



# **MOVING TO WORK ANNUAL PLAN**

FY 2024

February 13, 2024



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*President & CEO*

Robin Walls

## **Letter from the President & CEO**

Dear Community Members,

For the last two decades, King County Housing Authority (KCHA) has utilized the flexibility offered by the Moving to Work (MTW) designation to design innovative approaches to address local affordable housing issues. KCHA's 2024 MTW plan builds upon past policy and program successes and continues to pursue the three statutory objectives of the MTW program: cost effectiveness, housing choice, and self-sufficiency. KCHA is committed to do more, with greater efficiency, in the face of the complex housing and homelessness challenges facing our region.

The affordability challenges confronting the region are complex and multi-faceted. King County continues to face a growing homelessness crisis, with a 2022 King County Point-in-Time Count reporting 13,368 people lacked housing, a 14% increase from 2020. Recent state estimates suggest the County needs more than 124,000 homes affordable to households earning less than 50% of area median income by 2044. More affordable housing is needed for stronger communities, to support individuals living on fixed incomes, families facing behavioral health challenges, individuals exiting the foster care system, and families with children.

KCHA's 2024 MTW plan is reflective of our continued emphasis on expanding affordable housing resources for the region's low-income residents and supporting households exiting homelessness. In the coming year, the agency will work with partners to pursue full lease-up of our special purpose vouchers, strengthen housing search and stability services, and project-base vouchers at supportive housing developments.

Our plan also highlights our holistic approach to providing affordable housing by implementing strategies that promote economic independence, support resident health and well-being, advance racial equity and social justice, and deepen partnerships with local school districts to improve educational outcomes for children. This coming year, KCHA will design and launch economic mobility programming that aims to advance self-sufficiency opportunities for residents of our housing programs, pilot new homeownership programming, and develop policies that remove barriers to self-sufficiency.

As we strive to become an anti-racist organization, we are continually acknowledging the historical and structural racism in King County that has created harm and prevented equitable access to affordable housing and wealth building opportunities among members of BIPOC communities. Led by our Equity, Diversity, Inclusion and Belonging (EDIB) Office, KCHA is working to advance racial equity and social justice by embedding EDIB strategies into our operations, increasing partnerships with residents and people with lived experience, and launching new programming.

In 2024, we will continue our recapitalization efforts by investing nearly \$17 million in MTW working capital to upgrade and maintain our federally-assisted housing stock. And with an intentional focus on environmental sustainability, we will work to establish an approach to integrating sustainability review early in the design process of property upgrades and new development.

KCHA's work does not happen in a vacuum, but relies on strategic partnerships in the region to inform organizational approaches and outcomes. A commitment to cross-sector collaboration is shared by partners across the region and will be key to future successes. In the years ahead, we will continue to work closely with regional partners, local governments, and community-based non-profits to deepen existing connections, pilot new initiatives, and apply lessons learned to continually improve our programs.

With our MTW designation, KCHA has a responsibility to explore new strategies that respond to the growing housing crisis and improve the lives of our residents. Therefore, our 2024 plan is ambitious, as we strive to shape policies and programs that will have an intergenerational impact and pave the way for housing authorities across the nation.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robin Walls", with a stylized, flowing script.

Robin Walls  
President & CEO

# SECTION I

## INTRODUCTION

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### A. OVERVIEW OF SHORT-TERM MTW GOALS AND OBJECTIVES

In recent years, Moving to Work flexibilities have allowed King County Housing Authority (KCHA) to pivot to address the emerging health and safety needs of our residents, design new programs to address the region's dual housing and homelessness crises, and make investments in critical operational and programmatic areas. After 20 years in the MTW program, KCHA remains committed to continually expanding both the reach and effectiveness of our programs through innovation and evaluation. In 2024, KCHA will continue to leverage MTW flexibility to:

### PROMOTE ECONOMIC INDEPENDENCE AND SELF-SUFFICIENCY

KCHA's subsidized housing programs start with providing families a safe and stable place to call home. But they do not end there. Advancing economic opportunity and disrupting intergenerational poverty is a core focus for the agency. In 2024, KCHA will make further investments to advance this goal through new programming, policy change, and evaluation.

#### Advancing Economic Opportunity

The Family Self Sufficiency (FSS) program offers a significant opportunity for working households to focus on economic independence goals while banking income gains in an escrow account. The program does not work for every household, however. In recognition of the opportunity to provide workforce development supports to a broader population, KCHA will use our single-fund flexibility to create an Economic Independence Pathways Program. The program will provide coaching and mentorship for up to two years with an aim of supporting residents' pursuit of economic independence through training and education. In addition, 2024 will see KCHA launch the Young Adult Prosperity Program (YAPP) to provide self-sufficiency support for youth participating in the Family Unification Program (FUP) and Foster Youth to Independence (FYI) voucher programs — further promoting economic mobility and preventing additional experiences of homelessness. The agency also has proposed a broader policy initiative to exclude income earned through participation in career advancement and training opportunities.

#### Wealth-Building Pathways

Homeownership is one of the most effective ways families can create wealth for themselves and future generations. In 2024, KCHA will be working with nonprofit, lending, and governmental partners to create stronger connections between participants of subsidized housing programs and affordable homeownership opportunities. In addition, KCHA is proposing a wide-ranging MTW Activity to leverage our single-fund and MTW flexibilities to create avenues for existing residents of our affordable housing programs to purchase homes.



### **Continuous Evaluation**

In 2024, KCHA will launch an evaluation of the agency's WIN Rent program to study how the rent tiers and associated policy changes since the policy's launch in 2010 have supported income growth and other outcomes for families that are able to work. The evaluation also will allow us to identify opportunities to improve the program.

### **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. KCHA continues to pursue every available opportunity to expand our housing assistance for low-income households through applications for new special purpose vouchers, property acquisitions and new development, the activation of banked public housing subsidies, 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 of innovative subsidy programs to house and support diverse populations.

In 2024, KCHA will continue to pursue full lease-up of all special purpose vouchers through partnerships with our governmental and community-based partners. KCHA will leverage funds newly allocated by the State Legislature for housing navigation and housing stability to support the lease-up of the agency's 123 Foster Youth to Independence (FYI) vouchers. The agency also continues to leverage the Collaborative Case Management (CCM) partnership with the King County Veterans Program to find novel ways to fully deploy the agency's 1,250 HUD-VASH vouchers. We also plan to activate banked public housing subsidies at Illahee Apartments (Bellevue) in 2024.

### **SUPPORT RESIDENT HEALTH, STABILITY, AND WELL-BEING**

KCHA is strengthening our capacity to strategically engage residents to provide ideas, advice, and feedback about health-related programming. In 2024, we will wrap up a Resident Health Needs Assessment and establish a health and wellness advisory council for ongoing resident engagement and feedback. Already-identified health issues that can significantly impact the ability to retain housing include: (1) mental/behavioral health, (2) hoarding and high clutter, and (3) aging in place. KCHA's work is laying the foundation for multi-tiered strategies to address these emerging priorities through internal cross-departmental process mapping, tools and training for staff, and contracts with external partners. We also have entered into strategic partnerships with other housing authorities, local governments, community-based service providers, and city, county, and state coalitions to leverage resources and build momentum for regional approaches to address the interconnected outcomes of housing stability, health, and wellness.

## **ADVANCE RACIAL EQUITY AND SOCIAL JUSTICE ACROSS KING COUNTY**

The effects of historical and institutional racism continue to be evidenced in housing outcomes that demonstrate disproportionate rates of homelessness, displacement, and neighborhood access. KCHA's Equity, Diversity, Inclusion and Belonging (EDIB) Office is developing an agency-wide strategy aimed at embedding EDIB principles into every aspect of KCHA's work while acknowledging a range of intersectional identities and placing an emphasis on racial equity. Following an inclusive planning process that included feedback from the agency's board, staff, residents, and community partners, KCHA is identifying shared definitions of key EDIB terms. This work builds on input provided from previous KCHA efforts, including contributions by KCHA's Race, Equity, Diversity and Inclusion (REDI) committee.

Additional ongoing agency-wide efforts include staff training, the development of organizational equity goals, equitable procurement practices that involve open and accessible processes and information, the adoption of a racial equity assessment tool, and increased collaboration with residents and people with lived experience in program design.

## **ADVANCE ENVIRONMENTAL SUSTAINABILITY THROUGHOUT OUR OPERATIONS**

KCHA recognizes climate change as a global problem that demands action at a local level. We are committed to being a leader among housing authorities in how we continually work to reduce the agency's dependency on fossil fuels and consumption of resources. KCHA is working to implement the 2022–2026 Sustainability Action Plan, which guides the agency's investments and approach in four key areas: greenhouse gas reduction; climate change preparedness; sustainable property operations and management; and healthy, resilient, and equitable communities.

As the impacts of the changing climate on the region become more apparent and urgent, we will develop a framework in 2024 to determine and prioritize climate change resiliency at KCHA communities and establish an approach to integrating sustainability review early in the design process for property upgrades and new developments. KCHA is also taking advantage of new financing opportunities to add extensive rooftop solar to Kirkland Heights as part of a large rehabilitation and expansion project. In 2024, we will continue to work with residents and staff to save water and energy, reduce solid and hazardous waste, and purchase products made with recycled materials and fewer hazardous chemicals.

## **LEVERAGE PARTNERSHIPS TO ADDRESS THE NEEDS OF INDIVIDUALS AND FAMILIES EXPERIENCING HOMELESSNESS**

King County continues to experience a significant homelessness crisis that demands action and sustained collaboration from a variety of actors. In the most recent King County Point-in-Time Count conducted in 2022, 13,368 people lacked housing, an increase of 1,617 over a two-year

period.<sup>1</sup> Homelessness continues to disproportionately impact BIPOC communities, with Black/African American and American Indian/Alaskan Native individuals significantly overrepresented in the homeless system. KCHA has a long history of supporting regional efforts to address homelessness through innovative programming and a significant special purpose voucher program. In 2022, over 60% of the households entering KCHA's federally subsidized programs reported they were experiencing homelessness prior to receiving our housing assistance.

In 2024, KCHA will work with our partners to deploy multiple strategies to address homelessness, including:

#### **Innovative Partnerships**

In 2024, KCHA will work in partnership with multiple service partners and funders to increase access to HUD-VASH vouchers through the Collaborative Case Management program, expand our support to students experiencing homelessness who are pursuing higher education at Highline College, and integrate sustained support services to house families involved in the child welfare system and youth exiting foster care.

#### **Housing Navigation and Stability Supports**

Through the use of grant funding from HUD and local sources, KCHA will build on lessons learned through the Emergency Housing Voucher (EHV) program to expand housing navigation services to participants using special purpose vouchers both through in-house and contracted housing navigators. This approach is designed to support successful lease-up in King County's highly competitive rental market. KCHA also will continue deploy local and federal resources to ensure critical time intervention (CTI) resources are available to leased EHV participants to support housing stability.

#### **Project-Basing Assistance**

In partnership with King County, the Continuum of Care, and other public funders, 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 that 153 new PSH units supported by project-based vouchers will be completed and ready for occupancy in 2024.

#### **Adding Incremental Vouchers to our Portfolio**

In August 2022, KCHA applied for a new allocation of 75 FYI competitive vouchers, and we plan to pursue every opportunity to apply for new special purpose vouchers that HUD plans to make available during 2024.

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<sup>1</sup> 2022 Point in Time Count. King County Regional Homelessness Authority. [www.kcrha.org/wp-content/uploads/2022/06/PIT-2022-Infograph-v7.pdf](https://www.kcrha.org/wp-content/uploads/2022/06/PIT-2022-Infograph-v7.pdf)

## **DEEPEN PARTNERSHIPS WITH LOCAL SCHOOL DISTRICTS TO IMPROVE EDUCATIONAL OUTCOMES**

KCHA's federally subsidized housing provides a home for over 15,470 children every year. Their academic success is an integral element of our core mission to prevent multi-generational cycles of poverty and promote economic mobility. KCHA prioritizes students' educational success through partnerships with education stakeholders in King County, including school districts, out-of-school time and early learning providers, and parents. KCHA will also continue to partner with local schools, Highline College, and regional partners to provide critical housing assistance resources to individuals and families experiencing homelessness.

### **Out-of-School Time (OST) Programs**

In 2024, 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 programs aimed to help students 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 continues to be a central focus. Our Education Team also will explore co-creating a youth leadership and development program at KCHA sites. The program would be the first time KCHA has co-created a youth development program and implemented a unified program across the entire portfolio.

### **Neighborhood Early Learning Connectors**

KCHA continues to work with residents to implement, expand, and refine the innovative Neighborhood Early Learning Connectors (NELC) program model. Launched in 2021, NELC supports healthy child development so that young children entering kindergarten are prepared to thrive. The NELC staff are comprised of residents of KCHA's housing programs who reflect the culture and linguistic makeup of the communities they serve.

## **ADAPT OPERATIONS, POLICIES, AND PROCEDURES TO SUPPORT PROGRAM ADMINISTRATION**

KCHA continually pursues opportunities to streamline and adapt our operations, policies, and procedures to meet resident needs, ease administrative burdens, and remove barriers to efficiently administer federal housing assistance. In recent years, KCHA has used MTW flexibility to pilot new self-certification of Housing Quality Standards (HQS) for distinct classes of properties as a means of to increase program efficiencies and ensure households can move into housing faster. The agency will make these self-certification flexibilities permanent in 2024. KCHA also has increased non-contact options available to residents by expanding the use of online rent payments and document signing, and by implementing an online submission form for requests for tenancy approvals. KCHA will also transition to a new software platform in 2024 that will offer significant opportunities to advance digital engagement between program staff and residents.

## **INVEST IN THE ELIMINATION OF ACCRUED CAPITAL REPAIR AND SYSTEM REPLACEMENT NEEDS IN OUR FEDERALLY SUBSIDIZED HOUSING INVENTORY**

In 2024, KCHA will continue our recapitalization efforts and invest \$16.5 million in MTW working capital to upgrade our federal housing stock. 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 12,481 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 EDIB 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 community members.
- **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 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 <sup>2</sup>	22	14	0	0	0	0	36	TBD	TBD	TBD
Future Acquisition and Conversion of Existing Housing to Public Housing								TBD	TBD	TBD
<b>Total Public Housing Units to be Added<sup>3</sup></b>							36			

##### 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

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

<sup>3</sup> Additional properties yet to be identified or acquired by KCHA may convert to Public Housing in 2024 should KCHA deem such opportunities appropriate. Additionally, some housing units might be designated MTW Neighborhood Services units in 2024 should an opportunity arise to partner with a local service provider or assign units to other eligible MTW purposes 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
KCHA's Campus Green, Echo Cove, Harbor Villa, & Slater Park	29	No	Increase KCHA's level of existing affordable housing stock by converting 29 existing unsubsidized housing units to project-based at four KCHA-owned sites.
Bridge Housing's Spring District	8	No	Awarded project-based vouchers (PBVs) through the 2022 King County Combined Funders NOFO. AHAP contract anticipated in Q4 2024 with anticipated project completion in Q2 2026.
Plymouth Housing's Kenmore	100	No	Awarded PBVs in partnership with the City of Kenmore RFP in 2022. AHAP contract anticipated in Q1 2024 with anticipated project completion in Q2 2025.
Mercy Housing Angle Lake	8	No	Awarded PBVs through the 2022 King County Combined Funders NOFO RFP. AHAP contract anticipated in Q3 2023 with anticipated project completion in Q2 2025.
Muckleshoot Housing Authority PSH	50	No	Awarded PBVs through the 2022 King County Combined Funders NOFO RFP. AHAP contract anticipated in Q4 2023 with anticipated project completion in Q1 2025.
King County Combined Funders NOFO	160	No	PBVs made available through the 2023 Combined Funders NOFO for supportive housing projects serving people exiting homelessness.
<b>Planned Total Vouchers to be Newly Project-based</b>	355		

### 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 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 as additional opportunities arise throughout the plan year, 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, the use of new Special Purpose and Project-Based Vouchers, and sponsor-based housing.



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

In 2024, KCHA will spend approximately \$16.5 million to complete capital improvements critical to maintaining our federally subsidized properties. 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. Expenditures include:

- **UNIT UPGRADES AND SPECIAL PROJECTS (\$4.5 MILLION)**

KCHA's ongoing efforts to significantly upgrade the interiors of our affordable housing inventory as units turn over will continue in 2024. 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 COMPONENTS UPGRADES (\$6 MILLION)**

The building envelope upgrade at Westminster Manor (Shoreline) including new siding, windows, exterior doors, and roofing was scheduled to be completed in 2023 but is being rescheduled to 2024. The same is true for the food bank building at Burndale Homes (Auburn), where the planned improvements include siding, doors, windows, and roof, along with new tenant improvements necessary to convert the space from its former use to a property management office. The 2024 capital program also includes the replacement of the roof at Munro Manor (Burien) and a full envelope replacement at Peppertree (Shoreline), which began in 2023.

- **SYSTEMS (HEATING, SEWER, ELEVATOR) IMPROVEMENTS (\$4 MILLION)**

The recently replaced heating and related plumbing system at Casa Madrona (Olympia) will be balanced in order to improve the performance and efficiency of the two interacting systems. At Plaza Seventeen (Auburn), the hydronic heating system's plumbing and heating components will be replaced. Fire monitoring systems will be replaced at Briarwood (Shoreline), Harrison House (Kent), and Newport Apartments (Bellevue). The passive ventilation system in the attics of Cascade Homes (Kent) will be upgraded and a second elevator will be installed at Vantage Point (Renton).

- **SITE IMPROVEMENTS (\$500,000)**

At Park Royal (Bothell), site improvements will include: removing buckled and failing parking and walking surfaces; addressing a long-standing water intrusion issue above both buildings; grinding and overlaying the parking areas; providing new barriers to prevent cars going off parking area slopes; and new striping and wheel stops.

- **SECURITY IMPROVEMENTS (\$1.2 MILLION)**

New fencing will be installed to enhance site security at Birch Creek (Kent), Mardi Gras (Kent), and Valli Kee (Kent).

- **"509 PORTFOLIO" IMPROVEMENTS (\$345,000)**

Planned site improvements at Juanita Court (Kirkland), one of the projects in the portfolio of 509 Public Housing units converted to project-based Section 8 in 2013, will include lengthening the life of the hardscapes by repairing failing asphalt and extruded curbs in the main drive aisles and parking lots.

## B. LEASING INFORMATION

### i. Planned Number of Households Served<sup>4</sup>

#### SUMMARY

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 <sup>5</sup>	8,710	104,520
Local, Non-traditional: Tenant-based	120	1,440
Local, Non-traditional: Property-based	0	0
Local, Non-traditional: Homeownership	0	0
Planned Total Households Served	11,270	135,240

#### LOCAL, NON-TRADITIONAL PROGRAMS

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	60	720
Tenant-based	2013-2: Flexible Rental Assistance	60	720
Planned Total Households Served		120	1,440

<sup>4</sup> 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. This table includes only KCHA's MTW Block Grant vouchers.

<sup>5</sup> In 2024, KCHA also plans to administer housing assistance to an additional 3,100 households that have ported-in to our jurisdiction and an additional 3,598 households using other non-MTW special purpose vouchers, including 794 Emergency Housing Vouchers.

## 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 2024.
MTW Housing Choice Voucher (HCV)	King County continues to experience population growth, low vacancy rates, and rising rents. 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. Rents have risen following the end of the state's pandemic moratorium on rent increases. To address these challenges, KCHA will continue to deploy a variety of interventions, including: executing contracts with nonprofits to provide housing search services; maintaining 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 including self-certification of newly constructed and KCHA-owned properties; 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 2024?
<b>Housing Choice Voucher</b>	Community-wide	1,350	Partially open (accepting targeted voucher referrals only)	No
<b>Public Housing</b>	Regional	8,923	Open	N/A
<b>Public Housing</b>	Site-based	9,376	Open	N/A
<b>Project-based</b>	Regional	6,358	Open	N/A
<b>Public Housing – Conditional Housing</b>	Program-specific	21	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 also will explore the possibility of replicating this strategy to other parts of King County.
- As also noted in Activity 2004-3, KCHA in 2024 plans to change the structure of the existing site-based waiting lists for our subsidized housing program. Currently, residents are able to select up to two regional waiting lists and up to two site-based waiting lists. To create greater choice for applicants, KCHA is exploring and may implement a change in 2024 to allow housing applicants to select as many sites or regional waiting lists as they desire. This change will allow greater opportunities for families to identify and select housing opportunities in communities of their choice based on their desired neighborhood and site amenities. KCHA also is considering grouping sites by cities or other aspects as an alternative to regional or site-specific waiting lists.
- In 2024, KCHA also may create a waiting list policy that allows priority access to a tenant-based Housing Choice Voucher for youth participating in the standard FYI or FUP youth voucher program who have reached the maximum term allowed for the subsidy type.

KCHA anticipates a voucher would be made available when a household has participated in self-sufficiency programming and when the loss of a housing subsidy would put the household at risk of experiencing homelessness.

