

# MOVING TO WORK

FY 2019 ANNUAL PLAN



King County  
**Housing**  
Authority

# KING COUNTY HOUSING AUTHORITY

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# King County Housing Authority

## Moving to Work Annual Plan FY 2019

### TABLE OF CONTENTS

#### Letter from the Executive Director

#### 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 Plan 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 2019-1: Acquire and Develop New Affordable Housing

#### Section IV: Approved MTW Activities

- A. IMPLEMENTED ACTIVITIES
  - 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 2014-1: Stepped-down Assistance for Homeless Youth
  - 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**
  - ACTIVITY 2016-1: Budget-based Rent Model
  - ACTIVITY 2013-3: Short-term Rental Assistance Program
  - ACTIVITY 2012-2: Community Choice Program
  - ACTIVITY 2012-4: Supplemental Support for the Highline Community Healthy Homes Project
  - ACTIVITY 2011-1: Transfer of Public Housing Units to Project-based Subsidy
  - ACTIVITY 2011-2: Redesign the Sound Families Program
  - ACTIVITY 2010-2: Resident Satisfaction Survey
  - ACTIVITY 2010-10: Implement a Maximum Asset Threshold for Program Eligibility
  - ACTIVITY 2009-2: Definition of Live-in Attendant
  - ACTIVITY 2008-4: Combined Program Management
  - ACTIVITY 2008-6: Performance Standards
  - ACTIVITY 2008-17: Income Eligibility and Maximum Income Limits
  - ACTIVITY 2007-4: Housing Choice Voucher Applicant Eligibility
  - ACTIVITY 2007-8: Remove Cap on Voucher Utilization
  - ACTIVITY 2007-9: Develop a Local Asset Management Funding Model
  - ACTIVITY 2007-18: Resident Opportunity Plan (ROP)
  - ACTIVITY 2006-1: Block Grant Non-mainstream Vouchers
  - ACTIVITY 2005-18: Modified Rent Cap for Housing Choice Voucher Participants
  - ACTIVITY 2004-8: Resident Opportunities and Self-sufficiency (ROSS) Grant Homeownership

## **Section V: Sources and Uses of MTW Funds**

### **A. ESTIMATED SOURCES AND USES OF MTW FUNDS**

- Estimated Sources of MTW Funding
- Estimated Uses of MTW Funding
- Planned Use of MTW Single Fund Flexibility

### **B. LOCAL ASSET MANAGEMENT PLAN**

## **Section VI: Administrative**

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

## **Appendix**

- 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**





*Board of Commissioners*  
Doug Barnes, *Chair*  
Michael Brown, *Vice-Chair*  
Susan Palmer  
TerryLynn Stewart  
John Welch

*Executive Director*  
Stephen J. Norman

## LETTER FROM THE EXECUTIVE DIRECTOR

This coming May, the King County Housing Authority (KCHA) will mark its 80<sup>th</sup> anniversary. Initially established by King County to address substandard housing conditions prevalent across the county (and much of the country) at that time, KCHA pivoted to housing the wartime workforce during World War II and then to supplying affordable housing for low-wage and vulnerable households that the private market was failing to serve. We've been at it ever since.

Today KCHA serves 20,000 households, including more than 50,000 of our neighbors, every night. Over 14,000 of these households are assisted through our federally subsidized housing programs – Public Housing and the Housing Choice Voucher program. The median annual income of households in these programs is \$12,464, with 81 percent qualifying as extremely low-income, meaning they earn less than 30 percent of Area Median Income.

For these households, and for the nearly 20,000 that applied to the Housing Choice Voucher program at the last waitlist opening, the private rental market offers few options. For individuals aging out of the workforce, dependence on Social Security alone is a ticket to homelessness. Nationally, a third of Social Security beneficiaries rely on their monthly checks for at least 90 percent of their total income. Social Security payments average around \$1,300 a month, while the average rent on a one-bedroom apartment in King County is nearly \$1,700.

For lower wage working households, the picture is frequently no better. The average “housing wage” for King County – the hourly wage you would need to earn in a full time job to afford a two-bedroom home rented at the 40<sup>th</sup> percentile of market rents - is \$36.12/hour. And yet minimum wage in much of King County is \$11.50.

Virtually every extremely low-income household in King County not already living in subsidized housing is now paying more than 50 percent of their income on rent and utilities. And this does not take into account transportation costs. As downtown Seattle and Bellevue continue to prosper economically, workers in low-wage jobs are being pushed further and further away from regional employment hubs – adding growing transportation costs to already stretched household budgets.

KCHA is responding in every way we can. In 2017, we added 471 households to our federally subsidized programs, and our Housing Choice Voucher program issuance level is currently at 103 percent of HUD baseline – accomplishments only possible through our Moving to Work (MTW) flexibility.

In 2019, we will continue to expand these efforts as new resources can be secured. Additional Housing Choice Vouchers are being made available by Congress for households with disabilities and for those experiencing homelessness. But even with this rental assistance, securing housing in this hot market can be a challenge. To assist voucher holders in their housing search, KCHA has shifted to multi-tiered, ZIP code-based payment standards – providing subsidy levels that reflect the differing submarkets in King County. We have hired landlord liaisons and created a landlord portal to facilitate communication with these essential program partners,

expedited housing inspections, and piloted new approaches to support our clients in their housing search, including security deposit assistance. Again, none of this would be possible without MTW flexibility.

We also continue to focus on expanding our services to the most at-risk households in our community, including homeless veterans, young adults, child welfare-involved families, and individuals with disabilities.

But KCHA's efforts are about more than just housing. In 2019, KCHA will continue our education work, including short-term rental assistance programs in partnership with the Highline and Tukwila School Districts and replicating our Baby Academy pilot program for parents with newborns in the Bellevue and Kent School Districts. We will continue our Creating Moves to Opportunity demonstration project – testing new approaches to empowering Housing Choice Voucher holders to secure housing in high-opportunity neighborhoods.

KCHA is also acquiring and building additional housing. As the year starts, we anticipate having over 1,000 units of housing in our acquisition and development pipeline – with investments targeted at neighborhoods of high opportunity or – in the case of our transit-oriented development initiative – in neighborhoods with easy access to high-opportunity communities and job centers. The recapitalization of our public housing continues on pace. 2019 will see the completion of \$28.5 million in resource conservation measures installed under KCHA's current Energy Performance Contract – including the rebuilding of 18 aging elevators. KCHA's public housing energy and water consumption has fallen significantly over the past decade, saving money for both KCHA and our residents. Vacant unit rehabilitation, performed by skilled in-house construction teams, will turn an additional 150 units this coming year. The fruits of all these efforts are clear – KCHA's portfolio REAC score currently stands at 95.6 – one of the highest in the nation for a large public housing authority.

We will also continue our steady progress in revitalizing White Center, one of King County's lowest income communities, through continued investment in infrastructure upgrades and mixed-income development. Our belief that neighborhood quality matters means that we not only broaden geographic choice for our program participants, but that we strive to bring opportunity to where low-income people currently live. This commitment to families, to children, and to the future of our region lies at the core of KCHA's mission. Moving to Work is a critical tool in helping us achieve this aim.

Sincerely,

A handwritten signature in black ink, appearing to be 'SJN' or similar, written in a cursive style.

Stephen J. Norman

Executive Director

# SECTION I

## INTRODUCTION

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

In 2019, in the face of an escalating regional housing crisis, King County Housing Authority (KCHA) will continue to focus on ensuring that our housing assistance reaches as many of our community's most vulnerable households as possible. The Moving to Work (MTW) program provides invaluable support in this effort by enabling us to invest in innovative policy and program approaches that are outside rigid national program rules for HUD-assisted housing. As a result, KCHA is serving significantly more households than it would have were we not a participant in the MTW program. At the same time, MTW permits us to look beyond these efforts to longer-term outcomes for the households we serve – outcomes around education, health and, self-sufficiency – that are the true goals of these programs. Toward this mission, in the next year, we will continue the following:

- **INCREASE THE NUMBER OF EXTREMELY LOW-INCOME HOUSEHOLDS WE SERVE.** KCHA will continue to expand its housing assistance for low-income households through multiple approaches: property acquisitions and new development in order to preserve and increase the overall supply of affordable multifamily housing stock in the region; use of banked Annual Contributions Contract (ACC) authority to expand housing options for extremely low-income households; project-basing of rental assistance to support the non-profit development pipeline, particularly for supportive housing projects; applications for new special purpose vouchers; over-leasing of our existing Housing Choice Voucher (HCV) baseline; and continued use of locally designed subsidy programs to successfully house and support underserved populations. To increase the number of units available for large families, we are building or renovating housing to provide additional three-bedroom apartments or larger. To increase the success of our HCV program participants in securing housing on the private market, we are expanding our efforts to engage landlords in the program while also piloting new approaches to support voucher holders in their housing search.

- **INCREASE GEOGRAPHIC CHOICE.** KCHA will continue multi-pronged efforts to broaden housing choices for our program participants and to support economic and racial integration in our region. Our approaches include use of six-tier, ZIP code-based payment standards for establishing HCV subsidy limits, mobility counseling pilots, multi-family property acquisitions and development projects, and new public housing and project-based assistance contracts in high-opportunity neighborhoods. Presently, more than 28 percent of KCHA's HUD-subsidized households with children live in high- or very high-



opportunity neighborhoods. We are committed to increasing this to 30 percent by the end of 2020. To further support this goal, KCHA will continue its Bill & Melinda Gates Foundation-funded research partnership, Creating Moves to Opportunity, testing new strategies for empowering HCV families with young children to successfully move to high-opportunity neighborhoods.

- **EXPAND OUR PORTFOLIO OF HOUSING ALONG EMERGING MASS TRANSIT CORRIDORS.** KCHA has acquired more than 1,000 units of housing along the region's emerging mass transit corridors over the past four years. Another 168 units are under development. A recent voter-approved funding measure is slated to further extend the region's transit system, adding both new light rail stations and increased rapid bus service. As such, in 2019 and beyond, we will expand our efforts to acquire or develop properties near these transit-oriented development sites, and allocate Project or Sponsor-based rental assistance or MTW working capital in support of new housing development. This will ensure that King County's low-income residents have access to the region's growing mass transportation system and economic opportunities.

- **BRING OPPORTUNITY TO NEIGHBORHOODS WITH HIGH RATES OF POVERTY**  
At the same time KCHA supports broader geographic choice and access to high-opportunity neighborhoods for low-income households, it is equally important to bring opportunity to neighborhoods with significant concentrations of low-income households. To this end, KCHA continues to invest in lower income communities in King County, providing community facilities and supporting youth and family programs across the region's suburban landscape. Nowhere is this more evident than in White Center, where through a web of partnerships, KCHA continues its investment in expanding health, education and self-sufficiency support, not just for HUD-assisted households, but for the neighborhood as a whole.

- **FOSTER PARTNERSHIPS THAT ADDRESS THE MULTI-FACETED NEEDS OF THE MOST VULNERABLE POPULATIONS IN OUR REGION.** Half of the households entering our federally subsidized programs last year reported being homeless prior to receiving assistance. This share of households includes a diverse population with varying needs: veterans with disabilities; individuals living with chronic mental illness; those involved with the criminal justice system; youth who are homeless or transitioning out of foster care; families fleeing domestic violence; and high-need homeless families involved with the child welfare system. KCHA will continue to partner with local service providers, the U.S. Department of Veterans Affairs, the region's Continuum of Care, and the behavioral health care system to meet our community's supportive housing needs and advance regional goals to make

homelessness rare, brief, and one-time. Cross-sector coordination is critical in ensuring that we, as a community, can meet the needs of our most vulnerable residents.

- **EXPAND ASSISTANCE TO HOMELESS AND AT-RISK HOUSEHOLDS THROUGH INNOVATIVE PROGRAMS.** In addition to expanding our service partnerships, KCHA will continue to implement and evaluate new ways to effectively use housing assistance dollars to address the needs of our region's growing homeless population. Suburban King County school districts report that more than 4,700 students experienced homelessness at some point during the 2016-17 school year, an increase of more than 10 percent since 2014.<sup>1</sup> We will continue our partnerships with the Highline and Tukwila School Districts that provide short-term rent subsidies to homeless families with school-age children. In 2019, KCHA may test the application of a flexible rent assistance model to serve homeless young adults in pursuit of postsecondary education.

- **DEEPEN PARTNERSHIPS WITH LOCAL SCHOOL DISTRICTS TO IMPROVE EDUCATIONAL OUTCOMES.** More than 14,800 children live in KCHA's federally subsidized housing over the course of a year. KCHA sees the academic success of these youth as an integral element of our core mission to prevent multi-generational cycles of poverty and promote socioeconomic mobility. KCHA will continue to prioritize students' educational success through partnerships with local education stakeholders. These housing-education partnerships focus on: housing and school stability; ending chronic absenteeism; increasing parental engagement; early learning opportunities to support kindergarten readiness; improved academic performance, particularly in elementary school; and higher graduation rates. In 2019, we will place an even greater priority on supporting early-learning programs and partnerships, with a goal to close kindergarten readiness gaps for KCHA youth.

- **SUPPORT FAMILIES IN GAINING GREATER ECONOMIC SELF-SUFFICIENCY.** In 2019, KCHA will assist more than 250 households through its Family Self-Sufficiency (FSS) program. This program advances families toward economic independence through individualized case management, supportive services, and program incentives. We will continue to explore new strategies for promoting improved economic outcomes among participants by assessing needs, identifying gaps in service programs, engaging local workforce development partners, and implementing programmatic and policy modifications designed to increase participation.

- **INVEST IN THE ELIMINATION OF ACCRUED CAPITAL REPAIR AND SYSTEM REPLACEMENT NEEDS IN OUR FEDERALLY SUBSIDIZED HOUSING INVENTORY.** In 2019, KCHA will invest nearly \$18

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<sup>1</sup> Washington State Office of Superintendent of Public Instruction, Homeless Students in Washington State by School District, 2016-17 Data, <http://www.k12.wa.us/HomelessEd/Data.aspx>.

million in our federally assisted housing stock. Our activities will include the completion of energy efficiency measures under the Energy Performance Contract (EPC) initiated in 2017. As part of this effort, 14 Public Housing sites are undergoing major elevator upgrades. Overall, the \$28.5 million in EPC investments significantly reduce utility costs for both KCHA and our residents, while also shrinking KCHA's impact upon the environment. By focusing on the quality of these assets, our Public Housing portfolio has earned one of the highest Real Estate Assessment Center (REAC) inspection average scores in the country – 95.7. These investments improve housing quality, reduce maintenance costs and energy consumption, and extend the life expectancy of our federally assisted housing stock, enabling us to more effectively fulfill our mission over the long term.

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

- **CREATE MORE COST-EFFECTIVE PROGRAMS BY STANDARDIZING LEADERSHIP PRACTICES, STREAMLINING BUSINESS PROCESSES AND LEVERAGING TECHNOLOGY IN CORE BUSINESS FUNCTIONS.** KCHA will continue to foster a leadership culture of continuous improvement that supports and encourages employees to improve the quality of their own work and KCHA's overall operations. One focus of these efforts is the development of leadership skills necessary to support staff and manage change. The intent is to deliver better, faster, and less intrusive services to our residents, landlords, and community partners, and to make the best use of limited resources. In 2019, an operations-focused work group will continue to analyze core Housing Management business processes – such as the interim review process – in order to measure performance and improve work flow.

- **REDUCE THE ENVIRONMENTAL IMPACT OF KCHA'S PROGRAMS AND FACILITIES.** In 2019, KCHA will enter into the second year of its five-year Environmental Sustainability Plan, which sets out agency goals that include reducing energy and water consumption by 10 percent, diverting 55 percent of recyclables and food waste, and promoting conservation awareness among our residents. In 2019, major projects will focus in lessening greenhouse gas emissions, increasing solar energy generation,

diversion of construction and demolition waste, updating our landscape management practices, and engaging residents in resource conservation efforts.

## **B. OVERVIEW OF LONG-TERM MTW GOALS AND OBJECTIVES**

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

- **STRATEGY 1:** Continue to strengthen the physical, operational, financial and environmental sustainability of our portfolio of more than 10,200 affordable housing units in 132 properties.
- **STRATEGY 2:** Increase the supply of housing in the region that is affordable to extremely low-income households – those earning below 30 percent of Area Median Income (AMI) – through developing new housing, preserving existing housing, and expanding the size and reach of our rental subsidy programs.
- **STRATEGY 3:** Provide greater geographic choice for low-income households – including residents with disabilities and elderly residents with mobility impairments – so that our residents have the opportunity to live in neighborhoods with high-performing schools and convenient access to services, transit, health services, and employment.
- **STRATEGY 4:** Coordinate closely with the behavioral health care and homeless systems to increase the supply of supportive housing for people who have been chronically homeless or have special needs, with the goal of making homelessness rare, brief, and one-time.
- **STRATEGY 5:** Engage in the revitalization of King County’s low-income neighborhoods, with a focus on housing and services, amenities, institutions, and partnerships that create strong, healthy, and inclusive communities and promote social mobility.
- **STRATEGY 6:** Work with King County, regional transit agencies, and suburban cities to support sustainable and equitable regional development by integrating new affordable housing into regional growth corridors aligned with mass transit.
- **STRATEGY 7:** Expand and deepen partnerships with school districts, early childhood education and after-school programs, health providers, community colleges, the philanthropic community, and our residents, with the goal of eliminating the achievement gap, and improving educational and life outcomes for the low-income children and families we serve.
- **STRATEGY 8:** Promote greater economic self-sufficiency for families and individuals in subsidized housing by addressing barriers to employment and facilitating access to training and education programs, with the goal of enabling moves to market-rate housing at the appropriate time.
- **STRATEGY 9:** Continue to develop institutional capacities and operational efficiencies to make the most effective use of limited federal resources and provide extraordinary service to our residents,

communities, and partners.

- **STRATEGY 10:** Continue to reduce KCHA's environmental footprint through energy and water conservation, renewable energy generation, waste stream diversion, green procurement policies, waste reduction, fleet management practices, and tenant education.

- **STRATEGY 11:** Develop our capacity as a learning organization that uses research and evaluation to drive decisions that shape policies and programs.



## SECTION II

### GENERAL HOUSING AUTHORITY OPERATING INFORMATION

#### A. HOUSING STOCK INFORMATION

##### *i. Planned New Public Housing Units*

AMP Name and Number	Bedroom Size							Total Units	Population Type	Fully Accessible	Adaptable
	0	1	2	3	4	5	6+				
Northwood Square 467	0	0	18	6	0	0	0	24	Family	0	0
Total Public Housing Units to be Added <sup>2</sup>								24			

##### *ii. Planned Public Housing Units to be Removed*

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

##### *iii. Planned New Project-based Vouchers*

Property Name	Anticipated Number of New Vouchers to be Project-based	RAD?	Description of Project
Kent Permanent Supportive Housing	80	No	Permanent supportive housing for formerly homeless veterans and individuals with disabilities. Catholic Community Services is the project owner.

