

HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY



MEETING NOTICE
OF THE
BOARD OF COMMISSIONERS
PUBLIC HOUSING AUTHORITY
TRAINING SESSION

Thursday, October 19, 2017

8:00 am

Hillview Apartments
(Community Room)

830 Township Street, Sedro-Woolley, WA 98284

OPTIONAL FOR COMMISSIONERS

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS

Thursday, October 19, 2017

10:45 am

Hillsview Apartments

(Community Room)

830 Township Street, Sedro-Woolley, WA 98284

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes 1
 - A. August 17, 2017 Board of Commissioners' Meeting Minutes
- V. Action Items for Discussion & Approval 2
 - A. Approval of Voucher Report August 1, 2017 to September 30, 2017
- VI. Reports 3
 - A. Financial Report for August 2017
 - B. Housing Management Report for August and September 2017
 - C. Capital Fund Update
- VII. New Business
- VIII. Adjournment

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

Thursday, August 17, 2017

I. Call to Order

The regular 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 17, 2017 at Hillview Apartments, 830 Township Street, Sedro-Woolley, WA.

II. Roll Call

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

III. Public Comment

None.

IV. Approval of Minutes

- A. June 15, 2017 Board of Commissioners' Meeting Minutes
- B. July 25, 2017 Board of Commissioners' Special Meeting Minutes

Commissioner Reta Stephenson moved for approval of the minutes, seconded by Commissioner Kacy Johnson; the Board unanimously approved the minutes from June 15, 2017 and July 25, 2017.

V. Resolutions for Discussion & Approval

- A. None.

VI. Reports

- A. Financial Report for June 2017

Jeff Friend, Financial Reporting Manager, briefed the board on the Financial Reports for April as contained in the meeting packet.

All questions raised by Commissioners were addressed by staff.

- B. Housing Management Report for June and July 2017

Kimberly Sayavong, Property Manager presented the Housing Management Report for the months June and July.

All questions raised by Commissioners were address by staff.

VII. New Business

Bill Cook mentioned that representatives from Capital Constructions will present at the next meeting. Additionally, Mr. Cook stated that a training session on new Commissioners' orientation will be offered at the next Board meeting.

VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:17 a.m.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Executive Director

DRAFT FOR APPROVAL

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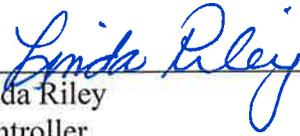
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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Linda Riley, Controller
DATE: October 4, 2017
RE: Approval of Vouchers August 1, 2017 to September 30, 2017

I, Linda Riley, 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.



Linda Riley
Controller
October 4, 2017

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	10,125.78
Directly to Hillsvew	28,033.15
Total Expenditures	<u><u>\$38,158.93</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

8/01/2017 TO 9/30/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
410000	Admin Supplies	0.13	CANON SOLUTIONS AMERICA INC	SN RZJ27626	8/25/2017	311579
410000	Admin Supplies	67.61	COMPLETE OFFICE	OFFICE SUPPLIES	9/1/2017	311633
410000	Admin Supplies	0.09	CANON SOLUTIONS AMERICA INC	SN RZJ27626	9/29/2017	312196
411000	Phone Equip-PBX	0.05	CDW/COMPUTER CENTERS INC	SPEAKER PHONE	9/29/2017	312101
411101	Comp Equip-Software	0.84	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	8/11/2017	311250
411101	Comp Equip-Software	0.87	TROY MOBILITY INC	MOBILEIRON SUBSCRIPTION	9/1/2017	311690
411102	Comp Equip-Hardware Maint	2.57	CERIUM NETWORKS INC	AUDICODES MAINT RENEWAL	9/1/2017	311672
411102	Comp Equip-Hardware Maint	1.28	DELL MARKETING LP	PROSUPPORT ONSITE SVCS	9/15/2017	311829
411103	Comp Equip-Software Maint	2.15	CDW/COMPUTER CENTERS INC	MCAFFEE GHE	8/18/2017	311373
411103	Comp Equip-Software Maint	28.29	CITRIX SYSTEMS INC	RENEWAL	9/8/2017	Commerce
411901	Equip-Other-Leased/Rented	0.84	MAILFINANCE INC	6/29-9/28/17 COVERAGE	9/22/2017	312047
411901	Equip-Other-Leased/Rented	0.02	TREBRON COMPANY INC	PROPERT TAX EQUIPT LEASED	8/11/2017	311266
420000	Professional Services-Legal	847.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	9/1/2017	311590
420101	Professional Services-Auditing	46.50	STATE AUDITOR S OFFICE	AUDIT PERIOD 15-15	8/25/2017	311462
421904	Admin Contracts- Cloud Recovery Services	7.35	NET2VAULT LLC	MANAGED VAULTING	8/25/2017	311567
421904	Admin Contracts- Cloud Recovery Services	5.44	NET2VAULT LLC	MANAGED VAULTING	9/29/2017	312183
440100	Travel-Non-training Related-Local-Mileage	0.69	MARSHA PREMEL	7/10-28/17 MILEAGE	8/11/2017	311315
440100	Travel-Non-training Related-Local-Mileage	59.33	KIMBERLY SAYAVONG	7/6-8/29/17 MILEAGE	9/8/2017	311778
440100	Travel-Non-training Related-Local-Mileage	0.10	VANESSA OWEN	1/23-7/21/17 MILEAGE	8/4/2017	311195
450001	Comm-Phones Lines-Service-Voice	6.88	CONSOLIDATED TECH SERVICES	JULY 2017 CHGS	8/18/2017	311422
450001	Comm-Phones Lines-Service-Voice	6.88	CONSOLIDATED TECH SERVICES	AUGUST 2017 CHGS	9/22/2017	312029
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SERVICES INC	MONTHLY MAINT	8/25/2017	311578
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SERVICES INC	MONTHLY MAINT	9/29/2017	312195
450002	Comm-Phones Lines-Service-Digital Voice	0.10	WEST SAFETY SERVICES INC	GATEWAY MONTHLY CHARGES	8/4/2017	311213
452000	Comm-Advertising	28.21	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE	9/15/2017	311824
491000	Admin Exp-Criminal/Background Checks	7.76	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/15/2017	311831
491000	Admin Exp-Criminal/Background Checks	8.58	WASHINGTON STATE PATROL	BACKGROUND CHECKS	8/25/2017	311487
491000	Admin Exp-Criminal/Background Checks	0.02	DEPARTMENT OF LICENSING	BILLING PERIOD 8/1-31/17	9/22/2017	311952
491000	Admin Exp-Criminal/Background Checks	4.44	NATIONAL CREDIT REPORTING	CREDIT CHECK	9/22/2017	311970
491000	Admin Exp-Criminal/Background Checks	48.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	8/4/2017	311125
491000	Admin Exp-Criminal/Background Checks	5.96	NATIONAL CREDIT REPORTING	CREDIT CHECK	8/25/2017	311504
491000	Admin Exp-Criminal/Background Checks	7.76	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/4/2017	311125
491000	Admin Exp-Criminal/Background Checks	0.02	DEPARTMENT OF LICENSING	QUERY SEARCH JULY 2017	8/25/2017	311488
493000	Other Admin Exp-Postage	8.94	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	8/25/2017	311467
493000	Other Admin Exp-Postage	5.69	MAIL ADVERTISING BUREAU INC	KCHA PARKING POLICY MAILING	9/22/2017	311935
493000	Other Admin Exp-Postage	5.29	HASLER TOTAL FUNDS	POSTAGE	8/4/2017	311163
493000	Other Admin Exp-Postage	0.75	MAIL ADVERTISING BUREAU INC	DIGITAL RENT LETTERS	8/25/2017	311467