# SECTION III

## PROPOSED MTW ACTIVITIES

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This section includes two new proposed MTW activities:

- ACTIVITY 2024-1: Employment Sponsorship Program
- ACTIVITY 2024-2: Local Homeownership Program

## PROPOSED MTW ACTIVITY 2024-1: Employment Sponsorship Program

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### A. ACTIVITY DESCRIPTION

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#### i. Description

In 2024, KCHA proposes to work with residents, staff, and workforce development service providers to design an employment sponsorship program that will provide opportunities for participants in KCHA's housing programs to engage in job training programs or introductory positions that support a transition to permanent career opportunities. Employment sponsorship activities may include an internship, a time-limited employment opportunity, or other workforce development training program. Any wages, stipend, or other payments earned through the program would not impact a household's income calculation for a set period of time. This program would broaden an existing exclusion for income received due to participation in HUD-funded training programs to include those paid for by KCHA or another provider.

KCHA plans to be the initial sponsor of employment and internship opportunities in the first year of the program, but will work with other workforce development partners and local employers to identify opportunities to advance access to other employment programs that increase self-sufficiency.

#### ii. Achieving a Statutory Objective

In 2022, the median annual income of residents of KCHA's federally subsidized housing programs was \$13,266. Households with a member able to work had a median income from wage earnings of approximately \$32,591. Yet high housing costs in King County mean that households need annual incomes of about \$84,000 to afford a one-bedroom rental unit, and \$98,000 to afford a two-bedroom rental unit.<sup>6</sup> There is a significant opportunity to create greater access to employment and career training programs that increase long-term earnings for residents of subsidized housing. The Employment Sponsorship Program will promote self-sufficiency among residents by providing unique opportunities to gain on-the-job skills and a foothold in permanent positions that pay living wages.

#### iii. Implementation Schedule

KCHA expects to begin implementing this program and any associated policy changes in Q3 or Q4 2024.

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<sup>6</sup> Out of Reach Report. 2023. National Low Income Housing Coalition. [www.nlihc.org/poor/state/wa](http://www.nlihc.org/poor/state/wa)



## B. ACTIVITY METRICS INFORMATION

### i - iv. Standard HUD Metrics

SS #5: Households Assisted by Services that Increase Self Sufficiency

Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase self-sufficiency (increase).	Households receiving self-sufficiency services prior to implementation of the activity (number). This number may be zero.	Expected number of households receiving self-sufficiency services after implementation of the activity (number).
12	0	10

SS #8: Households Transitioned to Self Sufficiency

Unit of Measurement	Baseline	Benchmark
Number of households transitioned to self-sufficiency (increase) (maintain housing). (The PHA may create one or more definitions for "self-sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.)	Households transitioned to self-sufficiency prior to implementation of the activity. This number may be zero.	Expected households transitioned to self-sufficiency after implementation of the activity (number).
For purposes of this activity, self-sufficiency is defined as completing the employment sponsorship activity.	0	10

- v. KCHA will track resident engagement and outcomes using program administrative data, data from HUD Form 50058, and additional qualitative data collected from program participants.

## C. COST IMPLICATIONS

- i. KCHA expects costs for this program of about \$50,000 annually.

## D. NEED/JUSTIFICATION:

- i. Applicable MTW Authorization(s): MTW Agreement, Attachment C, E. (Authorizations related to Family Self Sufficiency Programming); Attachment C, C.11 (Public Housing Rent Policies and Term Limits); Attachment C, D.2.a (Section 8 Housing Choice Voucher Rent Policies and Term Limits); and Attachment C, B.1 (Single Fund Budget with Full Flexibility).

## E. RENT REFORM/TERM LIMIT INFORMATION

This activity does not fall under HUD's definition of a "rent reform activity" per HUD Form 50900, Attachment B of KCHA's Moving to Work Agreement.

## PROPOSED MTW ACTIVITY 2024-2:

### Local Homeownership Program

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#### A. ACTIVITY DESCRIPTION

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##### i. Description

KCHA is requesting authorization to design a local Housing Choice Voucher Homeownership Program that would create new opportunities for existing households in KCHA's affordable housing programs to use MTW funding toward the payment of a monthly mortgage.

##### *Context*

The high cost of housing and limited development of lower-cost housing typologies in KCHA's jurisdiction, combined with the level of subsidy needed to make a home affordable, is largely incongruous with HUD's traditional Housing Choice Voucher Homeownership Program. Yet KCHA is committed to finding ways to support wealth-building opportunities for low-income households in King County. Stark racial inequities persist in King County's homeownership rates, where white households are twice as likely as a Black/African American household to own their own home. This current reality — the result of intentional policies that historically excluded many Black, Indigenous, and People of Color (BIPOC) from homeownership — precludes long-term and generational wealth building opportunities for BIPOC households. As more than half of the households in KCHA's subsidized housing programs are headed by a BIPOC member — and nearly 70% of those earning between 50% and 80% of AMI — there is a significant opportunity to work creatively and collaboratively with regional partners to create homeownership opportunities for KCHA's participants in a way that also advances racial justice. As such, in 2024 KCHA is proposing to design a local homeownership program that would leverage MTW flexibilities and funding to make homeownership a reality for low-income families.

##### *An MTW HCV Homeownership Program*

KCHA's local HCV Homeownership Program would operate comparably to HUD's traditional HCV Homeownership Program. KCHA would make monthly housing assistance payments on behalf of low-income homeownership voucher holders to assist in meeting their monthly homeownership obligations. Proposed requirements for program participation may include, but are not limited to the following:

- Must be a program participant in good standing.

- Eligible households must attend pre-purchase and post-purchase homeownership counseling programs. With the aim of assisting program participants reach this requirement KCHA may develop community partnerships and utilize our internal Resident Services Department to remove barriers and increase access to homeownership classes, credit counseling and financial education activities.
- Any homes must pass an inspection by KCHA.

The changes that KCHA is proposing to make to the traditional homeownership program include, but are not limited to:

- Alternative eligibility requirements, including those related to minimum household income, sustained employment, removal of first time homebuyer requirements, and additional modifications reasonably related to the ability to purchase a home.
- Lowering or eliminating the minimum homeowner contribution requirement. KCHA anticipates a high level of subsidy to support participants' pathways to economic success. The exact specifications of KCHA's contribution will be determined based upon further market analysis and program design.
- An alternative homeownership payment standard that differs from KCHA's multi-tiered HCV payment standards, and/or the establishment of a standard monthly homeownership subsidy amount. KCHA anticipates that the homeownership payment standard would be higher in many areas of King County than existing payment standards for rental housing, but is not likely to exceed KCHA's highest current voucher payment standards, which is currently at approximately 110% of the Fair Market Rent. Based upon KCHA's highest current voucher payment standards, conceivable homeownership payment standards are \$2,740 for a 2 bedroom home, or \$3,570 for a 3 bedroom home throughout KCHA's jurisdiction.
- Alternative time limitations on subsidy assistance of up to 20 years under certain conditions.

ii. **Achieving a Statutory Objective: *Increasing Housing Choice***

This local homeownership voucher program will increase housing choice for low-income families participating in KCHA's subsidized housing programs and self-sufficiency initiatives by making homeownership a possibility and a goal that they can work toward.

iii. **Implementation Schedule**

KCHA expects to begin this program in Q3 2024.

**B. ACTIVITY METRICS INFORMATION**

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## i - v. Standard HUD Metrics

HCV #6: Increase in Homeownership Opportunities

Unit of Measurement	Baseline	Benchmark
Number of households that purchased a home as a result of the activity (increase).	Number of households that purchased a home prior to implementation of the activity (number). This number may be zero.	Expected number of households that purchased a home after implementation of the activity (number).
	0	5

## C. COST IMPLICATIONS

- i. While the program still is being designed, KCHA expects that the ongoing subsidy provided to households may be higher, on average, than those paid on behalf of the broader tenant-based HCV program. KCHA acknowledges that a higher subsidy is an important element to this program that supports families in building equity and increasing their assets in a way that is not available while renting. Using the payment standards above, KCHA expects the maximum cost for this program to be about \$215,000 annually; actual subsidy cost will be much less once the tenant portion is taken into account.

## D. NEED/JUSTIFICATION:

- i. Applicable MTW Authorization(s): MTW Agreement, Attachment C, D.8 (Authorization Related to Section 8 housing Choice Vouchers Only – Homeownership Program)

## E. RENT REFORM/TERM LIMIT INFORMATION

### *Impact analysis*

Since KCHA does not currently have a homeownership program associated with its federally-subsidized housing programs, there will be no impact to existing households. KCHA expects that households participating in this initiative will spend between 28.3% and 40% of their income on their principal mortgage payment, interest, property taxes, insurance, and other allowed expenses. In other words, they will spend a similar amount of their income in the Local Homeownership Program as they would if they continued to rent a unit under the traditional voucher program. As part of this initiative, KCHA will work closely with down payment assistance providers, homeownership counseling organizations, and lenders to ensure that participating households are in a position to make their monthly payments and are not burdened by excessive housing costs. KCHA will track housing cost burdens for participating households on at least a biannual basis.

### *Hardship case criteria*

Participants in KCHA's Local Homeownership Program would have access to KCHA's Hardship Policy, attached as Appendix G, which provides for hardship reviews due to extraordinary costs of

living, requests for additional deductions, interim reviews, and to address significant reductions in fixed income sources.

#### *Description of Annual Reevaluation*

Once launched, KCHA will conduct quantitative and qualitative analysis of the program to understand resident experiences and identify opportunities to improve the program. Annual reevaluations to be discussed in KCHA's Annual Report will include analysis of housing cost burdens, demographics or participating households, and barriers to securing an affordable home.

#### *Transition Period*

KCHA plans to launch the Local Homeownership Program in the Q4 2024. Since this a new activity with no current participants, there is no formal transition period.

# 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	30
2018-1	Encouraging the Successful Lease-up of the Housing Choice Voucher Program	Housing Choice	31
2016-2	Conversion of Former Opt-out Developments to Public Housing	Cost-effectiveness	32
2015-2	Reporting on the Use of Net Proceeds from Disposition Activities	Cost-effectiveness	33
2014-2	Revised Definition of "Family"	Housing Choice	34
2013-1	Passage Point Re-entry Housing Program	Housing Choice	35
2013-2	Flexible Rental Assistance	Housing Choice	36
2009-1	Project-based Section 8 Local Program Contract Term	Housing Choice	37
2008-1	Acquire New Public Housing	Housing Choice	38
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	46
2004-3	Develop Site-based Waiting Lists	Housing Choice	48
2004-5	Modified Housing Quality Standards (HQS) Inspection Protocols	Cost-effectiveness	49
2004-7	Streamlining Public Housing and Housing Choice Voucher Forms and Data Processing	Cost-effectiveness	51
2004-9	Rent Reasonableness Modifications	Cost-effectiveness	53
2004-12	Energy Performance Contracting	Cost-effectiveness	53
2004-16	Housing Choice Voucher Occupancy Requirements	Cost-effectiveness	54

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

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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 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 non-federally subsidized 168-unit 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**

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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 66% — 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's three pilot phases have been implemented, including: (1) allowing self-certifications for newly constructed, not-previously-occupied units issued a Certificate of Occupancy or Temporary Certificate of Occupancy; allowing KCHA-owned properties built after 1978 to self-certify; and allowing non-KCHA affiliated LIHTC properties to self-certify. These efficiencies are enabling faster lease-up times and cause less disruption for landlords while ensuring program compliance.

In addition to strategies to improve landlord recruitment and retention, KCHA will continue to invest in strategies to aid voucher holders in leasing a unit in the geographic location of their choice. Examples of previously implemented activities include: providing access to a security deposit assistance fund; use of multi-tiered, ZIP-code based payment standards; and continuing to focus on 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 2024, building on learnings from CMTO and the recent use of in-house navigators to support HUD-VASH participants, KCHA may make housing search services a standard feature of broader HCV operations. In addition, following the implementation of the three-phase self-certification pilot, KCHA will make permanent the self-certification options for certain types of buildings, including newly constructed buildings, KCHA-owned sites built after 1978, and non-KCHA affiliated LIHTC properties.<sup>7</sup> If any associated actions necessitate additional waiver flexibility in 2024, KCHA will seek approval through the HUD-approved action plan amendment process.

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<sup>7</sup> For additional detail, see Activity 2004-5.



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

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

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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**

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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 2014-2: Revised Definition of “Family”**

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MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2014

IMPLEMENTED: 2014

CHALLENGE: On the last day of May 2023, 1,780 families with children were receiving services from the homeless response system in King County.<sup>8</sup> 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**

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MTW STATUTORY OBJECTIVE: Increase Housing Choice

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.<sup>9</sup> Nationally, more than half of all inmates are parents who will face barriers to securing housing and employment upon release due to their criminal

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<sup>8</sup> King County Regional Homelessness Authority, Households Served dashboard, accessed August 24, 2023.

[www.kcrha.org/households-served](http://www.kcrha.org/households-served)

<sup>9</sup> Washington State Department of Corrections. Number of Prison Releases by County of Release.

[www.doc.wa.gov/docs/publications/reports/200-RE001.pdf](http://www.doc.wa.gov/docs/publications/reports/200-RE001.pdf)

record or lack of traditional job skills.<sup>10</sup> 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 waiting 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.

## **ACTIVITY 2013-2: Flexible Rental Assistance**

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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:

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<sup>10</sup> Glaze, L E and Maruschak, M M (2008). Parents in Prison and Their Minor Children. [www.bjs.gov/index.cfm?ty=pbdetail&iid=823](http://www.bjs.gov/index.cfm?ty=pbdetail&iid=823)

- **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:** In 2023, KCHA expanded the While-in-School Housing (WISH) program to serve a total of 50 Highline College students experiencing homelessness. KCHA also is exploring the feasibility of expanding WISH voucher assistance to students at Green River College. At time of 2024 MTW Plan submittal, no decisions had been made to expand WISH to Green River College, but we may yet expand the program in 2024. During 2024, KCHA will continue to iterate on the short-term housing assistance model as a means to ensure that households served have the best chance for long-term housing stability after rent assistance ends. KCHA also is adopting contract changes that will allow our contracted provider to more appropriately meet the complex challenges families are experiencing with being able to access and maintain housing stability.

**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, securing, and maintaining housing units for SFSI families supported through short-term rental assistance. As such, KCHA is adjusting downward the benchmarks for this activity.

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**

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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.<sup>11</sup> For this group, there are only 27 available affordable units for every 100 households.<sup>12</sup> In the context of these challenges, KCHA's Public Housing waiting lists continue to grow to over 20,000 households. Given the gap between the availability of affordable housing and the number of low-income renters, KCHA must continue to increase the inventory of units that are affordable to extremely low-income households.

**SOLUTION:** KCHA's Public Housing Annual Contributions Contract (ACC) is currently below the Faircloth limit in the number of allowable units. These "banked" Public Housing subsidies allow us to add to the affordable housing supply in the region by acquiring new units. This approach is challenging, however, because Public Housing units cannot support debt. We continue our

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<sup>11</sup> U.S. Census Bureau. American Community Survey (ACS), One-Year Public Use Microdata Sample (PUMS). 2007-2020. [www.census.gov/programs-surveys/acs/data/pums.html](https://www.census.gov/programs-surveys/acs/data/pums.html).

<sup>12</sup> US Census Bureau, ACS 2019 1-year estimate, as reported by the King County Regional Affordable Housing Dashboard. [www.kingcounty.gov/depts/community-human-services/housing/affordable-housing-committee/data.aspx](https://www.kingcounty.gov/depts/community-human-services/housing/affordable-housing-committee/data.aspx)

innovative use of MTW working capital, with a particular focus on the creation or preservation of units in high-opportunity neighborhoods.<sup>13</sup> 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.<sup>14</sup>

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 that we own or acquire, and that 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.

### **ACTIVITY 2008-3: FSS Program Modifications**

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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.<sup>15</sup> 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.

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<sup>13</sup> Neighborhood opportunity designations are from the Puget Sound Regional Council and Kirwan Institute's Opportunity Mapping index. [www.psrc.org/opportunity-mapping](http://www.psrc.org/opportunity-mapping)

<sup>14</sup> Some Public Housing units might be designated MTW Neighborhood Services units in 2022 upon approval from the HUD field office.

<sup>15</sup> Worst Case Housing Needs 2019: Report to Congress, page viii. [www.huduser.gov/portal/sites/default/files/pdf/Worst-Case-Housing-Needs.pdf](http://www.huduser.gov/portal/sites/default/files/pdf/Worst-Case-Housing-Needs.pdf)

**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. In order to serve even more families, FSS families that are actively seeking employment at contract end date — and are ready to move to market-rate housing or homeownership — 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 2024, KCHA will seek approval.

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

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

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**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:

- In 2024, KCHA will explore and may implement a policy allowing the Executive Director discretion to waive annual COLA adjustments for households in KCHA's EASY Rent program. Households would instead wait until their next full recertification for the COLA to take effect.
- KCHA continues to assess the impact of HUD's final regulations implementing HOTMA Sections 102 and 104 on the agency's existing policies. While we undertake additional analysis, KCHA in 2024 will continue to leverage our MTW authority and previously approved activities to maintain existing policies related to recertifications, interim reexaminations, income calculations, streamlined deductions, and asset limitations. If any associated actions necessitate additional waiver flexibility in 2024, KCHA will seek approval through the HUD-approved action plan amendment process.

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

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

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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:

- As sustainable construction methods, building orientation, and natural features increasingly enable more energy efficient housing, the difference between the amount that a household may spend on utilities in a newer property relative to an older property is widening. In the case of Section 8 Project-Based Voucher contracts, relying on KCHA's streamlined utility allowances (referred to as Energy Assistance Supplement or EAS) can result in less subsidy paid to the owner over the life of the contract. Recognizing the importance of advancing sustainable development principles and the need for adequate operating revenue at supportive housing sites, KCHA in 2024 will explore and may implement a policy allowing for alternative utility allowances. In analyzing and implementing this policy, KCHA would establish criteria for energy modeling reports or other tools used to determine the alternative EAS, limit eligibility to certain

types of properties, and establish criteria regarding periodic updates to models and approved allowances.

- In 2024, KCHA will continue to 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 in addition to those related to project-based vouchers, we will ensure that the proper public process is followed.

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 in March 2022, 13,368 people in the county lacked housing,<sup>16</sup> and about 28.6% of them were experiencing chronic homelessness.<sup>17</sup>

SOLUTION: KCHA provides housing funds directly to our behavioral health care and nonprofit partners. These providers use the funds to secure rental units that are leased to program participants. These 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 these type of supports 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 2024. If any associated actions necessitate additional waiver flexibility in 2024, KCHA will seek approval through the HUD-approved plan amendment process. 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 support family success through the securing and safeguarding of quality housing opportunities throughout King 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	60 units
Increase housing choices	HC #5: Number of households able to move to a better unit	0 households	60 households

<sup>16</sup> 2022 Point in Time Count. King County Regional Homelessness Authority. [www.kcrha.org/wp-content/uploads/2022/06/PIT-2022-Infograph-v7.pdf](http://www.kcrha.org/wp-content/uploads/2022/06/PIT-2022-Infograph-v7.pdf)

<sup>17</sup> King County Regional Homelessness Authority, Households Served dashboard, accessed August 5, 2022. [www.kcrha.org/households-served](http://www.kcrha.org/households-served)

Increase self-sufficiency	SS #5: Number of households receiving services aimed to increase self-sufficiency	0 households	60 households
Increase self-sufficiency	SS #8: Number of households transitioned to self-sufficiency <sup>18</sup>	0 households	45 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 an upper-story, walk-up apartment. A Public Housing property may have an accessible unit available. Under traditional HUD regulations, this resident would not be able to move into this available unit.

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

<sup>18</sup> Self-sufficiency for this activity is defined as securing and maintaining housing.

## ACTIVITY 2005-4: Payment Standard Changes

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MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2005

IMPLEMENTED: 2005

CHALLENGE: In 2022, 30% of all KCHA's federally subsidized households with children lived in high-opportunity neighborhoods — an increase of six percentage points since 2016. These neighborhoods offer benefits to their residents, including improved educational opportunities, increased access to public transportation, and greater economic opportunities.<sup>19</sup>

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 to secure new housing, particularly those households coming directly from homelessness with extremely limited incomes. 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-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 70% to 112% 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

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<sup>19</sup> High-opportunity areas in this case align with those identified as part of the Creating Moves to Opportunity (CMTO) project. To identify high-opportunity neighborhoods, CMTO researchers used the Opportunity Atlas which provides the rates of "upward income mobility for children growing up in low-income families" across census tracts. See: [www.opportunityatlas.org](https://www.opportunityatlas.org)

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:** HUD recently designated the Seattle-Bellevue, WA HUD Metro FMR Area as one where use of Small Area Fair Market Rents (SAFMRs) are required. KCHA already uses local and up-to-date sources of rental market data to set local sub-market payment standards for its multi-tiered system. Going forward, KCHA still plans to continue to leverage its MTW flexibility to set, and monitor the effectiveness of, local payment standards. 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**

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**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 and throughout suburban King County.

