

<b>Streamlined Annual PHA Plan</b> <i>(HCV Only PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires 03/31/2024</b>
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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-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

**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 if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, 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 and 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.

<b>A.</b>	<b>PHA Information.</b>																																						
<b>A.1</b>	<p> <b>PHA Name:</b> <u>Housing Authority of Snohomish County</u>      <b>PHA Code:</b> <u>WA039</u>  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>07/2023</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Housing Choice Vouchers (HCVs)</b> <u>4258</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission      <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information 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 the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. </p> <p> HASCO’s Agency Plan is available on our website: <a href="https://hasco.org/about-hasco/policies-and-reports/">https://hasco.org/about-hasco/policies-and-reports/</a>  Digital copies were also provided to each RAB participant on the day of the meeting for review. HASCO invited the public to comment on our Agency Plan via invitation on HASCO’s website, HASCO’s social media pages, and a call for participation via email to HASCO participants. <u>See attached:</u> WA039gh1 RAB Comments and WA039gv1 Public Meeting and Comment Period Notices. </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 25%;">Program(s) not in the Consortia</th> <th style="width: 15%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><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	Lead HA:																													
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<b>B.</b>	<b>Plan Elements.</b>				
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual 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 type="checkbox"/> <input checked="" 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 type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p><b>Homeownership Program</b> – HASCO plans to explore options for reopening the homeownership program in limited circumstances and, if deemed reasonable, begin work on building the program.</p> <p><b>Other</b> - HASCO anticipates project basing vouchers in FY23 to support community projects aimed at reducing homelessness in the county. Any additional requests for project basing will be reviewed according to section 17-II.B. OWNER PROPOSAL SELECTION PROCEDURES in the Administrative Plan.</p>				
<b>B.2</b>	<b>New Activities.</b> – Not Applicable				
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p><u>See attached:</u> CY2020-CY2024 Public Housing Agency Plan 5-Year Goals and Objectives, Progress 2022</p> <p>In addition, HASCO updated the Section 8 Administrative Plan to reflect current HUD regulations and agency policy. <u>See attached:</u> Administrative Plan Update Summary.</p>				
<b>B.4</b>	<b>Capital Improvements.</b> – Not Applicable				
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N   N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>				
<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>				

C.1	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y   N  <input checked="" type="checkbox"/>   <input 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>HASCO hosted two RAB meetings, one in the mid-day with both online and in-person options and one in the evening with online only options to accommodate public schedules. 5 program participants registered and attended in addition to 5 HASCO staff. See attached: RAB Comments to CY2020-CY2024 Public Housing Agency Plan 3rd Year Update.</p>
C.2	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p><b>Challenged Elements.</b> 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.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y   N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

D. Affirmatively Furthering Fair Housing (AFFH).

D.1	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p> <p>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.</p> <table border="1"> <tr> <td> <p><b>Fair Housing Goal:</b></p> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>HASCO will meet Community Participation requirements by holding twice annual Resident Advisory Board meetings where participants are able to attend, provide feedback about program policies &amp; procedures, and learn about recent and upcoming program changes. Comment received by participants and members of the public are noted and considered by HASCO so that members of the community have an opportunity to participate in the future development of programs and services by HASCO.</p> </td> </tr> <tr> <td> <p><b>Fair Housing Goal:</b></p> </td> </tr> </table>	<p><b>Fair Housing Goal:</b></p> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>HASCO will meet Community Participation requirements by holding twice annual Resident Advisory Board meetings where participants are able to attend, provide feedback about program policies &amp; procedures, and learn about recent and upcoming program changes. Comment received by participants and members of the public are noted and considered by HASCO so that members of the community have an opportunity to participate in the future development of programs and services by HASCO.</p>	<p><b>Fair Housing Goal:</b></p>
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<p><b>Fair Housing Goal:</b></p>			

**Describe fair housing strategies and actions to achieve the goal**

HASCO has in place a language access plan that ensures that program participants, applicants, and other community members who use HASCO's services who have limited English proficiency or communication needs have access to interpreters and/or translated documents so that they can meaningfully participate in HASCO's programs. HASCO is aiming to extend the effectiveness of its language access plan and completed a project to update all vital documents for Spanish translation to improve program participation among the Spanish speaking population of Snohomish County. Additionally, a updated training will be developed so that all HASCO staff interacting with the public will have refreshed knowledge of best practices when working with participants who have language access needs.

