

# **Sedro-Woolley Housing Authority**

## **MEETING OF THE BOARD OF COMMISSIONERS**

**Thursday, October 8, 2015**

**10:45 am**

**Hillsvew Apartments**

### **-Agenda-**

**I. Call to Order**

**II. Roll Call**

**III. Approval of Minutes**

A. August 20, 2015 Board of Commissioners' Meeting Minutes **1**

**IV. Consent Items**

A. Approval of Voucher Report August 1, 2015 to September 30, 2015 **2**

**V. Resolution for Discussion & Approval**

A. Resolution No. 450: Adoption of the Sedro-Woolley Housing Authority combined 5-year and FY 2011 Annual Agency Plan **3**

**VI. Financial Reports**

A. August 2015 Financial Report **4**

**X. Housing Management Report**

A. Housing Management Report for August & September 2015 **5**

**XI. Construction Update **6****

**XII. New Business**

**XIII. Adjournment**

**Next Meeting**  
December 17, 2015

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MINUTES OF THE MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

August 20, 2015

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:45 a.m. on Thursday, August 20, 2015 in the Community Room of the Hillview Apartments.

II. Roll Call

**Present:** Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Lee Elliot, Commissioner KB Johnson and Commissioner Kacy Johnson

III. Approval of Minutes

Chair Fellers called for approval of the minutes of the June 18, 2015 Board of Commissioners' Meeting Minutes. Commissioner Kacy Johnson moved for approval of the minutes, seconded by Commissioner KB Johnson. The motion to approve the minutes unanimously passed.

IV. Consent Items

A. Approval of Voucher Report – June 1, 2015 to July 31, 2015

The Voucher Report for June 1, 2015 to July 31, 2015 was presented to the Board of Commissioners as contained in the meeting packets.

Commissioner KB Johnson moved for approval of the vouchers, seconded by Commissioner Kacy Johnson and the motion unanimously passed.

V. Resolution for Discussion & Approval

None.

VI. Financial Reports

A. June 2015 Financial Report

Jeff Friend, Financial Reporting Manager, briefed the board on the June 2015 Financial Report as was contained in the meeting packets.

VII. Housing Management Report

A. Housing Management Report for June & July 2015

Yichuan Zhao, Northeast Property Manager, briefed the Board of Commissioners on the Housing Report for June and July 2015 as was contained in the meeting packets.

**IX. New Business**

Bill Cook, Director of Public Housing, reminded board members that staff will bring a Resolution to adopt the 2015 Sedro-Woolley Housing Authority Annual Plan to the next meeting for the board's consideration.

**XI. Adjournment**

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:30 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY

\_\_\_\_\_  
LAURIE FELLERS, Chair  
Board of Commissioners

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STEPHEN J. NORMAN  
Executive Director

DRAFT FOR APPROVAL

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# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Craig Violante, Director of Finance  
**DATE:** September 30, 2015

**RE:** Approval of Vouchers August 1, 2015 to September 30, 2015

I, Craig Violante, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the expenditures represented by the summary listed below were just obligations of the Sedro-Woolley Housing Authority, and that I am authorized to authenticate and certify said claims.

\_\_\_\_\_  
Craig Violante  
Director of Finance  
September 30, 2015

## Expenditures to Sedro-Woolley

Operations	
Directly to Cedar Grove	10,678.51
Directly to Hillsvieiw	22,922.57
<b>Total Expenditures</b>	<u><u>\$33,601.08</u></u>

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
180001	Suspense-Tenant Refunds	100.00	MACKENZIE ROBERTSON	TENANT REFUND	9/18/2015	251297
264000	LT Debt-Lease	172.17	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	9/4/2015	250950
410000	Admin Supplies	2.78	REPOSITE TECHNICAL PRINT	PRINGING	9/4/2015	250964
410000	Admin Supplies	0.35	CDW/COMPUTER CENTERS INC	PLANTONICS ENCORE	9/18/2015	251214
410000	Admin Supplies	0.13	CDW/COMPUTER CENTERS INC	PLANTRONICS A10 CABLE CONVERTER	9/18/2015	251214
411101	Computer Equip-Software	0.34	THREATTRACK SECURITY INC	50 EMAIL SECURITY SEATS	8/7/2015	250442
411101	Computer Equip-Software	0.69	CDW/COMPUTER CENTERS INC	MCAFFEE PROTECTION	9/11/2015	251068
411102	Computer Equip-Hardware Maint	0.92	CENTURYLINK	SUPPORT SVCS	9/25/2015	251431
411103	Computer Equip-Software Maint	0.11	METROPARK COMMUNICATIONS INC	SILVER SHIELD SUPPORT	8/7/2015	250465
411103	Computer Equip-Software Maint	1.02	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS	8/7/2015	250505
411103	Computer Equip-Software Maint	0.83	EVERGREEN ID SYSTEMS	ID SYSTEM	8/28/2015	250880
411103	Computer Equip-Software Maint	1.01	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS SEPT 2015	9/4/2015	251006
411901	Equip-Other-Leased/Rented	0.40	TREBRON COMPANY INC	IBM MONTHLY LEASE	8/7/2015	250443
411901	Equip-Other-Leased/Rented	0.03	KONICA MINOLTA	SN A1UE011014949	8/14/2015	250589
411901	Equip-Other-Leased/Rented	0.70	NEOPOST USA INC	SN DA1208514754 SN 4129955LD09220234	8/14/2015	250651
411901	Equip-Other-Leased/Rented	0.40	TREBRON COMPANY INC	MONTHLY LEASE	9/11/2015	251088
411901	Equip-Other-Leased/Rented	0.03	KONICA MINOLTA	SN A1UE011014949	9/18/2015	251229
411901	Equip-Other-Leased/Rented	0.80	MAILFINANCE INC	QTRLY LEASE MAILING MACHINE	9/25/2015	251457
420100	Professional Services-Accounting	36.04	KEY BANK	AUG COLLECTIONS CORP RECOVERIES	9/18/2015	251204
420101	Professional Services-Auditing	677.55	STATE AUDITOR S OFFICE	AUDIT SERVICES	8/21/2015	250687
420101	Professional Services-Auditing	1,450.06	STATE AUDITOR S OFFICE	AUDIT SERVICES	9/25/2015	251325
421901	Admin Contracts-Records Management	1.69	NET2VAULT LLC	SET UP FEE	9/18/2015	251294
440100	Travel-Non-training Related-Local-Mileage	1.56	MARSHA PREMEL	8/4-31/15 MILEAGE	9/4/2015	251004
450002	Comm-Phones Lines-Service-Digital Voice	0.13	911 ETC INC	GATEWAY MONTHLY CHARGE	9/4/2015	250952
491000	Admin Exp-Criminal/Background Checks	9.05	NATIONAL CREDIT REPORTING	CREDIT CHECK	8/14/2015	250583
491000	Admin Exp-Criminal/Background Checks	8.62	WASHINGTON STATE PATROL	BACKGROUND CHECKS	8/21/2015	250698
491000	Admin Exp-Criminal/Background Checks	6.10	NATIONAL CREDIT REPORTING	CREDIT CHECK	9/11/2015	251089
491000	Admin Exp-Criminal/Background Checks	8.47	WASHINGTON STATE PATROL	AUG 2015 BACKGROUND CHECKS	9/25/2015	251346
493000	Other Admin Exp-Postage	9.53	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	8/14/2015	250545
493000	Other Admin Exp-Postage	6.06	MAIL ADVERTISING BUREAU INC	TENANT MAILING	8/28/2015	250802
493000	Other Admin Exp-Postage	4.39	HASLER TOTAL FUNDS	POSTAGE	9/4/2015	250969
493000	Other Admin Exp-Postage	9.50	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	9/11/2015	251054
493100	Other Admin Exp-Mail Handling	3.28	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	8/14/2015	250545
493100	Other Admin Exp-Mail Handling	5.42	MAIL ADVERTISING BUREAU INC	TENANT MAILING	8/28/2015	250802
493100	Other Admin Exp-Mail Handling	2.02	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	9/11/2015	251054
520104	Social Service Contracts-Interpretation	0.03	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/4/2015	250922
520104	Social Service Contracts-Interpretation	1.60	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/4/2015	250922
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	JULY 2015 LANDSCAPE MAINT	8/21/2015	250748
620013	Occup Exp-Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	AUG 2015 LANDSCAPING	9/11/2015	251143
620016	Occup Exp-Maint Contracts-Hazardous Material	750.00	CONSTRUCTION GROUP INTER LLC	ASBESTOS ABATEMENT	8/14/2015	250593
660000	Occup Exp-Utilities-Water	107.35	PUBLIC UTILITY DISTRICT #1	W	9/11/2015	251128

