

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## VIRTUAL/ZOOM MEETING OF THE BOARD OF COMMISSIONERS

Thursday, June 17, 2021

### Zoom Meeting:

[https://zoom.us/j/91304429567?pwd=aEk4bkZBVVQWF  
DQndZYTdlcTVxQT09](https://zoom.us/j/91304429567?pwd=aEk4bkZBVVQWF<br/>DQndZYTdlcTVxQT09)

**Meeting ID: 913 0442 9567**

**Passcode: 754223**

**PHONE: 253-215-8782**

ZOOM-Telephonic Meeting  
Hillsview Apartments  
(Community Room)  
830 Township Street, Sedro-Woolley, WA 98284

# HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



## MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, June 17, 2021  
10:45 am

VIRTUAL/ZOOM MEETING

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

---

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Approval of Minutes
  - A. April 15, 2021 Board of Commissioners' Meeting Minutes 1
- V. Action Items for Discussion & Approval
  - A. Approval of Voucher Report April 1, 2021 to May 31, 2021 2
  - B. Resolution No. 474 – Adoption of the SWHA Combined Five-Year and FY 2021 Annual Agency Plan 3
- VI. Reports
  - A. Financial Report for April 2021 4
  - B. Housing Management Report for April/May 2021 5
- VII. New Business
- VIII. Adjournment

T  
A  
B

N  
U  
M  
B  
E  
R

1

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

Thursday, April 15, 2020

---

I. Call to Order

The virtual meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Vice Chair Reta Stephenson at 10:45 a.m., on Thursday, April 15, 2020, via zoom.

II. Roll Call

**Present:** Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Kacy Johnson.

**Excused:** Commissioner Dona Cowan and Commissioner Lee Elliott.

III. Public Comment

No public comment.

IV. Approval of Minutes

A. February 18, 2021 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the Minutes w/ changes in typo of Laurie Fellers, seconded by Commissioner Laurie Fellers; the Board unanimously approved the Minutes from February 18, 2021.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report February 1, 2021 to March 31, 2021

Questions of Commissioners' were answered.

Commissioner Reta Stephenson moved for approval of the Voucher Report, seconded by Commissioner Laurie Fellers; the board unanimously approved the Voucher Report for February 1, 2021 to March 31, 2021.

B. Resolution No. 472 – Adoption of the SWHA Combined Five-Year and FY 2021 Annual Agency Plan.

Bill Cook, Director of Property Management explained the additional information

that HUD needs for the five year plan.

This Resolution is part of the five-year plan from October 2020. We are working with HUD on additional information that they are wanting.

Commissioner Kacy Johnson moved for approval of Resolution No. 472 for the adoption of the SWHA Combined Five-Year FY 2021 Annual Agency Plan, seconded by Commissioner Laurie Fellers; the Board unanimously approved Resolution No. 472.

- C. Resolution No. 473- Acknowledging Receipt of Financial Statement Audit Examinations and Attestations for the period January 1, 2019 through December 31, 2019 and Accountability Audit Examinations for the Period January 1, 2017 through December 31, 2019.

Windy Epps, Temporary Director of Finance gave details of the Audit report.

Commissioner Reta Stephenson moved for approval of Resolution No. 473 for the Audit Report, seconded by Commissioner Laurie Fellers; the Board unanimously approved Resolution No. 473.

## VI. Reports

- A. Financial Report for February 2021

Windy Epps, Temporary Director for Finance, explained the Financial Report for February 2021.

Questions of Commissioners' were answered.

- B. Housing Management Report for February/March 2021.

Kimberly Sayavong, Senior Property Manager went over the Housing Management Report in detail.

Commissioners commented that the Landscapers are doing a great job as everything looks great.

Questions of Commissioners' were answered.

## VII. New Business

None.

## VIII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:06 a.m.

THE HOUSING AUTHORITY OF THE  
CITY OF SEDRO-WOOLLEY

---

LAURIE FELLERS, Chair  
Board of Commissioners

---

STEPHEN J. NORMAN  
Executive Director

T  
A  
B  
  
N  
U  
M  
B  
E  
R



# SEDRO-WOOLLEY HOUSING AUTHORITY

**TO:** Board of Commissioners  
**FROM:** Ai Ly, Interim Assistant Director of Finance  
**DATE:** June 7, 2021  
**RE:** Approval of Vouchers April 1, 2021 to May 31, 2021

---

I, Ai Ly, 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.

---

Ai Ly  
Interim Assistant Director of Finance  
June 7, 2021

## **Expenditures to Sedro-Woolley**

### Operations

Directly to Cedar Grove	31,474.46
Cedar Grove Voids	<u>(243.47)</u>
Cedar Grove Total	31,230.99
Directly to Hillsview	30,060.40
Hillsview Voids	<u>(890.18)</u>
Hillsview Total	<u>29,170.22</u>
<b>Total Expenditures</b>	<u><u>60,401.21</u></u>



SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2021 TO 5/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
<b>CEDAR GROVE</b>						
170000	Work-In-Process	828.32	SHKS ARCHITECTS INC	CEDAR GROVE T/O# 22	4/23/2021	334699
170000	Work-In-Process	7,245.00	SHKS ARCHITECTS INC	CEDAR GROVE T/O #22	5/21/2021	335092
400100	Salaries-Temporary Employees	6.90	ALMOND & ASSOCIATES	E LAYNE ALCANTARA 3/21/21	4/2/2021	334339
400100	Salaries-Temporary Employees	4.01	ALMOND & ASSOCIATES	E ALCANTARA 3/28/21	4/16/2021	334543
400100	Salaries-Temporary Employees	7.59	BEACON HILL STAFFING GROUP LLC	Y TAN 4/10/21	4/30/2021	334855
400100	Salaries-Temporary Employees	7.59	BEACON HILL STAFFING GROUP LLC	Y TAN 4/17/21	4/30/2021	334855
400100	Salaries-Temporary Employees	7.59	BEACON HILL STAFFING GROUP LLC	Y TAN 4/24/21	5/7/2021	334951
410000	Admin Supplies	0.08	CANON SOLUTIONS AMERICA INC	SN RZJ27626	4/23/2021	334731
410000	Admin Supplies	0.07	CANON SOLUTIONS AMERICA INC	SN RZJ27626	5/28/2021	335240 voided
411100	Comp Equip-Hrdwr	0.26	CDW/COMPUTER CENTERS INC	REPLACE BATTERY	4/9/2021	334443
411101	Comp Equip-Software	0.18	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/30/2021	334771
411102	Comp Equip-Hrdwr Maint	5.85	DELL MARKETING LP	COMPUTER SUPPLIES	4/2/2021	334341
411102	Comp Equip-Hrdwr Maint	(1.75)	DELL MARKETING LP	COMPUTER SUPPLIES	4/2/2021	334341
411102	Comp Equip-Hrdwr Maint	6.32	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/23/2021	334672
411102	Comp Equip-Hrdwr Maint	4.28	GENERAL DATATECH LP	SMARTNET DURATION 12 MONTHS	4/30/2021	334859
411102	Comp Equip-Hrdwr Maint	2.91	CERIUM NETWORKS INC	AUDIODCODES SUPPORT RENEWAL	5/28/2021	335228 voided
411103	Comp Equip-Software Maint	4.21	PAPERLESS PRODUCTIVITY INC	RIGHTFAX SUPPORT RENEWAL	4/9/2021	334519
411103	Comp Equip-Software Maint	0.89	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/30/2021	334771
411103	Comp Equip-Software Maint	5.00	TROY MOBILITY INC	SUBSCRIPTION LICENSE	5/7/2021	334931
411901	Equip-Other-Leased/Rented	0.99	CANON FINANCIAL	SN 2LPO3248	4/9/2021	334489
411901	Equip-Other-Leased/Rented	1.06	CANON FINANCIAL	SN 2LPO3248	4/23/2021	334720
411901	Equip-Other-Leased/Rented	1.10	CANON FINANCIAL	SN 2LPO3248	5/28/2021	335225 voided
420000	Professional Svcs-Legal	27.01	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	4/30/2021	334756
420000	Professional Svcs-Legal	11.94	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/21/2021	335059
420908	Professional Svcs-Comps	6.30	CALIBER SECURITY PARTNERS LLC	SECURITY CONSULTING	4/9/2021	334493
420908	Professional Svcs-Comps	14.00	CALIBER SECURITY PARTNERS LLC	SECURITY CONSULTING	4/9/2021	334493
420908	Professional Svcs-Comps	0.99	HYLAND SOFTWARE, INC	PROFESSIONAL	4/23/2021	334715
420908	Professional Svcs-Comps	1.23	DOCU SIGN INC	CONSULTING	5/7/2021	334936
420908	Professional Svcs-Comps	1.01	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	5/7/2021	334912
421904	Admin Contracts- Cloud Recovery Svcs	10.92	NET2VAULT LLC	MANAGED VAULTING	4/9/2021	334495
421904	Admin Contracts- Cloud Recovery Svcs	11.06	NET2VAULT LLC	MANAGED VAULTING	5/14/2021	335025
440011	Travel-Mileage Reimbursement	29.60	JUDITH ANDINO	3/2-18/21 MILEAGE	4/9/2021	334516
441000	Training/Registration-Individual	75.90	SPECTRUM SEMINARS INC	C3P WEBINAR	5/21/2021	335106
441000	Training/Registration-Individual	5.83	SPECTRUM SEMINARS INC	C3P WEBINAR	5/21/2021	335106
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECHNOLOGY SERVICES	MARCH 2021 CHARGES	4/23/2021	334717
450001	Comm-Phones Lines-Service-Voice	16.88	CONSOLIDATED TECHNOLOGY SERVICES	APRIL 2021 CHGS	5/21/2021	335108
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	3/23-4/23/21 CHGS	4/9/2021	334464

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2021 TO 5/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	3/23-4/23/21 CHGS	4/9/2021	334464
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	GATEWAY MONTHLY CHG	4/23/2021	334730
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	4/23-5/23/21 CHGS	5/7/2021	334893
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	4/23-5/23/21 CHGS	5/7/2021	334893
450002	Comm-Phones Lines-Service-Digital Voice	0.28	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	5/14/2021	335033
450100	Comm-Long Distance Charges	0.32	CENTURYLINK	MONTHLY CHGS	4/2/2021	334420
450100	Comm-Long Distance Charges	0.26	CENTURYLINK	3/25-4/25/21 CHGS	4/2/2021	334360
450100	Comm-Long Distance Charges	0.32	CENTURYLINK	LONG DISTANCE USAGE	4/30/2021	334856
450100	Comm-Long Distance Charges	0.26	CENTURYLINK	4/25-5/25/21 CHGS	5/14/2021	334986
450100	Comm-Long Distance Charges	0.37	CENTURYLINK	MONTHLY CHGS	5/28/2021	335252 voided
452000	Comm-Advertising	26.20	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE	5/7/2021	334870
491000	Admin Expenses-Criminal/Background Checks	8.63	NATIONAL CREDIT REPORTING	CREDIT CHECK	4/9/2021	334459
491000	Admin Expenses-Criminal/Background Checks	30.25	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/23/2021	334675
491000	Admin Expenses-Criminal/Background Checks	5.05	WASHINGTON STATE PATROL	BACKGROUND CHECK	5/7/2021	334876
491000	Admin Expenses-Criminal/Background Checks	7.96	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/14/2021	334981
493000	Other Admin Exp-Postage	3.62	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS W/INSERT	4/2/2021	334330
493000	Other Admin Exp-Postage	5.80	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS W/O INSERTS	4/2/2021	334330
493000	Other Admin Exp-Postage	5.35	QUADIENT FINANCE USA INC	POSTAGE	4/23/2021	334740
493000	Other Admin Exp-Postage	10.31	MAIL ADVERTISING BUREAU INC	FEBRUARY 2021 STATEMENTS	4/30/2021	334759
493000	Other Admin Exp-Postage	10.71	QUADIENT FINANCE USA INC	POSTAGE	5/21/2021	335141
493100	Other Admin Exp-Mail Handling	1.79	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS W/O INSERTS	4/2/2021	334330
493100	Other Admin Exp-Mail Handling	5.07	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS W/INSERT	4/2/2021	334330
493100	Other Admin Exp-Mail Handling	2.62	MAIL ADVERTISING BUREAU INC	FEBRUARY 2021 STATEMENTS	4/30/2021	334759
520104	Social Service Contracts-Interpretation	2.21	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/14/2021	334965
520104	Social Service Contracts-Interpretation	3.04	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/14/2021	334965
610001	Occup Expenses-Materials-Plumbing	38.58	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	4/30/2021	334763
620006	Occup Expenses-Maint Contracts-Floor Covering	6,257.79	SIGNATURE INTERIORS & DESIGN	CARPET	4/16/2021	334572
620012	Occup Expenses-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/28/2021	335233 voided
620012	Occup Expenses-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/28/2021	335233 voided
620012	Occup Expenses-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/28/2021	335233 voided
620012	Occup Expenses-Maint Contracts-Pest Control	23.96	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/28/2021	335233 voided
620013	Occup Expenses-Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	LANDSCAPING	4/2/2021	334415
620013	Occup Expenses-Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	LANDSCAPING	4/9/2021	334526
620013	Occup Expenses-Yard/Garden/Landscaping	2,270.00	SKAGIT LANDSCAPING LLC	LANDSCAPING	5/7/2021	334950
660000	Occup Expenses-Utilities-Water	134.38	PUBLIC UTILITY DISTRICT #1	WATER	5/14/2021	335003
660000	Occup Expenses-Utilities-Water	116.84	PUBLIC UTILITY DISTRICT #1	WATER	5/14/2021	335003
660000	Occup Expenses-Utilities-Water	134.38	PUBLIC UTILITY DISTRICT #1	WATER	5/14/2021	335003
660000	Occup Expenses-Utilities-Water	86.05	PUBLIC UTILITY DISTRICT #1	WATER	5/14/2021	335003

