payroll system through Paycom. This includes capabilities not offered by the current system: i.e., easier access by employees and supervisors, features to enhance the orientation and onboarding process, and a platform for training modules.</p> <hr/> <p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>A new HRIS (Human Resources Information System) was implemented at the beginning of the year. This allows employees to self-enroll into benefits, review onboarding materials and acknowledge receipt with electronic signatures, and access all payroll/HR related information with a single log-on.</p> <p>The addition of a dedicated e-Learning administrator facilitated the addition of new e-Learning courses to the catalogue, including onboarding and HR related material that streamline the new employee orientation process. The catalogue is being expanded to include agency-specific training for supervisors and new hires. Employees will be assigned more frequent mandatory trainings pertaining to safety, diversity, professional development, and agency policies.</p> <p>The Resident Services department expanded by 6.0 FTEs in order to provide a higher level of service to clients at more properties, enhance EHA employee work/life balance, and promote the Agency Value of Service.</p> <p>All levels of Housing Management staff (Sr. Property Mgrs., Property Mgrs., Maintenance employees, and Housing Specialists) received UPCS training over this time.</p>
<p>3. Develop internal systems, including auditing and other performance management tools, resulting in higher levels of public trust and investor confidence.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The Finance Director took a certification class on COSO internal controls and is writing an internal control policy for the agency, in accordance with Green Book standards. A performance-based bonus system for employees was also implemented during year one of the 5 Year Plan.</p>

	<p style="text-align: center;"><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>The Housing Choice Voucher (HCV) department has implemented an internal auditing system as a way to improve its performance in administering the HCV program. Managers are responsible for two client file audits per week, and Certification Specialists must complete two peer audits of client files each week. Audit results have become a key performance evaluation criterion as well as one of the bases for incentive rewards.</p> <p>The HCV department has implemented monthly “Same Page” trainings and round table discussions to address topics that arise from internal audits and questions posed by staff over the course of day to day operations.</p> <p>The Housing Management department implemented a new housing operations matrix designed to measure rent collections, timeliness completing annual re-certifications, and occupancy percentages. Additionally, it has rolled out an internal client file auditing plan and related training schedule.</p>
	<p style="text-align: center;"><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA resumed development of an internal control policy for the agency and engaged the senior management team in this effort. A final draft of the policy is expected to be presented for the Board’s approval by the end of the Plan year.</p> <p>The contents of the Internal Controls document have been reinforced by the requirement (State of Washington) to submit a “Baldrige Lite” application in early 2018. Together, these two documents will clarify EHA’s core objectives, controls, monitoring and measurement, leading to higher levels of performance in the future.</p> <p>In 2017 the HCV department launched an audit tracking function within Yardi, its program management software system. This includes custom reports designed to enhance the overall level of program oversight.</p> <p>The Housing Management department has continued to refine reporting systems intended to optimize management of its portfolio. This has included creating a system that monitors the time required to complete tenant-generated work orders.</p>

	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The Housing Management department implemented a practice of reviewing its quarterly financial statements, including property budgets, to ensure accountability and boost operational efficiency.</p> <p>EHA plans to issue an RFP for a consultant to develop Yardi software system reports that will enhance the Housing Management department’s ability to measure key performance metrics across all properties/programs, including average response times for maintenance work orders.</p> <p>The Relocation department implemented strong internal controls and protocols to ensure Baker Heights relocation funds allocated for tenant moving expenses (e.g., application fees, holding deposits, security deposits, pet fees, etc.) are properly administered and accounted for.</p> <p>The HCV department recommitted itself to using previously created performance management tools.</p>
<p>4. Continue as a high performer under HUD’s performance management systems and audits.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The HCV program was designated a “standard performer” for the FY 2015 SEMAP. Management has since created a temporary HCV Auditor position, responsible for auditing 100% of client annual re-certifications, in order to ensure next year’s SEMAP score falls within the “high performer” range.</p> <p>The Housing Management department will audit 100% of PBV and Public Housing move-ins and annual certifications in the second quarter of 2016. The results of these audits will form the basis for a compliance training curriculum.</p> <p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>The HCV program was designated a “standard performer” for the FY 2016 SEMAP. The HCV department hired a full-time auditor for 6 months, who was able to audit about 60% of all participant files. Staff and manager files audits have indicated steady performance improvements that EHA hopes will lead to high performer status.</p> <p>The Public Housing program received a “high performer” rating for the FY 2016 PHAS.</p>

	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>The Public Housing program received a “high performer” PHAS rating for the fiscal year ending June 30, 2017.</p> <p>Although the HCV Department received a Standard Performer rating on the SEMAP for the period ending June 30, 2017, management is developing systems that will continue to improve performance in certain program assessment areas.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The HCV program was rated a “high performer” on the SEMAP for the fiscal year ending June 30, 2018.</p> <p>The Public Housing program was rated as a “standard performer” on the FY 2017-18 PHAS. Management is in the process of working through issues in order to improve the agency’s performance for next year’s PHAS.</p>
	<p><b>Goal Two:</b> Utilize the federally funded program resources (Housing Choice Voucher Program and Public Housing) to maximize the number of extremely low income households served with these scarce resources.</p>
<b><i>Objectives</i></b>	<b><i>Progress By Annual Plan Year</i></b>
1. Achieve 100% voucher and budget utilization annually.	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The HCV program ended CY2015 utilizing 97.6% of its unit months and 100% of budget authority, with additional contributions from HUD to make up shortfall costs.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>The HCV program ended CY2016 utilizing 101.7% of its unit months and 100% of budget authority, with additional contributions from EHA funds as well as HUD to make up the difference in cost between total and allowable HAP costs (EHA funds) and between allowable costs and budget authority (HUD shortfall funding).</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>The HCV program ended CY2017 utilizing 98.9% of its unit months and 102% of budget authority, with additional contributions from a local Voucher program serving 28 families and funded through Administrative Fee reserves.</p> <p>Rapid escalation in the rental market as evidenced by a 19% increase in two-bedroom apartment rents in King and Snohomish Counties according to a Washington State University study commissioned by the King and</p>

	<p>Snohomish County Housing Authorities continues to present a challenge to EHA’s objective to achieve 100% voucher utilization.</p> <p><u><i>Year 4, Beginning July 1, 2018</i></u>  The HCV program is on track to complete CY2018 utilizing 99.8% of its unit months and 91.5% of budget authority.</p> <p>A significant increase in FMRs and HAP subsidy from HUD after the beginning of the calendar year led to new payment standards that became effective half way during the program year. This has resulted in higher subsidies. However, EHA was unable to spend all its HAP budget due to the late notification of increased HAP and implementation of higher payment standards. EHA will be able to achieve 100% budget utilization in 2019 because new payment standards for all recipients will have been implemented.</p>
<p>2. Develop and implement appropriate admissions and occupancy policies.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u>  The HCV department trained staff and implemented a revised Administrative Plan that was adopted effective May 1, 2015. Policy changes included updates to admissions and occupancy standards: e.g., an increase to the percentage of gross monthly rent (from 30 to 50%) an applicant must expend towards rent and utilities to be considered “rent burdened” and qualify for a wait list preference.</p> <p><u><i>Year 2, Beginning July 1, 2016</i></u>  In accordance with HUD’s new criminal history screening guidance, the Public Housing applicant screening process is being reviewed to determine whether any changes are needed. The applicable sections of the ACOP will be revised within the Plan year, if necessary.</p> <p><u><i>Year 3, Beginning July 1, 2017</i></u>  The HCV Admin Plan was amended effective December 1, 2017 to grant a preference on certain PBV property waitlists for displaced Baker Heights residents.</p> <p><u><i>Year 4, Beginning July 1, 2018</i></u>  No discretionary changes to the HCV Admin Plan were made over the Plan year.</p>



<p>3. Implement policies and operational procedures to minimize lease-up times.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The HCV department plans to implement “Rent Cafe PHA,” an Internet portal for applicants, in early 2016. This will streamline the paperwork process for new admissions and allow staff to determine applicant eligibility more efficiently.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>A key change that resulted in success beyond expectation during this period was the implementation of protocol that made an inspector available within 24 hours of receipt of a Request for Tenancy Approval. The HCV department anticipates that it will issue tenant-based Vouchers in early 2017 and will utilize Rent Café PHA to accelerate the process.</p> <p>The Housing Management department formulated targets for the maintenance team to decrease unit turn times and for the leasing team to re-rent the unit. Occupancy of former (RAD) and current public housing properties at the end of CY2016 was 99.5%.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>The HCV department created an interdepartmental team to select eligible applicants from all Voucher waitlists. New Tenant-Based Voucher holders are averaging 45 days to lease up, an excellent benchmark in a low-vacancy rental market.</p> <p>Housing Management has continued to maintain an average occupancy rate of 99% or greater for the public housing portfolio as a whole.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The HCV department continued to explore ways to further streamline the Voucher selection process and reduce lease-up time for Tenant-Based Voucher holders.</p> <p>Housing Management has continued to maintain an average occupancy rate of 98.5% or greater for the public housing portfolio.</p>

