

Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2021 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2021 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2021 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

1A-1. CoC Name and Number: WA-500 - Seattle/King County CoC

1A-2. Collaborative Applicant Name: King County

1A-3. CoC Designation: CA

1A-4. HMIS Lead: King County

1B. Coordination and Engagement–Inclusive Structure and Participation

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
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1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections VII.B.1.a.(1), VII.B.1.e., VII.B.1.n., and VII.B.1.p.	

In the chart below for the period from May 1, 2020 to April 30, 2021:

1.	select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or
2.	select Nonexistent if the organization does not exist in your CoC’s geographic area:

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing of CoC Board Members	Participated in CoC’s Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	Agencies serving survivors of human trafficking	Yes	Yes	Yes
3.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
4.	CoC-Funded Victim Service Providers	Yes	Yes	Yes
5.	CoC-Funded Youth Homeless Organizations	Yes	Yes	Yes
6.	Disability Advocates	Yes	Yes	Yes
7.	Disability Service Organizations	Yes	Yes	Yes
8.	Domestic Violence Advocates	Yes	Yes	Yes
9.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
10.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
11.	Hospital(s)	Yes	No	Yes
12.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	No	No	No
13.	Law Enforcement	No	No	No
14.	Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
15.	LGBT Service Organizations	Yes	Yes	Yes
16.	Local Government Staff/Officials	Yes	Yes	Yes
17.	Local Jail(s)	No	No	Yes
18.	Mental Health Service Organizations	Yes	Yes	Yes

19.	Mental Illness Advocates	Yes	Yes	Yes
20.	Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
21.	Non-CoC-Funded Victim Service Providers	Yes	No	Yes
22.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
23.	Organizations led by and serving LGBT persons	Yes	Yes	Yes
24.	Organizations led by and serving people with disabilities	Yes	No	Yes
25.	Other homeless subpopulation advocates	Yes	Yes	Yes
26.	Public Housing Authorities	Yes	Yes	Yes
27.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
28.	Street Outreach Team(s)	Yes	Yes	Yes
29.	Substance Abuse Advocates	Yes	Yes	Yes
30.	Substance Abuse Service Organizations	Yes	Yes	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Service Providers	Yes	Yes	Yes
Other:(limit 50 characters)				
33.	Native-led; Immigrant and Refugee Advocates/Service Orgs	Yes	Yes	Yes
34.	VA; Philanthropy; Faith Communities	Yes	Yes	Yes

1B-2.	Open Invitation for New Members.	
	NOFO Section VII.B.1.a.(2)	

Describe in the field below how your CoC:	
1.	communicated the invitation process annually to solicit new members to join the CoC;
2.	ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
3.	conducted outreach to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join your CoC; and
4.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, persons with disabilities).

(limit 2,000 characters)

1. CoC solicited new members actively/regularly. Staff & committee co-chairs conducted bi-annual review to assess need for new/diff insights. Interested partners can: a) contact CoC at any time; b) at turnover, CoC may target invites to specialized groups where representation needed to align w/ CoC charter; or more broadly issue open invite. New members solicited through social media, email, CoC website, word of mouth by sitting members, or by CoC staff with strong emphasis on lived experience and populations disproportionately impacted (i.e. Indigenous; Black). Board/ committees affirm all new.

2. CoC staff trained in event accessibility follow all federal & local ADA requirements. CoC communicates ability for meeting accommodations up front in materials & notices: physical locations selected w/accessibility in mind; video conferencing with close captioning; sign-language as requested. HMIS & CEA docs in Braille; HMIS training videos with ASL. All CoC materials available online in PDF; all materials reviewed for formatting & reading comprehension.

3. Participation of those with lived experience (LE) key outreach focus. Updated

committee and governance charters emphasize LE participation in all boards and committees (i.e. CoC Advisory 75% LE; Governing Board 25%). Continuous targeted outreach by staff and members w/intentionality to ensure diverse representation of sub pops (LGBTQ, disabled, race/ethnicity, Vets, household comp, age). Stipends, technology and staffing support provided to LE through the Lived Experience Coalition to support their participation in CoC boards and committees

4. Equity and inclusion of organizations serving culturally specific communities a CoC priority, with emphasis on racial equity. CEO and Regional Outreach staff prioritize meeting with culturally specific communities. EHV distribution prioritizes inclusion of orgs. serving communities over-represented in homelessness eg, Black, Indigenous, particularly by/for orgs not previously involved.

1B-3.	CoC’s Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section VII.B.1.a.(3)	

Describe in the field below how your CoC:

1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information; and
3.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,000 characters)

1. CoC solicits/considers opinion from CoC Board & Committees (CE, SysPM) intentionally recruited to represent broad array of knowledgeable/ interested persons/orgs: lived experience (LE), regional funders, local jurisdictions, PHA, VA Health, prevention/ homeless service providers, CBOs (immigrant/refugee, AI/AN, unsheltered, LGBTQ, DV, YYA, HCHN, FBO). Convened monthly, agendas hold time for public comment, member input, two-way info sharing. COVID Eviction Prevention and Rent Assistance Program (EPRAP), based in learnings from ongoing prevention program also informed by tenants & tenant advocates, landlords & housing providers, & by/for orgs & communities marginalized by historic & current discriminatory practice. Resulted in addition of legal assistance as well as both landlord and tenant access strategies, and equity targeted outreach to high-risk pops

2. Information/feedback solicited thru: a) CoC-specific meetings (CoC Advisory, CE and SysPM), b) presentations to councils, regional homeless & regional planner meetings; c) stakeholder meetings; d) learning circles for a given topic, e.g., prevention. During COVID, all public meetings virtual (all accessible) with designated time for community input. CoC also solicits input via online surveys/email

3. Stakeholder input critical to CoC planning/decision-making, especially LE and pops disproportionately represented in homelessness. CBO feedback regarding disproportionate access to EPRAP resulted in adjustments during Phase 1 and changes for Phase 2. Resultant equity-targeted access enabled small CBOs to connect communities of differing cultures, languages, and

abilities to EPRAP. Stakeholder meetings convened to understand issues and develop response with subsequent monthly stakeholder meetings to monitor/adjust implementation. Community input also through regular meetings with public health community navigators who heard of issues from cultural and geographic communities and served as a bridge.

1B-4.	Public Notification for Proposals from Organizations Not Previously Funded.	
	NOFO Section VII.B.1.a.(4)	

Describe in the field below how your CoC notified the public:	
1.	that your CoC’s local competition was open and accepting project applications;
2.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;
3.	about how project applicants must submit their project applications;
4.	about how your CoC would determine which project applications it would submit to HUD for funding; and
5.	how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.

(limit 2,000 characters)

1. HUD CoC local competition announced via email, workshops, KCRHA website/forums. New applications solicited thru funding opportunities announced on public website, e-mailed to stakeholders, & distributed widely by CoC newsletters & funder lists (City of Seattle & King County) forwarded further by housing & service coalitions, city planners
2. CoC applications submitted through coordinated local processes throughout the year, including from organizations not previously HUD CoC funded. Announced in July, 2021 CoC-specific process open to CH housing projects, in need of operating/services funding screened & identified through prior CoC housing RFP processes. Affirmed by CoC Advisory Committee, HUD CoC dollars target new PSH for high need/CH meeting HUD requirements
3. Submittals electronic or paper depending on funding opportunity. To support small/BIPOC participation waivers available for submittal type; some processes include interviews; application TA increasingly available. All applications reviewed for eligibility, capacity, feasibility, population priority, sub-regional priority & screened for alignment w/ CoC values & priorities. Project funding (HUD CoC, PHA, healthcare, veteran, local levies) coord/leveraged amongst funders & fund sources (public/private). Staff meet w/ agencies year-round for pre-application guidance re: plans, priority populations, service models, project budgets & allocation of HUD CoC/other dollars that best match project need/scope
4. New projects ID'd for HUD CoC funding ranked & then affirmed by CoC Advisory Committee (includes LE) based on project readiness, target population, CoC gaps/needs, HUD priorities & fund availability
5. CoC follows federal/local requirements in ADA, communicates ability for accommodation in all materials / workshops. Meeting sites selected for accessibility, including closed captioning for online meetings, materials

reviewed for formatting/reading comprehension & available online in PDF

1C. Coordination and Engagement–Coordination with Federal, State, Local, Private, and Other Organiza

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

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1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section VII.B.1.b.	

In the chart below:

- | | |
|----|--|
| 1. | select yes or no for entities listed that are included in your CoC’s coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or |
| 2. | select Nonexistent if the organization does not exist within your CoC’s geographic area. |

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with Planning or Operations of Projects
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	No
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBT persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	

18.	VAVA Health; local/state DV; DD; DCYF; AI/AN led orgs;	Yes
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section VII.B.1.b.	

Describe in the field below how your CoC:

1.	consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions within your CoC's geographic area so it could be addressed in Consolidated Plan update.

(limit 2,000 characters)

1. WA-500 ESG /ESG-CV recipients active in CoC are: Seattle, King County (KC), and WA Statewide (Auburn, Bellevue, Burien, Federal Way, Kent, Kirkland, Redmond, Renton, Shoreline). Recipients participate in planning / allocation. ESG distributed via RFP, under CoC requirements & system performance (SPM) framework. ESG recipients represented in planning/review bodies. Local RFPs include ESG, managed by ESG recipient staff (Seattle & KC) who also participate in CoC workgroups. For KC ESG the Joint Recommendations Committee (JRC) (interjurisdictional body includes all above listed jurisdictions) confirms final recommendations on projects funded w/ ESG. ESG-CV procured and distributed as crisis response shelter and RRH per Seattle and JRC approval and ESG-CV TA.
2. Projects funded w/ ESG including CV operate under WA-500 CoC SPM. Thus, CoC directly involved in evaluating & reporting performance of ESG recipients & subs. All projects, including ESG and CV-funded included in SPM & dashboards managed by CoC & posted on CoC website. CoC SPM Committee co-chaired by ESG recipient (KC) w/ Seattle & WA also represented. SPM reviews performance/identifies issues. Performance as measured through this process informs RFP scoring and eligibility to apply for ESG & other CoC funds.
3. PIT and HIC data provided to Consolidated Plan jurisdictions within the CoC geographic area. ESG recipient is HMIS lead and manages the HIC.
4. WA-500 has 6 Con Plan jurisdictions: Auburn, Bellevue, Federal Way, Kent, Seattle, KC. CoC works in close partnership to align planning w/ Con Plan jurisdictions w/ designated reps on all CoC planning bodies & workgroups (i.e., SPM, PIT, Adv. Board). All jurisdictions participate in annual PIT Count & lead regional teams for unsheltered street count [no-PIT in 2021 due to COVID]. CoC provides regional homeless data & presents to con. plan bodies. All Con. Plans speak to participation in & collaboration w/ CoC & CoC strategic plan

1C-3.	Ensuring Families are not Separated.	
	NOFO Section VII.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported gender:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	No
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	No
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers.	No
6.	Other. (limit 150 characters)	
Admission w/ self-reported gender CoC policy. COVID suspended planned 2020-21 training. Is active part of CE case conferencing and HMIS training.		Yes

1C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, Local Liaisons & State Coordinators.	
	NOFO Section VII.B.1.d.	

Describe in the field below:

1.	how your CoC collaborates with youth education providers;
2.	your CoC's formal partnerships with youth education providers;
3.	how your CoC collaborates with State Education Agency (SEA) and Local Education Agency (LEA);
4.	your CoC's formal partnerships with SEAs and LEAs;
5.	how your CoC collaborates with school districts; and
6.	your CoC's formal partnerships with school districts.

(limit 2,000 characters)

Majority of formal collaboration between CoC and MKV education, at all levels, focused on COVID impacts on schools/students ensuring equitable response/recovery. CoC convened Pre-K-12 Schools and Childcare Task Force as cross-departmental/multidisciplinary team (public health, communication/ed specialists, Puget Sound Educational Service District, Office of the Superintendent of Public Instruction, CoC, and stakeholders (districts/school staff, providers). Taskforce key contact/primary leader for all issues related to K-12, especially homeless students/families. Partnered w/ Seattle Council Parent Teacher Student Association on multiple fronts.

a) Youth ed: CoC, King County School Districts, KC PHA collaborated with Highline, Tukwila & Renton school districts on pilot connecting housing and educational achievement for homeless students. Formal partnership: Student Homelessness Workgroup (SHW) collaboration of funders, philanthropy, providers, school personnel. Suspended; during COVID monitored on-going work.

b) State-Local Ed: WA Office of Homeless Youth (OHY) added funds to CoC Youth Engagement Team connecting to homeless housing, Seattle Public Schools, Legal Services and Behavioral Health. CoC, MKV liaisons, district personnel shared school level practices, identified strategies/tools on diversion

skills for school specific training. Formal partnership: SHW /MKV school liaisons/CoC, OHY, WA Office of Public Instruction; OHY on CoC YHDP Team

c) School Districts: Tukwila School District pilot used to expand flex funds to MKV liaisons across multiple Seattle/King County school districts & scaling through YHDP YET. Under NIS, took a regional approach to cross system interventions re: schools, connection to crisis system, criminal justice. Formal partnerships: Home Shows Student Flex Fund pilot with Tukwila School District and a regional by invitation collaboration between NIS, King County & Snohomish CoCs partnered with schools, DCYF, YYA providers.

1C-4a.	CoC Collaboration Related to Children and Youth–Educational Services–Informing Individuals and Families Experiencing Homelessness about Eligibility.	
	NOFO Section VII.B.1.d.	

Describe in the field below written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services.

(limit 2,000 characters)

The Education Services Policy is included in the CoC Interim Policies. Written procedures require programs serving families w/ children & school-aged youth & young adults to: inform families & youth experiencing homelessness of their eligibility for MKV services during intake; cannot require school enrollment as a condition of program entry; cannot prohibit children from remaining in their school of origin; must develop relationships with colleges to access Higher Education Services; must designate a staff person to ensure children are enrolled in school & connected to education services.

Programs are additionally required to ask participants to sign verification of their receipt of MKV Act eligibility. The Seattle/King County Coalition on Homelessness hosted virtual training on 9/8/2020 and 10/21/2021: Helping Homeless Students: McKinney-Vento 101, attended by both school personnel and homeless service providers. The Coalition also produces “Understanding Educational Rights for homeless and unstably housed students – a guide for parents, students, teachers and social workers”, which outlines homeless student rights, and provides McKinney-Vento contacts for each King County school district. The brochure is made available to providers, libraries, schools & is posted on the Coalition website. Education Leads Home and Building Changes created flyer visually highlighting key information: how to get in touch with the nearest liaison, and the rights and services available for students experiencing homelessness for use in multiple languages.

1C-4b.	CoC Collaboration Related to Children and Youth–Educational Services–Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section VII.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

	MOU/MOA	Other Formal Agreement
FY2021 CoC Application	Page 11	11/14/2021

1.	Birth to 3 years	No	Yes
2.	Child Care and Development Fund	No	Yes
3.	Early Childhood Providers	No	Yes
4.	Early Head Start	No	Yes
5.	Federal Home Visiting Program--(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	Yes
6.	Head Start	No	Yes
7.	Healthy Start	No	Yes
8.	Public Pre-K	No	Yes
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.	Childcare Resources - homeless childcare subsidies; Preschool facility fund	No	Yes

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors--Annual Training--Best Practices.	
	NOFO Section VII.B.1.e.	

	Describe in the field below how your CoC coordinates to provide training for:
1.	Project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and
2.	Coordinated Entry staff that addresses safety and best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

(limit 2,000 characters)

1) Project Staff Training: CoC-funded CE-DV Housing Systems Coord leads safety and best practice and collaborates with and trains project and CE Regional Access Point staff on domestic violence (DV) advocacy, resources, and best practices including: a) Co-facilitate with HMIS how to best serve DV survivors while keeping privacy /confidentiality in data /record-keeping (annual); b) Convened space for HMIS admin and DV HMIS agencies to connect, answer questions, get clarity on data /reporting requirements; c) Trained family shelter staff (i.e. Fusion, Mary's Place) and youth services (i.e. Youthcare, New Horizons) at their request; d) Co-convene bi-monthly DV shelter/family shelter meeting to cross-train staff, build connections and share info to streamline services and close gaps for DV survivors; e) Convene DV RRH providers bi-monthly for collaboration, info sharing/speakers and training in re: RRH implementation. Additionally, WA State Coalition Against DV provides online training modules on DV and safety planning fundamentals that can be accessed any time. New DVHopeline offers 24/7 access to info and DV advocacy via phone or chat can be accessed by survivors or by anyone across the CoC to consult on all matters regarding DV. DV Housing Systems Coord provided three days housing specific training to DVHopeline advocates on how to better support DV survivors experiencing homelessness and housing instability. This was done in collaboration with CoC CE.

2) CE Specific: DV Housing Systems Coord available for ongoing consult with CE staff, attending staff meetings as needed and in regular contact to inform best practices in serving survivors in the CE system; Provided annual training for CE Regional Access Point site staff, with plans to offer more targeted training based on needs in 2022; DV Housing Systems Coordinator, CE staff

and HMIS admin collaborated to change HMIS interface to better respond to safety needs of survivors

1C-5a.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors–Using De-identified Aggregate Data.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking survivors.

(limit 2,000 characters)

A primary CoC source of de-identified aggregate data used to assess special needs related to DV, sexual assault, & stalking is the nationally recognized WA State Coalition Against Domestic Violence (WSCADV) Domestic Violence Housing First (DVHF) Demonstration. DVHF focuses on moving survivors into stable housing quickly & then providing the necessary support as they rebuild their lives. Key components of DVHF include survivor-driven, trauma-informed mobile advocacy; flexible financial assistance; & community engagement

DVHF collected detailed info about survivor backgrounds, economic status, housing & safety obstacles & examines the match between needs & service provided in a comparable database. Looking at changes in housing stability, safety, health, & well-being of survivors & their children, researchers are documenting special needs related to DV, & the impact of the DVHF approach, to include community-based advocacy & flex/tailored services & financial assistance. Four King County DV providers (including New Beginnings, & Lifewire – both partners in CoC Regional RRH for DV and 2021 Bonus application) participate in DVHF

Early findings point to DV-specific needs – advocacy over a longer period of time, & mental health support related to PTSD for adults & children (74% PTSD symptomatic). The response also needs to be truly flexible with trauma informed & mobile advocacy & totally flexible funding in a survivor-driven context. This supports survivors where they are – both in terms of location & safety as they define it. With more than 2,500 disbursements to over 1,400 survivors, the average disbursed was only \$340, with 93% < \$1,000 – it is not the amount, but the flexibility

We look forward to having even more data next year to inform & improve our system response with 1) DV CE beginning to collect more data elements for analysis, and 2) the new regional consolidated DVHopeline now in service & collecting de-identified data about callers & their needs

1C-5b.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors–Coordinated Assessment–Safety, Planning, and Confidentiality Protocols.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC’s coordinated entry system protocols incorporate trauma-informed, victim-centered approaches while maximizing client choice for housing and services that:

1.	prioritize safety;
2.	use emergency transfer plan; and
3.	ensure confidentiality.

(limit 2,000 characters)

1. CoC prioritizes safety as paramount to addressing the needs of households fleeing or attempting to flee DV, dating violence, sexual assault or stalking. Written policies include a DV policy that reinforces compliance with VAWA, including but not limited to confidentiality, Housing First, client choice, & informing survivors of their rights. Assessors & referral specialists adhere to all related policies, including confidentiality and HMIS consent.

2. CE protocols include an emergency transfer plan policy that aligns with VAWA and prioritizes households for referral to other housing if they experience an imminent safety issue and wish to relocate. As soon as CE / DVCE identifies survivors, it prioritizes quick connection to DV system/services/ housing programs. Survivors are prioritized and CE can expedite emergency transfers when/if safety is an issue. CE also added dedicated DVCE Housing System Coordinator to further streamline priority access

3. CE follows explicit policies regarding safety and confidentiality including: a) sending non-consenting household info to CE for purposes of making a housing referral ensuring households who are de-identified in HMIS have equal access to housing resources; b) emergency transfer policy which prioritizes households for referral to other housing if they experience an imminent safety issue and wish to relocate; c) a client refusal policy which values client choice in housing referral and does not limit eligible households in the number of resources they can refuse and works to connect people with the resources they want (pending eligibility and capacity). CE participating agencies are trained in engaging with and soliciting the goals and needs of each person and follow the client's lead

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender–Anti-Discrimination Policy and Training.	
	NOFO Section VII.B.1.f.	

1.	Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBT individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
2.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	No
3.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

1C-7.	Public Housing Agencies within Your CoC's Geographic Area–New Admissions–General/Limited Preference–Moving On Strategy. You Must Upload an Attachment(s) to the 4B. Attachments Screen.	
	NOFO Section VII.B.1.g.	

Enter information in the chart below for the two largest PHAs highlighted in gray on the CoC-PHA Crosswalk Report at <https://files.hudexchange.info/resources/documents/FY-2020-CoC-PHA-Crosswalk-Report.pdf> or the two PHAs your CoC has a working relationship with—if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2020 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Seattle Housing Authority	59%	Yes-Both	No
King County Housing Authority	51%	Yes-Both	Yes

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section VII.B.1.g.	

	Describe in the field below:
1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,000 characters)

1. The two largest PHAs in WA-500 are King County Housing Authority (KCHA) and Seattle Housing Authority (SHA). Both KCHA and SHA are Moving to Work Housing Authorities. Each PHA has a Homeless Preference for both Public Housing and Housing Choice Vouchers and has for some years. Both KCHA and SHA are actively involved in the CoC participating in workgroups and the CoC governance structure. SHA ED recently retired from CoC Board. PHA's currently very actively involved with the CoC Lead in distribution of Emergency Housing Vouchers.

KCHA & SHA programs address the varied & diverse needs of CoC's most vulnerable homeless populations – those experiencing chronic mental illness; exiting the criminal justice system; homeless YA & former foster youth; homeless students & their families; veterans experiencing homelessness; & people escaping DV. Many of these HH need supportive services to stabilize their housing that traditional housing subsidy programs lack. The PHAs partner with the CoC. PHAs are actively part of CE & BNL efforts, there is a process for allocating Mainstream and VASH vouchers to the development of PSH units, & vouchers contributed to CoC Move On. Data sharing agreements in place w/ both PHAs allowing for HH experiencing homelessness that receives HCV or Public Housing to be documented in HMIS. Both PHAs adopted portability policies & prioritized homeless HH in their recent Mainstream NOFA applications. KCHA used HMIS data matching / CE case conf to ID households on HCV waitlist & enrolled in CoC program for voucher prioritization.

2. N/A

1C-7b.	Moving On Strategy with Affordable Housing Providers.	
	Not Scored—For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	No
2.	PHA	Yes
3.	Low Income Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

1C-7c.	Including PHA-Funded Units in Your CoC's Coordinated Entry System.	
	NOFO Section VII.B.1.g.	

Does your CoC include PHA-funded units in the CoC's coordinated entry process?	Yes
--	-----

1C-7c.1.	Method for Including PHA-Funded Units in Your CoC's Coordinated Entry System.	
	NOFO Section VII.B.1.g.	

If you selected yes in question 1C-7c., describe in the field below:

1.	how your CoC includes the units in its Coordinated Entry process; and
2.	whether your CoC's practices are formalized in written agreements with the PHA, e.g., MOUs.

(limit 2,000 characters)

PHA units from King County (KCHA), Seattle (SHA) and Renton (RHA) Housing Authorities are all included in our Coordinated Entry System. This includes housing authority owned facilities, project-based vouchers (PBV), and tenant-based vouchers (TBV).

1) Where PHA-owned properties (e.g. Anita Vista (KCHA); Cedar Park (RHA)) are part of a project it is included in CE through the project itself & the service provider (e.g. YWCA; CCS). Services are funded through the CoC with various funding sources, & the provider posts unit vacancies through CE.

For PBV (eg. HUD CoC funded 7th & Cherry (SHA) & Thea B (KCHA) the project is included in CE & the service provider (e.g. PHG; CCS) posts unit vacancies. The expectation of CE participation is written into PHA and CoC contracts with service providers.

Where projects use TBV, both CoC contract & PHA MOU require CE participation (i.e. VCCC Coming Up). KCHA & SHA provide non-elderly disabled vouchers as part of CoC Move-on initiative. Partner agencies (e.g. ETS, Valley Cities, ACRS – all HUD CoC grant partners) provide housing navigation & titrated services. Households move-on from CE units that are then re-filled through CE. Tenant-based VASH vouchers (KCHA & SHA) filled through CoC Veteran CE by-name-list process under the Veteran Operational Leadership Team (VOLT). Additionally, a subset of tenant based FUP vouchers

are included in CE with services provided by agencies, & we are working on a new Foster Youth to Independence project with KCHA & SHA. Finally, there is a formalized process for distributing EHV vouchers through CE.

2) Expectation of CE participation for most of these projects are formalized in contracts with the service agencies. DSA bw/ KCHA & King Co [HMIS Lead] to help coordinate housing access. While, we have not historically used MOU with the PHAs, MOUs are in place with KCHA, RHA, & SHA for EHV. PHA & CoC meet weekly on EHVs, & monthly to coordinate on other CoC funded projects, & plan for upcoming projects.

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.	
	NOFO Section VII.B.1.g.	

Did your CoC coordinate with a PHA(s) to submit a joint application(s) for funding of projects serving families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other non-federal programs)?	Yes
---	-----

1C-7d.1.	CoC and PHA Joint Application–Experience–Benefits.	
	NOFO Section VII.B.1.g.	

If you selected yes to question 1C-7d, describe in the field below:

1.	the type of joint project applied for;
2.	whether the application was approved; and
3.	how your CoC and families experiencing homelessness benefited from the coordination.

(limit 2,000 characters)

1 & 2) As one example, the CoC, King County Housing Authority (KCHA) & Seattle Housing Authority (SHA) jointly & successfully applied for Family Unification vouchers under the 2019 competitive NOFA. The parties worked together under the Keeping Families Together (KFT) framework, designed to better target use of Family Unification Vouchers (FUP) to families with child welfare involvement experiencing homelessness. In addition to the application for vouchers, this consortium applied to the Washington Youth & Families Fund Family Homelessness Initiative (FHI) & received a two-year award of \$530,000 to support services.

PHAs & CoC application included an MOA amongst PHA, CoC, WA Department of Children, Youth, & Families (DCYF), & Catholic Community Services (CCS). DCYF identifies & refers families w/ Child Protective Services (CPS) involvement. CCS, identified through an RFP, is the partner providing services to support households & housing stability.

3) The CoC & families benefitted in a number of ways from the coordination including: a) strengthened relationship of PHA, CoC & Non-Profit w/ Children’s Administration (CA) Region 2; b) more effective targeting & coordination of resources to create supportive housing options for families with dual system enrollment (CA and homeless); c) data sharing & analysis to determine effectiveness; d) housing for families, with over 200 households housed thus far.

Of those who exited the program prior to 12/31/2020, 85% left in a permanent housing situation. In addition, CoC and KCHA were able to leverage the initial FHI funding & relationships developed through joint planning & the MOU to secure first-time funding from DCYF (\$259,684) to support the services for the families.

The partners have a similar relationship for Foster Youth Independence (FYI) vouchers. The YMCA is a partner to the MOA referenced above for purposes of the youth vouchers.

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including American Rescue Plan Vouchers.	
	NOFO Section VII.B.1.g.	

Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
---	-----

1C-7e.1.	Coordinating with PHA(s) to Administer Emergency Housing Voucher (EHV) Program–List of PHAs with MOUs.	
	Not Scored–For Information Only	

Did your CoC enter into a Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
--	-----

If you select yes, you must use the list feature below to enter the name of every PHA your CoC has entered into a MOU with to administer the Emergency Housing Voucher Program.

PHA
King County Housi...
Seattle Housing A...
Renton Housing Au...

1C-7e.1. List of PHAs with MOUs

Name of PHA: King County Housing Authority

1C-7e.1. List of PHAs with MOUs

Name of PHA: Seattle Housing Authority

1C-7e.1. List of PHAs with MOUs

Name of PHA: Renton Housing Authority

1C. Coordination and Engagement–Coordination with Federal, State, Local, Private, and Other Organiza

1C-8.	Discharge Planning Coordination.	
	NOFO Section VII.B.1.h.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1C-9.	Housing First–Lowering Barriers to Entry.	
	NOFO Section VII.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition.	53
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition that have adopted the Housing First approach.	53
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-coordinated entry projects the CoC has ranked in its CoC Priority Listing in the FY 2021 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1C-9a.	Housing First–Project Evaluation.	
	NOFO Section VII.B.1.i.	

Describe in the field below how your CoC regularly evaluates projects to ensure those that commit to using a Housing First approach are prioritizing rapid placement and stabilization in permanent housing and are not requiring service participation or preconditions of program participants.

(limit 2,000 characters)

The principle of Housing First (HF) is embedded in all work of the CoC and is aligned across the entire homeless response system at every intervention. CoC actively committed to a Crisis Response System that is low/no barrier with rapid service connections. Outreach engages directly with CE for quick connection.

HF is formalized in CoC policies/procedures and commitment to HF is minimum funding expectation. Agencies required to speak to Housing First implementation in all funding applications including CoC Program.

CoC relies heavily on the constant work of CE and case conferencing to observe, evaluate and respond immediately to evidence of referral delays and program resistance. While all agencies commit, HF is not firmly embedded in all agencies and vigilance and technical assistance is required. CE intervenes when patterns of non-compliance/or passive adoption emerge and will elevate problems and coordinate funder intervention. Weekly meetings between CE and funder contract managers allow for issues to be raised early, and arm contract managers with on-the-ground information to inform conversations with agencies. Contract managers also attend case conferencing to have a better understanding of the real work of the crisis response system, and to monitor system and agency behavior. They regularly perform program and client file monitoring to specifically look for signs that HF is being instituted and followed. The system uses HMIS generated data to track length of time from CE referral to program enrollment for system evaluation and is working on tool to evaluate program data regularly. This information allows the CoC to continuously refine the system and remove roadblocks to rapid housing. It should be noted that CoC projects requested and used CoC Waivers to support a Housing First Approach and not setting-up unnecessary obstacles to housing access.

1C-9b.	Housing First–Veterans.	
	Not Scored–For Information Only	

Does your CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?	No
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1C-10.	Street Outreach–Scope.	
	NOFO Section VII.B.1.j.	

Describe in the field below:	
1.	your CoC’s street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2.	whether your CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;
3.	how often your CoC conducts street outreach; and
4.	how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

(limit 2,000 characters)

1) CoC street outreach reflects best practices & CDC/Public Health COVID-19 guidelines. Building relationships/trust w/ unsheltered key to CoC strategy. If housing/shelter unavailable & no safety concerns present, unsheltered encouraged to remain in place to reduce COVID transmission & retain connection w/ outreach, Healthcare for the Homeless Network (HCHN), street medicine, mobile medical. Field Outreach coordinates schedules, case conference w/ by-name-list, connects HH to shelter resources & CE navigators. CoC coord w/ CBO & FBO who provide ongoing compassionate engagement &

basic care (Operation Nightwatch, Union Gospel Mission, SVdP RV outreach & Facing Homelessness).

2) CoC strives to provide outreach/engagement across the region. Outreach covers all areas., w/ resources spread thin in outlying areas. W/ resources limited, outreach targeted in areas w/ highest % unsheltered as per 2020 PIT: Seattle (67%), Southwest (20%). Outreach increased by jurisdictions in N/E King Co. Where outreach presence is spread thin, 1st responders partner w/ service agencies/FBO to ID/support unsheltered.

3) CoC outreach conducted during daylight hours (outreach teams, HCHN, street & mobile medical). Overnight/weekend outreach occurs thru CBO/FBO who communicate w/ CoC outreach to coordinate care & address needs.

4) CoC works to ensure outreach is person-centered/trauma-informed w/ harm reduction lens. Outreach agencies encouraged to hire those with lived experience. Interpreters engaged to facilitate communication w/ printed materials in multiple languages (eg. Amharic, Spanish, Braille. Population focused outreach offers specialized engagement to American Indian/Alaska Native people, youth/young adults, Veterans, Families, persons w/ disabilities, persons living in vehicles. Outreach teams meet people where they are, in settings best for the client. This includes access at free meal programs, food banks & encampments throughout the CoC.

1C-11.	Criminalization of Homelessness.	
	NOFO Section VII.B.1.k.	

Select yes or no in the chart below to indicate strategies your CoC implemented to prevent the criminalization of homelessness in your CoC's geographic area:

1.	Engaged/educated local policymakers	Yes
2.	Engaged/educated law enforcement	Yes
3.	Engaged/educated local business leaders	Yes
4.	Implemented communitywide plans	Yes
5.	Other:(limit 500 characters)	
	Continued efforts to prevent the criminalization of homelessness: implementation of Seattle Fair Chance housing ordinance, which prohibits landlords from looking at peoples' criminal or arrest histories when making decisions about who to rent to; encampment and safe parking efforts throughout the CoC. During COVID, ordinances on the books such as 72-hour limit or no-overnight parking, which have a criminalizing effect were suspended in favor of shelter in place for isolation.	Yes

1C-12.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC).	
	NOFO Section VII.B.1.i.	

2020	2021
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Enter the total number of RRH beds available to serve all populations as reported in the HIC—only enter bed data for projects that have an inventory type of “Current.”	964	1,207
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1C-13. Mainstream Benefits and Other Assistance—Healthcare—Enrollment/Effective Utilization.	
NOFO Section VII.B.1.m.	

Indicate in the chart below whether your CoC assists persons experiencing homelessness with enrolling in health insurance and effectively using Medicaid and other benefits.

	Type of Health Care	Assist with Enrollment?	Assist with Utilization of Benefits?
1.	Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
2.	Private Insurers	Yes	Yes
3.	Nonprofit, Philanthropic	Yes	Yes
4.	Other (limit 150 characters)		
	Apple Health Managed Care (MCO); Medicaid (waiver) - Foundational Community Supports	Yes	Yes

1C-13a. Mainstream Benefits and Other Assistance—Information and Training.	
NOFO Section VII.B.1.m	

Describe in the field below how your CoC provides information and training to CoC Program-funded projects by:

1.	systemically providing up to date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within your CoC’s geographic area;
2.	communicating information about available mainstream resources and other assistance and how often your CoC communicates this information;
3.	working with projects to collaborate with healthcare organizations to assist program participants with enrolling in health insurance; and
4.	providing assistance with the effective use of Medicaid and other benefits.

(limit 2,000 characters)

1) CoC pivoted to virtual connections to meet needs during the pandemic and utilized existing partnerships to keep programs and HH systematically updated. Local Homelessness Coalition provided up to date public benefits information via flyers, meetings and trainings, kept informed of opening schedules for local DSHS service, hosted Child Care Resources and Anti-Hunger & Nutrition Coalition for updates on homeless child care / family resources including King County American Rescue Plan and SNAP benefits; Solid Ground Benefit Legal Assistance offered special training on how to access state benefits and SSI/SSDI during COVID; King County Accountable Communities of Health (ACH) trainings/forums and “Unite Us” platforms facilitated referrals to behavioral /physical health, benefits, services.

2) CoC used mail blasts/web postings with new information; training updates and weekly alerts thru Solid Ground “Resource Wire”; Public Health, Healthcare for the Homeless Network, Homeless Coalition newsletters & e-mail updates received directly by CoC providers; most programs receive direct notification via

multiple public listservs.

3)Public Health directly contracts for health benefit enrollment thru Health Point, Evergreen, YWCA & PSKS, w/ Mobile Medical for access and outreach. CoC thru Public Health & Healthcare for the Homeless Network and providers ensures HH are enrolled for Medicaid and other benefits for which they are eligible, leveraging & not replacing these resources.

4) WA has Medicaid Waiver for Foundational Community Supports (FCS) w/ benefits for supportive housing & supported employment for Medicaid-eligible w/ complex needs. For effective utilization CoC working w/ state to ensure: a) program design works in King Co; b) service & housing providers are trained; c) appropriate HH get access & providers are set-up to use FCS to support HH. CoC program agencies involved (CCS, DESC, Plymouth, REACH, Sound, VCCC). CoC working to leverage FCS w/ CE; CE staff trained

1C-14.	Centralized or Coordinated Entry System–Assessment Tool. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.1.n.	

Describe in the field below how your CoC’s coordinated entry system:	
1.	covers 100 percent of your CoC’s geographic area;
2.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;
3.	prioritizes people most in need of assistance; and
4.	ensures people most in need of assistance receive assistance in a timely manner.