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2021 TO 5/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Expenses-Utilities-Water	186.98	PUBLIC UTILITY DISTRICT #1	WATER	5/14/2021	335003
660000	Occup Expenses-Utilities-Water	146.07	PUBLIC UTILITY DISTRICT #1	WATER	5/14/2021	335003
660000	Occup Expenses-Utilities-Water	122.69	PUBLIC UTILITY DISTRICT #1	WATER	5/14/2021	335003
660000	Occup Expenses-Utilities-Water	157.76	PUBLIC UTILITY DISTRICT #1	WATER	5/14/2021	335003
660000	Occup Expenses-Utilities-Water	233.74	PUBLIC UTILITY DISTRICT #1	WATER	5/14/2021	335003
660000	Occup Expenses-Utilities-Water	134.38	PUBLIC UTILITY DISTRICT #1	WATER	5/14/2021	335003
660000	Occup Expenses-Utilities-Water	164.88	PUBLIC UTILITY DISTRICT #1	WATER	5/21/2021	335100
660000	Occup Expenses-Utilities-Water	176.67	PUBLIC UTILITY DISTRICT #1	WATER	5/21/2021	335100
660000	Occup Expenses-Utilities-Water	135.43	PUBLIC UTILITY DISTRICT #1	WATER	5/21/2021	335100
660000	Occup Expenses-Utilities-Water	147.21	PUBLIC UTILITY DISTRICT #1	WATER	5/21/2021	335100
660000	Occup Expenses-Utilities-Water	100.09	PUBLIC UTILITY DISTRICT #1	WATER	5/21/2021	335100
660000	Occup Expenses-Utilities-Water	153.10	PUBLIC UTILITY DISTRICT #1	WATER	5/21/2021	335100
660000	Occup Expenses-Utilities-Water	94.20	PUBLIC UTILITY DISTRICT #1	WATER	5/21/2021	335100
660000	Occup Expenses-Utilities-Water	71.78	PUBLIC UTILITY DISTRICT #1	WATER	5/21/2021	335100
660000	Occup Expenses-Utilities-Water	135.43	PUBLIC UTILITY DISTRICT #1	WATER	5/21/2021	335100
660000	Occup Expenses-Utilities-Water	135.43	PUBLIC UTILITY DISTRICT #1	WATER	5/21/2021	335100
660000	Occup Expenses-Utilities-Water	164.88	PUBLIC UTILITY DISTRICT #1	WATER	5/21/2021	335100
660100	Occup Expenses-Utilities-Sewer	736.61	CITY OF SEDRO WOOLLEY	SEWER	4/16/2021	334589
660100	Occup Expenses-Utilities-Sewer	294.93	CITY OF SEDRO WOOLLEY	SEWER	4/16/2021	334589
660100	Occup Expenses-Utilities-Sewer	442.07	CITY OF SEDRO WOOLLEY	SEWER	4/16/2021	334589
660100	Occup Expenses-Utilities-Sewer	736.72	CITY OF SEDRO WOOLLEY	SEWER	5/14/2021	335008
660100	Occup Expenses-Utilities-Sewer	294.93	CITY OF SEDRO WOOLLEY	SEWER	5/14/2021	335008
660100	Occup Expenses-Utilities-Sewer	442.07	CITY OF SEDRO WOOLLEY	SEWER	5/14/2021	335008
660200	Occup Expenses-Utilities-Electricity	89.24	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/2/2021	334371
660200	Occup Expenses-Utilities-Electricity	45.41	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/2/2021	334371
660200	Occup Expenses-Utilities-Electricity	29.53	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/2/2021	334371
660200	Occup Expenses-Utilities-Electricity	73.80	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/30/2021	334810
660200	Occup Expenses-Utilities-Electricity	26.96	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/30/2021	334810
660200	Occup Expenses-Utilities-Electricity	40.60	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/30/2021	334810
660200	Occup Expenses-Utilities-Electricity	77.83	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/28/2021	335208 voided
660200	Occup Expenses-Utilities-Electricity	26.00	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/28/2021	335208 voided
660200	Occup Expenses-Utilities-Electricity	39.35	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/28/2021	335208 voided
660201	Occup Expenses-Utilities-Electricity-Closing Bill	23.57	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/30/2021	334810
660201	Occup Expenses-Utilities-Electricity-Closing Bill	8.96	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/30/2021	334810
660300	Occup Expenses-Utilities-Natural Gas	153.11	CASCADE NATURAL GAS CO	GAS	4/16/2021	334579
660300	Occup Expenses-Utilities-Natural Gas	8.22	CASCADE NATURAL GAS CO	GAS	5/14/2021	334997
660300	Occup Expenses-Utilities-Natural Gas	96.51	CASCADE NATURAL GAS CO	GAS	5/14/2021	334997
660300	Occup Expenses-Utilities-Natural Gas	63.53	CASCADE NATURAL GAS CO	GAS	5/14/2021	334997

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2021 TO 5/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660301	Occup Expenses-Utilities-Natural Gas-Closing Bill	75.17	CASCADE NATURAL GAS CO	GAS	4/16/2021	334579
660500	Occup Expenses-Utilities-Surface Water Mgmt	66.05	CITY OF SEDRO WOOLLEY	STORM	4/16/2021	334589
660500	Occup Expenses-Utilities-Surface Water Mgmt	26.45	CITY OF SEDRO WOOLLEY	STORM	4/16/2021	334589
660500	Occup Expenses-Utilities-Surface Water Mgmt	39.64	CITY OF SEDRO WOOLLEY	STORM	4/16/2021	334589
660500	Occup Expenses-Utilities-Surface Water Mgmt	66.06	CITY OF SEDRO WOOLLEY	STORM	5/14/2021	335008
660500	Occup Expenses-Utilities-Surface Water Mgmt	26.44	CITY OF SEDRO WOOLLEY	STORM	5/14/2021	335008
660500	Occup Expenses-Utilities-Surface Water Mgmt	39.64	CITY OF SEDRO WOOLLEY	STORM	5/14/2021	335008
660700	Occup Expenses-Utilities-Garbage	1,010.06	CITY OF SEDRO WOOLLEY	GARBAGE	4/16/2021	334589
660700	Occup Expenses-Utilities-Garbage	185.74	CITY OF SEDRO WOOLLEY	GARBAGE	4/16/2021	334589
660700	Occup Expenses-Utilities-Garbage	276.70	CITY OF SEDRO WOOLLEY	GARBAGE	4/16/2021	334589
660700	Occup Expenses-Utilities-Garbage	815.43	CITY OF SEDRO WOOLLEY	GARBAGE	5/14/2021	335008
660700	Occup Expenses-Utilities-Garbage	185.75	CITY OF SEDRO WOOLLEY	GARBAGE	5/14/2021	335008
660700	Occup Expenses-Utilities-Garbage	276.70	CITY OF SEDRO WOOLLEY	GARBAGE	5/14/2021	335008
	SUBTOTAL CEDAR GROVE	31,474.46				
	CEDAR GROVE VOIDS	(243.47)				
	<b>TOTAL CEDAR GROVE</b>	<b>31,230.99</b>				
<b>HILLSVIEW</b>						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
400100	Salaries-Temporary Employees	20.84	ALMOND & ASSOCIATES	E LAYNE ALCANTARA 3/21/21	4/2/2021	334339
400100	Salaries-Temporary Employees	12.12	ALMOND & ASSOCIATES	E ALCANTARA 3/28/21	4/16/2021	334543
400100	Salaries-Temporary Employees	22.92	BEACON HILL STAFFING GROUP LLC	Y TAN 4/17/21	4/30/2021	334855
400100	Salaries-Temporary Employees	22.92	BEACON HILL STAFFING GROUP LLC	Y TAN 4/10/21	4/30/2021	334855
400100	Salaries-Temporary Employees	22.92	BEACON HILL STAFFING GROUP LLC	Y TAN 4/24/21	5/7/2021	334951
410000	Admin Supplies	(192.47)	COMPLETE OFFICE	CREDIT FROM INV 2098510	4/2/2021	334367
410000	Admin Supplies	489.41	COMPLETE OFFICE	DESK	4/16/2021	334578
410000	Admin Supplies	15.60	COMPLETE OFFICE	OFFICE SUPPLIES	4/16/2021	334578
410000	Admin Supplies	135.20	COMPLETE OFFICE	OFFICE SUPPLIES	4/16/2021	334578
410000	Admin Supplies	35.74	COMPLETE OFFICE	OFFICE SUPPLIES	4/16/2021	334578
410000	Admin Supplies	0.26	CANON SOLUTIONS AMERICA INC	SN RZJ27626	4/23/2021	334731
410000	Admin Supplies	0.22	CANON SOLUTIONS AMERICA INC	SN RZJ27626	5/28/2021	335240 voided
411100	Comp Equip-Hrdwr	0.83	CDW/COMPUTER CENTERS INC	REPLACE BATTERY	4/9/2021	334443
411101	Comp Equip-Software	0.56	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/30/2021	334771
411102	Comp Equip-Hrdwr Maint	18.37	DELL MARKETING LP	COMPUTER SUPPLIES	4/2/2021	334341
411102	Comp Equip-Hrdwr Maint	(5.51)	DELL MARKETING LP	COMPUTER SUPPLIES	4/2/2021	334341
411102	Comp Equip-Hrdwr Maint	19.85	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/23/2021	334672
411102	Comp Equip-Hrdwr Maint	13.46	GENERAL DATATECH LP	SMARTNET DURATION 12 MONTHS	4/30/2021	334859
411102	Comp Equip-Hrdwr Maint	9.14	CERIUM NETWORKS INC	AUDIOCODES SUPPORT RENEWAL	5/28/2021	335228 voided

