



2025 MOVING TO WORK PLAN

King County Housing Authority



Proposed Amendment 1

Open for Public Comment through July 1, 2025

Summary of Changes: www.kcha.org/about/news/mtw

Ways to Comment:

Email: mtw@kcha.org | Voicemail: 206.574.4285

Public Meeting: June 24, 2025 at 6:00pm

In Person: Seola Gardens Community Center

Virtual: Online via Zoom <https://qrco.de/bg2T9h>



BOARD OF COMMISSIONERS

Doug Barnes, Chair

Jerry Lee

Regina Elmi

Richard Jackson

Tina Keys

PRESIDENT & CEO

Robin Walls

EXECUTIVE LEADERSHIP TEAM

Anneliese Gryta

Executive Vice President of Housing Operations & Chief Operations Officer

Saeed Hajarizadeh

Executive Vice President of Administration & Chief Administrative Officer

Tonya Harlan

Executive Vice President of Human Resources & Chief People Officer

Steven Hellyer

Executive Vice President of Information Technology

Kristy Johnson

Senior Vice President of Policy, Research and Social Impact Initiatives

JJ Jordan

Vice President of Capital Construction & Weatherization

Anne Martens

Senior Vice President of Communication

Tim Walter

Senior Vice President of Development & Asset Management

TABLE OF CONTENTS

Section I: Introduction

- A. OVERVIEW OF SHORT-TERM MTW GOALS AND OBJECTIVES
- B. OVERVIEW OF LONG-TERM MTW GOALS AND OBJECTIVES

Section II: General Housing Authority Operating Information

A. HOUSING STOCK INFORMATION

- Planned New Public Housing Units
- Planned Public Housing Units to be Removed
- Planned New Project-based Vouchers
- Planned Existing Project-based Vouchers
- Planned Other Changes to MTW Housing Stock Anticipated During the Year
- General Description of All Planned Capital Fund Expenditures During the Plan Year

B. LEASING INFORMATION

- Planned Number of Households Served
- Discussion of Any Anticipated Issues/Possible Solutions Related to Leasing

C. WAITING LIST INFORMATION

- Waiting List Information Anticipated
- Planned Changes to Waiting List in the Plan Year

Section III: Proposed MTW Activities

- ACTIVITY 2025-1: Young Adult Prosperity Program

Section IV: Approved MTW Activities

A. IMPLEMENTED ACTIVITIES

- ACTIVITY 2024-1: Employment Sponsorship Program
- ACTIVITY 2024-2: Local Homeownership Program
- ACTIVITY 2022-1 and 2019-1: Acquire and Develop New Affordable Housing
- ACTIVITY 2018-1: Encouraging the Successful Lease-up of the Housing Choice Voucher Program
- ACTIVITY 2016-2: Conversion of Former Opt-out Developments to Public Housing
- ACTIVITY 2015-2: Reporting on the Use of Net Proceeds from Disposition Activities
- ACTIVITY 2014-2: Revised Definition of "Family"
- ACTIVITY 2013-1: Passage Point Re-entry Housing Program
- ACTIVITY 2013-2: Flexible Rental Assistance
- ACTIVITY 2009-1: Project-based Section 8 Local Program Contract Term
- ACTIVITY 2008-1: Acquire New Public Housing

- ACTIVITY 2008-3: FSS Program Modifications
- ACTIVITY 2008-10 and 2008-11: EASY and WIN Rent Policies
- ACTIVITY 2008-21: Public Housing and Housing Choice Voucher Utility Allowances
- ACTIVITY 2007-6: Develop a Sponsor-based Housing Program
- ACTIVITY 2007-14: Enhanced Transfer Policy
- ACTIVITY 2005-4: Payment Standard Changes
- ACTIVITY 2004-2: Local Project-based Section 8 Program
- ACTIVITY 2004-3: Develop Site-based Waiting Lists
- ACTIVITY 2004-5: Modified Housing Quality Standards (HQS) Inspection Protocols
- ACTIVITY 2004-7: Streamlining Public Housing and Housing Choice Voucher Forms and Data Processing
- ACTIVITY 2004-9: Rent Reasonableness Modifications
- ACTIVITY 2004-12: Energy Performance Contracting
- ACTIVITY 2004-16: Housing Choice Voucher Occupancy Requirements

B. NOT YET IMPLEMENTED ACTIVITIES

- ACTIVITY 2015-1: Flat Subsidy for Local, Non-traditional Housing Programs
- ACTIVITY 2010-1: Supportive Housing for High-need Homeless Families
- ACTIVITY 2010-9: Limit Number of Moves for an HCV Participant
- ACTIVITY 2010-11: Incentive Payments to HCV Participants to Leave the Program
- ACTIVITY 2008-5: Allow Limited Double Subsidy between Programs (Project-based Section 8/Public Housing/Housing Choice Vouchers)

C. ACTIVITIES ON HOLD

D. CLOSED-OUT ACTIVITIES

Section V: Sources and Uses of MTW Funds

A. PLANNED APPLICATION OF MTW FUNDS

B. LOCAL ASSET MANAGEMENT PLAN

C. RENTAL ASSISTANCE DEMONSTRATION PARTICIPATION

Section VI: Administrative

- A. BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE
- B. PUBLIC PROCESS
- C. PLANNED AND ONGOING EVALUATIONS
- D. LOBBYING DISCLOSURES

Appendices

- APPENDIX A: BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE
- APPENDIX B: PLANNED EXISTING PROJECT-BASED VOUCHERS
- APPENDIX C: KCHA'S LOCAL ASSET MANAGEMENT PLAN
- APPENDIX D: DISCLOSURE OF LOBBYING ACTIVITIES
- APPENDIX E: DESIGNATION PLAN
- APPENDIX F: UNIT UPGRADE COMPLETION REPORT
- APPENDIX G: HARDSHIP POLICY
- APPENDIX H: MTW REGIONALIZATION
- APPENDIX I: RENTAL ASSISTANCE DEMONSTRATION (RAD)

SECTION I

INTRODUCTION

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 more than 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 2025, KCHA will continue to leverage MTW flexibility to:

SHAPE POLICIES THROUGH EVALUATION

Research and evaluation are important components of the MTW demonstration. KCHA uses continuous evaluation and research to ensure operational excellence. In 2025, KCHA will complete evaluation of our EASY and WIN rent policies (MTW activities 2008-10 and -11). After operating those rent reform policies for more than 10 years, KCHA will use this evaluation to better understand the policies' impact, understandability, efficiency, and costs. KCHA has contracted with Abt Global LLC (Abt) — a well-established research agency with expertise related to public housing authorities, MTW, and rent policies — to lead the evaluation. Abt will analyze administrative data to learn how often KCHA's federally subsidized residents are certified under these rent policies and whether the policies help grow their income, as well as assess costs associated with the policies. Abt is designing the evaluation to center lived experience by engaging and compensating a small team of KCHA residents as advisers through a Resident Expert Panel. The evaluation team additionally will interview KCHA staff and residents for their perspectives on the operation of the two rent policies. Abt also will compare rent policy materials from KCHA and other housing authorities. This evaluation will continue through fall 2025.

In 2025 KCHA will be launching a new subsidy model, Direct Rental Assistance (DRA), in which housing funds are paid directly to renters. A key goal of DRA is getting people housed faster, with less administrative burden for tenants as well as the housing authority. To design a successful pilot program and to evaluate the outcomes, KCHA will be participating in a research cohort in partnership with the research group MDRC and several other housing authorities across the country. DRA is a promising idea, and KCHA will be one of the initial innovators to pilot this program; by using our resources to research this new rental assistance model, we hope to not only expand rental assistance to additional households, but to create a housing model that is more effective and user-friendly than the traditional Housing Choice Voucher program.

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 2025, KCHA will make further investments to advance this goal through the following strategies:

Advancing Economic Opportunity

To provide further opportunities for residents to advance economically and achieve self-sufficiency, KCHA will use our single-fund flexibility to create an Economic Independence Pathways Program. To inform the program design KCHA will consult with residents to ensure that the program will have meaningful and impactful outcomes and center lived experiences. The program will provide coaching and mentorship in tandem with financial incentives for up to two years with an aim of supporting residents' pursuit of economic independence through training and education. Additionally, KCHA is continuing the development of the Young Adult Prosperity Program 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.

Wealth-Building Pathways

Homeownership is one of the most effective ways families can create wealth for themselves and future generations. In 2025, KCHA is preparing to launch a homeownership pilot program. To ensure the success of the program, KCHA will continue working with nonprofit, lending, and governmental partners to create stronger connections between participants of subsidized housing programs and affordable homeownership opportunities. KCHA understands the importance of creating avenues for existing residents of our affordable housing programs to purchase homes.

INCREASE THE NUMBER OF EXTREMELY LOW-INCOME HOUSEHOLDS WE SERVE

A sufficient supply of affordable housing is key to our region's strategies to combat 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 2025, KCHA will continue to pursue full lease-up of all special purpose vouchers through

partnerships with our governmental and community-based partners. KCHA will continue working in close collaboration with the Washington State Department of Children, Youth and Families and our local YMCA to support the lease-up of the agency's 123 Foster Youth to Independence (FYI) vouchers, and the local U.S. Office of Veterans Affairs to fully deploy the agency's 1,250 HUD-VASH vouchers.

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 develop a strategy that is responsive to the findings. Already identified health issues that can significantly impact the ability to retain housing include: (1) mental and 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 have maintained strategic partnerships with other housing authorities, local governments, community-based service providers, and community coalitions to leverage resources and build momentum for regional approaches to address the interconnected outcomes of housing stability, health, and wellness.

In 2025, we expect to continue to deepen relationships with community-based partners to provide services for KCHA residents related to healthy aging in place, mental health, and high clutter. We also will continue to refine a screening tool used to identify health-related social needs of individual households, and to support the broader use of the tool, which will allow us to be more responsive with our programming and services. We also plan to increase internal collaboration with our agency's new digital coordinator to support increased access to telehealth services.

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

King County is grappling with a severe homelessness crisis, as highlighted by the January 2024 Point-in-Time (PIT) Count conducted by the King County Regional Homelessness Authority. The count revealed a 23% increase in homelessness since 2022 and 16,385 individuals and families in our community without stable housing.¹ Addressing this crisis demands robust collaboration, new funding, and sustained partnerships among various stakeholders. KCHA plays a pivotal role by preserving affordable housing, preventing homelessness, and pioneering new strategies for delivering housing and essential services. Through these collective efforts and strong partnerships,

¹ 2024 Point in Time Count. King County Regional Homelessness Authority. <https://kcrha.org/data-overview/king-county-point-in-time-count>

meaningful progress can be made in tackling homelessness in our community. In 2023, over 60% of the households entering KCHA's federally subsidized programs reported they were experiencing homelessness prior to receiving our housing assistance.

In 2025, KCHA will continue working with our partners to deploy multiple strategies to address homelessness, including:

Innovative Partnerships

KCHA will collaborate with multiple service partners and funders to enhance access to special purpose voucher programs, such as VASH, FUP, and FYI vouchers. KCHA will continue to refine our efforts to support students experiencing homelessness and integrate essential support services to maintain ongoing housing stability for our residents. Through these partnerships, KCHA aims to provide comprehensive and sustainable solutions to the homelessness crisis in King County.

VASH Designated Service Provider (DSP)

KCHA is currently exploring the possibility of applying to Veterans Affairs to become a Designated Service Provider (DSP) under the VASH program. This opportunity does not come with additional funding. Therefore, if KCHA decides to apply and is approved, we will use MTW funding to support VASH outreach efforts, provide housing navigation services, and fund the temporary case management services required under the DSP model.

Housing Navigation and Stability Supports

Building on the grant-funded work of 2023-2024, KCHA will expand our housing navigation services in 2025 to assist additional Housing Choice Voucher (HCV) households. This will be achieved through in-house housing navigators and an expanded HCV subsidy retention program within our Resident Services department. These initiatives aim to support successful lease-ups in King County's highly competitive rental market and ensure that housing stability services are available through KCHA, thereby preventing exits to homelessness.

Additionally, KCHA will continue our efforts to coordinate with multiple service partners that are providing housing navigation and stability services to many different special purpose voucher households, such as FUP, FYI, Mainstream, and Non-elderly Disability vouchers.

Project-Basing Voucher Assistance

KCHA will continue our long-standing partnership with other public funders such as King County government, A Regional Coalition for Housing (ARCH) and King County's Continuum of Care through the King County Regional Homelessness Authority to explore Project-based Voucher

(PBV) opportunities to help fund the operations of Permanent Supportive Housing (PSH). Through previous commitments, KCHA is anticipating that a total of 58 new PBV PSH units to be completed and ready for occupancy during 2025. This will include a unique partnership, that is in an exploratory phase, between KCHA and the Muckleshoot Housing Authority (MHA), allocating 50 KCHA PBVs to a new PSH development MHA is developing on the Muckleshoot reservation in Auburn.

Adding Incremental Vouchers to our Portfolio

In December 2023, KCHA was awarded 48 new Family Unification Program (FUP) vouchers through the FY-2022 Notice of Funding Opportunity (NOFO). Recognizing the incredible value these resources have in addressing the homelessness and housing instability in King County, KCHA will continue to seek out and apply for new vouchers that HUD makes available during 2025.

DEEPEN PARTNERSHIPS WITH EDUCATIONAL INSTITUTIONS, YOUTH, AND FAMILIES TO SUPPORT EDUCATIONAL OUTCOMES

KCHA's federally subsidized housing provides a home for over 15,470 children every year, underscoring the importance of continued investment in educational opportunities. Academic success is a crucial part of our core mission to prevent multi-generational cycles of poverty and promote economic mobility. In 2025, KCHA will continue to prioritize students' educational success through partnerships with educational stakeholders in King County, including school districts, out-of-school time and early learning providers, and youth and parents themselves. Additionally, KCHA will continue to collaborate with local schools, Highline College, and regional partners to provide critical housing assistance resources to individuals and families experiencing homelessness.

Youth Violence Prevention, Mentoring, and Leadership Opportunities

KCHA is dedicated to building healthy and safe communities where youth are empowered to be leaders and will be launching new programming focused on youth violence prevention, mentoring, and leadership at KCHA family sites. These programs aim to provide young people with positive role models, supportive environments, and the tools they need to lead in their community and overcome challenges. Additionally, our Education Team remains committed to supporting the recently introduced youth leadership and development program, co-created with youth and implemented in 2024. Through these efforts, we aim to cultivate healthier, safer, and more resilient communities where youth and families can thrive.

Out-of-School Time Programs

KCHA will continue to partner with our network of out-of-school time providers to ensure school-aged children living in KCHA properties have access to after-school and summer learning

programs. These programs are in place to ensure that youth have safe spaces to support their education outside of the classroom, and to further their social and emotional development. Connecting providers with specialized nonprofits, school districts, and their respective resources, and building provider capacity through grant opportunities remain areas of key focus.

Neighborhood Early Learning Connectors

KCHA's Neighborhood Early Learning Connectors (NELC) program, launched in 2020, will continue in 2025. The NELC program aims to support families' success and promote healthy child development so that young children are prepared to thrive as they enter kindergarten. The NELC staff, comprised of residents from KCHA's housing programs, reflect the culture and linguistic makeup of the communities they serve. In 2025, KCHA will continue our pursuit to cultivate new partnerships that provide essential items for parents raising young children. These resources are a crucial part of the NELC model and remain an important next step in expanding the NELC program to additional KCHA sites.

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. KCHA 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. In 2025, KCHA will modernize our business systems further by transitioning to a new software platform that will offer significant opportunities to advance digital engagement and improve the operational experience between program staff and residents. For example, the transition will result in modified Tenant Selection policies to simplify procedures and increase program access for extremely low income households.

KCHA will be implementing all necessary policy and procedural changes in alignment with the U.S. Department of Housing and Urban Development's (HUD) to ensure compliance with the Housing Opportunity Through Modernization Act (HOTMA), pursuant to the U.S. Department of Housing and Urban Development's Final Rule on HOTMA, except where waived with MTW. KCHA's policies and procedures in which approved MTW waivers and activities supersede HOTMA will remain in effect, as allowed per the Final Rule on HOTMA published in the Federal Register on February 14, 2023.

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

In 2025, KCHA will continue our recapitalization efforts and invest \$21 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. KCHA may also pursue conversion of Public Housing properties to Section 8 subsidy, as outlined in Appendix I.