**Fair Housing Goal:**

**Describe fair housing strategies and actions to achieve the goal**

Full time ADA coordinator for HASCO is responsible for working with participants, staff, and management to improve outcomes for participants and applicants with disability needs. This position looks for opportunities to approve accommodations or find alternatives in a reasonable time frame and ensures that participants have an opportunity for two levels of review to ensure that an accommodation request that cannot be approved was not improperly denied.

Future improvements to this goal involve developing a staff training for effective response to reasonable accommodation requests, and tracking historical reasonable accommodation request data to look for trends and areas of improvement. Because individuals with disabilities face a higher barrier to accessing their communities and are at a heightened risk of institutionalization, improving housing outcomes for this portion of the community affirmatively furthers fair housing.

## Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only 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), **Number of 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.

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

**B. Plan Elements.** All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

**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 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. 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.** A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (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 HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support 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 rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

☐ **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.

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

**B.2 New Activities.** This section refers to new capital activities which is not applicable for HCV-Only PHAs.

**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 §903.11(c)(3), 24 CFR §903.7(r)(1))

**B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs

**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 (AFFH).**

**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 in part 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.

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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 the Annual PHA Plan. The Annual PHA Plan provides 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 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 6.02 hour 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

# Certifications of Compliance with PHA Plan and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

## PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 7/1/2023, 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 (24 CFR § 91.2).
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 (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (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.
4. 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.
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 public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its 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 maintains records reflecting these analyses and actions.
8. For PHA Plans that include 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 2011-65);

- 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 a 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 a waiting list is consistent with affirmatively furthering fair housing; and
  - 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 903.7(o)(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. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
  11. 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.
  12. 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.
  13. 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.
  14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  15. 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.
  16. 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.
  17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
  18. 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.
  19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
  20. 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.
  21. 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.
  22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of Snohomish County  
PHA Name

WA039  
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2024

       5-Year PHA Plan for Fiscal Years 20       - 20      

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

Name of Executive Director		Name Board Chairman	
Duane Leonard		Gary Weikel	
Signature <u>Duane Leonard</u>	Date	Signature <u>Gary Weikel</u>	Date
<small>Duane Leonard (Mar 23, 2023 13:48 PDT)</small>		<small>Gary Weikel (Mar 24, 2023 09:27 PDT)</small>	



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Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.











# 50077-ST-HCV-HP

Final Audit Report

2023-03-24

Created:	2023-03-23
By:	Liz Dewey (edewey@hasco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAPrSwJ1KtMuYfTjsEKnfhyTZd5spiOS4q

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

U. S Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

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

I, Mary Jane Brell Vujovic, the Human Services Department Director  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years 2020-2024 and/or Annual PHA Plan for fiscal  
year 2024 of the Housing Authority of Snohomish County is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair  
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

Snohomish County Urban County Consortium


*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or  
State Consolidated Plan.

The 2020-2024 Consolidated Plan - Rental Housing Goal #1: preserve, maintain, and  
increase affordable rental units and provide accessibility, Section AP-60 by addressing  
the needs of public housing and public housing residents, and the AI to Fair Housing  
Choice #2 by increasing the stock of affordable housing and affordable housing options,  
especially subsidized units.

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:
Mary Jane Brell Vujovic	Human Services Department Director
Signature: 	Date: 3/30/2023

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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. This information is collected to  
ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

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

U. S Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

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

I, Haylie Miller, the Community Development Director  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years 2020-2024 and/or Annual PHA Plan for fiscal  
year 2024 of the Housing Authority of Snohomish County is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair  
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Marysville

*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or  
State Consolidated Plan.

