

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



HYBRID MEETING OF THE BOARD OF COMMISSIONERS

Thursday, August 15, 2024 @ 10:45am

Hillsview Apartments
830 Township St
Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, August 15, 2024 - 10:45 am

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

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of Minutes**
 - A. Board Meeting Minutes – June 20, 2024 **1**
- V. Action Items for Discussion & Approval**
 - A. Approval of Voucher Report **2**
June 1, 2024 to July 31, 2024
 - B. **Resolution 501 –** **3**
Adoption of the SWHA Annual Agency Plan
 - C. **Resolution 502 –** **4**
A Resolution accepting the Federal Fiscal Year 2024 Award of funds from the HUD Capital Fund Program, and Approving the Revised 2022-2026 and 2023-2027 5-Year Annual Plans
- VI. Reports**
 - A. Capital Project Planning and Implementation **5**
 - B. Financial Report for June 2023 **6**
 - C. Housing Management Report for June/July 2024 **7**
- VII. New Business**
- VIII. Executive Session**
 - A. To discuss litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.
(RCW 42.30.110 (2)(a)(iii))
- IX. Adjournment**

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

Thursday, June 20, 2024

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:50 a.m., on Thursday, June 20, 2024.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), and Commissioner Katherine Olson

III. Public Comment

No public comment.

IV. Approval of Minutes

A. April 25, 2024

Commissioner Katherine Olson moved for approval of the Minutes, seconded by Commissioner Reta Stephenson; the Board unanimously approved the Minutes from April 25, 2024.

V. Action Items for Discussion & Approval

A. Approval of Voucher Report April 1, 2024 to May 31, 2024

Questions of Commissioners were answered.

Commissioner Reta Stephenson moved for approval of the Voucher Report, with date revisions, seconded by Commissioner Katherine Olson; the board unanimously approved the Voucher Report for April 1, 2024 to May 31, 2024.

B. **Resolution No. 500 – Authorizing Expansion of the Housing Authority’s Partnership with the King County Housing Authority through Moving to Work (MTW) Regionalization**

Anneliese Gryta, Executive Vice President of Housing Operations/Chief Operations Officer, explained the partnership of the Moving to Work Regionalization.

Reta Stephenson moved for approval of Resolution 500, seconded by Katherine Olson; the board unanimously approved Resolution 500.

VI. Reports

A. Financial Report for April 2024

Sean Lay, Temporary Financial Reporting Manager gave a summary of the Financial Report.

B. Housing Management Report for March 2024 – May 2024

Candace Sullers, Senior Property Manager gave details of the report.

VIII. Adjournment

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

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

LAURIE FELLERS, Chair
Board of Commissioners

ROBIN WALLS
President/CEO

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SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Mary Osier, Accounting Manager
DATE: August 6, 2024
RE: Approval of Vouchers June 1, 2024 to July 31, 2024

I, Mary Osier, 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.

Mary Osier
Accounting Manager
August 6, 2024

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	43,050.11
Cedar Grove Voids	<u>0.00</u>
Cedar Grove Total	43,050.11

Directly to Hillsview	30,428.87
Hillsview Voids	<u>0.00</u>
Hillsview Total	<u>30,428.87</u>

Total Expenditures	<u><u>73,478.98</u></u>
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SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2024 TO 7/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
400100	Salaries-Temporary Employees	10.75	BEACON HILL STAFFING GROUP LLC	M P AMOS 6/1/24	6/7/2024	352067
400100	Salaries-Temporary Employees	13.44	BEACON HILL STAFFING GROUP LLC	M P AMOS 6/8/24	6/20/2024	352288
400100	Salaries-Temporary Employees	13.44	BEACON HILL STAFFING GROUP LLC	M P AMOS 6/15/24	6/20/2024	352288
410000	Administrative Supplies	8.18	CRYSTAL & SIERRA SPRINGS	water - HILLSVIEW	7/12/2024	352517
410000	Administrative Supplies	38.12	CRYSTAL & SIERRA SPRINGS	WATER - HILLSVIEW	7/19/2024	352655
411103	Computer Equipment-Software Maint	27.11	RIGHT! SYSTEMS INC	CITRIX UNIVERSAL HYBRID MULTI CLOUD	6/7/2024	352034
411103	Computer Equipment-Software Maint	9.86	TROY MOBILITY INC	MOBILEIRON SECURE UEM BUNDLE SUBSCRIPTION	6/7/2024	352048
411901	Equipment-Other-Leased/Rented	1.42	QUADIENT LEASING USA INC	CUST 00904969	6/14/2024	352174
411901	Equipment-Other-Leased/Rented	0.30	CANON FINANCIAL	CONTRACT 0667544-005	6/28/2024	352350
420000	Professional Services-Legal	1,500.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	9.77	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	300.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	1.92	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	10.26	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	0.04	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	900.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	0.02	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	0.01	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420908	Professional Services-Computers	9.41	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS 6/30-7/30/24	6/7/2024	352028
420908	Professional Services-Computers	35.07	MICROSOFT CORPORATION	UNIFIED SUPPORT 5/15/2024-5/14/2025	6/7/2024	352084
420908	Professional Services-Computers	1.05	MARTIN S COX	SHARPOINT ACCESS AND POWER PLATFORM SUPPORT	6/7/2024	352077
420908	Professional Services-Computers	1.95	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	7/12/2024	352614
420908	Professional Services-Computers	0.55	CERIUM NETWORKS INC	MS OFFICE 365	7/12/2024	352565
421904	Administrative - Cloud Recovery Services	14.56	NET2VAULT LLC	MANAGED VAULTING	6/7/2024	352042
421904	Administrative - Cloud Recovery Services	14.21	NET2VAULT LLC	MANAGED VAULTING	7/12/2024	352569
440011	Travel-Mileage Reimbursement	81.74	CANDACE SULLERS	4/3-6/3/24 MILEAGE	6/7/2024	352072
450002	Comm-Phones Lines-Service-Digital Voice	0.36	CENTURYLINK	MONTHLY CHGS	6/14/2024	352120
450002	Comm-Phones Lines-Service-Digital Voice	0.38	INTRADO LIFE & SAFETY INC	911 SERVICE MINIMUM MRD FEE COVERAGE	6/28/2024	352366
450002	Comm-Phones Lines-Service-Digital Voice	0.36	CENTURYLINK	6/24-7/23/24 CHGS	7/12/2024	352532
450002	Comm-Phones Lines-Service-Digital Voice	0.71	CENTURYLINK	6/24-7/23/24 CHGS	7/12/2024	352532
450002	Comm-Phones Lines-Service-Digital Voice	0.38	INTRADO LIFE & SAFETY INC	MMRCEU ENTERPRISE 911 SVC MINIMUM MRC FEE COVERAGE	7/26/2024	352822
450100	Comm-Long Distance Charges	0.21	CENTURYLINK	5/12-6/11/24 CHGS	6/28/2024	352384
491000	Admin Exp-Criminal/Background Checks	0.15	DEPARTMENT OF LICENSING	ACCT 463025 BACKGROUND SEARCH	6/14/2024	352111
491000	Admin Exp-Criminal/Background Checks	7.02	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	6/14/2024	352118
491000	Admin Exp-Criminal/Background Checks	9.37	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	7/12/2024	352528
493000	Other Admin Exp-Postage	12.96	MAIL ADVERTISING BUREAU INC	JUNE 2024 STATEMENTS WITH EXTRA INSERT	7/5/2024	352412
493000	Other Admin Exp-Postage	12.93	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS INSERT	7/12/2024	352506
493000	Other Admin Exp-Postage	6.62	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	7/19/2024	352725
493000	Other Admin Exp-Postage	13.92	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	7/26/2024	352769
493100	Other Admin Exp-Mail Handling	7.28	MAIL ADVERTISING BUREAU INC	JUNE 2024 STATEMENTS WITH EXTRA INSERT	7/5/2024	352412
493100	Other Admin Exp-Mail Handling	10.38	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS INSERT	7/12/2024	352506