<sup>2</sup> This, and other properties yet to be identified, may convert to Public Housing in 2019. Additionally, some housing units might be designated MTW Neighborhood Services units in 2019 should an opportunity arise to partner with a local service provider or to assign units to other eligible MTW purposes and upon approval from the HUD field office.

30Bellevue	28	No	Affordable housing for low-income and formerly homeless families with children. Imagine Housing is the project owner.
Esterra	8	No	Supportive housing for families exiting homelessness. Imagine Housing is the project owner.
Arcadia	5	No	Supportive housing for young adults (ages 18-24) exiting homelessness. Nexxus is the project owner.
Renton Commons	26	No	12 units of supportive housing serving homeless families and 14 VASH units serving homeless veterans and their families. The Low Income Housing Institute is the project owner.
King County Combined Funders NOFA	Up to 50	No	KCHA, in coordination with other local funders, will provide up to 50 project-based vouchers for projects serving homeless veterans and their families and homeless families with high needs in a supportive housing environment.
<b>Planned Total Vouchers to be Newly Project-based</b>	197		

#### ***iv. Planned Existing Project-based Vouchers***

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

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

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

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

In 2019, KCHA will spend nearly \$18 million to complete capital improvements critical to maintaining our 76 federally subsidized properties. Expenditures include:

- **UNIT UPGRADES (\$4.3 MILLION).** KCHA's ongoing efforts to significantly upgrade the interiors of our affordable housing inventory as units turn over will continue in 2019. KCHA's in-house, skilled workforce will perform the renovations, which include installation of new flooring, cabinets and fixtures to extend by 20 years the useful life of up to 150 additional units.<sup>3</sup>
- **SITE IMPROVEMENTS (\$1.8 MILLION).** Forest Glen (Redmond) will undergo site improvement work in 2019 including the installation of new site lighting, walkways, handrails, and a pedestrian bridge; the repaving of parking lots; and improvements to the storm water drainage system. This project was originally bid in the spring of 2018 and received only one response with a bid 150 percent above the construction cost estimate. Rebidding the project at the height of the construction season was unlikely to have resulted in a lower bid so this project was placed on hold until 2019.
- **BUILDING ENVELOPE AND RELATED COMPONENTS UPGRADES (\$4.7 MILLION).** Building envelope improvements will be implemented at Casa Juanita (Kirkland), College Place (Bellevue), the Houghton Properties (Kirkland), Lake House Apartments (Shoreline), Northlake House (Bothell), Northwood Square (Auburn), and Wayland Arms Apartments (Auburn). New roofs, siding, doors, and windows will be installed at the Houghton Properties and Northwood Square. At Northlake House, the decks will be replaced, windows re-glazed, and the building repainted. Lake House Apartments, Wayland Arms, and Casa Juanita will be re-roofed. Replacement work of siding, doors, and windows at College Place will be completed in 2019.
- **DOMESTIC WASTE AND WATER LINE WORK (\$1.8 MILLION).** Waste and water lines will be replaced and/or lined at Wayland Arms Apartments (Auburn), Southridge House (Federal Way), and Parkway Apartments (Redmond). Main lines, which often are located in or under the concrete slab, are typically lined to minimize disruption to tenants while distribution lines are fully replaced.
- **"509" INITIATIVE IMPROVEMENTS (\$1.7 MILLION).** Planned improvements to sites included in the 2013 conversion of 509 scattered site Public Housing properties will continue. Envelope work at Greenleaf Apartments (Kenmore) and Juanita Trace (Kirkland), which began in

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<sup>3</sup> An inventory of potential units to be upgraded in 2019 is attached as Appendix F.

2018, will be completed in 2019. Waste and water lines will be replaced or lined at Kings Court (Federal Way) and Youngs Lake Commons (Renton).

- **ELEVATOR IMPROVEMENTS (\$3.6 MILLION)**. In 2019, as part of the Energy Performance Contract (EPC), KCHA will complete improvements to elevators located in 14 of our properties for seniors and residents who are disabled, including: Briarwood (Shoreline), Brittany Park (Normandy Park), Casa Juanita (Kirkland), Casa Madrona (Olympia), Gustaves Manor (Auburn), Lake House (Shoreline), Mardi Gras (Kent), Northridge I and II (Shoreline), Paramount House (Shoreline), Riverton Terrace (Tukwila), Wayland Arms (Auburn), Westminster Manor (Shoreline), and Yardley Arms (Burien). The elevators in these properties are at the end of their useful life and often out of service for repairs. By replacing the hydraulic jacks and elevator cabs, we will extend the usability of these elevators and reduce service interruptions for our residents.

## B. LEASING INFORMATION

### *i. Planned Number of Households Served*

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	2,430	29,160
MTW Housing Choice Vouchers (HCV) Utilized	10,049	120,588
Local, Non-traditional: Tenant-based	180	2,160
Local, Non-traditional: Property-based	0	0
Local, Non-traditional: Homeownership	0	0
<b>Planned Total Households Served</b>	<b>12,659</b>	<b>151,908</b>

Local, Non-traditional Category	MTW Activity Name/Number	Planned Number of Households to be Served	Planned Number of Unit Months Occupied/Leased
Tenant-based	2007-6: Develop a Sponsor-based Housing Program	95	1,140
Tenant-based	2013-2: Flexible Rental Assistance	60	720

Tenant-based	2014-1: Stepped-down Assistance for Homeless Youth	25	300
<b>Planned Total Households Served</b>		<b>180</b>	<b>2,160</b>

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

<b>Housing Program</b>	<b>Description of Anticipated Leasing Issues and Possible Solutions</b>
MTW Public Housing	No leasing issues are anticipated for this program in 2019.
MTW Voucher (HCV)	King County continues to experience unprecedented population growth paired with historically low vacancy rates. The result is decreased housing availability and affordability and increased competition among renters. We continue to closely monitor our shopping success rate. Solutions include our multi-tiered, ZIP code-based payment standard system that better matches area submarket rents, as well as continued outreach to landlords. In 2019, we will explore additional ways to support our voucher holders in securing a home. Potential interventions include: vacancy loss payments; an expedited inspection process for preferred landlords; flexible funding to assist participants with back rent, application fees and deposits; and housing search assistance.
Local, Non-traditional	Successfully leasing an apartment and maintaining housing stability in a tightening rental market is a challenge for disabled households even with robust subsidy and supportive services under a sponsor-based program. Our program partners administering sponsor-based housing are finding it increasingly difficult to recruit and retain landlords willing to master-lease units. KCHA continues to advocate for additional housing search and stability support for these populations from the homeless and behavioral health care systems. These challenges are not unique to populations facing multiple barriers. Those served in our short-term rental assistance programs face similar challenges. In response, KCHA and its program partners are working together to implement new strategies to support housing access and stability for populations being served through these programs.

## C. WAITING LIST INFORMATION

### *i. Waiting List Information Anticipated*

Waiting List Name	Description	Number of Households on Waiting List	Waiting List Open, Partially Open, or Closed	Are There Plans to Open the Wait List During 2019?
Housing Choice Voucher	Community-wide	2,000	Partially open ( <i>accepting targeted voucher referrals only</i> )	No
Public Housing	Regional	10,260	Open	N/A
Public Housing	Site-based	9,580	Open	N/A
Project-based	Regional	2,200	Open	N/A
Public Housing – Conditional Housing	Program-specific	16	Open	N/A

### *ii. Planned Changes to Waiting List in the Plan Year*

In 2019, as part of the Creating Moves to Opportunity project, KCHA may increase the rate at which families with children are served from the Housing Choice Voucher (HCV) wait list.



## SECTION III

### PROPOSED MTW ACTIVITIES

#### **ACTIVITY 2019-1: ACQUIRE AND DEVELOP NEW AFFORDABLE HOUSING**

##### **A. ACTIVITY DESCRIPTION**

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

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

In 2019, upon HUD approval, KCHA will use MTW funds to support pre-development design and engineering work at Trailhead, a 168-unit non-federally subsidized family complex in a high-opportunity neighborhood in Issaquah. This property is adjacent to the Issaquah Transit Center and planned light rail station. KCHA will leverage third party debt in the form of tax-exempt bond financing, LIHTC equity, and funding from King County and local suburban jurisdictions by providing MTW funds to the project. Rent levels and household incomes will be limited pursuant to Internal Revenue Service LIHTC program requirements, Washington State Housing Finance Commission regulations, and PIH Notice 2011-45.

##### **B. ACTIVITY METRICS INFORMATION**

MTW Statutory Objective	Unit of Measurement	Baseline	Benchmark	Data Source
Increase Housing Choice	HC#1: Additional units of housing made available	0 units	168 units	KCHA property database

### **C. COST IMPLICATIONS**

The cost implication of this activity is limited to the amount of MTW funding used to cover the financing gap. In the case of Trailhead, up to \$4 million of MTW funds could be used towards the development of this project. There are no other costs associated with downstream uses of MTW funds related to this use. In the event that the funds are structured as a loan to a LIHTC partnership, the funds will be returned over time in the form of loan payments (which likely will be longer-term maturity or deferred loans). In the case of KCHA ownership, the financing would be structured either as an internal loan or as an equity contribution to the development. In most cases, regardless of ownership, this funding will be in the form of a loan, resulting in no cost implications to KCHA.

### **F. NEED/JUSTIFICATION FOR MTW FLEXIBILITY**

KCHA MTW Agreement, Use of MTW Funds (Attachment D.A) and PIH Notice 2011-45.

## 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.

<b>Year- Activity #</b>	<b>MTW Activity</b>	<b>Statutory Objective</b>	<b>Page Number</b>
2018-1	Encouraging the Successful Lease-up of the Housing Choice Voucher Program	Housing Choice	17
2016-2	Conversion of Former Opt-out Developments to Public Housing	Cost-effectiveness	18
2015-2	Reporting on the Use of Net Proceeds from Disposition Activities	Cost-effectiveness	19
2014-1	Stepped-down Assistance for Homeless Youth	Self-sufficiency	20
2014-2	Revised Definition of "Family"	Housing Choice	21
2013-1	Passage Point Re-entry Housing Program	Housing Choice	21
2013-2	Flexible Rental Assistance	Housing Choice	23
2009-1	Project-based Section 8 Local Program Contract Term	Housing Choice	24
2008-1	Acquire New Public Housing	Housing Choice	24
2008-3	FSS Program Modifications	Self-sufficiency	25
2008-10 & 2008-11	EASY and WIN Rent Policies	Cost-effectiveness	26
2008-21	Public Housing and Housing Choice Voucher Utility Allowances	Cost-effectiveness	28
2007-6	Develop a Sponsor-based Housing Program	Housing Choice	29
2007-14	Enhanced Transfer Policy	Cost-effectiveness	29
2005-4	Payment Standard Changes	Housing Choice	30
2004-2	Local Project-based Section 8 Program	Cost-effectiveness	32
2004-3	Develop Site-based Waiting Lists	Housing Choice	34
2004-5	Modified Housing Quality Standards (HQS) Inspection Protocols	Cost-effectiveness	35
2004-7	Streamlining Public Housing and Housing Choice Voucher Forms and Data Processing	Cost-effectiveness	36
2004-9	Rent Reasonableness Modifications	Cost-effectiveness	37
2004-12	Energy Performance Contracting	Cost-effectiveness	38
2004-16	Housing Choice Voucher Occupancy Requirements	Cost-effectiveness	39

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

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**MTW STATUTORY OBJECTIVE:** Increase Housing Choice

**APPROVAL:** 2018

**IMPLEMENTED:** 2018

**CHALLENGE:** King County's rental vacancy rate, currently at a historic low, coupled with the large in-migration of an affluent and skilled workforce, make it difficult for KCHA's voucher holders to compete on the private market. The shopping success rate after eight months of searching hovers around 70 percent.

**SOLUTION:** To address this issue, KCHA is working to preserve and increase the number of housing options available by recruiting and retaining landlords in the HCV program. In order to secure units, KCHA is exploring the implementation of incentive payments to landlords who agree to lease a recently vacated unit to another voucher holder, not to exceed one month of the Housing Assistance Payment (HAP). These payments will serve as an incentive for landlords to continue their participation in the HCV program by minimizing the owner's losses typically experienced during turnover. KCHA is seeking to streamline its Housing Quality Standards (HQS) protocol even further by conducting pre-qualifying unit inspections and deferring initial inspections, to be completed within 30 days of the signing of the HAP contract, at low-risk properties with a positive inspection record and a significant number of KCHA residents already living at the property (additional criteria will be determined during program planning). If a unit fails and the landlord does not make the necessary repairs or corrections within 15 days of that fail, KCHA will abate the first HAP payment and disqualify that particular landlord from additional pre-inspections. These efficiencies will enable faster lease-up times and cause less disruption for landlords while ensuring program compliance.

In addition to strategies to improve landlord recruitment and retention, KCHA will continue to invest in strategies to aid voucher holders in leasing a unit – especially efforts that increase access to high-opportunity neighborhoods that often are financially out of reach for low-income households. Examples of previously implemented activities include providing access to a security deposit assistance fund; use of multi-tiered, ZIP-code based payment standards; and continuing to focus on landlord customer service. In addition, KCHA continues to support and participate in the Creating Moves to Opportunity (CMTO) research partnership, which tests new strategies for empowering HCV families with young children to access and move to high-opportunity neighborhoods.

**PROPOSED CHANGES TO ACTIVITY:** In 2019, we will explore additional supports including housing counselor assistance and a rent readiness program for new voucher holders. Additionally, as part of the CMTO project, KCHA may modify tenant selection priorities in order to increase the rate at which families with children are selected from the HCV wait list and effectively target the intended service population for the CMTO project.

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

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

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**MTW STATUTORY OBJECTIVE:** Increase Cost-effectiveness

**APPROVAL:** 2016

**IMPLEMENTED:** 2016

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

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

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

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

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

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

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

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**MTW STATUTORY OBJECTIVE:** Increase Cost-effectiveness

**APPROVAL:** 2015

**IMPLEMENTED:** 2015

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

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

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

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

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



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

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

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

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**MTW STATUTORY OBJECTIVE:** Increase Self-sufficiency

**APPROVAL:** 2014

**IMPLEMENTED:** 2014

**CHALLENGE:** During the January 2018 point-in-time homeless count in King County, 1,518 youth and young adults were identified as homeless or unstably housed.<sup>4</sup> Local service providers have identified the need for a short-term, gradually diminishing rental subsidy structure to meet the unique needs of these youth.

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

**PROPOSED CHANGES TO ACTIVITY:** KCHA is exploring the application of this program model to a new population – homeless or unstably housed young adults seeking to enroll or enrolled in the local community college system.

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

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<sup>4</sup> Count Us In 2018: Seattle/King County Point-in-Time Count of Persons Experiencing Homelessness. <http://allhomekc.org/wp-content/uploads/2018/05/FINALDRAFT-COUNTUSIN2018REPORT-5.25.18.pdf>

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

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**MTW STATUTORY OBJECTIVE:** Increase Housing Choice

**APPROVAL:** 2014

**IMPLEMENTED:** 2014

**CHALLENGE:** According to a January 2018 point-in-time count, 2,624 individuals experiencing homelessness in King County were in families with children.<sup>5</sup> Thousands more elderly and disabled people, many with severe rent burdens, are homeless or on our waiting lists.

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

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

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

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

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**MTW STATUTORY OBJECTIVE:** Increase Housing Choice

**APPROVAL:** 2013

**IMPLEMENTED:** 2013

**CHALLENGE:** In 2017, 1,441 individuals in King County returned to the community after a period of incarceration.<sup>6</sup> Nationally, more than half of all inmates are parents who will face barriers to securing housing and employment upon release due to their criminal record or lack of traditional job skills.<sup>7</sup> Without a home or employment, many of these parents are unable to reunite with their children.

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<sup>5</sup> Count Us In 2018: Seattle/King County Point-in-Time Count of Persons Experiencing Homelessness. <http://allhomekc.org/wp-content/uploads/2018/05/FINALDRAFT-COUNTUSIN2018REPORT-5.25.18.pdf>

<sup>6</sup> Washington State Department of Corrections. Number of Prison Releases by County of Release. <http://www.doc.wa.gov/docs/publications/reports/200-RE001.pdf>

<sup>7</sup> Glaze, L E and Maruschak, M M (2008). Parents in Prison and Their Minor Children. <http://www.bjs.gov/index.cfm?ty=pbdetail&iid=823>

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

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

**CHANGES TO METRICS:** The benchmarks are adjusted to better capture recent program outcomes.

MTW Statutory Objective	Unit of Measurement	Baseline	Benchmark
Increase self-sufficiency	SS #3: Employment status for heads of household	(1) Employed Full-time	
		0	15
		(2) Employed Part-time	
		0	10
		(3) Enrolled in an Educational Program	
		0	10
		(4) Enrolled in Job Training Program	
		0	5
		(5) Unemployed	
		0	0
		(6) Other: engaged in services	
		0	5

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

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**MTW STATUTORY OBJECTIVE:** Increase Housing Choice

**APPROVAL:** 2013

**IMPLEMENTED:** 2013

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

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

**PROPOSED CHANGES TO ACTIVITY:** KCHA is exploring the application of this program model to a new population – homeless or unstably housed young adults seeking to enroll or enrolled in the local community college system. We also continue to consider the application of the short-term rent assistance approach to other populations or jurisdictions as we learn more about the effectiveness of this model.

**CHANGES TO METRICS:** The program's metrics are adjusted slightly upwards to account for the expansion of this program model to the Tukwila School District.

MTW Statutory Objective	Unit of Measurement	Baseline	Benchmark
Increase housing choices	HC #5: Number of households able to move to a better unit	0 households	60 households
Increase housing choices	HC #7: Number of households receiving services aimed to increase housing choice	0 households	110 households

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

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**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 cash flow was being provided by short-term rental assistance commitments. Measured against banking and private equity underwriting standards, the maximum Housing Assistance Payments (HAP) contract term allowed by HUD is too short and hinders the underwriting of debt on affordable housing projects.

**SOLUTION:** This activity extends the allowable term for Project-based Section 8 contracts up to 30 years for the initial HAP term and a 30-year cumulative maximum contract renewal term not to exceed 60 years total. The longer term assists our partners in underwriting and leveraging private financing for development and acquisition projects. At the same time, the longer-term commitment from KCHA signals to lenders and underwriters that proposed projects have sufficient cash flow to take on the debt necessary to develop or acquire affordable housing units.

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

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

### ***ACTIVITY 2008-1: Acquire New Public Housing***

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**MTW STATUTORY OBJECTIVE:** Increase Housing Choice

**APPROVAL:** 2008

**IMPLEMENTED:** 2008

**CHALLENGE:** In King County, almost half of all renter households spend more than 30 percent of their income on rent.<sup>8</sup> Countywide, fewer than 15 percent of all apartments are considered affordable to households earning less than 30 percent of AMI.<sup>9</sup> In context of these challenges, KCHA's Public Housing wait lists continue to grow. Given the gap between the availability of affordable housing and the number of low-income renters, KCHA must continue to increase the inventory of units affordable to extremely low-income households.

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<sup>8</sup> US Census Bureau, ACS 2016 5-year estimates.

