

MOVING TO WORK

FY 2020 ANNUAL PLAN

KING COUNTY HOUSING AUTHORITY

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Moving to Work Annual Plan FY 2020

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SECTION I

INTRODUCTION

A. OVERVIEW OF SHORT-TERM MTW GOALS AND OBJECTIVES

In 2020, King County Housing Authority (KCHA) will continue to focus on ensuring that our housing assistance reaches as many of our community's lowest income households as possible. Moving to Work (MTW) flexibility allows KCHA to invest in innovative policy and program approaches that are otherwise not achievable under rigid federal housing regulations and program rules. As a result, KCHA is serving significantly more households, including those that are hardest to reach, than when we entered the program in 2003. At the same time, MTW allows us to impact longer-term, multi-generational outcomes for the households we serve around issues of education, health, and economic mobility. In 2020, in support of this multi-pronged approach, we will continue pursuing the following objectives:

- **INCREASE THE NUMBER OF EXTREMELY LOW-INCOME HOUSEHOLDS WE SERVE.** KCHA will continue to expand our housing assistance for low-income households through multiple approaches: applications for new special purpose vouchers, as they become available; property acquisitions and new development in order to preserve and increase the overall supply of affordable multifamily housing in the region; use of banked Annual Contributions Contract (ACC) authority to expand housing options for extremely low-income households; project-basing voucher rental assistance to help increase the supply of permanent supportive housing (PSH); over-leasing of our existing Housing Choice Voucher (HCV) program baseline; and continued use of locally designed, innovative subsidy programs to house and support diverse populations.

- **INCREASE GEOGRAPHIC CHOICE.** KCHA will continue our multi-pronged approach to broaden geographic choice for our program participants to support economic and racial integration in King County. Our strategies include a six-tier, ZIP code-based payment standard system for the voucher program, strategic property acquisitions and development, and the establishment of new public housing and project-based assistance contracts in high-opportunity neighborhoods. Currently, 29 percent of KCHA's HUD-subsidized households with children (and 37 percent of our federally subsidized households overall) live in high- or very high-opportunity neighborhoods, putting us on track to reach our goal of 30 percent of extremely low-income households with children living in high-opportunity neighborhoods by the end of the year. To further support this goal, KCHA will continue our Bill & Melinda Gates Foundation-funded research partnership, Creating Moves to Opportunity, which tests new strategies to assist families with young children in accessing and moving to high-opportunity neighborhoods.

- **EXPAND OUR PORTFOLIO OF HOUSING ALONG EMERGING MASS TRANSIT CORRIDORS.** KCHA has acquired more than 1,500 units of housing along the region’s emerging mass transit corridors over the past five years. A recent voter-approved funding measure is slated to further extend the region’s transit system, adding both new light rail stations and increased rapid bus service. As such, in 2020 and beyond, we will expand our efforts to acquire or develop properties near these transit sites, and allocate rental assistance or MTW capital in support of new housing development. This approach helps ensure that King County residents, regardless of income, have access to the region’s growing mass transportation system and the economic opportunities that coincide with them.

- **FOSTER OPPORTUNITY IN NEIGHBORHOODS WITH HIGH RATES OF POVERTY**
In conjunction with our efforts to increase geographic choice, KCHA is working to ensure opportunity is fostered and available in neighborhoods that are historically underserved and under-resourced, and where the majority of the region’s low-income households currently live. To that end, KCHA invests in these communities, providing community facilities and supporting youth and family programs across the region. In White Center, with the support of a web of partnerships, KCHA will continue our efforts to expand health, education, and economic mobility support, not just for those households receiving KCHA’s housing assistance, but for the neighborhood as a whole.

- **LEVERAGE PARTNERSHIPS TO ADDRESS THE MULTI-FACETED NEEDS OF THE INDIVIDUALS AND FAMILIES EXPERIENCING HOMELESSNESS IN OUR REGION.** Nearly half of the households entering our federally subsidized programs last year reported that they were experiencing homelessness prior to receiving assistance. This share of households includes diverse populations with varying needs: veterans with complex health needs; individuals living with behavioral health issues; those involved with the criminal justice system; unaccompanied youth; youth experiencing homelessness and/or transitioning out of foster care; families fleeing domestic violence; and families involved with the child welfare system. KCHA will continue to partner with public and behavioral health care systems, local service provider partners, the U.S. Department of Veterans Affairs, the region’s Continuum of Care, and the child welfare system to provide supportive housing and advance regional goals to make homelessness rare, brief, and one-time. An important emerging focus is KCHA support for the creation of a more robust development pipeline across the region for non-profit sponsored permanent supportive housing to complement our scatter-site tenant-based voucher initiatives serving targeted special needs populations.

- **EXPAND HOUSING ASSISTANCE TO HOUSEHOLDS EXPERIENCING HOMELESSNESS THROUGH INNOVATIVE PROGRAMS.** In addition to expanding our service partnerships, KCHA will continue to implement and evaluate new ways to effectively use MTW dollars to address the needs of the region's growing population of people experiencing homelessness. Suburban King County school districts report that more than 5,500 students experienced homelessness at some point during the 2017-18 school year, an increase of more than 10 percent since 2016.¹ We will continue our partnerships with the Highline and Tukwila School Districts to provide short-term rent subsidies to school-age children experiencing homelessness and their families. In 2020, KCHA will launch a new program that assists community college students who are facing housing instability and homelessness while they pursue postsecondary education. KCHA will allocate time-limited rental subsidies to the program, which aims to reduce student homelessness and improve college graduation rates for low-income students.

- **DEEPEN PARTNERSHIPS WITH LOCAL SCHOOL DISTRICTS TO IMPROVE EDUCATIONAL OUTCOMES.** More than 15,000 children live in KCHA's federally subsidized housing over the course of a year. KCHA sees the academic success of these youth as an integral element of our core mission to prevent multi-generational cycles of poverty and promote economic mobility. KCHA will continue to prioritize students' educational success through partnerships with local education stakeholders, including school districts, out-of-school time and early learning providers, and parents. These housing-education partnerships focus on: housing and school stability; ending chronic absenteeism; increasing parental engagement; early learning opportunities to support kindergarten readiness; improved academic performance; and higher graduation rates. In 2020, a new program, Early Learning Connectors, will be underway throughout Bellevue and Kent. This unique approach employs resident interns to connect families to early learning opportunities, coordinate program referrals to early learning providers, and provide tools and resources based on a family's particular needs in order to improve early learning outcomes.

- **SUPPORT FAMILIES IN GAINING GREATER ECONOMIC INDEPENDENCE.** In 2020, KCHA will assist more than 250 households through our Family Self-Sufficiency (FSS) program. This program advances families toward economic independence through individualized case management, supportive services, and program incentives, such as an escrow account. We will continue to explore new strategies for promoting improved economic mobility for program participants by assessing needs, identifying gaps in services, engaging local workforce development partners, and implementing programmatic and policy

¹ Washington State Office of Superintendent of Public Instruction, Homeless Students in Washington State by School District, 2017-18 Data, <http://www.k12.wa.us/HomelessEd/Data.aspx>.

modifications designed to increase participation and program gains.

- **INVEST IN THE ELIMINATION OF ACCRUED CAPITAL REPAIR AND SYSTEM REPLACEMENT NEEDS IN OUR FEDERALLY SUBSIDIZED HOUSING INVENTORY.** In 2020, KCHA will invest nearly \$15 million in upgrades to our federally assisted housing stock. By focusing on the quality of these assets, our Public Housing portfolio has earned one of the highest Real Estate Assessment Center (REAC) inspection average scores in the country: 95.6. These investments improve housing quality, reduce maintenance costs and energy consumption, and extend the life expectancy of our housing stock, enabling us to fulfill our mission over the long term.

- **STRENGTHEN OUR MEASUREMENT, LEARNING, AND RESEARCH CAPACITIES.** KCHA continues to increase our internal capacities in program design, data management, and evaluation, as well as external partnerships that advance our research agenda. These efforts support the MTW program's mission to demonstrate and assess new approaches that more effectively address the housing needs and improve life outcomes for people receiving federal housing assistance. In 2020, we will continue cross-sector data collaborations that explore resident outcomes at the intersections of health, housing, education, economic mobility, and homelessness; continue our Creating Moves to Opportunity research partnership with a national consortium of universities; expand our research collaboration with the University of Washington; and continue executing our updated 2019-2022 KCHA Research Agenda.

- **CREATE MORE COST-EFFECTIVE PROGRAMS BY STANDARDIZING LEADERSHIP PRACTICES, STREAMLINING BUSINESS PROCESSES, AND LEVERAGING TECHNOLOGY IN CORE BUSINESS FUNCTIONS.** KCHA will continue to foster a leadership culture of continuous improvement that supports and encourages employees to improve the quality of their work and KCHA's overall operations. One focus of these efforts is the development of leadership skills necessary to support staff and manage change. The intent is to deliver better, faster, and less intrusive services to our residents, landlords, and community partners, and to make the best use of limited resources. In 2020, program departments will continue to focus on improving workflows while an agency-wide initiative will commence on technology improvements, specifically to the human resource, payroll, and housing management software systems.

- **REDUCE THE ENVIRONMENTAL IMPACT OF KCHA'S PROGRAMS AND FACILITIES.** In 2020, KCHA will enter into the third year of our five-year Environmental Sustainability Plan, which sets out agency goals that include reducing energy and water consumption by 10 percent, diverting 55 percent of recyclables and food waste, and promoting conservation awareness among residents. In 2020, major projects will focus on lessening greenhouse gas emissions, increasing solar energy generation, diverting construction and demolition waste, updating our landscape management practices, and engaging

residents in resource conservation efforts.

B. OVERVIEW OF LONG-TERM MTW GOALS AND OBJECTIVES

Through participation in the MTW program, KCHA is able to address a wide range of affordable housing needs in the region. We use the regulatory flexibility available through MTW to support our overarching strategic goals:

- **STRATEGY 1:** Continue to strengthen the physical, operational, financial, and environmental sustainability of our portfolio of 11,256 affordable housing units.
- **STRATEGY 2:** Increase the supply of housing in the region that is affordable to extremely low-income households – those earning below 30 percent of Area Median Income (AMI) – through developing new housing, preserving existing housing, and expanding the size and reach of our rental subsidy programs.
- **STRATEGY 3:** Provide greater geographic choice for low-income households – including residents with disabilities and elderly residents with mobility impairments – so that our residents have the opportunity to live in neighborhoods with high-performing schools and convenient access to services, transit, health services, and employment.
- **STRATEGY 4:** Coordinate closely with the behavioral health care and homeless systems to increase the supply of supportive housing for people who have been chronically homeless or have special needs, with the goal of making homelessness rare, brief, and one-time.
- **STRATEGY 5:** Engage in the revitalization of King County’s low-income neighborhoods, with a focus on housing and services, amenities, institutions, and partnerships that create strong, healthy, and inclusive communities and promote economic mobility.
- **STRATEGY 6:** Work with King County, regional transit agencies, and suburban cities to support sustainable and equitable regional development by integrating new affordable housing into regional growth corridors aligned with mass transit.
- **STRATEGY 7:** Expand and deepen partnerships with school districts, early childhood education and after-school programs, health providers, community colleges, the philanthropic community, and our residents, with the goal of eliminating the achievement gap, and improving educational and life outcomes for the low-income children and families we serve.
- **STRATEGY 8:** Promote greater economic self-sufficiency for families and individuals in subsidized housing by addressing barriers to employment and facilitating access to training and education programs, with the goal of enabling moves to market-rate housing at the appropriate time.
- **STRATEGY 9:** Continue to develop institutional capacities and operational efficiencies to make the most effective use of limited federal resources and provide extraordinary service to our residents,

communities, and partners.

- **STRATEGY 10:** Continue to reduce KCHA's environmental footprint through energy and water conservation, renewable energy generation, waste stream diversion, green procurement policies, waste reduction, fleet management practices, and tenant education.
- **STRATEGY 11:** Develop our capacity as a learning organization that uses research and evaluation to drive decisions that shape policies and programs.

SECTION II

GENERAL HOUSING AUTHORITY OPERATING INFORMATION

A. HOUSING STOCK INFORMATION

i. Planned New Public Housing Units

AMP Name and Number	Bedroom Size							Total Units	Population Type	Fully Accessible	Adaptable
	0	1	2	3	4	5	6+				
Watson Manor									Youth and young adult women (age 14-23) and their children		
TBD	0	7	3	0	0	0	0	10		TBD	TBD
Total Public Housing Units to be Added ²								10			

ii. Planned Public Housing Units to be Removed

PIC Dev. # / AMP and PIC Dev. Name	Number of Units to be Removed	Explanation for Removal
N/A	0	N/A
Total Number of Units to be Removed		0

iii. Planned New Project-based Vouchers

Property Name	Anticipated Number of New Vouchers to be Project-based	RAD?	Description of Project
Juanita View	51	No	Preserving affordable housing for low-income families. KCHA is the project owner and is electing to opt-out of a PBA rental assistance contract with HUD.

² This, and other properties yet to be identified, may convert to Public Housing in 2020. Additionally, some housing units might be designated MTW Neighborhood Services units in 2020 should an opportunity arise to partner with a local service provider or to assign units to other eligible MTW purposes and upon approval from the HUD field office.

Kirkland Heights	106	No	Preserving affordable housing for low-income families. KCHA is the project owner and is electing to opt-out of a PBA rental assistance contract with HUD.
Vashon Micro Units	8	No	Permanent supportive housing for people with disabilities.
Planned Total Vouchers to be Newly Project-based	165		

iv. Planned Existing Project-based Vouchers

See Appendix B for a list of KCHA's existing project-based voucher contracts.

v. Planned Other Changes to MTW Housing Stock Anticipated During the Plan Year

While no additional changes to KCHA's housing stock are anticipated at the time of this plan's drafting, KCHA will continue to use every tool available to expand our reach, including but not limited to the designation of units as MTW Neighborhood Services Units, the use of banked ACC or MTW working capital to support development and acquisition activities, and the use of project-based and sponsor-based housing as partnership opportunities arise.

vi. General Description of All Planned Capital Fund Expenditures During the Plan Year

In 2020, KCHA will spend nearly \$15 million to complete capital improvements critical to maintaining our federally subsidized properties. Expenditures include:

- **UNIT UPGRADES (\$3.9 MILLION).** KCHA's ongoing efforts to significantly upgrade the interiors of our affordable housing inventory as units turn over will continue in 2020. KCHA's in-house, skilled workforce will perform the renovations, which include the installation of new flooring, cabinets, and fixtures to extend by 20 years the useful life of up to 130 additional units.³
- **BUILDING ENVELOPE AND RELATED COMPONENTS UPGRADES (\$3.4 MILLION).** In 2020, building envelope improvements will be implemented at the Houghton Properties (Kirkland).

³ An inventory of potential units to be upgraded in 2020 is attached as Appendix F.

This project, originally planned for 2019, was delayed to allow time for the reconfiguration and expansion of four one-bedroom units to four three-bedroom units. Additionally, the siding and windows at Kirkland Place (Kirkland) will be replaced and Northlake House (Bothell) will receive a new roof. At Pacific Court (Tukwila), all envelope components, including siding, windows, doors, and roofs, will be upgraded.

- **SYSTEMS (HEATING, SEWER, ELECTRICAL, DRAINAGE, SPRINKLER) IMPROVEMENTS (\$3.8 MILLION)**. The deteriorated sewer lines at Casa Madrona (Olympia), Munro Manor (Burien), Parkway Apartments (Redmond), and Westminster (Shoreline) will be lined. These properties' sewer lines are located in or under the concrete slab and the lining process will minimize disruption to residents. Casa Madrona will also receive improvements to its hydronic heat system, as will Mardi Gras (Kent). Finally, aging electrical panels will be replaced at Pacific Court (Tukwila) and Wayland Arms (Auburn).
- **"509" INITIATIVE IMPROVEMENTS (\$3.8 MILLION)**. Planned improvements included in the 2013 conversion of 509 scattered site Public Housing properties will continue in 2020. At Avondale Manor (Redmond), the envelope will be upgraded, the site drainage improved, and sewer lines relined. Additionally, sidewalks will be replaced and parking areas repaved at Cedarwood (Kirkland). Finally, a sewer-lining project at Young's Lake (Renton) was rescheduled to 2020 in order to include interior unit upgrades in the project.

B. LEASING INFORMATION

i. Planned Number of Households Served⁴

MTW Households to be Served through:	Planned Number of Households to be Served	Planned Number of Unit Months Occupied/ Leased
MTW Public Housing Units Leased	2,700	32,400
MTW Housing Choice Vouchers (HCV) Utilized	10,300	123,600
Local, Non-traditional: Tenant-based	220	2,640
Local, Non-traditional: Property-based	0	0
Local, Non-traditional: Homeownership	0	0

⁴ These tables do not include the approximately 10,200 additional households that are 1) served by the special purpose voucher programs, 2) reside in non-federally subsidized workforce housing, and/or 3) have ported into KCHA's jurisdiction.

Planned Total Households Served		13,220	158,640
Local, Non-traditional Category	MTW Activity Name/Number	Planned Number of Households to be Served	Planned Number of Unit Months Occupied/Leased
Tenant-based	2007-6: Develop a Sponsor-based Housing Program	95	1,140
Tenant-based	2013-2: Flexible Rental Assistance	100	1,200
Tenant-based	2014-1: Stepped-down Assistance for Homeless Youth	25	300
Planned Total Households Served		220	2,640

ii. Discussion of Any Anticipated Issues/Possible Solutions Related to Leasing

Housing Program	Description of Anticipated Leasing Issues and Possible Solutions
MTW Public Housing	No leasing issues are anticipated for this program in 2020.
MTW Voucher (HCV)	King County continues to experience unprecedented population growth and low vacancy rates. The result is decreased housing availability and affordability, and increased competition among renters. We continue to closely monitor our shopping success rate. To address this issue, we deploy a variety of interventions including our multi-tiered, ZIP code-based payment standard system that better matches submarket rents, landlord outreach and retention, an expedited inspection process, deposit assistance, housing search assistance for special populations, including veterans receiving VASH assistance, and establishment of MOUs with property owners to reduce or use alternative screening criteria.
Local, Non-traditional	Successfully leasing an apartment and maintaining housing stability in a tight rental market is a challenge for households with complex physical and behavioral health needs. Our program partners administering sponsor-based housing are finding it increasingly difficult to recruit and retain landlords willing to maintain affordable, accessible rents for this program. In response, KCHA and our program partners will continue working together to develop new strategies to support housing access and stability for populations served through these and other special purpose voucher programs, including the Medicaid supportive housing benefit, Foundational Community Supports.

C. WAITING LIST INFORMATION

i. Waiting List Information Anticipated

Waiting List Name	Description	Number of Households on Waiting List	Waiting List Open, Partially Open, or Closed	Are There Plans to Open the Wait List During 2020?
Housing Choice Voucher	Community-wide	920	Partially open (<i>accepting targeted voucher referrals only</i>)	Yes
Public Housing	Regional	8,600	Open	N/A
Public Housing	Site-based	7,600	Open	N/A
Project-based	Regional	3,400	Open	N/A
Public Housing – Conditional Housing	Program-specific	25	Open	N/A

ii. Planned Changes to Waiting List in the Plan Year

In 2020, as part of the Creating Moves to Opportunity project, KCHA may increase the rate at which families with children are served from the Housing Choice Voucher (HCV) wait list.

SECTION III

PROPOSED MTW ACTIVITIES

KCHA is not proposing any new activities in 2020.

SECTION IV

APPROVED MTW ACTIVITIES

A. IMPLEMENTED ACTIVITIES

The following table provides an overview of KCHA's implemented activities, the statutory objectives they aim to meet, and the page number in which more detail can be found.

Year- Activity #	MTW Activity	Statutory Objective	Page Number
2019-1	Acquire and Develop New Affordable Housing	Housing Choice	15
2018-1	Encouraging the Successful Lease-up of the Housing Choice Voucher Program	Housing Choice	15
2016-2	Conversion of Former Opt-out Developments to Public Housing	Cost-effectiveness	16
2015-2	Reporting on the Use of Net Proceeds from Disposition Activities	Cost-effectiveness	18
2014-1	Stepped-down Assistance for Homeless Youth	Self-sufficiency	19
2014-2	Revised Definition of "Family"	Housing Choice	20
2013-1	Passage Point Re-entry Housing Program	Housing Choice	20
2013-2	Flexible Rental Assistance	Housing Choice	21
2009-1	Project-based Section 8 Local Program Contract Term	Housing Choice	22
2008-1	Acquire New Public Housing	Housing Choice	23
2008-3	FSS Program Modifications	Self-sufficiency	24
2008-10 & 2008-11	EASY and WIN Rent Policies	Cost-effectiveness	25
2008-21	Public Housing and Housing Choice Voucher Utility Allowances	Cost-effectiveness	26
2007-6	Develop a Sponsor-based Housing Program	Housing Choice	27
2007-14	Enhanced Transfer Policy	Cost-effectiveness	28
2005-4	Payment Standard Changes	Housing Choice	29
2004-2	Local Project-based Section 8 Program	Cost-effectiveness	30
2004-3	Develop Site-based Waiting Lists	Housing Choice	33
2004-5	Modified Housing Quality Standards (HQS) Inspection Protocols	Cost-effectiveness	34
2004-7	Streamlining Public Housing and Housing Choice Voucher Forms and Data Processing	Cost-effectiveness	34
2004-9	Rent Reasonableness Modifications	Cost-effectiveness	36
2004-12	Energy Performance Contracting	Cost-effectiveness	37
2004-16	Housing Choice Voucher Occupancy Requirements	Cost-effectiveness	37

ACTIVITY 2019-1: ACQUIRE AND DEVELOP NEW AFFORDABLE HOUSING

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2019

IMPLEMENTED: 2019

CHALLENGE: King County continues to experience extraordinary population growth. With escalating rents – especially in historically more affordable neighborhoods – and with the failure of wages to keep pace with rising housing costs, many families are struggling to pay rent and an unprecedented number are experiencing homelessness.

SOLUTION: KCHA’s primary mission is to preserve and expand housing options for low-income families utilizing all available funding and financing tools. To expand existing efforts, we use MTW funds to support the development and acquisition of non-federally subsidized affordable housing that includes, but is not limited to, properties also leveraging Low Income Housing Tax Credits (LIHTC). While traditional third-party debt can support a significant portion of total development or acquisition costs, it generally is not sufficient to finance the full cost of these projects. This financing gap can be mitigated in whole or in part by using MTW funds for development, acquisition, financing, or renovation costs, in accordance with PIH Notice 2011-45.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity’s metrics.