(limit 2,000 characters)

1) Coordinated Entry (CE) serves households experiencing homelessness across King County. In addition to 300+ community-based assessors, 5 Regional Access Points (RAPs) are site-based entry points to CE. RAPs each have a catchment area, which together cover the whole of King County. Households experiencing homelessness can access any RAP, not just the one they are located nearest. Coordinated Entry refers to resources located throughout Seattle/King County.

2) CE materials translated into 6 languages and Braille. Information on CE accessible online and via phone through 211. Community-based assessors spread across agencies, with many concentrated at agencies with a specific focus on outreach and services for those experiencing severe and persistent mental illness who may be difficult to engage. Assessors also in by/for agencies with multiple languages and target pops distrustful of systems. CE supports weekly Case Conferencing meeting specifically for American Indian/Alaska Native provider agencies to resource-share and ensure households are connected to CE.

3) Recognizing COVID impacts, CE currently uses COVID prioritization, based on guidelines issued by HUD and Washington State Department of Commerce and Public Health. Households prioritized for CE resources are able to access resources regardless of program type.

4) Those prioritized through COVID Prioritization are considered to be most in need of assistance. If not already system-connected they are rapidly connected

to navigation supports for basic services, to determine level of service need, interest in/eligibility for given resources, and to provide relational connection to the system. The CoC continues to assertively monitor the average length of time between prioritization and referral with focused on rapid connection to navigation services, leveraging of existing service connections, and housing provider participation in weekly Case Conferencing meetings.

1C-15.	Promoting Racial Equity in Homelessness–Assessing Racial Disparities.	
	NOFO Section VII.B.1.o.	

Did your CoC conduct an assessment of whether disparities in the provision or outcome of homeless assistance exists within the last 3 years?	Yes
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1C-15a.	Racial Disparities Assessment Results.	
	NOFO Section VII.B.1.o.	

Select yes or no in the chart below to indicate the findings from your CoC’s most recent racial disparities assessment.

1.	People of different races or ethnicities are more likely to receive homeless assistance.	Yes
2.	People of different races or ethnicities are less likely to receive homeless assistance.	Yes
3.	People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	Yes
4.	People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	Yes
5.	There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	No
6.	The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	No

1C-15b.	Strategies to Address Racial Disparities.	
	NOFO Section VII.B.1.o.	

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1.	The CoC’s board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes

6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
Other:(limit 500 characters)		
12.	CoC has and actively uses data. Racial Equity and Equity Review Tool were part of program design, implementation and prioritization for recent initiatives including: COVID Eviction Prevention and Rent Assistance Program (EPRAP), FUP vouchers, CE CoPri, and initial vaccine access	Yes

1C-15c.	Promoting Racial Equity in Homelessness Beyond Areas Identified in Racial Disparity Assessment.	
	NOFO Section VII.B.1.o.	

Describe in the field below the steps your CoC and homeless providers have taken to improve racial equity in the provision and outcomes of assistance beyond just those areas identified in the racial disparity assessment.

(limit 2,000 characters)

CoC places high priority on Racial Equity (RE). Interlocal Agreement (ILA) forming new CoC Lead Entity mandates RHA use a RE & Social Justice (SJ) Structure for Accountable Decision-Making to ensure CoC homeless service system processes & policies advance racial equity. The framework is designed to ensure RHA processes guided by clear goals, objectives, & measurable outcomes that advance RE/SJ; establish people with lived experience as decision-makers; support & advance people of color & historically marginalized communities w/in RHA leadership. Majority of Implementation Board overseeing operations & management of RHA, are persons whose identity, personal or professional expertise enables them to credibly represent perspectives of, & be accountable to, marginalized demographic populations statistically disproportionately represented among people experiencing homelessness. CoC agencies implementing race equity initiatives evaluating structures, services, staffing & outcomes, including consumer feedback and related changes. RE steps included in CoC agency/program review

RHA is using participatory budgeting to meet community-defined needs/priorities. Request for Proposals (RFPs) for provision of services & other resource distribution processes required to directly address structural racism & intersectional oppressions e.g. ableism, transphobia, xenophobia, & other sources of inequities for people experiencing homelessness.

During the COVID-19 pandemic, operational changes made to CE system & new emergency shelters to prioritize households w/ risk factors that included racial & ethnic identities disproportionately impacted by homelessness & have disparate health outcomes. Recently, RHA utilized the framework to design an algorithm to promote equitable distribution of CoC Emergency Housing Vouchers (EHV). This resulted in intentional & greater access to EHV by small

BIPOC-led agencies on behalf of their communities, which are disproportionately impacted by homelessness.

1C-16.	Persons with Lived Experience–Active CoC Participation.	
	NOFO Section VII.B.1.p.	

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the five categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included and provide input that is incorporated in the local planning process.	21	0
2.	Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.	21	0
3.	Participate on CoC committees, subcommittees, or workgroups.	16	0
4.	Included in the decisionmaking processes related to addressing homelessness.	21	0
5.	Included in the development or revision of your CoC's local competition rating factors.	10	0

1C-17.	Promoting Volunteerism and Community Service.	
	NOFO Section VII.B.1.r.	

Select yes or no in the chart below to indicate steps your CoC has taken to promote and support community engagement among people experiencing homelessness in the CoC's geographic area:

1.	The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	Yes
2.	The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery, data entry).	No
3.	The CoC works with organizations to create volunteer opportunities for program participants.	Yes
4.	The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	Yes
5.	Provider organizations within the CoC have incentives for employment and/or volunteerism.	Yes
6.	Other:(limit 500 characters)	

1D. Addressing COVID-19 in the CoC’s Geographic Area

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

1D-1.	Safety Protocols Implemented to Address Immediate Needs of People Experiencing Unsheltered, Congregate Emergency Shelter, Transitional Housing Homelessness.	
	NOFO Section VII.B.1.q.	
	Describe in the field below protocols your CoC implemented during the COVID-19 pandemic to address immediate safety needs for individuals and families living in:	
1.	unsheltered situations;	
2.	congregate emergency shelters; and	
3.	transitional housing.	

(limit 2,000 characters)

In partnership w/ Public Health & in alignment w/ CDC guidance, CoC developed & implemented extensive COVID protocols for all homeless service providers. Developed extensive low barrier isolation & quarantine for safe place for homeless to safely recover from COVID/COVID exposure. Weekly provider calls offered space for problem-solving & dissemination of information such as direction for severe weather/emergency sheltering & guidance for use of face coverings, conducting symptom screening, & sanitizing/disinfecting spaces.

1. Unsheltered: CoC worked w/ outreach providers to support those living unsheltered adhere to COVID safety guidelines. Teams distributed tents, blankets & sleeping bags to help people social distance unsheltered. Outreach provider toolkits for serving unsheltered developed to help disseminate guidance to teams working in the field. Toolkit had safety protocols for outreach workers and contained info about CoC Isolation & Quarantine sites, & guidance posters for people living unsheltered on how they could remain safe. CoC also provided printed copies of materials to outreach organizations to distribute since mass printing could be a barrier for some small orgs

2 & 3) Congregate Shelters & Transitional Housing: Large congregate shelters de-intensified to hotels. Preemptive Field Assessment, Support and Technical Assistance (FAST) team (HCHN & enviro health) ES/TH/PH site visits w/ TA to identify & implement safety protocols, reconfigure facility layout to encourage social distancing & improve meal/service distribution, & improve ventilation. Providers received air purifiers & funding to help offset additional costs of COVID related physical adjustments and staffing. “Strike” teams deployed in

response to reports of COVID-19 case(s) at a homeless service site for TA re: residents and staff safety, w/ subsequent CoC assistance i.e. find staffing, temp relocate site, etc. as needed. HEART (Health Engagement Action Resource Team) continues safety work.

1D-2.	Improving Readiness for Future Public Health Emergencies.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC improved readiness for future public health emergencies.

(limit 2,000 characters)

CoC COVID response led to significant improvements in readiness for and how to respond to future public health emergencies, especially for people experiencing homelessness. During the pandemic, CoC created a multi-agency homeless emergency response structure, which includes public health (environmental; CD/Epi; community health), Healthcare for the Homeless Network, and human services departments, with increased understanding of homelessness and homeless response system across agencies. Tools, structure and relationships are now in place to quickly mobilize. Relationships with the community and providers are also strengthened

Readiness includes key strategies for rapidly communicating information to community providers. CoC will maintain regular provider calls to disseminate public health information and troubleshoot emerging issues at the program level. The multi-agency homeless emergency response team continues to meet weekly. This can be further mobilized in an emergency. Centralized supply distribution process, with delivery & contactless pick up, was established with additional warehouse space to store supplies for future emergencies. CoC Public Health team quickly mobilized to deploy scalable field team models to be used in future emergencies. CoC and Public Health also developed standard operating procedures for a low barrier isolation and quarantine system, including staffing plans, operational guides, and medical and behavioral health care protocols, which would inform any future public health. emergency. This was tested when wildfire smoke reached dangerous levels and additional sheltering was needed during the COVID crisis. CoC was able to set-up within days a large-scale response that sheltered hundreds while meeting COVID protocols. Severe weather response planning is now stronger and readiness for the upcoming winter is enhanced. MOU in place for HMIS data look up for duty to warn for communicable disease

1D-3.	CoC Coordination to Distribute ESG Cares Act (ESG-CV) Funds.	
	NOFO Section VII.B.1.q	

Describe in the field below how your CoC coordinated with ESG-CV recipients to distribute funds to address:

1.	safety measures;
2.	housing assistance;
3.	eviction prevention;

4.	healthcare supplies; and
5.	sanitary supplies.

(limit 2,000 characters)

Direct ESG / ESG-CV recipients City of Seattle and King County are active participants in the CoC, with King County being the CoC Collaborative Applicant, CE and HMIS Lead. The jurisdictions and the broader CoC coordinated to distribute ESG-CV funds to address:

1) safety measures: funds used to physically “fortify” shelters throughout the CoC to make them more COVID safe [air filtration, dividers, handwashing stations]; also supported additional staffing needed as programs became 24/7, or additional janitorial staff for COVID protocols

2) housing assistance: Seattle and King County worked jointly and with HUD-TA to identify gaps and how to best use ESG-CV, developing a shelter and RRH pilot to quickly shelter and house those identified as vulnerable using CE COVID prioritization factors. Diversion also provided. Both worked with the CoC to maintain the shelter system and the added services and related costs when shelters became 24/7 as part of the COVID response; either because they moved to de-intensified locations or because they needed to provide a day space for participants with all other public facilities closed due to COVID.

3) eviction prevention: While there were strong moratoria on evictions and rent increases during the time ESG-CV funds were available, a small amount of ESG-CV was used to support existing eviction prevention in the CoC. This was distributed in alignment with large new Eviction Prevention and Rent Assistance Program (EPRAP) initiative developed in response to COVID and funded elsewhere

4-5) healthcare and sanitary supplies: CoC collaborated with HCHN to purchase hygiene and sanitation supplies and provide a distribution site and system for shelters and homeless healthcare and outreach to ensure they had the appropriate PPE for their staff and protective measures for clients. Supported food / meals for CoC shelters

1D-4.	CoC Coordination with Mainstream Health.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC coordinated with mainstream health (e.g., local and state health agencies, hospitals) during the COVID-19 pandemic to:

1.	decrease the spread of COVID-19; and
2.	ensure safety measures were implemented (e.g., social distancing, hand washing/sanitizing, masks).

(limit 2,000 characters)

CoC & Healthcare for Homeless Network coordinated actively w/ Public Health (PH), Washington State Department of Health & local clinics & hospitals to decrease COVID spread. CoC homeless response official part of Health & Medical Area Command emergency response structure.

Decrease Spread: a)CoC coord w/ PH to host calls w/ homeless providers [first

daily, continuing weekly] for COVID mitigation practice guidance; b) Shelter “de-intensification” moved targeted large congregate to hotels; c) CoC/PH designed & implemented Isolation/Quarantine & Recovery for homeless & others w/ COVID/exposure w/ no place to safely isolate/quarantine. Collaboration included design, protocol devel, staffing, & coord access system, co-designed & staffed by CoC CE; d) CoC & PH developed extensive testing strategy for homeless; e) CoC worked w/ PH to quickly set-up large wildfire smoke shelter during COVID w/ PH guidance & staffing to help ensure COVID safety; f) Creation of proactive FAST team to support implementation of guidance & reactive STRIKE team for outbreaks - testing, contact tracing & TA. Teams merged in HEART. Focus on high-risk congregate settings (day centers, shelters, shared living) & sheltered encampments; g) CoC & PH coord distribution of air filtration systems to shelters/homeless service sites.

2) Ensure Safety: a) CoC coord w/ CDC and WA Department of Health on creation of initial guidance, visiting first few sites w/ COVID positive clients, continued TA; b) Capital to support purchase of enhanced filtration systems, building partitions & implementing enviro health guidelines; c) Collaborative distribution to shelters of health/sanitation to support safety, w/ related guidance; d) Client specific guidance to pair w/ safety materials given out; e) CoC coord w/ WA Department of Health on creation of initial homeless service provider specific guidance; f) Creation of proactive response team to support sites in establishing COVID procedures to help prevent infection (FAST/HEART).

1D-5.	Communicating Information to Homeless Service Providers.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC communicated information to homeless service providers during the COVID-19 pandemic on:

1.	safety measures;
2.	changing local restrictions; and
3.	vaccine implementation.

(limit 2,000 characters)

1) CoC prioritized providing accurate, up-to-date information and clear guidance to service providers during the COVID-19 pandemic. To meet this goal, beginning in March 2020 the CoC partnered with Public Health and Healthcare for the Homeless to establish daily, and then weekly recurring meetings to disseminate information, answer questions, and provide technical assistance to homeless service providers regarding safety measures, changing local restrictions and testing and vaccine implementation. In addition to a weekly general homeless service provider information call, there was field-based nursing support, outreach worker technical assistance, unsheltered testing and engagement strategy, unsheltered outreach specific to South King County, testing and vaccine coordination. All are opportunities for communication

2) Homeless service providers were also engaged through e-mail, listservs, text messaging, site visits, and site-specific virtual visits. Further, providers could access continuously updated info on Public Health COVID-19 Homeless website, including safety protocols, meeting invites, and other COVID related

tools including links to report positive cases or possible transmission activity. This included materials translated from English into prevalent languages (eg, Amharic, Somali, Spanish)

3)Topic specific webinars were particularly helpful as CDC and local guidance and restrictions shifted, and more nuanced information became available around COVID safety practices, testing and vaccination protocol. The CoC also held a special series of meetings aimed at engaging the community in developing an equitable process for vaccine administration in times of limited vaccines and staff capacity. Weekly meetings continue with a current focus on safety measures related to the delta variant and preparation for severe weather; changing and stricter local restrictions and specific requirements for homeless providers, and ongoing testing and vaccine and booster protocols

1D-6. Identifying Eligible Persons Experiencing Homelessness for COVID-19 Vaccination.	
NOFO Section VII.B.1.q.	

Describe in the field below how your CoC identified eligible individuals and families experiencing homelessness for COVID-19 vaccination based on local protocol.

(limit 2,000 characters)

Ensuring vaccination for individuals and families experiencing homelessness a high priority for the CoC. Eligibility and CDC guidance assertively tracked and mobile vaccination teams developed to facilitate shelter and encampment-based vaccinations. In order to identify and subsequently prioritize eligible individuals, in April 2020 we began a system scan to build dataset of site profiles of homelessness sites including encampments, day centers, shelters, transitional housing, and permanent housing. Demographic data from the HMIS was supplemented by data gathered from agencies via survey. This information was first used to inform shelter de-intensification and fortification efforts, and to support health and safety planning for the various sites.

Local health jurisdiction electronic medical records, and CMS data were then integrated with the HMIS and survey data to support identification of eligible individuals.

In preparation for vaccine rollout, knowing that need would outstrip vaccine availability, and that prioritization would be necessary, an Equity Prioritization Tool was created. This tool takes into account key risk factors for COVID known at the time: Health Reporting Area, Ages of participants, % BIPOC, previous outbreaks of COVID, and housing type (outdoors, congregate, semi-congregate, single room, etc.). Initially, before the phase where all people experiencing homelessness were eligible, this information was used to identify sites that met current phase eligibility (e.g. sites with high proportions of people over 65 or with 2 or more co-occurring conditions). Testing and vaccine provider entities such as Public Health, HealthCare for the Homeless Network, Neighborcare Health and University of WA medicine coordinated their efforts, each building relationships with various communities and providers. As vaccine eligibility changed over time these relationships were leveraged to implement

the next phase.

1D-7. Addressing Possible Increases in Domestic Violence.	
NOFO Section VII.B.1.e.	

Describe in the field below how your CoC addressed possible increases in domestic violence calls for assistance due to requirements to stay at home, increased unemployment, etc. during the COVID-19 pandemic.

(limit 2,000 characters)

Additional training and consult for homeless housing providers on potential for increased domestic violence and how to serve survivors during these unprecedented times was made available (virtually); making sure that providers knew the increased lethality that survivors may be experiencing and how to respond, who to reach out to. It was also vital that homeless housing providers understood the capacity of DV programs and changes in their processes due to COVID-19 so providers had clear expectations of what to expect when making referrals.

There were opportunities for CoC-funded projects to apply for COVID-19 HUD waivers. These were utilized by DV and other RRH programs and gave them the extra flexibility needed to support survivors that had been impacted by the pandemic. Longer periods of unemployment and increased isolation made it crucial for survivors to have the option to access higher amounts of rental assistance for a longer period of time, alongside more flexibility on what funds could be used for.

The Coalition Ending Gender Based Violence provided DV Programs with information about pandemic resources and issues, including COVID-related relief programs and funding. Both the City of Seattle and King County made CARES Act and AARPA funds to domestic violence programs for flexible financial assistance, including rental assistance and move-in costs. The Coalition Ending Gender Based Violence also helped ensure that DV Programs were informed and could easily access the newly available Emergency Housing Vouchers, to then better support survivors who were severely impacted by COVID-19.

1D-8. Adjusting Centralized or Coordinated Entry System.	
NOFO Section VII.B.1.n.	

Describe in the field below how your CoC adjusted its coordinated entry system to account for rapid changes related to the onset and continuation of the COVID-19 pandemic.

(limit 2,000 characters)

CE policies have the potential to protect those most vulnerable to the virus' severe effects by speeding up connections to permanent housing for people at high risk of COVID-19 complications per COVID-19 guidance issued by HUD

and Washington State Department of Commerce. In response, the Coordinated Entry Policy Advisory Committee approved a COVID Prioritization (CoPri) Policy effective October 12th, 2020, to be in place for the duration of the COVID pandemic. CE uses Priority Pools to consider those with highest need for available units. To quickly house people experiencing homelessness at high risk for developing serious and life-threatening health complications from COVID-19, CoPri prioritizes households for each Priority Pool who are most disproportionately impacted by COVID-19, using risk factors determined in partnership with Seattle/King County Public Health using CDC guidelines. Use of existing triage tool suspended in favor of prioritization of eligible households based on CoPri. Risk factors include: 1) Pre-existing health conditions that put one at higher risk of mortality from COVID. Data analysis allows HMIS IDs to be associated with public health medical records to identify those with history of: Diabetes; Heart, Kidney, Lung, and/or Sickle Cell Disease, and weakened immune systems. Absence of any medical record also counted as indication of lack of medical care and unknown but likely health risks (confirmed later in process); 2) pregnancy; 3) age; 4) membership in a group over-represented in both homeless and high COVID risk populations i.e., Indigenous or Black. HUD COVID waivers for documentation, etc. used by programs to expedite program entry. This has allowed for more rapid housing of those at highest risk of COVID. CE continues use of CoPri as the pandemic continues with the expectation that it will continue for some time.

1E. Project Capacity, Review, and Ranking–Local Competition

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
 - Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
 - FY 2021 CoC Application Detailed Instructions–essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
 - 24 CFR part 578

1E-1.	Announcement of 30-Day Local Competition Deadline–Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.2.a. and 2.g.	

1.	Enter the date your CoC published the 30-day submission deadline for project applications for your CoC's local competition.	09/01/2021
2.	Enter the date your CoC publicly posted its local scoring and rating criteria, including point values, in advance of the local review and ranking process.	09/16/2021

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. You Must Upload an Attachment to the 4B. Attachments Screen. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria listed below.	
	NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.	

Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Used data from a comparable database to score projects submitted by victim service providers.	Yes
5.	Used objective criteria to evaluate how projects submitted by victim service providers improved safety for the population they serve.	Yes
6.	Used a specific method for evaluating projects based on the CoC's analysis of rapid returns to permanent housing.	No

1E-2a.	Project Review and Ranking Process–Addressing Severity of Needs and Vulnerabilities.	
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NOFO Section VII.B.2.d.

Describe in the field below how your CoC reviewed, scored, and selected projects based on:

- | | |
|----|--|
| 1. | the specific severity of needs and vulnerabilities your CoC considered when ranking and selecting projects; and |
| 2. | considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area. |

(limit 2,000 characters)

1) CoC prioritizes serving those meeting HUD Chronically Homeless (CH) definition, highly vulnerable, longest term homeless. Funding priority is reflected in project ranking and selection process (+35% of points). Following elements weighted to ensure projects serving those with highest vulnerabilities/severest need received consideration in the rank order: a) Program component priority for PSH; b) System priority for CH serving exclusively highly vulnerable /longest term homeless; c) System sub-population priority for serving those with high acuity mental health, current/past substance and are highest utilizers of jail and hospital systems. Additional points added for objective measures of success, e.g., stability in permanent housing, income growth (cash/non-cash).

2) CoC performance targets established by intervention type/sub population (single adult, youth/young adult, families w/ children) and reflected in CoC Program local scoring schema. Points recognize unique barriers some projects face that could impact overall performance scores. PSH (+10) and TH (+8). Consideration given to programs where 100% of CoC Program funded units CH dedicated (+3); recovery programs, youth/young adult, persons fleeing DV residing in programs that participate in DV CE and are subject Washington State Administrative Code (WAC 388.61A) defining a survivor centered service model (includes safety planning) (+1). Non-cash benefits on parity with earned income.

HMIS APR data (4/1/20-3/31/21) was primary source for evaluating program/system performance compared to local targets and expectations (+50% of points). Metrics: successful movement to/stability in permanent housing, income progress, length of stay in homelessness/vulnerability, rate of return and non-HMIS data (effectiveness measures (spending, occupancy), as well as equity and consumer voice. All projects are evaluated according to Housing First principles. Process affirmed by CoC SYS PM and CoC Advisory Committees.

1E-3.	Promoting Racial Equity in the Local Review and Ranking Process.	
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NOFO Section VII.B.2.e.

Describe in the field below how your CoC:

- | | |
|----|--|
| 1. | obtained input and included persons of different races, particularly those over-represented in the local homelessness population, when determining the rating factors used to review project applications; |
| 2. | included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process; |

3.	rated and ranked projects based on the degree to which their program participants mirror the homeless population demographics (e.g., considers how a project promotes racial equity where individuals and families of different races are over-represented).
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(limit 2,000 characters)

1) CoC Board adopts, and CoC Advisory Committee annually affirms a set of local values/principles that shape the planning, programming and annual evaluation of CoC applications and development of the priority listing. These principles strongly center leadership of persons of lived experience (LE) and prioritize equity/parity in access and outcomes for those disproportionately impacted by homelessness (Indigenous, Black and other persons of color). The CoC Advisory Committee represents the diversity of the CoC with strong emphasis on LE (75%) and people of color (50%). The role of LE and the diverse sub-populations (immigrant refugee, AI/AN, LGBTQ, age, disability, race and ethnicity) represented on the CoC Advisory Committee was significantly revised in 2021 and enhanced the review & selection of CoC applications. LE representation & voice was reflected in the ultimate CoC priority order. CoC Advisory reviews and affirms rating factors developed with involvement of diverse Lived Experience Coalition and Youth Action Board; included in the CoC Local Application scoring schema against which each project is rated and ranked. These rating factors reflect the priorities in the CoC adopted values.

2) CoC Advisory Committee is intentionally composed of LE and diverse sub-populations (immigrant refugee, AI/AN, LGBTQ, age, disability, race & ethnicity). Their role was built into review/selection of projects and their voice reflected in ultimate CoC priority order/ranking process.

3) CoC project applicants receive HH through CE, currently prioritizing those disproportionately impacted by COVID, and are rated on the degree to which they demonstrate racial equity in service approach and outcomes. This includes both data and agency ability to identify and articulate inequities in positive/negative exits, and how they address racial disparities

1E-4.	Reallocation—Reviewing Performance of Existing Projects. We use the response to this question as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criterion below.	
	NOFO Section VII.B.2.f.	

Describe in the field below:

1.	your CoC’s reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;
2.	whether your CoC identified any projects through this process during your local competition this year;
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year;
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable; and
5.	how your CoC communicated the reallocation process to project applicants.

(limit 2,000 characters)

1) CoC Advisory Committee affirmed 2021 reallocation framework for Local Application processes 5/4/21 reaffirmed 8/4/21. Reallocation can be voluntary or involuntary. Projects voluntarily notify the CoC through Intent to Renew process, of decision to fully or partially reallocate to better align with HUD/CoC

priorities, intent to close, reduce scope, or seek other funding. Local competition scoring tool and resulting performance score identifies candidates for reallocation who consistently rank in the bottom 10 on utilization, spending, & performance. Chosen for deeper scrutiny during the annual NOFO process they are placed on reallocation watch list and at risk. Per CoC, any reallocation must: a) ensure consistency with HUD requirements, guidelines & priorities; b) maximize system performance w/high quality & effective programs; c) ensure reallocation dollars enough to fund effective programs; d) meet housing/service needs of HH. Final decisions made thru CoC values/priorities lens.

2) 2021: One project identified for voluntary re-allocation.

3) 2021: No projects deemed low performing/less needed (considered COVID impact). CoC previously reallocated all non- CE/HMIS/SSO (except new YHDP) & most TH. Only PSH, TH/RRH, RRH, & TH that meet a population gap or critical need remain. The CoC reallocated a total of \$8.27M (last 8 yrs). We will continue to reallocate as needed to strengthen system performance.

4) While it's necessary to rank all projects and some projects do perform lower than others, 2021 process did not identify projects that were "low performing" or not needed. In prior years, CoC identified projects as low performing / not needed and effected reallocation, not in 2021.

5) 2021 reallocation process communicated during two CoC Application Workshops 7/13/2021 and 9/9/2021. The final Priority Listing affirmed by CoC Advisory Committee 10/25/21, was presented in a public meeting 10/27/21.

1E-4a.	Reallocation Between FY 2016 and FY 2021. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criterion below.	
NOFO Section VII.B.2.f.		

Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2016 and FY 2021?	No
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1E-5.	Projects Rejected/Reduced–Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen if You Select Yes.	
NOFO Section VII.B.2.g.		

1.	Did your CoC reject or reduce any project application(s)?	No
2.	If you selected yes, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps.	

1E-5a.	Projects Accepted–Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen.	
NOFO Section VII.B.2.g.		

Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps.	10/28/2021
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1E-6.	Web Posting of CoC-Approved Consolidated Application. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.2.g.	

Enter the date your CoC's Consolidated Application was posted on the CoC's website or affiliate's website—which included: 1. the CoC Application; 2. Priority Listings; and 3. all projects accepted, ranked where required, or rejected.	11/14/2021
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2A. Homeless Management Information System (HMIS) Implementation

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
 - Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
 - FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
 - 24 CFR part 578

2A-1.	HMIS Vendor.	
	Not Scored—For Information Only	

Enter the name of the HMIS Vendor your CoC is currently using.	Clarity
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2A-2.	HMIS Implementation Coverage Area.	
	Not Scored—For Information Only	

Select from dropdown menu your CoC's HMIS coverage area.	Single CoC
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2A-3.	HIC Data Submission in HDX.	
	NOFO Section VII.B.3.a.	

Enter the date your CoC submitted its 2021 HIC data into HDX.	05/14/2021
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2A-4.	HMIS Implementation—Comparable Database for DV.	
	NOFO Section VII.B.3.b.	

Describe in the field below actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC:

- | | |
|----|---|
| 1. | have a comparable database that collects the same data elements required in the HUD-published 2020 HMIS Data Standards; and |
| 2. | submit de-identified aggregated system performance measures data for each project in the comparable database to your CoC and HMIS lead. |

(limit 2,000 characters)

DV housing and service providers are integral to our CoC homelessness response and participate actively in the CoC. CoC program funds are used to support DV Joint Component projects, and we have a strong Regional RRH for DV project that is implemented by a consortium of VAWA providers. A CoC DV Coordinated Entry grant explicitly embeds the DV response in our homeless system and also supports strong data collection.

1) Data for Domestic Violence housing and service providers in our CoC is collected using a comparable data base on the same data platform as our HMIS (clarity), securely stored in the Washington State data warehouse. This allows for consistent compliance with the HUD published 2020 HMIS data standards.

2) De-identified aggregate system performance measures data for each project is submitted to the CoC and HMIS lead monthly

2A-5.	Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.	
	NOFO Section VII.B.3.c. and VII.B.7.	

Enter 2021 HIC and HMIS data in the chart below by project type:

Project Type	Total Beds 2021 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds	4,070	179	3,458	88.87%
2. Safe Haven (SH) beds	84	0	84	100.00%
3. Transitional Housing (TH) beds	1,884	315	1,205	76.80%
4. Rapid Re-Housing (RRH) beds	1,207	183	1,024	100.00%
5. Permanent Supportive Housing	6,266	0	5,439	86.80%
6. Other Permanent Housing (OPH)	1,594	18	1,561	99.05%

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.	
	NOFO Section VII.B.3.c.	

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,000 characters)

1) TH is the only project type not exceeding the 85% bed coverage rate. 364 total remaining beds not in HMIS is a 19% reduction from 2019. TH will pass 85% threshold if successful in bringing on just 129 of total remaining beds (35%).

2) Continued trend in reduced government investment in TH increases the proportion of TH that is Faith Based, many of which are outside of HMIS. 278 or (76%) of TH beds not included in HMIS are at FBOs (Acres of Diamonds, Jubilee Women’s Center, Plymouth Healing Communities, Vision House, Way

Back Inn and UGM) and not otherwise HMIS connected. Going forward, new CoC Lead entity is focused on engaging the community and improving CoC data overall. HMIS Lead staff will re-initiate engagement (suspended during COVID) with Seattle’s Union Gospel Mission (UGM) which uses the same database platform as WA-500 HMIS to encourage inclusion through data integration with a target Q3 2022. CoC will also engage other FBOs 1:1 regarding HMIS and value of participation. With EHV and intentional inclusion of new, small by/for agencies, CoC developing training /support for HMIS participation which will be leveraged with smaller FBO.

2A-5b.	Bed Coverage Rate in Comparable Databases.	
	NOFO Section VII.B.3.c.	

Enter the percentage of beds covered in comparable databases in your CoC’s geographic area.	100.00%
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2A-5b.1.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Question 2A-5b.	
	NOFO Section VII.B.3.c.	

If the bed coverage rate entered in question 2A-5b. is 84.99 percent or less, describe in the field below:

- | | |
|----|--|
| 1. | steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent; and |
| 2. | how your CoC will implement the steps described to increase bed coverage to at least 85 percent. |

(limit 2,000 characters)

Bed Coverage Rate is 100%

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section VII.B.3.d.	

Did your CoC submit LSA data to HUD in HDX 2.0 by January 15, 2021, 8 p.m. EST?	Yes
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2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

2B-1.	Sheltered and Unsheltered PIT Count—Commitment for Calendar Year 2022	
	NOFO Section VII.B.4.b.	

Does your CoC commit to conducting a sheltered and unsheltered PIT count in Calendar Year 2022?	No
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2B-2.	Unsheltered Youth PIT Count—Commitment for Calendar Year 2022.	
	NOFO Section VII.B.4.b.	

Does your CoC commit to implementing an unsheltered youth PIT count in Calendar Year 2022 that includes consultation and participation from youth serving organizations and youth with lived experience?	No
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2C. System Performance

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

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- 24 CFR part 578

2C-1.	Reduction in the Number of First Time Homeless—Risk Factors.	
	NOFO Section VII.B.5.b.	

	Describe in the field below:
1.	how your CoC determined which risk factors your CoC uses to identify persons becoming homeless for the first time;
2.	how your CoC addresses individuals and families at risk of becoming homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time or to end homelessness for individuals and families.

(limit 2,000 characters)

(1) Identification of Risk Factors: Analysis of HMIS inflow data includes CE Assessment, homelessness prevention screening tool, diversion use, PIT survey cause of homelessness question. Regional eviction data used to cross walk eviction & entry to homelessness. CoC part of longitudinal study of homeless families - includes analysis of risk factors (Westat Family Homelessness Initiative/Gates Foundation). Factors included prior homeless, eviction history, DV, illness, age, substance use, rent burden, sudden & significant loss of income. Local data shows communities of color (esp. Black/African American & American Indian/Alaska Native) & LGBTQ YYA over-represented and at higher risk

(2) Targeted prevention: a) research- based prevention screening tool to determine imminent risk, program eligibility, service needs. Causation questions (sudden income loss, DV, eviction history) mirror PIT count survey; b) connection to prevention programs, employment / legal supports at CE RAPS/known points of entry help divert HH at risk; c) increased prevention funding thru 3 voter-approved levies, includes BSK investment in communities w/ high rates of poverty/evictions, VSHSL funded legal assistance & UWKC Family Resource Exchanges; d) CoC Student Homeless Partnership strategy for universal screening in King Co schools; e) End Youth Homeless Now focused efforts on YYA prevention and those efforts continue; f) examining cycle of criminalization/homelessness seeking effective early interventions. Use of eviction prevention funds: a) 1-time/short to med term financial assist, mediation/legal/housing stabilization; leverage employment, education, food & utility programs to increase earnings & offset monthly expenses for at risk low-income renters; 2) employ targeted cross-system diversion w/ flexible

funds/client-centered strategies for rapid housing return; 3) CoC & VA work w/SSVF providers to implement new shallow rent subsidy program.

(3) KCRHA

2C-2.	Length of Time Homeless–Strategy to Reduce.	
	NOFO Section VII.B.5.c.	

Describe in the field below:

1.	your CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;
2.	how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the length of time individuals and families remain homeless.

(limit 2,000 characters)

1. Reducing LOT continues to be a CoC priority. Diversion approach system-wide, centralized housing location focused on finding units (Housing Connector) and increased investment in RRH continue. In responding to COVID, however, housing options contracted and we shifted our focus from decreasing LOT to safety, and the first 10 months of the pandemic the average length of stay in programs increased by a month as compared to 2019. As things begin to normalize we are returning to our efforts

2. The CoC utilizes a robust HMIS system to accurately collect the numbers/ characteristics of people experiencing homelessness to identify and house individuals and families with the longest length of stay in the homeless response system. The CoC Coordinated Entry (CE) weekly case conferencing, by-name-lists allow referral specialists, assessors & advocates to engage quickly on prioritization factors/vulnerability scores. Housing Navigators are instrumental in by-name calls and continue to engage with households who are not yet connected to housing to ensure continued household contact and eligibility readiness once housing is identified.

The CoC further committed to RRH as a strategy for reducing LOT. Using one-time ESG-CV funding, the CoC designed a pilot RRH program to embed program enrollment and support within shelter buildings. The intentional linkage of shelter to RRH programming is designed to produce faster and more successful exits to permanent housing, which will reduce household length of stay. The CoC also adopted CoC-wide RRH guidelines showing results for fidelity to best practices. Additional TA to YYA RRH providers in 2019 extended in 2021 by Virtual Peer Learnings. CoC transitional housing providers continue to strengthen programming, with some converting to permanent housing to better serve the households.

3. Responsible: King County Regional Homelessness Authority

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing.	
	NOFO Section VII.B.5.d.	

	Describe in the field below how your CoC will increase the rate that individuals and persons in families residing in:
1.	emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations; and
2.	permanent housing projects retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

CoC uses public facing data dashboards/system-wide tracking to monitor both the rate of exits to permanent housing and retention in PH by population, project type and evaluates outcomes by race & ethnicity (AI/AN & Black/Af Am) to ensure exits at comparable rates

1) Efforts to increase the rate of EPH from ES/SH/TH/RRH include: a) Partner with Housing Connector and property developers to identify available rental units; b) Increase resources for housing navigators & enhanced case management at crisis housing to re-focus services to PH attainment & RRH; c) effectively utilize award of Emergency Housing Vouchers (EHV) for critical long-term housing subsidies (1,300+); d) Expand legal services to address past debt/eviction; e) Expand housing-oriented flexible funding paired w/ Diversion; f) Focus move-on to RRH for highest-need HH thru progressive engagement; g) employment/education services at CE; h) Increase TA for underperformers.