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

8/01/2017 TO 9/30/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493000	Other Admin Exp-Postage	8.92	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	9/8/2017	311707
493100	Other Admin Exp-Mail Handling	2.40	MAIL ADVERTISING BUREAU INC	DIGITAL RENT LETTERS	8/25/2017	311467
493100	Other Admin Exp-Mail Handling	17.26	MAIL ADVERTISING BUREAU INC	KCHA PARKING POLICY MAILING	9/22/2017	311935
493100	Other Admin Exp-Mail Handling	15.00	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	9/8/2017	311707
493100	Other Admin Exp-Mail Handling	3.20	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	8/25/2017	311467
495000	Other Admin Exp-General Liability Insurance	6.45	CRITICAL INFORMATICS INC	INCIDENT RESPONSE PLAN DEV	9/8/2017	311799
520104	Social Service Contracts-Interpretation	2.67	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/29/2017	312095
520104	Social Service Contracts-Interpretation	1.75	LANGUAGE LINE SERVICES, INC	INTERPRETATION	8/18/2017	311367
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	LANDSCAPING	8/11/2017	311348
620013	Occup Exp-Yard/Garden/Landscaping	124.47	WHIRLWIND CLEAN & GREEN	LANDSCAPING	9/22/2017	312069
620013	Occup Exp-Yard/Garden/Landscaping	161.81	WHIRLWIND CLEAN & GREEN	LANDSCAPING 8/2017	9/1/2017	311687
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	LANDSCAPING 8/2017	9/1/2017	311687
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	LANDSCAPING 8/2017	9/1/2017	311687
620013	Occup Exp-Yard/Garden/Landscaping	181.95	WHIRLWIND CLEAN & GREEN	LANDSCAPING	8/18/2017	311440
620013	Occup Exp-Yard/Garden/Landscaping	139.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	9/22/2017	312069
620013	Occup Exp-Yard/Garden/Landscaping	139.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	9/22/2017	312069
620016	Occup Exp-Maint Contracts-Hazardous Material	1,001.82	PBS ENGINEERING & ENVIRONMENTAL	BINGHAM PLACE PROF SVCS	8/11/2017	311257
660000	Occup Exp-Utilities-Water	104.45	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	122.43	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	77.50	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	131.42	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	91.65	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	108.95	PUBLIC UTILITY DISTRICT #1	WATER	9/15/2017	311873
660000	Occup Exp-Utilities-Water	90.97	PUBLIC UTILITY DISTRICT #1	WATER	9/15/2017	311873
660000	Occup Exp-Utilities-Water	60.79	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	117.94	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	73.00	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	114.30	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	204.87	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	127.89	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	100.71	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	82.60	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	109.77	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	104.45	PUBLIC UTILITY DISTRICT #1	WATER	9/15/2017	311873
660000	Occup Exp-Utilities-Water	90.97	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	70.66	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	59.14	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660000	Occup Exp-Utilities-Water	96.18	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