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2021 TO 5/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
411103	Comp Equip-Software Maint	13.24	PAPERLESS PRODUCTIVITY INC	RIGHTFAX SUPPORT RENEWAL	4/9/2021	334519
411103	Comp Equip-Software Maint	2.81	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	4/30/2021	334771
411103	Comp Equip-Software Maint	15.71	TROY MOBILITY INC	SUBSCRIPTION LICENSE	5/7/2021	334931
411901	Equip-Other-Leased/Rented	2.99	CANON FINANCIAL	SN 2LP03248	4/9/2021	334489
411901	Equip-Other-Leased/Rented	3.20	CANON FINANCIAL	SN 2LP03248	4/23/2021	334720
411901	Equip-Other-Leased/Rented	3.32	CANON FINANCIAL	SN 2LP03248	5/28/2021	335225 voided
420000	Professional Svcs-Legal	81.45	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	4/30/2021	334756
420000	Professional Svcs-Legal	36.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	5/21/2021	335059
420908	Professional Svcs-Comps	19.80	CALIBER SECURITY PARTNERS LLC	SECURITY CONSULTING	4/9/2021	334493
420908	Professional Svcs-Comps	44.00	CALIBER SECURITY PARTNERS LLC	SECURITY CONSULTING	4/9/2021	334493
420908	Professional Svcs-Comps	3.12	HYLAND SOFTWARE, INC	PROFESSIONAL	4/23/2021	334715
420908	Professional Svcs-Comps	3.85	DOCU SIGN INC	CONSULTING	5/7/2021	334936
420908	Professional Svcs-Comps	3.17	HYLAND SOFTWARE, INC	PROFESSIONAL SVCS	5/7/2021	334912
421904	Admin Contracts- Cloud Recovery Svcs	34.32	NET2VAULT LLC	MANAGED VAULTING	4/9/2021	334495
421904	Admin Contracts- Cloud Recovery Svcs	34.75	NET2VAULT LLC	MANAGED VAULTING	5/14/2021	335025
440011	Travel-Mileage Reimbursement	88.75	JUDITH ANDINO	3/2-18/21 MILEAGE	4/9/2021	334516
441000	Training/Registration-Individual	227.59	SPECTRUM SEMINARS INC	C3P WEBINAR	5/21/2021	335106
441000	Training/Registration-Individual	17.60	SPECTRUM SEMINARS INC	C3P WEBINAR	5/21/2021	335106
450001	Comm-Phones Lines-Service-Voice	50.62	CONSOLIDATED TECHNOLOGY SERVICES	MARCH 2021 CHARGES	4/23/2021	334717
450001	Comm-Phones Lines-Service-Voice	50.63	CONSOLIDATED TECHNOLOGY SERVICES	APRIL 2021 CHGS	5/21/2021	335108
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	3/23-4/23/21 CHGS	4/9/2021	334464
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	3/23-4/23/21 CHGS	4/9/2021	334464
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	GATEWAY MONTHLY CHG	4/23/2021	334730
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	4/23-5/23/21 CHGS	5/7/2021	334893
450002	Comm-Phones Lines-Service-Digital Voice	1.11	CENTURYLINK	4/23-5/23/21 CHGS	5/7/2021	334893
450002	Comm-Phones Lines-Service-Digital Voice	0.88	INTRADO LIFE & SAFETY INC	MONTHLY MAINT	5/14/2021	335033
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECHNOLOGY SERVICES	MARCH 2021 CHARGES	4/23/2021	334717
450003	Comm-Phones Lines-Security	101.25	CONSOLIDATED TECHNOLOGY SERVICES	APRIL 2021 CHGS	5/21/2021	335108
450100	Comm-Long Distance Charges	1.02	CENTURYLINK	MONTHLY CHGS	4/2/2021	334420
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	4/2/2021	334375
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	4/2/2021	334375
450100	Comm-Long Distance Charges	0.82	CENTURYLINK	3/25-4/25/21 CHGS	4/2/2021	334360
450100	Comm-Long Distance Charges	1.00	CENTURYLINK	LONG DISTANCE USAGE	4/30/2021	334856
450100	Comm-Long Distance Charges	5.95	LINGO	MONTHLY CHGS	5/14/2021	335009
450100	Comm-Long Distance Charges	0.83	CENTURYLINK	4/25-5/25/21 CHGS	5/14/2021	334986
450100	Comm-Long Distance Charges	1.17	CENTURYLINK	MONTHLY CHGS	5/28/2021	335252 voided
452000	Comm-Advertising	78.58	SKAGIT VALLEY PUBLISHING	PUBLIC NOTICE	5/7/2021	334870
491000	Admin Expenses-Criminal/Background Checks	26.05	NATIONAL CREDIT REPORTING	CREDIT CHECK	4/9/2021	334459

