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5-YEAR PLAN 2015-2020 ANNUAL PLAN EFFECTIVE JULY 1, 2019 with Supporting Material

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PHA 5-Year and Annual Plan

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

OMB No. 2577-0226
Expires 4/30/2011

1.0	PHA Information PHA Name: <u>Housing Authority of the City of Everett</u> PHA Code: <u>WA 006</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2015</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>288</u> Number of HCV units: <u>2,499</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The Everett Housing Authority's mission is to lead the community in developjng and providing safe and affordable quality housing for Everett's diverse low income families.				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. See Attachment a01				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: See Attachment b01 (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. <ul style="list-style-type: none"> o Everett Housing Authority's main office at 3107 Colby Ave., Everett, WA o Bakerview Resident Council office at 2605 15th St., Everett, WA o Baker Heights Housing Coordinator's office at 1401 Poplar, Everett, WA 				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. See Attachment c01				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1, for each current and open CFP grant and CFFP financing. EHA's Annual Capital Fund Performance and Evaluation Reports are on file, but are not required to be submitted with form HUD 50075, per HUD guidelines regarding the Capital Fund reporting process.				
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the Capital Fund Program Five-Year Action Plan, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. The 2015 Capital Fund Statement and Five Year Action Plan were submitted separately, and prior to submission of form HUD 50075, per HUD guidelines.				

8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. See Attachment d01
9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. See Attachment e01
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. See Attachment a01 (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" Substantial deviations or significant amendments or modifications are defined as changes to the 5 Year Plan Goals and Objectives, or modifications to the Annual Plan, that alter basic program obligations for Public Housing tenants or HCV participants, such as changes to rent formulas, occupancy standards, or family obligations. This does not include changes to policies or regulations required by law or HUD regulations.
11.0	Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. RAB Comments -- See Attachment f01 Agency Response -- See Attachment g01 (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

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 5-Year and Annual PHA Plans. 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 and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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.

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained 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 its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **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.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance 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.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall 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.
7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (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; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (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.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and 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.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of 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.
13. **Violence Against Women Act (VAWA).** 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.

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

- (a) **Hope VI or 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 HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, 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>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (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. 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
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter 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>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

- 9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
- 9.1 Strategy for Addressing Housing Needs.** 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. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
- 10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:
- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
 - (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.2.

Everett Housing Authority's Goals & Objectives for 2015-2019

1. 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.
 - Implement feedback systems to improve customer satisfaction and become a more responsible community partner.
 - 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.
 - Develop internal systems, including auditing and other performance management tools, resulting in higher levels of public trust and investor confidence.
 - Continue as a high performer under HUD's performance management systems and audits.
2. 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.
 - Achieve 100% voucher and budget utilization annually.
 - Develop and implement appropriate admissions and occupancy policies.
 - Implement policies and operational procedures to minimize lease-up times.
 - Implement policies and procedures that control HAP and administrative costs to serve as many households as possible.
3. Reposition the remainder of EHA's Public Housing to ensure long-term availability of the resource to the community.
 - Develop and seek approval of a Section 18 Demolition/Disposition application or a RAD Conversion Plan for Baker Heights.
 - 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.
 - Develop a financing strategy for the above-referenced transformation plan, including Choice Neighborhoods Initiative planning and implementation grants and other available resources.
 - Implement the RAD conversion plan for the Public Housing scattered sites to preserve the availability of this resource for households with high economic need.
4. EHA will improve and expand partnerships through project-basing of Housing Choice Vouchers to increase housing choices for families and individuals.
 - Maximize the percentage of existing Housing Choice Voucher Program resources that can be used as project-based assistance.
 - Pursue additional vouchers that may be available for this purpose.
 - Partner with other housing authorities that are willing to project-base vouchers in EHA's jurisdiction.
 - Cultivate additional partners who can create housing options for households who need intensive support services to succeed as tenants.

- Increase the availability of subsidized housing options for the growing elderly population in Snohomish County.
 - Provide opportunities for extremely low income households to live in mixed income communities with access to good schools and other amenities.
5. EHA will seek maximum flexibility from federal regulations and statutes in order to reduce program costs and meet local housing needs and priorities.
- Seek waivers from federal regulations to streamline program operations, create and increase housing choices, and increase resident self-sufficiency.
 - Participate in the Moving to Work Demonstration or successor program to achieve greater cost effectiveness, increased housing choices, and economic independence for our clients.
 - Pursue other avenues, including but not limited to, the creation of an EHA affiliate (or affiliates) to achieve greater flexibility and reduced costs.
6. Cultivate successful tenancies and reduce long-term dependence on subsidized housing.
- Pursue local, state, and federal grants and other financial resources to support strategies designed to achieve these two objectives.
 - Develop and implement appropriate housing management policies and procedures.
 - Coordinate appropriate support services to complement the efforts of the property management staff as a means to minimize the number of lease terminations.
 - Continue implementing the Family Self-Sufficiency Program funded by Building Changes and secure financial support for the long-term success of this program (e.g., HUD FSS Coordination Grant).
 - 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.
 - 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.
 - 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.

Progress Meeting Goals for 5 Year Plan Covering 2010-14	
Goals	Progress Meeting Goal
Goal 1: Improve the quality, efficiency, safety and livability of EHA-owned housing.	
Grandview Homes: Complete renovation of 23 units at Grandview, at a rate of at least 4.5 per year, replacing windows in an additional 20 units. All unit rehab and window replacement should be completed by end of the first year of next 5 Year Plan	Unit renovations at Grandview have been taken over by the general contractor responsible for renovations under the RAD program. All renovation work will be completed by December 2015
Bakerview Apartments: Remodel/expand the community center, add to facilities office and renovate major support components (elevator, generator, laundry room and venting system).	The community center and facilities offices were expanded by adding additional office areas to both buildings. The existing laundry room on the 8th floor was relocated to the ground floor just off the breezeway, with modernized equipment including debit card machines. New heating and ventilation unit was installed to service the large community room. Elevator upgrades and major component replacement have been completed, in addition to the installation of a new emergency generator system. Total unit (including plumbing stacks) and corridor/common area renovation, window replacement, roof replacement, exterior renovations and landscaping work under the RAD conversion will be completed by December 2015
Pineview Apts.: Renovate/expand community center, improve ventilation system, renovate building exteriors and balconies and complete the design phase of unit renovations	Bolded portion deferred until 2015-19 Five Year Plan under 2013 Annual Plan. Renovation and facility improvements to Pineview Community Center completed as part of ARRA stimulus grant in 2010. Deck and balcony replacement also completed that year, Renovations to be completed under the RAD conversion are as follows: New roofs, new siding and paint, new windows and interior window trim, new front elevation design with extended porches, additional sidewalks with added and upgraded site lighting and additional landscaping. Unit interiors will receive "select renovation" based on the remaining useful life of the components.
Baker Heights: Begin phase out of project by relocating exiting tenants and sale of the site when market conditions allow. Purchase replacement units.	2013 Annual Plan deferred this activity until 2015-19 Five Year Plan. (see new Five Year Plan Objectives #1 and #2, Goal 3)
Relocate tenants currently living in 14 scattered site units and renovate the structures for sale. Purchase replacement units	2013 Annual Plan deferred this activity until 2015-19 Five Year Plan. EHA has not sold these 14 scattered sites, but recently submitted a RAD conversion application, transferring the subsidy from 44 total sites to other communities. The majority of these sites will be sold, with the exception of three 6-bedroom units.

Replace siding of 5 Scattered Site units.	Replaced siding on one unit in 2011 and the remaining four units in 2012.
Inspect avg. of 40 units per AMP per quarter	This goal was achieved.
Implement No-Smoking Policy in Public Housing	No smoking policy for all EHA properties, including Public Housing, adopted in 2011. Further refinement of policy, including issue of e-cigarettes, adopted in 2013.
Goal 2: Increase the quantity of affordable housing for low and moderate income households	
Replace any disposed properties with the purchase/renovation of units on a one for one basis (potentially 260 units)	No units were disposed of over the course of 2010-14.
Purchase or develop an additional 250 units of affordable housing	Acquired 204 units of senior housing (four 51-unit developments) from Sr. Services of Snohomish County. Three of these purchases closed in 2014, and the last one will close in January 2015. Developed Pivotal Point in 2014, which comprises 20 units of service enriched housing for domestic violence survivors and their families experiencing homelessness. EHA is currently in the process of acquiring the balance of the Sr. Services Senior Housing Portfolio via the sponsorship of 11 PRAC-202's comprising of approximately 450 units and purchase of 20 HOME units.
Increase supply of Housing Choice Vouchers, including those targeted at special populations (veterans, disabled, homeless, etc.) by 1,000 Vouchers	During this period, EHA increased its voucher portfolio by 65. One voucher came from the DHAP program and 64 came from the conversion of the Twelve Pines Apartments from multi-family housing to project based vouchers.
Goal 3: Strengthen asset management and operations efficiencies	
Strengthen asset management through improvement to facilities	Upgraded Internet capabilities and access to EHA's computer network between main administrative and satellite offices. Replaced analog phone system with VOIP system at main administrative office. Completed significant remodeling of the main administrative office.
Achieve a turnover/re-lease rate of less than 15 days	EHA has implemented procedures such as pre-move-out inspections, changes to inventory and maintaining live waitlists to achieve a turnover/re-lease rate of less than 15 days.
Maintain High Performer rating	EHA has continued to be designated a High Performer in the

for PHAS and SEMAP	administration of its Public Housing and HCV (Section 8) programs throughout the five year period.
Fully implement the HUD asset management plan by 2011.	EHA has fully implemented HUD asset management by decentralizing property management and the establishment of a Central Office Cost Center.
Conduct a Public Housing tenant satisfaction survey to replace HUD's discontinued survey, a former component of the PHAS	Will defer until 5 Year Plan effective July 1, 2015.
Adopt and implement updated flat rents by July 2010 and at least one additional time before 2015.	Flat rents were revised in 2010 and 2014.
Adopt a revised definition of what constitutes a significant amendment or modification of the existing 5 Year or Annual Plan.	EHA will adopt this as part of the 5 Year Plan effective July 1, 2015.
Goal 4: Improve the quality of life of residents by providing housing choices in locations throughout the community	
Expand the jurisdiction of EHA's Tenant-Based Voucher program to all of Snohomish County, in cooperation with the Housing Authority of Snohomish County (HASCO)	EHA and HASCO adopted a common jurisdictional area for the Tenant-Based Voucher program in 2010.
Add a third "kiosk" to disseminate EHA information throughout the community	This goal will be reevaluated and potentially carried over into the next five year period.
Establish "Kid's Day" as an annual event	This summer event brings communities together to celebrate all residents and to emphasize the importance of investing in our youth, their education and community safety.
Hold an annual Neighborhood Safety meeting in at least 3 neighborhoods	EHA has a strong working relationship with community agencies, such as the City of Everett Emergency Management team and local law enforcement to discuss safety on a day to day basis as well as in the event of emergencies."
Add VAWA training to the annual Fair Housing training and make it available for all staff	EHA will carry this goal over into the next five-year period.

Goal 5: Provide a range of housing choices meeting community needs	
Convert at least eight 2BR units into four 4-BR units	The following unit conversions took place at Baker Heights over the course of 2010-14: six 3-bedroom units were converted to three 6- bedroom units, and six 2-bedroom units were converted to three 4-bedroom units.
Use up to 25 Housing Choice Vouchers for the homeownership program.	One additional homeowner family was added over the past five year period. The lack of a dedicated staff person working to increase the program, and the crash of the real estate market and subsequent tightening of lending made it especially challenging for HCV clients to purchase homes during this period.
Conduct outreach to Public Housing tenants to encourage participation in homeownership opportunities	EHA's Service Coordinators and Family Self Sufficiency Coordinator work with local agencies such as Housing Hope, Bank On, United Way and more to get valuable information to families interested in home ownership. This outreach is conducted throughout the year bringing our partners on site to meet residents.
Maximize the use of Project-Based Vouchers up to the 20% allowance	During this period, EHA conducted an RFP and signed contracts for an addition 133 project based units. This represents 20 percent of our unit count.
Goal 6: Partner with social services providers to improve resident skills and income to promote self-sufficiency	
Post monthly website updates on available Section 8 rental units	Management is in the process of re-evaluating this goal for the next five year period.
Continue to utilize the maximum allowable funding for the Family Self-Sufficiency program	EHA is operating its Family Self Sufficiency program with local grant funds and will seek continued funding through HUD to continue this program that supports participants in their goals related to economic independence.
Extend funding for the Hope Options program in cooperation with community partners to provide support to mentally ill and behaviorally challenged seniors	Hope Options will continue to seek its funding from local funders to meet the growing needs of our aging population who are experiencing homelessness or at risk of homelessness. Hope Options has had a successful program since 1996 and plans to continue.
Broaden opportunities for tenants to provide advice to EHA by expanding RAB membership to be more fully representative of the EHA tenant body	EHA continues to look for ways to expand RAB membership, particularly in underrepresented developments.