<sup>9</sup> US Census Bureau, ACS 2016 5-year estimates.

**SOLUTION:** KCHA's Public Housing ACC is currently below the Faircloth limit in the number of allowable units. These "banked" Public Housing subsidies allow us to add to the affordable housing supply in the region by acquiring new units. This approach is challenging, however, because Public Housing units cannot support debt. We continued our innovative use of MTW working capital, with a particular focus on the creation or preservation of units in high-opportunity neighborhoods.<sup>10</sup>

We further simplify the acquisition and addition of units to our Public Housing inventory by partnering with the local HUD field office to streamline the information needed to add these units to the PIH Information Center (PIC) system and obtain operating and capital subsidies. We also use a process for self-certification of neighborhood suitability standards and Faircloth limits, necessitating the flexibility granted in Attachment D, Section D of our MTW Agreement.<sup>11</sup>

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

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

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

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**MTW STATUTORY OBJECTIVE:** Increase Self-sufficiency

**APPROVAL:** 2008

**IMPLEMENTED:** 2018

**CHALLENGE:** Only 25 percent of low-income households that qualify for housing assistance receive it.<sup>12</sup> To serve more households with limited resources, subsidized households need to be supported in their efforts to achieve economic independence and cycle out of the program. HUD's standard Family Self-Sufficiency (FSS) program may not provide the full range of services and incentives needed to support greater self-sufficiency among participants.

**SOLUTION:** KCHA is exploring possible modifications to the FSS program that could increase incentives for resident participation, education and training outcomes, and income growth. These outcomes could

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<sup>10</sup> Neighborhood opportunity designations are from the Puget Sound Regional Council and Kirwan Institute's Opportunity Mapping index (<http://www.psrc.org/growth/growing-transit-communities/regional-equity/opportunity-mapping/>).

<sup>11</sup> Some Public Housing units might be designated MTW Neighborhood Services units over this next year upon approval from the HUD field office.

<sup>12</sup> Worst Case Housing Needs 2017: Report to Congress, page viii.

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



pave the way for residents to realize a higher degree of economic independence. To further the program's reach, in 2018, KCHA extended the program to other adult household members by allowing them to enter into an FSS contract without the participation of the head of household. We continue to explore the manner and rate at which participants accumulate and access escrow funds as part of a broader workforce development strategic planning process.

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

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

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

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**MTW STATUTORY OBJECTIVE:** Increase Cost-effectiveness

**APPROVAL:** 2008

**IMPLEMENTED:** 2008

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

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

The second policy, WIN Rent, was implemented in FY 2010 to encourage increased economic self-sufficiency among households where individuals are able to work. WIN Rent is calculated based on a series of income bands and the tenant's share of the rent is calculated at 28.3 percent of the lower end of each income band. This tiered system – in contrast to existing rent protocols – does not punish increases in earnings, as the tenant's rent does not change until household income increases to the next band level. Additionally, recertifications are conducted biennially instead of annually, allowing households to retain all increases in earnings during that time period without an accompanying increase to the tenant's share of rent. The WIN Rent structure also eliminates flat rents, income disregards and deductions (other than childcare for eligible households), and excludes the employment income of household members under age 21. Households with little or no income are given a six-month reprieve during which they are able to pay a lower rent or, in some cases, receive a credit payment. Following this period, a WIN Rent household pays a minimum monthly rent of \$25 regardless of income calculation.

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

**PROPOSED CHANGES TO ACTIVITY:** In 2019, KCHA will continue to explore additional streamlining and time saving measures, such as an online submission form or only accepting interim changes that meet a certain dollar threshold, that simplify the interim recertification process while retaining program integrity.

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

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

**MTW STATUTORY OBJECTIVE:** Increase Cost-effectiveness

**APPROVAL:** 2008

**IMPLEMENTED:** 2010

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

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

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

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

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

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**MTW STATUTORY OBJECTIVE:** Increase Housing Choice

**APPROVAL:** 2007

**IMPLEMENTED:** 2007

**CHALLENGE:** According to the January 2018 point-in-time count, 12,112 individuals in King County were experiencing homelessness.<sup>13</sup> Of those, 3,552 people were chronically homeless.

**SOLUTION:** In the sponsor-based housing program, KCHA provides housing funds directly to our behavioral health care and nonprofit partners, including Sound Mental Health, Navos Mental Health Solutions, and Valley Cities Counseling and Consultation. These providers use the funds to secure private market rentals that are then sub-leased to program participants. The programs operate under the "Housing First" model of supportive housing, which couples low-barrier placement in permanent, scattered-site housing with intensive, individualized services that help residents maintain long-term

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<sup>13</sup> Count Us In 2018: <http://allhomekc.org/wp-content/uploads/2018/05/FINALDRAFT-COUNTUSIN2018REPORT-5.25.18.pdf>

housing stability. Recipients of this type of support are referred through the mental health system, street outreach teams, and King County's Coordinated Entry for All system. Once a resident is stabilized and ready for a more independent living environment, KCHA offers a move-on strategy through a tenant-based non-elderly disability (NED) voucher.

**PROPOSED CHANGES TO ACTIVITY:** In 2019, KCHA will explore expanding the sponsor-based subsidy model to extremely low-income families with children seeking to lease-up in the county's high-opportunity Eastside cities or adjacent to high capacity mass transit stations or stops in order to increase access to opportunity. Under this model, we would competitively select nonprofit housing or supportive service providers that will co-design the subsidy model, identify eligible families, and administer housing subsidy funding for up to 80 households. KCHA would provide long-term funding commitments that would allow the sponsor agencies to master lease units from private market landlords.

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

#### ***ACTIVITY 2007-14: Enhanced Transfer Policy***

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**MTW STATUTORY OBJECTIVE:** Increase Cost-effectiveness

**APPROVAL:** 2007

**IMPLEMENTED:** 2007

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

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

provide the most efficient fit of family and unit size, regardless of which federal subsidy is being received.

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

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

#### ***ACTIVITY 2005-4: Payment Standard Changes***

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**MTW STATUTORY OBJECTIVE:** Increase Housing Choice

**APPROVAL:** 2005

**IMPLEMENTED:** 2005

**CHALLENGE:** Currently, 31 percent of all KCHA's tenant-based voucher households live in high-opportunity neighborhoods of King County. These neighborhoods offer benefits to their residents, including improved educational opportunities, increased access to public transportation and greater economic opportunities.<sup>14</sup> Not surprisingly, high-opportunity neighborhoods have more expensive rents. According to recent market data, a two-bedroom rental unit at the 40<sup>th</sup> percentile in East King County – typically a high-opportunity area – costs \$587 more than the 40<sup>th</sup> percentile unit in South King County.<sup>15</sup> To move to high-opportunity areas, voucher holders need higher subsidy levels, which are not available under traditional payment standards. Conversely, broadly applied payment standards that encompass multiple housing markets – low and high – result in HCV rents “leading the market” in lower priced areas.

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

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<sup>14</sup> Neighborhood opportunity designations are from the Puget Sound Regional Council and Kirwan Institute's Opportunity Mapping index (<http://www.psrc.org/growth/growing-transit-communities/regional-equity/opportunity-mapping/>).

<sup>15</sup> Dupree & Scott, 2017 King County Rental Data.

decoupled the payment standards from HUD's FMR calculations entirely so that we could be responsive to the range of rents in Puget Sound's submarkets. Current payment standards for two-bedroom apartments range from 74 percent to 110 percent of the regional HUD FMR.

In 2016, KCHA implemented a five-tiered payment standard system based on ZIP codes. We arrived at a five-tiered approach by analyzing recent tenant lease-up records, consulting local real estate data, holding forums with residents and staff, reviewing small area FMR payment standard systems implemented by other housing authorities, and assessing the financial implications of various approaches. In designing the new system, we sought to have enough tiers to account for submarket variations but not so many that the new system became burdensome and confusing for staff and residents. Early outcomes demonstrate a promising increase in lease-up rates in high-opportunity neighborhoods within the top two tiers.

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

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

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

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

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**MTW STATUTORY OBJECTIVE:** Increase Cost-effectiveness

**APPROVAL:** 2004

**IMPLEMENTED:** 2004

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

**SOLUTION:** The ability to streamline the Project-based Section 8 program is an important factor in addressing the distribution of affordable housing in King County and coordinating effectively with local initiatives. KCHA places Project-based Section 8 subsidies in high-opportunity areas of the county in

order to increase access to these desirable neighborhoods for low-income households.<sup>16</sup> We also partner with nonprofit community service providers to create housing targeted to special needs populations, opening new housing opportunities for chronically homeless, mentally ill or disabled individuals, and homeless young adults and families traditionally not served through our mainstream Public Housing and Housing Choice Voucher programs. Additionally, we coordinate with county government and suburban jurisdictions to underwrite a pipeline of new affordable housing developed by local nonprofit housing providers. MTW flexibility granted by this activity has helped us implement the following policies.

**CREATE HOUSING TARGETED TO SPECIAL-NEEDS POPULATIONS BY:**

- Assigning Project-based Section 8 (PBS8) subsidy to a limited number of demonstration projects not qualifying under standard policy in order to serve important public purposes. (FY 2004)
- Modifying eligibility and selection policies as needed to align with entry criteria for nonprofit-operated housing programs. (FY 2004)

**SUPPORT A PIPELINE OF NEW AFFORDABLE HOUSING BY:**

- Prioritizing assignment of PBS8 assistance to units located in high-opportunity census tracts, including those with poverty rates lower than 20 percent. (FY 2004)
- Waiving the 25 percent cap on the number of units that can be project-based on a single site. (FY 2004)
- Allocating PBS8 subsidy non-competitively to KCHA-controlled sites or other jurisdictions and using an existing local government procurement process for project-basing Section 8 assistance. (FY 2004)
- Allowing owners and agents to conduct their own construction and/or rehab inspections, and having the management entity complete the initial inspection rather than KCHA, with inspection sampling at annual review. (FY 2004)
- Modifying eligible unit and housing types to include shared housing, cooperative housing, transitional housing and high-rise buildings. (FY 2004)
- Allowing PBS8 rules to defer to Public Housing rules when used in conjunction with a mixed finance approach to housing preservation or when assigned to a redeveloped former Public Housing property. (FY 2008)

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<sup>16</sup> Neighborhood opportunity designations are from the Puget Sound Regional Council and Kirwan Institute's Opportunity Mapping index (<http://www.psrc.org/growth/growing-transit-communities/regional-equity/opportunity-mapping/>).

- Partnering with local municipalities to develop a local competitive process that pairs project-based assistance with local zoning incentives. (FY 2016)

**IMPROVE PROGRAM ADMINISTRATION BY:**

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

**PROPOSED CHANGES TO ACTIVITY:** Recently passed legislation under HOTMA allows a PHA to enter into a Project-based Voucher HAP contract for any type of unit that does not qualify as existing housing and that is under construction or has been recently constructed, regardless of whether or not the PHA and the owner executed an AHAP. KCHA would like to adopt this provision, allowing us to enter into a HAP contract for recently constructed or newly constructed units, provided the owner has complied with all other applicable requirements. This activity would increase housing choice for KCHA participants by making more units available in our constrained rental market.



Additionally, KCHA will be partnering with the YMCA to create a demonstration program that project-bases FUP vouchers for youth engaged with the child welfare system. As a contracted Independent Living Program provider of the child welfare system in King County, the YMCA is uniquely positioned to provide support services for this vulnerable population aging out of the foster care system. By project-basing units at a YMCA-owned property, FUP youth will have immediate access to a unit without having to compete on the private market.

Finally, we are exploring a partnership with the community college system to provide project-based assistance to homeless or unstably housed young adults seeking to enroll or enrolled in a local community college.

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

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***ACTIVITY 2004-3: Develop Site-based Waiting Lists***

**MTW STATUTORY OBJECTIVE:** Increase Housing Choice

**APPROVAL:** 2004

**IMPLEMENTED:** 2004

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

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

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

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

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

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**MTW STATUTORY OBJECTIVE:** Increase Cost-effectiveness

**APPROVAL:** 2004

**IMPLEMENTED:** 2004

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

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

After closely monitoring the outcomes from the risk-based inspection pilot, KCHA decided to expand the program and move all units in multi-family apartment complexes to a biennial inspection schedule. This and the other streamlined processes included in this activity allow KCHA to save more than 5,000 hours of staff time annually.

**PROPOSED CHANGES TO ACTIVITY:** In 2019, we will explore additional ways to streamline the HQS process, including pre-qualifying unit inspections, waiving or delaying initial inspections at low-risk properties with a positive inspection record and a significant number of KCHA residents already living at the property, and self-certifying inspection variations, when needed, to ensure units meet locally-determined criteria. Additional criteria may be determined upon further review.

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

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

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**MTW STATUTORY OBJECTIVE:** Increase Cost-effectiveness

**APPROVAL:** 2004

**IMPLEMENTED:** 2004

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

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

**CHANGES TO BUSINESS PROCESSES:**

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

**CHANGES TO VERIFICATION AND INCOME CALCULATION PROCESSES:**

- Exclude state Department of Social and Health Services (DSHS) payments made to a landlord on behalf of a tenant from the income and rent calculation under the HCV program. (FY 2004)
- Allow HCV residents to self-certify income of \$50 or less received as a pass-through DSHS childcare subsidy. (FY 2004)
- Extend to 180 days the term over which verifications are considered valid. (FY 2008)
- Modify the definition of “income” to exclude income from assets with a value less than \$50,000 and income from Resident Service Stipends less than \$500 per month. (FY 2008)
- Apply any change in Payment Standard at the time of the resident’s next annual review or update, and for entering households, on the effective date. (FY 2004)
- Allow HCV residents who are at \$0 HAP to self-certify income at the time of review. (FY 2004)

**PROPOSED CHANGES TO ACTIVITY:** In 2019, KCHA will explore additional streamlining and time-saving measures that simplify the interim recertification process while retaining program integrity.

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

***ACTIVITY 2004-9: Rent Reasonableness Modifications***

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**MTW STATUTORY OBJECTIVE:** Increase Cost-effectiveness

**APPROVAL:** 2004

**IMPLEMENTED:** 2004

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

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

**PROPOSED CHANGES TO ACTIVITY:** In 2019, KCHA may explore further streamlining the implementation of annual rent adjustments on Project-based Section 8 contracts in order to save staff time and resources while increasing consistency and equity for owners.

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

### ***ACTIVITY 2004-12: Energy Performance Contracting***

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**MTW STATUTORY OBJECTIVE:** Increase Cost-effectiveness

**APPROVAL:** 2004

**IMPLEMENTED:** 2004

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

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

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

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

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

### ***ACTIVITY 2004-16: Housing Choice Voucher Occupancy Requirements***

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**MTW STATUTORY OBJECTIVE:** Increase Cost-effectiveness

**APPROVAL:** 2004

**IMPLEMENTED:** 2004

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

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

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

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

## **B. Not Yet Implemented Activities**

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

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

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**APPROVAL:** 2015

This activity provides a flat, per-unit subsidy in lieu of a monthly HAP and allows the service provider to dictate the terms of the tenancy (such as length of stay and the tenant portion of rent). The funding would be block-granted based on the number of units authorized under contract and occupied in each program. This flexibility would allow KCHA to better support a “Housing First” approach that places high-risk homeless populations in supportive housing programs tailored to nimbly meet an individual’s needs. This activity will be reconsidered for implementation in 2019 when KCHA has more capacity to develop the program. KCHA is exploring the application of this program model to a new population – homeless or unstably housed young adults seeking to enroll or enrolled in the local community college system.

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

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**APPROVAL:** 2010

This activity is a demonstration program for up to 20 households in a project-based Family Unification Program (FUP)-like environment. The demonstration program currently is deferred, as our program partners opted for a tenant-based model this upcoming fiscal year. It might return in a future program year.

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

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**APPROVAL:** 2010

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

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

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**APPROVAL:** 2010

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

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

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**APPROVAL:** 2008

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



### **C. Activities on Hold**

None

## **D. Closed-out Activities**

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

### ***ACTIVITY 2016-1: Budget-based Rent Model***

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**APPROVAL:** 2016

**CLOSEOUT YEAR:** 2018

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

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

### ***ACTIVITY 2013-3: Short-term Rental Assistance Program***

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**APPROVAL:** 2013

**CLOSEOUT YEAR:** 2015

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

### ***ACTIVITY 2012-2: Community Choice Program***

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**APPROVAL:** 2012

**CLOSEOUT YEAR:** 2016

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

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

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**APPROVAL:** 2012

**CLOSEOUT YEAR:** 2012

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

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

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**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.

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***ACTIVITY 2011-2: Redesign the Sound Families Program***

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**APPROVAL:** 2011

**CLOSEOUT YEAR:** 2014

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

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***ACTIVITY 2010-2: Resident Satisfaction Survey***

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**APPROVAL:** 2010

**CLOSEOUT YEAR:** 2010

KCHA developed its 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.

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

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**APPROVAL:** 2010

**CLOSEOUT YEAR:** 2016

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

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***ACTIVITY 2009-2: Definition of Live-in Attendant***

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**APPROVAL:** 2009

**CLOSEOUT YEAR:** 2014

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

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***ACTIVITY 2008-4: Combined Program Management***

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**APPROVAL:** 2008

**CLOSEOUT YEAR:** 2009

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

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***ACTIVITY 2008-6: Performance Standards***

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**APPROVAL:** 2008

**CLOSEOUT YEAR:** 2014

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

***ACTIVITY 2008-17: Income Eligibility and Maximum Income Limits***

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**APPROVAL:** 2008**CLOSEOUT YEAR:** 2016

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

***ACTIVITY 2007-4: Housing Choice Voucher Applicant Eligibility***

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**APPROVAL:** 2007**CLOSEOUT YEAR:** 2007

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

***ACTIVITY 2007-8: Remove Cap on Voucher Utilization***

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**APPROVAL:** 2007**CLOSEOUT YEAR:** 2014

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

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

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**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)***

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**APPROVAL:** 2007**CLOSEOUT YEAR:** 2015

An expanded and locally designed version of FSS, ROP's mission was to advance families toward self-sufficiency through the provision of case management, supportive services and program incentives, with the goal of positive transition from Public Housing or HCV into private market rental housing or home

ownership. KCHA implemented this five-year pilot in collaboration with community partners, including Bellevue College and the YWCA. These partners provided education and employment-focused case management, such as individualized career planning, a focus on wage progression and asset-building assistance. In lieu of a standard FSS escrow account, each household received a monthly deposit into a savings account, which continues throughout program participation. Deposits to the household savings account are made available to residents upon graduation from Public Housing or HCV subsidy. After reviewing the mixed outcomes from the multi-year evaluation, KCHA decided to close out the program and re-evaluate the best way to assist families in achieving economic independence.

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***ACTIVITY 2006-1: Block Grant Non-mainstream Vouchers***

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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.

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

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APPROVAL: 2005

CLOSEOUT YEAR: 2005

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

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

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APPROVAL: 2004

CLOSEOUT YEAR: 2006

This grant funded financial assistance through MTW reserves with rules modified to fit local circumstances, modified eligibility to include Public Housing residents with HCV, required minimum income and minimum savings prior to entry, and expanded eligibility to include more than first-time homebuyers. This activity is completed.