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 12,641 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:** 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 4:** Coordinate closely with the behavioral health care and homeless systems to increase the supply of supportive housing for people who have been chronically homeless or have special needs, with the goal of significantly decreasing homelessness throughout King County.
- **STRATEGY 5:** 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 6:** Work with King County government, regional transit agencies, and suburban cities to support regional development by integrating new — and preserving existing — affordable housing in regional growth corridors aligned with mass transit investments.
- **STRATEGY 7:** 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 8:** 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 9:** Continue to develop institutional capacities and operational efficiencies to make the most effective use of limited federal resources, and provide extraordinary service to our residents, communities, and partners.
- **STRATEGY 10:** Develop our capacity as a learning organization that uses data, research, and evaluation to assess housing access and outcomes, 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+				
Future Acquisition and Conversion of Existing Housing to Public Housing								TBD	TBD	TBD
Total Public Housing Units to be Added²							0			

ii. Planned Public Housing Units to be Removed

KCHA is evaluating each of its public housing-subsidized properties to identify options for increasing long-term financial stability and addressing capital and operating needs. To apply for some of these new funding opportunities, including HUD's Rental Assistance Demonstration (RAD) program as described further in Appendix I, KCHA must list them in this MTW Plan section under "units to be removed."

AMP Name and Number	Number of Units to Be Removed	Explanation for Removal
Anticipated in 2025:		Conversion to alternative funding source(s) through RAD or other HUD-approved strategies such as RAD/Section 18 Construction Blend or disposition and replacement units funded by tenant protection vouchers.
Briarwood (WA002000152)	70	
Brittany Park (WA002000354)	43	
Lake House (WA002000152)	70	
Munro Manor (WA002000352)	60	
Riverton Terrace II (WA002000354)	30	
Yardley Arms (WA002000352)	67	
Other Properties:		
Ballinger Homes (WA002000101)	110	
Boulevard Manor (WA002000350)	70	
Brookside (WA002000180)	16	
Burien Park (WA002000390)	102	
Burndale Homes (WA002000504)	50	

² Additional properties yet to be identified or acquired by KCHA may convert to Public Housing in 2025 should KCHA deem such opportunities appropriate. Additionally, some housing units might be designated MTW Neighborhood Services units in 2025 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.

AMP Name and Number	Number of Units to Be Removed	Explanation for Removal
Casa Juanita (WA002000251)	80	
Casa Madrona (WA002000553)	70	
Cascade (WA002000403)	108	
College Place (WA002000203)	51	
Eastbridge (WA002000341)	13	
Eastside Terrace (WA002000203)	50	
Fairwind (WA002000346)	87	
Firwood Circle (WA002000503)	50	
Forest Glen (WA002000201)	40	
Gustaves Manor (WA002000550)	35	
Houghton (WA002000215)	10	
Island Crest (WA002000213)	17	
Kirkland Place (WA002000210)	9	
Mardi Gras (WA002000450)	61	
Nia (WA002000355)	40	
Northlake House (WA002000290)	38	
Northridge (WA002000153)	140	
Northwood (WA002000191)	34	
Northwood Square (WA002000467)	24	
Pacific Court (WA002000354)	32	
Paramount House (WA002000150)	70	
Park Royal (WA002000105)	23	
Peppertree (WA002000101)	28	
Plaza Seventeen (WA002000551)	70	
Salmon Creek (WA002000343)	50	
Seola Crossing (WA002000340)	77	
Shelcor (WA002000409)	8	
Sixth Place (WA002000345)	24	
Southridge House (WA002000552)	80	
Valli Kee (WA002000401)	115	
Village Plaza (WA002000452)	3	
Vantage Point (WA002000452)	77	
Wayland Arms (WA002000550)	67	
Westminster Manor (WA002000156)	59	
Zephyr (WA002000344)	25	

iii. Planned New Project-based Vouchers

Property Name	Anticipated Number of New Vouchers to be Project-based	RAD?	Description of Project
Illahee Apartments	36	No	Increase KCHA's level of existing affordable housing stock by converting 36 existing unsubsidized housing units to PBVs.
Mercy Housing's Burien Family Supportive Housing	34	No	Awarded Project-based Vouchers (PBV) through the 2023 King County Combined Funders NOFO. AHAP contract anticipated in Q1 2025 with project completion anticipated in Q3 2026.
Low Income Housing Institute's Child Haven Skyway	15	No	Awarded PBVs through the 2023 King County Combined Funders NOFO. AHAP contract anticipated in Q2 2025 with project completion anticipated in Q4 2026.
Henry House Apartments	54	No	Preserve affordable housing for low-income families by taking over a PBS8 contract for 36 units of HUD multifamily units, as well as converting 18 existing unsubsidized housing units to PBVs.
Briarwood	70	Yes	Subsidy conversion from Public Housing through RAD.
Brittany Park	43	Yes	Subsidy conversion from Public Housing through RAD.
Lake House	70	Yes	Subsidy conversion from Public Housing through RAD.
Munro Manor	60	Yes	Subsidy conversion from Public Housing through RAD.
Riverton Terrace II	30	Yes	Subsidy conversion from Public Housing through RAD.
Yardley Arms	67	Yes	Subsidy conversion from Public Housing through RAD.
Planned Total Vouchers to be Newly Project-based	479		

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 2025, KCHA will spend approximately \$21 million in MTW working capital to complete 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 (\$7.8 MILLION)**

KCHA's ongoing efforts to significantly upgrade the interiors of our affordable housing inventory as units turnover will continue in 2025. KCHA's in-house, skilled workforce will perform the renovations, which include the installation of new flooring, cabinets, and fixtures to extend by 15 years the useful life of up to 135 additional units. The increase in annual investment is due largely to the rising costs for contractor and vendor services as well as building materials.

- **BUILDING ENVELOPE AND COMPONENTS UPGRADES (\$9.1 MILLION)**

New windows will be installed at Brittany Park (Normandy Park) and Gustaves Manor (Auburn), and Burien Park (Burien) and Vista Heights (Renton) will be re-roofed. The building envelope upgrade at Westminster Manor (Shoreline) includes new siding, windows, exterior doors, and roofing. In 2023, only the roof had been scheduled to be completed but during the roof design, leaks were discovered in the stairways and in the siding so the scope of work was expanded to include a full envelope upgrade. This larger project is scheduled for 2025.

- **SYSTEMS (HEATING, SEWER, ELEVATOR) IMPROVEMENTS (\$2.9 MILLION)**

The fire monitoring systems at Harrison House (Kent) and Newport Apartments (Bellevue) were scheduled for upgrade in 2024, but the work had to be rescheduled for 2025. In 2025, the system at Yardley Arms (Burien) also will be upgraded. Work will begin at Wayland Arms (Auburn) to stabilize the slab under the south side of the building, which also will entail relocating the boiler and domestic hot water supply.

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

Automated vehicle and pedestrian gates will be installed in existing fencing at Birch Creek (Kent), Mardi Gras (Kent), and Valli Kee (Kent).

B. LEASING INFORMATION

i. Planned Number of Households Served³

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 ⁴	8,710	104,520
Local, Non-traditional: Tenant-based	140	1,680
Local, Non-traditional: Property-based	0	0
Local, Non-traditional: Homeownership	0	0
Planned Total Households Served	11,290	135,480

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	40	480
Tenant-based	2013-2: Flexible Rental Assistance	100	1,200
Planned Total Households Served		140	1,680

³ 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.

⁴ In 2025, KCHA also plans to administer housing assistance to an additional 2,100 households that have ported-in to our jurisdiction and an additional 3,579 households using other non-MTW special purpose vouchers, including 703 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 2025.
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. To address these challenges, KCHA will continue to deploy a variety of interventions, including: executing contracts with nonprofits to provide housing search services; expanding housing navigation services within KCHA's Resident Services Department; 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 exploration of the expansion of flexible client assistance funds aimed to mitigate financial leasing barriers for all voucher types.
Local, Non-traditional	Securing housing in high-cost, competitive rental markets is exceptionally challenging for low-income individuals and families. The gap between their earnings and soaring rent prices makes it difficult to meet financial requirements like high security deposits and strong credit scores. Additionally, the limited supply of affordable housing means that demand far exceeds availability, leading landlords to favor tenants with more stable financial backgrounds and rental history. To address these challenges, KCHA and our partners will continue working together to identify strategies and resources to help mitigate financial leasing barriers, and to offer support services such as unit identification, advocacy with landlords, and assistance with completing housing applications to help Local, Non-traditional clients navigate the complex rental landscape.

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 2025?
Housing Choice Voucher	Community-wide	1,625	Partially open (accepting targeted voucher referrals only)	No
Public Housing	Regional	10,232	Closed	No
Public Housing	Site-based	10,287	Closed	No
Project-based	Regional	6,358	Open	N/A
Public Housing – Conditional Housing	Program-specific	25	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 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 noted in Activity 2004-3, KCHA 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 2025 to allow housing applicants to select as many sites 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.
- As detailed in Appendix I, KCHA anticipates approval of its application to reposition its Public Housing inventory under HUD's RAD program. KCHA currently operates its Public Housing mixed-population hi-rise developments under a HUD-approved Designation Plan. To ensure operational continuity as these developments transition to Project-based subsidy, revised and/or new preferences specific to these former PH developments may be adopted to allow retention of current wait list and tenant selection procedures.

SECTION III

PROPOSED MTW ACTIVITIES

ACTIVITY 2025-1: Young Adult Prosperity Program (YAPP)

MTW Objective: Increase Self-Sufficiency

A. ACTIVITY DESCRIPTION

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

Therefore, KCHA is creating a local MTW self-sufficiency program, the Young Adult Prosperity Program (YAPP). YAPP will not replace the traditional FSS program. Rather it is aimed specifically at households that have FYI and FUP youth vouchers. YAPP will include self-sufficiency services coordinated with and complimentary to existing FUP-youth and FYI case management services provided by KCHA's long-time partner the YMCA and may incorporate incentives that are tied to program-specific pathways and goals.

The proposed program design will include, but is not limited to, the following:

- A contract of participation describing the targeted contract completion date and family obligations (program requirements).
- Participant identified goal(s), active participation in an education or career pathway plan and development of life skills in support of successful goal achievement.
- Youth-centered case management with minimum meetings with a coordinator to facilitate timely and relevant goals and service plan.
- Up to \$500 per month in incentives by meeting program-wide and individual goals. KCHA may require some or all incentive payments be deposited into an escrow account based on participation terms and personal objectives. KCHA will establish guidelines for the use of escrow funds that align with program goals. Incentive payments are excluded from rent calculation income.

YAPP incorporates a client-centered approach designed to meet the unique needs of FYI and FUP-Y participants while addressing system service gaps, increasing youth voucher participants' level of

engagement and better supporting their ability to build life skills, economic independence, and long-term housing stability. Self-sufficiency services may incorporate attainment of a General Equivalency Diploma (GED), connections to resources to help finance post-secondary and technical school attendance, job preparedness coaching, job training programs, internships and employment opportunities; and other pathways of interests identified by YAPP young adults. YAPP will also serve to meet related service participation requirements to qualify for HUD-allowable voucher extension beyond the initial three years as described in the Fostering Stable Housing Opportunities Amendment.

KCHA expects to begin implementing the program as soon as feasible following MTW approval. Only FYI and FUP-Y voucher participants are eligible for participation in YAPP.

B. COST IMPLICATIONS

KCHA will utilize its single fund budget authority to support YAPP service delivery. KCHA may also seek grant funding to help augment use of its own single fund budget flexibility. Potential cost-implications are estimated at \$250,000 per year for staffing and incentive payments. This estimate is based on an anticipated caseload size of about 25 youth voucher participants fully meeting all program and incentive requirements. If demand exceeds the current program size, KCHA will review and determine program growth.

C. NEED/JUSTIFICATION:

Applicable MTW authorizations to engage in the following MTW initiative include Attachment C Section B.1 (and, if required by HUD, Section E) and Attachment D Sections A and C of KCHA's Amended and Restated Moving to Work Agreement.

KCHA needs the funding and program flexibility to implement a local self-sufficiency program that meets the unique circumstances of YAPP households.

D. RENT REFORM/TERM LIMIT INFORMATION

This activity does not fall under The US Department of Housing and Urban Development's (HUD) definition of a "rent reform activity."

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
2024-1	Employment Sponsorship Program	Self-sufficiency	23
2024-2	Local Homeownership Program	Housing Choice	23
2022-1 & 2019-1	Acquire and Develop New Affordable Housing	Housing Choice	25
2018-1	Encouraging the Successful Lease-up of the Housing Choice Voucher Program	Housing Choice	26
2016-2	Conversion of Former Opt-out Developments to Public Housing	Cost-effectiveness	27
2015-2	Reporting on the Use of Net Proceeds from Disposition Activities	Cost-effectiveness	28
2014-2	Revised Definition of "Family"	Housing Choice	29
2013-1	Passage Point Re-entry Housing Program	Housing Choice	29
2013-2	Flexible Rental Assistance	Housing Choice	30
2009-1	Project-based Section 8 Local Program Contract Term	Housing Choice	31
2008-1	Acquire New Public Housing	Housing Choice	32
2008-3	FSS Program Modifications	Self-sufficiency	33
2008-10 & 2008-11	EASY and WIN Rent Policies	Cost-effectiveness	34
2008-21	Public Housing and Housing Choice Voucher Utility Allowances	Cost-effectiveness	35
2007-6	Develop a Sponsor-based Housing Program	Housing Choice	37
2007-14	Enhanced Transfer Policy	Cost-effectiveness	38
2005-4	Payment Standard Changes	Housing Choice	39
2004-2	Local Project-based Section 8 Program	Cost-effectiveness	40
2004-3	Develop Site-based Waiting Lists	Housing Choice	42
2004-5	Modified Housing Quality Standards (HQS) Inspection Protocols	Cost-effectiveness	43
2004-7	Streamlining Public Housing and Housing Choice Voucher Forms and Data Processing	Cost-effectiveness	45
2004-9	Rent Reasonableness Modifications	Cost-effectiveness	47
2004-12	Energy Performance Contracting	Cost-effectiveness	47
2004-16	Housing Choice Voucher Occupancy Requirements	Cost-effectiveness	48

ACTIVITY 2024-1: Employment Sponsorship Program

MTW STATUTORY OBJECTIVE: Increase Self-sufficiency

APPROVAL: 2024

IMPLEMENTED: 2024

CHALLENGE: 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 about \$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.⁵ 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.

SOLUTION: 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. KCHA is working 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 programs. As stated in the agency’s approved 2024 MTW Annual Plan, 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 broadens an existing exclusion for income received due to participation in HUD-funded training programs to include those paid for by KCHA or another provider.

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 2024-2: Local Homeownership Program

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2024

IMPLEMENTED: 2024

⁵ Out of Reach Report. 2023. National Low Income Housing Coalition. www.nlihc.org/poor/state/wa

CHALLENGE: The high cost of housing and limited development of lower-cost housing types 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.

SOLUTION: KCHA is committed to finding ways to support wealth-building opportunities for low-income households in King County. KCHA received approval to make modifications to HUD's traditional HCV Homeownership Program to operate more effectively within local conditions. As stated in the agency's approved 2024 MTW Annual Plan, KCHA makes monthly housing assistance payments on behalf of low-income homeownership voucher holders to assist in meeting their monthly homeownership obligations. 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 approved by KCHA.

The approved changes that KCHA has made 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.
- 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.
- Alternative time limitations on subsidy assistance of up to 20 years under certain conditions.

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

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2019

IMPLEMENTED: 2019

CHALLENGE: This activity seeks to address a common barrier to the development of affordable housing. 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), a financial 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

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 in the private housing 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 streamlining our inspection 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; (2) allowing KCHA-owned properties built after 1978 to self-certify; and (3) 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. Following the implementation of the three-phase self-certification pilot, KCHA has made 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.⁶

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: In 2025, building on learnings from the Creating Moves to Opportunity (CMTO) demonstration program and the recent use of in-house navigators to support HUD-VASH participants, KCHA is planning to expand housing search services. If any associated actions necessitate additional waiver flexibility, KCHA will seek approval through the HUD-approved MTW Plan amendment process.

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

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

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2016

IMPLEMENTED: 2016

⁶ For additional detail, see Activity 2004-5.