The Housing Authority of Snohomish County's annual plan is consistent with the goals  
and objectives outlined and identified in the City of Marysville's Consolidated Plan.

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:
Haylie Miller	Community Development Director
Signature: 	Date: 3/23/23

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HOUSING AUTHORITY OF SNOHOMISH COUNTY  
CY2020-CY2024  
PUBLIC HOUSING AGENCY PLAN  
5-YEAR GOALS AND OBJECTIVES  
Progress as of October 2022

PHA Goal	Objective	Progress
Increase HASCO's pool of housing vouchers	Work with HUD and the VA to receive additional Veterans Administration Supportive Housing (VASH) vouchers over the next 5 years	<p><b>2022:</b> HASCO received 50 additional VASH vouchers in 2022 and continues to meet monthly and quarterly with the VA to reconcile lists and increase VASH referrals.</p> <p><b>2021:</b> HASCO received 5 additional VASH vouchers in 2021 and was awarded an 50 additional VASH vouchers that will become effective in spring 2020. HASCO is meeting monthly and quarterly with the VA to reconcile participant lists and increase the number of referrals to the program.</p> <p><b>2020:</b> HASCO received 20 additional VASH vouchers that became effective in May 2020. HASCO applied for 5 additional VASH vouchers in October 2020 and anticipate receiving them early in 2021.</p>
	Continue to explore opportunities to obtain new vouchers as they are made available	<p><b>2022:</b> HASCO received 21 regular HCV vouchers in 2022. This is the first allotment of vouchers not tied to a targeted program in over 20 years.</p> <p><b>2021:</b> HASCO received the 75 additional Mainstream vouchers effective February 2021. No additional Mainstream vouchers have been applied for or awarded. HASCO received 71 Emergency Housing Vouchers effective July 1 2021 and coordinated referral parameters with Snohomish County. HASCO received 5 FUP-Youth vouchers in July 2021.</p> <p><b>2020:</b> HASCO applied for, but was not awarded, additional FUP vouchers. HASCO received 100 additional Mainstream vouchers effective June 2020; another 45 effective October 2020; and another 75 effective March 2021.</p>

PHA Goal	Objective	Progress			
Ensure housing opportunities promote stability, strengthen community, and affirmatively further fair housing	Maintain a high voucher utilization rate across all programs	<b>2022:</b> In December 2022 there were 174 more vouchers in use than there were in December 2021. With a total of 71 new vouchers available, the utilization percentage increased by about 2.4%.			
			DECEMBER 2022	DECEMBER 2021	Difference
		Vouchers Available	4258	4178	71
		Vouchers Used	4056	3882	174
		Utilization rate	95.26%	92.76%	+2.4%
		<b>2021:</b> There were approximately the same number of vouchers in use at the end of 2021 compared to the end of 2020. 145 Families exited the programs and roughly the same number entered. The year over year December snapshot of utilization rate dropped 3% due to an increase in vouchers available, families moving, drop in partner referrals, and lease-ups holding steady.			
			DECEMBER 2021	DECEMBER 2020	Difference
		Vouchers Available	4187	4043	144
		Vouchers Used	3884	3878	3
		Utilization rate	92.76%	95.92%	-3.16%
		<b>2020:</b> There were 201 more vouchers in use at the end of 2020 compared to the end of 2019. Overall utilization rate across all programs decreased 0.34% due to the increase in available vouchers over the year.			
			2020	2019	Difference
		Vouchers Available	4043	3820	223
		Vouchers Used	3878	3677	201
		Utilization rate	95.92%	96.26%	-0.34%