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Exp-Utilities-Water	69.01	PUBLIC UTILITY DISTRICT #1	W	9/11/2015	251128
660000	Occup Exp-Utilities-Water	107.35	PUBLIC UTILITY DISTRICT #1	W	9/11/2015	251128
660000	Occup Exp-Utilities-Water	95.85	PUBLIC UTILITY DISTRICT #1	W	9/11/2015	251128
660000	Occup Exp-Utilities-Water	80.51	PUBLIC UTILITY DISTRICT #1	W	9/11/2015	251128
660000	Occup Exp-Utilities-Water	107.35	PUBLIC UTILITY DISTRICT #1	W	9/11/2015	251128
660000	Occup Exp-Utilities-Water	80.51	PUBLIC UTILITY DISTRICT #1	W	9/11/2015	251128
660000	Occup Exp-Utilities-Water	115.02	PUBLIC UTILITY DISTRICT #1	W	9/11/2015	251128
660000	Occup Exp-Utilities-Water	65.18	PUBLIC UTILITY DISTRICT #1	W	9/11/2015	251128
660000	Occup Exp-Utilities-Water	49.14	PUBLIC UTILITY DISTRICT #1	W	9/11/2015	251128
660000	Occup Exp-Utilities-Water	99.68	PUBLIC UTILITY DISTRICT #1	W	9/25/2015	251403
660000	Occup Exp-Utilities-Water	119.53	PUBLIC UTILITY DISTRICT #1	W	9/25/2015	251403
660000	Occup Exp-Utilities-Water	80.51	PUBLIC UTILITY DISTRICT #1	W	9/25/2015	251403
660000	Occup Exp-Utilities-Water	111.18	PUBLIC UTILITY DISTRICT #1	W	9/25/2015	251403
660000	Occup Exp-Utilities-Water	157.18	PUBLIC UTILITY DISTRICT #1	W	9/25/2015	251403
660000	Occup Exp-Utilities-Water	76.68	PUBLIC UTILITY DISTRICT #1	W	9/25/2015	251403
660000	Occup Exp-Utilities-Water	115.02	PUBLIC UTILITY DISTRICT #1	W	9/25/2015	251403
660000	Occup Exp-Utilities-Water	69.01	PUBLIC UTILITY DISTRICT #1	W	9/25/2015	251403
660000	Occup Exp-Utilities-Water	80.51	PUBLIC UTILITY DISTRICT #1	W	9/25/2015	251403
660000	Occup Exp-Utilities-Water	58.90	PUBLIC UTILITY DISTRICT #1	W	9/25/2015	251403
660000	Occup Exp-Utilities-Water	84.35	PUBLIC UTILITY DISTRICT #1	W	9/25/2015	251403
660100	Occup Exp-Utilities-Sewer	243.85	CITY OF SEDRO WOOLLEY	SW	8/14/2015	250623
660100	Occup Exp-Utilities-Sewer	609.19	CITY OF SEDRO WOOLLEY	SW	8/14/2015	250623
660100	Occup Exp-Utilities-Sewer	365.51	CITY OF SEDRO WOOLLEY	SW	8/14/2015	250623
660100	Occup Exp-Utilities-Sewer	365.51	CITY OF SEDRO WOOLLEY	SW	9/11/2015	251132
660100	Occup Exp-Utilities-Sewer	243.85	CITY OF SEDRO WOOLLEY	SW	9/11/2015	251132
660100	Occup Exp-Utilities-Sewer	609.18	CITY OF SEDRO WOOLLEY	SW	9/11/2015	251132
660200	Occup Exp-Utilities-Electricity	61.74	PUGET SOUND ENERGY-BOT-01H	E	8/28/2015	250860
660200	Occup Exp-Utilities-Electricity	39.24	PUGET SOUND ENERGY-BOT-01H	E	8/28/2015	250860
660200	Occup Exp-Utilities-Electricity	34.51	PUGET SOUND ENERGY-BOT-01H	E	8/28/2015	250860
660300	Occup Exp-Utilities-Natural Gas	16.67	CASCADE NATURAL GAS CO	GS	8/14/2015	250610
660300	Occup Exp-Utilities-Natural Gas	21.73	CASCADE NATURAL GAS CO	GS	9/11/2015	251120
660500	Occup Exp-Utilities-Surface Water Mgmt	12.03	CITY OF SEDRO WOOLLEY	ST	8/14/2015	250623
660500	Occup Exp-Utilities-Surface Water Mgmt	30.06	CITY OF SEDRO WOOLLEY	ST	8/14/2015	250623
660500	Occup Exp-Utilities-Surface Water Mgmt	18.03	CITY OF SEDRO WOOLLEY	ST	8/14/2015	250623
660500	Occup Exp-Utilities-Surface Water Mgmt	18.03	CITY OF SEDRO WOOLLEY	ST	9/11/2015	251132
660500	Occup Exp-Utilities-Surface Water Mgmt	12.03	CITY OF SEDRO WOOLLEY	ST	9/11/2015	251132
660500	Occup Exp-Utilities-Surface Water Mgmt	30.05	CITY OF SEDRO WOOLLEY	ST	9/11/2015	251132
660700	Occup Exp-Utilities-Garbage	129.82	CITY OF SEDRO WOOLLEY	GB	8/14/2015	250623
660700	Occup Exp-Utilities-Garbage	380.94	CITY OF SEDRO WOOLLEY	GB	8/14/2015	250623
660700	Occup Exp-Utilities-Garbage	135.43	CITY OF SEDRO WOOLLEY	GB	8/14/2015	250623
660700	Occup Exp-Utilities-Garbage	135.43	CITY OF SEDRO WOOLLEY	GB	9/11/2015	251132

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660700	Occup Exp-Utilities-Garbage	129.82	CITY OF SEDRO WOOLLEY	GB	9/11/2015	251132
660700	Occup Exp-Utilities-Garbage	397.09	CITY OF SEDRO WOOLLEY	GB	9/11/2015	251132
800900	Interest Expense-Other	17.60	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	9/4/2015	250950
	<b>TOTAL CEDAR GROVE</b>	<b>10,678.51</b>				
<b>HILLSVIEW</b>						
170000	Work-In-Process	123.20	SEATTLE DAILY JOURNAL	AD FOR BID	8/28/2015	250799
170000	Work-In-Process	36.00	SEATTLE MEDIUM NEWSPAPER	HILLSVIEW	9/18/2015	251241
264000	LT Debt-Lease	328.68	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	9/4/2015	250950
410000	Admin Supplies	8.34	REPOSITE TECHNICAL PRINT	PRINGING	9/4/2015	250964
410000	Admin Supplies	1.06	CDW/COMPUTER CENTERS INC	PLANTONICS ENCORE	9/18/2015	251214
410000	Admin Supplies	0.39	CDW/COMPUTER CENTERS INC	PLANTONICS A10 CABLE CONVERTER	9/18/2015	251214
411101	Computer Equip-Software	1.01	THREATTRACK SECURITY INC	50 EMAIL SECURITY SEATS	8/7/2015	250442
411101	Computer Equip-Software	2.06	CDW/COMPUTER CENTERS INC	MCAFFEE PROTECTION	9/11/2015	251068
411102	Computer Equip-Hardware Maint	2.75	CENTURYLINK	SUPPORT SVCS	9/25/2015	251431
411103	Computer Equip-Software Maint	0.33	METROPARK COMMUNICATIONS INC	SILVER SHIELD SUPPORT	8/7/2015	250465
411103	Computer Equip-Software Maint	3.06	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS	8/7/2015	250505
411103	Computer Equip-Software Maint	2.50	EVERGREEN ID SYSTEMS	ID SYSTEM	8/28/2015	250880
411103	Computer Equip-Software Maint	3.03	TECH SUPPORT GROUP LLC	SOFTWARE SUPPORT SVCS SEPT 2015	9/4/2015	251006
411901	Equip-Other-Leased/Rented	1.20	TREBRON COMPANY INC	IBM MONTHLY LEASE	8/7/2015	250443
411901	Equip-Other-Leased/Rented	0.10	KONICA MINOLTA	SN A1UE011014949	8/14/2015	250589
411901	Equip-Other-Leased/Rented	2.11	NEOPOST USA INC	SN DA1208514754 SN 4129955LD09220234	8/14/2015	250651
411901	Equip-Other-Leased/Rented	1.19	TREBRON COMPANY INC	MONTHLY LEASE	9/11/2015	251088
411901	Equip-Other-Leased/Rented	0.10	KONICA MINOLTA	SN A1UE011014949	9/18/2015	251229
411901	Equip-Other-Leased/Rented	2.41	MAILFINANCE INC	QTRLY LEASE MAILING MACHINE	9/25/2015	251457
420000	Professional Services-Legal	50.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	8/7/2015	250419
420101	Professional Services-Auditing	2,032.65	STATE AUDITOR S OFFICE	AUDIT SERVICES	8/21/2015	250687
420101	Professional Services-Auditing	4,350.19	STATE AUDITOR S OFFICE	AUDIT SERVICES	9/25/2015	251325
421901	Admin Contracts-Records Management	5.06	NET2VAULT LLC	SET UP FEE	9/18/2015	251294
440100	Travel-Non-training Related-Local-Mileage	4.69	MARSHA PREMEL	8/4-31/15 MILEAGE	9/4/2015	251004
450002	Comm-Phones Lines-Service-Digital Voice	0.38	911 ETC INC	GATEWAY MONTHLY CHARGE	9/4/2015	250952
450100	Comm-Long Distance Charges	5.97	IMPACT TELECOM INC	MONTHLY SVCS	8/7/2015	250482
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY SVCS	9/11/2015	251134
491000	Admin Exp-Criminal/Background Checks	27.14	NATIONAL CREDIT REPORTING	CREDIT CHECK	8/14/2015	250583
491000	Admin Exp-Criminal/Background Checks	25.86	WASHINGTON STATE PATROL	BACKGROUND CHECKS	8/21/2015	250698
491000	Admin Exp-Criminal/Background Checks	18.29	NATIONAL CREDIT REPORTING	CREDIT CHECK	9/11/2015	251089
491000	Admin Exp-Criminal/Background Checks	25.41	WASHINGTON STATE PATROL	AUG 2015 BACKGROUND CHECK	9/25/2015	251346
491001	Admin Exp-Tenant Screening	60.00	WASHINGTON STATE PATROL	JULY 2015 BACKGROUND CHECK SEDRO	9/25/2015	251346
491001	Admin Exp-Tenant Screening	39.50	WASHINGTON STATE PATROL	AUG 2015 BACKGROUND CHECK SEDRO	9/25/2015	251346
493000	Other Admin Exp-Postage	28.58	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	8/14/2015	250545
493000	Other Admin Exp-Postage	18.18	MAIL ADVERTISING BUREAU INC	TENANT MAILING	8/28/2015	250802
493000	Other Admin Exp-Postage	13.17	HASLER TOTAL FUNDS	POSTAGE	9/4/2015	250969