CHALLENGE: The process to convert a property’s subsidy model from project-based Section 8 to Public Housing is slow, burdensome, and administratively complex. Under current federal guidelines, units convert only when the original resident moves out with a voucher. This transition is gradual, and at properties that house seniors or residents with disabilities, turnover of units tends to be particularly low. At the same time, two sets of rules — project-based Section 8 and Public Housing — simultaneously govern the management of the development, adding to the administrative complexity of providing housing assistance.

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

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

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

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

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

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

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2015

IMPLEMENTED: 2015

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

SOLUTION: 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.

KCHA reports on the uses of net proceeds from disposition activities, including administrative and overhead costs, in the annual MTW report.

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"

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2014

IMPLEMENTED: 2014

CHALLENGE: In July 2023, 1,779 households experiencing homelessness in King County were families with children.⁷ 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 heads of household 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.

This activity may apply to Sedro-Woolley Housing Authority contingent upon HUD's approval of KCHA's application for MTW regionalization. SWHA may customize the adoption and implementation of this activity to best meet the needs of SWHA and its residents. During SWHA's conversion to this MTW activity it will continue to operate as is. See Appendix H for information regarding KCHA's regionalization efforts.

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

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

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2013

IMPLEMENTED: 2013

CHALLENGE: Between July 2020 and June 2023, 989 individuals in King County returned to the community after a period of incarceration.⁸ In 2016 (the most recent year statistics are available), 47% of all state prisoners nationally and 57% of all federal prisoners were parents with at least one minor child. Among those minors, 19% with a parent in state prison and 13% with a parent in

⁷ King County Regional Homelessness Authority: Households Served. www.kcrha.org/households-served

⁸ Washington State Department of Corrections. Number of Prison Releases by County of Release. www.doc.wa.gov/docs/publications/reports/200-RE001.pdf

federal prison were age 4 or younger.⁹ Parents typically face barriers to securing housing and employment upon release from prison due to their criminal record or lack of traditional job skills. Without a home or employment, many 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 Vouchers (PBV) 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..

ACTIVITY 2013-2: Flexible Rental Assistance

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2013

IMPLEMENTED: 2013

CHALLENGE: The one-size-fits-all approach of traditional federal housing programs does not provide the flexibility needed to quickly and effectively meet the needs of low-income households 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:

⁹ Maruschak, L.M, Bronson, J., and Alper, M. (2021). Survey of Prison Inmates, 2016: Parents in Prison and Their Minor Children. <https://bjs.ojp.gov/content/pub/pdf/pptmcspi16st.pdf>

- **Student and Family Stability Initiative (SFSI):** SFSI pairs short-term rental assistance with housing stability and eviction prevention services that follow the Rapid Rehousing model and is coupled with employment navigation services for families experiencing homelessness. School-based McKinney-Vento liaisons identify and connect these families with a community-based service provider under contract with KCHA. The caseworkers of the community-based provider have the flexibility to determine the most effective approach to quickly stabilize the family in housing.
- **While in School Housing Program (WISH):** Implemented as part of KCHA's 2019 MTW Plan, flexible housing assistance is provided to 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 with 40 vouchers and since has been expanded to now serve up to 70 students.

PROPOSED NON-SIGNIFICANT CHANGES TO ACTIVITY: In 2024, KCHA expanded the WISH program to 70 students. Due to the success of the program and continued local need, we additionally are exploring the expansion of WISH to another college with the necessary infrastructure to support the program. KCHA is also in early-stage conversations with the Jeannette Rankin Foundation and Highline College, discussing potential partnerships to address various needs of WISH students through targeted scholarship opportunities offered by the foundation.

In 2025, KCHA will begin exploring the use of flexible rent assistance to support additional populations experiencing homelessness, including those fleeing domestic violence, dating violence, sexual assault, and stalking. This initiative will consider providing flexible financial assistance for urgent basic needs, term-limited rental assistance, security deposits, and flex funds to mitigate leasing barriers. If any associated actions necessitate additional waiver flexibility, KCHA will seek approval through the HUD-approved MTW Plan amendment process.

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

financial 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.

ACTIVITY 2008-1: Acquire New Public Housing

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2008

IMPLEMENTED: 2008

CHALLENGE: In 2021 in King County, 85% of extremely low-income households were cost burdened by housing costs, and there were only 21 affordable and available units for every 100 extremely low-income renter households.¹⁰ 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 innovative use of MTW working capital, with a particular focus on the creation or preservation of units in high-opportunity neighborhoods.¹¹ We further simplify the acquisition and addition of units to our Public Housing inventory by collaborating with the local HUD field office to streamline the information needed to add these units to the PIH Information Center (PIC) system and obtain operating and capital subsidies. We also use a process for self-certification of neighborhood

¹⁰ US Census Bureau, American Community Survey 2021 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

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

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

KCHA continues to look for strategic opportunities to acquire existing private-market properties and turn on banked public housing ACC, both of which may occur within a plan year. For ACC units 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.

ACTIVITY 2008-3: FSS Program Modifications

MTW STATUTORY OBJECTIVE: Increase Self-sufficiency

APPROVAL: 2008

IMPLEMENTED: 2018

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

SOLUTION: KCHA is implementing modifications to the FSS program that could increase incentives for resident participation, education and training outcomes, and income growth. With KCHA's rent policy, the new Contract of Participation (COP) length can potentially decrease the number of families served. Through MTW flexibility, the COP will begin on the first day of the following month that is signed and will be in effect for five years, with possible extensions for up to two years. 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 economic mobility strategic planning process.

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

¹³ Worst Case Housing Needs 2019: Report to Congress, page xi.

<https://www.huduser.gov/portal/portal/sites/default/files/pdf/Worst-Case-Housing-Needs-2023.pdf>

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 2025, KCHA will seek approval.

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

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2008

IMPLEMENTED: 2008

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

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

The second policy, WIN Rent, was implemented in FY 2010 to encourage increased economic self-sufficiency among households where individuals are able to work. WIN Rent is calculated based on a series of income bands and the tenant's share of the rent is calculated at 28.3% of the lower end of each income band. This tiered system — in contrast to existing rent protocols — does not punish increases in earnings, as the tenant's rent does not change until household income increases to the next band level. Additionally, recertifications are conducted biennially instead of annually, allowing households to retain all increases in earnings during that time period without an accompanying increase to the tenant's share of rent. The WIN Rent structure also eliminates flat rents, income disregards, and deductions (other than childcare for eligible households), and

excludes the employment income of household members under age 21. Households with little or no income are given a six-month reprieve during which they are able to pay a lower rent or, in some cases, receive a credit payment. Following this period, a WIN Rent household pays a minimum monthly rent of \$25 regardless of income calculation.

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

PROPOSED NON-SIGNIFICANT CHANGES TO ACTIVITY:

The EASY and WIN rent policies have been operating for more than 10 years without adjustments to the initially implemented tenant share of the rent. In 2025 KCHA will focus on:

- Evaluating these rent policies to learn more about their impact, understandability, efficiency, and costs, and to consider possible policy improvements for the future. KCHA may implement changes to address imminent and emergent program needs. For example, WIN Rent program Income Bands and Rent Tables may be modified and the percentage of income used when calculating rent for EASY Rent Households may be adjusted to allow KCHA to effectively respond to economic conditions and help ensure short and long-term program viability. More information is available [here](#). Changes may be implemented at households' next rent certification or sooner, with proper notice.
- No additional MTW authorizations are anticipated to be necessary.
- 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 2025 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 2025, KCHA will seek approval through the HUD-approved MTW Plan amendment process.

This activity may apply to Sedro-Woolley Housing Authority (SWHA) contingent upon HUD's approval of KCHA's application for MTW regionalization. SWHA may customize the adoption and implementation of this activity to best meet the needs of SWHA and its residents. During SWHA's conversion to this MTW activity it will continue to operate as is. See Appendix H for information regarding KCHA's regionalization efforts.

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

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2008

IMPLEMENTED: 2010

CHALLENGE: KCHA was spending an estimated \$20,000 or more annually in staff time to administer utility allowances under HUD's one-size-fits-all national guidelines. HUD's national approach failed to capture average consumption levels in the Puget Sound area.

SOLUTION: This activity simplifies the HUD rules on Public Housing and HCV Utility Allowances by applying a single methodology that reflects local consumption patterns and costs. Before this policy change, allowances were calculated for individual units and households using different rules under the various HUD programs. Additionally, HUD required an immediate update of the allowances with each cumulative 10% rate increase by utility companies. Now, KCHA provides allowance adjustments annually when the Consumer Price Index produces a cumulative change of more than 10% rather than every time an adjustment is made to the utility equation. We worked with data from a Seattle City Light study completed in late 2009 to identify key factors in household energy use and develop average consumption levels for various types of units in the Puget Sound region. We used this information to create a new utility schedule that considers multiple factors: type of unit (single vs. multi-family); size of unit; high-rise vs. low-rise units; and the utility provider. We modified allowances for units where the resident pays water and/or sewer charges. KCHA's Hardship Policy, adopted in July 2010, also allows KCHA to respond to unique household or property circumstances, and documented cases of financial hardship.

PROPOSED NON-SIGNIFICANT CHANGES TO ACTIVITY:

- 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 2025 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.
- As noted in previous MTW Plans, 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 2025 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 2025, 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 households living in our subsidized housing. If KCHA pursues such changes in addition to those related to project-based vouchers, we will ensure that the proper public process is followed.

This activity may apply to Sedro-Woolley Housing Authority contingent upon HUD's approval of KCHA's application for MTW regionalization. SWHA may customize the adoption and implementation of this activity to best meet the needs of SWHA and its residents. During SWHA's conversion to this MTW activity it will continue to operate as is. See Appendix H for information regarding KCHA's regionalization efforts.

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 January 2024, 16,385 people in the county lacked housing, and about half of them (49%) reported that they were experiencing chronic homelessness.¹⁴

SOLUTION: KCHA provides housing funds directly to our behavioral health care and nonprofit partners, including Sound and Navos. Providers use the funds to provide affordable housing to subsidy program participants. The programs operate under the "Housing First" model of supportive housing, which couples low-barrier placement in permanent, scattered-site housing with individualized services that help residents maintain long-term housing stability. As openings occur, recipients are referred through the mental health system, street outreach teams, and King County's Coordinated Entry system. Once a participant is stabilized and ready for a more

¹⁴ 2024 Point in Time Count. King County Regional Homelessness Authority. <https://kcrha.org/data-overview/king-county-point-in-time-count>

independent living environment, KCHA works with King County government to offer a move-on strategy through a tenant-based non-elderly disability voucher, issued by KCHA.

INFORMATIONAL UPDATE:

There are no significant changes being made to this activity, in 2025 KCHA will focus on:

Sponsor-based program partners continue to encounter financial, staffing, and service capacity challenges in administering the Sponsor-based housing program. KCHA remains actively engaged with these providers, including Sound and Navos, to evaluate their ability to sustain the program beyond 2024. Ongoing discussions aim to determine if any adjustments are necessary to ensure the program can effectively achieve its critical objectives in 2025.

ACTIVITY 2007-14: Enhanced Transfer Policy

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2007

IMPLEMENTED: 2007

CHALLENGE: HUD rules restrict a resident to move 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.

ACTIVITY 2005-4: Payment Standard Changes

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 6 percentage points since 2016. These neighborhoods offer benefits to their residents, including improved educational opportunities, increased access to public transportation, and greater economic opportunities.¹⁵

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 also can 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

¹⁵ 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

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. Outcomes demonstrate an 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.

NON-SIGNIFICANT CHANGES TO ACTIVITY:

- In 2024 KCHA received confirmation of exemption from the mandatory use of the SAFMRs as a result of our alternative payment standards policy. HUD is in agreement that this activity meets the MTW exemption criteria per section 6 of Notice PIH 2018-01.
- 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 2025 will continue to leverage our MTW authority and previously approved activities to maintain existing policies related to payment standards. No major modifications are anticipated and no additional authorizations are needed at this time.

ACTIVITY 2004-2: Local Project-based Voucher Program

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: Current project-basing regulations are cumbersome and present multiple obstacles to serving special-needs 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 Voucher (PBV) 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 Vouchers in high-opportunity areas of the county in order to increase access to these neighborhoods for low-income households.¹⁶ We also partner with nonprofit community service providers to create housing targeted to special-needs populations, opening new housing opportunities for people experiencing homelessness throughout King County who are traditionally not served through our mainstream Public Housing

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

and Housing Choice Voucher programs. Additionally, we coordinate with county government and suburban jurisdictions to assist with underwriting a pipeline of new affordable housing developed by local nonprofit housing providers. MTW flexibility granted by this activity has helped us implement the following policies.

CREATE HOUSING TARGETED TO SPECIAL-NEEDS POPULATIONS BY:

- Assigning Project-based Voucher 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)

SUPPORT A PIPELINE OF NEW AFFORDABLE HOUSING BY:

- Prioritizing assignment of PBV 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 PBV subsidy non-competitively to KCHA-controlled sites or other jurisdictions and using an existing local government procurement process for project-based Voucher 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 PBV 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 PBV 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 PBV 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 PBV 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 PBV program. (FY 2010)

PROPOSED CHANGES TO ACTIVITY: KCHA is proposing the following changes to this activity to streamline PBV (Project-Based Voucher) contracting:

- **Improve program administration** by allowing KCHA to remove the requirement that all units to be placed under contract must pass inspection before the contract is executed. In these scenarios, KCHA will ensure that the property communal areas pass inspection before execution of the contract, and each individual unit intended for inclusion under the contract will undergo inspection and must pass prior to tenants moving into the unit and before KCHA pays the PBV subsidy.
- KCHA continues to assess the impact of HUD’s final regulations implementing HOTMA on the agency’s existing policies. While we undertake additional analysis, KCHA in 2025 will continue to leverage our MTW authority and previously approved activities to maintain existing policies related to our local PBV program.

ACTIVITY 2004-3: Develop Site-based Waiting Lists

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.

INFORMATIONAL UPDATES:

There are no significant changes being made to this activity, in 2025 KCHA will focus on:

- 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 described in previous MTW Plans, and as mentioned in Section II of this plan, KCHA in 2025 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 2025 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.

This activity may apply to Sedro-Woolley Housing Authority contingent upon HUD's approval of KCHA's application for MTW regionalization. See Appendix H for information regarding KCHA's regionalization efforts.

ACTIVITY 2004-5: Modified Inspection Protocols

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: HUD’s 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 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 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. In 2024, following the successful implementation of the three phase self-certification pilot program, KCHA made 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.

PROPOSED CHANGES TO ACTIVITY:

- KCHA continues to assess the impact of HUD's final regulations and guidance implementing HOTMA and NSPIRE on the agency's existing policies and is undergoing an enterprise-wide software conversion. In lieu of immediate implementation, KCHA KCHA will continue to leverage our MTW authority - maintaining existing inspection protocols including continued use of HQS inspection standards. No additional HUD authorizations are required at this time.

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

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: Duplicative recertifications, complex income calculations, and strict timing rules cause unnecessary and regular intrusions into the lives of the residents we serve. These processes often require KCHA to expend our limited resources on work that does not support program goals.

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

CHANGES TO BUSINESS PROCESSES:

- Modify HCV policy to require notice to move prior to the 20th of the month in order to have paperwork processed during the month. (FY 2004)
- Allow applicant households to self-certify membership in the family at the time of admission. (FY 2004)
- Modify HQS inspection requirements for units converted to project-based subsidy from another KCHA subsidy, and allow the most recent inspection completed within the prior 12 months to substitute for the initial HQS inspection required before entering the HAP contract. (FY 2012)
- Modify standard PBV requirements to allow the most recent recertification (within last 12 months) to substitute for the full recertification when a tenant's unit is converted to a PBV 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)
- Modified the Resident Service Stipend maximum income exclusion allowance from \$500 to \$750 per month, and updated the policy so that the maximum amount will be annually adjusted based on the COLA increases received by KCHA employees. (FY 2023)
- 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)

NON-SIGNIFICANT CHANGES TO ACTIVITY:

- As KCHA transitions to a new housing management software platform in 2025, 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.
- In 2025, KCHA plans to remove a local preference that was previously established to exclude recipients of federal rental subsidy programs on KCHA’s waitlist from qualifying for a Housing Choice Voucher. Removing this local preference will provide greater flexibility and housing choice.
- 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 2025 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.

This activity may apply to Sedro-Woolley Housing Authority contingent upon HUD's approval of KCHA's application for MTW regionalization. SWHA may customize the adoption and implementation of this activity to best meet the needs of SWHA and its residents. During SWHA's conversion to this MTW activity it will continue to operate as is. See Appendix H for information regarding KCHA's regionalization efforts.