2) Efforts to increase retention rate for PH include: a) Increased investment in prevention case management for households with previous homeless history; b) added conflict mediation, dispute resolution/family reunification services and training to suite of retention supports; c) new cross sector partnerships with mainstream employment/education services to increase/maintain employment; d) expanded move-on strategy in permanent supportive housing; e) leveraged Medicaid housing supports on-site nursing support thru levies; f) used non-CoC resources for permanent housing when the primary barrier is affordability; g) reinforced strategies to limit evictions related to rule compliance/non-payment of rent; and h) expanded use of CE mobility transfer policy to help relocate when all other efforts exhausted. Between 2019-2021 retention rate for PSH / OPH increased from 95% to 97%.

2C-4.	Returns to Homelessness–CoC’s Strategy to Reduce Rate.	
	NOFO Section VII.B.5.e.	

	Describe in the field below:
1.	how your CoC identifies individuals and families who return to homelessness;
2.	your CoC’s strategy to reduce the rate of additional returns to homelessness; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the rate individuals and persons in families return to homelessness.

(limit 2,000 characters)

1) CoC identifies HH who return to homelessness by: a) Tracking performance by population, project and program type and analyzing HMIS outflow / return data; b) Using national, state, local research to identify factors/vulnerabilities predictive of return including prior homelessness, past eviction history, illness, rent burden, sudden & significant loss of income and PIT survey questions regarding cause of homelessness. All mirrored in local research-based prevention tool to assertively target services to those most likely to return to

homelessness.

2) CoC strategies to reduce rate of return includes: a) Investment in prevention case management/rental assistance and UWKC Family Resource Exchange/Home Base eviction prevention targeting HH w/ previous homeless history; b) Cross sector partnerships w/ mainstream employment & education services to increase & maintain employment; c) Cross sector partnerships w/ behavioral health; d) Move on strategies for households residing in PSH no longer needing intensive supports & high-need in RRH w/ progressive engagement; e) Using local resources to provide other permanent housing (PH) for HH whose primary need is housing affordability; f) Reinforce orientation to Housing First w/ training that emphasizes client engagement strategies to reduce evictions for housing compliance issues; g) strong focus on permanent connections to communities of support, particularly YYA to support long-term housing stability; h) Utilizing mobility transfer policy in PH to relocate to alternative PH if all other efforts to maintain housing have failed and moving to a different site may improve housing outcomes for the household; i) expand Housing Connector for centralized housing search & landlord relationships with risk mitigation funds to support housing retention; j) shallow rent subsidy through SSVF & local levy.

3) KCRHA

2C-5.	Increasing Employment Cash Income-Strategy.	
	NOFO Section VII.B.5.f.	

Describe in the field below:	
1.	your CoC's strategy to increase employment income;
2.	how your CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

(limit 2,000 characters)

1) To increase employment income: a) Income/employment is covered at first household contact with employment navigators placed at CE access points; b) Cross system training with CoC & Workforce Development Council (WDC) to target homeless job seekers; c) Provide formal job training/employment assistance/job search coordinated through YWCA/TRAC Associates; d) co-enroll YYA in RRH & Career Launchpad; e) Connect employment directly to shelters & RRH; f) target local levy dollars to homeless YYA employment (FOY, YouthCare, YMCA); g) Actively engage in efforts to increase access to employment including dedicated staffing/proactive job connections including formal/informal employer partnerships (Vigor Ship Building, Amazon, Best Buy, Starbucks). CCS Mind the Gap - 6-month IT training w/ industry mentors, pre-exam help. Aspiring Social Service Employee Training (ASSET) - employment prep / volunteer internship in social services w/ additional training for janitors

2) WDC is primary mainstream employment organization and oversees local WorkSource one-stop centers: a) CE Access points co-located w/ Worksource one stop; b) CoC, WDC, King County participate in Connections Project including CEA RAP: Home & Work to strengthen CoC employment strategy &

employer/career pathways; c) WDC & local levies fund employment services coordinated through King County. Additionally, CoC targets local resources to employment including United Way \$1.7M (12 projects) and Raikes Foundation for Youth employment connected to RRH & YDHP and coordinates w/ local agency financial empowerment skill building programs (Solid Ground, YWCA, Neighborhood House). New ARPA-funded King County Jobs and Housing pilot targeting literally homeless provides temp County jobs and employment supports with RRH [target: 300]. Jobs are full-time with benefits; employment supports [through WDC and partner agencies] focus on securing ongoing employment

3) KCRHA

2C-5a.	Increasing Employment Cash Income–Workforce Development–Education–Training.	
	NOFO Section VII.B.5.f.	

Describe in the field below how your CoC:	
1.	promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and
2.	is working with public and private organizations to provide meaningful education and training, on-the-job training, internships, and employment opportunities for program participants.

(limit 2,000 characters)

1. The CoC actively promotes private employer partnerships & access to job opportunities through: (a) Direct job referral relationships with employers such as Vigor Ship Building, Amazon, Best Buy, Starbucks, Chipotle, Mighty O Donuts, Taco Time, Mod Pizza, Home Depot and more; b) Engaging with private social enterprises like Orion Industries for training, paid internships & employment connections to companies including Boeing; c) Private Industry mentorships with custom training & apprenticeships linked to private employers (Information Technology, Janitorial, Culinary Arts/Barista, Flagger & Forklift Operator); d) Partnering with temporary job placement organizations such as, Link Staffing, Parker Staffing, Terra Staffing, Pace Staffing Network; e) Promoting job opportunities through widely distributed Weekly Hot Jobs Alerts, King County Communities of Opportunity, Work Source, Port of Seattle email listservs, Solid Ground’s on-line Resource Wire job postings.

2. CoC works directly with community partners to support program participants with education/training. Eligible participants encouraged to enroll in Supported Employment Programs within King County Integrated Care Network for job readiness assessment, employer outreach & job support. Medicaid waiver Foundational Community Supports (FCS) provides additional supported employment opportunities. Uplift Northwest & other CoC partners provide resource for day labor. Seattle Conservation Corps provides employment/on the job training in a structured program to carry out community projects. VA provides assistance through Compensative Work Therapy program. Seattle Jobs Initiative provides apprenticeships w/ WA Department of Labor & Industries, partnerships w/ Cares of Washington.

2C-5b.	Increasing Non-employment Cash Income.	
	NOFO Section VII.B.5.f.	

	Describe in the field below:
1.	your CoC's strategy to increase non-employment cash income;
2.	your CoC's strategy to increase access to non-employment cash sources; and
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.

(limit 2,000 characters)

1) Income: 1) CE uses WA Connections on-line benefit tool to screen & enroll; 2) VA navigators use 12-point assessment, link VETS to available systems; 3)BFET case managers in South KC for benefit enrollment; 4)By-name case conferencing includes mainstream connection for benefit access, navigators assist w/securing ID; 5) WA Medicaid Waiver for Foundational Community Support (FCS) for housing/supported employment for Medicaid eligible w/complex needs: 6) training housing/service staff in FCS to ensure eligible HH access , working to leverage FCS at CE; 7) Non-employment cash income a CoC Program scoring element--100% of progs assist to identify, access, maintain benefits, majority SOAR trained. Programs work directly/indirectly with mainstream progs to track referrals, benefits received/renewed, help resolve eligibility screening/benefit denial issues.

2) Access: CoC pivoted to virtual connections & existing partnerships during pandemic to ensure all homeless/at risk households access & receive benefits; Homelessness Coalition provided up to date public benefits info via flyers, meetings/trainings, updates on operating hours for local DSHS offices/services, hosted Child Care Resources/Anti-Hunger & Nutrition Coalition for homeless childcare/family resources, King County American Rescue Plan and SNAP benefits; Solid Ground Benefit Legal Assistance held on-line training on how to access state benefits, SSI/SSDI during COVID; King County Accountable Communities of Health (ACH) trainings/forums & "Unite Us" platforms facilitated referrals to behavioral/physical health benefits, services; Web posts/email, weekly alerts, newsletters (Solid Ground "Resource Wire", Healthcare for the Homeless, Homeless Coalition) and multiple partner listservs (WA DSHS, VA/WDVA, SSA, Behavioral Health, Criminal Justice, Child Welfare/EDU) provided direct updates for improved access. ARPA-funded project to increase access via outreach / staff training / tech tools scheduled Q1 2022.

3) KCRHA

3A. Coordination with Housing and Healthcare Bonus Points

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
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 - 24 CFR part 578

3A-1.	New PH-PSH/PH-RRH Project—Leveraging Housing Resources.	
	NOFO Section VII.B.6.a.	

Is your CoC applying for a new PSH or RRH project(s) that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	Yes
---	-----

3A-1a.	New PH-PSH/PH-RRH Project—Leveraging Housing Commitment. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.6.a.	

Select yes or no in the chart below to indicate the organization(s) that provided the subsidies or subsidized housing units for the proposed new PH-PSH or PH-RRH project(s).

1.	Private organizations	No
2.	State or local government	Yes
3.	Public Housing Agencies, including use of a set aside or limited preference	Yes
4.	Faith-based organizations	No
5.	Federal programs other than the CoC or ESG Programs	Yes

3A-2.	New PSH/RRH Project—Leveraging Healthcare Resources.	
	NOFO Section VII.B.6.b.	

Is your CoC applying for a new PSH or RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes
--	-----

3A-2a.	Formal Written Agreements–Value of Commitment–Project Restrictions. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.6.b.	

1.	Did your CoC obtain a formal written agreement that includes: (a) the project name; (b) value of the commitment; and (c) specific dates that healthcare resources will be provided (e.g., 1-year, term of grant, etc.)?	Yes
2.	Is project eligibility for program participants in the new PH-PSH or PH-RRH project based on CoC Program fair housing requirements and not restricted by the health care service provider?	Yes

3A-3.	Leveraging Housing Resources–Leveraging Healthcare Resources–List of Projects.	
	NOFO Sections VII.B.6.a. and VII.B.6.b.	

If you selected yes to question 3A-1. or 3A-2., use the list feature icon to enter information on each project you intend for HUD to evaluate to determine if they meet the bonus points criteria.

Project Name	Project Type	Rank Number	Leverage Type
DESC Burien PSH	PSH	49	Both
DESC Greenlake PSH	PSH	50	Healthcare
PHG Madison Boyls...	PSH	51	Healthcare

3A-3. List of Projects.

1. What is the name of the new project? DESC Burien PSH

2. Select the new project type: PSH

3. Enter the rank number of the project on your CoC's Priority Listing: 49

4. Select the type of leverage: Both

3A-3. List of Projects.

1. What is the name of the new project? DESC Greenlake PSH

2. Select the new project type: PSH

3. Enter the rank number of the project on your CoC's Priority Listing: 50

4. Select the type of leverage: Healthcare

3A-3. List of Projects.

1. What is the name of the new project? PHG Madison Boylston PSH

2. Select the new project type: PSH

3. Enter the rank number of the project on your CoC's Priority Listing: 51

4. Select the type of leverage: Healthcare

3B. New Projects With Rehabilitation/New Construction Costs

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
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- 24 CFR part 578

3B-1.	Rehabilitation/New Construction Costs—New Projects.	
	NOFO Section VII.B.1.r.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
--	----

3B-2.	Rehabilitation/New Construction Costs—New Projects.	
	NOFO Section VII.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:	
1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD’s implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,000 characters)

3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
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3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section VII.C.	

Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
--	----

3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.C.	

If you answered yes to question 3C-1, describe in the field below:

- | | |
|----|---|
| 1. | how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and |
| 2. | how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act. |

(limit 2,000 characters)

4A. DV Bonus Application

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
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- 24 CFR part 578

4A-1.	New DV Bonus Project Applications.	
	NOFO Section II.B.11.e.	

Did your CoC submit one or more new project applications for DV Bonus Funding?	Yes
--	-----

4A-1a.	DV Bonus Project Types.	
	NOFO Section II.B.11.	

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2021 Priority Listing.

	Project Type	
1.	SSO Coordinated Entry	No
2.	PH-RRH or Joint TH/RRH Component	Yes

You must click “Save” after selecting Yes for element 1 SSO Coordinated Entry to view questions 4A-3 and 4A-3a.

4A-2.	Number of Domestic Violence Survivors in Your CoC's Geographic Area.	
	NOFO Section II.B.11.	

1.	Enter the number of survivors that need housing or services:	5,242
2.	Enter the number of survivors your CoC is currently serving:	1,827
3.	Unmet Need:	3,415

4A-2a.	Calculating Local Need for New DV Projects.	
	NOFO Section II.B.11.	

Describe in the field below:

1.	how your CoC calculated the number of DV survivors needing housing or services in question 4A-2 element 1 and element 2; and
2.	the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects); or
3.	if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.

(limit 2,000 characters)

1 & 2) Need: # as of 8/1/21 of family & single heads of HH responding “yes” a DV survivor at project start w/ at least one open enrollment in any program in HMIS / comparable data base i.e., including DV programs and Coordinated Entry

Serving: # of HH served on 8/1/21 responding “yes” a DV survivor at project start w/ at least one open enrollment in a housing program in HMIS / comparable data base ("PH - Permanent Supportive Housing", "PH - Rapid Re-Housing", "PH - Housing w/ Services (no disability required for entry)", "Transitional Housing", "PH - Housing Only")

3) CoC has strong network of DV providers & CoC CE DV Housing Coord. ensures training & support across homeless housing & service providers to support HH fleeing &/or w/ trauma of DV. Unfortunately, COVID increased tensions in many HH, exacerbating DV. The system addressed the situation, but distancing did impact ability to respond. More advocates are needed to meet increased need. A key barrier to meeting survivor needs is affordability. A 1-bedroom unit requires 70 hours/week work at minimum wage (Out of Reach), & landlords require three times the rent in income. This affects HH ability to find & sustain housing, particularly DV survivors who are often single parents w/ childcare responsibilities. Specific to homeless response the # experiencing homelessness, including DV survivors, is substantially greater than the # of units. COVID moratorium on evictions & related ability to serve HH for a greater period of time via waiver was a positive for HH in hsing / programs but increased challenges for those needing hsing as units did not open up. While COVID funds allowed for some expansion, it did not meet the full need. We continue to work from both ends – supporting hsing stability/reducing entries into homelessness & enhancing our response both in terms of increased capacity & more quickly supporting hseholds to stability. If funded, our DV Bonus projects will help to mitigate the gap for survivors

4A-4.	New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects–Project Applicant Information.	
	NOFO Section II.B.11.	

Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects–only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.

Applicant Name
King County

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-4.	New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects–Project Applicant Information–Rate of Housing Placement and Rate of Housing Retention–Project Applicant Experience.	
	NOFO Section II.B.11.	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC’s FY 2021 Priority Listing:

1.	Applicant Name	King County
2.	Rate of Housing Placement of DV Survivors–Percentage	44.00%
3.	Rate of Housing Retention of DV Survivors–Percentage	89.00%

4A-4a.	Calculating the Rate of Housing Placement and the Rate of Housing Retention–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below:

1.	how the project applicant calculated the rate of housing placement and rate of housing retention reported in question 4A-4; and
2.	the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,000 characters)

Calculation methodology:

Placement = % ES, SH, TH, & RRH exits of DV survivors exiting to PH.
 Retention = % of exits of DV survivors to PH (excluding RRH as a PH destination) that maintained PH for at least 12 months.

The data source used for the calculation is the CoC HMIS for non-DV projects, and comparable database for DV projects for households with enrollments active between April 1, 2020 and March 31, 2021.

Data above reflects performance for WA-500, the Seattle-King County Continuum of Care, and King County as the project applicant on behalf of the two DV Bonus projects submitted for consideration. Sub-recipient performance metrics and performance informed the choice of the Regional RRH for DV partners who achieved a Placement Rate of 69%; and Retention Rate of 93%; as well as the new Joint Component project whose previous performance included a Placement at 61% and Retention at 85%.

4A-4b.	Providing Housing to DV Survivor–Project Applicant Experience.	
	NOFO Section II.B.11.	

	Describe in the field below how the project applicant:
1.	ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC’s emergency transfer plan, etc.;
3.	connected survivors to supportive services; and
4.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

(limit 2,000 characters)

King Co is applicant for CoC. Regional RRH-DV Expansion2 & Anita Vista JC will grow CoC capacity to quickly move HH into PH. Lwire, New Beg., Solid Grnd, YWCA all Experienced DV & RRH providers & active w/ DV CE

1. CE policies follow VAWA, w/ immediate referral to DV system & DV system to CE for assessment & referral (based on survivor choice/safety). DV CE practices include coordinated access to RRH & other PH for DV survivors experiencing housing instability, regardless of whether they are accessing DV advocacy services or not. Project staff deeply involved in local DV CE emphasizing rapid access to PH interventions

2. A soon as CE / DVCE identifies survivors, it prioritizes quick connection to DV system/services/ hsing programs. Survivors are prioritized & CE expedites emergency transfers when/if safety is an issue. CE also added dedicated CE DV Housing System Coordinator to further streamline survivor priority access

3. CE & DV Coordinator work with all homeless providers to ensure safety & connection to DV services across programs. Ongoing cross-agency collaboration provides seamless service provision to survivors seeking a safe place to stay while fleeing domestic violence and wrap around supportive services, with client choice in mind to help them stabilize and move to permanent housing as quickly as possible

4. Quick housing attainment occurs thru mobile advocacy, progressive engagement, tailored/voluntary services, safety planning, & flexible client assistance. DV housing advocacy includes: a) resolving barriers to signing a lease; b) rent readiness, & move-in assistance; c) working & negotiating w/ landlords; d) budgeting/financial planning; e) legal advocacy. This ongoing advocacy & flexible supports resulted in a strong record for RRH-DV: 63% PH placement w/ 93% retention. For JC, YWCA DV programs: 61% placement w/ 95% retention. Regional RRH-DV Expansion and JC projects will increase available housing by 54+ units to more quickly move HH into PH

4A-4c.	Ensuring DV Survivor Safety—Project Applicant Experience.	
	NOFO Section II.B.11.	

	Describe in the field below examples of how the project applicant ensured the safety of DV survivors experiencing homelessness by:
1.	training staff on safety planning;
2.	adjusting intake space to better ensure a private conversation;
3.	conducting separate interviews/intake with each member of a couple;

4.	working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
5.	maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and
6.	keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.

(limit 5,000 characters)

King County (KC) is the applicant on behalf four (4) DV RRH partners (Lifewire, New Beginnings, Solid Ground, YWCA). YWCA is also the applicant for Anita Vista Joint Component. KC and CoC work with project partners to ensure highest standard for DV survivor safety. CoC Policies include DV & VAWA. Coordinated Entry (CE) includes dedicated DV Housing Systems Coordinator to ensure training and support related to all facets of DV survivor safety. CE maintains written policies and procedures, and partners with the Washington State Coalition Against Domestic Violence and Coalition Ending Gender Based Violence – King County for high-quality tools/safety trainings.

1) Safety planning is the heart of DV advocacy and is central to every step along the way as a system and programmatic commitment. All DV-RRH / JC staff complete extensive training at hire and annually per Washington State WAC requirements with essential focus on confidentiality/safety planning. The CoC CE DV Housing Systems Coordinator provides a) ongoing training on DV best practices (trauma informed/client centered/client empowered), advocacy, resources, safety (assessing danger, points of vulnerability, approaches); b) facilitates bi-monthly meetings of the partners for training, problem-solving and sharing of best practices; c) conducts training for all homeless program service providers and CE staff regarding DV survivor safety tools and protocols.

2) DV partners are trained in trauma-informed care & adhere to strict standards of confidentiality. All staff have private on-site spaces available to converse in privacy/confidentially. In cases of mobile, esp during COVID, staff follow lead/requests (e.g., time and place) of survivor to ensure safety and confidentiality.

3) Conversations held separately with members of intact HH so each adult can talk privately re: needs & goals. State DV Coalition offers specialized training (attended by DV RRH partners) on serving survivors who wish to remain in relationships &/or where DV is a factor after services begin.

4) Providers adhere to a survivor-driven, trauma-informed, voluntary services empowerment model, in which survivor voice and agency around housing choice and services offered is prioritized. This approach promotes the value of survivor strengths and resiliency and places the highest priority on survivor's feelings of safety, choice, and control. Programs use the DV Housing First (DVHF) approach which strives to eliminate housing as a reason for survivors to stay in an abusive relationship by offering access to housing options that best fit their needs at the time and offering alternatives as their needs change. Options include helping the survivor safely stay in their home or relocate to a safer location, connect to RRH, subsidized or PSH, or any combination of housing options that may be relevant to survivors at that time. Staff/volunteers trained on concepts of survivor-centered services & to engage & use coaching, motivational interviewing & other strength-based/person-centered approaches – result: draws out survivor needs for housing, which staff then address in full.

5) N/A No congregate living spaces

6) Maintaining a confidential location(s) is central to the work of DV partners. Partners have in place initial and ongoing staff/volunteer training + program protocols support confidentiality. At entry and throughout enrollment, participants are expected to maintain location confidentiality for self and other households, both current and future. This is one of the few “rules” in what are otherwise very low-barrier and housing first oriented programs and is consistently, regularly stressed with participants. Operating with these constantly reiterated expectations and training, the Joint Component project includes crisis housing which has maintained confidentiality over many years. (No congregate living spaces.)

4A-4c.1.	Evaluating Ability to Ensure DV Survivor Safety–Project Applicant Experience.
	NOFO Section II.B.11.

Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served.

(limit 2,000 characters)

King Co CoC DV RRH & JC partners were evaluated & selected because they are skilled DV providers & ensuring safety of DV survivors to the greatest extent possible is their area of expertise. They adhere to a survivor-driven, trauma-informed, empowerment model, in which survivor voice is prioritized. This promotes the value of survivor strengths/resiliency & places highest priority on survivor feelings of safety, choice, & control. Staff trained on concepts of survivor-centered services & use coaching, motivational interviewing & other strength-based/person-centered approaches. These allow Advocates to let survivors take the lead in planning & reviewing progress towards short- & long-term goals w/ all conversations focused on safety.

WA State Coalition Against DV & Coalition Ending Gender Based Violence offer tools & training to help programs assess their ability to deliver/assist w/ safety planning. The assessment is designed to evaluate the extent to which programs & staff adhere to/ understand that: a) survivor knows their situation best & safety planning is built on that; b) one size does not fit all/ensure max flexibility to adjust safety plans (physical, psychological, financial, legal, & other harms); c) creativity is a safety tactic, be nimble & able to act quickly; d) children are considered in all planning decisions. All DV-RRH staff complete extensive training at hire & annually per WA State WAC requirements w/ essential focus on confidentiality/safety planning.

While absolute safety cannot be guaranteed, safety planning is one of the most effective tools to mitigate danger. Planning & anticipating possible events embedded in all aspects of CoC DV RRH / JC provider work. The focus is protecting safety & ensuring confidentiality; recognizing that a survivor is the expert in their own life. Dynamic safety planning is built into every aspect of services from the first contact with a survivor throughout the working relationship.

4A-4d.	Trauma-Informed, Victim-Centered Approaches–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below examples of the project applicant’s experience in using trauma-informed, victim-centered approaches to meet needs of DV survivors in each of the following areas:	
1.	prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;
2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4.	emphasizing program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6.	providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offering support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

King County CoC subrecipients use a Domestic Violence Housing First (DVHF) approach to quickly connect survivors with safe and stable housing that is coupled with survivor-driven, trauma-informed programming. In alignment with the HUD Notice, the CoC Coordinated Entry (CE) develops and maintains written policies and procedures, and partners with the Washington State Coalition Against Domestic Violence and Coalition Ending Gender Based Violence – KC to offer high-quality tools and trainings to ensure trauma-informed practices are employed in all aspects of programming, including screening, assessment, and referrals.

1) Providers adhere to a survivor-driven, trauma-informed, voluntary services empowerment model, in which survivor voice and agency around housing choice and services offered is prioritized. This approach promotes the value of survivor strengths and resiliency and places the highest priority on survivor's feelings of safety, choice, and control. DVHF strives to eliminate housing as a reason for survivors to stay in an abusive relationship by offering rapid access to housing options that best fit their needs at the time and offering alternatives as their needs change. Options include helping the survivor safely stay in their home or relocate to a safer location, connect to RRH, subsidized or PSH, or any combination of housing options that may be relevant to survivors at that time. In alignment with the DVHF approach, providers are also mobile, quickly meeting survivors wherever they feel most comfortable and safe.

2) Voluntary services mean that survivors can access as little or as much support as they need in order to reach their self-determined goals. This lends to an environment that fosters authentic relationships and mutual respect, centering the needs of the survivor, rather than one that centers the needs of staff, the program, or funders. Punitive interventions are never used.

3) All staff and volunteers are trained on concepts of survivor-centered services, how to deliver trauma informed services, and the importance of self-care. Core training for advocates include an in-depth look at various modalities where impacts of trauma may manifest (physiological, behavioral, emotional, and

interpersonal) with tangible ways they can incorporate trauma informed care when providing emotional support and connecting the survivor with resources to help uncover causes and impacts of trauma. As a result, staff and volunteers can fully support survivors understand their trauma, how it can show up in their lives and how to move towards healing and resilience.

4) Staff are trained to engage and use coaching, motivational interviewing and other strength-based/person-centered approaches. Housing/economic stability assessment tools are used in partnership with survivors to develop individualized plans that are flexible and adjusted as needed. Survivors take the lead in planning and reviewing their progress towards short- and long-term goals and are offered support as needed.

5) Cultural responsiveness and racial equity are incorporated throughout the CoC plan and within all trainings offered to subrecipients. Projects in the CoC have demonstrated experience working with survivors from diverse cultures & backgrounds. Specifically, the DV Coordinated Entry system requires that in order to complete and submit the DVCE Housing Assessment, all advocates must be trained on how to do the assessment within a trauma-informed lens that recognizes that race and identity matter in all aspects of survivors' DV experiences. The Coalition Ending Gender Based Violence oversees the training and continuous improvement of the DVCE system, training and tools, bringing in-house expertise and community partners with expertise in racial justice and its intersections with domestic violence. Mainstream DV agencies maintain good partnerships and work closely with culturally specific sibling agencies and vice versa to ensure that survivors can connect with an advocate of the same racial or cultural background, if desired. Each project recruits and hires staff of various backgrounds and languages so survivors can better connect with their advocate. When staff of the same racial/cultural background may not be available, interpreters are used.

6) Providers understand that survivors experience extreme isolation from community supports and work actively support survivors to (re)connect to community resources and/or build new natural supports. Survivors are given the opportunity to build connections with community through support groups for adults, youth and children, DV-specific mental health therapy and group counseling, and referrals to relevant culturally and identity-specific resources.

7) Providers have Children and Youth Advocates on staff to offer specialized parenting support and resources, connection to DV-specific mental health therapy for families, children and youth, and connection to childcare resources

4A-4e.	Meeting Service Needs of DV Survivors–Project Applicant Experience.	
	NOFO Section II.B.11.	
	Describe in the field below:	
1.	supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and	
2.	provide examples of how the project applicant provided the supportive services to domestic violence survivors.	

(limit 5,000 characters)

King County is the applicant for individual programs meeting serving service need of DV survivors. All King County subrecipients (partners) including those in the RRH DV Expansion and new JC Project use a Domestic Violence Housing First (DVHF) approach to quickly connect survivors with safe and stable housing that is coupled with survivor-driven, trauma-informed programming. The partners bring their knowledge of the community and its resources and long experience in providing services to survivors of domestic violence and their families.

1)Survivors of domestic violence experiencing DV face many challenges that can get in the way of locating safe, stable housing, and becoming financially stable. The partners in this program adhere to a program designed to provide the advocacy services and flexible funding needed to face these challenges. Barriers commonly identified by participants included: being stuck in previous leases with rent arrears, overdue rent, overdue or high utility bills, or past debt; being un/der-employed; having children; mental health issues; a physical disability; and experiencing continued domestic violence. Advocates worked closely with participants to help eliminate or work around these barriers so that they could secure safe, stable housing. There are numerous other concerns that survivors contended with and Advocates individualized their services to clients' needs, and the programs assisted in the following areas: employment, education, financial assistance/budgeting, legal, childcare, counseling, transportation, health care, assistance with issues for children outside of childcare, food, clothing, services or material goods, and increasing social support

The four expansion partners (Lifewire, New Beginnings, Solid Ground, YWCA (also implementing new JC) leveraged a full range of culturally responsive survivor services, mobile advocacy and rich housing expertise/knowledge. Services began with a trauma-informed assessment of survivor needs/strengths in many domains: child custody; legal service; criminal & credit history; education, training & employment (+45%); physical & mental health; substance abuse use; and childcare/children services (+50%). Driven by client choice, staff were trained in motivational interviewing to build rapport & trust to explore survivor needs/barriers to housing & safety. Implications for survivor safety & housing attainment are always complicated by emotional trauma/action of the abusive partner (financial abuse, stalking at the workplace, limiting survivor access to healthcare). The CoC RRH DV partners used a safety planning framework prioritizing action to improve acute health/safety needs, quickly pivoting to housing attainment while continuing progress in other area identified by the survivor.

Advocates helped the survivors with a rich variety of advocacy services throughout the program that directly and indirectly affected their ability to find safe and stable housing. The most common areas in which advocates helped survivors: negotiating with landlords, searching for housing, and helping with basic necessities. Advocates also assisted with negotiations to terminate old lease agreements, negotiated new lease agreements and move-in costs with the new landlords, assisted with negotiations when the participant did not speak English well. Advocates assisted in cleaning up past debt for participants. In many cases, the debt (such as utility and rental arrears) was directly interfering with the participant obtaining housing. By helping with this, advocates removed barriers participants were experiencing when trying to get into safe, stable housing. The process to get back in housing began early: a) connecting to

housing navigator for housing search/landlord advocacy; b) improving economic stability/income, connection to mainstream benefits, through employment & financial empowerment resources; c) reviewing housing choices for safety/proximity to abuser, etc; f) Survivor stabilization services--counseling, safety planning, etc.; and g) budgeting for post housing expenses i.e. transportation, utilities, & childcare.

2) Two examples: (a) Advocate helped to obtain bus passes, get car repaired, and improve client self-confidence interacting with people (parenting, negotiating externships, etc.). Result: client completed DV program, moved out on own, turned externship into a part-time job. (b)bi-lingual advocate worked extensively w/ King County Prosecutor’s Office to get false charges dismissed against survivor, got immigration process on track, obtained a work permit, and re-united with children. They are now prospering, feel safe and have enough income for rent and are finding a new apartment using the address protection program.

4A-4f.	Trauma-Informed, Victim-Centered Approaches–New Project Implementation.	
	NOFO Section II.B.11.	

Provide examples in the field below of how the new project will:

1.	prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;
2.	establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4.	place emphasis on program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6.	provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

All subrecipients (partners) in the RRH DV Expansion 2 DV Bonus Project will use a Domestic Violence Housing First (DVHF) approach to quickly connect survivors with safe and stable housing that is coupled with survivor-driven, trauma-informed programming. The partners will bring their knowledge and long experience to this project.

1) The partners DVHF approach is to eliminate housing as a reason for survivors to stay in an abusive relationship by offering access to housing options that best fit their needs at the time and offering alternatives as their needs change. Options include helping the survivor safely stay in their home or relocate to a safer location, connect to Rapid Rehousing, subsidized or permanent supportive housing, or any combination of housing options that may be relevant to survivors at that time.

2) They will adhere to a survivor-driven, trauma-informed, voluntary services

empowerment model, in which survivor voice and agency around housing choice and services offered is prioritized. This approach promotes the value of survivor strengths and resiliency and places the highest priority on survivor's feelings of safety, choice, and control. In alignment with the DVHF approach, providers are also mobile, meeting survivors wherever they feel most comfortable and safe. They will strive to maintain an atmosphere of trust and mutual respect at all levels of interactions. Voluntary services mean that survivors can access as little or as much support as they need in order to reach their self-determined goals. This lends to an environment that fosters authentic relationships and mutual respect, centering the needs of the survivor, rather than one that centers the needs of staff, the program, or funders

3) All staff/volunteers will be trained on concepts of survivor-centered services, how to deliver trauma informed services, and the importance of self-care. Core training for advocates include an in-depth look at various modalities where impacts of trauma may manifest (physiological, behavioral, emotional, and interpersonal) with tangible ways they can incorporate trauma informed care when providing emotional support and connecting the survivor with resources to help uncover the causes and impacts of trauma.

4) Staff will place emphasis on participant strengths, engage and use coaching, motivational interviewing and other strength-based/person-centered approaches. As a result, staff/volunteers will fully support survivors to understand their trauma, how it manifests in their lives and how to move towards healing and resilience. Housing/economic stability assessment tools are used in partnership with survivors to develop individualized strength-based plans that are flexible and adjusted as needed. Survivors take the lead in planning and reviewing their progress towards short- and long-term goals and are offered support as needed.

5) Cultural responsiveness and racial equity are incorporated throughout the planned DV RRH Bonus Expansion 2 implementation plan, and for the JC the YWCA has a strong cultural focus serving the Black community. Projects have staff and demonstrated experience working with survivors from diverse cultures/backgrounds. The DV CE system requires that in order to complete and submit the DVCE Housing Assessment, all advocates must be trained on how to do the assessment within a trauma-informed lens that recognizes that race and identity matter in all aspects of someone's experience of domestic violence. The Coalition Ending Gender Based Violence oversees the training and continuous improvement of the CoC DV CE system, training and tools, bringing in-house expertise and community partners with expertise in racial justice and its intersections with domestic violence. The partners will maintain good partnerships and work closely with culturally specific sister agencies and vice versa to ensure that survivors can connect with an advocate of the same racial or cultural background, if desired. Each partner will recruit and hire staff of various backgrounds with multiple languages represented so survivors can better connect with their advocate. When staff of the same racial/cultural background may not be available, interpreters are always available.

6) Partners understand that survivors experience extreme isolation from community supports and will work actively to support survivors connect back to community resources and/or build new natural supports through support groups for adults, youth and children, DV-specific mental health therapy and group counseling, and referrals to relevant culturally and identity-specific resources.

7) Partners will have Children and Youth Advocates on staff to offer specialized parenting support and resources, connection to DV-specific mental health therapy for families, children and youth, and connection to childcare resources.

4B. Attachments Screen For All Application Questions

We prefer that you use PDF files, though other file types are supported. Please only use zip files if necessary.

Attachments must match the questions they are associated with.

Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.

We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

Document Type	Required?	Document Description	Date Attached
1C-14. CE Assessment Tool	Yes	CE Assessment Tool	11/14/2021
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	11/14/2021
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	11/14/2021
1E-1. Local Competition Announcement	Yes	Local Competition...	11/14/2021
1E-2. Project Review and Selection Process	Yes	Project Review an...	11/14/2021
1E-5. Public Posting–Projects Rejected-Reduced	Yes	Public Posting–Pr...	11/14/2021
1E-5a. Public Posting–Projects Accepted	Yes	Public Posting–Pr...	11/14/2021
1E-6. Web Posting–CoC-Approved Consolidated Application	Yes		
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	11/14/2021
3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	11/14/2021
3C-2. Project List for Other Federal Statutes	No		

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description: PHA Moving On Preference

Attachment Details

Document Description: Local Competition Announcement

Attachment Details

Document Description: Project Review and Selection Process

Attachment Details

Document Description: Public Posting–Projects Rejected-Reduced

Attachment Details

Document Description: Public Posting–Projects Accepted

Attachment Details

Document Description:

Attachment Details

Document Description: Housing Leveraging Commitments

Attachment Details

Document Description: Healthcare Formal Agreements

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. CoC Identification	09/13/2021
1B. Inclusive Structure	11/14/2021
1C. Coordination	11/14/2021
1C. Coordination continued	11/14/2021
1D. Addressing COVID-19	11/14/2021
1E. Project Review/Ranking	11/14/2021
2A. HMIS Implementation	11/13/2021
2B. Point-in-Time (PIT) Count	11/02/2021
2C. System Performance	11/14/2021
3A. Housing/Healthcare Bonus Points	11/14/2021
3B. Rehabilitation/New Construction Costs	09/20/2021

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3C. Serving Homeless Under Other Federal Statutes	09/20/2021
4A. DV Bonus Application	11/14/2021
4B. Attachments Screen	Please Complete
Submission Summary	No Input Required

Each tool begins with the Universal Data Elements (HUD) and a set of population specific supplemental questions to determine eligibility for housing programs. Relevant subpopulation versions of the VI-SPDAT used to determine vulnerability.