SEDRO-WOOLLEY HOUSING AUTHORITY  
Accounts Payable Report  
4/01/2021 TO 5/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
491000	Admin Expenses-Criminal/Background Checks	90.75	WASHINGTON STATE PATROL	BACKGROUND CHECKS	4/23/2021	334675
491000	Admin Expenses-Criminal/Background Checks	15.24	WASHINGTON STATE PATROL	BACKGROUND CHECK	5/7/2021	334876
491000	Admin Expenses-Criminal/Background Checks	24.03	NATIONAL CREDIT REPORTING	CREDIT CHECK	5/14/2021	334981
493000	Other Admin Exp-Postage	10.86	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS W/INSERT	4/2/2021	334330
493000	Other Admin Exp-Postage	17.41	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS W/O INSERTS	4/2/2021	334330
493000	Other Admin Exp-Postage	16.16	QUADIENT FINANCE USA INC	POSTAGE	4/23/2021	334740
493000	Other Admin Exp-Postage	30.92	MAIL ADVERTISING BUREAU INC	FEBRUARY 2021 STATEMENTS	4/30/2021	334759
493000	Other Admin Exp-Postage	32.32	QUADIENT FINANCE USA INC	POSTAGE	5/21/2021	335141
493100	Other Admin Exp-Mail Handling	5.37	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS W/O INSERTS	4/2/2021	334330
493100	Other Admin Exp-Mail Handling	15.20	MAIL ADVERTISING BUREAU INC	APRIL STATEMENTS W/INSERT	4/2/2021	334330
493100	Other Admin Exp-Mail Handling	7.85	MAIL ADVERTISING BUREAU INC	FEBRUARY 2021 STATEMENTS	4/30/2021	334759
520104	Social Service Contracts-Interpretation	6.66	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/14/2021	334965
520104	Social Service Contracts-Interpretation	9.18	LANGUAGE LINE SERVICES, INC	INTERPRETATION	5/14/2021	334965
610001	Occup Expenses-Materials-Plumbing	115.70	HD SUPPLY FACILITIES MAINTENANCE	MAINT SUPPLIES	4/30/2021	334763
610004	Occup Expenses-Materials-Cabinetry	92.46	INTERMOUNTAIN LOCK & SECURITY SUPPLY	TIMER	4/16/2021	334625
610099	Occup Expenses-Materials-Other	94.74	COMPLETE OFFICE	OFFICE SUPPLIES	4/16/2021	334578
620006	Occup Expenses-Maint Contracts-Floor Covering	2,121.53	SIGNATURE INTERIORS & DESIGN	CARPET	4/9/2021	334467
620006	Occup Expenses-Maint Contracts-Floor Covering	841.50	SIGNATURE INTERIORS & DESIGN	FLOORING	4/16/2021	334572
620007	Occup Expenses-Maint Contracts-Elevator	576.00	ELTEC SYSTEMS LLC	Q2 INSTALLMENT	5/7/2021	334929
620012	Occup Expenses-Maint Contracts-Pest Control	53.91	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/28/2021	335233 voided
620012	Occup Expenses-Maint Contracts-Pest Control	53.91	STOP BUGGING ME PEST CONTROL	PEST CONTROL	5/28/2021	335233 voided
620013	Occup Expenses-Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	LESS 338.35 TAX	4/2/2021	334415
620013	Occup Expenses-Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	LANDSCAPING	4/9/2021	334526
620013	Occup Expenses-Yard/Garden/Landscaping	1,080.00	SKAGIT LANDSCAPING LLC	LANDSCAPING	5/7/2021	334950
630100	Occup Expenses-Fees-Permits	147.20	DEPARTMENT OF LABOR & INDUSTRIES	RENEWAL ANNUAL OP CERT	4/23/2021	334649
640002	Occup Expenses-Maint Projects-Carpet	5,461.04	CONTINENTAL FLOORING COMPANY	RETAINAGE RELEASE	4/2/2021	334419
660000	Occup Expenses-Utilities-Water	936.08	PUBLIC UTILITY DISTRICT #1	WATER	5/14/2021	335003
660100	Occup Expenses-Utilities-Sewer	4,415.93	CITY OF SEDRO WOOLLEY	SEWER	4/16/2021	334589
660100	Occup Expenses-Utilities-Sewer	4,415.94	CITY OF SEDRO WOOLLEY	SEWER	5/14/2021	335008
660200	Occup Expenses-Utilities-Electricity	963.05	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/2/2021	334371
660200	Occup Expenses-Utilities-Electricity	896.36	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/30/2021	334810
660200	Occup Expenses-Utilities-Electricity	751.19	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/28/2021	335208 voided
660201	Occup Expenses-Utilities-Electricity-Closing Bill	42.86	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	4/2/2021	334371
660201	Occup Expenses-Utilities-Electricity-Closing Bill	60.12	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/14/2021	334998
660201	Occup Expenses-Utilities-Electricity-Closing Bill	17.32	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	5/28/2021	335208 voided
660500	Occup Expenses-Utilities-Surface Water Mgmt	395.96	CITY OF SEDRO WOOLLEY	STORM	4/16/2021	334589
660500	Occup Expenses-Utilities-Surface Water Mgmt	395.96	CITY OF SEDRO WOOLLEY	STORM	5/14/2021	335008
660700	Occup Expenses-Utilities-Garbage	1,006.53	CITY OF SEDRO WOOLLEY	GARBAGE	4/16/2021	334589

SEDRO-WOOLLEY HOUSING AUTHORITY  
 Accounts Payable Report  
 4/01/2021 TO 5/31/2021

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660700	Occup Expenses-Utilities-Garbage	967.84	CITY OF SEDRO WOOLLEY	GARBAGE	5/14/2021	335008
	SUBTOTAL HILLSVIEW	30,060.40				
	VOIDS	(890.18)				
	<b>TOTAL HILLSVIEW</b>	<b>29,170.22</b>				
	<b>TOTAL SEDRO WOOLLEY</b>	<b>60,401.21</b>				

T  
A  
B  
  
N  
U  
M  
B  
E  
R

3



<b>5-Year PHA Plan</b> <b>(for All PHAs)</b>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 02/29/2016</b>
---	---	--

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>																																				
<b>A.1</b>	<p>PHA Name: <u>Sedro-Woolley Housing Authority</u> PHA Code: <u>WA030</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2021</u>  PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" data-bbox="203 1304 1463 1942"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																																	
				PH	HCV																																
Lead PHA:																																					

<b>B.</b>	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.
<b>B.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. <a href="#">Attached</a>
<b>B.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, very low- income, and extremely low- income families for the next five years. <a href="#">Attached</a>
<b>B.3</b>	<b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <a href="#">Attached</a>
<b>B.4</b>	<b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. <a href="#">Attached</a>
<b>B.5</b>	<b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. <a href="#">Attached</a>
<b>B.6</b>	<b>Resident Advisory Board (RAB) Comments.</b>  (a) Did the RAB(s) provide comments to the 5-Year PHA Plan?  Y   N <input type="checkbox"/> <input checked="" type="checkbox"/>  (b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
<b>B.7</b>	<b>Certification by State or Local Officials.</b>  <a href="#">Form HUD 50077-SL</a> , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.

# Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

---

## A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

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

## B. 5-Year Plan.

**B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

**B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

### B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

---

## **Section B.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 B.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 Hillsvie 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 B.3

## Goals and Objectives

### Progress Report

In the previous Five Year Plan, submitted to the Department of Housing and Urban Development (HUD) in September of 2015, 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, 2015 and December 31, 2019, the Housing Authority admitted 31 new families to its programs—23 to Hillview Apartments and 8 to Cedar Grove. Of these 31 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>

---

<sup>1</sup> Data is based on the HA Fiscal Years of 2015-2019.

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

**Table 1**

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.

**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 Hillview and Cedar Grove Apartments.**
- 4. Continue to improve customer satisfaction through a continued focus on clear, responsive, and respectful interaction with public housing residents and the general public.**
- 5. Fully develop and implement a revised Admissions and Occupancy Policy.**

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

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

There have been 9 units remodeled at Hillsvievw and 5 units 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.