<p>4. Implement policies and procedures that control HAP and administrative costs to serve as many households as possible.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The revised HCV Administrative Plan effective May 1, 2015 updated occupancy standards to two persons per bedroom, a policy change that was intended to reduce HAP costs and maximize the number of households served. HUD’s decision to increase FMRs twice since then has negated the impact of this policy change, as EHA has been required to implement corresponding increases to its HCV program payment standards.</p> <p>In order to make up a shortfall in HUD’s funding through the end of CY 2015, EHA established a local Voucher program financed with administrative reserves. By using “Rent Café PHA” and other streamlining measures planned for implementation before the end of the first year of the 5 Year Plan, administrative costs for the HCV program are expected to decrease.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>HCV has set the payment standards at the lowest allowed by current regulations, 90% of the FMR. HCV is evaluating the newly enacted rules around Small Area FMR’s to determine if implementation would reduce costs and increase opportunity for participants to reside in lower poverty areas with access to better performing public schools, transportation, and employment opportunities.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA maintained the same payment standards for all unit sizes, except for studios and SROs, due to an unexpected decrease in FMRs for 1+ bedroom units. Payment standards will be reevaluated in calendar year 2018, pending an expected increase to FMRs.</p> <p>EHA began quarterly meetings with HASCO, the other PHA in Snohomish County with which it shares a common Voucher program jurisdictional area, to discuss areas of coordination with respect to payment standards and utility allowances.</p>

	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>The HCV department began using gosection8.com for rent reasonableness surveys. This enables staff to use the most current market data when evaluating landlord requests for rent increases and for new units.</p>
<p><b>Goal Three:</b> Reposition the remainder of EHA’s Public Housing to ensure long-term availability of the resource to the community.</p>	
<b><i>Objectives</i></b>	<b><i>Progress By Annual Plan Year</i></b>
<p>1. Develop and seek approval of a Section 18 Demolition/Disposition application or a RAD Conversion Plan for Baker Heights.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>EHA completed the historical and environmental review components of the Section 18 application, and held an initial informational meeting with residents of Baker Heights.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>As of December, 2016 EHA had completed the prerequisite activities associated with a Section 18 disposition application for Baker Heights: an environmental review, community meetings, and consultation with local government officials – and submitted the application by month’s end.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>Following HUD’s approval of a disposition application for Baker Heights and an award of 244 Tenant Protection Vouchers to “replace” the 244 public housing units, management began the process of relocating residents from the development. As of December 1, 2017, approximately 25 families had been relocated. EHA received an award in the summer of 2017 recognizing the care and respect evidenced by EHA’s relocation planning and implementation.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA expects to have up to 90% of Baker Heights units vacated and secured by the end of the Plan year, with tenants of those units permanently relocated to new housing.</p>

<p>2. Create a transformation plan for Baker Heights and the surrounding neighborhood consistent with the City of Everett’s Consolidated Plan through a collaborative process with the city and stakeholder groups.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>Ongoing meetings with the City of Everett and Washington State University have been held to discuss the potential sale of Baker Heights to WSU.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA collaborated with the City of Everett on a Choice Neighborhoods Initiative (CNI) Planning Grant, intended to fund early activities and planning efforts related to a transformation plan for Baker Heights and the surrounding neighborhood. Although this grant was not awarded, the grant writing process identified community stakeholders from a variety of sectors -- education, healthcare, business, and recreation -- that EHA will work with in the future, as new funding opportunities for a transformation plan arise. EHA has also dedicated one of its senior management staff to head up future efforts of this kind.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA established a tax credit partnership, Everett Housing Legacy LLLP, to facilitate the redevelopment of 3.6 acres of Baker Heights it will retain in conjunction with the disposition of the property. If the tax credit application is successful, this new construction project will create at least 82 new units of multifamily housing, 75% of which will be targeted at families experiencing homelessness, in keeping with the City’s priority on housing for homeless populations. EHA will partner with the Everett Public School District and the Snohomish County Human Services Department to provide supportive services and ECEAP classes for these homeless families and their children. Given uncertainties of both federal and state funding, the project may be completed in two phases starting in 2018.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>By the end of the Plan year management will have held up to five community meetings with members of the public and local stakeholders, including the Delta Neighborhood organization, on EHA’s plans to redevelop a portion of the Baker Heights neighborhood. Points of discussion for these meetings have included the design, unit type, and population mix for Baker Heights Townhomes, which will comprise up to 200 mixed-income housing units on up to 5.62 acres at the south end of the Baker Heights site.</p>

	<p>Management has also actively engaged the Mayor and City Council in this redevelopment project.</p>
<p>3. Develop a financing strategy for the above-referenced transformation plan, including Choice Neighborhoods Initiative planning and implementation grants and other available resources.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>A consultant has been employed to assist with the application process for a Choice Neighborhoods Initiative grant.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>Although EHA's application for the CNI Planning Grant was not successful, the agency has continued to investigate other funding opportunities, including a Choice Neighborhoods Transformation grant if available, that will allow it to execute the transformation plan for the Baker Heights neighborhood. EHA also may use a portion of the sale proceeds from the disposition of Baker Heights and the Scattered Sites for community improvement activities. EHA is expecting to pursue the tax credit resyndication process for 12 Pines at the beginning of calendar year 2017. This will provide funding, via tax credit bonds and construction loans, for the renovation of this 80 unit complex in the core of the Delta Neighborhood. In addition, EHA will begin planning for a 9% LIHTC application for a new 60-unit development on part of the Baker Heights property as part of the transformation plan.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>12 Pines Apartments was re-syndicated under a new tax credit partnership, resulting in equity and bond-funded interior and exterior renovations at the property, which has been rebranded as Wiggums Park Place. Over half of the units will have been renovated by the end of this Plan Year.</p> <p>EHA will apply for 9% LIHTC funding to construct a new development, Baker Heights Townhomes, on the portion of the Baker Heights property it will retain. Construction on this project is planned to begin in late 2018 or early 2019, pending the availability of tax credit funding. EHA is in the process of determining whether it will dispose of the remaining 11 acres of the Baker Heights property via public bid or a negotiated sale.</p>

	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>Interior and exterior renovations at Wiggums Park Place, an 80 unit Project-Based Voucher development in North Everett, will be completed by the end of calendar year 2018.</p> <p>Management will apply for 4% or 9% tax credits to finance the construction of Baker Heights Townhomes, up to 200 mixed-income housing units located on up to 5.62 acres of the Baker Heights property. Current projections foresee the start of construction sometime in mid-2020.</p>
4. Implement the RAD conversion plan for the Public Housing scattered sites to preserve the availability of this resource for households with high economic need.	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>EHA is in the process of completing a Section 18 application for the disposition of its Public Housing Scattered Sites, rather than pursuing a RAD conversion plan for these units, as the former option has been deemed more cost effective.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA has done the environmental review and public meeting and governmental consultation associated with the Section 18 Plan for the Public Housing Scattered Sites. EHA is committed to disposing of these properties as they continue to age and ultimately become nonviable, due to insufficient Capital Funding under the Public Housing Program. EHA will utilize a significant portion of the proceeds from sale of these properties for replacement affordable housing.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA expects to have authority from HUD to dispose of the Public Housing Scattered Sites by the end of the Plan year. Prior to the new Plan year, EHA will develop a marketing plan to dispose of the units at Fair Market Value.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA received Section 18 approval from HUD to dispose of all 44 of its Public Housing Scattered Sites. Management anticipates Tenant Protection Vouchers will be available to relocate tenants of these properties sometime in January 2019.</p>