## SECTION V

### SOURCES AND USES OF MTW FUNDS

#### A. ESTIMATED SOURCES AND USES OF MTW FUNDS<sup>17</sup>

##### *i. Estimated Sources of MTW Funds*

FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	\$7,813,000
70600	HUD PHA Operating Grants	\$145,371,187
70610	Capital Grants	\$3,897,000
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$877,381
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$7,771,579
70000	<b>Total Revenue</b>	<b>\$165,730,147</b>

##### *ii. Estimated Uses of MTW Funds*

FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	(\$14,842,239)
91300+91310+92000	Management Fee Expense	(\$4,366,397)
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	(\$10,127,940)
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	(\$2,957,535)
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	(\$5,172,925)
95000 (95100+95200+95300+95500)	Total Protective Services	\$0
96100 (96110+96120+96130+96140)	Total Insurance Premiums	(\$268,680)
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$0

<sup>17</sup> The MTW Plan is due to HUD in advance of KCHA completing a final budget for its 2019 Fiscal Year. These numbers are preliminary and are subject to change in the budgeting process.

96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance	(\$2,705,000)
97300+97350	Housing Assistance Payments + HAP Portability-in	(\$114,820,662)
97400	Depreciation Expense	(\$8,792,000)
97500+97600+97700+97800	All Other Expenses	(\$10,097,000)
90000	<b>Total Expenses</b>	<b>(\$174,150,378)</b>

### ***iii. Planned Use of MTW Single Fund Flexibility***

KCHA is committed to making the most efficient, effective, and innovative use of our single-fund flexibility under MTW while adhering to the statutory requirements of the program. Our ability to blend funding sources gives us the freedom to implement new approaches to program delivery in response to the varied and challenging housing needs of low-income people in King County. With MTW flexibility, we have assisted more of our county's households than would have been possible under HUD's traditional funding and program constraints.

KCHA's MTW initiatives, described below, demonstrate the value and effectiveness of single-fund flexibility in practice:

- KCHA's Homeless Housing Initiatives.** KCHA's programs address the varied and diverse needs of the county's most vulnerable homeless populations – those experiencing chronic mental illness; individuals exiting the criminal justice system; homeless young adults and former foster youth; homeless students and their families; veterans experiencing homelessness; and people escaping domestic violence. The traditional housing subsidy programs have failed to reach many of these households and lack the supportive services necessary to stably house these individuals and families. In 2019, KCHA will invest nearly \$33 million in these programs and will continue to grow this investment, pending the outcome of recent federal funding applications.
- Housing Stability Fund.** This fund provides emergency financial assistance to qualified residents to maintain stable and secure housing, including limited rental assistance, security deposits and utility payments. Under the program design, a designated agency partner disburses funding to program participants, screening for eligibility according to the program's guidelines. To date, this assistance has been a critical part of KCHA's success in preventing a significant number of evictions and other



negative exits. As a result of this assistance, families are able to maintain their housing, avoiding the far greater system costs that would have occurred if they became homeless.

- **Education Initiatives.** KCHA continues to actively partner with local education stakeholders to improve outcomes for the more than 14,800 children who live in our federally funded housing each year. The results of these efforts, including improved attendance and increases in grade-level performance and on-time graduation, are an integral part of our core mission. By investing in the next generation, we are working to close the cycle of poverty that persists among many of the families we serve.
- **Encourage Asset Building Among ROSS Participants:** Residents enrolled in the Resident Opportunity and Self-Sufficiency (ROSS) program are encouraged to engage in asset building activities through the use of financial incentives. Participants may earn up to \$400 by participating in activities and services including, but not limited to, life skills training; job training, job search, and placement assistance; adult basic education/ESL class completion; financial education services; and increased educational attainment (high school diploma, GED, AA, BA, etc.). These financial incentives assist residents in building their savings while pursuing their unique individual goals.
- **Acquisition and Preservation of Affordable Housing.** We continue to use MTW resources to actively seek out property acquisitions that can provide new public housing in strategic areas of King County, including current and emerging high-opportunity neighborhoods and transit-oriented development sites. With the adoption of the new MTW activity proposal, KCHA will be even better positioned to support the acquisition and development of affordable housing.
- **Increase Access to Healthcare through Partnerships and Collaborative Planning.** KCHA is increasingly partnering with local services providers – HealthierHere, United Healthcare and others – to support residents in accessing the healthcare services they need to maintain housing stability and a high quality of life. In 2019, KCHA will continue to develop its health and housing strategy by improving service coordination for residents with complex health needs, increasing resident access to health services, and identifying and impacting social determinants of health. Data collaborations with United Healthcare and Public Health Seattle-King County will continue to inform our strategic direction in 2019 and beyond. Overall, these efforts will enable KCHA residents to access new health services

through Medicaid waivers and expansion, funding opportunities from local levies, and philanthropic supports.

- **Long-term Viability of Our Portfolio.** KCHA uses our single-fund flexibility to protect the long-term viability of our inventory. This flexibility allows us to leverage private equity by making loans in combination with the Low-Income Housing Tax Credit program to rehabilitate properties, adding years to their useful lives. Additionally, we continue to use a short-term line of credit in furthering the redevelopment of the Greenbridge HOPE VI site. This line of credit will be retired with proceeds from continuing land sales to private homebuilders. MTW working capital provides an essential backstop for these financing partnerships, addressing risk concerns of lenders, enhancing our credit worthiness, and enabling our continued access to private capital markets.
- **Remove the Cap on Voucher Utilization.** This initiative enables us to utilize savings achieved through MTW initiatives to over-lease and provide HCV assistance to more households than permissible under our HUD-established baseline. Our cost containment from a multi-tiered, ZIP code-based 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 and homeless households. Despite ongoing uncertainties around future federal funding levels, we continue to use MTW program flexibility to support housing voucher issuance at 300 households above HUD baseline levels.

## B. LOCAL ASSET MANAGEMENT PLAN

Is the MTW PHA allocating costs within statute?

No
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Is the MTW PHA implementing a local asset management plan (LAMP)?

Yes
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Has the MTW PHA provided a LAMP in the appendix?

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

No changes will be made to the LAMP in 2019.

## SECTION VI

### ADMINISTRATIVE

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

Attached as Appendix A.

#### B. PUBLIC PROCESS

##### *MTW Plan Public Review Period*

*August 27, 2018, to September 26, 2018*

- **MEETINGS AND HEARINGS**
  - September 13: Public Hearing
  - September 17 and 18: Resident Advisory Committee Meetings
  - September 19: Greenbridge Community Council
  - September 19: Greenbridge Service Providers Meeting
- **MAILING**
  - August 27: Shared draft plan via email with stakeholders and partners and via mail with the Resident Advisory Committee.
- **PUBLISHING AND POSTING**
  - August 27: Notice published in the Seattle Times.
  - August 27: Notice published in the Daily Journal of Commerce.
  - August 30: Notice published in the Northwest Asian Weekly.
  - August 27: Notice and Draft 2019 MTW Plan posted on KCHA's website ([www.kcha.org](http://www.kcha.org)).
  - August 27: Notice posted in KCHA's Public Housing and Project-based Section 8 developments in the six most prominent languages of KCHA residents (English, Korean, Russian, Somali, Spanish, and Vietnamese). Plan was made available in the main office and at the public hearing site.

##### *Comments Received*

##### **Public Hearing**

After publishing notice in three local newspapers, posting flyers in all KCHA properties in multiple languages, and conducting outreach via property managers and service coordinators, the Public Hearing did not have any attendees.

##### **Resident Advisory Committee Meetings**

The following comments and questions were received at the September 17 and 18 Resident Advisory Committee meetings:

- A few residents had questions about KCHA's workforce development and education initiatives, such as eligibility requirements and the availability of services in the Northeast region.
- A resident suggested KCHA consider a shorter term HCV lease to match the market trend of 6-month lease terms.
- In regards to streamlining the interim process, a resident commented that small income changes can have a big impact on a resident's rent burden.
- A resident of Northlake House communicated the need for new carpeting at the property.
- A resident communicated that the recent installation of a make-up air unit (MAU) at her property has made an amazing improvement to air flow.
- A number of residents had questions about the elevator upgrades taking place over the next year including how residents with disabilities will access different floors and if the elevators are designed with a large weight capacity.

In response, KCHA staff plan to present on our workforce development and education programs at a future meeting; communicated that carpet installation is slated for Northlake House in 2019; and provided information on the relocation and accommodation plans for residents during the elevator upgrade.

This information was provided at the meeting and in follow-up with individual residents.

#### **Written Comment**

After providing a one-step submission form on the website, soliciting comment via published and posted notices, and encouraging meeting attendees to submit comments in writing, no written comments were received.

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

KCHA shares evaluation findings and reports in its MTW Reports.

### **D. LOBBYING DISCLOSURES**

Attached as Appendix D.

## **APPENDIX A**

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

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**THE HOUSING AUTHORITY OF THE COUNTY OF KING**  
**RESOLUTION NO. 5604**  
**APPROVING KCHA'S MOVING TO WORK ANNUAL PLAN**  
**FOR FISCAL YEAR 2019**

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**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 2019 (January 1, 2019 through December 31, 2019) in a manner that is responsive to and complies with the Restated Agreement requirements; and

**WHEREAS**, in developing the FY 2019 MTW Annual Plan, KCHA provided opportunity for public and resident input regarding the Plan components, including two meetings with the KCHA Resident Advisory Council and a Public Hearing; and

**WHEREAS**, the Plan envisions a number of changes in the operational policies and programs which are consistent with the goals of the MTW Demonstration and KCHA's mission; and

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

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

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

**ADOPTED AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING THIS 8<sup>th</sup> DAY OF OCTOBER 2018.**

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

  
**DOUG BARNES**, Chair  
Board of Commissioners

  
**STEPHEN NORMAN**  
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 Chairman 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 (10/08/2018), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- (5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the MTW PHA's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the MTW PHA is required to submit an AFH, and that AFH has been accepted by HUD, the MTW PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
- (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 135.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 200.
- (21) 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.
- (22) All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

King County Housing Authority  
MTW PHA NAME

WA002  
MTW PHA NUMBER/HA CODE

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

Douglas J. Barnes  
NAME OF AUTHORIZED OFFICIAL

Chairman  
TITLE

Douglas J. Barnes  
SIGNATURE

10/10/18  
DATE

\* Must be signed by either the Chairman 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 Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

## **APPENDIX B**

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

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Project Based Contracts

Property Name	Number of Project-based	Planned Status at End of 2019	RAD?	Program Description
City Park Townhomes	11	Leased/Issued	No	Homeless Families
Enumclaw Fourplex	5	Leased/Issued	No	Homeless Families
Northlake Grove Cooperative	1	Leased/Issued	No	Low Income Families
Unity Village of White Center	6	Leased/Issued	No	Homeless Families
Joseph House	10	Leased/Issued	No	Seniors
Burien Heights	15	Leased/Issued	No	Homeless Young Adults
Villa Esperanza	23	Leased/Issued	No	Homeless Families
Villa Capri	5	Leased/Issued	No	Homeless Families
Harrison House	48	Leased/Issued	No	Seniors
Green River Homes	59	Leased/Issued	No	Families and/or Elderly or Disabled
Valley Park East & West	12	Leased/Issued	No	Homeless Families
Valley Park East & West	18	Leased/Issued	No	Low Income Families
Heritage Park	15	Leased/Issued	No	Homeless Families
Heritage Park	36	Leased/Issued	No	Low Income Families
NIA Apartments	42	Leased/Issued	No	Seniors
Rose Crest	9	Leased/Issued	No	Low Income Families
Rose Crest Transitional	10	Leased/Issued	No	Homeless Families
Avondale Park	43	Leased/Issued	No	Homeless Families
Passage Point	46	Leased/Issued	No	Homeless Families/Re-entry
Linden Highlands	3	Leased/Issued	No	Homeless Families
Appian Way	6	Leased/Issued	No	Homeless Families
Eernisse	13	Leased/Issued	No	Low Income Families
Salmon Creek	9	Leased/Issued	No	Low Income Families
Chalet	5	Leased/Issued	No	Low Income Families
Birch Creek (post-rehab)	262	Leased/Issued	No	Low Income Families
Lauren Heights	5	Leased/Issued	No	Homeless Families

Project Based Contracts

Woodland North	5	Leased/Issued	No	Low Income Families
Woodland North - VASH	10	Leased/Issued	No	Homeless Veterans
Seola Crossing I & II	63	Leased/Issued	No	Low Income Families
Eastbridge	31	Leased/Issued	No	Low Income Families
Creston Point - Wellspring	5	Leased/Issued	No	Homeless Families
Hidden Village	78	Leased/Issued	No	Families and/or Elderly or Disabled
Petter Court	4	Leased/Issued	No	Homeless Families
Timberwood	20	Leased/Issued	No	Low Income Families
Copper Lantern	4	Leased/Issued	No	Homeless Individuals
Copper Lantern	7	Leased/Issued	No	Low Income Families
Foster Commons	4	Leased/Issued	No	Homeless Families
Woodside East	23	Leased/Issued	No	Low Income Families
Creston Point - SMH	15	Leased/Issued	No	Homeless Families
Bellepark East	12	Leased/Issued	No	Low Income Families
Summerfield Apartments	13	Leased/Issued	No	Low Income Families/Homeless ?
Newporter Apartments	22	Leased/Issued	No	Low Income Families
Francis Village	3	Leased/Issued	No	Low Income Families/Homeless ?
Landmark Apartments	28	Leased/Issued	No	Low Income Families
Alpine Ridge	27	Leased/Issued	No	Low Income Families
Chalet Supportive	4	Leased/Issued	No	Homeless Families
Andrew's Glen	10	Leased/Issued	No	Low Income Families/Homeless ?
Plum Court	10	Leased/Issued	No	Families
Spiritwood Manor	128	Leased/Issued	No	Families and/or Elderly or Disabled
Newport	23	Leased/Issued	No	Families and/or Elderly or Disabled
Family Village	26	Leased/Issued	No	Low Income Families
Village at Overlake Station	12	Leased/Issued	No	Low Income Families
Village at Overlake Station	8	Leased/Issued	No	Disabled Individuals (HASP)

Project Based Contracts

Compass Housing Renton-VASH	58	Leased/Issued	No	Homeless Veterans
Francis Village - VASH	10	Leased/Issued	No	Homeless Veterans
Francis Village - FOY	10	Leased/Issued	No	Homeless Young Families
Bellevue Manor	66	Leased/Issued	No	Elderly or Disabled
Discovery Heights	10	Leased/Issued	No	Homeless Individuals
Johnson Hill	8	Leased/Issued	No	Low Income Families
Summerwood	25	Leased/Issued	No	Low Income Families
Kensington Square	6	Leased/Issued	No	Homeless Families
Inland Empire Group Home	1	Leased/Issued	No	Disabled Individuals
Parkview Group Home	1	Leased/Issued	No	Disabled Individuals
Parkview Group Home	1	Leased/Issued	No	Disabled Individuals
Parkview Group Home	1	Leased/Issued	No	Disabled Individuals
Parkview Group Home	1	Leased/Issued	No	Disabled Individuals
Inland Empire Group Home	1	Leased/Issued	No	Disabled Individuals
Inland Empire Group Home	1	Leased/Issued	No	Disabled Individuals
Inland Empire Group Home	1	Leased/Issued	No	Disabled Individuals
The Willows	15	Leased/Issued	No	Homeless Families
Laurelwood Gardens	8	Leased/Issued	No	Low Income Families
Inland Empire Group Home	1	Leased/Issued	No	Disabled Individuals
Inland Empire Group Home	1	Leased/Issued	No	Disabled Individuals
Inland Empire Group Home	1	Leased/Issued	No	Disabled Individuals
Inland Empire Group Home	1	Leased/Issued	No	Disabled Individuals
Converted former Public Housing	509	Leased/Issued	No	Families, Seniors and/or Disabled Individuals
Evergreen Court Apartments	15	Leased/Issued	No	Seniors
Vashon Terrace	16	Leased/Issued	No	Elderly or Disabled
Velocity Apartments	8	Leased/Issued	No	Homeless Families
Northwood Square	24	Leased/Issued	No	Families and/or Elderly or Disabled

Project Based Contracts

Independence Bridge	24	Leased/Issued	No	Homeless Young Adults
Sophia's Home - Bellepark East	1	Leased/Issued	No	Homeless Individuals
Sophia's Home - Timberwood	2	Leased/Issued	No	Homeless Individuals
Sophia's Home - Woodside East	4	Leased/Issued	No	Homeless Individuals
August Wilson Place	8	Leased/Issued	No	Homeless Families
August Wilson Place-VASH	8	Leased/Issued	No	Homeless Veterans
Patricia Harris Manor	41	Leased/Issued	No	Elderly or Disabled
Woodcreek Lane	20	Leased/Issued	No	Families and/or Elderly or Disabled
Gilman Square	25	Leased/Issued	No	Low Income Families
Friends of Youth - Group Home serving 10 YA's	2	Leased/Issued	No	Homeless Young Adults
Phoenix Rising	24	Leased/Issued	No	Homeless Young Adults
Family Village	10	Leased/Issued	No	Homeless Families
William J. Wood Veterans House	44	Leased/Issued	No	Homeless Veterans
Kirkland Avenue Townhomes	2	Leased/Issued	No	Homeless Veterans
Timberwood Apartments - VASH	16	Leased/Issued	No	Homeless Veterans
Carriage House - VASH	21	Leased/Issued	No	Homeless Veterans
Villages at South Station - VASH	16	Leased/Issued	No	Homeless Veterans
Cove East Apartments - VASH	16	Leased/Issued	No	Homeless Veterans
Ronald Commons	8	Leased/Issued	No	Homeless Veterans
Southwood Square	104	Leased/Issued	No	Low Income Families
Velocity Apartments -VASH	8	Leased/Issued	No	Homeless Veterans
Providence John Gabriel House	8	Leased/Issued	No	Elderly
Houser Terrace/RHA - VASH	25	Leased/Issued	No	Homeless Veterans
Athene	8	Leased/Issued	No	Elderly
<b>TOTAL</b>	<b>2,557</b>			

## APPENDIX C

### KCHA'S LOCAL ASSET MANAGEMENT PLAN

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

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



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

**APPENDIX D**  
DISCLOSURE OF LOBBYING ACTIVITIES

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# DISCLOSURE OF LOBBYING ACTIVITIES

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

(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

<b>1. Type of Federal Action:</b> <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input checked="checked" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input checked="checked" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c			<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:		
<b>6. Federal Department/Agency:</b> Department of Housing and Urban Development			<b>7. Federal Program Name/Description:</b> MTW Annual Plan CFDA Number, if applicable: _____		
<b>8. Federal Action Number, if known:</b>			<b>9. Award Amount, if known:</b> \$		
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): n/a			<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): n/a		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: Stephen Norman Title: Executive Director Telephone No.: (206)574-1100 Date: 10/8/18		
<b>Federal Use Only:</b>			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