ACTIVITY 2018-1: Encouraging the Successful Lease-up of the Housing Choice Voucher Program

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2018

IMPLEMENTED: 2018

CHALLENGE: King County’s low vacancy rate, coupled with the large in-migration of an affluent and skilled workforce, make it difficult for KCHA’s voucher holders to compete on the private market. The shopping success rate after eight months of searching hovers around 75 percent – an achievement in this market, but not high enough.

SOLUTION: KCHA is working to preserve and increase the number of housing options available by recruiting and retaining landlords in the HCV program. In order to secure units, KCHA is exploring the

implementation of incentive payments to landlords who agree to lease a recently vacated unit to another voucher holder, not to exceed one month of the Housing Assistance Payment (HAP). These payments will serve as an incentive for landlords to continue their participation in the HCV program by minimizing the owner's losses typically experienced during turnover. KCHA also streamlines our Housing Quality Standards (HQS) protocol even further by allowing landlords to inspect and self-certify that the unit passes HUD's standards. The pilot program takes a phased-in approach and starts with newly constructed, not-previously-occupied units issued a Certificate of Occupancy or Temporary Certificate of Occupancy. The second phase extends the pilot to KCHA-owned properties built after 1978, and the third phase to non-KCHA affiliated LIHTC properties. To ensure that these units meet KCHA's high inspection standards, quality control audits will be performed on no fewer than 20 percent of the self-certified units every 90 days of the two-year pilot. These efficiencies will enable faster lease-up times and cause less disruption for landlords while ensuring program compliance.

In addition to strategies to improve landlord recruitment and retention, KCHA will continue to invest in strategies to aid voucher holders in leasing a unit in the geographic location of their choice. Examples of previously implemented activities include providing access to a security deposit assistance fund; use of multi-tiered, ZIP-code based payment standards; and continuing to focus on landlord customer service. In addition, KCHA continues to support and participate in the Creating Moves to Opportunity (CMTO) research partnership, which tests new strategies that assist families with young children to access and move to high-opportunity neighborhoods. To aid in the implementation of this project, KCHA may modify tenant selection priorities in order to increase the rate at which families with children are selected from the HCV wait list and effectively target the intended service population for the CMTO project.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2016-2: Conversion of Former Opt-out Developments to Public Housing

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2016

IMPLEMENTED: 2016

CHALLENGE: The process to convert a property's subsidy model from project-based Section 8 to Public Housing is slow, burdensome, and administratively complex. Under current federal guidelines, units

convert only when the original resident moves out with a voucher. This transition is gradual, and at properties housing seniors or residents with disabilities, turnover of units tends to be particularly low. In the meantime, two sets of rules – project-based Section 8 and Public Housing – simultaneously govern the management of the development, adding to the administrative complexity of providing housing assistance.

SOLUTION: This policy allows KCHA to convert entire Project-based Section 8 opt-out properties to Public Housing at once, while preserving the rights of existing tenants.

This activity builds upon KCHA’s previously approved initiative (2008-1) to expand housing through the use of banked Public Housing ACC units. KCHA can convert former project-based “opt-out” sites to Public Housing through the development process outlined in 24 CFR 905, rather than through the typical gradual transition. As a result, this policy greatly streamlines operations and increases administrative efficiency. With transition to Public Housing subsidy, current enhanced voucher participants retain protections against future rent increases in much the same manner previously provided. As Public Housing residents, these households pay an affordable rent (based on policies outlined in KCHA’s Public Housing Admissions and Continued Occupancy Policy) and thus remain protected from a private owner’s decision to increase the contract rent. At the same time, KCHA’s MTW-enhanced Transfer Policy ensures that former enhanced voucher recipients retain the same (if not greater) opportunity for mobility by providing access to transfer to other subsidized units within KCHA’s portfolio or through use of a general Housing Choice Voucher should future need arise.

KCHA works with affected residents of selected former opt-out properties, providing ample notification and information (including the right to move using a general voucher for current enhanced voucher participants) in order to ensure the development’s seamless transition to the Public Housing program.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity’s metrics.

ACTIVITY 2015-2: Reporting on the Use of Net Proceeds from Disposition Activities

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2015

IMPLEMENTED: 2015

CHALLENGE: The reporting process for the use of net proceeds from KCHA's disposition activities is duplicative and burdensome. The reporting protocol for the MTW program aligns with the Section 18 disposition code reporting requirements, allowing for an opportunity to simplify this process.

SOLUTION: KCHA reports on the use of net proceeds from disposition activities in the annual MTW report. This streamlining activity allows us to realize time-savings and administrative efficiencies while continuing to adhere to the guidelines outlined in 24 CFR 941 Subpart F of Section 18 demolition and disposition code.

We use our net proceeds from disposition in some of the following ways, all of which are accepted uses under Section 18(a)(5):

- Repair or rehabilitation of existing ACC units.
- Development and/or acquisition of new ACC units.
- Provision of social services for residents.
- Implementation of a preventative and routine maintenance strategy for specific single-family scattered-site ACC units.
- Modernization of a portion of a residential building in our inventory to develop a recreation room, laundry room, or day-care facility for residents.
- Leveraging of proceeds in order to partner with a private entity for the purpose of developing mixed-finance Public Housing under 24 CFR 905.604.

We report on the uses of the proceeds, including administrative and overhead costs, in annual MTW reports.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2014-1: Stepped-down Assistance for Homeless Youth

MTW STATUTORY OBJECTIVE: Increase Self-sufficiency

APPROVAL: 2014

IMPLEMENTED: 2014

CHALLENGE: During the January 2019 point-in-time homelessness count in King County, 1,089 youth and young adults were identified as experiencing homelessness or unstably housed.⁵ Local service providers have identified the need for a short-term, gradually diminishing rental subsidy structure to meet the unique needs of these youth.

SOLUTION: KCHA has implemented a flexible, “stepped-down” rental assistance model in partnership with local youth service providers. Our provider partners find that a short-term rental subsidy, paired with supportive services, is the most effective way to serve youth experiencing homelessness as a majority of them do not require extended tenure in a supportive housing environment. By providing limited-term rental assistance and promoting graduation to independent living, more youth can be served effectively through this program model. KCHA is partnering with Valley Cities Counseling and Consultation to operate the Coming Up program. This program offers independent housing opportunities to young adults (ages 18 to 25) who are transitioning out of homelessness. With support from the provider, the youth move into housing in the private rental market, sign a lease, and work with a resource specialist who prepares them to take over the lease after a period of being stabilized in housing.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity’s metrics.

⁵ Count Us In 2019: Seattle/King County Point-in-Time Count of Persons Experiencing Homelessness. <http://allhomekc.org/wp-content/uploads/2019/07/Updated-7.11-King-County-Report.pdf>

ACTIVITY 2014-2: Revised Definition of “Family”

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2014

IMPLEMENTED: 2014

CHALLENGE: According to a January 2019 point-in-time count, 2,451 individuals identified as experiencing homelessness in King County were in families with children.⁶ Thousands more elderly and disabled people, many with severe rent burdens, are homeless or on our waiting lists.

SOLUTION: This policy directs KCHA’s limited resources to populations facing the greatest need: elderly, near-elderly, and disabled households; and families with children. We modified the eligibility standards outlined in the Public Housing Admissions and Continued Occupancy Policy (ACOP) and HCV Administrative Plans to limit eligible households to those that include at least one elderly or disabled individual or a minor/dependent child. The current policy affects only admissions and does not affect the eligibility of households currently receiving assistance. Exceptions will be made for participants in programs that target specialized populations, such as victims of domestic violence or individuals who have been chronically homeless.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity’s metrics.

ACTIVITY 2013-1: Passage Point Re-entry Housing Program

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2013

IMPLEMENTED: 2013

CHALLENGE: In 2018, 1,497 individuals in King County returned to the community after a period of incarceration.⁷ Nationally, more than half of all inmates are parents who will face barriers to securing housing and employment upon release due to their criminal record or lack of traditional job skills.⁸ Without a home or employment, many of these parents are unable to reunite with their children.

⁶ Count Us In 2019: Seattle/King County Point-in-Time Count of Persons Experiencing Homelessness. <http://allhomekc.org/wp-content/uploads/2019/07/Updated-7.11-King-County-Report.pdf>

⁷ Washington State Department of Corrections. Number of Prison Releases by County of Release. <https://www.doc.wa.gov/docs/publications/reports/200-RE001.pdf>

⁸ Glaze, L E and Maruschak, M M (2008). Parents in Prison and Their Minor Children. <http://www.bjs.gov/index.cfm?ty=pbdetail&iid=823>

SOLUTION: Passage Point is a unique supportive housing program in Maple Valley that serves parents trying to reunify with their children following a period of incarceration. KCHA provides 46 project-based Section 8 vouchers while the YWCA Seattle | King | Snohomish provides property management and supportive services. The YWCA identifies eligible individuals through outreach to prisons and correctional facilities and through relationships with the local public child welfare agency. In contrast to typical transitional housing programs that have strict 24-month occupancy limits, Passage Point residents may remain in place until they have completed the reunification process, are stabilized in employment, and can demonstrate their ability to succeed in a less service-intensive environment. Passage Point residents who complete the program and regain custody of their children may apply to KCHA's Public Housing program and receive priority placement on the wait list.

PROPOSED CHANGES TO ACTIVITY: Given recent project-based voucher program flexibilities available under the Housing Opportunities Through Modernization Act (HOTMA), KCHA is considering project-basing a portion of the units at Passage Point as Family Unification Program (FUP) vouchers. This would allow us to repurpose vouchers currently in use at Passage Point to serve additional families from the HCV waiting list.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2013-2: Flexible Rental Assistance

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2013

IMPLEMENTED: 2013

CHALLENGE: The one-size-fits-all approach of traditional federal housing programs does not provide the flexibility needed to quickly and effectively meet the needs of low-income individuals facing distinct housing crises. In many of these cases, a short-term rental subsidy paired with responsive, individualized case management can help a family out of a crisis situation and into stable housing.

SOLUTION: This activity, developed with local service providers, offers tailored flexible housing assistance to families and individuals in crisis. KCHA provides flexible financial assistance, including time-limited rental subsidy, security deposits, rent arrears, and funds to cover move-in costs, while our partners provide individualized support services. The Student and Family Stability Initiative (SFSI) pairs short-term rental assistance with housing stability and employment navigation services for families experiencing or on the verge of homelessness. School-based McKinney-Vento liaisons identify and

connect these families with community-based service providers while caseworkers have the flexibility to determine the most effective approach to quickly stabilize participants in housing.

In the 2019 MTW Plan, KCHA proposed and received approval for the application of the flexible housing assistance model to a new population – college students experiencing homelessness or housing instability. This tenant-based, time-limited subsidy provides up to 54 months of housing support while leveraging existing, on-campus services that support students beyond their housing needs. KCHA and Highline College will begin implementing this program in 2020.

PROPOSED CHANGES TO ACTIVITY: We will continue to consider the application of the short-term rent assistance approach to other populations and jurisdictions as we learn more about the effectiveness of this model.

CHANGES TO METRICS: The program’s metrics are adjusted upwards by 40 households to reflect the new partnership with Highline College.

MTW Statutory Objective	Unit of Measurement	Baseline	Benchmark
Increase housing choices	HC #5: Number of households able to move to a better unit	0 households	100 households
Increase housing choices	HC #7: Number of households receiving services aimed to increase housing choice	0 households	150 households

ACTIVITY 2009-1: Project-based Section 8 Local Program Contract Term

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2009

IMPLEMENTED: 2009

CHALLENGE: Prior to 2009, our nonprofit development partners faced difficulties securing private financing for the development and acquisition of affordable housing projects where short-term rental assistance commitments provided the cash flow. Measured against banking and private equity underwriting standards, the maximum Housing Assistance Payments (HAP) contract term allowed by HUD is too short and hinders the underwriting of debt on affordable housing projects.

SOLUTION: This activity extends the allowable term for Project-based Section 8 contracts up to 30 years for the initial HAP term and a 30-year cumulative maximum contract renewal term, not to exceed 60 years total. The longer term assists our partners in underwriting and leveraging private financing for

development and acquisition projects. At the same time, the longer-term commitment from KCHA signals to lenders and underwriters that proposed projects have sufficient cash flow to take on the debt necessary to develop or acquire affordable housing units.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2008-1: Acquire New Public Housing

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2008

IMPLEMENTED: 2008

CHALLENGE: In King County, almost half of all renter households spend more than 30 percent of their income on rent.⁹ Countywide, fewer than 10 percent of all apartments are considered affordable to households earning less than 30 percent of AMI.¹⁰ In context of these challenges, KCHA's Public Housing wait lists continue to grow. Given the gap between the availability of affordable housing and the number of low-income renters, KCHA must continue to increase the inventory of units that are affordable to extremely low-income households.

SOLUTION: KCHA's Public Housing Annual Contributions Contract (ACC) is currently below the Faircloth limit in the number of allowable units. These "banked" Public Housing subsidies allow us to add to the affordable housing supply in the region by acquiring new units. This approach is challenging, however, because Public Housing units cannot support debt. We continued our innovative use of MTW working capital, with a particular focus on the creation or preservation of units in high-opportunity neighborhoods.¹¹

We further simplify the acquisition and addition of units to our Public Housing inventory by partnering with the local HUD field office to streamline the information needed to add these units to the PIH Information Center (PIC) system and obtain operating and capital subsidies. We also use a process for

⁹ US Census Bureau, ACS 2017 1-year estimate.

¹⁰ US Census Bureau, ACS 2017 1-year estimate.

¹¹ Neighborhood opportunity designations are from the Puget Sound Regional Council and Kirwan Institute's Opportunity Mapping index (<https://www.psrc.org/opportunity-mapping>).

self-certification of neighborhood suitability standards and Faircloth limits, necessitating the flexibility granted in Attachment D, Section D of our MTW Agreement.¹²

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2008-3: FSS Program Modifications

MTW STATUTORY OBJECTIVE: Increase Self-sufficiency

APPROVAL: 2008

IMPLEMENTED: 2018

CHALLENGE: Nationally, only 25 percent of low-income households that qualify for housing assistance receive it.¹³ To serve more households with limited resources, subsidized households need to be supported in their efforts to achieve economic independence and cycle out of the program. HUD's standard Family Self-Sufficiency (FSS) program may not provide the full range of services and incentives needed to support greater self-sufficiency among participants.

SOLUTION: KCHA is exploring possible modifications to the FSS program that could increase incentives for resident participation, education and training outcomes, and income growth. These outcomes could pave the way for residents to realize a higher degree of economic independence. To further the program's reach, KCHA in 2018 extended the program to other adult household members by allowing them to enter into an FSS contract without the participation of the head of household. We continue to explore the manner and rate at which participants accumulate and access escrow funds as part of a broader workforce development strategic planning process.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

¹²Some Public Housing units might be designated MTW Neighborhood Services units over this next year upon approval from the HUD field office.

¹³ Worst Case Housing Needs 2017: Report to Congress, page viii.

<https://www.huduser.gov/portal/sites/default/files/pdf/Worst-Case-Housing-Needs.pdf>

ACTIVITY 2008-10 and 2008-11: EASY and WIN Rent Policies

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2008

IMPLEMENTED: 2008

CHALLENGE: The administration of rental subsidies under existing HUD rules can be complex and confusing to the residents we serve. Significant staff time was being spent complying with federal requirements that do not promote better outcomes for residents, safeguard program integrity, or save taxpayer money. The rules regarding medical deductions, annual reviews and recertifications, and income calculations were cumbersome and often hard to understand, especially for the many elderly and disabled people we serve. These households live on fixed incomes that change only when there is a Cost of Living Adjustment (COLA), making annual reviews superfluous. For working households, HUD's rent rules include complicated earned-income disregards that serve as disincentives to income progression and employment advancement.

SOLUTION: KCHA has instituted two rent reform policies. The first, EASY Rent, simplifies rent calculations and recertifications for elderly and disabled households that derive 90 percent of their income from a fixed source (such as Social Security, Supplemental Security Income [SSI] or pension benefits), and are enrolled in our Public Housing, Housing Choice Voucher, or project-based Section 8 programs. Rents are calculated at 28 percent of adjusted income – with deductions for medical- and disability-related expenses – in \$2,500 bands, and a cap is put on deductions at \$10,000. EASY Rent streamlines KCHA operations and simplifies the burden placed on residents by reducing recertification reviews to a three-year cycle and placing rent adjustments based on COLA increases in Social Security and SSI payments on an annual cycle.

The second policy, WIN Rent, was implemented in FY 2010 to encourage increased economic self-sufficiency among households where individuals are able to work. WIN Rent is calculated based on a series of income bands and the tenant's share of the rent is calculated at 28.3 percent of the lower end of each income band. This tiered system – in contrast to existing rent protocols – does not punish increases in earnings, as the tenant's rent does not change until household income increases to the next band level. Additionally, recertifications are conducted biennially instead of annually, allowing households to retain all increases in earnings during that time period without an accompanying increase to the tenant's share of rent. The WIN Rent structure also eliminates flat rents, income disregards and deductions (other than childcare for eligible households), and excludes the employment income of household members under age 21. Households with little or no income are given a six-month reprieve

during which they are able to pay a lower rent or, in some cases, receive a credit payment. Following this period, a WIN Rent household pays a minimum monthly rent of \$25 regardless of income calculation.

In addition to changes to the recertification cycle, we also have streamlined processing and reviews. For example, we limit the number of tenant-requested reviews to reduce rent to two occurrences in a two-year period in the WIN Rent program. We estimate that these policy and operational modifications have reduced the relevant administrative workloads in the Public Housing and HCV programs by 20 percent.

PROPOSED CHANGES TO ACTIVITY: In 2020, KCHA will continue to explore additional streamlining and time-saving measures that simplify the interim recertification process while retaining program integrity. Additionally, we may consider updating the income bands and modifying the tenant rent calculation for the WIN Rent program.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2008-21: Public Housing and Housing Choice Voucher Utility Allowances

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2008

IMPLEMENTED: 2010

CHALLENGE: KCHA was spending more than \$22,000 annually in staff time to administer utility allowances under HUD's one-size-fits-all national guidelines. HUD's national approach failed to capture average consumption levels in the Puget Sound area.

SOLUTION: This activity simplifies the HUD rules on Public Housing and HCV Utility Allowances by applying a single methodology that reflects local consumption patterns and costs. Before this policy change, allowances were calculated for individual units and households using different rules under the various HUD programs. Additionally, HUD required an immediate update of the allowances with each cumulative 10 percent rate increase by utility companies. Now, KCHA provides allowance adjustments annually when the Consumer Price Index produces a cumulative change of more than 10 percent rather than every time an adjustment is made to the utility equation. We worked with data from a Seattle City Light study completed in late 2009 to identify key factors in household energy use and develop average consumption levels for various types of units in the Puget Sound region. We used this information to create a new utility schedule that considers multiple factors: type of unit (single vs. multi-family), size of unit, high-rise vs. low-rise units, and the utility provider. We modified allowances for units where the

resident pays water and/or sewer charges. KCHA's Hardship Policy, adopted in July 2010, also allows KCHA to respond to unique household or property circumstances, and documented cases of financial hardship.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2007-6: Develop a Sponsor-based Housing Program

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2007

IMPLEMENTED: 2007

CHALLENGE: According to the January 2019 point-in-time count, 11,199 individuals in King County were identified as experiencing homelessness.¹⁴ Of those, 2,213 people were chronically homeless.

SOLUTION: In the sponsor-based housing program, KCHA provides housing funds directly to our behavioral health care and nonprofit partners, including Sound Mental Health, Navos Mental Health Solutions, and Valley Cities Counseling and Consultation. These providers use the funds to secure private market rentals that are then sub-leased to program participants. The programs operate under the "Housing First" model of supportive housing, which couples low-barrier placement in permanent, scattered-site housing with intensive, individualized services that help residents maintain long-term housing stability. Recipients of this type of support are referred through the mental health system, street outreach teams, and King County's Coordinated Entry for All system. Once a resident is stabilized and ready for a more independent living environment, KCHA offers a move-on strategy through a tenant-based non-elderly disability voucher.

KCHA continues to explore applying the sponsor-based subsidy model to extremely low-income families with children seeking to lease-up in the county's Eastside cities or neighborhoods adjacent to high-capacity mass transit stations in order to increase access to opportunity. Under this model, we would select nonprofit housing or supportive service providers that will co-design the subsidy model, identify eligible families, and administer the housing subsidy program. KCHA would provide long-term funding

¹⁴ Count Us In 2019: Seattle/King County Point-in-Time Count of Persons Experiencing Homelessness. <http://allhomekc.org/wp-content/uploads/2019/07/Updated-7.11-King-County-Report.pdf>

commitments that would allow the sponsor agencies to master lease units from private market landlords.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2007-14: Enhanced Transfer Policy

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2007

IMPLEMENTED: 2007

CHALLENGE: HUD rules restrict a resident from moving from Public Housing to HCV or from HCV to Public Housing, which hampers KCHA's ability to meet the needs of our residents. For example, project-based Section 8 residents may need to move if their physical abilities change and they no longer can access their second-story, walk-up apartment. A Public Housing property may have an accessible unit available. Under traditional HUD regulations, this resident would not be able to move into this available unit.

SOLUTION: KCHA's policy allows a resident to transfer among KCHA's various subsidized programs and expedites access to Uniform Federal Accessibility Standards (UFAS)-rated units for mobility-impaired households. In addition to mobility needs, a household might grow in size and require a larger unit with more bedrooms. The enhanced transfer policy allows a household to move to a larger unit when one becomes available in either program. In 2009, KCHA took this one step further by actively encouraging over-housed or under-housed residents to transfer when an appropriately sized unit becomes available through incentive payments. The flexibility provided through this policy allows us to swiftly meet the needs of our residents by housing them in a unit that suits their situation best and enables KCHA to provide the most efficient fit of family and unit size, regardless of which federal subsidy is being received.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2005-4: Payment Standard Changes

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2005

IMPLEMENTED: 2005

CHALLENGE: Currently, 31 percent of all KCHA’s tenant-based voucher households live in high-opportunity neighborhoods of King County. These neighborhoods offer benefits to their residents, including improved educational opportunities, increased access to public transportation, and greater economic opportunities.¹⁵ Not surprisingly, high-opportunity neighborhoods have more expensive rents. According to recent market data, a two-bedroom rental unit at the 40th percentile in East King County – typically a high-opportunity area – costs \$696 more than the 40th percentile unit in South King County.¹⁶ To move to high-opportunity areas, voucher holders need higher subsidy levels, which are not available under traditional payment standards. Conversely, broadly applied payment standards that encompass multiple housing markets – low and high – result in HCV rents “leading the market” in lower priced areas.

