

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Housing Authority of Skagit County</u> PHA Code: <u>WA061</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2011</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>629</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the Housing Authority of Skagit County is to facilitate the acquisition and maintenance of affordable housing and to administer funds used in the provision of housing assistance for qualifying individuals and families located within the Authority's geographical area of responsibility. A fundamental goal of the Authority's mission is to foster a safe and friendly environment for tenants, clients and employees of the Authority through efficient and effective management of its workplaces, residential units and programs.				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. 2010-2014 Goals <ol style="list-style-type: none"> 1. Continue to achieve a "high" SEMAP rating with out a zero rating in any indicator. Score goal: 95 2. Serve an average of 550 households per month through the HCV program, if funded. We will continue to apply for additional vouchers if they are available. We have in fact applied for a 100 NEDS Vouchers (non-elderly disabled) which we have been awarded, the award announcement is still pending. 3. We will continue to apply for VASH Vouchers when they become available. We in fact made all effort to apply for VASH Vouchers for Veteran Housing Assistance and will do so again this year. Veteran Housing Assistance needs are ever increasing in Skagit County along with our commitment to seek all available resources to provide for those needs. The 2005-2009 plan goals and objectives progress report. <ol style="list-style-type: none"> 1. Applied for Family Unification Program (FUP) vouchers. Application denied. 2. Completed construction of tax credit farmworker housing of 30 units. 3. Achieved a SEMAP score of 93 for most recent fiscal year. 4. Increased HCV payment standards. 5. Will continue to administer the Section 8 HCV program for San Juan County from Anacortes Housing Authority, a total of 20 vouchers. 				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: N.A. (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Copies of the 5-Year and updated Annual PHA Plan are available to the public at the offices of the Housing Authority of Skagit County, 1650 Port Drive, Burlington, WA 98233.				

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>Homeownership: While no specific plans exist to implement a Housing Choice Voucher homeownership program, the Housing Authority of Skagit County desires to implement such a program if additional Family Self-Sufficiency Coordinator//Homeownership Counselor funding is appropriated by Congress in order to fund this program in additional agencies.</p> <p>Project-based Vouchers: While no specific plans exist for project-basing existing vouchers, the Housing Authority of Skagit County may use up to 5% of its tenant-based vouchers to support rental units for homeless households in rental projects requiring such commitment to make the project financially feasible.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The Section 8 waiting list for the Skagit County Housing Authority contains over 3,900 applicants whose incomes are below 50% of the area median income. Of these, 12% are elderly, 21% are handicapped or disabled and the remaining 67% are families. The bedroom distribution is: 34% one bedroom; 36% two bedroom; 27% three bedroom; and 3% four bedroom and larger. The waiting period for a voucher is approximately 84 months from the time of application. Below is an extract from the Executive Summary of the Low-Income Needs Assessment for Skagit County that is completed every four years. The summary is from the 2009 report.

Introduction

SCCAA's low-income needs assessment is the foundation of planning efforts for Community Action and other public and private, nonprofit service providers in Skagit County. This year's needs assessment may be our most ambitious yet. The data we collected from over 1,000 households are being used for several purposes. This executive summary focuses on the main purpose of this and previous needs assessments: *the needs of low-income service provider clients in Skagit County.*

Who was surveyed?

SCCAA surveyed each of the following samples for specific needs assessment purposes. They add up to over 1,000 unduplicated households and 60 unduplicated service provider agencies.

581 low-income service provider clients and 92 service provider staff representing 59 agencies (the focus of this summary).

656 households, to determine the proportion of low- to moderate-income households in the East County area (details in an upcoming report)

100 randomly selected low- to moderate income (LMI) households to compare low income service provider clients to the general LMI population (details in an upcoming report).

47 low-income Town of Hamilton households to determine their housing needs for a flood hazard mitigation planning project (details in an upcoming report).

What were the clients like?

Residency: 43% of households live in Mount Vernon. The rest live in small cities or unincorporated Skagit County. 77% have lived in Skagit County for four years or longer.

Family Status: 62% of households are families with children; 43% include children 0-5 years old. 6% of respondents said that they have an aging parent living with them, and 5% of households with children at home said that they were a grandparent raising a grandchild.

Employment: 53% of client households include wage earners; 17% rely, to some degree, on Temporary Assistance for Needy Families (TANF). Retirees make up 16% of the client respondents. Spanish speakers are more likely to have some income from wages (82%).

Income: 50% of client households report less than \$1,000 in total monthly household income; 73% have household incomes that are at or below the Federal Poverty level.

Race and Ethnicity: 55% of respondents are white, 10% Native American, 3% African-American, 1% Native Hawaiian/Pacific Islander, <1% Asian, and 2% represent other ethnic heritage; 34% of all respondents are of Hispanic or Latino ethnicity.

Language: 19% usually communicate in Spanish; 6% usually speak another non-English language.

Veterans: 15% of respondent households have at least one veteran member.