- ✓ Single Adults Intake Housing Triage Tool (starts on page 2)
- ✓ Family intake Housing Triage Tool (starts on page 10)
- ✓ Transition Age Youth Housing Triage Tool (starts on page 22)

Single Adults Intake Housing Triage Tool

***NOTE – New Clients to the HMIS system will also need to fill out:**

1. HMIS Client Consent for Data Collection and Release of Information (ROI)
2. Clarity HMIS: KC – Coordinated Entry System Enrollment & Profile

These can be found at: <http://kingcounty.hmis.cc/client-forms/>

****IMPORTANT** Assessors must read the following script verbatim to the client:**

Completing this Housing Triage Tool allows Coordinated Entry for All (CEA) to make referrals on your behalf to Partner Agencies for housing and services. The only information shared with Partner Agencies will be for the purpose of coordinating a housing or service referral. Partner Agencies receiving a housing or service referral from CEA, whether a household consents to having their information in HMIS or not, will be provided your name and contact information. A complete list of Partner Agencies can be found in the CEA Operations Manual found on the CEA website.

***I confirm that I read the above script and the Coordinated Entry for All Privacy Statement to this client**

Enter staff initials and date: _____

Introductory Script

The Housing Triage Tool I would like to complete with you should take about 30 minutes to complete. This will help me determine if you are eligible for homeless housing through Coordinated Entry for All. This Housing Triage Tool is not used to screen you out of housing rather it is used to help figure out what you are eligible for.

Most questions only require a "yes" or "no." Some questions require a one-word answer. You do not need to provide any additional details or information if you are not comfortable. Simply answering yes or no is okay. You may refuse to answer or skip any question. If you do not understand a question I can give you clarification, feel free to stop me and ask a question at any time. There are no 'right' or 'wrong' answers, so please be as honest as you can.

The information collected goes into a secure database, the Homeless Management Information System (HMIS) which will ensure that instead of going to agencies all over town to get on waiting lists, you will only have to fill out this paperwork one time.

If you have a case manager who is helping you apply for housing, you should still work with them once you have finished this Housing Triage Tool. I want to make sure you

know that there are limited housing resources that are connected to the Housing Triage Tool, so you will not receive a housing referral today.

SUPPLEMENTAL KING COUNTY QUESTIONS

ASSESSMENT TYPE

<input type="checkbox"/> In Person	<input type="checkbox"/> By Phone
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CLIENT CONTACT/LOCATION INFORMATION (Enter under Contact tab/Location tab in HMIS)

CLIENT CONTACT INFORMATION	Can we leave a message for you?	Identify preferred contact method
Name:		
Phone:	Yes / No	<input type="checkbox"/>
Alternate phone:	Yes / No	<input type="checkbox"/>
Text:	Yes / No	<input type="checkbox"/>
Email:	Yes / No	<input type="checkbox"/>
Other (Facebook (name/unique hyperlink), social media, etc.):	Yes / No	<input type="checkbox"/>
Additional Contacts:		

CLIENT LOCATION INFORMATION

Address:		
City:	State:	Zip:
Notes:		

HAVE YOU EVER BEEN IN FOSTER CARE?

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused
	<input type="checkbox"/> Data not collected

ARE YOU ENROLLED IN SCHOOL FULL-TIME?

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused
	<input type="checkbox"/> Data not collected

DO YOU HAVE A MEDICAL CONDITION WHICH REQUIRES TREATMENT OR MEDICATION YOU CAN'T CURRENTLY MAINTAIN BECAUSE OF HOMELESSNESS?

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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ACUITY REVIEW TEAM NOTES

ARE YOU INTERESTED IN BEING REFERRED TO PROGRAMS THAT SPECIALIZE IN SERVING THOSE WHO

<input type="checkbox"/>	Identify as Asian or Pacific Islander	<input type="checkbox"/>	Identify as Black or African American
<input type="checkbox"/>	Identify as Hispanic/Latino	<input type="checkbox"/>	Identify as an immigrant or refugee
<input type="checkbox"/>	Identify as Native American/Alaskan N	<input type="checkbox"/>	Identify as LGBTQ
<input type="checkbox"/>	Currently in Recovery	<input type="checkbox"/>	Are Ex-Offenders/Re-Entry

VULNERABILITY INDEX – SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS

AMERICAN VERSION 2.0

A. HISTORY OF HOUSING AND HOMELESSNESS

1. WHERE DO YOU SLEEP MOST FREQUENTLY? (Check one)

<input type="checkbox"/>	Shelters	<input type="checkbox"/>	Transitional Housing	<input type="checkbox"/>	Safe Haven
<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Couch Surfing	<input type="checkbox"/>	Car
<input type="checkbox"/>	Other (specify): _____	<input type="checkbox"/>	Client Doesn't Know	<input type="checkbox"/>	Refused

2. HOW LONG HAS IT BEEN SINCE YOU LIVED IN PERMANENT STABLE HOUSING?

Refused

3. IN THE LAST THREE YEARS, HOW MANY TIMES HAVE YOU BEEN HOMELESS?

Refused

B. RISKS

4. IN THE PAST SIX MONTHS, HOW MANY TIMES HAVE YOU...

a) Received health care at an emergency department/room?		<input type="checkbox"/> Refused
b) Taken an ambulance to the hospital?		<input type="checkbox"/> Refused
c) Been hospitalized as an inpatient?		<input type="checkbox"/> Refused
d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?		<input type="checkbox"/> Refused
e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?		<input type="checkbox"/> Refused
f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?		<input type="checkbox"/> Refused

5. HAVE YOU BEEN ATTACKED OR BEATEN UP SINCE YOU'VE BECOME HOMELESS?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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6. HAVE YOU THREATENED TO OR TRIED TO HARM YOURSELF OR ANYONE ELSE IN THE LAST YEAR?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
-----------------------------	------------------------------	----------------------------------

7. DO YOU HAVE ANY LEGAL STUFF GOING ON RIGHT NOW THAT MAY RESULT IN YOU BEING LOCKED UP, HAVING TO PAY FINES, OR THAT MAKE IT MORE DIFFICULT TO RENT A PLACE TO LIVE?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
-----------------------------	------------------------------	----------------------------------

8. DOES ANYBODY FORCE OR TRICK YOU TO DO THINGS THAT YOU DO NOT WANT TO DO?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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9. DO YOU EVER DO THINGS THAT MAY BE CONSIDERED TO BE RISKY LIKE EXCHANGE SEX FOR MONEY, RUN DRUGS FOR SOMEONE, HAVE UNPROTECTED SEX WITH SOMEONE YOU DON'T KNOW, SHARE A NEEDLE, OR ANYTHING LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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C. SOCIALIZATION & DAILY FUNCTIONING

10. IS THERE ANY PERSON, PAST LANDLORD, BUSINESS, BOOKIE, DEALER, OR GOVERNMENT GROUP LIKE THE IRS THAT THINKS YOU OWE THEM MONEY?

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Refused
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11. DO YOU GET ANY MONEY FROM THE GOVERNMENT, A PENSION, AN INHERITANCE, WORKING UNDER THE TABLE, A REGULAR JOB, OR ANYTHING LIKE THAT?

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Refused
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12. DO YOU HAVE PLANNED ACTIVITIES, OTHER THAN JUST SURVIVING, THAT MAKE YOU FEEL HAPPY AND FULFILLED?

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Refused
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13. ARE YOU CURRENTLY ABLE TO TAKE CARE OF BASIC NEEDS LIKE BATHING, CHANGING CLOTHES, USING A RESTROOM, GETTING FOOD AND CLEAN WATER AND OTHER THINGS LIKE THAT?

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Refused
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14. IS YOUR CURRENT HOMELESSNESS IN ANY WAY CAUSED BY A RELATIONSHIP THAT BROKE DOWN, AN UNHEALTHY OR ABUSIVE RELATIONSHIP, OR BECAUSE FAMILY OR FRIENDS CAUSED YOU TO BECOME EVICTED?

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Refused
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D. WELLNESS

15. HAVE YOU EVER HAD TO LEAVE AN APARTMENT, SHELTER PROGRAM, OR OTHER PLACE YOU WERE STAYING BECAUSE OF YOUR PHYSICAL HEALTH?

<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Refused
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16. DO YOU HAVE ANY CHRONIC HEALTH ISSUES WITH YOUR LIVER, KIDNEYS, STOMACH, LUNGS, OR HEART?

No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Refused
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17. IF THERE WAS SPACE AVILABLE IN A PROGRAM THAT SPECIFICALLY ASSISTS PEOPLE THAT LIVE WITH HIV OR AIDS, WOULD THAT BE OF INTEREST TO YOU?

No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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18. DO YOU HAVE ANY PHYSICAL DISABILITIES THAT WOULD LIMIT THE TYPE OF HOUSING YOU COULD ACCESS, OR WOULD MAKE IT HARD TO LIVE INDEPENDENTLY BECAUSE YOU'D NEED HELP?

No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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19. WHEN YOU ARE SICK OR NOT FEELING WELL, DO YOU AVOID GETTING HELP?

No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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20. FOR FEMALE RESPONDENTS ONLY: ARE YOU CURRENTLY PREGNANT?

No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A or Refused
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21. HAS YOUR DRINKING OR DRUG USE LED YOU TO BEING KICKED OUT OF AN APARTMENT OR PROGRAM WHERE YOU WERE STAYING IN THE PAST?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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22. WILL DRINKING OR DRUG USE MAKE IT DIFFICULT FOR YOU TO STAY HOUSED OR AFFORD YOUR HOUSING?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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23. HAVE YOU EVER HAD TROUBLE MAINTAINING YOUR HOUSING, OR BEEN KICKED OUT OF AN APARTMENT, SHELTER PROGRAM OR OTHER PLACE YOU WERE STAYING, BECAUSE OF:

A) A MENTAL HEALTH ISSUE OR CONCERN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
B) A PAST HEAD INJURY?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
C) A LEARNING DISABILITY, DEVELOPMENTAL DISABILITY, OR OTHER IMPAIRMENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused

24. DO YOU HAVE ANY MENTAL HEALTH OR BRAIN ISSUES THAT WOULD MAKE IT HARD FOR YOU TO LIVE INDEPENDENTLY BECAUSE YOU'D NEED HELP?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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25. ARE THERE ANY MEDICATIONS THAT A DOCTOR SAID YOU SHOULD BE TAKING THAT, FOR WHATEVER REASON, YOU ARE NOT TAKING?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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26. ARE THERE ANY MEDICATIONS LIKE PAINKILLERS THAT YOU DON'T TAKE THE WAY THE DOCTOR PRESCRIBED OR WHERE YOU SELL THE MEDICATION?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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27. YES OR NO: HAS YOUR CURRENT PERIOD OF HOMELESSNESS BEEN CAUSED BY AN EXPERIENCE OF EMOTIONAL, PHYSICAL, PSYCHOLOGICAL, SEXUAL, OR OTHER TYPE OF ABUSE, OR BY ANY OTHER TRAUMA YOU HAVE EXPERIENCED?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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ASSESSOR – FLAG CLIENT AS UNABLE TO COMPLETE VI-SPDAT? (check if applicable)

Yes, flag this Housing Triage Tool for review, due to following specific concerns. Please identify which questions you are flagging. Then include specific information and/or examples below. It is important to include specific information about the household's history and circumstances for each question you marked.

Was this Housing Triage Tool flagged as part of a CEA Housing Triage Tool Disability Accommodation? (check only if applicable)

Yes. No

HOUSING TRIAGE TOOL ADMINISTRATION

DATE HOUSING TRIAGE TOOL COMPLETED

		-			-				
Month			Day			Year			

Staff First Name																		
Staff Last Name																		
Agency																		
Survey Location																		

Was this Housing Triage Tool completed by RAP staff?

- Yes, RAP staff
- Yes, RAP mobile staff
- No

If this Housing Triage Tool was completed by RAP staff, was this a walk-in appointment or scheduled?

- Walk-in appointment
- Scheduled

If this Housing Triage Tool was completed by RAP staff, at which RAP do you work?

- CCS - East
- CCS - Seattle
- Solid Ground – North Seattle
- MSC – Federal Way
- YWCA - Renton

If this Housing Triage Tool was completed by RAP MOBILE staff, where did the Housing Triage Tool take place?

I confirm that this client's consent status (Release of Information) has been documented in HMIS under their privacy shield.

Please enter initials here: _____

Family Intake Housing Triage Tool

***NOTE – New Clients (for each family member, including minors) to the HMIS system will also need to fill out:**

1. HMIS Client Consent for Data Collection and Release of Information (ROI)
2. Clarity HMIS: KC – Coordinated Entry System Enrollment & Profile

These can be found at: <http://kingcounty.hmis.cc/client-forms/>

****IMPORTANT** Assessors must read the following script verbatim to the client:**

Completing this Housing Triage Tool allows Coordinated Entry for All (CEA) to make referrals on your behalf to Partner Agencies for housing and services. The only information shared with Partner Agencies will be for the purpose of coordinating a housing or service referral. Partner Agencies receiving a housing or service referral from CEA, whether a household consents to having their information in HMIS or not, will be provided your name and contact information. A complete list of Partner Agencies can be found in the CEA Operations Manual found on the CEA website.

***I confirm that I read the above script and the Coordinated Entry for All Privacy Statement to this client**

Enter staff initials and date: _____

Introductory Script

The Housing Triage Tool I would like to complete with you should take about 30 minutes to complete. This will help me determine if you are eligible for homeless housing through Coordinated Entry for All. This Housing Triage Tool is not used to screen you out of housing rather it is used to help figure out what you are eligible for.

Most questions only require a "yes" or "no." Some questions require a one-word answer. You do not need to provide any additional details or information if you are not comfortable. Simply answering yes or no is okay. You may refuse to answer or skip any question. If you do not understand a question I can give you clarification, feel free to stop me and ask a question at any time. There are no 'right' or 'wrong' answers, so please be as honest as you can.

The information collected goes into a secure database, the Homeless Management Information System (HMIS) which will ensure that instead of going to agencies all over town to get on waiting lists, you will only have to fill out this paperwork one time.

If you have a case manager who is helping you apply for housing, you should still work with them once you have finished this Housing Triage Tool. I want to make sure you know that there

are limited housing resources that are connected to the Housing Triage Tool, so you will not receive a housing referral today.

SUPPLEMENTAL KING COUNTY QUESTIONS

ASSESSMENT TYPE

<input type="checkbox"/> In Person	<input type="checkbox"/> By Phone
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CLIENT CONTACT/LOCATION INFORMATION

(Enter under Contact tab/Location tab in HMIS, collect for each family member)

CLIENT CONTACT INFORMATION	Can we leave a message for you?	Identify preferred contact method
Name:		
Phone:	Yes / No	<input type="checkbox"/>
Alternate phone:	Yes / No	<input type="checkbox"/>
Text:	Yes / No	<input type="checkbox"/>
Email:	Yes / No	<input type="checkbox"/>
Other (Facebook (name/unique hyperlink), social media, etc.):	Yes / No	<input type="checkbox"/>
Additional Contacts:		

CLIENT LOCATION INFORMATION		
Address:		
City:	State:	Zip:
Notes:		

HAVE YOU EVER BEEN IN FOSTER CARE?

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Yes	<input type="checkbox"/> Client refused
	<input type="checkbox"/> Data not collected

DO YOU HAVE 51% (OR GREATER) CUSTODY OF AT LEAST ONE CHILD?

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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DO YOU OR SOMEONE IN YOUR FAMILY HAVE A MEDICAL CONDITION WHICH REQUIRES TREATMENT OR MEDICATION YOU CAN'T CURRENTLY MAINTAIN BECAUSE OF HOMELESSNESS?

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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ACUITY REVIEW TEAM NOTES

DOES AT LEAST ONE ADULT IN THE HOUSEHOLD HAVE A DISABILITY?

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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ARE YOU INTERESTED IN BEING REFERRED TO PROGRAMS THAT SPECIALIZE IN SERVING THOSE WHO

<input type="checkbox"/> Identify as Asian or Pacific Islander	<input type="checkbox"/> Identify as Black or African American
<input type="checkbox"/> Identify as Hispanic/Latino	<input type="checkbox"/> Identify as an immigrant or refugee
<input type="checkbox"/> Identify as Native American/Alaskan Native	<input type="checkbox"/> Identify as LGBTQ
<input type="checkbox"/> Currently in Recovery	<input type="checkbox"/> Are Ex-Offenders/Re-Entry

VULNERABILITY INDEX – SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS

AMERICAN VERSION 2.0

BASIC INFORMATION

PARENT #1	FIRST NAME	NICKNAME	LAST NAME
	IN WHAT LANGUAGE DO YOU FEEL BEST ABLE TO EXPRESS YOURSELF?		
	DATE OF BIRTH DD/MM/YYYY: _____/_____/_____		
	AGE	SOCIAL SECURITY NUMBER	
	CONSENT TO PARTICIPATE		YES/NO

PARENT #2	<input type="checkbox"/> No second parent currently part of the household		
	FIRST NAME	NICKNAME	LAST NAME
	IN WHAT LANGUAGE DO YOU FEEL BEST ABLE TO EXPRESS YOURSELF?		
	DATE OF BIRTH DD/MM/YYYY: _____/_____/_____		
	AGE	SOCIAL SECURITY NUMBER	
	CONSENT TO PARTICIPATE		YES/NO

CHILDREN

1. HOW MANY CHILDREN UNDER THE AGE OF 18 ARE CURRENTLY WITH YOU?		<input type="checkbox"/> Refused
2. HOW MANY CHILDREN UNDER THE AGE OF 18 ARE NOT CURRENTLY WITH YOUR FAMILY, BUT YOU HAVE REASON TO BELIEVE THEY WILL BE JOINING YOU WHEN YOU GET HOUSED?		<input type="checkbox"/> Refused
3. IF HOUSEHOLD INCLUDES A FEMALE: IS ANY MEMBER OF THE FAMILY CURRENTLY PREGNANT?	Y/N	<input type="checkbox"/> Refused

4. PLEASE PROVIDE A LIST OF CHILDREN'S NAMES AND AGES:

<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>AGE</u>

A. HISTORY OF HOUSING AND HOMELESSNESS

5. WHERE DO YOU SLEEP MOST FREQUENTLY? (Check one)

<input type="checkbox"/> Shelters	<input type="checkbox"/> Transitional Housing	<input type="checkbox"/> Safe Haven
<input type="checkbox"/> Outdoors	<input type="checkbox"/> Couch Surfing	<input type="checkbox"/> Car
<input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Refused

6. HOW LONG HAS IT BEEN SINCE YOUR FAMILY LIVED IN PERMANENT STABLE HOUSING?

Refused

7. IN THE LAST THREE YEARS, HOW MANY TIMES HAVE YOU AND YOUR FAMILY BEEN HOMELESS?

Refused

B. RISKS

8. IN THE PAST SIX MONTHS, HOW MANY TIMES HAVE YOU OR ANYONE IN YOUR FAMILY...

A. Received health care at an emergency department/room?		<input type="checkbox"/> Refused
B. Taken an ambulance to the hospital?		<input type="checkbox"/> Refused
C. Been hospitalized as an inpatient?		<input type="checkbox"/> Refused
D. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?		<input type="checkbox"/> Refused
E. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?		<input type="checkbox"/> Refused
F. Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?		<input type="checkbox"/> Refused

9. HAVE YOU OR ANYONE IN YOUR FAMILY BEEN ATTACKED OR BEATEN UP SINCE YOU'VE BECOME HOMELESS?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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10. HAVE YOU OR ANYONE IN YOUR FAMILY THREATENED TO OR TRIED TO HARM YOURSELF OR ANYONE ELSE IN THE LAST YEAR?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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11. DO YOU OR ANYONE IN YOUR FAMILY HAVE ANY LEGAL STUFF GOING ON RIGHT NOW THAT MAY RESULT IN YOU BEING LOCKED UP, HAVING TO PAY FINES, OR THAT MAKE IT MORE DIFFICULT TO RENT A PLACE TO LIVE?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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12. DOES ANYBODY FORCE OR TRICK YOU OR ANYONE IN YOUR FAMILY TO DO THINGS THAT YOU DO NOT WANT TO DO?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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13. DO YOU OR ANYONE IN YOUR FAMILY EVER DO THINGS THAT MAY BE CONSIDERED TO BE RISKY LIKE EXCHANGE SEX FOR MONEY, RUN DRUGS FOR SOMEONE, HAVE UNPROTECTED SEX WITH SOMEONE YOU DON'T KNOW, SHARE A NEEDLE, OR ANYTHING LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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C. SOCIALIZATION & DAILY FUNCTIONING

14. IS THERE ANY PERSON, PAST LANDLORD, BUSINESS, BOOKIE, DEALER, OR GOVERNMENT GROUP LIKE THE IRS THAT THINKS YOU OR ANYONE IN YOUR FAMILY OWE THEM MONEY?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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15. DO YOU OR ANYONE IN YOUR FAMILY GET ANY MONEY FROM THE GOVERNMENT, A PENSION, AN INHERITANCE, WORKING UNDER THE TABLE, A REGULAR JOB, OR ANYTHING LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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16. DOES EVERYONE IN YOUR FAMILY HAVE PLANNED ACTIVITIES, OTHER THAN JUST SURVIVING, THAT MAKE THEM FEEL HAPPY AND FULFILLED?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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17. IS EVERYONE IN YOUR FAMILY CURRENTLY ABLE TO TAKE CARE OF BASIC NEEDS LIKE BATHING, CHANGING CLOTHES, USING A RESTROOM, GETTING FOOD AND CLEAN WATER AND OTHER THINGS LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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18. IS YOUR FAMILY'S CURRENT HOMELESSNESS IN ANY WAY CAUSED BY A RELATIONSHIP THAT BROKE DOWN, AN UNHEALTHY OR ABUSIVE RELATIONSHIP, OR BECAUSE FAMILY OR FRIENDS CAUSED YOUR FAMILY TO BECOME EVICTED?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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D. WELLNESS

19. HAS YOUR FAMILY EVER HAD TO LEAVE AN APARTMENT, SHELTER PROGRAM, OR OTHER PLACE YOU WERE STAYING BECAUSE OF THE PHYSICAL HEALTH OF YOU OR ANYONE IN YOUR FAMILY?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
-----------------------------	------------------------------	----------------------------------

20. DO YOU OR ANYONE IN YOUR FAMILY HAVE ANY CHRONIC HEALTH ISSUES WITH YOUR LIVER, KIDNEYS, STOMACH, LUNGS, OR HEART?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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21. IF THERE WAS SPACE AVAILABLE IN A PROGRAM THAT SPECIFICALLY ASSISTS PEOPLE THAT LIVE WITH HIV OR AIDS, WOULD THAT BE OF INTEREST TO YOU OR ANYONE IN YOUR FAMILY?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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22. DOES ANYONE IN YOUR FAMILY HAVE ANY PHYSICAL DISABILITIES THAT WOULD LIMIT THE TYPE OF HOUSING YOU COULD ACCESS, OR WOULD MAKE IT HARD TO LIVE INDEPENDENTLY BECAUSE YOU'D NEED HELP?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
-----------------------------	------------------------------	----------------------------------

23. WHEN SOMEONE IN YOUR FAMILY IS SICK OR NOT FEELING WELL, DOES YOUR FAMILY AVOID GETTING MEDICAL HELP?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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24. HAS DRINKING OR DRUG USE BY YOU OR ANYONE IN YOUR FAMILY LED YOUR FAMILY TO BEING KICKED OUT OF AN APARTMENT OR PROGRAM WHERE YOU WERE STAYING IN THE PAST?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
-----------------------------	------------------------------	----------------------------------

25. WILL DRINKING OR DRUG USE MAKE IT DIFFICULT FOR YOUR FAMILY TO STAY HOUSED OR AFFORD YOUR HOUSING?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
-----------------------------	------------------------------	----------------------------------

26. HAS YOUR FAMILY EVER HAD TROUBLE MAINTAINING YOUR HOUSING, OR BEEN KICKED OUT OF AN APARTMENT, SHELTER PROGRAM OR OTHER PLACE YOU WERE STAYING, BECAUSE OF:

A. A MENTAL HEALTH ISSUE OR CONCERN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
B. A PAST HEAD INJURY?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
C. A LEARNING DISABILITY, DEVELOPMENTAL DISABILITY, OR OTHER IMPAIRMENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused

27. DO YOU OR ANYONE IN YOUR FAMILY HAVE ANY MENTAL HEALTH OR BRAIN ISSUES THAT WOULD MAKE IT HARD FOR YOUR FAMILY TO LIVE INDEPENDENTLY BECAUSE HELP WOULD BE NEEDED?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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28. DOES ANY SINGLE MEMBER OF YOUR HOUSEHOLD HAVE A MEDICAL CONDITION, MENTAL HEALTH CONCERNS, AND EXPERIENCE WITH PROBLEMATIC SUBSTANCE USE?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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29. ARE THERE ANY MEDICATIONS THAT A DOCTOR SAID YOU OR ANYONE IN YOUR FAMILY SHOULD BE TAKING THAT, FOR WHATEVER REASON, THEY ARE NOT TAKING?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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30. ARE THERE ANY MEDICATIONS LIKE PAINKILLERS THAT YOU OR ANYONE IN YOUR FAMILY DON'T TAKE THE WAY THE DOCTOR PRESCRIBED OR WHERE THEY SELL THE MEDICATION?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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31. YES OR NO: HAS YOUR FAMILY'S CURRENT PERIOD OF HOMELESSNESS BEEN CAUSED BY AN EXPERIENCE OF EMOTIONAL, PHYSICAL, PSYCHOLOGICAL, SECUAL, OR OTHER TYPE OF ABUSE, OR BY ANY OTHER TRAUMA YOU OR ANYONE IN YOUR FAMILY HAVE EXPERIENCED?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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E. FAMILY UNIT

32. ARE THERE ANY CHILDREN THAT HAVE BEEN REMOVED FROM THE FAMILY BY A CHILD PROTECTION SERVICE WITHIN THE LAST 180 DAYS?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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33. DO YOU HAVE ANY FAMILY LEGAL ISSUES THAT ARE BEING RESOLVED IN COURT OR NEED TO BE RESOLVED IN COURT THAT WOULD IMPACT YOUR HOUSING OR WHO MAY LIVE WITHIN YOUR HOUSING?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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34. IN THE LAST 180 DAYS HAVE ANY CHILDREN LIVED WITH FAMILY OR FRIENDS BECAUSE OF YOUR HOMELESSNESS OR HOUSING SITUATION?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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35. HAS ANY CHILD IN THE FAMILY EXPERIENCED ABUSE OR TRAUMA IN THE LAST 180 DAYS?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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36. IF THERE ARE SCHOOL-AGED CHILDREN: DO YOUR CHILDREN ATTEND SCHOOL MORE OFTEN THAN NOT EACH WEEK?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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37. HAVE THE MEMBERS OF YOUR FAMILY CHANGED IN THE LAST 180 DAYS, DUE TO THINGS LIKE DIVORCE, YOUR KIDS COMING BACK TO LIVE WITH YOU, SOMEONE LEAVING FOR MILITARY SERVICE OR INCARCERATION, A RELATIVE MOVING IN, OR ANYTHING LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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38. DO YOU ANTICIPATE ANY OTHER ADULTS OR CHILDREN COMING TO LIVE WITH YOU WITHIN THE FIRST 180 DAYS OF BEING HOUSED?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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39. DO YOU HAVE TWO OR MORE PLANNED ACTIVITIES EACH WEEK AS A FAMILY SUCH AS OUTINGS TO THE PARK, GOING TO THE LIBRARY, VISITING OTHER FAMILY, WATCHING A MOVIE, OR ANYTHING LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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40. AFTER SCHOOL, OR ON WEEKENDS OR DAYS WHEN THERE ISN'T SCHOOL, IS THE TOTAL TIME CHILDREN SPEND EACH DAY WHERE THERE IS NO INTERACTION WITH YOU OR ANOTHER RESPONSIBLE ADULT...

A. 3 OR MORE HOURS PER DAY FOR CHILDREN AGED 13 OR OLDER?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
B. 2 OR MORE HOURS PER DAY FOR CHILDREN AGED 12 OR YOUNGER?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused

41. IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER: DO YOUR OLDER KIDS SPEND 2 OR MORE HOURS ON A TYPICAL DAY HELPING THEIR YOUNGER SIBLING(S) WITH THINGS LIKE GETTING READY FOR SCHOOL, HELPING WITH HOMEWORK, MAKING THEM DINNER, BATHING THEM, OR ANYTHING LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
-----------------------------	------------------------------	----------------------------------

ASSESSOR – FLAG CLIENT AS UNABLE TO COMPLETE VI-SPDAT? *(check if applicable)*

Yes, flag this Housing Triage Tool for review, due to following specific concerns. Please identify which questions you are flagging. Then include specific information and/or examples below. It is important to include specific information about the household’s history and circumstances for each question you marked.

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Yes No

HOUSING TRIAGE TOOL ADMINISTRATION

DATE HOUSING TRIAGE TOOL COMPLETED

		-			-				
Month		Day		Year					

Staff First																		
Staff Last																		
Agency																		
Survey Location																		

Was this Housing Triage Tool completed by RAP staff?

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- Walk-in appointment
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I confirm that this client's consent status (Release of Information) has been documented in HMIS under their privacy shield.

Please enter initials here: _____

Young Adult Intake Housing Triage Tool

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****IMPORTANT** Assessors must read the following script verbatim to the client:**

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***I confirm that I read the above script and the Coordinated Entry for All Privacy Statement to this client**

Enter staff initials and date: _____

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Most questions only require a "yes" or "no." Some questions require a one-word answer. You do not need to provide any additional details or information if you are not comfortable. Simply answering yes or no is okay. You may refuse to answer or skip any question. If you do not understand a question I can give you clarification, feel free to stop me and ask a question at any time. There are no 'right' or 'wrong' answers, so please be as honest as you can.

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If you have a case manager who is helping you apply for housing, you should still work with them once you have finished this Housing Triage Tool. I want to make sure you

know that there are limited housing resources that are connected to the Housing Triage Tool, so you will not receive a housing referral today.

SUPPLEMENTAL KING COUNTY QUESTIONS

ASSESSMENT TYPE

<input type="checkbox"/>	In Person	<input type="checkbox"/>	By Phone
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CLIENT CONTACT/LOCATION INFORMATION (Enter under Contact tab/Location tab in HMIS)

CLIENT CONTACT INFORMATION	Can we leave a message for you?	Identify preferred contact method
Name:		
Phone:	Yes / No	<input type="checkbox"/>
Alternate phone:	Yes / No	<input type="checkbox"/>
Text:	Yes / No	<input type="checkbox"/>
Email:	Yes / No	<input type="checkbox"/>
Other (Facebook (name/unique hyperlink), social media, etc.):	Yes / No	<input type="checkbox"/>
Additional Contacts:		

CLIENT LOCATION INFORMATION		
Address:		
City:	State:	Zip:
Notes:		

HAVE YOU EVER BEEN IN FOSTER CARE?

<input type="checkbox"/>	No	<input type="checkbox"/>	Client doesn't know
<input type="checkbox"/>	Yes	<input type="checkbox"/>	Client refused
		<input type="checkbox"/>	Data not collected

ARE YOU ENROLLED IN SCHOOL FULL-TIME?

<input type="checkbox"/>	No	<input type="checkbox"/>	Client doesn't know
<input type="checkbox"/>	Yes	<input type="checkbox"/>	Client refused
		<input type="checkbox"/>	Data not collected

DO YOU HAVE A MEDICAL CONDITION WHICH REQUIRES TREATMENT OR MEDICATION YOU CAN'T CURRENTLY MAINTAIN BECAUSE OF HOMELESSNESS?

<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
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ACUITY REVIEW TEAM NOTES

ARE YOU INTERESTED IN BEING REFERRED TO PROGRAMS THAT SPECIALIZE IN SERVING THOSE WHO

<input type="checkbox"/> Identify as Asian or Pacific Islander	<input type="checkbox"/> Identify as Black or African American
<input type="checkbox"/> Identify as Hispanic/Latino	<input type="checkbox"/> Identify as an immigrant or refugee
<input type="checkbox"/> Identify as Native American/Alaskan Native	<input type="checkbox"/> Identify as LGBTQ
<input type="checkbox"/> Currently in Recovery	<input type="checkbox"/> Are Ex-Offenders/Re-Entry

VULNERABILITY INDEX – SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS

AMERICAN VERSION 2.0

A. HISTORY OF HOUSING AND HOMELESSNESS

1. WHERE DO YOU SLEEP MOST FREQUENTLY? (Check one)

<input type="checkbox"/> Shelters	<input type="checkbox"/> Transitional Housing	<input type="checkbox"/> Safe Haven
<input type="checkbox"/> Couch surfing	<input type="checkbox"/> Outdoors	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Refused		

2. HOW LONG HAS IT BEEN SINCE YOU LIVED IN PERMANENT STABLE HOUSING?

Refused

3. IN THE LAST THREE YEARS, HOW MANY TIMES HAVE YOU BEEN HOMELESS?

Refused

B. RISKS

4. IN THE PAST SIX MONTHS, HOW MANY TIMES HAVE YOU...

A) Received health care at an emergency department/room?		<input type="checkbox"/> Refused
B) Taken an ambulance to the hospital?		<input type="checkbox"/> Refused
C) Been hospitalized as an inpatient?		<input type="checkbox"/> Refused
D) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?		<input type="checkbox"/> Refused
E) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?		<input type="checkbox"/> Refused
F) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?		<input type="checkbox"/> Refused

5. HAVE YOU BEEN ATTACKED OR BEATEN UP SINCE YOU'VE BECOME HOMELESS?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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6. HAVE YOU THREATENED TO OR TRIED TO HARM YOURSELF OR ANYONE ELSE IN THE LAST YEAR?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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7. DO YOU HAVE ANY LEGAL STUFF GOING ON RIGHT NOW THAT MAY RESULT IN YOU BEING LOCKED UP, HAVING TO PAY FINES, OR THAT MAKE IT MORE DIFFICULT TO RENT A PLACE TO LIVE?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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8. WERE YOU EVER INCARCERATED WHEN YOUNGER THAN AGE 18?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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9. DOES ANYBODY FORCE OR TRICK YOU TO DO THINGS THAT YOU DO NOT WANT TO DO?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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10. DO YOU EVER DO THINGS THAT MAY BE CONSIDERED TO BE RISKY LIKE EXCHANGE SEX FOR MONEY, RUN DRUGS FOR SOMEONE, HAVE UNPROTECTED SEX WITH SOMEONE YOU DON'T KNOW, SHARE A NEEDLE, OR ANYTHING LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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C. SOCIALIZATION & DAILY FUNCTIONING

11. IS THERE ANY PERSON, PAST LANDLORD, BUSINESS, BOOKIE, DEALER, OR GOVERNMENT GROUP LIKE THE IRS THAT THINKS YOU OWE THEM MONEY?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
-----------------------------	------------------------------	----------------------------------

12. DO YOU GET ANY MONEY FROM THE GOVERNMENT, A PENSION, AN INHERITANCE, WORKING UNDER THE TABLE, A REGULAR JOB, OR ANYTHING LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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13. DO YOU HAVE PLANNED ACTIVITIES, OTHER THAN JUST SURVIVING, THAT MAKE YOU FEEL HAPPY AND FULFILLED?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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14. ARE YOU CURRENTLY ABLE TO TAKE CARE OF BASIC NEEDS LIKE BATHING, CHANGING CLOTHES, USING A RESTROOM, GETTING FOOD AND CLEAN WATER AND OTHER THINGS LIKE THAT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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15. IS YOUR CURRENT LACK OF STABLE HOUSING...