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493000	Other Admin Exp-Postage	28.52	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	9/11/2015	251054
493100	Other Admin Exp-Mail Handling	9.84	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	8/14/2015	250545
493100	Other Admin Exp-Mail Handling	16.27	MAIL ADVERTISING BUREAU INC	TENANT MAILING	8/28/2015	250802
493100	Other Admin Exp-Mail Handling	6.07	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	9/11/2015	251054
520104	Social Service Contracts-Interpretation	0.09	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/4/2015	250922
520104	Social Service Contracts-Interpretation	4.64	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/4/2015	250922
660100	Occup Exp-Utilities-Sewer	3,649.24	CITY OF SEDRO WOOLLEY	SW	8/14/2015	250623
610099	Occup Exp-Materials-Other	102.00	SUNSIGNS	SIGNAGE	9/11/2015	251063
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	JULY 2015 LANDSCAPE	8/21/2015	250748
620013	Occup Exp-Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	AUG 2015 LANDSCAPING	9/11/2015	251143
640011	Occup Exp-Maint Projects-Glass	149.00	SEDRO-WOOLLEY GLASS	GLASS INSTALL	8/28/2015	250793
660000	Occup Exp-Utilities-Water	1,240.69	PUBLIC UTILITY DISTRICT #1	W	9/11/2015	251128
660100	Occup Exp-Utilities-Sewer	3,649.24	CITY OF SEDRO WOOLLEY	SW	9/11/2015	251132
660200	Occup Exp-Utilities-Electricity	911.84	PUGET SOUND ENERGY-BOT-01H	E	8/28/2015	250860
660500	Occup Exp-Utilities-Surface Water Mgmt	180.04	CITY OF SEDRO WOOLLEY	ST	8/14/2015	250623
660500	Occup Exp-Utilities-Surface Water Mgmt	180.04	CITY OF SEDRO WOOLLEY	ST	9/11/2015	251132
660700	Occup Exp-Utilities-Garbage	634.32	CITY OF SEDRO WOOLLEY	GB	8/14/2015	250623
660700	Occup Exp-Utilities-Garbage	634.32	CITY OF SEDRO WOOLLEY	GB	9/11/2015	251132
660700	Occup Exp-Utilities-Garbage	9.65	SKAGIT COUNTY PUBLIC WORKS DEPT	TRANSFER STATION	9/25/2015	251336
800900	Interest Expense-Other	33.60	SIEMENS FINANCIAL SERVICES	SBT ENERGY PROJECT	9/4/2015	250950
	<b>TOTAL HILLSVIEW</b>	<b>22,922.57</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>33,601.08</b>				

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## **SEDRO-WOOLLEY HOUSING AUTHORITY**

**TO:** Board of Commissioners  
**FROM:** Bill Cook  
**DATE:** October 8, 2015  
**RE:** HUD Required 5 Year Annual Plan

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All Public Housing Authorities (PHA) are required to submit Annual Agency Plans as well as Five Year Agency Plans to HUD prior to the close of the PHA's fiscal year end. Enclosed is the complete submission for Sedro-Woolley Housing Authority's annual plan (for fiscal year 2016) and five year plan (for fiscal years 2016-2020). A public comment meeting is taking place prior to the October Board of Commissioner's meeting. A briefing will take place during the Board meeting.

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <b>Housing Authority of the City of Sedro Woolley</b> PHA Code: <b>WA030</b> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <b>01/2016</b>				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <b>80</b> Number of HCV units: <b>0</b>				
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <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
	PHA 1:				PH      HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<b>Mission.</b> 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:				
<b>5.2</b>	<b>Goals and Objectives.</b> 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.				
<b>6.0</b>	<b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <b>No elements have been revised since the last annual plan submission.</b>  (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. <b>The public may obtain copies of the 5-Year and Annual Plan at the Housing Authority's management office at 830 Township Street, Sedro-Woolley. They can also access these materials at the management agent's main office at 600 Andover Park West, Tukwila.</b>				
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>				
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.				
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.				
<b>8.2</b>	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , 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.				
<b>8.3</b>	<b>Capital Fund Financing Program (CFFP).</b> <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.				
<b>9.0</b>	<b>Housing Needs.</b> 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.				

9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <ul style="list-style-type: none"> <li>(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.</li> <li>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</li> </ul>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(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)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(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.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul>

**Section 5.1**  
**Agency Mission Statement**

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

## **Section 5.2**

### **Goals and Objectives**

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

Objectives:

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

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

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

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

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

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

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

In the previous Five Year Plan, submitted to the Department of Housing and Urban Development (HUD) in April of 2010, the Sedro-Woolley Housing Authority set forth three goals to further our mission of service to low-, very low-, and extremely low-income families living in the City of Sedro-Woolley. We are pleased to take this opportunity to reflect on our performance over the past five years and to report the significant accomplishments we have achieved during this period.

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

**Objectives:**

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

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

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

Between January 1, 2010 and December 31, 2014, the Housing Authority admitted 51 new families to its programs—44 to Hillview Apartments and 7 to Cedar Grove. Of these 51 households, 7 were very low and 46 were extremely low-income. There were zero admissions of low income families. Table 1 presents cumulative data for the Housing Authority.<sup>1</sup>

5 year admissions @ or below 30% AMI	5 year admissions @ or below 50% AMI	5 year admissions @ or below 80% AMI
90.20%	100.00%	100.00%

**Table 1**

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<sup>1</sup> Data is based on the HA Fiscal Years of 2010-2014.

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

When viewed on an annual basis, the data shows an equally strong commitment to housing the lowest income families in our service area.<sup>2</sup>

- 2010 – 100% of new admissions in both programs were below 30% AMI
- 2011 – 100% of new admissions in both programs were below 30% AMI
- 2012 – For Hillsvieview, 78% of new admissions were below 30% AMI and 22% were below 50%. For Cedar grove 100% of new admissions in both programs were below 30% AMI.
- 2013 – 100% of new admissions in both programs were below 30% AMI
- 2014 – For Hillsvieview, 75% of new admissions were below 30% AMI and 25% were below 50%. For Cedar grove 100% of new admissions in both programs were below 50% AMI.

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

**Objectives:**

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

The City of Sedro-Woolley Housing Authority has consistently achieved high performer status under HUD's Public Housing Assessment System. During the five year period

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

covered this annual plan, SWHA has seen its excellence recognized and rewarded with the high performer designation.