**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.<sup>20</sup> 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, people who are mentally ill, and people 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

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<sup>20</sup> Neighborhood opportunity designations are from the Puget Sound Regional Council and Kirwan Institute's Opportunity Mapping index. [www.psrc.org/opportunity-mapping](http://www.psrc.org/opportunity-mapping)

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

CREATE HOUSING TARGETED TO SPECIAL-NEEDS POPULATIONS BY:

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

SUPPORT A PIPELINE OF NEW AFFORDABLE HOUSING BY:

- Prioritizing assignment of PBS8 assistance to units located in high-opportunity census tracts, including those with poverty rates lower than 20%. (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 waiting 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**

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MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: Under traditional HUD waiting 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 waiting lists, we also maintain regional waiting 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 waiting list is lacking an eligible applicant. Instead, a qualified applicant is pulled from the next waiting list in the rotation.

PROPOSED CHANGES TO ACTIVITY: Changes to this activity include:

- As described in previous MTW Plans, KCHA is considering implementing 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.
- As discussed in Section II of this plan, KCHA in 2024 plans to change the structure of the existing site-based waiting lists for our subsidized housing program. Currently, residents are able to select up to two regional waiting lists and up to two site-based waiting lists. To create greater choice for applicants, KCHA is exploring and may implement a change in 2024 allowing applicants to select as many sites or regional waiting lists as they desire. This change will allow greater opportunities for families to identify and select housing opportunities in communities of their choice, based on their desired neighborhood and site amenities. KCHA also is considering grouping sites by cities or other characteristics, as an alternative to regional or site-specific waiting lists.

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

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

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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:

- Following the successful implementation of the three phase self-certification pilot program, KCHA in 2024 will make permanent the self-certification options for certain types of buildings, including newly constructed buildings, KCHA-owned sites built after 1978, and non-KCHA affiliated properties financed under the LIHTC program. In addition, KCHA will explore and may implement a policy to inspect single-family homes on a biannual basis.
- KCHA will be requesting a one-year delay of the NSPIRE standards in accordance with forthcoming HUD implementation guidance. 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**

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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 20<sup>th</sup> 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 KCHA transitions to a new housing management software platform in late 2024, KCHA will continue to explore and may implement further streamlining policies that take advantage the new software functionality and reduce administrative burdens. 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.
- KCHA also is exploring the adoption of a streamlined practice for verifying income from self-employment. It can be extremely time-consuming and burdensome for agency staff to calculate net income from resident businesses with significant write-offs and expenses. KCHA will explore ways to reduce the administrative burden while still ensuring equity for self-employed households.
- KCHA continues to assess the impact of HUD’s final regulations implementing HOTMA Sections 102 and 104 on the agency’s existing policies. While the agency continues to undertake additional analysis, KCHA in 2024 will continue to leverage our MTW authority and previously approved activities to maintain existing policies relating to recertifications, interim reexaminations, streamlined deductions, income calculations, and asset limitations.

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)**

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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**

Activities listed in this section are on hold, meaning they were previously implemented, but have been temporarily stopped with the intention to reactivate in the future.

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

---

MTW STATUTORY OBJECTIVE: Increase Self-sufficiency

APPROVAL: 2014

IMPLEMENTED: 2014

CHALLENGE: On the last day of May 2023, 1,416 youth and young adult households (defined as under age 25) were receiving services from the homeless response system in King County.<sup>21</sup> Local service providers have identified the need for a short-term, gradually diminishing rental subsidy structure to meet the unique needs of these youth.

SOLUTION: KCHA has implemented a flexible “stepped-down” rental assistance model in partnership with local youth service providers. Our provider partners find that a short-term rental subsidy, paired with supportive services, is the most effective way to serve youth experiencing homelessness as a majority of them do not require extended tenure in a supportive housing environment. By providing limited-term rental assistance and promoting graduation to independent living, more youth can be served effectively through this program model. KCHA is partnering with Valley Cities Counseling and Consultation (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 2023, KCHA and VCCC ended this program. KCHA is placing the activity on hold while finding another youth-serving agency able to partner with us on this innovative model.

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

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<sup>21</sup> King County Regional Homelessness Authority, Households Served dashboard, accessed August 24, 2023. [www.kcrha.org/households-served](http://www.kcrha.org/households-served)

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## **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**

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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APPROVAL: 2007

CLOSEOUT YEAR: 2014

This initiative allowed 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 homeownership. 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 FUNDS

#### i. Estimated Sources of MTW Funds

FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	\$9,618,476
70600	HUD PHA Operating Grants	\$230,948,616
70610	Capital Grants	\$6,600,000
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$180,896
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$67,893,141
70000	<b>Total Revenue</b>	<b>\$315,241,130</b>

#### 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	\$18,889,043
91300+91310+92000	Management Fee Expense	\$7,848,262
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$12,720,541
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$4,011,513
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$7,490,352
95000 (95100+95200+95300+95500)	Total Protective Services	\$0
96100 (96110+96120+96130+96140)	Total Insurance Premiums	\$615,954
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	\$4,000,000
97300+97350	Housing Assistance Payments + HAP Portability-in	\$244,322,522
97400	Depreciation Expense	\$8,919,679
97500+97600+97700+97800	All Other Expenses	\$19,437,750
90000	<b>Total Expenses</b>	<b>\$328,255,616</b>

The \$13M variance between the Estimated Total Revenue and Estimated Total Expense will be made up from KCHA's MTW HUD and PHA held reserves at the end of the 2023 calendar year.

### **iii. Description of Planned Application of MTW Funding Flexibility**

KCHA seeks to make efficient, effective, and creative use of our single-fund flexibility while adhering to the statutory requirements of the MTW program. The agency's 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. In 2024, KCHA will continue to use MTW funds to invest in programs that expand our programs' reach and effectiveness, while offering new services that support social impact areas.

- **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 2024, KCHA will continue to focus on leveraging partnerships with local government and 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 funds to third parties on behalf of program participants and screens for eligibility according to the program's guidelines. If the post-pandemic rental market holds steady at pandemic rental rates, KCHA also may provide ongoing housing stability service funding, which can be critical in helping families maintain their housing.

- **EDUCATIONAL INITIATIVES**

KCHA continues to actively partner with local education stakeholders to improve outcomes for the more than 15,000 children who live in our federally funded housing each year. In 2024, 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 nonprofits and school



districts and their resources will be a central focus in 2024. Additionally we will continue operating innovative programs such as the Neighborhood Early Learning Connectors (NELC) and explore co-creating a youth leadership and development program at KCHA sites.

- **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 the state and local jurisdictions. 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 feasible and when opportunities arise.

- **INCREASE ACCESS TO HEALTH CARE THROUGH PARTNERSHIPS AND COLLABORATIVE PLANNING**

KCHA increasingly is 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. In 2024, KCHA will invest in partnerships to support healthy aging in place, address hoarding and high clutter, and provide on-site behavioral health interventions and referrals. We also 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 and plan for the long-term physical viability of our portfolio. Single-fund flexibility allows us to make loans, often in conjunction with LIHTC financing, to recapitalize properties in our federally subsidized inventory. With an eye toward the long-term needs of our portfolio, in 2024 KCHA will explore establishing replacement reserves for public housing properties, and in doing so may deposit amounts sufficient to bring reserves up to levels commensurate with projected capital needs. 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**

KCHA's single-fund flexibility ensures that the agency can invest in robust staffing, safety and security measures, and software systems that assure the agency has the resources to deliver quality customer service and ensure resident health and safety. KCHA is transitioning to a new housing management software platform and will utilize single-fund budget flexibility to assist with the conversion of our core housing management software platform.

- **YOUNG ADULT PROSPERITY PROGRAM (YAPP)**

Working with the Washington State Department of Children, Youth Families (DCYF) and local youth-centered provider partners, KCHA administers youth vouchers through our Foster Youth to Independence (FYI) and Family Unification Program (FUP) allocations. While youth may participate in KCHA's Family Self-Sufficiency (FSS) program, the traditional program model is not tailored or designed to support young adults exiting foster care. As such, KCHA is developing the Young Adult Prosperity Program (YAPP), which will give eligible young adults the ability to extend their voucher for up to two years beyond the current limit of three years. YAPP services will be available only while young adults are actively receiving housing assistance through KCHA. YAPP participation will allow young adults to build life skills and economic independence to help ensure a pathway to long-term housing stability. Program services will be coordinated with community agencies that serve youth in foster care and may incorporate incentives, which may come in the form of monthly guaranteed income and/or be incentive-based with an annual cap. Similar to the Family Self-Sufficiency (FSS) program, once housing assistance ends or expires, self-sufficiency services offered through YAPP would also end. In addition to single-fund flexibility, KCHA also may seek grant funding to help augment use of our own single-fund budget flexibility.

- **ECONOMIC MOBILITY PROGRAMMING**

In 2024, KCHA plans to use our single-fund budget flexibility to invest in a new economic independence pathways program. The program's core aim is to coach and mentor families to create economic independence pathways by seeking employment, training, and/or education. Additionally, participants will receive financial capability services to help them set goals and prepare for income changes. Program participants will be eligible for financial incentives, which may come in the form of a regular monthly payment, or be based on reaching certain goals. Incentives will be capped annually. The program will initially serve between 100 and 150

participants. Cost-implications for fiscal year 2024 are estimated at between \$392,000 and \$738,000 depending on final program design.

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

<b>Original Funding Source</b>	<b>Beginning of FY – Unspent Balances</b>	<b>Planned Application of PHA Unspent Funds during FY</b>
HCV HAP	\$38,017,387	\$38,017,387
HCV Admin Fee	\$0	\$0
PH Operating Subsidy	\$5,758,043	\$0
<b>Total:</b>	<b>\$43,775,431</b>	<b>\$38,017,387</b>

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.

KCHA is not making changes to the LAMP in 2024.

# SECTION VI

## ADMINISTRATIVE

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### A. BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE

Attached as Appendix A.

### B. PUBLIC PROCESS

The public comment period for KCHA's FY 2024 MTW Plan was held between August 25<sup>th</sup> and September 29<sup>th</sup>.

#### MEETINGS & HEARINGS:

- September 12: In-Person Public Hearing
- September 13: Virtual Public Hearing
- September 19: Resident Advisory Committee Meeting

#### PUBLISHING AND POSTING:

- August 25: Notice and Draft 2024 MTW Plan posted on KCHA's website ([www.kcha.org](http://www.kcha.org)).
- August 25: Notice published in the Daily Journal of Commerce and the Seattle Times
- August 25: Notice published in the Northwest Asian Weekly
- August 25: Notice posted in KCHA's Public Housing and Project-Based Section 8 developments in the eight most prominent languages of KCHA residents (English, Arabic, Korean, Russian, Ukrainian, Somali, Spanish, and Vietnamese).

#### SUMMARY OF COMMUNITY & RESIDENTS FEEDBACK:

KCHA received generally positive comments on the draft MTW Plan and the authority's direction in 2024, including an appreciation for the emphasis on economic independence initiatives. Questions and comments were raised by residents regarding the availability of self-sufficiency supports for youth and financial education for residents of KCHA's housing programs. One individual suggested additional partnerships with behavioral health providers to support residents of KCHA's subsidized housing portfolio.

Staff received two emailed written comments (printed below) during the public comment process. In response to one comment which stated concerns that KCHA should not be focusing on making upgrades to the administrative facilities, staff have clarified that no

MTW funds will be used for upgrades to KCHA's central office administrative buildings in 2024. Section II(A)(vi) of this plan has been revised accordingly. This same commenter urged KCHA to focus on elements of its core mission such as housing people experiencing homelessness, which KCHA will continue to do through multiple strategies in 2024 (and described in Section I of this plan). A separate commenter raised concerns around the long-term success of people enrolling in KCHA's Local Homeownership Program. This is important to staff as well, and language has been added to recognize the importance of long-term success for enrolled households.

WRITTEN COMMENTS RECEIVED:

9/28/2023

Andrew:

*Please replace the public comment I submitted yesterday to this amended version with notable changes of "interested in" rather than "critical of" Capital expenditures, as well as emphasizing security and providing stable housing. MTW funding is finite and having reserves is critical. **Please acknowledge receipt of this email.***

*As someone who has lived in KCHA property prior to MTW, I have seen first-hand how the MTW flexibilities has enabled King County Housing Authority (and other housing authorities) to create and implement programs and policies that would not have otherwise been possible. I believe King County Housing Authority has been a prominent leader in demonstrating the usefulness and importance of moving beyond HUD regulations and restrictions - in all the ways you will find listed in the MTW 2024 plan.*

*In the past, I have been interested in Capital expenditures and this year is no exception. In this plan draft as of 9/27/2023, Capital has identified \$17 million for planned expenditures. I would like to draw your attention to \*Other Improvements (\$735,000). I requested a breakdown and learned that \$187,000 is for canopies and \$359,000 to UPGRADE FOUR BATHROOMS at the King County Housing Authority's Central office location. This totals \$546,000- over one half million dollars! Only \$1.2 million is being allocated for security improvements.*

*HUD would typically allocate \$6 - \$7 million dollars for Capital improvements. Our Capital department wants \$17 million dollars. While I agree that using the MTW flexibility to make **necessary** Capital improvement is important - this is not the time to be focused on upgrading fully-functional bathrooms and canopies at the Central office. **Let's focus on the important mission in getting the homeless housed and provide them with the security of stable housing with a roof and bathroom of their own.***

*At a time when crime rates are very high - and this housing authority is focusing on heightened security measures to address violent crime at its properties and surrounding neighborhoods, **the safety and security of children, families, seniors must be this agency's higher priority. Future security improvement needs are yet to be identified.***

*MTW funding is finite. I believe a fiscally balanced approach is a more responsible approach. As Commissioners you must take your responsibilities as guardians of the MTW vault seriously. HUD must use their authority to provide oversight of these Capital expenditures.*

*Sincerely,*

*~Cindy Ference*

---

*9/25/2023*

*My only comment is about the homeownership program. I do believe it is a great idea to help people who may not get the opportunity to do so. I just do want to see low income families losing a home they put some of their money into. From the information that I gathered from meeting this could be possible. I still want to say this is a great idea and I hope to hear a more detailed way to go about achieving the goal.*

*Also thank you for your time.*

---

## **C. PLANNED AND ONGOING EVALUATIONS**

KCHA shares evaluation findings and reports in our MTW Reports.

## **D. LOBBYING DISCLOSURES**

Attached as Appendix D.

# **APPENDIX A**

## **BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE**

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*Associated and signed documentation will be included in the final 2024 MTW Plan, prior to submission to the U.S. Department of Housing and Urban Development.*



**THE HOUSING AUTHORITY OF THE COUNTY OF KING**  
**RESOLUTION NO. 5757**  
**APPROVING KCHA'S MOVING TO WORK ANNUAL PLAN**  
**FOR FISCAL YEAR 2024**

---

**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 2024 (January 1, 2024 through December 31, 2024) in a manner that is responsive to and complies with the Restated Agreement requirements; and

**WHEREAS**, in developing the FY 2024 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, WASHINGTON;** as follows:

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 THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 23<sup>rd</sup> DAY OF OCTOBER, 2023.**

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

  
**DOUG BARNES**, Chair  
Board of Commissioners



---

**ROBIN WALLS**  
Secretary-Treasurer

**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 01/01/2024, 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

President &amp; Chief Executive Office

**NAME OF AUTHORIZED OFFICIAL****TITLE**


10/25/2023

**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.**

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

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

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

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

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

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

County of King

*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

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

The MTW goals and objectives that align with the Consolidated Plan and AI are to advance  
racial equity and social justice across King County, increase the supply of housing affordable  
to extremely low-income households, affirmatively further the policies and purposes of the  
Fair Housing Act, and increase affordable homeownership opportunities for low-income  
households.

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

*Simon P. Foster*  
Signature:

Title:

Division Director, HHCD

Date: Sep 12, 2023

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

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing  
instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD  
may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

# MTW\_KCHA\_Cert of Consistency\_2023.09.12 - KL

Final Audit Report


2023-09-12

Created:	2023-09-12
By:	Kathryn Langston (kathryn.langston@kingcounty.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4lppC6zk7QNrKMsK-KDWf1WzA2qQGCCa

## "MTW\_KCHA\_Cert of Consistency\_2023.09.12 - KL" History

 Document created by Kathryn Langston (kathryn.langston@kingcounty.gov)

2023-09-12 - 6:01:58 PM GMT

 Document emailed to Simon Foster (sifoster@kingcounty.gov) for signature

2023-09-12 - 6:02:28 PM GMT

 Document e-signed by Simon Foster (sifoster@kingcounty.gov)

Signature Date: 2023-09-12 - 6:04:38 PM GMT - Time Source: server

 Agreement completed.

2023-09-12 - 6:04:38 PM GMT

## **APPENDIX B**

### **PLANNED EXISTING PROJECT-BASED VOUCHERS**

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Project-based Voucher Contracts				
Property Name	Number of Project-based Vouchers	Status as of End of 2022	Population Served	RAD?
30Bellevue	23	Leased	Mainstream/NED	No
30Bellevue	8	Leased	Low Income Families	No
Alpine Ridge	27	Leased	Low Income Families	No
Andrew's Glen	30	Leased	Low Income Families; Homeless Veterans	No
Appian Way	3	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	8	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



### Project-based Voucher Contracts

Copper Lantern	4	Leased	Homeless Individuals	No
Copper Lantern	7	Leased	Low Income Families	No
Cove East Apartments	16	Leased	Homeless Veterans	No
Creston Point	3	Leased	Homeless Families	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	1	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

### Project-based Voucher Contracts

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
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	1	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

### Project-based Voucher Contracts

Phoenix Rising	24	Leased	Homeless Young Adults	No
Pickering Court	30	Leased	Low Income Families, Elderly, or Disabled	No
Plum Court	10	Leased	Low Income Families	No
Plymouth Crossing	87	Leased	Low Income Individuals; Mainstream/NED	No
Providence John Gabriel House	43	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

**Project-based Voucher Contracts**

Valley Park East & West	2	Leased	Disabled Individuals	No
Vashon Terrace	16	Leased	Low Income Seniors/Disabled	No
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 Income Families	No
Kent PSH	36	Leased	Homeless Veterans	No
Kent PSH	44	Leased	Mainstream/NED	No
Kirkland Heights	106	Leased	Low Income	No
Esterra Park	8	Leased	Homeless Families	No
Island Center Homes	8	Issued through AHAP	Mainstream/NED	No
Shoreline Permanent Supportive Housing	80	Issued through AHAP	Homeless Veterans; Mainstream/NED; Low Income	No
DESC Burien	95	Issued through AHAP	Mainstream/NED; Homeless Veterans	No
Totem Lake	8	Issued through AHAP	FUP	No
Sunset Gardens	38	Issued through AHAP	Homeless Veterans	No
<b>Total Units</b>	<b>3,001</b>			
<b>Issued through AHAP</b>	<b>229</b>			

## **APPENDIX C**

### **KCHA'S LOCAL ASSET MANAGEMENT PLAN**

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## 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 80<sup>th</sup> 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**

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*Associated and signed documentation will be included in the final 2024 MTW Plan, prior to submission to the U.S. Department of Housing and Urban Development.*

**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.)

<b>1. Type of Federal Action:</b> <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="checked" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="checked" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> Department of Housing and Urban Development	<b>7. Federal Program Name/Description:</b> MTW Annual Plan CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): N/A	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): N/A	
<b>11.</b> 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: <u>Robin Walls</u> Print Name: <u>Robin Walls</u> Title: <u>President &amp; CEO</u> Telephone No.: <u>(206)574-1100</u> Date: <u>10/25/2023</u>	
<b>Federal Use Only:</b>		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

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King County Housing Authority  
Designation Plan Report  
as of 12/31/2023

Development #	Project	Public Housing Units	Designated Units	0 Bedrooms (Studio)	1 Bedroom	2 Bedrooms	# Units Occupied	Number Pre- Imp. Elderly Units	Target Number Elderly Units	Target Percent Elderly Units	Actual Number Elderly Units	Actual Percent Elderly Units	Count Over/Under Elderly Units	Waitlist Selection Action for Next Applicant
NORTH MIXED POPULATION														
WA002000150	Paramount House	70	70	42	27	1	70	-12	55	78%	59	84%	4	No restrictions on younger households
WA002000153	Northridge I	70	70	42	27	1	69	-7	55	78%	53	75%	-2	Freeze admission of younger households
WA002000153	Northridge II	70	70	0	69	1	66	-2	55	78%	57	81%	2	No restrictions on younger households
WA002000152	Briarwood	70	70	0	70	0	69	-2	55	78%	61	87%	6	No restrictions on younger households
WA002000152	The Lake House	70	70	0	69	1	70	-5	55	78%	60	85%	5	No restrictions on younger households
WA002000156	Westminster Manor	58	58	35	23	0	57	-	46	78%	50	86%	4	No restrictions on younger households
WA002000191	Northwood	34	34	0	34	0	34	-	27	78%	32	94%	5	No restrictions on younger households
WA002000251	Casa Juanita	80	80	0	80	0	76	4	63	78%	65	81%	2	No restrictions on younger households
WA002000290	Northlake House	38	38	0	38	0	38	-	30	78%	35	92%	5	No restrictions on younger households
EASTSIDE MIXED POPULATION														
WA002000201	Forest Glen	40	40	0	39	1	40	-2	32	78%	40	100%	8	No restrictions on younger households
WA002000452	Vantage Point	77	77	0	72	5	77		61	78%	67	87%	6	No restrictions on younger households
SOUTHEAST MIXED POPULATION														
WA002000550	Wayland Arms	67	67	24	42	1	66	2	53	78%	54	80%	1	No restrictions on younger households
WA002000552	Southridge House	80	80	0	80	0	79	14	63	78%	68	85%	5	No restrictions on younger households
WA002000551	Plaza 17	70	70	3	67	0	68	7	55	78%	59	84%	4	No restrictions on younger households
WA002000553	Casa Madrona	70	70	0	69	1	70	6	55	78%	56	80%	1	No restrictions on younger households
WA002000550	Gustaves Manor	35	35	4	31	0	35	6	28	78%	27	77%	-1	Freeze admission of younger households
SOUTHWEST MIXED POPULATION														
WA002000355	Nia	42	42	0	35	7	39	0	33	78%	38	90%	5	No restrictions on younger households
WA002000350	Boulevard Manor	70	70	0	70	0	70	-11	55	78%	62	88%	7	No restrictions on younger households
WA002000352	Munro Manor	60	60	0	60	0	60	-5	47	78%	51	85%	4	No restrictions on younger households
WA002000352	Yardley Arms	67	67	0	67	0	67	-9	53	78%	55	82%	2	No restrictions on younger households
WA002000354	Brittany Park	43	43	0	43	0	42	-8	34	78%	35	81%	1	No restrictions on younger households
WA002000354	Riverton Terrace	30	30	1	29	0	30	-3	24	78%	25	83%	1	No restrictions on younger households
WA002000390	Burien Park	102	102	0	102	0	100	-	80	78%	89	87%	9	No restrictions on younger households
WA002000450	Mardi Gras	61	61	3	57	1	60	10	48	78%	51	83%	3	No restrictions on younger households
Total		1474	1474	154	1300	20								