6.0 (a) PHA Plan Update

1. Eligibility, Selection, and Admissions Policies, including Deconcentration and Wait List Procedures

A new policy for the HCV program, the HCV Administrative Plan, was made available for public review prior to adoption effective May 1, 2015. Policies governing eligibility can be found in Chapter 3 of the Plan, Chapter 4 covers waiting list procedures, including selection, and admissions policies are covered in Chapter 5. Consistent with HUD's Equal Access Rule, a non-discrimination provision (Chapter 3-I.B) makes the HCV program open to all eligible individuals/families, regardless of sexual orientation, gender identity, or marital status. This Administrative Plan for the HCV program encompasses the tenant-based, project-based, and RAD PBV programs, the latter of which includes developments that were formerly Public Housing: Grandview Homes, Bakerview Apartments, and Pineview Apartments. It is available for public inspection.

EHA applied to convert its 44 Public housing scattered sites to the RAD PBV program during fiscal year 2014-15, and it may submit a Section 18 application for the disposition of these properties as well. Management has also started the Section 18 application process for Baker Heights. Until these developments are formally removed from the Public Housing program, the Public Housing Admissions and Occupancy Policy (ACOP) governs their administration. Policies regarding eligibility can be found in Section 2.0, selection in Section 4.0, and admissions in Section 15.0. The ACOP includes a non-discrimination provision (Section 2.1) that makes the program open to all eligible individuals/families, regardless of sexual orientation, gender identity, or marital status. The ACOP is available for public inspection with the 5 Year/Annual Plan materials.

2. Financial Resources

Estimated financial resources for administration of programs and Public Housing Capital expenditures for the Annual Plan year 2015-16 total \$TBD. Resources are listed by category in the following chart:

Public Housing Operating Fund	\$808,564
Public Housing Capital Fund	\$325,398
Annual Contribution for Section 8 Tenant-Based Assistance	\$24,282,172
Resident Opportunity and Self-Sufficiency Grants	\$74,978
Public Housing Dwelling Rental Income	\$1,028,005
Local Government Grants	\$198,264

3. Rent Determination

Rent determination policies for the HCV program are contained in Chapter 6-III of the HCV Administrative Plan, and for the Public Housing program, in Section 21 of the ACOP.

4. Operations and Management

Effective October 1, 2014, three of EHA's five Public Housing developments – Bakerview Apartments, Grandview Homes, and Pineview Apartments – converted to Project-Based Voucher assistance under the Rental Assistance Development (RAD) program. EHA has since submitted an application to convert the assistance tied to the 44 Public Housing Scattered Sites to RAD PBV Vouchers, and it may submit a Section 18 application for their disposition. EHA is also in the process of submitting an application for the disposition of the Baker Heights neighborhood. It is anticipated that by the end of fiscal year 2015-16, EHA will no longer have developments under the Public Housing program.

5. Grievance Procedures

Informal hearing procedures for applicants and program participants are located in Chapter 16 of the HCV Administrative Plan.

Guidelines for the Public Housing grievance process are contained in the "Low Rent Public Housing Grievance Procedure," an exhibit to the dwelling lease. Developments that converted to the RAD PBV program have retained this Procedure on an elective basis until October, 2015, at which time the informal hearing procedures Chapter 16 of the HCV Administrative Plan will be adopted.

6. Designated Housing for Elderly and Disabled Families

N/A

7. Community Service and Self-Sufficiency

The Resident Services department will continue to work with the housing management department to coordinate and assist qualified Public Housing residents in meeting their community service requirements.

The Resident Services department will utilize its service coordinators and the Family Self-Sufficiency program to support residents in developing plans to work towards self sufficiency, leading to better employment opportunities and more competitive wages. This will include a combination of life skills education, post-secondary education, and employment development.

8. Safety and Crime Prevention

Since the last Plan submission no changes have been made to the existing safety and crime prevention measures for Public Housing, which are currently applicable only to the Baker Heights neighborhood.

9. Pets

The "Public Housing Family Developments Pet Policy" is an exhibit to the ACOP.

10. Civil Rights Certification

N/A

11. Fiscal Year Audit

The Washington State Auditor's FY 2012-13 report for EHA contained no findings of non-compliance and no matters requiring action.

12. Asset Management

Strategic use of the RAD program has allowed for the renovation of three former Public Housing developments, using a combination of Low Income Housing Tax Credits, bonds, and private loans. EHA will transfer the RAD subsidy from the former Public Housing scattered sites to units in three unsubsidized developments, seeking to sell all but the 6-bedroom units of this housing.

13. Violence Against Women Act

Since the last Plan was submitted, EHA has overseen the development of 20 units of Project-based assisted transitional housing for victims of domestic violence, in collaboration with Domestic Violence Services of Snohomish County. Both the Public Housing and HCV program policies (see ACOP, Sections 1.5, 19.3, 25.3; and HCV Admin Plan, Chapters 3III.G, 12II.E, 16IX) contain provisions that protect the rights of both applicants and participants affected by domestic violence.

EHA will continue to refer 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, and Pathways for Women.

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

- a. EHA will not apply for any HOPE VI or Mixed Finance Modernization or Development housing in 2015-16.
- b. An application for the disposition of Baker Heights (WA006 000 100), a 244 unit housing project, is currently in process. EHA may apply for the disposition of some or all of the Public Housing Scattered Sites (WA006 000 500, WA006 000 600, WA 006 000 800), during the 2015-16 Plan year, via the Section 18 process.
- c. None of EHA's Public Housing developments will be subject to voluntary or mandatory conversion to tenant-based assistance during 2015-16. As of October 2014, EHA converted three of its Public Housing developments (Bakerview Apartments, Grandview Homes, and Pineview) to Project-Based Voucher assistance under the Rental Assistance Demonstration (RAD) program. In December 2014 it submitted applications to convert 44 units of Public Housing scattered sites to the RAD program, transferring that program subsidy to three separate developments.
- d. EHA will not apply to administer a homeownership program during the 2015-16 Plan year.
- e. Consistent with its Five Year Plan goal, EHA will seek to bring its total allocation of Project-Based Vouchers up to the 20 percent maximum of budget authority in 2015-16. New PBV units will be located throughout EHA's jurisdiction, away from areas that contain concentrations of existing subsidized housing, such as northeast Everett.

9.0 Housing Needs Summary for 5 Year Plan

Housing Affordability Issues

According to the most recent U.S. Census data, 11,180, or 51.6% of total renter households within the city of Everett, Washington as cost-burdened, or paying more than 30 percent of income towards housing costs as defined by HUD.¹ This represents a significant increase since the 2000 census, when 7,566, or 38% of total renter households in Everett were considered cost-burdened.² Recent Census data also shows median income for all Everett households as \$48,410, or about 30 percent less than the median for Snohomish County.³

As the table below illustrates, the number of renter households earning 80% or less of Area Median Income in the City of Everett increased considerably over an approximate ten year period.⁴

	2000 Census	2011 CHAS Data	% Change
# of Households 0-30% AMI (low income)	3,393	4,930	31.1%
# of Households 31-50% AMI (very low income)	2,766	3,920	29.4%
# of Households 51-80% AMI (extremely low income)	1,310	1,570	16.5%

Housing Supply Issues

The supply of affordable housing has not kept pace with the steady rise in households earning 80% or less of AMI. Recent census data shows that out of 21,740 rental units in Everett, less than half (44%) were considered affordable for low-income families earning 51-80% AMI. Only 29% of total rental units in Everett were considered affordable for very low-income families earning 31-50% AMI, and just 9% for extremely low-income families earning 0-30% AMI.⁵ Maximum affordable monthly rent for these family income categories was \$1,356, \$847, and \$508 respectively.⁶

Nearly two thirds (63.3%) of Everett residents live in small households of one or two people. This may, in part, be a result of the housing stock, which is made up of over 60 percent two-bedroom and smaller units (Consolidated Plan 2010-14).⁷ Not all program waiting lists maintained by the Housing Authority include bedroom size data (e.g., the Section 8 lottery); however, of those that do, the preponderance of applicant families require unit sizes of 2-bedrooms or smaller. On the other hand, the Housing Authority is aware that a growing number of tenants within its subsidized housing programs require larger (4+) bedroom sizes, and will take appropriate measures over the course of the next five years to address this.

¹ 2013 Housing Characteristics and Needs Report (HO-5), p. 38

² City of Everett 2010-2014 Consolidated Plan, p. 61

³ 2013 Housing Characteristics and Needs Report (HO-5), p. 27

⁴ US Census: Comprehensive Housing Affordability Strategy (CHAS) 2011 dataset, 2000 census data cited in City of Everett 2010-14 Consolidated Plan, p. 61

⁵ 2013 Housing Characteristics and Needs Report (HO-5), p. 46

⁶ *Ibid*, p. 47

⁷ City of Everett 2010-2014 Consolidated Plan, p. 1

Elderly and Disabled Populations

Affordable housing for seniors is an issue of growing concern, as the numbers of elderly households continues to increase as the Baby Boom generation ages. Based on the most recent US Census data, elderly persons (65 years or older) now comprise approximately 9.8% percent of Everett’s overall population; however, this percentage will increase markedly in the coming years, as 25% of the City’s population is currently between the ages of 45 to 64.⁸ According to the City’s most recent Consolidated Plan, almost 12 percent of Everett’s elderly population was living below the poverty line in 2000, compared with only 7 percent in Snohomish County.⁹ The Housing Authority recently completed the purchase of four elderly housing developments, and it will continue to factor the housing needs of this population into its long term acquisition strategy.

According to the ACS 2009-13 Census data, 14,732, or 14.6% of the City of Everett’s population are disabled. Many of these disabled individuals have extremely low fixed incomes, in the form of Social Security Disability or Supplemental Security Income, and without some form of subsidized housing, must pay a disproportionate percentage of income towards housing costs, and/or reside in sub-standard housing. The need for affordable housing for this sector of the population is evidenced by the high percentage of families with disabilities on the Housing Authority’s waiting lists: 46% of total applicants for Public Housing (Baker Heights), and 43% of households applying for the HCV program. The Housing Authority will continue to seek new ways to meet the housing needs of the disabled over the next five years, including by looking to expand the number of PBV units with wrap-around services.

Minorities

According to the ACS 2009-13 Census data, 76.5% of the City of Everett’s population is white, and this group continues to represent a significant majority of the families on program waiting lists. African-Americans, Native Americans, and Pacific Islanders make up larger proportions of the Housing Authority’s program waiting lists than their representation in the general population. Asians make up 8.3% of Everett’s population, but represent 6% of households on the Public Housing and HCV waiting lists.

Housing Needs of Families on EHA Program Waiting lists as of December 2014

Public Housing Waiting List (Baker Heights)

Need Characteristic	Number of Households	Percent of Total
Waiting list total	676	100%
Extremely low income (<30% AMI)	642	95%
Very low income (<50% AMI)	26	4%
Low income (<80% AMI)	2	<1%
Families with children*	N/A	N/A
Elderly families	74	11%
Families with disabilities	310	46%
White	493	73%
Black	78	12%

⁸ 2013 Housing Characteristics and Needs Report (HO-5), pp. 20, 33

⁹ City of Everett 2010-2014 Consolidated Plan, p. 31

Native American	18	3%
Asian	42	6%
Pacific Islander	11	2%
Other	34	4%
Ethnicity – Hispanic	54	8%
Characteristics by Bedroom Size		
1BR and Studio	450	67%
2BR	127	19%
3BR	81	12%
4BR	17	2%
6BR	1	<1%

* EHA's waitlist management software does not track ages of children on the waiting list; therefore, this data is unavailable.