# 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.



**HA City of Sedro Woolley  
830 Township Street  
Sedro-Woolley, WA 98284**

**Statement of Significant Amendment**

**10.0 (a)** 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.

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

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

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

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

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

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

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the

\_\_\_\_\_  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

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

---

---

---

---

---

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

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

**NO. 474**

**ADOPTION OF THE SWHA COMBINED FIVE-YEAR AND FY 2021 ANNUAL AGENCY PLAN**

---

**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 2021-2026 and fiscal year 2021 Annual; 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 June 17, 2021 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 6/2021," and

**WHEREAS**, the Housing Authority's Board of Commissioners have reviewed the attached HUD required "Civil Rights Certification, dated 6/2021."

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, as follows:**

**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 6/2021” as required by the Department of Housing and Urban Development.

**SECTION 3.** Authorizes the execution of the attached “Civil Rights Certification, dated 6/2021” as required by the Department of Housing and Urban Development.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY AT AN OPEN PUBLIC MEETING THIS 17<sup>TH</sup> DAY OF JUNE, 2021.**

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

---

**Laurie Fellers, Chair**  
Board of Commissioners

---

**STEPHEN J. NORMAN**  
Secretary-Treasurer

T  
A  
B

N  
U  
M  
B  
E  
R

4



# SEDRO-WOOLLEY HOUSING AUTHORITY

## INTEROFFICE MEMORANDUM

**TO:** The Board of Commissioners

**FROM:** Windy Epps, Interim Director of Finance

**DATE:** June 8, 2021

**RE:** April 2021 Financial Report

Attached for your review is the unaudited year-to-date financial report as of April 30, 2021. This report shows year-to-date actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating revenues and expenses, net non-operating revenue or expense, and changes in assets and liabilities. Reports in this format will reconcile the year-to-date changes in cash and both the beginning and ending cash balances are displayed.

### EXECUTIVE SUMMARY

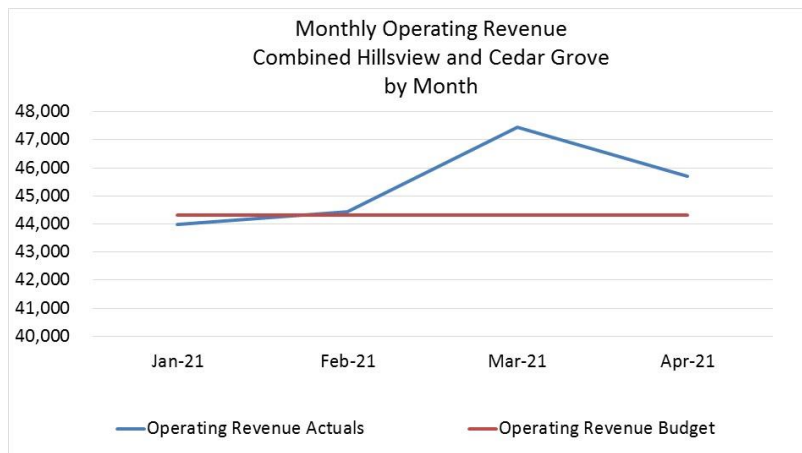
Year-to-date operating revenues are 2.4% over budget and operating expenses are 24.9% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	(\$189)	-0.3%	●	Salaries and Benefits	(\$28,193)	-49.0%	●
Federal Operating Support	4,847	4.6%	●	Administrative Expenses	4,505	10.6%	●
Other Revenue	(320)	-30.3%	●	Maintenance Expenses, Utilities, Taxes	(19,782)	-26.8%	●
				Other Programmatic Expenses	123	82.0%	●
Total Operating Revenue	\$4,338	2.4%	●	Total Operating Expenses	(\$43,347)	-24.9%	●

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

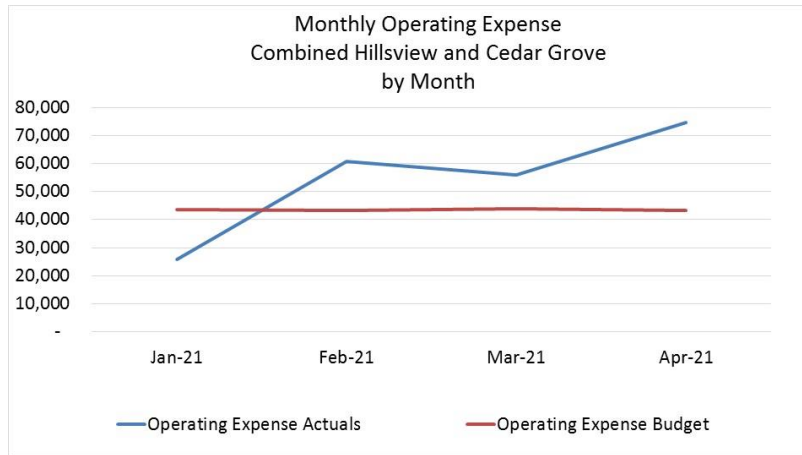
### OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$181,865 were very close to budget expectations, coming in over budget by \$4,338, or 2.4%. The reason for this variance is due to better than expected prorated for the operating fund subsidy. The budget assumed a 90% prorated, whereas the actual prorated through April was 96%.



April 6, 2021

Year-to-date operating expenses in the amount of \$217,195 came in over budget by 24.9%. Salaries and benefits and maintenance expenses were the primary drivers for this variance. The month of April had three payrolls, causing a budget variance of approximately \$12,000 as the budget was spread evenly throughout the year. Salaries and benefits related to COVID-19 cleaning and disinfecting activities also caused an increase of about \$16,000 over budget projections. Lastly, maintenance expenses were greater than planned due to the camera installation project at Hillsview that was budgeted in 2020, and higher than anticipated carpet expenses at Cedar Grove.



**CAPITAL ACTIVITY**

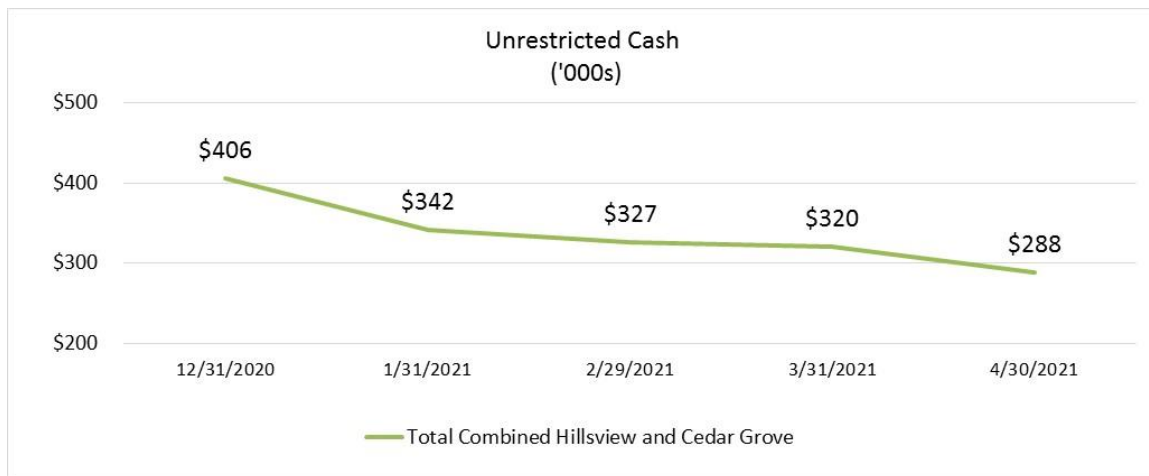
Capital project expenditures were under budget by 82.3%. The main drivers for this variance include the timing of the envelope and roof project at Cedar Grove, which is expected to start in August; and the timing of unit upgrades. Three unit upgrades were budgeted evenly throughout the year, but have yet to begin. Actual timing of unit upgrades is dependent on unit availability.