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.

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.

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 NON-SIGNIFICANT CHANGES TO ACTIVITY: In FY 2005 KCHA established occupancy standards that reduced the number of bedrooms for which a family qualified by allocating one bedroom per two adults or per two minors. In 2025, KCHA will reexamine our occupancy standards

to allow bedrooms to again be allocated using such family characteristics as sex, age, and disability status.

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. Based upon recent evaluation this activity will not be implemented in 2025, but we will continue to consider implementation in a future fiscal year.

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. In 2025 this demonstration program will be deferred again, as our program partners opted for a tenant-based model. We continue to consider implementation in a future fiscal 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. Based upon recent evaluation this activity will not be implemented in 2025, but we will continue to consider implementation in a future fiscal year.

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. Based upon recent evaluation this activity will not be implemented in 2025, but we will continue to consider implementation in a future fiscal year.

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

APPROVAL: 2008

This policy change facilitates program transfers in limited circumstances, increases landlord participation, and reduces the impact on the Public Housing program when tenants transfer. Based upon recent evaluation this activity will not be implemented in 2025, but we will continue to consider implementation in a future fiscal year.

C. Activities on Hold

None

D. Closed-Out Activities

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

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

APPROVAL: 2014

CLOSE OUT YEAR: 2024

Through this activity, KCHA implemented a flexible “stepped-down” rental assistance model in partnership with local youth service providers. KCHA partnered with Valley Cities Counseling and Consultation (VCCC) to operate the Coming Up Program (CUP). This program offered independent housing opportunities to young adults (ages 18 to 25) who were transitioning out of homelessness. With support from the provider, the youth moved into housing in the private rental market, signed a lease, and worked with a resource specialist who prepared them to take over the lease after a period of being stabilized in housing.

For the past several years our partner agency has faced many challenges administering the Sponsor-based stepped rent model through a master-lease, and decided to end the CUP model

and terminate its contract with KCHA through attrition. The contract between KCHA and VCCC ended on December 31, 2022. This activity is closed out as KCHA was not able to find another youth-serving agency to partner with us on this innovative model.

ACTIVITY 2016-1: Budget-based Rent Model

APPROVAL: 2016

CLOSEOUT YEAR: 2018

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

This policy is no longer under consideration.

ACTIVITY 2013-3: Short-term Rental Assistance Program

APPROVAL: 2013

CLOSEOUT YEAR: 2015

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

ACTIVITY 2012-2: Community Choice Program

APPROVAL: 2012

CLOSEOUT YEAR: 2016

This initiative was designed to encourage and enable HCV households with young children to relocate to areas of the county with higher achieving school districts and other community benefits. Through collaboration with local nonprofits and landlords, the Community Choice Program offered one-on-one counseling to households in deciding where to live, helped

households secure housing in their community of choice, and provided ongoing support once a family moved to a new neighborhood. Lessons learned from this pilot informed Creating Moves to Opportunity, KCHA's completed research partnership that sought to expand geographic choice.

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

APPROVAL: 2012

CLOSEOUT YEAR: 2012

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

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

APPROVAL: 2011

CLOSEOUT YEAR: 2012

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

ACTIVITY 2011-2: Redesign the Sound Families Program

APPROVAL: 2011

CLOSEOUT YEAR: 2014

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

ACTIVITY 2010-2: Resident Satisfaction Survey

APPROVAL: 2010

CLOSEOUT YEAR: 2010

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

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

APPROVAL: 2010

CLOSEOUT YEAR: 2016

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

ACTIVITY 2009-2: Definition of Live-in Attendant

APPROVAL: 2009

CLOSEOUT YEAR: 2014

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

ACTIVITY 2008-4: Combined Program Management

APPROVAL: 2008

CLOSEOUT YEAR: 2009

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

ACTIVITY 2008-6: Performance Standards

APPROVAL: 2008

CLOSEOUT YEAR: 2014

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

ACTIVITY 2008-17: Income Eligibility and Maximum Income Limits

APPROVAL: 2008

CLOSEOUT YEAR: 2016

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

ACTIVITY 2007-4: Housing Choice Voucher Applicant Eligibility

APPROVAL: 2007

CLOSEOUT YEAR: 2007

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

ACTIVITY 2007-8: Remove Cap on Voucher Utilization

APPROVAL: 2007

CLOSEOUT YEAR: 2014

This initiative 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	Total Revenue	\$315,241,130

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	Total Expenses	\$328,255,616

The \$13 million 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 2024 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 2025, 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. Significant investment areas include:

- **HOMELESSNESS INITIATIVES**

KCHA will continue to use MTW funding to help address the growing homelessness crisis in King County. These initiatives address the varied and diverse needs of the most vulnerable populations experiencing homelessness, including the supportive services necessary to meet their complex needs. Additionally, KCHA will remain steadfast in our commitment to work in close coordination with other public funders 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 households to maintain stable 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.

- **SUBSIDY RETENTION PROGRAM**

The subsidy retention program pairs KCHA internal resident services coordinators with voucher holders who are at acute risk of losing their voucher or housing. The coordinators provide a range of services, including referring clients to community resources and providing guidance on KCHA policies, processes, and landlord relations. Over a three-year period, 1,776 households were served through this program, with 87% retaining their voucher eight months beyond service intervention.

- **EDUCATIONAL INITIATIVES**

KCHA will use our MTW funding flexibility to support various educational initiatives, including out-of-school programs, youth leadership, mentoring and violence prevention, and

coordination with school institutions to help advance educational opportunities for KCHA residents.

- **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 continues to develop new partnerships with local community-based providers and healthcare delivery systems to support residents in accessing the social services they need to maintain housing stability and a high quality of life. In 2025, KCHA will continue to invest in partnerships to support healthy aging in place, address hoarding and high clutter, and provide on-site behavioral health interventions and referrals, as well as consultation to direct service staff through our Resident Services Department.

- **LONG-TERM VIABILITY OF OUR GROWING PORTFOLIO**

KCHA uses our single-fund flexibility to reduce outstanding financial liabilities and assure and plan for the long-term physical viability of our housing 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, 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. In 2025, KCHA is implementing a comprehensive safety strategy, leveraging technology to further invest in the security of our communities. Additionally, KCHA is transitioning to a new core housing management software platform and will utilize single-fund budget flexibility to assist with the conversion.

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

The traditional Family Self-Sufficiency (FSS) 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 participation will allow young adults to build life skills and economic independence to help create a pathway to long-term housing stability. Program services will be coordinated with community agencies that serve youth in foster care and may incorporate stipends, which may come in the form of monthly guaranteed income and/or be incentive-based with an annual cap. 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 2025, 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 initially will serve between 100 and 150 participants.

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

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

KCHA's unspent HCV HAP funds will be used to support a variety of initiatives, such as the rehabilitation of Public Housing properties, HCV subsidy retention, and housing navigation, and to support various activities targeting 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 2025.

C. RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION

i. Description of RAD Participation

In this MTW Plan KCHA is proposing a RAD Amendment. In May 2025, the agency's Board authorized submission of a RAD Portfolio Award application and RAD applications to convert all public housing units in the following public housing properties to RAD PBV: Briarwood, Brittany Park, Lake House, Munro Manor, Riverton Terrace II and Yardley Arms. KCHA's planned RAD participation is further described in Appendix I.

ii. Has the MTW PHA submitted a RAD Significant Amendment in the appendix?

Yes (see Appendix I).

iii. Status of RAD Significant Amendment

Initial submission.

SECTION VI

ADMINISTRATIVE

****Section VI and related appendices will be updated in July 2025 to reflect the addition of this proposed 2025 MTW Plan Amendment****

A. BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE

Attached as Appendix A.

B. PUBLIC PROCESS

The public comment period for KCHA's FY 2025 MTW Plan was held between October 7th and November 10th.

MEETINGS & HEARINGS:

- October 8: Resident Advisory Committee Meeting
- October 22: In-Person Public Hearing
- October 23: Virtual Public Hearing

PUBLISHING AND POSTING:

KCHA conducted outreach to participants and the public throughout the public comment period to make them aware of the availability of the Plan and ability to provide public comment, including posting in the Seattle Times, Daily Journal of Commerce, and Northwest Asian Weekly. Information was also included in KCHA's October e-newsletter, which was emailed to 14,833 residents and available on KCHA's website (www.kcha.org). Additionally, flyers were posted in buildings and common areas in the eight most prominent languages of KCHA residents (English, Arabic, Korean, Russian, Ukrainian, Somali, Spanish, and Vietnamese). The draft Plan was publicly available on KCHA's website and hard copies were available by request.

SUMMARY OF COMMUNITY & RESIDENTS FEEDBACK:

Through the public comment period, KCHA received generally positive feedback on the plan, the agency's direction for 2025, and the new proposed MTW activity. Residents emphasized the importance of capital improvements, homeownership initiatives and economic independence programs to support participants. Multiple residents expressed support for learning more about the design of the Direct Rental Assistance pilot program.

Staff received one emailed written comments (printed below) during the public comment process. 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.

KCHA took all public comments received into consideration in preparation of the final plan.

WRITTEN COMMENTS RECEIVED:

I would like to commend Grace Wood, KCHA's MTW Program Manager for this exceptionally crafted MTW 2025 plan.

I have resided in KCHA public housing for 25 years and currently serve on the Resident Advisory Committee. I have served on the committee for 20 years. I have lived (and exited) homelessness and would like to bring my life experiences to this discussion.

I am enthusiastically looking forward to the launch of the new subsidy model, Direct Rental Assistance. I agree it is a promising idea! With the high percentage of voucher holders struggling to get into stable housing, this new pilot program to provide a better process to get people into stable and affordable housing is a hopeful activity.

Evaluating the EASY and WIN rent policies is very much needed. I was on the Resident Advisory Committee at the inception of the EASY rent policy and participated in discussions with KCHA leadership and other committee members. Policy decisions were made contrary to what many RAC members believed would be a hardship for residents. For example, the change in how medical deductions are calculated. The minimum threshold of \$2500 is impossible to reach for many lower income families. It is not equitable.

The EASY rent policy is not easy to understand. I only just recently found out that OTC (over the counter) medically-needed items could be claimed. This qualified me for applying for the rent deduction. When I had questions regarding the policy and procedures, I received contradictory information from staff. When I asked for a copy of the EASY rent policy to review, I was told there isn't one and was referred to the over 200 page Admissions and Continued Occupancy Procedure manual. There weren't any clear answers there either.

The Housing Authority's plan to research and evaluate these rent policies has already begun in advance of the approval of this MTW plan. Abt Global LLC, the outside research consultant has selected and is interviewing a random sample of residents. Included in this process is forming and compensating a small team of KCHA residents as advisors as a Resident Expert Panel. It is my understanding the Expert Panel will be limited to six participants that have been recruited by KCHA.

The purpose of having the Resident Advisory Committee is to advise on policy reform. Several of the RAC members were involved in the EASY and WIN policies inception. RAC members are often approached by residents who have questions and challenges with existing policies and procedures. They come to us for help and guidance. RAC members have the lived experiences and perspectives of our neighbors and our communities. We are not compensated. We serve because we care about our community and want to include their voices. We want to contribute in meaningful ways. Why is there a need to create and compensate a Resident Expert Panel? What will the Resident Advisory Committee's role be in this activity?

I am excited about - and looking forward to - the digital equity program and how it evolves. Although, I have concerns regarding KCHA's involvement in providing telehealth services and potentially looking to hire staff to address behavioral health needs. These are two separate issues mentioned in this plan, but also connected. I support KCHA's continuing to utilize existing behavioral health and medical programs as a resource referral. It should not be provided internally.

In 2023, over 60% of the households entering KCHA's federally subsidized programs reported they were experiencing homelessness prior to receiving housing assistance. A large percentage of incoming residents are elderly. Rental housing prices are so high and living on a fixed income cannot keep up.

I became homeless following an on-the-job injury resulting in a permanent disabling condition and became unemployable. Even then, the limited resources for sheltering and housing could not support the number of unhoused in this region. Being a single woman without children; who is not a veteran; was not fleeing from domestic violence; had no substance abuse recovery service needs, I fell through the cracks. There were no vouchers for me and only two small shelters funded to take in single women. I had to check in daily and there was never room. I had to start "thinking outside the box", rethinking what shelter looks like. This thinking is what kept me out of a tent and off the streets. When my name finally came to the top of the housing waitlist and I was given the keys to my apartment, I knew I had found a place to call Home...and that I would never leave. In 2025, as the Housing Authority continues to look at available vouchers, housing navigation, and stability services and voucher partnerships; please recognize that when women have no safe place to sleep, they are at very high risk for sexual assaults. These women often fall through the cracks.

CAPITAL EXPENDITURES: While I support investing MTW funds in extending the useful life of the existing properties, I believe this Housing Authority allocates too much MTW funding to capital projects. I do not believe this is fiscally responsible at a time when 10,000 households are on your waitlists and nearly half of unhoused families in this region are unsheltered. Children are being tucked into bed in the backseat of a car, in tents, or separated from their families. Seniors are living in their cars, on the streets, or in tents. Families are so desperate for help.

With allocation of capital project funds, oversight is imperative. By this I mean - in respect to unit upgrades and other capital projects, some of the changes are not supporting resident needs and create more work for maintenance staff. For example, there is considerably less storage space available in the remodeled "upgrade" units. The loss of storage space contributes to a greater degree of clutter which then becomes a risk of failing inspections and becoming at-risk for eviction. Grab bars in the shower and toilet area have been removed in the new upgrade design. The decision to remove the grab bars was a deliberate design modification made by management several years ago, despite the recommendations of the Resident Advisory Committee to keep them and add more supportive design. Grab bars help prevent falls and support aging in place. Some of the upgrade changes have created more work orders for KCHA maintenance staff, such as the redesign of the closet doors in the bedrooms. The new doors go off track requiring maintenance to make numerous service calls. The same is true for the vertical blinds during the Envelope Project. The new blind slats fall apart when used. I banded mine and they are unused – opting to purchase curtains and drapes and pull down blinds instead, because I did not want to burden maintenance staff. Why am I discussing these details? Because you are allocating \$22 million for capital and upgrade projects. It is not enough to extend the life of a property, a major consideration should be to support the household needs, as well as consider the maintenance burden on staff. Many of these changes are actually more expensive rather than cost-cutting.

Activity 2008 - 21 Public housing and Housing Choice voucher utility allowance: Diving deeper into this is very important. The current model is outdated and does not take into consideration increased utility costs and savings. A one size fits all model isn't equitable. In the city of Shoreline, there are two subsidized properties sharing common grounds. One of the properties has several heat pumps in common areas that benefit all residents. The other building has no heat pumps in any common area, including the community

room. Therefore, it is not equitable to apply the same utility allowance when your building upgrade projects provide heating and cooling at certain properties and not others.

In 2025, I will continue to research ways other nonprofits and housing organizations are "thinking outside the box" and rethinking what shelter looks like. Cities are funding promising models to provide sheltered homes as a bridge to more permanent housing. I believe this agency can look to partner with existing organizations and to create innovative model designs to provide support and assistance to the thousands of households on your waitlists and beyond. I look forward to continuing the conversation with this agency leadership and Board, as I continue to delve into the "thinking outside the box" activity happening in this region.

In closing, as a Resident Advisory Committee member, as a KCHA resident for 25 years, as a tenant rights advocate, as a community outreach volunteer, I continue to learn from the living experiences of my community and our region - housed and unhoused, sheltered and unsheltered. This is not just one voice.

*Sincerely,
Cindy Ference*

C. PLANNED AND ONGOING EVALUATIONS

As noted and described previously (Section 1A), KCHA will be evaluating our WIN and EASY Rent policies in 2025 to learn more about their impact, understandability, efficiency, and costs, and to consider possible policy improvements for the future.

D. LOBBYING DISCLOSURES

Attached as Appendix D.

APPENDIX A

BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE

Associated and signed documentation will be included in the final 2025 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. 5777
APPROVING KCHA’S MOVING TO WORK ANNUAL PLAN
FOR FISCAL YEAR 2025

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 2025 (January 1, 2025 through December 31, 2025) in a manner that is responsive to and complies with the Restated Agreement requirements; and

WHEREAS, in developing the FY 2025 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 A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 18th DAY OF NOVEMBER, 2024.