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2024 TO 7/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
493100	Other Admin Exp-Mail Handling	2.29	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	7/26/2024	352769
520104	Social Service -Interpretation	4.18	LANGUAGE LINE SERVICES, INC	INTERPRETATION	6/7/2024	351988
520104	Social Service -Interpretation	1.77	LANGUAGE LINE SERVICES, INC	INTERPRETATION	7/12/2024	352511
610003	Occ Exp-Materials-Carpentry	433.13	DUNN LUMBER COMPANY	MAINT SUPPLIES	6/14/2024	352101
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	6/28/2024	352360
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	6/28/2024	352360
620012	Occ Exp-Maint -Pest Control	24.44	STOP BUGGING ME PEST CONTROL	PEST CONTROL	6/28/2024	352360
620012	Occ Exp-Maint -Pest Control	36.75	STOP BUGGING ME PEST CONTROL	PEST CONTROL	6/28/2024	352360
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	YARD CARE	6/14/2024	352178
620013	Occ Exp-Maint -Yard/Garden/Landscaping	2,621.85	SKAGIT LANDSCAPING LLC	LANDSCAPE MAINT	6/20/2024	352287
620020	Occ Exp-Maint -Roofing	1,492.00	AXIOM DIVISION 7, INC.	REPLACE ROOF	7/5/2024	352470
640024	Occ Exp-Maint Projects-Roof	23,293.00	AXIOM DIVISION 7, INC.	REPLACE ROOF	7/5/2024	352470
660000	Occ Exp-Utilities-Water	148.88	PUBLIC UTILITY DISTRICT #1	WATER	7/12/2024	352547
660000	Occ Exp-Utilities-Water	162.41	PUBLIC UTILITY DISTRICT #1	WATER	7/12/2024	352547
660000	Occ Exp-Utilities-Water	162.41	PUBLIC UTILITY DISTRICT #1	WATER	7/12/2024	352547
660000	Occ Exp-Utilities-Water	142.11	PUBLIC UTILITY DISTRICT #1	WATER	7/12/2024	352547
660000	Occ Exp-Utilities-Water	108.28	PUBLIC UTILITY DISTRICT #1	WATER	7/12/2024	352547
660000	Occ Exp-Utilities-Water	216.54	PUBLIC UTILITY DISTRICT #1	WATER	7/12/2024	352547
660000	Occ Exp-Utilities-Water	103.98	PUBLIC UTILITY DISTRICT #1	WATER	7/12/2024	352547
660000	Occ Exp-Utilities-Water	175.94	PUBLIC UTILITY DISTRICT #1	WATER	7/12/2024	352547
660000	Occ Exp-Utilities-Water	115.05	PUBLIC UTILITY DISTRICT #1	WATER	7/12/2024	352547
660000	Occ Exp-Utilities-Water	155.65	PUBLIC UTILITY DISTRICT #1	WATER	7/12/2024	352547
660000	Occ Exp-Utilities-Water	163.68	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2024	352690
660000	Occ Exp-Utilities-Water	156.86	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2024	352690
660000	Occ Exp-Utilities-Water	104.79	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2024	352690
660000	Occ Exp-Utilities-Water	170.50	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2024	352690
660000	Occ Exp-Utilities-Water	238.69	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2024	352690
660000	Occ Exp-Utilities-Water	143.23	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2024	352690
660000	Occ Exp-Utilities-Water	184.14	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2024	352690
660000	Occ Exp-Utilities-Water	190.96	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2024	352690
660000	Occ Exp-Utilities-Water	163.68	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2024	352690
660000	Occ Exp-Utilities-Water	89.91	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2024	352690
660000	Occ Exp-Utilities-Water	115.95	PUBLIC UTILITY DISTRICT #1	WATER	7/19/2024	352690
660100	Occ Exp-Utilities-Sewer	314.80	CITY OF SEDRO WOOLLEY	SEWER	6/14/2024	352142
660100	Occ Exp-Utilities-Sewer	789.23	CITY OF SEDRO WOOLLEY	SEWER	6/14/2024	352142
660100	Occ Exp-Utilities-Sewer	472.20	CITY OF SEDRO WOOLLEY	SEWER	6/14/2024	352142
660100	Occ Exp-Utilities-Sewer	317.44	CITY OF SEDRO WOOLLEY	SEWER	7/19/2024	352695
660100	Occ Exp-Utilities-Sewer	789.23	CITY OF SEDRO WOOLLEY	SEWER	7/19/2024	352695
660100	Occ Exp-Utilities-Sewer	471.64	CITY OF SEDRO WOOLLEY	SEWER	7/19/2024	352695
660200	Occ Exp-Utilities-Electricity	17.26	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/28/2024	352336
660200	Occ Exp-Utilities-Electricity	76.61	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/28/2024	352336
660200	Occ Exp-Utilities-Electricity	58.26	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/28/2024	352336

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2024 TO 7/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660300	Occ Exp-Utilities-Natural Gas	81.14	CASCADE NATURAL GAS CO	GAS	6/14/2024	352131
660300	Occ Exp-Utilities-Natural Gas	46.84	CASCADE NATURAL GAS CO	GAS	7/12/2024	352544
660500	Occ Exp-Utilities-Surface Water Mgmt	29.13	CITY OF SEDRO WOOLLEY	STORM	6/14/2024	352142
660500	Occ Exp-Utilities-Surface Water Mgmt	73.14	CITY OF SEDRO WOOLLEY	STORM	6/14/2024	352142
660500	Occ Exp-Utilities-Surface Water Mgmt	43.69	CITY OF SEDRO WOOLLEY	STORM	6/14/2024	352142
660500	Occ Exp-Utilities-Surface Water Mgmt	29.52	CITY OF SEDRO WOOLLEY	STORM	7/19/2024	352695
660500	Occ Exp-Utilities-Surface Water Mgmt	73.14	CITY OF SEDRO WOOLLEY	STORM	7/19/2024	352695
660500	Occ Exp-Utilities-Surface Water Mgmt	43.61	CITY OF SEDRO WOOLLEY	STORM	7/19/2024	352695
660700	Occ Exp-Utilities-Garbage	220.57	CITY OF SEDRO WOOLLEY	GARBAGE	6/14/2024	352142
660700	Occ Exp-Utilities-Garbage	627.61	CITY OF SEDRO WOOLLEY	GARBAGE	6/14/2024	352142
660700	Occ Exp-Utilities-Garbage	344.25	CITY OF SEDRO WOOLLEY	GARBAGE	6/14/2024	352142
660700	Occ Exp-Utilities-Garbage	294.89	CITY OF SEDRO WOOLLEY	GARBAGE	7/19/2024	352695
660700	Occ Exp-Utilities-Garbage	627.61	CITY OF SEDRO WOOLLEY	GARBAGE	7/19/2024	352695
660700	Occ Exp-Utilities-Garbage	328.31	CITY OF SEDRO WOOLLEY	GARBAGE	7/19/2024	352695
	SUBTOTAL CEDAR GROVE	43,050.11				
	CEDAR GROVE VOIDS	-				
	TOTAL CEDAR GROVE	43,050.11				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
392099	Other Income	1,389.01	KEY BANK	TA COLLECTION PAYMENT FROM MF TO TA (155)	6/28/2024	352314
400100	Salaries-Temporary Employees	32.09	BEACON HILL STAFFING GROUP LLC	M P AMOS 6/1/24	6/7/2024	352067
400100	Salaries-Temporary Employees	40.11	BEACON HILL STAFFING GROUP LLC	M P AMOS 6/8/24	6/20/2024	352288
400100	Salaries-Temporary Employees	40.11	BEACON HILL STAFFING GROUP LLC	M P AMOS 6/15/24	6/20/2024	352288
410000	Administrative Supplies	24.52	CRYSTAL & SIERRA SPRINGS	water - HILLSVIEW	7/12/2024	352517
410000	Administrative Supplies	114.37	CRYSTAL & SIERRA SPRINGS	WATER - HILLSVIEW	7/19/2024	352655
411103	Computer Equipment-Software Maint	77.46	RIGHT! SYSTEMS INC	CITRIX UNIVERSAL HYBRID MULTI CLOUD	6/7/2024	352034
411103	Computer Equipment-Software Maint	28.16	TROY MOBILITY INC	MOBILEIRON SECURE UEM BUNDLE SUBSCRIPTION	6/7/2024	352048
411901	Equipment-Other-Leased/Rented	4.25	QUADIENT LEASING USA INC	CUST 00904969	6/14/2024	352174
411901	Equipment-Other-Leased/Rented	0.90	CANON FINANCIAL	CONTRACT 0667544-005	6/28/2024	352350
420000	Professional Services-Legal	1,200.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	29.17	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	100.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	5.73	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	100.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	170.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	30.63	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	0.12	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	0.07	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640
420000	Professional Services-Legal	0.04	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	7/19/2024	352640