King County Housing Authority  
 Designation Plan Report  
 as of 12/31/2023

Development #	Project	Public Housing Units	Designated Units	0 Bedrooms (Studio)	1 Bedroom	2 Bedrooms	# Units Occupied	Number Pre- Imp. Elderly Units	Target Number Elderly Units	Target Percent Elderly Units	Actual Number Elderly Units	Actual Percent Elderly Units	Count Over/Under Elderly Units	Waitlist Selection Action for Next Applicant
Non-PH Unit in Public Housing Property														
	Westminster Manor	2	2	2	0	0		-	-	-	-	-	-	
	Nia	40	40	0	30	10		-	-	-	-	-	-	
HOPA														
	Eastridge House	40	40	0	39	1	40	-	36	90%	35	87%	-1	Freeze admission of younger households
	Bellevue Manor	66	66	0	65	1	65	5	60	90%	62	93%	2	No restrictions on younger households
	Patricia Harris	41	41	0	40	1	40	6	37	90%	40	97%	3	No restrictions on younger households
SEDRO-WOOLLEY														
WA030000155	Hillsview	60	60	0	60	0	60	-	-	-	46	76%	-	
	<b>Total</b>	<b>249</b>	<b>249</b>	<b>2</b>	<b>234</b>	<b>13</b>								

## **APPENDIX F**

### **UNIT UPGRADE COMPLETION REPORT**

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*Unit upgrade reports will be included in the final 2024 MTW Plan, prior to submission to the U.S. Department of Housing and Urban Development.*

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	20	509	505		Evergreen Court	19	2		12/27/2013	4/15/2014	379	\$23,131	\$12,561	\$35,692	739479
	21	509	505		Evergreen Court	29	2		7/23/2014	8/19/2014	283	\$17,499	\$11,634	\$29,133	752200
	22	509	505		Evergreen Court	18	3		6/20/2015	8/17/2015	340	\$20,094	\$12,812	\$32,906	779097
	23	509	505		Evergreen Court	17	2		8/24/2015	10/19/2015	301	\$19,065	\$14,945	\$34,009	782968
	24	509	505		Evergreen Court	24	2		10/26/2015	12/30/2015	289	\$18,240	\$13,528	\$31,768	1063
	25	509	505		Evergreen Court	2	2	00505050002	1/3/2016	2/23/2016	267	\$17,023	\$12,409	\$29,431	4073
	26	509	505		Evergreen Court	22	3	505050022	10/12/2017	11/30/2017	300	\$19,611	\$15,741	\$35,351	37901
	27	509	505		Evergreen Court	15	2	505050015	12/3/2018	1/25/2019	341	\$21,804	\$14,106	\$35,910	65044
	28	509	505		Evergreen Court	6	2	00505050006	4/1/2019	4/30/2019	374	\$22,343	\$9,690	\$32,033	73057
	29	509	505		Evergreen Court	5	2	00505050005	3/5/2020	5/15/2020	205	\$15,510	\$15,250	\$30,760	99017
	30	509	505		Evergreen	12	3	00505050012	2/14/2023	6/29/2023	335	\$24,140	\$17,188	\$41,328	148154
		Evergreen Court		1981	Total Units	30	Upgraded	29	Remaining	1			Avg. \$ (since 2012)	\$34,777	
								Note: Unit 5 required 2nd Upgrade							
Forest Grove															
	1	509	204		Forest Grove	13	2		2/10/2014	4/29/2014	214	\$13,782	\$11,258	\$25,040	741603
	2	509	204		Forest Grove	19	2		9/3/2014	10/31/2014	178	\$10,951	\$12,679	\$23,630	755257
	3	509	204		Forest Grove	15	2		10/27/2014	12/30/2014	229	\$14,661	\$14,085	\$28,746	759402
	4	509	204		Forest Grove	2	3		11/21/2014	1/22/2015	348	\$22,076	\$12,844	\$34,920	761105
	5	509	204		Forest Grove	12	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	5/15/2018	241	\$15,383	\$12,978	\$28,361	49137
	8	509	204		Forest Grove	10	2	00202040010	5/3/2018	7/31/2018	241	\$14,431	\$15,561	\$29,992	54310
	9	509	204		Forest Grove	25	3	00202040025	1/28/2019	3/22/2019	238	\$14,046	\$14,087	\$28,132	69646
	10	509	204		Forest Grove	20	2	00202040020	7/15/19	8/30/19	248	\$15,152	\$14,516	\$29,668	81743
	11	509	204		Forest Grove	11	2	00202040011	10/1/2020	1/5/2021	240	\$16,360	\$16,852	\$33,212	10887
	12	509	204		Forest Grove	3	2	00202040003	12/30/2020	2/5/2021	248	\$16,200	\$16,522	\$32,722	112641
	13	509	204		Forest Grove	22	2	00202040022	2/2/2021	3/30/2021	272	\$17,744	\$15,543	\$33,287	114811
	14	509	204		Forest Grove	7	2	00202040007	12/14/2021	2/16/2022	272	\$17,648	\$18,206	\$35,854	128631
	15	509	204		Forest Grove	18	3	00202040018	4/22/2022	6/28/2022	272	\$17,520	\$18,222	\$35,742	134284
	16	509	204		Forest Grove	13	2	00202040013	3/30/2023	6/23/2023	254.0	\$18,788	\$19,258	\$38,046	148939
		Forest Grove		1981	Total Units	25	Upgraded	16	Remaining	9			Avg. \$ (since 2017)	\$32,962	
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	Glenview Heights	4	2	00404050004	10/4/2021	2/3/2022	336	\$21,952	\$22,618	\$44,570	124181

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	24	121	155		Hillsvieview	227	1	00101550227	11/21/2017	2/21/2018	203	\$12,777	\$12,946	\$25,723	42189
	25	121	155		Hillsvieview	235	1	00101550343	8/7/2018	10/31/2018	199	\$12,079	\$11,797	\$23,876	58458
	26	121	155		Hillsvieview	116	1	00101550116	12/2/2019	1/3/2020	200	\$11,576	\$14,445	\$26,021	92289
	27	121	155		Hillsvieview	219	1	00101550219	1/28/2020	4/2/2020	200	\$13,112	\$14,769	\$27,881	97005
	28	121	155		Hillsvieview	108	1	00101550108	3/23/2021	6/22/2021	219	\$14,301	\$14,151	\$28,452	118322
	29	121	155		Hillsvieview	103	1	00101550103	3/10/2023	5/10/2023	214	\$15,868	\$20,115	\$35,983	148213
		Hillsvieview (Sedro Woolley)		1971	Total Units	60	Upgraded	29	Remaining	31			Avg. \$ (since 2017)	\$26,661	
Juanita Court															
	1	509	206		Juanita Court	16	2		12/11/2006	12/29/2006	181	\$8,015	\$6,415	\$14,430	553625
	2	509	206		Juanita Court	29	2		6/15/2007	7/3/2007	199	\$8,811	\$8,187	\$16,998	569645
	3	509	206		Juanita Court	1	2		4/1/2008	5/13/2008	235	\$13,359	\$6,818	\$20,176	591541
	4	509	206		Juanita Court	4	2		7/3/2008	7/30/2008	215	\$13,045	\$9,073	\$22,118	597816
	5	509	206		Juanita Court	2	2		8/18/2008	9/10/2008	207	\$11,966	\$8,613	\$20,579	598715
	6	509	206		Juanita Court	26	2		10/30/2008	12/16/2008	187	\$11,452	\$9,220	\$20,673	610654
	7	509	206		Juanita Court	18	2		11/24/2008	1/15/2009	225	\$14,176	\$8,523	\$22,699	612090
	8	509	206		Juanita Court	23	2		9/9/2009	10/20/2009	200	\$11,459	\$9,238	\$20,697	631464
	9	509	206		Juanita Court	17	2		8/27/2010	9/30/2010	241	\$12,590	\$9,051	\$21,641	653353
	10	509	206		Juanita Court	28	2		1/7/2010	1/29/2010	232	\$13,627	\$9,131	\$22,758	639385
	11	509	206		Juanita Court	15	2		3/1/2010	3/15/2010	232	\$13,635	\$8,906	\$22,542	642513
	12	509	206		Juanita Court	9	2		10/18/2010	11/12/2010	233	\$14,002	\$9,166	\$23,168	656067
	13	509	206		Juanita Court	14	3		8/12/2011	9/27/2011	221	\$12,977	\$9,979	\$22,955	679106
	14	509	206		Juanita Court	21	2		7/6/2011	9/28/2011	223	\$13,569	\$11,020	\$24,589	674213
	15	509	206		Juanita Court	6	2		10/31/2011	12/29/2011	244	\$14,647	\$10,486	\$25,133	684602
	16	509	206		Juanita Court	12	2		10/31/2012	11/29/2012	241	\$14,305	\$9,857	\$24,162	707941
	17	509	206		Juanita Court	24	2		12/27/2012	1/24/2013	237	\$14,458	\$10,596	\$25,054	711569
	18	509	206		Juanita Court	3	3		5/3/2013	6/14/2013	214	\$13,630	\$8,949	\$22,579	720778
	19	509	206		Juanita Court	13	3		6/21/2013	7/15/2013	225	\$13,834	\$9,228	\$23,062	723880
	20	509	206		Juanita Court	10	2		6/26/2013	10/17/2013	233	\$14,118	\$11,911	\$26,029	725069
	21	509	206		Juanita Court	5	2		7/8/2013	10/21/2013	240	\$14,515	\$11,511	\$26,025	725071
	22	509	206		Juanita Court	11	2		10/1/2013	1/29/2014	217	\$13,817	\$12,774	\$26,590	735553
	23	509	206		Juanita Court	27 (J3)	3		10/29/2015	12/14/2015	245	\$15,509	\$11,627	\$27,136	781
	24	509	206		Juanita Court	19 (G3)	3	00202060019	12/23/2015	1/26/2016	238	\$15,054	\$13,765	\$28,818	3509
	25	509	206		Juanita Court	I-1	2	00202060022	1/23/2017	2/28/2017	243	\$16,025	\$10,887	\$26,912	24848
	26	509	206		Juanita Court	8	3	00202060008	03/08/17	4/28/2017	246	\$16,142	\$11,393	\$27,535	28773
	27	509	206		Juanita Court	20	2	00202060020	2/27/2017	3/30/2017	249	\$16,299	\$9,748	\$26,047	26404
	28	509	206		Juanita Court	I-2	2	00202060023	1/18/2023	3/9/2023	284	\$20,557	\$18,841	\$39,398	145903
	29	509	206		Juanita Court	C-2	2	00202060007	6/1/2023	8/3/2023	276.0	\$20,570	\$21,557	\$42,127	152164
		Juanita Court		1982	Total Units	30	Upgraded	29	Remaining	1			Avg. \$ (since 2017)	\$32,404	
Juanita Trace															
	1	509	207		Juanita Trace	6	2		8/28/2006	9/8/2006	129	\$5,767	\$6,388	\$12,155	542795
	2	509	207		Juanita Trace	11	2		10/11/2006	10/23/2006	172	\$7,588	\$8,287	\$15,874	546860



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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	17	116	294		Parkway	105	1		7/30/2015	9/22/2015	283	\$17,238	\$12,745	\$29,983	781319
	18	116	294		Parkway	211	2		8/19/2015	9/17/2015	284	\$17,964	\$12,836	\$30,800	782694
	19	116	294		Parkway	103	3	00802940103	10/7/2015	1/25/2016	315	\$18,296	\$13,438	\$31,734	785816
	20	116	294		Parkway	314	2	00802940314	10/29/2005	1/28/2016	298	\$18,980	\$14,314	\$33,294	164
	21	116	294		Parkway	304	2	00802940304	2/19/2016	3/28/2016	299	\$18,507	\$10,589	\$29,096	6227
	22	116	294		Parkway	202	2	00802940202	3/24/2016	4/29/2016	263	\$16,935	\$11,449	\$28,383	9350
	23	116	294		Parkway	213	2	00802940213	11/17/2016	2/17/2017	254	\$16,717	\$11,663	\$28,379	21504
	24	116	294		Parkway	205	2	00802940205	03/01/17	5/23/2017	252	\$16,484	\$11,990	\$28,474	26435
	25	116	294		Parkway	313	1	00802940313	03/01/17	5/31/2017	229	\$14,991	\$11,051	\$26,042	26436
	26	116	294		Parkway	207	3	802940207	8/28/2017	11/17/2017	264	\$17,215	\$10,282	\$27,497	35420
	27	116	294		Parkway	214	3	802940214	8/24/2018	11/1/2018	400	\$25,113	\$16,181	\$41,294	59645
	28	116	294		Parkway	113	1	00802940013	2/10/2021	4/12/2021	274	\$17,808	\$15,965	\$33,773	115347
	29	116	294		Parkway	201	3	00802940201	8/31/2021	11/15/2021	256	\$16,800	\$13,884	\$30,684	124315
			Parkway	1995	Total Units	41	Upgraded	29	Remaining	12			Avg. \$ (since 2017)	\$30,878	
Patricia Harris Manor															
	1	207	466		Patricia Harris Manor	Key Keeper Office	3		3/11/2016	6/30/2016	312	\$18,506	\$12,980	\$31,485	9079
	2	207	466		Patricia Harris Manor	214	1	00404660214	6/2/2016	6/30/2016	250	\$15,131	\$12,848	\$27,978	12334
	3	207	466		Patricia Harris Manor	212	1	00404660212	7/22/2016	8/31/2016	221	\$14,077	\$9,989	\$24,066	17097
	4	207	466		Patricia Harris Manor	312	1	00404660312	9/26/2016	11/24/2016	226	\$14,161	\$10,795	\$24,956	18712
	5	207	466		Patricia Harris Manor	306	1	00404660306	10/10/2016	12/14/2016	232	\$14,760	\$9,847	\$24,607	20250
	6	207	466		Patricia Harris Manor	304	1	00404660304	1/3/2017	2/28/2017	225	\$14,851	\$9,782	\$24,633	23261
	7	207	466		Patricia Harris Manor	203	1	00404660203	1/31/2017	2/28/2017	225	\$14,787	\$9,805	\$24,592	25004
	8	207	466		Patricia Harris Manor	311	1	00404660311	2/28/2017	4/28/2017	244	\$15,996	\$9,793	\$25,789	26553
	9	207	466		Patricia Harris Manor	211	1	00404660211	3/16/2017	5/31/2017	248	\$16,364	\$9,698	\$26,062	27417
	10	207	466		Patricia Harris Manor	112	1	00404660112	3/16/2017	5/31/2017	245	\$16,287	\$9,930	\$26,217	27418
	11	207	466		Patricia Harris Manor	208	1	00404660208	5/12/2017	7/28/2017	246	\$15,538	\$9,954	\$25,492	29912
	12	207	466		Patricia Harris Manor	205	1	00404660205	6/5/2017	8/25/2017	246	\$14,975	\$10,187	\$25,162	21362
	13	207	466		Patricia Harris Manor	307	1	00404660307	7/31/2017	10/31/2017	231	\$14,565	\$9,808	\$24,373	34173
	14	207	466		Patricia Harris Manor	204	1	00404660204	8/29/2017	11/21/2017	233	\$14,637	\$10,240	\$24,877	36036
	15	207	466		Patricia Harris Manor	201	1	00404660201	8/31/2017	11/22/2017	233	\$15,085	\$10,253	\$25,337	36047
	16	207	466		Patricia Harris Manor	305	1	00404660305	11/13/2017	12/28/2017	242	\$15,334	\$10,224	\$25,557	40022
	17	207	466		Patricia Harris Manor	202	1	00404660202	11/27/2017	2/14/2018	227	\$14,976	\$11,011	\$25,987	41173
	18	207	466		Patricia Harris Manor	315	1	00404660315	12/28/2017	3/16/2018	239	\$15,241	\$10,526	\$25,767	43556
	19	207	466		Patricia Harris Manor	206	1	00404660206	2/14/2018	5/14/2018	233	\$14,124	\$10,884	\$25,008	48017
	20	207	466		Patricia Harris Manor	314	1	00404660314	5/15/2018	9/14/2018	267	\$17,250	\$8,490	\$25,741	53518
	21	207	466		Patricia Harris Manor	210	1	00404660210	9/28/2018	11/9/2018	193	\$11,695	\$11,002	\$22,697	62093
	22	207	466		Patricia Harris Manor	103	1	00404660103	12/27/2018	2/21/2019	196	\$11,722	\$12,206	\$23,928	67983
	23	207	466		Patricia Harris Manor	213	1	00404660213	3/6/2019	4/23/2019	196	\$12,032	\$11,949	\$23,982	71939
	24	207	466		Patricia Harris Manor	106	1	00404660106	2/7/2020	4/16/2020	200	\$12,920	\$13,390	\$26,310	97804
	25	207	466		Patricia Harris Manor	113	1	00404660113	6/30/2020	10/2/2020	200	\$13,048	\$13,586	\$26,634	106154
	26	207	466		Patricia Harris Manor	115	1	00404660115	6/30/2020	11/4/2020	214	13,968	12,937	26,905	107368
	27	207	466		Patricia Harris Manor	308	1	00404660308	9/30/2020	12/16/2020	200	\$13,048	\$13,102	\$26,150	108877
	28	207	466		Patricia Harris Manor	107	1	00404660107	2/15/2021	4/26/2021	248	\$16,200	\$15,200	\$31,400	114435

