



King County
Housing
Authority

October 2022



Moving to Work Annual Plan Fiscal Year 2023

KING COUNTY HOUSING AUTHORITY

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Letter from the Executive Director

Dear New Friends and Colleagues,

I am incredibly honored to join the King County Housing Authority (KCHA) as the new Executive Director. As I shift into this role, I am deeply aware of the affordable housing challenges and opportunities facing the individuals and families we support and the communities we serve. I am excited to work beside the agency's thoughtful leadership team, exceptional staff, and community partners in pursuit of agency goals for 2023. Today, KCHA is well positioned to build on the agency's 84-year reputation and 20-year track record of successful innovation through our Moving to Work (MTW) status.

With the combination of funding and regulatory flexibilities available through the U.S. Department of Housing and Urban Development's MTW program, KCHA has developed and implemented a variety of creative, locally driven programs over the past two decades to serve the unique and often complex housing challenges our low-income community members face. KCHA will respond to those challenges by continuing to use every tool available to us to expand housing choice, promote family self-sufficiency, and increase operational effectiveness. As our community still grapples with the lasting health and economic realities brought on by the COVID-19 pandemic, we remain steadfast in our pursuit to fully maximize the agency's MTW status and persistently carry forward our mission to transform lives through housing.

Many challenges remain on the horizon concerning affordable housing and homelessness in our region, requiring an all-hands-on-deck approach. According to the latest Point-in-Time Count in King County, instances of homelessness reached an all-time high in 2022. Simultaneously, nonprofit providers that we rely on as partners are challenged by the increasing demand for quality and appropriate services. All the while, the affordable housing crisis in our county continues to have a disproportionate impact on communities of color. As King County continues the dialogue around race, equity, and affordable housing, we must identify homelessness and the lack of access to the area's housing stock as troubling symptoms of structural racism and racial inequities.

To make progress, we recognize that we cannot accomplish this work alone. Our efforts will require a shared vision and alignment with Continuum of Care partners, the broader homeless sector, private-market housing providers, and local healthcare and workforce systems to complement and strengthen policy coherence and service delivery. This work will be informed through the successful and ongoing collaborative practices and evaluation, reflection, and knowledge sharing that will continue to inform agile and innovative approaches to solutions that achieve household stability and organizational improvement.

We at KCHA are proud of this shared success related to our local partnerships in the provision of the agency's allotted Emergency Housing Vouchers (EHV) in providing housing assistance to those experiencing or at risk of homelessness. As of August 2022, this new enterprise has achieved a utilization rate of 84%, well above the current national average. Together, with the backing of MTW

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flexibility, we will build on these successes through the coming year, motivated by the shared belief that we are responsive and consistent in our interactions and that everything starts with the needs of our residents and the communities we serve. This will continue to entail an aggressive pursuit of project-basing additional Housing Choice Vouchers (HCV) and incremental vouchers to not only “house” more extremely low-income households, but also to foster innovative, supportive housing settings that meet the focused needs of families and individuals experiencing formidable barriers to self-sufficiency.

We are at a decisive juncture regionally and nationally. Advancing the agency's mission through our MTW status remains critical, now more than ever. While KCHA’s vision and mission remain the same, the 2023 MTW Annual Plan spotlights essential strategies in: building community; strengthening collaboration; adapting and improving how we work; continuous evaluation for effectiveness and impact; answering the call to serve more community members in need; reducing administrative barriers to advance operational excellence; and advancing equity, diversity, and inclusion in our workplace and the communities we serve.

Each new day offers a chance for us to work together to pursue new opportunities, refine what works, and improve on the past. I am hopeful that we can achieve this work together, and I am confident that KCHA’s MTW flexibility will no doubt remain a key driver of our agency’s ongoing success.

Sincerely,

Robin Walls

Robin Walls

Executive Director/Chief Executive Officer

King County Housing Authority

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SECTION I

INTRODUCTION

A. OVERVIEW OF SHORT-TERM MTW GOALS AND OBJECTIVES

The COVID-19 pandemic has clearly reaffirmed the value of the flexibility that the Moving to Work (MTW) program provides to participating housing authorities. Locally, these flexibilities have been critical in enabling the King County Housing Authority (KCHA) to quickly pivot to address the emergent needs of our residents, the changed operational environment, and our community's health and workforce challenges. As this health crisis slowly retreats, KCHA remains committed to supporting our community's full recovery by continuing to integrate pandemic learnings into standard operations and adapt to the ongoing challenges associated with both the pandemic and our region's ongoing affordable housing crisis. This will require continued expansion and improvements to our core federal programs as well as new, locally designed program responses — all within the context of our longstanding MTW strategic plan and goals. Throughout the plan year, KCHA will continue to advance MTW policy innovation by embedding research and evaluation into these efforts so as to continually test and improve outcomes, and advance equity measures.

In 2023, KCHA will continue to leverage MTW flexibility to:

⇒ **SUPPORT RESIDENT HEALTH, STABILITY, AND WELL-BEING.** The COVID-19 pandemic made clear the critical importance of client-family physical and behavioral health and housing stability. KCHA will continue to develop and monitor initiatives that respond to resident needs around health and well-being and expand support for residents seeking services from specialized non-profit providers. Our partnership with UnitedHealthcare will move into its next stage of program design and service delivery in partnership with local community-based organizations and health care providers, and be directly informed by residents themselves. A key focus will remain on assuring the housing stability of the extremely low-income households we serve, both for residents in our own housing portfolio and for households renting from third-party housing providers.

⇒ **ADAPT OPERATIONS, POLICIES, AND PROCEDURES TO SUPPORT RESIDENTS**

AND STAFF THROUGH THE COVID-19 PANDEMIC WIND DOWN PHASE. As the course of the pandemic moves unpredictably forward, we continue to pursue opportunities to streamline and adapt our operations, policies, and procedures to better meet resident needs, ease administrative burdens, remove barriers to efficiently administer federal housing assistance, and assure resident and staff safety. Since KCHA's March 2020 COVID-related emergency declaration, we have utilized MTW flexibility and HUD waivers to limit inspection frequency and adopt new inspection protocols, streamline verification processes, modify client review schedules, and ease program eligibility requirements. In 2023, KCHA expects that all associated waivers previously employed will not be extended through usage of MTW flexibility. Since the pandemic, we have increased non-contact options available to residents through expanded use of online rent payments and DocuSign for document processing. In 2023, we will consider making these new technology friendly offerings permanent, in order to ease the administrative burden on residents and staff.

⇒ **ADVANCE RACIAL EQUITY AND SOCIAL JUSTICE IN THE COMMUNITIES WE SERVE.** The effects of historical and institutional racism continue to be evidenced in housing outcomes that demonstrate disproportionate rates of homelessness, displacement, and neighborhood access. Furthermore, demographic changes and our emergence from the COVID-19 pandemic continue to inform and impact our understanding of Equity, Diversity and Inclusion (EDI) in the workplace and the communities we serve. In response, KCHA established the Office of EDI to develop an agency-wide strategy aimed to embed EDI principles into every aspect of KCHA's work, acknowledging a range of intersectional identities and placing an intentional emphasis on racial equity.

In 2023, the Office of EDI is expected to implement the first phase of the EDI strategy, which will help our agency carry out EDI values through our work every day. The EDI strategy was informed by the development of shared definitions of key EDI terms and input provided from previous KCHA efforts, including contributions by KCHA's Race, Equity, Diversity and Inclusion (REDI) committee. This 2022 inclusive planning process also included feedback from the

agency's board, staff, residents and community partners. Other broad agency-wide efforts will continue to include staff training, the development of organizational goals and measures of equity, equitable procurement practices that involve open and accessible processes and information, the adoption of a racial equity assessment tool, and increased internal capacity to move this work forward.

The 2022 inclusive planning process also included feedback from the agency's board, staff, residents and community partners.

⇒ **INCREASE THE NUMBER OF EXTREMELY LOW-INCOME HOUSEHOLDS WE SERVE.**

A sufficient supply of affordable housing is an essential underlying determinant of social justice and key to our region's strategies to combat related issues of poverty, housing instability, public health, community displacement, and homelessness. While federal resources have not kept pace with our community's need for affordable housing, KCHA continues to pursue every available opportunity to expand our housing assistance for low-income households. These efforts include: applications for new special purpose vouchers; property acquisitions and new development aimed to preserve and increase the overall supply of affordable multifamily housing in the region; the 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 Housing Choice Voucher (HCV) program; and the use and evaluation of locally designed, innovative subsidy programs to house and support diverse populations. In 2023, we will continue working in close collaboration Washington State Department of Children, Youth and Families (DCYF) and the YMCA to successfully complete the lease-up 66 Foster Youth to Independence (FYI) Competitive vouchers, and with our local Continuum of Care partners to successfully complete the lease-up of 762 new Emergency Housing Vouchers (EHV). As of August 2022, KCHA has leased 84% of the agency's allocation of EHV's, well over the current national average, and expects to be fully leased by end of 2022 to early 2023. KCHA also plans to turn on banked ACC throughout the plan year to include the Village Plaza community.

⇒ **LEVERAGE PARTNERSHIPS TO ADDRESS THE MULTI-FACETED NEEDS OF THE INDIVIDUALS AND FAMILIES EXPERIENCING HOMELESSNESS IN OUR REGION.**

According to the King County Regional Homelessness Authority's most recent Point-in-Time Count, more than 13,368 people in the county lacked housing in March 2022, representing an increase of 1,617 since 2020. Additionally, a recent King County Department of Health and Human Services (DHHS) analysis drawing on multiple administrative data sources estimated that 40,800 people experienced homelessness in the King County region at some point in 2020.

¹In 2021, KCHA was awarded 762 EHV's, and 66 FYI vouchers to help meet the growing needs of King County residents experiencing or at high risk of experiencing homelessness. This federal investment enabled KCHA to strengthen its relationship with the newly formed King County Continuum of Care, King County Regional Homelessness Authority, and to form new partnerships with community-based providers, many of whom specialize in providing culturally relevant outreach to people of color experiencing homelessness. Through these efforts KCHA was well positioned to make meaningful impactful helping King County residents exit homelessness and move in to safe and stable housing. Recent data shows that in 2021, 62% of the households entering KCHA's federally subsidized programs, many which include our Special Purpose Voucher programs, reported they were experiencing homelessness prior to receiving housing our assistance. These households include diverse populations with varying needs: veterans with complex health challenges; individuals living with behavioral health issues; those involved with the criminal justice system; young adults experiencing homelessness and/or transitioning out of foster care; families fleeing domestic violence; non-elderly individuals with disabilities; and families involved with the child welfare system. In 2023, KCHA will continue to apply for new Special Purpose Vouchers as the opportunity arises and will continue our focus on leveraging local government and community-based partnerships to further advance regional solutions to the ongoing homelessness crisis in King County.

¹ King County Department of Health and Human Services: [Analysis of Integrated Data Report](#).

The following highlights from these ongoing and future efforts include:

- **Innovative Partnerships.** 2023 will entail a sustained focus upon our Collaborative Case Management program to expand access to HUD-VASH vouchers through our partnership with the King County Veterans Program. Partnerships with local schools to provide housing assistance to students experiencing homelessness. Deepening our partnership with DCYF to support families involved in the child-welfare system and youth exiting foster care to access rental assistance, and partnering with King County to implement housing stability supportive services to ensure KCHA EHV clients are successful at maintaining long term housing stability. KCHA is also eager to expand self-sufficiency programming for youth accessing our Family Unification Program (FUP) and FYI vouchers so as to further promote economic mobility and to prevent the re-occurrence of homelessness for this highly vulnerable population.
- **Housing Search Navigation Supports.** Through the use of grant funding both from HUD and local sources such as King County, KCHA will build upon its lessons learned through the EHV program to expand housing navigation services to our Special Purpose Voucher clients both through in-house and contracted housing navigators to support clients with being able to exit homelessness and lease-up in King County's highly competitive rental market.
- **Adding Incremental Vouchers to our Portfolio.** In August 2022, KCHA applied for a new allocation of 75 FYI Competitive vouchers, and plans to continue to pursue every available opportunity to apply for new special purpose vouchers that HUD plans to make available during 2023.
- **Project-Basing Assistance.** In partnership with the King County and other public funders including the Continuum of Care, KCHA will continue to seek out opportunities to use project-based voucher assistance to help fund the pipeline of new Permanent Supportive Housing (PSH) developments in Suburban King County. KCHA is anticipating 300 units of

PSH from prior commitments outlined via Agreement(s) to enter into a Housing Assistance Payment (AHAP), which are anticipated to be completed and ready for occupancy in 2023.

⇒ **DEEPEN PARTNERSHIPS WITH LOCAL SCHOOL DISTRICTS TO IMPROVE**

EDUCATIONAL OUTCOMES. By end of year 2021, nearly 15,700 children lived in KCHA's federally-subsidized housing over the course of the year. KCHA views 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. This objective is especially challenging in the context of a pandemic which has exacerbated economic and educational disparities. KCHA prioritizes students' educational success through partnerships with local education stakeholders, including school districts, out-of-school time and early learning providers, and parents. In 2023, KCHA will continue to partner with our network of out-of-school time providers to ensure school-aged children living in KCHA-owned properties have access to critical after-school and summer learning programming aimed to help make up lost academic and social and emotional learning over the course of the pandemic. Linking providers to other specialized nonprofit entities, school districts and their respective resources will be a central focus in 2023. Additionally, we will continue implementing innovative programming such as the Neighborhood Early Learning Connectors (NELC), launched in 2021 with an intent to support healthy child development so that young children entering kindergarten are prepared to thrive. The NELC staff are comprised of residents/participants of KCHA's housing programs that reflect the culture and linguistic makeup of the communities in which they serve. Through this pilot, the partnership with Eastside Baby Corner was established in 2021 and will continue to provide NELC families with critical every-day resources such as diapers, baby formula, clothes, and car seats. KCHA will also continue to partner with local schools, Highline College and regional partners to provide critical housing assistance resources to area households experiencing homelessness.

⇒ **INCREASE GEOGRAPHIC CHOICE.** Recognizing that economic and racial integration is critical to both individual family outcomes and the long-term condition of the region, KCHA will

continue our multi-pronged approach to broadening geographic choice for low-income households. Our strategies include the continued use of a ZIP code-based voucher payment standard system, strategic property acquisitions, and new public housing and project-based assistance contracts in neighborhoods of opportunity. Following the successful completion of the Creating Moves to Opportunity (CMTO) initiative, which tested strategies to assist families with young children in accessing and moving to high-opportunity neighborhoods, 30% of KCHA's HUD-subsidized households now live in high- or very high-opportunity neighborhoods. The CMTO program results, which utilized randomized control groups to evaluate various approaches, have provided key insights for HUD's efforts to expand its mobility initiatives. KCHA will continue to draw from CMTO results and insights to inform sustained mobility programming to advance our goal of improving long-term educational and economic outcomes for KCHA families and children.

⇒ **INVEST IN THE ELIMINATION OF ACCRUED CAPITAL REPAIR AND SYSTEM REPLACEMENT NEEDS IN OUR FEDERALLY SUBSIDIZED HOUSING INVENTORY.** In 2023, KCHA will continue our recapitalization efforts and invest \$17.2 million in MTW working capital to upgrade our federal housing stock. As costs for materials continue to rise, we have increased the annual budget for associated unit upgrades for the plan year. Overall, these investments improve housing quality, reduce maintenance costs and energy consumption, and extend the life expectancy of our housing stock, enabling us to better fulfill our mission over the long term.

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 these overarching strategic goals:

- **STRATEGY 1:** Continue to strengthen the physical, operational, financial, and

environmental sustainability of our portfolio of more than 12,339 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% 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:** Advance racial equity and social justice within KCHA and in King County through the implementation and ongoing evaluation of KCHA's EDI strategy.
- **STRATEGY 4:** Affirmatively further the policies and purposes of the Fair Housing Act, and provide greater geographic choice for low-income households — including residents with disabilities, elderly residents with mobility impairments, and families with children — so that more of our residents have the opportunity to live in neighborhoods with high-performing schools and convenient access to support services, transit, health services, and employment.
- **STRATEGY 5:** 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 significantly decreasing homelessness throughout King County.
- **STRATEGY 6:** Engage in the revitalization of King County's low-income neighborhoods, with a focus on housing and other services, amenities, institutions, and partnerships that empower strong, healthy communities and prevent displacement of existing communities.
- **STRATEGY 7:** Work with King County government, regional transit agencies, and suburban cities to support sustainable and equitable regional development by integrating new — and preserving existing — affordable housing in regional growth corridors aligned with mass transit investments.
- **STRATEGY 8:** Expand and deepen partnerships with our residents, local school districts, Head Start programs, after-school program providers, public health departments, community colleges, and the philanthropic community with the goal of improving educational and life outcomes for the low-income children and families we serve.

- **STRATEGY 9:** Promote greater economic independence for families and individuals living 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 — including homeownership — at the appropriate time.
- **STRATEGY 10:** 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 11:** Continue to reduce KCHA’s environmental footprint through energy and water conservation, renewable energy generation, waste stream diversion, green procurement policies, waste reduction, and fleet management practices.
- **STRATEGY 12:** Develop our capacity as a learning organization that uses data, research, and evaluation to assess housing access, outcomes, and equity, and 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	Section 504 Accessible Units (Mobility)	Section 504 Units (Hearing / Vision)
	0/1	2	3	4	5	6+				
Illahee Apartments ²	22	14	0	0	0	0	36	TBD	TBD	TBD
Village Plaza	1	5	0	0	0	0	6	TBD	TBD	TBD
Future Acquisition and Conversion of Existing Housing to Public Housing								TBD	TBD	TBD
Total Public Housing Units to be Added ³							42			

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

² Illahee Apartments was included in previous KCHA MTW plans but has not yet converted to Public Housing. KCHA is continuing to work towards transitioning this property to public housing with an anticipated date of activating ACC in or around 2024.