<b>Goal Four:</b> EHA will improve and expand partnerships through project-basing of Housing Choice Vouchers to increase housing choices for families and individuals.	
<b><i>Objectives</i></b>	<b><i>Progress By Annual Plan Year</i></b>
1. Maximize the percentage of existing Housing Choice Voucher Program resources that can be used as project-based assistance.	<u><i>Year 1, Beginning July 1, 2015</i></u> If pending legislation (HR 3700) is enacted, EHA will move to increase its Project-based Vouchers (PBVs) to the revised maximum level permitted under budget authority. Additional PBVs may be utilized in partnership with the City of Everett's Community Streets Initiative, to provide supportive services for the chronically homeless.
	<u><i>Year 2, Beginning July 1, 2016</i></u> EHA issued an RFP for PBVs to support up to 130 new affordable housing units in the City of Everett, including 70 Housing First units. Lease-up of these units in 2018 will maximize the percentage of HCV budget authority that can be allocated to PBV assistance. The Housing Opportunity Through Modernization Act (HOTMA) was signed into law in July 2016. EHA is awaiting further guidance from HUD before implementing any of this law's new provisions. If this includes an increase to the number of units that can be placed under the Project Based Voucher (PBV) program, EHA intends to increase its allocation of PBVs.
	<u><i>Year 3, Beginning July 1, 2017</i></u> EHA is developing strategies to maximize the number of units that can be placed under the Project-Based program, per HUD's recently issued guidance on the subject pursuant to the Housing Opportunity Through Modernization Act (HOTMA). Key populations that will be targeted with this resource include families with children and elderly households.
	<u><i>Year 4, Beginning July 1, 2018</i></u> At least one new property (low-barrier housing) may start lease up before June30 this year.
2. Pursue additional vouchers that may be available for this purpose.	<u><i>Year 1, Beginning July 1, 2015</i></u> In the event Tenant Protection Vouchers associated with the disposition of Baker Heights or the Scattered Sites under Section 18 are available before the end of year one, EHA will seek a corresponding increase to its PBV

	inventory, up to the maximum allowed by budget authority.
	<u><i>Year 2, Beginning July 1, 2016</i></u> There was no opportunity to pursue additional Vouchers over the course of this Plan Year.
	<u><i>Year 3, Beginning July 1, 2017</i></u> HUD awarded EHA 244 Tenant Protection Vouchers to relocate tenants that will be displaced by the disposition of the Baker Heights neighborhood. These vouchers will be issued incrementally and through 2019, in conjunction with the phased relocation of tenants from the property. EHA will also vigorously pursue an award of vouchers to replace the remainder of the public housing portfolio.
	<u><i>Year 4, Beginning July 1, 2018</i></u> The award of 44 Tenant Protection Vouchers for displaced residents of the Public Housing Scattered Sites will expand the number of Vouchers EHA can designate as Project Based within the total Voucher pool.
3. Partner with other housing authorities that are willing to project-base vouchers in EHA's jurisdiction.	<u><i>Year 1, Beginning July 1, 2015</i></u> EHA is in the process of exploring this option with Tacoma Housing Authority.
	<u><i>Year 2, Beginning July 1, 2016</i></u> EHA is awaiting further guidance from HUD regarding the implementation of HOTMA before further exploring this idea.
	<u><i>Year 3, Beginning July 1, 2017</i></u> In partnership with HASCO, 15 VASH Project-Based Vouchers for homeless veterans have been committed to be located within projects that were awarded PBVs in 2016.
	<u><i>Year 4, Beginning July 1, 2018</i></u> EHA anticipates that HASCO will lease-up PBVs in two new construction projects that are coming on line in the first half of 2019. No further PBV contracts are anticipated.
4. Cultivate additional partners who can create housing options for households who need	<u><i>Year 1, Beginning July 1, 2015</i></u> EHA has continued to seek out partners, including the City of Everett's Community Streets Initiative, to find housing solutions for the city's homeless, thereby reducing



intensive support services to succeed as tenants.	consumption of emergency services (911, EPD, EFD) by this population.
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA awarded Project Based Vouchers for new construction projects over the course of this period. This included up to 70 units for chronically homeless, up to 56 units for homeless who are seeking employment, and 8 units for homeless young adults.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA has partnered with the Everett Public Schools (EPS) and the Snohomish County Department of Human Services (SnoCo DHS) to assist with the conceptual plan for Baker Heights Townhomes, the development it plans to construct on a portion of the Baker Heights property using LIHTC funding. Seventy-five percent of units at this development will be set aside for homeless families whose children are part of EPS's McKinney-Vento population at neighboring schools. EPS will assist with the recruitment of eligible families to live at Baker Heights Townhomes and the coordination of ongoing services after lease-up. It will also instruct two on-site preschool classes through the state's Early Childhood Education and Assistance Program (ECEAP). SnoCo DHS will apply for this ECEAP funding.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA has continued to work with EPS on plans to provide set-aside units for McKinney-Vento families at Baker Heights Townhomes, the construction of which will be contingent on obtaining tax credit funding.</p> <p>EHA is awaiting approval of a waiver in relation to 9 PBVs awarded to Cocoon House. The waiver relates to construction beginning prior to an AHAP being signed. If the waiver is granted, these PBVs may be leased up in the current fiscal year. If not, EHA anticipates issuing a new RFP before the end of the fiscal year for the purpose of providing housing to homeless individuals served by other housing providers.</p>
5. Increase the availability of subsidized housing options for the growing elderly population in Snohomish County.	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>EHA has expanded its housing options for the elderly by orchestrating the transfer of HUD 202 housing formerly in the control of Senior Services of Snohomish County during Year One of the 5 Year Plan.</p>

	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA further expanded its housing options for the elderly by acquiring Pepperwood, the last holding in the portfolio formerly owned by Senior Services of Snohomish County, at the beginning of this period. With this acquisition, EHA has expanded its housing opportunities for the elderly by over 700 units.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA continued to work at increasing the overall number of seniors living at its senior/disabled housing developments, Bakerview and Broadway Plaza. This effort is being pursued via attrition, not by displacing current residents.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA has improved housing stability for over 160 older adults in Snohomish County, many with mental health challenges, through services offered by the Hope Options program.</p> <p>EHA may utilize Project Based Vouchers at Pepperwood Senior Apartments before the end of the current Plan year, providing additional subsidized housing for the elderly residents of Snohomish County.</p>
6. Provide opportunities for extremely low income households to live in mixed income communities with access to good schools and other amenities.	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>EHA is in the process of working with a consultant to complete a Choice Neighborhoods Initiative grant application as a means to achieve this objective.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>The HCV Department is studying opportunities to increase mobility for our HCV participants. We have added a mobility briefing and will begin sharing this information with participants and new admissions in 2017. We are also exploring Small Area FMRs for this purpose and will coordinate EHA's plans in this regard with the Housing Authority of Snohomish County.</p>

	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>Over the corresponding phase of the Baker Heights relocation process, some displaced tenants utilized Tenant Protection Vouchers to relocate to areas of higher opportunity. EHA assigned a dedicated service coordinator to assist the relocation team in its efforts to successfully transition residents from Baker Heights to their next place of residence.</p> <p>EHA partnered with large landlords with properties in higher opportunity neighborhoods to offer landlord fairs at Baker Heights. Most of the properties are new or under construction in South and Southeast Everett, areas without subsidized housing.</p> <p>The HCV Department is engaged in an ongoing collaboration effort with HASCO to seek ways to increase mobility for Voucher participants to higher opportunity areas.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA will continue to encourage Baker Heights families with children to relocate to lower poverty neighborhoods with their Tenant Protection Vouchers. In addition, EHA will look for opportunities to acquire properties in higher opportunity neighborhoods for the purpose of allocating PBVs to units in those properties. This is a medium-term effort to replace Baker Heights units in such neighborhood.</p>
<p><b>Goal Five:</b> EHA will seek maximum flexibility from federal regulations and statutes in order to reduce program costs and meet local housing needs and priorities.</p>	
<b>Objectives</b>	<b>Progress By Annual Plan Year</b>
<p>1. Seek waivers from federal regulations to streamline program operations, create and increase housing choices, and increase resident self-sufficiency.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>Recent Federal legislation provides administrative relief for the HCV program, and management is waiting for HUD to issue directives on how this will be implemented.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>EHA did not seek a waiver in regard to the administration of its housing programs in 2016-17.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>EHA did not seek a waiver in regard to the administration of its housing programs in 2017-18.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA did not seek a waiver in regard to the administration of its housing programs in 2018-19.</p>

2. Participate in the Moving to Work Demonstration or successor program to achieve greater cost effectiveness, increased housing choices, and economic independence for our clients.	<u><i>Year 1, Beginning July 1, 2015</i></u> EHA is in the planning stages of submitting an application for the Moving to Work (MTW) demonstration program, as this EHA objective is consistent with the Federal MTW statutory objectives.
	<u><i>Year 2, Beginning July 1, 2016</i></u> EHA will develop a competitive MTW application.
	<u><i>Year 3, Beginning July 1, 2017</i></u> EHA was not eligible for the open slots in MTW, which were targeted at smaller PHAs with under 1,000 units.
	<u><i>Year 4, Beginning July 1, 2018</i></u> EHA was not eligible for the open slots in MTW, which were targeted at smaller PHAs with under 1,000 units.
3. Pursue other avenues, including but not limited to, the creation of an EHA affiliate (or affiliates) to achieve greater flexibility and reduced costs.	<u><i>Year 1, Beginning July 1, 2015</i></u> EHA implemented a local voucher program at the end of 2015 to make up a funding shortfall for Vouchers through the end of CY 2015.
	<u><i>Year 2, Beginning July 1, 2016</i></u> EHA is awaiting new HOTMA implementing regulations to explore the full benefits of its streamlining provisions.
	<u><i>Year 3, Beginning July 1, 2017</i></u> There were no opportunities to pursue this objective over the course of the Plan year to date.
	<u><i>Year 4, Beginning July 1, 2018</i></u> There were no opportunities to pursue this objective over the course of the Plan year to date.
<b>Goal Six:</b> Cultivate successful tenancies and reduce long-term dependence on subsidized housing.	
<b>Objectives</b>	<b>Progress By Annual Plan Year</b>
1. Pursue local, state, and federal grants and other financial resources to support strategies designed to achieve these two objectives.	<u><i>Year 1, Beginning July 1, 2015</i></u> The Resident Services Department was awarded a grant for AmeriCorps volunteers to assist the regular and contracted service coordinators for 2015-16. Resident Services plans to request twice as many AmeriCorps volunteers in its 2016-17 grant application.
	<u><i>Year 2, Beginning July 1, 2016</i></u> The Resident Services Department was successful in meeting this objective with hiring 6 AmeriCorps members for more than 6 of our housing properties serving both families and senior residents.