8/01/2017 TO 9/30/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660100	Occup Exp-Utilities-Sewer	629.72	CITY OF SEDRO WOOLLEY	SEWER	9/15/2017	311879
660100	Occup Exp-Utilities-Sewer	629.70	CITY OF SEDRO WOOLLEY	SEWER	8/11/2017	311302
660100	Occup Exp-Utilities-Sewer	252.06	CITY OF SEDRO WOOLLEY	SEWER	8/11/2017	311302
660100	Occup Exp-Utilities-Sewer	377.82	CITY OF SEDRO WOOLLEY	SEWER	9/15/2017	311879
660100	Occup Exp-Utilities-Sewer	377.82	CITY OF SEDRO WOOLLEY	SEWER	8/11/2017	311302
660100	Occup Exp-Utilities-Sewer	252.06	CITY OF SEDRO WOOLLEY	SEWER	9/15/2017	311879
660200	Occup Exp-Utilities-Electricity	40.90	PUGET SOUND ENERGY-BOT-01H	ELEC	9/29/2017	312137
660200	Occup Exp-Utilities-Electricity	39.46	PUGET SOUND ENERGY-BOT-01H	ELEC	9/29/2017	312137
660200	Occup Exp-Utilities-Electricity	64.25	PUGET SOUND ENERGY-BOT-01H	ELEC	9/29/2017	312137
660200	Occup Exp-Utilities-Electricity	57.79	PUGET SOUND ENERGY-BOT-01H	ELEC	9/1/2017	311642
660200	Occup Exp-Utilities-Electricity	33.39	PUGET SOUND ENERGY-BOT-01H	ELEC	9/1/2017	311642
660200	Occup Exp-Utilities-Electricity	33.79	PUGET SOUND ENERGY-BOT-01H	ELEC	9/1/2017	311642
660201	Occup Exp-Utilities-Electricity-Closing Bill	14.31	PUGET SOUND ENERGY-BOT-01H	ELEC	9/1/2017	311642
660201	Occup Exp-Utilities-Electricity-Closing Bill	10.34	PUGET SOUND ENERGY-BOT-01H	ELEC	9/29/2017	312137
660300	Occup Exp-Utilities-Natural Gas	18.29	CASCADE NATURAL GAS CO	GAS	9/15/2017	311863
660300	Occup Exp-Utilities-Natural Gas	18.29	CASCADE NATURAL GAS CO	GAS	8/18/2017	311405
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	5.90	CASCADE NATURAL GAS CO	GAS	8/18/2017	311405
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	4.24	CASCADE NATURAL GAS CO	GAS	9/15/2017	311863
660500	Occup Exp-Utilities-Surface Water Mgmt	25.14	CITY OF SEDRO WOOLLEY	STORM	9/15/2017	311879
660500	Occup Exp-Utilities-Surface Water Mgmt	16.77	CITY OF SEDRO WOOLLEY	STORM	8/11/2017	311302
660500	Occup Exp-Utilities-Surface Water Mgmt	41.90	CITY OF SEDRO WOOLLEY	STORM	9/15/2017	311879
660500	Occup Exp-Utilities-Surface Water Mgmt	41.90	CITY OF SEDRO WOOLLEY	STORM	8/11/2017	311302
660500	Occup Exp-Utilities-Surface Water Mgmt	25.14	CITY OF SEDRO WOOLLEY	STORM	8/11/2017	311302
660500	Occup Exp-Utilities-Surface Water Mgmt	16.77	CITY OF SEDRO WOOLLEY	STORM	9/15/2017	311879
660700	Occup Exp-Utilities-Garbage	393.93	CITY OF SEDRO WOOLLEY	GARBAGE	9/15/2017	311879
660700	Occup Exp-Utilities-Garbage	140.05	CITY OF SEDRO WOOLLEY	GARBAGE	9/15/2017	311879
660700	Occup Exp-Utilities-Garbage	410.07	CITY OF SEDRO WOOLLEY	GARBAGE	8/11/2017	311302
660700	Occup Exp-Utilities-Garbage	134.24	CITY OF SEDRO WOOLLEY	GARBAGE	8/11/2017	311302
660700	Occup Exp-Utilities-Garbage	13.35	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	8/11/2017	311242
660700	Occup Exp-Utilities-Garbage	140.05	CITY OF SEDRO WOOLLEY	GARBAGE	8/11/2017	311302
660700	Occup Exp-Utilities-Garbage	21.36	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	8/11/2017	311242
660700	Occup Exp-Utilities-Garbage	134.24	CITY OF SEDRO WOOLLEY	GARBAGE	9/15/2017	311879
	TOTAL CEDAR GROVE	10,125.78				
HILLSVIEW						
410000	Admin Supplies	202.84	COMPLETE OFFICE	OFFICE SUPPLIES	9/1/2017	311633
410000	Admin Supplies	0.38	CANON SOLUTIONS AMERICA INC	SN RZJ27626	8/25/2017	311579
410000	Admin Supplies	0.26	CANON SOLUTIONS AMERICA INC	SN RZJ27626	9/29/2017	312196
411000	Phone Equip-PBX	0.14	CDW/COMPUTER CENTERS INC	SPEAKER PHONE	9/29/2017	312101