³ Additional properties yet to be identified or acquired by KCHA, may convert to Public Housing in 2023 should KCHA deem such opportunities appropriate. Additionally, some housing units might be designated MTW Neighborhood Services units in 2023 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.

iii. Planned New Project-based Vouchers

Property Name	Anticipated Number of New Vouchers to be Project-based	RAD?	Description of Project
Sunset Gardens	38	No	KCHA elected to non-competitively award KCHA-controlled vouchers to Renton Housing Authority, as allowed per the KCHA Project-based Section 8 Administrative Plan. On 05/19/2022, the AHAP contract was executed with a project completion scheduled for 2023. The project will serve people exiting homelessness in a Permanent Supportive Housing (PSH) environment.
Horizon Housing Totem Lake	8	No	This project was awarded project-based vouchers through the 2021 ARCH Housing Trust Fund, KCHA anticipates executing the AHAP contract in 2023. Anticipated project completion ready for occupancy in 2026 Q1. The project will serve people exiting homelessness in a PSH environment.
King County Combined Funders NOFA	150	No	Project-based vouchers made available through the 2022 Combined Funders NOFA for projects serving people exiting homelessness.
Planned Total Vouchers to be Newly Project-based	196		

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 modifications 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 new Special Purpose and Project-Based Vouchers, along with sponsor-based housing as additional opportunities arise throughout the plan year.

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

In 2023, KCHA will spend nearly \$17.2 million to complete capital improvements critical to maintaining our federally subsidized properties. Expenditures include:

- **UNIT UPGRADES AND SPECIAL PROJECTS (\$4.7 MILLION).** KCHA's ongoing efforts to significantly upgrade the interiors of our affordable housing inventory as units turn over will continue in 2023. 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 135 additional units.
- **BUILDING ENVELOPE AND RELATED COMPONENTS UPGRADES (\$4.7 MILLION).** In 2023, a building envelope upgrade that includes new siding, windows, exterior doors, and roofing will be completed at Westminster Manor (Shoreline) and all envelope components but the roof will be replaced at Woodcreek Lane (Woodinville). Burien Park (Burien) will be re-roofed, and the former foodbank building at Burndale Homes (Auburn) will receive new siding, doors, windows and roof, along with new tenant improvements necessary to convert the space from its former use to property management offices.
- **SYSTEMS (HEATING, SEWER, ELEVATOR) IMPROVEMENTS (\$6.6 MILLION).** The heating system at Casa Juanita (Kirkland) will be improved with the replacement of the hydronic in-unit heaters and controls. Deteriorated sewer lines will be replaced at Mardi Gras (Kent) along with lining of the side sewers. Also at Mardi Gras, the rooftop equipment for the heating and cooling of the common areas will be upgraded. The elevator at the Central Office (Tukwila) will be refurbished with a new jack, controls, and interior cab improvements.
- **"509 PORTFOLIO" IMPROVEMENTS (\$1.2 MILLION).** Planned improvements in the portfolio of 509 units of former Public Housing properties converted to project-based

Section 8 in 2013 will continue in the plan year. The fire monitoring system at Eastridge House (Issaquah) will be upgraded and improvements will be made to the attic ventilation systems at Juanita Trace (Kirkland). All components of the envelope at Glenview Heights (Renton) will be upgraded and at Vista Heights (Renton) water-damaged subfloor and flooring materials will be replaced.

B. LEASING INFORMATION

i. Planned Number of Households Served

In prior years, KCHA's planned number of households served included special purpose vouchers that were funded outside of the agency's MTW Block Grant. The following table includes only KCHA's MTW Block Grant vouchers.

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	2,440	29,280
MTW Housing Choice Vouchers (HCV) Utilized ⁴	8,710	104,520
Local, Non-traditional: Tenant-based	135	1,620
Local, Non-traditional: Property-based	0	0
Local, Non-traditional: Homeownership	0	0
Planned Total Households Served	11,285	135,420

⁴ In 2023, KCHA also plans to administer housing assistance to an additional 3,100 households who have ported-in to our jurisdiction and an additional 2,593 households using other non-MTW special purpose vouchers. We also will continue the successful lease up to 762 additional vouchers to households through the Emergency Housing Vouchers program.

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	65	780
Tenant-based	2013-2: Flexible Rental Assistance	70	840
Tenant-based	2014-1: Stepped-down Assistance for Homeless Youth	0	0
Planned Total Households Served		135	1,620

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 2023.
MTW Housing Choice Voucher (HCV)	King County continues to experience unprecedented population growth, low vacancy rates, and rising rent prices. The resulting competition among renters for a limited supply of affordable units creates leasing challenges for those utilizing tenant-based vouchers and individuals with barriers to housing stability. We have observed a significant jump in rents since Washington state's moratorium on rent increases during the pandemic expired. To address these challenges, KCHA will continue to deploy a variety of interventions, including: executing contracts with non-profit organizations to provide housing search services; hiring two new housing navigators at KCHA through use of grant funding; a ZIP code-based payment standard system that tracks changes in market rents closely and adjusts payment standards on a semi-annual basis; landlord outreach and retention efforts; expedited inspection processes; security deposit assistance; and flexible client assistance funds aimed to mitigate financial leasing barriers for people accessing special purpose vouchers.
Local, Non-traditional	Successfully leasing an apartment and maintaining housing stability in a tight rental market is a challenge for low-income families. This remains especially true for those with complex physical and behavioral health needs. Our program partners that administer sponsor-based and short-term rental assistance are finding it increasingly difficult to recruit and retain landlords willing to maintain affordable, accessible rents for these specialized programs. The COVID-19 pandemic and its associated economic impacts have significantly heightened these challenges. KCHA and program partners continue to work together to develop new strategies to support housing access and stability for populations served through these and other special purpose voucher programs.

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 2023?
Housing Choice Voucher	Community-wide	1,700	Partially open (accepting targeted voucher referrals only)	No
Public Housing	Regional	8,869	Open	N/A
Public Housing	Site-based	8,784	Open	N/A
Project-based	Regional	5,458	Open	N/A
Public Housing – Conditional Housing	Program-specific	30	Open	N/A

ii. Planned Changes to Waiting List in the Plan Year

As noted in Activity 2004-3, KCHA may implement new site-based waiting lists for properties where there is a community-identified need to serve a priority population. For instance, to address high levels of students experiencing homelessness in the area, KCHA will partner with the Bellevue School District and local community organizations to provide families experiencing homelessness access to subsidized housing within the school district. KCHA will explore our ability to replicate this strategy to other areas of King County, if appropriate.

SECTION III

PROPOSED MTW ACTIVITIES

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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
2022-1 & 2019-1	Acquire and Develop New Affordable Housing	Housing Choice	26
2018-1	Encouraging the Successful Lease-up of the Housing Choice Voucher Program	Housing Choice	28
2016-2	Conversion of Former Opt-out Developments to Public Housing	Cost-effectiveness	29
2015-2	Reporting on the Use of Net Proceeds from Disposition Activities	Cost-effectiveness	30
2014-1	Stepped-down Assistance for Homeless Youth	Self-sufficiency	32
2014-2	Revised Definition of "Family"	Housing Choice	33
2013-1	Passage Point Re-entry Housing Program	Housing Choice	34
2013-2	Flexible Rental Assistance	Housing Choice	35
2009-1	Project-based Section 8 Local Program Contract Term	Housing Choice	37
2008-1	Acquire New Public Housing	Housing Choice	37
2008-3	FSS Program Modifications	Self-sufficiency	39
2008-10 & 2008-11	EASY and WIN Rent Policies	Cost-effectiveness	40
2008-21	Public Housing and Housing Choice Voucher Utility Allowances	Cost-effectiveness	41
2007-6	Develop a Sponsor-based Housing Program	Housing Choice	43
2007-14	Enhanced Transfer Policy	Cost-effectiveness	44
2005-4	Payment Standard Changes	Housing Choice	45
2004-2	Local Project-based Section 8 Program	Cost-effectiveness	47
2004-3	Develop Site-based Waiting Lists	Housing Choice	50
2004-5	Modified Housing Quality Standards (HQS) Inspection Protocols	Cost-effectiveness	51
2004-7	Streamlining Public Housing and Housing Choice Voucher Forms and Data Processing	Cost-effectiveness	52
2004-9	Rent Reasonableness Modifications	Cost-effectiveness	54
2004-12	Energy Performance Contracting	Cost-effectiveness	55
2004-16	Housing Choice Voucher Occupancy Requirements	Cost-effectiveness	56

ACTIVITY 2019-1 & 2022-1: Acquire and Develop New Affordable Housing

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2019

IMPLEMENTED: 2019

CHALLENGE:

This activity seeks to address a common barrier to affordable housing development. 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 a property's acquisition or new development. MTW funds for development, acquisition, financing, or renovation costs can mitigate this financing gap in whole or in part, in accordance with PIH Notice 2011-45.

SOLUTION: To expand agency and regional efforts, KCHA re-proposed and was granted approval to modify Activity 2019-1, in order to allow MTW funds to be used to support the development or acquisition of non-federally subsidized affordable housing, including properties owned or controlled by KCHA (already approved by HUD) and those owned or operated by nonprofit entities. Properties supported by this effort may include, but are not limited to, properties also leveraging Low Income Housing Tax Credits (LIHTC) and other federal, state, and local funding sources. Funding provided under this activity may be structured as a loan (or internal loan when supporting a KCHA-owned property), an equity contribution to a development, or as a recoverable grant.

As stated in the agency's approved 2022 MTW Annual Plan, KCHA may continue to use MTW funds to support local nonprofits in the acquisition, rehabilitation, or development of small- to medium-sized properties in King County, and will continue to leverage previously authorized flexibility under this activity to support KCHA's Trailhead development, a 168-unit non-federally subsidized family complex in Issaquah and similar ventures.

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 56% — an achievement in this market, but lower than our agency stretch goal of 80%.

SOLUTION: KCHA is working to preserve and increase the number of housing options available by continuing efforts to streamline our Housing Quality Standards (HQS) protocol even further by allowing landlords to inspect and self-certify that the unit passes HUD's standards. The program takes a phased-in approach and began with newly constructed, not-previously-occupied units issued a Certificate of Occupancy or Temporary Certificate of Occupancy. The second phase, delayed due to pandemic related response efforts, may extend the pilot to KCHA-owned properties built after 1978, and the third phase, not yet implemented, may extend to non-KCHA affiliated LIHTC properties. These efficiencies will enable faster lease-up times and cause less disruption for landlords while ensuring program compliance. Final phases of this approach may remain in delayed status through the plan year.

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 customer the customer experience.

PROPOSED CHANGES TO ACTIVITY: KCHA has completed the two-phase Creating Moves to Opportunity (CMTO) demonstration program, which tested strategies to assist families with young

children in accessing high-opportunity neighborhoods. In 2023, KCHA may make housing search services and other CMTO strategies a standard feature of our broader HCV operations.

Building on the streamlining measures adopted in response to the pandemic, KCHA may adopt additional measures to ease the lease-up process, recruit through grant funding housing navigation staff, and continue to advance operational efficiencies. If any associated actions necessitate additional waiver flexibility in 2023, KCHA will seek approval through the HUD approved, plan amendment process.

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 that house seniors or residents with disabilities, turnover of units tends to be particularly low. At the same time, 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 on 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 housing 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 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: As of the last day of May 2022 in King County, 1,043 youth and young adult households (defined as under age 25) were identified as experiencing homelessness.⁵ Local service

⁵ King County Regional Homelessness Authority, Households Served dashboard, accessed August 5, 2022.
<https://kcrha.org/households-served>

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 (VCCC) to operate the Coming Up Program (CUP). 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: In 2022, VCCC engaged with a prospective landlord to shift the program model to a project-base housing contract. This shift was initiated by VCCC in an effort to address challenges that the agency has faced with administering the Sponsor-based stepped rent model through a master-lease. After several months of pursuing this landlords the landlord elected not to enter a project-based contract with KCHA, and VCCC has decided to end the CUP model and terminate their contract with KCHA through attrition. Attrition is expected to conclude in 2023.

CHANGES TO METRICS: The 2023 benchmark has been set to zero to account for this program closing through attrition. KCHA desires to maintain MTW activity 2014-1 in the event that another youth serving agency is interested and able to partner with KCHA on this innovative model.

MTW Statutory Objective	Unit of Measurement	Baseline	Benchmark
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Increase self-sufficiency	SS #5: Number of households receiving services	0 households	0 households
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ACTIVITY 2014-2: Revised Definition of “Family”

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2014

IMPLEMENTED: 2014

CHALLENGE: In May 2022, 1,599 households experiencing homelessness in King County were in families with children.⁶ Thousands more elders and people with disabilities, many with severe rent burdens, are experiencing homelessness and often on our waiting lists.

SOLUTION: This policy directs KCHA’s limited resources to populations facing the greatest need: elderly and near-elderly households; people with disabilities; families with children, and head of households designated as emancipated minors (aged 16 and above) pursuant to Washington State regulations. 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 member, person with a disability, 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 survivors of domestic violence or individuals experiencing chronic homelessness.

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

⁶ King County Regional Homelessness Authority, Households Served dashboard, accessed August 5, 2022.

<https://kcrha.org/households-served>

APPROVAL: 2013
IMPLEMENTED: 2013

CHALLENGE: Between July 2020 and June 2021, 1,253 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.

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 are able 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: 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.

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>

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, time-limited, short-term rental assistance paired with responsive, individualized case management can help a family or individual out of a crisis situation and into stable housing.

SOLUTION: This activity, developed with local service providers and cross-sector partners, offers tailored flexible housing assistance programs to families and individuals experiencing homelessness. KCHA provides flexible financial and rental assistance, which could include time-limited rental subsidy, security deposits, rent arrears, and funds to cover move-in costs, while our partners provide individualized support services.

KCHA currently administers two distinct flexible rental assistance programs:

- *Student and Family Stability Initiative (SFSI):* 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.
- *While in School Housing Program (WISH):* 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, developed in partnership with Highline College, provides up to 54 months of housing support while leveraging existing, on-campus services that support students beyond their housing needs. This program was launched in 2020.

PROPOSED CHANGES TO ACTIVITY: Through 2021, KCHA engaged in qualitative data collection from program-eligible households to learn how to more efficiently and effectively support households from the point of outreach through lease-up. This evaluation effort is informing the future direction of the program and modifications to this activity. Overall the feedback garnered from respective participants was positive, and focused on potential program enhancements to current program models and on feelings regarding important equity and inclusivity components of the two programs which comprise this activity. During 2023, KCHA will continue to iterate on this innovate model to ensure that households served have the best chance for long-term housing stability after rent assistance ends.

CHANGES TO METRICS: In addition to the competitive rental market, the ongoing impacts stemming from the COVID-19 pandemic continues to present challenges to finding and securing units, especially for SFSI families supported through short-term rental assistance. To reflect these complex challenges, we are adjusting the SFSI benchmark downward while continuing to refine approaches and rental assistance supports that help families access rental housing and maintain on-going housing stability.

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	60 households
Increase housing choices	HC #7: Number of households receiving services aimed to increase housing choice	0 households	70 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, nearly 70% of extremely low-income renter households are severely rent burdened.⁹ For this group, there are only 30 available affordable units for every 100 households.¹⁰ In the 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

⁹ U.S. Census Bureau. American Community Survey (ACS), One-Year Public Use Microdata Sample (PUMS). 2007 - 2020. <https://www.census.gov/programs-surveys/acs/data/pums.html>.

¹⁰ US Census Bureau, ACS 2019 1-year estimate, as reported by the King County Regional Affordable Housing Dashboard. <https://kingcounty.gov/depts/community-human-services/housing/affordable-housing-committee/data.aspx>

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

KCHA continues to look for strategic opportunities to acquire existing private market properties and turn on banked public housing ACC, both of which may occur within a plan year. For ACC units which we own or acquire which meet the definition of physically obsolete, Section 18 will remain a valuable tool in rehabilitation efforts. Combined with this approach through the plan year, KCHA will provide HUD with the respective property's date of construction completion, rather than the DOFA date so that while determining the capital fund subsidy in accordance with CFR 905.400(d)(1)(iii), HUD can calculate the age of the project for estimated accrual need.

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.

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

¹²Some Public Housing units might be designated MTW Neighborhood Services units in 2022 upon approval from the HUD field office.

ACTIVITY 2008-3: FSS Program Modifications

MTW STATUTORY OBJECTIVE: Increase Self-sufficiency

APPROVAL: 2008

IMPLEMENTED: 2018

CHALLENGE: Nationally, only 25% 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 necessary to support greater self-sufficiency among participants.

SOLUTION: KCHA is implementing modifications to the FSS program that could increase incentives for resident participation, education and training outcomes, and income growth. With KCHA's rent policy, the new Contract of Participation (COP) length can potentially decrease the number of families served. Through MTW flexibility, the COP will begin on the first day of the following month that is signed and will be in effect for five years, with possible extensions for up to two years. Additionally, in order to serve more families, FSS families who are actively seeking employment at contract end date are ready to move to market rate or homeownership housing will be deemed as successful participants, and can graduate from the program. We also 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 additional major modifications are anticipated and no additional authorizations are needed at this time. If any actions necessitate additional waiver flexibility in 2023, KCHA will seek approval through the HUD approved, plan amendment process.

¹³ Worst Case Housing Needs 2019: Report to Congress, page viii. <https://www.huduser.gov/portal/sites/default/files/pdf/Worst-Case-Housing-Needs.pdf>

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

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. In addition, many households headed by seniors and people with disabilities 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 households headed by a senior or person with a disability who derive 90% 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% 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% 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%.