A) BECAUSE YOU RAN AWAY FROM YOUR FAMILY HOME, A GROUP HOME OR A FOSTER HOME?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
B) BECAUSE OF A DIFFERENCE IN RELIGIOUS OR CULTURAL BELIEFS FROM YOUR PARENTS, GUARDIANS OR CAREGIVERS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
C) BECAUSE YOUR FAMILY OR FRIENDS CAUSED YOU TO BECOME HOMELESS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
D) BECAUSE OF CONFLICTS AROUND GENDER IDENTITY OR SEXUAL ORIENTATION?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
E) BECAUSE OF VIOLENCE AT HOME BETWEEN FAMILY MEMBERS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused

F) BECAUSE OF AN UNHEALTHY OR ABUSIVE RELATIONSHIP, EITHER AT HOME OR ELSEWHERE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A or Refused
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D. WELLNESS

16. HAVE YOU EVER HAD TO LEAVE AN APARTMENT, SHELTER PROGRAM, OR OTHER PLACE YOU WERE STAYING BECAUSE OF YOUR PHYSICAL HEALTH?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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17. DO YOU HAVE ANY CHRONIC HEALTH ISSUES WITH YOUR LIVER, KIDNEYS, STOMACH, LUNGS, OR HEART?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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18. IF THERE WAS SPACE AVAILABLE IN A PROGRAM THAT SPECIFICALLY ASSISTS PEOPLE THAT LIVE WITH HIV OR AIDS, WOULD THAT BE OF INTEREST TO YOU?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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19. DO YOU HAVE ANY PHYSICAL DISABILITIES THAT WOULD LIMIT THE TYPE OF HOUSING YOU COULD ACCESS, OR WOULD MAKE IT HARD TO LIVE INDEPENDENTLY BECAUSE YOU'D NEED HELP?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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20. WHEN YOU ARE SICK OR NOT FEELING WELL, DO YOU AVOID GETTING HELP?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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21. ARE YOU CURRENTLY PREGNANT, HAVE YOU EVER BEEN PREGNANT, OR HAVE YOU EVER GOTTEN SOMEONE PREGNANT?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> NA/Refused
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22. HAS YOUR DRINKING OR DRUG USE LED YOU TO BEING KICKED OUT OF AN APARTMENT OR PROGRAM WHERE YOU WERE STAYING IN THE PAST?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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23. WILL DRINKING OR DRUG USE MAKE IT DIFFICULT FOR YOU TO STAY HOUSED OR AFFORD YOUR HOUSING?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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24. IF YOU'VE EVER USED MARIJUANA, DID YOU EVER TRY IT AT AGE 12 OR YOUNGER?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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25. HAVE YOU EVER HAD TROUBLE MAINTAINING YOUR HOUSING, OR BEEN KICKED OUT OF AN APARTMENT, SHELTER PROGRAM OR OTHER PLACE YOU WERE STAYING, BECAUSE OF:

A) A MENTAL HEALTH ISSUE OR CONCERN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
B) A PAST HEAD INJURY?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
C) A LEARNING DISABILITY, DEVELOPMENTAL DISABILITY, OR OTHER IMPAIRMENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused

26. DO YOU HAVE ANY MENTAL HEALTH OR BRAIN ISSUES THAT WOULD MAKE IT HARD FOR YOU TO LIVE INDEPENDENTLY BECAUSE YOU'D NEED HELP?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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27. ARE THERE ANY MEDICATIONS THAT A DOCTOR SAID YOU SHOULD BE TAKING THAT, FOR WHATEVER REASON, YOU ARE NOT TAKING?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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28. ARE THERE ANY MEDICATIONS LIKE PAINKILLERS THAT YOU DON'T TAKE THE WAY THE DOCTOR PRESCRIBED OR WHERE YOU SELL THE MEDICATION?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Refused
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ASSESSOR – FLAG CLIENT AS UNABLE TO COMPLETE VI-SPDAT? *(check if applicable)*

Yes, flag this Housing Triage Tool for review, due to following specific concerns. Please identify which questions you are flagging. Then include specific information and/or examples below. It is important to include specific information about the household's history and circumstances for each question you marked.

Was this Housing Triage Tool flagged as part of a CEA Housing Triage Tool Disability Accommodation? *(check only if applicable)*

Yes No

HOUSING TRIAGE TOOL ADMINISTRATION

DATE HOUSING TRIAGE TOOL COMPLETED

		-			-				
Month		Day		Year					

Staff First Name																	
Staff Last Name																	
Agency																	
Survey Location																	

Was this Housing Triage Tool completed by RAP staff?

- Yes, RAP staff
- Yes, RAP mobile staff
- No

If this Housing Triage Tool was completed by RAP staff, was this a walk-in appointment or scheduled?

- Walk-in appointment
- Scheduled

If this Housing Triage Tool was completed by RAP staff, at which RAP do you work?

- CCS - East
- CCS - Seattle
- Solid Ground – North Seattle
- MSC – Federal Way
- YWCA - Renton

If this Housing Triage Tool was completed by RAP MOBILE staff, where did the Housing Triage Tool take place?

I confirm that this client's consent status (Release of Information) has been documented in HMIS under their privacy shield.

Please enter initials here: _____

1C-7a7a PHA Homeless Preference

King County Housing Authority (KCHA) has a homeless preference for both Public Housing and Housing Choice Vouchers.

Attached in order are highlighted excerpts from KCHA's:

- ✓ Admissions and Continued Occupancy Policy (Document starts on page 3)
- ✓ Tenant-based Administrative Plan (Document starts on page 11)
- ✓ Project-Based Section 8 Administrative Plan (Document starts on page 25)

Seattle Housing Authority (SHA) has a homeless preference for both Public Housing and Housing Choice Vouchers.

Attached in order are marked up/highlighted excerpts from SHA's:

- ✓ Admissions and Continued Occupancy Policy (Document starts on page 46)
- ✓ Housing Choice Voucher Administrative Plan (Document starts on page 51)

King County Housing Authority (KCHA)

Admission
and
Continued
Occupancy
Policy

ACOP

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

This is the latest version as of: **4-19-2021**

Family Self-Sufficiency Program (FSS Program): The program established by a Housing Authority to promote self-sufficiency among participating families, including the coordination of supportive services.

Foster Child Care Payment: Payments to eligible households by state, local or private agencies.

Handicapped Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual Income is computed, for attendant care or auxiliary apparatus for a Handicapped or Disabled Family member, and **that are necessary to enable a Family member (including the Handicapped or Disabled member) to be employed or further his/her education**, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

Head of Household: The adult member of the Family who is the head of the household for the purposes of determining income eligibility and rent. A Head of Household must be 18 years of age or older.

Homeless Family: For selection preference purposes, an applicant is considered a Homeless Family if they:

1. Lack a fixed, regular and adequate night time residence; and
2. Have a primary night time residence that is:
 - a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);
 - b. An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - c. A public or private place not designed for or ordinarily used as, a regular sleeping accommodation for human beings.

A Homeless Family does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Housing Authority (HA): The Housing Authority of the County of King, a public corporation.

HUD: The U.S. Department of Housing and Urban Development.

6: TENANT SELECTION AND ASSIGNMENT PLAN

The Authority has established three (3) separate waiting lists from which eligible applicants will be selected for housing assistance: a Regional, a Site-based and a separate Special Program Set-Aside program waiting list. At the time of application, applicants will be placed on the waiting list of choice and sorted according to their assigned bedroom size, any claimed local preference (if applicable) and date and time of application. [See Section 6.D (below) regarding exceptions to these general selection standards for specific targeted housing programs established by the Housing Authority.]

When a unit becomes available for occupancy, the Authority will rotate Tenant Selection between the Regional, Site-based and Special Program Set-Aside waiting lists using a ratio of 1:1:1, to select an eligible household to fill the vacant unit.

While the Housing Authority will make a reasonable effort to fill vacant units according to the rotating schedule above, units will not be held vacant to accommodate the Tenant Selection System. In the event that no eligible applicant on a particular waiting list is available to accept a vacant unit, the Authority will move in the rotation to the next waiting list in order to fill the unit with an eligible applicant.

A. ORDER OF SELECTION – LOCAL PREFERENCES

Unless special circumstances exist, as outlined in this section, applications will be selected from their respective waiting lists in order of priority and date and time of application. Families on the regional and site-based waiting lists who have demonstrated an urgent housing need, as defined below, will qualify for a local preference and will be offered housing assistance ahead of those applicants with no qualifying preference.

Qualified categories of urgent housing need, as established by the authority include:

1. **Extremely Low-Income Household.** Applicants whose total household income is equal to or less than the higher of the Federal Poverty level or 30% of the Area Median Income for their household size.
 - Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category.
2. **Involuntarily Displaced Household.** An applicant is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:
 - Displacement by disaster;
 - Displacement by government action;

Admission and Continued Occupancy Policy (ACOP)

- Displacement by action of a housing owner;
- Displacement by domestic violence (domestic violence is defined as actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant's household);
- Displacement to avoid reprisals;
- Displacement by hate crimes (hate crimes are actual or threatened physical violence of intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, national origin, handicap, or familial status);
- Displacement by inaccessibility of unit;
- Displacement because of HUD disposition of a multifamily project.

3. Family living in Substandard Housing. A family is living in substandard housing if they are living in housing that:

- Is dilapidated;
- Does not have operable indoor plumbing;
- Does not have a usable flush toilet inside the unit for the exclusive use of the family;
- Does not have electricity, or has inadequate or unsafe electrical service;
- Does not have a safe or adequate source of heat;
- Should, but does not, have a kitchen;
- Has been declared unfit for habitation by an agency or unit of government

4. Rent Burdened Household. A Rent Burdened Household is a family who is currently, and for a minimum of (at least) the last 90 days, has been paying more than 50% of total family income for rent and utilities.

- Individuals and families who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.

5. Residents displaced due to KCHA Redevelopment. Families who have been displaced from a development as a result of HOPE VI demolition or other KCHA sponsored redevelopment activities ONLY— this is intended to allow families who

Admission and Continued Occupancy Policy (ACOP)

have indicated a desire to move back to the redeveloped site a priority to do so.

During initial re-occupancy of the site, qualified displaced residents may be selected from the waiting list and housed ahead of other applicants as follows:

- ❑ HOPE VI returnees displaced from Park Lake Homes I will be offered a unit based on their number established through a lottery system, rather than the date of application.
- ❑ Residents displaced as a result of other KCHA sponsored redevelopment activities may be offered a unit in accordance with the criteria outlined in the relocation plan established for the specific site.

All applicants will be allowed to initially qualify for a local preference by claiming it on the Housing Authority's preference certification form. Prior to actually being offered housing, all applicants will be required to document that a claimed local preference still exists (see Exhibit G for specific verification requirements). KCHA will waive this requirement for households who are participants in the Rapid Rehousing program (RRP) or any similar short-term (lasting 12 months or less) subsidy program. Such applicants will be eligible to retain their initially claimed local preference during program participation.

Unless waived as noted above, applicants who are unable to document qualification of a local preference when asked to do so, will be considered to have "no preference".

Applicants who do not qualify for a local preference as outlined above, may be considered otherwise eligible for housing assistance, but receive assistance only after applicants who document qualification for a local preference.

Notwithstanding the above, applicants who are elderly, disabled, or displaced will be offered housing before other single persons (see 6.C.5).

B. EXECUTIVE DISCRETION WAIVER

Applicants receiving a written waiver of the waiting list by the housing authority's executive director for urgent housing needs not meeting other preferences may receive housing assistance ahead of other applicants on the waiting list. Documentation of the reasons for such waiver will be included in the applicant's file

C. SPECIAL PROGRAM SET-ASIDE

The Housing Authority will administer a separate waiting list of applicants referred under any of the following Special Program Set-Asides established by KCHA:

Admission and Continued Occupancy Policy (ACOP)

- ❑ **Sound Families transitional housing partnership between the King County Housing Authority and the Gates Foundation.**
- ❑ **Passage Point Conditional Housing program.**

Applicants will be placed on the Special Programs Set-Aside waiting list according to the Region in which they wish to reside, bedroom size and date/time of graduation from the targeted housing program. Selection of families qualifying for housing assistance will be in rotation with the Housing Authority's Site-based and Regional Waiting lists as outlined in Section 6. In addition, the following rules will apply in determining eligibility and tenant selection under this category:

- ❑ Applicants who have applied to the Housing Authority through Special Program Set-Aside may not simultaneously have an active application on the Authority's Site-based or Regional Waiting lists.
- ❑ Applicants qualifying for housing assistance under this set-aside program must complete requirements for graduation, as designated by the applicable KCHA Agency Partner, prior to being offered a public housing unit.

D. TARGETED, MIXED FINANCE AND REDEVELOPED PUBLIC HOUSING DEVELOPMENTS

Where the Housing Authority has combined the use of Public Housing funds with other government funding (direct or through provision of support services) or assigned project-based subsidy to a re-developed Public Housing site, selection of applicants from the waiting list will be made in compliance with the partnership and/or cooperation agreements entered into by the Housing Authority for the operation of the development. Specific properties affected by such an agreement and their stipulations include:

- ❑ **Bellevue 8 Single Family Homes:** Combines the use of Public Housing funding with funding from King County's Housing Opportunity Fund (HOF) program. **Priority for this development is given to families who qualify as Homeless,** as outlined under the Bellevue Homeless Families Scattered Site program requirements ([See Exhibit X](#)).
- ❑ **Greenbridge:** Combines the use of Public Housing funding and funding through the Low Income Housing Tax Credit (LIHTC) program to create a mixed-income neighborhood of new low-income and workforce housing together with affordable and market rate for-sale homes. As outlined in the partnership agreements and LIHTC program requirements, priority for individual developments within the Greenbridge community will be provided as follows:

Admission and Continued Occupancy Policy (ACOP)

- **Seola Crossing I and II** - 50% of the units will be given to households whose annual income is at or below 30% of the Area Median Income (AMI) based on family size. Priority for eight (8) units will be provided to families with annual income below 50% of the AMI based on family size. Remaining units will be given to households whose annual income is at or below 60% of the Area Median Income based on family size.
- **Nia Apartments** - 50% of the units will be given to households whose annual income is at or below 30% of the Area Median Income (AMI) based on family size. An additional 10% of the units will be given to households with annual income at or below 50% of the AMI based on family size. The remaining 40% of the units will be filled with households whose annual income is at or below 60% of the Area Median Income based on family size.
- ❑ **Birch Creek:** Replaces Public Housing subsidy with Project-Based Section 8 subsidy and combines the use of Low Income Housing Tax Credit (LIHTC) program funding to support redevelopment of the former Springwood Apartments. As established, 50% of the units are designated for occupancy by households whose annual income is at or below 30% of the Area Median Income based on family size. The remaining 50% of the units are designated for occupancy by households whose income is at or below 50% of the Area Median Income based on family size.
- ❑ **Pacific Court:** Acquired with financial assistance provided through King County, the development combines the use of Public Housing Operating Subsidy with on-site intensive support services funded through the County's Department of Community and Human Services and the Mental Health and Chemical Abuse and Dependency Services Division (DCHS/MHCADSD) to establish a **Permanent Supportive Public Housing program for individuals who are formerly homeless or are at-risk of homelessness**. The development is operated in conjunction with the Memorandum of Agreement between DCHS/MHCADSD, Seattle Mental Health (SMH) and the Housing Authority. Occupancy of the site is limited to applicants who are screened, determined eligible and referred for occupancy by SMH as a suitable unit assignment becomes available, in accordance with the Memorandum of Agreement between participating agencies.

In addition, applicants who qualify for specific set-asides, such as Disabled households and those meeting the definition of large households (as defined in development and program partnership/cooperation agreements) will be given priority for available units to the extent necessary to meet the set-aside requirements.

33: EXHIBIT X - OUTLINE FOR “BELLEVUE HOMELESS FAMILY SCATTERED SITE PROGRAM”

I. DESCRIPTION OF PROJECT

This project is a scattered site public housing development providing permanent housing for the homeless. There are eight (8) individual three-bedroom single-family houses averaging 1,200 SF/house. Each house is frame construction with three bedrooms and either one or 1 ½ baths and is located on its own individual lot.

Tenants of these houses will be single head of household families or two head of household families comprised of a minimum of three (3) to a maximum of six (6) persons. It is estimated that the number of tenants housed per year will range from 24 to 48. Naturally, this could fluctuate due to turnover.

II. ELIGIBILITY REQUIREMENTS

This program is targeted to homeless low-income families. In order to be accepted into the Bellevue Homeless Family Scattered Site Program, prospective tenants must demonstrate that their annual incomes do not exceed 50 percent of the annual median income for the Seattle/Everett Metropolitan Statistical Area, adjusted for family size, as estimated from time to time by the U.S. Department of Housing and Urban Development (HUD).

III. SUPPORT SERVICES

The housing Authority has entered into an agreement with the YWCA which is attached and incorporated into this Management Plan by reference. Through this contract, the YWCA will provide case management and support services which will include, but not be limited to, the following:

Home visitation once every two months for the first six months, thereafter as needed for a minimum of one year. During each home visitation, the YWCA case worker will discuss the participating family’s present situation and will outline the many types of human services and job training programs (including those listed below) which are available to the family.

In addition, the YWCA case worker will assist program participants in their efforts to access these needed human services programs.

Telephone Contract Services every two-three weeks for first three months, thereafter as needed for a minimum of one year. During each contact, the YWCA case worker will discuss the participating family’s present situation and will outline the many types of human services which are available to the family.

King County Housing Authority

Section 8 Administrative Plan

S8 Voucher Program

This is the latest version as of: 8/2/2021

SECTION 5: PARTICIPANT SELECTION

Among income eligible applicant families of the size and composition appropriate to available Vouchers, families will be selected without regard to race, color, religion, age, sex, national origin, familial status, marital status, parental status, sensory, mental, or physical disability or the use of a trained guide dog by a visually or hearing impaired person. In addition, no person will be automatically excluded from participation in or denied the benefits of the Housing Voucher Program solely because of membership in a class such as unmarried mothers, recipients of public assistance, persons with a disability, etc.

The HA's Participant Selection system will be administered in a manner that is not incompatible with [Title VI of the Civil Rights Act of 1964](#), the [Federal Fair Housing Act](#), [Executive Order 11063](#), as amended, [Executive Order 12259](#), [Executive Order 12892](#), [Title II of the American with Disabilities Act](#), [Section 504 of the Rehabilitation Act of 1973](#), the [Age Discrimination Act of 1975](#), state or local Fair Housing laws, and any other HUD requirements and regulations issued under the above authorities.

Specific participant selection procedures, definitions and requirements not covered in this Administrative Plan or in the MTW agreement will adhere to the guidelines of [24 CFR Part 882](#), [Part 982](#) and [Part 983](#).

A. INCOME TARGETING REQUIREMENTS

The HA will adhere to the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income. To ensure this goal is met, the HA will twice yearly monitor incomes of newly admitted families and the income of the families on the waiting list. If it appears the requirement is not being met, the HA retains the right to skip higher income families on the waiting list to reach extremely low-income families. If there are not enough extremely low-income families on the waiting list, the HA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

B. DEFINITIONS OF LOCAL PREFERENCES

1. **Extremely Low-Income Household.** A family will be considered extremely low-income whose total household income is equal to or less than the higher of the Federal poverty level or 30% of the Area Median Income for their household size.
 - Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category.

2. **Involuntarily Displaced.** A family is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

- Displacement by disaster;
- Displacement by government action;
- Displacement by action of a housing owner (where a signed lease existed);
- Displacement by domestic violence.
- Displacement to avoid reprisals
- Displacement by hate crimes. Hate crimes are actual or threatened physical violence or intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, national origin, disability, or familial status;
- Displacement by inaccessibility of unit;
- Displacement because of HUD disposition of a multifamily project.

3. **Substandard Housing.** A family is living in "Substandard Housing" if they are "Homeless" as defined in Section 2 of this administrative plan, or if living in housing that:

- Is dilapidated;
- Does not have operable indoor plumbing;
- Does not have a usable flush toilet inside the unit for the exclusive use of the family;
- Does not have electricity, or has inadequate or unsafe electrical service;
- Does not have a safe or adequate source of heat;
- Should, but does not have a kitchen;
- Has been declared unfit for habitation by an agency or unit of government.

4. **Rent Burden.** A rent burdened family is a family who is currently paying more than 50% of total family income for rent and utilities. Individuals and families

who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.

C. VERIFICATION OF LOCAL PREFERENCE

Prior to being placed on the Section 8 waiting list, all applicants must initially claim qualification for one of the local preferences on their application for housing. Verification will only be required at this point if the HA has evidence indicating that misrepresentation has occurred or otherwise showing that the declaration is inaccurate. Prior to actually being selected for housing, applicants will be required to document that a preference still exists (See [Exhibit E](#) of the Administrative Plan for specific verification requirements).

1. The HA will waive this requirement for applicants who are participants in the Rapid Rehousing Program (RRP) or any similar short-term subsidy program (lasting 12 months or less). Such applicants will be eligible to retain their initially claimed local preference during participation in these programs.
2. If a Section 8 applicant is currently receiving tenant-based assistance under the HOME Program, the HA determines whether the applicant qualifies for a preference based on the situation of the applicant at the time they received assistance from the HOME Program.

Applicants unable to document eligibility of a claimed preference when required will be determined to be ineligible for the Section 8 program.

D. ESTABLISHING A LOCAL PREFERENCE

The HA will publicly notify interested parties for comment any time a new local preference is proposed or a current local preference is revised. Interested parties will be invited to comment on the proposed additions and present any concerns they feel should be addressed. Any change in the HA local preference will be made in accordance with the provisions of the MTW agreement and the annual plan.

E. ORDER OF SELECTION

Applicants determined eligible for the waiting list through selection during an advertised Lottery opening or those eligible for participation in one of KCHA's specific targeted housing programs will be placed on the General HCV waiting list. Selection from the general waiting list will be made using the priorities listed below. Individual program requirements may affect selection as detailed below.

1. **Priority 1 – Targeted Housing Voucher Funding.**
Eligible applicants who qualify for one of the local preferences and who document qualification for one of KCHA's targeted voucher programs may be housed ahead of other applicants. The HA may limit the number of vouchers issued annually under each targeted program, based upon the number of vouchers allocated for the program, voucher turnover, and current and projected program utilization.

Targeted Voucher programs established by KCHA include:

a. **Supportive Housing Vouchers**

- i. **Housing Access Services Program (HASP)** - This program serves people with disabilities, primarily single adults under the age of 62. Referrals are made from one of two sources: 1) a consortium of King County’s mainstream human service and behavioral healthcare systems or 2) specific social service provider agencies. These systems directly provide and financially support contracted services such as housing search, crisis intervention, case management and/or clinical services to referred participants. **For preference qualification purposes, households moving-on from a KCHA funded sponsor-based program, the Shelter Plus Care program or an approved service enriched program in collaboration between KCHA and King County will retain the preference documented at the time of entry into the service-enriched housing program from which they are transitioning.** This category also includes non-NED Mainstream vouchers issued prior to 2018.

Move-on ----->

Under HASP applicants will be referred according to the following criteria:

- **Disabled applicants who are either homeless or have been determined by their service provider agency to be prepared to move to permanent housing from temporary or transitional housing programs such as Cluster Housing, Shelters and HOPWA funded transitional programs.**
- Disabled applicants who have been determined by an agency to be prepared to transition from a **supervised living arrangement to a supported living arrangement, such as clients who are transitioning from Group Homes, Hospitals, Living with Family Care Givers, Congregate Care Facilities and Assisted Living Facilities.**
- Physical Rehabilitation Facilities – Applicants that are participating in an agency-coordinated and/or sponsored program.

- ii. **Mainstream NED** – This targeted program serves households which contain a disabled non-elderly adult.

Applicants for this targeted program will be taken in the following order:

- a. **Applicants participating with the HASP consortium who also qualify as either transitioning out of an institutional and other segregated setting, at serious risk of institutionalization, homeless, or at risk of becoming homeless will receive priority.**
- b. Other applicants not participating with a HASP consortium agency and who meet the requirements listed above. These applicants will be placed on the waiting list but will not be given a lottery

2. **Priority 2** - Non-targeted Housing Voucher Applicants.

Includes applicants who entered the waiting list through a KCHA advertised waiting list opening. This includes applicants who have claimed qualification for a local preference, been determined initially eligible and were randomly selected and assigned a lottery number only. Final application screening – including but not limited to verification of current eligibility for a local preference – is required prior to voucher assignment. Applicants will be selected and invited to a KCHA Voucher briefing in the order of the lottery number assigned.³²

F. EXCEPTIONS TO THE WAITLIST

1. Tenant Protection Assistance - When the HA receives funding from HUD targeted for families living in specified units, the family may be admitted to the program without placement on a waiting list. Families qualifying for Tenant Protection Assistance may be selected any time the targeted assistance is made available. Examples include current Public Housing residents who are living in units being demolished as a result of HOPE VI or other community redevelopment programs or families being displaced from other HUD assisted housing where the owner is opting out of the contract.
2. Executive Exception – Applicants who, as determined by the HA, are in urgent situations where they may or may not be currently on a waiting list. All such situations will be verified as to the urgency of the applicant’s housing needs and will only be approved by the Executive Director or their designee.
3. Other special voucher allocations, which may be issued by HUD in response to emergency needs.

³² Approved under MTW 7/21/08

EXHIBIT T: AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN

Three Major Impediments to Fair Housing in King County: According to the King County Consolidated Plan, 2005 – 2009, the three major impediments to fair housing are

I. HOUSING DISCRIMINATION IMPEDIMENTS:

- Rental market discrimination, with the most notable discrimination occurring on the basis of race, national origin, disability and familial status;
- Discriminatory financing in home ownership including predatory lending, on the basis of race or national origin and sometimes age; and,
- Discriminatory zoning issues and practices and discrimination by housing associations.

II. ADMINISTRATIVE PRACTICE IMPEDIMENTS:

- Access to fair housing rights information on a day-to-day basis;
- Confusion about where to go for help with fair housing and where to send people for help;
- Local jurisdiction capacity for fair housing enforcement mechanisms where most of the discrimination occurs; and
- Lack of monitoring for sub-recipients, i.e., entities awarded funds for projects.

III. INADEQUATE SUPPLY OF AFFORDABLE HOUSEHOLDS FOR THE LOWEST INCOME LEVELS:

Since 2003, King County Housing Authority has been a Moving to Work Housing Authority, as a result of being named a high-performing housing authority by the U.S. Department of Housing and Urban Development. As mandated by Congress, the MTW Demonstration project provides KCHA and other designated housing authorities with significant flexibility to develop approaches to meet the jurisdiction's housing needs. Two specific goals of the MTW program are to expand KCHA clients' housing choices and preserving and increasing affordable housing opportunities while focusing on those in greatest needs.

Actions taken by King County Housing Authority (KCHA) to further fair housing through EXAMINATION OF ITS PROGRAMS OR PROPOSED PROGRAMS:

Through the annual submission of an MTW Report to HUD, KCHA outlines program accomplishments and evaluates progress towards upcoming goals. In addition, an MTW Annual Plan is developed and submitted annually to HUD detailing any new projects which are being proposed for the upcoming year. A number of revisions have been made to the Section 8 program to further fair housing including increases to the payment standard, creation of programs to assist homeless and special needs clients, and increased access to the reasonable accommodation process.

Actions taken by KCHA to IDENTIFY AND REDUCE IMPEDIMENTS TO FAIR HOUSING CHOICE:

The following are specific King County Housing Authority efforts to identify and reduce impediments to fair housing choice:

1. **Expanding its role as the safety net for homeless and special needs populations in King County:** In partnership with the Bill and Melinda Gates Foundation and local governments, King County Housing Authority (KCHA) has created a network of service-enriched housing for homeless families. It has redefined tenant selection preferences to move more homeless families into public housing. KCHA’s “Housing First” program, in partnership with local behavioral health care systems and United Way, provides housing and services to chronically homeless individuals, those who are most susceptible to housing discrimination.
2. **Ending Homelessness:** KCHA is a leader in the region’s efforts to end homelessness by expanding housing for homeless and special needs households, working to serve “hard-to-house” populations not traditionally served by mainstream housing programs, and coordinating rental subsidies with private and public service funding. This year, partnering with King County and behavioral health providers, KCHA will house up to 100 chronically homeless and mentally ill individuals who currently cycle between psychiatric hospitals, jails and the street.
3. **Public Housing and Section 8 Admissions Preferences:** When selecting applicants, KCHA uses local preferences for the Public Housing, Section 8 Housing Choice Voucher and Project-based Assistance programs. Each program’s policies are developed in concert with other admissions-related policies. KCHA continues to monitor the impact of the Public Housing site based, regional and Sound families waiting lists and will use MTW authority where needed to address problem areas.
4. **Limited English Persons (LEP):** Communicating with clients with limited English proficiency is a priority to assure that applicants and residents understand program requirements. Since public housing residents speak more than 20 languages, KCHA has developed a plan to assist clients with limited English proficiency navigate our programs. A working group meets regularly to discuss new ideas on improving communication to LEP clients.
5. **Reasonable Accommodations:** When an applicant for housing indicates on the application that he/she needs reasonable accommodations in their housing, the application is referred to KCHA’s Section 504 Coordinator for assistance in locating accessible public housing units that meet the reasonable accommodation needs of the applicant. Those needs include **voucher extensions, additional bedroom requests**, and higher payment standards to name a few. In 2008 the King County Section 8 program received 591 requests of which 454 were approved.
6. **Staff Training, Advocacy and Tenant Education:** King County Housing Authority pursues the following additional strategies to address identified impediments to fair housing choice, including:
 - Providing staff training on current changes in laws and regulations.
 - Providing active outreach and education to landlords throughout King County about Section 8 to increase the number of potential landlords willing to accept Section 8 tenants.
 - Intervening with landlords to address concerns.
 - Offering education to Section 8 and Public Housing program participants about their fair housing rights and how to file complaints, sometimes assisting them with the filing process.

Actions undertaken by KCHA to ADDRESS ADMINISTRATIVE IMPEDIMENTS TO FAIR HOUSING IN VIEW OF AVAILABLE RESOURCES:

King County Housing Authority staff in all offices including the corporate office, the Section 8 office and the on-site management offices are aware of local resources which can assist tenants to deal with discrimination in housing. When an applicant or tenant calls regarding a landlord/tenant concern, the caller is referred to their local fair housing office and the Tenant's Union. Applicants receiving housing vouchers also are given information regarding fair housing at their orientation. Between 2004 and 2006, King County Housing Authority established site-based management offices at each of its public housing sites in an effort to make services more accessible. In addition an on-line Section 8 Housing application was instituted for greater accessibility.

Actions undertaken by KCHA to WORK WITH LOCAL JURISDICTIONS TO IMPLEMENT INITIATIVES TO FURTHER FAIR HOUSING:

1. **Deconcentration:** Utilizing the HOPE VI program, new project-basing rules for Housing Choice vouchers developed under MTW and KCHA's bond and tax credit financed inventory, KCHA is giving low income households greater access to neighborhoods with strong school systems and ample entry-level job opportunities.
2. **Encouraging Homeownership:** Using a Resident Opportunity Self-Sufficiency (ROSS) grant and MTW flexibility, KCHA is helping public housing residents become homeowners. Exceeding the program target, 312 households purchased homes under the program, with 66% utilizing KCHA down payment assistance grants of up to \$15,000.
3. **King County's Plan to End Homelessness in Ten Years (A Roof Over Every Bed in King County: Our Community's Ten-Year Plan to End Homelessness):** This local Ten-Year Plan reflects a regional commitment to seek long-term and sustainable solutions to homelessness, utilizing best practices and programs that produce tangible results. Its priorities are: homeless prevention; development of new housing and improved connections to support services; and building the community and political will to end homelessness. In 2005, this Plan was adopted and the Committee to End Homelessness in King County (CEHKC) was formed. CEHKC is made up of representatives of nonprofit organizations, businesses, local governments, homeless advocates and the faith community. KCHA's Executive Director, Stephen Norman, is the Co-Chair of the Interagency Agency Council, which oversees implementation efforts of the 10-year plan. KCHA uses this plan as a tool in identifying unmet housing needs and aligning KCHA resources with other funders to address those needs.

Actions undertaken by KCHA to PROACTIVELY ADDRESS ACCESSIBILITY PROBLEMS FOR PERSONS WITH DISABILITIES:

King County Housing Authority maintains policies and procedures which are part of a reasonable accommodation plan with the deliberate intention of addressing challenges of all people with disabilities. The following proactive steps address these challenges:

1. **Assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program.** King County Housing Authority provides Resident Services Coordinators for each of the 23 senior and disabled properties. Each of these coordinators has information and directories of services available in the community and can inform residents of supportive services provided by community-based agencies. Acceptance of supportive services is not a condition of continued participation in the program.
2. **Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alternations and other accessibility features that are needed as accommodations for their disabilities.** In the public housing properties owned by King County Housing Authority, costs of approved reasonable accommodations are paid for KCHA. In both Section 8 Tenant-based and Project-based programs, requests for reasonable accommodations are between the resident and the landlord. Section 8 staff maintains lists of possible private agencies that can help complete the work and can assist in locating resources.
3. **Not deny persons who qualify for HCV under this program other housing opportunities or otherwise restrict access to PHA program to eligible applicants who choose not to participate.** Generally, King County Housing Authority does not make participation in services a condition of housing. However, under certain circumstances where the service is directly tied to the housing program, particularly in Project-based units, services may be required for program participation.
4. **Provide housing search assistance.** In addition to maintaining a list of landlords willing to participate in the Section 8 program, King County Housing Authority contracts with the YWCA of Seattle, King and Snohomish Counties to provide housing search assistance for HCV applicants.
5. **In accordance with rent reasonable requirements, approve higher rents to owners that provide accessible units with structural modifications for persons with disabilities.** King County Housing Authority performs a rent reasonable test on all Section 8 units and will consider any improvements made by a landlord to make a unit accessible for a person with a disability. In addition, KCHA has a full time 504 Coordinator who reviews any request for a higher rent as a reasonable accommodation and will adjust rents for accessible units.
6. **Provide technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or making units accessible to persons with disabilities.** The King County Housing Authority Section 8 office provides a website that allows owners to advertise accessible units. While KCHA does not fund

a private owner to renovate for accessibility, they will assist by directing them to possible agencies that perform or fund the desired accommodation.

Actions undertaken by KCHA to MAINTAIN RECORDS REFLECTING ACTIONS TAKEN TO FURTHER FAIR HOUSING:

Records of analysis and actions outlined in this plan are kept through monthly, quarterly, and yearly reports presented in a variety of formats including the MTW Annual Report and Plan, quarterly financial reports, monthly Section 8 and Public Housing management reports, and updates to the HCV Administrative Plan.

CERTIFICATION

The King County Housing Authority certifies that it operates its programs in conformity with title VI of the Civil Rights Act of 1964 ([42 U.S.C. 2000d-2000d-4](#)), the Fair Housing Act ([42 U.S.C. 3601-19](#)), section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)), and title II of the Americans with Disabilities Act of 1990 ([42 U.S.C. 12101 et seq.](#)).

SOURCES OF INFORMATION: Sources of information include the following:

1. The major source of information providing guidelines for the investment of certain federal housing and community development funds in King County outside the City of Seattle, during 2005-2009 is the "Consolidated Plan," a document written by representatives of the King County Consortium, an organization made up of 35 small cities and the unincorporated areas of King County. The Plan had extensive input from a wide range of additional stakeholders including agencies, advocates, community-based organizations, local and state government staff, and members of the public including low income individuals.
2. The most current housing action plan and "Analysis of Impediments to Fair Housing Choice" was published in 2005 and will be in effect through 2009.
3. Reference is made to fair housing in the 2009 Moving to Work Annual Plan for the King County Housing Authority.
4. Reports are published quarterly by the Committee to End Homelessness.

IV. ADDENDUM #1

FAMILY UNIFICATION PROGRAM

(a). Actions undertaken by King County Housing Authority to ENSURE CERTIFICATION OF FUP ELIGIBLE FAMILIES THAT MAY BE ON KCHA'S WAITING LIST AND ENSURE THAT THE FAMILY MAINTAIN THEIR ORIGINAL POSITION ON THE WAITING LIST AFTER CERTIFICATION.

As part of the Memorandum of Understanding with the local Department of Child and Family Services (DCFS), KCHA will create a data sharing agreement whereby the names on the HCV waiting list will be cross-referenced with the DCFS list of eligible families. Those families identified as FUP eligible will be given preference on the FUP waiting list. Families will maintain their original position on the HCV waiting list until they receive either a FUP voucher or a general voucher, whichever occurs first.

(b). Actions undertaken by King County Housing Authority to APPROPRIATELY PLACE ALL FUP ELIGIBLE FAMILIES REFERRED FROM DCFS ON THE HCV WAITING LIST IN ORDER OF FIRST COME, FIRST SERVED.

Eligible Families referred by DCFS will be given a housing preference and placed on the FUP waiting list. Families will be selected from this list on a first-come, first-served basis.

(c). Actions undertaken by King County Housing Authority to INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants including FUP participants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

V. ADDENDUM #2:

RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITIES IN SUPPORT OF DESIGNATED HOUSING PLANS

(a). Actions undertaken by King County Housing Authority to IDENTIFY NON-ELDERLY DISABLED FAMILIES ON ITS PUBLIC HOUSING WAITING LIST THAT WILL NOT BE HOUSED DUE TO AN APPROVED OR SUBMITTED DESIGNATED HOUSING PLAN.