HCV Waiting List (S8 Lottery, PBV, RAD PBV Programs)

Need Characteristic	Number of Households	Percent of Total
Waiting list total	3,575	100%
Extremely low income (<30% AMI)	3,388	95%
Very low income (<50% AMI)	160	4%
Low income (<80% AMI)	17	<1%
Families with children		
Elderly families	522	15%
Families with disabilities	1,548	43%
White	2,264	63%
Black	841	24%
Native American	87	2%
Asian	205	6%
Pacific Islander	68	2%
Other	110	3%
Ethnicity – Hispanic	232	6%
Characteristics by Bedroom Size		
**		
1BR and Studio	1,417	69%
2BR	374	18%
3BR	237	11%
4BR	24	1%
5+BR	1	<1%

* EHA's waitlist management software does not track ages of children on the waiting list; therefore, this data is unavailable.

**Bedroom size data is not available for applicants on the Section 8 lottery waiting list, or 1,522 of the 3,575 total, as this information is not part of the pre-application form families complete in order to be placed on this program waiting list.

Young Disabled Section 8 Waiting List

Need Characteristic	Number of Households	Percent of Total
Waiting list total	83	100%
Extremely low income (<30% AMI)	83	100%
Very low income (<50% AMI)	0	0
Low income (<80% AMI)	0	0
Families with children	N/A	N/A
Elderly families	7	8%
Families with disabilities	72	87%
White	69	83%
Black	8	10%
Native American	2	2%
Asian	3	4%
Pacific Islander	1	1%
Other	0	0%
Ethnicity – Hispanic	6	7%
Characteristics by Bedroom Size	N/A – data not applicable	

References

The following sources are cited in this report.

1. Planning Advisory Committee of Snohomish County Tomorrow -- “Housing Characteristics and Needs in Snohomish County” (pursuant to Countywide Planning Policy HO-5), January 2014
2. US Census Comprehensive Housing Affordability Strategy (CHAS) 2011
3. City of Everett 2010-2014 Consolidated Plan
4. US Census 2009-2013 American Community Survey 5 Year Estimates

9.1 Strategy for Addressing Housing Needs

During the upcoming 5-year period, EHA will utilize all HCV program resources at its disposal to address local housing needs. This will include Project-basing up to the maximum 20 percent of its Voucher program budget authority, and partnering with private and public entities that can provide related supportive services. EHA will also actively pursue all opportunities for additional, special program vouchers that come available, such as for the Non-Elderly Disabled program. EHA will actively pursue funding from sources other than the federal government, in order to increase affordable housing choices for low-income residents of Everett and the surrounding environs. Although EHA is committed to its mission, it will not be able to alleviate the significant deficit of affordable housing within its jurisdiction without significant additional resources from the federal government.

The Resident Advisory Board (RAB) has reviewed and discussed Everett Housing Authority's Five Year PHA Plan for 2015-19, and we would like to take this opportunity to present our comments. We look forward to management's response, recognizing that together we can continue to improve the quality of life for all of the agency's housing program participants.

RAB Members

Jamie Duke
Rodica Istrate
Peg Dayton
Karin Mooney
Warren Hemminger
Amelia Richardson

Development Represented

Baker Heights
Grandview
Bakerview
Bakerview
Pineview
Section 8 HCV Program

EHA Staff Liaison

Chris Neblett – Hearing Officer/Administrative Coordinator

**The RAB's Comments on Everett Housing Authority's
5-Year PHA Plan Strategic Goals and Objectives**

Strategic Goal #1: "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 workforce with high job satisfaction levels."

The RAB appreciates that EHA is committed to providing quality housing with a focus on customer service. We believe a comprehensive resident survey would be one way to implement feedback systems as a way to measure customer satisfaction. The survey should query residents about the quality of services/amenities that are offered, as well as suggestions for improvement, and/or the implementation of new services. It should also be accessible for residents with Limited English Proficiency. In order to ensure maximum participation, the RAB suggests this survey be included with the paperwork provided as part of the annual recertification process.

The RAB believes residents can play an integral role in assisting EHA to meet its objective of "develop[ing] internal systems, including auditing and other performance management tools." A suggested approach would involve regular meetings in a focus group setting between residents and a dedicated staff person who is available to record resident concerns or praise regarding staff performance. Additional ways to meet this objective might include creating a portal on the agency website dedicated to gathering performance metrics, or the use of comment cards in communal areas.

Strategic Goal #2: "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."

The RAB supports the goal of maximizing assistance dollars in order to serve the neediest members of our community. We also believe that veterans, and homeless individuals and families, should be given priority on program waiting lists, or management should dedicate Project-Based Vouchers exclusively to these groups. We also advocate for EHA to look beyond its established subsidized programs for ways to help alleviate the problem of homelessness in Everett: e.g., providing temporary housing.

Strategic Goal #3: "Reposition the remainder of EHA's Public Housing to ensure long-term availability of the resource to the community."

The RAB is excited about redevelopment options for the Baker Heights neighborhood. We encourage EHA to develop a transformation plan that will support a variety of housing for all income levels, including a maximum number of available units for low and extremely low income households. We are especially interested in the possibility that the Baker Heights redevelopment might take the form of the Choice Neighborhoods Initiative; in the event this comes to pass, we would like to see the RAB and other resident groups included in the overall planning process.

In the event Baker Heights and the surrounding area are approved for redevelopment under the Choice Neighborhoods Initiative, we encourage EHA to reach out to a wide spectrum of stakeholders, both secular and faith-based, to participate in this revitalization effort, which could include placement of health care, social services, child care, a library branch, or a utility payment center in vacant space along the North Broadway corridor. If Baker Heights goes through the disposition process under HUD's Section 18 program, the RAB looks forward to hearing more from the Executive Director regarding the opportunity for the residents to purchase the Baker Heights site.

The RAB favors EHA's plan to implement the RAD conversion plan for the Public Housing scattered sites in a way that will preserve this resource for economically challenged households. We hope this will include some type of homeownership program.

Strategic Goal #4: "EHA will improve and expand partnerships through project-basing of Housing Choice Vouchers to increase housing choices for families and individuals."

The RAB encourages EHA to seek to expand the number of Project-based Vouchers with supportive services for vulnerable populations: e.g., persons with intellectual disabilities, such as autism, or chronic mental health issues. On a related note, we encourage EHA to develop more partnerships with non-profits that can provide housing opportunities to those who are homeless.

As a final point, we request that the Executive Director, or another knowledgeable staff member, attend a future meeting of the RAB to explain the third objective listed under this goal, as it is unclear to us how the process of partnering with other housing authorities willing to project-base vouchers in EHA's jurisdiction would look.

Strategic Goal #5: "EHA will seek maximum flexibility from federal regulations and statutes in order to reduce program costs and meet local housing needs and priorities."

The RAB supports this strategic goal and its related objectives, especially the idea of seeking regulatory waivers in order to streamline program operations. Some of the program requirements we would like to see streamlined include the administration of HQS or UPCS unit inspections every two years instead of annually, a simplification of the annual recertification process, and the requirement to report income changes only at the time of a tenant's annual recertification.

An objective under this goal includes EHA's intention to participate in the Moving to Work Demonstration program. The RAB requests more information about the MTW program. We support the idea of redesigning subsidized housing programs in a way that will promote gradual income progression and economic independence for those participants who are capable of working, but we also recognize that a barrier to self-sufficiency is the lack of affordable, quality child-care. We trust that EHA will factor that into any redesign of its programs. Other ways to increase resident self-sufficiency could include basic financial literacy classes that focus on budgeting, responsible use of credit, strategies for saving, and protecting oneself against identity theft.

Strategic Goal #6: "Cultivate successful tenancies and reduce long-term dependence on subsidized housing."

At a minimum, the RAB requests EHA to retain the Resident Services department at its current staffing level, and if possible, to increase the number of available Vista or AmeriCorps workers that provide support services to residents. We encourage management to consider implementing original approaches to enhance the educational skills of tenants and their families, such as classes aimed at increasing English proficiency among our LEP population, and vocational training. This could include developing partnerships with community organizations to provide these services.

The RAB continues to advocate for management to activate its non-profit arm, Everett Housing Services, Inc., as a means to provide more options to enhance the communities in which its residents reside. We are in the process of exploring several ideas that could promote unity and understanding among EHA's residents, including an annual holiday dinner and gift exchange at the community centers.

This represents the response of Everett Housing Authority (EHA) management to the Resident Advisory Board's (RAB) comments on the PHA 5 Year Plan, effective July 1, 2015. EHA thanks the RAB for its valuable role in developing this Plan, and looks forward to our continued dialogue as EHA strives to meet its strategic goals and objectives for 2015-19.

Strategic Goal #1: "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 workforce with high job satisfaction levels."

RAB Comments

The RAB appreciates that EHA is committed to providing quality housing with a focus on customer service. We believe a comprehensive resident survey would be one way to implement feedback systems as a way to measure customer satisfaction. The survey should query residents about the quality of services/amenities that are offered, as well as suggestions for improvement, and/or the implementation of new services. It should also be accessible for residents with Limited English Proficiency. In order to ensure maximum participation, the RAB suggests this survey be included with the paperwork provided as part of the annual recertification process.

The RAB believes residents can play an integral role in assisting EHA to meet its objective of "develop[ing] internal systems, including auditing and other performance management tools." A suggested approach would involve regular meetings in a focus group setting between residents and a dedicated staff person who is available to record resident concerns or praise regarding staff performance. Additional ways to meet this objective might include creating a portal on the agency website dedicated to gathering performance metrics, or the use of comment cards in communal areas.

EHA Response

Over the next five years, EHA will periodically seek resident feedback as a way to measure its performance at meeting its strategic goals and objectives. This will require the use of efficient, technology-based systems, including the possibility of a resident survey, which will be mindful of the needs of the agency's LEP residents. EHA will keep the RAB in mind as an advisory resource as it develops customer feedback systems.

Strategic Goal #2: "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."

RAB Comments

The RAB supports the goal of maximizing assistance dollars in order to serve the neediest members of our community. We also believe that veterans, and homeless individuals and families, should be given priority on program waiting lists, or management should dedicate Project-Based Vouchers exclusively to these groups. We also advocate for EHA to look beyond its established subsidized programs for ways to help alleviate the problem of homelessness in Everett: e.g., providing temporary housing.

EHA Response

EHA is also concerned about the homeless in our community. Our agency provides 102 units of housing to this population group through the Project-Based Voucher program, partnering with other agencies and organizations to provide direct, supportive services in conjunction with this housing. As for RAB's request for priority on program waiting lists for the homeless and veterans, EHA policy already makes this provision. Homeless applicants, residents of transitional housing, and the rent-burdened have equal preference on the HCV program waiting list, and veterans are given preference on the Public Housing waiting list.

Voucher assistance and supportive services for the county's homeless veterans are available through HUD's VASH program, administered by the Housing Authority of Snohomish County (HASCO). EHA does not want to duplicate HASCO's efforts, as our agencies share a common HCV program jurisdictional area. As a final point, it is not within EHA's scope of services to provide temporary housing, but the agency will continue to support and partner with agencies and organizations that provide this resource.

Response to the RAB's Comments on Strategic Goal #3: "Reposition the remainder of EHA's Public Housing to ensure long-term availability of the resource to the community."

RAB Comments

The RAB is excited about redevelopment options for the Baker Heights neighborhood. We encourage EHA to develop a transformation plan that will support a variety of housing for all income levels, including a maximum number of available units for low and extremely low income households. We are especially interested in the possibility that the Baker Heights redevelopment might take the form of the Choice Neighborhoods Initiative; in the event this comes to pass, we would like to see the RAB and other resident groups included in the overall planning process.

In the event Baker Heights and the surrounding area are approved for redevelopment under the Choice Neighborhoods Initiative, we encourage EHA to reach out to a wide spectrum of stakeholders, both secular and faith-based, to participate in this revitalization effort, which could include placement of health care, social services, child care, a library branch, or a utility payment center in vacant space along the North Broadway corridor. If Baker Heights goes through the disposition process under HUD's Section 18 program, the RAB looks forward to hearing more from the Executive Director regarding the opportunity for the residents to purchase the Baker Heights site.