PROPOSED CHANGES TO ACTIVITY: No associated COVID-19 pandemic related streamlining will be made permanent. Rent program operations will return to standardized policy, 60 days after the rescinding of KCHA's emergency declaration and accompanying catastrophic plan.

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 an estimated \$20,000 or more 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% rate increase by utility companies. Now, KCHA provides allowance adjustments annually when the Consumer Price Index produces a cumulative change of more than 10% 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.

In 2020, through our COVID-19 emergency declaration, we implemented changes to simplify utility allowance reporting and requirements.

PROPOSED CHANGES TO ACTIVITY: In 2023, KCHA will explore making changes to the content, structure, and scope of our utility allowances to ensure they are meeting the needs of subsidized households. If KCHA pursues such changes, we will ensure that the proper public process, including re-proposing the activity in an MTW Plan, is followed prior to implementation of any new utility allowance structures.

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 King County Regional Homelessness Authority's most recent Point-in-Time Count, more than 13,368 people in the county lacked housing in March 2022 while approximately 28.6% of all individuals experiencing homelessness were experiencing chronic homelessness.¹⁴

SOLUTION: KCHA provides housing funds directly to our behavioral health care and nonprofit partners, including Sound Health, Navos/MultiCare Mental Health Solutions, and Valley Cities Counseling and Consultation. These providers use the funds to secure private market rentals that are then subleased 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.

PROPOSED CHANGES TO ACTIVITY: As associated program partners continue to experience financial, staffing, and service capacity challenges, KCHA remains engaged with the partners to discern if program modifications are necessary to achieve program objectives through 2023.

CHANGES TO METRICS: In light of the challenges mentioned above, we are adjusting the targeted benchmark downward while continuing to work with our partners to find additional ways to

¹⁴King County Regional Homelessness Authority, Households Served dashboard, accessed August 5, 2022.

<https://kcrha.org/households-served>

support family success through the securing and safeguarding of quality housing opportunities throughout the county.

MTW Statutory Objective	Unit of Measurement	Baseline	Benchmark
Increase housing choices	HC #1: Number of new units made available for households at or below 80% AMI	0 units	75 units
Increase housing choices	HC #5: Number of households able to move to a better unit	0 households	65 households
Increase self-sufficiency	SS #5: Number of households receiving services aimed to increase self-sufficiency	0 households	65 households
Increase self-sufficiency	SS #8: Number of households transitioned to self-sufficiency ¹⁵	0 households	60 households

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. This 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

¹⁵ Self-sufficiency for this activity is defined as securing and maintaining housing.

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 to 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, 27% of all KCHA's tenant-based voucher households live in high-opportunity neighborhoods. These neighborhoods offer benefits to their residents, including improved educational opportunities, increased access to public transportation, and greater economic opportunities.¹⁶ When market rents exceed allowable subsidy levels provided under HUD's traditional payment standard methodology, participating HCV households must pay the overage directly out of pocket. Therefore, the failure of the payment standards to reflect escalating housing costs, directly increases the amount paid by HCV participants and can also hamper the ability of some households, particularly households coming directly from homelessness with extremely limited incomes, to secure new housing. KCHA's multi-tiered approach to setting payment standards based on location has expanded geographic choice for families.

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-

¹⁶ Neighborhood opportunity designations are from the Puget Sound Regional Council and Kirwan Institute's Opportunity Mapping index. <https://www.psrc.org/opportunity-mapping>

opportunity neighborhoods and ensuring the best use of limited financial resources. We develop our payment standards through a biannual 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. Our biannual monitoring ensures we are positioned to act quickly amid changing market conditions. As a result, our residents are less likely to be displaced by rising rents and have greater geographic choice.

In 2007, we expanded this initiative and allowed approval of payment standards of up to 120% 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 84% to 134% 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 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 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 experiencing chronic homelessness, who are mentally ill, or with disabilities, 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 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)

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

- 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%. (FY 2004)
- Waiving the 25% 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% 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: 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 2004-3: 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. 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 households experiencing or at risk of homelessness to 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: In 2023, KCHA may implement new site-based waiting lists for properties where there is a community-identified need to serve a priority population. For instance, to address high levels of students experiencing homelessness in the area, KCHA plans to partner with the Bellevue School District and local community organizations to provide families experiencing homelessness access to subsidized housing at particular properties within the school district. KCHA may apply this strategy to other areas of King County as well, if deemed appropriate.

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 an estimated \$100,000 or more 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.

We also are streamlining our protocol even further by allowing landlords to inspect and self-certify that the unit passes HUD's standards. The 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%

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 early 2020, in response to the COVID-19 pandemic, KCHA implemented a catastrophe response plan that extended self-certified inspections to all landlords who qualify and delayed biennial inspections.

PROPOSED CHANGES TO ACTIVITY: In 2023, KCHA will may continue to incorporate related lessons learned during the pandemic. For example, KCHA may implement time-saving strategies including, but not limited to, shifting to triennial inspections for units identified as “low risk” of HQS failure, accepting owner certification of HQS compliance, using virtual inspections to ensure the most efficient use of KCHA resources, and implement additional video/phone client communications/documentation procedures, to increase time savings for clients and staff. KCHA is waiting for further HUD guidance regarding implementation of NSPIRE standards that are scheduled to replace HQS in September 2023, and may utilize MTW flexibility to modify these new standards associated with forthcoming information. No additional HUD authorizations are required at this time. These modifications are based on the authorization granted in KCHA’s MTW Restated and Amended Agreement: Attachment C, Item D.5.

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 and regular intrusions into the lives of the residents we serve. These processes often require KCHA to expend our limited resources on work that does not support program goals.

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% 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: As of this plan's writing, many of KCHA's related COVID-19 emergency measures have ended. In 2023, building on what we have learned from measures previously adopted in response to the pandemic, KCHA will continue to explore further streamlining policies in response to shifting resident and operational needs, as normal operations are re-instated. KCHA will explore opportunities to increase the Resident Service Stipend maximum income exclusion allowance of \$500 per month to keep pace with drastic cost of living increases in the region, and to further expand opportunities for clients to build work experience and achieve self-sufficiency. No further authorizations are needed at this time. Any changes are justified using the authorization granted in KCHA's MTW Restated and Amended Agreement: Attachment C, Item D.5.

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. We also continue to consider a modification to the Rent Reasonableness review that would exclude any properties that are financed in whole or in part by local or federal programs, including tax credit properties.

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 2004-12: Energy Performance Contracting

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: KCHA could recapture up to \$3 million in energy savings per year 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 activities metrics.

ACTIVITY 2004-16: Housing Choice Voucher Occupancy Requirements

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: More than 20% 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 Housing Assistance Payment (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.

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. It might return in a future program year.

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 would have allowed 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 would have allowed KCHA to create an appropriate annual budget for each property from which a reasonable, cost-conscious rent level would derive.

This policy is no longer under consideration.

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. 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 informed Creating Moves to Opportunity, KCHA's recently completed research partnership that sought 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 state Department of Health and Human Services 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 would limit 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 have redefined 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. This policy change is completed.

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. 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 continued throughout program participation. Deposits to the household savings account were 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% of gross income upon initial lease-up rather than 40% of adjusted income. *Note: KCHA may implement a rent cap modification in the future to increase housing choice.*

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

PLANNED APPLICATION OF MTW FUNDS

A. PLANNED APPLICATION OF MTW FUNDS¹⁸

i. Estimated Sources of MTW Funds

FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	\$9,035,016
70600	HUD PHA Operating Grants	\$201,664,944
70610	Capital Grants	\$6,770,000
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$133,575
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$57,119,490
70000	Total Revenue	\$274,723,025

ii. Estimated Application of MTW Funds

FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$21,482,720
91300+91310+92000	Management Fee Expense	\$9,719,608
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$11,787,453
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$3,772,628
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$7,528,058
95000 (95100+95200+95300+95500)	Total Protective Services	\$0
96100	Total Insurance Premiums	\$721,323

¹⁸ The above figures are updated to reflect KCHA's approved FY 2023 Budget.

(96110+96120+96130+96140)		
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$0
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance	\$4,300,000
97300+97350	Housing Assistance Payments + HAP Portability-in	\$195,673,486
97400	Depreciation Expense	\$8,879,419
97500+97600+97700+97800	All Other Expenses	\$19,737,750
90000	Total Expenses	\$283,602,444

iii. Description of Planned Application of MTW Funding 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 households in the Puget Sound region. With MTW flexibility, we have been able to quickly respond to community and resident needs through the COVID-19 pandemic. Adapting associated learnings from the pandemic will continue to be a focus in 2023, in addition to our ongoing single-fund activities.

- 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; families involved with the child welfare system; 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 2023, KCHA will continue to focus on leveraging partnerships both with

local government and with community based organizations to further advance regional solutions to the ongoing homelessness crisis in King County.

- **FUNDING FOR HOUSING STABILITY SERVICES.** This funding provides emergency financial assistance to qualified residents to maintain stable and secure housing, including limited rental assistance to avoid eviction, security deposits, and utility support. In the case of KCHA's Housing Stability Fund, 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, which has been all the more critical during the pandemic, and will continue to be critical post-pandemic.
- **EDUCATION INITIATIVES.** KCHA continues to actively partner with local education stakeholders to improve outcomes for the more than 15,700 children who live in our federally funded housing each year. In 2023, KCHA will continue to partner with our network of out-of-school time providers to ensure school aged children living in KCHA-owned properties have access to critical after-school and summer learning programming aimed to help make up lost academic and social and emotional learning over the course of the pandemic. Linking providers to other nonprofit entities and school districts and their resources in this arena will be a central focus in 2023. Additionally we will continue implementing innovative programming such as the Neighborhood Early Learning Connectors (NELC), with an intent to support healthy child development so that young children enter kindergarten prepared to thrive.
- **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. In addition, we will continue to look for opportunities to purchase small- to medium-sized apartment complexes and turn on banked ACC, providing new housing choices for extremely low-income households across the region. KCHA's partnerships with the region's major technology companies has enabled the acquisition and preservation of over 2,000

units of non-subsidized housing over the past several years, and we plan to expand these efforts, if and when feasible opportunities arise.

- **INCREASE ACCESS TO HEALTHCARE THROUGH PARTNERSHIPS AND COLLABORATIVE PLANNING.** KCHA is increasingly partnering with local healthcare delivery systems to support residents in accessing the services they need to maintain housing stability and a high quality of life. We also will move into the next phase of our partnership with UnitedHealthcare. Additionally, we will continue to leverage the supportive housing Medicaid benefit — Foundational Community Supports — to provide housing search assistance to special purpose voucher holders.
- **LONG-TERM VIABILITY OF OUR GROWING PORTFOLIO.** KCHA uses our single-fund flexibility to reduce outstanding financial liabilities and to assure the long-term physical viability of our inventory. Single-fund flexibility allows us to make loans in conjunction with 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 (currently rated as AA by S&P Global), and enabling our continued access to private capital markets.
- **REMOVAL OF THE CAP ON VOUCHER UTILIZATION.** This flexibility 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 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.
- **SUPPORTING ROBUST AND EFFICIENT OPERATIONS.** As part of our efforts to streamline business processes and support efficient delivery of housing assistance and services, KCHA will utilize single-fund budget flexibility to assist with the conversion of its core housing management software platform.

- YOUNG ADULT PROSPERITY PROGRAM (YAPP). Working with the Washington State Department of Children, Youth Families (DCYF) along with expert local youth-centered provider partners, KCHA administers both Foster Youth to Independence (FYI) vouchers and Family Unification Program (FUP) youth vouchers, dedicated to young adults who are exiting foster care and those who were previously in foster care and are now experiencing homelessness. While these participants are eligible for participation under KCHA's Family Self-Sufficiency (FSS) program, the traditional program model is not tailored or designed in a manner that is developmentally appropriate nor addresses the unique circumstances and all too common barriers faced by youth and young adults in King County. During 2023, KCHA, along with local youth-centered provider partners, plan to develop, enhance and launch the new Young Adult Prosperity Program (YAPP).

In addition to youth-centered support services, the YAPP program will provide clients the ability to extend their voucher beyond the current limit of 3 years, and allow eligible participants up to 24 months of added assistance to build life skills and economic independence to help ensure a pathway to long-term housing stability. Self-sufficiency services will be coordinated and complementary to existing FUP-youth and FYI case management services provided by KCHA's long-time partner, the YMCA, and may incorporate incentives that are tied to program-specific pathways and goal attainment measures. Self-sufficiency services may incorporate attainment of a General Equivalency Diploma (GED), connections to resources to help finance post-secondary and technical school attendance, job preparedness coaching, job training programs, internships and employment opportunities; and other pathways of interests identified by YAPP young adults. YAPP services will be available only while young adults are actively receiving housing assistance through KCHA. Similar to the Family Self-Sufficiency (FSS) program, once housing assistance ends or expires, self-sufficiency services offered through YAPP would also end. It should be noted however that KCHA's FUP/FYI young adult provider, the YMCA, provides housing search services to young adults, which would continue for

young adults co-enrolled in YAPP. In these instances the YMCA is well versed in helping young adults navigate the voucher extension and reasonable accommodation process if additional housing search time is needed.

KCHA expects to begin implementing program features by no later than quarter 4, of fiscal year 2023. In the absence of dedicated state funding, KCHA will utilize its single fund budget authority to support YAPP service delivery either through KCHA staff or through a contract with a non-profit organization. KCHA may also seek grant funding to help augment use of its own single fund budget flexibility. Potential cost-implications for Fiscal Year 2023 are estimated at \$200,000.

iv. **Planned Application of PHA Unspent Operating Fund and HCV Funding**

Original Funding Source	Beginning of FY – Unspent Balances	Planned Application of PHA Unspent Funds during FY
HCV HAP	\$10,749,133	\$10,749,133
HCV Admin Fee	\$0	\$0
PH Operating Subsidy	\$6,445,433	\$0
Total:	\$17,194,566	\$10,749,133

KCHA's unspent HCV HAP funds will be used to support a variety of initiatives, such as the rehabilitation of Public Housing properties and to support initiatives for people experiencing homelessness. KCHA has no plans to spend the unspent Public Housing Operating Subsidy funds, as the agency is required by HUD to retain a prudent level of operating reserves.

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.

Updated changes have been made to the LAMP for 2023, per appendix C of this plan.

SECTION VI

ADMINISTRATIVE

A. BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE

Attached as Appendix A.

B. PUBLIC PROCESS

The public comment period for KCHA's FY 2023 MTW Plan was held between August 19th and September 20th, 2022.

MEETINGS & HEARINGS:

August 16: Resident Advisory Committee Meeting

September 19: Public Hearing

PUBLISHING AND POSTING

August 17: Notice published in the Seattle Times.

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SUMMARY OF COMMUNITY & RESIDENTS MEETINGS:

August 16: a special Resident Advisory Committee meeting was held to provide membership a 2023 MTW Plan overview, to discuss key changes to the plan for the year, to discuss one new proposed activity, per section III of this plan, and to explore together, the plan timeline and ways to further engage via the 30-day public comment period and public hearing. Several individual meeting sessions took place to coach newer RAC members on MTW program specifics and to hear feedback and answer any additional questions related to the proposed 2023 MTW Plan Draft.

Through the public comment period, KCHA received generally positive feedback on the plan and the agency's direction for 2023. Specific comments received during this period included concerns around the lack of affordable housing in King County, availability of housing assistance for elderly populations, and the impact of COVID-19 on site operations.

WRITTEN COMMENTS

One written comment was submitted by a Resident Advisory Committee member but since, has been rescinded.

C. PLANNED AND ONGOING EVALUATIONS

KCHA shares evaluation findings and reports in our MTW Reports.

D. LOBBYING DISCLOSURES

Attached as Appendix D.

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APPENDIX A

BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE

THE HOUSING AUTHORITY OF THE COUNTY OF KING
RESOLUTION NO. 5731
APPROVING KCHA’S MOVING TO WORK ANNUAL PLAN
FOR FISCAL YEAR 2023

WHEREAS, the King County Housing Authority (KCHA) entered the Department of Housing and Urban Development’s (HUD) Moving to Work Demonstration Program (MTW) under a 2003 MTW Agreement with HUD; and

WHEREAS, as intended by Congress, the MTW Agreement authorizes KCHA to design and test new ways of providing housing assistance and needed services to low-income households; and

WHEREAS, in 2016 HUD and KCHA executed an amendment to extend the Agency’s MTW participation through fiscal year 2028 on the conditions and requirements of participation outlined in the Amended and Restated Agreement (Restated Agreement) between HUD and KCHA; and

WHEREAS, the Restated Agreement requires the Authority to develop an MTW Annual Plan (the Plan) that identifies anticipated MTW program resources and expenditures, while outlining ongoing MTW activities and detailing new initiatives that KCHA intends to pursue during the coming fiscal year; and

WHEREAS, staff has developed the required MTW Annual Plan covering Fiscal Year 2023 (January 1, 2023 through December 31, 2023) in a manner that is responsive to and complies with the Restated Agreement requirements; and

WHEREAS, in developing the FY 2023 MTW Annual Plan, KCHA provided opportunity for public and resident input regarding the Plan components, including a meeting with the KCHA Resident Advisory Council and a Public Hearing; and

WHEREAS, the Plan envisions some changes in operational policies and programs which are consistent with the goals of the MTW Demonstration and KCHA’s mission; and

WHEREAS, a Board Resolution approving the Plan and certifying that the Plan complies with MTW Plan requirements must be included when it is submitted to HUD; and

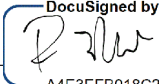
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING, THAT:

1. The Board of Commissioners hereby approves the MTW Plan attached to this resolution and the accompanying memorandum for implementation and submission to HUD.
2. The Board of Commissioners certifies that the Public Hearing requirements have been met and authorizes the Chair of the Board to execute the attached HUD Certification of Compliance with MTW Plan Requirements and Related Regulations.