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
6/01/2024 TO 7/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
420908	Professional Services-Computers	26.88	HYLAND SOFTWARE, INC	ENHANCED MANAGED SVCS 6/30-7/30/24	6/7/2024	352028
420908	Professional Services-Computers	100.21	MICROSOFT CORPORATION	UNIFIED SUPPORT 5/15/2024-5/14/2025	6/7/2024	352084
420908	Professional Services-Computers	2.99	MARTIN S COX	SHARPOINT ACCESS AND POWER PLATFORM SUPPORT	6/7/2024	352077
420908	Professional Services-Computers	5.57	MARTIN S COX	SHAREPOINT ACCESS AND POWER PLATFORM SUPPORT	7/12/2024	352614
420908	Professional Services-Computers	1.56	CERIUM NETWORKS INC	MS OFFICE 365	7/12/2024	352565
421904	Administrative - Cloud Recovery Services	41.61	NET2VAULT LLC	MANAGED VAULTING	6/7/2024	352042
421904	Administrative - Cloud Recovery Services	40.59	NET2VAULT LLC	MANAGED VAULTING	7/12/2024	352569
440011	Travel-Mileage Reimbursement	245.22	CANDACE SULLERS	4/3-6/3/24 MILEAGE	6/7/2024	352072
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	MONTHLY CHGS	6/14/2024	352120
450002	Comm-Phones Lines-Service-Digital Voice	0.01	CENTURYLINK	MONTHLY CHGS	6/14/2024	352120
450002	Comm-Phones Lines-Service-Digital Voice	1.08	INTRADO LIFE & SAFETY INC	911 SERVICE MINIMUM MRD FEE COVERAGE	6/28/2024	352366
450002	Comm-Phones Lines-Service-Digital Voice	2.03	CENTURYLINK	6/24-7/23/24 CHGS	7/12/2024	352532
450002	Comm-Phones Lines-Service-Digital Voice	1.01	CENTURYLINK	6/24-7/23/24 CHGS	7/12/2024	352532
450002	Comm-Phones Lines-Service-Digital Voice	1.08	INTRADO LIFE & SAFETY INC	MMRCEU ENTERPRISE 911 SVC MINIMUM MRC FEE COVERAGE	7/26/2024	352822
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	MAY 2024 CHGS	6/14/2024	352148
450003	Comm-Phones Lines-Security	143.00	CONSOLIDATED TECHNOLOGY SERVICES	MONTHLY CHGS JUNE 2024	7/19/2024	352700
450100	Comm-Long Distance Charges	0.59	CENTURYLINK	5/12-6/11/24 CHGS	6/28/2024	352384
491000	Admin Exp-Criminal/Background Checks	21.07	NATIONAL CREDIT REPORTING	BACKGROUN CHECK	6/14/2024	352118
491000	Admin Exp-Criminal/Background Checks	0.45	DEPARTMENT OF LICENSING	ACCT 463025 BACKGROUND SEARCH	6/14/2024	352111
491000	Admin Exp-Criminal/Background Checks	28.10	NATIONAL CREDIT REPORTING	BACKGROUND CHECK	7/12/2024	352528
493000	Other Admin Exp-Postage	38.87	MAIL ADVERTISING BUREAU INC	JUNE 2024 STATEMENTS WITH EXTRA INSERT	7/5/2024	352412
493000	Other Admin Exp-Postage	38.78	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS INSERT	7/12/2024	352506
493000	Other Admin Exp-Postage	19.86	QUADIENT FINANCE USA INC	ACCT 7900 0440 8081 6949	7/19/2024	352725
493000	Other Admin Exp-Postage	41.76	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	7/26/2024	352769
493100	Other Admin Exp-Mail Handling	21.84	MAIL ADVERTISING BUREAU INC	JUNE 2024 STATEMENTS WITH EXTRA INSERT	7/5/2024	352412
493100	Other Admin Exp-Mail Handling	31.14	MAIL ADVERTISING BUREAU INC	JULY STATEMENTS INSERT	7/12/2024	352506
493100	Other Admin Exp-Mail Handling	6.87	MAIL ADVERTISING BUREAU INC	AUGUST STATEMENTS	7/26/2024	352769
520104	Social Service -Interpretation	12.54	LANGUAGE LINE SERVICES, INC	INTERPRETATION	6/7/2024	351988
520104	Social Service -Interpretation	5.31	LANGUAGE LINE SERVICES, INC	INTERPRETATION	7/12/2024	352511
620008	Occ Exp-Maint -Alarm Testing/Monitoring	384.00	SMITH FIRE SYSTEMS INC	ANNUAL INVOICE	6/28/2024	352382
620011	Occ Exp-Maint -Fire/Safety	2,159.04	SMITH FIRE SYSTEMS INC	SVC CALL	7/26/2024	352833
620012	Occ Exp-Maint -Pest Control	54.99	STOP BUGGING ME PEST CONTROL	PEST CONTROL	6/28/2024	352360
620012	Occ Exp-Maint -Pest Control	85.75	STOP BUGGING ME PEST CONTROL	PEST CONTROL	6/28/2024	352360
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	YARD CARE	6/14/2024	352178
620013	Occ Exp-Maint -Yard/Garden/Landscaping	1,247.40	SKAGIT LANDSCAPING LLC	LANDSCAPE MAINT	6/20/2024	352287
620021	Occ Exp-Maint -HVAC Heating, Vent & AC	668.19	TRS MECHANICAL INC	SVC CALL	7/19/2024	352706
640099	Occ Exp-Maint Projects-Other	1,900.40	NORTH COAST ELECTRIC COMPANY	MAINT SUPPLES	6/14/2024	352105
660000	Occ Exp-Utilities-Water	4,042.93	PUBLIC UTILITY DISTRICT #1	WATER	7/12/2024	352547
660100	Occ Exp-Utilities-Sewer	4,646.02	CITY OF SEDRO WOOLLEY	SEWER	6/14/2024	352142
660100	Occ Exp-Utilities-Sewer	4,645.64	CITY OF SEDRO WOOLLEY	SEWER	7/19/2024	352695
660200	Occ Exp-Utilities-Electricity	35.12	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/20/2024	352251
660200	Occ Exp-Utilities-Electricity	18.40	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/28/2024	352336

SEDRO-WOOLLEY HOUSING AUTHORITY
 Accounts Payable Report
 6/01/2024 TO 7/31/2024

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660200	Occ Exp-Utilities-Electricity	984.94	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/28/2024	352336
660201	Occ Exp-Utilities-Electricity-Closing Bill	13.04	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	6/20/2024	352251
660201	Occ Exp-Utilities-Electricity-Closing Bill	12.85	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	7/5/2024	352438
660500	Occ Exp-Utilities-Surface Water Mgmt	425.72	CITY OF SEDRO WOOLLEY	STORM	6/14/2024	352142
660500	Occ Exp-Utilities-Surface Water Mgmt	425.66	CITY OF SEDRO WOOLLEY	STORM	7/19/2024	352695
660700	Occ Exp-Utilities-Garbage	1,515.61	CITY OF SEDRO WOOLLEY	GARBAGE	6/14/2024	352142
660700	Occ Exp-Utilities-Garbage	1,505.00	CITY OF SEDRO WOOLLEY	GARBAGE	7/19/2024	352695
	SUBTOTAL HILLSVIEW	30,428.87				
	VOIDS	-				
	TOTAL HILLSVIEW	30,428.87				
TOTAL SEDRO WOOLLEY		73,478.98				

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SEDRO WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: Board of Commissioners

FROM: Anneliese Gryta, Executive Vice President of Housing Operations

DATE: August 15, 2024

RE: Resolution 501 - SWHA Annual Agency Plan (FY 2025)

In the morning prior to the August 15th, 2024 Board of Commissioners meeting staff, held a formal Public Hearing required as part of the process leading to adoption of the Housing Authority's Annual Agency Plan for fiscal year 2025. Prior to this point, residents and other interested parties have been given the opportunity to review the proposed plan and have been invited to make comment on the plan at the Public Hearing. After consideration of any comment(s) received, the Board will be requested to adopt a final Agency Plan for submission to HUD.

As a result of HUD streamlining, and the SWHA's continued qualification as a "High Performing" PHA, the Housing Authority is allowed to use the streamlined Qualified Annual Plan template for submission of the Annual Agency Plan (see draft attached). As with previous Plan submission, the Template provides a snapshot of the SWHA's policies and procedures, which have been implemented to support the established Mission, Goals and Objectives of the Housing Authority together with proposed changes in policies, programs and objectives for the next fiscal year.

The Housing Authority is proposing changes in operations that would be implemented upon HUD approval of the Agency's request to enter into an MTW Regionalization partnership with the King County Housing Authority. Such changes, if permitted by HUD, will not be implemented for the SWHA without prior consultation and approval of the SWHA Board of Commissioners.

Please note, the Housing Authority's Agency Plan process also incorporates formal submission of the documents relating to the Public Housing Capital Fund program. As a result, the SWHA Capital Fund Annual and Five-year plans will also be presented to the Board of Commissioners at the August 15th, 2024 meeting in conjunction with the Agency Plan review.