PHA Goal	Objective	Progress
	Analyze PBV utilization on an ongoing basis and reallocate underutilized PBVs back to HCVs	<p><b>2022:</b> PBV utilization is monitored monthly. HASCO increased meetings with PBV partners to monthly to discuss contracts, increase referrals, and keep PBV units occupied with eligible families.</p> <p><b>2021:</b> PBV utilization is monitored monthly. Two PBV's were determined to be underutilized and were removed off the contracts and back to HCV. Actively working with PBV partners to increase referrals and keep their contracted units occupied with eligible PBV families.</p> <p><b>2020:</b> PBV utilization is monitored monthly. No PBVs were determined to be under-utilized and none were reallocated back to HCV.</p>
	Continue to implement recommendations of the Fair Housing Analysis of Impediments and future analyses including policies that enable people with Limited English Proficiency (LEP) to participate in HASCO programs	<p><b>2022:</b> HASCO updated its Language Access Plan and vital documents list. All vital documents have been translated into Spanish.</p> <p><b>2021:</b> HASCO hired a Fair Housing Program Manager in October 2021 to continue the implementation of fair housing best practices, oversee the language access policy and coordinate reasonable accommodation requests.</p> <p><b>2020:</b> HASCO formed a cross-departmental Fair Housing Committee to monitor fair housing practices at HASCO including language access. An updated Language Access Policy was approved by the Board of Commissioners in October 2020. The committee is currently updating HASCO's language access plan.</p>
	Continue using a formal process to review reasonable accommodation and Violence Against Women Act (VAWA) requests, including those from HCV program participants	<p><b>2022:</b> HASCO continued using a formal process to review 293 RA and 14 VAWA requests.</p> <p><b>2021:</b> HASCO continued using a formal process to review 249 RA and 20 VAWA requests.</p> <p><b>2020:</b> HASCO continued using a formal process to review 62 RA and 12 VAWA requests.</p>

PHA Goal	Objective	Progress
Empower HCV participants to increase self-sufficiency and asset development	Make program referrals and provide supportive services programs for HCV program participants when appropriate	<p><b>2022:</b> HASCO staff provide service referrals for HCV participants as requested. Staff also provide housing navigation and supportive services for Mainstream voucher, Non-Elderly Disabled Voucher, Emergency Housing Voucher clients and at one Project Based Voucher project.</p> <p><b>2021:</b> HASCO staff provide service referrals for HCV participants as requested. Staff also provide housing navigation and supportive services for Mainstream and EHV clients and at one PBV project.</p> <p><b>2020:</b> HASCO staff provide service referrals for HCV participants as requested. Staff also provide supportive services for Mainstream clients and at one PBV project. Prior to COVID in-person restrictions, HASCO staff was also in the lobby one day a week for service referrals and provided children's books to participant households at inspections.</p>



PHA Goal	Objective	Progress
Work with the local community to determine needs and solutions	Support community efforts to prevent and end homelessness with strategic investment of voucher program resources	<p><b>2022:</b> HASCO partnered with Snohomish County and the YWCA to assist 10 families from becoming homeless when the Seattle Heights mobile home park in Lynnwood was being shut down. HASCO continued working with the county to receive referrals for Emergency Housing Vouchers and to apply for Stability Vouchers.</p> <p><b>2021:</b> HASCO partnered with Snohomish County regarding Emergency Housing Vouchers (EHVs). Snohomish County referred 28 homeless individuals who were on HASCO's wait list and in Coordinated Entry and who met the referral requirements for EHVs. 6 families who were stabilized in permanent supportive housing were referred. Referrals for additional families stabilized in permanent supportive housing are forthcoming.</p> <p><b>2020:</b> HASCO worked with the VA and Snohomish County Veterans Homeless Committee to identify homeless veterans for the VASH program. HASCO coordinated with Snohomish County to implement a new local preference for individuals exiting a Snohomish County Permanent Supportive Housing (PSH) program to free up some high services PSH slots for homeless families.</p>
	Collaborate with partner agencies to administer Mainstream and Family Unification Program vouchers	<p><b>2022, 2021:</b> HASCO continues to partner with a variety of social service agencies throughout the county to support Mainstream applicants in obtaining verifications and completing paperwork, finding funding for moving expenses and deposits, and navigating the housing search process.</p> <p><b>2020:</b> HASCO partnered with DCYF, YWCA, Snohomish County, and Building Changes to identify and implement solutions for increasing racial equity in Family Unification Program referrals through the Keeping Families Together program. HASCO continues to partner with a variety of social service agencies throughout the county to support Mainstream applicants in obtaining verifications and completing paperwork, finding funding for moving expenses and deposits, and navigating the housing search process.</p>