	<p><u><i>Year 3, Beginning July 1, 2017</i></u> EHA is restructuring the AmeriCorps program from individual placements to a team approach, which will result in consistent training and service experience for AmeriCorps workers.</p> <p><u><i>Year 4, Beginning July 1, 2018</i></u> Due to increased costs and administrative requirements, EHA discontinued its partnership with AmeriCorps at start of Plan year and implemented a paid internship program to assist with resident services, focusing on community building work in support of service coordinators.</p> <p>EHA's FSS coordinator has been focusing on raising levels of financial literacy among agency clients, to reduce their dependence on government services. The Resident Services department has also coordinated with third-party service providers to assist EHA's clients in cultivating successful tenancies/fostering independence. For example, Homage Senior Services has provided resident classes on nutrition provided and volunteer drivers who take seniors to appointments.</p>
<p>2. Develop and implement appropriate housing management policies and procedures.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u> The Housing Management Department will contract with a consultant in January, 2016 to develop updated housing management policies and procedures.</p> <p>Housing Management and Resident Services outlined a procedure for coordinated efforts regarding tenant lease violations: i.e., 10 day notices will stipulate that tenants have the opportunity to cure violations by engaging with resident services to develop a plan to avoid lease termination.</p> <p><u><i>Year 2, Beginning July 1, 2016</i></u> EHA has contracted with a consultant to streamline the leasing and housing program administration process by utilizing Yardi's document management capabilities. This consultant is also developing reports to enhance the monitoring of housing management performance.</p> <p><u><i>Year 3, Beginning July 1, 2017</i></u> EHA has combined the leadership of the housing management and resident services functions under one position. This change is expected to strengthen the commitment and efforts to promote successful tenancies</p>

	<p>and encourage self-sufficiency as a means to unsubsidized housing.</p> <p><u><i>Year 4, Beginning July 1, 2018</i></u> The Housing Management department has focused on minimizing evictions by working out stipulated agreements with residents in coordination with the Resident Services department.</p>
<p>3. Coordinate appropriate support services to complement the efforts of the property management staff as a means to minimize the number of lease terminations.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u> EHA will develop and implement a case tracking module within Yardi, the agency's program management software, which will facilitate communication between the Housing Management and Resident Services departments. This will increase the chance that residents receive the intervention or supportive services needed to stabilize their housing.</p> <p><u><i>Year 2, Beginning July 1, 2016</i></u> EHA is finalizing the development of an application ("Case Tracker") in Yardi that will be used to document all staff interactions and service interventions with residents. The purpose of this application will be to facilitate appropriate service and other interventions by staff of different departments to address issues related to tenants who commit lease violations that may lead to evictions.</p> <p><u><i>Year 3, Beginning July 1, 2017</i></u> Housing Management enhanced its procedures for coordination/communication between housing management and support staff when it comes to residents with a lease violation(s) that threatens tenancy. The Resident Services Department is integral to this effort.</p> <p><u><i>Year 4, Beginning July 1, 2018</i></u> Service coordinators have continued to act as liaison between tenants with lease compliance issues and property management staff, developing action plans to reduce potential infractions and increase successful tenancies. Service coordinators also have been instrumental in resolving cases of tenant on tenant harassment.</p>
<p>4. Continue implementing the Family Self-Sufficiency Program funded by Building Changes and secure financial support for the long-term success of this</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u> The FSS program continues to be available to new participants, as ongoing participants consistently meet goals related to education, employment and income progression and graduate. HUD's FSS Coordination Grant remains closed to new applicants, so EHA will use</p>

<p>program (e.g., HUD FSS Coordination Grant).</p>	<p>alternate funding sources for its FSS Coordinator position upon the expiration of the Building Changes Grant.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u> Upon expiration of the Building Changes grant, EHA elected to use its Authority resources to fund the FSS program in order to continue its mission to address long-term poverty and support families' efforts to become economically self-sufficient. EHA will apply for the HUD FSS Service Coordinator grant when it opens to new applicants.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u> EHA continues to fund one full time staff member to administer the FSS program out of operating income (not federal or other grants). We look forward to HUD opening the FSS program grant to new applicants.</p>
	<p><u><i>Year 4, Beginning July 1, 2018</i></u> As with the previous Plan year, EHA has continued to fund one full time staff member to administer the FSS program out of operating income, versus federal or other grant sources. EHA looks forward to HUD opening the FSS program grant to new applicants.</p>
<p>5. Facilitate access to employment and employment-related services to increase (i) employment rates among residents, (ii) job retention, (iii) income progression, and (iv) transition to unsubsidized housing.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u> The Resident Services department has continued to work closely with WorkSource Snohomish and private employers to provide job trainings and employment opportunities for EHA residents. It also coordinates educational opportunities and access to other resources to improve residents' employment skills, resulting in increased employment retention, income progression, and eventual self-sufficiency.</p> <p>In 2015 a total of 18 FSS program participants had active escrow accounts, based on increased earned income.</p>

	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>In 2016 a total of 21 new FSS program participants are enrolled. There are 2 new participants escrowing. In 2016 FSS participants enrolled in job training or education programs to increase their employability. We saw 2 families move out of subsidized housing from the FSS program using escrow funds to help start a new chapter in their family lives.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>In 2017 a total of 32 FSS participants had active escrow accounts based on earned income. There are five new participants escrowing due to recently obtained employment. Two participants graduated the program with a combined total of over \$20,000; both graduates moved out of subsidized housing and purchased their first home.</p> <p>The FSS Coordinator and Family Service Coordinators have also developed a partnership with a new WorkSource program, Strategies for Success. This program has been developed to help clients realize their full potential and develop the soft skills and confidence needed to pursue and maintain suitable employment. In addition, we continue to partner with our local Community Colleges and the various low cost and free training opportunities available to our residents through programs such as BFET, WorkFirst, I-Catch, etc.</p>



	<p style="text-align: center;"><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>EHA had 56 participants enrolled in the FSS program in 2018; of this total, 44 were earning income and maintaining active escrow accounts. Two participants graduated from the program early and exited subsidized housing after achieving economic self-sufficiency. Four participants completed higher education programs, including a Master’s Degree in Education, an Early Childhood AAS Degree, and training as a Certified Medical Assistant.</p> <p>The FSS Coordinator and Family Service Coordinators have built a strong partnership with Housing Hope’s College of Hope program by referring EHA residents on a regular basis. This program provides life-skills training in four key areas --- family life, economic well-being, health and wellness, and housing expertise – that is instrumental in helping our adult residents seek and obtain employment. Transportation and childcare are provided in conjunction with this program, which reduces barriers to participation. EHA also continues to partner with local community colleges and WorkSource to provide education and job training for our residents.</p>
<p>6. Divert applicants to programs and resources that provide short-term assistance to homeless households who need minimal support to access permanent unsubsidized housing through the demonstration funded by Building Changes.</p>	<p style="text-align: center;"><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The demonstration program funded by Building Changes resulted in the following outcomes for 2015:</p> <ul style="list-style-type: none"> <li>• 145 families were contacted, or referred elsewhere for more appropriate services. This included homeless families on EHA program wait lists, as well as walk-ins, or referrals from other agencies who were unable to provide services. The average cost per housed family was \$1,200.</li> <li>• 32 families with children obtained housing, or stabilized existing housing, using case management and health and safety funds. Of these, 14 supported families have been housed under EHA’s HCV program (both tenant, and project-based).</li> </ul>