SOLUTION: This initiative develops local criteria for the determination and assignment of payment standards to better match local rental markets, with the goals of increasing affordability in high-opportunity neighborhoods and ensuring the best use of limited financial resources. We develop our payment standards through an annual analysis of local submarket conditions, trends, and projections. This approach means that we can provide subsidy levels sufficient for families to afford the rents in high-opportunity areas of the county and not have to pay market-leading rents in less expensive neighborhoods. As a result, our residents are less likely to be squeezed out by tighter rental markets and have greater geographic choice. In 2007, we expanded this initiative and allowed approval of payment standards of up to 120 percent of Fair Market Rent (FMR) without HUD approval. In early 2008, we decoupled the payment standards from HUD’s FMR calculations entirely so that we could be responsive to the range of rents in Puget Sound’s submarkets. Current payment standards for two-bedroom apartments range from 74 percent to 111 percent of the regional HUD FMR.

In 2016, KCHA implemented a five-tiered payment standard system based on ZIP codes. We arrived at a five-tiered approach by analyzing recent tenant lease-up records, consulting local real estate data, holding forums with residents and staff, reviewing small area FMR payment standard systems

¹⁵ Neighborhood opportunity designations are from the Puget Sound Regional Council and Kirwan Institute’s Opportunity Mapping index (<https://www.psrc.org/opportunity-mapping>).

¹⁶ Apartment Insights, 2nd Quarter Report, 2019.

implemented by other housing authorities, and assessing the financial implications of various approaches. In designing the new system, we sought to have enough tiers to account for submarket variations but not so many that the new system became burdensome and confusing for staff and residents. Early outcomes demonstrate a promising increase in lease-up rates in high-opportunity neighborhoods within the top two tiers.

In 2018, we added an additional tier and instituted the practice of conducting a second market analysis and potential payment standard adjustment each year to account for the rapidly changing rental submarkets.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2004-2: Local Project-based Section 8 Program

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: Current project-basing regulations are cumbersome and present multiple obstacles to serving high-need households, partnering effectively and efficiently with nonprofit developers, and promoting housing options in high-opportunity areas.

SOLUTION: The ability to streamline the Project-based Section 8 program is an important factor in addressing the distribution of affordable housing in King County and coordinating effectively with local initiatives. KCHA places Project-based Section 8 subsidies in high-opportunity areas of the county in order to increase access to these neighborhoods for low-income households.¹⁷ We also partner with nonprofit community service providers to create housing targeted to special-needs populations, opening new housing opportunities for people who are chronically homeless, mentally ill, or disabled, as well as young adults and families experiencing homelessness who traditionally are not served through our mainstream Public Housing and Housing Choice Voucher programs. Additionally, we coordinate with county government and suburban jurisdictions to underwrite a pipeline of new affordable housing

¹⁷ Neighborhood opportunity designations are from the Puget Sound Regional Council and Kirwan Institute's Opportunity Mapping index (<https://www.psrc.org/opportunity-mapping>).

developed by local nonprofit housing providers. MTW flexibility granted by this activity has helped us implement the following policies.

CREATE HOUSING TARGETED TO SPECIAL-NEEDS POPULATIONS BY:

- Assigning Project-based Section 8 (PBS8) subsidy to a limited number of demonstration projects not qualifying under standard policy in order to serve important public purposes. (FY 2004)
- Modifying eligibility and selection policies as needed to align with entry criteria for nonprofit-operated housing programs. (FY 2004)
- Project-basing Family Unification Program vouchers for youth engaged with the child welfare system. (FY 2019)

SUPPORT A PIPELINE OF NEW AFFORDABLE HOUSING BY:

- Prioritizing assignment of PBS8 assistance to units located in high-opportunity census tracts, including those with poverty rates lower than 20 percent. (FY 2004)
- Waiving the 25 percent cap on the number of units that can be project-based on a single site. (FY 2004)
- Allocating PBS8 subsidy non-competitively to KCHA-controlled sites or other jurisdictions, and using an existing local government procurement process for project-basing Section 8 assistance. (FY 2004)
- Allowing owners and agents to conduct their own construction and/or rehab inspections, and having the management entity complete the initial inspection rather than KCHA, with inspection sampling at annual review. (FY 2004)
- Modifying eligible unit and housing types to include shared housing, cooperative housing, transitional housing, and high-rise buildings. (FY 2004)
- Allowing PBS8 rules to defer to Public Housing rules when used in conjunction with a mixed finance approach to housing preservation or when assigned to a redeveloped former Public Housing property. (FY 2008)
- Partnering with local municipalities to develop a local competitive process that pairs project-based assistance with local zoning incentives. (FY 2016)
- Allowing KCHA to enter into a HAP contract for any type of unit that does not qualify as existing housing and is under construction or has been recently constructed, regardless of whether an AHAP has been executed. (FY 2019)

IMPROVE PROGRAM ADMINISTRATION BY:

- Allowing project sponsors to manage project wait lists as determined by KCHA. (FY 2004)
- Using KCHA's standard HCV process for determining Rent Reasonableness for units in lieu of requiring third-party appraisals. (FY 2004)
- Allowing participants in "wrong-sized" units to remain in place, if needed, and pay the higher rent. (FY 2004)
- Assigning standard HCV payment standards to PBS8 units, allowing modification with approval of KCHA where deemed appropriate. (FY 2004)
- Offering moves to Public Housing in lieu of an HCV exit voucher (FY 2004) or allow offer of a tenant-based voucher for a limited period as determined by KCHA in conjunction with internal Public Housing disposition activity. (FY 2012)
- Allowing KCHA to modify the HAP contract. (FY 2004)
- Using Public Housing preferences for PBS8 units in place of HCV preferences. (FY 2008)
- Allowing KCHA to inspect units at contract execution rather than contract proposal. (FY 2009)
- Modifying the definition of "existing housing" to include housing that could meet Housing Quality Standards within 180 days. (FY 2009)
- Allowing direct owner or provider referrals to a PBS8 vacancy when the unit has remained vacant for more than 30 days. (FY 2010)
- Waiving the 20 percent cap on the amount of HCV budget authority that can be project-based, allowing KCHA to determine the size of our PBS8 program. (FY 2010)

PROPOSED CHANGES TO ACTIVITY: As part of our efforts to target rental assistance to college students experiencing homelessness, KCHA proposes expanding the list of modified housing types to include housing units that are owned or controlled by an educational institution or its affiliate, and are designed for students of the institution to occupy.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2004-3: Develop Site-based Waiting Lists

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: Under traditional HUD wait list guidelines, an individual can wait more than two-and-a-half years for a Public Housing unit. For many families, this wait is too long. Once a unit becomes available, it might not meet the family's needs or preferences, such as proximity to a child's school or access to local service providers.

SOLUTION: Under this initiative, we have implemented a streamlined waitlist system for our Public Housing program that provides applicants additional options for choosing the location where they want to live. In addition to offering site-based wait lists, we also maintain regional wait lists and have established a Conditional Housing waiting list to accommodate the needs of households ready to transition from the region's network of transitional housing and KCHA's targeted housing programs that assist homeless and at-risk households move toward self-sufficiency. In general, applicants are selected for occupancy using a rotation between the site-based, regional, and transitional housing applicant pools, based on an equal ratio. Units are not held vacant if a particular wait list is lacking an eligible applicant. Instead, a qualified applicant is pulled from the next wait list in the rotation.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2004-5: Modified Housing Quality Standards (HQS) Inspection Protocols

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: HUD's HQS inspection protocols often require multiple trips to the same neighborhood, the use of third-party inspectors, and blanket treatment of diverse housing types, adding nearly \$170,000 to annual administrative costs. Follow-up inspections for minor "fail" items impose additional burdens on landlords, who in turn may resist renting to families with Housing Choice Vouchers.

SOLUTION: Through a series of HCV program modifications, we have streamlined the HQS inspection process to simplify program administration, improve stakeholder satisfaction, and reduce administrative costs. Specific policy changes include: (1) allowing the release of HAP payments when a unit fails an HQS inspection due to minor deficiencies (applies to both annual and initial move-in inspections); (2) geographically clustering inspections to reduce repeat trips to the same neighborhood or building by accepting annual inspections completed eight to 20 months after initial inspection, allowing us to align inspection of multiple units in the same geographic location; and (3) self-inspecting KCHA-owned units rather than requiring inspection by a third party. KCHA also piloted a risk-based inspection model that places well-maintained, multi-family apartment complexes on a biennial inspection schedule. After closely monitoring the outcomes from the risk-based inspection pilot, KCHA decided to expand the program and move all units in multi-family apartment complexes to a biennial inspection schedule.

In 2019, KCHA streamlined our inspection processes even further by piloting a program that allows landlords to inspect and self-certify that their units pass HUD's standards. The pilot began with newly constructed units with a Certificate of Occupancy or Temporary Certificate of Occupancy. To ensure that these units meet KCHA's high inspection standards, quality control audits will be performed on no fewer than 20 percent of the self-certified units every 90 days of the two-year pilot. This and the other program efficiencies enable faster lease-up times and cause less disruption for landlords and tenants while ensuring program compliance.

PROPOSED CHANGES TO ACTIVITY: In 2020, KCHA will extend the initial inspection pilot program to KCHA-owned properties built after 1978 and to non-KCHA affiliated LIHTC properties.

CHANGES TO METRICS: There are no changes to this activity's metrics

ACTIVITY 2004-7: Streamlining Public Housing and Housing Choice Voucher Forms and Data Processing

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: Duplicative recertifications, complex income calculations, and strict timing rules cause unnecessary intrusions into the lives of the people we serve and expend limited resources for little purpose.

SOLUTION: After analyzing our business processes, forms, and verification requirements, we have eliminated or replaced those with little or no value. Through the use of lean engineering techniques, KCHA continues to review office workflow and identify ways that tasks can be accomplished more efficiently and intrude less into the lives of program participants, while still assuring program integrity and quality control. Under this initiative, we have made a number of changes to our business practices and processes for verifying and calculating tenant income and rent.

CHANGES TO BUSINESS PROCESSES:

- Modify HCV policy to require notice to move prior to the 20th of the month in order to have paperwork processed during the month. (FY 2004)
- Allow applicant households to self-certify membership in the family at the time of admission. (FY 2004)
- Modify HQS inspection requirements for units converted to project-based subsidy from another KCHA subsidy, and allow the most recent inspection completed within the prior 12 months to substitute for the initial HQS inspection required before entering the HAP contract. (FY 2012)
- Modify standard PBS8 requirements to allow the most recent recertification (within last 12 months) to substitute for the full recertification when tenant's unit is converted to a PBS8 subsidy. (FY 2012)
- Allow Public Housing and HCV applicant households to qualify for a preference when household income is below 30 percent of AMI. (FY 2004)
- Streamline procedures for processing interim rent changes resulting from wholesale reductions in state entitlement programs. (FY 2011)
- Modify the HQS inspection process to allow streamlined processing of inspection data. (FY 2010)
- Establish a local release form that replaces HUD Form 9886 – clearly defining verifications that could be obtained and extending authorization for use to 40 months. (FY 2014)

CHANGES TO VERIFICATION AND INCOME CALCULATION PROCESSES:

- Exclude state Department of Social and Health Services (DSHS) payments made to a landlord on behalf of a tenant from the income and rent calculation under the HCV program. (FY 2004)
- Allow HCV residents to self-certify income of \$50 or less received as a pass-through DSHS childcare subsidy. (FY 2004)
- Extend to 180 days the term over which verifications are considered valid. (FY 2008)
- Modify the definition of "income" to exclude income from assets with a value less than \$50,000 and income from Resident Service Stipends less than \$500 per month. (FY 2008)

- Apply any change in Payment Standard at the time of the resident's next annual review or update, and for entering households, on the effective date. (FY 2004)
- Allow HCV residents who are at \$0 HAP to self-certify income at the time of review. (FY 2004)

PROPOSED CHANGES TO ACTIVITY: In 2020, KCHA will explore additional streamlining and time-saving measures that simplify the interim recertification process while retaining program integrity.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2004-9: Rent Reasonableness Modifications

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: Under current HUD regulations, a housing authority must perform an annual Rent Reasonableness review for each voucher holder. If a property owner is not requesting a rent increase, however, the rent does not fall out of federal guidelines and does not necessitate a review.

SOLUTION: KCHA now performs Rent Reasonableness determinations only when a landlord requests an increase in rent. Under standard HUD regulations, a Rent Reasonableness review is required annually in conjunction with each recertification completed under the program. After reviewing this policy, we found that if an owner had not requested a rent increase, it was unlikely the current rent fell outside of established guidelines. In response to this analysis, KCHA eliminated an annual review of rent levels. In bypassing this burdensome process, we intrude less in the lives of residents and can redirect our resources to more pressing needs. Additionally, KCHA performs Rent Reasonableness inspections at our own properties rather than contracting with a third party, allowing us to save additional resources.

PROPOSED CHANGES TO ACTIVITY: KCHA is considering excluding any properties that are financed in whole or in part by local or federal programs, including tax credit properties, from the Rent Reasonableness review.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2004-12: Energy Performance Contracting

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: KCHA could recapture up to \$48 million in energy savings over 20 years if provided the upfront investment necessary to make efficiency upgrades to our aging housing stock.

SOLUTION: KCHA employs energy conservation measures and improvements through the use of Energy Performance Contracts (EPCs) – a financing tool that allows housing authorities to make needed energy upgrades without having to self-fund the upfront necessary capital expenses. The energy services partner identifies these improvements through an investment-grade energy audit that is then used to underwrite loans to pay for the measures. Project expenses, including debt service, are then paid for out of the energy savings while KCHA and our residents receive the long-term savings and benefits. Upgrades may include: installation of energy-efficient light fixtures, solar panels, and low-flow faucets, toilets, and showerheads; upgraded appliances and plumbing; and improved irrigation and HVAC systems.

In 2016, we extended the existing EPC for an additional eight years and implemented a new 20-year EPC with Johnson Controls for both incremental and existing Public Housing properties to make needed capital improvements.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2004-16: Housing Choice Voucher Occupancy Requirements

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: More than 20 percent of tenant-based voucher households move two or more times while receiving subsidy. Moves can be beneficial for the household if they lead to gains in neighborhood or housing quality, but moves also can be burdensome because they incur the costs of finding a new unit through application fees and other moving expenses. KCHA also incurs additional costs in staff time through processing moves and working with families to locate a new unit.

SOLUTION: Households may continue to live in their current unit when their family size exceeds the standard occupancy requirements by just one member. Under standard guidelines, a seven-person household living in a three-bedroom unit would be considered overcrowded and thus be required to move to a larger unit. Under this modified policy, the family may remain voluntarily in its current unit, avoiding the costs and disruption of moving. This initiative reduces the number of processed annual moves, increases housing choice among these families, and reduces our administrative and HAP expenses.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

B. Not Yet Implemented Activities

Activities listed in this section are approved but have not yet been implemented.

ACTIVITY 2015-1: Flat Subsidy for Local, Non-traditional Housing Programs

APPROVAL: 2015

This activity provides a flat, per-unit subsidy in lieu of a monthly HAP and allows the service provider to dictate the terms of the tenancy (such as length of stay and the tenant portion of rent). The funding would be block-granted based on the number of units authorized under contract and occupied in each program. This flexibility would allow KCHA to better support a “Housing First” approach that places high-risk homeless populations in supportive housing programs tailored to nimbly meet an individual’s needs. This activity will be reconsidered for implementation when KCHA has more capacity to develop the program.

ACTIVITY 2010-1: Supportive Housing for High-need Homeless Families

APPROVAL: 2010

This activity is a demonstration program for up to 20 households in a project-based Family Unification Program (FUP)-like environment. The demonstration program currently is deferred, as our program partners opted for a tenant-based model. This activity is currently deferred for consideration in a future year, if the need arises.

ACTIVITY 2010-9: Limit Number of Moves for an HCV Participant

APPROVAL: 2010

This policy aims to increase family and student classroom stability and reduce program administrative costs by limiting the number of times an HCV participant can move per year or over a set time. Reducing household and classroom relocations during the school year is currently being addressed through a counseling pilot. This activity is currently deferred for consideration in a future year, if the need arises.

ACTIVITY 2010-11: Incentive Payments to HCV Participants to Leave the Program

APPROVAL: 2010

KCHA may offer incentive payments to families receiving less than \$100 per month in HAP to voluntarily withdraw from the program. This activity is not currently needed in our program model but may be considered in a future fiscal year.

ACTIVITY 2008-5: Allow Limited Double Subsidy between Programs (Project-based Section 8/Public Housing/Housing Choice Vouchers)

APPROVAL: 2008

This policy change facilitates program transfers in limited circumstances, increases landlord participation and reduces the impact on the Public Housing program when tenants transfer. Following the initial review, this activity was tabled for future consideration.

C. Activities on Hold

None

D. Closed-out Activities

Activities listed in this section are closed out, meaning they never have been implemented, that we do not plan to implement them in the future, or that they are completed or obsolete.

ACTIVITY 2016-1: Budget-based Rent Model

APPROVAL: 2016

CLOSEOUT YEAR: 2018

This activity allows KCHA to adopt a budget-based approach to calculating the contract rent at our Project-based Section 8 developments. Traditionally, HUD requires Public Housing Authorities to set rent in accordance with Rent Reasonableness statutes. These statutes require that a property's costs reflect the average costs of a comparable building in the same geographic region at a particular point in time. However, a property's needs and purpose can change over time. This set of rules does not take into consideration variations in costs, which might include added operational expenses, necessary upgrades, and increased debt service to pay for renovations.

This budget-based rent model allows KCHA to create an appropriate annual budget for each property from which a reasonable, cost-conscious rent level would derive. These budgets may set some units above the Rent Reasonableness rent level and in that case, KCHA will contribute more toward the rent, not to exceed 120 percent of the payment standard. The calculation of a resident's rent payment does not change, as it is still determined by that resident's income level. KCHA offsets any increase in a resident's portion of rent, allowing a property to support debt without any undue burden on residents.

ACTIVITY 2013-3: Short-term Rental Assistance Program

APPROVAL: 2013

CLOSEOUT YEAR: 2015

In partnership with the Highline School District, KCHA implemented a program called the Student and Family Stability Initiative (SFSI), a Rapid Re-housing demonstration program. Using this evidence-based approach, our program paired short-term rental assistance with housing stability and employment connection services for families experiencing or on the verge of homelessness. This activity is ongoing but has been combined with Activity 2013-2: Flexible Rental Assistance, as the program models are similar and enlist the same MTW flexibilities.

ACTIVITY 2012-2: Community Choice Program

APPROVAL: 2012**CLOSEOUT YEAR:** 2016

This initiative was designed to encourage and enable HCV households with young children to relocate to areas of the county with higher achieving school districts and other community benefits. In addition to formidable barriers to accessing these neighborhoods, many households are not aware of the link between location and educational and employment opportunities. Through collaboration with local nonprofits and landlords, the Community Choice Program offered one-on-one counseling to households in deciding where to live, helped households secure housing in their community of choice, and provided ongoing support once a family moved to a new neighborhood. Lessons learned from this pilot are informing Creating Moves to Opportunity, KCHA's new research partnership that seeks to expand geographic choice.

ACTIVITY 2012-4: Supplemental Support for the Highline Community Healthy Homes Project

APPROVAL: 2012**CLOSEOUT YEAR:** 2012

This project provided supplemental financial support to low-income families not otherwise qualified for the Healthy Homes project but that required assistance to avoid loss of affordable housing. This activity is completed. An evaluation of the program by Breyse *et al* was included in KCHA's 2013 Annual MTW Report.

ACTIVITY 2011-1: Transfer of Public Housing Units to Project-based Subsidy

APPROVAL: 2011**CLOSEOUT YEAR:** 2012

By transferring Public Housing units to Project-based subsidy, KCHA preserved the long-term viability of 509 units of Public Housing. By disposing these units to a KCHA-controlled entity, we were able to leverage funds to accelerate capital repairs and increase tenant mobility through the provision of tenant-based voucher options to existing Public Housing residents. This activity is completed.

ACTIVITY 2011-2: Redesign the Sound Families Program

APPROVAL: 2011**CLOSEOUT YEAR:** 2014

KCHA developed an alternative model to the Sound Families program that combines HCV funds with DSHS funds. The goal was to continue the support of at-risk, homeless households in a FUP-like model after the completion of the Sound Families demonstration. This activity is completed and the services have been incorporated into our existing conditional housing program.

ACTIVITY 2010-2: Resident Satisfaction Survey

APPROVAL: 2010

CLOSEOUT YEAR: 2010

KCHA developed our own resident survey in lieu of the requirement to comply with the Resident Assessment Subsystem portion of HUD's Public Housing Assessment System (PHAS). The Resident Assessment Subsystem is no longer included in PHAS so this activity is obsolete. KCHA nevertheless continues to survey residents on a regular basis.

ACTIVITY 2010-10: Implement a Maximum Asset Threshold for Program Eligibility

APPROVAL: 2010

CLOSEOUT YEAR: 2016

This activity limits the value of assets that can be held by a family in order to obtain (or retain) program eligibility. This policy is no longer under consideration.

ACTIVITY 2009-2: Definition of Live-in Attendant

APPROVAL: 2009

CLOSEOUT YEAR: 2014

In 2009, KCHA considered a policy change that would redefine who is considered a "Live-in Attendant." This policy is no longer under consideration.

ACTIVITY 2008-4: Combined Program Management

APPROVAL: 2008

CLOSEOUT YEAR: 2009

This activity streamlined program administration through a series of policy changes that ease operations of units converted from Public Housing to Project-based Section 8 subsidy or those located in sites supported by mixed funding streams.