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

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

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

Having a designated property manager and property management specialist who are on site several hours each week has greatly improved customer service. In a survey conducted by the Housing Authority at Hillsview Apartments in May, 2013, over 80% of respondents reported satisfaction with management staff and 70% reported no need for increased explanation of either their rent calculation or lease agreement. In a survey conducted by the Housing Authority at Cedar Grove Apartments in May, 2013, 67% of respondents reported satisfaction with management staff and 81% reported no need for increased explanation of either their rent calculation or lease agreement. Work continues on the revision of the Admissions and Continued Occupancy Policy (ACOP). Various sections of the ACOP have been revised as changing regulations necessitated.

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

**Objectives:**

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

There have been 13 units remodeled at Hillsvie and 1 unit remodeled at Cedar Grove using the Unit Turn Initiative. The work is completed by Force Account, which creates considerable savings compared to a general contractor completing the work.

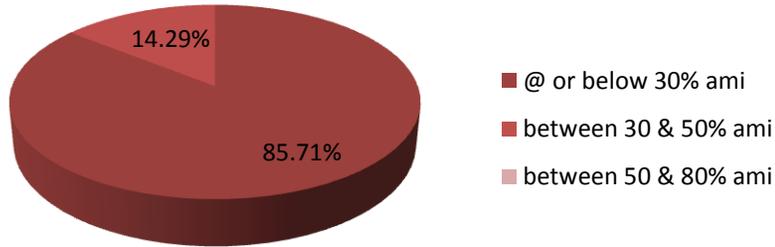
Hillsvie Apartments provides 60 units of housing for low income seniors and people with disabilities. The completion of the sprinkler installation has ensured that every unit and all common areas have enhanced safety in the event of fire. In 2012, Hillsvie common areas underwent a renovation which involved repairing flooring, remodeling hallways, and installing positive pressure ventilation.

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

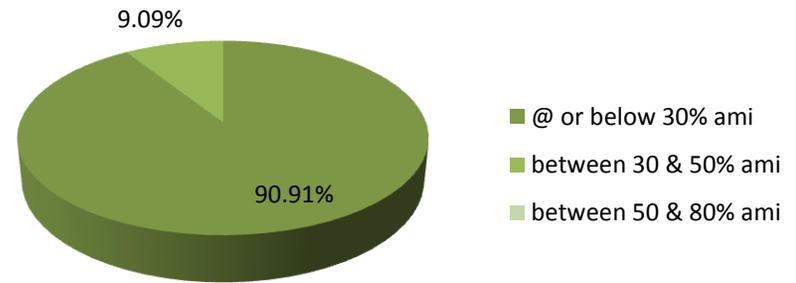
# Five Year Admissions Income Data

Cumulative 5Y admissions @ or below 30% AMI	Cumulative 5Y 10 admissions @ or below 50% AMI	Cumulative 5Y 10 admissions @ or below 80% AMI	Cedar Grove 5Y 10 admissions @ or below 30% AMI	Cedar Grove 5Y 10 admissions @ or below 50% AMI	Cedar Grove 5Y 10 admissions @ or below 80% AMI	Hillsview 5Y 10 admissions @ or below 30% AMI	Hillsview 5Y 10 admissions @ or below 50% AMI	Hillsview 5Y 10 admissions @ or below 80% AMI
90.20%	9.8%	0.00%	85.71%	14.29%	0.00%	90.91%	9.09%	0.00%

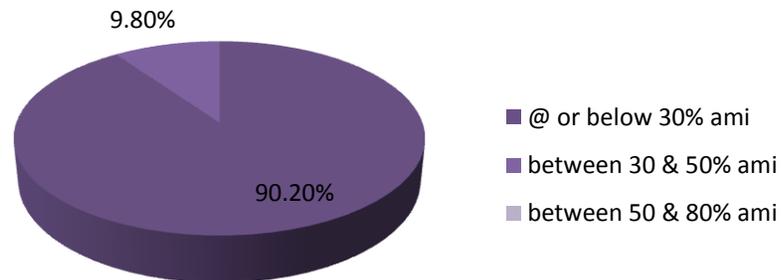
## Cedar Grove



## Hillsview



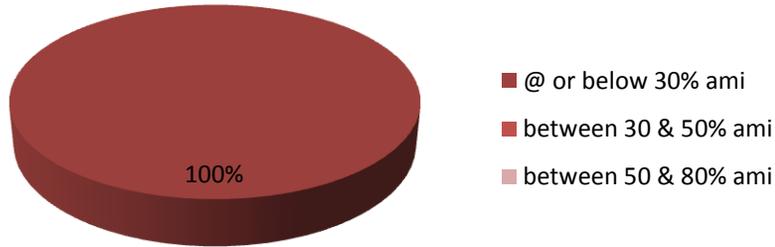
## Cumulative



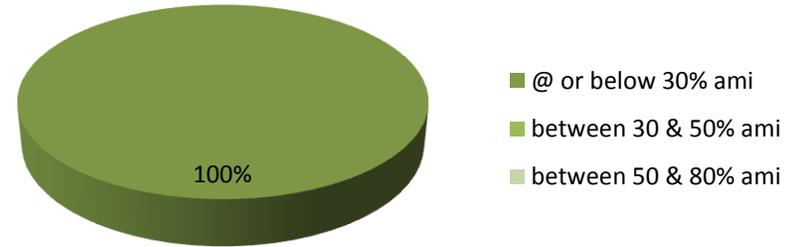
# FY 2010 Admissions Income Data

Cumulative FY 10 admissions @ or below 30% AMI	Cumulative FY 10 admissions @ or below 50% AMI	Cumulative FY 10 admissions @ or below 80% AMI	Cedar Grove FY 10 admissions @ or below 30% AMI	Cedar Grove FY 10 admissions @ or below 50% AMI	Cedar Grove FY 10 admissions @ or below 80% AMI	Hillsview FY 10 admissions @ or below 30% AMI	Hillsview FY 10 admissions @ or below 50% AMI	Hillsview FY 10 admissions @ or below 80% AMI
100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%

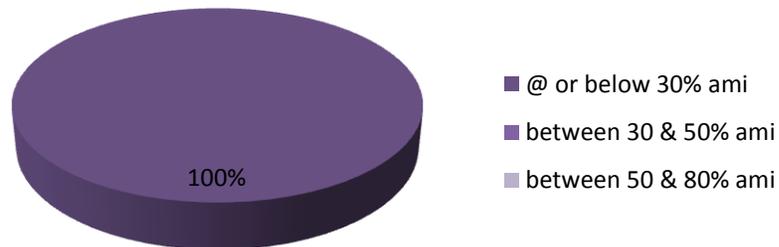
## Cedar Grove



## Hillsview

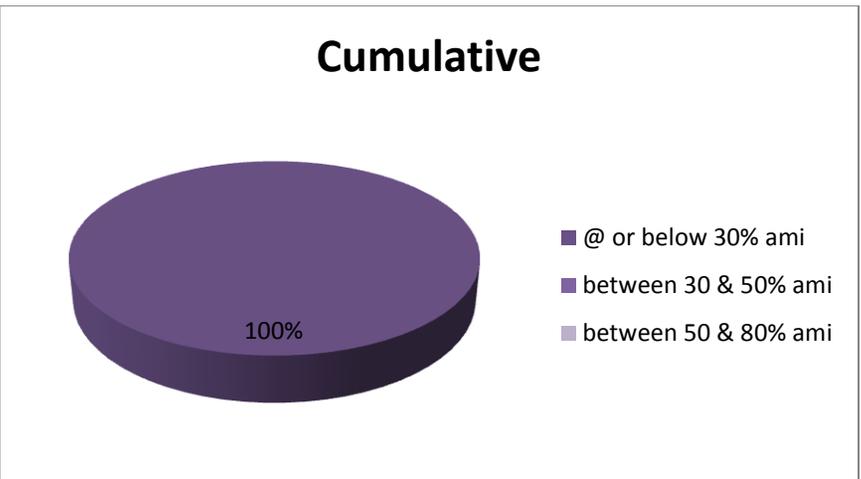
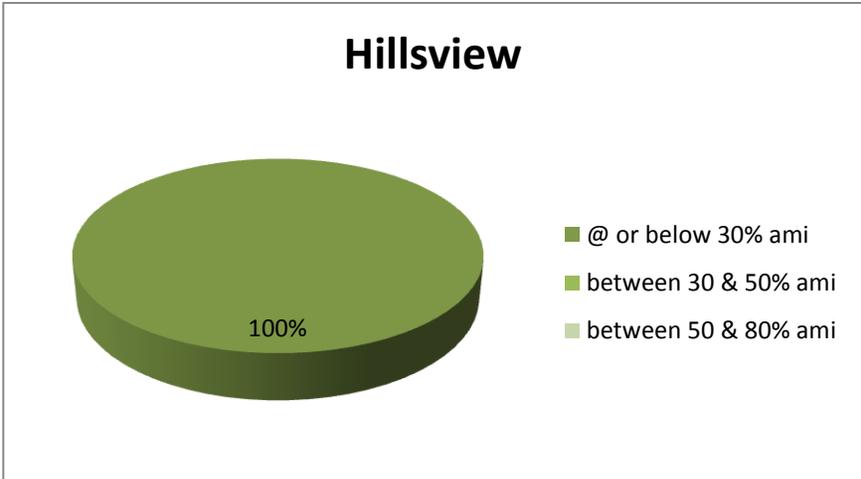
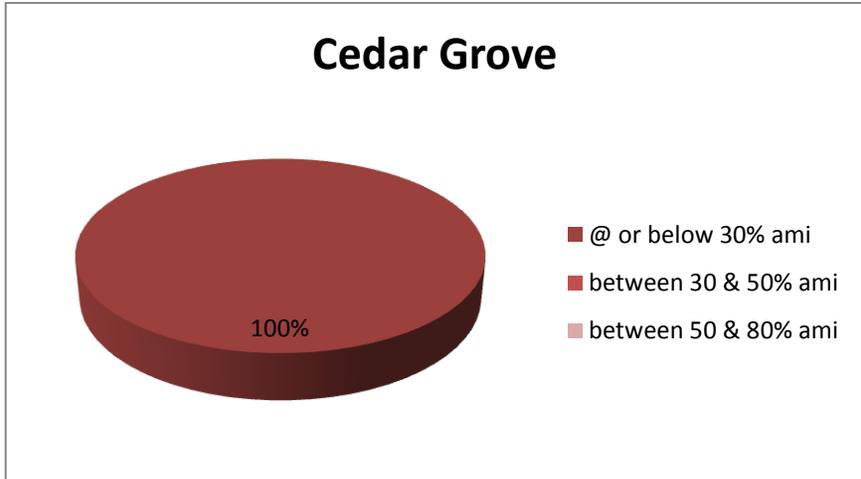