## **APPENDIX E**

### Designation Plan

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## Designation Plan Status as of 07/31/2018

Project #	Project	Units	Occupied	%Target	Target	#Elderly	%Elderly	Pre-Imp.	Status	Action
<b>NORTHEAST MIXED POPULATION</b>										
150TC	Paramount House	70	70	0.78	55	52	74	-12	-3	Freeze admission of younger households
151	Northridge I	70	69	0.78	55	58	82	-7	3	No restrictions on younger households
152	Briarwood	70	69	0.78	55	62	88	-2	7	No restrictions on younger households
153	Northridge II	70	69	0.78	55	57	81	-2	2	No restrictions on younger households
154	The Lake House	70	68	0.78	55	54	77	-5	-1	Freeze admission of younger households
156	Westminster Manor	60	59	0.78	47	48	80	-	1	No restrictions on younger households
250	Forest Glen	40	40	0.78	32	36	90	-2	4	No restrictions on younger households
251	Casa Juanita	80	78	0.78	63	67	83	4	4	No restrictions on younger households
290	Northlake House	38	38	0.78	30	35	92	-	5	No restrictions on younger households
191	Northwood	34	34	0.78	27	30	88	-	3	No restrictions on younger households
<b>SOUTHEAST MIXED POPULATION</b>										
554TC	Gustaves Manor	35	35	0.78	28	27	77	6	-1	Freeze admission of younger households
450TC	Mardi Gras	61	61	0.78	48	52	85	10	4	No restrictions on younger households
551TC	Plaza 17	70	69	0.78	55	62	88	7	7	No restrictions on younger households
550	Wayland Arms	67	66	0.78	53	54	80	2	1	No restrictions on younger households
487TC	Vantage Point	77	75	0.78	61	67	87		6	No restrictions on younger households
<b>SOUTHWEST MIXED POPULATION</b>										
350	Boulevard Manor	70	69	0.78	55	55	78	-11	0	Monitor for next vacancy
354TC	Brittany Park	43	43	0.78	34	34	79	-8	0	Monitor for next vacancy
553TC	Casa Madrona	70	69	0.78	55	58	82	6	3	No restrictions on younger households
352TC	Munro Manor	60	59	0.78	47	48	80	-5	1	No restrictions on younger households
342TC	Nia	82	80	0.78	64	71	86	0	7	No restrictions on younger households
358TC	Riverton Terrace EGIS	30	30	0.78	24	26	86	-3	2	No restrictions on younger households
552	Southridge House	80	80	0.78	63	72	90	14	9	No restrictions on younger households
353	Yardley Arms	67	66	0.78	53	56	83	-9	3	No restrictions on younger households
390	Burien Park	102	101	0.78	80	92	90	-	12	No restrictions on younger households
<b>HOPA</b>										
451	Eastridge House	40	40	0.9	36	34	85	-	-2	Freeze admission of younger households
465	Bellevue Manor	66	65	0.9	60	62	93	5	2	No restrictions on younger households
466	Patricia Harris	41	40	0.9	37	40	97	6	3	No restrictions on younger households
<b>SEDRO WOOLLEY</b>										
155	Hillsvie	60	60		-	43	71	-	-	

# **APPENDIX F**

## **UNIT UPGRADE COMPLETION REPORT**

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		Fund	Prop		Community	Apt #	Bedrooms	Notes	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
Project Based Section 8 Housing															
Avondale Manor															
	1	126	201		Avondale Manor	12	2		6/30/2006	7/14/2006	153	\$6,820	\$3,808	\$10,628	537911
	2	126	201		Avondale Manor	16	3		11/13/2006	12/27/2006	261	\$11,540	\$5,885	\$17,424	550131
	3	126	201		Avondale Manor	2	3		12/13/2006	2/5/2007	319	\$13,203	\$8,492	\$21,695	553484
	4	126	201		Avondale Manor	9	3		11/23/2011	2/29/2012	316	\$18,307	\$11,361	\$29,668	686115
	5	126	201		Avondale Manor	17	3		5/31/2012	8/23/2012	323	\$19,681	\$11,197	\$30,878	698083
	6	126	201		Avondale Manor	11	3		10/19/2012	11/21/2012	282	\$18,010	\$12,876	\$30,886	707107
	7	126	201		Avondale Manor	8	3		2/20/2013	3/27/2013	289	\$17,668	\$11,594	\$29,262	715412
	8	126	201		Avondale Manor	10	3		4/16/2013	6/26/2013	331	\$18,957	\$10,995	\$29,952	718995
	9	126	201		Avondale Manor	4	2		7/9/2013	10/29/2013	266	\$15,861	\$11,749	\$27,610	725072
	10	126	201		Avondale Manor	14	4		8/8/2013	1/16/2014	346	\$20,279	\$13,207	\$33,486	726808
	11	126	201		Avondale Manor	18	4		11/29/2013	2/18/2014	305	\$19,065	\$11,877	\$30,942	735904
	12	126	201		Avondale Manor	19	4		8/21/2015	9/29/2015	327	\$20,679	\$13,986	\$34,664	782805
	13	126	201		Avondale Manor	12	2		8/19/2015	9/30/2015	276	\$17,436	\$11,429	\$28,865	782806
	14	126	201		Avondale Manor	5	3		10/13/2015	11/25/2015	337	\$21,489	\$14,215	\$35,704	786607
	15	126	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
			Avondale Manor	1970	Total Units	20	Upgraded	16	Remaining	4			Avg. \$ (since 2012)	\$31,513	
Bellevue Houses (8)															
	1	127	211		Bellevue House	3	3		11/3/2008	1/30/2009	323	\$19,970	\$13,383	\$33,353	611404
	2	127	211		Bellevue House	4	3		2/22/2011	3/30/2011	313	\$18,337	\$11,901	\$30,237	663972
	3	127	211		Bellevue House	2	3		7/1/2013	10/15/2013	276	\$14,454	\$9,668	\$24,121	724028
	4	127	211		Bellevue House	8	3		12/8/2014	1/27/2015	343	\$20,622	\$9,001	\$29,623	762029
			Bellevue 8		Total Units	8	Upgraded	4	Remaining	4			Avg. \$	\$29,334	
Bellevue Manor															
	1	206	465		Bellevue Manor	101	1	00404650101	2/3/2016	3/23/2016	228	\$13,603	\$9,950	\$23,553	7642
	2	206	465		Bellevue Manor	Key Keeper	3	00404650200	3/11/2016	5/4/2016	322	\$20,678	\$11,530	\$32,208	9352
	3	206	465		Bellevue Manor	111	1	00404650111	6/8/2016	7/1/2016	222	\$13,790	\$12,292	\$26,082	12456
	4	206	465		Bellevue Manor	108	1	00404650108	6/8/2016	7/26/2016	222	\$13,379	\$11,771	\$25,150	12454
	5	206	465		Bellevue Manor	104	1	00404650104	7/11/2016	8/19/2016	218	\$13,565	\$12,002	\$25,566	14447
	6	206	465		Bellevue Manor	205	1	00404650205	7/11/2016	8/23/2016	222	\$13,684	\$11,182	\$24,866	14448
	7	206	465		Bellevue Manor	115	1	00404650115	10/30/2016	12/14/2016	233	\$14,793	\$10,317	\$25,110	19977
	8	206	465		Bellevue Manor	319	1	00404650319	9/30/2016	1/4/2017	233	\$14,531	\$9,939	\$24,470	20249
	9	206	465		Bellevue Manor	219	1	00404650219	4/7/2017	6/23/2017	218	\$14,335	\$9,509	\$23,844	29209
	10	206	465		Bellevue Manor	121	1	00404650121	6/30/2017	8/30/2017	179	\$11,512	\$10,241	\$21,753	32254
	11	206	465		Bellevue Manor	103	1	00404650103	8/1/2017	10/25/2017	245	\$14,675	\$10,541	\$25,216	33936
	12	206	465		Bellevue Manor	202	1	00404650202	10/25/2017	1/18/2018	250	\$15,195	\$9,815	\$25,009	38998
	13	206	465		Bellevue Manor	120	1	00404650120	1/23/2018	4/30/2018	292	\$18,842	\$14,582	\$33,424	47046
			Bellevue Manor		Total Units	65	Upgraded	13	Remaining	52			Avg. \$	\$25,865	
Birch Creek				2009	Total Units	262	CCD Renovated	262	Remaining		Uncertain	0			
Campus Court															
	1	164	303		Campus Court	1	3		8/3/2007	9/20/2007	322	\$14,329	\$6,485	\$20,814	574891
	2	164	303		Campus Court	8	3		10/1/2008	10/21/2008	228	\$14,124	\$9,445	\$23,569	604226
	3	164	303		Campus Court	3	3		2/6/2009	3/23/2009	308	\$17,610	\$11,350	\$28,961	615456
	4	164	303		Campus Court	2	3		1/12/2009	2/13/2009	272	\$17,810	\$10,159	\$27,969	614814
	5	164	303		Campus Court	12	3		9/8/2009	10/1/2009	282	\$16,884	\$9,789	\$26,673	631431
	6	164	303		Campus Court	7	3		8/30/11	11/22/2011	395	\$24,975	\$10,028	\$35,003	679507
	7	164	303		Campus Court	11	3		9/4/12	12/19/2012	248	\$15,880	\$15,543	\$31,422	703941
	8	164	303		Campus Court	6	3		11/7/12	12/27/2012	270	\$17,045	\$13,998	\$31,043	708340
	9	164	303		Campus Court	4	3		10/31/12	12/31/2012	362	\$23,441	\$14,282	\$37,722	707928
	10	164	303		Campus Court	5	3		11/7/12	12/31/2012	303	\$19,359	\$16,350	\$35,709	708249
	11	164	303		Campus Court	10	3		12/2/2014	2/23/2015	310	\$19,764	\$16,761	\$36,524	762134
	12	509	303		Campus Court	A2	3	303030002	3/1/2018	5/18/2018	336	\$22,071	\$13,970	\$36,041	48276
			Campus Court	1991	Total Units	12	Upgraded	12	Remaining	0			Avg. \$ (since 2012)	\$34,744	
Cedarwood															
	1	129	205		Cedarwood	18	2		4/6/2009	5/5/2009	285	\$16,750	\$9,422	\$26,172	620343
	2	129	205		Cedarwood	24	2		5/15/2009	6/17/2009	224	\$12,852	\$8,589	\$21,441	623701
	3	129	205		Cedarwood	11	2		6/30/2009	7/31/2009	217	\$11,613	\$9,548	\$21,161	626887
	4	129	205		Cedarwood	12	2		8/3/2009	8/31/2009	216	\$12,042	\$10,352	\$22,394	629145
	5	129	205		Cedarwood	23	2		8/24/2009	10/2/2009	228	\$13,389	\$9,267	\$22,655	630592
	6	129	250		Cedarwood	10	3		6/28/2010	7/15/2010	228	\$13,300	\$9,226	\$22,526	649639
	7	129	205		Cedarwood	21	2		9/21/2011	10/31/2011	217	\$13,579	\$10,372	\$23,951	682055
	8	129	205		Cedarwood	9	2		8/23/2012	9/21/2012	234	\$13,828	\$11,194	\$25,022	703419
	9	129	205		Cedarwood	25	2		1/7/2013	2/12/2013	233	\$13,007	\$10,028	\$23,035	712629
	10	129	205		Cedarwood	17	3		4/5/2013	5/21/2013	241	\$13,287	\$9,834	\$23,120	718576
	11	129	205		Cedarwood	5	3		5/8/2013	8/19/2013	234	\$12,979	\$8,680	\$21,658	720777
	12	129	205		Cedarwood	1	2		7/3/2013	8/26/2013	205	\$12,172	\$9,223	\$21,395	724581
	13	129	205		Cedarwood	14	3		12/1/2014	1/23/2015	226	\$14,290	\$11,332	\$25,622	761736
	14	509	205		Cedarwood	3	3	00202050003	08/05/16	10/27/16	242	\$15,420	\$10,864	\$26,283	15956
	15	509	205		Cedarwood	7	2	00202050007	8/29/2017	11/28/2017	240	\$15,008	\$11,422	\$26,430	38255
	16	509	205		Cedarwood	6	2	00202050006	1/26/2018	4/6/2018	249	\$15,707	\$10,205	\$25,912	45562

		Fund	Prop	Community	Apt #	Bedrooms	Notes	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
		Cedarwood	1981	Total Units	25	Upgraded	16	Remaining	9			Avg. \$ (since 2012)	\$24,275	
Eastridge House														
	1	131	451	Eastridge House	302	1		9/15/2006	10/3/2006	135	\$6,087	\$5,968	\$12,055	545356
	2	131	451	Eastridge House	312	1		11/6/2006	11/24/2006	92	\$4,069	\$5,374	\$9,442	549489
	3	131	451	Eastridge House	305	1		8/27/2007	10/11/2007	128	\$5,758	\$4,212	\$9,970	575805
	4	131	451	Eastridge House	205	1		8/31/2007	10/11/2007	111	\$4,978	\$5,115	\$10,092	575804
	5	131	451	Eastridge House	211	1		1/29/2008	2/13/2008	148	\$6,674	\$6,455	\$13,129	586707
	6	131	451	Eastridge House	103	1		2/25/2008	3/13/2008	121	\$5,466	\$4,992	\$10,457	588496
	7	131	451	Eastridge House	209	1		3/19/2008	4/1/2008	122	\$5,434	\$6,123	\$11,557	590281
	8	131	451	Eastridge House	109	1		10/31/2008	1/13/2009	112	\$7,168	\$6,508	\$13,676	612068
	9	131	451	Eastridge House	107	1		11/26/2008	1/15/2009	101	\$6,416	\$6,167	\$12,583	612069
	10	131	451	Eastridge House	314	1		12/9/2008	2/3/2009	134	\$7,268	\$7,384	\$14,653	614093
	11	131	451	Eastridge House	201	1		2/10/2009	3/3/2009	113	\$6,609	\$7,220	\$13,830	616600
	12	131	451	Eastridge House	207	1		6/29/2009	7/17/2009	150	\$8,234	\$6,311	\$14,545	626742
	13	131	451	Eastridge House	303	1		7/31/2009	8/24/2009	138	\$7,336	\$6,808	\$14,144	629121
	14	131	451	Eastridge House	215	1		3/9/2010	3/31/2010	151	\$8,955	\$6,933	\$15,888	643081
	15	131	451	Eastridge House	204	1		6/1/2010	6/24/2010	159	\$8,569	\$6,893	\$15,462	648211
	16	131	451	Eastridge House	304	1		8/31/2010	9/22/2010	169	\$8,839	\$6,139	\$14,977	653354
	17	131	451	Eastridge House	115	1		8/31/2010	9/27/2010	160	\$8,777	\$6,498	\$15,274	653475
	18	131	451	Eastridge House	111	1		9/30/2010	10/15/2010	164	\$9,576	\$6,070	\$15,647	654926
	19	131	451	Eastridge House	101	2		3/23/2011	4/22/2011	200	\$10,794	\$10,163	\$20,958	666104
	20	131	451	Eastridge House	301	1		5/9/2011	7/8/2011	169	\$8,934	\$7,026	\$15,959	669286
	21	131	451	Eastridge House	105	1		7/6/2011	9/2/2011	188	\$10,144	\$7,440	\$17,584	674202
	22	131	451	Eastridge House	110	1	RAFN (GC) - 1		5/1/2011					
	23	131	451	Eastridge House	112	1	RAFN (GC) - 2		5/1/2011					
	24	131	451	Eastridge House	113	1	RAFN (GC) - 3		5/1/2011					
	25	131	451	Eastridge House	307	1		5/16/2012	6/27/2012	195	\$10,123	\$7,650	\$17,773	697087
	26	131	451	Eastridge House	309	1		10/15/2012	10/26/2012	170	\$9,576	\$6,720	\$16,296	706738
	27	131	451	Eastridge House	214	1		12/26/2012	1/15/2013	159	\$9,315	\$6,886	\$16,201	711458
	28	131	451	Eastridge House	206	1		6/15/2015	7/22/2015	197	\$10,613	\$10,272	\$20,884	778551
	29	131	451	Eastridge House	213	1		9/2/2015	10/16/2015	194	\$10,471	\$10,824	\$21,295	783657
	30	131	451	Eastridge House	311	1	00204510311	12/21/2015	1/22/2016	175	\$9,688	\$10,382	\$20,070	3508
	31	131	451	Eastridge House	203	1	00204510203	9/30/2016	1/10/2017	189	\$11,181	\$9,893	\$21,074	18776
	32	509	451	Eastridge House	202	1	00204510202	1/5/2018	3/26/2018	200	\$12,006	\$11,599	\$23,605	44663
	33	509	451	Eastridge House	208	1	00204510208	3/16/2018	7/10/2018	227	\$14,418	\$8,645	\$23,063	50161
		Eastridge House	1972	Total Units	40	Upgraded	33	Remaining	7			Avg. \$ (since 2012)	\$20,029	
Evergreen Court														
	1	166	505	Evergreen Court	5	2		10/13/2006	10/30/2006	186	\$8,140	\$7,110	\$15,250	547641
	2	166	505	Evergreen Court	26	2		5/27/2008	6/20/2008	302	\$19,598	\$8,707	\$28,305	595322
	3	166	505	Evergreen Court	28	2		6/14/2009	7/29/2009	207	\$13,053	\$8,682	\$21,735	627189
	4	166	505	Evergreen Court	11	3		5/1/2010	6/11/2010	324	\$19,732	\$10,527	\$30,259	647193
	5	166	505	Evergreen Court	14	3		7/1/2010	9/13/2010	299	\$18,947	\$12,468	\$31,415	649763
	6	166	505	Evergreen Court	13	3		11/9/2010	12/30/2010	227	\$14,427	\$12,040	\$26,466	657853
	7	166	505	Evergreen Court	25	2		1/3/2011	2/10/2011	269	\$17,031	\$8,332	\$25,363	660440
	8	166	505	Evergreen Court	3	2	RAFN (GC) - 4		5/1/2011					
	9	166	505	Evergreen Court	4	2	RAFN (GC) - 5		5/1/2011					
	10	166	505	Evergreen Court	21	3		9/3/2012	11/28/2012	412	\$24,867	\$12,512	\$37,379	705361
	11	166	505	Evergreen Court	8	2		1/17/2013	2/21/2013	225	\$13,648	\$12,170	\$25,819	713001
	12	166	505	Evergreen Court	10	2		1/17/2013	2/25/2013	227	\$13,853	\$12,535	\$26,389	712999
	13	166	505	Evergreen Court	12	3		1/17/2013	2/26/2013	268	\$15,782	\$14,033	\$29,814	713524
	14	166	505	Evergreen Court	9	2		1/28/2013	2/28/2013	244	\$14,625	\$11,442	\$26,068	714027
	15	166	505	Evergreen Court	30	2		4/1/2013	6/26/2013	316	\$20,132	\$11,394	\$31,526	718421
	16	166	505	Evergreen Court	1	2		4/14/2013	7/23/2013	296	\$18,944	\$10,703	\$29,647	719736
	17	166	505	Evergreen Court	27	3		5/13/2013	7/31/2013	302	\$19,403	\$11,015	\$30,417	720744
	18	166	505	Evergreen Court	7	2		5/22/2013	7/31/2013	269	\$17,064	\$11,435	\$28,498	721329
	19	166	505	Evergreen Court	23	2		7/8/2013	9/12/2013	290	\$18,148	\$11,341	\$29,489	726324
	20	509	505	Evergreen Court	19	2		12/27/2013	4/15/2014	379	\$23,131	\$12,561	\$35,692	739479
	21	509	505	Evergreen Court	29	2		7/23/2014	8/19/2014	283	\$17,499	\$11,634	\$29,133	752200
	22	509	505	Evergreen Court	18	3		6/20/2015	8/17/2015	340	\$20,094	\$12,812	\$32,906	779097
	23	509	505	Evergreen Court	17	2		8/24/2015	10/19/2015	301	\$19,065	\$14,945	\$34,009	782968
	24	509	505	Evergreen Court	24	2		10/26/2015	12/30/2015	289	\$18,240	\$13,528	\$31,768	1063
	25	509	505	Evergreen Court	2	2	00505050002	1/3/2016	2/23/2016	267	\$17,023	\$12,409	\$29,431	4073
	26	509	505	Evergreen Court	22	3	505050022	10/12/2017	11/30/2017	300	\$19,611	\$15,741	\$35,351	37901
		Evergreen Court	1981	Total Units	30	Upgraded	26	Remaining	4			Avg. \$ (since 2012)	\$30,372	
Forest Grove														
	1	509	204	Forest Grove	13	2		2/10/2014	4/29/2014	214	\$13,782	\$11,258	\$25,040	741603
	2	509	204	Forest Grove	19	2		9/3/2014	10/31/2014	178	\$10,951	\$12,679	\$23,630	755257
	3	509	204	Forest Grove	15	2		10/27/2014	12/30/2014	229	\$14,661	\$14,085	\$28,746	759402
	4	509	204	Forest Grove	2	3		11/21/2014	1/22/2015	348	\$22,076	\$12,844	\$34,920	761105
	5	509	204	Forest Grove	12	2		10/30/2015	12/18/2015	225	\$14,337	\$12,855	\$27,192	770
	6	509	204	Forest Grove	8	2		4/20/2015	5/19/2015	289	\$18,112	\$11,418	\$29,531	775175
	7	509	204	Forest Grove	4	00202040004	2	2/15/2018	5/15/2018	241	\$15,383	\$12,978	\$28,361	49137
	8	509	204	Forest Grove	10	00202040010	2	5/3/2018	7/31/2018	241	\$14,431	\$15,561	\$29,992	54310
		Forest Grove	1981	Total Units	25	Upgraded	8	Remaining	17			Avg. \$	\$28,426	
Glenview Heights														
	1	142	405	Glenview Heights	7	2		8/8/2008	9/12/2008	234	\$14,312	\$7,971	\$22,283	600453
	2	142	405	Glenview Heights	8	2		7/22/2010	8/12/2010	288	\$17,739	\$8,873	\$26,611	650947
	3	142	405	Glenview Heights	10	2		12/16/2010	12/30/2010	210	\$11,611	\$8,637	\$20,249	659901