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	2	509	208		Wells Wood	C-2 (10)	3		9/2/2009	10/13/2009	251	\$14,556	\$11,101	\$25,657	631103
	3	509	208		Wells Wood	F-2 (16)	2		12/7/2009	1/13/2010	225	\$12,441	\$10,039	\$22,480	637511
	4	509	208		Wells Wood	A-2 (2)	2		12/31/2009	1/27/2010	254	\$14,528	\$9,570	\$24,098	638932
	5	509	208		Wells Wood	B-2 (6)	2		6/28/2011	8/25/2011	190	\$11,816	\$9,544	\$21,360	673474
	6	509	208		Wells Wood	L-4 (30)	2	RAFN (GC) - 7		4/1/2011					
	7	509	208		Wells Wood	H-2 (20)	2		9/17/2012	10/8/2012	246	\$14,582	\$11,258	\$25,840	704667
	8	509	208		Wells Wood	A-4 (4)	2		10/29/2012	12/12/2012	243	\$12,871	\$9,373	\$22,245	707813
	9	509	208		Wells Wood	E-2 (14)	2		1/3/2013	1/31/2013	244	\$13,843	\$8,746	\$22,589	712181
	10	509	208		Wells Wood	K-2 (24)	2		2/4/2013	3/18/2013	229	\$12,817	\$10,228	\$23,044	714331
	11	509	208		Wells Wood	D-1 (11)	3		7/15/2013	9/17/2013	232	\$13,116	\$10,435	\$23,551	725474
	12	509	208		Wells Wood	H-1 (19)	2		6/19/2013	9/17/2013	223	\$12,628	\$8,781	\$21,409	723215
	13	509	208		Wells Wood	K-4 (26)	2		7/8/2013	9/17/2013	229	\$12,832	\$9,308	\$22,140	724726
	14	509	208		Wells Wood	L-3 (29)	2		11/12/2013	2/3/2014	199	\$12,679	\$11,634	\$24,313	735556
	15	509	208		Wells Wood	D-2 (12)	2		8/4/2014	10/17/2014	235	\$13,884	\$9,766	\$23,650	753159
	16	509	208		Wells Wood	F-1 (15)	2		8/1/2014	10/20/2014	227	\$13,475	\$9,715	\$23,190	753160
	17	509	208		Wells Wood	B-4 (8)	3		8/4/2015	9/25/2015	225	\$14,305	\$12,186	\$26,491	783448
	18	509	208		Wells Wood	J-22 (22)	3		10/13/2015	12/16/2015	239	\$15,087	\$10,753	\$25,840	786753
	19	509	208		Wells Wood	A-1 (1)	2		10/18/2016	1/17/2017	249	\$15,603	\$11,198	\$26,801	20252
	20	509	208		Wells Wood	B-3 (7)	2	00202080001	2/27/2017	4/17/2017	245	\$15,967	\$12,283	\$28,250	27781
	21	509	208		Wells Wood	L-2 (28)	3	00202080028	4/27/2017	7/31/2017	247	\$16,049	\$11,949	\$27,998	31109
	22	509	208		Wells Wood	A-3 (3)	2	00202080003	10/30/2017	12/15/2017	241	\$15,583	\$12,790	\$28,373	38965
	23	509	208		Wells Wood	C-2 (10)	3	00202080010	10/29/2018	12/14/2018	220	\$13,372	\$11,660	\$25,032	64646
	24	509	208		Wells Wood	K-1 (23)	2	00202080023	6/3/19	7/19/19	242	\$14,512	\$13,105	\$27,616	78181
	25	509	208		Wells Wood	B-2	2	00202080006	7/1/2020	11/18/2020	242	15,702	14,199	29,901	106157
	26	509	208		Wells Wood	E-1	2	00202080013	3/25/2021	6/1/2021	294	\$18,971	\$18,319	\$37,290	117185
	27	509	208		Wells Wood	E-2	2	00202080014	11/23/2020	6/9/2021	299	\$19,437	\$17,552	\$36,989	111175
	28	509	208		Wells Wood	B-1	2	00202080005	9/16/2021	12/10/2021	269	\$17,447	\$13,852	\$31,299	125048
	29	509	208		Wells Wood	G-2	3	00202080018	8/12/2022	10/24/2022	212	\$16,085	\$17,426	\$33,511	139675
	30	509	208		Wells Wood	L1	2	00202080027	2/21/2023	4/20/2023	278	\$22,208	\$25,116	\$47,324	147360
		Wells Wood		1983	Total Units	30	Upgraded	30	Remaining	0			Avg. \$ (since 2017)	\$31,699	
Woodcreek Lane															
	1	190	192		Woodcreek Lane	14	2	00101920014	12/6/2017	2/12/2018	226	\$14,645	\$7,092	\$21,736	42304
	2	190	192		Woodcreek Lane	B17	2	00101920017	5/14/2018	8/3/2018	345	\$20,011	\$10,646	\$30,657	50509
	3	190	192		Woodcreek Lane	B-15	2	00101920015	7/9/2018	10/25/2018	238	\$14,719	\$11,263	\$25,981	57903
	4	190	192		Woodcreek Lane	A-1	2	00101920001	11/15/2018	12/29/2018	240	\$14,456	\$10,977	\$25,433	65585
	5	190	192		Woodcreek Lane	9	2	00101920009	2/27/2019	3/29/2019	276	\$16,948	\$12,970	\$29,918	71859
	6	190	192		Woodcreek Lane	B-10	2	00101920010	7/1/2020	10/30/2020	248	16,200	16,526	32,726	106158
	7	190	192		Woodcreek Lane	A-7	2	00101920007	1/7/2020	2/23/2021	248	\$16,168	\$14,126	\$30,294	112823
		Woodcreek Lane			Total Units	20	Upgraded	7	Remaining	13			Avg. \$ (since 2017)	\$28,106	
Young's Lake															
	1	509	408		Young's Lake	18930 (L-18)	3	00404080018	9/16/2020	10/7/2020	238	\$17,136	\$17,681	\$34,817	107328

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	14	122	101		Ballinger Homes	133	2		11/30/2012	12/27/2012	278	\$17,800	\$10,764	\$28,564	709775
	15	122	101		Ballinger Homes	135	3		11/30/2012	12/28/2012	264	\$16,872	\$11,652	\$28,524	709839
	16	122	101		Ballinger Homes	163	2		12/5/2012	12/31/2012	292	\$18,430	\$11,234	\$29,663	710368
	17	122	101		Ballinger Homes	190	2		10/3/2012	10/30/2012	347	\$22,151	\$11,559	\$33,710	706108
	18	122	101		Ballinger Homes	194	3		12/13/2012	1/22/2013	329	\$21,049	\$12,951	\$34,000	710879
	19	122	101		Ballinger Homes	152	4		1/3/2013	1/29/2013	357	\$22,693	\$15,972	\$38,665	711845
	20	122	101		Ballinger Homes	147	5		4/30/2013	8/21/2013	367	\$23,327	\$15,923	\$39,250	720279
	21	122	101		Ballinger Homes	180	2		6/20/2013	10/8/2013	273	\$17,457	\$13,673	\$31,130	724400
	22	122	101		Ballinger Homes	155	2		7/1/2013	10/31/2013	265	\$16,662	\$13,294	\$29,956	724724
	23	122	101		Ballinger Homes	197	3		8/7/2013	11/18/2013	270	\$17,337	\$10,046	\$27,383	726807
	24	122	101		Ballinger Homes	168	3		7/26/2013	11/21/2013	268	\$16,691	\$9,956	\$26,646	726331
	25	122	101		Ballinger Homes	150	4		8/2/2013	11/25/2013	279	\$18,024	\$12,097	\$30,120	726806
	26	122	101		Ballinger Homes	145	4		9/5/2013	11/27/2013	278	\$18,623	\$17,067	\$35,689	728399
	27	122	101		Ballinger Homes	134	3		12/20/2013	2/24/2014	325	\$20,305	\$12,627	\$32,932	735905
	28	122	101		Ballinger Homes	138	5		12/10/2013	2/24/2014	356	\$22,343	\$16,924	\$39,267	735563
	29	122	101		Ballinger Homes	132	4		2/3/2014	4/29/2014	325	\$20,175	\$16,800	\$36,975	738529
	30	122	101		Ballinger Homes	153	2		4/11/2014	7/30/2014	338	\$21,224	\$10,553	\$31,777	745731
	31	122	101		Ballinger Homes	115	2		9/15/2014	12/11/2014	357	\$22,146	\$15,973	\$38,118	756502
	32	122	101		Ballinger Homes	141	2		12/22/2014	2/19/2015	303	\$18,900	\$14,548	\$33,448	763440
	33	122	101		Ballinger Homes	161	3		3/31/2015	5/15/2015	334	\$20,929	\$14,713	\$35,642	772576
	34	122	101		Ballinger Homes	110	3		4/27/2015	6/17/2015	295	\$18,259	\$14,659	\$32,918	775684
	35	122	101		Ballinger Homes	148	4		8/31/2015	10/20/2015	321	\$18,783	\$17,966	\$36,749	783449
	36	122	101		Ballinger Homes	173	2		10/15/2015	12/22/2015	309	\$21,781	\$12,762	\$34,543	758
	37	122	101		Ballinger Homes	157	3	00101010157	10/29/2015	1/7/2016	337	\$21,429	\$13,552	\$34,980	765
	38	122	101		Ballinger Homes	165	3	00101010165	2/1/2016	4/28/2016	337	\$21,121	\$14,943	\$36,064	6476
	39	122	101		Ballinger Homes	120	1	00101010120	3/15/2016	5/27/2016	330	\$20,874	\$11,248	\$32,122	9351
	40	122	101		Ballinger Homes	203	2	00101010203	9/1/2016	11/16/2016	329	\$21,097	\$11,588	\$32,685	18746
	41	122	101		Ballinger Homes	185	3	00101010185	3/7/2017	5/31/2017	347	\$22,773	\$12,311	\$35,084	29203
	42	122	101		Ballinger Homes	170	3	00101010170	5/31/2017	8/23/2017	337	\$20,755	\$10,977	\$31,732	31114
	43	122	101		Ballinger Homes	160	3	00101010160	5/16/2017	10/6/2017	341	\$22,179	\$13,439	\$35,618	31113
	44	122	101		Ballinger Homes	130	4	00101010130	8/18/2017	11/22/2017	361	\$22,659	\$12,042	\$34,701	35374
	45	122	101		Ballinger Homes	195	3	00101010195	8/22/2017	12/20/2017	349	\$21,934	\$14,288	\$36,222	38266
	46	130	101		Ballinger Homes	106	4	00101010106	10/16/2017	1/19/2018	341	\$21,847	\$15,222	\$37,069	41194
	47	122	101		Ballinger Homes	205	3	00101010205	1/2/2018	3/14/2018	329	\$20,579	\$16,532	\$37,111	45560
	48	130	101		Ballinger Homes	159	3	00101010159	7/20/2018	11/9/2018	329	\$19,151	\$16,985	\$36,136	57905
	49	130	101		Ballinger Homes	129	4	00101010129	11/1/2018	12/31/2018	327	\$18,865	\$20,651	\$39,516	65599
	50	122	101		Ballinger Homes	172	2	00101010172	11/30/2018	1/31/2019	344	\$20,780	\$17,504	\$38,284	66882
	51	122	101		Ballinger Homes	175	3	00101010175	12/28/2019	2/28/2019	329	\$20,703	\$18,027	\$38,730	68214
	52	122	101		Ballinger Homes	179	3	00101010179	6/25/19	8/12/19	290	\$17,446	\$18,242	\$35,688	79974
	53	122	101		Ballinger Homes	139	5	00101010139	7/22/19	8/30/19	344	\$20,800	\$21,450	\$42,250	81744
	54	122	101		Ballinger Homes	207	2	00101010207	7/9/19	9/3/19	294	\$17,495	\$19,606	\$37,101	80792
	55	122	101		Ballinger Homes	111	3	00101010111	8/20/19	10/2/19	296	\$18,304	\$20,454	\$38,758	84222
	56	122	101		Ballinger Homes	108	4	00101010108	9/6/19	10/31/19	294	\$17,997	\$23,244	\$41,241	85414
	57	122	101		Ballinger Homes	144	2	00101010144	9/17/2019	11/20/2019	299	\$18,481	\$20,108	\$38,589	85417
	58	122	101		Ballinger Homes	177	2	00101010177	11/1/2019	6/20/2020	297	\$19,997	\$18,102	\$38,099	90402
	59	122	101		Ballinger Homes	166	2	00101010166	11/1/19	2/7/20	269	\$16,315	\$19,486	\$35,801	90403
	60	122	101		Ballinger Homes	146	4	00101010146	11/4/2019	2/13/2020	291	\$20,925	\$20,128	\$41,052	91287

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	17	162	350		Boulevard Manor	128	1		8/3/2009	9/4/2009	269	\$16,307	\$7,160	\$23,466	629166
	18	162	350		Boulevard Manor	215	1		2/2/2010	2/25/2010	253	\$15,803	\$6,943	\$22,746	640824
	19	162	350		Boulevard Manor	213	1		2/19/2010	4/2/2010	357	\$22,251	\$7,920	\$30,172	641800
	20	162	350		Boulevard Manor	207	1		3/24/2010	5/10/2010	313	\$19,435	\$7,021	\$26,456	644002
	21	162	350		Boulevard Manor	212	1		5/19/2010	6/22/2010	276	\$17,327	\$7,949	\$25,277	647574
	22	162	350		Boulevard Manor	221	1		6/28/2010	10/13/2010	265	\$16,783	\$8,891	\$25,674	649576
	23	162	350		Boulevard Manor	316	1		7/6/2010	10/15/2010	248	\$15,149	\$8,139	\$23,288	649985
	24	162	350		Boulevard Manor	123	1		9/24/2010	11/9/2010	258	\$16,218	\$8,582	\$24,800	654826
	25	162	350		Boulevard Manor	121	1		9/24/2010	11/17/2010	225	\$14,259	\$7,967	\$22,226	654827
	26	162	350		Boulevard Manor	125	1		9/24/2010	11/29/2010	298	\$18,914	\$9,128	\$28,042	654828
	27	162	350		Boulevard Manor	319	1		10/19/2010	12/10/2010	216	\$12,450	\$8,247	\$20,697	656304
	28	162	350		Boulevard Manor	321	1		10/26/2010	12/17/2010	282	\$16,901	\$8,387	\$25,288	656718
	29	162	350		Boulevard Manor	219	1		10/21/2010	12/24/2010	301	\$18,118	\$8,527	\$26,645	656305
	30	162	350		Boulevard Manor	317	1		11/15/2010	12/30/2010	254	\$15,593	\$7,367	\$22,960	658045
	31	162	350		Boulevard Manor	312	1		11/29/2010	1/28/2011	226	\$13,561	\$9,322	\$22,883	660528
	32	162	350		Boulevard Manor	406	1		12/10/2010	2/9/2011	286	\$18,248	\$5,447	\$23,695	659582
	33	162	350		Boulevard Manor	124	1		1/18/2011	2/18/2011	238	\$14,529	\$8,256	\$22,785	661479
	34	162	350		Boulevard Manor	129	1		2/28/2011	4/18/2011	284	\$17,393	\$8,023	\$25,416	665029
	35	162	350		Boulevard Manor	420	1		3/1/2011	4/21/2011	274	\$17,052	\$7,318	\$24,370	665030
	36	162	350		Boulevard Manor	409	1		5/4/2011	6/17/2011	261	\$15,820	\$8,719	\$24,539	669027
	37	162	350		Boulevard Manor	130	1		5/25/2011	7/15/2011	268	\$16,578	\$7,918	\$24,496	670578
	38	162	350		Boulevard Manor	322	1		6/23/11	8/3/2011	248	\$15,759	\$5,895	\$21,654	673036
	39	162	350		Boulevard Manor	313	1		7/11/11	8/23/2011	249	\$15,312	\$8,514	\$23,826	674527
	40	162	350		Boulevard Manor	412	1		8/10/11	10/21/2011	277	\$17,557	\$7,313	\$24,870	678295
	41	162	350		Boulevard Manor	310	1		10/12/11	12/28/2011	258	\$15,668	\$7,515	\$23,182	683182
	42	162	350		Boulevard Manor	318	1		1/9/12	2/27/2012	304	\$19,623	\$8,331	\$27,955	688433
	43	162	350		Boulevard Manor	411	1		5/31/12	10/16/2012	318	\$18,922	\$7,176	\$26,098	698311
	44	162	350		Boulevard Manor	315	1		9/28/12	10/30/2012	264	\$16,635	\$6,566	\$23,201	705733
	45	162	350		Boulevard Manor	211	1		10/23/12	12/31/2012	227	\$13,641	\$8,935	\$22,576	707302
	46	162	350		Boulevard Manor	408	1		12/31/2013	3/31/2014	219	\$13,951	\$9,789	\$23,740	736162
	47	162	350		Boulevard Manor	304	1		12/23/2013	3/31/2014	225	\$14,295	\$10,319	\$24,613	736163
	48	162	350		Boulevard Manor	404	1		4/4/2014	6/26/2014	235	\$14,941	\$10,595	\$25,535	744149
	49	162	350		Boulevard Manor	220	1		4/6/2014	6/30/2014	204	\$12,988	\$10,515	\$23,503	744150
	50	162	350		Boulevard Manor	419	1		7/8/2014	10/17/2014	232	\$14,770	\$9,580	\$24,349	751046
	51	162	350		Boulevard Manor	217	1		10/29/2014	12/30/2014	234	\$14,794	\$10,931	\$25,724	759436
	52	162	350		Boulevard Manor	218	1		1/23/2015	2/27/2015	227	\$14,359	\$9,929	\$24,288	766191
	53	162	350		Boulevard Manor	305	1	00303500305	11/10/2016	12/30/2016	201	\$12,761	\$9,712	\$22,473	20936
	54	162	350		Boulevard Manor	119	1	00303500119	01/03/17	3/27/2017	201	\$13,178	\$10,706	\$23,883	23462
	55	22	350		Boulevard Manor	208	1	303500208	4/2/2018	6/5/2018	220	\$14,287	\$10,469	\$24,756	50690
	56	162	350		Boulevard Manor	307	1	303500307	7/20/2018	10/26/2018	299	\$18,785	\$11,424	\$30,209	58321
	57	162	350		Boulevard Manor	122	1	303500122	9/13/2018	11/29/2018	305	\$18,773	\$14,500	\$33,272	60983
	58	162	350		Boulevard Manor	308	1	303500308	9/24/2018	12/7/2018	359	\$22,167	\$14,566	\$36,732	61708
	59	162	350		Boulevard Manor	120	1	303500120	10/26/2018	1/29/2019	259	\$16,254	\$14,648	\$30,902	65280
	60	162	350		Boulevard Manor	413	1	00303500413	2/13/2019	4/9/2019	337	\$20,471	\$10,370	\$30,841	70606
	61	162	350		Boulevard Manor	204	1	00303500204	6/17/19	8/5/19	352	\$21,924	\$13,079	\$35,003	79193
	62	162	350		Boulevard Manor	422	1	00303500422	7/6/2020	9/22/2020	275	\$17,796	\$13,655	\$31,451	105471
	63	162	350		Boulevard Manor	316	1	00303500316	10/31/19	1/22/20	288	\$18,562	\$13,899	\$32,461	88614

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	6	165	504		Burndale Homes	1720K	3	00505040034	4/28/2022	6/27/2022	341	\$22,438	\$19,075	\$41,513	133222
	7	165	504		Burndale Homes	1716K	3	00505040030	7/11/2022	9/12/2022	394	\$28,321	\$25,115	\$53,436	136469
	8	165	504		Burndale Homes	1740I	2	00505040021	7/15/2022	9/19/2022	331	\$22,607	\$18,103	\$40,710	136411
	9	165	504		Burndale Homes	1731J	5	00505040034	8/18/2022	11/9/2022	440	\$33,085	\$27,213	\$60,298	137996
				1971	Total Units	50	Upgraded	9	Remaining	41			Avg. \$	\$43,559.63	
<b>Casa Juanita</b>															
	1	130	251		Casa Juanita	205	1		9/12/2006	9/22/2006	76	\$3,409	\$4,193	\$7,602	544477
	2	130	251		Casa Juanita	318	1		9/25/2006	10/12/2006	141	\$6,256	\$4,112	\$10,369	545671
	3	130	251		Casa Juanita	306	1		10/19/2006	10/31/2006	112	\$5,007	\$4,183	\$9,190	547825
	5	130	251		Casa Juanita	103	1		10/30/2006	11/6/2006	96	\$4,297	\$4,208	\$8,505	548613
	6	130	251		Casa Juanita	12	1		2/12/2007	3/1/2007	87	\$3,824	\$4,617	\$8,441	559505
	7	130	251		Casa Juanita	315	1		3/27/2007	4/5/2007	110	\$4,944	\$4,981	\$9,925	563864
	8	130	251		Casa Juanita	210	1		5/1/2007	5/18/2007	148	\$6,430	\$4,720	\$11,151	566057
	9	130	251		Casa Juanita	310	1		12/26/2007	1/16/2008	88	\$3,935	\$4,496	\$8,430	583753
	10	130	251		Casa Juanita	116	1		12/31/2007	1/18/2008	97	\$4,274	\$4,221	\$8,495	584171
	11	130	251		Casa Juanita	314	1		6/11/2008	7/16/2008	101	\$6,206	\$4,652	\$10,857	597730
	12	130	251		Casa Juanita	307	1		8/1/2008	8/20/2008	95	\$6,042	\$4,366	\$10,408	598713
	13	130	251		Casa Juanita	203	1		8/31/2008	9/22/2008	96	\$6,061	\$4,590	\$10,650	601779
	14	125	251		Casa Juanita	211	1		11/2/2008	12/12/2008	85	\$5,165	\$4,360	\$9,524	611251
	15	130	251		Casa Juanita	320	1		12/31/2008	2/11/2009	107	\$6,075	\$4,867	\$10,942	614090
	16	130	251		Casa Juanita	120	1		2/9/2009	3/3/2009	100	\$5,733	\$4,991	\$10,725	616592
	17	130	251		Casa Juanita	207	1		2/17/2009	3/6/2009	115	\$6,252	\$4,744	\$10,995	617058
	18	130	251		Casa Juanita	212	1		3/9/2009	3/27/2009	92	\$5,872	\$5,075	\$10,947	618612
	19	130	251		Casa Juanita	110	1		3/10/2009	3/31/2009	118	\$6,703	\$4,632	\$11,336	618697
	20	130	251		Casa Juanita	312	1		4/6/2009	4/21/2009	145	\$8,530	\$5,924	\$14,454	620344
	21	130	251		Casa Juanita	16	1		3/30/2009	4/30/2009	172	\$9,935	\$6,595	\$16,529	619963
	22	130	251		Casa Juanita	218	1		4/27/2009	5/12/2009	123	\$7,184	\$4,659	\$11,843	620847
	23	130	251		Casa Juanita	309	1		5/12/2009	6/1/2009	121	\$6,896	\$5,291	\$12,187	623583
	24	130	251		Casa Juanita	223	1		5/15/2009	6/5/2009	126	\$7,123	\$5,996	\$13,119	623771
	25	130	251		Casa Juanita	102	1		5/26/2009	6/15/2009	140	\$8,063	\$6,963	\$15,026	624514
	26	130	251		Casa Juanita	221	1		6/11/2009	7/6/2009	124	\$7,238	\$5,938	\$13,177	625541
	27	130	251		Casa Juanita	117	1		6/16/2009	7/8/2009	127	\$7,317	\$6,171	\$13,489	625881
	28	130	251		Casa Juanita	112	1		6/30/2009	7/20/2009	133	\$7,847	\$5,596	\$13,443	626832
	29	130	251		Casa Juanita	101	1		7/14/2009	8/13/2009	131	\$7,645	\$6,085	\$13,730	627760
	30	130	251		Casa Juanita	215	1		9/28/2009	10/28/2009	127	\$7,186	\$6,225	\$13,411	632620
	31	130	251		Casa Juanita	104	1		2/17/2010	3/1/2010	116	\$6,738	\$5,630	\$12,368	641648
	32	130	251		Casa Juanita	322	1		3/31/2010	4/22/2010	148	\$8,321	\$5,852	\$14,174	644592
	33	130	251		Casa Juanita	107	1		4/19/2010	4/30/2010	149	\$8,963	\$5,797	\$14,761	645505
	34	130	251		Casa Juanita	3	1		10/27/2010	11/29/2010	132	\$7,975	\$5,914	\$13,888	656580
	35	130	251		Casa Juanita	317	1		12/1/2010	12/22/2010	139	\$8,638	\$5,797	\$14,435	658665
	36	130	251		Casa Juanita	301	1		12/10/2010	12/29/2010	142	\$8,381	\$6,832	\$15,213	659318
	37	130	251		Casa Juanita	311	1		4/7/2011	4/27/2011	135	\$7,907	\$6,095	\$14,002	667213
	38	130	251		Casa Juanita	308	1		5/2/2011	5/27/2011	139	\$8,066	\$5,864	\$13,930	668828
	39	130	251		Casa Juanita	1	1		5/2/2011	5/27/2011	137	\$8,006	\$5,821	\$13,827	668829