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, 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. The Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

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

A.	PHA Information.																										
A.1	<p> PHA Name: <u>Sedro-Woolley Housing Authority</u> PHA Code: <u>WA030</u> PHA Type: <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2025</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>80</u> Number of Housing Choice Vouchers (HCVs) <u>0</u> Total Combined <u>80</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. 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 of 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 website. 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" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">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> </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.	Plan Elements
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p>SWHA is currently planning to partner with the King County Housing Authority to create a Regional MTW Agency. Final documents will be submitted to HUD for approval in late summer 2024. As a Regional MTW Agency partner, SWHA will allow the Agency and its clients to benefit from regulatory flexibility provided under the MTW program to increase housing choice, support economic self-sufficiency of SWHA households and simplify and streamline programs – allowing SWHA to operate more efficiently and effectively. HUD approval will allow SWHA to modify policies related to eligibility selection and admissions including changes such as:</p> <ul style="list-style-type: none"> • Changes to Eligibility and Selection policies that make it easier for households to apply and access SWHA housing services: Implementing a preference for all households with income below 30% of the Area Median Income without the need to document qualification as a displaced, homeless or rent burdened household. Considering modification of SWHA’s internal Transfer Policy to better address client needs. Waiver of regulations regarding asset limitations applied to eligibility and streamlining the application process to remove barriers to access, etc; • Changes to the Recertification and Review process: Fully recertifying eligibility of fixed income households (i.e. Social Security, SSI, etc.) just once every 3 years and work-able households just once every 2 years. Reducing the circumstances under which a household must report changes in income – reducing the number of times staff must complete an interim review to increase rent - allowing income to grow in between the 2- and 3-year Recertification cycles without impact upon tenant rent. • Changes to Income and Rent Calculation: Redefine “assets” to include only those assets valued at \$50,000 or more – eliminating any income gained from such assets from the rent calculation. Excluding earned income from a household member who is under age 21 and not the head of house or spouse from the income and rent calculation. Simplifying the rent calculation by modifying how deductions are calculated for fixed income households – using medical and childcare expense bands (<\$2500; \$2500-\$4999, etc) to determine the amount of deduction provided. Setting rent for Fixed-income households at 28% of income rather than the 30% requirement set by HUD. For Work-able households, rent would be set using a graduated income scale that allows income to grow within the scale without impact upon tenant rent. Implementing a streamlined process for establishing utility reimbursements for households. • Simplification of forms and documentation/verification processes: Allowing longer terms under which verifications are considered valid – reducing the times staff and clients must update previously provided information, Use of a modified “Authorization for Release of Information form” that expands and extends applicable use above those included in HUD’s standard form. - simplifying the verification process for staff and clients by reducing the number of times clients are required to submit the form or provide alternate release forms during the review process. <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review. The PHA has not proposed or implemented changes to its Deconcentration Policy.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p>

	<p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>The scope of work is intended to update, within a limited scope, products and surfaces to: (1) extend their useful life; (2) improve resident life/safety; and (3) reduce future maintenance costs while increasing operating efficiency. Specifications for the light upgrade include: remove and replace doors, millwork cabinets, countertops, and plumbing fixtures, install energy-efficient light fixtures, heating appliances, bath fans, inter-connect smoke detectors, install new range, refrigerator, flooring finishes, repair walls and paint.</p>
<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>We continue to meet the goals outlined in the 5-year plan:</p> <p>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. Goal Two: Continue to improve the quality and efficiency of the public housing operations. Goal Three: Maintain and continue to upgrade the physical condition and appearance of the public housing inventory.</p>
<p>B.4.</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>See Capital Fund 5 Year Action Plan in EPIC approved by HUD on 11/14/2022.</p>
<p>B.5</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p>C.2</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <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.</p>
<p>C.3</p>	<p>Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form 50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations</i></p>

Including PHA Plan Elements that Have Changed must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

(a) Did the public challenge any elements of the Plan?

Y N

If yes, include Challenged Elements.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing.
Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Sedro Woolley Housing Authority

Analysis of Impediments to Fair Housing: Furthering Fair Housing Objectives

Supporting Fair Housing and Housing Choice:

The Sedro Woolley Housing Authority (SWHA) fully supports the effective implementation of all applicable federal and state fair housing regulations within our jurisdiction. To achieve this goal The Housing Authority pursues strategies to remove impediments to fair housing through the following:

- 1. Analysis of local needs and implementation of strategies to reduce impediments to fair housing, complementing and supporting goals and recommendations identified within the City of Sedro Woolley Comprehensive Plan and Amended Development Regulations (prepared by the City of Sedro Woolley (last updated July 2004) and within the City of Sedro Woolley 1999 Housing Needs Assessment (Prepared by Pacific Development Concepts, October 1999).**

2. Examination of programs and implementation policies and practices to support of all applicable fair housing laws and regulations within the Sedro Woolley jurisdiction, including full compliance with such laws within the housing operated by SWHA.

Coordination with Comprehensive Plan and the Local Jurisdiction:

In addition to complying with fair housing regulatory requirements, SWHA works within its jurisdiction to support the goals and objectives identified by the City of Sedro Woolley to address impediments to fair housing choice that require SWHA's involvement. The City of Sedro Woolley's housing planning efforts, as discussed within the City of Sedro Woolley Comprehensive Plan (last updated in July 2024) and the City of Sedro Woolley's 1999 Housing Needs Assessment emphasize the importance of encouraging adequate affordable housing options to all segments of the population. For example, the city's Comprehensive Plan (Chapter 5) identifies the following goals and objectives:

- Goal H1: To provide sound, adequate housing for all current and future Sedro-Woolley residents.
- Goal H2: To provide affordable housing for all current and future Sedro-Woolley residents.

As of July 2024, specific objectives to address these goals include:

- Encourage affordable housing for the elderly.
- Encourage affordable housing for those with special needs (including but not limited to disabled, low income, homeless)
- Encourage affordable housing for non-traditional households (including but not limited to seasonal workers, single parents, extended families and group homes).

In addition, the City of Sedro Woolley's 1999 Housing Needs Assessment includes the following among its four primary recommendations:

“Support the development of rental housing affordable to households with less than 70% of the median income, particularly those with less than 50% of the median income. Support the development of permanent and transitional housing for special needs populations and formerly homeless persons.” (1999 Housing Needs assessment, p. 29)

Examination of Policies and Programs - Compliance and Support for Fair Housing Regulations:

While SWHA has only a small number of units and limited resources with which to pursue objectives, it is the policy of SWHA to fully comply with all federal, state, and local nondiscrimination laws; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. To further its commitment to full compliance with applicable civil rights laws, SWHA's Public Housing program policies and practices include the following:

- Regular monitoring and review of federal, state and local fair housing regulations to determine the impact upon SWHA operations and implementation of any changes needed to ensure program applicants and participants are provided equal treatment and access regardless of their status within any of the protected classes.

- ❑ **Clear direction to staff, clients and the public that no person may, may be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination on the grounds of race, color, sex, religion, age, national or ethnic origin, parental status, familial status, or disability, gender or other protected class under the Housing Authority's programs.**
- ❑ **SWHA staff regularly participates in training programs regarding fair housing requirements and guidelines to ensure that all staff have a complete and current understanding of fair housing expectations. Staff are required to complete Fair Housing training at least annually.**
- ❑ **Distribution of Information to applicants/tenants regarding federal/state/local regulations and recourse available if they believe they may be victims of discrimination is provided to applicants/tenants. In addition, Fair Housing posters are displayed in SWHA's public bulletin boards and Discrimination Complaint forms available in all management offices.**
- ❑ **SWHA will assist any family that believes they have suffered illegal discrimination by providing copies of the appropriate housing discrimination forms, will also assist them in completing the forms if requested and will provide the address of the nearest HUD office of Fair Housing and Equal Opportunity.**
- ❑ **In selecting tenants for Hillsview Apartments, the SWHA maintains priority for elderly and disabled households over other non-elderly, non-disabled households, supporting the City's goal of encouraging affordable housing for the elderly and disabled households.**
- ❑ **In selecting tenants for Hillsview Apartments and Cedar Grove I, II, and III, the SWHA maintains a preference for households facing economic hardship, as well as those defined as homeless or moving from transitional housing facilities. These policies support the City's goal of encouraging affordable housing for those with special needs, including the homeless and low-income households and have resulted in the Housing Authority maintaining a population whose income falls well below the median income of the surrounding area and within below thresholds targeted within the City's Housing Needs Assessment.**
- ❑ **SWHA is committed to a marketing strategy that includes groups and agencies serving diverse populations including, but not limited to, elderly populations, disabled households, non-traditional households and different racial groups and family types to ensure that all segments of the Sedro Woolley community have equitable information and access.**
- ❑ **In establishing new programs or policy initiatives, the Sedro Woolley Housing Authority regularly consults with legal counsel and with the Department of Housing and Urban Development to ensure that all such efforts comply with fair housing regulations.**

Through the maintenance of our housing programs and policies, and through the implementation of the pro-active strategies identified above, the SWHA continues to play an important role in ensuring the availability of housing choice and the support for fair housing objectives within the City of Sedro Woolley.

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

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

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

B. Plan Elements.

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

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

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

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

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k)) and 24 CFR §903.12(b).

Safety and Crime Prevention (VAWA). A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

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

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

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

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

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

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

HOPE VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6. (Notice PIH 2011-47)

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4

Demolition and/or Disposition. With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Conversion of Public Housing under the Voluntary or Mandatory Conversion programs. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

- Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations and describe how project-basing would be consistent with the PHA Plan.
- Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).
- Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR §903.7\(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

D. Affirmatively Furthering Fair Housing.

D.1 Affirmatively Furthering Fair Housing.

The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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

Public reporting burden for this information collection is estimated to average 7.02 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.