ACTIVITY 2008-6: Performance Standards

APPROVAL: 2008

CLOSEOUT YEAR: 2014

In 2008, KCHA investigated the idea of developing performance standards and benchmarks to evaluate the MTW program. We worked with other MTW agencies in the development of the performance standards now being field-tested across the country. This activity is closed out as KCHA continues to collaborate with other MTW agencies on industry metrics and standards.

ACTIVITY 2008-17: Income Eligibility and Maximum Income Limits

APPROVAL: 2008

CLOSEOUT YEAR: 2016

This policy would cap the income that residents may have and also still be eligible for KCHA programs. KCHA is no longer considering this activity.

ACTIVITY 2007-4: Housing Choice Voucher Applicant Eligibility

APPROVAL: 2007

CLOSEOUT YEAR: 2007

This activity increased program efficiency by removing eligibility for those currently on a federal subsidy program.

ACTIVITY 2007-8: Remove Cap on Voucher Utilization

APPROVAL: 2007

CLOSEOUT YEAR: 2014

This initiative allows us to award HCV assistance to more households than permissible under the HUD-established baseline. Our savings from a multi-tiered payment standard system, operational efficiencies, and other policy changes have been critical in helping us respond to the growing housing needs of the region's extremely low-income households. Despite ongoing uncertainties around federal funding levels, we intend to continue to use MTW program flexibility to support housing voucher issuance levels above HUD's established baseline. This activity is no longer active as agencies are now permitted to lease above their ACC limit.

ACTIVITY 2007-9: Develop a Local Asset Management Funding Model

APPROVAL: 2007

CLOSEOUT YEAR: 2007

This activity streamlined current HUD requirements to track budget expenses and income down to the Asset Management Project level. This activity is completed.

ACTIVITY 2007-18: Resident Opportunity Plan (ROP)

APPROVAL: 2007

CLOSEOUT YEAR: 2015

An expanded and locally designed version of FSS, ROP's mission was to advance families toward self-sufficiency through the provision of case management, supportive services, and program incentives, with the goal of positive transition from Public Housing or HCV into private market rental housing or home ownership. KCHA implemented this five-year pilot in collaboration with community partners, including Bellevue College and the YWCA. These partners provided education and employment-focused case management, such as individualized career planning, a focus on wage progression, and asset-building assistance. In lieu of a standard FSS escrow account, each household received a monthly deposit into a savings account, which continues throughout program participation. Deposits to the household savings account are made available to residents upon graduation from Public Housing or HCV subsidy. After reviewing the mixed outcomes from the multi-year evaluation, KCHA decided to close out the program and re-evaluate the best way to assist families in achieving economic independence.

ACTIVITY 2006-1: Block Grant Non-mainstream Vouchers

APPROVAL: 2006

CLOSEOUT YEAR: 2006

This policy change expanded KCHA's MTW Block Grant by including all non-mainstream program vouchers. This activity is completed.

ACTIVITY 2005-18: Modified Rent Cap for Housing Choice Voucher Participants

APPROVAL: 2005

CLOSEOUT YEAR: 2005

This modification allowed a tenant's portion of rent to be capped at up to 40 percent of gross income upon initial lease-up rather than 40 percent of adjusted income. *Note: KCHA may implement a rent cap modification in the future to increase mobility.*

ACTIVITY 2004-8: Resident Opportunities and Self-Sufficiency (ROSS) Grant Homeownership

APPROVAL: 2004

CLOSEOUT YEAR: 2006

This grant funded financial assistance through MTW reserves with rules modified to fit local circumstances, modified eligibility to include Public Housing residents with HCV, required minimum

income and minimum savings prior to entry, and expanded eligibility to include more than first-time homebuyers. This activity is completed.

SECTION V

SOURCES AND USES OF MTW FUNDS

A. ESTIMATED SOURCES AND USES OF MTW FUNDS¹⁸

i. Estimated Sources of MTW Funds

FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	\$8,315,051
70600	HUD PHA Operating Grants	\$159,228,112
70610	Capital Grants	\$9,164,370
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$1,242,128
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$48,788,469
70000	Total Revenue	\$226,738,130

ii. Estimated Uses of MTW Funds

FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	(\$15,021,458)
91300+91310+92000	Management Fee Expense	(\$5,613,197)
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	(\$9,588,702)
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	(\$3,124,104)
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	(\$5,189,110)
95000 (95100+95200+95300+95500)	Total Protective Services	\$0
96100 (96110+96120+96130+96140)	Total Insurance Premiums	(\$269,915)
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$0

¹⁸ The MTW Plan is due to HUD in advance of KCHA completing a final budget for its 2020 Fiscal Year. These numbers are preliminary and are subject to change in the budgeting process.

96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance	(\$4,000,000)
97300+97350	Housing Assistance Payments + HAP Portability-in	(\$171,102,827)
97400	Depreciation Expense	(\$9,010,294)
97500+97600+97700+97800	All Other Expenses	(\$12,254,566)
90000	Total Expenses	(\$235,174,173)

iii. Planned Use of MTW Single Fund Flexibility

KCHA seeks to make the most efficient, effective, and creative use of our single-fund flexibility while adhering to the statutory requirements of the MTW program. Our ability to blend funding sources gives us the freedom to implement new approaches to program delivery in response to the varied and challenging housing needs of low-income people in the Puget Sound region. With MTW flexibility, we have assisted more of our county's households – and among those, more of the most vulnerable and lowest income households – than would have been possible under HUD's traditional funding and program constraints.

KCHA's single fund activities, described below, demonstrate the value and effectiveness of this flexibility in practice:

- **KCHA'S HOMELESS HOUSING INITIATIVES.** These initiatives address the varied and diverse needs of the most vulnerable populations experiencing homelessness – those living with behavioral health issues; individuals with criminal justice involvement; young adults experiencing homelessness; youth recently transitioned out of foster care;; students experiencing homelessness and their families; and veterans experiencing homelessness. The traditional housing subsidy programs have failed to reach many of these households and lack the supportive services necessary to meet their complex needs. In 2020, KCHA will invest nearly \$43 million in these programs and will continue to grow this investment, pending the outcome of recent federal funding applications.
- **HOUSING STABILITY FUND.** This fund provides emergency financial assistance to qualified residents to maintain stable and secure housing, including limited rental assistance, security deposits, and utility support. Under the program design, a designated agency partner disburses funding to program participants and screens for eligibility according to the program's guidelines.

As a result of this assistance, families are able to maintain their housing, avoiding the far greater personal and systemic costs that would have occurred if they entered homelessness.

- **EDUCATION INITIATIVES.** KCHA continues to actively partner with local education stakeholders to improve outcomes for the more than 15,000 children who live in our federally funded housing each year. The results of these efforts, including improved attendance and increases in grade-level performance and access to early learning opportunities, carry out an integral part of our core mission. By investing in the next generation, we are working to close the cycle of poverty that persists among many of the families we serve.
- **ACQUISITION AND PRESERVATION OF AFFORDABLE HOUSING.** We continue to use MTW resources to preserve affordable housing at risk of market-rate redevelopment and create additional affordable housing opportunities in partnership with state and local jurisdictions. When possible, we acquire additional housing adjacent to existing KCHA properties in emerging and current high-opportunity neighborhoods or adjacent public transit, where banked public housing subsidies can be utilized.
- **INCREASE ACCESS TO HEALTHCARE THROUGH PARTNERSHIPS AND COLLABORATIVE PLANNING.** KCHA is increasingly partnering with the local healthcare delivery system to support residents in accessing the services they need to maintain housing stability and a high quality of life. In 2020, KCHA will continue to develop our health and housing strategy by improving service coordination for residents with complex health needs, increasing resident access to health services, and identifying opportunities for impacting the social determinants of health. Overall, this effort will enable KCHA residents to access new health services made available through Medicaid waivers and expansion, funding opportunities from local sources, and philanthropic supports.
- **LONG-TERM VIABILITY OF OUR GROWING PORTFOLIO.** KCHA uses our single-fund flexibility to reduce outstanding financial liabilities and protect the long-term viability of our inventory. Single-fund flexibility allows us to make loans in conjunction with Low Income Housing Tax Credit (LIHTC) financing to recapitalize properties in our federally subsidized inventory. MTW working capital also provides an essential backstop for outside debt, addressing risk concerns of lenders, enhancing our credit worthiness, and enabling our continued access to private capital markets.
- **REMOVAL OF THE CAP ON VOUCHER UTILIZATION.** This initiative enables us to utilize savings achieved through MTW initiatives to over-lease and provide HCV assistance to more households

than permissible under our HUD-established baseline. Our cost containment from operational efficiencies and policy changes has been critical in helping us respond to the growing housing needs of the region's extremely low-income households. Despite ongoing uncertainties around future federal funding levels, we continue to use MTW program flexibility to support housing voucher issuance at 300 households above HUD baseline levels.

B. LOCAL ASSET MANAGEMENT PLAN

Is the MTW PHA allocating costs within statute?

No

Is the MTW PHA implementing a local asset management plan (LAMP)?

Yes

Has the MTW PHA provided a LAMP in the appendix?

Yes

In FY 2008, as detailed in the MTW Annual Plan for that year and adopted by our Board of Commissioners under Resolution No. 5116, KCHA developed and implemented our own local funding model for the Public Housing and HCV programs using our MTW block grant authority. Under our current agreement, KCHA's Public Housing Operating, Capital, and HCV funds are considered fungible and may be used interchangeably. In contrast to 990.280 regulations, which require transfers between projects only after all project expenses are met, KCHA's model allows budget-based funding at the start of the fiscal year from a central ledger, not other projects. We maintain a budgeting and accounting system that gives each property sufficient funds to support annual operations, including allowable fees. Actual revenues include those provided by HUD and allocated by KCHA based on annual property-based budgets. As envisioned, all block grants are deposited into a single general ledger fund.

No changes will be made to the LAMP in 2020.

SECTION VI

ADMINISTRATIVE

A. BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE

Attached as Appendix A.

B. PUBLIC PROCESS

MTW Plan Public Review Period

August 26, 2019, to September 25, 2019

- **MEETINGS AND HEARINGS**
 - September 16 and 17: Resident Advisory Committee Meetings
 - September 18: Greenbridge Community Council
 - September 23: Public Hearing
- **MAILING**
 - August 26: Shared draft plan via email with stakeholders and partners and via mail with the Resident Advisory Committee.
- **PUBLISHING AND POSTING**
 - August 26: Notice and Draft 2020 MTW Plan posted on KCHA's website (www.kcha.org).
 - August 26: Notice posted in KCHA's Public Housing and Project-based Section 8 developments in the six most prominent languages of KCHA residents (English, Korean, Russian, Somali, Spanish, and Vietnamese). Plan was made available in the main office and at the public hearing site.
 - August 26: Notice published in the Seattle Times and the Daily Journal of Commerce.
 - August 29: Notice published in the Northwest Asian Weekly.

Comments Received

Public Hearing

Resident Advisory Committee Meetings

Written Comment

C. PLANNED AND ONGOING EVALUATIONS

KCHA shares evaluation findings and reports in our MTW Reports.

D. LOBBYING DISCLOSURES

Attached as Appendix D.

APPENDIX A

BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

Certifications of Compliance

**Annual Moving to Work Plan
Certifications of Compliance**

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

**Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work 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 Annual Moving to Work Plan for the PHA fiscal year beginning _____, 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 PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA conducted a public hearing to discuss the Plan and invited public comment.
2. The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
3. The PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.
4. The PHA 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.
5. 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.
6. 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.
7. The PHA will affirmatively further fair housing by examining its 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. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.
11. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

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 HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
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 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. 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) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
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 Moving to Work Agreement and Statement of Authorizations 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 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 Plan and will continue to be made available at least at the primary business office of the PHA.

PHA Name

PHA Number/HA Code

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

Name of Authorized Official

Title

Signature

Date

*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

APPENDIX B

PLANNED EXISTING PROJECT-BASED VOUCHERS

Project-based Voucher Contracts

Property Name	Number of Project-based Vouchers	Status as of End of 2018	Population Served	RAD?
Parkview Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Parkview Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Parkview Group Home	1	Leased	Disabled Individuals	No
Parkview Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Petter Court	4	Leased	Homeless Families	No
Kensington Square	6	Leased	Homeless Families	No
Villa Esperanza	23	Leased	Homeless Families	No
Villa Capri	5	Leased	Homeless Families	No
Plum Court	10	Leased	Low Income Families	No
Creston Point	15	Leased	Homeless Families	No
Enumclaw Fourplex	5	Leased	Homeless Families	No
Friends of Youth Shared Housing	2	Leased	Homeless Young Adults	No
The Willows	15	Leased	Homeless Families	No
Chalet	5	Leased	Low Income Families	No
Francis Village	10	Leased	Homeless Young Families	No
Independence Bridge	24	Leased	Homeless Young Adults	No
Chalet	4	Leased	Homeless Families	No
August Wilson Place	8	Leased	Homeless Veterans	No
Lauren Heights	5	Leased	Homeless Families	No
City Park Townhomes	11	Leased	Homeless Families	No
Burien Heights	15	Leased	Homeless Young Adults	No

Project-based Voucher Contracts

Evergreen Court Apartments	15	Leased	Low Income Seniors	No
Village at Overlake Station	8	Leased	Disabled Individuals	No
Summerfield Apartments	13	Leased	Low Income Families	No
Phoenix Rising	24	Leased	Homeless Young Adults	No
Sophia's Home - Timberwood	2	Leased	Homeless Individuals	No
Sophia's Home - Woodside East	4	Leased	Homeless Individuals	No
Woodland North	10	Leased	Homeless Veterans	No
<u>Passage Point</u>	<u>46</u>	<u>Leased</u>	<u>Homeless Families</u>	<u>No</u>
Family Village	10	Leased	Homeless Families	No
Discovery Heights	10	Leased	Homeless Individuals	No
Unity Village of White Center	6	Leased	Homeless Families	No
Andrew's Glen	10	Leased	Low Income Families	No
Eernisse	13	Leased	Low Income Families	No
Avondale Park	43	Leased	Homeless Families	No
Woodside East	23	Leased	Low Income Families	No
Landmark Apartments	28	Leased	Low Income Families	No
Timberwood	20	Leased	Low Income Families	No
Newporter Apartments	22	Leased	Low Income Families	No
Village at Overlake Station	12	Leased	Low Income Families	No
Harrison House	48	Leased	Low Income Seniors	No
Valley Park East & West	12	Leased	Homeless Families	No
Valley Park East & West	16	Leased	Low Income Families	No
Valley Park East & West	2	Leased	Disabled Individuals	No
Heritage Park	15	Leased	Homeless Families	No
August Wilson Place	8	Leased	Homeless Families	No
Appian Way	6	Leased	Homeless Families	No
Seola Crossing I & II	63	Leased	Low Income Families	No
Rose Crest	10	Leased	Homeless Families	No
Rose Crest	9	Leased	Homeless Families	No
Copper Lantern	4	Leased	Homeless Individuals	No
Copper Lantern	7	Leased	Low Income Families	No
Summerwood	25	Leased	Low Income Families	No

Project-based Voucher Contracts

Creston Point	5	Leased	Homeless Families	No
Joseph House	10	Leased	Low Income Seniors	No
Johnson Hill	8	Leased	Low Income Families	No
Velocity Apartments	8	Leased	Homeless Families	No
Compass Housing Renton	58	Leased	Homeless Veterans	No
Family Village	26	Leased	Low Income Families	No
William J. Wood Veterans House	44	Leased	Homeless Veterans	No
Timberwood Apartments	14	Leased	Homeless Veterans	No
Francis Village	10	Leased	Homeless Veterans	No
Bellepark East	12	Leased	Low Income Families	No
Laurelwood Gardens	8	Leased	Low Income Families	No
Woodland North	5	Leased	Low Income Families	No
Carriage House	21	Leased	Homeless Veterans	No
Villages at South Station	16	Leased	Homeless Veterans	No
Cove East Apartments	16	Leased	Homeless Veterans	No
Ronald Commons	8	Leased	Homeless Veterans	No
Velocity Apartments	8	Leased	Homeless Veterans	No
Providence John Gabriel House	8	Leased	Low Income Seniors	No
Kirkland Avenue Townhomes	2	Leased	Homeless Veterans	No
Athene	8	Leased	Low Income Seniors	No
Francis Village	3	Leased	Low Income Families	No
Houser Terrace	25	Leased	Homeless Veterans	No
NIA Apartments	42	Leased	Low Income Seniors	No
Spiritwood Manor	128	Leased	Low Income Families	No
Birch Creek	262	Leased	Low Income Families	No
Salmon Creek	9	Leased	Low Income Families	No
Newport	23	Leased	Low Income Families	No
Eastbridge	31	Leased	Low Income Families	No
Hidden Village	78	Leased	Low Income Families	No
Heritage Park	36	Leased	Low Income Families	No
Alpine Ridge	27	Leased	Low Income Families	No
Bellevue House # 1	1	Leased	Homeless Families	No

Project-based Voucher Contracts

Eastridge House	40	Leased	Low Income Seniors/Disabled	No
Evergreen Court	30	Leased	Low Income Families	No
Green Leaf	27	Leased	Low Income Families	No
Avondale Manor	20	Leased	Low Income Families	No
Bellevue House # 2	1	Leased	Homeless Families	No
Bellevue House # 3	1	Leased	Homeless Families	No
Bellevue House # 4	1	Leased	Homeless Families	No
Bellevue House # 5	1	Leased	Homeless Families	No
Bellevue House # 6	1	Leased	Homeless Families	No
Bellevue House # 7	1	Leased	Homeless Families	No
Bellevue House # 8	1	Leased	Homeless Families	No
Campus Court I	12	Leased	Low Income Families	No
Campus Court II (House)	1	Leased	Low Income Families	No
Cedarwood	25	Leased	Low Income Families	No
Federal Way House #1	1	Leased	Low Income Families	No
Federal Way House #2	1	Leased	Low Income Families	No
Federal Way House #3	1	Leased	Low Income Families	No
Forest Grove	25	Leased	Low Income Families	No
Glenview Heights	10	Leased	Low Income Seniors/Disabled	No
Juanita Court	30	Leased	Low Income Families	No
Juanita Trace I & II	39	Leased	Low Income Families	No
Kings Court	30	Leased	Low Income Families	No
Kirkwood Terrace	28	Leased	Low Income Families	No
Pickering Court	30	Leased	Low Income Families	No
Riverton Terrace I	30	Leased	Low Income Families	No
Shoreham	18	Leased	Low Income Families	No
Victorian Woods	15	Leased	Low Income Families	No
Vista Heights	30	Leased	Low Income Families	No
Wellswood	30	Leased	Low Income Families	No
Young's Lake	28	Leased	Low Income Families	No
Sophia's Home - Bellepark East	1	Leased	Homeless Individuals	No
Green River Homes	59	Leased	Low Income Families	No

Project-based Voucher Contracts

Bellevue Manor	66	Leased	Low Income Seniors/Disabled	No
Vashon Terrace	16	Leased	Low Income Seniors/Disabled	No
Northwood Square	24	Leased	Low Income Families	No
Patricia Harris Manor	41	Leased	Low Income Seniors/Disabled	No
Gilman Square	25	Leased	Low Income Families	No
Woodcreek Lane	20	Leased	Low Income Families	No
Southwood Square	104	Leased	Low Income Families	No
Foster Commons	4	Leased	Homeless Families	No
Linden Highlands	3	Leased	Homeless Families	No
Arcadia	5	Issued through AHAP	Homeless Young Adults	No
Renton Commons	12	Leased	Homeless Families	No
Renton Commons	14	Leased	Homeless Veterans	No
30Bellevue	23	Leased	Homeless Families & Individuals	No
30Bellevue	8	Leased	Low Income Families	No
Kent PSH	36	Issued through AHAP	Homeless Veterans	No
Kent PSH	44	Issued through AHAP	Homeless and Disabled	No

APPENDIX C

KCHA'S LOCAL ASSET MANAGEMENT PLAN

As detailed in KCHA's FY 2008 MTW Annual Plan and adopted by the Board of Commissioners under Resolution No. 5116, KCHA has implemented a Local Asset Management Plan that considers the following:

- KCHA will develop its own local funding model for Public Housing and Section 8 using its block grant authority. Under its current agreement, KCHA can treat these funds and CFP dollars as fungible. In contrast to 990.280 regulations, which require transfers between projects after all project expenses are met, KCHA's model allows budget-based funding at the start of the fiscal year from a central ledger, not other projects. KCHA will maintain a budgeting and accounting system that gives each property sufficient funds to support annual operations, including allowable fees. Actual revenues will include those provided by HUD and allocated by KCHA based on annual property-based budgets. As envisioned, all block grants will be deposited into a single general ledger fund. This will have multiple benefits.
- KCHA gets to decide subsidy amounts for each public housing project. It's estimated that HUD's new funding model has up to a 40% error rate for individual sites. This means some properties get too much, some too little. Although funds can be transferred between sites, it's simpler to determine the proper subsidy amount at the start of the fiscal year rather than when shortfalls develop. Resident services costs will be accounted for in a centralized fund that is a sub-fund of the single general ledger, not assigned to individual programs or properties.
- KCHA will establish a restricted public housing operating reserve equivalent to two months' expenses. KCHA will estimate subsidies and allow sites to use them in their budgets. If the estimate exceeds the actual subsidy, the difference will come from the operating reserve. Properties may be asked to replenish this central reserve in the following year by reducing expenses, or KCHA may choose to make the funding permanent by reducing the unrestricted block grant reserve.

- Using this approach will improve budgeting. Within a reasonable limit, properties will know what they have to spend each year, allowing them autonomy to spend excess on “wish list” items and carefully watch their budgets. The private sector doesn’t wait until well into its fiscal year to know how much revenue is available to support its sites.
- Reporting site-based results is an important component of property management and KCHA will continue accounting for each site separately; however, KCHA, as owner of the properties will determine how much revenue will be included as each project’s subsidy. All subsidies will be properly accounted for under the MTW rubric.
- Allowable fees to the central office cost center (COCC) will be reflected on the property reports, as required. The MTW ledger won’t pay fees directly to the COCC. As allowable under the asset management model, however, any subsidy needed to pay legacy costs, such as pension or terminal leave payments and excess energy savings from the Authority’s ESCO, may be transferred from the MTW ledger or the projects to the COCC.
- Actual Section 8 amounts needed for housing assistance payments and administrative costs will be allotted to the Housing Choice Voucher program, including sufficient funds to pay asset management fees. Block grant reserves and their interest earnings will not be commingled with Section 8 operations, enhancing budget transparency. Section 8 program managers will become more responsible for their budgets in the same manner as public housing site managers.
- Block grant ledger expenses, other than transfers out to sites and Section 8, will be those that support MTW initiatives, such as the South County Pilot or resident self-sufficiency programs. Isolating these funds and activities will help KCHA’s Board of Commissioners and its management keeps track of available funding for incremental initiatives and enhances KCHA’s ability to compare current to pre-MTW historical results with other housing authorities that do not have this designation.
- In lieu of multiple submissions of Operating Subsidy for individual Asset Management Projects, KCHA may submit a single subsidy request using a weighted average project expense level (WAPEL) with aggregated utility and add-on amounts.