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

DOUG BARNES, Chair
Board of Commissioners

ROBIN WALLS
President/CEO and 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 01/01/2025, 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 (42 USC 2000d-1), the Fair Housing Act (42 USC 3601 et seq.), section 504 of the Rehabilitation Act of 1973 (29 USC 794), title II of the Americans with Disabilities Act of 1990 (42 USC 12131 et seq.), the Violence Against Women Act (34 USC 12291 et seq.), all regulations implementing these authorities; and other applicable Federal, State, and local fair housing and civil rights laws.
- (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 signed certification by the appropriate State or local official (form HUD-50077-SL) that the Plan is consistent with the applicable Consolidated Plan, which includes any applicable fair housing goals or strategies, for the PHA's jurisdiction and a description of the way the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
- (7) The MTW PHA will affirmatively further fair housing in compliance with the Fair Housing Act, 24 CFR 5.150 et. seq, 24 CFR 903.7(o), and 24 CFR 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing requires meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR 5.151). The MTW PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.
- (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 the Fair Housing Act and Act's prohibition on sex discrimination, which includes sexual orientation and gender identity, and 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not base a determination of eligibility for housing based on actual or perceived sexual orientation, gender identity, or marital status and will not otherwise discriminate because of sex (including sexual orientation and gender identity), will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing
- (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, 31 U.S.C. § 1352.
- (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 2 CFR 200.334 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 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), as applicable.
- (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 and should be made available electronically, upon request.

King County Housing Authority
MTW PHA NAME

WA-002
MTW PHA NUMBER/PHA 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
NAME OF AUTHORIZED OFFICIAL

President + Chief Executive
TITLE Officer

[Signature]
SIGNATURE

11/1/2024
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, Xochitl Maykovich, the Interim Deputy Director, Housing & Community Dev. Division
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
2025 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

King County
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 strategies that align with the Consolidated Plan and AI are to advance racial equity
and social justice across King County by embedding anti-racist policies throughout the
agency; expand affordable housing supply and assistance to 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:	Title:
Xochitl Maykovich	Interim Deputy Director, HCD
DocuSigned by:	
Signature: <u>Xochitl Maykovich</u>	Date: <u>10/23/2024</u>
4493F7BA1997445...	

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.

APPENDIX B

PLANNED EXISTING PROJECT-BASED VOUCHERS

Project-based Voucher Contracts

Property Name	Number of Project-based Vouchers	Status as of End of 2023	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	2	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

Project-based Voucher Contracts

Compass Housing Renton	58	Leased	Homeless Veterans	No
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

Project-based Voucher Contracts

Independence Bridge	24	Leased	Homeless Young Adults	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
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
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
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

Project-based Voucher Contracts

Petter Court	4	Leased	Homeless Families	No
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	16	Leased	Homeless Veterans	No
Unity Village of White Center	6	Leased	Homeless Families	No

Project-based Voucher Contracts

Valley Park East & West	12	Leased	Homeless Families	No
Valley Park East & West	16	Leased	Low Income Families	No
Valley Park East & West	2	Leased	Disabled Individuals	No
Vashon Terrace	16	Leased	Low Income Seniors/Disabled	No
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	8	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
Shoreline Permanent Supportive Housing	80	Leased	Homeless Veterans; Mainstream/NED; Low Income	No
Island Center Homes	8	Issued through AHAP	Mainstream/NED	No
DESC Burien	95	Issued through AHAP	Mainstream/NED; Homeless Veterans	No
Totem Lake	8	Issued through AHAP	FUP	No

Project-based Voucher Contracts

Mercy Angle Lake	8	Issued through AHAP	Mainstream/NED	No
Sunset Gardens	38	Issued through AHAP	Homeless Veterans	No
Total Units	3,051			
Issued through AHAP	157			

APPENDIX C

KCHA'S LOCAL ASSET MANAGEMENT PLAN

KCHA'S LOCAL ASSET MANAGEMENT PLAN

As detailed in KCHA's FY 2008 MTW Annual Plan and adopted by the Board of Commissioners under Resolution No. 5116, KCHA implemented a Local Asset Management Plan (LAMP). Much has changed since the LAMP was originally adopted. Therefore, a revised LAMP is being adopted.

Definitions

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

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

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

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

Overview

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

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

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

Public Housing Program Considerations

In contrast to regulations found in 990.280 which allows transfers between projects only after all project expenses are met, KCHA's model allows budget-based funding at the start of the fiscal year from the MTW Block Grant. KCHA will maintain a budgeting and accounting system that gives each property sufficient funds to support annual operations, including fees that have been determined to be reasonable under the LAMP. Actual revenues will include those provided by HUD and those allocated by KCHA from the MTW fund based on annual property-based budgets.

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

Housing Choice Voucher Program Considerations

- Amounts needed for Housing Assistance Payments (HAP) and program administrative costs will be transferred to the Housing Choice Voucher program fund, including sufficient funds to pay all management and bookkeeping fees. Block grant reserves and their interest earnings will not be commingled with Section 8 operations, enhancing budget transparency. Section 8 program managers will become more responsible for their budgets in the same manner as public housing site managers.
- HCV block grant revenue may be used to support other voucher types that are not part of the MTW program, such as FUP, NED or VASH vouchers. This will be done via an internal transfer.
- Central Office Cost Center (COCC) fees will be charged to each property at the amounts detailed below. However, in all cases, if federal funding is insufficient to support such fee levels, lower amounts may be substituted.
 - Management fees will be set at the HUD authorized amount of \$12.00 PUM or 20% of the Administrative Fee whichever is greater. KCHA is defining the Administrative Fee amount as the Column B rate for the Authority for each calendar year.
 - Bookkeeping fees shall be set at the rate of \$7.50 PUM (as authorized under original Asset Management guidelines, and inflated annually from the 2006 baseline of 203.8, using the Bureau of Labor Statistics CPI-W for the Seattle-Tacoma-Bellevue area, as published for June for each year. The fee of \$7.50 has been in effect since 2006, and per HUD guidance (Federal Register, Volume 71, number 172, page 52712, section IX), “if a PHA considers the fees in this notice to be inadequate to address their individual circumstances, a PHA may use data that reflects the conditions of the local or national market”. As KCHA considers a fee set in 2006 and never increased to be inadequate, it will use the index listed above as the basis for adjusting to local conditions.

APPENDIX D

DISCLOSURE OF LOBBYING ACTIVITIES

Associated and signed documentation will be included in the final 2025 MTW Plan, prior to submission to the U.S. Department of Housing and Urban Development.

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: ☒ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☒ na a. bid/offer/application ☐ b. initial award ☐ c. post-award		3. Report Type: ☒ a. initial filing ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: ☒ Prime ☐ Subawardee Tier _____, if known: Congressional District, if known: 4c			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: Department of Housing and Urban Development			7. Federal Program Name/Description: MTW Annual Plan CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: Robin Walls Title: President & CEO Telephone No.: (206)574-1100 Date: 11/1/2024		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

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

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

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

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

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

APPENDIX E

DESIGNATION PLAN

King County Housing Authority
Designation Plan Report
as of 9/30/2024

Development #	Project	Public Housing Units	Designated Units	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	68	-12	55	78%	56	80%	1	No restrictions on younger households
WA002000153	Northridge I	70	70	42	27	1	66	-7	55	78%	53	75%	-2	Freeze admission of younger households
WA002000153	Northridge II	70	70	0	69	1	69	-2	55	78%	60	85%	5	No restrictions on younger households
WA002000152	Briarwood	70	70	0	70	0	68	-2	55	78%	60	85%	5	No restrictions on younger households
WA002000152	The Lake House	70	70	0	69	1	69	-5	55	78%	63	90%	8	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	32	-	27	78%	30	88%	3	No restrictions on younger households
WA002000251	Casa Juanita	80	80	0	80	0	76	4	63	78%	66	82%	3	No restrictions on younger households
WA002000290	Northlake House	38	38	0	38	0	38	-	30	78%	36	94%	6	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%	68	88%	7	No restrictions on younger households
SOUTHEAST MIXED POPULATION														
WA002000550	Wayland Arms	67	67	24	42	1	64	2	53	78%	52	77%	-1	Freeze admission of younger households
WA002000552	Southridge House	80	80	0	80	0	78	14	63	78%	69	86%	6	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	68	6	55	78%	54	77%	-1	Freeze admission of younger households
WA002000550	Gustaves Manor	35	35	4	31	0	33	6	28	78%	26	74%	-2	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	69	-11	55	78%	60	85%	5	No restrictions on younger households
WA002000352	Munro Manor	60	60	0	60	0	59	-5	47	78%	53	88%	6	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	43	-8	34	78%	34	79%	0	Monitor for next vacancy
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	101	-	80	78%	88	86%	8	No restrictions on younger households
WA002000450	Mardi Gras	61	61	3	57	1	61	10	48	78%	54	88%	6	No restrictions on younger households
Total		1474	1474	154	1300	20								

King County Housing Authority
Designation Plan Report
as of 6/30/2024

Development #	Project	Public Housing Units	Designated Units	0		1	2	# 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
				Bedrooms (Studio)	Bedroom						Bedrooms	Bedroom				
Non-PH Unit in Public Housing Property																
	Westminster Manor	2	2	2	0	0	0		-	-	-	-	-	-	-	
	Nia	40	40	0	30	10			-	-	-	-	-	-	-	
HOPA																
	Eastridge House	40	40	0	39	1	39		-	36	90%	90%	36	90%	0	Monitor for next vacancy
	Bellevue Manor	66	66	0	65	1	65	5	5	60	90%	95%	63	95%	3	No restrictions on younger households
	Patricia Harris	41	41	0	40	1	41	6	6	37	90%	97%	40	97%	3	No restrictions on younger households
SEDRO-WOOLLEY																
WA030000155	Hillview	60	60	0	60	0	58		-	-	-	-	46	76%	-	
Total		249	249	2	234	13										

APPENDIX F

UNIT UPGRADE COMPLETION REPORT

Unit upgrade reports will be included in the final 2025 MTW Plan, prior to submission to the U.S. Department of Housing and Urban Development.

		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
Project Based Section 8 Housing															
Avondale Manor															
	1	509	201		Avondale Manor	12	2		6/30/2006	7/14/2006	153	\$6,820	\$3,808	\$10,628	537911
	2	509	201		Avondale Manor	16	3		11/13/2006	12/27/2006	261	\$11,540	\$5,885	\$17,424	550131
	3	509	201		Avondale Manor	2	3		12/13/2006	2/5/2007	319	\$13,203	\$8,492	\$21,695	553484
	4	509	201		Avondale Manor	9	3		11/23/2011	2/29/2012	316	\$18,307	\$11,361	\$29,668	686115
	5	509	201		Avondale Manor	17	3		5/31/2012	8/23/2012	323	\$19,681	\$11,197	\$30,878	698083
	6	509	201		Avondale Manor	11	3		10/19/2012	11/21/2012	282	\$18,010	\$12,876	\$30,886	707107
	7	509	201		Avondale Manor	8	3		2/20/2013	3/27/2013	289	\$17,668	\$11,594	\$29,262	715412
	8	509	201		Avondale Manor	10	3		4/16/2013	6/26/2013	331	\$18,957	\$10,995	\$29,952	718995
	9	509	201		Avondale Manor	4	2		7/9/2013	10/29/2013	266	\$15,861	\$11,749	\$27,610	725072
	10	509	201		Avondale Manor	14	4		8/8/2013	1/16/2014	346	\$20,279	\$13,207	\$33,486	726808
	11	509	201		Avondale Manor	18	4		11/29/2013	2/18/2014	305	\$19,065	\$11,877	\$30,942	735904
	12	509	201		Avondale Manor	19	4		8/21/2015	9/29/2015	327	\$20,679	\$13,986	\$34,664	782805
	13	509	201	Prev 2006	Avondale Manor	12	2		8/19/2015	9/30/2015	276	\$17,436	\$11,429	\$28,865	782806
	14	509	201		Avondale Manor	5	3		10/13/2015	11/25/2015	337	\$21,489	\$14,215	\$35,704	786607
	15	509	201		Avondale Manor	6	4		10/27/2015	11/30/2015	336	\$21,232	\$14,800	\$36,032	384
	16	509	201		Avondale Manor	13	3	00202020001	9/6/2017	12/11/2017	275	\$17,545	\$14,176	\$31,720	38263
	17	509	201		Avondale Manor	20	4	00202010020	7/17/19	9/16/19	293	\$17,087	\$14,773	\$31,860	81742
	18	509	201	Prev 2014	Avondale Manor	14	4	00202010014	9/5/19	10/24/19	287	\$17,165	\$19,171	\$36,336	84962
	19	509	201		Avondale Manor	7	4	00202010007	10/19/2020	1/8/2021	312	\$20,360	\$22,866	\$43,226	109045
	20	509	201	Prev 2015	Avondale Manor	12	2	00202010012	6/30/2022	8/18/2022	274.0	\$21,057	\$17,144	\$38,201	136942
					Avondale Manor	1970	Total Units	20	Upgraded	20	Remaining	3		Avg. \$ (since 2022)	\$38,201
									Note: (3) units required 2nd Upgrade					*Track since inflation following COVID Pandemic (Typical)	
Bellevue Houses															
	1	509	211		Bellevue House	3	3		11/3/2008	1/30/2009	323	\$19,970	\$13,383	\$33,353	611404
	2	509	211		Bellevue House	4	3		2/22/2011	3/30/2011	313	\$18,337	\$11,901	\$30,237	663972
	3	509	211		Bellevue House	2	3		7/1/2013	10/15/2013	276	\$14,454	\$9,668	\$24,121	724028
	4	509	211		Bellevue House	8	3		12/8/2014	1/27/2015	343	\$20,622	\$9,001	\$29,623	762029
	5	509	211		Bellevue House	6	3	00202110006	11/4/19	1/30/20	296	\$17,025	\$17,458	\$34,483	90371
	6	509	211	Int Rebuild	Bellevue House	1	3	00202110001	1/15/2022	8/11/2023	914	\$68,222	\$69,875	\$138,097	133492
					Bellevue Houses	Total Units	8	Upgraded	5	Remaining	3			Avg. \$	N/A
													Individual Family Homes		
Bellevue Manor															
	1	482	465	Tax Credit	Bellevue Manor	101	1	00404650101	2/3/2016	3/23/2016	228	\$13,603	\$9,950	\$23,553	7642
	2	482	465	Tax Credit	Bellevue Manor	Key Keeper	3	00404650200	3/11/2016	5/4/2016	322	\$20,678	\$11,530	\$32,208	9352
	3	482	465	Tax Credit	Bellevue Manor	111	1	00404650111	6/8/2016	7/1/2016	222	\$13,790	\$12,292	\$26,082	12456
	4	482	465	Tax Credit	Bellevue Manor	108	1	00404650108	6/8/2016	7/26/2016	222	\$13,379	\$11,771	\$25,150	12454
	5	482	465	Tax Credit	Bellevue Manor	104	1	00404650104	7/11/2016	8/19/2016	218	\$13,565	\$12,002	\$25,566	14447
	6	482	465	Tax Credit	Bellevue Manor	205	1	00404650205	7/11/2016	8/23/2016	222	\$13,684	\$11,182	\$24,866	14448
	7	482	465	Tax Credit	Bellevue Manor	115	1	00404650115	10/30/2016	12/14/2016	233	\$14,793	\$10,317	\$25,110	19977
	8	482	465	Tax Credit	Bellevue Manor	319	1	00404650319	9/30/2016	1/4/2017	233	\$14,531	\$9,939	\$24,470	20249
	9	482	465	Tax Credit	Bellevue Manor	219	1	00404650219	4/7/2017	6/23/2017	218	\$14,335	\$9,509	\$23,844	29209
	10	482	465	Tax Credit	Bellevue Manor	121	1	00404650121	6/30/2017	8/30/2017	179	\$11,512	\$10,241	\$21,753	32254
	11	482	465	Tax Credit	Bellevue Manor	103	1	00404650103	8/1/2017	10/25/2017	245	\$14,675	\$10,541	\$25,216	33936
	12	482	465	Tax Credit	Bellevue Manor	202	1	00404650202	10/25/2017	1/18/2018	250	\$15,195	\$9,815	\$25,009	38998
	13	482	465	Tax Credit	Bellevue Manor	120	1	00404650120	1/23/2018	4/30/2018	292	\$18,842	\$14,582	\$33,424	47046
	14	482	465	Tax Credit	Bellevue Manor	117	1	00404650117	6/22/2018	9/6/2018	250	\$16,418	\$7,796	\$24,214	55965
	15	482	465	Tax Credit	Bellevue Manor	109	1	00404650109	4/22/2019	5/17/2019	203	\$12,893	\$11,611	\$24,504	75099
	16	482	465	Tax Credit	Bellevue Manor	318	1	00404650318	6/14/19	7/23/19	195	\$11,731	\$11,585	\$23,316	79219
	17	482	465	Tax Credit	Bellevue Manor	317	1	00404650317	7/9/19	7/31/19	196	\$11,351	\$11,879	\$23,231	80282
	18	482	465	Tax Credit	Bellevue Manor	106	1	00404650106	8/30/19	10/17/19	194	\$11,651	\$12,215	\$23,866	84584
	19	482	465	Tax Credit	Bellevue Manor	215	1	00404650215	10/25/2019	12/4/2019	196	\$11,531	\$12,371	\$23,902	88511
	20	482	465	Tax Credit	Bellevue Manor	323	1	00404650323	10/28/2019	12/9/2019	195	\$11,759	\$12,358	\$24,117	88799
	21	482	465	Tax Credit	Bellevue Manor	322	1	00404650322	11/5/2019	12/31/2019	196	\$12,347	\$12,689	\$25,036	89566
	22	482	465	Tax Credit	Bellevue Manor	221	1	00404650221	11/26/19	1/14/20	196	\$10,739	\$13,210	\$23,949	91276
	23	482	465	Tax Credit	Bellevue Manor	207	1	00404650207	7/1/2020	8/25/2020	200	\$12,776	\$12,762	\$25,538	105048
	24	482	465	Tax Credit	Bellevue Manor	303	1	00404650303	7/7/2020	9/29/2020	208	\$13,552	\$13,088	\$26,640	105049
	25	482	465	Tax Credit	Bellevue Manor	312	1	00404650312	10/12/2020	12/22/2020	212	\$14,522	\$13,102	\$27,624	109599
	26	482	465	Tax Credit	Bellevue Manor	321	1	00404650321	4/30/2021	6/29/2021	216	\$12,984	\$13,875	\$26,859	118325
	27	482	465	Tax Credit	Bellevue Manor	310	1	00404650310	6/1/2021	7/13/2021	216	\$14,056	\$12,991	\$27,047	119243
	28	482	465	Tax Credit	Bellevue Manor	320	1	00404650320	7/9/2021	8/30/2021	216	\$14,024	\$12,855	\$26,879	121184
	29	482	465	Tax Credit	Bellevue Manor	113	1	00404650113	7/30/2021	9/23/2021	216	\$14,184	\$13,175	\$27,359	122641
	30	482	465	Tax Credit	Bellevue Manor	216	1	00404650216	8/18/2021	10/29/2021	216	\$13,400	\$13,884	\$27,284	123217
	31	482	465	Tax Credit	Bellevue Manor	306	1	00404650306	2/16/2022	4/1/2022	217	\$14,152	\$15,000	\$29,152	131354
	32	482	465	Tax Credit	Bellevue Manor	307	1	00404650307	3/15/2022	5/10/2022	220	\$14,308	\$15,371	\$29,679	132757
	33	482	465	Tax Credit	Bellevue Manor	313	1	00404650313	4/29/2022	7/20/2022	216	\$16,136	\$15,419	\$31,555	134789
	34	482	465	Tax Credit	Bellevue Manor	301	1	00404650301	7/19/2023	8/31/2023	220	\$16,316	\$17,204	\$33,520	152830
	35	482	465	Tax Credit	Bellevue Manor	119	1	00404650119	7/26/2023	9/27/2023	216	\$16,141	\$17,713	\$33,854	153609
	36	482	465	Tax Credit	Bellevue Manor	112	1	00404650112	9/13/2023	11/15/2023	214	\$15,934	\$16,104	\$32,038	155165
	37	482	465	Tax Credit	Bellevue Manor	305	1	00404650305	1/24/2024	3/15/2024	214	\$15,748	\$16,520	\$32,268	160763
					Bellevue Manor	Total Units	65	Upgraded	37	Remaining	28			Avg. \$ (since 2022)	\$31,723.85
Birch Creek															
	1	182	402	Kitchen	Birch Creek	79	2	00404010011	7/11/2021	9/21/2021	166	\$10,146	\$7,323	\$17,469	121105
	2	182	402	Tax Credit	Birch Creek	3	3	00404020022	12/29/2022	1/6/2023	183	\$18,936	\$9,588	\$28,524	144095
	3	182	402	Tax Credit	Birch Creek	128	1	00303530304	4/7/2023	8/2/2023	249	\$18,581	\$16,169	\$34,750	149496