		Fund	Prop		Community	Apt #	Bedrooms	Notes	Start	Complete	Man Hrs	Labor	Materials	Total	WO #	
		11	121	155		Hillsview	346	1		7/30/2012	8/22/2012	195	\$11,499	\$7,676	\$19,175	701908
		12	121	155		Hillsview	115	1	RA-Shower	8/7/2012	8/29/2012	226	\$13,407	\$10,378	\$23,785	702379
		13	121	155		Hillsview	340	1		3/29/2013	5/13/2013	157	\$10,045	\$6,827	\$16,872	717862
		14	121	155		Hillsview	232	1		4/29/2014	6/30/2014	165	\$10,501	\$7,992	\$18,493	747680
		15	121	155		Hillsview	344	1		4/30/2014	6/30/2014	162	\$10,306	\$8,266	\$18,572	747681
		16	121	155		Hillsview	360	1		9/30/2014	11/25/2014	177	\$11,313	\$9,802	\$21,115	757252
		17	121	155		Hillsview	221	1		10/14/2014	11/25/2014	176	\$11,120	\$10,536	\$21,656	758279
		18	121	155		Hillsview	217	1		1/31/2015	3/27/2015	223	\$13,773	\$11,474	\$25,247	768693
		19	121	155		Hillsview	110	1		3/9/2015	4/21/2015	227	\$13,861	\$8,855	\$22,716	770967
		20	121	155		Hillsview	222	1		3/9/2015	4/21/2015	216	\$13,142	\$8,910	\$22,052	770968
		21	121	155		Hillsview	339	1	00101550339	4/27/2016	6/30/2016	175	\$11,087	\$10,561	\$21,648	10114
		22	121	155		Hillsview	354	1	00101550354	1/10/2017	3/31/2017	194	\$12,755	\$10,505	\$23,260	24847
		23	121	155		Hillsview	218	1	00101550218	4/25/2017	7/21/2017	197	\$12,403	\$9,687	\$22,090	30692
		24	121	155		Hillsview	227	1	00101550227	11/21/2017	2/21/2018	203	\$12,777	\$12,946	\$25,723	42189
				Hillsview	1971	Total Units	60	Upgraded	24	Remaining	36			Avg. \$ (since 2012)	\$21,600	
Juanita Court																
	1	128	206		Juanita Court	16	2		12/11/2006	12/29/2006	181	\$8,015	\$6,415	\$14,430	553625	
	2	128	206		Juanita Court	29	2		6/15/2007	7/3/2007	199	\$8,811	\$8,187	\$16,998	569645	
	3	128	206		Juanita Court	1	2		4/1/2008	5/13/2008	235	\$13,359	\$6,818	\$20,176	591541	
	4	128	206		Juanita Court	4	2		7/3/2008	7/30/2008	215	\$13,045	\$9,073	\$22,118	597816	
	5	128	206		Juanita Court	2	2		8/18/2008	9/10/2008	207	\$11,966	\$8,613	\$20,579	598715	
	6	128	206		Juanita Court	26	2		10/30/2008	12/16/2008	187	\$11,452	\$9,220	\$20,673	610654	
	7	128	206		Juanita Court	18	2		11/24/2008	1/15/2009	225	\$14,176	\$8,523	\$22,699	612090	
	8	128	206		Juanita Court	23	2		9/9/2009	10/20/2009	200	\$11,459	\$9,238	\$20,697	631464	
	9	128	206		Juanita Court	17	2		8/27/2010	9/30/2010	241	\$12,590	\$9,051	\$21,641	653353	
	10	128	206		Juanita Court	28	2		1/7/2010	1/29/2010	232	\$13,627	\$9,131	\$22,758	639385	
	11	128	206		Juanita Court	15	2		3/1/2010	3/15/2010	232	\$13,635	\$8,906	\$22,542	642513	
	12	128	206		Juanita Court	9	2		10/18/2010	11/12/2010	233	\$14,002	\$9,166	\$23,168	656067	
	13	128	206		Juanita Court	14	3		8/12/2011	9/27/2011	221	\$12,977	\$9,979	\$22,955	679106	
	14	128	206		Juanita Court	21	2		7/6/2011	9/28/2011	223	\$13,569	\$11,020	\$24,589	674213	
	15	128	206		Juanita Court	6	2		10/31/2011	12/29/2011	244	\$14,647	\$10,486	\$25,133	684602	
	16	128	206		Juanita Court	12	2		10/31/2012	11/29/2012	241	\$14,305	\$9,857	\$24,162	707941	
	17	128	206		Juanita Court	24	2		12/27/2012	1/24/2013	237	\$14,458	\$10,596	\$25,054	711569	
	18	128	206		Juanita Court	3	3		5/3/2013	6/14/2013	214	\$13,630	\$8,949	\$22,579	720778	
	19	128	206		Juanita Court	13	3		6/21/2013	7/15/2013	225	\$13,834	\$9,228	\$23,062	723880	
	20	128	206		Juanita Court	10	2		6/26/2013	10/17/2013	233	\$14,118	\$11,911	\$26,029	725069	
	21	128	206		Juanita Court	5	2		7/8/2013	10/21/2013	240	\$14,515	\$11,511	\$26,025	725071	
	22	128	206		Juanita Court	11	2		10/1/2013	1/29/2014	217	\$13,817	\$12,774	\$26,590	735553	
	23	128	206		Juanita Court	27 (J3)	3		10/29/2015	12/14/2015	245	\$15,509	\$11,627	\$27,136	781	
	24	509	206		Juanita Court	19 (G3)	3	00202060019	12/23/2015	1/26/2016	238	\$15,054	\$13,765	\$28,818	3509	
	25	509	206		Juanita Court	I-1	2	00202060022	1/23/2017	2/28/2017	243	\$16,025	\$10,887	\$26,912	24848	
	26	509	206		Juanita Court C-3	8	3	00202060008	03/08/17	4/28/2017	246	\$16,142	\$11,393	\$27,535	28773	
	27	509	206		Juanita Court H-1	20	2	00202060020	2/27/2017	3/30/2017	249	\$16,299	\$9,748	\$26,047	26404	
				Juanita Court	1982	Total Units	30	Upgraded	27	Remaining	3			Avg. \$ (since 2012)	\$25,829	
Juanita Trace																
	1	129	207		Juanita Trace	6	2		8/28/2006	9/8/2006	129	\$5,767	\$6,388	\$12,155	542795	
	2	129	207		Juanita Trace	11	2		10/11/2006	10/23/2006	172	\$7,588	\$8,287	\$15,874	546860	
	3	129	207		Juanita Trace	25	2		11/30/2007	1/7/2008	243	\$10,847	\$6,882	\$17,728	582116	
	4	129	212		Juanita Trace	106	2		3/31/2008	4/23/2008	194	\$8,687	\$6,825	\$15,512	591045	
	5	129	207		Juanita Trace	7	2		4/2/2008	5/2/2008	187	\$8,402	\$6,939	\$15,341	591293	
	6	129	207		Juanita Trace	17	2		7/29/2008	8/15/2008	184	\$10,941	\$7,033	\$17,974		
	7	129	212		Juanita Trace	105	2		7/14/2008	8/18/2008	206	\$11,639	\$7,305	\$18,944	598472	
	8	129	207		Juanita Trace	13	2		10/20/2008	12/12/2008	209	\$12,565	\$8,534	\$21,099	607380	
	9	129	207		Juanita Trace	26	2		10/17/2008	12/10/2008	256	\$15,715	\$11,112	\$26,827	607823	
	10	129	207		Juanita Trace	2	2		11/3/2008	2/5/2009	201	\$11,652	\$9,524	\$21,176	612418	
	11	129	207		Juanita Trace	9	3		4/30/2009	5/22/2009	252	\$14,715	\$10,391	\$25,106	622602	
	12	129	207		Juanita Trace	5	3		6/29/2009	7/17/2009	194	\$10,687	\$11,085	\$21,771	626719	
	13	129	207		Juanita Trace	29	2		6/29/2009	7/24/2009	152	\$8,606	\$9,040	\$17,646	626743	
	14	129	207		Juanita Trace	30	2		7/13/2009	8/10/2009	180	\$10,969	\$8,317	\$19,285	627758	
	15	129	207		Juanita Trace	18	3		8/10/2009	9/22/2009	211	\$12,336	\$11,703	\$24,039	629664	
	16	129	207		Juanita Trace	3	2		12/28/2009	1/19/2010	207	\$12,598	\$8,836	\$21,434	638740	
	17	129	207		Juanita Trace	15	2		3/30/2010	4/21/2010	214	\$13,036	\$9,322	\$22,357	644558	
	18	129	207		Juanita Trace	8	2		10/18/2010	11/8/2010	222	\$12,685	\$8,502	\$21,187	656008	
	19	129	207		Juanita Trace	19	2		10/29/2010	11/19/2010	221	\$12,357	\$8,949	\$21,306	656731	
	20	129	212		Juanita Trace	103	3		1/28/2009	2/19/2010	211	\$12,464	\$10,687	\$23,151	640439	
	21	129	212		Juanita Trace	102	3		1/25/2010	2/22/2010	220	\$12,616	\$10,258	\$22,874	640330	
	22	129	207		Juanita Trace	10	2		1/3/2011	1/26/2011	237	\$13,577	\$9,044	\$22,621	660639	
	23	129	207		Juanita Trace	28	2		5/4/2011	6/17/2011	241	\$13,385	\$10,455	\$23,839	668975	
	24	129	207		Juanita Trace	14	1	RAFN (GC) - 6		7/1/2011						
	25	129	207		Juanita Trace	1	2		4/20/2012	5/25/2012	217	\$12,953	\$9,724	\$22,678	695591	
	26	129	212		Juanita Trace	108	2		4/3/2012	5/31/2012	259	\$14,720	\$9,794	\$24,514	694371	
	27	129	212		Juanita Trace	104	3		5/31/2012	7/19/2012	233	\$13,643	\$10,391	\$24,034	698337	
	28	129	207		Juanita Trace	27	2		9/7/2012	9/26/2012	226	\$13,768	\$10,514	\$24,282	704336	
	29	129	207		Juanita Trace	23	3		10/30/2012	11/28/2012	238	\$13,565	\$9,607	\$23,172	707814	
	30	129	207		Juanita Trace	20	2		1/28/2013	3/8/2013	210	\$12,429	\$10,556	\$22,984	713753	
	31	129	207		Juanita Trace	4	2		9/20/2013	1/16/2014	219	\$13,400	\$10,323	\$23,723	729740	
	32	129	212		Juanita Trace	101	2		12/9/2013	1/30/2014	208	\$13,200	\$12,407	\$25,606	735566	
	33	124	207		Juanita Trace	107	2		3/17/2014	6/9/2014	240	\$14,554	\$12,964	\$27,518	742472	
				Juanita Trace	1983	Total Units	39	Upgraded	33	Remaining	6			Avg. \$ (since 2012)	\$24,279	