## Cumulative



# FY 2011 Admissions Income Data

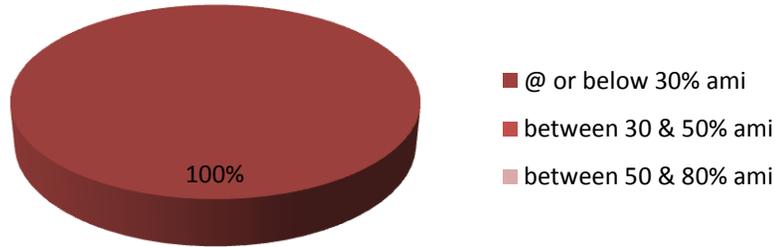
Cumulative FY 11 admissions @ or below 30% AMI	Cumulative FY 11 admissions @ or below 50% AMI	Cumulative FY 11 admissions @ or below 80% AMI	Cedar Grove FY 11 admissions @ or below 30% AMI	Cedar Grove FY 11 admissions @ or below 50% AMI	Cedar Grove FY 11 admissions @ or below 80% AMI	Hillsview FY 11 admissions @ or below 30% AMI	Hillsview FY 11 admissions @ or below 50% AMI	Hillsview FY 11 admissions @ or below 80% AMI
100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%



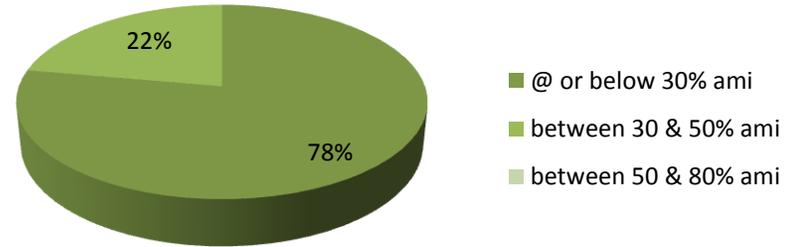
# FY 2012 Admissions Income Data

Cumulative FY 12 admissions @ or below 30% AMI	Cumulative FY 12 admissions @ or below 50% AMI	Cumulative FY 12 admissions @ or below 80% AMI	Cedar Grove FY 12 admissions @ or below 30% AMI	Cedar Grove FY 12 admissions @ or below 50% AMI	Cedar Grove FY 12 admissions @ or below 80% AMI	Hillsview FY 12 admissions @ or below 30% AMI	Hillsview FY 12 admissions @ or below 50% AMI	Hillsview FY 12 admissions @ or below 80% AMI
82.00%	18.00%	0.00%	78.00%	22.00%	0.00%	100.00%	0.00%	0.00%

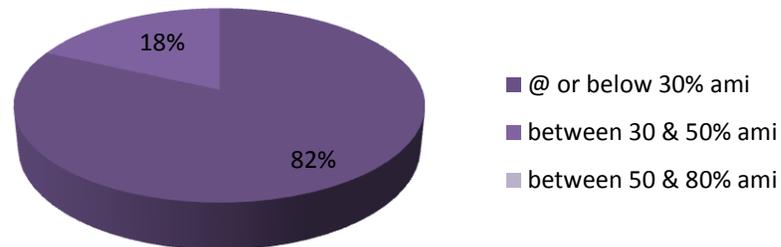
## Cedar Grove



## Hillsview

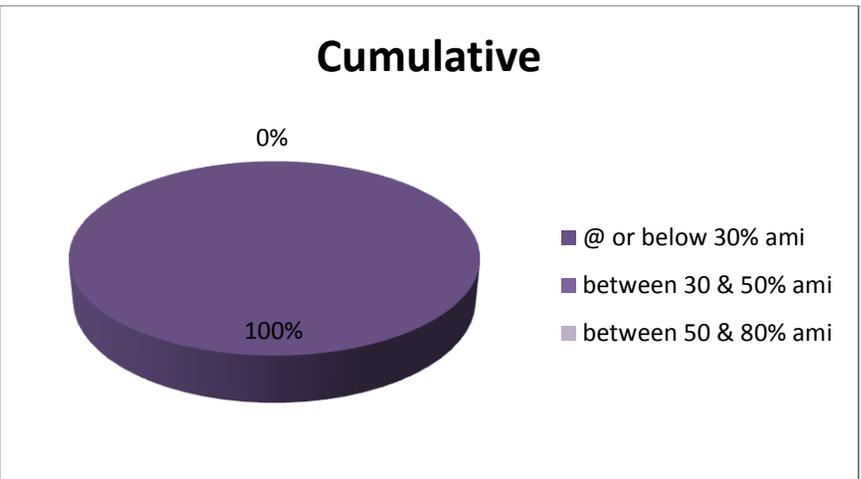
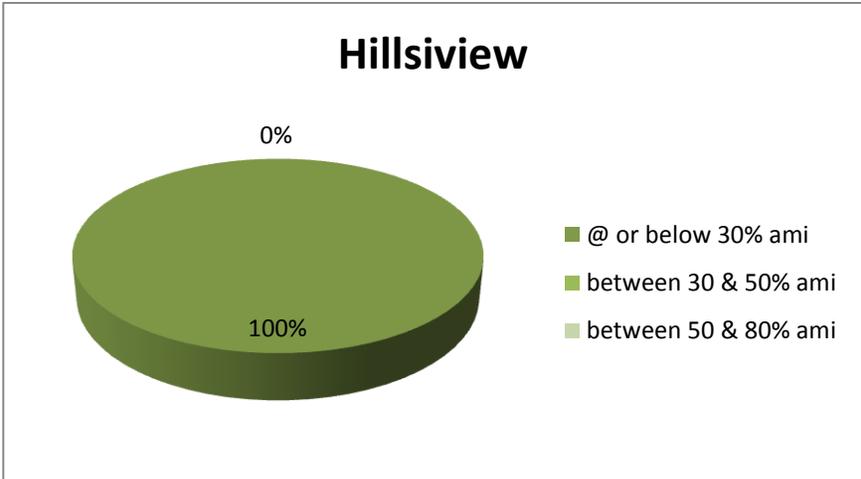
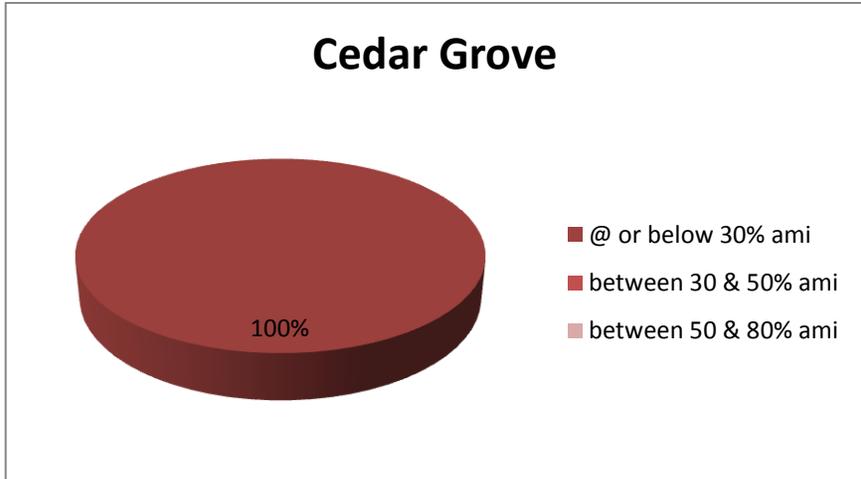