The RAB favors EHA's plan to implement the RAD conversion plan for the Public Housing scattered sites in a way that will preserve this resource for economically challenged households. We hope this will include some type of homeownership program.

EHA Response

EHA will keep the RAB informed about redevelopment plans for the Baker Heights neighborhood as conditions evolve. If redevelopment takes the form of a Choice Neighborhoods Initiative grant award, versus a Section 18 disposition, Baker Heights will be part of a larger revitalization plan for the surrounding area, and a broad spectrum of stakeholders will be involved in the planning process. On another note, EHA will make every effort to offer program participants the chance to purchase the Public Housing scattered sites, at the point most of these sites are disposed of as part of the RAD implementation plan. However, management is reluctant

to commit to an ongoing homeownership program, as it would create a significant administrative burden for the agency during a time of declining federal resources.

Strategic Goal #4: "EHA will improve and expand partnerships through project-basing of Housing Choice Vouchers to increase housing choices for families and individuals."

RAB Comments

The RAB encourages EHA to seek to expand the number of Project-based Vouchers with supportive services for vulnerable populations: e.g., persons with intellectual disabilities, such as autism, or chronic mental health issues. On a related note, we encourage EHA to develop more partnerships with non-profits that can provide housing opportunities to those who are homeless.

As a final point, we request that the Executive Director, or another knowledgeable staff member, attend a future meeting of the RAB to explain the third objective listed under this goal, as it is unclear to us how the process of partnering with other housing authorities willing to project-base vouchers in EHA's jurisdiction would look.

EHA Response

EHA is pleased the RAB endorses its plan to expand the number of Project-Based Voucher assisted units with a supportive services component. The Executive Director looks forward to discussing this topic, and answering any related questions, at a future meeting of the RAB, and to continue his commitment of attending at least three RAB meetings per year.

Strategic Goal #5: "EHA will seek maximum flexibility from federal regulations and statutes in order to reduce program costs and meet local housing needs and priorities."

RAB Comments

The RAB supports this strategic goal and its related objectives, especially the idea of seeking regulatory waivers in order to streamline program operations. Some of the program requirements we would like to see streamlined include the administration of HQS or UPCS unit inspections every two years instead of annually, a simplification of the annual recertification process, and the requirement to report income changes only at the time of a tenant's annual recertification.

An objective under this goal includes EHA's intention to participate in the Moving to Work Demonstration program. The RAB requests more information about the MTW program. We support the idea of redesigning subsidized housing programs in a way that will promote gradual income progression and economic independence for those participants who are capable of working, but we also recognize that a barrier to self-sufficiency is the lack of affordable, quality child-care. We trust that EHA will factor that into any redesign of its programs. Other ways to increase resident self-sufficiency could include basic financial literacy classes that focus on budgeting, responsible use of credit, strategies for saving, and protecting oneself against identity theft.

EHA Response

As a preliminary step towards the five-year objective of streamlining program operations, EHA plans to consult with the RAB and other tenant groups. This feedback will provide a better sense of the most burdensome program requirements and any proposed modifications from the residents' point of view. Resident self-sufficiency is one of three statutory goals of the Moving

to Work Demonstration program, and if HUD allows this agency to participate in MTW (or a successor program), it will be a core principle of EHA's program.

Strategic Goal #6: "Cultivate successful tenancies and reduce long-term dependence on subsidized housing."

RAB Comments

At a minimum, the RAB requests EHA to retain the Resident Services department at its current staffing level, and if possible, to increase the number of available Vista or AmeriCorps workers that provide support services to residents. We encourage management to consider implementing original approaches to enhance the educational skills of tenants and their families, such as classes aimed at increasing English proficiency among our LEP population, and vocational training. This could include developing partnerships with community organizations to provide these services.

The RAB continues to advocate for management to activate its non-profit arm, Everett Housing Services, Inc., as a means to provide more options to enhance the communities in which its residents reside. We are in the process of exploring several ideas that could promote unity and understanding among EHA's residents, including an annual holiday dinner and gift exchange at the community centers.

EHA Response

EHA concurs with the RAB's hopes for a fully staffed and supported resident services department. Unless prohibited by law or policy, EHA will support residents' efforts to improve their quality of life through a variety of efforts, which may include an affiliate that can access additional resources.

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: <u>WA19P006501-2012</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant 2012
Housing Authority of the City of Everett		FFY of Grant Approval <u>2012</u>

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

Final Performance and Evaluation Report Performance and Evaluation Report for Program Year Ending--12-31-14

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)	73,042.10	73,042.10	73,042.10	73,042.10
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	397,063.90	403,671.86	403,257.52	394,679.17
11	1465.1 Dwelling Equipment-Nonexpendable	5,000.00	-	-	-
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	253,315.00	253,315.00	253,315.00	253,315.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Cost	2,000.00	392.04	392.04	392.04
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

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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: <u>WA19P006501-2012</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant <u>2012</u>
Housing Authority of the City of Everett		FFY of Grant Approval <u>2012</u>

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

Final Performance and Evaluation Report
 Performance and Evaluation Report for Program Year Ending--12-31-14

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)				
20	Amount of Annual Grant (Sum of lines 2-19)	730,421.00	730,421.00	730,006.66	\$ 721,428.31
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 Emergency Conservation Measures				

Signature of Executive Director and Date	Date	Signature of Public Housing Director	Date
	4/13/2015		

- 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

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

Part II: Summary

PHA Name: **Housing Authority of the City of Everett** Grant Type and Number: **WA10P006501-2012**
 Replacement Housing Factor Grant No: _____ Date of CFFP: _____ FFY of Grant **2012**
 FFY of Grant Approval **2012**

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
141010-010082-000	Management Fee	2	73,042.10	73,042.10	73,042.10	73,042.10	Management Fee
	Administration	1410	73,042.10	73,042.10	73,042.10	73,042.10	
6001 146000-010059-001	furnace replacement	as needed	20,000.00	20,000.00	20,000.00	20,000.00	Furnace replacement. Installation costs for furnaces purchased in a previous grant
	BAKER HEIGHTS	sub for 1460	20,000.00	20,000.00	20,000.00	20,000.00	
6002 146000-010050-002	Interior renovation including but not limited to the following list. Please see next page for details. Also includes increase of bedroom count	12	342,378.90	362,784.40	362,784.40	354,206.05	Major interior renovation
6002 146000-010046-002	Replace small and large windows	phased	20,000.00	4,593.50	4,593.50	4,593.50	Replace small and large windows during unit rehab.
6002 146000-010059-002	Replacement of furnaces	Phased	5,000.00	-	-	-	Replacement of furnaces
	GRANDVIEW	sub for 1460	367,378.90	367,377.90	367,377.90	358,799.55	
6003 146000-010065-003	Investigate and repair water infiltration of 3 stacks		0.00	-	-	-	Reduced funds to cover costs of the HVAC replacement at the administration building, will be prorated between programs.
	BAKERVIEW	sub for 1460	0.00	-	0.00	0.00	
6005 146000-010068-005	Carpet replacement	Phased	0.00	-	-	-	Reduced funds to cover costs of the HVAC replacement at the administration building, will be prorated between programs.
6005 146000-010050-005	Interior renovation including but not limited to the following list. Please see next page for details. Also includes increase of bedroom count	Phased	0.00	11,593.96	11,179.62	11,179.62	Unit renovation work for scattered sites.
6005 146000-010087-005	Attic Ventilation	Phased	0.00	-	-	-	Reduced funds to cover costs of the HVAC replacement at the administration building, will be prorated between programs.
6005 146000-010043-005	roof shingles (moved roofing out of the other misc. work listed in 010054)	Phased	9,685.00	4,700.00	4,700.00	4,700.00	This was part of the listed work in the Renovation work, separated out roof replacement. We have completed one scattered site unit for roof replacement.
6005 146000-010054-005	Replacement of wood /vinyl or aluminum siding; painting, replacement of decks and rails, gutters and downspouts	Phased	0.00	-	-	-	Reduced funds to cover costs of the HVAC replacement at the administration building, will be prorated between programs.
	SCATTERED SITES	sub for 1460	9,685.00	16,293.96	15,879.62	15,879.62	
	Dwelling Structures	Total for 1460	397,063.90	403,671.86	403,257.52	394,679.17	
6002 146510-010063-002	ranges and refrigerators	12	5,000.00	-	-	-	Ranges and refrigerators replacement during rehab
	Dwelling Equipment	1465	5,000.00	-	0.00	0.00	
147510-010078	Maintenance Vehicle Replacement	1	18,000.00	18,000.00	18,000.00	18,000.00	To replace aging vehicle. Replaced vehicle June 2012

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

Part II: Summary

PHA Name: Housing Authority of the City of Everett Grant Type and Number: WA19P006501-2012
Replacement Housing Factor Grant No.: _____
Date of CFFP: _____ FFY of Grant 2012: _____
FFY of Grant Approval 2012: _____

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
C000 147510-010086-200	Administration Building HVAC Replacemant	1	235,315.00	235,315.00	235,315.00	235,315.00	Replace 40 + year old HVAC system in main administration building-costs to be prorated between departments. Overall costs of replacement is in three separate grants because of the cost to replace.
	Non-Dwelling Equipment	1475	253,315.00	253,315.00	253,315.00	253,315.00	
6002 149510-010080	Relocation Costs	as needed to each PH Project	2,000.00	392.04	392.04	392.04	Relocation Costs
	Relocation Costs	1495	2,000.00	392.04	392.04	392.04	
Grant Total			730,421.00	730,421.00	730,008.66	721,428.31	

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>WA19P006501-2012</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant <u>2012</u>
Housing Authority of the City of Everett		FFY of Grant Approval <u>2012</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	
101: Baker Heights	30-Jun-2014			30-Jun-2016			
102: Grandview	30-Jun-2014			30-Jun-2016			
103: Bakerview	30-Jun-2014			30-Jun-2016			
104: Pineview	30-Jun-2014			30-Jun-2016			
105: Scattered Sites	30-Jun-2014			30-Jun-2016			
Operations	30-Jun-2014			30-Jun-2016			
Management Improvements	30-Jun-2014			30-Jun-2016			
Administration	30-Jun-2014			30-Jun-2016			
A&E Services	30-Jun-2014			30-Jun-2016			
Non Dwelling Structures & Equipment	30-Jun-2014			30-Jun-2016			
WA006 000 100 P	Baker Heights	6001					
WA006 000 200 P	Grandview	6002					
WA006 000 300 P	Baker view	6003					
WA006 000 400 P	Pineview	6004					
WA006 000 500 P	Scattered Sites	6005					

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

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

Part 1: Summary

PHA Name: _____ Grant Type and Number: WA19P006501-2013
Replacement Housing Factor Grant No: _____
Housing Authority of the City of Everett Date of CFFP: _____

FFY of Grant 2013

FFY of Grant Approval 2013

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

Final Performance and Evaluation Report Performance and Evaluation Report for Program Year Ending--12-31-14

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)	69,004.00	69,004.00	69,004.00	69,004.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	85,500.00	85,500.00	85,399.16	85,399.16
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	201,106.55	201,106.55	173,126.11	172,452.10
11	1465.1 Dwelling Equipment-Nonexpendable	1,200.00	1,200.00	778.00	778.00
12	1470 Non-dwelling Structures	160,258.12	160,258.12	160,258.12	139,452.58
13	1475 Non-dwelling Equipment	172,972.33	172,972.33	172,972.33	127,102.47
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Cost	500.00	-	-	-
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

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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

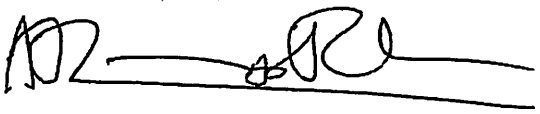
PHA Name: _____ Grant Type and Number: WA19P006501-2013 FFY of Grant 2013
 Replacement Housing Factor Grant No: _____
 Housing Authority of the City of Everett Date of CFFP: _____ FFY of Grant Approval 2013