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
<b>Southridge House</b>															
	1	167	552		Southridge House	411	1		7/27/2006	8/9/2006	147	\$6,489	\$5,933	\$12,422	541202
	2	167	552		Southridge House	505	1		12/26/2006	1/21/2007	151	\$6,418	\$5,613	\$12,031	553794
	3	167	552		Southridge House	202	1		7/15/2008	8/6/2008	194	\$11,525	\$6,530	\$18,056	598097
	4	167	552		Southridge House	303	1		7/25/2008	8/25/2008	282	\$17,906	\$6,494	\$24,400	599576
	5	167	552		Southridge House	609	1		7/27/2009	8/13/2009	166	\$10,690	\$6,522	\$17,212	628811
	6	167	552		Southridge House	307	1		8/11/2009	9/3/2009	159	\$10,147	\$7,383	\$17,529	629900
	7	167	552		Southridge House	402	1		12/30/2009	1/27/2010	164	\$10,580	\$6,085	\$16,665	638976
	8	167	552		Southridge House	201	1		8/27/2010	10/25/2010	196	\$12,428	\$6,739	\$19,167	653356
	9	167	552		Southridge House	507	1		9/14/2010	10/27/2010	205	\$12,851	\$6,659	\$19,510	654593
	10	167	552		Southridge House	508	1		transfer	1/6/2010	224	\$13,984	\$6,689	\$20,673	638109
	11	167	552		Southridge House	309	1		3/4/2010	5/7/2010	242	\$15,348	\$6,081	\$21,429	644187
	12	167	552		Southridge House	212	1		4/27/2010	6/2/2010	277	\$17,288	\$7,085	\$24,373	646235
	13	167	552		Southridge House	403	1		6/21/2010	8/18/2010	224	\$13,269	\$7,215	\$20,438	649276
	14	167	552		Southridge House	103	1		5/13/2010	8/23/2010	233	\$14,649	\$7,370	\$22,018	651324
	15	167	552		Southridge House	511	1		1/27/2011	2/23/2011	206	\$13,150	\$6,871	\$20,021	661781
	16	167	552		Southridge House	214	1		3/21/2011	5/9/2011	257	\$15,685	\$6,979	\$22,664	665695
	17	167	552		Southridge House	305	1		3/25/2011	5/12/2011	216	\$13,632	\$6,787	\$20,418	666206
	18	167	552		Southridge House	607	1		5/26/2011	7/26/2011	265	\$16,793	\$4,977	\$21,769	671142
	19	167	552		Southridge House	211	1		7/29/11	8/31/2011	223	\$13,969	\$7,518	\$21,488	677006
	20	167	552		Southridge House	510	1		8/25/11	11/4/2011	252	\$16,604	\$7,217	\$23,821	679370
	21	167	552		Southridge House	101	1	RAFN (GC) - 34		5/1/2010					
	22	167	552		Southridge House	102	1	RAFN (GC) - 35		5/1/2010					
	23	167	552		Southridge House	104	1	RAFN (GC) - 36		5/1/2010					
	24	167	552		Southridge House	106	1	RAFN (GC) - 37		5/1/2010					
	25	167	552		Southridge House	107	1	RAFN (GC) - 38		5/1/2010					
	26	167	552		Southridge House	108	1	RAFN (GC) - 39		5/1/2010					
	27	167	552		Southridge House	204	1		11/16/11	1/26/2012	261	\$16,054	\$7,510	\$23,564	685723
	28	167	552		Southridge House	404	1		12/14/11	2/6/2012	242	\$15,747	\$7,491	\$22,965	687168
	29	167	552		Southridge House	207	1		2/2/12	3/20/2012	244	\$14,673	\$7,668	\$22,341	690009
	30	167	552		Southridge House	612	1		3/5/12	4/3/2012	184	\$11,776	\$7,441	\$19,217	692107
	31	167	552		Southridge House	313	1		4/24/12	7/11/2012	275	\$16,835	\$7,243	\$24,077	695601
	32	167	552		Southridge House	611	1		6/11/12	8/31/2012	233	\$14,022	\$7,267	\$21,289	698443
	33	167	552		Southridge House	407	1		9/9/12	10/18/2012	169	\$10,877	\$7,560	\$18,437	705360
	34	167	552		Southridge House	114	1		9/28/12	11/5/2012	235	\$14,475	\$7,231	\$21,706	705731
	35	167	552		Southridge House	414	1		10/18/12	12/3/2012	137	\$8,749	\$7,278	\$16,027	707095
	36	167	552		Southridge House	505	1		1/7/13	2/27/2013	211	\$12,779	\$6,828	\$19,607	712542
	37	167	552		Southridge House	602	1		1/3/13	2/28/2013	257	\$15,951	\$8,639	\$24,591	711938
	38	167	552		Southridge House	206	1		12/13/12	2/28/2013	248	\$15,210	\$7,814	\$23,041	710745
	39	167	552		Southridge House	205	1		3/27/2013	5/20/2013	242	\$15,288	\$4,424	\$19,711	717758
	40	167	552		Southridge House	401	1		3/15/2013	5/23/2013	252	\$16,044	\$8,681	\$24,725	717020
	41	167	552		Southridge House	603	1		3/15/2013	5/27/2013	238	\$15,118	\$8,382	\$23,499	717019
	42	167	552		Southridge House	406	1		11/6/2013	12/23/2013	201	\$12,242	\$8,462	\$20,704	732348
	43	167	552		Southridge House	502	1		12/2/2013	12/27/2013	208	\$12,832	\$8,444	\$21,276	734104
	44	167	552		Southridge House	410	1		3/5/2014	5/28/2014	194	\$12,336	\$6,938	\$19,274	741360
	45	167	552		Southridge House	503	1		9/11/2014	10/31/2014	206	\$13,102	\$7,713	\$20,815	755846
	46	167	552		Southridge House	601	1		11/17/2014	12/30/2014	201	\$12,268	\$7,679	\$19,948	760617



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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	29	140	401		Valli Kee	30	3		12/9/2013	1/6/2014	144	\$9,072	\$7,952	\$17,024	734868
	30	140	401		Valli Kee	31	3		12/9/2013	1/14/2014	152	\$9,752	\$6,616	\$16,368	734870
	31	140	401		Valli Kee	32	3		12/9/2013	1/17/2014	152	\$9,720	\$10,585	\$20,305	734871
	32	140	401		Valli Kee	33	4		12/9/2013	1/24/2014	160	\$10,192	\$13,745	\$23,937	734872
	33	140	401		Valli Kee	34	4		12/9/2013	1/30/2014	160	\$10,224	\$10,089	\$20,313	734873
	34	140	401		Valli Kee	35	4		12/9/2013	1/31/2014	160	\$10,208	\$10,694	\$20,902	734874
	35	140	401		Valli Kee	36	4		12/9/2013	1/31/2014	159	\$10,110	\$10,051	\$20,161	734875
	36	140	401		Valli Kee	37	3		1/2/2014	2/7/2014	150	\$9,558	\$10,642	\$20,200	736606
	37	140	401		Valli Kee	38	3		1/2/2014	2/10/2014	148	\$9,492	\$8,791	\$18,283	736607
	38	140	401		Valli Kee	39	3		1/2/2014	2/12/2014	151	\$9,655	\$7,491	\$17,146	736608
	39	140	401		Valli Kee	40	3		1/2/2014	2/14/2014	156	\$9,852	\$8,187	\$18,039	736609
	40	140	401		Valli Kee	41	3		1/2/2014	2/19/2014	150	\$9,982	\$8,341	\$18,323	736610
	41	140	401		Valli Kee	42	3		1/2/2014	2/21/2014	150	\$9,558	\$8,224	\$17,782	736611
	42	140	401		Valli Kee	43	3		1/2/2014	2/28/2014	158	\$10,334	\$8,007	\$18,341	736613
	43	140	401		Valli Kee	44	3		1/2/2014	2/28/2014	166	\$11,002	\$8,200	\$19,202	736615
	44	140	401		Valli Kee	45	3		1/2/2014	3/6/2014	155	\$10,471	\$6,937	\$17,408	738960
	45	140	401		Valli Kee	46	3		1/2/2014	3/10/2014	150	\$9,998	\$7,416	\$17,414	738961
	46	140	401		Valli Kee	301	2		2/6/2014	3/12/2014	154	\$10,358	\$8,970	\$19,328	738963
	47	140	401		Valli Kee	302	2		2/6/2014	3/14/2014	146	\$9,658	\$8,856	\$18,513	738965
	48	140	401		Valli Kee	305	2		2/6/2014	3/24/2014	146	\$9,202	\$8,854	\$18,056	738956
	49	140	401		Valli Kee	306	2		2/6/2014	2/25/2014	146	\$9,330	\$8,660	\$17,990	738958
	50	140	401		Valli Kee *	97	3		2/14/2014	3/26/2014	199	\$2,990	\$23,161	\$26,151	739578
	51	140	401		Valli Kee *	98	3		2/14/2014	3/26/2014	205	\$3,315	\$22,830	\$26,145	739580
	52	140	401		Valli Kee *	99	3		2/14/2014	3/26/2014	201	\$3,120	\$22,841	\$25,961	739582
	53	140	401		Valli Kee *	100	3		2/14/2014	3/26/2014	203	\$3,234	\$23,396	\$26,629	740158
	54	140	401		Valli Kee	304	2		2/6/2014	3/28/2014	150	\$9,462	\$8,988	\$18,449	738971
	55	140	401		Valli Kee	303	2		2/6/2014	3/28/2014	152	\$9,688	\$8,645	\$18,333	738969
	56	140	401		Valli Kee *	91	2		2/14/2014	3/28/2014	201	\$2,990	\$21,553	\$24,543	739950
	57	140	401		Valli Kee *	92	2		2/14/2014	3/28/2014	199	\$2,860	\$22,110	\$24,970	739952
	58	140	401		Valli Kee *	93	2		2/14/2014	3/28/2014	201	\$2,990	\$21,897	\$24,887	739953
	59	140	401		Valli Kee *	94	2		2/14/2014	3/28/2014	203	\$3,120	\$22,448	\$25,568	739954
	60	140	401		Valli Kee *	95	2		2/14/2014	3/28/2014	201	\$2,990	\$22,650	\$25,640	739955
	61	140	401		Valli Kee *	96	2		2/14/2014	3/28/2014	199	\$2,795	\$21,792	\$24,587	739956
	62	140	401		Valli Kee	313	1		2/10/2014	4/9/2014	134	\$8,550	\$7,955	\$16,505	740729
	63	140	401		Valli Kee	308	1		2/10/2014	4/11/2014	128	\$8,192	\$6,068	\$14,260	740722
	64	140	401		Valli Kee	309	1		2/10/2014	4/15/2014	132	\$8,516	\$7,963	\$16,479	740723
	65	140	401		Valli Kee	310	1		2/10/2014	4/22/2014	138	\$8,810	\$7,926	\$16,736	740725
	66	140	401		Valli Kee	311	1		2/11/2014	4/23/2014	134	\$8,583	\$8,057	\$16,639	740726
	67	140	401		Valli Kee	312	1		2/11/2014	4/25/2014	138	\$8,746	\$6,670	\$15,416	740727
	68	140	401		Valli Kee	307	1		2/11/2014	4/29/2014	134	\$8,518	\$7,324	\$15,842	740720
	69	140	401		Valli Kee	314	1		2/11/2014	4/30/2014	134	\$8,550	\$8,337	\$16,887	740731
	70	140	401		Valli Kee	80	3		2/25/2014	5/9/2014	152	\$9,656	\$9,144	\$18,800	745577
	71	140	401		Valli Kee	79	3		2/25/2014	5/12/2014	158	\$10,014	\$8,224	\$18,238	745578
	72	140	401		Valli Kee	87	4		2/16/2014	5/16/2014	162	\$10,226	\$11,241	\$21,467	744723
	73	140	401		Valli Kee	88	4		2/16/2014	5/21/2014	159	\$9,999	\$10,853	\$20,851	744724
	74	140	401		Valli Kee	86	2		2/16/2014	5/29/2014	143	\$9,087	\$7,774	\$16,861	744722
	75	140	401		Valli Kee	81	3		2/16/2014	5/30/2014	154	\$9,818	\$8,446	\$18,263	745579

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	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	\$5,907	\$22,828	615335
	11	149	550		Wayland Arms	306	Al-1br		7/6/2009	7/24/2009	250	\$15,517	\$6,475	\$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
	51	149	550		Wayland Arms	215	1	505500125	10/31/2018	12/19/2018	297	\$19,824	\$11,859	\$31,683	64719

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	31	168	553	EGIS	Casa Madrona	109	1	00505530109	3/11/2016	6/7/2016	215	\$13,805	\$9,444	\$23,249	7530
	32	168	553	EGIS	Casa Madrona	102	1	00505530102	7/7/2016	8/19/2016	203	\$12,851	\$9,731	\$22,582	14248
	33	168	553	EGIS	Casa Madrona	126	1	00505530126	7/7/2016	8/29/2016	209	\$13,217	\$10,106	\$23,322	14249
	34	168	553	EGIS	Casa Madrona	111	1	00505530111	08/02/16	10/24/16	202	\$12,894	\$10,493	\$23,387	16008
	35	168	553	EGIS	Casa Madrona	239	1	00505530239	08/04/16	10/24/16	207	\$13,275	\$9,589	\$22,864	16009
	36	168	553	EGIS	Casa Madrona	260	1	00505530260	11/16/2016	12/18/2016	191	\$12,191	\$9,223	\$21,414	21265
	37	168	553	EGIS	Casa Madrona	114	1	00505530114	11/7/2016	12/27/2016	193	\$12,257	\$9,032	\$21,289	20912
	38	168	553	EGIS	Casa Madrona	253	1	00505530253	11/7/2016	12/28/2016	185	\$11,705	\$8,879	\$20,584	20911
	39	168	553	EGIS	Casa Madrona	113	1	00505530113	01/31/17	4/5/2017	225	\$14,759	\$9,876	\$24,635	24883
	40	168	554	EGIS	Casa Madrona	265	1	00505540265	2/8/2018	4/17/2018	236	\$15,467	\$8,538	\$24,005	46873
	41	168	553	EGIS	Casa Madrona	240	1	505530240	7/25/2018	10/18/2018	253	\$15,622	\$10,218	\$25,840	60078
	42	168	553	EGIS	Casa Madrona	249	1	505530249	12/13/2018	2/1/2019	251	\$15,472	\$13,935	\$29,407	67450
	43	168	553	EGIS	Casa Madrona	110	1	00505530110	12/3/2018	3/25/2019	455	\$27,620	\$17,118	\$44,738	66631
	44	168	553	EGIS	Casa Madrona	235	1	00505530235	5/2/2019	6/22/2019	173	\$10,263	\$11,182	\$21,444	75789
	45	168	553	EGIS	Casa Madrona	115	1	00505530115	10/8/19	1/10/20	286	\$22,029	\$13,050	\$35,079	86903
	46	168	553	EGIS	Casa Madrona	233	1	00505530115	11/30/19	1/24/20	263	\$17,055	\$12,880	\$29,935	93707
	47	168	553	EGIS	Casa Madrona	104	1	00505530104	12/17/2020	3/12/2020	238	\$15,778	\$11,323	\$27,101	96464
	48	168	553	EGIS	Casa Madrona	107	1	00505530107	12/20/2020	3/13/2020	196	\$12,099	\$11,234	\$23,333	96465
	49	168	553	EGIS	Casa Madrona	242	1	00505530242	3/27/2020	6/3/2020	247	\$15,210	\$12,825	\$28,035	100626
	50	168	553	EGIS	Casa Madrona	125	1	00505530125	8/4/2020	10/2/2020	231	\$15,708	\$13,217	\$28,925	107397
	51	168	553	EGIS	Casa Madrona	116	2	00505530116	1/14/2021	4/2/2021	250	\$16,162	\$13,003	\$29,165	113190
	52	168	553	EGIS	Casa Madrona	241	2	00505530241	4/30/2021	6/24/2021	262	\$17,254	\$11,553	\$28,807	117108
	53	168	553	EGIS	Casa Madrona	244	2	00505530244	10/5/2021	12/21/2021	272	\$17,796	\$13,695	\$31,491	124584
	54	168	553	EGIS	Casa Madrona	106	2	00505530106	12/21/2021	3/7/2022	299	\$19,827	\$11,515	\$31,342	128334
		Casa Madrona		1973	Total Units	70	Upgraded	54	Remaining	16			Avg. \$ (since 2017)	\$28,955	
Eastbridge				2010	Total Units	13	Newly Built	13							
Fairwind				2013	Total Units	87	Newly Built	87							
Greenriver Homes					CCD Renovated 2012										
				1958	Total Units	70	Upgraded	70	Remaining	0					
Gustaves Manor															
	1	149	554	EGIS	Gustaves Manor	506	1		1/6/2009	1/22/2009	184	\$11,603	\$7,763	\$19,367	614156
	2	149	554	EGIS	Gustaves Manor	309	1		3/2/2009	3/13/2009	213	\$13,254	\$6,638	\$19,892	617931
	3	149	554	EGIS	Gustaves Manor	102	1		4/2/2009	4/14/2009	156	\$9,592	\$4,240	\$13,832	620294
	4	149	554	EGIS	Gustaves Manor	402	1		10/12/2009	10/27/2009	202	\$12,708	\$6,170	\$18,878	633568
	5	149	554	EGIS	Gustaves Manor	166	1		1/1/2010	1/21/2010	178	\$10,845	\$7,093	\$17,937	639082
	6	149	554	EGIS	Gustaves Manor	308	1		2/7/2011	2/28/2011	228	\$14,652	\$7,281	\$21,933	663007
	7	149	554	EGIS	Gustaves Manor	405	1		5/6/2011	6/13/2011	195	\$12,363	\$6,979	\$19,342	670491
	8	149	554	EGIS	Gustaves Manor	206	1		1/1/2012	2/17/2012	164	\$10,532	\$6,852	\$17,384	688559

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	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	00505320111	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	11/21/2019	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
	50	163	352	EGIS	Munro Manor	204	1	00303520204	2/14/2022	4/26/2022	255	\$16,040	\$15,172	\$31,212	130300
	51	163	352	EGIS	Munro Manor	215	1	00303520215	3/17/2022	6/6/2022	270	\$17,550	\$15,307	\$32,857	132304
	52	163	352	EGIS	Munro Manor	20	1	00303520020	12/5/2022	2/28/2023	220	\$13,356	\$17,614	\$30,970	142939
		Munro Manor		1971	Total Units	60	Upgraded	52	Remaining	8			Avg. \$ (since 2017)	\$28,779	
		Nia Apartments		2008	Total Units	40	Newly Built	40	Remaining	0					
		Paramount House													
	1	128	150	EGIS	Paramount House	312	1		8/28/2006	9/15/2006	168	\$7,545	\$3,905	\$11,450	542913
	2	128	150	EGIS	Paramount House	212	1		10/30/2006	11/20/2006	161	\$7,266	\$6,165	\$13,431	548584
	3	128	150	EGIS	Paramount House	317	1		1/29/2007	2/23/2007	132	\$5,841	\$7,433	\$13,274	558068
	4	128	150	EGIS	Paramount House	116	Alcove		3/13/2007	3/30/2007	167	\$7,469	\$5,391	\$12,860	562619
	5	128	150	EGIS	Paramount House	207	Alcove		4/3/2007	5/1/2007	186	\$8,137	\$5,303	\$13,439	563880
	6	128	150	EGIS	Paramount House	311	Alcove		4/26/2007	6/1/2007	147	\$6,562	\$5,122	\$11,684	565902
	7	128	150	EGIS	Paramount House	203	Alcove		7/2/2007	8/8/2007	130	\$5,733	\$5,757	\$11,490	570673
	8	128	150	EGIS	Paramount House	323	Alcove		7/13/2007	8/8/2007	127	\$5,673	\$4,982	\$10,656	571601
	9	128	150	EGIS	Paramount House	315	Alcove		9/26/2007	10/16/2007	152	\$6,754	\$4,823	\$11,577	577489
	10	128	150	EGIS	Paramount House	107	Alcove		10/12/2007	10/31/2007	151	\$6,704	\$5,203	\$11,907	578545
	11	128	150	EGIS	Paramount House	217	1		3/24/2009	4/10/2009	196	\$11,372	\$8,666	\$20,038	619649