## Cumulative



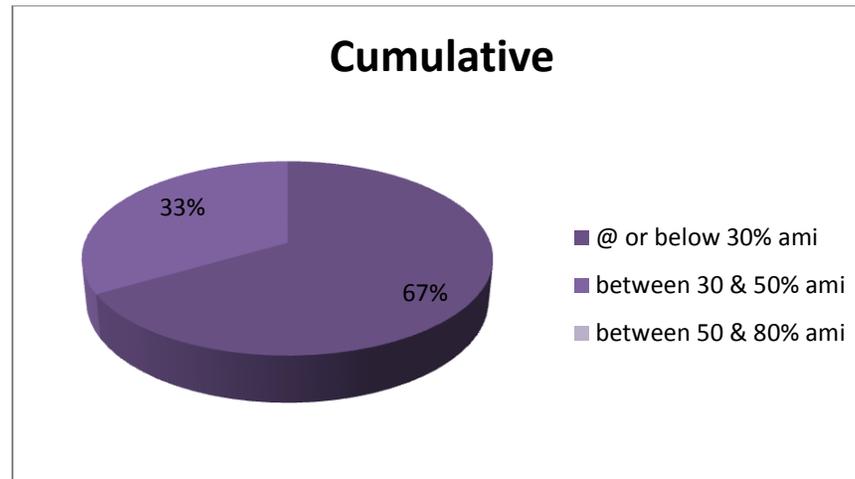
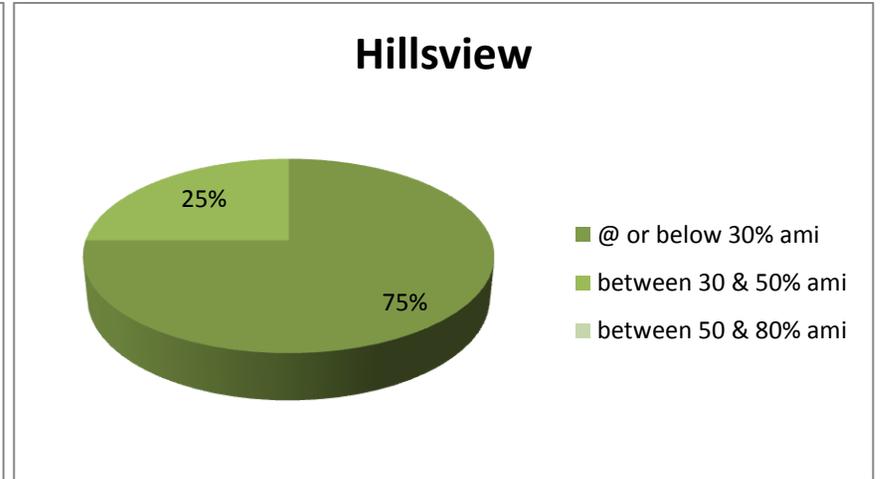
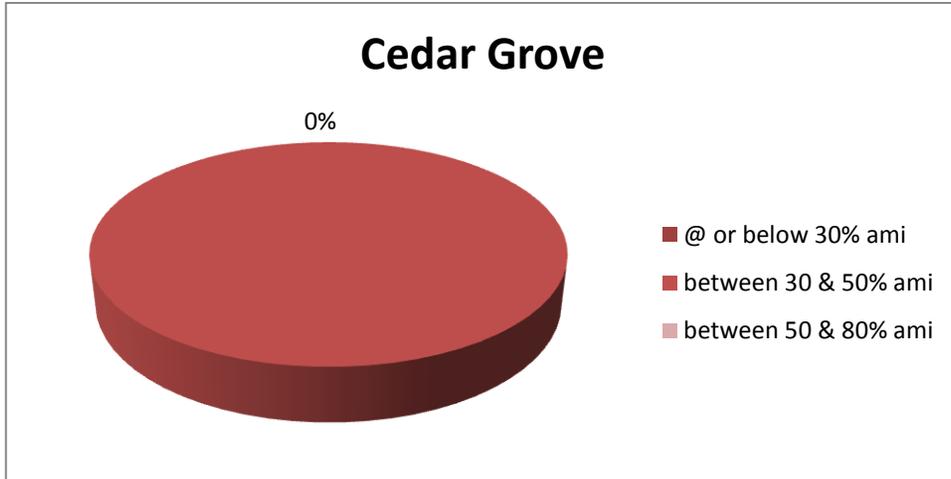
# FY 2013 Admissions Income Data

Cumulative FY 13 admissions @ or below 30% AMI	Cumulative FY 13 admissions @ or below 50% AMI	Cumulative FY 13 admissions @ or below 80% AMI	Cedar Grove FY 13 admissions @ or below 30% AMI	Cedar Grove FY 13 admissions @ or below 50% AMI	Cedar Grove FY 13 admissions @ or below 80% AMI	Hillsview FY 13 admissions @ or below 30% AMI	Hillsview FY 13 admissions @ or below 50% AMI	Hillsview FY 13 admissions @ or below 80% AMI
100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%



# FY 2014 Admissions Income Data

Cumulative FY 14 admissions @ or below 30% AMI	Cumulative FY 14 admissions @ or below 50% AMI	Cumulative FY 14 admissions @ or below 80% AMI	Cedar Grove FY 14 admissions @ or below 30% AMI	Cedar Grove FY 14 admissions @ or below 50% AMI	Cedar Grove FY 14 admissions @ or below 80% AMI	Hillsview FY 14 admissions @ or below 30% AMI	Hillsview FY 14 admissions @ or below 50% AMI	Hillsview FY 14 admissions @ or below 80% AMI
100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%



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



# SEDRO WOOLLEY HOUSING AUTHORITY

*Executive Director:*

STEPHEN J. NORMAN

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

January 3, 2007

Dear Residents:

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

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

### You should know that:

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

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

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

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

Sincerely,

**THE HOUSING AUTHORITY OF  
SEDRO WOOLLEY**



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

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

Notice: PIH 2006-42

Issued: December 27, 2006

Expires: December 31, 2007

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PHAs must also notify owners and managers of their rights and obligation under VAWA. PHAs, owners and managers are encouraged to access VAWA via the Internet at the following Website addresses:

<http://www.gpoaccess.gov/plaws/index.html> or  
<http://thomas.loc.gov/bss/d1099/d109laws.html> and search for Public Law 109-162 to access the text of the final law. The VAWA technical corrections bill (Public Law 109-271), was signed into law on August 12, 2006, and may be reviewed via an Internet link on Thomas (the Library of Congress Website, located at <http://thomas.loc.gov/>).

**7. PAPERWORK REDUCTION**

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

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

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

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

## **Section 7.0**

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

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

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

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

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

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

**Section 8.1**

**Capital Fund Program Annual  
Statement/Performance and Evaluation  
Report**

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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 06/30/2017

<b>Part I: Summary</b>		
PHA Name: <b>HOUSING AUTHORITY                  CITY OF SEDRO WOOLLEY</b>	Grant Type and Number Capital Fund Program Grant No: <b>WA19P03050115</b> Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: <b>2015</b> FFY of Grant Approval: <b>2015</b>

Type of Grant  
 Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no:    )  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	<b>12,179.00</b>			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	<b>12,179.00</b>			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	<b>97,440.00</b>			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

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

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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 06/30/2017

<b>Part I: Summary</b>					
<b>PHA Name:</b> <b>HOUSING AUTHORITY CITY OF SEDRO WOOLLEY</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>WA19P03050115</b> Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant: 2015</b> <b>FFY of Grant Approval: 2015</b>			
<b>Type of Grant</b> <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:                      )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost<sup>1</sup></b>	
		<b>Original</b>	<b>Revised<sup>2</sup></b>	<b>Obligated</b>	<b>Expended</b>
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	<b>121,798.00</b>			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director:</b> <b>Stephen J. Norman:</b>		<b>Date:</b> 3/5/15		<b>Signature of Public Housing Director:</b>  <b>Date:</b>	

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





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

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 06/30/2017

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: <b>HOUSING AUTHORITY CITY OF SEDRO WOOLLEY</b>				Federal FFY of Grant: <b>2015</b>	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
<b>WA 30-2 Hillsview</b>	<b>4/12/2017</b>		<b>4/12/2019</b>		
<b>WA 30-1 Cedar Grove</b>	<b>4/12/2017</b>		<b>4/12/2019</b>		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.