DRAFT

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 501

ADOPTION OF THE SWHA 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 Annual Plan (effective January 1, 2025 through December 31, 2025); 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, in developing the Plan, designated all residents as members of a Resident Advisory Board (RAB) and provided all residents with an opportunity to review and provide input regarding the components and proposed changes to policies, objectives and goals; and

WHEREAS, in addition to receiving feedback from residents, the Housing Authority Board of Commissioners scheduled and properly advertised, for a period of not less than forty-five (45) days, a Public Hearing in order to receive additional public comment on the Plan; and

WHEREAS, on August 15th, 2024 the Housing Authority presided over the Public Hearing for the purpose of receiving public input and comment, and

WHEREAS, the Housing Authority Board of Commissioners 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 January 1, 2025.

NOW, THEREFORE, BE IT RESOLVED THAT 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 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 Certifications of Compliance with the PHA Plans and Related Regulations, dated January 1, 2025 as required by the Department of Housing and Urban Development (HUD 50077-CR).

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 15th DAY OF AUGUST, 2024.

**THE HOUSING AUTHORITY OF THE
COUNTY OF KING, WASHINGTON**

Laurie Fellers, Chair
Board Of Commissioners

Robin Walls
Secretary-Treasurer

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SEDRO WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: Board of Commissioners

FROM: Nikki Parrott, Vice President Capital Construction & Weatherization

DATE: August 15, 2024

RE: Resolution 502 – 2024 Capital Fund Grant - \$315,215

For 2024, HUD has awarded SWHA \$315,215 from the Capital Fund Program (CFP).

As with each year's allocation of CFP dollars, there are certain steps that must be followed in order to formalize receipt of the funds. They are as follows:

- Prepare a Five-Year Capital Plan identifying work activities and estimated costs.
- Hold a public hearing to allow comment on the Plan.
- Have the Board of Commissioner's adopt the Plan and approve any additions of work activities and budget changes in prior years' Plans.
- Have the Board authorize Robin Walls and/or Laurie Fellers to sign and submit documents to HUD required to finalize receipt of the funds.

Public Hearing Requirement

Notice was published in the *Skagit Valley Herald* of the Public Hearing scheduled at 10:30 am on August 15, 2024, at the Hillsview Apartments Community Center.

2024-2028 Five-Year Capital Plan

The 2024-2028 Draft Plan is included in the Board materials. Highlights include:

- For each year 20% of the total grant amount is budgeted for Administration and Operations.
- During the Plan period, the highest priority capital needs in the Authority's portfolio are for replacement of roofs, siding, doors, and windows (the building envelope) at Cedar Grove I and II. (This work has been completed at Cedar Grove III.) In current dollars, the cost estimate for a complete envelope is \$508,000 (\$127,000

for a roof and \$381,00 for the balance of the work). The 2024-2028 Plan allocates the bulk of funding to this work. Given the costs, we will need to combine funding from multiple years in order to replace all components of the envelopes.

- A limited amount of funding has been budgeted for upgrading the interior of one unit at Cedar Grove and two at Hillsvieview, so that as units are vacated those with the oldest interior finishes and fixtures can be fully upgraded.

Changes in Prior Years Plans

The proposed changes for the 2022-2026 and 2023-2027 Five-Year Capital Plans are summarized in the attached spreadsheets.

Attachments

Attachment A: Summary of Budget Changes in the 2022-2026 Five-Year Capital Plan

Attachment B: Summary of Budget Changes in the 2023-2027 Five-Year Capital Plan

Attachment A

Summary of Budget Changes in the 2022-2026 Five-Year Capital Plan

2022-2026 Five-Year Capital Plan Original						
Development Name	Work Statement Year 1 2022	Work Statement Year 2 2023	Work Statement Year 3 2024	Work Statement Year 4 2025	Work Statement Year 5 2026	
CEDAR GROVE	\$235,085	\$250,588	\$60,000	\$120,001	\$196,504	
HILLSVIEW	\$75,504	\$60,001	\$250,588	\$190,588	\$114,085	

2022-2026 Five-Year Capital Plan Revised						
Development Name	Work Statement Year 1 2022	Work Statement Year 2 2023	Work Statement Year 3 2024	Work Statement Year 4 2025	Work Statement Year 5 2026	
ADMINISTRATION & OPERATIONS	\$62,118	\$62,118	\$62,118	\$62,118	\$62,118	
CEDAR GROVE	\$180,694	\$248,471	\$157,232	\$248,471	\$168,471	
HILLSVIEW	\$67,777	\$0	\$91,239	\$0	\$80,000	

Changes are based on the following

- 1) Addition of line item and budget adjustment for Administration and Operations
- 2) Plan for envelope replacement at Cedar Grove I & II
- 3) Preserve some funding for unit upgrades

Attachment B

Summary of Budget Changes in the 2023-2027 Five-Year Capital Plan

2023-2027 Five-Year Capital Plan Original						
Development Name	Work Statement Year 1 2023	Work Statement Year 2 2024	Work Statement Year 3 2025	Work Statement Year 4 2026	Work Statement Year 5 2027	
CEDAR GROVE	\$244,760	\$69,674	\$129,674	\$244,760	\$244,760	
HILLSVIEW	\$75,503	\$250,588	\$190,588	\$75,503	\$75,503	

2023-2027 Five-Year Capital Plan Revised						
Development Name	Work Statement Year 1 2023	Work Statement Year 2 2024	Work Statement Year 3 2025	Work Statement Year 4 2026	Work Statement Year 5 2027	
ADMINISTRATION & OPERATIONS	\$64,052	\$64,052	\$64,052	\$64,052	\$64,052	
CEDAR GROVE	\$256,210	\$164,971	\$256,210	\$176,210	\$176,210	
HILLSVIEW	\$0	\$91,239	\$60,000	\$80,000	\$80,000	

Changes are based on the following planning goals:

- 1) Addition of line item and budget adjustment for Administration and Operations
- 2) Plan for envelope replacement at Cedar Grove I & II
- 3) Preserve some funding for unit upgrades

Capital Fund Program - Five-Year Action Plan

Status: Approved

Approval Date: 07/15/2024

Approved By: FOSS, JULIA

Part I: Summary						
PHA Name : HA City of Sedro Woolley		Locality (City/County & State)				
PHA Number: WA030		<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No:)		
A.	Development Number and Name	Work Statement for Year 1 2024	Work Statement for Year 2 2025	Work Statement for Year 3 2026	Work Statement for Year 4 2027	Work Statement for Year 5 2028
	CEDAR GROVE I (WA030000103)	\$172,172.00	\$252,172.00	\$252,172.00	\$252,172.00	\$252,172.00
	AUTHORITY-WIDE	\$63,043.00	\$63,043.00	\$63,043.00	\$63,043.00	\$63,043.00
	HILLSVIEW (WA030000155)	\$80,000.00				

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2024	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE 1 (WA030000103)			\$172,172.00
ID0000110	Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new Hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room [assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (i.e., windows, doors, WRB, demo, ext. trim and paint.)] <u>Remove & replace roof inc. associated items.</u>		\$122,172.00
ID0000162	Cedar Grove Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; removal and replacement of doors, millwork cabinets, countertops, plumbing fixtures, heating appliances, light fixtures, interconnect smoke detectors, bath fans, appliances, wall repair (including insulation), paint & flooring finishes.		\$50,000.00
	AUTHORITY-WIDE (NAWASD)			\$63,043.00
ID0000155	Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Admin Costs		\$31,521.50
ID0000156	Operations Fees(Operations (1406))	Operations		\$31,521.50