ADOPTED AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING THIS 10th DAY OF OCTOBER, 2022.

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

DOUG BARNES, Chair
Board of Commissioners

DocuSigned by:


Robin A4E3EFB018C241F...
Executive Director/ Chief Executive Director

THE HOUSING AUTHORITY OF THE COUNTY OF KING
RESOLUTION NO. 5731
APPROVING KCHA’S MOVING TO WORK ANNUAL PLAN
FOR FISCAL YEAR 2023

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NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING, THAT:

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ADOPTED AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING THIS 10th DAY OF OCTOBER, 2022.

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

DocuSigned by:

Doug Barnes

8DE5666CB843495...

DOUG BARNES, Chair
Board of Commissioners

Robin Walls

Executive Director/ Chief Executive Director

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

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

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

I, Simon P. Foster, the Division Director of Housing, Homelessness & Community Development
Official's Name *Official's Title*

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

King County Housing Authority

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

County of King

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

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

The MTW Goals and objectives that align with the Consolidated Plan and AI are: advance racial equity and social justice in the communities served; increasing the number of extremely low-income households served, and address the multi-faceted needs in individuals and families experiencing homelessness in the region.

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

Simon P. Foster

Signature

Title

Division Director, Housing, Homelessness
& Community Development

Date

10/06/2022

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 Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chair or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning 01/01/2022, 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 MTW 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 MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW 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 MTW 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 (or successor form as required by HUD).
- (4) The MTW 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.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements set out in HUD regulations found at Title 24 of the Code of Federal Regulations, including regulations in place at the time of this certification, and any subsequently promulgated regulations governing the obligation to affirmatively further fair housing. The MTW PHA is always responsible for understanding and implementing the requirements of HUD regulations and policies, and has a continuing obligation to affirmatively further fair housing in compliance with the 1968 Fair Housing Act, the Housing and Community Development Act of 1974, The Cranston-Gonzalez National Affordable Housing Act, and the Quality Housing and Work Responsibility Act of 1998. (42 U.S.C. 3608, 5304(b)(2), 5306(d)(7)(B), 12705(b)(15), and 1437C-1(d)(16)). The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15, which means that it will take meaningful actions to further the goals identified in its Analysis of Impediments to Fair Housing Choice(AI),Assessment of Fair Housing (AFH), and/or other fair housing planning documents conducted in accordance with the requirements of 24 CFR Part 5, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o), and will address impediments to fair housing choice identified in its AI, AFH, and/or other fair housing planning documents associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975 and HUD's implementing regulations at 24 C.F.R. Part 146.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW 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 75.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW 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.

- (14) The MTW 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.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW 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 MTW 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.
- (17) With respect to public housing and applicable local, non-traditional development the MTW 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.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 225 (Cost Principles for State, Local and Indian Tribal Governments) and 2 CFR Part 200.
- (21) The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of Housing Quality Standards, as defined in 24 CFR Part 982 or as approved by HUD, for any Housing Choice Voucher units under administration.
- (22) The MTW 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.
- (23) 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 MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

King County Housing Authority

WA-002

MTW PHA NAME**MTW PHA NUMBER/HA CODE**

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Robin Walls

Executive Director/Chief Executive Officer

NAME OF AUTHORIZED OFFICIAL**TITLE**

DocuSigned by:



10/14/2022

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SIGNATURE**DATE**

*** Must be signed by either the Chair or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chair 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 Contract List (7/20/2022)

Property Name	Number of Project-based	Status as of End of 2021	Population Served	RAD?
30Bellevue	23	Leased	Mainstream/NED	No
30Bellevue	8	Leased	Low Income Families	No
Andrew's Glen	30	Leased	Low Income Families	No
Appian Way	5	Leased	Homeless Families	No
Athene	8	Leased	Low Income Seniors	No
August Wilson Place	8	Leased	Homeless Veterans	No
August Wilson Place	8	Leased	Homeless Families	No
Avondale Manor	20	Leased	Low Income Families, Elderly, or Disabled	No
Avondale Park	43	Leased	Homeless Families	No
Bellepark East	12	Leased	Low Income Families	No
Bellevue House # 1	1	Leased	Homeless 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
Bellevue Manor	66	Leased	Low Income Seniors/Disabled	No
Birch Creek	262	Leased	Low Income Families	No
Burien Heights	15	Leased	Homeless Young Adults	No
Campus Court I	12	Leased	Low Income Families, Elderly, or Disabled	No
Campus Court II (House)	1	Leased	Low Income Families, Elderly, or Disabled	No
Carriage House	13	Leased	Homeless Veterans	No
Cedarwood	25	Leased	Low Income Families, Elderly, or Disabled	No
Chalet	4	Leased	Homeless Families	No
Chalet	5	Leased	Low Income Families	No
City Park Townhomes	11	Leased	Homeless Families	No
Compass Housing Renton	58	Leased	Homeless Veterans	No
Copper Lantern	4	Leased	Homeless Individuals	No
Copper Lantern	7	Leased	Low Income Families	No

Project-Based Voucher Contract List (7/20/2022)

Project-Based Voucher Contract List (7-20-2022)

Cove East Apartments	16	Leased	Homeless Veterans	No
Creston Point	5	Leased	Homeless Families	No
Discovery Heights	10	Leased	Homeless Individuals	No
Eastbridge	31	Leased	Low Income Families	No
Eastridge House	40	Leased	Low Income Seniors/Disabled	No
Eernisse	13	Leased	Low Income Families	No
Enumclaw Fourplex	5	Leased	Homeless Families	No
Evergreen Court	30	Leased	Low Income Families	No
Evergreen Court Apartments	15	Leased	Low Income Seniors	No
Family Village	10	Leased	Homeless Families	No
Family Village	26	Leased	Low Income Families	No
Federal Way House #1	1	Leased	Low Income Families, Elderly, or Disabled	No
Federal Way House #2	1	Leased	Low Income Families, Elderly, or Disabled	No
Federal Way House #3	1	Leased	Low Income Families, Elderly, or Disabled	No
Forest Grove	25	Leased	Low Income Families, Elderly, or Disabled	No
Foster Commons	2	Leased	Homeless Families	No
Francis Village	3	Leased	Low Income Families	No
Francis Village	10	Leased	Homeless Young Families	No
Francis Village	10	Leased	Homeless Veterans	No
Gilman Square	25	Leased	Low Income Families	No
Glenview Heights	10	Leased	Low Income Seniors/Disabled	No
Green Leaf	27	Leased	Low Income Families, Elderly, or Disabled	No
Green River Homes	59	Leased	Low Income Families, Elderly, or Disabled	No
Harrison House	48	Leased	Low Income Seniors	No
Heritage Park	15	Leased	Homeless Families	No
Heritage Park	36	Leased	Low Income Families	No
Hidden Village	78	Leased	Low Income Families, Elderly, or Disabled	No
Highland Village	8	Leased	Low Income Families	No
Houser Terrace	25	Leased	Homeless Veterans	No
Independence Bridge	24	Leased	Homeless Young Adults	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No

Project-Based Voucher Contract List (7/20/2022)

Project-Based Voucher Contract List (7-20-2022)

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
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Johnson Hill	8	Leased	Low Income Families	No
Joseph House	10	Leased	Low Income Seniors	No
Juanita Court	30	Leased	Low Income Families, Elderly, or Disabled	No
Juanita Trace I & II	39	Leased	Low Income Families, Elderly, or Disabled	No
Kensington Square	6	Leased	Homeless Families	No
Kings Court	30	Leased	Low Income Families	No
Kirkland Avenue Townhomes	2	Leased	Homeless Veterans	No
Kirkwood Terrace	28	Leased	Low Income Families, Elderly, or Disabled	No
Landmark Apartments	28	Leased	Low Income Families	No
Laurelwood Gardens	8	Leased	Low Income Families	No
Lauren Heights	5	Leased	Homeless Families	No
Linden Highlands	2	Leased	Homeless Families	No
New Arcadia	5	Leased	Homeless Young Adults	No
Newport	23	Leased	Low Income Families, Elderly, or Disabled	No
Newporter Apartments	22	Leased	Low Income Families	No
NIA Apartments	42	Leased	Low Income Seniors	No
Northwood Square	24	Leased	Low Income Families, Elderly, or Disabled	No
Parkview Group Home	1	Leased	Disabled Individuals	No
Parkview Group Home	1	Leased	Disabled Individuals	No
Parkview Group Home	1	Leased	Disabled Individuals	No
Parkview Group Home	1	Leased	Disabled Individuals	No
Passage Point	46	Leased	Homeless Families/Re-entry	No
Patricia Harris Manor	41	Leased	Low Income Seniors/Disabled	No
Petter Court	4	Leased	Homeless Families	No
Phoenix Rising	24	Leased	Homeless Young Adults	No

Project-Based Voucher Contract List (7/20/2022)

Project-Based Voucher Contract List (7-20-2022)			Low Income Families, Elderly, or Disabled	
Pickering Court	30	Leased		No
Plum Court	10	Leased	Low Income Families	No
Providence John Gabriel House	8	Leased	Low Income Seniors	No
Renton Commons	12	Leased	Homeless Families	No
Renton Commons	14	Leased	Homeless Veterans	No
Riverton Terrace I	30	Leased	Low Income Families	No
Ronald Commons	8	Leased	Homeless Veterans	No
Rose Crest	10	Leased	Homeless Families	No
Rose Crest	8	Leased	Homeless Families	No
Salmon Creek	9	Leased	Low Income Families	No
Seola Crossing I & II	63	Leased	Low Income Families	No
Shoreham	18	Leased	Low Income Families, Elderly, or Disabled	No
Shoreline Veteran's Center	25	Leased	Homeless Veterans	No
Somerset Gardens	8	Leased	Low Income Families	No
Sophia's Home - Bellepark East	1	Leased	Homeless Individuals	No
Sophia's Home - Timberwood	2	Leased	Homeless Individuals	No
Sophia's Home - Woodside East	4	Leased	Homeless Individuals	No
Southwood Square	104	Leased	Low Income Families	No
Spiritwood Manor	128	Leased	Low Income Families, Elderly, or Disabled	No
Summerfield Apartments	13	Leased	Low Income Families	No
Summerwood	25	Leased	Low Income Families	No
The Willows	15	Leased	Homeless Families	No
Timberwood	20	Leased	Low Income Families	No
Timberwood Apartments	18	Leased	Homeless Veterans	No
Unity Village of White Center	6	Leased	Homeless Families	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
Vashon Terrace	16	Leased	Low Income Seniors/Disabled	No

Project-Based Voucher Contract List (7/20/2022)

Project-Based Voucher Contract List (7-20-2022)

Velocity Apartments	8	Leased	Homeless Families	No
Velocity Apartments	8	Leased	Homeless Veterans	No
Victorian Woods	15	Leased	Low Income Families, Elderly, or Disabled	No
Villa Capri	5	Leased	Homeless Families	No
Villa Esperanza	23	Leased	Homeless Families	No
Village at Overlake Station	8	Leased	Disabled Individuals	No
Village at Overlake Station	12	Leased	Low Income Families	No
Villages at South Station	20	Leased	Homeless Veterans	No
Vista Heights	30	Leased	Low Income Families, Elderly, or Disabled	No
Wellswood	30	Leased	Low Income Families, Elderly, or Disabled	No
William J. Wood Veterans House	44	Leased	Homeless Veterans	No
Woodcreek Lane	20	Leased	Low Income Families, Elderly, or Disabled	No
Woodland North	10	Leased	Homeless Veterans	No
Woodland North	5	Leased	Low Income Families	No
Woodside East	23	Leased	Low Income Families	No
Young's Lake	28	Leased	Low Income Families	No
Juanita View	51	Leased	Low Inome Families	No
Kent PSH	36	Leased	Homeless Veterans	No
Kent PSH	44	Leased	Mainstream/NED	No

APPENDIX C

LOCAL ASSET MANAGEMENT PLAN

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 implemented a Local Asset Management Plan (LAMP). Much has changed since the LAMP was originally adopted. Therefore, a revised LAMP is being adopted.

Definitions

HCV Block Grant is the term used to describe Housing Choice Voucher program revenue for Housing Assistance Payments (HAP) and Administrative fees for the ACC vouchers that are considered as part of the MTW program.

MTW Block Grant is the term used to describe the revenue sources of the Public Housing Operating Fund Subsidy (OpSub), the Capital Fund Program (CFP), and the HCV Block grant which are all considered to be fungible and can be used for any allowed purpose in Section 8 or 9 of the 1937 Act.

The **MTW Fund** is a self-balancing set of accounts that will be the focal point for most MTW financial activity and will account for program inflows and outflows.

An **AMP** is an Asset Management Property and is a term used by HUD to describe a grouping of Public Housing Properties.

Overview

KCHA will use its own local funding model for the Public Housing (PH) and Housing Choice Voucher (HCV) programs. As allowed under the current MTW contract, KCHA will use funds from the Public Housing Operating Fund Subsidy, the Capital Fund Program, and the HCV Block interchangeably as part of its MTW Block Grant.

The MTW Fund will be the accounting vehicle to track MTW activity.

- Inflows will consist of revenue from the HCV Block Grant and OpSub revenue intended to support resident services which will be recorded in the MTW fund along with other sources such as interest income. CFP grant revenue will be recorded directly on the books of each AMP as funds are drawn.
- Outflows will occur in multiple ways:
 - Certain expenses will be charged directly to the MTW fund, such as resident service costs, administrative costs, and other expenses directly related to MTW program activity.
 - Transfers will be made to and from Public Housing AMPs in support of operations. This is explained further below under Public Housing Program Considerations.
 - Transfers will be made to the HCV fund to pay for the costs of HCV Block Grant HAP costs and related administrative expenses.
 - Transfers will be made to Public Housing AMPs and other eligible properties to pay for rehabilitation projects, along with amounts to support related management fees
 - Loans will be made, both internally and externally, in support of eligible program purposes. Once the loans are made, the funds are considered as expended.

Public Housing Program Considerations

In contrast to regulations found in 990.280 which allows 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 the MTW Block Grant. KCHA will maintain a budgeting and accounting system that gives each property sufficient funds to support annual operations, including fees that have been determined to be reasonable under the LAMP. Actual revenues will include those provided by HUD and those allocated by KCHA from the MTW fund based on annual property-based budgets.

- KCHA will record OpSub revenue directly to each AMP. As the OpSub formula results in some AMPs being over-funded and others under-funded, transfers will be made to and from the MTW fund to insure adequate budget-based funding.
- CFP grant revenue will be recorded directly on the books of each AMP as funds are drawn.
- Resident services costs will be accounted for in a centralized fund that is a sub-fund of the MTW fund and not assigned to individual programs or AMPs. The portion of the Operating Fund Subsidy that is specifically intended to support Resident Services will be allocated directly to this sub-fund and not to the AMP.
- KCHA will maintain a public housing operating reserve equivalent of at least two months' expenses, but will not be less than any amounts required by HUD.
- KCHA may establish Replacement Reserves for Public Housing Properties.
- KCHA will provide accounting for each site AMP; however, KCHA, as owner of the properties will determine how much revenue will be included as each project's federal support.
- Central Office Cost Center (COCC) fees will be charged to each AMP at the amounts detailed below. However, in all cases, if federal funding is insufficient to support such fee levels, lower amounts may be substituted.
 - Property Management fees shall be set at the HUD-published 80th percentile Administrative Costs in FHA Housing by Field Office for the Seattle area.
 - Bookkeeping fees shall be set at the rate of \$7.50 PUM (as authorized under original Asset Management guidelines, and inflated annually from the 2006 baseline of 203.8, using the Bureau of Labor Statistics CPI-W for the Seattle-Tacoma-Bellevue area, as published for June for each year. The fee of \$7.50 has been in effect since 2006, and per HUD guidance (Federal Register, Volume 71, number 172, page 52712, section IX), "if a PHA considers the fees in this notice to be inadequate to address their individual circumstances, a PHA may use data that reflects the conditions of the local or national market". As KCHA considers a fee set in 2006 and never increased to be inadequate, it will use the index listed above as the basis for adjusting to local conditions.
 - Asset Management fees shall be set at the rate of \$10.00 PUM (as authorized under original Asset Management guidelines, and inflated annually from the 2006 baseline of 203.8, using the Bureau of Labor Statistics CPI-W for the Seattle-Tacoma-Bellevue area, as published for June for each year. The fee of \$10.00 has been in effect since 2006, and per HUD guidance (Federal Register, Volume 71, number 172, page 52712, section IX), "if a PHA considers the fees in this notice to be inadequate to address their individual circumstances, a PHA may use data that reflects the conditions of the local or national market". As KCHA considers a fee set in 2006 and never increased to be adequate, it will use the index listed above as the basis for adjusting to local conditions.

Housing Choice Voucher Program Considerations

- Amounts needed for Housing Assistance Payments (HAP) and program administrative costs will be transferred to the Housing Choice Voucher program fund, including sufficient funds to pay all management and bookkeeping 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.
- HCV block grant revenue may be used to support other voucher types that are not part of the MTW program, such as FUP, NED or VASH vouchers. This will be done via an internal transfer.
- Central Office Cost Center (COCC) fees will be charged to each property at the amounts detailed below. However, in all cases, if federal funding is insufficient to support such fee levels, lower amounts may be substituted.
 - Management fees will be set at the HUD authorized amount of \$12.00 PUM or 20% of the Administrative Fee whichever is greater. KCHA is defining the Administrative Fee amount as the Column B rate for the Authority for each calendar year.
 - Bookkeeping fees shall be set at the rate of \$7.50 PUM (as authorized under original Asset Management guidelines, and inflated annually from the 2006 baseline of 203.8, using the Bureau of Labor Statistics CPI-W for the Seattle-Tacoma-Bellevue area, as published for June for each year. The fee of \$7.50 has been in effect since 2006, and per HUD guidance (Federal Register, Volume 71, number 172, page 52712, section IX), “if a PHA considers the fees in this notice to be inadequate to address their individual circumstances, a PHA may use data that reflects the conditions of the local or national market”. As KCHA considers a fee set in 2006 and never increased to be inadequate, it will use the index listed above as the basis for adjusting to local conditions.