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

Final Performance and Evaluation Report Performance and Evaluation Report for Program Year Ending--12-31-14

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)				
20	Amount of Annual Grant (Sum of lines 2-19)	690,541.00	690,041.00	661,537.71	594,188.31
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 _____

 4/13/2015

- 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

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Annual Statement / Performance and evaluation Report

Housing Authority of the City of Everett

Grant Type and Number: WA19PO06501-2013
Replacement Housing Factor Grant No: _____
Date of CFFP: _____

FFY of Grant Approval 2013

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
141010-010082-000	Management Fee	2	69,004.00	69,004.00	69,004.00	69,004.00	Management Fee
	Administration	1410	69,004.00	69,004.00	69,004.00	69,004.00	
143010	RAD Related conversion work GV & BV & PV	1430	-	85,500.00	85,399.16	85,399.16	PCA's, Surveys, Appraisals, Environmental Services
6003 145000-000000-003	Upgrade parking areas, install fencing and pole mounted lights	as needed	10,000.00	-	-	-	removed work item because of RAD conversion
	Total for 1450		10,000.00	-	-	-	
6001 146000-010059-001	furnace replacement	as needed	26,158.10	28,556.32	28,333.75	28,333.75	Furnace replacement
6002 146000-010050-002	Interior renovation including but not limited to the following list. Please see next page for details. Also includes increase of bedroom count	5	326,655.65	128,522.56	126,941.30	126,267.29	Major interior renovation
6002 146000-010046-002	Replace small and large windows	phased	37,723.25	-	-	-	Replace small and large windows
6002 146000-010059-002	Replacement of furnaces	Phased	5,000.00	-	-	-	Replacement of furnaces
6005 146000-010050-005	Interior renovation including but not limited to the following list. Please see next page for details. Also includes replacement of wood /vinyl or aluminum siding; painting, replacement of decks and rails, roof shingles, gutters and downspouts	Phased	20,000.00	20,000.00	17,851.06	17,851.06	Interior renovation including but not limited to the following list. Please see next page for details. Also
6005 146000-010054-005	Replacement of wood /vinyl or aluminum siding; painting	Phased	19,000.00	19,000.00	-	-	Replacement of wood /vinyl or aluminum siding; painting
6005 146000-010068-005	Carpet replacement	Phased	15,000.00	2,027.67	-	-	Carpet replacement
6005 146000-010087-005	Attic Ventilation	Phased	3,000.00	3,000.00	-	-	Attic Ventilation
	Dwelling Structures	Total for 1460	452,537.00	201,108.55	173,126.11	172,452.10	
6002 146510-010063-002	ranges and refrigerators	5	8,000.00	1,200.00	778.00	778.00	Ranges and refrigerators replacement during rehab
	Dwelling Equipment	1465	8,000.00	1,200.00	778.00	778.00	
COCC 147000-010092-200	Colby Office Renovations	1470	-	151,178.90	151,178.90	139,452.58	Office rehab for 24 offices to accommodate staffing needs. Will be prorated between departments
6003 147000-010067-003	BCC Office Addition	1470	-	9,079.22	9,079.22	-	HUD and explained problem with contractor not completing paperwork to be able to close out
		1470	-	160,258.12	160,258.12	139,452.58	
COCC 147510-010086-200	Administration Building HVAC Replacement	1	150,000.00	172,972.33	172,972.33	127,102.47	replace old gas furnace system in non-administration building-costs to be prorated between departments. In conjunction with the 2012
		1475	150,000.00	172,972.33	172,972.33	127,102.47	
6002 149510-010080	Relocation Costs	as needed to each PH Project	500.00	0.00	-	-	removed work item because of RAD conversion
	Relocation Costs	1495	500.00	0.00	0.00	0.00	
	Grant Total		690,041.00	690,041.00	661,537.71	594,188.31	

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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>WA19P006501-2013</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant 2013
Housing Authority of the City of Everett		FFY of Grant Approval 2013

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	
101: Baker Heights	30-Jun-2015	5-Sep-15		30-Jun-2017	8-Sep-17		Per HUD's Timeline for FY 2013 Capital Fund Program Formula Notice rec'd 08-14-13
102: Grandview	30-Jun-2015	5-Sep-15		30-Jun-2017	8-Sep-17		
103: Bakerview	30-Jun-2015	5-Sep-15		30-Jun-2017	8-Sep-17		
104: Pineview	30-Jun-2015	5-Sep-15		30-Jun-2017	8-Sep-17		
105: Scattered Sites	30-Jun-2015	5-Sep-15		30-Jun-2017	8-Sep-17		
Operations	30-Jun-2015	5-Sep-15		30-Jun-2017	8-Sep-17		
Management Improvements	30-Jun-2015	5-Sep-15		30-Jun-2017	8-Sep-17		
Administration	30-Jun-2015	5-Sep-15		30-Jun-2017	8-Sep-17		
A&E Services	30-Jun-2015	5-Sep-15		30-Jun-2017	8-Sep-17		
Non Dwelling Structures & Equipment	30-Jun-2015	5-Sep-15		30-Jun-2017	8-Sep-17		

WA006 000 100 P	Baker Heights	6001				
WA006 000 200 P	Grandview	6002				
WA006 000 300 P	Baker view	6003				
WA006 000 400 P	Pineview	6004				
WA006 000 500 P	Scattered Sites	6005				

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

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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

Grant Type and Number: WA19P006501-2014
 Replacement Housing Factor Grant No: _____
 PHA Name: _____ Date of CFFP: _____ FFY of Grant 2014
 Housing Authority of the City of Everett _____ FFY of Grant Approval 2014

<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--12-31-14					
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)	80,122.90	80,122.90	80,122.90	-		
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement	25,000.00	25,000.00	5,882.00	5,882.00		
10	1460 Dwelling Structures	305,463.10	187,707.28	-	-		
11	1465.1 Dwelling Equipment-Nonexpendable	16,000.00	5,000.00	-	-		
12	1470 Non-dwelling Structures		60,000.00	42,604.79	24,003.26		
13	1475 Non-dwelling Equipment		18,927.09	18,927.09	10,812.82		
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Cost	10,000.00	1,072.91	-	-		
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

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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

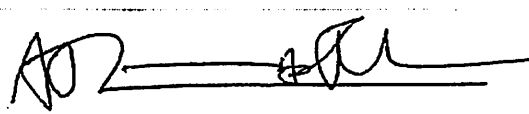
Part 1: Summary

PHA Name: Housing Authority of the City of Everett	Grant Type and Number: <u>WA19P006501-2014</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant <u>2014</u> FFY of Grant Approval <u>2014</u>
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Original Annual Statement
 Reserve for Disaster/Emergencies
 Revised Annual Statement/Revision

Final Performance and Evaluation Report
 Performance and Evaluation Report for Program Year Ending--12-31-14

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	1503	RAD Subsidy	\$ 364,643.00	\$ 423,398.82	\$ 423,398.82	\$ 423,398.82
20	Amount of Annual Grant (Sum of lines 2-19)		801,229.00	801,229.00	570,935.60	464,096.90
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 4/13/2015	Signature of Public Housing Director _____	Date _____
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- 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

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Part II: Summary

PHA Name:	Grant Type and Number: <u>WA19P006501-2014</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant 2014
Housing Authority of the City of Everett		FFY of Grant Approval 2014

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
Property	Category	Work Item #							
6002	1503		RAD Subsidy for Grandview Homes	148	211,336.00	\$245,389.09	245,389.09	245,389.09	Based on the CFP Grant amount from 2013 for this development, we are listing this as the RAD subsidy amount 06-11-14: Recalculated subsidy amount using the percentage to each property as allocated in the 2013 CFP grant
6003	1503		RAD Subsidy for Bakerview Apartments	151	111,776.00	\$129,786.74	129,786.74	129,786.74	Based on the CFP Grant amount from 2013 for this development, we are listing this as the RAD subsidy amount 06-11-14: Recalculated subsidy amount using the percentage to each property as allocated in the 2013 CFP grant
6004	1503		RAD Subsidy for Pineview Apartments	34	41,531.00	\$48,222.99	48,222.99	48,222.99	Based on the CFP Grant amount from 2013 for this development, we are listing this as the RAD subsidy amount 06-11-14: Recalculated subsidy amount using the percentage to each property as allocated in the 2013 CFP grant
			RAD SUBSIDY	1406	364,643.00	423,398.82	423,398.82	423,398.82	
200	141010		Management Fee		80,122.90	80,122.90	80,122.90	-	Management Fee
			Administration	1410	80,122.90	80,122.90	80,122.90	-	
6001	145000		fire Hydrant replacement		-	5,882.00	5,882.00	5,882.00	new work item, EMERGENCY, failed fire hydrant in development has to be replaced, work completed.
6001	145000		Playgrounds	3	25,000.00	19,118.00	-	-	To repair and upgrade existing playgrounds in the development
			Site Improvements	1450	25,000.00	25,000.00	5,882.00	5,882.00	
6001	146000		furnace replacement	Phased	30,000.00	10,000.00	-	-	Furnace replacement See below for possible detail work list. As each unit is vacated, an inspection will be conducted to list out the renovation work that will need to be completed.
6005	148000		Interior renovation to scattered sites	20	140,000.00	126,350.00	-	-	See below for possible detail work list. As each unit is vacated, an inspection will be conducted to list out the renovation work that will need to be completed.
6005	146000		Exterior renovations to scattered sites	20	135,463.10	51,347.28	-	-	
			Dwelling Structures	Total for 1480	305,463.10	187,707.28			
6005	148510		ranges and refrigerators	10	16,000.00	5,000.00	-	-	Ranges and refrigerators replacement during rehab
			Dwelling Equipment	1485	16,000.00	5,000.00			

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Part II: Summary

PHA Name:		Grant Type and Number: WA19PD06501-2014		Replacement Housing Factor Grant No.:		FFY of Grant 2014	
Housing Authority of the City of Everett		Date of CFFP:				FFY of Grant Approval 2014	
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
C0CC 147000	Office Renovation	1	-	60,000.00	42,604.79	24,003.28	Administration office rehab. This project is currently in the 2103 budget, but because of unforeseen issues need to be able to address changes.
				60,000.00	42,604.79	24,003.28	
C0CC 147510	HVAC-ROOF Replacement	1	10,000.00	18,927.09	18,927.09	10,812.82	HVAC and Roof Replacement: This project is currently in the 2012 and 2103 budget, but because of unforeseen issues need to be able to address change orders.
6001 6005 149510	Relocation Costs		10,000.00	1,072.91	0.00	0.00	relocation as needed for renovation work
	Relocation Costs	1495	10,000.00	1,072.91			
	Grant Total		80,1229.00	80,1229.00	570,935.60	464,096.90	

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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>WA19P006501-2014</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant <u>2014</u>
Housing Authority of the City of Everett		FFY of Grant Approval <u>2014</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	
101: Baker Heights	20-Jun-2016			30-Jun-2018			
102: Grandview	20-Jun-2016			30-Jun-2018			
103: Bakerview	20-Jun-2016			30-Jun-2018			
104: Pineview	20-Jun-2016			30-Jun-2018			
105: Scattered Sites	20-Jun-2016			30-Jun-2018			
Operations	20-Jun-2016			30-Jun-2018			
Management Improvements	20-Jun-2016			30-Jun-2018			
Administration	20-Jun-2016			30-Jun-2018			
A&E Services	20-Jun-2016			30-Jun-2018			
Non Dwelling Structures & Equipment	20-Jun-2016			30-Jun-2018			
WA006 000 100 P	Baker Heights		6001				
WA006 000 200 P	Grandview		6002				
WA006 000 300 P	Bakerview		6003				
WA006 000 400 P	Pineview		6004				
WA006 000 500 P	Scattered Sites		6005				

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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

Grant Type and Number: WA19P006501-2015
 Replacement Housing Factor Grant No: _____
 PHA Name: _____
 Date of CFFP: _____

FFY of Grant 2015

Housing Authority of the City of Everett

FFY of Grant Approval 2015

Original Annual Statement Reserve for Disaster/Emergencies

Revised Annual Statement/Revision

Final Performance and Evaluation Report

Performance and Evaluation Report for Program Year Ending--

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)	36,513.20			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	227,261.80			
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Non-dwelling Structures	101,357.00			
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Cost				
17	1499 Development Activities (4)				

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

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

Part 1: Summary

PHA Name: Housing Authority of the City of Everett
 Grant Type and Number: WA19P006501-2015
 Replacement Housing Factor Grant No: _____
 Date of CFFP: _____

FFY of Grant 2015
 FFY of Grant Approval 2015

Original Annual Statement Reserve for Disaster/Emergencies

Revised Annual Statement/Revision

Final Performance and Evaluation Report

Performance and Evaluation Report for Program Year Ending--

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)
 20 Amount of Annual Grant (Sum of lines 2-19)
 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

365,132.00

Signature of Executive Director and Date

Date

Signature of Public Housing Director

Date



Ashley Lommers-Johnson

MAR 25 2015

- 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
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Part II: Summary

PHIA Name Housing Authority of the City of Everett	Grant Type and Number WA19P0085D1-2015 Replacement Housing Factor Grant No. _____ Date of CFFP _____	FFY of Grant 2015 FFY of Grant Approval 2015
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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
0001 146000	Furnace Replacements	10	\$35,000.00				Emergency replacement for unit furnaces as needed
6005 146000	Interior and Exterior Renovations Dwelling Structures	5 1460	\$102,261.80 227,261.80				Interior and exterior renovations to scattered site properties. Detail listed below
141010	Management Fee Administration	1 1410	36,513.20 36,513.20				Management fee of 10% To address ADA compliance and office renovation issues
14700	ADA Compliances and office renovations	1	101,357.00				
	Grant Total		365,132.00				

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/visions.