PHA Goal	Objective	Progress
Reduce the HCV program's environmental impact	Continue to explore and implement ways to reduce paper usage including online applicant, waiting list, and annual recertification portals	<p><b>2022:</b> HASCO is working with a software vendor to move annual and interim recertifications to an online portal rather than mailing/emailing documents.</p> <p><b>2021:</b> Updated Administrative Plan with policies regarding remote informal reviews and remote informal hearings, including electronic sharing of packets and evidence.</p> <p><b>2020:</b> In June 2020, HASCO began using an online subsidized housing application for the HCV waiting list lottery.</p>
Provide service aligned with HASCO's Core Values	Measure HCV program outcomes including internal auditing of the HCV program	<p><b>2022:</b> HASCO's auditing program continued for a third year, maintaining overall team accuracy above 85% while training new housing specialists on the team. We continue to audit samples of every specialist's files every month to maintain high team accuracy.</p> <p><b>2021:</b> Staff were evaluated, in part, based on their accuracy levels. Individual performance goals were increased by 1%-3% for FY22.</p> <p><b>2020:</b> HASCO implemented a new auditing program for HCV certifications. 8% of all certifications are audited each month and each specialist has a performance goal to meet a minimum accuracy level.</p>

PHA Goal	Objective	Progress
	<p>Establish staff goals that include focus on diversity, integrity, service, stewardship, and team work</p>	<p><b>2022:</b> HASCO's Core Values are a guide for staff to act with high integrity. Staff set individual work goals that contribute to high quality teamwork, service and stewardship. Staff participate in workshops to improve diversity, integrity, and service including voluntary participation in the Step-Up Racial Equity workshop and book clubs focused on racial and income equality, and the housing industry.</p> <p><b>2021:</b> HASCO has a performance measurement program that includes annual review of staff alignment with HASCO's Core Values. In addition, housing specialists participated in workshops to improve diversity, integrity, and service including at 3 workshops on Trauma Informed Care and voluntary participation in the Step-Up Racial Equity workshop and book clubs focused on racial equality and trauma stewardship.</p> <p><b>2020:</b> HASCO has a performance measurement program that includes annual review of staff alignment with HASCO's Core Values. In addition, housing specialists participated in at least 3 workshops to improve diversity, integrity, and service including at least one racial equity workshop, one rent calculation workshop, and one other training of their choice related to their work.</p>

PHA Goal	Objective	Progress
	Analyze and improve client facing policies through a racial equity lens	<p><b>2022:</b> HASCO continues to review policies and procedures through a racial equity lens and from the client's perspective to ensure equitable service throughout our programs.</p> <p><b>2021:</b> Staff voluntarily participated in the Step-Up Racial Equity workshop. HASCO coordinated with Snohomish County in setting up EHV program eligibility to ensure racial equity lens. All staff participated in trauma informed care. These trainings and workshops help support HASCO in looking critically at policies and practices from the client's perspective.</p> <p><b>2020:</b> HASCO provided one mandatory racial equity workshop for all employees and multiple opportunities for optional racial equity workshops. The TBA department reviewed the agency's Administrative Plan to identify and eliminate denial and termination policies that might have a disparate impact on people of color. Updated policies were approved by the Board of Commissioners and the updated Administrative Plan was published in November.</p>

## Spring 2023 Revisions to HASCO Administrative Plan

This summary document highlights the updated content in HASCO's Administrative Plan to be presented to the Board of Commissioners in March 2023.