APPENDIX D
DISCLOSURE OF LOBBYING ACTIVITIES

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award		3. Report Type: ☐ a. initial filing ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

APPENDIX E

Designation Plan

Designation Plan Status as of 8/31/2019

Project #	Project	Units	Occupied	%Target	Target	#Elderly	%Elderly	Pre-Imp.	Status	Action
NORTHEAST MIXED POPULATION										
150TC	Paramount House	70	69	0.78	55	54	77	-12	-1	Freeze admission of younger households
151	Northridge I	70	70	0.78	55	58	82	-7	3	No restrictions on younger households
152	Briarwood	70	70	0.78	55	65	92	-2	10	No restrictions on younger households
153	Northridge II	70	70	0.78	55	58	82	-2	3	No restrictions on younger households
154	The Lake House	70	70	0.78	55	53	75	-5	-2	Freeze admission of younger households
156	Westminster Manor	60	60	0.78	47	49	81	-	2	No restrictions on younger households
250	Forest Glen	40	40	0.78	32	35	87	-2	3	No restrictions on younger households
251	Casa Juanita	80	80	0.78	63	69	86	4	6	No restrictions on younger households
290	Northlake House	38	38	0.78	30	33	86	-	3	No restrictions on younger households
191	Northwood	34	34	0.78	27	30	88	-	3	No restrictions on younger households
SOUTHEAST MIXED POPULATION										
554TC	Gustaves Manor	35	35	0.78	28	27	77	6	-1	Freeze admission of younger households
450TC	Mardi Gras	61	61	0.78	48	51	83	10	3	No restrictions on younger households
551TC	Plaza 17	70	70	0.78	55	61	87	7	6	No restrictions on younger households
550	Wayland Arms	67	67	0.78	53	55	82	2	2	No restrictions on younger households
487TC	Vantage Point	77	76	0.78	61	65	84		4	No restrictions on younger households
SOUTHWEST MIXED POPULATION										
350	Boulevard Manor	70	70	0.78	55	58	82	-11	3	No restrictions on younger households
354TC	Brittany Park	43	43	0.78	34	35	81	-8	1	No restrictions on younger households
553TC	Casa Madrona	70	70	0.78	55	57	81	6	2	No restrictions on younger households
352TC	Munro Manor	60	59	0.78	47	47	78	-5	0	Monitor for next vacancy
342TC	Nia	82	81	0.78	64	73	89	0	9	No restrictions on younger households
358TC	Riverton Terrace EGIS	30	29	0.78	24	25	83	-3	1	No restrictions on younger households
552	Southridge House	80	80	0.78	63	73	91	14	10	No restrictions on younger households
353	Yardley Arms	67	67	0.78	53	54	80	-9	1	No restrictions on younger households
390	Burien Park	102	102	0.78	80	91	89	-	11	No restrictions on younger households
HOPA										
451	Eastridge House	40	40	0.9	36	35	87	-	-1	Freeze admission of younger households
465	Bellevue Manor	66	66	0.9	60	63	95	5	3	No restrictions on younger households
466	Patricia Harris	41	41	0.9	37	41	100	6	4	No restrictions on younger households
SEDRO WOOLLEY										
155	Hillview	60	60		-	45	75	-	-	

APPENDIX F

UNIT UPGRADE COMPLETION REPORT

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 1

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Hillsview															
	1	121	155	Hillsview (Sedro)	347	1		11/13/2007	12/19/2007	193	\$8,641	\$6,982	\$15,623	581306	
	2	121	155	Hillsview	348	1		12/17/2007	1/22/2008	199	\$8,598	\$7,398	\$15,996	583232	
	3	121	155	Hillsview	345	1		2/2/2009	3/18/2009	166	\$9,027	\$6,669	\$15,696	616164	
	4	121	155	Hillsview	358	1		3/4/2009	3/25/2009	162	\$9,334	\$7,901	\$17,235	618141	
	5	121	155	Hillsview	228	1		1/3/2011	1/25/2011	163	\$10,044	\$7,505	\$17,549	660392	
	6	121	155	Hillsview	107	1		1/25/2011	2/15/2011	168	\$10,856	\$8,088	\$18,944	661925	
	7	121	155	Hillsview	359	1		4/25/2011	5/19/2011	179	\$10,201	\$8,547	\$18,749	668617	
	8	121	155	Hillsview	102	1		5/5/2011	6/29/2011	170	\$9,585	\$7,479	\$17,064	669295	
	9	121	155	Hillsview	350	1		5/5/2011	6/29/2011	177	\$9,412	\$7,627	\$17,039	669296	
	10	121	155	Hillsview	109	1		7/6/2011	9/22/2011	181	\$10,712	\$7,405	\$18,117	674231	
	11	121	155	Hillsview	346	1		7/30/2012	8/22/2012	195	\$11,499	\$7,676	\$19,175	701908	
	12	121	155	Hillsview	115	1	RA-Shower	8/7/2012	8/29/2012	226	\$13,407	\$10,378	\$23,785	702379	
	13	121	155	Hillsview	340	1		3/29/2013	5/13/2013	157	\$10,045	\$6,827	\$16,872	717862	
	14	121	155	Hillsview	232	1		4/29/2014	6/30/2014	165	\$10,501	\$7,992	\$18,493	747680	
	15	121	155	Hillsview	344	1		4/30/2014	6/30/2014	162	\$10,306	\$8,266	\$18,572	747681	
	16	121	155	Hillsview	360	1		9/30/2014	11/25/2014	177	\$11,313	\$9,802	\$21,115	757252	
	17	121	155	Hillsview	221	1		10/14/2014	11/25/2014	176	\$11,120	\$10,536	\$21,656	758279	
	18	121	155	Hillsview	217	1		1/31/2015	3/27/2015	223	\$13,773	\$11,474	\$25,247	768693	
	19	121	155	Hillsview	110	1		3/9/2015	4/21/2015	227	\$13,861	\$8,855	\$22,716	770967	
	20	121	155	Hillsview	222	1		3/9/2015	4/21/2015	216	\$13,142	\$8,910	\$22,052	770968	
	21	121	155	Hillsview	339	1	00101550339	4/27/2016	6/30/2016	175	\$11,087	\$10,561	\$21,648	10114	
	22	121	155	Hillsview	354	1	00101550354	1/10/2017	3/31/2017	194	\$12,755	\$10,505	\$23,260	24847	
	23	121	155	Hillsview	218	1	00101550218	4/25/2017	7/21/2017	197	\$12,403	\$9,687	\$22,090	30692	
	24	121	155	Hillsview	227	1	00101550227	11/21/2017	2/21/2018	203	\$12,777	\$12,946	\$25,723	42189	
	25	121	155	Hillsview	235	1	00101550343	8/7/2018	10/31/2018	199	\$12,079	\$11,797	\$23,876	58458	
		Hillsview		1971	Total Units	60	Upgraded	25	Remaining	35			Avg. \$ (since 2012)	\$21,752	
Juanita Court															
	1	128	206	Juanita Court	16	2		12/11/2006	12/29/2006	181	\$8,015	\$6,415	\$14,430	553625	
	2	128	206	Juanita Court	29	2		6/15/2007	7/3/2007	199	\$8,811	\$8,187	\$16,998	569645	
	3	128	206	Juanita Court	1	2		4/1/2008	5/13/2008	235	\$13,359	\$6,818	\$20,176	591541	
	4	128	206	Juanita Court	4	2		7/3/2008	7/30/2008	215	\$13,045	\$9,073	\$22,118	597816	
	5	128	206	Juanita Court	2	2		8/18/2008	9/10/2008	207	\$11,966	\$8,613	\$20,579	598715	
	6	128	206	Juanita Court	26	2		10/30/2008	12/16/2008	187	\$11,452	\$9,220	\$20,673	610654	
	7	128	206	Juanita Court	18	2		11/24/2008	1/15/2009	225	\$14,176	\$8,523	\$22,699	612090	
	8	128	206	Juanita Court	23	2		9/9/2009	10/20/2009	200	\$11,459	\$9,238	\$20,697	631464	
	9	128	206	Juanita Court	17	2		8/27/2010	9/30/2010	241	\$12,590	\$9,051	\$21,641	653353	
	10	128	206	Juanita Court	28	2		1/7/2010	1/29/2010	232	\$13,627	\$9,131	\$22,758	639385	
	11	128	206	Juanita Court	15	2		3/1/2010	3/15/2010	232	\$13,635	\$8,906	\$22,542	642513	

		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	12	128	206		Juanita Court	9	2		10/18/2010	11/12/2010	233	\$14,002	\$9,166	\$23,168	656067
	13	128	206		Juanita Court	14	3		8/12/2011	9/27/2011	221	\$12,977	\$9,979	\$22,955	679106
	14	128	206		Juanita Court	21	2		7/6/2011	9/28/2011	223	\$13,569	\$11,020	\$24,589	674213
	15	128	206		Juanita Court	6	2		10/31/2011	12/29/2011	244	\$14,647	\$10,486	\$25,133	684602
	16	128	206		Juanita Court	12	2		10/31/2012	11/29/2012	241	\$14,305	\$9,857	\$24,162	707941
	17	128	206		Juanita Court	24	2		12/27/2012	1/24/2013	237	\$14,458	\$10,596	\$25,054	711569
	18	128	206		Juanita Court	3	3		5/3/2013	6/14/2013	214	\$13,630	\$8,949	\$22,579	720778
	19	128	206		Juanita Court	13	3		6/21/2013	7/15/2013	225	\$13,834	\$9,228	\$23,062	723880
	20	128	206		Juanita Court	10	2		6/26/2013	10/17/2013	233	\$14,118	\$11,911	\$26,029	725069
	21	128	206		Juanita Court	5	2		7/8/2013	10/21/2013	240	\$14,515	\$11,511	\$26,025	725071
	22	128	206		Juanita Court	11	2		10/1/2013	1/29/2014	217	\$13,817	\$12,774	\$26,590	735553
	23	128	206		Juanita Court	27 (J3)	3		10/29/2015	12/14/2015	245	\$15,509	\$11,627	\$27,136	781
	24	509	206		Juanita Court	19 (G3)	3	00202060019	12/23/2015	1/26/2016	238	\$15,054	\$13,765	\$28,818	3509
	25	509	206		Juanita Court	I-1	2	00202060022	1/23/2017	2/28/2017	243	\$16,025	\$10,887	\$26,912	24848
	26	509	206		Juanita Court C-3	8	3	00202060008	03/08/17	4/28/2017	246	\$16,142	\$11,393	\$27,535	28773
	27	509	206		Juanita Court H-1	20	2	00202060020	2/27/2017	3/30/2017	249	\$16,299	\$9,748	\$26,047	26404
		Juanita Court		1982	Total Units	30	Upgraded	27	Remaining	3			Avg. \$ (since 2012)	\$25,829	
Juanita Trace															
	1	129	207		Juanita Trace	6	2		8/28/2006	9/8/2006	129	\$5,767	\$6,388	\$12,155	542795
	2	129	207		Juanita Trace	11	2		10/11/2006	10/23/2006	172	\$7,588	\$8,287	\$15,874	546860
	3	129	207		Juanita Trace	25	2		11/30/2007	1/7/2008	243	\$10,847	\$6,882	\$17,728	582116
	4	129	212		Juanita Trace	106	2		3/31/2008	4/23/2008	194	\$8,687	\$6,825	\$15,512	591045
	5	129	207		Juanita Trace	7	2		4/2/2008	5/2/2008	187	\$8,402	\$6,939	\$15,341	591293
	6	129	207		Juanita Trace	17	2		7/29/2008	8/15/2008	184	\$10,941	\$7,033	\$17,974	
	7	129	212		Juanita Trace	105	2		7/14/2008	8/18/2008	206	\$11,639	\$7,305	\$18,944	598472
	8	129	207		Juanita Trace	13	2		10/20/2008	12/12/2008	209	\$12,565	\$8,534	\$21,099	607380
	9	129	207		Juanita Trace	26	2		10/17/2008	12/10/2008	256	\$15,715	\$11,112	\$26,827	607823
	10	129	207		Juanita Trace	2	2		11/3/2008	2/5/2009	201	\$11,652	\$9,524	\$21,176	612418
	11	129	207		Juanita Trace	9	3		4/30/2009	5/22/2009	252	\$14,715	\$10,391	\$25,106	622602
	12	129	207		Juanita Trace	5	3		6/29/2009	7/17/2009	194	\$10,687	\$11,085	\$21,771	626719
	13	129	207		Juanita Trace	29	2		6/29/2009	7/24/2009	152	\$8,606	\$9,040	\$17,646	626743
	14	129	207		Juanita Trace	30	2		7/13/2009	8/10/2009	180	\$10,969	\$8,317	\$19,285	627758
	15	129	207		Juanita Trace	18	3		8/10/2009	9/22/2009	211	\$12,336	\$11,703	\$24,039	629664
	16	129	207		Juanita Trace	3	2		12/28/2009	1/19/2010	207	\$12,598	\$8,836	\$21,434	638740
	17	129	207		Juanita Trace	15	2		3/30/2010	4/21/2010	214	\$13,036	\$9,322	\$22,357	644558
	18	129	207		Juanita Trace	8	2		10/18/2010	11/8/2010	222	\$12,685	\$8,502	\$21,187	656008
	19	129	207		Juanita Trace	19	2		10/29/2010	11/19/2010	221	\$12,357	\$8,949	\$21,306	656731
	20	129	212		Juanita Trace	103	3		1/28/2009	2/19/2010	211	\$12,464	\$10,687	\$23,151	640439
	21	129	212		Juanita Trace	102	3		1/25/2010	2/22/2010	220	\$12,616	\$10,258	\$22,874	640330
	22	129	207		Juanita Trace	10	2		1/3/2011	1/26/2011	237	\$13,577	\$9,044	\$22,621	660639
	23	129	207		Juanita Trace	28	2		5/4/2011	6/17/2011	241	\$13,385	\$10,455	\$23,839	668975
	24	129	207		Juanita Trace	14	1	RAFN (GC) - 6		7/1/2011					
	25	129	207		Juanita Trace	1	2		4/20/2012	5/25/2012	217	\$12,953	\$9,724	\$22,678	695591
	26	129	212		Juanita Trace	108	2		4/3/2012	5/31/2012	259	\$14,720	\$9,794	\$24,514	694371

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	9	116	294		Parkway	109	2		2/19/2014	5/23/2014	233	\$14,857	\$9,746	\$24,603	739884
	10	116	294		Parkway	311	3		6/9/2014	9/30/2014	234	\$14,742	\$11,735	\$26,477	750817
	11	116	294		Parkway	110	2		6/9/2014	9/29/2014	247	\$15,591	\$11,908	\$27,499	750815
	12	116	294		Parkway	102	3		6/25/2014	10/7/2014	269	\$16,997	\$12,919	\$29,916	753830
	13	116	294		Parkway	307	2		7/31/2014	10/9/2014	270	\$17,118	\$12,384	\$29,502	755116
	14	116	294		Parkway	104	2		5/26/2015	7/21/2015	249	\$15,769	\$10,992	\$26,761	778653
	15	116	294		Parkway	301	3		6/26/2015	7/31/2015	252	\$16,012	\$12,879	\$28,891	779317
	16	116	294		Parkway	108	2		4/1/2015	5/15/2015	294	\$18,712	\$12,767	\$31,479	772823
	17	116	294		Parkway	105	1		7/30/2015	9/22/2015	283	\$17,238	\$12,745	\$29,983	781319
	18	116	294		Parkway	211	2		8/19/2015	9/17/2015	284	\$17,964	\$12,836	\$30,800	782694
	19	110	294		Parkway	103	3	00802940103	10/7/2015	1/25/2016	315	\$18,296	\$13,438	\$31,734	785816
	20	110	294		Parkway	314	2	00802940314	10/29/2005	1/28/2016	298	\$18,980	\$14,314	\$33,294	164
	21	110	294		Parkway	304	2	00802940304	2/19/2016	3/28/2016	299	\$18,507	\$10,589	\$29,096	6227
	22	110	294		Parkway	202	2	00802940202	3/24/2016	4/29/2016	263	\$16,935	\$11,449	\$28,383	9350
	23	481	294		Parkway	213	2	00802940213	11/17/2016	2/17/2017	254	\$16,717	\$11,663	\$28,379	21504
	24	481	294		Parkway	205	2	00802940205	03/01/17	5/23/2017	252	\$16,484	\$11,990	\$28,474	26435
	25	481	294		Parkway	313	1	00802940313	03/01/17	5/31/2017	229	\$14,991	\$11,051	\$26,042	26436
	26	481	294		Parkway	207	3	802940207	8/28/2017	11/17/2017	264	\$17,215	\$10,282	\$27,497	35420
	27	116	294		Parkway	214	3	802940214	8/24/2018	11/1/2018	400	\$25,113	\$16,181	\$41,294	59645
		Parkway Apts		1995	Total Units	41	Upgraded	27	Remaining	14			Avg. \$	\$27,913	
Patricia Harris															
	1	207	466		Patricia Harris	Key Keeper Office	3		3/11/2016	6/30/2016	312	\$18,506	\$12,980	\$31,485	9079
	2	207	466		Patricia Harris	214	1	00404660214	6/2/2016	6/30/2016	250	\$15,131	\$12,848	\$27,978	12334
	3	207	466		Patricia Harris	212	1	00404660212	7/22/2016	8/31/2016	221	\$14,077	\$9,989	\$24,066	17097
	4	207	466		Patricia Harris	312	1	00404660312	9/26/2016	11/24/2016	226	\$14,161	\$10,795	\$24,956	18712
	5	207	466		Patricia Harris	306	1	00404660306	10/10/2016	12/14/2016	232	\$14,760	\$9,847	\$24,607	20250
	6	207	466		Patricia Harris	304	1	00404660304	1/3/2017	2/28/2017	225	\$14,851	\$9,782	\$24,633	23261
	7	207	466		Patricia Harris	203	1	00404660203	1/31/2017	2/28/2017	225	\$14,787	\$9,805	\$24,592	25004
	8	207	466		Patricia Harris	311	1	00404660311	2/28/2017	4/28/2017	244	\$15,996	\$9,793	\$25,789	26553
	9	207	466		Patricia Harris	211	1	00404660211	3/16/2017	5/31/2017	248	\$16,364	\$9,698	\$26,062	27417
	10	207	466		Patricia Harris	112	1	00404660112	3/16/2017	5/31/2017	245	\$16,287	\$9,930	\$26,217	27418
	11	207	466		Patricia Harris	208	1	00404660208	5/12/2017	7/28/2017	246	\$15,538	\$9,954	\$25,492	29912
	12	207	466		Patricia Harris	205	1	00404660205	6/5/2017	8/25/2017	246	\$14,975	\$10,187	\$25,162	21362
	13	207	466		Patricia Harris	307	1	00404660307	7/31/2017	10/31/2017	231	\$14,565	\$9,808	\$24,373	34173
	14	207	466		Patricia Harris	204	1	00404660204	8/29/2017	11/21/2017	233	\$14,637	\$10,240	\$24,877	36036
	15	207	466		Patricia Harris	201	1	00404660201	8/31/2017	11/22/2017	233	\$15,085	\$10,253	\$25,337	36047
	16	207	466		Patricia Harris	305	1	00404660305	11/13/2017	12/28/2017	242	\$15,334	\$10,224	\$25,557	40022
	17	207	466		Patricia Harris	202	1	00404660202	11/27/2017	2/14/2018	227	\$14,976	\$11,011	\$25,987	41173
	18	207	466		Patricia Harris	315	1	00404660315	12/28/2017	3/16/2018	239	\$15,241	\$10,526	\$25,767	43556
	19	207	466		Patricia Harris	206	1	00404660206	2/14/2018	5/14/2018	233	\$14,124	\$10,884	\$25,008	48017
	20	207	466		Patricia Harris	314	1	00404660314	5/15/2018	9/14/2018	267	\$17,250	\$8,490	\$25,741	53518
	21	207	466		Patricia Harris	210	1	00404660210	9/28/2018	11/9/2018	193	\$11,695	\$11,002	\$22,697	62093
	22	207	466		Patricia Harris	103	1	00404660103	12/27/2018	2/21/2019	196	\$11,722	\$12,206	\$23,928	67983