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report
8/01/2017 TO 9/30/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411101	Comp Equip-Software	2.51	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	8/11/2017	311250
411101	Comp Equip-Software	2.61	TROY MOBILITY INC	MOBILEIRON SUBSCRIPTION	9/1/2017	311690
411102	Comp Equip-Hardware Maint	7.72	CERIUM NETWORKS INC	AUDICODES MAINT RENEWAL	9/1/2017	311672
411102	Comp Equip-Hardware Maint	3.83	DELL MARKETING LP	PROSUPPORT ONSITE SVCS	9/15/2017	311829
411103	Comp Equip-Software Maint	6.45	CDW/COMPUTER CENTERS INC	MCAFFEE GHE	8/18/2017	311373
411103	Comp Equip-Software Maint	84.86	CITRIX SYSTEMS INC	RENEWAL	9/8/2017	Commerce
411901	Equip-Other-Leased/Rented	2.49	MAILFINANCE INC	6/29-9/28/17 COVERAGE	9/22/2017	312047
411901	Equip-Other-Leased/Rented	0.06	TREBRON COMPANY INC	PROPERT TAX EQUIPT LEASED	8/11/2017	311266
420000	Professional Services-Legal	241.50	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	9/1/2017	311590
420101	Professional Services-Auditing	139.50	STATE AUDITOR S OFFICE	AUDIT PERIOD 15-15	8/25/2017	311462
421904	Admin Contracts- Cloud Recovery Services	16.32	NET2VAULT LLC	MANAGED VAULTING	9/29/2017	312183
421904	Admin Contracts- Cloud Recovery Services	22.05	NET2VAULT LLC	MANAGED VAULTING	8/25/2017	311567
440100	Travel-Non-training Related-Local-Mileage	177.99	KIMBERLY SAYAVONG	7/6-8/29/17 MILEAGE	9/8/2017	311778
440100	Travel-Non-training Related-Local-Mileage	2.06	MARSHA PREMEL	7/10-28/17 MILEAGE	8/11/2017	311315
440100	Travel-Non-training Related-Local-Mileage	0.30	VANESSA OWEN	1/23-7/21/17 MILEAGE	8/4/2017	311195
450001	Comm-Phones Lines-Service-Voice	20.62	CONSOLIDATED TECH SERVICES	JULY 2017 CHGS	8/18/2017	311422
450001	Comm-Phones Lines-Service-Voice	20.63	CONSOLIDATED TECH SERVICES	AUGUST 2017 CHGS	9/22/2017	312029
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SERVICES INC	MONTHLY MAINT	8/25/2017	311578
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SERVICES INC	MONTHLY MAINT	9/29/2017	312195
450002	Comm-Phones Lines-Service-Digital Voice	0.29	WEST SAFETY SERVICES INC	GATEWAY MONTHLY CHARGES	8/4/2017	311213
450003	Comm-Phones Lines-Security	82.50	CONSOLIDATED TECH SERVICES	AUGUST 2017 CHGS	9/22/2017	312029
450003	Comm-Phones Lines-Security	82.50	CONSOLIDATED TECH SERVICES	JULY 2017 CHGS	8/18/2017	311422
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	8/4/2017	311174
450100	Comm-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	9/15/2017	311880
452000	Comm-Advertising	84.63	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE	9/15/2017	311824
491000	Admin Exp-Criminal/Background Checks	48.00	WASHINGTON STATE PATROL	BACKGROUND CHECKS	8/11/2017	311252
491000	Admin Exp-Criminal/Background Checks	23.13	WASHINGTON STATE PATROL	BACKGROUND CHECK	8/4/2017	311125
491000	Admin Exp-Criminal/Background Checks	17.76	NATIONAL CREDIT REPORTING	CREDIT CHECK	8/25/2017	311504
491000	Admin Exp-Criminal/Background Checks	23.19	WASHINGTON STATE PATROL	BACKGROUND CHECKS	9/15/2017	311831
491000	Admin Exp-Criminal/Background Checks	25.58	WASHINGTON STATE PATROL	BACKGROUND CHECKS	8/25/2017	311487
491000	Admin Exp-Criminal/Background Checks	0.07	DEPARTMENT OF LICENSING	QUERY SEARCH JULY 2017	8/25/2017	311488
491000	Admin Exp-Criminal/Background Checks	0.06	DEPARTMENT OF LICENSING	BILLING PERIOD 8/1-31/17	9/22/2017	311952
491000	Admin Exp-Criminal/Background Checks	13.23	NATIONAL CREDIT REPORTING	CREDIT CHECK	9/22/2017	311970
493000	Other Admin Exp-Postage	26.64	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	9/8/2017	311707
493000	Other Admin Exp-Postage	2.25	MAIL ADVERTISING BUREAU INC	DIGITAL RENT LETTERS	8/25/2017	311467
493000	Other Admin Exp-Postage	26.69	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	8/25/2017	311467
493000	Other Admin Exp-Postage	15.77	HASLER TOTAL FUNDS	POSTAGE	8/4/2017	311163
493000	Other Admin Exp-Postage	16.99	MAIL ADVERTISING BUREAU INC	KCHA PARKING POLICY MAILING	9/22/2017	311935