### Content Changes

#### Chapter 4: Applications, Waiting List and Tenant Selection

- 4-III.C. SELECTION METHOD
  - Opened local preferences allowing them to apply to all vouchers, including targeted funding vouchers
  - Moved local preference for families living in an income-restricted property that has given notice of shutting down to local preferences without a cap.

#### Chapter 7: Verification

- 7-II.A. VERIFICATION OF LEGAL IDENTITY
  - **POLICY CHANGE:** To determine program eligibility, legal identification will be verified by matching the verified social security number, name, and date of birth in HUD's EIV system. If HASCO has reason to doubt the validity of an individual's identity at any time, HASCO will require verification of name and birthdate for that household member.

#### Chapter 9: General Leasing Policies

- 9-I.E. LEASE AND TENANCY ADDENDUM
  - **Separate Non-Lease Agreements between Owner and Tenant:** Added clarification that Month-to-month fees and other lease term fees are considered part of the total rent to owner and will be included in determining the reasonableness of the rent for the property.

#### Chapter 10: Moving with Continued Assistance and Portability

- 10-I.C. MOVING PROCESS
  - Housing Assistance Payments [24 CFR 982.311(d)] – **POLICY CHANGE:** removed HASCO Policy restricting overlap of HAP to 3 days.

#### Chapter 16: Program Administration

- 16-III.B. INFORMAL REVIEWS
  - **Remote Informal Reviews [Notice PIH 2020-32]. HASCO Policy:** Clarified that Informal reviews will be conducted remotely unless otherwise requested by the applicant.
- 16-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555]
  - **Remote Informal Hearings [Notice PIH 2020-32]. HASCO Policy:** Clarified that Informal Hearings will be conducted remotely unless otherwise requested by the participant.
- 16-IV.B. REPAYMENT POLICY
  - **Family Debts to HASCO:** readded HASCO Policy section that was inadvertently overwritten in at the last Admin Plan update.
  - **General Repayment Agreement Guidelines for Families; Payment Thresholds:** NEW POLICY: UAP Overpayment amounts \$100 or less will not be pursued for repayment if the funds are no longer available on the prepaid card provided by HASCO.

#### Chapter 17: Project-Based Vouchers

- EXHIBIT 17-1: PBV DEVELOPMENT INFORMATION
  - East Terrace II – removed HIV/AIDS from the target population and preferences



## **Resident Advisory Board Meeting**

Wednesday, October 26, 2022

12711 4<sup>th</sup> Ave W, Everett WA 98204

Microsoft Teams

RAB began at 12:05 pm. Voucher program participants Laura A [REDACTED] and Sherry F [REDACTED] attended in person. Voucher program participant Alan G [REDACTED] attended via Teams. Three housing specialists on the TBA team attended via Teams as well. Jodie Halsne, TBA Director presented and April Nielsen, TBA Admin Specialist took notes.

HASCO presented information about the Agency Plan process and shared updates on the agency's goals. After the presentation, the participants shared their thoughts in a group discussion.

### **SAFETY**

- L.A. shared that concerns for her safety at her apartment complex have increased in recent years. Rents are increasing, but she does not see improvement.
  - Individuals experiencing homelessness are trespassing on the property and going to the bathroom outside.
  - Criminal activity is increasing on the property where fences are broken and landscaping is overgrown
  - Lights in outdoor hallways and carports are not replaced when burnt out.
  - The swimming pool has been left to go green
  - Security personnel are no longer onsite and the police are not able to respond to concerns in a timely manner
  - Parking spaces are not included in rent
  - Moving seems to be the only solution, but she doesn't know how when her budget is so tight
- The RAB made the following observations and suggestions
  - Private landlords only have so much control over police response to community concerns and HASCO does not have authority to address the safety concerns.
    - Jodie encouraged the participant to identify specific safety concerns in a letter to HASCO and provide a copy to her landlord. HASCO can then decide if an inspection is necessary, and the landlord will be made aware that HASCO is looking into concerns.