		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	23	207	466		Patricia Harris	213	1	00404660213	3/6/2019	4/23/2019	196	\$12,032	\$11,949	\$23,982	71939
		Patricia Harris Apts			Total Units	40	Upgraded	23	Remaining	17			Avg. \$	\$25,128	
Pickering Court															
	1	144	404		Pickering Court	105	3		1/9/2013	3/20/2012	238	\$14,990	\$10,049	\$25,039	712632
	2	144	404		Pickering Court	104	3		1/4/2013	1/28/2013	259	\$16,483	\$9,389	\$25,872	712180
	3	144	404		Pickering Court	205	2		1/28/2013	3/26/2013	234	\$14,906	\$9,749	\$24,655	713751
	4	144	404		Pickering Court	705	2		4/17/2013	6/28/2013	221	\$13,965	\$8,902	\$22,867	719565
	5	144	404		Pickering Court	204	1		6/16/2013	9/24/2013	172	\$10,896	\$7,931	\$18,827	726323
	6	509	404		Pickering Court	206	2		10/31/2013	2/25/2014	208	\$13,162	\$9,868	\$23,030	733436
	7	509	404		Pickering Court	401	2		1/4/2014	2/28/2014	184	\$11,644	\$9,652	\$21,296	736588
	8	509	404		Pickering Court	304	3		8/3/2015	8/28/2015	333	\$20,977	\$14,197	\$35,173	781505
	9	509	404		Pickering Court	301	3		9/9/2015	10/29/2015	273	\$17,245	\$14,768	\$32,013	784081
	10	509	404		Pickering Court	703	2		8/31/2015	11/2/2015	283	\$17,923	\$12,659	\$30,582	783564
	11	509	404		Pickering Court	203	2	00504040203	1/19/2016	2/26/2016	241	\$15,329	\$12,370	\$27,699	4229
	12	509	404		Pickering Court	103	3	00504040103	6/29/2016	7/29/2016	317	\$20,049	\$14,019	\$34,068	13570
	13	509	404		Pickering Court	501	2	504040501	7/3/2017	9/19/2017	284	\$18,532	\$17,267	\$35,799	32476
	14	509	404		Pickering Court	102	3	504040102	10/12/2017	12/12/2017	320	\$20,839	\$16,613	\$37,451	37942
	15	509	404		Pickering Court	502	2	00504040502	7/24/2018	9/25/2018	356	\$22,982	\$10,008	\$32,991	57675
	16	509	404	509	Pickering Court	402	2	00504040402	3/12/2019	5/13/2019	365	\$23,297	\$15,221	\$38,517	72043
		Pickering Court		1980	Total Units	30	Upgraded	16	Remaining	14			Avg. \$ (since 2012)	\$29,117.40	
Riverton Family															
	1	164	351		Riverton Terrace	9	4		11/5/2012	4/8/2013	263	\$14,262	\$15,025	\$29,287	708180
	2	164	351		Riverton Terrace	12	4		12/12/2012	4/10/2013	241	\$15,280	\$13,815	\$29,095	710679
	3	164	351		Riverton Terrace	13	5		12/14/2012	4/16/2013	264	\$16,775	\$18,352	\$35,127	710861
	4	164	351		Riverton Terrace	21	2		12/19/2012	4/18/2013	217	\$13,832	\$11,912	\$25,744	715508
	5	164	351		Riverton Terrace	28	3		2/25/2013	4/19/2013	234	\$14,930	\$13,319	\$28,249	715508
	6	164	351		Riverton Terrace	23	3		4/30/2013	8/30/2013	222	\$13,769	\$10,272	\$24,041	719765
	7	164	351		Riverton Terrace	4	2		6/15/2013	8/30/2013	219	\$14,011	\$10,315	\$24,326	723494
	8	164	351		Riverton Terrace	18	2		7/22/2013	8/30/2013	213	\$13,552	\$10,488	\$24,040	725698
	9	164	351		Riverton Terrace	10	4		10/2/2013	12/20/2013	373	\$21,283	\$13,411	\$34,694	729981
	10	164	351		Riverton Terrace	22	3		10/1/2013	12/16/2013	231	\$14,691	\$11,954	\$26,645	730283
	11	509	351		Riverton Terrace	2	3		5/16/2014	9/15/2014	278	\$16,182	\$10,719	\$26,902	747408
	12	509	351		Riverton Terrace	27	3		7/15/2014	9/24/2014	288	\$17,126	\$10,508	\$27,634	752023
	13	164	351		Riverton Terrace	24	3		5/28/2015	6/29/2015	309	\$19,693	\$12,798	\$32,491	777426
	14	164	351		Riverton Terrace	11	5		3/3/2015	3/30/2015	316	\$20,126	\$17,794	\$37,920	770136
	15	164	351		Riverton Terrace	30	2		3/24/2015	4/21/2015	219	\$13,939	\$10,099	\$24,037	772107
	16	509	351		Riverton Terrace	17	2	00303510017	12/4/2015	2/5/2016	217	\$13,863	\$11,893	\$25,756	2376
	17	509	351		Riverton Terrace	1	2	303510001	8/14/2017	11/15/2017	252	\$16,395	\$11,920	\$28,315	34475
	18	509	351		Riverton Terrace	14434	4	30351	12/31/2017	2/14/2018	306	\$20,005	\$14,378	\$34,383	43703
	19	509	351		Riverton Terrace	14424	3	300351	4/23/2018	7/3/2018	336	\$21,991	\$11,893	\$33,883	52329
	20	509	351		Riverton Terrace	14428	2	303510005	7/24/2018	10/12/2018	322	\$21,183	\$15,170	\$36,353	57663

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
Valley Park															
	1	401	501		*Valley Park East	30	2		11/20/2014	1/14/2015	254	\$15,964	\$16,821	\$32,784	734040
	2	401	501		*Valley Park East	29	2		12/11/2014	1/30/2015	481	\$30,523	\$24,461	\$54,983	718276
					<i>Restored Meth Units</i>										
				Valley Park	1958	Total Units	60	Upgraded	2	Remaining	58	Uncertain	58	Avg. \$	\$43,883.61
Victorian Woods															
	1	164	304		Victorian Woods	301	3		4/4/2007	5/16/2007	332	\$13,955	\$7,356	\$21,311	564264
	2	164	304		Victorian Woods	304	3		7/30/2008	9/4/2008	249	\$16,153	\$9,556	\$25,708	599605
	3	164	304		Victorian Woods	103	3		4/20/2009	5/22/2009	445	\$26,242	\$10,035	\$36,277	621722
	4	164	304		Victorian Woods	201	3		6/30/2010	9/13/2010	355	\$21,367	\$12,553	\$33,920	649685
	5	164	304		Victorian Woods	101	3		7/1/2010	10/1/2010	356	\$21,644	\$12,650	\$34,294	649770
	6	164	304		Victorian Woods	204	3		6/30/2010	10/22/2010	367	\$21,892	\$13,681	\$35,573	649694
	7	164	304		Victorian Woods	202	3		7/29/2010	11/12/2010	317	\$20,241	\$12,635	\$32,876	654583
	8	164	304		Victorian Woods	303	3		1/3/2012	4/27/2012	496	\$31,620	\$17,513	\$49,133	688003
	9	164	304		Victorian Woods	102	3		5/22/2012	8/13/2012	489	\$27,395	\$14,446	\$41,842	696682
	10	164	304		Victorian Woods	205	3		11/19/2012	3/27/2013	457	\$26,436	\$15,639	\$42,075	708961
	11	164	304		Victorian Woods	305	3		1/25/2013	3/28/2013	506	\$30,250	\$15,925	\$46,175	713489
	12	164	304		Victorian Woods	203	3		2/20/2013	5/10/2013	423	\$25,977	\$14,058	\$40,035	715173
	13	164	304		Victorian Woods	104	3		6/15/2015	8/11/2015	313	\$19,211	\$17,961	\$37,172	778617
				Victorian Woods	1993	Total Units	15	Upgraded	13	Remaining	2			Avg. \$ (since 2012)	\$42,739
Vista Heights															
	1	140	407		Vista Heights	17	3		8/17/2007	10/5/2007	284	\$12,130	\$7,914	\$20,044	576622
	2	140	407		Vista Heights	27	3	Fire Repair	12/6/2007	2/20/2008	713	\$31,884	\$20,978	\$52,862	582569
	3	140	407		Vista Heights	16	3		7/2/2009	8/5/2009	260	\$16,580	\$9,343	\$25,923	628383
	4	140	407		Vista Heights	14	3		11/5/2009	12/14/2009	224	\$10,268	\$13,954	\$24,222	636104
	5	140	407		Vista Heights	7	3		6/2/2010	7/16/2010	305	\$19,425	\$8,168	\$27,592	648496
	6	140	407		Vista Heights	26	3		8/20/2010	9/30/2010	253	\$16,081	\$10,987	\$27,067	652752
	7	140	407		Vista Heights	4	3		11/29/2010	12/28/2010	222	\$14,130	\$10,828	\$24,957	658795
	8	140	407		Vista Heights	28	3		7/29/2011	10/12/2011	254	\$16,206	\$10,584	\$26,790	676924
	9	140	407		Vista Heights	15	3		12/13/2011	3/9/2012	256	\$16,356	\$10,127	\$26,483	687695
	10	140	407		Vista Heights	9	3		12/16/2011	3/23/2012	211	\$13,431	\$10,393	\$23,824	687696
	11	140	407		Vista Heights	20	3		10/1/2012	12/18/2012	200	\$12,922	\$12,911	\$25,833	706032
	12	140	407		Vista Heights	10	3		8/6/2012	12/20/2012	193	\$12,331	\$11,815	\$24,145	702410
	13	140	407		Vista Heights	21	3		8/7/2012	12/31/2012	227	\$14,473	\$10,107	\$24,580	702409
	14	140	407		Vista Heights	22	3		9/11/2012	12/31/2012	213	\$13,429	\$10,728	\$24,156	706033
	15	140	407		Vista Heights	6	3		9/4/2012	12/31/2012	153	\$13,900	\$11,010	\$24,910	704043
	16	140	407		Vista Heights	12	3		10/29/2012	12/31/2012	210	\$13,466	\$11,059	\$24,525	709121
	17	140	407		Vista Heights	13	3		10/29/2012	3/20/2013	237	\$15,085	\$11,359	\$26,443	709122
	18	140	407		Vista Heights	2	3		10/29/2012	4/29/2013	199	\$12,467	\$8,207	\$20,854	709119
	19	140	407		Vista Heights	3	3		10/29/2012	4/30/2013	203	\$12,843	\$7,736	\$20,579	709120

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	34	122	101		Ballinger Homes	110	3		4/27/2015	6/17/2015	295	\$18,259	\$14,659	\$32,918	775684
	35	122	101		Ballinger Homes	148	4		8/31/2015	10/20/2015	321	\$18,783	\$17,966	\$36,749	783449
	36	122	101		Ballinger Homes	173	2		10/15/2015	12/22/2015	309	\$21,781	\$12,762	\$34,543	758
	37	122	101		Ballinger Homes	157	3	00101010157	10/29/2015	1/7/2016	337	\$21,429	\$13,552	\$34,980	765
	38	122	101		Ballinger Homes	165	3	00101010165	2/1/2016	4/28/2016	337	\$21,121	\$14,943	\$36,064	6476
	39	122	101		Ballinger Homes	120	1	00101010120	3/15/2016	5/27/2016	330	\$20,874	\$11,248	\$32,122	9351
	40	122	101		Ballinger Homes	203	2	00101010203	9/1/2016	11/16/2016	329	\$21,097	\$11,588	\$32,685	18746
	41	122	101		Ballinger Homes	185	3	00101010185	3/7/2017	5/31/2017	347	\$22,773	\$12,311	\$35,084	29203
	42	122	101		Ballinger Homes	170	3	00101010170	5/31/2017	8/23/2017	337	\$20,755	\$10,977	\$31,732	31114
	43	122	101		Ballinger Homes	160	3	00101010160	5/16/2017	10/6/2017	341	\$22,179	\$13,439	\$35,618	31113
	44	122	101		Ballinger Homes	130	4	00101010130	8/18/2017	11/22/2017	361	\$22,659	\$12,042	\$34,701	35374
	45	122	101		Ballinger Homes	195	3	00101010195	8/22/2017	12/20/2017	349	\$21,934	\$14,288	\$36,222	38266
	46	130	101		Ballinger Homes	106	4	00101010106	10/16/2017	1/19/2018	341	\$21,847	\$15,222	\$37,069	41194
	47	122	101		Ballinger Homes	205	3	00101010205	1/2/2018	3/14/2018	329	\$20,579	\$16,532	\$37,111	45560
	48	130	101		Ballinger Homes	159	3	00101010159	7/20/2018	11/9/2018	329	\$19,151	\$16,985	\$36,136	57905
	49	130	101		Ballinger Homes	129	4	00101010129	11/1/2018	12/31/2018	327	\$18,865	\$20,651	\$39,516	65599
	50	122	101		Ballinger Homes	172	00101010172	2	11/30/2018	1/31/2019	344	\$20,780	\$17,504	\$38,284	66882
	51	122	101		Ballinger Homes	175	00101010175	3	12/28/2019	2/28/2019	329	\$20,703	\$18,027	\$38,730	68214
		Ballinger Homes		1969	Total Units	110	Upgraded	51	Remaining	59			Avg. \$ (since 2012)	\$34,294	
Boulevard Manor															
	1	162	350		Boulevard Manor	120	1		12/1/2006	12/21/2006	166	\$7,293	\$5,118	\$12,411	551361
	2	162	350		Boulevard Manor	214	1		10/19/2007	11/14/2007	167	\$7,628	\$6,027	\$13,654	579584
	3	162	350		Boulevard Manor	308	1		12/21/2007	1/16/2008	189	\$8,505	\$6,239	\$14,744	583681
	4	162	350		Boulevard Manor	418	1		11/17/2008	12/5/2008	167	\$10,361	\$6,670	\$17,031	610880
	5	162	350		Boulevard Manor	222	1		11/25/2008	12/24/2008	184	\$11,928	\$6,866	\$18,793	611528
	6	162	350		Boulevard Manor	306	1		6/30/2008	7/8/2008	244	\$14,914	\$5,922	\$20,836	596217
	7	162	350		Boulevard Manor	118	1		12/1/2008	1/7/2009	209	\$13,585	\$7,357	\$20,942	611891
	8	162	350		Boulevard Manor	210	1		12/24/2008	1/26/2009	319	\$20,740	\$7,037	\$27,777	613483
	9	162	350		Boulevard Manor	206	1		3/16/2009	4/23/2009	328	\$21,089	\$6,738	\$27,826	619257
	10	162	350		Boulevard Manor	216	1		3/16/2009	4/8/2009	248	\$15,837	\$8,148	\$23,985	618963
	11	162	350		Boulevard Manor	405	1		3/2/2009	4/6/2009	288	\$18,638	\$6,816	\$25,454	617968
	12	162	350		Boulevard Manor	216	1		3/16/2009	4/8/2009	248	\$15,837	\$8,148	\$23,985	618963
	13	162	350		Boulevard Manor	206	1		3/16/2009	4/23/2009	328	\$21,089	\$6,738	\$27,826	619257
	14	162	350		Boulevard Manor	320	1		6/2/2009	7/17/2009	265	\$16,233	\$7,569	\$23,802	625008
	15	162	350		Boulevard Manor	314	1		7/15/2009	8/17/2009	216	\$13,740	\$7,359	\$21,098	628006
	16	162	350		Boulevard Manor	410	1		8/3/2009	8/29/2009	241	\$15,529	\$7,068	\$22,597	629113
	17	162	350		Boulevard Manor	128	1		8/3/2009	9/4/2009	269	\$16,307	\$7,160	\$23,466	629166
	18	162	350		Boulevard Manor	215	1		2/2/2010	2/25/2010	253	\$15,803	\$6,943	\$22,746	640824
	19	162	350		Boulevard Manor	213	1		2/19/2010	4/2/2010	357	\$22,251	\$7,920	\$30,172	641800
	20	162	350		Boulevard Manor	207	1		3/24/2010	5/10/2010	313	\$19,435	\$7,021	\$26,456	644002
	21	162	350		Boulevard Manor	212	1		5/19/2010	6/22/2010	276	\$17,327	\$7,949	\$25,277	647574
	22	162	350		Boulevard Manor	221	1		6/28/2010	10/13/2010	265	\$16,783	\$8,891	\$25,674	649576
	23	162	350		Boulevard Manor	316	1		7/6/2010	10/15/2010	248	\$15,149	\$8,139	\$23,288	649985
	24	162	350		Boulevard Manor	123	1		9/24/2010	11/9/2010	258	\$16,218	\$8,582	\$24,800	654826

		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	25	162	350		Boulevard Manor	121	1		9/24/2010	11/17/2010	225	\$14,259	\$7,967	\$22,226	654827
	26	162	350		Boulevard Manor	125	1		9/24/2010	11/29/2010	298	\$18,914	\$9,128	\$28,042	654828
	27	162	350		Boulevard Manor	319	1		10/19/2010	12/10/2010	216	\$12,450	\$8,247	\$20,697	656304
	28	162	350		Boulevard Manor	321	1		10/26/2010	12/17/2010	282	\$16,901	\$8,387	\$25,288	656718
	29	162	350		Boulevard Manor	219	1		10/21/2010	12/24/2010	301	\$18,118	\$8,527	\$26,645	656305
	30	162	350		Boulevard Manor	317	1		11/15/2010	12/30/2010	254	\$15,593	\$7,367	\$22,960	658045
	31	162	350		Boulevard Manor	312	1		11/29/2010	1/28/2011	226	\$13,561	\$9,322	\$22,883	660528
	32	162	350		Boulevard Manor	406	1		12/10/2010	2/9/2011	286	\$18,248	\$5,447	\$23,695	659582
	33	162	350		Boulevard Manor	124	1		1/18/2011	2/18/2011	238	\$14,529	\$8,256	\$22,785	661479
	34	162	350		Boulevard Manor	129	1		2/28/2011	4/18/2011	284	\$17,393	\$8,023	\$25,416	665029
	35	162	350		Boulevard Manor	420	1		3/1/2011	4/21/2011	274	\$17,052	\$7,318	\$24,370	665030
	36	162	350		Boulevard Manor	409	1		5/4/2011	6/17/2011	261	\$15,820	\$8,719	\$24,539	669027
	37	162	350		Boulevard Manor	130	1		5/25/2011	7/15/2011	268	\$16,578	\$7,918	\$24,496	670578
	38	162	350		Boulevard Manor	322	1		6/23/11	8/3/2011	248	\$15,759	\$5,895	\$21,654	673036
	39	162	350		Boulevard Manor	313	1		7/11/11	8/23/2011	249	\$15,312	\$8,514	\$23,826	674527
	40	162	350		Boulevard Manor	412	1		8/10/11	10/21/2011	277	\$17,557	\$7,313	\$24,870	678295
	41	162	350		Boulevard Manor	310	1		10/12/11	12/28/2011	258	\$15,668	\$7,515	\$23,182	683182
	42	162	350		Boulevard Manor	318	1		1/9/12	2/27/2012	304	\$19,623	\$8,331	\$27,955	688433
	43	162	350		Boulevard Manor	411	1		5/31/12	10/16/2012	318	\$18,922	\$7,176	\$26,098	698311
	44	162	350		Boulevard Manor	315	1		9/28/12	10/30/2012	264	\$16,635	\$6,566	\$23,201	705733
	45	162	350		Boulevard Manor	211	1		10/23/12	12/31/2012	227	\$13,641	\$8,935	\$22,576	707302
	46	162	350		Boulevard Manor	408	1		12/31/2013	3/31/2014	219	\$13,951	\$9,789	\$23,740	736162
	47	162	350		Boulevard Manor	304	1		12/23/2013	3/31/2014	225	\$14,295	\$10,319	\$24,613	736163
	48	162	350		Boulevard Manor	404	1		4/4/2014	6/26/2014	235	\$14,941	\$10,595	\$25,535	744149
	49	162	350		Boulevard Manor	220	1		4/6/2014	6/30/2014	204	\$12,988	\$10,515	\$23,503	744150
	50	162	350		Boulevard Manor	419	1		7/8/2014	10/17/2014	232	\$14,770	\$9,580	\$24,349	751046
	51	162	350		Boulevard Manor	217	1		10/29/2014	12/30/2014	234	\$14,794	\$10,931	\$25,724	759436
	52	162	350		Boulevard Manor	218	1		1/23/2015	2/27/2015	227	\$14,359	\$9,929	\$24,288	766191
	53	162	350		Boulevard Manor	305	1	00303500305	11/10/2016	12/30/2016	201	\$12,761	\$9,712	\$22,473	20936
	54	162	350		Boulevard Manor	119	1	00303500119	01/03/17	3/27/2017	201	\$13,178	\$10,706	\$23,883	23462
	55	22	350		Boulavard Manor	208	1	303500208	4/2/2018	6/5/2018	220	\$14,287	\$10,469	\$24,756	50690
	56	162	350		Boulevard Manor	307	1	303500307	7/20/2018	10/26/2018	299	\$18,785	\$11,424	\$30,209	58321
	57	162	350		Boulevard Manor	122	1	303500122	9/13/2018	11/29/2018	305	\$18,773	\$14,500	\$33,272	60983
	58	162	350		Boulevard Manor	308	1	303500308	9/24/2018	12/7/2018	359	\$22,167	\$14,566	\$36,732	61708
	59	162	350		Boulevard Manor	120	303500120	1	10/26/2018	1/29/2019	259	\$16,254	\$14,648	\$30,902	65280
	60	162	350		Boulevard Manor	413	00303500413	1	2/13/2019	4/9/2019	337	\$20,471	\$10,370	\$30,841	70606
		Boulevard Manor		1969	Total Units	70	Upgraded	60	Remaining	10			Avg. \$ (since 2012)	\$26,561	
Briarwood															
	1	124	152		Briarwood	112	1		2/1/2008	2/25/2008	137	\$6,158	\$7,135	\$13,293	586920
	2	124	152		Briarwood	203	1		2/19/2008	3/5/2008	140	\$6,204	\$6,755	\$12,959	588032
	3	124	152		Briarwood	221	1		9/19/2008	10/14/2008	152	\$8,790	\$4,518	\$13,309	602645
	4	124	152		Briarwood	308	1		9/22/2008	10/10/2008	153	\$8,519	\$4,988	\$13,508	602911
	5	124	152		Briarwood	208	1		11/10/2008	1/16/2009	215	\$12,242	\$6,888	\$19,130	612420
	6	124	152		Briarwood	219	1		12/19/2008	2/17/2009	162	\$9,253	\$7,464	\$16,716	613513
	7	124	152		Briarwood	313	1		2/3/2009	2/26/2009	148	\$8,593	\$7,430	\$16,023	616315