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

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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>WA19P006501-2015</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant 2015
Housing Authority of the City of Everett		FFY of Grant Approval 2015

Part 3: Implementation Schedule Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6001: Baker Heights	30-Jun-2017	12-Apr-17		30-Jun-2019	12-Apr-19		Changed per HUD Notice of FY 2015 Capital Fund Program Timeline
6005: Scattered Sites	30-Jun-2017	12-Apr-17		30-Jun-2019	12-Apr-19		
Operations	30-Jun-2017	12-Apr-17		30-Jun-2019	12-Apr-19		
Management Improvements	30-Jun-2017	12-Apr-17		30-Jun-2019	12-Apr-19		
Administration	30-Jun-2017	12-Apr-17		30-Jun-2019	12-Apr-19		
A&E Services	30-Jun-2017	12-Apr-17		30-Jun-2019	12-Apr-19		
Non Dwelling Structures & Equipment	30-Jun-2017	12-Apr-17		30-Jun-2019	12-Apr-19		
WA006 000 100 P	Baker Heights	6001					
WA006 000 500 P	Scattered Sites	6005					

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Part I: Summary

PHA NAME/NUMBER		IWA006-HOUSING AUTHORITY OF THE CITY OF EVERETT			LOCALITY (City/County & State)		Everett-Snohomish, Washington			
		<input checked="" type="checkbox"/> Original 5-Year Plan			Revision No.					
A.	Development Number and Name	Work Statement for Year 1	Work Statement for Year 2		Work Statement for Year 3		Work Statement for Year 4		Work Statement for Year 5	
		Annual Statement	FFY	2016	FFY	2017	FFY	2018	FFY	2019
B.	WA006 000 100 P : Baker Heights									
	Physical Improvements Subtotal			92,858.20						
B.	WA006 000 500 P : Scattered Sites									
	Physical Improvements Subtotal			235,760.80		328,618.80		228,818.80		228,818.80
C.	Management Improvements									
D.	PHA-Wide Non-dwelling Structures and Equipment									
E.	Administration			36,513.20		36,513.20		36,513.20		36,513.20
F.	Other (Relocation Costs & A&E Fees)							100,000.00		100,000.00
G.	Operations									
H.	Demolition									
I.	Development									
J.	Capital Fund Financing-Debt Service									
K.	Total CFP Funds			365,132.00		365,132.00		365,132.00		365,132.00
L.	total Non-CFP Funds									
M.	Grand Total			365,132.00		365,132.00		365,132.00		365,132.00

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Part II: Supporting Pages-Physical Needs Work Statement (a)

Work Statement for Year 1 FFY 2015	Work Statement of Year 2 FFY 2016			Work Statement of Year 3 FFY 2017		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	WA008 000 100 P Baker Heights					
Annual	Furnace Replacement	10	35,000.00			
Statement	Roof Replacements		42,858.20			
	Playground Upgrades		15,000.00			
			92,858.20			
	WA008 000 500 P Scattered Sites			WA008 000 500 P Scattered Sites		
	Interior and Exterior Renovations		235,760.60	Interior and Exterior Renovations		328,618.80
			235,760.60			328,618.80
	Subtotal of Estimated Cost		\$ 328,618.80	Subtotal of Estimated Cost		\$ 328,618.80

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Capital fund Program - Five Year Action Plan **U.S. Department of Housing and Urban Development**
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4-30-2011

Part III: Supporting Pages-Management Needs Work Statement (e)		Work Statement of Year 2			Work Statement of Year 3			
Work Statement for Year 1 FFY 2015	See Annual Statement	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	
		Management Fee	2	36,513.20		2	36,513.20	
Subtotal of Estimated Cost				\$ 38,513.20	Subtotal of Estimated Cost			
				\$	\$ 36,513.20			

Part III: Supporting Pages-Management Needs Work Statement (a)

Work Statement for Year 1 FFY 2015	Work Statement of Year 4 FFY 2018			Work Statement of Year 5 FFY 2019		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Management Fee	2	36,513.20		2	36,513.20
	WA008 000 500 P Scattered Sites Application for RAD conversion			WA008 000 100 P Baker Heights Application for RAD conversion		
	PCA's, Surveys, Appraisals, Environmental Architectural services		50,000.00	PCA's, Surveys, Appraisals, Environmental Architectural services for RAD design		50,000.00
			50,000.00			50,000.00
			<u>100,000.00</u>			<u>100,000.00</u>
	Subtotal of Estimated Cost		\$ 36,513.20	Subtotal of Estimated Cost		\$ 36,513.20

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EHA Property Map Guide

6005-SCATTERED SITES					
St #	Street Name	Unit #	Yr Blt	# of Bedrooms	Style
1816	Cedar	711-6-5-20	1973	3	Single Family
2007	105th SE	711-6-5-22	1973	3	Single Family
302	76th Place SW	711-6-5-33	1973	3	Single Family
1513	Virginia	711-6-6-25	1973	3	Single Family
1620	Rainier	711-6-6-28	1973	3	Single Family
9305	3rd Place	711-6-6-36	1975	3	Single Family
727	60th SW #A	711-6-5-04	1989	3	Duplex
727	60th SW #B	711-6-5-05	1989	3	Duplex
728	60th SW #A	711-6-5-06	1989	3	Duplex
728	60th SW #B	711-6-5-07	1989	3	Duplex
608	58th Place SE #A	711-6-5-08	1989	3	Duplex
608	58th Place SE #B	711-6-5-09	1989	3	Duplex
614	58th Place SE #A	711-6-5-10	1989	3	Duplex
614	58th Place SE #B	711-6-5-11	1989	3	Duplex
620	58th Place SE #A	711-6-5-12	1989	3	Duplex
620	58th Place SE #B	711-6-5-13	1989	3	Duplex
623	58th Place SE #A	711-6-5-14	1989	3	Duplex
623	58th Place SE #A	711-6-5-15	1989	3	Duplex
1203	103rd SW #A	711-6-5-18	1989	3	Single Family
1203	103rd SW #B	711-6-5-19	1989	3	Single Family
1221	103rd #A	711-6-6-27	1989	3	Duplex
1221	103rd #B	711-6-6-28	1989	3	Duplex
712	60th #A	711-6-6-29	1989	3	Duplex
712	60th #B	711-6-6-30	1989	3	Duplex
2220	Pine	711-6-5-01	1990	4	Single Family
2030	Jackson	711-6-5-02	1990	4	Single Family
4632	College	711-6-5-03	1990	4	Single Family
1220	103rd #A	711-6-6-31	1990	3	Duplex
1220	103rd #B	711-6-6-32	1990	3	Duplex
2032	Chestnut #A	711-6-5-16	1991	3	Duplex
2032	Chestnut #B	711-6-5-17	1991	4	Duplex
1907	Chestnut #A	711-6-8-02	1992	2	Duplex
1907	Chestnut #B	711-6-8-03	1992	2	Duplex
13716	9th Avenue West	711-6-5-34	1993	3	Duplex
13716	9th Avenue West	711-6-5-35	1993	3	Duplex
2028	Chestnut #A	711-6-6-23	1993	3	Duplex
2028	Chestnut #B	711-6-6-24	1993	3	Duplex
6518	Fleming #A	711-6-6-39	1993	3	Duplex
6518	Fleming #B	711-6-6-40	1993	3	Duplex
6514	Fleming	711-6-8-01	1993	4	Single Family/HC
6068	Cady Road	711-6-8-04	1993	3	Single Family/HC



EXECUTIVE DIRECTOR
Ashley Lommers-Johnson

COMMISSIONERS
Maddy Metzger-Utt
John Mierke
George Perez, Jr.
Michele Rastovich
Lyle Ryan
Todd Taylor

April 13, 2015

Harlan Stewart, Director
Office of Public Housing
Seattle Regional Office
U.S. Department of Housing and Urban Development
909 First Avenue, Suite 360
Seattle, WA 98104-1999

Re: Housing Authority of the City of Everett/5 Year & Annual Plans

Dear Mr. Stewart:

As directed by HUD, Everett Housing Authority has emailed its 5 Year Plan covering fiscal years 2015-2019, Annual Plan for the fiscal year beginning July 1, and related attachments to you at the Seattle field office. In order to complete the Plan submission process, the following certifications are enclosed:

- Certifications of Compliance with PHA Plan and Related Regulations (Form HUD 50077)
- Certification for a Drug-free Workplace (Form HUD 50070)
- Certification of Payments to Influence Federal Transactions (Form HUD 50071)
- Disclosure of Lobbying Activities (SF-LLL)
- Civil Rights Certification (Form HUD 50077-CR)
- Certification by State or Local Official of PHA Plan's Consistency with the Consolidated Plan (Form HUD 50077-SL)

Please contact me at (425) 303-1100 if you have any questions.

Sincerely,

Ashley Lommers-Johnson
Executive Director

Encl: Six (6)

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 07/01/15, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

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

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

Housing Authority of the City of Everett
PHA Name

WA 006
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 15 - 20 19

Annual PHA Plan for Fiscal Years 20 15 - 20 16

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
<u>Michele Rastovich</u>	<u>Chair, Board of Commissioners</u>
Signature	Date
<u>Michele Rastovich</u>	<u>3/23/15</u>

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Using Authority of the City of Everett

Program/Activity Receiving Federal Grant Funding

Federally assisted housing and related employment programs

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

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

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

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

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

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

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

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

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

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

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

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

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

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

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

Name of Authorized Official

Ashley Lommers-Johnson

Title

Executive Director

Signature

Date

April 13, 2015

Sites for Work Performance

1. 3107 Colby Ave., Everett, WA 98201, Snohomish County
2. 2605 15th Street, Everett, WA 98201, Snohomish County
3. 2715 15th Street, Everett, WA 98201, Snohomish County
4. 718 Linden Street, Everett, WA 98201, Snohomish County
5. 220 ½ 98th Place SE, Everett, WA 98208, Snohomish County

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Housing Authority of the City of Everett

Program/Activity Receiving Federal Grant Funding

Federally assisted housing and related employment programs

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


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

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

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

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

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

Name of Authorized Official	Title
Ashley Lommers-Johnson	Executive Director
	Date (mm/dd/yyyy) 04/13/2015

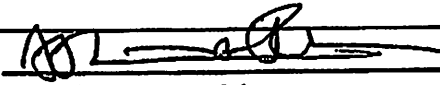
DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

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

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: HUD	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Ashley Lommers-Johnson Title: Executive Director Telephone No.: (425) 303-1100 Date: 04/13/2015	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Civil Rights Certification

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

Civil Rights Certification

Annual Certification and Board Resolution

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

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

Housing Authority of the City of Everett

WA 006

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official	Title
Michele Rastovich	Chair, Board of Commissioners
Signature <i>Michele Rastovich</i>	Date 3/23/15

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

I, David Koenig the Manager-Long Range Planning and Community Development certify that the Five Year and Annual PHA Plan of the Housing Authority of the City of Everett is consistent with the Consolidated Plan of the City of Everett prepared pursuant to 24 CFR Part 91.