- Can housing provide a program to teach safety and self-defense? Look at partnering with fire departments to do annual trainings at properties to teach staff and residents fire safety and basic emergency responses. Residents should be trained in case something happens on weekends when staff are not on site.
- Housing should push for reprioritizing budgets to focus less on amenities and more on safety, such as hiring onsite security personnel and more maintenance staff

## RENT INCREASES

- S.F. asked for an explanation for the rapid rise in rents. HASCO and RAB attendees discussed the some of the contributing factors. HUD and the voucher program cannot dictate how much rent landlords can charge. WA state has repeatedly voted down rent control or rent cap measures. Any changes would need to be made at the legislative level.
- RAB expressed support for creative housing solutions like the Seattle Heights manufactured home project
- RAB presented the following suggestions to look at ways to save money for the agency or for participants
  - Can HASCO use phones and apps for language access.
  - Can HASCO or HUD look at creating a Time Exchange program where participants can volunteer in exchange for part of their rent?
  - HASCO and properties should consider cost saving maintenance ideas, e.g. look for cheaper alternatives to painting a large apartment building such as sand and seal.
  - Housing should encourage properties to hold community conversations with residents about priorities they want the budget to focus on. This is something HASCO may or may not be involved with.
  - Advocate for ways to address loopholes in the income source law.
    - GA said he is seeing more landlords listing units without one or more of the basic kitchen appliances. HQS requires the basic appliances to approve a unit for the HCV program, and most participants cannot afford the cost of the appliance.
    - Can HASCO create an appliance allowance, like the utility allowance, to increase rental options?

## HOMEOWNERSHIP PROGRAM

- G.A. shared how access to a homeownership opportunity program would be life-altering for his family. NED II program.
  - Structural modifications made to the unit make it possible for the household member with a disability to live at home instead of a nursing facility.
  - The expense and time required to made the modifications make it extremely unlikely that another rental house would meet the family's future needs if their lease for their current unit were to end.
  - Access to a homeownership program would provide the family with long-term security.
  - In addition, home equity is one of the few ways families on Medicaid can begin building wealth and break the family out of the poverty cycle.



- The history of the Homeownership Program at HASCO was discussed and RAB made the following suggestions
  - Previously, HASCO could not justify sustaining the program because most participants were not able to meet the income requirements to secure a mortgage loan and still qualify for the HCV program.
  - HASCO should revisit the Homeownership Program
    - Can it be modified to accommodate a more targeted population, or
    - Can it be streamlined or made more flexible so HAs could opt in for special circumstances rather than put the effort and expense into a program most HCV participants will be unable to qualify for?

The meeting closed at 2:28 pm

*Ways Home. Paths Forward.*

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## **Resident Advisory Board Meeting**

Tuesday, November 1, 2022

Microsoft Teams

RAB began at 6:33 pm. Voucher program participants Karla R [REDACTED] and Deidra H [REDACTED] attended via Teams. Jodie Halsne, TBA Director presented and April Nieslen, TBA Admin Specialist took notes.

HASCO presented information about the Agency Plan process and shared updates on the agency's goals. After the presentation, the participants shared their thoughts in a group discussion.

### **Online Portal**

- D.H. asked for clarification for the recertification portal. Because of limited transportation, gathering paperwork, making copies, and mailing the packet require multiple stops using expensive ride sharing. The portal will help make this easier.
  - HASCO clarified that verifications will still be required, however, even before the portal is launched, verifications can be submitted digitally via email to the housing specialists.
  - This option wasn't well known. Is there a way to better communicate this option to participants?