		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	12	128	150	EGIS	Paramount House	302	1		3/8/2011	4/13/2011	185	\$10,483	\$9,119	\$19,602	665121
	13	128	150	EGIS	Paramount House	109	1		4/29/2011	5/20/2011	178	\$10,098	\$6,745	\$16,843	668667
	14	128	150	EGIS	Paramount House	204	1		1/5/2012	3/9/2012	166	\$9,032	\$7,199	\$16,231	688333
	15	128	150	EGIS	Paramount House	202	1		3/29/2012	5/10/2012	179	\$10,111	\$6,128	\$16,239	694286
	16	128	150	EGIS	Paramount House	103	1		4/2/2012	5/10/2012	171	\$9,873	\$6,895	\$16,768	694285
	17	128	150	EGIS	Paramount House	121	1		5/2/2012	6/21/2012	169	\$10,697	\$7,759	\$18,455	696502
	18	128	150	EGIS	Paramount House	108	1		6/5/2012	7/20/2012	176	\$9,542	\$8,236	\$17,778	698342
	19	128	150	EGIS	Paramount House	210	1		7/6/2012	8/21/2012	171	\$9,726	\$7,488	\$17,214	700271
	20	128	150	EGIS	Paramount House	209	1		10/22/2012	11/15/2012	170	\$9,974	\$7,194	\$17,168	707258
	21	128	150	EGIS	Paramount House	316	1		1/30/2013	3/15/2013	189	\$10,707	\$6,856	\$17,562	714112
	22	128	150	EGIS	Paramount House	102	1		6/27/2013	8/30/2013	150	\$9,526	\$6,808	\$16,334	723212
	23	128	150	EGIS	Paramount House	215	1		6/27/2013	8/30/2013	154	\$9,199	\$6,432	\$15,631	724727
	24	128	150	EGIS	Paramount House	310	1		12/2/2013	1/31/2014	149	\$9,065	\$7,862	\$16,927	734625
	25	128	150	EGIS	Paramount House	123	1		1/2/2014	1/31/2014	147	\$8,958	\$7,253	\$16,211	736348
	26	128	150	EGIS	Paramount House	319	1		2/3/2014	2/28/2014	150	\$9,494	\$6,777	\$16,271	740146
	27	128	150	EGIS	Paramount House	119	1		9/29/2014	12/30/2014	169	\$10,293	\$7,337	\$17,630	758622
	28	128	150	EGIS	Paramount House	304	1		2/20/2015	4/10/2015	182	\$11,148	\$8,254	\$19,402	769746
	29	128	150	EGIS	Paramount House	311	1		3/16/2015	5/5/2015	183	\$11,266	\$9,253	\$20,519	772534
	30	128	150	EGIS	Paramount House	303	1	00101500303	8/30/2016	11/18/2016	185	\$11,801	\$9,201	\$21,002	18783
	31	128	150	EGIS	Paramount House	313	1	00101500313	12/1/2016	2/6/2017	193	\$12,707	\$9,251	\$21,958	22663
	32	128	150	EGIS	Paramount House	309	1	00101500309	12/2/2016	2/6/2017	198	\$12,977	\$9,694	\$22,671	22665
	33	128	150	EGIS	Paramount House	120	1	00101500120	1/3/2017	2/24/2017	193	\$12,611	\$9,846	\$22,457	28373
	34	128	150	EGIS	Paramount House	308	1	00101500308	3/10/2017	5/26/2017	191	\$12,509	\$9,392	\$21,901	29201
	35	128	150	EGIS	Paramount House	112	1	00101500112	3/7/2017	5/26/2017	198	\$12,919	\$9,630	\$22,549	29202
	36	128	150	EGIS	Paramount House	113	1	00101500113	4/9/2017	6/29/2017	193	\$12,643	\$9,150	\$21,793	29211
	37	128	150	EGIS	Paramount House	110	1	00101500110	12/1/2017	1/31/2018	214	\$13,647	\$11,535	\$25,182	42001
	38	128	150	EGIS	Paramount House	322	1	00101500322	3/10/2018	5/18/2018	254	\$16,306	\$25,834	\$42,140	48865
	39	128	150	EGIS	Paramount House	117	1	00101500117	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	11/9/2020	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
	52	128	150	EGIS	Paramount House	122	1	00101500122	3/30/2023	6/1/2023	214	\$16,158	\$20,228	\$36,386	149096
	53	128	150	EGIS	Paramount House	212	1	00101500212	5/8/2023	7/3/2023	214.0	\$15,579	\$19,014	\$34,593	150680
		Paramount House		1969	Total Units	70	Upgraded	53	Remaining	17			Avg. \$ (since 2017)	\$27,203	
Plaza Seventeen															

		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	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	Capital Const - 9		9/1/2009					
	10	150	551	EGIS	Plaza Seventeen	103	0	Capital Const - 10		9/1/2009					
	11	150	551	EGIS	Plaza Seventeen	110	0	Capital Const - 11		9/1/2009					
	12	150	551	EGIS	Plaza Seventeen	108	1		4/11/2012	5/9/2012	189	\$12,029	\$6,128	\$18,157	695297
	13	150	551	EGIS	Plaza Seventeen	509	1		4/27/2012	6/20/2012	202	\$12,875	\$6,857	\$19,732	696045
	14	150	551	EGIS	Plaza Seventeen	106	1		12/27/2013	1/29/2013	243	\$15,547	\$6,279	\$21,826	712209
	15	150	551	EGIS	Plaza Seventeen	206	1		1/7/2013	1/31/2013	253	\$16,083	\$6,592	\$22,675	712208
	16	150	551	EGIS	Plaza Seventeen	104	1		11/25/2013	1/31/2014	236	15,084	6,916	22,000	733698
	17	150	551	EGIS	Plaza Seventeen	511	1		11/13/2014	12/30/2014	230	14,518	7,704	22,222	760032
	18	150	551	EGIS	Plaza Seventeen	501	1		1/30/2015	2/27/2015	202	\$12,838	\$7,068	\$19,906	767206
	19	150	551	EGIS	Plaza Seventeen	502	1		7/7/2015	8/5/2015	203	\$12,787	\$8,966	\$21,753	779924
	20	150	551	EGIS	Plaza Seventeen	402	1		6/30/2015	8/21/2015	190	\$11,974	\$7,849	\$19,822	780257
	21	150	551	EGIS	Plaza Seventeen	210	1		8/20/2015	10/13/2015	198	\$12,450	\$8,047	\$20,497	782792
	22	150	551	EGIS	Plaza Seventeen	510	1		10/27/2015	12/15/2015	230	\$14,454	\$7,544	\$21,978	163
	23	150	551	EGIS	Plaza Seventeen	407	1	00505510407	6/2/2016	6/30/2016	209	\$13,303	\$8,229	\$21,532	12200
	24	150	551	EGIS	Plaza Seventeen	309	1	00505510309	12/13/2016	2/15/2017	209	\$13,704	\$7,693	\$21,397	22893
	25	150	551	EGIS	Plaza Seventeen	306	1	00505510306	1/17/2017	4/13/2017	227	\$14,882	\$10,113	\$24,995	24266
	26	150	551	EGIS	Plaza Seventeen	609	1	00505510609	02/28/17	5/16/2017	195	\$12,690	\$9,920	\$22,609	26544
	27	150	551	EGIS	Plaza Seventeen	304	1	505510304	4/28/2017	7/11/2017	200	\$13,096	\$9,018	\$22,114	29355
	28	150	551	EGIS	Plaza Seventeen	410	1	505510305	8/11/2017	10/27/2017	196	\$12,504	\$8,650	\$21,154	34474
	29	150	551	EGIS	Plaza Seventeen	411	1	505510411	8/18/2017	10/31/2017	197	\$12,820	\$8,486	\$21,306	35829
	30	150	551	EGIS	Plaza Seventeen	301	1	00505510301	2/6/2019	4/2/2019	301	\$19,083	\$7,683	\$26,766	71038
	31	150	551	EGIS	Plaza Seventeen	209	1	00505510209	3/29/2019	5/26/2019	304	\$19,196	\$10,546	\$29,742	73598
	32	150	551	EGIS	Plaza Seventeen	202	1	00505510202	5/13/2019	6/26/2019	251	\$15,745	\$8,305	\$24,049	76699
	33	150	551	EGIS	Plaza Seventeen	212	1	00505510212	9/27/2019	11/7/2019	259	\$16,027	\$11,852	\$27,879	87812
	34	150	551	EGIS	Plaza Seventeen	405	1	00505510405	10/10/2019	12/6/2019	255	\$15,810	\$12,114	\$27,924	87816
	35	150	551	EGIS	Plaza Seventeen	503	1	00505510503	10/7/2019	12/9/2019	239	\$14,775	\$12,289	\$27,064	87815
	36	150	551	EGIS	Plaza Seventeen	601	1	00505510601	4/3/2020	5/14/2020	268	\$16,996	\$12,898	\$29,894	100679
	37	150	551	EGIS	Plaza Seventeen	311	1	00505510311	6/23/2020	9/8/2020	265	\$17,490	\$12,892	\$30,382	105472
	38	150	551	EGIS	Plaza Seventeen	610	1	00505510610	8/31/2020	11/24/2020	269	18,254	10,011	28,265	109609
	39	150	551	EGIS	Plaza Seventeen	607	1	00505510607	1/20/2021	3/3/2021	250	\$15,396	\$13,455	\$28,851	113191
	40	150	551	EGIS	Plaza Seventeen	611	1	00505510611	1/25/2021	3/8/2021	250	\$16,206	\$12,447	\$28,653	113192
	41	150	551	EGIS	Plaza Seventeen	504	1	00505510504	2/8/2021	3/18/2021	250	\$16,250	\$12,168	\$28,418	114382
	42	150	551	EGIS	Plaza Seventeen	211	1	00505510211	1/27/2021	3/23/2021	250	\$16,433	\$11,647	\$28,080	113603
	43	150	551	EGIS	Plaza Seventeen	506	1	00505510506	2/17/2021	3/29/2021	250	\$16,280	\$11,289	\$27,569	114381
	44	150	551	EGIS	Plaza Seventeen	505	1	00505510505	2/18/2021	4/8/2021	250	\$16,041	\$10,783	\$26,824	114238
	45	150	551	EGIS	Plaza Seventeen	207	1	00505510207	3/15/2021	5/19/2021	250	\$15,643	\$10,785	\$26,428	115296
	46	150	551	EGIS	Plaza Seventeen	208	1	00505510608	3/20/2021	5/25/2021	252	\$16,211	\$11,436	\$27,647	114383
	47	150	551	EGIS	Plaza Seventeen	608	1	00505510208	3/25/2021	5/28/2021	254	\$16,273	\$10,803	\$27,076	114383

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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
		Vantage Point			Total Units	15	Upgraded	1	Remaining	14			Avg. \$	\$26,754.09	
		Zephyr		2011	Total Units	25	Newly Built	25							
		Local Programs													
		Avondale House		1992	Total BEDS	16	Upgraded	0	Remaining		Uncertain	16			
		Anita Vista													
	1	500	485		Anita Vista	203	1		11/16/2007	12/5/2007	137	\$6,093	\$4,676	\$10,770	581171
	2	500	485		Anita Vista	206	3		3/13/2009	3/27/2009	259	\$16,118	\$6,002	\$22,120	618870
	3	500	485		Anita Vista	203	2		6/2/2010	6/30/2010	247	\$15,741	\$7,301	\$23,042	648498
	4	500	485		Anita Vista	207	2		10/11/2012	11/5/2012	206	\$13,150	\$8,754	\$21,904	706699
	5	500	485		Anita Vista	104	2		7/24/2015	9/8/2015	272	\$17,117	\$10,309	\$27,426	781012
	6	500	485		Anita Vista	203	2		7/22/2015	9/11/2015	266	\$16,830	\$10,506	\$27,336	781008
	7	500	485		Anita Vista	108	2	00404850108	3/4/2016	3/29/2016	228	\$14,260	\$13,833	\$28,093	7254
	8	500	485		Anita Vista	101	2	00404850101	08/05/16	11/2/2016	252	\$15,827	\$13,286	\$29,113	16423
	9	500	485		Anita Vista	205	1	00404850012	5/31/2022	7/27/2022	350	\$25,331	\$20,745	\$46,076	133703
		Anita Vista			Total Units	15	Upgraded	9	Remaining	6			Avg. \$ (since 2016)	\$34,427	
		Brookside	143	180	1983	Total Units	16	Upgraded	0	Remaining		Uncertain	16		
		Campus Green													
	1	500	582		Campus Green	20-F	1	00505800004	11/15/2019	1/3/2020	57	\$4,225	\$3,500	\$7,725	89876
	2	500	582		Campus Green	23-D	1	00505800014	8/10/2020	12/17/2020	310	\$20,150	\$15,396	\$35,546	108190
	3	500	582		Campus Green	20-E	1	00505800003	12/31/2020	2/18/2021	250	\$16,004	\$15,178	\$31,182	112323
	4	500	582		Campus Green	23-E	1	00505800003	4/30/2021	7/13/2021	279	\$17,419	\$14,009	\$31,428	117687
	5	500	582		Campus Green	21B	1	00505800005	9/1/2021	12/28/2021	294	\$19,337	\$14,831	\$34,168	122285
	6	500	582		Campus Grn	21G	1	00505800010	1/11/2022	5/20/2022	307	\$19,533	\$17,378	\$36,911	128687
	7	500	582		Campus Grn	21A	1	00505800005	2/1/2022	6/1/2022	287	\$18,352	\$16,133	\$34,485	129652
	8	500	582		Campus Grn	21E	1	00505800009	6/3/2022	8/31/2022	240	\$17,671	\$14,981	\$32,652	135055
		Campus Green			Total Units	15	Upgraded	8	Remaining	7			Avg. \$	\$30,512.16	
		Echo Cove													
	1	500	183		Echo Cove	326	1		7/1/2010	7/30/2010	188	\$11,425	\$8,843	\$20,268	649819
	2	500	183		Echo Cove (227)	26	2		2/27/2015	4/15/2015	280	\$17,862	\$10,972	\$28,834	769940
	3	500	183		Echo Cove (328)	28	2		8/14/2015	9/28/2015	275	\$16,750	\$11,471	\$28,221	782411



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		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	9	219	276		Somerset Gardens	333	3		6/25/2018	9/21/2018	642	\$37,883	\$31,763	\$69,645	55445
	10	219	276		Somerset Gardens	433	3		7/6/2018	9/28/2018	619	\$37,845	\$31,860	\$69,705	55446
	11	219	276		Somerset Gardens	252	3		7/17/2018	10/10/2018	603	\$36,933	\$31,480	\$68,413	57218
	12	219	276		Somerset Gardens	234	3		7/17/2018	10/12/2018	588	\$35,580	\$31,108	\$66,688	57219
		Somerset Gardens			Total Units	12	Upgraded	12	Remaining	0			Avg. \$	\$81,128	
Rainier View															
	1	315	482	Asset	Rainier View	32705	00704820005	2	4/27/2021	7/12/2021	457	\$29,703	\$17,368	\$47,071	117839
		Rainier View			Total Units	1	Upgraded	1					Avg. \$	\$47,071	
Vantage Glen															
	1	310	481	Asset	Vantage Glen	114	2	00704810114	4/15/2021	6/14/2021	363	\$23,657	\$20,978	\$44,635	117044
	2	310	481	Asset	Vantage Glen	6	2	00704810006	8/2/2021	11/1/2021	385	\$25,972	\$20,479	\$46,451	122234
		Vantage Glen			Total Units	2	Upgraded	2					Avg. \$	\$45,543	
Woodland North															
	1	685	170		Woodland North	H-6	1		1/15/2020	2/28/2020	347	\$22,231	\$18,564	\$40,795	96995
	2	685	170		Woodland North	D-6	1		1/15/2020	3/30/2020	348	\$23,341	\$19,079	\$42,420	96997
	3	685	170		Woodland North	D-7	1		1/15/2020	3/30/2020	352	\$22,692	\$18,655	\$41,347	96998
	4	685	170		Woodland North	D-8	1		1/15/2020	4/3/2020	349	\$23,117	\$19,796	\$42,912	97250
	5	685	170		Woodland North	D-9	1		1/15/2020	4/10/2020	350	\$22,739	\$18,481	\$41,220	98887
	6	685	170		Woodland North	H-2	1		2/25/2020	4/17/2020	349	\$23,535	\$20,707	\$44,241	98888
	7	685	170		Woodland North	D-10	1		1/15/2020	4/17/2020	352	\$23,544	\$19,162	\$42,706	98889
	8	685	170		Woodland North	D-4	1		1/15/2020	4/24/2020	348	\$23,246	\$19,258	\$42,504	98891
	9	685	170		Woodland North	D-2	1		1/15/2020	4/30/2020	352	\$24,532	\$18,416	\$42,948	98892
	10	685	170		Woodland North	D-1	1		1/15/2020	5/1/2020	352	\$23,857	\$18,894	\$42,751	99581
	11	685	170		Woodland North	G-2	1		1/15/2020	5/1/2020	347	\$23,293	\$23,104	\$46,397	99583
	12	685	170		Woodland North	C-11	1		1/15/2020	5/11/2020	347	\$23,122	\$24,212	\$47,333	100559
	13	685	170		Woodland North	C-2	1		1/15/2020	5/11/2020	352	\$23,038	\$23,657	\$46,695	101223
	14	685	170		Woodland North	C-4	1		1/15/2020	5/18/2020	244	\$23,400	\$24,075	\$47,475	100560
	15	685	170		Woodland North	G-3	1		1/15/2020	5/25/2020	348	\$22,650	\$23,687	\$46,337	100558
	16	685	170		Woodland North	C-1	1		1/15/2020	5/25/2020	344	\$22,636	\$24,036	\$46,672	101225
	17	685	170		Woodland North	D-14	2		4/1/2020	6/1/2020	374	\$23,960	\$29,446	\$53,406	101224
	18	685	170		Woodland North	C-14	1		1/15/2020	6/5/2020	348	\$23,966	\$22,691	\$46,657	101226
	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

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 61

		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
					Housing Management		Upgrades	1958	Summary Above						
					Total Combined Upgrades			2,036	Since 2006						

## **APPENDIX G**

### Hardship Policies

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# KING COUNTY HOUSING AUTHORITY

## HARDSHIP POLICY

The **Hardship Policy** is designed to allow KCHA flexibility to address unique, unforeseeable circumstances that may occur and to protect families in crisis. In order to be considered for a hardship rent, the household must apply for all benefits for which it may be eligible. Zero income households will be required to report income changes on a quarterly basis, until income is restored to the household.

### Hardship Criteria.

The following categories for Hardship will apply to all KCHA housing programs participants:

1. **Extraordinary Cost of Living:** A household may apply for a hardship review when they experience an extraordinary cost of living that exceeds 50% of the household's monthly income. Costs of living are limited to gross rent plus monthly out-of-pocket cost for medical and child care expenses. Gross Rent is defined as actual monthly rent paid plus the assigned energy assistance supplement, or minimum rent (if applicable).
2. **Waiver of Minimum Rent / Extension of Energy Assistance Reimbursement beyond six (6) months:** The household would need to demonstrate that: (1) the loss of additional energy assistance would put the household at risk of losing their housing; (2) their continued lack of income has not been through the fault of the household and (3) the household has applied for, but been unsuccessful in connecting to available financial resources for which they might be eligible. NOTE: The household has been denied assistance (TANF, etc.) due to non-compliance with program requirements would not be considered a hardship under this category.
3. **Additional Interim Review:** A WIN Rent household that has previously requested the maximum number of interim reviews to decrease their rent, but experiences an additional unforeseen decrease in income may request a hardship review. To be eligible for relief (1) the family's decrease in income could not have been due to the action or inaction of a member of the household; and (2) if the interim review was not applied, the family's shelter burden would exceed 50% of monthly income. No hardship will be granted if KCHA determines the family could (but is not) accessing an available alternate income source.
4. **Deduction for Medical or Child Care Expenses above the \$10,000 Cap:** A household eligible to receive a reduction from gross income for medical or child care related expenses may request a hardship review to request a reduction of gross income above the \$10,000 cap. In order to be eligible for relief under this criterion, the family must document that (1) the claimed expense is not reimbursable from an outside source; and (2) annualized costs for rent and out-of-pocket medical and/or child care expenses, for which they are eligible, would exceed 50% of gross income. In the case of child care expenses, the amount of child care assistance paid is reasonable in relation to amounts charged for similar care available in close proximity to the household's current child care provider.
5. **Mandatory reductions to fixed income in excess of \$500:** Households who experience a reduction in a "fixed" source of income (GAU, Disability Lifeline, SSI, Social Security and Government or Private Pensions) may be eligible for a reduction in rent when KCHA determines the loss of income was out of the control of the recipient. In such cases, KCHA will: (1) conduct an interim review for reductions to a fixed income source in an amount greater than \$500 per year. (Rather than the standard \$2,000 threshold required under KCHA's Interim Review policy). (2) coordinate with state and/or federal agencies as possible to document the income change, streamline the review process and recalculate rent in order to limit the impact upon the participating household.