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 2

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 3

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 4

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 5

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 6

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 7

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 8

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 9

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 10

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 11

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 12

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

Page 14

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 15

Page 16

		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	15	127	203		College Place	1385-B	2		5/3/2011	5/27/2011	230	\$13,543	\$9,383	\$22,926	668903
	16	127	203		College Place	1317-D	3		5/5/2011	6/9/2011	244	\$13,561	\$10,367	\$23,928	669081
	17	127	203		College Place	1213-D	2		5/9/2011	6/23/2011	258	\$14,742	\$10,855	\$25,597	669276
	18	127	203		College Place	1333-B	2		8/17/2011	10/5/2011	220	\$12,968	\$12,547	\$25,515	678714
	19	127	203		College Place	1149-A	2	RAFN (GC) - 22		5/1/2011					
	20	127	203		College Place	1117-A	2	RAFN (GC) - 23		5/1/2011					
	21	127	203		College Place	1117-B	2	RAFN (GC) - 24		5/1/2011					
	22	124	203		College Place	1279-E	3		1/30/2011	4/9/2012	258	\$14,730	\$11,306	\$26,037	689738
	23	124	203		College Place	1181-B	3		2/8/2012	4/27/2012	242	\$14,274	\$10,637	\$24,911	690374
	24	124	203		College Place	1391-A	2		3/27/2012	4/30/2012	241	\$14,001	\$9,970	\$23,971	693825
	25	124	203		College Place	1149-C	3		10/1/2012	10/15/2012	224	\$13,079	\$9,781	\$22,860	705739
	26	124	203		College Place	1133-A	2		10/15/2012	10/29/2012	237	\$13,965	\$9,058	\$23,023	706739
	27	124	203		College Place	1349-A	2		11/13/2012	12/17/2012	202	\$11,989	\$10,592	\$23,090	708644
	28	124	203		College Place	1377-A	2		5/23/2013	8/16/2013	228	\$12,365	\$10,644	\$23,009	721410
	29	124	203		College Place	1391-C	2		5/30/2013	8/16/2013	236	\$12,811	\$11,254	\$24,065	721812
	30	127	203		College Place	1391-B	3		9/3/2013	12/12/2013	223	\$12,086	\$10,049	\$22,135	728161
	31	127	203		College Place	1279-B	3		8/23/2013	12/13/2013	222	\$12,342	\$11,612	\$23,954	727527
	32	124	203		College Place	1317-C	2		3/4/2014	4/30/2014	233	\$13,330	\$13,403	\$26,732	741241
	33	124	203		College Place	1333-A	2		4/25/2014	7/31/2014	238	\$13,382	\$8,974	\$22,356	745173
	34	124	203		College Place	1399-B	2		5/21/2014	8/29/2014	201	\$12,128	\$12,333	\$24,461	747563
	35	127	203		College Place	1369-A	2	00202030007	10/31/2016	12/12/2016	298	\$18,810	\$12,018	\$30,893	20870
	36	127	203		College Place	1391-D	3	00202030024	4/2/2018	6/21/2018	315	\$19,573	\$11,517	\$31,090	50612
	37	127	203		College Place	1399-A	2	00202030001	5/20/2019	6/20/2019	250	\$14,768	\$14,586	\$29,354	77216
	38	127	203		College Place	1279-A	3	00202030029	8/30/2020	10/8/2020	332	21,688	16,512	\$38,200	106098
	39	127	203		College Place	1279-F	3	00202030034	5/12/2021	7/1/2021	224	\$14,624	\$14,952	\$29,576	119239
	40	127	203		College Place	1333-D	2	00202030020	6/6/2021	8/9/2021	248	\$16,040	\$13,895	\$29,935	120334
	41	127	203		College Place	1165-B	3	00202030049	8/23/2021	9/30/2021	273	\$17,187	\$14,092	\$31,279	122645
	42	127	203		College Place	1349-C	2	00202030015	10/11/2021	12/23/2021	244	\$15,828	\$15,339	\$31,167	125855
	43	127	203		College Place	1359-A	2	00202030009	1/18/2022	2/28/2022	243	\$15,785	\$16,617	\$32,402	129560
	44	127	203		College Place	1333-C	2	00202030019	7/24/2022	8/26/2022	251.0	\$18,912	\$16,950	\$35,862	137445
	45	127	203		College Place	1377-B	2	00202030006	7/7/2023	8/18/2023	254	\$18,782	\$18,227	\$37,009	152459
	46	127	203		College Place	1385-A	2	00202030003	1/29/2024	3/21/2024	248	\$18,663	\$24,252	\$42,915	161832
	47	127	203		College Place	1149-B	2	00202030040	6/10/2024	8/14/2024	244	\$20,534	\$23,311	\$43,845	168538
			College Place	1981	Total Units	51	Upgraded	47	Remaining	4			Avg. \$ (since 2022)	\$38,407	

Page 18

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 19

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

	Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #	
	1	125	151		Northridge I	110	1	8/11/2008	9/12/2008	203	\$9,932	\$8,274	\$18,206	601843	
	2	125	151		Northridge I	208	1	10/30/2008	1/2/2009	147	\$8,928	\$3,930	\$12,858	612283	
	3	125	151		Northridge I	205	1	12/1/2008	1/12/2009	197	\$11,086	\$6,709	\$17,795	612083	
	4	125	151		Northridge I	112	1	12/1/2008	1/15/2009	156	\$8,826	\$5,843	\$14,670	612079	
	5	125	151		Northridge I	11	1	1/27/2009	2/18/2009	169	\$9,797	\$7,421	\$17,218	615729	
	6	125	151		Northridge I	218	1	3/5/2009	3/20/2009	133	\$7,834	\$6,684	\$14,519	617540	
	7	125	151		Northridge I	221	1	5/18/2009	6/8/2009	160	\$8,955	\$6,796	\$15,751	623811	
	8	125	151		Northridge I	3	1	6/5/2009	6/24/2009	154	\$8,781	\$7,897	\$16,678	624716	
	9	125	151		Northridge I	201	1	6/17/2009	7/10/2009	148	\$8,734	\$7,972	\$16,706	625884	
	10	125	151		Northridge I	2	1	12/30/2009	1/26/2010	199	\$11,665	\$7,905	\$19,570	638922	
	11	125	151		Northridge I	202	1	1/12/2010	2/2/2010	203	\$11,624	\$7,774	\$19,398	639703	
	12	125	151		Northridge I	223	1	3/24/2010	4/21/2010	201	\$11,329	\$7,606	\$18,934	644019	
	13	125	151		Northridge I	216	1	11/18/2010	12/21/2010	169	\$9,418	\$7,329	\$16,747	658018	
	14	125	151		Northridge I	1	1	3/28/2011	5/3/2011	199	\$11,662	\$6,614	\$18,276	667030	
	15	125	151		Northridge I	304	1	6/29/2011	8/16/2011	187	\$10,545	\$7,122	\$17,667	673883	
	16	125	151		Northridge I	12	1	8/29/2011	11/28/2011	179	\$10,815	\$8,298	\$19,112	680995	
	17	125	151		Northridge I	115	1	9/30/2011	12/5/2011	166	\$10,042	\$8,017	\$18,059	682648	
	18	125	151		Northridge I	102	0	RAFN (GC) - 25	7/1/2011						
	19	125	151		Northridge I	104	0	RAFN (GC) - 26	7/1/2011						
	20	125	151		Northridge I	105	1	RAFN (GC) - 27	7/1/2011						
	21	125	151		Northridge I	108	0	RAFN (GC) - 28	7/1/2011						
	22	125	151		Northridge I	111	1	RAFN (GC) - 29	7/1/2011						
	23	125	151		Northridge I	209	1		9/13/2013	12/6/2013	157	\$10,029	\$6,196	\$16,225	728937
	24	125	151		Northridge I	214	1		2/19/2014	5/12/2014	182	\$11,446	\$6,567	\$18,013	741703
	25	125	151		Northridge I	6	1		6/26/2014	9/23/2014	177	\$11,249	\$10,361	\$21,610	752566
	26	125	151		Northridge I	107	1		5/26/2015	7/28/2015	170	\$10,786	\$10,359	\$21,145	777450
	27	125	151		Northridge I	119	1		9/29/2015	11/20/2015	175	\$11,119	\$8,886	\$20,005	328
	28	125	151		Northridge I	211	1		9/30/2015	11/20/2015	182	\$11,574	\$8,597	\$20,171	345
	29	125	151		Northridge I	118	1	00101510118	3/30/2016	6/7/2016	160	\$10,118	\$9,271	\$19,389	11060
	30	125	151		Northridge I	142	1	00101530142	05/30/16	7/25/2016	176	\$11,120	\$9,796	\$20,916	14363
	31	125	151		Northridge I	13	1	00101510013	10/30/2015	1/14/2016	189	\$11,949	\$9,144	\$21,093	796
	32	125	151		Northridge I	224	1	00101510224	11/24/2015	1/14/2016	196	\$12,282	\$8,914	\$21,196	3507
	33	125	151		Northridge I	206	1	00101510206	1/22/2016	3/8/2016	173	\$10,987	\$9,268	\$20,255	5774
	34	125	151		Northridge I	231	1	00101530231	2/19/2016	4/6/2016	196	\$12,004	\$9,813	\$21,817	6506
	35	125	151		Northridge I	9	1	00101510009	5/15/2017	8/23/2017	193	\$12,103	\$10,306	\$22,409	31112
	36	125	151		Northridge I	124	1	00101510124	7/21/2017	9/22/2017	193	\$12,643	\$10,317	\$22,960	33583
	37	125	151		Northridge I	301	1	00101510301	9/18/2017	12/1/2017	193	\$12,411	\$11,149	\$23,560	38264
	38	125	151		Northridge I	10	1	00101530010	6/1/2018	8/31/2018	200	\$11,999	\$11,068	\$23,067	57900
	39	125	151		Northridge I	123	1	00101510123	4/22/2019	5/31/2019	200	\$11,800	\$13,920	\$25,720	75182
	40	125	151		Northridge I	116	1	00101510116	8/30/19	10/8/19	200	\$11,852	\$13,736	\$25,588	85420
	41	125	151		Northridge I	220	1	00101510220	10/9/2019	12/4/2019	200	\$12,476	\$13,555	\$26,031	87547
	42	125	151		Northridge I	222	1	00101510222	10/31/2019	12/19/2019	200	\$11,460	\$13,509	\$24,969	90401
	43	125	151		Northridge I	203	1	00101510203	12/5/2019	3/6/2020	197	\$12,879	\$14,526	\$27,405	94300
	44	125	151		Northridge I	307	1	00101510307	1/3/2019	3/10/2020	200	\$12,720	\$14,437	\$27,157	94301
	45	125	151		Northridge I	103	1	00101510103	3/7/2020	5/14/2020	200	\$12,952	\$14,495	\$27,447	101220
	46	125	151		Northridge I	302	1	00101510302	5/14/2020	7/29/2020	200	\$13,080	\$14,158	\$27,238	104351
	47	125	151		Northridge I	5	1	00101510005	11/1/2022	12/21/2022	220	\$16,366	\$16,352	\$32,718	142736
	48	125	151		Northridge I	113	1	00101510113	7/28/2023	10/13/2023	216	\$15,965	\$14,858	\$30,823	154233
	49	125	151		Northridge I	326	1	00101530326	7/28/2023	10/26/2023	244	\$18,166	\$18,284	\$36,450	154232
	50	125	151		Northridge I	204	1	00101510204	12/4/2023	2/14/2024	214	\$15,696	\$15,861	\$31,556	160228

Page 22

[illegible]