### **Special Programs**

- K.R. asked for more information about the PBV program. Specifically, how do residents move out of a PBV unit and into an HCV unit.
  - HASCO shared options including [affordablehousing.com](https://www.affordablehousing.com), [apartmentfinder.com](https://www.apartmentfinder.com), and Craigslist, although advised caution when using Craigslist.
- K.R. asked for more information about FYI vouchers, why HASCO had so few, and if more could become available.
  - HASCO explained the specific program relies on partner programs for referrals. At the time of the original application, the partners had five referrals. Once all five are leased up, HASCO will apply for more.
- Both RAB participants agreed that the variety of programs to help different people is good

### **Security**

- D.H. shared her concern about harassment for being on the program from other residents for her funding source. She also shared concerns about the landlord and the police not taking safety and security at the apartments seriously enough.
  - HASCO will touch base with the housing specialist to address concerns with the landlord and offer to do a special inspection to determine safety concerns.

Both participants expressed gratitude for the voucher program.

The meeting closed at 7:16 pm.

*Ways Home. Paths Forward.*

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### **Resident Advisory Board Meetings**

HASCO is looking for Section 8 voucher participants to serve on our Resident Advisory Board (RAB). RAB members are asked to share their thoughts on housing assistance in our community. We will use the ideas from RAB to help decide HASCO's priorities for the coming year—your feedback is important!

HASCO is offering two RAB Meetings. Participants only need to come to one of the meetings.

#### Daytime RAB Meeting

**Wednesday, October 26**

**12:00 pm to 2:00 pm**

**Online, over the phone, and in person**

**South Snohomish County**

**-OR-**

#### Evening RAB Meeting

**Tuesday, November 1**

**6:30 pm to 8:30 pm**

**Online and over the phone only**

If you are interested in registering the Resident Advisory Board or if you would like more information, please contact April Nielsen, **by Friday, October 21** at 425-290-8499, x 600 or [anielsen@hasco.org](mailto:anielsen@hasco.org).

The RAB presentation will also be available on our website. Written comments will be collected through the end of November.

# PUBLIC NOTICE OF OPPORTUNITY TO COMMENT ON THE DRAFT 2023-2024 PUBLIC HOUSING AGENCY PLAN UPDATE

By Web Master (<https://hasco.org/author/hascoreview/>) | January 17, 2023

HASCO is currently seeking public comment on its draft Public Housing Agency Plan 1-Year Update, which will be effective July 1, 2023 through June 30, 2024.

The public review and comment period runs from January 17, 2023 through March 3, 2023. The Agency Plan is available online: <https://hasco.org/about-hasco/policies-and-reports/> (<https://hasco.org/about-hasco/policies-and-reports/>).

To be considered for incorporation into the plan, written comments must be submitted **no later than 4:30 PM on March 3, 2023** to April Nielsen via email at [anielsen@hasco.org](mailto:anielsen@hasco.org) (<mailto:anielsen@hasco.org>) or via mail to HASCO, Attn: April Nielsen, 12711 4<sup>th</sup> Ave W, Everett, WA 98204.

A Public Hearing on the Agency Plan will be held on March 21, 2023 at 12:00 PM. Contact April Nielsen for registration information.

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*Posted in Renter Information (<https://hasco.org/category/renter-information/>)*

## **HASCO**

12711 4th Ave West

Everett WA, 98204

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Language translation services available

## **Hours**

Mon-Thu: 8AM – 4:30PM

Friday: 8AM – 12PM

Closed Saturday and Sunday

Holiday hours vary

Forms and Documents (/forms-and-documents/)

Privacy Policy (/privacy-policy)

Fair Housing/Equal Housing Opportunity

([https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/fair\\_housing\\_act\\_overview](https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview))

([https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp](https://www.hud.gov/program_offices/fair_housing_equal_opp))



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# HASCO WANTS YOUR OPNION!



## Provide service aligned with HASCO's Core Values

- Measure HCV program outcomes including internal auditing of the HCV program



## GOT A BETTER IDEA?



LET US KNOW!

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# HASCO WANTS YOUR OPNION!



## Reduce the HCV program's environmental impact

- Continue to explore and implement ways to reduce paper usage including online applicant, waiting list, and annual recertification portals



## GOT A BETTER IDEA?



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