	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>In 2016, 26 homeless families were served by EHA or other providers.</p> <p>10 families were able to secure new housing or stabilize their existing housing with the supportive services and health and safety funds from the Building Changes grant. Of these 10 families, 6 were housed with EHA vouchers. The rest were housed without a subsidy in affordable housing options.</p> <p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>During the previous plan year, grant funding from Building Changes was exhausted. EHA successfully exceeded the grant program goals, but unfortunately, the funder no longer allocates funding for this type of program.</p> <p><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>This objective cannot be pursued further, as grant funding from Building Changes is no longer available.</p>
<p>7. Support the efforts of local public school districts and other programs in bolstering the academic success and access to higher education of our school-age residents.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>The Resident Services department partners with Everett Public Schools at Hawthorne Elementary, where it works closely with the administration and support team to provide access to excellent education programs for students. This includes on-site support with EHA's AmeriCorps member, who serve 6 hours per week in classrooms with our higher risk youth, as well as after-school programs on our properties.</p> <p>EHA Service Coordinators have set a goal of 100% enrollment of all 7th and 8th grade residents into the College Bound Program.</p>

	<p data-bbox="800 390 1187 422"><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p data-bbox="613 426 1373 730">In keeping with a goal set last year, 100% of 7<sup>th</sup> and 8<sup>th</sup> grade residents are enrolled in the College Bound Program at one property. EHA has increased its school partnerships over the course of the 2016-17 school year. Our AmeriCorps members now serve limited hours in Hawthorne Elementary, North Middle and Explorer Middle schools to support academic success and as a bridge for school to home.</p> <p data-bbox="800 741 1187 772"><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p data-bbox="613 777 1373 1352">The Resident Services department continues to partner with the Everett Public Schools at Hawthorne Elementary and North Middle School and the Mukilteo School District at Explorer Middle School. This occurs through on-site support with EHA's AmeriCorps members, who serve 4-6 hours per week in after-school programs to support academic success. In keeping with previous years, we continue to ensure 100% of EHA 7th &amp; 8th graders are enrolled in the College Bound Program. With the support of the Resident Service Coordinator and AmeriCorps members, we also offer our own 'Structures for Success' Program that provides after school tutoring &amp; homework help on-site at two of our properties. This program creates another bridge between our residents' homes and the school they attend.</p> <p data-bbox="613 1400 1349 1623">EHA will be hiring a new 0.5 FTE Resident Service Coordinator for our Wiggums Park Place property, which is located directly across the street from Hawthorne Elementary. This will create an additional relationship between our school age students and the school they attend.</p> <p data-bbox="800 1633 1187 1665"><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p data-bbox="613 1669 1373 1936">Following the discontinuation of the AmeriCorps program, EHA has maintained the partnership with Everett Public Schools and Mukilteo School District through our Resident Service Coordinators and future Interns. EHA has hired a new 0.5 FTE Service Coordinator for our Wiggums Park Place property. This position will assist the Service Coordinator at the Grandview property in providing</p>
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support to our families and students who attend Hawthorne Elementary and North Middle School. EHA will also continue to promote the College Bound program by ensuring 100% of EHA 7th & 8th grade residents of Project Based Voucher housing are enrolled.

Resident Advisory Board Comments on Proposed Annual Plan

Everett Housing Authority's proposed 2019-20 Annual Plan was presented to the Resident Advisory Board on December 5, 2018, at a meeting held in the large hall of the Baker Community Center. In attendance were RAB members Zona Crawford (HCV Tenant based Program), Yasmin Thalib (Public Housing Scattered Sites), Papa Kila Leapaga (Bakerview Apts. – RAD PBV), Irene Leapaga (Bakerview Apts. – RAD PBV), Levi Gaston (Bakerview Apts. – RAD PBV), Joyce Griffin (Bakerview Apts. – RAD PBV), and Felita Hernandez (Bakerview Apts. – RAD PBV). The RAB had no comments on the Annual Plan and did not challenge any elements therein, requiring no further action on the part of management.

**Certification by State or Local  
Official of PHA Plans Consistency  
With the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No.2577-0226  
**Expires 2/29/2016**

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, \_\_\_\_\_, the \_\_\_\_\_  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Authority of the City of Everett  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the  
City of Everett  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan  
and the AI.

*Certification Pending*

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

Name of Authorized Official	Title
Signature	Date

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  
PMB No. 2577-0226  
**Expires 4-30-2011**

**Part 1: Summary**

PHA Name:	Grant Type and Number: WA19P006501-2017 Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant 2017
<b>Housing Authority of the City of Everett</b>		FFY of Grant Approval 2017

<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disaster/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision
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<input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="radio"/> Performance and Evaluation Report for Program Year Ending--12-31-2018
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Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost (2)	
			Original	Revised Cost	Obligated	Expended
1	Total Non-CGP Funds					
2	1406	Operations (may not exceed 10% of 21)				
3	1408	Management Improvements				
4	1410	Administration (may not exceed 10% of line 21)	39,352.50		39,352.50	39,352.50
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs				
8	1440	Site Acquisition				
9	1450	Site Improvement				
10	1460	Dwelling Structures	150,000.00		19,980.00	19,980.00
11	1465.1	Dwelling Equipment-Nonexpendable				
12	1470	Non-dwelling Structures	60,000.00		150,204.89	136,839.70
13	1475	Non-dwelling Equipment				
14	1485	Demolition				
15	1492	Moving to Work Demonstration				
16	1495.1	Relocation Cost	144,172.50		-	-
17	1499	Development Activities (4)				

- 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 PHA's with under 250 units in management may use 100% of CFP Grants for operations  
4 RHF 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 1: Summary**

PHA Name:	Grant Type and Number: WA19P006501-2017 Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant 2017
<b>Housing Authority of the City of Everett</b>		FFY of Grant Approval 2017

☐ Original Annual Statement
 ☐ Reserve for Disaster/Emergencies
 ☐ Revised Annual Statement/Revision

☐ Final Performance and Evaluation Report
 ☒ Performance and Evaluation Report for Program Year Ending--12-31-2018

Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost (2)	
			Original	Revised Cost	Obligated	Expended
18a	1501	Collateralization or Debt Service paid by the PHA				
18b	9000	Collateralization or Debt Service paid Via System of Direct Payment				
19	1502	Contingency (may not exceed 8% of 20)				
<b>20</b>	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		<b>393,525.00</b>	<b>-</b>	<b>209,537.39</b>	<b>196,172.20</b>
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 and Date	Date	Signature of Public Housing Director	Date

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PMB No. 2577-0226  
Expires 4-30-2011

**Part II: Summary**

PHA Name:	Grant Type and Number: WA19P006501-2017 Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant 2017
Housing Authority of the City of Everett		FFY of Grant Approval 2017

Summary of Development Account	Development Number/Name General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Budgeted Costs	Obligated Amount	Expended Amounts	Status of Work
141010	Management Fee	1	39,352.50		39,352.50	39,352.50	Management fee of 10%
	<b>Administration</b>	<b>1410</b>	<b>39,352.50</b>	<b>39,352.50</b>	<b>39,352.50</b>	<b>39,352.50</b>	
6005 146000	Interior and Exterior Renovations	5	150,000.00	150,000.00	19,980.00	19,980.00	Interior and exterior renovations to scattered site properties. Detail listed below
	<b>Dwelling Structures</b>	<b>1460</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>19,980.00</b>	<b>19,980.00</b>	
147000	Colby Office Rehab	1	60,000.00	204,172.50	150,204.89	136,839.70	office renovations, increased costs from the funds that were for relocation to cover costs
		<b>1470</b>	<b>60,000.00</b>	<b>204,172.50</b>	<b>150,204.89</b>	<b>136,839.70</b>	
6001 149510	Relocation costs	4	144,172.50				To address relocation needs for the Baker Heights residents - Finance determined the costs for these relocation needs would be paid from the reserve account
	<b>Relocation Costs</b>	<b>1495</b>	<b>144,172.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Grant Total</b>		<b>393,525.00</b>	<b>393,525.00</b>	<b>209,537.39</b>	<b>196,172.20</b>	

Interior Renovation of units could include abatement and installation of new flooring, upgrade to exhaust fans for ranges if possible, upgrade of all electrical fixtures, new kitchen and bath cabinets and countertops, new sinks, toilets, showers, shower doors/curtains, studio room privacy ; interior doors; baseboard heater replacement; lighting upgrades, carbon monoxide detectors, dishwasher-optional; fire extinguishers; firewalls/draftstops in attics, removal and installation of attic insulation and storage areas; entry fiberglass doors; window replacements, smoke and fire detectors; thermostats; and modernization related to energy efficiency improvements and ADA improvements/revisions.