What were the clients' high priority needs?

High priority needs with lower availability: According to client respondents, affordable housing, medical care, dental care, home heating assistance and living wage jobs are high priority services that are hard to access.

Compared to other clients, those who normally speak Spanish identified the same service gaps. However, they also tend to give adult basic education higher importance ratings

Seniors (60 years old and older) also identified the same five service gaps in this survey; however, in 2005 they only identified affordable housing and dental care.

Service providers agree with clients: affordable housing, affordable medical and dental care, and living wage jobs are priority needs with low availability. They would add to that list transportation and substance abuse treatment services.

9.0

What were the findings based on categories of need?

Housing: More than half of survey respondents (55%) rent their housing. Another 17% are homeowners. The remaining survey respondents currently share housing with another household (14%), live in transitional housing or an emergency shelter (6%), are homeless (6%), or live in employer-provided housing (1%).

67% of renters and 76% of homeowners pay more than 30% of their gross income per month for rent or mortgage;

Housing costs	Renters	Owners
Mean cost	\$ 530	\$ 989
Median cost	\$ 500	\$ 947
Mean cost burden (% of income spent on rent or mortgage)	50%	68%
Median cost burden	43%	53%
Cost burden >30% of income	67%	76%

52% said that in the last 12 months they had to choose between paying rent or mortgage and other basic needs. 41% have had to share housing to avoid homelessness and many have moved multiple times in the past year (21%). About one in four respondents have experienced homelessness in the past year (23%).

71% say that they want to buy a home some day.

Housing changes since 2009

- “Skagit Housing Connections” new in 2009, is a “1-stop Homeless Service Center” for those who are homeless or facing homelessness, with mortgage and rental funds, case management, and education services.
- In November of 2009 the nine-unit “Anacortes Family Center” (AFC) provides emergency and transitional shelter for single mothers, families with children, and single women.
- The “Wilson Hotel” renovation, completed in 2006, provides 25 one bedroom and studio apartment managed by the Anacortes Housing Authority. It serves low and very-low income renters and units include five which are handicap-accessible.
- SCCAA acquired “Channel Cove”, an affordable neighborhood of 22 rental units in LaConner in late 2006. These units are presently being managed by the Housing Authority of Skagit County.

Recent Developments in Housing Services

- Skagit’s 2009 homeless count of 2,306 compared to 1,182 in 2005, is the highest per capita in WA. Approximately 50% were children under age 18, of which 522 were homeless children in schools.
- “2060 Funding” legislation begun in 2004 taps building permit fees to dedicate funds for low-income housing and homeless prevention, has grown to four bills. Variable with the real estate market, about \$500,000 is available annually, up from \$168,000 in 2004.
- Emergency Family Shelter*: Expanded from four to ten apartments in 2008.
- SCCAA manages 43 *transitional housing* units, across the county, up from 36 in 2005. Families receive subsidized rent and family support services for up to two years.

Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

9.1

In cooperation with Skagit County and Skagit County Community Action Agency we have submitted the request to Skagit County for \$100,000 2060 Funds to support the Development Coordinator which will be a position pending Skagit County legal counsel’s approval. This position would reach out to partners, develop and prioritize affordable housing, obtain financing and develop additional housing in the community. In addition, the Housing Authority is in consortia with other Housing Authorities and Washington State DSHS has applied for 100 vouchers for non-elderly disabled (NEDS) as Skagit County Housing Authority portion. Furthermore, the Housing Authority plans to apply for VASH vouchers during the next allocation.

	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>Since 2009, the Housing Authority of Skagit County has contracted with Skagit County Community Action to manage their 22 units of housing at Channel Cove. Further, the Housing Authority has begun the process for historical preservation of a 100 yr old apartment complex in downtown Mount Vernon. This project is to sustain and preserve 38 units that will serve as low-income housing to some of which are elderly and disabled and some residents that are employed in downtown and some that are on the Section 8 Housing Voucher Program, which is a priority for the Housing Authority.</p> <p>10.0</p> <p>The agency has improved the quality of services by reorganizing the Section 8 staff to provide a supervisor who has assumed responsibility for day to day management and reporting. Payment standards have been increased for the HCV program and the agency is ready to implement FSS and the homeownership option if funding is available from HUD for an FSS position.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p style="padding-left: 40px;">a. Substantial Deviation from the 5-Year Plan: Disposal of existing housing managed or owned by HASC.</p> <p style="padding-left: 40px;">b. Significant Amendment or Modification to the Annual Plan: Contemplation of rejection of offer of additional Housing Vouchers.</p>
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

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

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

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

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

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

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

Housing Authority of Skagit County

WA061

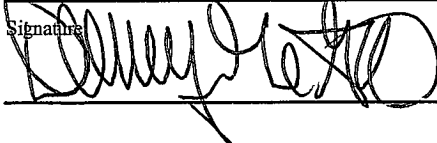
PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20__ - 20__