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 24

Page 25

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 26

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 27

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

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 29

		Fund	Prop	Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	15	128	150	Paramount House	202	1		3/29/2012	5/10/2012	179	\$10,111	\$6,128	\$16,239	694286
	16	128	150	Paramount House	103	1		4/2/2012	5/10/2012	171	\$9,873	\$6,895	\$16,768	694285
	17	128	150	Paramount House	121	1		5/2/2012	6/21/2012	169	\$10,697	\$7,759	\$18,455	696502
	18	128	150	Paramount House	108	1		6/5/2012	7/20/2012	176	\$9,542	\$8,236	\$17,778	698342
	19	128	150	Paramount House	210	1		7/6/2012	8/21/2012	171	\$9,726	\$7,488	\$17,214	700271
	20	128	150	Paramount House	209	1		10/22/2012	11/15/2012	170	\$9,974	\$7,194	\$17,168	707258
	21	128	150	Paramount House	316	1		1/30/2013	3/15/2013	189	\$10,707	\$6,856	\$17,562	714112
	22	128	150	Paramount House	102	1		6/27/2013	8/30/2013	150	\$9,526	\$6,808	\$16,334	723212
	23	128	150	Paramount House	215	1		6/27/2013	8/30/2013	154	\$9,199	\$6,432	\$15,631	724727
	24	128	150	Paramount House	310	1		12/2/2013	1/31/2014	149	\$9,065	\$7,862	\$16,927	734625
	25	128	150	Paramount House	123	1		1/2/2014	1/31/2014	147	\$8,958	\$7,253	\$16,211	736348
	26	128	150	Paramount House	319	1		2/3/2014	2/28/2014	150	\$9,494	\$6,777	\$16,271	740146
	27	128	150	Paramount House	119	1		9/29/2014	12/30/2014	169	\$10,293	\$7,337	\$17,630	758622
	28	128	150	Paramount House	304	1		2/20/2015	4/10/2015	182	\$11,148	\$8,254	\$19,402	769746
	29	128	150	Paramount House	311	1		3/16/2015	5/5/2015	183	\$11,266	\$9,253	\$20,519	772534
	30	128	150	Paramount House	303	1	00101500303	8/30/2016	11/18/2016	185	\$11,801	\$9,201	\$21,002	18783
	31	128	150	Paramount House	313	1	00101500313	12/1/2016	2/6/2017	193	\$12,707	\$9,251	\$21,958	22663
	32	128	150	Paramount House	309	1	00101500309	12/2/2016	2/6/2017	198	\$12,977	\$9,694	\$22,671	22665
	33	128	150	Paramount House	120	1	00101500120	1/3/2017	2/24/2017	193	\$12,611	\$9,846	\$22,457	28373
	34	128	150	Paramount House	308	1	00101500308	3/10/2017	5/26/2017	191	\$12,509	\$9,392	\$21,901	29201
	35	128	150	Paramount House	112	1	00101500112	3/7/2017	5/26/2017	198	\$12,919	\$9,630	\$22,549	29202
	36	128	150	Paramount House	113	1	00101500113	4/9/2017	6/29/2017	193	\$12,643	\$9,150	\$21,793	29211
	37	128	150	Paramount House	110	1	00101500110	12/1/2017	1/31/2018	214	\$13,647	\$11,535	\$25,182	42001
	38	128	150	Paramount House	322	1	00101500322	3/10/2018	5/18/2018	254	\$16,306	\$25,834	\$42,140	48865
	39	128	150	Paramount House	117	1	00101500117	3/12/2019	5/2/2019	197	\$12,397	\$12,693	\$25,090	72488
	40	128	150	Paramount House	200	1	00101500200	5/1/2019	6/26/2019	200	\$12,772	\$14,465	\$27,237	75785
	41	128	150	Paramount House	101	2	00101500101	6/21/19	7/31/19	199	\$12,218	\$14,610	\$26,828	79613
	42	128	150	Paramount House	105	1	00101500105	7/8/19	8/21/19	199	\$12,477	\$12,712	\$25,189	80496
	43	128	150	Paramount House	216	1	00101500216	9/3/19	10/22/19	195	\$11,405	\$13,851	\$25,256	85422
	44	128	150	Paramount House	213	1	00101500213	10/23/2019	12/18/2019	200	\$11,312	\$13,631	\$24,943	88832
	45	128	150	Paramount House	101	2	00101500101	2/28/2020	4/2/2020	245	\$15,767	\$10,744	\$26,511	97247
	46	128	150	Paramount House	201	1	00101500201	2/5/2020	4/3/2020	244	\$15,816	\$14,001	\$29,817	97248
	47	128	150	Paramount House	321	1	00101500321	1/19/2020	1/21/2021	192	\$12,544	\$15,857	\$28,401	111172
	48	128	150	Paramount House	106	1	00101500106	12/22/2020	2/19/2021	224	\$14,656	\$14,852	\$29,508	112821
	49	128	150	Paramount House	214	1	00101500214	5/24/2021	7/16/2021	200	\$12,896	\$13,696	\$26,592	119289
	50	128	150	Paramount House	218	1	00101500218	9/2/2021	11/16/2021	200	\$13,016	\$13,907	\$26,923	124615
	51	128	150	Paramount House	112	1	00101500112	2/23/2022	5/16/2022	220	\$14,340	\$17,401	\$31,741	132996
	52	128	150	Paramount House	122	1	00101500122	3/30/2023	6/1/2023	214	\$16,158	\$20,228	\$36,386	149096
	53	128	150	Paramount House	212	1	00101500212	5/8/2023	7/5/2023	214.0	\$15,579	\$19,014	\$34,593	150680
	54	128	150	Paramount House	307	1	00101500307	12/4/2023	2/1/2024	216	\$16,057	\$18,136	\$34,194	159238
		Paramount House	1969	Total Units	70	Upgraded	54	Remaining	16			Avg. \$ (since 2022)	\$34,228	
Plaza Seventeen														
	1	150	551	Plaza Seventeen	508	1		11/1/2006	11/22/2006	161	\$7,154	\$4,846	\$12,000	549437
	2	150	551	Plaza Seventeen	408	1		2/25/2008	3/17/2008	199	\$8,856	\$5,161	\$14,017	598068
	3	150	551	Plaza Seventeen	612	1		4/2/2008	3/18/2008	165	\$9,637	\$4,941	\$14,578	591464
	4	150	551	Plaza Seventeen	307	1		4/30/2008	5/19/2008	181	\$8,062	\$4,994	\$13,056	593346
	5	150	551	Plaza Seventeen	101	1		7/29/2008	8/20/2008	203	\$12,724	\$5,351	\$18,074	599619
	6	150	551	Plaza Seventeen	310	1		8/11/2009	9/4/2009	190	\$13,261	\$6,577	\$19,837	629724
	7	150	551	Plaza Seventeen	605	1		1/10/2010	2/5/2010	193	\$12,329	\$5,155	\$17,484	640070
	8	150	551	Plaza Seventeen	109	1		4/15/2010	5/3/2010	230	\$14,529	\$5,800	\$20,329	645362
	9	150	551	Plaza Seventeen	102	0	Capital Const - 9		9/1/2009					
	10	150	551	Plaza Seventeen	103	0	Capital Const - 10		9/1/2009					
	11	150	551	Plaza Seventeen	110	0	Capital Const - 11		9/1/2009					
	12	150	551	Plaza Seventeen	108	1		4/11/2012	5/9/2012	189	\$12,029	\$6,128	\$18,157	695297
	13	150	551	Plaza Seventeen	509	1		4/27/2012	6/20/2012	202	\$12,875	\$6,857	\$19,732	696045
	14	150	551	Plaza Seventeen	106	1		12/27/2013	1/29/2013	243	\$15,547	\$6,279	\$21,826	712209
	15	150	551	Plaza Seventeen	206	1		1/7/2013	1/31/2013	253	\$16,083	\$6,592	\$22,675	712208
	16	150	551	Plaza Seventeen	104	1		11/25/2013	1/31/2014	236	\$15,084	\$6,916	\$22,000	733698
	17	150	551	Plaza Seventeen	511	1		11/13/2014	12/30/2014	230	\$14,518	\$7,704	\$22,222	760032
	18	150	551	Plaza Seventeen	501	1		1/30/2015	2/27/2015	202	\$12,838	\$7,068	\$19,906	767206
	19	150	551	Plaza Seventeen	502	1		7/7/2015	8/5/2015	203	\$12,787	\$8,966	\$21,753	779924
	20	150	551	Plaza Seventeen	402	1		6/30/2015	8/21/2015	190	\$11,974	\$7,849	\$19,822	780257
	21	150	551	Plaza Seventeen	210	1		8/20/2015	10/13/2015	198	\$12,450	\$8,047	\$20,497	782792
	22	150	551	Plaza Seventeen	510	1		10/27/2015	12/15/2015	230	\$14,454	\$7,544	\$21,978	163
	23	150	551	Plaza Seventeen	407	1	00505510407	6/2/2016	6/30/2016	209	\$13,303	\$8,229	\$21,532	12200
	24	150	551	Plaza Seventeen	309	1	00505510309	12/13/2016	2/15/2017	209	\$13,704	\$7,693	\$21,397	22893
	25	150	551	Plaza Seventeen	306	1	00505510306	1/17/2017	4/13/2017	227	\$14,882	\$10,113	\$24,995	24266
	26	150	551	Plaza Seventeen	609	1	00505510609	02/28/17	5/16/2017	195	\$12,690	\$9,920	\$22,609	26544
	27	150	551	Plaza Seventeen	304	1	505510304	4/28/2017	7/1/2017	200	\$13,096	\$9,018	\$22,114	29355
	28	150	551	Plaza Seventeen	410	1	505510305	8/11/2017	10/27/2017	196	\$12,504	\$8,650	\$21,154	34474
	29	150	551	Plaza Seventeen	411	1	505510411	8/18/2017	10/31/2017	197	\$12,820	\$8,486	\$21,306	35829
	30	150	551	Plaza Seventeen	301	1	00505510301	2/6/2019	4/2/2019	301	\$19,083	\$7,683	\$26,766	71038
	31	150	551	Plaza Seventeen	209	1	00505510209	3/29/2019	5/26/2019	304	\$19,196	\$10,546	\$29,742	73598
	32	150	551	Plaza Seventeen	202	1	00505510202	5/13/2019	6/26/2019	251	\$15,745	\$8,305	\$24,049	76699
	33	150	551	Plaza Seventeen	212	1	00505510212	9/27/2019	11/7/2019	259	\$16,027	\$11,852	\$27,879	87812
	34	150	551	Plaza Seventeen	405	1	00505510405	10/10/2019	12/6/2019	255	\$15,810	\$12,114	\$27,924	87816
	35	150	551	Plaza Seventeen	503	1	00505510503	10/7/2019	12/9/2019	239	\$14,775	\$12,289	\$27,064	87815
	36	150	551	Plaza Seventeen	601	1	00505510601	4/3/2020	5/14/2020	268	\$16,996	\$12,898	\$29,894	100679
	37	150	551	Plaza Seventeen	311	1	00505510311	6/23/2020	9/8/2020	265	\$17,490	\$12,892	\$30,382	105472
	38	150	551	Plaza Seventeen	610	1	00505510610	8/31/2020	11/24/2020	269	\$18,254	\$10,011	\$28,265	109609
	39	150	551	Plaza Seventeen	607	1	00505510607	1/20/2021	3/3/2021	250	\$15,396	\$13,455	\$28,851	113191
	40	150	551	Plaza Seventeen	611	1	00505510611	1/25/2021	3/8/2021	250	\$16,206	\$12,447	\$28,653	113192
	41	150	551	Plaza Seventeen	504	1	00505510504	2/8/2021	3/18/2021	250	\$16,250	\$12,168	\$28,418	114382
	42	150	551	Plaza Seventeen	211	1	00505510211	1/27/2021	3/23/2021	250	\$16,433	\$11,647	\$28,080	113603
	43	150	551	Plaza Seventeen	506	1	00505510506	2/17/2021	3/29/2021	250	\$16,280	\$11,289	\$27,569	114381

Page 32

		Fund	Prop		Community	Apt #	Bedrooms	TenMast #	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
		Brookside	143	180	1983	Total Units	16	Upgraded	0		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	21-B	1	00505800005	9/1/2021	12/28/2021	294	\$19,337	\$14,831	\$34,168	122285
	6	500	582		Campus Green	21-G	1	00505800010	1/11/2022	5/20/2022	307	\$19,533	\$17,378	\$36,911	128687
	7	500	582		Campus Green	21-A	1	00505800005	2/1/2022	6/1/2022	287	\$18,352	\$16,133	\$34,485	129652
	8	500	582		Campus Green	21-E	1	00505800009	6/3/2022	8/31/2022	240	\$17,671	\$14,981	\$32,652	135055
	9	500	582		Campus Green	23-A	1	00505800011	10/27/2023	1/18/2024	295	\$24,566	\$19,921	\$44,487	156706
	10	500	582		Campus Green	21-C	1	00505800007	11/21/2023	2/29/2024	214	\$16,100	\$17,820	\$33,920	157998
	11	500	582		Campus Green	23-F	1	00505800015	3/11/2024	6/24/2024	220	\$16,242	\$20,086	\$36,328	162890
	12	500	582		Campus Green	20-B	1	00505800001	6/12/2024	8/13/2024	221	\$19,657	\$19,794	\$39,451	166771
		Campus Green			Total Units	15	Upgraded	12	Remaining	3			Avg. \$ (since 2022)	\$36,890.49	
		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	2		2/27/2015	4/15/2015	280	\$17,862	\$10,972	\$28,834	769940
	3	500	183		Echo Cove	328	2		8/14/2015	9/28/2015	275	\$16,750	\$11,471	\$28,221	782411
		Echo Cove			Total Units	4	Upgraded	3	Remaining	1			Avg. \$ (2015)	\$28,527.53	
		Federal Way Duplexes													
	1	500	581		Fed Way Duplex	1	2		5/20/2009	7/13/2009	343	\$19,993	\$10,287	\$30,279	624211
	2	500	581		Fed Way Duplex	3	2		7/21/2015	9/10/2015	383	\$24,419	\$14,111	\$38,530	781722
	3	500	581		Fed Way Duplex	4	2		10/14/2015	12/7/2015	426	\$27,260	\$13,134	\$40,394	1089
	4	500	581		Fed Way Duplex	2	2	00505810002	2/10/2016	3/22/2016	400	\$25,496	\$14,332	\$39,828	5647
	5	500	581	Prev 2009	Fed Way Duplex	1	2	00505810001	3/4/2016	4/15/2016	368	\$23,464	\$9,698	\$33,162	7050
		Federal Way Duplexes			Total Units	6	Upgraded	5	Remaining	2			Avg. \$ (2015-16)	\$37,979	
									Note: (1) unit required 2nd upgrade.						
		Harbour Villa													
	1	500	182		Harbor Villa	119	2	00101820024	4/13/2017	7/21/2017	244	\$15,196	\$10,877	\$26,073	29212
	2	500	182		Harbor Villa	205	2	00101820023	8/14/2017	10/30/2017	231	\$14,977	\$10,302	\$25,279	35373
	3	500	182		Harbor Villa	113	1	00101820021	1/22/2018	4/3/2018	245	\$15,423	\$12,046	\$27,469	45561
	4	500	182		Harbor Villa	209	2	00101820025	4/19/2019	6/3/2019	248	\$14,740	\$10,518	\$25,258	75064
		Harbour Villa			Total Units	5	Upgraded	4	Remaining	1			Avg. \$ (2017-19)	\$26,020	
		Holt House													
	1	500	387		Holt House	-	3			9/14/2012	405	\$25,849	\$10,667	\$39,516	703142
		Holt House			Total Units	1	Upgraded	1	Remaining	0			Total \$ (2012)	\$39,516	
			320	400	1990	Total Units	31	Upgraded	0		Uncertain	31			
				1984	Total Units	9	Upgraded	0			Uncertain	9			
		Shelcor													
	1	133	480		Shelcor	8	2		4/16/2014	6/6/2014	321	\$20,437	\$14,761	\$35,198	744873
	2	133	480		Shelcor	7	2		4/23/2014	6/13/2014	357.5	\$22,808	\$14,378	\$37,185	745089
	3	133	480		Shelcor	5	2		4/23/2014	6/27/2014	390.5	\$25,005	\$15,840	\$40,844	745792
	4	133	480		Shelcor	6	2		4/23/2014	6/30/2014	168.5	\$10,509	\$1,413	\$11,921	748172
	5	133	480		Shelcor	2	2		4/23/2014	8/26/2014	317	\$20,205	\$11,123	\$31,328	751047
	6	133	480		Shelcor	1	2		4/23/2014	8/28/2014	369	\$23,429	\$15,137	\$38,566	750692
	7	133	480		Shelcor	4	2		4/23/2014	8/28/2014	374	\$23,894	\$13,704	\$37,598	752200
	8	133	480		Shelcor	3	2		4/23/2014	8/29/2014	374.5	\$23,709	\$14,641	\$38,349	751048
		Shelchor		1960	Total Units	8	Upgraded	8	Remaining	0			Avg. \$ (2014)	\$33,874	
		Slater Park													
	1	500	282		Slater Park	F-8	2	00202820020	3/13/2019	5/3/2019	299	\$18,190	\$13,050	\$31,240	73415
	2	500	282		Slater Park	F-6	1	00202820019	11/5/2019	12/30/2019	246	\$20,113	\$13,477	\$33,590	90396
	3	500	282		Slater Park	F-4	1	00202820018	6/30/2020	10/23/2020	248	16,236	14,284	30,520	106155
		Slater Park		1997	Total Units	5	Upgraded	3	Remaining	2			Avg. \$ (2019-20)	\$31,783	
		Sunnydale													
	16	500	380	Sunnydale - Complete Interior/Exterior Renovation by Capital Construcion in 2023											
		Sunnydale		1997	Total Units	16	Upgraded	16							
		Vets Housing													
				1997	Total Units	6	Upgraded	0			Uncertain	6			

P:\Maintenance\UU Master List\1.0 UU Completion Master Page 34

Page 35

APPENDIX G

Hardship Policies



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):

Signature: _____ Date: _____

For KCHA Use ONLY, Additional Information:

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

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

J. HARSHIP 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

Admission and Continued Occupancy Policy (ACOP)

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

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.