Exterior Renovations of units could include the replacement of siding, painting, shutters, roof replacement, gutters and downspouts, landscaping needs, garage or carport renovations

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  
PMB No. 2577-0226  
Expires 4-30-2011

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name:	Grant Type and Number: <u>WA19P006501-2017</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant <u>2017</u>
<b>Housing Authority of the City of Everett</b>		FFY of Grant Approval <u>2017</u>

Part 3: Implementation Schedule							
Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6001: Baker Heights	16-Aug-2019			16-Aug-2021			
6005: Scattered Sites	16-Aug-2019			16-Aug-2021			
Operations	16-Aug-2019			16-Aug-2021			
Management Improvements	16-Aug-2019			16-Aug-2021			
Administration	16-Aug-2019			16-Aug-2021			
A&E Services	16-Aug-2019			16-Aug-2021			
Non Dwelling Structures & Equipment	16-Aug-2019			16-Aug-2021			
				16-Aug-2021			
WA006 000 100 P	Baker Heights	6001					
WA006 000 500 P	Scattered Sites	6005					

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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PMB No. 2577-0226  
**Expires 4-30-2011**

**Part 1: Summary**

PHA Name:	Grant Type and Number: WA19P006501-2018 Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant 2018
<b>Housing Authority of the City of Everett</b>		FFY of Grant Approval 2018

<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disaster/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision
<input type="checkbox"/> Final Performance and Evaluation Report	 Performance and Evaluation Report for Program Year Ending--12-31-2018	

Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost (2)	
			Original	Revised Cost	Obligated	Expended
1	Total Non-CGP Funds					
2	1406	Operations (may not exceed 10% of 21)				
3	1408	Management Improvements				
4	1410	Administration (may not exceed 10% of line 21)	61,281.00			
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs				
8	1440	Site Acquisition				
9	1450	Site Improvement				
10	1460	Dwelling Structures	150,000.00			
11	1465.1	Dwelling Equipment-Nonexpendable				
12	1470	Non-dwelling Structures	401,538.00			
13	1475	Non-dwelling Equipment				
14	1485	Demolition				
15	1492	Moving to Work Demonstration				
16	1495.1	Relocation Cost				
17	1499	Development Activities (4)				

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Capital Fund Financing Program

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

**Part 1: Summary**

PHA Name:	Grant Type and Number: WA19P006501-2018 Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant 2018
Housing Authority of the City of Everett		FFY of Grant Approval 2018

<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disaster/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision
<input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending--12-31-2018

Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost (2)	
			Original	Revised Cost	Obligated	Expended
18a	1501	Collateralization or Debt Service paid by the PHA				
18b	9000	Collateralization or Debt Service paid Via System of Direct Payment				
19	1502	Contingency (may not exceed 8% of 20)				
<b>20</b>	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		<b>612,819.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
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 and Date	Date	Signature of Public Housing Director	Date

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U.S. Department of Housing and Urban  
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PMB No. 2577-0226  
Expires 4-30-2011

**Part II: Summary**

PHA Name:				Grant Type and Number: WA19P006501-2018 Replacement Housing Factor Grant No: _____ Date of CFFP: _____			FFY of Grant 2018	
Housing Authority of the City of Everett							FFY of Grant Approval 2018	
Summary of Development Account		Development Number/Name General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Budgeted Costs	Obligated Amounts	Expended Amounts	Status of Work
NAWASD	141010	Management Fee	1	60,584.00	61,281.00	61,281.00	-	Management fee of 10%, HUD provided additional funding on 09-30-18
		<b>Administration</b>	<b>1410</b>	<b>60,584.00</b>	<b>61,281.00</b>	<b>61,281.00</b>	<b>-</b>	
6005	146000	Interior and Exterior Renovations	5	150,000.00	150,000.00	-	-	Interior and exterior renovations to scattered site properties. Detail listed below
		<b>Dwelling Structures</b>	<b>1460</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>-</b>	<b>-</b>	
NAWASD	147000	Colby Office Rehab	1	395,264.00	401,538.00	-	-	office renovations, HUD provided additional funding on 09-30-18
			<b>1470</b>	<b>395,264.00</b>	<b>401,538.00</b>	<b>-</b>	<b>-</b>	
		<b>Grant Total</b>		<b>605,848.00</b>	<b>612,819.00</b>	<b>61,281.00</b>	<b>-</b>	
<p>Interior Renovation of units could include abatement and installation of new flooring, upgrade to exhaust fans for ranges if possible, upgrade of all electrical fixtures, new kitchen and bath cabinets and countertops, new sinks, toilets, showers, shower doors/curtains, studio room privacy ; interior doors; baseboard heater replacement; lighting upgrades, carbon monoxide detectors, dishwasher-optional; fire extinguishers; firewalls/draftstops in attics, removal and installation of attic insulation and storage areas; entry fiberglass doors; window replacements, smoke and fire detectors; thermostats; and modernization related to energy efficiency improvements and ADA improvements/revisions.</p> <p>Exterior Renovations of units could include the replacement of siding, painting, shutters, roof replacement, gutters and downspouts, landscaping needs, garage or carport renovations</p>								

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  
 PMB No. 2577-0226  
 Expires 4-30-2011

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name:	Grant Type and Number: <u>WA19P006501-2018</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant <u>2018</u>
<b>Housing Authority of the City of Everett</b>		FFY of Grant Approval <u>2018</u>

**Part 3: Implementation Schedule**

Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6001: Baker Heights	12-May-2020			12-May-2022			
6005: Scattered Sites	12-May-2020			12-May-2022			
Operations	12-May-2020			12-May-2022			
Management Improvements	12-May-2020			12-May-2022			
Administration	12-May-2020			12-May-2022			
A&E Services	12-May-2020			12-May-2022			
Non Dwelling Structures & Equipment	12-May-2020			12-May-2022			
WA006 000 100 P	Baker Heights	6001					
WA006 000 500 P	Scattered Sites	6005					

<b>5 Year Plan for Capital Fund Grant</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Property</b>	<b>Work Item</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Physical Improvements	Interior and Exterior Renovations (005) as defined by the PNA Reports completed by EMG Corp	150,000.00	240,050.50	240,050.50	240,050.50	240,050.50
Administration	Management Fee	60,584.00	39,352.50	39,352.50	39,352.50	39,352.50
Non-Dwelling Structures & Equipment	Office Renovations as defined by office needs	395,264.00	50,000.00	50,000.00	50,000.00	50,000.00
Other	Relocation costs		64,122.00	64,122.00	64,122.00	64,122.00
	<b>Total Estimated Cost</b>	<b>605,848.00</b>	<b>393,525.00</b>	<b>393,525.00</b>	<b>393,525.00</b>	<b>393,525.00</b>
	Estimated Grant Amount	605,848.00	393,525.00	393,525.00	393,525.00	393,525.00
	<b>Balanced</b>	-	-	-	-	-
The housing authority received a significant increase in the 2018 CFP budget, based on that amount we budgeted to have the same amount for 2019, but there are no guarantees, so the remainder of the 5 year plan is based on the previous CFP amount.						

Everett Housing Authority is revising its Housing Choice Voucher (Section 8) Program policy, the Administrative Plan, concurrent with the Annual Plan that will go into effect July 1, 2019. The table below lists substantive, discretionary changes to the Plan. Revisions to existing language are classified as policy updates, while new or eliminated provisions are classified as policy changes. A red-line version of revisions to the referenced sections of the Plan is also included.

Revision No.	Section/Page #	Relating to	Type of Change	Summary of Change
1)	2-II.E Verification of Disability/pg. 2-8	Reasonable accommodation	Policy Update	Provides add'l time for third party response to verify disability for reasonable accommodation
2)	3-III.C Previous Behavior in Assisted Housing/pg. 3-22	Other permitted reasons for denial of assistance	Policy Change	Assigns period of ineligibility based on previous termination
3)	3-III.E Criteria for Deciding to Deny Assistance/pg. 3-25	Consideration of relevant circumstances when considering applicant denial	Policy Change	Project Based unit with appropriate supportive services considered mitigating factor
4)	4-III.C Selection Method/pg. 4-10	Establishes preferences, including a local preference, to give priority to families on waiting list that meet specific criteria	Policy Change	Eliminates all but local preference, which is streamlined to remove rent-burden, transitional housing, homeless requirement from residency preference
5)	5-II.B Determining Family Unit (Voucher) Size/pg. 5-10	Assignment of Voucher's unit bedroom size per subsidy standards	Policy Change	Standardizes and simplifies current subsidy standards
6)	7-I.B Overview of Verification Requirements/pg. 7-3	Requirements for acceptable documents	Policy Update	Removes requirement for self-certification to be signed in presence of PHA representative or notary public because clients upload to Rent Café.