APPENDIX D

DISCLOSURE OF LOBBYING ACTIVITIES

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

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

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input checked="" type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: Department of Housing and Urban Development			7. Federal Program Name/Description: MTW Annual Plan 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): N/A			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A		
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.			DocuSigned by:  Signature: _____ Print Name: _____ Title: Executive Director/Chief Executive Officer Telephone No.: 206-574-1190 Date: 10/14/2022		
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 6/30/2022

Project #	Project	Units	Occupied	%Target	Target	#Elderly	%Elderly	Pre-Imp.	Status	Action
NORTH MIXED POPULATION										
150TC	Paramount House	70	70	0.78	55	59	84	-12	4	No restrictions on younger households
151	Northridge I	70	70	0.78	55	55	78	-7	0	Monitor for next vacancy
152	Briarwood	70	69	0.78	55	62	88	-2	7	No restrictions on younger households
153	Northridge II	70	69	0.78	55	59	84	-2	4	No restrictions on younger households
154	The Lake House	70	68	0.78	55	58	82	-5	3	No restrictions on younger households
156	Westminster Manor	60	58	0.78	47	49	81	-	2	No restrictions on younger households
191	Northwood	34	34	0.78	27	33	97	-	6	No restrictions on younger households
251	Casa Juanita	80	80	0.78	63	71	88	4	8	No restrictions on younger households
290	Northlake House	38	38	0.78	30	34	89	-	4	No restrictions on younger households
EASTSIDE MIXED POPULATION										
250	Forest Glen	40	40	0.78	32	38	95	-2	6	No restrictions on younger households
487TC	Vantage Point	77	76	0.78	61	67	87		6	No restrictions on younger households
SOUTHEAST MIXED POPULATION										
550	Wayland Arms	67	66	0.78	53	54	80	2	1	No restrictions on younger households
552	Southridge House	80	79	0.78	63	70	87	14	7	No restrictions on younger households
551TC	Plaza 17	70	68	0.78	55	60	85	7	5	No restrictions on younger households
553TC	Casa Madrona	70	70	0.78	55	53	75	6	-2	Freeze admission of younger households
554TC	Gustaves Manor	35	35	0.78	28	28	80	6	0	Monitor for next vacancy
SOUTHWEST MIXED POPULATION										
350	Boulevard Manor	70	70	0.78	55	64	91	-11	9	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	100	0.78	80	89	87	-	9	No restrictions on younger households
342TC	Nia	82	79	0.78	64	73	89	0	9	No restrictions on younger households
352TC	Munro Manor	60	60	0.78	47	51	85	-5	4	No restrictions on younger households
354TC	Brittany Park	43	42	0.78	34	35	81	-8	1	No restrictions on younger households
358TC	Riverton Terrace EGIS	30	29	0.78	24	25	83	-3	1	No restrictions on younger households
450TC	Mardi Gras	61	61	0.78	48	50	81	10	2	No restrictions on younger households
HOPA										
451	Eastridge House	40	40	0.9	36	35	87	-	-1	Freeze admission of younger households
466	Patricia Harris	41	41	0.9	37	41	100	6	4	No restrictions on younger households
465TC	Bellevue Manor	66	65	0.9	60	61	92	5	1	No restrictions on younger households
SEDRO WOOLLEY										
155	Hillsview	60	59	-	-	46	76	-	-	

APPENDIX F

UNIT UPGRADE COMPLETION REPORT

	Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
Project Based Section 8 Housing													
Avondale Manor													
1	509	201	Avondale Manor	12	2		6/30/2006	7/14/2006	153	\$6,820	\$3,808	\$10,628	537911
2	509	201	Avondale Manor	16	3		11/13/2006	12/27/2006	261	\$11,540	\$5,885	\$17,424	550131
3	509	201	Avondale Manor	2	3		12/13/2006	2/5/2007	319	\$13,203	\$8,492	\$21,695	553484
4	509	201	Avondale Manor	9	3		11/23/2011	2/29/2012	316	\$18,307	\$11,361	\$29,668	686115
5	509	201	Avondale Manor	17	3		5/31/2012	8/23/2012	323	\$19,681	\$11,197	\$30,878	698083
6	509	201	Avondale Manor	11	3		10/19/2012	11/21/2012	282	\$18,010	\$12,876	\$30,886	707107
7	509	201	Avondale Manor	8	3		2/20/2013	3/27/2013	289	\$17,668	\$11,594	\$29,262	715412
8	509	201	Avondale Manor	10	3		4/16/2013	6/26/2013	331	\$18,957	\$10,995	\$29,952	718995
9	509	201	Avondale Manor	4	2		7/9/2013	10/29/2013	266	\$15,861	\$11,749	\$27,610	725072
10	509	201	Avondale Manor	14	4		8/8/2013	1/16/2014	346	\$20,279	\$13,207	\$33,486	726808
11	509	201	Avondale Manor	18	4		11/29/2013	2/18/2014	305	\$19,065	\$11,877	\$30,942	735904
12	509	201	Avondale Manor	19	4		8/21/2015	9/29/2015	327	\$20,679	\$13,986	\$34,664	782805
13	509	201	Avondale Manor	12	2		8/19/2015	9/30/2015	276	\$17,436	\$11,429	\$28,865	782806
14	509	201	Avondale Manor	5	3		10/13/2015	11/25/2015	337	\$21,489	\$14,215	\$35,704	786607
15	509	201	Avondale Manor	6	4		10/27/2015	11/30/2015	336	\$21,232	\$14,800	\$36,032	384
16	509	201	Avondale Manor	13	3	0020202001	9/6/2017	12/11/2017	275	\$17,545	\$14,176	\$31,720	38263
17	509	201	Avondale Manor	20	4	00202010020	7/17/19	9/16/19	293	\$17,087	\$14,773	\$31,860	81742
18	509	201	Avondale Manor	14	4	00202010014	9/5/19	10/24/19	287	\$17,165	\$19,171	\$36,336	84962
19	509	201	Avondale Manor	7	4	00202010007	10/19/2020	1/8/2021	312	\$20,360	\$22,866	\$43,226	109045
			Total Units	20	Upgraded	19	Remaining	1			Avg. \$ (since 2017)	\$35,786	
Bellevue Houses													
1	509	211	Bellevue Houses	3	3		11/3/2008	1/30/2009	323	\$19,970	\$13,383	\$33,353	611404
2	509	211	Bellevue Houses	4	3		2/22/2011	3/30/2011	313	\$18,337	\$11,901	\$30,237	663972
3	509	211	Bellevue Houses	2	3		7/1/2013	10/15/2013	276	\$14,454	\$9,668	\$24,121	724028
4	509	211	Bellevue Houses	8	3		12/8/2014	1/27/2015	343	\$20,622	\$9,001	\$29,623	762029
5	509	211	Bellevue Houses	6	3	00202110006	11/4/19	1/30/20	296	\$17,025	\$17,458	\$34,483	90371
			Total Units	8	Upgraded	5	Remaining	3			Avg. \$ (since 2017)	\$34,483	
Bellevue Manor													
1	482	465	Bellevue Manor	101	1	00404650101	2/3/2016	3/23/2016	228	\$13,603	\$9,950	\$23,553	7642
2	482	465	Bellevue Manor	Key Keeper	3	00404650200	3/11/2016	5/4/2016	322	\$20,678	\$11,530	\$32,208	9352
3	482	465	Bellevue Manor	111	1	00404650111	6/8/2016	7/1/2016	222	\$13,790	\$12,292	\$26,082	12456
4	482	465	Bellevue Manor	108	1	00404650108	6/8/2016	7/26/2016	222	\$13,379	\$11,771	\$25,150	12454
5	482	465	Bellevue Manor	104	1	00404650104	7/11/2016	8/19/2016	218	\$13,565	\$12,002	\$25,566	14447
6	482	465	Bellevue Manor	205	1	00404650205	7/11/2016	8/23/2016	222	\$13,684	\$11,182	\$24,866	14448
7	482	465	Bellevue Manor	115	1	00404650115	10/30/2016	12/14/2016	233	\$14,793	\$10,317	\$25,110	19977
8	482	465	Bellevue Manor	319	1	00404650319	9/30/2016	1/4/2017	233	\$14,531	\$9,939	\$24,470	20249
9	482	465	Bellevue Manor	219	1	00404650219	4/7/2017	6/23/2017	218	\$14,335	\$9,509	\$23,844	29209
10	482	465	Bellevue Manor	121	1	00404650121	6/30/2017	8/30/2017	179	\$11,512	\$10,241	\$21,753	32254
11	482	465	Bellevue Manor	103	1	00404650103	8/1/2017	10/25/2017	245	\$14,675	\$10,541	\$25,216	33936

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	Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	509	505	Evergreen Court	5	2	00505050005	3/5/2020	5/15/2020	205	\$15,510	\$15,250	\$30,760	99017
	Evergreen Court	1981	Total Units	30	Upgraded	28	Remaining	2			Avg. \$ (since 2012)	\$32,481	
						Note: Unit 5 required 2nd Upgrade							
Forest Grove													
	1	509	204		2		2/10/2014	4/29/2014	214	\$13,782	\$11,258	\$25,040	741603
	2	509	204	Forest Grove	2		9/3/2014	10/31/2014	178	\$10,951	\$12,679	\$23,630	755257
	3	509	204	Forest Grove	2		10/27/2014	12/30/2014	229	\$14,661	\$14,085	\$28,746	759402
	4	509	204	Forest Grove	3		11/21/2014	1/22/2015	348	\$22,076	\$12,844	\$34,920	761105
	5	509	204	Forest Grove	2		10/30/2015	12/18/2015	225	\$14,337	\$12,855	\$27,192	770
	6	509	204	Forest Grove	8	2	4/20/2015	5/19/2015	289	\$18,112	\$11,418	\$29,531	775175
	7	509	204	Forest Grove	4	2	00202040004	2/15/2018	241	\$15,383	\$12,978	\$28,361	49137
	8	509	204	Forest Grove	10	2	00202040010	5/3/2018	241	\$14,431	\$15,561	\$29,992	54310
	9	509	204	Forest Grove	25	3	00202040025	1/28/2019	238	\$14,046	\$14,087	\$28,132	69646
	10	509	204	Forest Grove	20	2	00202040020	7/15/19	248	\$15,152	\$14,516	\$29,668	81743
	11	509	204	Forest Grove	11	2	00202040011	10/1/2020	240	\$16,360	\$16,852	\$33,212	10887
	12	509	204	Forest Grove	3	2	00202040003	12/30/2020	248	\$16,200	\$16,522	\$32,722	112641
	13	509	204	Forest Grove	22	2	00202040022	2/2/2021	272	\$17,744	\$15,543	\$33,287	114811
	14	509	204	Forest Grove	7	2	00202040007	12/14/2021	272	\$17,648	\$18,206	\$35,854	128631
	15	509	204	Forest Grove	18	3	00202040018	4/22/2022	272	\$17,520	\$18,222	\$35,742	134284
	Forest Grove		1981	Total Units	25	Upgraded	15	Remaining	10		Avg. \$ (since 2017)	\$32,326	
Glenview Heights													
	1	509	405	Glenview Heights	7	2	8/8/2008	9/12/2008	234	\$14,312	\$7,971	\$22,283	600453
	2	509	405	Glenview Heights	8	2	7/22/2010	8/12/2010	288	\$17,739	\$8,873	\$26,611	650947
	3	509	405	Glenview Heights	10	2	12/16/2010	12/30/2010	210	\$11,611	\$8,637	\$20,249	659901
	4	509	405	Glenview Heights	3	3	5/4/2009	5/22/2009	229	\$14,199	\$8,140	\$22,340	622814
	5	509	405	Glenview Heights	6	2	10/5/2011	11/10/2011	206	\$9,756	\$10,021	\$19,777	683126
	6	509	405	Glenview Heights	9	2	8/15/2012	9/10/2012	241	\$15,395	\$9,666	\$25,061	703089
	7	509	405	Glenview Heights	5	2	8/27/2012	9/27/2012	233	\$14,531	\$9,507	\$24,038	703637
	8	509	405	Glenview Heights	1	3	9/4/2012	10/11/2012	274	\$17,472	\$11,769	\$29,240	704042
	9	509	405	Glenview Heights	4	2	10/24/2012	11/27/2012	240	\$15,296	\$11,389	\$26,684	707910
	10	509	405	Glenview Heights	2	3	12/31/2012	1/25/2013	246	\$15,646	\$11,482	\$27,128	712182
	11	509	405	Heavily Damaged	4	2	00404050004	10/4/2021	336	\$21,952	\$22,618	\$44,570	124181
	12	509	405	Heavily Damaged	2	2	00404050002	11/2/2021	311	\$20,476	\$24,492	\$44,968	125485
	13	509	405	Heavily Damaged	8	2	00404050008	1/31/2022	216	\$15,632	\$16,909	\$32,541	131355
	Glenview Heights		1981	Total Units	10	Upgraded	13	Remaining	0		Avg. \$ (since 2012)	\$31,779	
Green Leaf													
	1	509	102	Green Leaf	7	2	4/26/2007	5/16/2007	220	\$9,842	\$8,618	\$18,460	565719
	2	509	102	Green Leaf	26	2	7/30/2007	8/24/2007	188	\$8,390	\$9,150	\$17,541	572957
	3	509	102	Green Leaf	17	2	7/1/2008	7/29/2008	203	\$12,365	\$10,267	\$22,632	597733
	4	509	102	Green Leaf	18	2	8/21/2009	9/30/2009	212	\$12,444	\$9,834	\$22,278	630427

[illegible]

Hillview (Sedro Woolley)

	Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
33	509	207	Juanita Trace	107	2		3/17/2014	6/9/2014	240	\$14,554	\$12,964	\$27,518	742472
34	509	207	Juanita Trace	21	2	00202070021	1/15/2018	12/21/2018	227	\$13,480	\$12,139	\$25,619	65083
35	509	207	Juanita Trace	12	3	00207020012	3/18/2020	6/23/2020	248	\$16,104	\$14,637	\$30,741	100167
36	509	207	Juanita Trace	6	2	00202070006	8/31/2021	12/3/2021	248	\$16,040	\$14,663	\$30,703	124617
	Juanita Trace	1983	Total Units	39	Upgraded	36	Remaining	3			Avg. \$ (since 2012)	\$30,557	
King's Court													
1	509	506	King's Court	C-1	2			2/15/2007	138	\$5,853	\$5,774	\$11,627	557089
2	509	506	King's Court	F5	2	Fire Repair	8/15/2006	3/2/2007	226	\$9,584	\$6,819	\$16,403	559809
3	509	506	King's Court	F4	2	Fire Repair	8/15/2006	4/10/2007	142	\$6,035	\$7,120	\$13,155	559807
4	509	506	King's Court	F2	2	Fire Repair	8/15/2006	5/11/2007	141	\$5,971	\$6,263	\$12,235	559805
5	509	506	King's Court	F3	2	Fire Repair	8/15/2006	5/11/2007	146	\$6,111	\$6,183	\$12,294	559806
6	509	506	King's Court	F1	2	Fire Repair	8/15/2006	5/11/2007	110	\$4,654	\$6,801	\$11,455	559804
7	509	506	King's Court	H-1	3		3/11/2008	4/1/2008	334	\$15,197	\$7,746	\$22,943	589929
8	509	506	King's Court	D-3	2		8/14/2008	9/23/2008	233	\$14,529	\$8,184	\$22,713	600616
9	509	506	King's Court	D-2	2		9/3/2008	10/6/2008	258	\$16,194	\$8,225	\$24,420	602025
10	509	506	King's Court	4	3		7/1/2010	9/2/2010	268	\$17,064	\$8,959	\$26,022	649418
11	509	506	King's Court	22	2		2/28/2011	3/30/2011	241	\$15,357	\$8,987	\$24,344	664511
12	509	506	King's Court	8	3		3/20/2012	5/16/2012	341	\$20,063	\$13,127	\$33,190	693529
13	509	506	King's Court	3	2		4/16/2012	6/22/2012	254	\$15,156	\$10,617	\$25,773	695252
14	509	506	King's Court	28	3		7/31/2012	10/2/2012	452	\$27,726	\$10,655	\$38,381	702393
15	509	506	King's Court	6	3		10/1/2012	2/7/2012	420	\$25,875	\$14,891	\$40,766	705848
16	509	506	King's Court	2	2		12/31/2012	2/15/2013	277	\$15,794	\$10,971	\$26,765	711935
17	509	506	King's Court	25	2		1/17/2013	2/20/2013	249	\$14,593	\$12,232	\$26,825	713525
18	509	506	King's Court	24	2		4/1/2013	6/21/2013	314	\$20,078	\$10,946	\$31,024	718420
19	509	506	King's Court	20	3		12/2/2013	4/4/2014	314	\$18,797	\$13,624	\$32,421	739480
20	509	506	King's Court	C-2	2		12/3/2015	12/31/2015	317	\$19,277	\$14,135	\$33,412	1685
21	509	506	King's Court	1	2	00505060001	3/7/2016	5/6/2016	300	\$18,762	\$12,139	\$30,901	7151
22	509	506	King's Court	G-1 201	2	00505060021	5/24/2016	6/24/2016	308	\$20,836	\$13,118	\$33,954	11524
23	509	506	King's Court	G-3	3	505060023	11/13/2017	12/29/2017	306	\$19,729	\$14,657	\$34,386	40286
24	509	506	King's Court	B-3	3	50506	12/4/2017	1/11/2018	331	\$21,509	\$20,498	\$42,007	41169
25	509	506	King's Court	H5	3	00505060030	10/23/2018	12/20/2019	320	\$20,150	\$16,542	\$36,692	89468
26	509	506	King's Court	F1	2	00505060015	10/9/2019	12/27/2019	280	\$18,200	\$15,442	\$33,642	87210
27	509	506	King's Court	H2	3	00505060027	1/9/2020	3/26/2020	373	\$24,138	\$15,087	\$39,225	96463
	King's Court	1981	Total Units	30	Upgraded	27	Remaining	3			Avg. \$ (since 2017)	\$37,190	
Kirkwood Terrace													
1	509	209	Kirkwood Terrace	7	3		6/29/2007	7/23/2007	157	\$7,042	\$6,212	\$13,253	570514
2	509	209	Kirkwood Terrace	10	3		10/30/2007	11/19/2007	188	\$8,400	\$8,818	\$17,218	580193
3	509	209	Kirkwood Terrace	5	2		11/7/2007	11/30/07	175	\$7,860	\$9,004	\$16,865	580487
4	509	209	Kirkwood Terrace	16	3		8/11/2008	9/4/2008	187	\$11,254	\$7,573	\$18,827	600329
5	509	209	Kirkwood Terrace	15	2		3/2/2009	3/28/2009	220	\$12,171	\$10,262	\$22,432	618135
6	509	209	Kirkwood Terrace	6	2		7/8/2010	7/30/2010	232	\$13,492	\$9,763	\$23,255	650143
7	509	209	Kirkwood Terrace	1	2		3/24/2011	4/27/2011	201	\$11,437	\$13,189	\$24,626	666174

	Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
							5/16/2011	7/11/2011	240	\$12,479	\$10,542	\$23,021	
8	509	209	Kirkwood Terrace	26	2		6/21/2011	8/12/2011	227	\$13,741	\$7,428	\$21,168	669862
9	509	209	Kirkwood Terrace	4	3		4/4/2012	4/30/2012	208	\$12,435	\$8,194	\$20,630	694545
10	509	209	Kirkwood Terrace	19	3		4/6/2012	6/20/2012	239	\$13,858	\$10,661	\$24,519	694546
11	509	209	Kirkwood Terrace	13	3		5/24/2012	7/10/2012	231	\$13,596	\$12,205	\$25,801	697559
12	509	209	Kirkwood Terrace	28	2		5/25/2012	7/10/2012	221	\$12,740	\$10,633	\$23,373	697683
13	509	209	Kirkwood Terrace	25	2		6/27/2012	7/24/2012	230	\$13,366	\$9,653	\$23,019	699717
14	509	209	Kirkwood Terrace	27	2		7/5/2012	7/26/2012	225	\$13,347	\$9,657	\$23,005	700181
15	509	209	Kirkwood Terrace	24	2		7/3/2012	7/27/2012	227	\$13,349	\$10,869	\$24,218	700099
16	509	209	Kirkwood Terrace	22	2		7/5/2012	7/30/2012	236	\$13,663	\$10,911	\$24,574	700180
17	509	209	Kirkwood Terrace	23	2		7/19/2012	8/20/2012	228	\$14,300	\$9,843	\$24,143	701156
18	509	209	Kirkwood Terrace	21	2		1/10/2013	2/19/2013	239	\$13,192	\$8,662	\$21,855	712628
19	509	209	Kirkwood Terrace	14	2		2/27/2013	3/25/2013	235	\$13,384	\$9,077	\$22,460	715687
20	509	209	Kirkwood Terrace	11	2		3/28/2013	5/10/2013	249	\$14,041	\$10,736	\$24,777	717800
21	509	209	Kirkwood Terrace	8	2		3/23/2015	4/28/2015	210	\$13,223	\$11,742	\$24,965	771772
22	509	209	Kirkwood Terrace	20	2		11/1/2016	1/17/2017	242	\$14,243	\$11,993	\$26,236	20310
23	509	209	Kirkwood Terrace	2	1	00202090002	6/24/19	9/18/19	248	\$15,332	\$12,469	\$27,801	82311
24	509	209	Kirkwood Terrace	5	3	00202090005	12/30/2020	2/9/2021	272	\$17,776	\$16,366	\$34,142	112642
25	509	209	Kirkwood Terrace	18	2	00202090018	1/25/2021	2/26/2021	248	\$16,200	\$15,859	\$32,059	113422
26	509	209	Kirkwood Terrace	4	3	00202090004							
							Remaining	2			Avg. \$ (since 2017)	\$30,059	
	Kirkwood Terrace	1983	Total Units	28	Upgraded	26							
Newport													
1	112	292	Newport	36	2		7/2/2013	11/14/2013	234	\$14,866	\$10,620	\$25,486	725663
2	112	292	Newport	24	2		2/26/2014	7/30/2014	221	\$14,205	\$13,173	\$27,378	740381
3	112	292	Newport	26	2		7/31/2014	10/31/2014	221	\$14,077	\$11,381	\$25,458	757234
4	112	292	Newport	38	2		11/4/2014	1/30/2015	238	\$14,966	\$12,752	\$27,717	733698
5	112	292	Newport	35	2	00802920035	3/1/2016	3/30/2016	240	\$14,696	\$13,326	\$28,022	7255
6	112	292	Newport	25	2	802920025	5/31/2017	8/8/2017	301	\$19,718	\$17,644	\$37,362	30849
7	112	292	Newport	4	2	802920004	6/29/2017	9/6/2017	280	\$18,424	\$15,397	\$33,821	32373
8	112	292	Newport	7	3	802920007	7/24/2017	9/12/2017	297	\$19,421	\$16,368	\$35,788	33495
9	112	292	Newport	34	3	802930019	10/25/2018	2/27/2019	386	\$24,674	\$20,832	\$45,507	64960
10	112	292	Newport	28	2	00802920028	3/1/2019	4/30/2019	293	\$17,957	\$15,339	\$33,296	72526
11	112	292	Newport	3	2	00802920003	5/10/2019	7/1/2019	288	\$17,684	\$14,816	\$32,500	76635
12	112	292	Newport	21	3	00802920021	10/21/2020	1/14/2021	256	\$16,672	\$17,236	\$33,908	111022
13	112	292	Newport	6	3	00802920006	1/11/2021	2/8/2022	296	\$19,384	\$21,911	\$41,295	127482
14	112	292	Newport	8	2	00802920008	2/2/2022	3/17/2022	300	\$19,572	\$20,858	\$40,430	129757
							Remaining	9			Avg. \$ (since 2017)	\$37,101	
Parkway													
1	116	294	Parkway	310	2		6/27/2013	10/15/2013	203	\$12,847	\$12,410	\$25,257	725661
2	116	294	Parkway	106	2		6/19/2013	10/16/2013	197	\$12,561	\$9,890	\$22,451	725662
3	116	294	Parkway	112	2		7/31/2013	10/17/2013	216	\$13,776	\$9,817	\$23,593	728396
4	116	294	Parkway	114	2		8/12/2013	10/17/2013	217	\$13,767	\$11,845	\$25,612	728397
5	116	294	Parkway	312	1		12/2/2013	1/16/2014	206	\$13,062	\$9,207	\$22,269	734040

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		Fund	Prop	Community	Apt #	Bedrooms	TenMast#	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
												</		

Program Master Completion List

Inc. Work for Asset Mgmt

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	Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
							9/30/2010	11/12/2010	145	\$9,074	\$4,476	\$13,550	655652
1	188	390	Burien Park	329	1		8/9/11	10/12/2011	288	\$18,203	\$7,662	\$25,864	678160
2	188	390	Burien Park	303	1		9/12/11	11/30/2011	219	\$13,883	\$6,555	\$20,438	680734
3	188	390	Burien Park	306	1		10/3/11	12/15/2011	197	\$12,557	\$6,389	\$18,946	682813
4	188	390	Burien Park	112	1		1/23/12	2/15/2012	209	\$13,445	\$6,406	\$19,851	689423
5	188	390	Burien Park	230	1		2/21/12	3/21/2012	193	\$12,295	\$6,838	\$19,133	691189
6	188	390	Burien Park	230	1		9/4/12	10/9/2012	173	\$10,815	\$7,465	\$18,281	703955
7	188	390	Burien Park	2	1		1/15/13	3/29/2013	230	\$14,278	\$7,618	\$21,896	712967
8	188	390	Burien Park	300	1		4/15/2013	6/7/2013	259	\$16,569	\$7,775	\$24,344	721008
9	188	390	Burien Park	206	1		10/2/2013	11/29/2013	174	\$11,046	\$6,674	\$17,720	731184
10	188	390	Burien Park	114	1		10/2/2013	11/29/2013	161	\$10,213	\$7,244	\$17,462	731185
11	188	390	Burien Park	311	1		10/21/2013	11/29/2013	164	\$10,318	\$7,345	\$17,663	731610
12	188	390	Burien Park	109	1		11/6/2013	11/29/2013	163	\$10,257	\$7,349	\$17,606	732368
13	188	390	Burien Park	120	1		12/23/2014	1/30/2015	180	\$11,492	\$8,406	\$19,898	718992
14	188	390	Burien Park	203	1		4/2/2015	4/27/2015	197	\$12,521	\$7,663	\$20,184	772883
15	188	390	Burien Park	118	1		4/6/2015	4/27/2015	195	\$12,331	\$7,606	\$19,937	772992
16	188	390	Burien Park	319	1		6/19/2015	7/28/2015	199	\$12,691	\$9,073	\$21,764	778890
17	188	390	Burien Park	8	1		6/30/2015	7/30/2015	204	\$12,932	\$8,958	\$21,889	779399
18	188	390	Burien Park	316	1		9/1/2015	9/30/2015	173	\$10,945	\$7,729	\$18,673	783666
19	188	390	Burien Park	217	1		9/3/2015	10/22/2015	196	\$12,205	\$8,338	\$20,543	783773
20	188	390	Burien Park	322	1		9/3/2015	10/27/2015	174	\$10,572	\$9,338	\$19,910	784005
21	188	390	Burien Park	104	1		9/8/2015	11/23/2015	218	\$12,945	\$9,210	\$22,155	784006
22	188	390	Burien Park	7	1		10/9/2015	11/23/2015	192	\$11,688	\$9,197	\$20,884	786279
23	188	390	Burien Park	208	1	00303900205	12/2/2015	1/11/2016	203	\$12,579	\$7,105	\$19,684	1644
24	188	390	Burien Park	205	1	00303900004	12/2/2015	1/14/2016	199	\$12,355	\$7,496	\$19,851	1643
25	188	390	Burien Park	4	1	00303900321	12/18/2015	2/10/2016	193	\$12,283	\$8,880	\$21,163	2697
26	188	390	Burien Park	321	1	00303900111	01/19/16	2/29/2016	188	\$11,876	\$9,223	\$21,099	4333
27	188	390	Burien Park	111	1	00303900301	1/26/2016	3/8/2016	190	\$12,050	\$9,050	\$21,100	4518
28	188	390	Burien Park	301	1	00303900128	1/11/2016	3/11/2016	208	\$13,192	\$8,519	\$21,711	3941
29	188	390	Burien Park	128	1	00303900211	2/19/2016	3/30/2016	197	\$12,308	\$8,122	\$20,430	6134
30	188	390	Burien Park	211	1	00303900216	4/6/2016	5/16/2016	207	\$12,743	\$7,847	\$20,589	9068
31	188	390	Burien Park	216	1	00303900323	01/05/17	2/28/2017	188	\$12,373	\$9,798	\$22,172	23615
32	188	390	Burien Park	323	1	00303900101	01/06/17	2/22/2017	193	\$12,636	\$9,596	\$22,232	23762
33	188	390	Burien Park	101	1	00303900126	03/06/17	6/5/2017	201	\$13,159	\$9,209	\$22,368	26789
34	188	390	Burien Park	126	1	303900125	6/16/2017	8/25/2017	195	\$12,830	\$8,817	\$21,647	31605
35	188	390	Burien Park	125	1	303900211	7/31/2017	10/10/2017	201	\$13,083	\$9,912	\$22,995	33719
36	188	390	Burien Park	221	1	303900309	8/17/2017	11/1/2017	196	\$12,915	\$9,154	\$22,069	34680
37	188	390	Burien Park	309	1	303900229	11/13/2017	12/29/2017	212	\$13,916	\$9,112	\$23,028	39782
38	188	390	Burien Park	229	1	303900230	1/10/2018	2/7/2018	204	\$13,364	\$8,724	\$22,088	43067
39	188	390	Burien Park	230	1	303900213	1/30/2018	2/27/2018	196	\$12,851	\$7,384	\$20,235	45789
40	188	390	Burien Park	213	1	303900330	5/1/2018	7/17/2018	238	\$15,602	\$6,555	\$22,157	52907
41	188	390	Burien Park	330	1	00303900210	7/2/2018	9/18/2018	162	\$10,597	\$8,987	\$19,584	56595
42	188	390	Burien Park	210	1	30900002	10/23/2018	12/14/2018	202	\$12,746	\$8,455	\$21,201	64133
43	188	390	Burien Park	B2	1	303900305	12/18/2018	3/1/2019	234	\$14,878	\$11,050	\$25,928	67955
44	188	390	Burien Park	305	1	00303900106	1/9/2019	3/15/2019	241	\$15,616	\$10,196	\$25,812	68861
45	188	390	Burien Park	106	1	00303900212	5/15/2019	7/5/2019	228	\$14,661	\$7,801	\$22,462	79126
46	188	390	Burien Park	212	1	00303900212	1/3/2020	3/27/2020	190	\$12,350	\$9,730	\$22,080	93160
47	188	390	Burien Park	212	1								
48	188	390	Burien Park	225	1								

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College Place

Program Master Completion List

Inc. Work for Asset Mgmt

		Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
		12	127	203		3		10/12/2010	11/5/2010	238	\$13,712	\$8,011	\$21,723	655838
		13	127	203	16	2		2/1/2011	2/16/2011	236	\$13,804	\$9,639	\$23,443	662186
		14	127	203	25	3		2/23/2011	3/15/2011	232	\$13,273	\$9,474	\$22,747	664128
		15	127	203	4	2		5/3/2011	5/27/2011	230	\$13,543	\$9,383	\$22,926	668903
		16	127	203	28	3		5/5/2011	6/9/2011	244	\$13,561	\$10,367	\$23,928	669081
		17	127	203	38	2		5/9/2011	6/23/2011	258	\$14,742	\$10,855	\$25,597	669276
		18	127	203	18	2		8/17/2011	10/5/2011	220	\$12,968	\$12,547	\$25,515	678714
		19	127	203	39	2	RAFN (GC) - 22		5/1/2011					
		20	127	203	42	2	RAFN (GC) - 23		5/1/2011					
		21	127	203	43	2	RAFN (GC) - 24		5/1/2011					
		22	124	203	33	3		1/30/2011	4/9/2012	258	\$14,730	\$11,306	\$26,037	689738
		23	124	203	47	3		2/8/2012	4/27/2012	242	\$14,274	\$10,637	\$24,911	690374
		24	124	203	21	2		3/27/2012	4/30/2012	241	\$14,001	\$9,970	\$23,971	693825
		25	124	203	41	3		10/1/2012	10/15/2012	224	\$13,079	\$9,781	\$22,860	705739
		26	124	203	50	2		10/15/2012	10/29/2012	237	\$13,965	\$9,058	\$23,023	706739
		27	124	203	13	2		11/13/2012	12/17/2012	202	\$11,989	\$10,592	\$23,090	708644
		28	124	203	5	2		5.23/2013	8/26/2013	228	\$12,365	\$10,644	\$23,009	721410
		29	124	203	23	2		5/30/2013	8/26/2013	236	\$12,811	\$11,254	\$24,065	721812
		30	127	203	22	3		9/3/2013	12/12/2013	223	\$12,086	\$10,049	\$22,135	728161
		31	127	203	30	3		8/23/2013	12/13/2013	222	\$12,342	\$11,612	\$23,954	727527
		32	124	203	27	2		3/4/2014	4/30/2014	233	\$13,330	\$13,403	\$26,732	741241
		33	124	203	17	2		4/25/2014	7/31/2014	238	\$13,382	\$8,974	\$22,356	745173
		34	124	203	2	2		5/21/2014	8/29/2014	201	\$12,128	\$12,333	\$24,461	747563
		35	127	203	7	2	00202030007	10/31/2016	12/12/2016	298	\$18,810	\$12,018	\$30,893	20870
		36	127	203	24	3	00202030024	4/2/2018	6/21/2018	315	\$19,573	\$11,517	\$31,090	50612
		37	127	203	1	2	00202030001	5/20/2019	6/20/2019	250	\$14,768	\$14,586	\$29,354	77216
		38	127	203	1279 A	3	00202030029	6/30/2020	10/8/2020	332	21,688	16,512	\$38,200	106098
		39	127	203	1279-F	3	00202030034	5/12/2021	7/1/2021	224	\$14,624	\$14,952	\$29,576	119239
		40	127	203	1333-D	2	00202030020	6/6/2021	9/9/2021	248	\$16,040	\$13,895	\$29,935	120334
		41	127	203	1165 B	3	00202030049	8/23/2021	9/30/2021	273	\$17,187	\$14,092	\$31,279	122645
		42	127	203	1349 C	2	00202030015	10/11/2021	12/23/2021	244	\$15,828	\$15,339	\$31,167	125855
		43	127	203	9	2	00202030009	1/18/2022	2/28/2022	243	\$15,785	\$16,617	\$32,402	129560
			College Place		51	Upgraded	43	Remaining	8			Avg. \$ (since 2016)	\$31,544	

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Northridge II

\$26,182

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	Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
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	738966
49	140	401		Valli Kee	306	2		2/6/2014	2/25/2014	146	\$9,330	\$8,660	\$17,990	738968
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