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
1		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	HILLSVIEW (WA030000155)			\$80,000.00
ID0000165	Hillsview Unit Interior Upgrade (0-3 Units)(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replacement of plumbing, mechanical, & electrical systems; removal and replacement of doors, millwork cabinets, countertops, plumbing fixtures, heating appliances, light fixtures, interconnect smoke detectors, bath fans, appliances, wall repair (including insulation), paint & flooring finishes.		\$80,000.00
	Subtotal of Estimated Cost			\$315,215.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2025	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE 1 (WA030000103)			\$252,172.00
ID0000125	Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new Hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room [assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (i.e., windows, doors, WRB, demo, ext. trim and paint.)]. Remove & replace existing roof & associated items.		\$252,172.00
	AUTHORITY-WIDE (NAWASD)			\$63,043.00
ID0000157	Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Admin Costs		\$31,521.50
ID0000158	Operations Fees(Operations (1406))	Operations		\$31,521.50
	Subtotal of Estimated Cost			\$315,215.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE 1 (WA030000103)			\$252,172.00
ID0000137	Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new Hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room [assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (i.e., windows, doors, WRB, demo, ext. trim and paint.)] Remove & replace existing roof & associated items.		\$252,172.00
	AUTHORITY-WIDE (NAWASD)			\$63,043.00
ID0000159	Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Admin Costs		\$31,521.50
ID0000160	Operations Fees(Operations (1406))	Operations		\$31,521.50
	Subtotal of Estimated Cost			\$315,215.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2027	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CEDAR GROVE 1 (WA030000103)			\$252,172.00
ID0000147	Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new Hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room [assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (i.e., windows, doors, WRB, demo, ext. trim and paint.)]		\$252,172.00
	AUTHORITY-WIDE (NAWASD)			\$63,043.00
ID0000166	Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Admin Costs		\$31,521.50
ID0000167	Operations Fees(Operations (1406))	Operations		\$31,521.50
	Subtotal of Estimated Cost			\$315,215.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2028				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$63,043.00
ID0000168	Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Admin Costs		\$31,521.50
ID0000169	Operations Fees(Operations (1406))	Operations		\$31,521.50
	CEDAR GROVE I (WA030000103)			\$252,172.00
ID0000170	Cedar Grove Building Exteriors(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows)	Building envelope upgrade to remove and dispose of existing vinyl siding and install new Hardy trim and siding, install new thermally insulated vinyl windows and exterior doors. Includes both residential units and community room [assumed approx. 15200 SF of removal and replacement, inclusive of all siding labor and materials and associated components, (i.e., windows, doors, WRB, demo, ext. trim and paint.)]		\$252,172.00
	Subtotal of Estimated Cost			\$315,215.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 1	2024
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$31,521.50
Operations Fees(Operations (1406))	\$31,521.50
Subtotal of Estimated Cost	\$63,043.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2025
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$31,521.50
Operations Fees(Operations (1406))	\$31,521.50
Subtotal of Estimated Cost	\$63,043.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2026
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$31,521.50
Operations Fees(Operations (1406))	\$31,521.50
Subtotal of Estimated Cost	\$63,043.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2027
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$31,521.50
Operations Fees(Operations (1406))	\$31,521.50
Subtotal of Estimated Cost	\$63,043.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 5	2028
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration Fees(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$31,521.50
Operations Fees(Operations (1406))	\$31,521.50
Subtotal of Estimated Cost	\$63,043.00

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 502

**A RESOLUTION ACCEPTING THE FEDERAL FISCAL YEAR 2024
AWARD OF FUNDS FROM THE HUD CAPITAL FUND PROGRAM, AND
APPROVING THE REVISED 2022-2026 AND 2023-2027 5-YEAR ANNUAL
PLANS**

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

WHEREAS, the Housing Authority has been awarded \$315,215.00 in CFP funds for 2024; and,

WHEREAS, the Housing Authority's adopted Statement of Significant Amendment requires approval of the Board of Commissioners for any addition of work items or changes in budget to a previously adopted Five-Year Capital Plan; and,

WHEREAS, it is necessary to add budget for Administration and Operations in the 2022-2026 and 2023-2027 5-Year Capital Plans; and,

WHEREAS, it is also necessary then to reallocate funding for work activities in the 2022-2026 and 2023-2027 5-Year Capital Plans in order to align with current capital needs and estimated project costs.

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. The 2024-2028 5-Year Capital Plan is approved.

SECTION 2. Funds may be reallocated in the 2022-2026 and 2023-2027 5-Year Annual Plans in order to align with known capital needs and estimated project costs.

SECTION 3. Robin Walls, Secretary Treasurer, and/or Laurie Fellers, Chairperson, of the Board of Commissions, as appropriate, are authorized to sign and submit to HUD the necessary documents for receipt of CFP funds for federal fiscal year 2024.

**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 15TH DAY OF
AUGUST, 2024.**

**THE HOUSING AUTHORITY OF THE
COUNTY OF KING, WASHINGTON**

Laurie Fellers, Chair
Board Of Commissioners

Robin Walls
Secretary-Treasurer

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SEDRO WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: Board of Commissioners

FROM: Nikki Parrott, Vice President Capital Construction & Weatherization

DATE: August 15, 2024

RE: Capital Project Planning and Implementation

This memorandum provides an overview of the funding availability, spending requirements, determination of project priorities, and the project development and contracting processes for capital improvement projects for SWHA's public housing. The fund source for capital projects is HUD's Capital Fund Program, or CFP.

The SWHA receives an annual allocation from the CFP. We receive notice of the funding award in the spring of the federal fiscal year (October to September). So, for example the notice for the 2024 grant award of \$315,215 was given in this last Spring. For purposes of the Five-Year Capital Plan we assume that the amount of the grant for the following four years will be the same as the current year.

The amount of the grant awards from 2018 through 2024 are summarized in the table below.

SWHA Annual CFP Allocations 2018-2024

Year of Award	Grant Amount
2018	\$212,321
2019	\$220,253
2020	\$238,392
2021	\$250,135
2022	\$311,649
2023	\$321,271
2024	\$315,215

The fluctuations in the grant amounts from year to year are related to changes in the amount authorized at the federal level for the nationwide CFP program. Each year 20%

of the grant can go to support the Authority's Administration and Operations. The balance is what is available for capital projects.

For each year's allocation the Authority has two (2) years to obligate the funds and four (4) years to spend them. In order to designate the funds as "obligated" the Authority must have signed a contract for the proposed work. Depending on the scope of the project and the time required for development/design, bidding and contracting, it can be challenging to meet the obligation date the earliest grant award when the project cost is such that it will require two years' grant funds.

It is important to note that the current estimate to replace a roof at Cedar Grove is \$127,000 and \$381,000 more if siding, windows and doors are replaced. Given these costs, it has been, and will continue to be, necessary to combine funding from at least two years in order to have sufficient funds for a major capital project.

Capital Needs Assessments

The King County Housing Authority's capital construction team is responsible for maintaining and updating condition information for the three Cedar Grove sites and the Hillsview Apartments. A Capital Needs Assessment has been prepared and updated approximately every five years for all of the sites since 1995. In addition, if improvements are made in the intervening years, they are noted in the CNA so that the information on conditions is current. The CNA information is based on physical inspections, discussions with on-site property management and maintenance staff, and Housing Management supervisors.

Cedar Grove CNA

The current CNA for the Cedar Grove sites includes a summary of conditions documented in April of this year. It notes the replacement of the building envelope (roof, siding, doors, and windows) and installation of energy conservation improvements that was done at Cedar Grove III in 2022, and points to the priority need for similar work at the other Cedar Grove sites. Nine (9) of 20 unit interiors have been fully upgraded, but in the remaining 11 units the original components and finishes are nearing the end of their remaining useful life.

Based on this information, the 2024-2028 Five Year Capital Plan allocates funding to exterior envelope replacements and unit upgrades for the Cedar Grove I and II.

Hillsview CNA

The most recent improvements at Hillsview were implemented by the site-based maintenance team and included the replacement of the domestic water backflow prevention valve, remodel of the management office counter, and replacement of the flooring in the common lobbies and hallways. Interiors in 29 of the 60 units have been

fully upgraded. In the remaining 31 units the interior components have a limited remaining useful life.

The CNA identifies some of the buildings systems for future (after 5 years) investigation and potential project development, including the common area heating and ventilation systems, and the unit electric service panels. These projects would likely require using the combination of funding from two years in order to cover costs.

Project Development and Contracting

Either the Capital Construction and Weatherization Department (CC) or Housing Management (HM) may be responsible for developing and contracting a project depending on its cost and complexity.

For projects in excess of \$75,000 to \$100,000, CC works with professional architects and/or engineers to prepare drawings and specifications for inclusion in a set of bid documents that are provided to three or more contractors (projects estimated to cost less than \$250,000) or publicly advertised (projects of \$250,000 or more). All contracted work is subject to the payment of federal Davis-Bacon wage rates, compliance with which is monitored by a Wage Compliance Specialist. The project development and bidding process can take eight to 10 months from the start to the point where a contractor is under a signed contract and CFP funds can be reported as obligated. Capital construction project teams are made up of Project Managers, Construction Coordinators, and Construction Project Specialists who report to the Construction Program Manager.

If a project is expected to cost less than \$100,000 it is implemented by the Maintenance Coordinator for Public Housing Special Projects who has access to a pool of contractors who have been selected competitively based on their specialties (i.e. plumbers, electricians), qualifications, and pricing. Because of their size and the pool of available contractors these projects can proceed more quickly than those managed by CC.

There is an ongoing effort to upgrade the interiors of SWHA's public housing units as turnover occurs. KCHA's in-house, skilled workforce performs the renovations, including the installation of new flooring, cabinets, and fixtures that extend the useful life of unit interiors by 20 years.

Challenges

The two biggest challenges we face are: 1) variations in the funding amounts from year to year; 2) the limitations on the amount of available funding compared to the costs of major improvements; and 3) the amount of time to fully develop, bid, and contract for larger more complicated projects and still meet the obligation deadlines.

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SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: The Board of Commissioners
FROM: Sean Lay, Temporary Financial Reporting Manager
DATE: August 15, 2024
RE: June 2024 Financial Report

Attached for your review is the unaudited financial report for June 2024. This report shows actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating income and expenses, operating cash flow, non-operating income and expenses, and changes in assets and liabilities. Reports in this format will reconcile the changes in cash, and both the beginning and ending cash balances are displayed.