7)	7-I.E Self Certification/pg. 7-8	Protocol for self-certifying income/assets when third-party verification not possible	Policy Update	Removes requirement for self-certification to be signed in presence of PHA representative or notary public because clients upload to Rent Café.
8)	9-I.E Lease and Tenancy Addendum/pg. 9-9	PHA review of lease	Policy Update	Increases options for lease review, increasing efficiency in lease up time
9)	9-I.F Tenancy Approval/pg. 9-10	Processing Request for Tenancy, proposed lease	Policy Update	Removes requirement for corrected lease or RFTA to be signed in person, as documents uploaded to Rent Café.
10)	11-I.C Scheduling Annual Reexaminations/pg. 11-3	Policy regarding notification process and required family response to annual reexamination requirement	Policy Change	Replaces in person interview with on-line recertification and related processes
11	16-III.C Scheduling an Informal Hearing/pg. 16-12	Time family has to appeal a decision subject to an informal hearing	Policy Update	Changed from 10 to 20 business days
12	17-VI.D Selection from the Waiting List (PBV program)	List of PBV properties with a selection preference	Policy Update	Expands Broadway Plaza East and West preferences for displaced residents from Baker Heights to those eligible to receive a TPV.

**Administrative Plan Revisions – Red-line Version**

Added text in bold italic, deleted text stricken

**Revision No. 1, pg. 2-8**

**2-II.E. APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION** [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act, Notice PIH 2010-26].

The PHA must approve a request for an accommodation if the following three conditions are met:

- The request was made by or on behalf of a person with a disability.
- There is a disability-related need for the accommodation.
- The requested accommodation is reasonable, meaning it would not impose an undue financial and administrative burden on the PHA, or fundamentally alter the nature of the PHA's HCV operations (including the obligation to comply with HUD requirements and regulations).

Requests for accommodations must be assessed on a case-by-case basis, taking into account factors such as the overall size of the PHA's program with respect to the number of employees, type of facilities and size of budget, type of operation including composition and structure of workforce, the nature and cost of the requested accommodation, and the availability of alternative accommodations that would effectively meet the family's disability-related needs. Before making a determination whether to approve the request, the PHA may enter into discussion and negotiation with the family, request more information from the family, or may require the family to sign a consent form so that the PHA may verify the need for the requested accommodation.

**EHA Policy**

After a request for an accommodation is presented, the PHA will respond, in writing, within ~~10~~ **20** business days.

If the PHA denies a request for an accommodation because it is not reasonable (it would impose an undue financial and administrative burden or fundamentally alter the nature of the PHA's operations), the PHA will discuss with the family whether an alternative accommodation could effectively address the family's disability-related needs without a fundamental alteration to the HCV program and without imposing an undue financial and administrative burden.

If the PHA believes that the family has failed to identify a reasonable alternative accommodation after interactive discussion and negotiation, the PHA will notify the family, in writing, of its determination within 10 business days from the date of the most recent discussion or communication with the family.

Participants whose requests for Reasonable Accommodation are denied are encouraged to utilize the Everett Housing Authority Section 504/ADA Grievance Procedure if they feel that they have been subjected to a discriminatory housing practice. The policy will be provided with every denial letter.

**Revision No. 2, pg. 3-22:****Previous Behavior in Assisted Housing [24 CFR 982.552(c)]**

HUD authorizes the PHA to deny assistance based on the family's previous behavior in assisted housing. Per the alternative requirements listed in the Federal Register notice dated December 29, 2014, PHAs are no longer permitted to deny assistance to a family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) program [FR Notice 12/29/14].

EHA Policy

The PHA **will** deny assistance to an applicant family if:

The family does not provide information that the PHA or HUD determines is necessary in the administration of the program.

The family does not provide complete and true information to the PHA.

Any family member has been evicted from federally-assisted housing in the last five years.

***Any PHA has terminated assistance under the program for any member of the family in the last five years.***

Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

The family owes rent or other amounts to any PHA in connection with the HCV, Certificate, Moderate Rehabilitation or public housing programs, unless the family repays the full amount of the debt prior to being selected from the waiting list.

If the family has not reimbursed any PHA for amounts the PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease, unless the family repays the full amount of the debt prior to being selected from the waiting list.

The family has breached the terms of a repayment agreement entered into with the PHA, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.

A family member has engaged in or threatened violent or abusive behavior toward PHA personnel.

*Abusive or violent behavior towards PHA personnel* includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

*Threatening* refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

In making its decision to deny assistance, the PHA will consider the factors discussed in Section 3-III.E. Upon consideration of such factors, the PHA may, on a case-by-case basis, decide not to deny assistance.

**Revision No.3, pg. 3-25**

**Consideration of Circumstances [24 CFR 982.552(c)(2)]**

HUD authorizes the PHA to consider all relevant circumstances when deciding whether to deny assistance based on a family's past history except in the situations for which denial of assistance is mandatory (see Section 3-III.B).

**EHA Policy**

The PHA will consider the following facts and circumstances prior to making its decision:

The seriousness of the case, especially with respect to how it would affect other residents' safety or property

The effects that denial of assistance may have on other members of the family who were not involved in the action or failure to act

The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities, or (as discussed further in section 3-III.G) a victim of domestic violence, dating violence, sexual assault, or stalking

***Whether the family is applying for a Project-Based voucher unit which has supportive services appropriate to the applicant***

The length of time since the violation occurred, including the age of the individual at the time of the conduct, as well as the family's recent history and the likelihood of favorable conduct in the future

While a record of arrest(s) will not be used as the basis for denial, an arrest may, however, trigger an investigation to determine whether the applicant actually engaged in disqualifying criminal activity. As part of its investigation, the PHA may obtain the police report associated with the arrest and consider the reported circumstances of the arrest. The PHA may also consider:

Any statements made by witnesses or the applicant not included in the police report

Whether criminal charges were filed

Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal

Any other evidence relevant to determining whether or not the applicant engaged in disqualifying activity

Evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety and/or property

In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully

The PHA will require the applicant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.

#### Revision No. 4, pg. 4-10

#### 4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

#### Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

#### EHA Policy

~~The PHA will offer an absolute preference to any family that has been terminated from its HCV program due to insufficient program funding.~~

~~— Families terminated by the OHA for this reason will be maintained in a separate waiting list and will be returned to the HCV program at such time as the PHA has funding available for issuance of new vouchers.~~

~~— The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia or is seeking an emergency transfer under VAWA from the PHA's public housing program or other covered housing program operated by the PHA. The PHA will work with the following partnering service agencies:~~

~~———— Domestic Violence Services of Snohomish County~~

~~———— Any other agency that an applicant can document they are working with~~

~~— The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.~~

~~— The PHA will first assist families that have been terminated from the HCV program due to insufficient funding and then assist families that qualify for the VAWA preference.~~

The PHA has established the following Local Preferences:

- **Residency Preference (20 Points)**

To qualify for the residency preference an applicant household must have at least one

- (1) adult member that either lives or works within Snohomish County. Employed includes an applicant member who is actively employed or who has been offered a verifiable employment opportunity in the PHA jurisdiction, ~~AND:~~

~~\_\_\_\_\_ i. Is paying in excess of 50% of their gross monthly income for rent and utilities; or~~

~~\_\_\_\_\_ ii. Is homeless or living in a shelter or a transitional housing program or lacking a  
\_\_\_\_\_ permanent residence for the exclusive use of their immediate family.~~

- ~~1. Homeless families living in a homeless shelter outside of the PHA jurisdiction will qualify for the residency preference if their last permanent residency before becoming homeless was located in the PHA's jurisdiction.~~

- **Displacement Preference (10 Points)**

~~Persons who are displaced, as defined by Federal Relocation regulations, or who are required to move out of their existing development or complex (but not out of a specific unit within a development or complex), or who are provided written notification of such displacement or requirement to move, all due to restructuring, demolition or replacement of Everett Housing Authority owned Low Rent Public Housing, or other affordable housing administered by EHA.~~

## Revision No. 5, pg. 5-10

### EHA Policy

The PHA will assign one bedroom for ***the head of household and spouse/cohead and*** each two persons within the household, except in the following circumstances:

~~Persons of the opposite sex (other than spouses, and children under age 5) will be allocated separate bedrooms~~

Live-in aides will be allocated a separate bedroom.

Single person families will be allocated one bedroom.

Families where all members are unrelated disabled adults will be awarded one bedroom per adult.

## Revision No. 6, pg. 7-3

### **Requirements for Acceptable Documents**

EHA Policy

Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 days of the date they are provided to the PHA. The documents must not be damaged, altered or in any way illegible.

Print-outs from Web pages are considered original documents. The PHA will accept electronic images of original documents.

The PHA staff member who views the original document must make a photocopy, annotate the copy with the name of the person who provided the document and the date the original was viewed, and sign the copy.

Any family self-certifications must be made in a format acceptable to the PHA. ~~and must be signed in the presence of a PHA representative or PHA notary public.~~

**Revision No. 7, pg. Pg. 7-8****7-I.E. SELF-CERTIFICATION**

When HUD requires third-party verification, self-certification or “tenant declaration,” is used as a last resort when the PHA is unable to obtain third-party verification.