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

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





		Fund	Prop	Community	Apt #	Bedrooms	Notes	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	44	122	101	Ballinger Homes	130	4	00101010130	8/18/2017	11/22/2017	361	\$22,659	\$12,042	\$34,701	35374
	45	122	101	Ballinger Homes	195	3	00101010195	8/22/2017	12/20/2017	349	\$21,934	\$14,288	\$36,222	38266
	46	130	101	Ballinger Homes	106	4	00101010106	10/16/2017	1/19/2018	341	\$21,847	\$15,222	\$37,069	41194
	47	122	101	Ballinger Homes	205	3	00101010205	1/2/2018	3/14/2018	329	\$20,579	\$16,532	\$37,111	45560
		Ballinger Homes	1969	Total Units	110	Upgraded	47	Remaining	63			Avg. \$ (since 2012)	\$33,886	
Boulevard Manor														
	1	162	350	Boulevard Manor	120	1		12/1/2006	12/21/2006	166	\$7,293	\$5,118	\$12,411	551361
	2	162	350	Boulevard Manor	214	1		10/19/2007	11/14/2007	167	\$7,628	\$6,027	\$13,654	579584
	3	162	350	Boulevard Manor	308	1		12/21/2007	1/16/2008	189	\$8,505	\$6,239	\$14,744	583681
	4	162	350	Boulevard Manor	418	1		11/17/2008	12/5/2008	167	\$10,361	\$6,670	\$17,031	610880
	5	162	350	Boulevard Manor	222	1		11/25/2008	12/24/2008	184	\$11,928	\$6,866	\$18,793	611528
	6	162	350	Boulevard Manor	306	1		6/30/2008	7/8/2008	244	\$14,914	\$5,922	\$20,836	596217
	7	162	350	Boulevard Manor	118	1		12/1/2008	1/7/2009	209	\$13,585	\$7,357	\$20,942	611891
	8	162	350	Boulevard Manor	210	1		12/24/2008	1/26/2009	319	\$20,740	\$7,037	\$27,777	613483
	9	162	350	Boulevard Manor	206	1		3/16/2009	4/23/2009	328	\$21,089	\$6,738	\$27,826	619257
	10	162	350	Boulevard Manor	216	1		3/16/2009	4/8/2009	248	\$15,837	\$8,148	\$23,985	618963
	11	162	350	Boulevard Manor	405	1		3/2/2009	4/6/2009	288	\$18,638	\$6,816	\$25,454	617968
	12	162	350	Boulevard Manor	216	1		3/16/2009	4/8/2009	248	\$15,837	\$8,148	\$23,985	618963
	13	162	350	Boulevard Manor	206	1		3/16/2009	4/23/2009	328	\$21,089	\$6,738	\$27,826	619257
	14	162	350	Boulevard Manor	320	1		6/2/2009	7/17/2009	265	\$16,233	\$7,569	\$23,802	625008
	15	162	350	Boulevard Manor	314	1		7/15/2009	8/17/2009	216	\$13,740	\$7,359	\$21,098	628006
	16	162	350	Boulevard Manor	410	1		8/3/2009	8/29/2009	241	\$15,529	\$7,068	\$22,597	629113
	17	162	350	Boulevard Manor	128	1		8/3/2009	9/4/2009	269	\$16,307	\$7,160	\$23,466	629166
	18	162	350	Boulevard Manor	215	1		2/2/2010	2/25/2010	253	\$15,803	\$6,943	\$22,746	640824
	19	162	350	Boulevard Manor	213	1		2/19/2010	4/2/2010	357	\$22,251	\$7,920	\$30,172	641800
	20	162	350	Boulevard Manor	207	1		3/24/2010	5/10/2010	313	\$19,435	\$7,021	\$26,456	644002
	21	162	350	Boulevard Manor	212	1		5/19/2010	6/22/2010	276	\$17,327	\$7,949	\$25,277	647574
	22	162	350	Boulevard Manor	221	1		6/28/2010	10/13/2010	265	\$16,783	\$8,891	\$25,674	649576
	23	162	350	Boulevard Manor	316	1		7/6/2010	10/15/2010	248	\$15,149	\$8,139	\$23,288	649985
	24	162	350	Boulevard Manor	123	1		9/24/2010	11/9/2010	258	\$16,218	\$8,582	\$24,800	654826
	25	162	350	Boulevard Manor	121	1		9/24/2010	11/17/2010	225	\$14,259	\$7,967	\$22,226	654827
	26	162	350	Boulevard Manor	125	1		9/24/2010	11/29/2010	298	\$18,914	\$9,128	\$28,042	654828
	27	162	350	Boulevard Manor	319	1		10/19/2010	12/10/2010	216	\$12,450	\$8,247	\$20,697	656304
	28	162	350	Boulevard Manor	321	1		10/26/2010	12/17/2010	282	\$16,901	\$8,387	\$25,288	656718
	29	162	350	Boulevard Manor	219	1		10/21/2010	12/24/2010	301	\$18,118	\$8,527	\$26,645	656305
	30	162	350	Boulevard Manor	317	1		11/15/2010	12/30/2010	254	\$15,593	\$7,367	\$22,960	658045
	31	162	350	Boulevard Manor	312	1		11/29/2010	1/28/2011	226	\$13,561	\$9,322	\$22,883	660528
	32	162	350	Boulevard Manor	406	1		12/10/2010	2/9/2011	286	\$18,248	\$5,447	\$23,695	659582
	33	162	350	Boulevard Manor	124	1		1/18/2011	2/18/2011	238	\$14,529	\$8,256	\$22,785	661479
	34	162	350	Boulevard Manor	129	1		2/28/2011	4/18/2011	284	\$17,393	\$8,023	\$25,416	665029
	35	162	350	Boulevard Manor	420	1		3/1/2011	4/21/2011	274	\$17,052	\$7,318	\$24,370	665030
	36	162	350	Boulevard Manor	409	1		5/4/2011	6/17/2011	261	\$15,820	\$8,719	\$24,539	669027
	37	162	350	Boulevard Manor	130	1		5/25/2011	7/15/2011	268	\$16,578	\$7,918	\$24,496	670578
	38	162	350	Boulevard Manor	322	1		6/23/11	8/3/2011	248	\$15,759	\$5,895	\$21,654	673036
	39	162	350	Boulevard Manor	313	1		7/11/11	8/23/2011	249	\$15,312	\$8,514	\$23,826	674527
	40	162	350	Boulevard Manor	412	1		8/10/11	10/21/2011	277	\$17,557	\$7,313	\$24,870	678295
	41	162	350	Boulevard Manor	310	1		10/12/11	12/28/2011	258	\$15,668	\$7,515	\$23,182	683182
	42	162	350	Boulevard Manor	318	1		1/9/12	2/27/2012	304	\$19,623	\$8,331	\$27,955	688433
	43	162	350	Boulevard Manor	411	1		5/31/12	10/16/2012	318	\$18,922	\$7,176	\$26,098	698311
	44	162	350	Boulevard Manor	315	1		9/28/12	10/30/2012	264	\$16,635	\$6,566	\$23,201	705733
	45	162	350	Boulevard Manor	211	1		10/23/12	12/31/2012	227	\$13,641	\$8,935	\$22,576	707302
	46	162	350	Boulevard Manor	408	1		12/31/2013	3/31/2014	219	\$13,951	\$9,789	\$23,740	736162
	47	162	350	Boulevard Manor	304	1		12/23/2013	3/31/2014	225	\$14,295	\$10,319	\$24,613	736163
	48	162	350	Boulevard Manor	404	1		4/4/2014	6/26/2014	235	\$14,941	\$10,595	\$25,535	744149
	49	162	350	Boulevard Manor	220	1		4/6/2014	6/30/2014	204	\$12,988	\$10,515	\$23,503	744150
	50	162	350	Boulevard Manor	419	1		7/8/2014	10/17/2014	232	\$14,770	\$9,580	\$24,349	751046
	51	162	350	Boulevard Manor	217	1		10/29/2014	12/30/2014	234	\$14,794	\$10,931	\$25,724	759436
	52	162	350	Boulevard Manor	218	1		1/23/2015	2/27/2015	227	\$14,359	\$9,929	\$24,288	766191
	53	162	350	Boulevard Manor	305	1	00303500305	11/10/2016	12/30/2016	201	\$12,761	\$9,712	\$22,473	20936
	54	162	350	Boulevard Manor	119	1	00303500119	01/03/17	3/27/2017	201	\$13,178	\$10,706	\$23,883	23462
	55	22	350	Boulevard Manor	208	1	303500208	4/2/2018	6/5/2018	220	\$14,287	\$10,469	\$24,756	50690
		Boulevard Manor	1969	Total Units	70	Upgraded	55	Remaining	15			Avg. \$ (since 2012)	\$24,478	
Briarwood														
	1	124	152	Briarwood	112	1		2/1/2008	2/25/2008	137	\$6,158	\$7,135	\$13,293	586920
	2	124	152	Briarwood	203	1		2/19/2008	3/5/2008	140	\$6,204	\$6,755	\$12,959	588032
	3	124	152	Briarwood	221	1		9/19/2008	10/14/2008	152	\$8,790	\$4,518	\$13,309	602645
	4	124	152	Briarwood	308	1		9/22/2008	10/10/2008	153	\$8,519	\$4,988	\$13,508	602911
	5	124	152	Briarwood	208	1		11/10/2008	1/16/2009	215	\$12,242	\$6,888	\$19,130	612420
	6	124	152	Briarwood	219	1		12/19/2008	2/17/2009	162	\$9,253	\$7,464	\$16,716	613513
	7	124	152	Briarwood	313	1		2/3/2009	2/26/2009	148	\$8,593	\$7,430	\$16,023	616315
	8	124	152	Briarwood	101	1		7/31/2009	8/27/2009	142	\$8,200	\$7,162	\$15,363	629047
	9	124	152	Briarwood	204	1		9/17/2009	10/21/2009	141	\$7,968	\$6,320	\$14,288	632080
	10	124	152	Briarwood	104	1		8/7/2009	9/9/2009	152	\$8,256	\$6,496	\$14,752	629419
	11	124	152	Briarwood	320	1		2/1/2010	2/24/2010	165	\$9,781	\$8,067	\$17,847	640936
	12	124	152	Briarwood	302	1		3/4/2010	3/24/2010	157	\$9,854	\$6,868	\$16,722	642892
	13	124	152	Briarwood	105	1		7/8/2010	8/26/2010	177	\$9,612	\$7,366	\$16,978	651519
	14	124	152	Briarwood	222	1		7/28/2010	8/31/2010	166	\$9,624	\$6,916	\$16,540	651520
	15	124	152	Briarwood	109	1		8/23/2010	9/16/2010	171	\$9,834	\$7,389	\$17,223	652824
	16	124	152	Briarwood	214	1		10/1/2010	10/22/2010	165	\$9,567	\$7,442	\$17,009	655334
	17	124	152	Briarwood	212	1		11/1/2010	11/30/2010	160	\$9,420	\$6,364	\$15,783	656833
	18	124	152	Briarwood	119	1		11/15/2010	12/13/2010	152	\$9,017	\$7,455	\$16,472	657711
	19	124	152	Briarwood	301	1		12/6/210	12/17/2010	169	\$10,389	\$7,504	\$17,893	658872
	20	124	152	Briarwood	206	1		1/3/2011	1/21/2011	162	\$9,934	\$8,984	\$18,917	660426
	21	124	152	Briarwood	115	1		1/14/2011	1/31/2011	161	\$9,867	\$6,909	\$16,775	661324
	22	124	152	Briarwood	201	1		2/4/2011	2/25/2011	169	\$10,137	\$6,725	\$16,862	662808
	23	124	152	Briarwood	113	1		2/7/2011	2/25/2011	172	\$10,028	\$7,122	\$17,150	662951
	24	124	152	Briarwood	220	1		4/1/2011	4/29/2011	188	\$10,698	\$8,169	\$18,867	666742





		Fund	Prop		Community	Apt #	Bedrooms	Notes	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
		14	125	251	Casa Juanita	211	1		11/2/2008	12/12/2008	85	\$5,165	\$4,360	\$9,524	611251
		15	130	251	Casa Juanita	320	1		12/31/2008	2/11/2009	107	\$6,075	\$4,867	\$10,942	614090
		16	130	251	Casa Juanita	120	1		2/9/2009	3/3/2009	100	\$5,733	\$4,991	\$10,725	616592
		17	130	251	Casa Juanita	207	1		2/17/2009	3/6/2009	115	\$6,252	\$4,744	\$10,995	617058
		18	130	251	Casa Juanita	212	1		3/9/2009	3/27/2009	92	\$5,872	\$5,075	\$10,947	618612
		19	130	251	Casa Juanita	110	1		3/10/2009	3/31/2009	118	\$6,703	\$4,632	\$11,336	618697
		20	130	251	Casa Juanita	312	1		4/6/2009	4/21/2009	145	\$8,530	\$5,924	\$14,454	620344
		21	130	251	Casa Juanita	16	1		3/30/2009	4/30/2009	172	\$9,935	\$6,595	\$16,529	619963
		22	130	251	Casa Juanita	218	1		4/27/2009	5/12/2009	123	\$7,184	\$4,659	\$11,843	620847
		23	130	251	Casa Juanita	309	1		5/12/2009	6/1/2009	121	\$6,896	\$5,291	\$12,187	623583
		24	130	251	Casa Juanita	223	1		5/15/2009	6/5/2009	126	\$7,123	\$5,996	\$13,119	623771
		25	130	251	Casa Juanita	102	1		5/26/2009	6/15/2009	140	\$8,063	\$6,963	\$15,026	624514
		26	130	251	Casa Juanita	221	1		6/11/2009	7/6/2009	124	\$7,238	\$5,938	\$13,177	625541
		27	130	251	Casa Juanita	117	1		6/16/2009	7/8/2009	127	\$7,317	\$6,171	\$13,489	625881
		28	130	251	Casa Juanita	112	1		6/30/2009	7/20/2009	133	\$7,847	\$5,596	\$13,443	626832
		29	130	251	Casa Juanita	101	1		7/14/2009	8/13/2009	131	\$7,645	\$6,085	\$13,730	627760
		30	130	251	Casa Juanita	215	1		9/28/2009	10/28/2009	127	\$7,186	\$6,225	\$13,411	632620
		31	130	251	Casa Juanita	104	1		2/17/2010	3/1/2010	116	\$6,738	\$5,630	\$12,368	641648
		32	130	251	Casa Juanita	322	1		3/31/2010	4/22/2010	148	\$8,321	\$5,852	\$14,174	644592
		33	130	251	Casa Juanita	107	1		4/19/2010	4/30/2010	149	\$8,963	\$5,797	\$14,761	645505
		34	130	251	Casa Juanita	3	1		10/27/2010	11/29/2010	132	\$7,975	\$5,914	\$13,888	656580
		35	130	251	Casa Juanita	317	1		12/1/2010	12/22/2010	139	\$8,638	\$5,797	\$14,435	658665
		36	130	251	Casa Juanita	301	1		12/10/2010	12/29/2010	142	\$8,381	\$6,832	\$15,213	659318
		37	130	251	Casa Juanita	311	1		4/7/2011	4/27/2011	135	\$7,907	\$6,095	\$14,002	667213
		38	130	251	Casa Juanita	308	1		5/2/2011	5/27/2011	139	\$8,066	\$5,864	\$13,930	668828
		39	130	251	Casa Juanita	1	1		5/2/2011	5/27/2011	137	\$8,006	\$5,821	\$13,827	668829
		40	130	251	Casa Juanita	214	1		5/31/2011	7/18/2011	128	\$7,360	\$5,984	\$13,343	670932
		41	130	251	Casa Juanita	109	1		6/3/2011	7/19/2011	148	\$8,377	\$5,958	\$14,335	671315
		42	130	251	Casa Juanita	121	0	RAFN (GC) - 14		6/1/2011					
		42	130	251	Casa Juanita	122	0	RAFN (GC) - 15		6/1/2011					
		44	130	251	Casa Juanita	123	0	RAFN (GC) - 16		6/1/2011					
		45	130	251	Casa Juanita	124	0	RAFN (GC) - 17		6/1/2011					
		46	130	251	Casa Juanita	106	1	ARRA	1/23/2012	8/23/2012	569	\$36,761	\$26,526	\$63,287	693431
		47	130	251	Casa Juanita	108	1	ARRA	1/23/2012	8/23/2012	566	\$36,398	\$26,186	\$62,584	693432
		48	130	251	Casa Juanita	305	1		9/21/2012	10/12/2012	157	\$9,467	\$6,884	\$16,351	705214
		49	130	251	Casa Juanita	5	1		10/22/2012	11/9/2012	145	\$8,245	\$6,531	\$14,776	707314
		50	130	251	Casa Juanita	219	1		1/2/2014	2/26/2014	137	\$8,745	\$6,992	\$15,737	736432
		51	130	251	Casa Juanita	323	1		3/3/2014	5/28/2014	141	\$9,005	\$6,805	\$15,810	742374
		52	130	251	Casa Juanita	220	1		4/1/2015	5/20/2015	169	\$10,713	\$7,872	\$18,585	772822
		53	130	251	Casa Juanita	208	1	00202510208	12/17/2015	1/27/2016	177	\$11,249	\$9,291	\$20,540	3513
		54	130	251	Casa Juanita	217	1	00202510217	09/01/16	10/28/16	185	\$11,897	\$8,503	\$20,400	18745
		55	130	251	Casa Juanita	213	1	00202510213	1/9/2017	3/29/2017	197	\$12,847	\$9,559	\$22,406	23872
		56	130	251	Casa Juanita	7	1	00202510007	3/27/2017	6/28/2017	191	\$12,613	\$9,015	\$21,628	29205
		57	130	251	Casa Juanita	14	1	00202510014	7/6/2017	9/25/2017	198	\$12,682	\$10,214	\$22,896	33582
		58	130	251	Casa Juanita	10	1	00202510010	11/1/2017	1/22/2018	193	\$12,431	\$11,900	\$24,331	41196
		59	130	251	Casa Juanita	303	1	00202510303	1/22/2018	3/26/2018	198	\$12,729	\$13,236	\$25,965	45558
		60	130	251	Casa Juanita	316	1	00202510316	3/1/2018	6/29/2018	197	\$12,391	\$11,699	\$24,090	49865

[illegible]

		Fund	Prop		Community	Apt #	Bedrooms	Notes	Start	Complete	Man Hrs	Labor	Materials	Total	WO #	
	-	126	250		Forest Glen	6	1		12/31/2013	3/24/2014	190	\$12,074	\$9,113	\$21,187	736431	
	-	126	250		Forest Glen	25	1		4/14/2014	7/31/2014	201	\$12,873	\$9,996	\$22,869	744561	
	-	126	250		Forest Glen	11	1		1/31/2015	3/25/2015	189	\$11,905	\$10,435	\$22,339	767793	
1	126	250			Forest Glen	29	1	00202500029	01/05/16	6/10/2016	348	\$21,908	\$14,990	\$36,898	9629	
2	126	250			Forest Glen	30	1	00202500030	01/05/16	6/10/2016	319	\$19,695	\$13,973	\$33,668	9630	
3	126	250			Forest Glen	31	1	00202500031	01/05/16	6/10/2016	292	\$18,420	\$14,174	\$32,594	9631	
4	126	250			Forest Glen	32	1	00202500032	01/05/16	6/10/2016	296	\$18,016	\$15,308	\$33,324	9632	
5	126	250			Forest Glen	33	1	00202500033	01/05/16	6/10/2016	283	\$17,107	\$14,547	\$31,654	9564	
6	126	250			Forest Glen	1	1	00202500001	05/02/16	7/29/2016	297	\$18,970	\$12,104	\$31,073	10654	
7	126	250			Forest Glen	2	1	00202500002	05/02/16	7/29/2016	294	\$18,642	\$13,445	\$32,087	10655	
8	126	250			Forest Glen	3	1	00202500003	05/02/16	7/29/2016	295	\$18,835	\$14,258	\$33,093	10656	
9	126	250			Forest Glen	4	1	00202500004	05/02/16	7/29/16%	306	\$19,538	\$14,004	\$33,542	10657	
10	126	250			Forest Glen	5	1	00202500005	05/02/16	7/29/2016	294	\$18,718	\$11,869	\$30,586	10658	
11	126	250			Forest Glen	6	1	00202500006	05/02/16	7/29/2016	279	\$17,835	\$10,960	\$28,794	10659	
12	126	250			Forest Glen	7	1	00202500007	05/02/16	7/29/2016	286	\$18,126	\$11,109	\$29,235	10660	
13	126	250			Forest Glen	8	1	00202500008	05/02/16	7/29/2016	282	\$17,962	\$9,215	\$27,177	10661	
14	126	250			Forest Glen	23	1	00202500023	06/01/16	8/26/2016	280	\$17,866	\$12,949	\$30,814	13191	
15	126	250			Forest Glen	24	1	00202500024	06/01/16	8/26/2016	308	\$19,524	\$11,209	\$30,733	13192	
16	126	250			Forest Glen	25	1	00202500025	06/01/16	8/26/2016	311	\$19,783	\$12,066	\$31,849	13193	
17	126	250			Forest Glen	26	1	00202500026	06/01/16	8/26/2016	246	\$15,542	\$11,157	\$26,699	13194	
18	126	250			Forest Glen	27	1	00202500027	06/01/16	8/26/2016	242	\$15,442	\$11,257	\$26,699	13195	
19	126	250			Forest Glen	28	1	00202500028	06/01/16	8/26/2016	237	\$15,129	\$12,040	\$27,169	13196	
20	126	250			Forest Glen	9	1	00202500009	07/07/16	9/30/2016	358	\$22,770	\$12,990	\$35,760	14499	
21	126	250			Forest Glen	10	1	00202500010	07/07/16	9/30/2016	327	\$20,639	\$11,948	\$32,587	14500	
22	126	250			Forest Glen	11	1	00202500011	07/07/16	9/30/2016	307	\$19,499	\$12,531	\$32,030	14501	
23	126	250			Forest Glen	12	1	00202500012	07/07/16	9/30/2016	312	\$19,832	\$12,273	\$32,105	14502	
24	126	250			Forest Glen	13	1	00202500013	07/07/16	9/30/2016	336	\$21,456	\$11,601	\$33,057	14503	
25	126	250			Forest Glen	14	1	00202500014	07/07/16	9/30/2016	312	\$19,774	\$11,750	\$31,524	14504	
26	126	250			Forest Glen	15	1	00202500015	07/07/16	9/30/2016	297	\$18,953	\$11,078	\$30,031	14505	
27	126	250			Forest Glen	16	1	00202500016	07/07/16	9/30/2016	313	\$20,025	\$11,222	\$31,247	14506	
28	126	250			Forest Glen	34	1	00202500034	08/15/16	11/9/2016	328	\$20,840	\$11,682	\$32,522	16942	
29	126	250			Forest Glen	35	1	00202500035	08/15/16	11/9/2016	336	\$21,376	\$11,633	\$32,489	16943	
30	126	250			Forest Glen	36	1	00202500036	08/15/16	11/9/2016	328	\$20,776	\$11,601	\$32,377	16944	
31	126	250			Forest Glen	37	1	00202500037	08/15/16	11/9/2016	331	\$21,055	\$11,661	\$32,716	16945	
32	126	250			Forest Glen	38	1	00202500038	08/15/16	11/9/2016	320	\$20,288	\$11,948	\$32,236	16946	
33	126	250			Forest Glen	39	1	00202500039	08/15/16	11/9/2016	339	\$21,671	\$11,699	\$33,370	16947	
34	126	250			Forest Glen	40	1	00202500040	08/15/16	11/9/2016	312	\$19,736	\$11,989	\$31,724	16948	
35	126	250			Forest Glen	20	1	00202500020	09/06/16	5/26/2017	165	\$10,831	\$10,807	\$21,638	26317	
36	126	250			Forest Glen	21	1	00202500021	09/06/16	5/26/2017	168	\$10,984	\$10,554	\$21,538	26319	
37	126	250			Forest Glen	22	1	00202500022	09/06/16	5/26/2017	162	\$10,662	\$10,685	\$21,347	26320	
38	126	250			Forest Glen	17	1	00202500017	09/06/16	5/30/2017	168	\$11,000	\$10,551	\$21,551	26313	
39	126	250			Forest Glen	18	1	00202500018	09/06/16	5/30/2017	168	\$11,096	\$10,625	\$21,721	26315	
40	126		250		Forest Glen	19	1	00202500019	09/06/16	5/30/2017	168	\$11,032	\$9,794	\$20,826	26318	
				Forest Glen	1970	Total Units	40	Upgraded	40	Remaining	0		Avg. \$ (since 2016)	\$30,052		
Houghton Court																
	1	153	215		Houghton Court	201		00202150010	3	5/3/2018	7/27/2018	440	\$28,784	\$15,505	\$44,289	54951
	2	153	215		Houghton Court	4		00202150004	2	5/3/2018	8/2/2018	412	\$26,908	\$15,634	\$42,542	54950
	3	153	215		Houghton Court	203		00202150015	3	5/3/2018	8/3/2018	486	\$31,762	\$16,081	\$47,843	54952