Inc. Work for Asset Mgmt

	Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
3	149	550	Wayland Arms	303	0 to a 1		11/1/2006	11/14/2006	181	\$4,852	\$8,125	\$12,977	548860
4	149	550	Wayland Arms	106	0 to a 1		2/1/2007	2/22/2007	188	\$8,525	\$4,932	\$13,458	558686
5	149	550	Wayland Arms	216	1		5/29/2007	6/13/2007	188	\$8,054	\$3,537	\$11,590	567945
6	149	550	Wayland Arms	105	0 to a 1		6/18/2007	7/27/2007	178	\$7,917	\$4,566	\$12,480	571074
7	149	550	Wayland Arms	203	Alcove		6/27/2008	7/21/2008	225	\$14,004	\$5,621	\$19,625	597532
8	149	550	Wayland Arms	201	Alcove		7/14/2008	8/13/2008	229	\$14,314	\$4,025	\$18,339	598436
9	149	550	Wayland Arms	301	Alcove		9/2/2008	10/3/2008	197	\$11,978	\$5,115	\$17,094	601936
10	149	550	Wayland Arms	101	Alcove to 1		1/22/2009	2/11/2009	284	\$16,922	\$6,907	\$22,828	615335
11	149	550	Wayland Arms	306	Al-1br		7/6/2009	7/24/2009	250	\$15,517	\$5,475	\$21,992	626986
12	149	550	Wayland Arms	310	1		8/3/2009	8/27/2009	236	\$15,114	\$6,261	\$21,375	629394
13	149	550	Wayland Arms	208	Al-1br		8/20/2009	10/1/2009	241	\$15,270	\$5,320	\$20,590	631022
14	149	550	Wayland Arms	302	Al-1br		9/17/2009	10/14/2009	276	\$17,668	\$6,456	\$24,124	632095
15	149	550	Wayland Arms	309	Al-1br		11/18/2009	2/12/2010	255	\$15,215	\$5,113	\$20,327	637755
16	149	550	Wayland Arms	304	Al-1br		12/4/2009	3/1/2010	237	\$15,124	\$6,401	\$21,525	637756
17	149	550	Wayland Arms	109	Al-1br		2/18/2010	3/19/2010	224	\$14,214	\$6,508	\$20,721	641653
18	149	550	Wayland Arms	213	1		5/11/2010	6/17/2010	287	\$18,315	\$4,216	\$22,530	647187
19	149	550	Wayland Arms	402	0 to 1		2/25/2011	3/17/2011	269	\$17,185	\$6,878	\$24,063	664316
20	149	550	Wayland Arms	406	0 to 1		3/21/2011	4/15/2011	244	\$15,454	\$7,388	\$22,842	665972
21	149	550	Wayland Arms	409	0 to 1		4/8/2011	5/9/2011	238	\$15,238	\$6,841	\$22,078	667676
22	149	550	Wayland Arms	405	0 to 1		4/21/2011	5/26/2011	260	\$16,564	\$9,016	\$25,580	668129
23	149	550	Wayland Arms	212	1		5/24/2011	7/1/2011	240	\$15,324	\$8,496	\$23,820	670492
24	149	550	Wayland Arms	305	0 to 1		5/25/2011	7/18/2011	233	\$14,985	\$7,311	\$22,296	672157
25	149	550	Wayland Arms	205	0 to 1		7/25/2011	7/22/2011	228	\$14,620	\$6,855	\$21,475	675910
26	149	550	Wayland Arms	202	0 to 1		8/1/2011	9/15/2011	231	\$14,741	\$7,100	\$21,841	676925
27	149	550	Wayland Arms	307	0 to 1		9/1/2011	11/8/2011	232	\$15,005	\$6,631	\$21,636	680168
28	149	550	Wayland Arms	315	1		9/22/2011	11/30/2011	237	\$15,129	\$7,385	\$22,514	683550
29	149	550	Wayland Arms	102	0 to 1		9/28/2011	12/20/2011	189	\$12,085	\$6,700	\$18,784	684176
30	149	550	Wayland Arms	311	1		11/16/2011	12/30/2011	211	\$13,457	\$7,238	\$20,695	686585
31	149	550	Wayland Arms	103	1	RAFN (GC) - 40		4/1/2011					
32	149	550	Wayland Arms	107	1	RAFN (GC) - 41		4/1/2011					
33	149	550	Wayland Arms	108	1	RAFN (GC) - 42		4/1/2011					
34	149	550	Wayland Arms	319	1		12/7/2011	2/7/2012	214	\$13,642	\$6,853	\$20,494	686754
35	149	550	Wayland Arms	414	1		12/14/2011	2/29/2012	221	\$14,135	\$7,474	\$21,609	687694
36	149	550	Wayland Arms	410	1		1/6/2012	4/5/2012	212	\$13,532	\$7,915	\$21,446	688558
37	149	550	Wayland Arms	412	1		2/14/2012	4/17/2012	253	\$16,189	\$8,330	\$24,519	690800
38	149	550	Wayland Arms	407	0 to 1		4/23/2012	7/25/2012	255	\$16,267	\$7,322	\$23,588	695598
39	149	550	Wayland Arms	413	1		4/11/2012	8/9/2012	269	\$17,221	\$7,270	\$24,491	695110
40	149	550	Wayland Arms	206	0 to 1		1/9/2013	2/27/2013	283	\$17,889	\$9,420	\$27,309	714060
41	149	550	Wayland Arms	403	0 to 1		1/29/2013	2/28/2013	254	\$16,138	\$8,620	\$24,757	714202
42	149	550	Wayland Arms	415	1		2/26/2013	4/30/2013	309	\$19,586	\$7,794	\$27,380	715579
43	149	550	Wayland Arms	401	0 to 1		3/20/2013	5/16/2013	302	\$19,348	\$6,984	\$26,332	717233
44	149	550	Wayland Arms	411	1		5/6/2013	6/29/2013	235	\$14,891	\$8,928	\$23,819	721006
45	149	550	Wayland Arms	417	1		5/10/2013	6/28/2013	248	\$15,804	\$10,117	\$25,921	721004
46	149	550	Wayland Arms	313	1		5/9/2013	6/29/2013	241	\$15,205	\$8,932	\$24,137	720648
47	149	550	Wayland Arms	218	1		5/13/2013	6/29/2013	241	\$15,307	\$8,973	\$24,280	721844
48	149	550	Wayland Arms	207	0 to 1		5/14/2013	7/15/2013	287	\$18,189	\$9,414	\$27,602	721077
49	149	550	Wayland Arms	314	1		4/2/2014	8/22/2014	284	\$18,050	\$11,389	\$29,438	744874
50	149	550	Wayland Arms	419	1	505500419	6/18/2018	8/29/2018	352	\$23,143	\$8,631	\$31,774	55502

[illegible]

	Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
2	163	353	Yardley Arms	211	1		7/26/2006	8/8/2006	131	\$5,773	\$6,488	\$12,261	540028
3	163	353	Yardley Arms	216	1		5/10/2007	5/25/2007	134	\$5,695	\$4,680	\$10,375	566855
4	163	353	Yardley Arms	315	1		7/1/2008	7/23/2008	243	\$15,075	\$7,440	\$22,516	597569
5	163	353	Yardley Arms	313	1		7/1/2008	7/28/2008	228	\$13,354	\$7,440	\$20,794	597570
6	163	353	Yardley Arms	218	1		1/23/2009	2/20/2009	284	\$17,674	\$7,993	\$25,667	614611
7	163	353	Yardley Arms	311	1		2/5/2009	3/11/2009	229	\$14,643	\$7,473	\$22,115	616071
8	163	353	Yardley Arms	205	1		3/31/2009	4/22/2009	278	\$17,670	\$6,953	\$24,623	620151
9	163	353	Yardley Arms	103	1		6/2/2009	7/27/2009	200	\$12,424	\$8,467	\$20,891	625030
10	163	353	Yardley Arms	106	1		8/19/2009	9/17/2009	233	\$15,091	\$7,313	\$22,404	630229
11	163	353	Yardley Arms	319	1		12/21/2009	Complete	262	\$16,009	\$6,410	\$22,419	638555
12	163	353	Yardley Arms	203	1		6/3/2010	7/15/2010	229	\$13,450	\$7,109	\$20,559	648499
13	163	353	Yardley Arms	105	1		5/28/2010	7/22/2010	223	\$13,669	\$8,004	\$21,673	648240
14	163	353	Yardley Arms	108	1		6/21/2010	7/27/2010	225	\$13,889	\$6,391	\$20,279	649293
15	163	353	Yardley Arms	220	1		7/6/2010	9/29/2010	234	\$13,786	\$8,193	\$21,979	649984
16	163	353	Yardley Arms	223	1		7/27/2010	10/1/2010	148	\$9,396	\$8,268	\$17,664	651321
17	163	353	Yardley Arms	202	1		7/28/2010	10/4/2010	211	\$13,371	\$6,820	\$20,191	651332
18	163	353	Yardley Arms	219	1		10/8/2010	12/6/2010	254	\$15,339	\$7,068	\$22,407	655909
19	163	353	Yardley Arms	316	1		11/30/2010	1/21/2011	256	\$16,029	\$7,673	\$23,702	658616
20	163	353	Yardley Arms	104	1		12/9/2010	1/28/2011	240	\$14,587	\$6,023	\$20,610	659212
21	163	353	Yardley Arms	117	1		1/27/2011	3/23/2011	258	\$15,767	\$8,126	\$23,893	662168
22	163	353	Yardley Arms	309	1		2/7/2011	3/24/2011	283	\$17,455	\$6,485	\$23,940	662886
23	163	353	Yardley Arms	101	1		3/31/2011	5/31/2011	241	\$14,997	\$7,662	\$22,659	667497
24	163	353	Yardley Arms	118	1		6/12/11	7/22/2011	231	\$14,041	\$7,407	\$21,448	672670
25	163	353	Yardley Arms	301	1		8/2/11	9/20/2011	275	\$17,429	\$8,093	\$25,523	677242
26	163	353	Yardley Arms	107	1		8/4/11	9/27/2011	200	\$12,802	\$7,222	\$20,024	677497
27	163	353	Yardley Arms	102	1	RAFN (GC) - 43	4/1/2011						
28	163	353	Yardley Arms	113	1	RAFN (GC) - 44	4/1/2011						
29	163	353	Yardley Arms	119	1	RAFN (GC) - 45	4/1/2011						
30	163	353	Yardley Arms	221	1		3/30/12	6/7/2012	258	\$15,019	\$8,678	\$23,697	694097
31	163	353	Yardley Arms	314	1		4/23/12	7/3/2012	259	\$15,727	\$9,147	\$24,874	69595
32	163	353	Yardley Arms	224	1		6/12/12	8/28/2012	300	\$18,681	\$6,558	\$25,238	698803
33	163	353	Yardley Arms	321	1		11/15/12	1/25/2013	303	\$18,648	\$7,892	\$26,540	707904
34	163	353	Yardley Arms	206	1		11/20/12	1/30/2013	297	\$18,039	\$10,233	\$28,272	709134
35	163	353	Yardley Arms	112	1		12/26/12	1/31/2013	250	\$14,525	\$7,677	\$22,202	711578
36	163	353	Yardley Arms	114	1		2/7/13	4/1/2013	235	\$14,192	\$7,917	\$22,109	714697
37	163	353	Yardley Arms	222	1		2/6/13	4/10/2013	249	\$15,592	\$8,752	\$24,344	714614
38	163	353	Yardley Arms	305	1		6/27/2014	10/15/2014	264	\$16,225	\$8,442	\$24,668	750346
39	163	353	Yardley Arms	110	1		8/28/2015	10/2/2015	186	\$11,738	\$7,477	\$19,214	783348
40	163	353	Yardley Arms	302	1		9/14/2015	11/10/2015	193	\$12,103	\$10,468	\$22,571	784416
41	163	353	Yardley Arms	322	1		9/25/2015	11/13/2015	211	\$13,358	\$11,013	\$24,370	785579
42	163	353	Yardley Arms	303	1		10/30/2015	12/23/2015	207	\$13,143	\$10,112	\$23,255	162
43	163	353	Yardley Arms	204	1	00303530204	1/6/2015	2/16/2016	200	\$12,662	\$9,776	\$22,438	3780
44	163	353	Yardley Arms	307	1	00303530307	2/24/2016	4/20/2016	222	\$13,660	\$9,206	\$22,865	6367
45	163	353	Yardley Arms	116	1	00303530116	9/27/2016	11/30/2016	246	\$15,538	\$11,484	\$27,022	18793
46	163	353	Yardley Arms	207	1	00303530207	01/11/17	3/30/2017	216	\$14,204	\$12,680	\$26,884	23882
47	163	353	Yardley Arms	111	1	303530111	3/9/2017	6/9/2017	204	\$13,116	\$10,883	\$23,999	26873
48	485	353	Yardley Arms	217	1	303520217	6/1/2017	7/19/2017	200	\$13,103	\$9,664	\$22,767	30848
49	163	353	Yardley Arms	313	1	00303530313	1/2/2018	2/21/2018	202	\$13,197	\$8,669	\$21,865	43417
50	163	353	Yardley Arms	311	1	00303530311	1/2/2018	2/23/18	205	\$13,434	\$6,604	\$20,038	43416
51	163	353	Yardley Arms	212	1	303530212	9/6/2018	12/12/2018	239	\$14,352	\$11,505	\$25,857	60482

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

		Fund	Prop	Community	Apt #	Bedrooms	TenMast#	Start	Complete	Man Hrs	Labor	Materials	Total	WO #

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

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

	Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
2	163	352	EGIS	Munro Manor	103	1		10/16/2007	10/22/2007	183	\$8,235	\$5,596	\$13,831	578705
3	163	352	EGIS	Munro Manor	10	1		1/8/2009	2/5/2009	212	\$13,780	\$6,751	\$21,189	613895
4	163	352	EGIS	Munro Manor	121	1		2/22/2010	4/8/2010	216	\$13,728	\$7,675	\$21,403	641972
5	163	352	EGIS	Munro Manor	119	1		3/5/2010	4/16/2010	191	\$11,642	\$7,259	\$18,901	643021
6	163	352	EGIS	Munro Manor	20	1	ARRA	7/26/2010	7/26/2010	400	\$25,968	\$29,168	\$55,136	646424
7	163	352	EGIS	Munro Manor	212	1		2/7/2011	3/10/2011	294	\$17,945	\$6,598	\$24,543	662887
8	163	352	EGIS	Munro Manor	14	1	ARRA	3/21/2011	5/20/2011	415	\$26,741	\$17,367	\$44,107	665971
9	163	352	EGIS	Munro Manor	118	1		5/26/2011	6/30/2011	254	\$15,467	\$8,149	\$23,616	671031
10	163	352	EGIS	Munro Manor	21	1	ARRA	7/12/2011	11/14/2011	428	\$27,626	\$16,477	\$44,103	674698
11	163	352	EGIS	Munro Manor	213	1		1/30/2012	3/14/2012	269	\$15,943	\$8,567	\$24,510	689877
12	163	352	EGIS	Munro Manor	13	1		4/18/2012	6/15/2012	184	\$11,205	\$9,677	\$20,882	695401
13	163	352	EGIS	Munro Manor	12	1		3/25/2013	5/31/2013	213	\$13,190	\$9,302	\$22,492	717625
14	163	352	EGIS	Munro Manor	114	1		8/30/2013	11/15/2013	224	\$14,224	\$8,090	\$22,923	728027
15	163	352	EGIS	Munro Manor	19	1		10/31/2013	12/31/2013	205	\$12,437	\$9,978	\$22,415	732027
16	163	352	EGIS	Munro Manor	108	1		6/30/2014	9/19/2014	265	\$16,196	\$8,123	\$24,319	750559
17	163	352	EGIS	Munro Manor	104	1		9/15/2014	11/13/2014	211	\$12,850	\$9,113	\$21,963	756084
18	163	352	EGIS	Munro Manor	210	1		11/14/2014	12/30/2014	218	\$13,824	\$8,446	\$22,269	760369
19	163	352	EGIS	Munro Manor	101	1		2/27/2015	3/31/2015	230	\$14,610	\$10,552	\$25,162	769710
20	163	352	EGIS	Munro Manor	112	1		4/30/2015	5/29/2015	200	\$12,417	\$10,985	\$23,402	775690
21	163	352	EGIS	Munro Manor	316	1		4/28/2015	6/5/2015	213	\$13,226	\$10,279	\$23,505	775533
22	163	352	EGIS	Munro Manor	116	1		4/29/2015	6/8/2015	216	\$13,553	\$10,579	\$24,133	775608
23	163	352	EGIS	Munro Manor	319	1		6/16/2015	7/29/2015	196	\$11,408	\$10,180	\$21,588	778618
24	163	352	EGIS	Munro Manor	208	1		8/28/2015	10/9/2015	174	\$10,922	\$10,081	\$21,002	783349
25	163	352	EGIS	Munro Manor	16	1		10/5/2015	12/8/2015	197	\$12,517	\$10,920	\$23,437	785656
26	163	352	EGIS	Munro Manor	201	1	00303520201	11/30/2015	1/20/2016	225	\$14,253	\$9,797	\$24,050	1454
27	163	352	EGIS	Munro Manor	18	1	00303520018	2/1/2016	3/16/2016	199	\$12,663	\$12,116	\$24,778	5184
28	163	352	EGIS	Munro Manor	15	1	00303520015	3/28/2016	5/26/2016	248	\$15,287	\$10,841	\$26,128	8169
29	163	352	EGIS	Munro Manor	111	1	00503520111	11/17/2016	1/30/2017	213	\$13,910	\$11,814	\$25,724	21264
30	163	352	EGIS	Munro Manor	314	1	00303520314	12/28/2016	1/31/2017	209	\$13,612	\$11,197	\$24,809	23274
31	163	352	EGIS	Munro Manor	214	1	303520214	3/29/2017	6/13/2017	203	\$13,225	\$10,955	\$24,180	27809
32	163	352	EGIS	Munro Manor	217	1	303520217	6/22/2017	8/28/2017	200	\$13,576	\$11,496	\$25,072	31874
33	163	352	EGIS	Munro Manor	107	1	303520107	8/2/2017	10/17/2017	200	\$13,091	\$12,126	\$25,217	33916
34	163	352	EGIS	Munro Manor	209	1	303520209	8/4/2017	10/23/2017	199	\$12,984	\$13,119	\$26,103	34101
35	163	352	EGIS	Munro Manor	321	1	303520321	4/3/2018	5/29/2018	238	\$15,651	\$10,910	\$26,560	50778
36	163	352	EGIS	Munro Manor	216	1	00303520216	12/26/2018	3/5/2019	303	\$18,591	\$9,164	\$27,755	68040
37	163	352	EGIS	Munro Manor	211	1	00303520211	3/13/2019	5/16/2019	409	\$24,972	\$13,018	\$37,990	72524
38	163	352	EGIS	Munro Manor	218	1	00303520218	4/3/2019	5/23/2019	325	\$20,447	\$14,043	\$34,490	73731
39	163	352	EGIS	Munro Manor	221	1	00303520221	5/31/19	7/17/19	275	\$17,147	\$13,215	\$30,362	77925
40	163	352	EGIS	Munro Manor	109	1	00303520109	5/30/19	7/18/19	292	\$18,591	\$13,616	\$32,207	78442
41	163	352	EGIS	Munro Manor	203	1	00303520203	8/1/19	9/16/19	255	\$16,094	\$14,523	\$30,617	82292
42	163	352	EGIS	Munro Manor	207	1	00303520207	9/30/2019	11/19/2019	252	\$15,808	\$14,423	\$30,231	86013
43	163	352	EGIS	Munro Manor	202	1	00303520202	10/4/2019	11/24/2019	279	\$15,248	\$14,216	\$29,464	87244
44	163	352	EGIS	Munro Manor	17	1	00303520017	2/14/2020	2/14/2020	274	\$1,338	\$14,242	\$15,580	92107
45	163	352	EGIS	Munro Manor	206	1	00303520206	11/26/2019	2/21/2020	218	\$13,952	\$13,630	\$27,582	92108
46	163	352	EGIS	Munro Manor	121	1	00303520121	12/21/2019	2/28/2020	237	\$14,963	\$14,442	\$29,405	93598
47	163	352	EGIS	Munro Manor	313	1	00303520313	2/21/2020	5/5/2020	294	\$19,404	\$13,692	\$33,096	97936
48	163	352	EGIS	Munro Manor	200	1	00303520200	7/12/2021	10/4/2021	250	\$14,966	\$12,921	\$27,887	120797
49	163	352	EGIS	Munro Manor	11	1	00303520011	12/31/2021	3/17/2022	257	\$16,902	\$14,436	\$31,338	128276

	Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
39	128	150	EGIS	Paramount House	117	1	001015001117	3/12/2019	5/2/2019	197	\$12,397	\$12,693	\$25,090	72488
40	128	150	EGIS	Paramount House	200	1	00101500200	5/1/2019	6/26/2019	200	\$12,772	\$14,465	\$27,237	75785
41	128	150	EGIS	Paramount House	101	2	00101500101	6/21/19	7/31/19	199	\$12,218	\$14,610	\$26,828	79613
42	128	150	EGIS	Paramount House	105	1	00101500105	7/8/19	8/21/19	199	\$12,477	\$12,712	\$25,189	80486
43	128	150	EGIS	Paramount House	216	1	00101500216	9/3/19	10/22/19	195	\$11,405	\$13,851	\$25,256	85422
44	128	150	EGIS	Paramount House	213	1	00101500213	10/23/2019	12/18/2019	200	\$11,312	\$13,631	\$24,943	88832
45	128	150	Fire Restoration	Paramount House	101	2	00101500101	2/28/2020	4/2/2020	245	\$15,767	\$10,744	\$26,511	97247
46	128	150	EGIS	Paramount House	201	1	00101520201	2/5/2020	4/3/2020	244	\$15,816	\$14,001	\$29,817	97248
47	128	150	EGIS	Paramount House	321	1	00101500321	1/19/2020	1/21/2021	192	\$12,544	\$15,857	\$28,401	111172
48	128	150	EGIS	Paramount House	106	1	00101500106	12/22/2020	2/19/2021	224	\$14,656	\$14,852	\$29,508	112821
49	128	150	EGIS	Paramount House	214	1	00101500214	5/24/2021	7/16/2021	200	\$12,896	\$13,696	\$26,592	119289
50	128	150	EGIS	Paramount House	218	1	00101500218	9/2/2021	11/16/2021	200	\$13,016	\$13,907	\$26,923	124615
51	128	150	EGIS	Paramount House	112	1	00101500112	2/23/2022	5/16/2022	220	\$14,340	\$17,401	\$31,741	132996
	Paramount House		1969	Total Units	70	Upgraded	51	Remaining	19			Avg. \$ (since 2017)	\$26,414	
Plaza Seventeen														
1	150	551	EGIS	Plaza Seventeen	508	1		11/1/2006	11/22/2006	161	\$7,154	\$4,846	\$12,000	549437
2	150	551	EGIS	Plaza Seventeen	408	1		2/25/2008	3/17/2008	199	\$8,856	\$5,161	\$14,017	589068
3	150	551	EGIS	Plaza Seventeen	612	1		4/2/2008	3/18/2008	165	\$9,637	\$4,941	\$14,578	591464
4	150	551	EGIS	Plaza Seventeen	307	1		4/30/2008	5/19/2008	181	\$8,062	\$4,994	\$13,056	593346
5	150	551	EGIS	Plaza Seventeen	101	1		7/29/2008	8/20/2008	203	\$12,724	\$5,351	\$18,074	599619
6	150	551	EGIS	Plaza Seventeen	310	1		8/11/2009	9/4/2009	190	\$13,261	\$6,577	\$19,837	629724
7	150	551	EGIS	Plaza Seventeen	605	1		1/10/2010	2/5/2010	193	\$12,329	\$5,155	\$17,484	640070
8	150	551	EGIS	Plaza Seventeen	109	1		4/15/2010	5/3/2010	230	\$14,529	\$5,800	\$20,329	645362
9	150	551	EGIS	Plaza Seventeen	102	0			9/1/2009					
10	150	551	EGIS	Plaza Seventeen	103	0	Capital Const - 9		9/1/2009					
11	150	551	EGIS	Plaza Seventeen	110	0	Capital Const - 10		9/1/2009					
12	150	551	EGIS	Plaza Seventeen	108	1	Capital Const - 11		9/1/2009					
13	150	551	EGIS	Plaza Seventeen	509	1		4/11/2012	5/9/2012	189	\$12,029	\$6,128	\$18,157	695297
14	150	551	EGIS	Plaza Seventeen	106	1		4/27/2012	6/20/2012	202	\$12,875	\$6,857	\$19,732	696045
15	150	551	EGIS	Plaza Seventeen	206	1		12/27/2013	1/29/2013	243	\$15,547	\$6,279	\$21,826	712209
16	150	551	EGIS	Plaza Seventeen	104	1		1/7/2013	1/31/2013	253	\$16,083	\$6,592	\$22,675	712208
17	150	551	EGIS	Plaza Seventeen	511	1		11/25/2013	1/31/2014	236	15,084	6,916	22,000	733698
18	150	551	EGIS	Plaza Seventeen	501	1		1/13/2014	12/30/2014	230	14,518	7,704	22,222	760032
19	150	551	EGIS	Plaza Seventeen	502	1		1/30/2015	2/27/2015	202	\$12,838	\$7,068	\$19,906	767206
20	150	551	EGIS	Plaza Seventeen	402	1		7/7/2015	8/5/2015	203	\$12,787	\$8,966	\$21,753	779924
21	150	551	EGIS	Plaza Seventeen	210	1		6/30/2015	8/21/2015	190	\$11,974	\$7,849	\$19,822	780257
22	150	551	EGIS	Plaza Seventeen	510	1		8/20/2015	10/13/2015	198	\$12,450	\$8,047	\$20,497	782792
23	150	551	EGIS	Plaza Seventeen	407	1		10/27/2015	12/15/2015	230	\$14,454	\$7,544	\$21,978	163
24	150	551	EGIS	Plaza Seventeen	309	1	00505510407	6/2/2016	6/30/2016	209	\$13,303	\$8,229	\$21,532	12200
25	150	551	EGIS	Plaza Seventeen	306	1	00505510309	12/13/2016	2/15/2017	209	\$13,704	\$7,693	\$21,397	22893
26	150	551	EGIS	Plaza Seventeen	609	1	00505510306	1/17/2017	4/13/2017	227	\$14,882	\$10,113	\$24,995	24266
27	150	551	EGIS	Plaza Seventeen	304	1	00505510609	02/28/17	5/16/2017	195	\$12,699	\$9,920	\$22,609	26544
28	150	551	EGIS	Plaza Seventeen	410	1	505510304	4/28/2017	7/11/2017	200	\$13,096	\$9,018	\$22,114	29355
29	150	551	EGIS	Plaza Seventeen	411	1	505510305	8/11/2017	10/27/2017	196	\$12,504	\$8,650	\$21,154	34474
30	150	551	EGIS	Plaza Seventeen	301	1	505510411	8/18/2017	10/31/2017	197	\$12,820	\$8,486	\$21,306	35829
								2/6/2019	4/2/2019	301	\$19,083	\$7,683	\$26,766	71038

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

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	Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	7	500	Campus Grn	21A	1	005058000005	2/1/2022	6/1/2022	287	\$18,352	\$16,133	\$34,485	129652
			Total Units	15	Upgraded	7	Remaining	8			Avg. \$	\$30,206.47	
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
			Total Units	4	Upgraded	3	Remaining	1			Avg. \$	\$25,774.25	
Federal Way Duplexes													
1	500	581	Fed Way Duplex	1	3		5/20/2009	7/13/2009	343	19,992.67	10,286.63	30,279.30	624211
2	500	581	Fed Way Duplex	3	2		7/21/2015	9/10/2015	383	\$24,419	\$14,111	\$38,530	781722
3	500	581	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
			Total Units	6	Upgraded	5	Remaining	1			Avg. \$ (since 2015)	\$37,979	
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
			Total Units	5	Upgraded	5	Remaining	0			Avg. \$ (since 2017)	\$26,020	
Holt House													
1	500	387	Holt House	-	3			9/14/2012	405	25,849.00	10,666.81	39,515.81	703142
			Total Units	1	Upgraded	1	Remaining	0			Avg. \$	\$39,516	
Nike	320	400	Total Units	31	Upgraded	0	Remaining		Uncertain	31			
Shadrach			Total Units	9	Upgraded	0	Remaining		Uncertain	9			
Shelcor													
1	133	480	Shelcor	8	2		4/16/2014	6/6/2014	321	\$20,437	\$14,761	\$35,198	

Asset Management - Contract Work

	Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
19	685	170	Woodland North	D-16	2		1/15/2020	6/10/2020	374	\$24,039	\$26,895	\$50,934	101234
20	685	170	Woodland North	G-6	1		5/1/2020	6/15/2020	351	\$23,770	\$23,054	\$46,824	101235
21	685	170	Woodland North	C-6	1		5/1/2020	6/17/2020	346	\$23,553	\$23,145	\$46,698	101236
22	685	170	Woodland North	D-15	2		5/1/2020	6/19/2020	368	\$25,468	\$27,977	\$53,445	101239
23	685	170	Woodland North	C-8	1		5/1/2020	6/24/2020	344	\$23,520	\$22,823	\$46,343	102176
24	685	170	Woodland North	H-18	2		5/1/2020	6/30/2020	370	\$23,937	\$26,957	\$50,894	102177
25	685	170	Woodland North	H-13	2		5/1/2020	7/6/2020	367	\$25,820	\$27,855	\$53,675	102178
26	685	170	Woodland North	D-12	2		5/1/2020	7/14/2020	376	\$24,152	\$26,806	\$50,958	101240
27	685	170	Woodland North	H-12	2		5/10/2020	8/3/2020	372	\$23,953	\$27,944	\$51,897	103460
28	685	170	Woodland North	F-4	2		5/10/2020	8/3/2020	373	\$25,778	\$24,989	\$50,767	103461
29	685	170	Woodland North	D-17	2		6/1/2020	8/3/2020	372	\$24,650	\$26,997	\$51,647	103462
30	685	170	Woodland North	D-20	2		6/1/2020	8/3/2020	374	\$25,142	\$25,827	\$50,969	103465
31	685	170	Woodland North	B-1	1		6/1/2020	8/3/2020	352	\$22,712	\$22,841	\$45,553	103463
32	685	170	Woodland North	B-3	2		6/1/2020	8/10/2020	370	\$24,325	\$28,338	\$52,663	103464
33	685	170	Woodland North	H-7	1		6/1/2020	8/12/2020	344	\$22,072	\$19,883	\$41,955	103469
34	685	170	Woodland North	F-3	2		6/1/2020	8/17/2020	364	\$24,423	\$27,570	\$51,993	103466
35	685	170	Woodland North	F-1	1		6/1/2020	8/18/2020	340	\$22,806	\$25,134	\$47,940	103467
36	685	170	Woodland North	F-14	2		6/1/2020	8/25/2020	362	\$23,909	\$26,203	\$50,112	103468
37	685	170	Woodland North	H-14	2		6/20/2020	8/28/2020	366	\$25,218	\$25,965	\$51,183	104783
38	685	170	Woodland North	H-16	2		7/8/2020	9/1/2020	366	\$25,017	\$28,375	\$53,392	105964
39	685	170	Woodland North	G-4	1		6/3/2020	9/4/2020	338	\$23,816	\$24,991	\$48,806	104373
40	685	170	Woodland North	G-8	1		6/18/2020	9/8/2020	332	\$22,214	\$23,387	\$45,601	104374
41	685	170	Woodland North	E-4	1		6/1/2020	9/14/2020	292	\$19,354	\$19,180	\$38,534	103470
42	685	170	Woodland North	E-1	1		6/1/2020	9/17/2020	290	\$18,728	\$20,871	\$39,599	103471
43	685	170	Woodland North	E-8	1		6/15/2020	9/22/2020	290	\$20,109	\$22,649	\$42,758	104375
44	685	170	Woodland North	E-3	1		6/15/2020	9/24/2020	288	\$19,764	\$21,556	\$41,320	104784
45	685	170	Woodland North	E-7	1		6/15/2020	9/25/2020	328	\$21,438	\$20,333	\$41,771	106163
46	685	170	Woodland North	E-9	1		6/20/2020	9/29/2020	270	\$18,566	\$21,154	\$39,719	106164
47	685	170	Woodland North	E-5	1		6/29/2020	10/1/2020	288	\$20,328	\$22,350	\$42,678	106165
48	685	170	Woodland North	E-2	1	77070707E-2	7/6/2020	10/5/2020	282	\$ 18,921	\$22,402	\$41,323	106166
49	685	170	Woodland North	A-3	1	77070707A-3	6/5/2020	10/8/2020	316	\$ 21,110	\$25,027	\$46,137	104372
50	685	170	Woodland North	H-4	1	77070707H-4	7/15/2020	10/12/2020	264	\$ 17,020	\$23,223	\$40,243	106170
51	685	170	Woodland North	F-5	1	77070707F-5	7/6/2020	10/23/2020	290	\$ 17,965	\$25,183	\$43,148	106167
52	685	170	Woodland North	F-8	1	77070707F-8	6/15/2020	10/27/2020	288	\$ 18,320	\$23,718	\$42,038	106168
53	685	170	Woodland North	G-7	1	77070707G-7	8/31/2020	10/29/2020	296	\$ 19,164	\$25,601	\$44,765	106171
54	685	170	Woodland North	A-1	1	77070707A-1	8/31/2020	11/2/2020	328	\$ 21,456	\$27,511	\$48,967	107861
55	685	170	Woodland North	A-2	1	77070707A-2	8/31/2020	11/3/2020	320	\$ 20,708	\$27,073	\$47,781	107862
56	685	170	Woodland North	A-4	1	77070707A-4	8/31/2020	11/13/2020	280	\$ 17,700	\$24,555	\$42,255	107863
57	685	170	Woodland North	D-3	1	77070707D-3	5/1/2020	11/17/2020	296	\$ 20,344	\$21,746	\$42,090	102179
58	685	170	Woodland North	A-5	1	77070707A-5	8/31/2020	11/23/2020	280	\$ 18,028	\$25,960	\$43,988	107864
59	685	170	Woodland North	A-6	1	77070707A-6	8/31/2020	11/24/2020	276	\$ 18,243	\$24,854	\$43,097	107865
60	685	170	Woodland North	A-7	1	77070707A-7	8/31/2020	11/26/2020	272	\$ 17,036	\$23,487	\$40,523	107866
61	685	170	Woodland North	F-10	2	77070707F-10	10/15/2020	11/30/2020	272	\$ 17,332	\$26,370	\$43,702	109601
62	685	170	Woodland North	E-6	1	77070707E-6	10/15/2020	12/2/2020	280	\$18,168	\$26,923	\$45,091	109602
63	685	170	Woodland North	F-6	1	77070707F-6	10/15/2020	12/7/2020	274	\$18,161	\$27,868	\$46,029	109603
	Woodland North		Total Units	63	Upgraded	63	Remaining	0			Avg. \$	\$45,819	

	Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
			Asset Management		Upgrades	78							
			Housing Management		Upgrades	1831	Summary Above						
			Total Combined Upgrades			1,909	Since 2006						