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

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 08/30/2011

<b>Part I: Summary</b>						
PHA Name/Number		Locality: (City / County & State)				
A.	Development Number and Name:	Work Statement for Year 1	Work Statement for Year 2	Work Statement for Year 3	Original 5-Year Plan	Revision No:
			FFY: 2016	FFY: 2017	Work Statement for Year 4	Work Statement for Year 5
		FFY: 2015			FFY: 2018	FFY: 2019
	<b>WA19P03050115</b> <b>H.A. City of Sedro Woolley</b>					
B.	Physical Improvements Subtotal	Annual Statement	97,440	97,440	97,440	97,440
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		12,179	12,179	12,179	12,179
F.	Other: Fees and Costs		12,179	12,179	12,179	12,179
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	<b>Grand Total</b>		<b>121,798</b>	<b>121,798</b>	<b>121,798</b>	<b>121,798</b>











**Section 9**  
**Housing Needs**

The city of Sedro-Woolley is located in Skagit County, Washington. Every four years, the Skagit Community Action Agency conducts a survey of low-income residents in the County. The most recent needs assessment was conducted in 2013 and surveyed 704 households.<sup>1</sup> Of these households, 52% of the respondents were renters.<sup>2</sup>

Just under two-thirds of renters (65%) reported spending more than a third of their household income on rent payments.<sup>3</sup> The accepted definition of affordability in housing is a rent burden of 30%, which means that no more than 30% of a household's gross income is paid for rent and utilities (water, heating, and electricity). This data from the *Skagit Needs Assessment* indicates 65% of the renters who responded to the survey are rent burdened. This statistic alone points to a need for affordable housing in the County.

The findings of rent burden in Skagit County are borne out also in the *Skagit County Comprehensive Plan*. Calling for a comprehensive housing strategy, the *Plan* recognized a gap between the supply of housing in all parts of the County and the ability of households to pay an appropriate portion of their incomes for housing.<sup>4</sup>

The situation in the City of Sedro-Woolley appears to be slightly less severe than that in the County as a whole. According to the 2012 Update to the City's Comprehensive Plan, 41.6% of all renters were rent burdened.<sup>5</sup>

The *Sedro-Woolley Update* also notes that approximately 15% of the city's households had incomes below 50% of the area median income.<sup>6</sup> Using HUD standards, these households would be designated as very low-income. Coupled with the data for rent burden, it appears there is a clear need for subsidized housing for low-income households in the City of Sedro-Woolley.

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<sup>1</sup> Skagit County Community Action Agency, *Skagit Prosperity Report, A Community Needs Assessment, 2013*, (Skagit County, WA, 2013), 5. Hereafter, *Community Needs Assessment*.

<sup>2</sup> *Community Needs Assessment*, 11.

<sup>3</sup> *Community Needs Assessment*, 11.

<sup>4</sup> Skagit County, *2007 Skagit County Comprehensive Plan*, (Mount Vernon, WA, 2007), 7-3.

<sup>5</sup> City of Sedro-Woolley, *Comprehensive Plan, 2012*, (Sedro-Woolley, WA, 2012), section 5.08. Hereafter, *Sedro-Woolley Update*.

<sup>6</sup> *Sedro-Woolley Update*, section 5.08.

## **Section 9.1**

### **Strategy for Addressing Housing Needs**

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

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

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

**Section 10**  
**Additional Information**

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

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

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

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

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

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

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

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

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

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

**Section 11**  
**Required Submissions**

**PHA Certifications of Compliance  
with PHA Plans and Related  
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

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

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

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

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

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20

Annual 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
Signature	Date

# 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.

\_\_\_\_\_  
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

Signature

Date

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Sedro-Woolley

Program/Activity Receiving Federal Grant Funding

## Capital Fund Program

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Hillview Apartments, 830 Township Street, Sedro-Woolley, WA 98284

Cedar Grove Apartments, 804-822 Bingham Place, Sedro-Woolley, WA 98284

622-630 Jennings Street, Sedro-Woolley, WA 98284

1818 Seventh Street, Sedro-Woolley, WA 98284

1413-1419 Fourth Street, Sedro-Woolley, WA 98284

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

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

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Stephen J. Norman

Title

Executive Director

Signature

Date

X

8/27/2015

# Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 01/31/2017)

Applicant Name

Housing Authority of the City of Sedro-Woolley

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

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

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

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

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

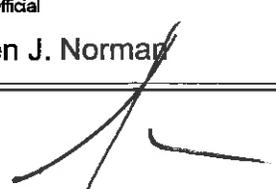
Name of Authorized Official

Stephen J. Norman

Title

Executive Director

Signature



Date (mm/dd/yyyy)

8/27/2015

Previous edition is obsolete

form HUD 50071 (01/14)  
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

Approved by OMB  
0348-0046

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year <u>2016</u> quarter _____ date of last report <u>2015</u>
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: <u>4c</u>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> Housing Authority of the City of Sedro-Woolley 830 Township Street Sedro-Woolley, WA 98284  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> US Department of Housing and Urban Development	<b>7. Federal Program Name/Description:</b> Public Housing Capital Fund Program  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i> King County Housing Authority 600 Andover Park West Seattle, WA 98188	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>  <div style="text-align: center;">  </div>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: <u>Stephen J. Norman</u> Title: <u>Executive Director</u> Telephone No.: <u>206-574-1100</u> Date: <u>8/27/2015</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**11.f RAB comments**

The Housing Authority has made several outreach attempts to recruit residents to form an RAB; however, to date, no residents have expressed an interest in participation on such a board. As a result, the RAB had no comments to offer regarding the Annual Plan.

**11.g Challenged Elements**

No elements of the annual plan have been challenged.

**11.h Form HUD-50075.1**

Please see Section 8.0

**11.i Form HUD-50075.2**

Please see Section 8.1

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

**RESOLUTION NO. 450**

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

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**WHEREAS**, in accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA) the Sedro-Woolley Housing Authority has developed its Five-Year Plan for fiscal years 2016-2020 and fiscal year 2016 Annual Plan (effective January 1, 2016 through December 31, 2016); and

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

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

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

**WHEREAS**, on October 8, 2015 the Housing Authority Board of Commissioners presided over the Public Hearing for the purpose of receiving public input and comment, and

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

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

**WHEREAS**, the Housing Authority’s Board of Commissioners have reviewed the attached HUD required “Civil Rights Certification, dated 1/2009”, and

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

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

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

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

**ADOPTED AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THIS 8<sup>th</sup> DAY OF OCTOBER 2015.**

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

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**Laurie Fellers, Chair**  
Board of Commissioners

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**STEPHEN J. NORMAN**  
Secretary-Treasurer

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# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**To:** The Board of Commissioners  
**Date:** September 22, 2015  
**From:** Jeff Friend, Financial Reporting Manager  
**Subject:** August 2015 Financial Report

Attached for your review is an unaudited year-to-date financial report as of August 31, 2015. This report shows year-to-date actual results, budgets and variances expressed in both dollars and percentages. The report, in a working capital format, details revenues, expenses, and other sources/uses of working capital. Working capital is defined as current assets minus current liabilities and is a metric that is used to measure the ability of an organization to meet its near-term obligations (less than one year). Each report in this format will reconcile the current period working capital to that of the prior period.

**Summary:** Year-to-date operating revenues and operating expenses are .8% and 3.9% over budget, respectively.

Key Operating Variances	Variance (\$)	Variance (%)	Footnote
Occupancy Expenses	16,690	10.6	1

- Green are positive variances
- Yellow are negative variances of less than 5%
- Red are negative variances greater than 5%

- 1) Occupancy expenses were over target due to sewer expenses being under-budgeted. Floor covering purchases were over target resulting from higher than expected vacancies at Hillsvieiw. Also, maintenance salaries were over target due to additional maintenance staff assisting in the preparation for REAC inspections.

**Operating Revenue and Expense:** Operating revenues were very close to target through August. Operating expenses were over target primarily due to occupancy expenses. (See footnote 1 above).

**Non-Operating Revenue and Expense:** Non-operating revenues are under target as the budget expected capital grant funds to be drawn for the Hillsvieiw roofing project beginning in July; however, the project is now expected to begin in September. Non-operating expenses are close to target.

**Working Capital:** The year-to-date working capital balance is \$326,267; the equivalent of approximately 9 months of operating expenses.