		Fund	Prop		Community	Apt #	Bedrooms	Notes	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
Lake House															
	1	124	154		Lake House	106	1		9/15/2006	10/4/2006	121	\$5,628	\$3,641	\$10,771	554392
	2	124	154		Lake House	109	1		12/31/2006	1/16/2007	130	\$5,786	\$4,985	\$12,595	557841
	3	124	154		Lake House	309	1		1/29/2007	2/16/2007	144	\$6,802	\$5,793	\$9,358	559448
	4	124	154		Lake House	105	1		2/7/2007	3/2/2007	115	\$5,376	\$3,982	\$10,308	570621
	5	124	154		Lake House	316	1		7/3/2007	8/1/2007	143	\$6,291	\$4,017	\$11,780	574020
	6	124	154		Lake House	319	1		8/15/2007	9/4/2007	179	\$7,985	\$3,795	\$11,261	577409
	7	124	154		Lake House	13	1		9/25/2007	10/9/2007	137	\$6,080	\$5,181	\$12,679	581610
	8	124	154		Lake House	312	1		11/26/2007	12/14/2007	152	\$6,785	\$5,895	\$12,533	586959
	9	124	154		Lake House	317	1		2/4/2008	2/28/2008	141	\$6,268	\$6,265	\$14,994	590212
	10	124	154		Lake House	201	1		3/19/2008	4/11/2008	171	\$7,650	\$7,344	\$13,947	592350
	11	124	154		Lake House	318	1		4/2/2008	5/16/2008	151	\$7,943	\$6,005	\$13,220	602647
	12	124	154		Lake House	107	1		9/17/2008	10/2/2008	145	\$7,843	\$5,377	\$13,811	603329
	13	124	154		Lake House	8	1		10/8/2008	11/14/2008	136	\$8,417	\$5,393	\$13,811	
	14	124	154		Lake House	212	1		12/15/2008	2/12/2009	145	\$9,253	\$5,454	\$14,707	612982
	15	124	154		Lake House	120	1		11/25/2008	1/29/2009	165	\$9,392	\$5,422	\$14,814	612421
	16	124	154		Lake House	202	1		2/27/2009	3/23/2009	147	\$8,194	\$5,997	\$14,190	617600
	17	124	154		Lake House	314	1		3/31/2009	4/17/2009	148	\$8,220	\$6,310	\$14,531	620132
	18	124	154		Lake House	6	1		4/24/2009	5/15/2009	167	\$9,263	\$6,081	\$15,344	622336
	19	124	154		Lake House	122	1		5/22/2009	6/26/2009	143	\$8,373	\$6,398	\$14,771	624613
	20	124	154		Lake House	304	1		7/6/2009	8/3/2009	147	\$9,072	\$5,858	\$14,930	627243
	21	124	154		Lake House	14	1		8/13/2009	9/14/2009	148	\$8,203	\$6,704	\$14,907	629829
	22	124	154		Lake House	110	1		10/1/2009	10/16/2009	185	\$10,867	\$6,522	\$17,389	632741
	23	124	154		Lake House	302	1		2/12/2010	2/26/2010	150	\$8,737	\$6,745	\$15,482	641560
	24	124	154		Lake House	306	1		6/1/2010	6/29/2010	186	\$9,949	\$6,318	\$16,267	648158
	25	124	154		Lake House	102	2		6/7/2010	6/30/2010	207	\$11,835	\$7,770	\$19,605	648528
	26	124	154		Lake House	108	1		10/6/2010	10/29/2010	176	\$9,861	\$6,381	\$16,242	655593
	27	124	154		Lake House	7	1		12/9/2010	12/30/2010	180	\$10,860	\$6,873	\$17,733	659193
	28	124	154		Lake House	10	1		7/13/2011	9/13/2011	164	\$9,733	\$7,538	\$17,272	675246
	29	124	154		Lake House	112	1	RA - Modified	12/19/2011	1/31/2012	243	\$14,165	\$8,348	\$22,513	687823



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		Fund	Prop		Community	Apt #	Bedrooms	Notes	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	23	167	552		Southridge	104	1	RAFN (GC) - 36		5/1/2010					
	24	167	552		Southridge	106	1	RAFN (GC) - 37		5/1/2010					
	25	167	552		Southridge	107	1	RAFN (GC) - 38		5/1/2010					
	26	167	552		Southridge	108	1	RAFN (GC) - 39		5/1/2010					
	27	167	552		Southridge	204	1		11/16/11	1/26/2012	261	\$16,054	\$7,510	\$23,564	685723
	28	167	552		Southridge	404	1		12/14/11	2/6/2012	242	\$15,747	\$7,491	\$22,965	687168
	29	167	552		Southridge	207	1		2/2/12	3/20/2012	244	\$14,673	\$7,668	\$22,341	690009
	30	167	552		Southridge	612	1		3/5/12	4/3/2012	184	\$11,776	\$7,441	\$19,217	692107
	31	167	552		Southridge	313	1		4/24/12	7/11/2012	275	\$16,835	\$7,243	\$24,077	695601
	32	167	552		Southridge	611	1		6/11/12	8/31/2012	233	\$14,022	\$7,267	\$21,289	698443
	33	167	552		Southridge	407	1		9/9/12	10/18/2012	169	\$10,877	\$7,560	\$18,437	705360
	34	167	552		Southridge	114	1		9/28/12	11/5/2012	235	\$14,475	\$7,231	\$21,706	705731
	35	167	552		Southridge	414	1		10/18/12	12/3/2012	137	\$8,749	\$7,278	\$16,027	707095
	36	167	552		Southridge	505	1		1/7/13	2/27/2013	211	\$12,779	\$6,828	\$19,607	712542
	37	167	552		Southridge	602	1		1/3/13	2/28/2013	257	\$15,951	\$8,639	\$24,591	711938
	38	167	552		Southridge	206	1		12/13/12	2/28/2013	248	\$15,210	\$7,814	\$23,041	710745
	39	167	552		Southridge	205	1		3/27/2013	5/20/2013	242	\$15,288	\$4,424	\$19,711	717758
	40	167	552		Southridge	401	1		3/15/2013	5/23/2013	252	\$16,044	\$8,681	\$24,725	717020
	41	167	552		Southridge	603	1		3/15/2013	5/27/2013	238	\$15,118	\$8,382	\$23,499	717019
	42	167	552		Southridge	406	1		11/6/2013	12/23/2013	201	\$12,242	\$8,462	\$20,704	732348
	43	167	552		Southridge	502	1		12/2/2013	12/27/2013	208	\$12,832	\$8,444	\$21,276	734104
	44	167	552		Southridge	410	1		3/5/2014	5/28/2014	194	\$12,336	\$6,938	\$19,274	741360
	45	167	552		Southridge	503	1		9/11/2014	10/31/2014	206	\$13,102	\$7,713	\$20,815	755846
	46	167	552		Southridge	601	1		11/17/2014	12/30/2014	201	\$12,268	\$7,679	\$19,948	760617
	47	167	552		Southridge	308	1		5/18/2015	6/23/2015	220	\$13,087	\$8,593	\$21,680	777031
	48	167	552		Southridge	405	1	00505520405	11/16/2016	12/30/2016	179	\$11,980	\$10,404	\$22,384	21280
	49	167	552		Southridge	509	1	00505520509	12/8/2016	1/17/2017	209	\$12,747	\$11,145	\$23,893	22364
	50	167	552		Southridge	412	1	00505520412	12/29/16	3/15/2017	210	\$13,068	\$9,202	\$22,271	23278
	51	167	552		Southridge	208	1	00505520208	03/02/17	4/28/2017	206.0	\$13,450	\$10,477	\$23,927	26526
	52	167	552		Southridge	613	1	505520612	12/27/2017	1/31/2018	220	\$14,399	\$9,673	\$24,072	43068
	53	167	552		Southridge	413	1	505520413	1/30/2018	3/12/2018	216	\$14,215	\$8,842	\$23,056	45790
		Southridge House	1970		Total Units	80	Upgraded	53	Remaining	27			Avg. \$ (since 2012)	\$21,781	
Valli Kee	1	140	401		Valli Kee	89	4		11/22/2010	1/25/2011	338	\$21,454	\$11,587	\$33,041	658052
	2	140	401		Valli Kee	12	3		9/9/2013	9/23/2013	184	\$11,800	\$10,405	\$22,205	728429
	3	140	401		Valli Kee	11	3		9/9/2013	9/23/2013	188	\$11,916	\$11,019	\$22,935	728430
	4	140	401		Valli Kee	3	2		9/9/2013	9/24/2013	168	\$10,632	\$9,793	\$20,425	727052
	5	140	401		Valli Kee	8	2		9/9/2013	9/26/2013	170	\$10,826	\$10,145	\$20,971	728431
	6	140	401		Valli Kee	1	2		9/9/2013	10/1/2013	164	\$10,596	\$9,414	\$20,010	726553
	7	140	401		Valli Kee	2	2		9/9/2013	10/2/2013	162	\$10,338	\$9,836	\$20,174	726979
	8	140	401		Valli Kee	5	2		9/9/2013	10/3/2013	164	\$10,486	\$9,420	\$19,906	727195
	9	140	401		Valli Kee	6	2		9/9/2013	10/4/2013	167	\$10,603	\$9,880	\$20,483	728433
	10	140	401		Valli Kee	4	2		9/9/2013	10/7/2013	160	\$10,160	\$9,541	\$19,701	727126
	11	140	401		Valli Kee	7	2		9/9/2013	10/8/2013	167	\$10,699	\$9,001	\$19,700	728435
	12	140	401		Valli Kee	9	2		9/9/2013	10/9/2013	160	\$10,304	\$9,107	\$19,411	728432
	13	140	401		Valli Kee	10	2		9/9/2013	10/10/2013	161	\$10,305	\$8,996	\$19,301	728436
	14	140	401		Valli Kee	17	4		10/1/2013	11/1/2013	178	\$11,314	\$11,961	\$23,275	729704
	15	140	401		Valli Kee	18	4		10/1/2013	11/4/2013	179	\$11,283	\$11,147	\$22,430	729705
	16	140	401		Valli Kee	19	4		10/1/2013	11/6/2013	177	\$11,201	\$11,277	\$22,478	729706
	17	140	401		Valli Kee	20	4		10/1/2013	11/8/2013	175	\$11,023	\$11,897	\$22,920	729707
	18	140	401		Valli Kee	13	3		10/1/2013	11/12/2013	164	\$10,436	\$9,882	\$20,318	729708
	19	140	401		Valli Kee	14	3		10/1/2013	11/13/2013	160	\$10,128	\$10,015	\$20,143	729709
	20	140	401		Valli Kee	15	3		10/1/2013	11/15/2013	163	\$10,371	\$10,378	\$20,749	729710
	21	140	401		Valli Kee	16	3		10/1/2013	11/20/2013	160	\$10,208	\$9,941	\$20,149	729711
	22	140	401		Valli Kee	22	3		10/30/2013	12/5/2013	160	\$10,224	\$9,806	\$20,030	732868
	23	140	401		Valli Kee	23	3		10/30/2013	12/9/2013	160	\$10,256	\$9,932	\$20,188	732871
	24	140	401		Valli Kee	24	3		10/30/2013	12/10/2013	144	\$9,216	\$9,218	\$18,434	732872
	25	140	401		Valli Kee	25	3		10/30/2013	12/13/2013	160	\$10,160	\$8,653	\$18,813	732873
	26	140	401		Valli Kee	26	3		10/30/2013	12/18/2013	158	\$10,206	\$8,599	\$18,805	732874
	27	140	401		Valli Kee	28	3		10/30/2013	12/24/2013	151	\$9,528	\$8,892	\$18,419	732875
	28	140	401		Valli Kee	29	3		12/9/2013	1/2/2014	151	\$9,655	\$8,800	\$18,455	734866
	29	140	401		Valli Kee	30	3		12/9/2013	1/6/2014	144	\$9,072	\$7,952	\$17,024	734868
	30	140	401		Valli Kee	31	3		12/9/2013	1/14/2014	152	\$9,752	\$6,616	\$16,368	734870
	31	140	401		Valli Kee	32	3		12/9/2013	1/17/2014	152	\$9,720	\$10,585	\$20,305	734871
	32	140	401		Valli Kee	33	4		12/9/2013	1/24/2014	160	\$10,192	\$13,745	\$23,937	734872
	33	140	401		Valli Kee	34	4		12/9/2013	1/30/2014	160	\$10,224	\$10,089	\$20,313	734873
	34	140	401		Valli Kee	35	4		12/9/2013	1/31/2014	160	\$10,208	\$10,694	\$20,902	734874
	35	140	401		Valli Kee	36	4		12/9/2013	1/31/2014	159	\$10,110	\$10,051	\$20,161	734875
	36	140	401		Valli Kee	37	3		1/2/2014	2/7/2014	150	\$9,558	\$10,642	\$20,200	736606
	37	140	401		Valli Kee	38	3		1/2/2014	2/10/2014	148	\$9,492	\$8,791	\$18,283	736607
	38	140	401		Valli Kee	39	3		1/2/2014	2/12/2014	151	\$9,655	\$7,491	\$17,146	736608
	39	140	401		Valli Kee	40	3		1/2/2014	2/14/2014	156	\$9,852	\$8,187	\$18,039	736609
	40	140	401		Valli Kee	41	3		1/2/2014	2/19/2014	150	\$9,982	\$8,341	\$18,323	736610
	41	140	401		Valli Kee	42	3		1/2/2014	2/21/2014	150	\$9,558	\$8,224	\$17,782	736611
	42	140	401		Valli Kee	43	3		1/2/2014	2/28/2014	158	\$10,334	\$8,007	\$18,341	736613
	43	140	401		Valli Kee	44	3		1/2/2014	2/28/2014	166	\$11,002	\$8,200	\$19,202	736615
	44	140	401		Valli Kee	45	3		1/2/2014	3/6/2014	155	\$10,471	\$6,937	\$17,408	738960
	45	140	401		Valli Kee	46	3		1/2/2014	3/10/2014	150	\$9,998	\$7,416	\$17,414	738961
	46	140	401		Valli Kee	301	2		2/6/2014	3/12/2014	154	\$10,358	\$8,970	\$19,328	738963
	47	140	401		Valli Kee	302	2		2/6/2014	3/14/2014	146	\$9,658	\$8,856	\$18,513	738965
	48	140	401		Valli Kee	305	2		2/6/2014	3/24/2014	146	\$9,202	\$8,854	\$18,056	738956
	49	140	401		Valli Kee	306	2		2/6/2014	2/25/2014	146	\$9,330	\$8,660	\$17,990	738958
	50	140	401		Valli Kee *	97	3		2/14/2014	3/26/2014	199	\$2,990	\$23,161	\$26,151	739578
	51	140	401		Valli Kee *	98	3		2/14/2014	3/26/2014	205	\$3,315	\$22,830	\$26,145	739580
	52	140	401		Valli Kee *	99	3		2/14/2014	3/26/2014	201	\$3,120	\$22,841	\$25,961	739582

Page 18



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		Fund	Prop		Community	Apt #	Bedrooms	Notes	Start	Complete	Man Hrs	Labor	Materials	Total	WO #
	13	485	551	EGIS	Plaza 17	509	1		4/27/2012	6/20/2012	202	\$12,875	\$6,857	\$19,732	696045
	14	485	551	EGIS	Plaza 17	106	1		12/27/2013	1/29/2013	243	\$15,547	\$6,279	\$21,826	712209
	15	485	551	EGIS	Plaza 17	206	1		1/7/2013	1/31/2013	253	\$16,083	\$6,592	\$22,675	712208
	16	485	551	EGIS	Plaza 17	104	1		11/25/2013	1/31/2014	236	15,084	6,916	22,000	733698
	17	485	551	EGIS	Plaza 17	511	1		11/13/2014	12/30/2014	230	14,518	7,704	22,222	760032
	18	485	551	EGIS	Plaza 17	501	1		1/30/2015	2/27/2015	202	\$12,838	\$7,068	\$19,906	767206
	19	485	551	EGIS	Plaza 17	502	1		7/7/2015	8/5/2015	203	\$12,787	\$8,966	\$21,753	779924
	20	485	551	EGIS	Plaza 17	402	1		6/30/2015	8/21/2015	190	\$11,974	\$7,849	\$19,822	780257
	21	485	551	EGIS	Plaza 17	210	1		8/20/2015	10/13/2015	198	\$12,450	\$8,047	\$20,497	782792
	22	485	551	EGIS	Plaza 17	510	1		10/27/2015	12/15/2015	230	\$14,454	\$7,544	\$21,978	163
	23	485	551	EGIS	Plaza 17	407	1	00505510407	6/2/2016	6/30/2016	209	\$13,303	\$8,229	\$21,532	12200
	24	485	551	EGIS	Plaza 17	309	1	00505510309	12/13/2016	2/15/2017	209	\$13,704	\$7,693	\$21,397	22893
	25	485	551	EGIS	Plaza 17	306	1	00505510306	1/17/2017	4/13/2017	227	\$14,882	\$10,113	\$24,995	24266
	26	485	551	EGIS	Plaza 17	609	1	00505510609	02/28/17	5/16/2017	195	\$12,690	\$9,920	\$22,609	26544
	27	485	551	EGIS	Plaza 17	304	1	505510304	4/28/2017	7/11/2017	200	\$13,096	\$9,018	\$22,114	29355
	28	485	551	EGIS	Plaza 17	410	1	505510305	8/11/2017	10/27/2017	196	\$12,504	\$8,650	\$21,154	34474
	29	485	551	EGIS	Plaza 17	411	1	505510411	8/18/2017	10/31/2017	197	\$12,820	\$8,486	\$21,306	35829
			Plaza 17	1971	Total Units	70	Upgraded	29	Remaining	41			Avg. \$ (since 2012)	\$21,426	

Page 24