KCHA has reconstructed the waiting lists for the Public Housing buildings affected by the designated housing plan and will contact the non-elderly disabled applicants at their last known address. Any qualifying applicant responding to the inquiry will be given priority to receive a Housing Choice Voucher.

(b). Actions undertaken by King County Housing Authority to INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants including FUP participants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

VI. ADDENDUM #3:

RENTAL ASSISTANCE TO NON-ELDERLY PERSONS WITH DISABILITIES RELATED TO CERTAIN TYPES OF SECTION 8 PROJECT-BASED DEVELOPMENTS AND SECTIONS 202,221(d)(3) and 236 DEVELOPMENTS (CERTAIN DEVELOPMENTS)

(a). Actions undertaken by King County Housing Authority to IDENTIFY AND CONTACT ALL NON-ELDERLY DISABLED FAMILIES THAT WERE AFFECTED BY THE PREFERENCES, OR RESTRICTED OCCUPANCY, TO CERTAIN UNITS IN CERTAIN DEVELOPMENTS FOR OCCUPANCY BY ELDERLY FAMILIES ONLY.

KCHA has identified a number of buildings in our jurisdiction that restricted housing to elderly families only and has been able to obtain a copy of their waiting lists at the time the elderly only designation was implemented. KCHA will contact the non-elderly disabled applicants at their last known address. Any applicant responding to the inquiry will be given priority to receive a Housing Choice Voucher.

(b). Actions undertaken by King County Housing Authority to INFORM INDIVIDUALS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants including FUP participants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file including the phone number. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

VII. ADDENDUM #4:

RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITIES APPLYING ON THEIR OWN OR TRANSITIONING FROM NURSING HOMES OR OTHER HEALTH CARE FACILITIES

(a). Actions undertaken by King County Housing Authority to IDENTIFY NON-ELDERLY DISABLED FAMILIES TRANSITIONING FROM NURSING HOMES AS WELL AS OTHER NON-ELDERLY DISABLED FAMILIES ON ITS SECTION 8 WAITING LIST .

As part of the Memorandum of Understanding with the local Department of Social and Health Services (DSHS), KCHA will create a data sharing agreement whereby the names on the HCV waiting list will be cross-referenced with the DSHS list of eligible families. Those families identified as eligible will be given preference for the special vouchers issued under this NOFA. Families will maintain their original position on the HCV waiting list until they receive either a special voucher or a general voucher, whichever occurs first.

(b). Actions undertaken by King County Housing Authority to APPROPRIATELY PLACE ALL NON-ELDERLY DISABLED FAMILIES TRANSITIONING FROM NURSING HOMES AS WELL AS OTHER NON-ELDERLY DISABLED FAMILIES REFERRED FROM DSHS ON THE HCV WAITING LIST IN ORDER OF FIRST COME, FIRST SERVED.

Eligible Families referred by DSHS will be given a housing preference and placed on the Special Program waiting list. Families will be selected from this list on a first-come, first-served basis.

(c). Actions undertaken by King County Housing Authority to INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

Project-based Section 8 Administrative Plan

King County Housing Authority

13: TENANT APPLICATION PROCESS

A. GENERAL APPLICATION REQUIREMENTS

The following application requirements apply to ALL Project-based Assistance Programs.

1. Income Targeting Requirements

KCHA applies the statutory requirement of the Housing Choice Voucher Program requiring 75% of newly admitted families in any fiscal year be Extremely Low-Income families to the Project-based Assistance Programs. This requirement does not apply to each individual Project; rather it applies to the Project-based Assistance Program as a whole. To ensure that this goal is met, KCHA will twice yearly monitor incomes of newly admitted families and the income of the families on the waitlists. If it appears the requirement is not being met, KCHA will determine whether particular projects are not meeting the requirement and work with them to make adjustments in program outreach and screening as needed. KCHA retains the right to skip higher income families on the waiting list to reach extremely low-income families. If there are not enough extremely low-income families on the waiting list, KCHA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach this goal.

2. Waitlists

KCHA and/or Owners will administer waitlists in a manner that affirmatively furthers Fair Housing goals and prohibits discrimination. Waitlists and selection will be administered in a manner that is in accordance with Title VI of the Civil Rights Act of 1964, the Federal Fair Housing Act, Executive Order 11063, as amended, Executive Order 12259, Executive Order 12892, Title II of the American with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, State or local Fair Housing laws, and any other HUD requirements and regulations issued under the above authorities.

In addition, KCHA will ensure compliance with the Violence Against Women Act of 2013 (VAWA 2013) which provides that an applicant for assistance under a covered housing program may not be denied admission to or denied assistance on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant otherwise qualifies for admission, assistance, participation, or occupancy.

Waitlists are Program specific. Generally applicants applying for Permanent Replacement Housing would apply through the Central Applications Center and choose "Private Housing" as their waitlist choice. Supportive Housing Programs do not maintain a waitlist due to the urgent situation of the households targeted.

Instead, owners and/or their contracted service provider will refer households needing a unit as they become available.⁵¹

3. Referral and Waitlist Monitoring

To ensure that Project-based Assistance referral and waitlist processes are effective in meeting Fair Housing guidelines, KCHA monitors the processing of applicants on the waitlist. In the case of project sponsors managing and maintaining a waiting list, the sponsor will be required to submit a detailed Tenant Selection and Assignment Plan that meets all of the requirements of furthering Fair Housing goals and objectives and the Authority's policies and procedures. If this monitoring appears to reflect a disproportionately underrepresented portion of the target population, KCHA will begin more frequent monitoring of those projects and begin corrective action including, but not limited to: requiring new referral sources be added to the outreach plan, changes in program design that provide more culturally-appropriate services, and/or replacement of the referring agency.

4. Suspension of Applications

If the number of Applicants claiming Preferences on any waitlist greatly exceeds the number of Families that the Housing Authority is likely to be able to house within the following 12 months, the Housing Authority may at any time suspend the acceptance or processing of new applications or the addition of any new Applicants on that waitlist.

5. Housing Choice Voucher Program Applicants

KCHA will not directly offer applicants on its HCV waitlist the opportunity to apply for Project-based Assistance. However, applicants on the HCV waitlist or any KCHA-managed subsidized housing waitlist may apply for any Project-based Project waitlist for which they are eligible.

6. Availability of Information regarding Project-based Projects

KCHA and/or Owners will make information available to Applicants upon request regarding Project-based Projects including: a description of the development, services offered, and estimates of the time that an applicant may be on a specific waitlist.

7. Rescheduling Appointments

⁵¹ Approved MTW Policy Section V.4

The Housing Authority will allow a Family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. The decision as to the qualifications of “good cause” will be made on a case-by-case basis and will be at the discretion of the Housing Authority. Applicants who are being removed from a waitlist for reasons other than lack of response will be offered the right to an informal review before being removed from a waitlist.

B. ORDER OF SELECTION- ALL PROGRAM CATEGORIES

1. Preferences

Preferences establish groups of Applicants that are prioritized over other Applicants, regardless of date and time. Preferences are established for each Project-based Assistance Program. KCHA will publicly notify interested parties for comment any time a new local preference is proposed or a current local preference is revised. Interested parties will be invited to comment on the proposed changes and present any concerns they feel should be addressed. Any change in the Project-based local preferences will be made in accordance with the provisions of the MTW Agreement with HUD and its MTW Annual Plan.

2. Executive Director’s Waiver

Applicants who, as determined by KCHA, are in urgent situations where they do not qualify for any of the preferences in a particular Program may be approved to receive Project-based Assistance by the Executive Director. All such situations will be verified as to the urgency of the Applicant’s housing needs.

3. Accessible Units

In selecting families to occupy Project-based units with special accessibility features for persons with disabilities, KCHA will refer, and the Owner must select families needing these unit features above others on the waitlist.

4. Eligibility

For purposes of eligibility, all families who qualify for a preference will be considered eligible to be placed on the Project-based waiting list except “other” single persons who are defined as those who are not elderly, near-elderly, or disabled attempting to apply on their own.

5. Existing Tenant Protections

In order to minimize displacement of in-place families, the HA will have full discretion to either turn on Project-based subsidies upon vacancy at the property, or to offer in-place protections. In-place protections are applicable if an existing unit

that is to be placed under contract is occupied by an eligible family on the date of the execution of the Project-based HAP contract. These protections also apply to occupied units where rehabilitation is planned. If this is the case, families will be given the opportunity to apply for assistance. Admission of such families is not subject to income targeting, however existing tenants must meet a local housing preference described under **Section G.4** in order to qualify for the Project-based subsidy. If an existing family is determined eligible and placed on KCHA's waitlist, they will be given an absolute selection preference and referred to a unit that is appropriately sized for the family. Families under lease at the time of execution of a HAP contract will be required to sign a new one-year lease at the time that their subsidy begins.

- a. **Notice to Existing Tenants.** If Project-based Assistance is to be turned on upon unit vacancy, this section does not apply. KCHA will ensure that Owners of Existing Housing Developments notify all existing eligible tenants of the opportunity to apply for assistance and that all tenants are given ample time and accommodations to make an application for assistance. Once an Owner has notified existing tenants of the opportunity to apply for Project-based assistance, tenants will have a specified time frame (generally not less than 30 days) in which to submit an application for assistance to the Owner. If an existing tenant seeks to apply for assistance after the specified time frame or moves in after the effective date of the HAP contract the Applicant will be required to apply through the standard application waitlist. The Owner will initially screen the existing tenants for eligibility and send this documentation to KCHA for verification.

C. TIMING/VERIFICATION OF LOCAL PREFERENCE

All applicants will be allowed to initially qualify for a Preference by claiming their Preference on their application. Before actually being approved for assistance, all applicants will be required to document that a Preference exists. If an Applicant does not certify or cannot provide such verification, or if a change in the applicant's circumstances has occurred resulting in the loss of a Preference, the Applicant will be withdrawn. The HA will waive this requirement for applicants who are participants in the Rapid Rehousing Program (RRP) or any similar short-term subsidy program (lasting 12 months or less). Such applicants will be eligible to retain their initially claimed local preference during participation in these programs.

If a Project-based Applicant is currently receiving Tenant-based assistance under the HOME Program, the HA determines whether the applicant qualifies for a Local Preference based on the situation of the applicant at the time they received assistance from the HOME Program.

D. DENIAL OF LOCAL PREFERENCE

An Applicant denied a Preference will receive a prompt written notice giving a brief statement of the reasons for the denial and given an opportunity to utilize the Informal Review process to review the denial. This review will be limited only to the issue of whether the applicant meets the criteria for receiving a Preference.

E. REMOVING APPLICANT NAMES FROM A WAITLIST

The Housing Authority or Owner will not remove an applicant's name from a waitlist unless:

1. The applicant requests that their name be removed (in writing);
2. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or misses scheduled appointments;
3. The applicant does not meet the eligibility criteria for the Project; or
4. There is insufficient funding for the Section 8 Program to cover the costs of the Project. Should this occur, the Housing Authority reserves the right to cancel all or a portion of the applications on the Project-based waitlist(s) without prior notice to the Applicants.

Should one of these situations occur, the application will be listed as "Withdrawn". Sufficient information is to be entered on the application form to establish the ineligibility status and the applicant is to be informed in writing of the reason(s) for the denial and right to appeal the determination.

The Housing Authority will consider written requests for reinstatement of non-responsive applicants within twelve months of the date of withdrawal. In addition, any applicant who subsequently maintains that their failure to respond was caused by their disability will be provided reasonable accommodation to explain their circumstances. Should the Family be reinstated, their application will be placed in their former position on the waitlist.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the hearing impaired. The TDD telephone number is posted in the Section 8 Office and each Public Housing Management Office.

F. HOUSED STATUS

When an applicant is housed in a Project-based KCHA managed property, the applicant's name will be withdrawn from all other Project-based waitlists. For those housed in transitional housing, once the applicant completes their transitional program, they would be eligible for Public Housing through the Sound Families Graduation Process. If a tenant later leaves their Project-based unit in good standing, there is no restriction on reapplication for any housing program later.

G. APPLICATION PROCEDURES –PERMANENT REPLACEMENT HOUSING PROGRAM

The Project-based Permanent Replacement Housing Program “replaces” demolished Public Housing units by attaching Project-based assistance to privately-managed Developments in geographic areas of low poverty and high employment rates. The Program is known to the public as the “Private Housing Program”. The Permanent Replacement Housing Application Process mirrors that of the Public Housing Program as closely as possible in order to ensure these Project-based Units are as accessible as the public housing units they are replacing once were.

1. Permanent Replacement Housing Waitlist Process

After all qualified existing tenants have been assisted; new Applicants will typically be referred by KCHA to Owners in the Permanent Replacement Housing Program at a ratio of 1 to 1 between the Standard Project-based Regional Waitlists and the Sound Families Graduate Waitlist, except in cases where the property maintains a site-based waitlist (see below).

a. Standard Permanent Replacement Housing Waitlists

Unless otherwise stated, Applicants wishing to apply for Permanent Replacement Housing will apply through a Regional Permanent Replacement Housing Waitlist based on bedroom size needed. Those Permanent Replacement Housing Developments not designated in the regional waitlist area will maintain site-specific waitlists until two or more Developments are contracted in a particular region, at which point KCHA may establish a new Regional Waitlist.

Interested households may obtain an initial application for Housing through KCHA's Central Applications Center (CAC) and/or website www.kcha.org. This form provides the opportunity to apply for a number of KCHA's subsidized housing programs. Once completed, the CAC places the Applicant Family on the appropriate Waitlists.

The applicant must report changes in their applicant status including changes in family composition, income, or preference factors to the CAC who will make any changes to the application and update their place on the waitlist. Confirmation of the changes will be confirmed with the Family in writing.

b. Identifying the Next Applicant

Due to the large number of unresponsive applicants, KCHA may contact a cluster of applicants on any Permanent Replacement Housing waitlist prior to receiving a Notice of Available Unit from an Owner to pre-screen the applicant for Housing Authority eligibility. When KCHA sends an Update Letter to an applicant, the applicant will have 10 days to respond. If the applicant does not respond within 10 days, their application may be withdrawn from the waitlist. An applicant may be reviewed for re-instatement on the waitlist if s/he responds in writing within 12 months of the date of the Update Letter and request to be reinstated. Updated applicants will be offered available units based upon the date of their response to these inquiries and the certified date of their application.

c. Site-specific waitlists

For a subset of projects, it may be more appropriate for Owners to maintain their own waitlists. KCHA shall make the determination on an individual case-by-case basis as to whether it is appropriate for a Permanent Replacement Housing project to have a site-based waitlist. This may be considered in cases where the project serves a specific target population (i.e. seniors) from which KCHA's waitlist may not have sufficient eligible applicants to select or when the Owner's application requirements and/or fees vary from KCHA's.

In such cases, KCHA will review the Owner's referral sources and tenant selection methods and criteria at the time of the Owner's application for Project-based Assistance, to determine that they are broad-based, affirmatively furthering Fair Housing goals, and prohibiting discrimination.

2. Sound Families Graduate Waitlist⁵²

Only graduates of KCHA-funded Sound Families programs are eligible for this set-aside waitlist. Upon graduation, the graduate and his/her case manager completes an Update Packet and Graduation Notice and submits them to the CAC. The CAC dates and time-stamps the Update Packets and processes them to the extent necessary to determine whether the applicant is eligible for permanent subsidized housing.

⁵² Approved MTW Policy Section V.7

The CAC will update information in KCHA's management information system according to the bedroom size needed, preference and date/time of application and will keep it in a permanent file at the CAC. Updated graduates are then placed on the Sound Families set-aside waitlist for permanent, subsidized housing at the CAC.

Sound Families transitional housing participants are only eligible for the Permanent Replacement Housing Program upon graduation. They are not, however, eligible for Permanent Replacement Housing projects where a site-specific waitlist has been approved. If a Family applies for Permanent Replacement Housing prior to graduation, KCHA will notify the Family in writing that they are not eligible to be placed on the Permanent Replacement Housing waitlist until KCHA has received a written Graduation Notice and Update Packet confirming their status.

3. Applicant Notification and Eligibility Determination

Prior to or upon receipt of a Notice of Available Unit, KCHA will contact the next qualified applicant from either the Sound Families or Standard Permanent Replacement Housing Waitlist and instruct him/her to contact the Owner immediately. KCHA will also immediately provide the Owner with the name and contact information for the applicant.

KCHA will make a preliminary eligibility determination upon initial contact with the applicant and work with the applicant to collect information to verify preferences and income at the same time as the Owner screening process.

a. Owner Suitability Determination

The Owner will screen the applicant using standard screening criteria used for all applicants to the Development. Owners may apply set-aside requirements from the Low-Income Housing Tax Credit Program to their selection criteria. Applicants for Permanent Replacement Housing will be required to pay any screening fees and provide screening documentation directly to the Owner. The Owner is responsible for notifying KCHA whether or not each applicant passes their screening in a timely manner. If the applicant fails to make contact with the Owner within 48 hours, the Owner may request that KCHA refer the next applicant on the waitlist.

b. Owner Approval of Applicant

If the applicant passes the Owner's screening, KCHA will determine the Total Tenant Payment (TTP), brief the applicant, and schedule the inspection in accordance with other Sections of this Administrative Plan.

c. Owner Rejection of Applicant

If the applicant does not pass the Owner's screening, the applicant will be allowed to remain on the Permanent Replacement Housing waitlist and be screened by a second Owner with an available unit. If the applicant does not pass the second Owner's screening, the applicant will be removed from all Permanent Replacement Housing waitlists. Owner-denial does not apply in the case of applicants who were denied based upon Owner criteria for tax-credit set-asides. Applicants denied by Permanent Replacement Housing Program Owners will not be removed from any other KCHA subsidized housing waitlists. A withdrawal from the Permanent Replacement Housing waitlist does not affect the Public Housing waitlist status.

d. Applicant Rejection of Unit

Applicants may only reject the offer of a unit for good cause. Rejection for good cause will preserve the applicant's placement at the top of the waiting list. Rejection of a unit for other than good cause will result in removal from the Permanent Replacement Housing waitlist. Good cause includes the following:

- Documented reasons related to health, disability or proximity to work, school, or childcare (for those working or going to school), or
- Documented situations where an applicant is temporarily unable to move at the time of the offer (such as major surgery requiring a period of time to recuperate, or serving on a jury; or
- Refusal (turn-down) of a studio apartment by a household that includes more than a single individual; or
- Refusal by an applicant who has turned down an offer for a unit in order to continue participating in a documented transitional housing program from which they have not yet graduated as long as the graduation date does not to exceed 12 months from the date of refusal.

Where it is determined that an applicant's basis for refusal of an offered apartment does not meet established good cause criteria, the applicant will be offered the right to an informal review of the decision to cancel their application for housing assistance.

4. Permanent Replacement Housing Program Order of Selection

Permanent Replacement Housing Program Applicants who meet one of the following Housing Choice Voucher "Local Preference" Categories will be served before those applicants who do not.

- **Extremely Low-Income Household.** Applicant whose total household income is equal to or less than the higher of the Federal poverty level or 30% Of the Area Median Income for Their Household Size.⁵³
 - Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category

- **Involuntarily Displaced.** A Family is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:
 - Displacement by disaster;
 - Displacement by government action;
 - Displacement by action of a housing Owner (where a signed lease existed);
 - Displacement by domestic violence;
 - Displacement to avoid reprisal;
 - Displacements by hate crimes. Hate crimes are actual or threatened physical violence or intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, national origin, disability, or familial status;
 - Displacement by inaccessibility of unit;
 - Displacement because of HUD disposition of a multifamily project.

- **Substandard Housing.** A Family is living in "Substandard Housing" if they are "Homeless" as defined in [Section 2](#) of this Administrative Plan, or if living in housing that:
 - Is dilapidated;
 - Does not have operable indoor plumbing;
 - Does not have a usable flush toilet inside the unit for the exclusive use of the Family;

⁵³ Approved under MTW 11/18/09

- Does not have electricity, or has inadequate or unsafe electrical service;
 - Does not have a safe or adequate source of heat;
 - Should, but does not have a kitchen;
 - Has been declared unfit for habitation by an agency or unit of government.
- **Rent Burden.** A rent-burdened Family is a Family who is currently paying more than 50% of total family income for rent and utilities. (*Individuals and families who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.*)

H. APPLICATION PROCEDURES- PUBLIC HOUSING REDEVELOPMENT

The Project-based Public Housing Redevelopment Program attaches Project-based Assistance to units that were formerly subsidized with Public Housing operating subsidies. The waiting lists, application process, and order of selection for Project-based units in this Program are operated in accordance with [Section 6](#) of the Public Housing ACOP including any and all amendments.

Income and family composition for residents living in Public Housing at the time of redevelopment will be determined using verification from the most recent Public Housing review (interim, update, or full recertification) provided it is no more than 12 months old. Existing residents will not be required to meet a Local Preference (as described above in [G.4](#)) as they are considered to be “continuously assisted”.

I. APPLICATION PROCEDURES-LOCAL PROGRAM (INCLUDING TAX CREDIT)

The Project-based Local Program uses Project-based Assistance to preserve the affordability and physical integrity of Existing Housing stock that serves low-income households and is in physical jeopardy due to a lack of capital reserves and/or operating subsidy.

1. Local Program Waitlist

After all qualified existing applicants have been assisted; KCHA will establish a waitlist at the Project site or may pull applicants from existing housing waitlists managed by KCHA. The waitlist must be established according to date and time of application by bedroom size. Interested households may obtain an application on the KCHA website at www.kcha.org or at any property.

2. Order of Selection

Applicants of Local Program Developments will be required to meet one of KCHA's "Local Preference" categories as described in section G.5 above and will be served before those applicants who do not.

J. APPLICATION PROCEDURES- PERMANENT SUPPORTIVE HOUSING

The Permanent Supportive Housing Programs assist households who need supportive services in order to access and remain in their housing. The units subsidized in these Projects are targeted to homeless households and/or those with disabilities.

1. Permanent Supportive Housing Waitlists

Because of the urgent housing situation of the households targeted for these Programs, neither KCHA nor Owners will maintain waitlists for Supportive Housing Projects. Instead, Owners and/or their contracted Service Providers will refer households needing Permanent Supportive Housing as units become available. Referring agencies may take roommate-compatibility into consideration in shared housing situations. At the time of the Owner's application for Project-based Assistance, KCHA will review the Owner's referral sources and tenant selection criteria to determine that they are broad-based, affirmatively furthering Fair Housing goals, and prohibiting discrimination.

2. Applicant Referrals

When a HAP contract is executed for a Supportive Housing Project or unit turnover produces a vacancy, the Service Provider will work with the Owner to ensure suitability prior to referring applicants to KCHA for eligibility determination. The Service Provider will assist applicants in completing the eligibility packet and will designate a representative to answer questions and correspond with KCHA.

The Service Provider will send enough completed eligibility packets to KCHA to fill their vacant contract units. When a large number of applicants are in the process for a particular Project at any given time, KCHA will arrange a group briefing in accordance with [Section 18](#).

3. Order of Selection for Permanent Supportive Housing for Homeless Families

As stated in paragraph J.2. above, applicants are selected as units become available and therefore, selection is based on an as needed basis.

4. Order of Selection for Permanent Supportive Housing for Persons with Disabilities

When a Supportive Housing Project is established for people with disabilities who are not specifically moving out of homelessness, a Project-specific waiting list can be established with the following preference:

- a. Disabled households needing supportive services - A Supportive Housing waiting list may give preference to disabled households who need services offered at a particular Project. The preference is limited to the population of households with disabilities that significantly interfere with their ability to obtain and maintain themselves in housing:
 - i. Who, without appropriate supportive services, will not be able to obtain or remain in housing; and
 - ii. For whom such services cannot be provided in a non-segregated setting.

41: EXHIBIT Q- AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN

A. THREE MAJOR IMPEDIMENTS TO FAIR HOUSING IN KING COUNTY According to the King County Consolidated Plan, 2005 – 2009, the three major impediments to fair housing are

1. Housing Discrimination Impediments:

- Rental market discrimination, with the most notable discrimination occurring on the basis of race, national origin, disability and familial status;
- Discriminatory financing in home ownership including predatory lending, on the basis of race or national origin and sometimes age; and,
- Discriminatory zoning issues and practices and discrimination by housing associations.

2. Administrative Practice Impediments:

- Access to fair housing rights information on a day-to-day basis;
- Confusion about where to go for help with fair housing and where to send people for help;
- Local jurisdiction capacity for fair housing enforcement mechanisms where most of the discrimination occurs; and
- Lack of monitoring for sub-recipients, i.e., entities awarded funds for projects.

3. Inadequate supply of affordable households for the lowest income levels:

- Since 2003, King County Housing Authority has been a Moving to Work Housing Authority, as a result of being named a high-performing housing authority by the U.S. Department of Housing and Urban Development. As mandated by Congress, the MTW Demonstration project provides KCHA and other designated housing authorities with significant flexibility to develop approaches to meet the jurisdiction's housing needs. Two specific goals of the MTW program are to expand KCHA clients' housing choices and preserving and increasing affordable housing opportunities while focusing on those in greatest needs.

A. Actions taken by King County Housing Authority (KCHA) to further fair housing through EXAMINATION OF ITS PROGRAMS OR PROPOSED PROGRAMS:

Through the annual submission of an MTW Report to HUD, KCHA outlines program accomplishments and evaluates progress towards upcoming goals. In addition, an MTW Annual Plan is developed and submitted annually to HUD detailing any new projects which are being proposed for the upcoming year. A number of revisions have

been made to the Section 8 program to further fair housing including increases to the payment standard, creation of programs to assist homeless and special needs clients, and increased access to the reasonable accommodation process.

B. Actions taken by KCHA to IDENTIFY AND REDUCE IMPEDIMENTS TO FAIR HOUSING CHOICE:

The following are specific King County Housing Authority efforts to identify and reduce impediments to fair housing choice.

1. **Expanding its role as the safety net for homeless and special needs populations in King County:** In partnership with the Bill and Melinda Gates Foundation and local governments, King County Housing Authority (KCHA) has created a network of service-enriched housing for homeless families. It has redefined tenant selection preferences to move more homeless families into public housing. KCHA’s “Housing First” program, in partnership with local behavioral health care systems and United Way, provides housing and services to chronically homeless individuals, those who are most susceptible to housing discrimination.
2. **Ending Homelessness:** KCHA is a leader in the region’s efforts to end homelessness by expanding housing for homeless and special needs households, working to serve “hard-to-house” populations not traditionally served by mainstream housing programs, and coordinating rental subsidies with private and public service funding. This year, partnering with King County and behavioral health providers, KCHA will house up to 100 chronically homeless and mentally ill individuals who currently cycle between psychiatric hospitals, jails and the street.
3. **Public Housing and Section 8 Admissions Preferences:** When selecting applicants, KCHA uses local preferences for the Public Housing, Section 8 Housing Choice Voucher and Project-based Assistance programs. Each program’s policies will be developed in concert with other admissions-related policies. KCHA will continue to monitor the impact of the Public Housing site based, regional and Sound families waiting lists and use MTW authority where needed to address problem areas.
4. **Limited English Persons (LEP):** Communicating with clients with limited English proficiency is a priority to assure that applicants and residents understand program requirements. Since public housing residents speak more than 20 languages, KCHA has developed a plan to assist clients with limited English proficiency navigate our programs. A working group meets regularly to discuss new ideas on improving communication to LEP clients.
5. **Reasonable Accommodations:** When an applicant for housing indicates on the application that he/she needs reasonable accommodations in their housing, the application is referred to KCHA’s Section 504 Coordinator for assistance in locating accessible public housing units that meet the reasonable accommodation needs of the applicant. Those needs include voucher extensions, additional bedroom requests, and

higher payment standards to name a few. In 2008 the King County Section 8 program received 591 requests of which 454 were approved.

6. **Staff Training, Advocacy and Tenant Education:** King County Housing Authority pursues the following additional strategies to address identified impediments to fair housing choice, including:

- Providing staff training on current changes in laws and regulations. Providing active outreach and education to landlords throughout King County about Section 8 to increase the number of potential landlords willing to accept Section 8 tenants.
- Intervening with landlords to address concerns.
- Offering education to Section 8 and Public Housing program participants about their fair housing rights and how to file complaints, sometimes assisting them with the filing process.

C. Actions undertaken by KCHA to ADDRESS ADMINISTRATIVE IMPEDIMENTS TO FAIR HOUSING IN VIEW OF AVAILABLE RESOURCES:

- King County Housing Authority staff in all offices including the corporate office, the Section 8 office and the on-site management offices are aware of local resources which can assist tenants to deal with discrimination in housing. When an applicant or tenant calls regarding a landlord/tenant concern, the caller is referred to their local fair housing office and the Tenant's Union. Applicants receiving housing vouchers also are given information regarding fair housing at their orientation. Between 2004 and 2006, King County Housing Authority established site-based management offices at each of its public housing sites in an effort to make services more accessible. In addition an on-line Section 8 Housing application was instituted for greater accessibility.

D. Actions undertaken by KCHA to WORK WITH LOCAL JURISDICTIONS TO IMPLEMENT INITIATIVES TO FURTHER FAIR HOUSING

1. **1. Deconcentration:** Utilizing the HOPE VI program, new project-basing rules for Housing Choice vouchers developed under MTW and KCHA's bond and tax credit financed inventory, KCHA is giving low income households greater access to neighborhoods with strong school systems and ample entry-level job opportunities.
2. **Encouraging Homeownership:** Using a Resident Opportunity Self-Sufficiency (ROSS) grant and MTW flexibility, KCHA is helping public housing residents become homeowners. Exceeding the program target, 312 households purchased homes under the program, with 66% utilizing KCHA down payment assistance grants of up to \$15,000.

3. **King County's Plan to End Homelessness in Ten Years** (A Roof Over Every Bed in King County: Our Community's Ten-Year Plan to End Homelessness): This local Ten-Year Plan reflects a regional commitment to seek long-term and sustainable solutions to homelessness, utilizing best practices and programs that produce tangible results. Its priorities are: homeless prevention; development of new housing and improved connections to support services; and building the community and political will to end homelessness. In 2005, this Plan was adopted and the Committee to End Homelessness in King County (CEHKC) was formed. CEHKC is made up of representatives of nonprofit organizations, businesses, local governments, homeless advocates and the faith community. KCHA's Executive Director, Stephen Norman, is the Co-Chair of the Interagency Agency Council, which oversees implementation efforts of the 10-year plan. KCHA uses this plan as a tool in identifying unmet housing needs and aligning KCHA resources with other funders to address those needs.

- E. Actions undertaken by KCHA to proactively address accessibility problems for persons with disabilities:

King County Housing Authority maintains policies and procedures which are part of a reasonable accommodation plan with the deliberate intention of addressing challenges of all people with disabilities. The following proactive steps address these challenges:

1. Assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program. King County Housing Authority provides Resident Services Coordinators for each of the 23 senior and disabled properties. Each of these coordinators has information and directories of services available in the community and can inform residents of supportive services provided by community-based agencies. Acceptance of supportive services is not a condition of continued participation in the program.
2. Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alternations and other accessibility features that are needed as accommodations for their disabilities. In the public housing properties owned by King County Housing Authority, costs of approved reasonable accommodations are paid for KCHA. In both Section 8 Tenant-based and Project-based programs, requests for reasonable accommodations are between the resident and the landlord. Section 8 staff maintains lists of possible private agencies that can help complete the work and can assist in locating resources.
3. Not deny persons who qualify for HCV under this program other housing opportunities or otherwise restrict access to PHA program to eligible applicants who choose not to participate. Generally, King County Housing Authority does not make participation in services a condition of housing. However, under certain circumstances where the service is directly tied to the housing program, particularly in Project-based units, services may be required for program participation.

4. **Provide housing search assistance.** In addition to maintaining a list of landlords willing to participate in the Section 8 program, King County Housing Authority contracts with the YWCA of Seattle, King and Snohomish Counties to provide housing search assistance for HCV applicants.
5. In accordance with rent reasonable requirements, approve higher rents to owners that provide accessible units with structural modifications for persons with disabilities. King County Housing Authority performs a rent reasonable test on all Section 8 units and will consider any improvements made by a landlord to make a unit accessible for a person with a disability. In addition, KCHA has a full time 504 Coordinator who reviews any request for a higher rent as a reasonable accommodation and will adjust rents for accessible units.
6. Provide technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or making units accessible to persons with disabilities. The King County Housing Authority Section 8 office provides a website that allows owners to advertise accessible units. While KCHA does not fund a private owner to renovate for accessibility, they will assist by directing them to possible agencies that perform or fund the desired accommodation.

F. Actions undertaken by KCHA to MAINTAIN RECORDS REFLECTING ACTIONS TAKEN To further fair housing:

Records of analysis and actions outlined in this plan are kept through monthly, quarterly, and yearly reports presented in a variety of formats including the MTW Annual Report and Plan, quarterly financial reports, monthly Section 8 and Public Housing management reports, and updates to the HCV Administrative Plan.

1. Certification

The King County Housing Authority certifies that it operates its programs in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

2. Sources of information include the following:

- The major source of information providing guidelines for the investment of certain federal housing and community development funds in King County outside the City of Seattle, during 2005-2009 is the "Consolidated Plan," a document written by representatives of the King County Consortium, an organization made up of 35 small cities and the unincorporated areas of King County. The Plan had extensive input from a wide range of additional stakeholders including agencies, advocates, community-based organizations,

local and state government staff, and members of the public including low income individuals.

- The most current housing action plan and “Analysis of Impediments to Fair Housing Choice” was published in 2005 and will be in effect through 2009.
- Reference is made to fair housing in the 2009 Moving to Work Annual Plan for the King County Housing Authority.
- Reports are published quarterly by the Committee to End Homelessness.

G. ACTIONS UNDERTAKEN BY KCHA TO INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

- All Section 8 applicants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

Seattle Housing Authority (SHA)

public housing-subsidized units. The Partnership Unit Site-Based Waiting List Agreement may include the following provisions:

- The organization shall maintain an auditable waiting list for the partnership units, which SHA and/or HUD may review at any time;
- The organization shall engage in affirmative marketing of its partnership units, including outreach to minority communities and people with disabilities, and shall provide a written copy of its affirmative marketing policies to SHA for approval;
- The organization shall have written policies for tenant selection and placement in the partnership units, which shall comply with federal, state and local fair housing statutes and ordinances and ensure that no applicant for the partnership units shall be discriminated against on the basis of being a member of any protected class;
- The organization shall have written policies for responding to applicants and residents with disabilities, including providing reasonable accommodations to applicants and residents upon request, consistent with applicable Section 504 legislation;
- The organization shall determine applicant eligibility for partnership units using SHA-provided criteria;
- The organization shall offer partnership units exclusively to applicants with initial anticipated gross income at or below 30% of area median income for the Seattle- Everett PMSA, as established annually by HUD and adjusted for household size;
- The organization shall apply its own screening and suitability policies for applicants of the partnership units, according to written policies approved by SHA; and/or
- Other provisions determined by SHA to be necessary to ensure fair public access to the public housing-subsidized partnership units and safeguard the rights of applicants.

3. Applying for Housing Assistance

Applicants apply for assistance in the Public Housing and Senior Housing programs by submitting an application form which also includes options to apply for subsidized assistance in the HOPE VI and Special Portfolios.

Applicants may select up to two public housing/HOPE VI properties. Applicants may also select up to two Seattle Senior Housing Program (SSHP) properties instead of, or in addition to, any public housing properties they have selected. Note that for the SSHP properties, the head of household, co-head or spouse must be 62 or older, or disabled, at move in. See the [SSHP Waiting Lists](#) section in the [Seattle Senior Housing Program chapter](#) for SSHP waiting list policy.

Some SHA properties have been designated Elderly Only, in accordance with HUD regulations. These Elderly Only properties are reserved for applicant families with at least one member age 62 years or older. Families that qualify as an Elderly Family may include Elderly Only properties in their two public housing property selections. SHA may, in its discretion, offer placements in Elderly Only properties to Near Elderly households (household member age 50 to 61), if there are insufficient elderly household applicants to fill available vacancies in Elderly Only properties. Minor children may not live in Elderly Only designated housing, except where existing residents have been grandfathered at the time of the Elderly Only designation.