**Applying for Consideration:** To be considered for relief under the Hardship Policy, complete the attached form and submit it to your Sr. Housing Specialist (Section 8) or KCHA Property Management Office (Public Housing). The paper will be forwarded to the Hardship Committee for review. While most decisions are made in less time, the Hardship Committee will make every effort to render and inform you of a decision within thirty (30) calendar days.

**Appeals:** Families, who disagree with the Hardship review decision, may appeal the determination through the Housing Authority's existing Grievance process.



## HARDSHIP REVIEW REQUEST FORM

Head of Household:		
Address:		
Telephone:		Client Number:

I am requesting a hardship review for the following reason (please check appropriate box):

- ☐ Extraordinary Cost of Living  
(When combined monthly expenses including Rent, KCHA Energy Assistance Supplement and unreimbursed medical and/or child care expenses exceed 50% of income.)
- ☐ Waiver of Minimum Rent /Extension of Energy Assistance Reimbursement beyond six (6) months
- ☐ Deduction for Medical Expenses above \$10,000 cap
- ☐ Deduction for Child Care Expenses above \$10,000 cap
- ☐ Additional Interim Review
- ☐ Decrease in fixed income source in excess of \$500 (fixed income sources include: GAU, Disability Lifeline, SSI, Social Security and Government or Private Pensions)

Please describe why you need this hardship consideration (use the back of this page if necessary):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For KCHA Use ONLY**, Additional Information:

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**IMPORTANT INSTRUCTIONS FOR FIELD STAFF:** Attach current and prior Rent Calculation Sheet (413PH/808 Section8) forms and submit COMPLETED Hardship Review request form to Hardship Review Committee Chair at Central Office.



# Admission and Continued Occupancy Policy

# ACOP

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GOVERNING ADMISSION TO AND CONTINUED OCCUPANCY OF THE PUBLIC HOUSING  
PROJECTS OPERATED BY THE HOUSING AUTHORITY OF THE COUNTY OF KING,  
WASHINGTON

## J. HARDSHIP POLICY

Households notified of a rent increase will be informed, in writing, of their ability to seek a waiver based on financial hardship through the Housing Authority's established **Hardship Policy**. The policy is designed to allow KCHA flexibility to address unique, unforeseeable circumstances that may occur and to protect families in crisis. In order to receive a hardship rent, the household must apply for all benefits for which it may be eligible. Zero income households will be required to submit monthly budgets (KCHA Form #409) to their Property Manager, until income is restored to the household.

1. **Hardship Criteria.** The following categories for Hardship will apply to all program participants under KCHA's EASY Rent and WIN Rent programs:
  - a. **Extraordinary Cost of Living:** A household may apply for a hardship review when they experience an extraordinary cost of living that exceeds 50% of the household's monthly income. Examples of when a family might meet this criterion include:
    - ☐ Any household whose combined **gross rent** plus monthly out-of-pocket medical or childcare expenses exceeds 50% of household monthly income. Gross Rent is defined as actual monthly rent paid plus the assigned energy assistance supplement, or, minimum rent (if applicable). Only unreimbursed medical expenses incurred for the care of an elderly and/or disabled household member will be considered in determining extraordinary costs. Childcare expenses will only be allowed when the expense meets eligibility thresholds for all other WIN Rent households as defined by the Housing Authority and when the amount is not reimbursed from another source.
  - b. **Waiver of \$25 Minimum Rent / Extension of Energy Assistance Reimbursement beyond six (6) months:** A household may apply for an extension of its energy assistance reimbursement (credit rent) beyond the initial six month cap. To be eligible for hardship relief, the household would need to demonstrate that: (1) the loss of additional energy assistance would put the household at risk of losing their housing; and (2) their continued lack of income has not been through the fault of the household (3) the household has applied for but been unsuccessful in connecting to available financial resources for which they might be eligible.
    - ☐ Exception: Residents with exempt or excluded income and those who have been denied assistance (TANF, etc.) due to non-compliance with program requirements would not be considered to have a hardship meeting this category.
  - c. **Additional Interim Review:** A WIN Rent household that has previously requested the maximum number of interim reviews to decrease their rent, but experiences an additional unforeseen decrease in income may request a hardship review. To be eligible for relief (1) the family's decrease in income could not have been due to

the action or inaction of a member of the household; and (2) if the interim review was not applied, the family's shelter burden would exceed 50% of monthly income. No hardship will be granted if KCHA determines the family could (but is not) accessing an available alternate income source.

- d. **Deduction for Medical or Childcare Expenses above the \$10,000 Cap:** A household eligible to receive a reduction from gross income for medical or childcare related expenses may request a hardship review to request a reduction of gross income above the \$10,000 cap. In order to be eligible for relief under this criterion, the family must document that (1) the claimed expense is not reimbursable from an outside source; and (2) annualized costs for rent and out-of-pocket medical and/or childcare expenses would exceed 50% of gross income. In the case of childcare expenses, the amount of childcare assistance paid is reasonable in relation to amounts charged for similar care available in close proximity to the household's current childcare provider.
  - e. **Mandatory Reductions to Fixed Income in excess of \$500.** Households who experience a reduction in a "fixed" source of income (GAU, SSI, and Social Security) may be eligible for a reduction in rent when KCHA determines the loss of income was out of the control of the recipient. In such cases, KCHA will:
    - ☐ Conduct an interim review for reductions to a fixed income source in an amount greater than \$500 per year. [Rather than the standard \$2,000 threshold required under KCHA's Interim Review policy].
    - ☐ Coordinate with state and/or federal agencies as possible to document the income change and streamline the interim review process using its existing tenant database to re-calculate rent "in mass" in order to limit the impact upon the participating household. Under such circumstances, a modified interim review policy will be utilized to allow KCHA to adjust rent based ONLY upon the revised income reported by the state and/or federal agency. Additional income and deduction amounts for the household will be carried over from the previous Recertification completed for the household. Any errors in rent resulting from the use of data supplied directly from the state and/or federal agency will be considered caused by KCHA action and will be corrected as outlined in Section 10 of this ACOP. Such reviews will not count against a WIN Rent household's limit of 2 interim reviews during the 2-year Recertification cycle.
2. **Hardship Committee.** A KCHA appointed Hardship Committee will be responsible for review of all Hardship Requests. The Committee shall be comprised of KCHA staff, including the Director of Housing Initiatives, the Senior Programs Manager, and an additional Resident Services Department staff person. Once a hardship review request has been submitted, the Committee will examine each family's circumstances on a case-by-case basis. The Committee has a choice of remedies it can recommend (including permanent, family-specific rent caps) as deemed appropriate, to reduce a qualifying household's rent burden.

## Admission and Continued Occupancy Policy (ACOP)

- a. **Remedies Available under the Hardship Policy:** The Hardship Committee has a number of determinations that can be made under the policy including:
  - No hardship exists;
  - Rent should be set at a permanent, family specific cap;
  - The energy assistance reimbursement (credit rent) should be extended for a specific period of time;
  - The rent increase should be phased in over a specific period of time;
  - The \$100 per month rent increase cap should be extended for up to one year – resulting in a two year maximum (Available only to families in occupancy when the Easy Rent and WIN Rent programs were implemented);
  - The \$100 per month rent increase cap should be phased out over a specific period of time – not to exceed three years for Easy Rent households and two years for WIN Rent households; (Available only to families in occupancy when the Easy Rent and WIN Rent programs were implemented);
  - Approval of an additional interim review for a family that has previously exhausted the established limit of 2 interim reviews per every 2-year cycle for WIN Rent households. In order to be considered for relief, the household must first meet the criteria for an interim review established above.
  - Approval of a Medical or Childcare Expense reduction from gross income in an amount above the \$10,000 maximum. Relief may be granted for a specific period of time, or indefinitely, as determined by the Committee. However, no relief will be granted without documentation of extraordinary circumstances beyond the control of the household.
  - Authorize completion of an interim rent recalculation for reductions in income below established thresholds. [**Note:** Available only to households affected by a reduction in a “fixed” source of income through no fault of their own.]
  - Appropriate combination of above listed options.
3. **Appeals:** Families, who disagree with the recommendation of the Hardship Committee and/or final approval of the Director of Housing Management or Director of Resident Services, as applicable, may appeal the determination through the Housing Authority’s existing Grievance Procedure.

**King County Housing Authority**

# Section 8 Administrative Plan

S8 Voucher Program

This is the latest version as of: 8/16/2023

### **Hardship Policy:**

Households notified of a rent increase will be informed, in writing, of their ability to seek a waiver based on financial hardship through the Housing Authority's established **Hardship Policy**. The policy is designed to allow KCHA flexibility to address unique, unforeseeable circumstances that may occur and to protect families in crisis. In order to receive a hardship rent, the household must apply for all benefits for which it may be eligible. Zero income Household will be required to report income changes on a quarterly basis, until income is restored to the household.

- a. **Hardship Criteria.** The following categories for Hardship will apply to all program participants under KCHA's EASY Rent and WIN Rent programs:
- b. **Extraordinary Cost of Living:** A household may apply for a hardship review when they experience an extraordinary cost of living that exceeds 50% of the household's monthly income. Examples of when a family might meet this criterion include:
  - Any household whose combined **gross rent** plus monthly out-of-pocket medical or childcare expenses exceeds 50% of household monthly income. Gross Rent is defined as actual monthly rent paid plus the assigned energy assistance supplement, or, minimum rent (if applicable). Only unreimbursed medical expenses incurred for the care of an elderly and/or disabled household member will be considered in determining extraordinary costs. Childcare expenses will only be allowed when the expense meets eligibility thresholds for all other WIN Rent households as defined by the Housing Authority and when the amount is not reimbursed from another source.
- c. **Waiver of \$25 Minimum Rent / Extension of Energy Assistance Reimbursement beyond six (6) months:** A household may apply for an extension of its energy assistance reimbursement (credit rent) beyond the initial six month cap. To be eligible for hardship relief, the household would need to demonstrate that: (1) the loss of additional energy assistance would put the household at risk of losing their housing; (2) their continued lack of income has not been through the fault of the household, and (3) the household has applied for, but been unsuccessful in connecting to available financial resources for which they might be eligible.
  - Exception: Residents with exempt or excluded income and those who have been denied assistance (TANF, etc.) due to non-compliance with program requirements would not be considered to have a hardship meeting this category.
- d. **Additional Interim Review:** A WIN Rent household that has previously requested the maximum number of interim reviews to decrease their rent, but experiences an additional unforeseen decrease in income may request a hardship review. To be eligible for relief (1) the family's decrease in income could not have been due to the action or inaction of a member of the household; and (2) if the interim review was not applied, the family's shelter burden would exceed 50% of monthly income. No hardship will be granted if KCHA determines the family could (but is not) accessing an available alternate income source.

- e. **Deduction for Medical or Childcare Expenses above the \$10,000 Cap:** A household eligible to receive a reduction from gross income for medical or childcare related expenses may request a hardship review to request a reduction of gross income above the \$10,000 cap. In order to be eligible for relief under this criterion, the family must document that (1) the claimed expense is not reimbursable from an outside source; and (2) annualized costs for rent and out-of-pocket medical and/or childcare expenses would exceed 50% of gross income. In the case of childcare expenses, the amount of childcare assistance paid is reasonable in relation to amounts charged for similar care available in close proximity to the household's current childcare provider.
- f. **Mandatory Reductions to Fixed Income in excess of \$500.** Households who experience a reduction in a "fixed" source of income (GAU, Disability Lifeline, SSI, Social Security, TANF, and Government of Private Pensions) may be eligible for a reduction in rent when KCHA determines the loss of income was out of the control of the recipient. In such cases, KCHA will:
- Conduct an interim review for reduction to a fixed income source in an amount greater than \$500 per year. (Rather than the standard \$2,000 threshold required under KCHA's Interim Review policy.)
  - Coordinate with state and/or federal agencies as soon as possible to document the income changes and streamline the interim review process using its existing tenant database to recalculate rent "in mass" in order to limit the impact upon the participating household. Under such circumstances, a modified interim review policy will be utilized to allow the HA to adjust rent based ONLY upon the revised income reported by the state and/or federal agency. Additional income and deduction amounts for the household will be carried over from the previous Recertification completed for the household. Any errors in rent resulting from use of data supplied directly from the state and/or federal agency will be considered caused by HA action and will be corrected as outlined in [Section 10](#) of this plan.
- g. **Hardship Committee.** A KCHA appointed Hardship Committee will be responsible for review of all Hardship Requests. The Committee shall be comprised of KCHA staff, including the Director of Housing Initiatives, the Senior Programs Manager, and an additional Resident Services Department staff person. Once a hardship review request has been submitted, the Committee will examine each family's circumstances on a case-by-case basis. The Committee has a choice of remedies it can recommend (including permanent, family-specific rent caps) as deemed appropriate, to reduce a qualifying household's rent burden.
- h. **Remedies Available under the Hardship Policy:** The Hardship Committee has a number of determinations that can be made under the policy including:

- No hardship exists;
  - Rent should be set at a permanent, family specific cap;
  - The energy assistance reimbursement (credit rent) should be extended for a specific period of time;
  - The rent increase should be phased in over a specific period of time;
  - The \$100 per month rent increase cap should be extended for up to one year – resulting in a two year maximum (Available only to families in occupancy when the EASY Rent and WIN Rent programs were implemented);
  - The \$100 per month rent increase cap should be phased out over a specific period of time – not to exceed three years for Easy Rent households and two years for WIN Rent households; (Available only to families in occupancy when the EASY Rent and WIN Rent programs were implemented);
  - Approval of an additional interim review for a family that has previously exhausted the established limit of 2 interim reviews per every 2-year cycle for WIN Rent households. In order to be considered for relief, the household must first meet the criteria for an interim review established above.
  - Approval of a Medical or Childcare Expense reduction from gross income in an amount above the \$10,000 maximum. Relief may be granted for a specific period of time, or indefinitely, as determined by the Committee. However, no relief will be granted without documentation of extraordinary circumstances beyond the control of the household.
  - Authorize completion of an interim rent recalculation for reductions in income below established thresholds. (NOTE: Available only to households affected by a reduction in a “fixed” source of income through no fault of their own.)
  - Appropriate combination of above listed options.
- i. **Appeals:** Families, who disagree with the recommendation of the Hardship Committee and/or final approval of the Director of Housing Management or Director of Resident Services, as applicable, may appeal the determination through the Housing Authority’s existing Informal Review process.



# Project-based Section 8 Administrative Plan

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King County Housing Authority

## **Hardship Policy:**

Households notified of a rent increase will be informed, in writing, of their ability to seek a waiver based on financial hardship through the Housing Authority's established Hardship Policy. The policy is designed to allow KCHA flexibility to address unique, unforeseeable circumstances that may occur and to protect families in crisis. In order to receive a hardship rent, the household must apply for all benefits for which it may be eligible. Zero income households will be required to report income changes on a quarterly basis, until income is restored to the household.

- i. **Hardship Criteria.** The following categories for Hardship will apply to all program participants under KCHA's EASY Rent and WIN Rent programs:
  - **Extraordinary Cost of Living:** A household may apply for a hardship review when they experience an extraordinary cost of living that exceeds 50% of the household's monthly income. Examples of when a family might meet this criterion include:
    - Any household whose combined gross rent plus monthly out-of-pocket medical or childcare expenses exceeds 50% of household monthly income. Gross Rent is defined as actual monthly rent paid plus the assigned energy assistance supplement, or, minimum rent (if applicable). Only unreimbursed medical expenses incurred for the care of an elderly and/or disabled household member will be considered in determining extraordinary costs. Childcare expenses will only be allowed when the expense meets eligibility thresholds for all other WIN Rent households as defined by the Housing Authority and when the amount is not reimbursed from another source.
  - **Waiver of Minimum Rent / Extension of Energy Assistance Reimbursement beyond six (6) months:** A household may apply for an extension of its energy assistance reimbursement (credit rent) beyond the initial six month cap. To be eligible for hardship relief, the household would need to demonstrate that: (1) the loss of additional energy assistance would put the household at risk of losing their housing; (2) their continued lack of income has not been through the fault of the household, and (3) the household has applied for, but been unsuccessful in connecting to available financial resources for which they might be eligible.
    - **Exception:** Residents with exempt or excluded income and those who have been denied assistance (TANF, etc.) due to non-compliance with program requirements would not be considered to have a hardship meeting this category.
  - **Additional Interim Review:** A WIN Rent household that has previously requested the maximum number of interim reviews to decrease their rent, but experiences an additional unforeseen decrease in income may request a hardship review. To

be eligible for relief (1) the family's decrease in income could not have been due to the action or inaction of a member of the household; and (2) if the interim review was not applied, the family's shelter burden would exceed 50% of monthly income. No hardship will be granted if KCHA determines the family could (but is not) accessing an available alternate income source.

- **Deduction for Medical or Childcare Expenses above the \$10,000 Cap:** A household eligible to receive a reduction from gross income for medical or childcare related expenses may request a hardship review to request a reduction of gross income above the \$10,000 cap. In order to be eligible for relief under this criterion, the family must document that (1) the claimed expense is not reimbursable from an outside source; and (2) annualized costs for rent and out-of-pocket medical and/or childcare expenses would exceed 50% of gross income. In the case of childcare expenses, the amount of childcare assistance paid is reasonable in relation to amounts charged for similar care available in close proximity to the household's current childcare provider.

- **Mandatory Reductions to Fixed Income in excess of \$500.** Households who experience a reduction in a "fixed" source of income (GAU, Disability Lifeline, SSI, Social Security, TANF, and Government of Private Pensions) may be eligible for a reduction in rent when KCHA determines the loss of income was out of the control of the recipient. In such cases, KCHA will:

- Conduct an interim review for reduction to a fixed income source in an amount greater than \$500 per year. (Rather than the standard \$2,000 threshold required under KCHA's Interim Review policy.)
- Coordinate with state and/or federal agencies as soon as possible to document the income changes and streamline the interim review process using its existing tenant database to recalculate rent "in mass" in order to limit the impact upon the participating household. Under such circumstances, a modified interim review policy will be utilized to allow the HA to adjust rent based ONLY upon the revised income reported by the state and/or federal agency. Additional income and deduction amounts for the household will be carried over from the previous Recertification completed for the household. Any errors in rent resulting from use of data supplied directly from the state and/or federal agency will be considered caused by HA action and will be corrected as outlined in Section 10 of this plan.

- ii. **Hardship Committee.** A KCHA appointed Hardship Committee will be responsible for review of all Hardship Requests. The Committee shall be comprised of KCHA staff, including the Director of Housing Initiatives, the Senior Programs Manager, and an additional Resident Services Department staff person. Once a hardship review request has been submitted, the Committee will examine each family's circumstances on a case-by-case basis. The Committee has a choice of remedies it

can recommend (including permanent, family-specific rent caps) as deemed appropriate, to reduce a qualifying household's rent burden.

- **Remedies Available under the Hardship Policy:** The Hardship Committee has a number of determinations that can be made under the policy including:
  - No hardship exists;
  - Rent should be set at a permanent, family specific cap;
  - The energy assistance reimbursement (credit rent) should be extended for a specific period of time;
  - The rent increase should be phased in over a specific period of time;
  - The \$100 per month rent increase cap should be extended for up to one year – resulting in a two year maximum (Available only to families in occupancy when the EASY Rent and WIN Rent programs were implemented);
  - The \$100 per month rent increase cap should be phased out over a specific period of time – not to exceed three years for EASY Rent Households and two years for WIN Rent households; (Available only to families in occupancy when the EASY Rent and WIN Rent programs were implemented);
  - Approval of an additional interim review for a family that has previously exhausted the established limit of 2 interim reviews per every 2-year cycle for WIN Rent households. In order to be considered for relief, the household must first meet the criteria for an interim review established above;
  - Approval of a Medical or Childcare Expense reduction from gross income in an amount above the \$10,000 maximum. Relief may be granted for a specific period of time, or indefinitely, as determined by the Committee. However, no relief will be granted without documentation of extraordinary circumstances beyond the control of the household;
  - Authorize completion of an interim rent recalculation for reductions in income below established thresholds. (NOTE: Available only to households affected by a reduction in a “fixed” source of income through no fault of their own.)
  - Appropriate combination of above listed options.
- ii. **Appeals:** Families, who disagree with the recommendation of the Hardship Committee and/or final approval of the Director of Housing Management or Director of Resident Services, as applicable, may appeal the determination through the Housing Authority's existing Informal Review process.