DK March 4, 2015
Signed / Dated by Appropriate State or Local Official

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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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>PHA Name: <u>Housing Authority of the City of Everett</u> PHA Code: WA 006 PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2019</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>69</u> Number of Housing Choice Vouchers (HCVs) <u>3,160</u> Total Combined Units/Vouchers <u>3,229</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. 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"> Everett Housing Authority's main office at 3107 Colby Ave., Everett, WA 98201 Baker Heights/Bakerview Rental office at 1401 Poplar, Everett, WA 98201 <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </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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		PH	HCV																														
Lead PHA:																																	

B. Annual Plan Elements						
B.1	<p>Revision of PHA Plan Elements.</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 type="checkbox"/> <input checked="" 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): See attachment a01</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review. See attachment b01</p>					
B.2	<p>New Activities.</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. See attachment c01</p>					
B.3	<p>Civil Rights Certification.</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. See attachment d01</p>					

B.4	<p>Most Recent Fiscal Year Audit.</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.5	<p>Progress Report.</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.6	<p>Resident Advisory Board (RAB) Comments.</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.7	<p>Certification by State or Local Officials.</p> <p><i>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.</i> See attachment g01</p>
B.8	<p>Troubled PHA.</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>
C.	<p>Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
C.1	<p>Capital Improvements. 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)(c))

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. (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(i))

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."

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	\$605,848
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 early 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 \$605,848 on major renovations to its administrative offices in Everett. For the Colby office this will include the creation of additional office space and new conference room, possible installation of an elevator, and an overhaul of the employee restrooms. For the Facilities office this will include minor exterior and interior renovations.

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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.

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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.

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**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.

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

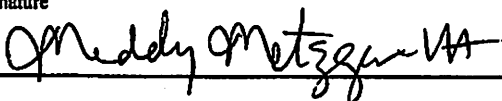
Title

Maddy Metzger-Utt

Chair, Board of Commissioners

Signature

Date



3/25/19

Progress Report – 5 Year Plan Goals and Objectives	
Goal One: 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.	
<i>Objectives</i>	<i>Progress By Annual Plan Year</i>
<p>1. Implement feedback systems to improve customer satisfaction and become a more responsible community partner.</p>	<p><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>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.</p>
	<p><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>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.</p> <p>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.</p>
	<p><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>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.</p> <p>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.</p> <p>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>

	<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, 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 style="text-align: center;"><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 style="text-align: center;"><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>
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	<p style="text-align: center;"><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 style="text-align: center;"><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</p>

	<p>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 style="text-align: center;"><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>
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	<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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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>Goal Two: 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>	
<p>Objectives</p>	<p>Progress By Annual Plan Year</p>
<p>1. Achieve 100% voucher and budget utilization annually.</p>	<p style="text-align: center;"><u>Year 1, Beginning July 1, 2015</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 style="text-align: center;"><u>Year 2, Beginning July 1, 2016</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 style="text-align: center;"><u>Year 3, Beginning July 1, 2017</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 Snohomish County Housing Authorities continues to present a challenge to EHA's objective to achieve 100% voucher utilization.</p>
	<p style="text-align: center;"><u>Year 4, Beginning July 1, 2018</u></p> <p>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 style="text-align: center;"><u>Year 1, Beginning July 1, 2015</u></p> <p>The HCV department trained staff and implemented a revised Administrative Plan that was adopted effective May 1, 2015.</p>

	<p>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> 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> 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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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>Goal Three: Reposition the remainder of EHA’s Public Housing to ensure long-term availability of the resource to the community.</p>	
<p style="text-align: center;"><i>Objectives</i></p>	<p style="text-align: center;">Progress By Annual Plan Year</p>
<p>1. Develop and seek approval of a Section 18 Demolition/Disposition application or a RAD Conversion Plan for Baker Heights.</p>	<p style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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. 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 style="text-align: center;"><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 style="text-align: center;"><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 syndication 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 style="text-align: center;"><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 style="text-align: center;"><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>
<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>	<p style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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>

Goal Four: EHA will improve and expand partnerships through project-basing of Housing Choice Vouchers to increase housing choices for families and individuals.	
<i>Objectives</i>	<i>Progress By Annual Plan Year</i>
<p>1. Maximize the percentage of existing Housing Choice Voucher Program resources that can be used as project-based assistance.</p>	<p><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.</p>
	<p><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.</p>
	<p><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.</p>
	<p><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)</p>
<p>2. Pursue additional vouchers that may be available for this purpose.</p>	<p><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.</p>
	<p><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.</p>

	<p align="center"><u>Year 3, Beginning July 1, 2017</u></p> <p>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.</p>
	<p align="center"><u>Year 4, Beginning July 1, 2018</u></p> <p>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.</p>
<p>3. Partner with other housing authorities that are willing to project-base vouchers in EHA’s jurisdiction.</p>	<p align="center"><u>Year 1, Beginning July 1, 2015</u></p> <p>EHA is in the process of exploring this option with Tacoma Housing Authority.</p>
	<p align="center"><u>Year 2, Beginning July 1, 2016</u></p> <p>EHA is awaiting further guidance from HUD regarding the implementation of HOTMA before further exploring this idea.</p>
	<p align="center"><u>Year 3, Beginning July 1, 2017</u></p> <p>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.</p>
	<p align="center"><u>Year 4, Beginning July 1, 2018</u></p> <p>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.</p>
<p>4. Cultivate additional partners who can create housing options for households who need intensive support services to succeed as tenants.</p>	<p align="center"><u>Year 1, Beginning July 1, 2015</u></p> <p>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 consumption of emergency services (911, EPD, EFD) by this population.</p>
	<p align="center"><u>Year 2, Beginning July 1, 2016</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 align="center"><u>Year 3, Beginning July 1, 2017</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 align="center"><u>Year 4, Beginning July 1, 2018</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>
<p>5. Increase the availability of subsidized housing options for the growing elderly population in Snohomish County.</p>	<p align="center"><u>Year 1, Beginning July 1, 2015</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> <hr/> <p align="center"><u>Year 2, Beginning July 1, 2016</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> <hr/> <p align="center"><u>Year 3, Beginning July 1, 2017</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 style="text-align: center;"><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>
<p>6. Provide opportunities for extremely low income households to live in mixed income communities with access to good schools and other amenities.</p>	<p style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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</p>

	those properties. This is a medium-term effort to replace Baker Heights units in such neighborhood.
Goal Five: EHA will seek maximum flexibility from federal regulations and statutes in order to reduce program costs and meet local housing needs and priorities.	
Objectives	Progress By Annual Plan Year
1. Seek waivers from federal regulations to streamline program operations, create and increase housing choices, and increase resident self-sufficiency.	<u>Year 1, Beginning July 1, 2015</u> 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.
	<u>Year 2, Beginning July 1, 2016</u> EHA did not seek a waiver in regard to the administration of its housing programs in 2016-17.
	<u>Year 3, Beginning July 1, 2017</u> EHA did not seek a waiver in regard to the administration of its housing programs in 2017-18.
	<u>Year 4, Beginning July 1, 2018</u> EHA did not seek a waiver in regard to the administration of its housing programs in 2018-19.
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>Year 1, Beginning July 1, 2015</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>Year 2, Beginning July 1, 2016</u> EHA will develop a competitive MTW application.
	<u>Year 3, Beginning July 1, 2017</u> EHA was not eligible for the open slots in MTW, which were targeted at smaller PHAs with under 1,000 units.
	<u>Year 4, Beginning July 1, 2018</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>Year 1, Beginning July 1, 2015</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>Year 2, Beginning July 1, 2016</u> EHA is awaiting new HOTMA implementing regulations to explore the full benefits of its streamlining provisions.

	<p align="center"><u>Year 3, Beginning July 1, 2017</u></p> <p>There were no opportunities to pursue this objective over the course of the Plan year to date.</p>
	<p align="center"><u>Year 4, Beginning July 1, 2018</u></p> <p>There were no opportunities to pursue this objective over the course of the Plan year to date.</p>
<p align="center">Goal Six: Cultivate successful tenancies and reduce long-term dependence on subsidized housing.</p>	
<p>Objectives</p>	<p align="center">Progress By Annual Plan Year</p>
<p>1. Pursue local, state, and federal grants and other financial resources to support strategies designed to achieve these two objectives.</p>	<p align="center"><u>Year 1, Beginning July 1, 2015</u></p> <p>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.</p>
	<p align="center"><u>Year 2, Beginning July 1, 2016</u></p> <p>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>
	<p align="center"><u>Year 3, Beginning July 1, 2017</u></p> <p>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 align="center"><u>Year 4, Beginning July 1, 2018</u></p> <p>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 align="center"><u>Year 1, Beginning July 1, 2015</u></p> <p>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</p>

	<p>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 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</p>

	<p>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 program (e.g., HUD FSS Coordination Grant).</p>	<p style="text-align: center;"><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>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 alternate funding sources for its FSS Coordinator position upon the expiration of the Building Changes Grant.</p>
	<p style="text-align: center;"><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>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 style="text-align: center;"><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>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 style="text-align: center;"><u><i>Year 4, Beginning July 1, 2018</i></u></p> <p>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 style="text-align: center;"><u><i>Year 1, Beginning July 1, 2015</i></u></p> <p>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 style="text-align: center;"><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> <hr/> <p style="text-align: center;"><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> <hr/> <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>
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<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"> • 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. • 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).
	<p style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><u><i>Year 2, Beginning July 1, 2016</i></u></p> <p>In keeping with a goal set last year, 100% of 7th and 8th 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 style="text-align: center;"><u><i>Year 3, Beginning July 1, 2017</i></u></p> <p>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 & 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 & 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>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><u><i>Year 4, Beginning July 1, 2018</i></u> 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 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.-</p>

Resident Advisory Board Comments on 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.

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**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, Rebecca McCrary, the Housing & Community Development Programs Mgr
Official's Name *Official's Title*

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

Everett Housing Authority

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, Everett, Washington

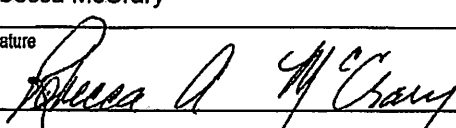
Local Jurisdiction Name

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.

Consistency areas include achieving affordable housing choices for low income households in the community through the HCV and PBV programs, rehabilitating existing PHA controlled housing, and replacement housing. The goals of providing public services programs are met by EHA programs such as the self-sufficiency support for its residents. EHA intends to improving living conditions in the neighborhood with the community center project at Grandview this year.