EXECUTIVE SUMMARY

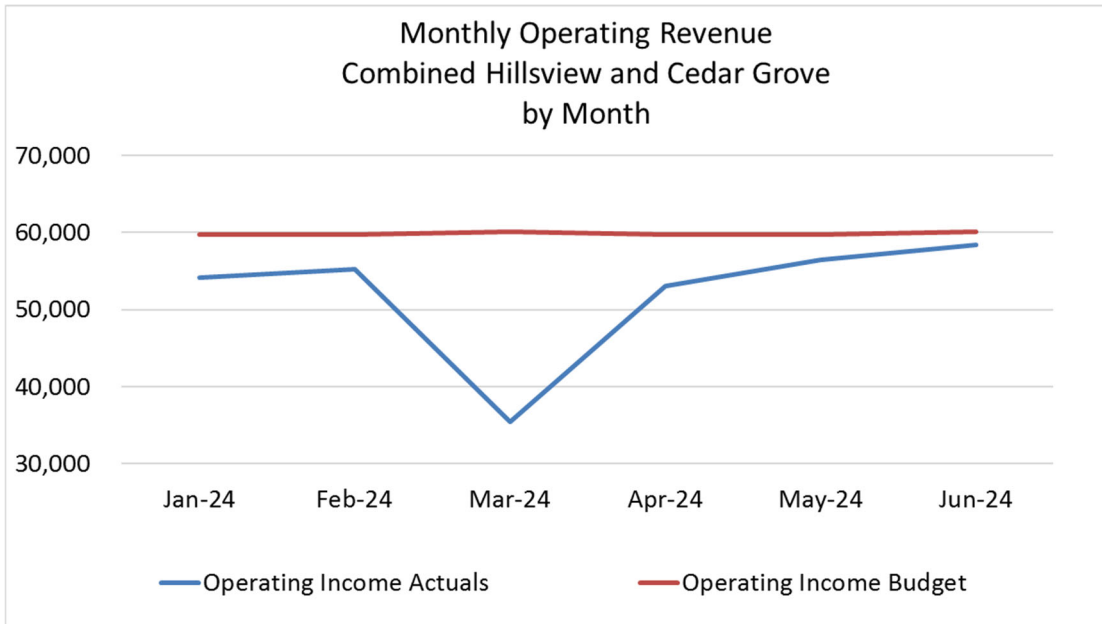
Year-to-date operating income is 13.1% under budget and operating expenses are 6.9% over budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	(\$29,480)	-18.8%	●	Salaries and Benefits	(\$17,463)	-17.7%	●
Federal Operating Support	(17,410)	-8.7%	●	Administrative Expenses	\$25,926	33.9%	●
Other Revenue	(42)	-5.4%	●	Maintenance Expenses, Utilities, Taxes	\$15,159	8.9%	●
				Other Programmatic Expenses	\$342	75.2%	●
Total Operating Income	(\$46,932)	-13.1%	●	Total Operating Expenses	23,965	6.9%	●

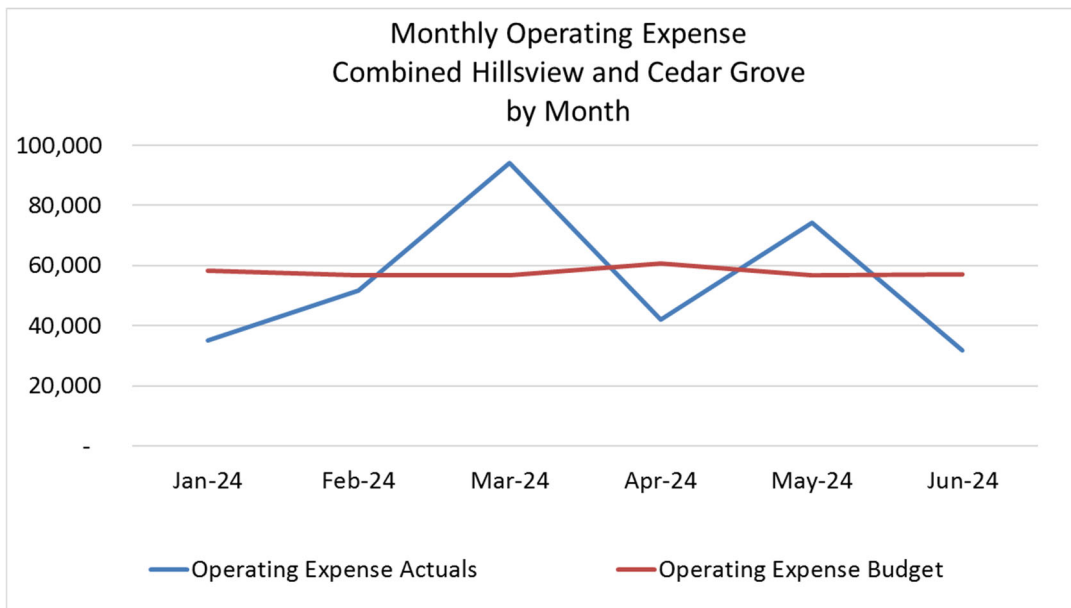
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$311,159 came under budget expectations, coming under budget by \$46,932, or 13.1%. The primary driver of this variance was tenant revenue. There was \$25K in collection loss which came from the completion of older write-off packets.



Year-to-date operating expenses in the amount of \$322K are under budget by 6.9%. The primary reasons for the variance were: administrative, occupancy and salaries expenses. Audit costs (\$15K) were budgeted evenly across the whole year, however, actuals have yet to incur. In addition, utility and occupancy expenses were below target due to timing of invoices. These were offset by salaries expense higher than budget due to Union negotiated contract pay increase.

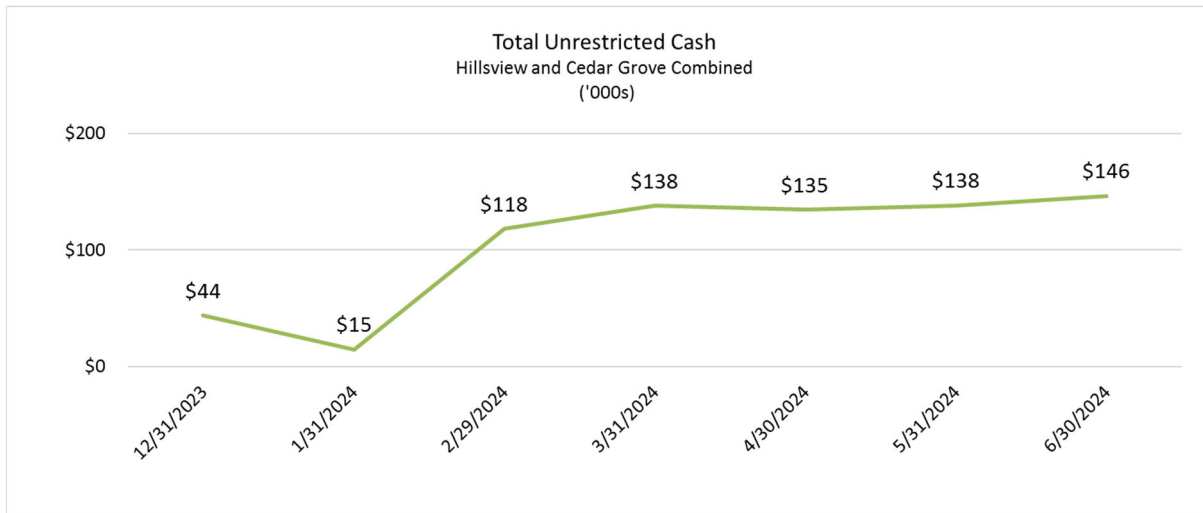


CAPITAL ACTIVITY

Capital project expenditures were under budget by 55% due to the timing of unit upgrades. Three unit upgrades were budgeted for the year, however none has been completed. Materials started being purchased for a unit upgrade at Hillsview in preparation of work. This resulted in a lower draw from the CFP grant. This was offset by cleaning, inspecting, and spot repairs for the main waste lines at Hillsview totaling \$18K.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$146,171 has increased by \$102,407 since the beginning of the year. This increase is mainly due to a decrease in grant and tenant receivables, slightly offset by a decrease in accounts payable.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of June 30, 2024

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Combined</u>
Cash-Unrestricted	\$82,860	\$63,311	\$146,171
Cash-Held by Management Agent	-	-	-
Cash-Designated	-	-	-
Cash-Restricted	3,700	5,400	9,100
Total Cash	<u>86,560</u>	<u>68,711</u>	<u>155,271</u>
Current Assets	5,596	5,783	11,379
Long-term Assets	678,116	1,033,951	1,712,067
Total Other Assets	<u>683,712</u>	<u>1,039,734</u>	<u>1,723,446</u>
Total Assets	<u><u>770,272</u></u>	<u><u>1,108,445</u></u>	<u><u>1,878,718</u></u>
Current Liabilities	11,772	29,303	41,075
Long-Term Liabilities	-	-	-
Total Liabilities	<u>11,772</u>	<u>29,303</u>	<u>41,075</u>
Equity	758,500	1,079,142	1,837,642
Total Liabilities and Equity	<u><u>\$770,272</u></u>	<u><u>\$1,108,445</u></u>	<u><u>\$1,878,718</u></u>