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	-	126	250		Forest Glen	8	1		5/29/2009	6/29/2009	204	\$11,802	\$7,923	\$19,724	624581
	-	126	250		Forest Glen	13	1		1/15/2010	2/23/2010	201	\$12,644	\$8,549	\$21,194	639928
	-	126	250		Forest Glen	2	1		3/2/2010	3/22/2010	195	\$12,419	\$7,661	\$20,080	642787
	-	126	250		Forest Glen	35	1		7/2/2010	8/24/2010	194	\$11,292	\$8,322	\$19,615	649991
	-	126	250		Forest Glen	1	1		7/29/2010	8/31/2010	205	\$12,023	\$8,248	\$20,271	651522
	-	126	250		Forest Glen	15	1		9/10/2010	10/8/2010	192	\$11,017	\$7,841	\$18,858	653816
	-	126	250		Forest Glen	38	1		11/3/2010	12/3/2010	194	\$10,924	\$6,748	\$17,672	657166
	-	126	250		Forest Glen	12	1		12/6/2010	12/23/2010	190	\$11,785	\$6,537	\$18,322	658790
	-	126	250		Forest Glen	39	1		4/19/2011	5/12/2011	201	\$12,396	\$7,781	\$20,177	668071
	-	126	250		Forest Glen	23	1		5/23/2011	7/29/2011	180	\$10,633	\$8,749	\$19,382	670487
	-	126	250		Forest Glen	17	1		6/17/2011	7/29/2011	195	\$12,431	\$8,743	\$21,174	673478
	-	126	250		Forest Glen	18	1		8/22/2011	10/21/2011	208	\$13,232	\$8,832	\$22,064	679195
	-	126	250		Forest Glen	30	1		9/13/2011	12/19/2011	210	\$12,594	\$9,147	\$21,741	680837
	-	126	250		Forest Glen	40	2		10/4/2011	12/20/2011	216	\$13,081	\$10,188	\$23,269	683480
	-	126	250		Forest Glen	33	1		11/3/2011	12/30/2011	214	\$13,391	\$8,599	\$21,990	684593
	-	126	250		Forest Glen	29	1		1/24/2012	4/20/2012	187	\$11,386	\$8,269	\$19,654	689539
	-	126	250		Forest Glen	24	1		1/10/2014	3/25/2014	193	\$11,978	\$9,347	\$21,325	736975
	-	126	250		Forest Glen	6	1		12/31/2013	3/24/2014	190	\$12,074	\$9,113	\$21,187	736431
	-	126	250		Forest Glen	25	1		4/14/2014	7/31/2014	201	\$12,873	\$9,996	\$22,869	744561
	-	126	250		Forest Glen	11	1		1/31/2015	3/25/2015	189	\$11,905	\$10,435	\$22,339	767793
	1	126	250		Forest Glen	29	1	00202500029	01/05/16	6/10/2016	348	\$21,908	\$14,990	\$36,898	9629
	2	126	250		Forest Glen	30	1	00202500030	01/05/16	6/10/2016	319	\$19,695	\$13,973	\$33,668	9630
	3	126	250		Forest Glen	31	1	00202500031	01/05/16	6/10/2016	292	\$18,420	\$14,174	\$32,594	9631
	4	126	250		Forest Glen	32	1	00202500032	01/05/16	6/10/2016	296	\$18,016	\$15,308	\$33,324	9632
	5	126	250		Forest Glen	33	1	00202500033	01/05/16	6/10/2016	283	\$17,107	\$14,547	\$31,654	9564
	6	126	250		Forest Glen	1	1	00202500001	05/02/16	7/29/2016	297	\$18,970	\$12,104	\$31,073	10654
	7	126	250		Forest Glen	2	1	00202500002	05/02/16	7/29/2016	294	\$18,642	\$13,445	\$32,087	10655
	8	126	250		Forest Glen	3	1	00202500003	05/02/16	7/29/2016	295	\$18,835	\$14,258	\$33,093	10656
	9	126	250		Forest Glen	4	1	00202500004	05/02/16	7/29/16%	306	\$19,538	\$14,004	\$33,542	10657
	10	126	250		Forest Glen	5	1	00202500005	05/02/16	7/29/2016	294	\$18,718	\$11,869	\$30,586	10658
	11	126	250		Forest Glen	6	1	00202500006	05/02/16	7/29/2016	279	\$17,835	\$10,960	\$28,794	10659
	12	126	250		Forest Glen	7	1	00202500007	05/02/16	7/29/2016	286	\$18,126	\$11,109	\$29,235	10660
	13	126	250		Forest Glen	8	1	00202500008	05/02/16	7/29/2016	282	\$17,962	\$9,215	\$27,177	10661
	14	126	250		Forest Glen	23	1	00202500023	06/01/16	8/26/2016	280	\$17,866	\$12,949	\$30,814	13191
	15	126	250		Forest Glen	24	1	00202500024	06/01/16	8/26/2016	308	\$19,524	\$11,209	\$30,733	13192
	16	126	250		Forest Glen	25	1	00202500025	06/01/16	8/26/2016	311	\$19,783	\$12,066	\$31,849	13193
	17	126	250		Forest Glen	26	1	00202500026	06/01/16	8/26/2016	246	\$15,542	\$11,157	\$26,699	13194
	18	126	250		Forest Glen	27	1	00202500027	06/01/16	8/26/2016	242	\$15,442	\$11,257	\$26,699	13195
	19	126	250		Forest Glen	28	1	00202500028	06/01/16	8/26/2016	237	\$15,129	\$12,040	\$27,169	13196
	20	126	250		Forest Glen	9	1	00202500009	07/07/16	9/30/2016	358	\$22,770	\$12,990	\$35,760	14499
	21	126	250		Forest Glen	10	1	00202500010	07/07/16	9/30/2016	327	\$20,639	\$11,948	\$32,587	14500
	22	126	250		Forest Glen	11	1	00202500011	07/07/16	9/30/2016	307	\$19,499	\$12,531	\$32,030	14501
	23	126	250		Forest Glen	12	1	00202500012	07/07/16	9/30/2016	312	\$19,832	\$12,273	\$32,105	14502
	24	126	250		Forest Glen	13	1	00202500013	07/07/16	9/30/2016	336	\$21,456	\$11,601	\$33,057	14503
	25	126	250		Forest Glen	14	1	00202500014	07/07/16	9/30/2016	312	\$19,774	\$11,750	\$31,524	14504
	26	126	250		Forest Glen	15	1	00202500015	07/07/16	9/30/2016	297	\$18,953	\$11,078	\$30,031	14505
	27	126	250		Forest Glen	16	1	00202500016	07/07/16	9/30/2016	313	\$20,025	\$11,222	\$31,247	14506

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	1	650	210		Kirkland Place	303	2		3/28/2013	5/15/2013	251	\$13,795	\$11,675	\$25,470	717814
	2	650	210		Kirkland Place	304	2		4/28/2013	7/19/2013	252	\$14,093	\$11,007	\$25,101	71879
	3	650	210		Kirkland Place	203	2		5/23/2013	7/22/2013	246	\$13,669	\$10,504	\$24,174	721411
	4	650	210		Kirkland Place	202	2		6/17/2014	9/30/2014	234	\$14,233	\$10,915	\$25,149	749443
	5	132	210		Kirkland Place	201	2	00202100201	1/5/2017	4/28/2017	241	\$15,827	\$11,609	\$27,436	23806
	6	132	210		Kirkland Place	301	3	00202100301	9/18/2017	12/27/2017	247	\$15,563	\$13,956	\$29,519	36444
	7	132	210		Kirkland Place	302	3	00202100302	11/16/2017	1/25/2018	250	\$15,529	\$13,362	\$28,890	40091
	8	132	210		Kirkland Place	101	2	201320001	5/15/2018	8/29/2018	291	\$19,085	\$7,768	\$26,853	53650
	9	132	210		Kirkland Place	204	2	00202100204	12/12/2018	1/31/2019	243	\$14,091	\$14,861	\$28,953	67508
		Kirkland Place			Total Units	9	Upgraded	9	Remaining	0			Avg. \$ (since 2012)	\$26,838.24	
Lake House															
	1	124	154		Lake House	106	1		9/15/2006	10/4/2006	121	\$5,628	\$3,641	\$10,771	554392
	2	124	154		Lake House	109	1		12/31/2006	1/16/2007	130	\$5,786	\$4,985	\$12,595	557841
	3	124	154		Lake House	309	1		1/29/2007	2/16/2007	144	\$6,802	\$5,793	\$9,358	559448
	4	124	154		Lake House	105	1		2/7/2007	3/2/2007	115	\$5,376	\$3,982	\$10,308	570621
	5	124	154		Lake House	316	1		7/3/2007	8/1/2007	143	\$6,291	\$4,017	\$11,780	574020
	6	124	154		Lake House	319	1		8/15/2007	9/4/2007	179	\$7,985	\$3,795	\$11,261	577409
	7	124	154		Lake House	13	1		9/25/2007	10/9/2007	137	\$6,080	\$5,181	\$12,679	581610
	8	124	154		Lake House	312	1		11/26/2007	12/14/2007	152	\$6,785	\$5,895	\$12,533	586959
	9	124	154		Lake House	317	1		2/4/2008	2/28/2008	141	\$6,268	\$6,265	\$14,994	590212
	10	124	154		Lake House	201	1		3/19/2008	4/11/2008	171	\$7,650	\$7,344	\$13,947	592350
	11	124	154		Lake House	318	1		4/2/2008	5/16/2008	151	\$7,943	\$6,005	\$13,220	602647
	12	124	154		Lake House	107	1		9/17/2008	10/2/2008	145	\$7,843	\$5,377	\$13,811	603329
	13	124	154		Lake House	8	1		10/8/2008	11/14/2008	136	\$8,417	\$5,393	\$13,811	
	14	124	154		Lake House	212	1		12/15/2008	2/12/2009	145	\$9,253	\$5,454	\$14,707	612982
	15	124	154		Lake House	120	1		11/25/2008	1/29/2009	165	\$9,392	\$5,422	\$14,814	612421
	16	124	154		Lake House	202	1		2/27/2009	3/23/2009	147	\$8,194	\$5,997	\$14,190	617600
	17	124	154		Lake House	314	1		3/31/2009	4/17/2009	148	\$8,220	\$6,310	\$14,531	620132
	18	124	154		Lake House	6	1		4/24/2009	5/15/2009	167	\$9,263	\$6,081	\$15,344	622336
	19	124	154		Lake House	122	1		5/22/2009	6/26/2009	143	\$8,373	\$6,398	\$14,771	624613
	20	124	154		Lake House	304	1		7/6/2009	8/3/2009	147	\$9,072	\$5,858	\$14,930	627243
	21	124	154		Lake House	14	1		8/13/2009	9/14/2009	148	\$8,203	\$6,704	\$14,907	629829
	22	124	154		Lake House	110	1		10/1/2009	10/16/2009	185	\$10,867	\$6,522	\$17,389	632741
	23	124	154		Lake House	302	1		2/12/2010	2/26/2010	150	\$8,737	\$6,745	\$15,482	641560
	24	124	154		Lake House	306	1		6/1/2010	6/29/2010	186	\$9,949	\$6,318	\$16,267	648158
	25	124	154		Lake House	102	2		6/7/2010	6/30/2010	207	\$11,835	\$7,770	\$19,605	648528
	26	124	154		Lake House	108	1		10/6/2010	10/29/2010	176	\$9,861	\$6,381	\$16,242	655593
	27	124	154		Lake House	7	1		12/9/2010	12/30/2010	180	\$10,860	\$6,873	\$17,733	659193
	28	124	154		Lake House	10	1		7/13/2011	9/13/2011	164	\$9,733	\$7,538	\$17,272	675246
	29	124	154		Lake House	112	1	RA - Modified	12/19/2011	1/31/2012	243	\$14,165	\$8,348	\$22,513	687823
	30	124	154		Lake House	208	1		10/15/2012	10/31/2012	179	\$10,159	\$7,821	\$17,980	706722
	31	124	154		Lake House	216	1		2/1/2013	3/13/2013	179	\$9,670	\$7,614	\$17,285	714113
	32	124	154		Lake House	310	1		3/25/2013	5/2/2013	169	\$9,497	\$7,764	\$17,261	717580
	33	124	154		Lake House	204	1		4/1/2013	5/17/2013	169	\$9,715	\$7,740	\$17,454	718037

		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	34	124	154		Lake House	221	1		7/8/2013	9/19/2013	157	\$9,699	\$6,888	\$16,588	724725
	35	130	154		Lake House	220	1		8/5/2014	10/21/2014	176	\$10,207	\$7,637	\$17,844	753383
	36	130	154		Lake House	111	1		10/1/2014	December	164	\$10,457	\$8,890	\$19,347	758379
	37	124	154		Lake House	303	1		9/1/2015	10/30/2015	173	\$10,925	\$10,011	\$20,935	785140
	38	124	154		Lake House	211	1		9/29/2015	10/30/2015	173	\$10,989	\$10,081	\$21,070	785317
	39	124	154		Lake House	12	1		9/30/2015	11/30/2015	179	\$11,185	\$9,946	\$21,131	786221
	40	124	154		Lake House	206	1	00101540206	4/25/2016	5/31/2016	169	\$10,729	\$10,248	\$20,977	9992
	41	124	154		Lake House	320	1	00101540320	8/30/2016	11/22/2016	197	\$12,565	\$9,937	\$22,502	18076
	42	124	154		Lake House	114	1	00101540114	11/28/2017	2/12/2018	198	\$13,032	\$11,674	\$24,707	42302
	43	124	154		Lake House	305	1	00101540305	12/13/2017	3/2/2018	184	\$11,377	\$11,175	\$22,552	41960
	44	124	154		Lake House	222	1	00101540222	4/30/2018	8/31/2018	196	\$12,443	\$11,391	\$23,834	53865
	45	124	154		Lake House	11	1	00101540011	6/24/2018	9/25/2018	195	\$12,201	\$10,182	\$22,383	57229
	46	124	154		Lakehouse	9	1	00101540009	5/1/2019	6/28/2019	200	\$12,604	\$14,523	\$27,127	75938
		Lake House		1972	Total Units	70	Upgraded	46	Remaining	24			Avg. \$ (since 2012)	\$20,646	
Northlake House															
	1	187	290		Northlake House	104	1		7/14/2009	8/17/2009	271	\$14,316	\$10,094	\$24,410	627898
	2	187	290		Northlake House	409	1		7/8/2010	8/10/2010	214	\$12,046	\$7,786	\$19,832	650157
	3	187	290		Northlake House	303	1		9/20/2010	10/11/2010	185	\$10,384	\$5,988	\$16,373	654797
	4	187	290		Northlake House	203	1		10/4/2010	10/22/2010	184	\$10,420	\$7,238	\$17,658	655319
	5	187	290		Northlake House	222	1		11/18/2010	12/14/2010	151	\$9,475	\$5,795	\$15,270	657712
	6	187	290		Northlake House	102	1	Flood unit	12/2/2010	1/14/2011	332	\$17,109	\$7,997	\$25,107	658510
	7	187	290		Northlake House	105	1		2/18/2011	3/21/2011	246	\$13,760	\$9,892	\$23,652	664157
	8	187	290		Northlake House	405	1		9/30/2011	12/27/2011	176	\$11,097	\$8,306	\$19,403	682646
	9	187	290		Northlake House	307	1		12/28/2011	2/8/2012	192	\$12,260	\$8,132	\$20,392	688328
	10	187	290		Northlake House	115	1		10/2/2012	10/16/2012	187	\$11,786	\$6,246	\$18,032	705889
	11	187	290		Northlake House	114	1		10/26/2012	11/9/2012	165	\$10,469	\$7,407	\$17,876	707668
	12	187	290		Northlake House	204	1		5/3/2013	8/30/2013	176	\$11,161	\$7,220	\$18,381	722661
	13	187	290		Northlake House	211	1		3/5/2014	4/30/2014	178	\$11,274	\$6,638	\$17,912	742270
	14	187	290		Northlake House	302	1		9/24/2014	10/30/2014	194	\$11,933	\$6,080	\$18,013	756821
	15	187	290		Northlake House	310	1		11/30/2014	1/14/2015	181	\$11,461	\$8,921	\$20,382	763093
	16	187	290		Northlake House	219	1		1/21/2015	2/26/2015	176	\$11,312	\$9,404	\$20,716	767032
	17	187	290		Northlake House	208	1		4/8/2015	5/13/2015	181	\$11,481	\$8,259	\$19,740	774116
	18	187	290		Northlake House	311	1	00202900311	2/2/2017	3/31/2017	239	\$15,596	\$9,758	\$25,353	26401
	19	187	290		Northlake House	217	1	00202900217	2/27/2017	4/18/2017	239	\$15,596	\$9,758	\$25,353	26401
	20	187	290		Northlake House	309	1	00202900309	4/6/2017	6/28/2017	237	\$15,495	\$10,158	\$25,653	28562
	21	187	290		Northlake House	215	1	00202900215	4/27/2017	7/24/2017	194	\$12,263	\$10,034	\$22,296	31107
	22	187	290		Northlake House	403	1	00202900403	6/30/2017	8/25/2017	200	\$12,636	\$10,008	\$22,644	33578
	23	187	290		Northlake House	209	1	00202900209	7/3/2017	8/25/2017	185	\$11,595	\$10,373	\$21,968	33581
	24	187	290		Northlake House	205	1	00202900206	7/31/2017	9/29/2017	190	\$12,322	\$9,254	\$21,576	34605
	25	187	290		Northlake House	207	1	00202900207	11/19/2018	1/18/2019	193	\$11,395	\$10,613	\$22,008	66711
	26	187	290		Northlake House	308	1	00202900308	3/8/2019	4/30/2019	200	\$11,980	\$13,263	\$25,243	72164
		Northlake House		1981	Total Units	38	Upgraded	26	Remaining	12			Avg. \$ (since 2012)	\$21,362	

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	3	140	401		Valli Kee	11	3		9/9/2013	9/23/2013	188	\$11,916	\$11,019	\$22,935	728430
	4	140	401		Valli Kee	3	2		9/9/2013	9/24/2013	168	\$10,632	\$9,793	\$20,425	727052
	5	140	401		Valli Kee	8	2		9/9/2013	9/26/2013	170	\$10,826	\$10,145	\$20,971	728431
	6	140	401		Valli Kee	1	2		9/9/2013	10/1/2013	164	\$10,596	\$9,414	\$20,010	726553
	7	140	401		Valli Kee	2	2		9/9/2013	10/2/2013	162	\$10,338	\$9,836	\$20,174	726979
	8	140	401		Valli Kee	5	2		9/9/2013	10/3/2013	164	\$10,486	\$9,420	\$19,906	727195
	9	140	401		Valli Kee	6	2		9/9/2013	10/4/2013	167	\$10,603	\$9,880	\$20,483	728433
	10	140	401		Valli Kee	4	2		9/9/2013	10/7/2013	160	\$10,160	\$9,541	\$19,701	727126
	11	140	401		Valli Kee	7	2		9/9/2013	10/8/2013	167	\$10,699	\$9,001	\$19,700	728435
	12	140	401		Valli Kee	9	2		9/9/2013	10/9/2013	160	\$10,304	\$9,107	\$19,411	728432
	13	140	401		Valli Kee	10	2		9/9/2013	10/10/2013	161	\$10,305	\$8,996	\$19,301	728436
	14	140	401		Valli Kee	17	4		10/1/2013	11/1/2013	178	\$11,314	\$11,961	\$23,275	729704
	15	140	401		Valli Kee	18	4		10/1/2013	11/4/2013	179	\$11,283	\$11,147	\$22,430	729705
	16	140	401		Valli Kee	19	4		10/1/2013	11/6/2013	177	\$11,201	\$11,277	\$22,478	729706
	17	140	401		Valli Kee	20	4		10/1/2013	11/8/2013	175	\$11,023	\$11,897	\$22,920	729707
	18	140	401		Valli Kee	13	3		10/1/2013	11/12/2013	164	\$10,436	\$9,882	\$20,318	729708
	19	140	401		Valli Kee	14	3		10/1/2013	11/13/2013	160	\$10,128	\$10,015	\$20,143	729709
	20	140	401		Valli Kee	15	3		10/1/2013	11/15/2013	163	\$10,371	\$10,378	\$20,749	729710
	21	140	401		Valli Kee	16	3		10/1/2013	11/20/2013	160	\$10,208	\$9,941	\$20,149	729711
	22	140	401		Valli Kee	22	3		10/30/2013	12/5/2013	160	\$10,224	\$9,806	\$20,030	732868
	23	140	401		Valli Kee	23	3		10/30/2013	12/9/2013	160	\$10,256	\$9,932	\$20,188	732871
	24	140	401		Valli Kee	24	3		10/30/2013	12/10/2013	144	\$9,216	\$9,218	\$18,434	732872
	25	140	401		Valli Kee	25	3		10/30/2013	12/13/2013	160	\$10,160	\$8,653	\$18,813	732873
	26	140	401		Valli Kee	26	3		10/30/2013	12/18/2013	158	\$10,206	\$8,599	\$18,805	732874
	27	140	401		Valli Kee	28	3		10/30/2013	12/24/2013	151	\$9,528	\$8,892	\$18,419	732875
	28	140	401		Valli Kee	29	3		12/9/2013	1/2/2014	151	\$9,655	\$8,800	\$18,455	734866
	29	140	401		Valli Kee	30	3		12/9/2013	1/6/2014	144	\$9,072	\$7,952	\$17,024	734868
	30	140	401		Valli Kee	31	3		12/9/2013	1/14/2014	152	\$9,752	\$6,616	\$16,368	734870
	31	140	401		Valli Kee	32	3		12/9/2013	1/17/2014	152	\$9,720	\$10,585	\$20,305	734871
	32	140	401		Valli Kee	33	4		12/9/2013	1/24/2014	160	\$10,192	\$13,745	\$23,937	734872
	33	140	401		Valli Kee	34	4		12/9/2013	1/30/2014	160	\$10,224	\$10,089	\$20,313	734873
	34	140	401		Valli Kee	35	4		12/9/2013	1/31/2014	160	\$10,208	\$10,694	\$20,902	734874
	35	140	401		Valli Kee	36	4		12/9/2013	1/31/2014	159	\$10,110	\$10,051	\$20,161	734875
	36	140	401		Valli Kee	37	3		1/2/2014	2/7/2014	150	\$9,558	\$10,642	\$20,200	736606
	37	140	401		Valli Kee	38	3		1/2/2014	2/10/2014	148	\$9,492	\$8,791	\$18,283	736607
	38	140	401		Valli Kee	39	3		1/2/2014	2/12/2014	151	\$9,655	\$7,491	\$17,146	736608
	39	140	401		Valli Kee	40	3		1/2/2014	2/14/2014	156	\$9,852	\$8,187	\$18,039	736609
	40	140	401		Valli Kee	41	3		1/2/2014	2/19/2014	150	\$9,982	\$8,341	\$18,323	736610
	41	140	401		Valli Kee	42	3		1/2/2014	2/21/2014	150	\$9,558	\$8,224	\$17,782	736611
	42	140	401		Valli Kee	43	3		1/2/2014	2/28/2014	158	\$10,334	\$8,007	\$18,341	736613
	43	140	401		Valli Kee	44	3		1/2/2014	2/28/2014	166	\$11,002	\$8,200	\$19,202	736615
	44	140	401		Valli Kee	45	3		1/2/2014	3/6/2014	155	\$10,471	\$6,937	\$17,408	738960
	45	140	401		Valli Kee	46	3		1/2/2014	3/10/2014	150	\$9,998	\$7,416	\$17,414	738961
	46	140	401		Valli Kee	301	2		2/6/2014	3/12/2014	154	\$10,358	\$8,970	\$19,328	738963
	47	140	401		Valli Kee	302	2		2/6/2014	3/14/2014	146	\$9,658	\$8,856	\$18,513	738965
	48	140	401		Valli Kee	305	2		2/6/2014	3/24/2014	146	\$9,202	\$8,854	\$18,056	738956
	49	140	401		Valli Kee	306	2		2/6/2014	2/25/2014	146	\$9,330	\$8,660	\$17,990	738958