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The applicant is responsible for the accuracy and completeness of their application, and for updating the information if it changes during the time they are on the waiting list(s). Information provided by the applicant is not verified by SHA until the applicant has been selected from the waiting list. When submitting an application, applicants are strongly encouraged to consult with SHA staff for assistance in understanding the process, to help ensure the accuracy and completeness of the information they submit, and to maximize their opportunity for success by making appropriate housing choices.

SHA will accept an application even if an informal discussion reveals the applicant may not be eligible for assistance, or for a specific property or program. Applicants should not be discouraged from applying based on “apparent ineligibility.” Applications will be assigned to the waiting list per the occupancy standards found in the [Occupancy Standards](#) section of the [Household Composition and Occupancy Standards chapter](#).

Applicants whose previous housing applications have been denied by SHA may submit a new application at any time following the denial. The circumstances that caused the denial may continue to be relevant to future housing applications.

Applications received from currently housed SHA residents who want to relocate to another SHA unit will be placed on the waiting list according to preference and date and time of application.

4. Preferences

SHA has established preferences that give priority to families in certain categories. Preferences establish the order in which applicants are placed on the waiting list, but they do not guarantee admission.

Information provided by applicants on their application is used to determine whether they qualify for preference. This information includes family income, living situation, place of residence, and other personal circumstances.

An eligibility interview will be scheduled for all applicants after being selected from the waiting list. On the day of the eligibility interview, applicants must qualify for the preference under which they have been ranked on the waiting list. If the applicant does not qualify for preference they will be placed back on the waiting list without preference and must wait six months from the date of interview to re-qualify for preference.

Public Housing

Public housing applicants can qualify for both a ranking preference and a waiting list preference as described below. Applicants with a ranking preference are selected from the waiting list ahead of applicants with a waiting list preference. Public housing applicants may qualify for one or more of three waiting list preferences but may claim only one. Applicants with waiting list preference are ranked by date and time of application on the waiting list behind those with ranking preference, but ahead of all others who do not qualify for preference.

A. Waiting List Preferences

1. Applicant family’s gross income is at or below 30% of area median income either currently or for the 12-month period prior to the eligibility determination (*Gross income*,

for the purpose of determining preference, means the full amount of income before deductions of any type are taken, and without calculating any of the exclusions, allowances, or deductions which may be available to applicants after they are admitted to housing.);

2. Applicant family is *homeless*, as defined in the [Terminology](#) appendix to the [Overview of SHA and its ACOP chapter](#), or was homeless sometime during the 12-month period prior to the eligibility determination; and
3. A current SHA resident who desires to relocate to another SHA property, but who does not qualify to do so under SHA's transfer policy (found in the [Transfers Chapter](#)) and is above 30% of median income, may apply to the regular LIPH waiting list and receive a preference point. (This waiting list preference does not apply to the Expedited Waiting List.)

B. Ranking Preferences

Ranking preference is applicable only to the Site Specific Waiting Lists as follows:

- **Executive Director:** The Executive Director shall have the discretion to offer housing units to eligible residents and participants urgently in need of housing as a result of natural or man-caused disasters, government action, contamination, or similar circumstances determined by the Executive Director to justify exercise of the discretion provided herein. The Executive Director shall brief the SHA Board of Commissioners at its meeting immediately following the Executive Director's decision to exercise the discretion provided herein;
- **Home from School [MTW 22.A.01]:** Seattle Housing Authority may provide housing assistance for homeless or unstably housed low income families with children at selected neighborhood schools.
- **Acquisitions:** Applicant is an existing, eligible tenant of a property acquired by SHA and added to the public housing unit stock;
- **Qualified Provider:** SHA shall give a ranking preference to applicants who can claim a waiting list preference as defined above, who are referred by qualified providers;
- **Former SHA Live-in Employee:** Applicant is an eligible former SHA live-in employee. SHA shall give a preference to the applications of live-in employees in *good standing*, as defined in [Terminology](#) appendix to the [Overview of SHA and its ACOP chapter](#) and allow their applications to "ride at the top" of a site-specific waiting list until such time as they separate from SHA employment; and
- **Housing Assurance Option (HAO):** The Housing Assurance Option provides a safety net that gives LIPH residents who move out of their public housing unit a fallback plan if life situations change and their new housing situation is threatened. The Housing Authority would provide immediate access to housing through a preference that would place the qualified former LIPH resident at the top of the approved waiting list. Qualified residents shall be eligible for this preference for a period of 12 months from the date the resident's household vacates from their public housing unit.
 - **Eligibility:** A household shall be eligible for HAO if all the following criteria are met prior to move out:
 - Household with an annual income greater than or equal to \$30,000 for 1 person household or \$40,000 for a multi person household (roughly 50

- percent of area median income (AMI)) or a Graduate from the Graduation from Public Housing Subsidy in Mixed-Income Communities program.;
 - Be in good standing with SHA, with a minimum of a one-year tenancy in Low-Income Public Housing Residents in collaborative housing are excluded from this policy. Good standing is defined as a “household that is in compliance with the terms of their dwelling lease and SHA policies and house rules.”
- **Participation:** Households meeting the criteria would be deemed automatically enrolled.
- **Return Rights:** Households return rights are subject to the same suitability and eligibility review as incoming residents. Households returning via HAO are also subject to SHA’s one unit offer policy defined in the Waiting List chapter-- Households that decline a unit offer will have their HAO preference cancelled. Any request for a household to return under the Housing Assurance Option would have to include the original head of household.

The waiting list preferences and ranking preferences listed above do not apply to applicants for the Seattle Senior Housing Program (SSHP). See the [SSHP Waiting Lists](#) section of the [Seattle Senior Housing Program chapter](#) for SSHP preferences.

SHA has a variety of modified units for persons with disabilities and will fill them according to the policies outlined in the [Fair Housing and Equal Opportunity](#) section in the [Fair Housing and Violence Against Women Act \(VAWA\) chapter](#).

5. Income Targeting and Deconcentration of Poverty

SHA fosters deconcentration of poverty by:

- Setting appropriate payment standards for Housing Choice Voucher subsidy;
- Continuing to redevelop large public housing developments into mixed-income communities, and requiring low-income residents of those communities to abide by self-sufficiency lease provisions;
- Creating a “mix of incomes from within,” by assisting SHA residents to get their first job or a better one; and
- Providing incentives in the public housing rent policy to encourage people to work and increase their income.

6. Waiting List Check-In (Save My Spot)

All SHA waiting list applicants are required to check in once a month using the 24-hour automated Save My Spot waiting list check-in system. Applicants who do not complete monthly check in as required are removed from the waiting list. Applicants can be reinstated upon request without penalty, within six months of their removal from the waiting list.



HOUSING CHOICE VOUCHER (HCV)
PROGRAM
ADMINISTRATIVE PLAN



REVISED, July 2019

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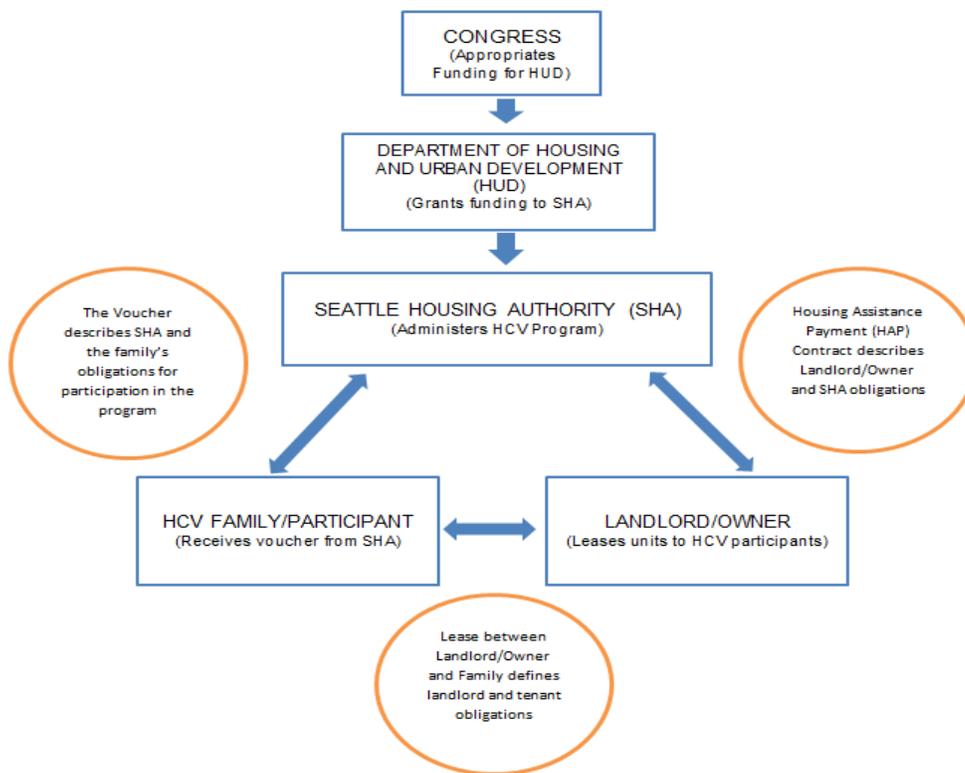
A. Statement of Policies

The Housing Choice Voucher (HCV) Program, formerly known as Section 8, was enacted as part of the Housing and Community Development Act of 1974 (the “Act”), which re-codified the U.S. Housing Act of 1937. The Act has been amended from time to time, and its requirements, as they apply to the Section 8 Tenant-Based Assistance Program, are described in and implemented throughout this Administrative Plan. The Housing Choice Voucher Program is federally funded and administered for the city of Seattle by the Housing Authority of the city of Seattle (“Seattle Housing”).

Seattle Housing’s jurisdiction is the city of Seattle.

HCV Administration and Relationships

The administration of the HCV program involves participation of different parties, that is, The Department of Housing and Urban Development (HUD), Seattle Housing, the landlord/owner and HCV participant, as illustrated below.



B. Seattle Housing Authority Mission, Values, and Guiding Principles

Mission

Our mission is to enhance the Seattle community by creating and sustaining decent, safe, and affordable living environments that foster stability and increase self-sufficiency for people with low incomes.

Values

As stewards of the public trust, we pursue our mission and responsibilities in a spirit of service, teamwork and respect. We embrace the values of excellence, collaboration, innovation and appreciation.

Guiding Principles

The following Guiding Principles for Seattle Housing were established by the Seattle Housing Authority Board of Commissioners in April, 2001:

1. Expand the availability of housing for low-income people;
2. Embrace the principles of excellent customer service in the administration of Seattle Housing programs;
3. Ensure the long-term viability of Seattle Housing's housing stock;
4. Maximize efficiency in delivering maintenance and management services;
5. Implement strategies that will reduce dependency on federal funding;
6. Be positioned to respond effectively and responsibly to change;
7. Contribute to building strong neighborhoods in Seattle;
8. Assist Seattle Housing families in achieving their personal goals;
9. Build, support and respect an excellent Seattle Housing work force; and
10. Exercise fiscal soundness in the pursuit of Seattle Housing programs and activities.

C. Moving to New Ways/Move to Work Plan [24 CFR 982.54]

In 1999, Seattle Housing executed a Move to Work (MTW) Contract with HUD providing it with broad authority to implement changes to the Housing Choice Voucher Program that would have the effect of increasing housing choice for families, increasing family self-sufficiency, and decreasing administrative cost of the program. In 2008, Seattle Housing executed an Amended and Restated Moving to Work Agreement, which is renewed annually.

Seattle Housing has used its Move to Work authority to consider and implement a variety of alternatives to HUD-required program features. A table summarizing Seattle Housing's Move to Work Housing Choice Voucher Program activities compared to HUD program regulations is provided on the SHA website.

Seattle Housing is responsible for complying with all HUD regulations pertaining to the Housing Choice Voucher Program unless authority to establish alternative policies and procedures is conferred by the Seattle Housing Move to Work Agreement and the annual Seattle Housing Move to Work Plan. This Administrative Plan is a supporting document to the Seattle Housing Annual Move to Work Plan, and is available for public review as required by 24 CFR Part 903.

D. Administrative Fee Reserve [24 CFR 982.54(d) (21)]

Expenditures from the Administrative Reserve (Operating Reserve) for non-Move to Work vouchers, for housing purposes other than the costs of implementing the HCV Program, shall not exceed \$100,000 per occurrence nor more than 50 percent of the reserve balance, for each fiscal year without the prior approval of the Seattle Housing Board of Commissioners or its Executive Director.

Seattle Housing's HCV Administrative Reserve is intended to fund program administrative expenses in excess of fees earned during the current fiscal year. Other uses may be approved subject to limitations established by HUD regulations. The Administrative Reserve is separate from Seattle Housing's HCV Project Reserve which can be used to fund HAP payments in excess of subsidies received in the current fiscal year, or for other purposes allowed under Seattle Housing's MTW agreement with HUD.

E. Fair Housing Policy [24 CFR 982.54(d) (6)]

It is the policy of the Seattle Housing Authority to comply fully with all federal, state, and local non-discrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

Seattle Housing shall not deny any family or individual the equal opportunity to apply for or receive assistance under the Housing Choice Voucher Program on the basis of race, color, sex, gender identity, religion, creed, national or ethnic origin, age, familial or marital status, handicap or disability, or sexual orientation.

To further its commitment to full compliance with applicable civil rights laws, Seattle Housing will provide information on federal, state, and local regulations and ordinances to voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. The information will include the names of government offices which take complaints and perform investigations, including HUD's Office of Civil Rights and the City of Seattle's Office for Civil Rights. Such information will be made available during the family briefing session, and all applicable Fair Housing information and discrimination complaint forms will be made a part of the voucher holder's briefing packet and available upon request at Seattle Housing offices.

All HCV staff will receive training about the importance of affirmatively furthering Fair Housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout Seattle Housing offices, including in the lobby and interview rooms, and the equal opportunity logo will be used on all outreach materials.

Whenever possible, HCV staff will attend local Fair Housing update training sponsored by HUD and other local organizations to keep current with new developments.

From time to time pilot projects and initiatives will be tested that benefit certain individuals or families. This mostly enhances SHA's understanding of the impact of housing to the long term stability of participants and overall improvement to their standard of living. Within the boundaries of the projects or initiatives, fair housing will be upheld. Potential initiatives may address the concentration of low-income population in racially/ethnically-concentrated areas of poverty (R/ECAPs) by promoting mobility to higher opportunity areas. To address specific problems or inequities, SHA may lawfully establish programs that provide targeted benefits to a particular group or class of people that are not provided to others. SHA supports all individuals and families exercising housing choice and accessing opportunity (mobility) areas, as well as all protected classes under local and national fair housing mandates.

Accessibility to Persons with Disabilities

Seattle Housing Authority's offices are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by the Washington State Relay Service (TTY).

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected

to discrimination because Seattle Housing's facilities are inaccessible to or unusable by persons with disabilities.

F. Owner Outreach [24 CFR 982.54(d) (5)]

Seattle Housing encourages owners of decent, safe and sanitary housing units to lease to Housing Choice Voucher families. To this end, Seattle Housing may:

1. Create and distribute informational materials about the Housing Choice Voucher Program specifically for potential landlords;
2. Establish a landlord advisory group including both for-profit and non-profit housing providers, that will advise Seattle Housing on matters of concern to landlords in the operation of Seattle Housing's Housing Choice Voucher Program;
3. Distribute an owner's newsletter including updates on program guidelines and opportunities for landlords to benefit from the Housing Choice Voucher Program;
4. Provide training in crime prevention, landlord-tenant law, Fair Housing, and other property management issues of interest to owners of assisted properties;
5. Make presentations at local associations of for-profit and non-profit owners describing the benefits of participating in the Housing Choice Voucher Program;
6. Conduct surveys of owners to determine their satisfaction and priorities for improvements in the operation of the Housing Choice Voucher Program;
7. Establish policies which encourage Housing Choice Voucher Program participants to act responsibly in their relationship with their landlords;
8. Establish policies which reward "high performing" landlords for consistently responsible participation in the Housing Choice Voucher Program and high quality service to assisted tenants; and
9. Review all proposed new policies or modifications of current policies and procedures for their potential impact on participating owners.
10. Provide incentives, to encourage participation of landlords/owners.

Seattle Housing encourages housing providers to list vacant units on the SHA website (<https://www.seattlehousing.org/list-your-rental-with-sha>) or other affordable housing websites. Seattle Housing will make efforts to use new technology, social media, and other evolving platforms to reach more housing providers.

Policy Regarding Encouraging Owners of Units outside Areas of Poverty or Minority Concentration

Seattle Housing encourages program participation by owners of units located outside areas of poverty or minority concentration. Seattle Housing periodically evaluates the demographic distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted.

Voucher holders are informed of a broad range of areas where they may lease units inside Seattle Housing's jurisdiction through a neighborhood guide published by Seattle Housing.

G. Reasonable Accommodations Policy [24 CFR 100.202]

Seattle Housing's policies and practices are designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the Housing Choice Voucher Program.

It is applicable to all situations described in this Administrative Plan, including when a family initiates contact with Seattle Housing, when Seattle Housing initiates contact with a family, and when Seattle Housing schedules or reschedules appointments of any kind.

Definition of Disability [24 CFR 5.403]

A person with a disability is defined as an individual who permanently or temporarily:

1. Has a disability as defined in Section 223 of the Social Security Act;
2. Has a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; or
3. Is determined to have a physical, mental, or emotional impairment and, as defined by the Americans with Disabilities Act (ADA):
 - a) A physical or mental impairment that substantially limits one or more major life activities; or
 - b) A history or record of such impairment; or
 - c) Is perceived by others as having such impairment.

Note: This is not the same as the HUD definition used for purposes of determining allowances.

Rehabilitated Drug Users and Alcoholics

Rehabilitated former drug users and alcoholics are covered under this policy.

However, a current drug user is not covered. In accordance with 24 CFR Part 5.403, individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence.

However, individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.

Medical Marijuana Use

Any applicant being considered for admission who, at the time, is using any “controlled substance,” including marijuana, will not be admitted to the Program. The participation of any Seattle Housing Voucher holder who uses any “controlled substance,” including marijuana, on or off Seattle Housing premises, may be terminated from the Program. Participants who use marijuana* in compliance with the state Medical Marijuana Act will, as an accommodation of their disability, not be terminated from the Program, provided that they submit a request for a reasonable accommodation which is approved by the Seattle Housing ADA-504 Committee in accordance with Seattle Housing’s HCV Administrative Plan.

Policy on Live-In Aides (24 CFR 5.403)

A Live-in Aide is an individual who provides essential care to a voucher household member who cannot care for themselves. To qualify as a Live-in-Aide, the live-in aide must provide assistance to the household member a minimum of 120 hours per week. A Live-in-Aide may not be a family member unless the household member is disabled and a family member’s care is essential to accommodate the disability.

If the proposed live-in aide is a family member, the Housing Authority shall determine the likelihood that the requested individual would reside in the household if he or she were not providing care. In addition, a Live-in-Aide must: reside with the household for the purpose of providing care to the voucher holder; provide documentation from a health care professional that he or she is qualified to provide the support needed; maintain the voucher holder’s address as their primary residence; and have no record of criminal activity that would cause the denial of an application if the live-in aide applied for housing assistance on his or her own behalf.

* The U.S. Department of Housing and Urban Development (HUD) defines medical marijuana as marijuana which, when prescribed by a physician to treat a serious illness such as AIDS, cancer, or glaucoma, is legal under State law.

Additionally, the following requirements apply to Live-In Aides (Notice PIH 2009-22)

1. Seattle Housing may not approve an unidentified live-in aide, nor a larger unit than the family qualifies for under the Seattle Housing's subsidy standards for an unidentified live-in aide. An additional bedroom for a live-in aide will not be allocated for a family unless a specific person has been approved by Seattle Housing.
2. Occasional, intermittent, multiple or rotating care givers typically do not reside in the unit and would not qualify as live-in aides.
3. Seattle Housing may not approve a live-in aide if that person does not keep the subsidized unit as their primary residence.

A live-in aide is treated differently than family members, in that:

1. Income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits;
2. Live-in aides are not subject to Non-Citizen Rule requirements; and
3. Live-in aides may not be considered a remaining member of the household should the voucher holder leave the HCV program for any reason.

Seattle Housing may approve an additional bedroom for a live-in aide if needed as an accommodation to make the program accessible to and available to a voucher holder with a disability. Approval of an additional bedroom for a live-in aide for reasonable accommodation will be in accordance with the reasonable accommodations section in Chapter 1 of this Administrative Plan.

Seattle Housing may refuse to approve a person as a live-in aide or may withdraw such approval if:

1. The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
2. The person participates in drug-related criminal activity or violent criminal activity, or is a sex offender currently subject to a life time registration requirement; or
3. The person currently owes rent or other amounts to Seattle Housing or to another public housing authority in connection with Housing Choice Voucher Program or the Low Income Public Housing Program.

At the discretion of Seattle Housing, approval may be given if the person pays off the amount owed or enters into a repayment agreement with the creditor housing authority. Seattle Housing reserves the right to deny assistance at any time in the future if the live-in aide does not comply with the terms of the repayment agreement.

Seattle Housing shall conduct a criminal background check for proposed live-in aides, and shall withhold approval if the review of criminal history discloses a record of activity that would cause denial of an application if the live-in aide applied for housing assistance on his or her own behalf.

Different Treatment Only on Request

A participant with a disability must first ask for a specific change to a policy or practice as an accommodation of his or her disability before Seattle Housing will treat a person differently than anyone else. The option to request an accommodation will be made known by including notices on Seattle Housing application guides, handbooks, forms and letters and on notices posted throughout Seattle Housing offices.

Identifying and Responding to Requests for Accommodation

Requests for accommodation may first be expressed as complaints. When presented with a complaint that a particular HCV feature or process is inaccessible to a person with a disability, Seattle Housing staff will ask the person complaining if he or she wishes to request an accommodation.

Seattle Housing staff presented with a verbal request for an accommodation may either grant the request outright, if it is customary or relatively simple to do so (i.e., re-issue a letter in large type, or conduct a one-on-one application workshop at Seattle Housing), or shall invite the person requesting the accommodation to put the request in writing for further consideration and formal response. Staff shall provide assistance with the written request if asked to do so.

Certification of the Presence of a Disability

An individual who requests an accommodation must certify in writing that he or she is a person with a disability according to the definition of disability cited above.

The written request must contain the writer's own certification of the presence of a disability meeting the definition described above, and a description of the requested accommodation, along with any acceptable alternatives the writer may be able to identify in advance.

Written requests for an accommodation based on the presence of a disability shall be given to the Seattle Housing staff person working with the client requesting the accommodation. Most requests require the completion of Seattle Housing-approved forms, which are used to verify information provided in the request.

Seattle Housing staff will provide these forms at the time of the client's request for an accommodation. The staff person will forward the request to his or her manager, who will review and respond to the request.

Verification of Disability

Seattle Housing will verify disabilities under definitions in the Fair Housing Amendments Act of 1988, Section 504 of the 1973 Rehabilitation Act, and Americans with Disabilities Act.

After the individual requesting an accommodation certifies that he or she is a person with a disability meeting the definition above, Seattle Housing will require that a professional third party competent to make the assessment provide written verification of the following:

1. The presence of a disability which meets the definition above; and
2. The assertion that the person needs the specific accommodation due to their disability and the change is required for them to have equal access to the housing program.

Role of Advocates

Reasonable accommodation will be made for a person with a disability who requires an advocate to participate in any HCV procedure, including application workshops, issuance interviews, briefings or orientations, or other meetings. A designee will be allowed to provide some information on behalf of the applicant or participant with a disability, but only with the permission of the person with the disability.

Undue Financial or Administrative Burden

If Seattle Housing finds that the requested accommodation creates an undue administrative or financial burden, Seattle Housing will deny the request and/or present an alternate accommodation that will still meet the need of the person.

1. An undue administrative burden is one that requires a fundamental alteration of the essential functions of Seattle Housing (e.g., waiving a family obligation).
2. A requested accommodation that creates an undue financial burden is one that, when considering the available resources of the agency as a whole, would pose severe financial hardship on Seattle Housing.

Responding to a Request for Accommodation

Seattle Housing staff shall not deny a request for accommodation until the Seattle Housing General Counsel has reviewed the request and made the decision to deny it.

Seattle Housing will provide a written decision to the person requesting the accommodation within 30 days of receipt of the individual's written request for the accommodation. The written response shall include information on how to appeal the denial.

Appeal of Denial for an Accommodation

If a person is denied the accommodation and/or feels that the alternate suggestions are inadequate, he or she may request an informal hearing to review Seattle Housing's decision by sending a written request to the attention of the Seattle Housing General Counsel within 30 calendar days of the date of Seattle Housing's written response to his or her original request.

Responsibility

Under the general supervision of the General Counsel, Director of Housing Choice Voucher (HCV) Program, Director of Housing Operations and Deputy Executive Director. The HCV Administrator and Managers are responsible for implementing policies and procedures.

Procedure

Seattle Housing will provide a reasonable accommodation, upon request, to prevent an otherwise qualified individual with a disability from being excluded from participation in or denied the benefit under any Seattle Housing program.

Copies of all requests for accommodation shall be kept in the applicant/participant file; any health-related information will be redacted; an original copy of the all requests for accommodation along with any supporting documentation will be safeguarded. All ADA requests shall be approved or denied by the Housing Choice Voucher Administrator.

Requests that are denied shall be referred to the SHA ADA-504 Committee, which shall make the final decision on all accommodation requests. This procedure is applicable throughout the application process and throughout program participation, including requests made after termination proceedings have been initiated and before an informal hearing (Requests made during a hearing are covered by the Complaints and Appeals section of this Plan).

Information is given during program orientation and during interviews, with applicants and participants, regarding their right to reasonable accommodation.

1. The interviewer shall assess the accommodation that the applicant/participant requested in a written letter to Seattle Housing.
2. If the head of household indicates the need for a reasonable accommodation, the interviewer shall verify his or her need by having the applicant sign and authorize the release of information on the "Verification of Disability and Need" 967PL form. The interviewer shall submit the form to the appropriate health care professional (s) for completion.
3. When the application is completed, and the professional verification of need for accommodation is received, the interviewer shall determine and note in the applicant's file whether there are any special needs and forward the file to their Manager. If additional information is needed the Manager will specify what is needed.
3. Once the information is received and the nature of the accommodation is determined, Seattle Housing will either provide the accommodation or forward the file the Housing Choice Voucher Program Administrator.
4. The Housing Choice Voucher Program Administrator will review the request, approve the request or identify, with the applicant/participant, alternative accommodations that would enable the client to receive benefits and services of the program.

5. In the event the request is not approved, the Housing Choice Voucher Program Administrator shall forward the request together with appropriate correspondence and documentation to the General Counsel and ADA/504 Committee for its consideration. The ADA/504 Committee will follow its procedures for reasonable accommodation requests.
6. The General Counsel/ADA Committee will respond in writing the results or progress of the initial request.

H. Privacy/Confidentiality/Use of Personal Identifiers [24 CFR 982.551 and 24 CFR 5.212]

Requirement to Release Information

Applicants and participants, including all adults in their households, are required to sign a Release of Information form. This document incorporates the Federal Privacy Act Statement and describes the conditions under which HUD and Seattle Housing will release family information.

As specified on the Release, HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to federal agencies for employment suitability purposes and to housing authorities for the purpose of determining housing assistance.

Seattle Housing is also required to protect the income information it obtains in accordance with any applicable state privacy law. HUD and Seattle Housing employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form.

Private owners may not request or receive information authorized by this form.

Protection of Applicant and Participant Personal Information

Seattle Housing's policy is to protect the privacy of applicants and participants. Except when responding to requests from HUD, law enforcement agencies, or governmental investigating agencies, health or building departments or responding to subpoenas and court orders, Seattle Housing staff will not disclose whether or not an individual is an applicant or a participant, or reveal any information about a family without their consent.

Seattle Housing staff shall consider the sensitivity of personal information at all times when communicating with applicants, participants, or their representatives (advocates, translators, or family members). Every effort shall be made to conduct conversations about applicants' and participants' personal information in such a way that third-parties are unlikely to overhear them.

Seattle Housing Not a Business Associate under HIPAA

The Seattle Housing HCV Program shall not share personal information protected by the Health Information Portability and Accountability Act (HIPAA) with any other party, and therefore is not a Business Associate under the Act.

Seattle Housing shall not provide verification of medical deductions to other housing authorities as part of the information provided for voucher holders porting out. Seattle Housing will not share health-related information with owners or managers of project-based buildings. All health-related information provided by any applicant or participant will be safeguarded and will not be shared with any third party except as required by law enforcement and other regulatory authorities.

All requests for information that are not specifically released to a third-party by the individual to whom it relates will be forwarded to the Seattle Housing Legal Department for action.

Responding to Requests for Status Updates

Seattle Housing staff will take reasonable precautions to safeguard the personal information of applicants and participants, without creating barriers that make it more difficult for applicants and participants to communicate with HCV.

Individuals who visit Seattle Housing in person on their own behalf will be presumed to be who they say they are if they can provide personal identification.

Personal identification will be required of any walk-in visitor who is requesting information relevant to any HCV application or participating household to confirm they are a legitimate concerned party. Individuals must be able to show positive identification of who they are representing themselves to be (participant, landlord, or service provider with release of information on record) before Seattle Housing staff will acknowledge status of any program participation or share any information (verbally, electronically, or in written documentation).

Acceptable forms of personal identification include the following:

1. State driver's license;
2. State-issued picture identification;
3. Photo identification bank card with signature on back; and
4. Other photo identification of official entity such as a school or business.

Individuals who call Seattle Housing to request status updates will be presumed to be who they say they are if they can provide an address, birth date, and/or Social Security Number that matches the information in Seattle Housing's records.

Translators and Advocates

HCV staff may assume that translators and advocates, including adult family members, who accompany applicants and participants in person, have the applicants' or participants' permission to witness confidential conversations and documents.

HCV staff may assume that translators and advocates who telephone on behalf of an applicant or participant and represent that the applicant or participant is there with them at the time of the telephone call, have the applicants' or participants' permission to conduct the conversation.

Staff shall exercise caution in conducting such conversations on the telephone, and may request additional personal identifiers from the caller to verify that he or she is in fact present in the room with the applicant or participant, or refrain from disclosing highly sensitive information (e.g., denial based on a criminal record, or response to a request for an accommodation based on the presence of a disability), offering instead to send a letter with the requested information to the applicant or participant directly.

HCV staff shall not discuss personal information about an applicant or participant with an advocate or family member when the applicant or participant is not present, without a written, signed and dated request by the applicant or participant giving Seattle Housing permission to do so. The written request shall identify the specific persons or agency with whom the personal information may be discussed.

HCV staff shall exercise caution in conducting personal conversations on the telephone with advocates, and may take such steps as are reasonably necessary to confirm the identity of the advocate.

Domestic Violence

SHA is concerned about the safety of its applicants and participants, and such concern extends to individuals and families who are victims of domestic violence, dating violence, sexual assault, or stalking. Moreover, the Violence Against Women Act of 2013 (VAWA) provides certain protections for victims of domestic violence, dating violence, and stalking who are applying for or are receiving assistance under the HCV program. The protections are available regardless of sex, gender identity, or sexual orientation.

HCV will explore multiple avenues and options to adhere to HUD VAWA requirements in order to fulfill its obligations to applicants and participants who are victims of domestic violence, to include case by case reviews with the Director or a designee which may, in some instances, warrant certain exceptions to regular program policy and procedures.

SHA allows participants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency voucher issuance or Project Based Voucher transfer from the participant's current unit to another unit.

However, the ability of the HCV Program to honor such a request for participants who are currently receiving assistance, may depend upon a preliminary determination that the participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking; and on whether SHA has subsidy available to provide safe, temporary or more permanent housing.

A. Protections for Victims of Domestic Violence

SHA provides the following protections for victims of domestic violence who are HCV applicants or participants.

- SHA may not deny admission to the HCV program if a victim of domestic violence, dating violence, sexual assault or stalking can show that the reason for the denial is connected to domestic violence, dating violence, sexual assault or stalking.
- SHA may not terminate a participant because he/she is a victim or threatened victim of domestic violence, dating violence, sexual assault or stalking.
- If a domestic violence victim leaves the unit because of domestic violence, dating violence, sexual assault or stalking, SHA will not consider him or her in violation of the lease or HCV program requirements.
- SHA may 'separate' the family by terminating the abuser from the HCV program while protecting the victim and other household members. The abuser will NOT be issued a separate voucher.
- SHA may provide an emergency termination of the HAP contract and issue the participant a new voucher to move with continued assistance.
- For Project Based Voucher (PBV) participants, SHA will work with its PBV partners to secure a safer unit for a participant experiencing domestic violence who requests for an emergency unit transfer.

Limitations of VAWA Protections

- SHA has the authority to terminate any participant, including the victim, if it can demonstrate a threat to other tenants or to staff.
- SHA can terminate a participant for any violation of the program or the lease that was not based on domestic violence, dating violence, sexual assault or stalking.
- PBV participants who seek to transfer will not be issued a tenant based voucher.

SHA will make available a description of specific protections afforded to victims of domestic violence, dating violence, and stalking for the benefit of applicants, residents, and to others upon request, and

as part of the lease. The information will include:

- The definitions of domestic violence, dating violence, and stalking provided by VAWA, included in Appendix 2: HCV VAWA Definitions.
- A summary of the rights and protections provided by VAWA to HCV applicants and participants who are or have been victims of domestic violence, dating violence, or stalking [Notice of Occupancy Rights under the Violence Against Woman Act (2016)];
- An explanation of the documentation that SHA may require from an individual who claims the protections provided by VAWA [SHA-50 B9];
- Form HUD-50066, Certification of Domestic Violence, Dating Violence, or Stalking;
- A statement of SHA's obligation to keep confidential any information that it receives from a victim [SHA-50 B9];
- The National Domestic Violence Hot Line: 1-800-799-SAFE (7233), (TTY) 1-800-787-3224, www.TheHotLine.org;
- The National Sexual Assault Hotline: 1-800-656-HOPE (4673); and
- Contact information for local victim advocacy groups, resources and service providers.

B. Notification to Applicants and Residents [24 CFR 5.2005(a)]

SHA will provide applicants with the information listed above at the time they are denied housing assistance. Applicants cannot be denied assistance on the basis that they are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

SHA will provide participants with the information listed above when they are admitted, and in all notices of termination of assistance. Criminal activity directly related to domestic violence, dating violence, or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim of that domestic violence, dating violence, sexual assault or stalking.

SHA may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful occupants. An incident or incidents or actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence. There is no limitation on the ability of SHA to terminate assistance for other good cause unrelated to the incident or incidents of domestic violence, dating violence or stalking, other than the victim may not be subject to a "more demanding standard" than non-victims.

SHA may honor court orders regarding the rights of access or control of the property, including EPO's, DVO's, and other orders issued to protect the victim and disused to address the distribution or possession of property among household members where the family "breaks up."

An applicant or participant may request that no information be provided to a current or former spouse or partner, because of domestic violence or harassment related to a domestic conflict (e.g., child custody dispute). In such cases, staff shall note this in the file and computer records, and make every effort not to disclose information about the applicant or participant to any third-party, regardless of the relationship claimed. Staff shall inform applicants and participants who make such a request that it will not apply to requests from HUD or law enforcement, or other governmental agencies authorized by Seattle Housing's General Counsel to secure confidential information about them.

For current participants who are looking to move with continued assistance (MWCA), refer to the *VAWA Appendix - Emergency Voucher Issuance/Transfers*.

Retention of Information Relating to a Disability

Any and all information which would lead one to determine the nature and/or severity of a person's disability must be kept in a separate folder and marked "confidential" or returned to the family member after its use. The personal information in this folder must not be released except on an "as-needed" basis in cases where an accommodation is under consideration.

Retention of Criminal Background Checks

The results of criminal background checks shall be maintained in application files until a family leases a unit or the application file is closed due to a failure to lease a unit at which point the criminal background check is destroyed. For Project based files the criminal background check is destroyed after a determination of eligibility is made.

The personal information in this file must not be released to anyone, other than the person to whom the check applies, except on an "as-needed" basis, to defend against an appeal of an HCV determination, to deny admission to the program, or terminate assistance under the policies outlined in this Plan.

Forwarding Addresses; Information Necessary to Collect Delinquent Accounts

Unless a privacy request is made by the voucher holder, HCV will provide information on forwarding addresses for current and former participants to police or other governmental authorities, previous landlords, and other public housing authorities, upon request by those parties.

Regardless of any privacy request on record, information regarding delinquent residents/participants may be exchanged when it is deemed in the interest of Seattle Housing and its collection effort.