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended June 30, 2024

	2024 YTD Actual	2024 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$43,765				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	9,075				
Total Beginning Resources	<u>\$52,840</u>				
Tenant Revenue	\$127,191	\$156,670	(\$29,480)	(18.8%)	(1)
Operating Subsidy from HUD-PH	183,230	200,640	(17,410)	(8.7%)	
Other Operating Income	738	780	(42)	(5.4%)	
Total Operating Income	<u>311,159</u>	<u>358,091</u>	<u>(46,932)</u>	<u>-13.1%</u>	
Salaries	(85,165)	(67,895)	(17,269)	(25.4%)	(2)
Benefits	(30,752)	(30,559)	(194)	(0.6%)	
Occupancy Expenses	(155,593)	(170,752)	15,159	8.9%	
Other Social Service Expenses	(113)	(455)	342	75.2%	
Administrative Expenses	(50,458)	(76,385)	25,926	33.9%	(3)
Total Operating Expenses	<u>(322,081)</u>	<u>(346,046)</u>	<u>23,965</u>	<u>6.9%</u>	
Operating Cash Flow	<u>(10,922)</u>	<u>12,045</u>	<u>(22,967)</u>	<u>(190.7%)</u>	
Non-Operating Income	31,518	82,853	(51,335)	(62.0%)	(4)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(36,700)	(81,583)	44,883	55.0%	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(25)	-	(25)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	118,536	-	118,536	n/a	(5)
Non Operating Net Sources (Uses) of Cash	<u>113,329</u>	<u>1,270</u>	<u>112,059</u>	<u>8,823.4%</u>	
Net Change in Unrestricted Cash	<u><u>102,407</u></u>	<u><u>\$13,315</u></u>	<u><u>\$89,092</u></u>	<u><u>669.1%</u></u>	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$146,171				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	9,100				
Total Ending Resources	<u>\$155,271</u>				

- 1) Due to high collection loss (\$25K) due to completions of older write-off packets.
- 2) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 3) Audit costs (\$15K) were budgeted evenly across the whole year, however, actuals have yet to incur. Also, various administrative costs were below target but expected to increase as the year progresses.
- 4) Three unit upgrades were budgeted for 2024, but none were completed as unit upgrades depend on availability. Materials started being purchased for a unit upgrade at Hillsvieview in preparation of work. This resulted in a lower draw from the CFP grant. Offset with cleaning, inspecting, and spot repairs for the main waste lines at Hillsvieview totaling \$18K.
- 5) Mainly due to a decrease in grant and tenant receivables. Slightly offset by a decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended June 30, 2024

	2024 YTD Actual	2024 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$17,543				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	3,500				
Total Beginning Resources	\$21,043				
Tenant Revenue	\$43,918	\$53,938	(\$10,020)	(18.6%)	(1)
Operating Subsidy from HUD-PH	67,976	66,692	1,284	1.9%	
Other Operating Income	210	260	(50)	(19.3%)	
Total Operating Income	112,104	120,891	(8,787)	-7.3%	
Salaries	(21,593)	(16,572)	(5,022)	(30.3%)	(2)
Benefits	(7,993)	(7,728)	(265)	(3.4%)	
Occupancy Expenses	(63,971)	(67,570)	3,599	5.3%	
Other Social Service Expenses	(28)	(193)	164	85.3%	
Administrative Expenses	(11,678)	(18,920)	7,242	38.3%	(3)
Total Operating Expenses	(105,264)	(110,982)	5,718	5.2%	
Operating Cash Flow	6,840	9,909	(3,069)	(31.0%)	
Non-Operating Income	5,460	61,629	(56,169)	(91.1%)	(4)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(6,618)	(61,629)	55,011	89.3%	(4)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	(200)	-	(200)	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	59,834	-	59,834	n/a	(5)
Non Operating Net Sources (Uses) of Cash	58,477	-	58,477	n/a	
Net Change in Unrestricted Cash	\$65,317	\$9,909	\$55,408	559.2%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$82,860				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	3,700				
Total Ending Resources	\$86,560				

- 1) High collection loss (\$3.9K) due to completions of older write-off packets. In addition, dwelling rent was lower than budget in the first 4 months of the year, but matched the budget for the last 2.
- 2) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 3) Audit costs (\$3.8K) were budgeted evenly across the whole year, however, actuals have yet to incur.
- 4) Two unit upgrades that were budgeted evenly for 2024, but none were completed as unit upgrades depend on availability. This resulted in a lower draw from the CFP grant.
- 5) Mainly due to a decrease in grant and tenant receivables. Slightly offset by a decrease in accounts payable.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended June 30, 2024

	2024 YTD Actual	2024 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$26,221				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	5,575				
Total Beginning Resources	\$31,796				
Tenant Revenue	\$83,273	\$102,732	(\$19,460)	(18.9%)	(1)
Operating Subsidy from HUD-PH	115,255	133,948	(18,694)	(14.0%)	(2)
Other Operating Income	528	520	8	1.5%	
Total Operating Income	199,055	237,200	(38,145)	-16.1%	
Salaries	(63,571)	(51,324)	(12,247)	(23.9%)	(3)
Benefits	(22,759)	(22,830)	72	0.3%	
Occupancy Expenses	(91,622)	(103,182)	11,560	11.2%	(4)
Other Social Service Expenses	(85)	(263)	178	67.7%	
Administrative Expenses	(44,255)	(57,465)	13,210	23.0%	(5)
Total Operating Expenses	(222,292)	(235,064)	12,772	5.4%	
Operating Cash Flow	(23,237)	2,136	(25,373)	(1,187.8%)	
Non-Operating Income	26,057	21,224	4,833	22.8%	(6)
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(30,082)	(19,954)	(10,128)	(50.8%)	(6)
Change in Designated Cash	-	-	-	n/a	
Change in Restricted Cash	175	-	175	n/a	
Transfers In/Out	-	-	-	n/a	
Others Sources/(Uses of Cash)	64,177	-	64,177	n/a	(7)
Non Operating Net Sources (Uses) of Cash	60,327	1,270	59,057	4,650.1%	
Net Change in Unrestricted Cash	\$37,090	\$3,406	\$33,684	988.9%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$63,311				
Ending Cash Balance-Designated	0				
Ending Cash Balance-Restricted	5,400				
Total Ending Resources	\$68,711				

- 1) High collection loss (\$21K) due to completion of older write-off packets.
- 2) The operating subsidy funding through June was below target but expected to match the 2024 eligibility by year end.
- 3) Salaries expense was higher than budget. This variance was due to a Union negotiated contract pay increase.
- 4) Utilities were lower than budget due to timing of invoices. Also, \$15K was budgeted evenly throughout the year for HVAC replacement in the community room which has yet to occur.
- 5) Audit costs (\$11.4K) were budgeted evenly across the whole year, however, actuals have yet to incur.
- 6) Cleaning, inspecting, and spot repairs for the main waste lines at Hillsview totaling \$18K. Unbudgeted. Offset by one unit upgrade currently in process. Unit upgrades are budgeted evenly throughout the year. Actuals are expected to closer match the budget towards year end.
- 7) Mainly due to decreases in grant and tenant receivables and prepaid insurance. Slightly offset by decreases in accounts payable.

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SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

June 2024 - July 2024

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsview	3	1	0
Cedar Grove	0	0	0

Average Unit Turnover Rates

Current Unit Turnover Rate (UTO) is 39.8 days.

- Unit 339 Housed 6/11/2024
- Hillsview 108 – Move in 8/15
- Hillsview 228 – Move in 8/15
- Hillsview 231 – Decontamination complete, Unit Upgrade in process
- Hillsview 345 – On Notice
- Cedar Grove - No Vacancies

Current Applications of Wait List as of August 1, 2024

Hillsview	Applicants Claiming Preference	Elderly/Disabled Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	73	62	74	147

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	227	30	257
3 Bedrooms	27	18	45
4 Bedrooms	4	0	4
Total	258	48	306

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

	Preventative	Inspection	Emergency	Vacate	RA	Tenant Requested	Total
Hillsview	13	6	4	5	1	24	53
Cedar Grove I	7	7	0	0	0	7	21
Cedar Grove II	6	5	2	0	0	3	16
Cedar Grove III	6	3	0	0	0	2	11
Cedar Grove (all sites)	19	15	2	0	0	12	48
Total	32	21	6	5	1	36	101

Resident Functions

Nothing to Report

Staffing

Nothing new to report

Previous Meeting Concerns

Resident Issues

Nothing to report

Building Issues

No Issues to report.

Hillsview and Cedar Grove 1 Community Spaces are scheduled to be updated in 2023.

Hillsview Air Purify has been purchased, and the electrical outlet for it will be installed on 8/27/24.