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2017 TO 9/30/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493100	Other Admin Exp-Mail Handling	9.56	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS	8/25/2017	311467
493100	Other Admin Exp-Mail Handling	44.79	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	9/8/2017	311707
493100	Other Admin Exp-Mail Handling	51.53	MAIL ADVERTISING BUREAU INC	KCHA PARKING POLICY MAILING	9/22/2017	311935
493100	Other Admin Exp-Mail Handling	7.18	MAIL ADVERTISING BUREAU INC	DIGITAL RENT LETTERS	8/25/2017	311467
495000	Other Admin Exp-General Liability Insurance	19.35	CRITICAL INFORMATICS INC	INCIDENT RESPONSE PLAN DEV	9/8/2017	311799
520104	Social Service Contracts-Interpretation	5.22	LANGUAGE LINE SERVICES, INC	INTERPRETATION	8/18/2017	311367
520104	Social Service Contracts-Interpretation	7.96	LANGUAGE LINE SERVICES, INC	INTERPRETATION	9/29/2017	312095
610000	Occup Exp-Materials-Electrical	87.92	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	8/18/2017	311364
610008	Occup Exp-Materials-Fire/Safety	473.10	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	8/18/2017	311364
610015	Occup Exp-Materials-Reasonable Accommodations	975.00	BATHCREST OF SEATTLE	STEEL TUB STEP THROUGH	8/25/2017	311507
620006	Occup Exp-Maint Contracts-Floor Covering	2,048.02	SIGNATURE INTERIORS & DESIGN	CARPET	8/11/2017	311275
620007	Occup Exp-Maint Contracts-Elevator	576.00	ELTEC SYSTEMS LLC	Q3 INSTALLMENT	8/11/2017	311349
620007	Occup Exp-Maint Contracts-Elevator	965.40	ELTEC SYSTEMS LLC	INSTALL PBX PHONE	9/1/2017	311688
620011	Occup Exp-Maint Contracts-Fire/Safety	300.00	SIMPLEXGRINNELL LP	ALARM MONITORING	8/25/2017	311459
620011	Occup Exp-Maint Contracts-Fire/Safety	253.13	SIMPLEXGRINNELL LP	SVC CALL	8/11/2017	311232
620012	Occup Exp-Maint Contracts-Pest Control	60.00	SPRAGUE PEST SOLUTIONS	PEST CONTROL	9/1/2017	311636
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING	8/11/2017	311348
620013	Occup Exp-Yard/Garden/Landscaping	69.56	WHIRLWIND CLEAN & GREEN	LANDSCAPING	9/22/2017	312069
620013	Occup Exp-Yard/Garden/Landscaping	326.96	WHIRLWIND CLEAN & GREEN	LANDSCAPING 8/2017	9/1/2017	311687
620016	Occup Exp-Maint Contracts-Hazardous Material	1,001.83	PBS ENGINEERING & ENVIRONMENTAL	BINGHAM PLACE PROF SVCS	8/11/2017	311257
640008	Occup Exp-Maint Projects-Electrical	5,985.08	COMMERCIAL ENTRY SYSTEMS INC	ADO INSTALLATION	9/15/2017	311834
660000	Occup Exp-Utilities-Water	1,526.20	PUBLIC UTILITY DISTRICT #1	WATER	9/22/2017	312009
660100	Occup Exp-Utilities-Sewer	3,772.40	CITY OF SEDRO WOOLLEY	SEWER	8/11/2017	311302
660100	Occup Exp-Utilities-Sewer	3,772.40	CITY OF SEDRO WOOLLEY	SEWER	9/15/2017	311879
660200	Occup Exp-Utilities-Electricity	985.64	PUGET SOUND ENERGY-BOT-01H	ELEC	9/1/2017	311642
660200	Occup Exp-Utilities-Electricity	1,078.91	PUGET SOUND ENERGY-BOT-01H	ELC	9/29/2017	312137
660201	Occup Exp-Utilities-Electricity-Closing Bill	8.97	PUGET SOUND ENERGY-BOT-01H	ELEC	8/11/2017	311292
660201	Occup Exp-Utilities-Electricity-Closing Bill	11.65	PUGET SOUND ENERGY-BOT-01H	ELEC	8/11/2017	311292
660500	Occup Exp-Utilities-Surface Water Mgmt	251.02	CITY OF SEDRO WOOLLEY	STORM	9/15/2017	311879
660500	Occup Exp-Utilities-Surface Water Mgmt	251.02	CITY OF SEDRO WOOLLEY	STORM	8/11/2017	311302
660700	Occup Exp-Utilities-Garbage	655.97	CITY OF SEDRO WOOLLEY	GARBAGE	8/11/2017	311302
660700	Occup Exp-Utilities-Garbage	11.57	SKAGIT COUNTY PUBLIC WORKS DEPT	GARBAGE	8/11/2017	311242
660700	Occup Exp-Utilities-Garbage	655.97	CITY OF SEDRO WOOLLEY	GARBAGE	9/15/2017	311879
	TOTAL HILLSVIEW	28,033.15				
	TOTAL SEDRO WOOLLEY	38,158.93				

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

To: The Board of Commissioners
Date: October 12, 2017
From: Jeff Friend, Financial Reporting Manager
Subject: August 2017 Financial Report

EXECUTIVE SUMMARY

Year-to-date operating revenues and operating expenses are 12.8% over budget and 5.2% under budget, respectively.

Operating Revenue Variances

	Variance (\$)	Variance (%)
Dwell Rent	\$ 3,198	2.6%
Operating Fund Subsidy	39,046	18.7%
Other Misc. Income	478	38%
	<u>\$ 42,722</u>	<u>12.8%</u>

Operating Expense Variances

	\$ Var	% Var
Salaries, Wages & Benefits	\$ (5,160)	-7.4%
Occupancy Expenses	(3,446)	-2.2%
Admin Support Expenses	(6,195)	-9.9%
Other Misc. Expenses	(393)	-7.5%
	<u>\$ (15,194)</u>	<u>-5.2%</u>

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

The Authority continues to have sufficient working capital to support its operations. Future subsidy from HUD may be reduced from prior year levels due to a potential disapproval of the Authority's Energy Performance Contract, Phase II.

FINANCIAL HIGHLIGHTS

An unaudited year-to-date financial report as of August 31, 2017 is attached to this memo. 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.

Operating Revenue and Expense: Operating Revenues were over target through August as the amount funded was based on a preliminary subsidy request that included Energy Performance Contract incentives. As discussed below, HUD has removed these incentives from the Authority's request and it is expected that the final level of funding will be \$20,000 less than budget.

Operating Expenses are under target primarily to favorable variances in Salaries, Wages, and Benefits. Current staff assigned to Hillview and Cedar Grove has fewer dependents than the average KCHA employee; therefore, the medical benefit costs are lower. If there are no staffing changes, Salaries, Wages, and Benefits should remain under budget throughout the balance of the year. Additionally, Administrative Expenses are under target due to timing: audit costs were budgeted for July and August but the invoices won't be received until later in the year.

Non-Operating Revenue and Expense: Non-operating revenues are over target. Non-operating revenues which consist of grant funds received to cover capital work is higher as three unit upgrades were budgeted evenly throughout the year yet work was completed on two unit upgrades at Hillsview through August . Work on the third upgrade began in August. Also, the key scan/monitoring system project was budgeted for April but was not installed until September.

Working Capital: The year-to-date working capital balance is \$313,685; the equivalent of approximately 9 months of operating expenses.

ENERGY PERFORMANCE CONTRACT

In June 2017, the Board approved Resolution #457 authorizing an extension of the Authority's existing Energy Performance Contract. As of this writing, HUD has not only not approved the extension but also removed existing incentives from the 2017 Operating Subsidy request. Note that HUD had been approving these incentives for the past 11 years so this came as a major surprise and it was only upon our request for the extension that problems related to the initial application surfaced. The net effect of HUD's actions is an operating subsidy level approximately \$20,000 less than the 2017 annual budget.