**NON-OPERATING REVENUE AND EXPENSE**

Net non-operating revenues and expenses were under budget by 97.2%. Since no unit upgrade projects have begun, there were no draws from the CFP grant.

**CHANGE IN UNRESTRICTED CASH**

Unrestricted cash in the amount of \$288,120 has decreased by \$117,543 since the beginning of the year primarily due to the payment of short-term liabilities, including carpet at Hillsview, and architecture fees for the envelope and roof project at Cedar Grove.



**Sedro-Woolley Housing Authority**  
**Statements of Financial Position**  
**As of April 30,2021**

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
<b>Assets</b>			
Cash-Unrestricted	\$121,045	\$167,076	\$288,121
Cash-Restricted	3,550	5,450	9,000
Accounts Receivable	19,299	26,952	46,251
Other Short-term Assets	5,331	12,366	17,697
Capital Assets	508,155	1,245,408	1,753,563
Total Assets	<u>\$657,380</u>	<u>\$1,457,252</u>	<u>\$2,114,632</u>
<b>Liabilities and Equity</b>			
Short-term Liabilities	<u>\$9,642</u>	<u>\$23,561</u>	<u>\$33,203</u>
Total Liabilities	9,642	23,561	33,203
Equity	647,738	1,433,691	2,081,429
Total Liabilities and Equity	<u>\$657,380</u>	<u>\$1,457,252</u>	<u>\$2,114,632</u>



Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through April 30, 2021

	Combined			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$405,664</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$70,459	\$70,648	(\$189)	-0.3%
Federal Operating Support	110,370	105,523	4,847	4.6%
<i>Total Rental Revenue and Federal Support</i>	180,829	176,171	4,658	2.6%
<i>Other Operating Revenue</i>				
Other Revenue	736	1,056	(320)	-30.3%
<i>Total Other Operating Revenue</i>	736	1,056	(320)	-30.3%
<i>Total Operating Revenue</i>	181,565	177,227	4,338	2.4%
<i>Operating Expenses</i>				
Salaries and Benefits	(85,681)	(57,488)	(28,193)	-49.0% (1)
Administrative Expenses	(37,877)	(42,382)	4,505	10.6%
Maintenance Expenses and Utilities	(93,610)	(73,828)	(19,782)	-26.8% (2)
Other Programmatic Expenses	(27)	(150)	123	82.0%
<i>Total Operating Expenses</i>	(217,195)	(173,848)	(43,347)	-24.9%
<i>Net Operating Income</i>	(35,630)	3,379	(39,009)	-1154.5%
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	923	32,893	(31,970)	-97.2% (3)
<i>Total Non Operating Income/(Expense)</i>	923	32,893	(31,970)	-97.2%
<i>Capital Activity</i>				
Capital Project Funding, Excluding Debt Issuance	0	22,049	(22,049)	-100.0% (4)
Capital Project Expenditures	(9,704)	(54,942)	45,238	82.3% (3, 4)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	(9,704)	(32,893)	23,189	70.5%
<i>Change in Other Assets/Liabilities</i>				
Change in Designated/Restricted Cash	150	-	150	n/a
Change in Short-term Assets	31,088	-	31,088	n/a (5)
Change in Short-term Liabilities	(104,370)	-	(104,370)	n/a (6)
<i>Change in Other Assets/Liabilities</i>	(73,132)	-	(73,132)	n/a
<i>Change in Unrestricted/Program Cash</i>	(117,543)	3,379	(\$120,922)	-3578.8%
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b>\$288,120</b>			

<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>	<b>\$9,150</b>			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	(150)	-	(150)	n/a
<i>Change in Designated/Restricted Cash</i>	\$ (150)	\$ -	\$ (150)	n/a
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b>\$9,000</b>			

- Salaries and benefits are high partially due to the occurrence of three payrolls within the month of April, however the budget remained flat across the year, in addition to increases from COVID-related cleaning and disinfecting activities.
- Unbudgeted camera expense at Hillsvew. The project was approved in 2020, but due to the high number of camera installs at the agency, it was delayed until this year when funding and contract renewal was approved. Also, Cedar Grove had a higher than budgeted carpet expense.
- Three unit upgrades were budgeted evenly throughout the year but projects have yet to start, resulting in less than budgeted draw from the capital fund grant.
- The Envelope and roof project at Cedar Grove was budgeted over the whole year, but it is not slated to start until August, which also resulted in less than budgeted draw from the capital fund grant.
- The change in short-term assets is due to decreases in grant receivables, tenant receivables and prepaid insurance.
- The change in short-term liabilities is due to decreases in accounts payable and deferred revenue.

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through April 30, 2021

	Hillsview			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$254,568</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$60,225	\$57,729	\$2,495	4.3%
Federal Operating Support	68,150	61,972	6,178	10.0%
<i>Total Rental Revenue and Federal Support</i>	128,375	119,701	8,674	7.2%
<i>Other Operating Revenue</i>				
Other Revenue	558	804	(246)	-30.6%
<i>Total Other Operating Revenue</i>	558	804	(246)	-30.6%
<i>Total Operating Revenue</i>	128,933	120,505	8,428	7.0%
<i>Operating Expenses</i>				
Salaries and Benefits	(63,408)	(42,925)	(20,484)	-47.7% (1)
Administrative Expenses	(29,198)	(32,115)	2,917	9.1%
Maintenance Expenses, Utilities, Taxes	(62,084)	(47,430)	(14,654)	-30.9% (2)
Other Programmatic Expenses	(21)	(133)	113	84.5%
<i>Total Operating Expenses</i>	(154,712)	(122,604)	(32,108)	-26.2%
<i>Net Operating Income</i>	(25,778)	(2,098)	(23,680)	-1128.6%
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	637	14,002	(13,365)	-95.4% (3)
<i>Total Non Operating Income/(Expense)</i>	637	14,002	(13,365)	-95.4%
<i>Capital Activity</i>				
Capital Project Expenditures	(637)	(18,891)	18,254	96.6% (3)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	(637)	(18,891)	18,254	96.6%
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	9,754	-	9,754	n/a (4)
Change in Short-term Liabilities	(71,469)	-	(71,469)	n/a (5)
<i>Change in Other Assets/Liabilities</i>	(61,714)	-	(61,714)	n/a
<i>Change in Unrestricted/Program Cash</i>	(87,493)	(\$6,987)	(\$80,506)	-1152.2%
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b>\$167,076</b>			

<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>	<b>\$5,450</b>			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	-	-	-	n/a
<i>Change in Designated/Restricted Cash</i>	\$ -	\$ -	\$ -	n/a
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b>\$5,450</b>			

- Salaries and benefits are high partially due to the occurrence of three payrolls within the month of April, however the budget remained flat across the year, in addition to increases from COVID-related cleaning and disinfecting activities.
- Unbudgeted security camera installation expense. The project was approved in 2020, but due to the high number of camera installs at the agency, this was delayed until this year when funding and contract renewal was approved.
- Two unit upgrades were budgeted evenly throughout the year but projects have yet to start, resulting in less than budgeted draw from the capital fund grant. Unit upgrades depend on availability.
- The change in short-term assets is due to decreases in prepaid insurance and tenant receivables.
- The change in short-term liabilities is due to a decrease in accounts payable.