XX Annual PHA Plan for Fiscal Years 20¹⁰ - 20¹¹

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

Name of Authorized Official	Title
Denny LeGro	Chairman
Signature 	Date October 22, 2010

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning October 1, 2010, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

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



Housing Authority of Skagit County

1650 Port Drive • Burlington WA 98233-3106
FAX (360) 424-6005

ELDERLY & FAMILY HOUSING
(360) 428-1959

LOW-INCOME HOME WEATHERIZATION
(360) 856-1223

TO: Richard Wall
HUD Seattle Office

From: Vicky Young
Deputy Director

RE: Annual Plan Public Meeting

The Board of Housing Authority of Skagit County held a Public Meeting at 1650 Port Drive, Burlington, WA 98233 to entertain and discuss any issues or challenges to the 2011 Annual Plan. There were no challenges or issues presented and the meeting was adjourned thereafter.



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Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA)

Housing Authority of Skagit County does not engage in services related to Domestic Violence or Sexual Assault however we have a very good relationship with Skagit Domestic Violence and Sexual Assault, the advocacy agency in our community.

Below are some of the services offered by Skagit Domestic Violence and Sexual Assault but not limited to:

All services are provided without charge. Experienced Spanish speaking staff are available at the office and shelter.

Services for adults in all agency programs include safety planning, individual advocacy, support groups, and linkages to community resources such as education and job training programs, and access to transitional or permanent housing resources. Specialized legal advocacy is available for assistance with civil and criminal issues. Chemical dependency referral services are available to those struggling with substance abuse. In addition to the core services, shelter residents are provided with all basic needs, including food, clothing, personal care items, bus tickets and emergency needs. Interpreter services are available and provided as needed.

Likewise, core services for children in our programs include childcare, individual advocacy, support groups, age-appropriate safety planning, and advocacy with school and other resources.

24-hour crisis intervention, emergency confidential shelter, advocacy, support services, resource information together with education and training for members of the community are provided without discrimination by reason of race, color, religion, disability, pregnancy, national origin, sexual orientation, gender, age, ethnicity, income, veteran status, marital status, or any other basis prohibited by federal, state or local law. All services are confidential and provided free of charge.

A. DESCRIPTION OF SERVICES

- **Emergency shelter program:** Provides temporary shelter through a confidential emergency shelter program for victims who cannot safely remain in their homes due to violence. Services include food, clothing and other necessities, individual advocacy as well as legal, medical and social service agency advocacy and support groups. Support and problem solving help guide victims to the autonomy necessary to remain out of a dangerous living situation.
- **Crisis-intervention:** Skagit DV & SA Services maintains a 24-hour hotline for domestic violence and sexual assault. Survivors, family members, or social services providers can call anytime to seek help for themselves or someone they know. Our training advocates can provide them with information and referrals, legal advocacy, medical advocacy, and general emotional support.

- **Advocacy-based counseling:** Advocacy-based counseling is available to all survivors or family members who have been affected by domestic violence and/or sexual assault and is provided by a qualified and experienced advocate specifically trained in the areas of domestic violence and sexual assault. Regular appointments may be scheduled Monday through Thursday 8:00 a.m. to 6:00 p.m.
- **Legal advocacy:** Provides information and referrals for resources, attorney referrals, active advocacy for/with clients, assistance with obtaining Orders of Protection, Crime Victims Compensation application assistance, courtroom/hearing support, legal education regarding the law and domestic violence and sexual assault issues, assistance with paperwork, networking with law enforcement, the courts, legal advisors and other agencies. Monday through Thursday 8:00 a.m. to 6:00 p.m.
- **Medical advocacy/Emergency room assistance:** Skagit DV & SA Services advocates are available to provide information about medical options, connect people to resources, and accompany victims to the emergency room for exams.
- **Specialized training:** for staff/volunteers who provide direct services to victims and for personnel employed by the criminal justice system, social services, mental health, hospitals, etc. Volunteers are the backbone of our agency; they help with our 24-hour crisis line, provide support services to victims of abuse, assist staff in the office and at the shelter and assist with clerical support, community education, fundraising projects and providing advisory services to the agency. Call our office at 336-9591 to find out when the next bi-annual advocacy training will be held.
- **Adult Women's Domestic Violence Support Group-** Provides a safe, comfortable, non-judgmental atmosphere for clients to process crisis and recovery issues in a group setting and provides education and information regarding domestic violence issues. Group is held weekly on Thursday evenings. Call office for intake and referral.
- **Children's Safety and Prevention Activity Group-** Provides a safe, comfortable, social and learning atmosphere for the children of domestic violence victims who are in the Domestic Violence support groups. Group is held weekly on Thursday evenings.
- **Adolescent Survivors of Sexual Assault/Abuse Education-Based Support Group-** Provides a safe, comfortable, non-judgmental atmosphere for resident adolescents to learn about the healing process and gain the tools to reclaim their lives. Provides education and information regarding abuse issues in a group setting. Groups are provided at area schools.