KCHA is fighting on Sedro-Woolley Housing Authority's behalf to have this revenue restored; however, it is possible that HUD will not do so. Future budget years are also negatively impacted and as a result, the budget may tighten significantly in 2018 and beyond. Possible strategies the Authority may enact to deal with these shortfalls include:

- 1) Reduce capital projects, drawing those funds instead to support operations,
- 2) Cut expenses, and/or,
- 3) Use reserves (\$107,589 of \$316,557 is available for use per HUD regulations)

Preliminary 2018 forecasts show shortfalls beginning next year absent additional action. It is important for KCHA and the Authority's Board to continue to closely monitor the Authority's operations. The current balance in operating reserves will allow the Authority to make a thoughtful transition to the lower subsidy environment over the next 2-3 years if we are not successful in getting the subsidy restored.

Housing Authority of the City of Sedro-Woolley
Statements of Financial Position
For the Period Ended 08/31/2017

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Total Authority</u>
Working Capital Assets			
Cash-Unrestricted	\$ 95,985	\$ 220,572	\$ 316,557
Accounts Receivables	12,895	4,025	16,920
Prepaid Assets & Inventory	312	1,380	1,692
Total Working Capital Assets	<u>109,192</u>	<u>225,977</u>	<u>335,169</u>
Liabilities Offsetting Working Capital Assets			
Accounts Payable	(3,402)	(5,101)	(8,503)
Payroll Liabilities	<u>(3,667)</u>	<u>(9,314)</u>	<u>(12,981)</u>
Total Offsetting Liabilities	(7,069)	(14,415)	(21,484)
Working Capital	<u>102,123</u>	<u>211,562</u>	<u>313,685</u>
Other Assets			
Cash-Restricted	3,650	5,300	8,950
Capital Assets	432,224	1,391,371	1,823,595
Work-in-Process	-	2,164	2,164
Total Other Assets	<u>435,874</u>	<u>1,398,835</u>	<u>1,834,709</u>
TOTAL ASSETS (net of WC offsets)	<u>\$ 537,997</u>	<u>\$ 1,610,397</u>	<u>\$ 2,148,394</u>
LIABILITIES & EQUITY			
Other Liabilities			
Deferrals-Related to Restr Cash	\$ 3,650	\$ 5,450	\$ 9,100
Debt	11	21	32
	<u>3,661</u>	<u>5,471</u>	<u>9,132</u>
Equity			
Equity	<u>534,336</u>	<u>1,604,926</u>	<u>2,139,262</u>
	534,336	1,604,926	2,139,262
TOTAL LIAB & EQ (net of curr liab)	<u>\$ 537,997</u>	<u>\$ 1,610,397</u>	<u>\$ 2,148,394</u>

Housing Authority of the City of Sedro-Woolley
Working Capital Budget vs. Actual Report
For the Period Ended 08/31/2017

	Actuals Through 08/31/2017	Budget Through 08/31/2017	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2017 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget
Revenues							
Tenant Revenue	\$ 127,931	\$ 124,733	\$ 3,198	2.6%	\$ 187,100	\$ 59,169	68.4%
Operating Fund Subsidy from HUD	247,667	208,621	39,046	18.7%	312,932	65,265	79.1% (1)
Other Operating Revenue	1,745	1,267	478	37.7%	1,900	155	91.8%
Non-operating Revenue	79,951	45,838	34,113	74.4%	68,759	(11,192)	116.3% (2)
Total Revenues	457,294	380,459	76,835	20.2%	570,691	113,397	80.1%
Expenses							
Salaries & Benefits	64,310	69,470	(5,160)	(7.4%)	105,606	41,296	60.9%
Routine Maintenance, Utilities, Taxes & Insurance	153,131	156,577	(3,446)	(2.2%)	243,274	90,143	62.9%
Direct Social Service Salaries & Benefits	0	0	0	n/m	0	0	n/m
Other Social Service Support Expenses & HAP	4,853	5,246	(393)	(7.5%)	7,945	3,092	61.1%
Administrative Support Expenses	56,335	62,530	(6,195)	(9.9%)	94,777	38,442	59.4%
Non-operating Expenses	0	120	(120)	(100.0%)	180	180	0.0%
Total Expenses	278,629	293,943	(15,314)	(5.2%)	451,782	173,153	61.7%
Net Income	178,665	86,516	92,149	106.5%	118,909	(59,756)	150.3%
Other Sources/(Uses) of Working Capital							
(Increase) in Restricted/Designated Cash	0	0	0	n/m	0	0	n/m
Decrease in Restricted/Designated Cash	300	0	300	n/m	0	(300)	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	(2,164)	0	(2,164)	n/m	0	2,164	n/m
Maintenance Projects	(74,052)	(65,163)	(8,889)	13.6%	(87,744)	(13,692)	84.4%
Acquisition of Capital Assets	(76,216)	(65,163)	(11,053)	17.0%	(87,744)	(11,528)	86.9% (3)
Disposition of Capital Assets	0	0	0	n/m	0	0	n/m
Change in Suspense	0	0	0	n/m	0	0	n/m
Change in Other Assets	0	0	0	n/m	0	0	n/m
Change in Other Deferrals	(150)	0	(150)	n/m	0	150	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	0	(732)	732	(100.0%)	(1,098)	(1,098)	0.0%
Total Other Sources/(Uses) of Working Capital	(76,066)	(65,895)	(10,171)	15.4%	(88,842)	(12,776)	85.6%
Net Change in Working Capital	\$ 102,599	\$ 20,621	\$ 81,978	397.5%	\$ 30,067	\$ (72,532)	341.2%
Working Capital, 12/31/2016	211,086						
Working Capital, 08/31/2017	\$ 313,685						

- 1) Operating subsidy is over target through August. Due to HUD removing energy performance incentives from the Authority's subsidy request, it is expected that subsidy levels will be under target at year end.
- 2) Three unit upgrades were budgeted to be financed from CFP grant draws evenly throughout the year. Two unit upgrades were completed by the end of the August with work on the third upgrade beginning in August which resulted in higher than anticipated CFP grant draws. The CFP grant budget is expected to catch up to actual draws by year-end. The increase in non-operating revenue was also due to unbudgeted CFP draws of \$2K made to close out the 2013 CFP grant. Also, \$8k of retainage related to the Hillview common area project in 2010 was reclassified as other income.
- 3) Variance is primarily due to an unbudgeted roof repair at Cedar Grove due to a fallen tree.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

August and September 2017

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsview	0	0	0
Cedar Grove	1	0	0

Average Unit Turnover Rates for Hillsview

The current Unit Turnover Rate (UTO) is averaging 8.75 days.