**Housing Authority of the City of Sedro-Woolley**  
**Statements of Financial Position**  
For the Period Ended 08/31/2015

	<u>Sedro Combined</u>	<u>Cedar Grove</u>	<u>Hillsview</u>
<b>ASSETS</b>			
<b><i>Working Capital Assets</i></b>			
Cash-Unrestricted	\$ 358,223	216,728	141,495
Accounts Receivables	10,413	963	9,450
Prepaid Assets & Inventory	707	217	490
Total Working Capital Assets	<u>369,343</u>	<u>217,908</u>	<u>151,435</u>
<b><i>Liabilities Offsetting Working Capital Assets</i></b>			
Accounts Payable	(25,794)	(6,090)	(19,704)
Payroll Liabilities	(11,044)	(3,228)	(7,816)
Current Portion of Long-term debt	(5,962)	(2,049)	(3,913)
Total Offsetting Liabilities	<u>(42,800)</u>	<u>(11,367)</u>	<u>(31,433)</u>
Working Capital	<u>326,543</u>	<u>206,541</u>	<u>120,002</u>
<b><i>Other Assets</i></b>			
Cash-Restricted	9,199	3,650	5,549
Capital Assets	1,777,692	487,941	1,289,751
Work-in-Process	14,199	-	14,199
Total Other Assets	<u>1,801,090</u>	<u>491,591</u>	<u>1,309,499</u>
<b>TOTAL ASSETS (net of WC offsets)</b>	<b><u>\$ 2,127,632</u></b>	<b><u>698,132</u></b>	<b><u>1,429,501</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b><i>Other Liabilities</i></b>			
Deferrals-Related to Restr Cash	\$ 9,349	3,800	5,549
Debt	9,794	3,367	6,427
	19,143	7,167	11,976
<b><i>Equity</i></b>			
Equity	2,108,489	690,965	1,417,524
	<u>2,108,489</u>	<u>690,965</u>	<u>1,417,524</u>
<b>TOTAL LIAB &amp; EQ (net of curr liab)</b>	<b><u>\$ 2,127,632</u></b>	<b><u>698,132</u></b>	<b><u>1,429,500</u></b>

**Housing Authority of the City of Sedro-Woolley  
Working Capital Budget vs. Actual Report  
For the Period Ended 08/31/2015**

	Actuals Through 08/31/2015	Budget Through 08/31/2015	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2015 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget
<b>Revenues</b>							
Tenant Revenue	\$121,278	\$123,154	(\$1,876)	(1.5%)	\$184,731	\$63,453	65.7%
Operating Fund Subsidy from HUD	189,420	184,990	4,430	2.4%	277,486	88,066	68.3%
Other Operating Revenue	182	187	(5)	(2.9%)	280	98	64.9%
Non-operating Revenue	109,492	130,086	(20,594)	(15.8%)	192,631	83,139	56.8%
<b>Total Revenues</b>	<b>420,372</b>	<b>438,417</b>	<b>(18,045)</b>	<b>(4.1%)</b>	<b>655,128</b>	<b>234,756</b>	<b>64.2%</b>
<b>Expenses</b>							
Salaries & Benefits	63,402	66,090	(2,688)	(4.1%)	96,539	33,137	65.7%
Routine Maintenance, Utilities, Taxes & Insurance	174,799	158,109	16,690	10.6%	236,579	61,780	73.9%
Other Social Service Support Expenses & HAP	4,938	5,216	(278)	(5.3%)	7,900	2,962	62.5%
Administrative Support Expenses	62,899	65,043	(2,144)	(3.3%)	98,965	36,066	63.6%
Non-operating Expenses	404	442	(38)	(8.7%)	663	259	60.9%
<b>Total Expenses</b>	<b>306,441</b>	<b>294,900</b>	<b>11,541</b>	<b>3.9%</b>	<b>440,646</b>	<b>134,205</b>	<b>69.5%</b>
<b>Net Income</b>	<b>113,931</b>	<b>143,517</b>	<b>(29,586)</b>	<b>(20.6%)</b>	<b>214,482</b>	<b>100,551</b>	<b>53.1%</b>
<b>Other Sources/(Uses) of Working Capital</b>							
(Increase) in Restricted/Designated Cash	(373)	0	(373)	n/m	0	373	n/m
Decrease in Restricted/Designated Cash	0	0	0	n/m	0	0	n/m
(Increase) in LT Receivables	0	0	0	n/m	0	0	n/m
Decrease in LT Receivables	0	0	0	n/m	0	0	n/m
Acquisition of Capital Assets	(109,301)	(134,602)	25,301	(18.8%)	(196,903)	(87,602)	55.5%
Disposition of Capital Assets	0	0	0	n/m	0	0	n/m
Change in Suspense	428	0	428	n/m	0	(428)	n/m
Change in Other Assets	0	0	0	n/m	0	0	n/m
Change in Other Deferrals	523	0	523	n/m	0	(523)	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	(3,461)	(4,133)	672	(16.3%)	(6,199)	(2,738)	55.8%
Change in Other Liabilities	(1,471)	0	(1,471)	n/m	0	1,471	n/m
Other Non-Working Capital Income/Expense Items	0	0	0	n/m	0	0	n/m
Non Income/Expense Change in Equity	0	0	0	n/m	0	0	n/m
<b>Total Other Sources/(Uses) of Working Capital</b>	<b>(113,655)</b>	<b>(138,735)</b>	<b>25,080</b>	<b>(18.1%)</b>	<b>(203,102)</b>	<b>(89,447)</b>	<b>56.0%</b>
<b>Net Change in Working Capital</b>	<b>\$276</b>	<b>\$4,782</b>	<b>(\$4,506)</b>	<b>(94.2%)</b>	<b>\$11,380</b>	<b>\$11,104</b>	<b>2.4%</b>
Working Capital, 12/31/2014	326,267						
<b>Working Capital, 08/31/2015</b>	<b>\$326,543</b>						

1) CFP draws are under budget through August as the budget anticipated the Hillsview roofing project to begin in July but the project is now expected to begin in September.

2) Floor covering contract exceeded target due to higher than expected vacancies at Hillsview. Also, maintenance salaries were higher than target due to additional maintenance staff sent to Hillsview to help with the preparation for REAC inspections.

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**SEDRO-WOOLLEY HOUSING AUTHORITY**  
**Housing Management Report**

**August and September 2015**

**Vacancy Report**

	<b>Vacates</b>	<b>Housings</b>	<b>Completed Upgrades</b>
Hillsview	0	0	0
Cedar Grove	0	0	0

**Average Unit Turnover Rates for Hillsview**

There were no vacancies at this time.

**Current Applications of Wait List as of September 5, 2015**

<b>Hillsview</b>	<b>Applicants Claiming Preference</b>	<b>Eld/Dis Claiming Preference</b>	<b>Non-Preference Applicants</b>	<b>Total</b>
1 Bedroom	37	24	22	59

<b>Cedar Grove</b>	<b>Preference</b>	<b>Non-Preference</b>	<b>Total</b>
2 Bedrooms	42	10	52
3 Bedrooms	11	1	12
4 Bedrooms	1	0	1
<b>Total</b>	<b>54</b>	<b>11</b>	<b>65</b>

Preference Definitions:

1. Rent burden – person is paying more than 50% of income in rent
2. Family lives in substandard housing - homeless or condition of unit substandard
3. Involuntary displacement – disaster, government action, housing owner action, domestic violence, etc.

**Work Orders**

	<b>Routine</b>	<b>Inspection</b>	<b>Emergency</b>	<b>Vacate</b>	<b>RA</b>	<b>Total</b>
Hillsview	42	9	6	0	0	57
Cedar Grove I	0	8	0	0	0	8
Cedar Grove II	3	3	0	0	0	6
Cedar Grove III	3	1	0	0	0	4
<b>Total</b>	<b>48</b>	<b>21</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>75</b>

**Resident Functions**

There were no functions at this time.

**Staffing**

We are 100% staffed in Sedro-Woolley.

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### **Previous Meeting Concerns**

Maintaining the wood eagle outside of Hillsvievw property.

### **Resident Issues.**

None that have come up.

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**Sedro-Woolley Housing Authority Board of Commissioners Meeting**  
**October 8, 2015**  
**Capital Construction Report**

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2015 Capital Work Plan

*Hillsview Apartments*

The 2015 capital project at the Hillsview Apartments is:

- Removing the existing flat roof, gutters, and parapet walls and reroofing with new Energy Star Thermoplastic Polyolefin (rubberized roof membrane) with sloped mop board.
- Installing new gutters and completing all minor restoration activity (i.e. fascia boards, painting to match, etc.)
- Installing one new steel access ladder with safety gates.

The project was awarded to Accord Contractors for \$50,200. Construction began on 9/23/2015 with demolition to the existing roofing system. The new roofing membrane has been installed. Next will be the installation of the new gutters and downspouts. The new ladder is scheduled to be delivered on October 8, 2015, for installation by the contractor. The project is about 65% complete with 50% of the budget expended.