APPENDIX H

MTW Regionalization Efforts

MTW Regionalization Overview

A. General overview of the Regional MTW Agency and a description of planned regional initiatives.

KCHA has a long-standing contract to manage and assist the Sedro Woolley Housing Authority (SWHA) in the administration of their 80-unit Public Housing inventory. KCHA is currently planning to partner with the Sedro-Woolley Housing Authority (SWHA) to create a Regional MTW Agency through an updated and revised management agreement. Final documents will be submitted to HUD for approval in late summer 2024. Becoming a regional MTW Agency partner will allow SWHA and its clients to benefit from regulatory flexibility provided under the MTW program to increase housing choice, support economic self-sufficiency of SWHA households and simplify and streamline programs – allowing both KCHA and SWHA to operate more efficiently and effectively in support of affordable housing in the region.

B. Specific MTW flexibilities utilized and any additional planned MTW flexibilities for the upcoming Fiscal Year.

HUD approval of MTW regionalization will allow SWHA to modify policies related to eligibility, selection, admissions and occupancy such as:

- Changes to Eligibility and Selection policies that make it easier for households to apply and access SWHA housing services: Implementing a preference for all households with income below 30% of the Area Median Income without the need to document qualification as a displaced, homeless or rent burdened household. Considering modification of SWHA's internal Transfer Policy to better address client needs. Waiver of regulations regarding asset limitations applied to eligibility and streamlining the application process to remove barriers to access, etc. (Activity 2014-2 & 2004-3)
- Changes to the Recertification and Review process: Fully recertifying eligibility of fixed income households (i.e. Social Security, SSI, etc.) just once every 3 years and work-able households just once every 2 years. Reducing the circumstances under which a household must report changes in income – reducing the number of times staff must complete an interim review to increase rent - allowing income to grow in between the 2- and 3-year Recertification cycles without impact upon tenant rent. (Activity 2008-10 & 2008-11)
- Changes to Income and Rent Calculation: Redefine "assets" to include only those assets valued at \$50,000 or more – eliminating any income gained from such assets from the rent calculation. Excluding earned income from a household member who is under age 21 and not the head of house or spouse from the income and rent calculation. Simplifying the rent calculation by modifying how deductions are calculated for fixed income households –

using medical and childcare expense bands (<\$2500; \$2500-\$4999, etc.) to determine the amount of deduction provided. Setting rent for Fixed-income households at 28% of income rather than the 30% requirement set by HUD. For Work-able households, rent would be set using a graduated income scale that allows income to grow within the scale without impact upon tenant rent. Implementing a streamlined process for establishing utility reimbursements for households. (Activity 2008-10 & 2008-11 and 2008-21)

- Simplification of forms and documentation/verification processes: Allowing longer terms under which verifications are considered valid– reducing the times staff and clients must update previously provided information, Use of a modified “Authorization for Release of Information form” that expands and extends applicable use above those included in HUD’s standard form. - simplifying the verification process for staff and clients by reducing the number of times clients are required to submit the form or provide alternate release forms during the review process. (Activity 2004-7)

C. Cost and Program Implications.

SWHA has its own Board of Commissioners, which is responsible for approving its operating and capital budgets and overseeing programs; this will not change if MTW regionalization is approved.

Under the previous management contract SWHA was required to pay monthly management and bookkeeping fees to cover all associated indirect costs including but not limited to general administration and program overhead. As a Regional MTW Agency Partner, SWHA will continue to be responsible for the direct operating expenses of its two public housing developments. In addition, SWHA will also pay a fee for administrative services provided by KCHA.

Under the proposed agreement, MTW funding flexibility will not be available to SWHA. However, , both agencies will realize significant savings in staff time and resources through the streamlined protocols and policy waivers made available to SWHA as a Regionalization Partner Agency.

APPENDIX I

RENTAL ASSISTANCE DEMONSTRATION (RAD)

King County Housing Authority (KCHA) anticipates being successful in its Rental Assistance Demonstration (RAD) Portfolio Award application. As a result, KCHA may be converting up to all of its Public Housing-subsidized units, described in the table below, to Section 8 subsidy under the guidelines of H 2019-09/PIH 2019-23, REV-4 (RAD Notice) and any successor Notices.

Upon conversion through RAD, KCHA will adopt the HUD-required resident rights, participation, waiting list and grievance procedures (listed at the end of this Appendix) in H 2019-09/PIH 2019-23, REV-4; and H 2016-17/PIH 2016-17, unless modified by an approved MTW activity. KCHA certifies that it is currently compliant with all fair housing and civil rights requirements and is not currently under a voluntary compliance agreement, consent order or consent decree, or final judicial ruling or administrative ruling or decision. Additionally, KCHA certifies that RAD conversions will comply with all HUD-required site selection and neighborhood reviews and that all HUD-required procedures will be followed.

RAD was designed by HUD to assist in addressing the capital needs of Public Housing by providing participating housing authorities with access to private sources of capital to repair and preserve its affordable housing assets. Note that upon conversion, KCHA's Public Housing Capital funding will be reduced by the pro rata share of Public Housing developments converted through RAD, and that KCHA may also borrow funds to address its capital needs and leverage other repositioning and financing tools allowed by HUD to support the properties. KCHA may elect to contribute Operating Reserves, Capital Funds, and/or Replacement Housing Factor (RHF) Funds towards conversions in accordance with HUD guidelines. KCHA currently has debt under an Energy Performance Contract and will pay down that debt as necessary throughout the conversion of properties under RAD. Regardless of any funding changes that may occur as a result of conversion under RAD, KCHA certifies that it will maintain continued service level consistent with the Substantially the Same requirements associated with its Moving to Work Agreement.

Units may be converted to either Project-Based Voucher (PBV) or Project-Based Rental Assistance (PBRA) subsidy. After evaluating both models, staff determined that, at this time, the PBV model is the superior option for KCHA and provisions in this document reflect that. However, staff will continue to evaluate funding options and will select the best model for each property. At this time, relocation is not anticipated to be necessary at any of the sites. If that changes, KCHA will meet HUD requirements regarding relocation.

KCHA will determine, and may revise without further MTW Plan amendment, the scope of work for each conversion project including the decision to convert to either PBV or PBRA, the changes to and use of Capital Funds, the construction or rehabilitation plan and changes to financing structures.

Public Housing Inventory for RAD Conversion

All Properties:

Conversion Type	Transfer of Assistance	Change in # of Units Post Conversion*
PBV	None Anticipated	None Anticipated

Property-Specific Information^

					# of Units Pre & Post RAD Conversion*					
Name of Public Housing Project	PIC Development ID	Total Units*	Unit Type – Pre & Post RAD**	Capital Fund Allocation***	Studio/ Efficiency	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom
Ballinger Homes	WA002000101	110	Family	\$403,833	0	10	40	40	14	6
Boulevard Manor	WA002000350	70	Elderly/Disabled	\$199,950	0	70	0	0	0	0
Briarwood	WA002000152	70	Elderly/Disabled	\$201,689	0	70	0	0	0	0
Brittany Park	WA002000354	43	Elderly/Disabled	\$130,258	0	43	0	0	0	0
Brookside	WA002000180	16	Disabled	\$26,339	0	14	2	0	0	0
Burien Park	WA002000390	102	Elderly/Disabled	\$146,483	0	102	0	0	0	0
Burndale Homes	WA002000504	50	Family	\$190,529	0	3	16	21	7	3
Casa Juanita	WA002000251	80	Elderly/Disabled	\$229,700	0	80	0	0	0	0
Casa Madrona	WA002000553	70	Elderly/Disabled	\$199,112	0	69	1	0	0	0
Cascade	WA002000403	108	Family	\$406,644	0	8	52	48	0	0
College Place	WA002000203	51	Family	\$187,462	0	0	37	14	0	0
Eastbridge	WA002000341	13	Family	\$27,595	0	0	11	2	0	0
Eastside Terrace	WA002000203	50	Family	\$183,786	0	8	32	10	0	0
Fairwind	WA002000346	87	Family	\$195,539	0	4	53	21	8	1
Firwood Circle	WA002000503	50	Family	\$192,078	0	4	16	20	8	2
Forest Glen	WA002000201	40	Elderly/Disabled	\$116,172	0	39	1	0	0	0
Gustaves Manor	WA002000550	35	Elderly/Disabled	\$98,552	4	31	0	0	0	0
Houghton	WA002000215	10	Family	\$20,225	0	0	6	4	0	0
Island Crest	WA002000213	17	Family	\$30,788	0	11	6	0	0	0
Kirkland Place	WA002000210	9	Family	\$17,717	0	0	9	0	0	0
Lake House	WA002000152	70	Elderly/Disabled	\$201,689	0	69	1	0	0	0
Mardi Gras	WA002000450	61	Elderly/Disabled	\$174,002	3	57	1	0	0	0
Munro Manor	WA002000352	60	Elderly/Disabled	\$172,244	0	60	0	0	0	0
Nia	WA002000355	40	Elderly/Disabled	\$61,090	0	30	10	0	0	0
Northlake House	WA002000290	38	Elderly/Disabled	\$54,572	0	38	0	0	0	0

Name of Public Housing Project	PIC Development ID	Total Units*	Unit Type – Pre & Post RAD**	Capital Fund Allocation***	Studio/ Efficiency	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom
Northridge	WA002000153	140	Elderly/Disabled	\$388,671	42	96	2	0	0	0
Northwood	WA002000191	34	Elderly/Disabled	\$48,827	0	34	0	0	0	0
Northwood Square	WA002000467	24	Family	\$52,459	0	0	18	6	0	0
Pacific Court	WA002000354	32	Homeless	\$96,936	0	14	18	0	0	0
Paramount House	WA002000150	70	Elderly/Disabled	\$184,614	42	27	1	0	0	0
Park Royal	WA002000105	23	Family	\$44,439	0	2	21	0	0	0
Peppertree	WA002000101	28	Family	\$102,794	0	16	12	0	0	0
Plaza Seventeen	WA002000551	70	Elderly/Disabled	\$200,447	3	67	0	0	0	0
Riverton Terrace II	WA002000354	30	Elderly/Disabled	\$90,877	1	29	0	0	0	0
Salmon Creek	WA002000343	50	Family	\$95,031	0	13	37	0	0	0
Seola Crossing	WA002000340	77	Family	\$158,398	0	14	43	19	0	1
Shelcor	WA002000409	8	Family	\$16,455	0	1	7	0	0	0
Sixth Place	WA002000345	24	Family	\$57,563	0	2	4	13	5	0
Southridge House	WA002000552	80	Elderly/Disabled	\$229,936	0	80	0	0	0	0
Valli Kee	WA002000401	115	Family	\$437,435	0	18	27	50	20	0
Vantage Point	WA002000452	77	Elderly/Disabled	\$111,851	0	72	5	0	0	0
Village Plaza	WA002000452	3	Family	\$0	0	1	2	0	0	0
Wayland Arms	WA002000550	67	Elderly/Disabled	\$188,658	24	43	1	0	0	0
Westminster Manor	WA002000156	59	Elderly/Disabled	\$68,916	36	23	0	0	0	0
Yardley Arms	WA002000352	67	Elderly/Disabled	\$192,339	0	67	0	0	0	0
Zephyr	WA002000344	25	Family	\$60,746	0	0	7	13	4	1
TOTAL		2453		\$6,695,440	155	1438	499	281	66	14

^This table is intended to include all units and developments in KCHA's Public Housing inventory. KCHA reserves the right to correct errors without further MTW Plan amendment including adding ACC-eligible units at these properties prior to final RAD conversion.

*# of Units: KCHA does not anticipate RAD-related construction or transfer of assistance that will result in changes in unit counts in total or by bedroom size. KCHA may implement up to a de minimis reduction in units as defined in the RAD Notice.

**Unit Type: Several properties are currently designated as Elderly/Disabled through a HUD-approved Public Housing Designation Plan. Because there is not an equivalent Designation Plan under Section 8, prior to conversion under RAD, KCHA will adopt allowable local policies to best preserve the nature of the elderly/disabled focus for each impacted property.

***Capital Fund Allocation: These amounts represent the estimated value of HUD's 2024 Public Housing Capital Fund amounts provided to KCHA based on each property. Consistent with KCHA's MTW Agreement, Capital Funds are combined with Public Housing Operating Funds and most Housing Choice Voucher funds into a single, flexible MTW fund that it then budgets to best meet local needs and opportunities within MTW-eligible activities.

Resident Rights, Participation, Waiting List and Grievance Procedures

Upon conversion through RAD, KCHA will adopt the HUD-required resident rights, participation, waiting list and grievance procedures listed below, unless modified by an approved MTW activity.

As noted in Section 1.6 of the RAD Notice, “MTW agencies will be able to apply activities impacting the PBV program that are approved in their MTW Plans or included in the MTW Supplement to an approved PHA plan to these properties as long as they do not conflict with RAD requirements. RAD requirements include RAD statutory requirements, provisions of the PBV program specifically addressed in this Notice (including provisions explicitly listed in Section 1.6 of this Notice as provisions of the PBV program that MTW agencies may not alter for properties converting under RAD), other conditions and requirements of this Notice, or RAD contract forms or riders. With respect to any existing PBV regulations that are waived or modified in this Section 1.6 pursuant to RAD authority, except where explicitly noted below, MTW agencies may modify these or other requirements of the PBV program if the activity is approved in its MTW Plan or included in the MTW Supplement to an approved PHA plan. All other RAD Requirements listed below or elsewhere in this Notice shall apply to MTW agencies.”

Tenant Protections Under Notice H 2016-17; PIH 2016-17¹

1. Right to Return and Relocation Assistance

Tenant Protections Under Section 1.6.C (PBV) or Section 1.7.B (PBRA) of H 2019-09/PIH 2019-23, REV-4²

1. No rescreening of tenants upon conversion
2. Under-Occupied Unit
3. Phase-in of tenant rent increase
4. FSS and ROSS-SC programs
5. Resident Participation and Funding
6. Termination notification
7. Grievance process
8. Earned Income Disregard
9. Jobs Plus

¹ Rental Assistance Demonstration (RAD) Notice Regarding Fair Housing and Civil Rights Requirements and Relocation Requirements Applicable to RAD First Component – Public Housing Conversions (https://www.hud.gov/sites/documents/16-17hsgn_16-17pihn.pdf)

² Rental Assistance Demonstration – Final Implementation, Revision, as amended (<https://hudgov.sharepoint.com/sites/OGrp-Recap/Shared Documents/General/Program Administration and Policy/Notices/RAD Notice/Notice Rev 4C - RAD Supplemental Notice/RAD Notice Rev 4 - Final - as amended by Supplemental 4B and 4C 011625>)