- The 4 bedroom unit at Cedar Grove is currently being upgraded and scheduled to be completed in October.
- There is one Hillsview unit on notice to move in November; she is relocating to South Carolina to be closer to family.

Current Applications of Wait List as of September 30, 2017

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	91	71	53	144

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	89	20	109
3 Bedrooms	52	3	55
4 Bedrooms	4	0	4
Total	145	23	168

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

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	48	19	0	0	0	67
Cedar Grove I	3	10	0	0	0	13
Cedar Grove II	3	5	0	0	0	8
Cedar Grove III	3	3	1	0	0	7
Total	57	37	1	0	0	95

Resident Functions

Community Action is scheduled to come to Hillsview on October 17, 2017 to help residents sign up for energy assistance.

Staffing

We are 100% staffed in Sedro-Woolley.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Previous Meeting Concerns

- Letters were sent to residents regarding the high water usage at Cedar Grove with conservation tips.

Resident Issues

- *Hillsview*
 - The property manager had individual meetings with residents to address complaints received regarding their conduct and harassing behavior towards a neighbor.
- *Cedar Grove II*
 - Staff continues to work with the police department and residents to address the on-going complaints at the complex. The appropriate legal notices have been served to the resident in question. A meeting is scheduled with the resident to discuss their tenancy.



**SEDRO-WOOLLEY
HOUSING AUTHORITY**

Date: October 19, 2017
To: Board of Commissioners
From: Nikki Parrott, Director Capital Construction and Weatherization
Subject: 2017 Capital Fund Program (CFP) Grant

Nikki Parrott

The 2017 CFP Grant amount is \$136,217, which is a slight increase over the 2016 amount of \$125,891. The 2017 grant amounts were posted on HUD's website on June 30, 2017, with the deadline for both holding a public hearing related to the use of the funds and returning the required, executed documents to HUD by August 2, 2017. In order to meet the deadline we completed and submitted all the required documents while assuring HUD that the public hearing would be held at the next available opportunity and no 2017 funds would be committed or expended until after the hearing. Given that a public hearing must be advertised 45 days in advance, the upcoming meeting is the first opportunity to hold the hearing.

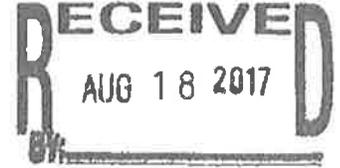
One of the documents required for the August 2nd submission was a Board resolution certifying that the public housing program will be carried out in compliance with the Civil Rights Certification. That resolution was approved via a telephone meeting of the Board on July 26, 2017. KCHA executed the remaining documents and submitted the complete package prior to the deadline. HUD's approval occurred on August 16, 2017. The complete approved package is attached and I will review it with the Board at the meeting.

I will also provide some additional information during the meeting related to new environmental review requirements for the use of CFP funds and on future capital needs.



U.S. Department of Housing and Urban Development

Seattle Regional Office
Seattle Federal Office Building
Office of Public Housing
909 First Avenue, Suite 360
Seattle, WA 98104-1000



August 16, 2017

Stephen J. Norman, Executive Director
Sedro Woolley Housing Authority c/o King County Housing Authority
600 Andover Park West
Seattle, WA 98188-3326

Dear Mr. Norman:

Subject: Annual Contributions Contract Number: S-4
Amendment Number: 25-N
Grant Number: WA01P03050117
FY2017 Capital Fund Program (CFP) Submission Approval

Enclosed is the executed counterpart of the Annual Contributions Contract (ACC) for the 2017 Capital Fund Program.

If you have any questions, please contact Cherie Shanks, General Engineer by email at cherie.a.shanks@hud.gov or at (206) 220-6674.

Sincerely,

Harlan Stewart
Director
Office of Public Housing

Enclosures:
Executed 2017 ACC
Form HUD 50075.1
Form HUD 50075.2

2017 Capital Fund

Capital Fund Program
(CFP) Amendment
To The Consolidated Annual Contributions
Contract (form HUD-53012)

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

Whereas, (Public Housing Authority) HA City of Sedro Woolley WA030 (herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions
Contract(s) ACC(s) Number(s) S-4 dated 9/28/1995

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$138,217.00 for Fiscal Year 2017 to be referred to under Capital Fund Grant Number WA01P03050117
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 25-N

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(g)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(g)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

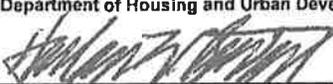
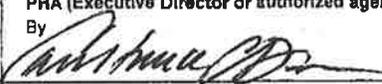
9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): Yes No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 8/16/2017. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development	PHA (Executive Director or authorized agent)
By  Date: <u>AUG 16 2017</u>	By  Date: <u>7/12/2017</u>
Title <u>Director</u>	Title <u>DEPUTY EXECUTIVE DIRECTOR</u>
<u>Office of Public Housing</u>	

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 I: Summary					
PHA Name: Housing Authority of the City of Sedro-Woolley		Grant Type and Number Capital Fund Program Grant No: WA19P03050117 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2017 FFY of Grant Approval: 2017
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	13,621.70			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	13,621.70			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	108,973.60			
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 ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 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 I: Summary

PHA Name: Housing Authority of the City of Sedro-Woolley	Grant Type and Number Capital Fund Program Grant No: WA19P03050117 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2017 FFY of Grant Approval: 2017
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Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	136,217.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date 7-26-17	Signature of Public Housing Director
---------------------------------	-----------------	--------------------------------------

AUG 16 2017

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

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of the City of Sedro-Woolley				Federal FFY of Grant: 2017	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
WA 30-1 Cedar Grove	4/12/2019		4/12/2021		
WA 30-2 Hillsvie	4/12/2019		4/12/2021		

¹ 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.