Sedro-Woolley Housing Authority  
Cash Reconciliation Report  
Through April 30, 2021

	Cedar Grove			
	Actual	Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable) % Variance
<b>BEGINNING UNRESTRICTED/PROGRAM CASH</b>	<b>\$151,095</b>			
<i>Rental Revenue and Subsidy</i>				
Tenant Revenue	\$10,234	\$12,919	(\$2,685)	-20.8%
Federal Operating Support	42,220	43,551	(1,331)	-3.1%
<i>Total Rental Revenue and Federal Support</i>	<u>52,454</u>	<u>56,470</u>	<u>(4,016)</u>	<u>-7.1%</u>
<i>Other Operating Revenue</i>				
Other Revenue	177	252	(75)	-29.6%
<i>Total Other Operating Revenue</i>	<u>177</u>	<u>252</u>	<u>(75)</u>	<u>-29.6%</u>
<b>Total Operating Revenue</b>	<b>52,631</b>	<b>56,722</b>	<b>(4,090)</b>	<b>-7.2%</b>
<i>Operating Expenses</i>				
Salaries and Benefits	(22,273)	(14,563)	(7,710)	-52.9% (1)
Administrative Expenses	(8,678)	(10,266)	1,588	15.5%
Maintenance Expenses, Utilities, Taxes	(31,526)	(26,398)	(5,128)	-19.4% (2)
Other Programmatic Expenses	(7)	(17)	10	59.1%
<i>Total Operating Expenses</i>	<u>(62,484)</u>	<u>(51,245)</u>	<u>(11,239)</u>	<u>-21.9%</u>
<b>Net Operating Income</b>	<b>(9,853)</b>	<b>5,477</b>	<b>(15,330)</b>	<b>-279.9%</b>
<i>Non Operating Income/(Expense)</i>				
Other Non-operating Income/(Expense)	286	18,891	(18,605)	-98.5% (3)
<i>Total Non Operating Income/(Expense)</i>	<u>286</u>	<u>18,891</u>	<u>(18,605)</u>	<u>-98.5%</u>
<i>Capital Activity</i>				
Capital Project Funding, Excluding Debt Issuance	-	22,049	(22,049)	-100.0% (4)
Capital Project Expenditures	(9,067)	(36,051)	26,984	74.8% (3, 4)
<i>Total Change in Capital Assets, net of Direct Funding and Debt</i>	<u>(9,067)</u>	<u>(14,002)</u>	<u>4,935</u>	<u>35.2%</u>
<i>Change in Other Assets/Liabilities</i>				
Change in Short-term Assets	21,334	-	21,334	n/a (5)
Change in Short-term Liabilities	(32,901)	-	(32,901)	n/a (6)
<i>Change in Other Assets/Liabilities</i>	<u>(11,417)</u>	<u>-</u>	<u>(11,417)</u>	<u>n/a</u>
<b>Change in Unrestricted/Program Cash</b>	<b>(30,050)</b>	<b>\$10,366</b>	<b>(\$40,417)</b>	<b>-389.9%</b>
<b>ENDING UNRESTRICTED/PROGRAM CASH</b>	<b><u>\$121,045</u></b>			
<b>BEGINNING DESIGNATED/RESTRICTED CASH</b>				
	<b>\$3,700</b>			
Change in Replacement Reserves	-	-	-	n/a
Change in Debt Service Reserves	-	-	-	n/a
Change in Other Reserves	(150)	-	(150)	n/a
<b>ENDING DESIGNATED/RESTRICTED CASH</b>	<b><u>\$3,550</u></b>			

- 1) Salaries and benefits are high partially due to the occurrence of three payrolls within the month of April, however the budget remained flat across the year, in addition to increases from COVID-related cleaning and disinfecting activities.
- 2) Mainly due to higher than budgeted carpet expense.
- 3) One unit upgrade was budgeted evenly throughout the year but the project has yet to start, resulting in less than budgeted draw from the capital fund grant.
- 4) Envelope and roof project at the site was budgeted over the whole year, but it is not slated to start until August, which also resulted in less than budgeted draw from the capital fund grant.
- 5) The change in short-term assets is due to a decrease in grant receivables and tenant receivables.
- 6) The change in short-term liabilities is due to a decrease in accounts payable.

T  
A  
B  
  
N  
U  
M  
B  
E  
R

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

**April and May 2021**

**Vacancy Report**

	<b>Vacates</b>	<b>Housings</b>	<b>Completed Upgrades</b>
Hillsview	2	1	0
Cedar Grove	2	1	0

**Average Unit Turnover Rates**

Current Unit Turnover Rate (UTO) is 14.5 days.

- Hillsview
  - One resident received a Section 8 voucher. Their unit was rehoused in 8 days by a transfer.
  - One resident moved in with family and the unit is being turned by site staff.
  - There is one unit upgrade in process and scheduled to be completed in June.
- Cedar Grove
  - The 4 bedroom vacancy was rehoused by a Cedar Grove resident in April. This unit upgrade is in process and scheduled to be completed in July.
  - One resident passed away and the unit is being turned by site staff. This unit could not be upgraded and significant repairs were made such as plumbing and cabinet replacement.
  - There are two additional units on notice to vacate.

**Current Applications of Wait List as of May 31, 2021**

<b>Hillsview</b>	<b>Applicants Claiming Preference</b>	<b>Elderly/Disabled Claiming Preference</b>	<b>Non-Preference Applicants</b>	<b>Total</b>
1 Bedroom	73	90	37	110

<b>Cedar Grove</b>	<b>Preference</b>	<b>Non-Preference</b>	<b>Total</b>
2 Bedrooms	94	17	111
3 Bedrooms	8	4	12
4 Bedrooms	2	1	3
<b>Total</b>	<b>104</b>	<b>22</b>	<b>126</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.

# SEDRO-WOOLLEY HOUSING AUTHORITY

## Housing Management Report

### Work Orders

	<b>Routine</b>	<b>Inspection</b>	<b>Emergency</b>	<b>Vacate</b>	<b>RA</b>	<b>Total</b>
Hillsview	4	0	12	1	0	17
Cedar Grove I	1	0	2	1	0	4
Cedar Grove II	0	0	1	0	0	1
Cedar Grove III	0	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>22</b>

### Resident Functions

There are no resident functions.

### Staffing

The Senior Property Manager, Kimberly Sayavong, is filling the interim position of Director of Housing Initiatives. During this time Caprice Witherspoon will be managing the portfolio; she is a KCHA property manager of 10 years.

### Previous Meeting Concerns

- None.

### Resident Issues

- A sprinkle head was damaged by a resident and flooded two Hillsview units on May 9, 2021. One resident was transferred to a Hillsview unit and the other is relocated in a hotel for the duration of the repairs.