		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	50	140	401		Valli Kee *	97	3		2/14/2014	3/26/2014	199	\$2,990	\$23,161	\$26,151	739578
	51	140	401		Valli Kee *	98	3		2/14/2014	3/26/2014	205	\$3,315	\$22,830	\$26,145	739580
	52	140	401		Valli Kee *	99	3		2/14/2014	3/26/2014	201	\$3,120	\$22,841	\$25,961	739582
	53	140	401		Valli Kee *	100	3		2/14/2014	3/26/2014	203	\$3,234	\$23,396	\$26,629	740158
	54	140	401		Valli Kee	304	2		2/6/2014	3/28/2014	150	\$9,462	\$8,988	\$18,449	738971
	55	140	401		Valli Kee	303	2		2/6/2014	3/28/2014	152	\$9,688	\$8,645	\$18,333	738969
	56	140	401		Valli Kee *	91	2		2/14/2014	3/28/2014	201	\$2,990	\$21,553	\$24,543	739950
	57	140	401		Valli Kee *	92	2		2/14/2014	3/28/2014	199	\$2,860	\$22,110	\$24,970	739952
	58	140	401		Valli Kee *	93	2		2/14/2014	3/28/2014	201	\$2,990	\$21,897	\$24,887	739953
	59	140	401		Valli Kee *	94	2		2/14/2014	3/28/2014	203	\$3,120	\$22,448	\$25,568	739954
	60	140	401		Valli Kee *	95	2		2/14/2014	3/28/2014	201	\$2,990	\$22,650	\$25,640	739955
	61	140	401		Valli Kee *	96	2		2/14/2014	3/28/2014	199	\$2,795	\$21,792	\$24,587	739956
	62	140	401		Valli Kee	313	1		2/10/2014	4/9/2014	134	\$8,550	\$7,955	\$16,505	740729
	63	140	401		Valli Kee	308	1		2/10/2014	4/11/2014	128	\$8,192	\$6,068	\$14,260	740722
	64	140	401		Valli Kee	309	1		2/10/2014	4/15/2014	132	\$8,516	\$7,963	\$16,479	740723
	65	140	401		Valli Kee	310	1		2/10/2014	4/22/2014	138	\$8,810	\$7,926	\$16,736	740725
	66	140	401		Valli Kee	311	1		2/11/2014	4/23/2014	134	\$8,583	\$8,057	\$16,639	740726
	67	140	401		Valli Kee	312	1		2/11/2014	4/25/2014	138	\$8,746	\$6,670	\$15,416	740727
	68	140	401		Valli Kee	307	1		2/11/2014	4/29/2014	134	\$8,518	\$7,324	\$15,842	740720
	69	140	401		Valli Kee	314	1		2/11/2014	4/30/2014	134	\$8,550	\$8,337	\$16,887	740731
	70	140	401		Valli Kee	80	3		2/25/2014	5/9/2014	152	\$9,656	\$9,144	\$18,800	745577
	71	140	401		Valli Kee	79	3		2/25/2014	5/12/2014	158	\$10,014	\$8,224	\$18,238	745578
	72	140	401		Valli Kee	87	4		2/16/2014	5/16/2014	162	\$10,226	\$11,241	\$21,467	744723
	73	140	401		Valli Kee	88	4		2/16/2014	5/21/2014	159	\$9,999	\$10,853	\$20,851	744724
	74	140	401		Valli Kee	86	2		2/16/2014	5/29/2014	143	\$9,087	\$7,774	\$16,861	744722
	75	140	401		Valli Kee	81	3		2/16/2014	5/30/2014	154	\$9,818	\$8,446	\$18,263	745579
	76	140	401		Valli Kee	82	3		2/16/2014	6/9/2014	148	\$9,428	\$10,344	\$19,772	745580
	77	140	401		Valli Kee	89	4		2/16/2014	6/12/2014	159	\$10,053	\$12,317	\$22,370	744725
	78	140	401		Valli Kee	65	4		2/16/2014	6/16/2014	152	\$9,560	\$11,406	\$20,966	750050
	79	140	401		Valli Kee	66	4		2/16/2014	6/17/2014	140	\$8,812	\$11,667	\$20,479	750053
	80	140	401		Valli Kee	83	2		2/16/2014	6/24/2014	149	\$9,397	\$10,005	\$19,402	744719
	81	140	401		Valli Kee	84	2		2/16/2014	6/25/2014	161	\$10,209	\$9,009	\$19,218	744720
	82	140	401		Valli Kee	85	4		2/16/2014	6/30/2014	166	\$10,470	\$11,387	\$21,857	744721
	83	140	401		Valli Kee	90	4		2/16/2014	7/7/2014	149	\$9,429	\$10,857	\$20,286	744726
	84	140	401		Valli Kee	77	3		6/6/2014	7/14/2014	154	\$9,658	\$9,210	\$18,868	750333
	85	140	401		Valli Kee	78	3		6/6/2014	7/17/2014	163	\$10,275	\$9,670	\$19,945	750334
	86	140	401		Valli Kee	50	1		6/6/2014	7/18/2014	151	\$9,639	\$7,064	\$16,702	750335
	87	140	401		Valli Kee	51	1		6/6/2014	7/22/2014	156	\$9,916	\$7,707	\$17,623	750336
	88	140	401		Valli Kee	49	1		6/6/2014	7/24/2014	140	\$9,088	\$7,419	\$16,507	750338
	89	140	401		Valli Kee	52	1		6/6/2014	7/24/2014	138	\$8,990	\$7,843	\$16,833	750339
	90	140	401		Valli Kee	64	3		6/6/2014	7/29/2014	155	\$9,787	\$9,211	\$18,998	750342
	91	140	401		Valli Kee	63	3		6/6/2014	7/31/2014	156	\$10,792	\$9,954	\$20,746	750343
	92	140	401		Valli Kee	58	1		7/8/2014	8/12/2014	134	\$8,422	\$7,324	\$15,745	752181
	93	140	401		Valli Kee	57	1		7/8/2014	8/13/2014	128	\$8,064	\$7,441	\$15,505	752654
	94	140	401		Valli Kee	55	1		7/8/2014	8/14/2014	135	\$8,487	\$7,193	\$15,680	752655
	95	140	401		Valli Kee	56	1		7/8/2014	8/15/2014	128	\$8,160	\$7,309	\$15,469	752658
	96	140	401		Valli Kee	59	3		7/8/2014	8/18/2014	160	\$10,208	\$10,034	\$20,242	752183

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Brittney Park

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	44	485	553	EGIS	Casa Madrona	235	1	00505530235	5/2/2019	6/22/2019	173	\$10,263	\$11,182	\$21,444	75789
		Casa Madrona		1973	Total Units	70	Upgraded	44	Remaining	26			Avg. \$ (since 2012)	\$22,684	
		Eastbridge		2010	Total Units	13	Newly Built	13							
		Fairwind		2013	Total Units	87	Newly Built	87							
		Greenriver Homes			CCD Renovated 2012										
				1958	Total Units	70	Upgraded	70	Remaining	0					
		Gustaves Manor													
	1	485	554	EGIS	Gustaves Manor	506	1		1/6/2009	1/22/2009	184	\$11,603	\$7,763	\$19,367	614156
	2	485	554	EGIS	Gustaves Manor	309	1		3/2/2009	3/13/2009	213	\$13,254	\$6,638	\$19,892	617931
	3	485	554	EGIS	Gustaves Manor	102	1		4/2/2009	4/14/2009	156	\$9,592	\$4,240	\$13,832	620294
	4	485	554	EGIS	Gustaves Manor	402	1		10/12/2009	10/27/2009	202	\$12,708	\$6,170	\$18,878	633568
	5	149	554	EGIS	Gustaves Manor	166	1		1/1/2010	1/21/2010	178	\$10,845	\$7,093	\$17,937	639082
	6	149	554	EGIS	Gustaves Manor	308	1		2/7/2011	2/28/2011	228	\$14,652	\$7,281	\$21,933	663007
	7	149	554	EGIS	Gustaves Manor	405	1		5/6/2011	6/13/2011	195	\$12,363	\$6,979	\$19,342	670491
	8	149	554	EGIS	Gustaves Manor	206	1		1/1/2012	2/17/2012	164	\$10,532	\$6,852	\$17,384	688559
	9	485	554	EGIS	Gustaves Manor	101	1	00505540101	2/16/2016	4/6/2016	199	\$12,715	\$9,254	\$21,969	5886
	10	485	554	EGIS	Gustaves Manor	313	1	00505540313	5/2/2016	5/27/2016	200	\$12,302	\$9,691	\$21,993	10598
	11	485	554	EGIS	Gustaves Manor	311	1	00505540311	6/28/2016	7/27/2016	246	\$15,710	\$9,678	\$25,388	13515
	12	485	554	EGIS	Gustaves Manor	304	1	00505540304	7/5/2016	7/29/2016	198	\$12,404	\$9,540	\$21,943	14051
	13	485	554	EGIS	Gustaves Manor	502	1	00505540502	7/29/2016	8/31/2016	241	\$15,273	\$9,771	\$25,044	15653
	14	485	554	EGIS	Gustaves Manor	314	1	00505540314	8/8/2016	9/20/2016	237	\$15,027	\$10,612	\$25,639	16011
	15	485	554	EGIS	Gustaves Manor	404	1	00505540404	09/16/16	10/31/16	260	\$16,507	\$9,489	\$25,996	18791
	16	485	554	EGIS	Gustaves Manor	201	1	00505540201	10/13/2016	12/6/2016	239	\$15,223	\$10,746	\$25,969	19555
	17	485	554	EGIS	Gustaves Manor	202	1	00505540202	12/15/16	2/7/2017	222	\$14,555	\$10,247	\$24,802	22792
	18	485	554	EGIS	Gustaves Manor	503	1	00505540503	2/1/2017	2/28/2017	193	\$12,643	\$10,961	\$23,604	24884
	19	485	554	EGIS	Gustaves Manor	302	1	00505540302	02/24/17	4/10/2017	219	\$14,301	\$9,096	\$23,397	26022
	20	485	554	EGIS	Gustaves Manor	305	1	505540305	4/19/2017	6/23/2017	199	\$13,104	\$10,674	\$23,777	28828
	21	485	554	EGIS	Gustaves Manor	403	1	505540403	6/26/2017	7/25/2017	230	\$15,186	\$10,802	\$25,988	32039
	22	485	554	EGIS	Gustaves Manor	203	1	505540203	7/5/2017	8/17/2017	211	\$13,793	\$11,511	\$25,304	32415
	23	485	554	EGIS	Gustaves Manor	103	1	505540103	8/21/2017	9/29/2017	205	\$13,338	\$11,357	\$24,695	35021
	24	485	554	EGIS	Gustaves Manor	310	1	505540310	8/21/2017	11/28/2017	198	\$12,921	\$11,994	\$24,915	35830
	25	485	554	EGIS	Gustaves Manor	504	1	505540504	9/11/2017	11/30/2017	198	\$12,729	\$11,361	\$24,090	35975
	26	485	554	EGIS	Gustaves Manor	303	1	505540303	12/4/2017	1/18/2018	240	\$15,731	\$11,826	\$27,556	41168
	27	485	554	EGIS	Gustaves Manor	501	1	505540501	2/20/2018	3/30/2018	212	\$13,955	\$10,474	\$24,429	47327
	28	485	554	EGIS	Gustaves Manor	505	1	505540505	5/1/2018	6/14/2018	215	\$14,125	\$12,551	\$26,676	52620
		Gustaves Manor		1982	Total Units	35	Upgraded	28	Remaining	7			Avg. \$ (since 2016)	\$24,312	

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	22	485	352	EGIS	Munro Manor	116	1		4/29/2015	6/8/2015	216	\$13,553	\$10,579	\$24,133	775608
	23	485	352	EGIS	Munro Manor	319	1		6/16/2015	7/29/2015	196	\$11,408	\$10,180	\$21,588	778618
	24	485	352	EGIS	Munro Manor	208	1		8/28/2015	10/9/2015	174	\$10,922	\$10,081	\$21,002	783349
	25	485	352	EGIS	Munro Manor	16	1		10/5/2015	12/8/2015	197	\$12,517	\$10,920	\$23,437	785656
	26	485	352	EGIS	Munro Manor	201	1	00303520201	11/30/2015	1/20/2016	225	\$14,253	\$9,797	\$24,050	1454
	27	485	352	EGIS	Munro Manor	18	1	00303520018	2/1/2016	3/16/2016	199	\$12,663	\$12,116	\$24,778	5184
	28	485	352	EGIS	Munro Manor	15	1	00303520015	3/28/2016	5/26/2016	248	\$15,287	\$10,841	\$26,128	8169
	29	485	352	EGIS	Munro Manor	111	1	00505320111	11/17/2016	1/30/2017	213	\$13,910	\$11,814	\$25,724	21264
	30	485	352	EGIS	Munro Manor	314	1	00303520314	12/28/2016	1/31/2017	209	\$13,612	\$11,197	\$24,809	23274
	31	485	352	EGIS	Munro Manor	214	1	303520214	3/29/2017	6/13/2017	203	\$13,225	\$10,955	\$24,180	27809
	32	485	352	EGIS	Munro Manor	217	1	303520217	6/22/2017	8/28/2017	200	\$13,576	\$11,496	\$25,072	31874
	33	485	352	EGIS	Munro Manor	107	1	303520107	8/2/2017	10/17/2017	200	\$13,091	\$12,126	\$25,217	33916
	34	485	352	EGIS	Munro Manor	209	1	303520209	8/4/2017	10/23/2017	199	\$12,984	\$13,119	\$26,103	34101
	35	485	352	EGIS	Munro Manor	321	1	303520321	4/3/2018	5/29/2018	238	\$15,651	\$10,910	\$26,560	50778
	36	485	352	EGIS	Munro Manor	216	1	00303520216	12/26/2018	3/5/2019	303	\$18,591	\$9,164	\$27,755	68040
	37	485	352	EGIS	Munro Manor	211	1	00303520211	3/13/2019	5/16/2019	409	\$24,972	\$13,018	\$37,990	72524
	38	485	352	EGIS	Munro Manor	218	1	00303520218	4/3/2019	5/23/2019	325	\$20,447	\$14,043	\$34,490	73731
		Munro Manor		1971	Total Units	60	Upgraded	38	Remaining	22			Avg. \$ (since 2012)	\$24,888	
		Nia Apartments		2008	Total Units	40	Newly Built	40	Remaining	0					
		Paramount House													
	1	485	150	EGIS	Paramount House	312	1		8/28/2006	9/15/2006	168	\$7,545	\$3,905	\$11,450	542913
	2	485	150	EGIS	Paramount House	212	1		10/30/2006	11/20/2006	161	\$7,266	\$6,165	\$13,431	548584
	3	485	150	EGIS	Paramount House	317	1		1/29/2007	2/23/2007	132	\$5,841	\$7,433	\$13,274	558068
	4	485	150	EGIS	Paramount House	116	Alcove		3/13/2007	3/30/2007	167	\$7,469	\$5,391	\$12,860	562619
	5	485	150	EGIS	Paramount House	207	Alcove		4/3/2007	5/1/2007	186	\$8,137	\$5,303	\$13,439	563880
	6	485	150	EGIS	Paramount House	311	Alcove		4/26/2007	6/1/2007	147	\$6,562	\$5,122	\$11,684	565902
	7	485	150	EGIS	Paramount House	203	Alcove		7/2/2007	8/8/2007	130	\$5,733	\$5,757	\$11,490	570673
	8	485	150	EGIS	Paramount House	323	Alcove		7/13/2007	8/8/2007	127	\$5,673	\$4,982	\$10,656	571601
	9	485	150	EGIS	Paramount House	315	Alcove		9/26/2007	10/16/2007	152	\$6,754	\$4,823	\$11,577	577489
	10	485	150	EGIS	Paramount House	107	Alcove		10/12/2007	10/31/2007	151	\$6,704	\$5,203	\$11,907	578545
	11	485	150	EGIS	Paramount House	217	1		3/24/2009	4/10/2009	196	\$11,372	\$8,666	\$20,038	619649
	12	485	150	EGIS	Paramount House	302	1		3/8/2011	4/13/2011	185	\$10,483	\$9,119	\$19,602	665121
	13	485	150	EGIS	Paramount House	109	1		4/29/2011	5/20/2011	178	\$10,098	\$6,745	\$16,843	668667
	14	485	150	EGIS	Paramount House	204	1		1/5/2012	3/9/2012	166	\$9,032	\$7,199	\$16,231	688333
	15	485	150	EGIS	Paramount House	202	1		3/29/2012	5/10/2012	179	\$10,111	\$6,128	\$16,239	694286
	16	485	150	EGIS	Paramount House	103	1		4/2/2012	5/10/2012	171	\$9,873	\$6,895	\$16,768	694285
	17	485	150	EGIS	Paramount House	121	1		5/2/2012	6/21/2012	169	\$10,697	\$7,759	\$18,455	696502
	18	485	150	EGIS	Paramount House	108	1		6/5/2012	7/20/2012	176	\$9,542	\$8,236	\$17,778	698342
	19	485	150	EGIS	Paramount House	210	1		7/6/2012	8/21/2012	171	\$9,726	\$7,488	\$17,214	700271
	20	485	150	EGIS	Paramount House	209	1		10/22/2012	11/15/2012	170	\$9,974	\$7,194	\$17,168	707258
	21	485	150	EGIS	Paramount House	316	1		1/30/2013	3/15/2013	189	\$10,707	\$6,856	\$17,562	714112
	22	485	150	EGIS	Paramount House	102	1		6/27/2013	8/30/2013	150	\$9,526	\$6,808	\$16,334	723212

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
Avondale House				1992	Total BEDS	16	Upgraded	0	Remaining		Uncertain	16			
Anita Vista															
	1	500	485		Anita Vista	203	1		11/16/2007	12/5/2007	137	\$6,093	\$4,676	\$10,770	581171
	2	500	485		Anita Vista	206	3		3/13/2009	3/27/2009	259	\$16,118	\$6,002	\$22,120	618870
	3	500	485		Anita Vista	203	2		6/2/2010	6/30/2010	247	\$15,741	\$7,301	\$23,042	648498
	4	500	485		Anita Vista	207	2		10/11/2012	11/5/2012	206	\$13,150	\$8,754	\$21,904	706699
	5	500	485		Anita Vista	104	2		7/24/2015	9/8/2015	272	\$17,117	\$10,309	\$27,426	781012
	6	500	485		Anita Vista	203	2		7/22/2015	9/11/2015	266	\$16,830	\$10,506	\$27,336	781008
	7	500	485		Anita Vista	108	2	00404850108	3/4/2016	3/29/2016	228	\$14,260	\$13,833	\$28,093	7254
	8	500	485		Anita Vista	101	2	00404850101	08/05/16	11/2/2016	252	\$15,827	\$13,286	\$29,113	16423
Anita Vista					Total Units	15	Upgraded	8	Remaining	7			Avg. \$ (since 2009)	\$25,576	
Brookside				1983	Total Units	16	Upgraded	0	Remaining		Uncertain	16			
Echo Cove															
	1	500	183		Echo Cove	326	1		7/1/2010	7/30/2010	188	\$11,425	\$8,843	\$20,268	649819
	2	500	183		Echo Cove (227)	26	2		2/27/2015	4/15/2015	280	\$17,862	\$10,972	\$28,834	769940
	3	500	183		Echo Cove (328)	28	2		8/14/2015	9/28/2015	275	\$16,750	\$11,471	\$28,221	782411
Echo Cove					Total Units	4	Upgraded	3	Remaining	1			Avg. \$	\$25,774.25	
Federal Way Duplexes															
	1	166	508		Fed Way Duplex	1	3		5/20/2009	7/13/2009	343	19,992.67	10,286.63	30,279.30	624211
	2	166	508		Fed Way Duplex	3	2		7/21/2015	9/10/2015	383	\$24,419	\$14,111	\$38,530	781722
	3	166	508		Fed Way Duplex	4	2		10/14/2015	12/7/2015	426	\$27,260	\$13,134	\$40,394	1089
	4	500	581		Fed Way Duplex	2	2	00505810002	2/10/2016	3/22/2016	400	\$25,496	\$14,332	\$39,828	5647
	5	500	581		Fed Way Duplex	1	2	00505810001	3/4/2016	4/15/2016	368	\$23,464	\$9,698	\$33,162	7050
Federal Way Duplexes					Total Units	6	Upgraded	5	Remaining	1			Avg. \$	\$36,439	
Harbour Villa															
	1	500	182		Harbor Villa	24	1								
	2	500	182		Harbor Villa	119	2	00101820024	4/13/2017	7/21/2017	244	\$15,196	\$10,877	\$26,073	29212
	3	500	182		Harbor Villa	205	2	00101820023	8/14/2017	10/30/2017	231	\$14,977	\$10,302	\$25,279	35373
	4	500	182		Harbor Villa	113	1	00101820021	1/22/2018	4/3/2018	245	\$15,423	\$12,046	\$27,469	45561
	5	500	182		Harbor Villa	209	2	00101820025	4/19/2019	6/3/2019	248	\$14,740	\$10,518	\$25,258	75064
Harbour Villa					Total Units	5	Upgraded	5	Remaining	0			Avg. \$	\$26,020	
Holt House															

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
							RAFN/CCD	56							
						2016	Spiritwood	117							
								821				152			
							Unit Upgrades	1696							