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
Rebecca McCrary	Housing & Community Development Program Manager
Signature	Date
	February 19, 2019

Annual Plan for Housing Authority of the City of Everett (WA 006) eff. 07/01/19

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
Housing Authority of the City of Everett		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
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

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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: _____	FFY of Grant 2017
Housing Authority of the City of Everett	Date of CFFP: _____	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)				
20	Amount of Annual Grant (Sum of lines 2-19)	393,525.00	-	209,537.39	196,172.20
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

- 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
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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
Office of Public and Indian Housing
PMB No. 2577-0226
Expires 4-30-2011

Part II: Summary

PHA Name: Housing Authority of the City of Everett	Grant Type and Number: WA19P006501-2017 Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant 2017 FFY of Grant Approval 2017
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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%
	Administration	1410	39,352.50	39,352.50	39,352.50	39,352.50	
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
	Dwelling Structures	1460	150,000.00	150,000.00	19,980.00	19,980.00	
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
		1470	60,000.00	204,172.50	150,204.89	136,839.70	
6004 449540	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
	Relocation Costs	1495	144,172.50				
	Grant Total		393,525.00	393,525.00	209,537.39	196,172.20	

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

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

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

- 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

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

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)				
20	Amount of Annual Grant (Sum of lines 2-19)	612,819.00	-	-	-
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security-Soft Costs				
24	Amount of Line 20 Related to Security-Hard Costs				
25	Amount of Line 20 Related to Energy Conservation Measures				

Signature of Executive Director and Date	Date	Signature of Public Housing Director	Date

- 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

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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
 Office of Public and Indian Housing
 PMB No. 2577-0226
 Expires 4-30-2011

Part II: Summary

PHA Name: Housing Authority of the City of Everett		Grant Type and Number: WA19P006501-2018 Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant 2018 FFY of Grant Approval 2018
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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
	Administration	1410	60,584.00	61,281.00	61,281.00		
6005 146000	Interior and Exterior Renovations	5	150,000.00	150,000.00	-	-	Interior and exterior renovations to scattered site properties. Detail listed below
	Dwelling Structures	1460	150,000.00	150,000.00			
NAWASD 147000	Colby Office Rehab	1	395,264.00	401,538.00	-	-	office renovations, HUD provided additional funding on 09-30-18
		1470	395,264.00	401,538.00			
	Grant Total		605,848.00	612,819.00	61,281.00		

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

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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: Housing Authority of the City of Everett	Grant Type and Number: <u>WA19P006501-2018</u> Replacement Housing Factor Grant No: _____ Date of CFFP: _____	FFY of Grant <u>2018</u> FFY of Grant Approval <u>2018</u>
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Part 3: Implementation Schedule	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
	Dev #/Activities						
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					

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5 Year Plan for Capital Fund Grant		Year 1	Year 2	Year 3	Year 4	Year 5
Property	Work Item	2019	2020	2021	2022	2023
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
	Total Estimated Cost	605,848.00	393,525.00	393,525.00	393,525.00	393,525.00
	Estimated Grant Amount	605,848.00	393,525.00	393,525.00	393,525.00	393,525.00
	Balanced	-	-	-	-	-
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 addt'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 displaced Baker Heights residents <i>who are eligible to receive a TPV issued by EHA. The preference applies for the initial relocation from the qualifying property only.</i>
756	Northstar	38 units	Disabled and receiving supportive services	38 units Disabled and receiving supportive services
757	Bridgescreek	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 displaced Baker Heights residents <i>who are eligible to receive a TPV issued by EHA. The preference applies for the initial relocation from the qualifying property only.</i>
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/unstably housed adults with mental health disabilities
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Resolution No. 1470

Adopting 2019 Annual Plan

WHEREAS, the Everett Housing Authority has previously developed and adopted a Five-Year Plan for the five-year period commencing July 2015, as required by the Quality Housing and Work Responsibility Act of 1998; and

WHEREAS, the Everett Housing Authority has now developed an Annual Plan for the year commencing July 2019; and

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

WHEREAS, the Everett Housing Authority established and worked with a Resident Advisory Board in the development of its Plans, and has consulted with the Board to solicit its comment on the 2019 Annual Plan, as documented in this most recent Plan; and

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

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

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

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

WHEREAS, the Everett Housing Authority has prepared its Plan, required attachments, and supporting documentation in accordance with the most recent directives contained in HUD Notice PIH 2015-18.

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

Section 1: The 2019 Annual Plan, a copy of which is attached to the original of this resolution, is hereby approved.

Section 2: The Chair or, in the Chair's absence, the Vice-Chair and the Executive Director are hereby authorized and directed to execute any certifications or other documents necessary to finalize this approval.


Section 3: The Executive Director is further authorized to immediately transmit to the U.S. Department of Housing and Urban Development a copy of this Resolution together with the Plans; executed Certification and other required Attachments.

Adopted by the Board of Commissioners of the Housing Authority of the City of Everett, Washington, this 25th day of March, 2019.



Chair, Board of Commissioners

Attest:



Secretary

The Executive Director concluded by noting that after months of negotiations, management and the Teamsters union were close to finalizing a collective bargaining agreement for maintenance employees.

Consent Agenda

Commissioner Perez moved for approval of the Consent Agenda, and Commissioner Warren-Barbour seconded the motion. The Consent Agenda contained the following items:

1. Section 8 Payments for the Months of October, November, December 2018
2. Summary of Vouchers for the months of October, November, December 2018
3. Approve Minutes of the Annual Meeting Held on November 13, 2018
4. Approve Additional Revision to Updated Telecommuting Policy

Public Hearing on Proposed 2019-20 Annual PHA Plan

At 12:32 p.m. Chair Metzger-Utt called for a motion to convene the public hearing on the Housing Authority's proposed Annual Plan, which will be effective July 1, 2019.

Commissioner Taylor motioned to convene the hearing, Commissioner Warren-Barbour seconded the motion, and the floor was opened to comment on the proposed Plan. No comments were presented at the hearing, and Hearing Officer/Administrative Coordinator Neblett reported none were received over the course of the 45-day review period leading up to this hearing, or from the Resident Advisory Board.

Mr. Neblett said the proposed Plan represents the last year of the current Five-Year Plan cycle, then reviewed some of the activities covered under this proposed Plan, including but not limited to commencing with the sale of the Public Housing Scattered Sites, vacating remaining tenants from Baker Heights, proceeding with plans to sell the majority of the Baker Heights site once it is completely vacated, and moving forward with plans to develop up to 200 mixed income units – to include up to 80 units for extremely low-income homeless families – on a portion of the Baker Heights site.

Executive Director Ashley Lommers-Johnson said the proposed Plan also includes several revisions to the Housing Choice Voucher program policy, most notably the elimination of the requirement that an applicant family be rent-burdened, homeless, or living in transitional housing in order to qualify for a local preference on the waiting list. Although the Housing Authority solicited feedback from local stakeholders on this proposed change to the preference, only one person showed up at a meeting coordinated for that purpose. The Executive Director said the Board will be asked to assist with the development of the Five-Year Plan required by HUD and a broader Five-Year Strategic Plan.

Chair Metzger-Utt called once more for public comment on the proposed Plan, and receiving none, called for a motion to close the hearing. Commissioner Perez moved to close the public hearing on the proposed Annual Plan, Commissioner Taylor seconded, and the public hearing ended at 12:44 p.m.

Everett Housing Authority Proposed Annual Plan Effective July 1, 2019

w/Supporting Material

- Public Review Period January 10 through February 24, 2019
- Written comments on the draft Plan may be submitted in person at EHA's administrative office – 3107 Colby Ave., Everett—by mail (PO Box 1547, Everett, WA 98206, Attn: Chris Neblett), or via email to chrisn@evha.org
- A Public Hearing on the draft Plan and comments on it will be held at the February regular meeting of the Board of Commissioners, scheduled for:

Monday, February 25, 2019

Everett Housing Authority Main Office

3107 Colby Avenue, Everett, WA 98201

12:30 p.m.

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Tab 1	Draft Annual Plan
Tab 2	Capital Fund Statements/5 Year Action Plan
Tab 3	Proposed Revisions to Voucher Program Administrative Plan (eff. 07/01/2019)

Attendance Sheet for Resident Advisory Board Meeting – December 5, 2018

Name	Housing Program (Name of EHA Property or "Section 8 Voucher")	Email
Joyce GRIFFIN	BAKERVIEW	joyce.griffin@hotmail.com
Yasmin Thalib	Scattered site	yesyasmina@hotmail.com
Deneleapaga	Bakerview	deneleapaga@gmail.com
Dana K. Lopez	Bakerview	kotomara195@gmail.com
ZONA K. CRAWFORD	EAGLES LANDING APTS.	zonacrawford@gmail.com
Levi Gaston	Bakerview	levi.gaston.com
Felita Hernandez	Bakerview	dezma@yahoo.com

P.136

Attendance Sheet for Community Stakeholder Meeting re EHA Revision of Waiting List Preferences & Subsidy Standards – December 18, 2018

Name	Organization	Email
Becky Megard	DVS	Becky@dvs-soace.or



Service
Integrity
Respect
Community
Leadership
Wisdom
Creativity

January 14, 2019

TO: Interested Individuals and Organizations

SUBJECT: Review and Comment Period for Everett Housing Authority's 2019-20 Annual Plan

The Federal Department of Housing & Urban Development (HUD) requires all Public Housing Agencies (PHAs) that operate Federal public housing and administer Section 8 Housing Choice Voucher programs to develop a Five-Year Plan with successive annual updates. The Five-Year Plan describes the PHA's long-range goals and objectives, and the Annual Plan documents how these will be implemented over the upcoming fiscal year. A draft of Everett Housing Authority's Annual Plan for the fiscal year beginning July 1, 2019 is now available for public review and comment.

All interested persons can view the draft Annual Plan by visiting the Housing Authority's administrative office at 3107 Colby, Everett during regular business hours (9 a.m. to noon & 1 p.m. to 4 p.m., Monday through Thursday), or on the agency website: www.evha.org. Written comments on the Plan may be submitted in person at the administrative office, by mail (Everett Housing Authority, P.O. Box 1547, Everett, WA 98206, Attn: Chris Neblett), or via email to chrisn@evha.org.

A formal public hearing on the Annual Plan will take place at the Colby administrative office on Monday, February 25, 2019 at 12:30 p.m., at which time the Housing Authority's Board of Commissioners will be presented with the proposed Annual Plan and comments on it. Persons with disabilities or limited English proficiency who need assistance or accommodations in order to participate in the hearing should contact me as soon as possible at the below listed contact. Any questions about the Plan and/or the approval process should also be directed to my attention.

Sincerely,

Chris Neblett

Chris Neblett
Administrative Coordinator
(425) 303-1186
chrisn@evha.org



Everett Daily Herald

Affidavit of Publication

State of Washington }
County of Snohomish } ss

Dicy Sheppard being first duly sworn, upon oath deposes and says: that he/she is the legal representative of the Everett Daily Herald a daily newspaper. The said newspaper is a legal newspaper by order of the superior court in the county in which it is published and is now and has been for more than six months prior to the date of the first publication of the Notice hereinafter referred to, published in the English language continually as a daily newspaper in Snohomish County, Washington and is and always has been printed in whole or part in the Everett Daily Herald and is of general circulation in said County, and is a legal newspaper, in accordance with the Chapter 99 of the Laws of 1921, as amended by Chapter 213, Laws of 1941, and approved as a legal newspaper by order of the Superior Court of Snohomish County, State of Washington, by order dated June 16, 1941, and that the annexed is a true copy of EDH840706 PUBLIC HOUSING PLAN as it was published in the regular and entire issue of said paper and not as a supplement form thereof for a period of 1 issue(s), such publication commencing on 01/10/2019 and ending on 01/10/2019 and that said newspaper was regularly distributed to its subscribers during all of said period.

The amount of the fee for such publication is \$86.80.

Dicy Sheppard

Subscribed and sworn before me on this 10 day of January, 2019.

Aubrey Knapp
Notary Public in and for the State of Washington.

AUBREY KNAPP
Notary Public
State of Washington
My Commission Expires
July 30, 2022

Everett Housing Authority Public Housing Agency Plan
The Everett Housing Authority is required by Federal regulations to prepare a Five-Year/Annual Public Housing Agency Plan for its Public Housing and Housing Choice Voucher programs. A draft of the proposed Annual Plan effective July 1, 2019 (year five of the current Five-Year Plan) is now available for public review and comment.

All interested persons can view the draft Annual Plan by visiting the Housing Authority's administrative office at 3107 Colby, Everett during regular business hours (9 a.m. to noon & 1 p.m. to 4 p.m., Monday through Thursday), or on the agency website: www.evha.org. Written comments may be submitted in person at the administrative office; by mail, to Everett Housing Authority, Attn. Chris Neblett, P.O. Box 1547, Everett, WA 98206-1547; or via email to chrisn@evha.org.

The Board of Commissioners of the Housing Authority will conduct a public hearing for the purpose of receiving formal comments on the draft Annual Plan. All interested persons are invited to attend the public hearing to make public comments. The public hearing is scheduled for:

Monday, February 25, 2019
Everett Housing Authority Main Office
3107 Colby Avenue, Everett, WA 98201
12:30 p.m.

Persons with disabilities or limited English proficiency who need assistance or accommodations in order to participate in the hearing should contact Chris Neblett as soon as possible at (425) 303-1186, or via email at chrisn@evha.org.

Ashley Lommers-Johnson
Executive Director
Published: January 10, 2019.

EDH840706