Self-certification, however, is an acceptable form of verification when:

- A source of income is fully excluded
- Net family assets total \$5,000 or less and the PHA has adopted a policy to accept self-certification at annual recertification, when applicable
- The PHA has adopted a policy to implement streamlined annual recertifications for fixed sources of income (See Chapter 11)

When the PHA was required to obtain third-party verification but instead relies on a tenant declaration for verification of income, assets, or expenses, the family’s file must be documented to explain why third-party verification was not available.

EHA Policy

When information cannot be verified by a third party or by review of documents, family members will be required to submit self-certifications attesting to the accuracy of the information they have provided to the PHA.

The PHA may require a family to certify that a family member does not receive a particular type of income or benefit.

The self-certification must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified. ~~All self-certifications must be signed in the presence of a PHA representative or PHA notary public.~~

**Revision No. 8, pg. 9-9****PHA Review of Lease**

The PHA will review the dwelling lease for compliance with all applicable requirements.

EHA Policy

If the dwelling lease is incomplete or incorrect, the PHA will notify the family and the owner of the deficiencies. Missing and corrected lease information will only be accepted as hard copies, in-person, by mail, or by fax, **or by email**. ~~The PHA will not accept missing and corrected information over the phone.~~

Because the initial leasing process is time-sensitive, the PHA will attempt to communicate with the owner and family by phone, fax, or email. The PHA will use mail when the parties can't be reached by phone, fax, or email.

The PHA is permitted, but is not required, to review the lease to determine if the lease complies with State and local law and is permitted to decline to approve the tenancy if the PHA determines that the lease does not comply with State or local law [24 CFR 982.308(c)]

EHA Policy

The PHA will not review the owner's lease for compliance with state/local law.

**Revision No. 9, pg. 9-10****9-I.F. TENANCY APPROVAL [24 CFR 982.305]**

After receiving the family's Request for Tenancy Approval, with proposed dwelling lease, the PHA must promptly notify the family and owner whether the assisted tenancy is approved.

Prior to approving the assisted tenancy and execution of a HAP contract, the PHA must ensure that all required actions and determinations, discussed in Part I of this chapter have been completed.

These actions include ensuring that the unit is eligible; the unit has been inspected by the PHA and meets the Housing Quality Standards (HQS); the lease offered by the owner is approvable and includes the required Tenancy Addendum; the rent to be charged by the owner for the unit must be reasonable; where the family is initially leasing a unit and the gross rent of the unit exceeds the applicable payment standard for the family, the share of rent to be paid by the family does not exceed 40 percent of the family's monthly adjusted income [24 CFR 982.305(a)]; the owner is an eligible owner, not disapproved by the PHA, with no conflicts of interest [24 CFR 982.306]; the family and the owner have executed the lease, including the Tenancy Addendum, and the lead-based paint disclosure information [24 CFR 982.305(b)].

EHA Policy

The PHA will complete its determination within 10 business days of receiving all required information.



If the terms of the RTA/proposed lease are changed for any reason, including but not limited to negotiation with the PHA, the PHA will obtain corrected copies of the RTA and proposed lease., ~~signed by the family and the owner.~~

~~Corrections to the RTA/proposed lease will only be accepted as hard copies, in person, by mail, or by fax. The PHA will not accept corrections over the phone.~~

If the PHA determines that the tenancy cannot be approved for any reason, the owner and the family will be notified and given the opportunity to address any reasons for disapproval. The PHA will instruct the owner and family of the steps that are necessary to obtain approval of the tenancy.

Where the tenancy is not approvable because the unit is not approvable, the family must continue to search for eligible housing within the timeframe of the issued voucher.

If the tenancy is not approvable due to rent affordability or rent reasonableness, the PHA will attempt to negotiate the rent with the owner. If a new, approvable rent is negotiated, the tenancy will be approved. If the owner is not willing to negotiate an approvable rent, the family must continue to search for eligible housing within the timeframe of the issued voucher

## Revision No. 10

### 11-I.C Notification of and Participation in the Annual Reexamination Process

The PHA is required to obtain the information needed to conduct annual reexaminations. How that information will be collected is left to the discretion of the PHA. However, PHAs should give tenants who were not provided the opportunity the option to complete Form HUD-92006 at this time [Notice PIH 2009-36].

#### EHA Policy

Families ~~generally~~ are required to participate in an annual reexamination interview, ~~which must be attended by the head of household, spouse, or cohead. If participation in an in-person interview poses a hardship because of a family member's disability, the family should contact the PHA to request a reasonable accommodation (see Chapter 2).~~ ***EHA uses RentCafe to conduct annual recertifications using an on-line portal. For clients who are unable to complete an on-line review, the option of meeting with an EHA staff member will be provided.***

~~Notification of annual reexamination interviews will be sent by first class mail and will contain the date, time, and location of the interview. In addition, it will inform the family of the information and documentation that must be brought to the interview.~~

***Notification of annual reexaminations will be sent via email and will contain the date that the reexamination is due. In addition, it will contain the link to the RentCafe web portal and the contact information of a caseworker at the PHA.***

~~If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. If a family does not attend the~~

~~scheduled interview, the PHA will send a second notification with a new interview date and appointment time.~~

***If the Family is unable to complete the reexamination by the scheduled date or needs assistance, the family should contact the PHA in advance of the date to schedule an in-person appointment. If a family does not complete the online reexamination, the PHA will send a second and final notification via e-mail and by U.S Mail.***

~~If a family fails to attend two scheduled interviews without PHA approval, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, and to any alternate address provided in the family's file.~~

~~An advocate, interpreter, or other assistant may assist the family in the interview process. The family and the PHA must execute a certification attesting to the role and the assistance provided by any such third party.~~

***If a family fails to complete the reexamination online without PHA approval a notice of termination (see chapter 12) will be sent to the family's address of record, and to any alternate address provided in the family's file.***

## Revision No. 11

### **Scheduling an Informal Hearing [24 CFR 982.555(d)]**

When an informal hearing is required, the PHA must proceed with the hearing in a reasonably expeditious manner upon the request of the family.

#### EHA Policy

A request for an informal hearing must be made in writing and delivered to the PHA either in person, by fax, e-mail or by first class mail, by the close of the business day, no later than ~~10~~ **20** business days from the date of the PHA's decision or notice to terminate assistance.

## Revision No. 12

### **17-VI.D. Selection from the Waiting List [24 CFR 983.251(c)]**

#### **Preferences [24 CFR 983.251(d) FR Notice 11/24/08]**

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. The PHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above.

The PHA may establish a selection preference for families who qualify for voluntary services, including disability-specific services, offered in conjunction with assisted units, provided that preference is consistent with the PHA plan. The PHA may not, however, grant a preference to a person with a specific disability. [FR Notice 1/18/17].

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If the PHA has projects with more than 25 percent of the units receiving project-based assistance because those projects include “excepted units” (units specifically made available for elderly or disabled families, or families receiving supportive services), the PHA must give preference to such families when referring families to these units [24 CFR 983.261(b); FR Notice 1/18/17].

#### PHA Policy

The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, mobility impaired persons for accessible units). The following lists the current units that will receive a selection preference:

701	Mill Pointe Apartments	15 units	Families receiving supportive services	10 Chronically homeless families 5 Pregnant or new parents, homeless with concurrent developmental disabilities
706	New Century House	10 units	Families receiving supportive services	6 units Homeless, pregnant or new parents, ages 18-24
749	New Century Village	6 units	Families receiving supportive services	6 units Homeless, pregnant or new parents, ages 18-24
750	Housing Hope Village II	12 units	Families receiving supportive services	9 units Homeless, pregnant or parenting 3 units Large households, pregnant or parenting
752	Timberhill	10 units	Families receiving supportive services	10 units Homeless, pregnant and newly parenting families
753/762	Family Tree	22 units	Families receiving supportive services	22 units Low income families

754	New Century Village	14 units	Families receiving supportive services	6 units Homeless, disabled 9 units Homeless parents age 16-18
755	Broadway Plaza West	82 units	Elderly families/disabled	82 units elderly (62+)/disabled. Preference for <del>displaced Baker Heights</del> <b>residents who are eligible to receive a TPV issued by EHA. The preference applies for the initial relocation from the qualifying property only.</b>
756	Northstar	38 units	Disabled and receiving supportive services	38 units Disabled and receiving supportive services
757	Bridgecreek	6 units	Families receiving supportive services	6 Developmentally disabled
758	WAHOYO	2 units	Disabled and receiving supportive services	2 units Disabled and receiving supportive services
761	Broadway Plaza East	101 units	Elderly families/disabled	101 units elderly/disabled Preference for <del>displaced Baker Heights</del> <b>residents who are eligible to receive a TPV issued by EHA. The preference applies for the initial relocation from the qualifying property only.</b>
763	Kennedy Court	7 units	Families receiving supportive services	7 units very low income

764	Emerald Place	4 units	Disabled families	4 units Literally homeless/unstab ly housed adults with mental health disabilities
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