Capital Fund Program—Five-Year Action Plan

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

Part I: Summary						
PHA Name/Number		Locality (City/County & State)			<input checked="" type="checkbox"/> Original 5-Year Plan	Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2017</u>	Work Statement for Year 2 FFY <u>2018</u>	Work Statement for Year 3 FFY <u>2019</u>	Work Statement for Year 4 FFY <u>2020</u>	Work Statement for Year 5 FFY <u>2021</u>
	Housing Authority of the City of Sedro-Woolley WA19P03050117					
B.	Physical Improvements Subtotal	Annual Statement	108,973.60	108,973.60	108,973.60	108,973.60
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		13,621.70	13,621.70	13,621.70	13,621.70
F.	Other (Fees & Costs)		13,621.70	13,621.70	13,621.70	13,621.70
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		136,217.00	136,217.00	136,217.00	136,217.00

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" 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	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. Initial filing <input checked="" type="checkbox"/> b. material change For Material Change Only: year <u>2017</u> quarter _____ date of last report <u>2016</u>
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Housing Authority of the City of Sedro-Woolley 830 Township Street Sedro-Woolley, WA 98284 Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ 136,217.00	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: <u>Stephen J. Norman</u> Title: <u>Executive Director</u> Telephone No.: <u>206-574-1100</u> Date: <u>7-26-17</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Sedro-Woolley

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of Authorized Official

Stephen J. Norman

Title

Executive Director

Signature

Date

X

07-26-2017

**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)

07/20/2017

Previous edition is obsolete

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

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 458

**A RESOLUTION ADOPTING THE ANNUAL CIVIL RIGHTS CERTIFICATION REQUIRED
IN CONJUNCTION WITH THE RECEIPT OF THE FEDERAL FISCAL YEAR 2017
ALLOCATION OF FUNDS FROM THE HUD CAPITAL FUND PROGRAM**

WHEREAS, the 24 CFR 905.300 establishes the HUD requirements for the Housing Authority's annual receipt of Capital Fund Program (CFP) funds; and

WHEREAS, the Housing Authority has been awarded \$136,217 in CFP funds for 2017; and

WHEREAS, one of the requirements is that the Housing Authority Board of Commissioners certify that the Authority will carry out the public housing program in compliance with various federal acts listed in the attached Civil Rights Certification (HUD-50077-CR); and

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

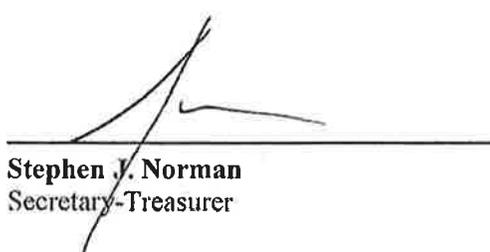
SECTION 1. In 2017, the public housing program will continue to be carried out in conformance with the requirements of the attached "Civil Rights Certification."

SECTION 2. Stephen J. Norman, Secretary/Treasurer of the Board of Commissioners is authorized to sign the attached "Civil Rights Certification" and submit it to HUD in compliance with the requirements for receipt of CFP funds for federal fiscal year 2017.

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THIS 25TH DAY OF JULY 2017.

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


**Laurie Fellers, Chair
Board of Commissioners**


**Stephen J. Norman
Secretary-Treasurer**

Civil Rights Certification
(Qualified PHAs)

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

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, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency 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 by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Housing Authority of the City of Sedro-Woolley
PHA Name

WA030
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

Stephen J. Norman

Signature

Title

Secretary-Treasurer, Sedro-Woolley Housing Authority

Date

07-24-2017

Board of Commissioners
LAURIE FELLARS, Chair
KACY JOHNSON
RETA STEPHENSON
LEE ELLIOT
TAHLIA HONEA

Executive Director
STEPHEN J. NORMAN



HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

Harlan Stewart, Director
Office of Public Housing
Seattle Regional Office
Seattle Federal Office Building
909 First Avenue, Suite 360
Seattle WA 98104-1000

RE: 2017 Capital Fund Program Grant

Dear Mr. Stewart:

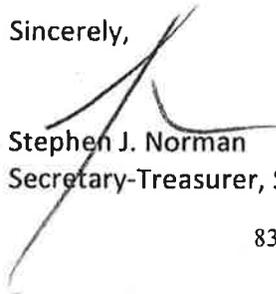
I am writing in my capacity as the Secretary-Treasurer of the Board of Commissioners of the Sedro Woolley Housing Authority.

The Capital Fund Program (CFP) submission requirements at 24 CFR 905.300 stipulate that the Housing Authority Board hold a public hearing as part of budgeting for the use of each new CFP grant. Due to the short turnaround time between the June 30, 2017, notice of the availability of the CFP funds and the August 2, 2017, date that CFP documents are due to the HUD Field Office, the Board has not been able to hold the required public hearing. In order to not miss the submission deadline, Cherie Shanks of your staff suggested that we send in all the required documents and include this letter to: 1) confirm our plans to hold the public hearing in conjunction with the October Board meeting; and, 2) assure that the Authority will not commit or expend any of the 2017 CFP funds until after we have submitted documentation of the completed public hearing.

With the inclusion of this letter, I understand that the Annual Contributions Contract (ACC) can be signed on August 16, 2017, according to the HUD-published *Timeline for FFY 2017 Capital Fund Program (CFP) Formula and RHF Grants*.

If you have questions or need further information, please contact Nikki Parrott at 206.214.1250 or nikkip@kcha.org.

Sincerely,


Stephen J. Norman
Secretary-Treasurer, Sedro Woolley Housing Authority