Requests by Governmental Agencies and Attorneys to View, Copy, or Remove Documents

Requests by law enforcement agencies to view, copy or remove documents shall be made to the Seattle Housing General Counsel.

Public Disclosure Law

All requests for personally identifiable information about applicants and participants under the Freedom of Information Act or any other public disclosure law shall be referred to the Seattle Housing General Counsel.

Use of Personal Identifiers (Social Security Numbers)

Seattle Housing is required to collect proof of Social Security Number from all applicants and participants who have been assigned a Social Security Number. Seattle Housing uses Social Security Numbers as the primary, unique identifier of applicants and participant records. However, Seattle Housing shall take every reasonable precaution to prevent disclosure of applicant or participant Social Security Numbers to unauthorized third-parties.

Seattle Housing will not include Social Security Numbers on correspondence mailed to the applicant's or participant's address.

Seattle Housing will shred all documents containing personal identifiers, including Social Security Numbers, before disposing of them.

Including Social Security Numbers on Requests for Verification

Seattle Housing shall include Social Security Numbers on requests for verification of income or other household information submitted to governmental agencies and employers, on criminal background checks or credit checks, and on requests for verification of a disability submitted to medical

professionals or other professionals authorized by the applicant or participant.

I. Interpretation and Translation Policy for Persons with Limited English Proficiency

In compliance with Executive Order 13166[†], Seattle Housing provides meaningful access to our programs by minimizing language barriers faced by persons who have limited English proficiency. This policy applies to applicants seeking housing assistance from Seattle Housing Authority and participants in a Seattle Housing Authority program.

Definitions

- **Limited English Proficiency (LEP):** Persons for whom English is not their primary or native language and who have limited ability to read, write, speak and/or understand English.
- **Translation:** Written text in one language that is replaced by written text in another language.
- **Interpretation:** Words spoken in one language that are simultaneously converted into words in another language or, written text in one language that is read to a Participant in his or her chosen language.
- **Interpreter:** The person who provides interpretation and/or translation.
- **LEP Committee:** A committee comprised of representatives appointed by the director from each of the following departments: Housing Operations, Finance and Administration, Communications, Legal, and Housing Choice Voucher. The committee shall meet annually to review and assess the operation of this policy and the list of Vital Documents.
- **Vital Documents:** Those documents designated by the LEP Committee as particularly important to the receipt of housing assistance.
- **Official Seattle Housing Authority Documents:** These are documents and correspondence originated by Seattle Housing that contains information related to obtaining housing and/or receiving housing assistance.
- **Warning of Consequences:** An attachment to a Vital Document that explains, in several languages, the importance of the Vital Document, the consequences of not responding to the document, and stating that an Interpreter will be provided, if requested, to interpret the document.

Interpretation and Translation Policies

1. Interpretation Services for Official Seattle Housing Authority Documents related to Admissions and/or Receipt of Housing Assistance:

Upon request, Seattle Housing will provide a professional Interpreter, whether in person or through the Language Line, to interpret a document that pertains to admissions and/or the receipt of housing assistance, except for in cases where a professional interpreter is not available in the chosen language.

[†] Issued August 11, 2000, entitled "Improving Access to Services for Persons with Limited English Proficiency." The Order directed each Federal agency to "examine the services it provides and develop and implement a system by which [LEP] persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency."

During the meeting with the professional Interpreter, the applicant or participant may request staff to be excused for a portion of the time in order to privately review the document.

2. Interpretation Services for all other Matters:

For informal matters not involving official Seattle Housing business, staff may choose to provide Interpretive services from the following options:

- **Language Line** – This is an on-demand telephonic interpreter service that provides professional interpreter-quality service;
- **Seattle Housing Authority Employee** – Upon mutual agreement of the applicant or participant and the employee, a Manager may request a bilingual Seattle Housing Authority employee to interpret. The Manager should take into account the applicant or participant's privacy concerns before requesting staff assistance;
- **Family Members, Other Residents and Friends** – An applicant or participant may choose to have a family member or friend provide interpretation for informal communications that do not involve official business or translation of an official Seattle Housing document.

3. Translation of Official Seattle Housing Authority Documents:

The Director or designee, at their discretion, may authorize the translation of any official Seattle Housing document(s) when the translation is determined to be beneficial.

J. Conflict of Interest Policy

All Seattle Housing employees are bound by the conflict of interest policy outlined in the Seattle Housing Authority Employee Handbook and the Seattle Housing Authority Manual of Operations, Section E13.2-1

K. Continuous Process Improvement

SHA promotes a culture of innovation and continuous improvement of service delivery to assist in attaining the program/department initiatives and goals, agency core strategies, and mission. The HCV department, applying the principles of the Lean system of process improvement may test new procedures before they are fully implemented.

Lean process improvement efforts are clearly documented, identifying the specific procedure tested, the timeline of the test period and decision of whether to implement the procedure or not.

CHAPTER 2 - ELIGIBILITY FOR ADMISSION

[24 CFR PART 5, SUBPARTS B, D & E; PART 982, SUBPART E]

This Chapter defines both HUD and SHA's criteria for admission and denial of admission to SHA's Housing Choice Voucher Program.

SHA's policy is to apply these criteria objectively and consistently to the evaluation of eligibility for all people who apply to SHA housing programs, and to give all applicants every opportunity to demonstrate their eligibility.

Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by SHA pertaining to their eligibility.

A. Eligibility Factors [24 CFR 982.201(b)]

To be eligible for participation in SHA's Housing Choice Voucher Program an applicant must:

1. Be a "family," as defined below, which must have a head of household or spouse who is at least 18 years of age or an emancipated minor;
2. Be within the appropriate income limits as established annually by HUD;
3. Furnish verification of Social Security Numbers for all family members, if they have been assigned a Social Security Number;
4. Be a United States Citizen or Eligible Non-Citizen.
5. Not owe money to SHA or other housing authorities;
6. Complete the application process, and provide truthful and verifiable information about income and personal circumstances; and
7. Cooperate in the verification of application information.
8. Meet SHA's criminal history standards; and
9. If they have previously been Housing Choice Voucher residents, must meet SHA's HCV participant history requirements, as well as standards outlined in this chapter.

B. Definitions of "Family" – Family Composition [24 CFR 982.201(c)]

Family: The definition of "family" includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

- A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or
- A group of persons residing together, and such group includes, but is not limited to:
- A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
- An elderly family;
- A near-elderly family;
- A disabled family;
- A displaced family, and
- The remaining member of a tenant family.

Head of Household: A "head of household" is the adult member of the household who:

- Has the legal capacity to enter into a lease under state and local law;
- Will be issued the Housing Choice Voucher;

- Will sign the lease; and
- Will be responsible for meeting the family obligations under the lease and Housing Choice Voucher agreement.

Emancipated Minors: An emancipated minor may be a head of household.

Spouse of Head of Household: “Spouse” means the husband or wife of the head of household. It includes the partner in a common law marriage and same sex partners who reside in the same household. The term “spouse” does not include boyfriends, girlfriends, significant others, or co-heads of households.

Co-Head of Household: A “co-head of household” is an individual in the household who signs the lease and voucher agreement and who is equally responsible, with the head of household, for lease and Housing Choice Voucher agreement obligations. A family may have a spouse or a co-head, but not both. A co-head cannot be a dependent.

Elderly Family: A family in which the head of household, co-head of household or spouse is age 62 or older.

Near-Elderly Family: A family in which the head of household, co-head of household or spouse is between the ages of 50-61.

Displaced family: An individual or family who moves from their home as a direct result of acquisition, demolition or rehabilitation for a federally funded project.

Disabled Family: A family in which the head of household, co-head of household or spouse meets the definition of disabled set forth in Chapter 1.

Live-in Aide: A person who resides with the family and who meets the requirements for a live-in aide described in Chapter 1.

Multiple Families in the Same Household: Two families living together (such as a mother and father, and a married child with his or her spouse and/or children) may be treated as a single family unit.

Joint Custody of Children: Children who are subject to a joint custody agreement will be considered to be members of that parent’s household with whom they primarily reside (51 percent of the time).

Families who claim primary custody in a joint custody or temporary guardianship arrangement will be required to certify, and provide supporting documentation to establish, that the child or children reside primarily with the applicant or resident. At a minimum, the child’s school records must show the child’s primary address to be the same as the applicant or resident.

When both parents are individually on the waiting list and both claim the child as a family member, the primary custodial parent, whose address is listed in the school records as the primary address for the child, will be allowed to claim the school-age child as a dependent for the purposes of claiming the dependent deduction and determining subsidy.

C. Income Limits [24 CFR 982.201(b), 982.353]

To be income eligible the applicant must have an “extremely low income,” that is, the applicant’s gross annual income cannot exceed the higher of the Federal poverty level or 30 percent of the area median income established annually by HUD for the Seattle/Bellevue Metropolitan Area and adjusted for family size, at the time the family receives the Housing Choice Voucher. Applicants that have a “very low income,” that is, the applicant’s gross annual income cannot exceed 50 percent of the area median income, will remain on the waiting list and will be contacted after all “extremely low income” households have been contacted.

The following applicants, however, are income eligible if their income exceeds 50 percent of the area median income provided their income is “low,” that is, does not exceed 80 percent of median income established annually by HUD for the Seattle/Everett Metropolitan Area and adjusted for family size:

1. A family that has been continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under any 1937 Housing Act program within 120 days of voucher issuance;
2. A family that has been physically displaced by rental rehabilitation activity under 24 CFR Part 511;
3. A family residing in a project subject to a home-ownership program under 24 CFR 248.173 that is not participating in the program;
4. A family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165;
5. A family that qualifies for voucher assistance as a family residing in a project subject to a resident home-ownership program that is not participating in the program; and
6. A family participating in a Housing Choice Voucher Program home-ownership program.
7. A family referred through the Family Unification Program (FUP)
8. A family referred through the Veteran’s Administration Supportive Housing Program.

The following applicants are income eligible if their income exceeds 80 percent of median income established annually by HUD for the Seattle/Everett Metropolitan Area and adjusted for family size:

1. A family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165; and
2. A family living in a unit which becomes a Project-Based Voucher Program unit under SHA’s project-basing policies described in Chapter 5, provided the family’s income was lower than the target income level for the unit described in the HAP Contract or Agreement to Enter Into a HAP Contract (AHAP) when the family first leased the unit.

Families whose annual income exceeds the applicable income limit will be denied.

Income Limits for Families Exercising Portability

Families who port-in to SHA’s Housing Choice Voucher Program must be within the applicable income limit for SHA’s program if leasing up for the first time. That is, the applicant’s gross annual income cannot exceed 50 percent of the area median income, which is the “very low income” limit.

A. Mandatory Social Security Numbers [24 CFR 5.216, 5.218]

Families are required to provide, prior to admission, verification of Social Security Numbers for all family members who have been assigned a Social Security Number. This requirement also applies to persons joining the family after the family has been admitted to the program, except for the addition of individuals under the age of six who do not have an assigned SSN who must provide verification of a newly assigned SSN within 90 days of being added to the household.

Failure to provide verification of Social Security Numbers is grounds for denial or termination of assistance.

Persons who have not been assigned a Social Security Number must certify that they have never been assigned a Social Security Number and can only be admitted to the program if they do not contend to have eligible immigration status and are part of a “mixed” family. [24 CFR 5.216(a), 5.516, 5.518, 5.520]

Persons who provide Social Security Numbers, but cannot provide verification, can retain their place on our waiting list for a period of 90 days, but cannot be admitted to the program until verification is provided. Existing program participants as of January 31, 2010, who are 62 years of age or older, and had not previously disclosed a valid SSN are exempt from disclosure, even if the individual moves to a new assisted unit.

B. Citizenship/Eligible Non-Citizen [24 CFR Part 5, Subpart E]

The status of each member of the family is considered individually for the citizenship/eligible immigration requirement before the family’s status is defined.

Only those family members who are U.S. citizens or eligible immigrants may receive benefits from the Housing Choice Voucher Program.

Eligible immigrants are persons who are in one of the immigrant categories set forth in 42 U.S.C. Section 1436(a):

Restriction on use of assisted housing by non-resident aliens

(a) Conditions for assistance

Notwithstanding any other provision of law, the applicable Secretary may not make financial assistance available for the benefit of any alien unless that alien is a resident of the United States and is—

- (1) An alien lawfully admitted for permanent residence as an immigrant as defined by section 1101(a) (15) and (20) of title 8, excluding, among others, alien visitors, tourists, diplomats, and students who enter the United States temporarily with no intention of abandoning their residence in a foreign country;
- (2) an alien who entered the United States prior to June 30, 1948, or such subsequent date as is enacted by law, has continuously maintained his or her residence in the United States since then, and is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General pursuant to section 1259 of title 8;
- (3) An alien who is lawfully present in the United States pursuant to an admission under section 1157 of title 8 [refugee] or pursuant to the granting of asylum (which has not been terminated) under section 1158 of title 8;
- (4) An alien who is lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest pursuant to section 1182(d)(5) of title 8;
- (5) An alien who is lawfully present in the United States as a result of the Attorney General’s withholding deportation pursuant to section 1231(b)(3) of title 8;

(6) An alien lawfully admitted for temporary or permanent residence under section 1255a of title 8 [Adjustment of status of certain entrants before January 1, 1982, to that of person admitted for lawful residence. (other conditions apply – see title itself)]; or

(7) an alien who is lawfully resident in the United States and its territories and possessions under section 141 of the Compacts of Free Association between the Government of the United States and the Governments of the Marshall Islands, the Federated States of Micronesia (48 U.S.C. 1901 note) and Palau (48 U.S.C. 1931 note) while the applicable section is in effect: *Provided*, That, within Guam any such alien shall not be entitled to a preference in receiving assistance under this Act over any United States citizen or national resident therein who is otherwise eligible for such assistance.

Mixed Families

A “mixed family” is a family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status. A mixed family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Assistance for such families will be pro-rated according to the number of residents who are citizens or have eligible immigration status.

Ineligible Families

“Ineligible families” are those families in which no members are eligible for assistance.

Non-Citizen Students

A “non-citizen student” is any alien who:

1. Has a residence in a foreign country that he or she intends to maintain;
2. Is a bona fide student qualified to pursue a full course of study; and
3. Is admitted to the United States temporarily and solely for purposes of pursuing such course of study at an established institution of learning or other recognized place of study in the United States, particularly designated by such alien and approved by the Attorney General as provided in 42 U.S.C. 1436a(c)(2).

Appeals

Applicants who are denied admission because of immigration status under this section are entitled to an informal hearing as provided in Chapter 20 of this Administrative Plan.

Verification of Immigration Status at Admission

SHA will not provide assistance to families prior to the verification of eligibility of the family pursuant to this section. Verification of eligibility based on citizenship status must be provided at admission to the program. [24 CFR 5.512]

C. Criminal History and Other Criteria for Admission

HUD-Mandated Denials

Criminal history

SHA will perform criminal background checks on all applicants to the Housing Choice Voucher program. SHA is required by HUD regulations [24 CFR 982.553(a)] to deny applications that involve:

- A. Eviction in last 3 years from federally assisted housing for illegal drug activity: SHA shall deny admission to any SHA housing program to applicants who have been evicted from public or other federally assisted housing due to drug-related activity within the last three (3) years. [24 982.553(a)]

- a) Definition of drug-related criminal activity: Drug-related criminal activity means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.
- b) Evidence of rehabilitation or permanent absence of criminal from household: SHA may, however, admit the household if it determines that:
 - i. The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by SHA; or
 - ii. The circumstances leading to the eviction no longer exist (for example, the criminal household member has died or is imprisoned).
- a) Evidence of rehabilitation: SHA's standards for evidence of rehabilitation under this section may take into consideration documented evidence of rehabilitation for drug-related offenses if the applicant can provide all of the following:
 - i. Evidence of completion of a recognized drug treatment program;
 - ii. Commitment of appropriate services by a recognized service provider; and
 - iii. No re-offense in the two (2) year period preceding the issuance interview.
- 2. Current use of illegal drugs: SHA shall deny admission to households if it determines that a household member is currently engaged in illegal drug use.
- 3. Methamphetamine production in federally assisted housing: SHA shall permanently prohibit admission to any applicant if any household member has been convicted of the manufacture or production of methamphetamine on the premises of federally assisted housing.
- 4. Sex-offenders: SHA shall deny admission to a household if any household member is subject to a lifetime registration requirement under a state sex offender registration program. Because Washington State has no lifetime registration requirement, SHA will deny admission to any sex-offender for the duration of any Washington State sex-offender registration requirement.
- 5. Pattern of abuse of alcohol: SHA shall deny admission to a household if it has cause to believe that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
 - a. A Waiver of this may be granted if the family can demonstrate to the Housing Authority's satisfaction that the family member is no longer engaging in abuse of alcohol and:
 - * Has successfully completed a supervised alcohol rehabilitation program;
 - * Has other wise been rehabilitated successfully; or
 - * Is participating in a supervised alcohol rehabilitation program.

HUD-Required Denials

Failure to Submit Consent Forms

SHA will not admit a family if any member of the family fails to sign and submit consent forms for obtaining information required by SHA. This denial is required pursuant to 24 CFR 982.552(b).

SHA Policy on Denying Admission Based on Family History [24 CFR 982.552(c)]

Participant History Requirements

In addition to denial of admission for the reasons outlined above, SHA may deny admission to a family if any family member:

1. Has been previously assisted under the program and was terminated for violating any family obligation in the last 5 years;
2. Has been evicted from federally assisted housing for any reason in the last 5 years;
3. Has ever committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program, or unlawfully manipulated the application process in any way in the last five (5) years;
4. Currently owes rent or other amounts to SHA or any other public housing authority (PHA) that

- receives federal housing subsidies;
5. Has not reimbursed any PHA in full for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
 6. Breaches an agreement with SHA to pay amounts owed to SHA, or amounts paid to an owner by SHA;
 7. Having participated in JobLink or a Family Self-Sufficiency (FSS) program, fails to comply, without good cause, with the program requirements and/or the family's FSS contract of participation;
 8. Has ever engaged in or threatened abusive or violent behavior toward SHA or other housing authority personnel, in the last five (5) years, as follows:
 - a) "Abusive or violent behavior" includes verbal as well as physical abuse or violence. Use of expletives that are generally considered profane, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate, may be cause for denial; or
 - b) "Threatening" refers to oral or written threats, or physical gestures, that communicate intent to abuse or commit violence.
 9. Has persistently failed to fulfill his or her obligations under the Welfare-to-Work voucher program.

Violence Against Women Act (VAWA)

No applicant for the HCV program who has been a victim of domestic violence, dating violence, or stalking shall be denied admission into the program if they are otherwise qualified.

Criminal History Requirements [24 CFR 982.552(e)]

Criminal activity directly related to domestic violence, dating violence, or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim of that domestic violence, dating violence or stalking.

Screening for Families Exercising Portability

SHA shall use the HUD-required denials, SHA participant history requirements, and criminal history requirements described above to screen families seeking to port-in to SHA's Housing Choice Voucher program.

Consideration of Circumstances [24 CFR 982.552(c) (2)]

In determining whether to deny or terminate assistance because of a family member's action or failure to act, SHA may consider all relevant circumstances such as the seriousness of the act or failure, the extent of participation or culpability of family members, mitigating circumstances related to the disability of a family member, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act.

Notice of Standards to Applicants and Participants

SHA shall give every applicant and participant a written description of:

1. Family obligations under the program;
2. The grounds on which SHA may deny or terminate assistance because of family action or failure to act; and
3. SHA's informal review procedures for denial of admission to the program.

D. Restrictions on assistance to students enrolled in an institution of higher education [24 CFR 5.612, 982.552(b) (5)]

Seattle Housing must deny or terminate assistance if any family member fails to meet the eligibility requirements concerning individuals enrolled at an institution of higher education as specified below. This criterion does not apply to students residing with their parents receiving or applying for assistance. No assistance shall be provided to any individual 18 years or older who:

- a) Is enrolled as a student an institution of higher education, as defined under section 102 of the Higher Education Act of 1965 (20 U.S.C. 1002);
- b) Is under 24 years of age
- c) Is not a veteran of the United States military;
- d) Is unmarried;
- e) Does not have a dependent child;
- f) Is not a person with disabilities, as such term is defined in section 3(b)(3)(E) of the 1937 Act and was not receiving assistance as of November 30, 2005; and
- g) Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income to receive assistance, unless the student is eligible and the student's parents (individually or jointly) are income eligible for the program (except where the student can demonstrate absence or independence from their parents).

A student must meet one or more of the following criteria to be considered independent:

- At least 24 years old by December 31 of the award year for which aid is sought;
- Be an orphan or ward of the court through age 18;
- Be a veteran of the US armed forces;
- Have a legal dependent(s) other than a spouse (i.e. dependent children or an elderly dependent parent); or
- Be married.

E. Notice to Landlords: Not Responsible for Tenant Screening [24 CFR 982.307]

SHA shall screen applicants for satisfaction of the program admission criteria only. SHA does not screen for applicant or family behavior not related to participant history requirements.

SHA does not screen for suitability for tenancy. Screening for suitability is the property owner's responsibility. SHA has no responsibility for the family's behavior or conduct as tenants, and has no liability to property owners or others for the acts of Housing Choice Voucher Program tenants.

Information Provided to Owners

The owner is responsible for the screening and selection of any family that will occupy the owner's unit. Before approving a tenancy, SHA will inform the owner that screening and selection for tenancy is the owner's responsibility.

Upon request by the owner, SHA will give the owner:

1. The family's current and previous address(es) as shown in SHA's records; and
2. The name and address (if known by SHA) of the landlord at the family's current and previous address (es).

The same information will be supplied to all owners who request it.

Different Standards for Project-Based Units

The screening criteria above apply to applicants for SHA's tenant-based Housing Choice Voucher Program. Criminal history standards for the Project-Based Program are described in Chapter 5.

F. Changes in Eligibility Prior to Effective Date of Contract

Changes that occur during the period between issuance of a voucher and lease up may affect the family's eligibility or share of the rental payment.

G. Notification of Denial

Families who are determined to be ineligible will be notified in writing of the reason for denial and given an opportunity to request an informal review, as described in Chapter 20.

H. Prohibited Admissions Criteria [982.202(b)]

Eligibility for admission to the program may not be based on:

1. Where a family lives prior to admission to the program;
2. Where the family will live with assistance under the program;
3. Whether members of the family are unwed parents, recipients of public assistance, or children born out of wedlock;
4. Whether a family includes children;
5. Whether a family decides to participate in a family self-sufficiency program; or
6. Whether a family can claim one of the local preferences identified in Chapter 4. Local preferences shall be used for the purpose of structuring the order in which applications are considered, not whether applicants meet basic eligibility requirements for admission to the program.

SHA shall make its inventory of Housing Choice Vouchers available to eligible participants through the following avenues of distribution:

1. General public waiting list;
2. Project-based Voucher Program;
3. Agency-based Voucher Program; and
4. Special issuances.

This chapter describes each distribution method, primarily focusing on special issuances, and assigns target percentages for utilization in each method. It also discusses special purpose vouchers offered by HUD from time to time for specific families. The issuance process for special purpose voucher programs (i.e., Family Unification Program, Veterans Administration Supportive Housing, Mainstream Disability Vouchers, Designated Housing Vouchers, etc.) is described in Chapter 4.

A. General Public Waiting List: Tenant-based Vouchers

SHA shall maintain a waiting list to ensure that any eligible family can receive consideration for housing assistance in a fair, non-discriminatory, and predictable manner. The procedures for establishing this waiting list are described in Chapter 4, including the policies creating priority consideration and the order of selection from that waiting list (local preferences) for families with certain characteristics.

B. Project-based and Agency-based Voucher Programs

SHA recognizes that it is only one participant in a network of housing and service providers serving very low-income and extremely low-income families in the Seattle/King County area, and promotes the coordination of services among community resources when it can do so in a fair, open and non-discriminatory manner. To this end, SHA in 2000 established its Project-Based Voucher Program and in 2002 expanded the Agency-Based Voucher Program. Both programs are consistent with the authority to modify HUD regulations conferred by the Move to Work Agreements between HUD and SHA and the annual Move to Work Plans.

SHA's Project-Based Program is described in Chapter 5 of this Plan. SHA's Agency-Based Voucher Program is described in Chapter 6.

C. Special Issuance Vouchers *[24 CFR Part 5, Subpart D; 982.54(d) (1); 982.204, 982.205, 982.206]/ SHA Move to Work (MTW) Contract (January 13, 1999)*

SHA shall have the authority to issue vouchers to eligible families in response to specific situations or opportunities outside of the general public waiting list, Project-based Program, or Agency-based Program, when such issuances are consistent with SHA's mission, are made in response to specific community needs, and are consistent with the provisions of this Plan.

Standard categories of special issuances include:

1. Vouchers used in the Seattle Senior Housing Program, described below;
2. Vouchers issued to residents of SHA housing as an accommodation for a person with a disability, upon referral by SHA's ADA Committee and approval by the Executive Director, described below;
3. Vouchers issued to residents of SHA's Project-Based Voucher Program and Section 8 "Mod Rehab" units whose household size increases beyond HQS occupancy standards, when no replacement unit is available in the building, as described in Chapter 5;
4. Vouchers issued to current residents of Project based units at the expiration of an HCV Project based contract.
5. Vouchers issued at the discretion of the Executive Director for cases of special urgency, described below;

The category of special issuances does not include vouchers provided to SHA by HUD for specific residents of HUD-subsidized properties subject to conversion of one kind or another (Tenant Protection Vouchers). These are discussed separately below.

D. Seattle Senior Housing Program (SSHP) Program Based Vouchers [SHA Board Resolution 4699 dated June 16, 2003]

The SSHP rent policy passed by the SHA Board on June 16, 2003 calls for approximately 15 percent (150) of the 1,000 SSHP units to be occupied by residents assisted with tenant-based vouchers.

Eligibility for an SSHP voucher

To be eligible for an SSHP voucher, a household must:

1. Be a current resident of an SSHP building or on the waiting list for an SSHP building;
2. Have an adjusted annual income under 30 percent of area median income as established by HUD, based on family size; and
3. Meet all other requirements for a voucher described in Chapter 2 of this Administrative Plan.

SSHP Voucher Issuance

SHA shall issue a voucher to an SSHP applicant or resident when the total number of vouchers in the SSHP program falls below 15 vouchers.

Selection Criteria for New SSHP Voucher Issuances

SHA shall offer vouchers to eligible residents or SSHP applicants in the following order of priority:

1. Current residents who are most rent burdened, from the lowest income up to 30 percent of Area Median Income; and
2. Applicants on an SSHP waiting list with income under 30 percent of Area Median Income, in order of the date and time of their application for an SSHP unit.

Contract Rent/Payment Standard for SSHP Vouchers

The rent to owner (contract rent) for voucher holders in SSHP shall be lower of the SHA payment standard less the appropriate utility allowance for tenant-paid utilities, or a reasonable rent for the unit based on comparable unassisted units in the private market.

Rent Reasonable Determination for SSHP Units

SHA may make a single rent reasonable determination for each SSHP building once annually, based on market comparable rents for unassisted units, using rent survey data. New lease-ups of vouchers in SSHP buildings shall use the most recent building-based rent reasonable figure.

Voucher Mobility [SHA Board Resolution 4869 dated June 18, 2007]

SSHP vouchers are program based meaning that they shall be non-portable, and SSHP voucher holders will not be allowed to use an SSHP voucher outside of an SSHP building regardless of Housing Authority jurisdiction.

Other Administrative Issues for SSHP Vouchers

The administration of all other aspects of SSHP vouchers shall be the same as for any tenant-based voucher, as described in this Administrative Plan.

A. Executive Director Discretion

The SHA Board delegates to SHA's Executive Director or his designee the discretion to offer a Housing Choice Voucher to an eligible, extremely low income family facing immediate displacement through no fault of their own, provided funding is available and the special circumstances are documented.

Examples include:

1. City condemnation of a building for reasons of violation of health and safety codes (not city agency redevelopment plans), when the building provides housing or shelter to extremely low-income households, and the city requests SHA's assistance in relocating the occupants;
2. SHA purchase of a commercial building that happens to provide housing or shelter to extremely low-income households, which does not meet minimum building codes or is otherwise unsuitable for residential use; and
3. Vouchers issued to residents of SHA housing units as an accommodation for a disability, upon referral by the SHA ADA Committee with approval by the Executive Director.
4. Vouchers issued to residents of SHA housing units or KCHA under joint agreement as an accommodation for a family under VAWA

All special issuances, approved at the Executive Director discretion, shall be justified in writing by the Director of Rental Assistance Programs and approved in advance by the SHA Executive Director.

B. Vouchers Provided by HUD for Specific Residents of Specific Units

From time to time HUD requests that SHA apply for and issue vouchers to residents living in specific properties. In such cases, SHA shall issue vouchers to the specified families without regard to its waiting list or percentage allocation policies described in this Chapter.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

1. A family displaced because of demolition or disposition of a public or Indian housing project (includes relocation vouchers for SHA HOPE VI and Choice Neighborhoods redevelopment projects);
2. A family residing in a multi-family rental housing project when HUD sells, forecloses or demolishes the project; and
3. For housing covered by the Low Income Housing Preservation and Resident Home-ownership Act of 1990, a family residing in a project covered by a Project-Based Voucher Program HAP Contract at or near the end of the HAP contract term.

C. Allocation of Vouchers

Allocation Percentages/Numbers

SHA shall allocate its vouchers using the following different strategies in order to best meet its Strategic Goals:

- General Public Waitlist List
- Agency-based Vouchers
- Project-based Vouchers
- Replacement Vouchers
- Special Issuances

Additional Information

At least one-half of tenant-based vouchers available to SHA in any fiscal year (including special purpose vouchers) shall be offered to applicants on the general public waiting list.

General public waiting list includes mainstream and NED (non-elderly disabled) Vouchers.

Replacement Vouchers are Project based vouchers that replace units lost through redevelopment activities of HOPE VI and Choice Neighborhoods at New Holly, High Point, Rainier Vista and Yesler Terrace.

Special Issuances include SSHP, FUP & VASH.

It is the policy of Seattle Housing to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply and are treated in a fair and consistent manner. This Chapter describes the local preferences which structure the order in which applicants on the Housing Choice Voucher Program waiting list are considered, and Seattle Housing's policies and procedures for applying for the Housing Choice Voucher Program through Seattle Housing's general public waiting list.

The application process for agency-based vouchers is described in Chapter 6, and the application process for project-based vouchers is described in Chapter 5.

A. Family Outreach

Seattle Housing will publicize and disseminate information about the availability of housing assistance for very low-income families on a regular basis.

Seattle Housing will communicate the status of housing availability to other service providers in the community, and advise them of eligibility requirements and guidelines so that they can make proper referrals for housing assistance.

B. Opening and Closing of the Waiting List [24 CFR 982.206, 982.54(d) (1); Seattle Housing Board Resolution 4692 dated May 19, 2003]

Seattle Housing's Executive Director may elect to open the Housing Choice Voucher waiting list at any time.

Opening the General Public Waiting List: Notice

Seattle Housing will give at least 30 days advance notice of the re-opening of the waiting list by public notice in a newspaper of general circulation such as *Real Change Newspaper*, by notice in its publication of record, the *Daily Journal of Commerce*, and by notices in various newspapers serving minority communities such as *The Facts*, *The Asian Weekly*, and other publications.

Seattle Housing will also notify housing and service providers in the Seattle area, including public housing authorities serving adjacent jurisdictions (King County Housing Authority, Snohomish County Housing Authority, Renton Housing Authority), including agencies which serve individuals with disabilities.

The notice will contain:

1. The dates, times, and the locations where families may apply;
2. The programs for which applications will be taken;
3. A brief description of the Housing Choice Voucher Program;
4. A statement that public housing residents must submit a separate application if they want to apply for a Housing Choice Voucher;
5. Limitations, if any, on who may apply;
6. Seattle Housing's address and telephone number;
7. How to submit an application; and
8. Information on eligibility criteria and local preferences.

The notices will be made in an accessible format upon request by a person with disabilities, as a reasonable accommodation.

Lottery Option

Upon re-opening the waiting list after a closure, Seattle Housing may assign positions on the waiting list to new applicants using any fair means, including “by lottery,” i.e., assigning random numbers to all families who submit applications within a given time period, and then considering their applications in the order of the random numbers assigned to them.

Random numbers that are assigned shall replace date and time of application, for the purpose of structuring the order in which applications are considered. Under the Lottery Option, Seattle Housing Authority may set a finite number of applicants who will receive a place on the Housing Choice Voucher waitlist.

Open Period

The open period and/or defined number of applicants placed on the waitlist under the lottery option shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations of vouchers for a period between 6 and 36 months, as determined by the Seattle Housing Executive Director or designated staff.

Closing the Waiting List: Notice

If Seattle Housing again re-opens the waiting list for an indefinite period, it may decide to close it again by Seattle Housing board resolution. Seattle Housing will give at least 30 days’ notice to the community by public notice in a newspaper of general circulation such as *Real Change Newspaper*, by notice in its publication of record, the *Daily Journal of Commerce*, and by notice in various newspapers serving minority communities such as *The Facts*, *The Asian Weekly*, and other publications.

Seattle Housing will also notify housing and service providers in the Seattle area, including public housing authorities serving adjacent jurisdictions (King County Housing Authority, Snohomish County Housing Authority, Renton Housing Authority), and agencies serving individuals with disabilities.

Upon request from a person with a disability, additional time not to exceed 60 days may be given as an accommodation for submission of an application after the closing deadline. This accommodation shall be offered upon suitable third-party documentation of the disability and the person’s inability to apply by the closing date because of the disability.

C. Local Preferences [24 CFR 982.207; Seattle Housing Board Resolution 4680 dated December 16, 2002]

Seattle Housing has established local preferences for the tenant-based Housing Choice Voucher Program to accomplish the following goals:

1. Address first the most urgent housing needs of applicants able to live independently in privately owned rental housing;
2. Provide a rational, efficient admissions process that treats applicants with respect, fosters honesty and open communication between staff and applicants and minimizes inconvenience for applicants;
3. Maximize use of Seattle Housing resources by encouraging high Housing Choice Voucher utilization rates; and
4. Support households moving through the continuum of affordable housing in Seattle from more highly supported environments into less highly supported housing, when the household no longer needs intensive case management or other support services.

Statement of Local Preferences

The Seattle Housing Authority shall give preference to applicants on the general public waiting list for the Housing Choice Voucher Program, as described below:

First priority shall be given to the following (equally assigned):

1. Households whose current gross income is at or below 30 percent of area median income on the date they complete their application, as established annually by the U.S. Department of Housing and Urban Affairs for the Seattle/Bellevue area and adjusted for family size;
2. Households whose gross income for the 12-month period prior to the date they complete their application is at or below 30 percent of median income, as established annually by the U.S. Department of Housing and Urban Affairs for the Seattle-Bellevue area and adjusted for family size; and
3. Households who are homeless, which is defined as:
 - a) Living on the street, in an emergency shelter, or in a transitional housing facility;
 - b) Being a client of a case-management program serving the homeless; or
 - c) Meeting one of these conditions within the 12-month period prior to the eligibility determination.

Second priority:

1. All applicants who do not meet the criteria to claim one of the preferences described above but meet other eligibility criteria as described in chapter 2.

Priority within Preference Groupings

All first priority applicants on the general public waiting list will be contacted in the order of date their assigned lottery number, before any second priority applicant on the waiting list is contacted.

After Initial Waiting List Contact, Assistance is Based on Date Application Process is Completed.

After the point of initial contact with an applicant on the waiting list, housing assistance will be offered to applicants in the order in which they complete the application process. However, if an applicant is currently assisted in another program, his/her application will be held until the end of his/her initial lease term.

Public Notice for Changes in Preferences

Seattle Housing will provide notice to the public when changing its preference system using the same guidelines as those for opening and closing the waiting list. In addition, Seattle Housing shall hold a public hearing for the purpose of taking comment on proposed changes in its preference policies.

Sequence Dates/Date and Time of Application

For all applicants with the same priority on the general public waiting list, Seattle Housing shall use an assigned sequence date to determine the order in which applicants on the waiting list are contacted. Under the Lottery Option, a preference is not assigned at the time of lottery registration and the sequence is determined by the assigned lottery number.

If an applicant household's circumstances change such that it is no longer able to claim a higher priority, the original sequence date shall not change. However, if an applicant household's circumstances subsequently change such that the applicant is able to claim a higher priority for admission than when he or she initially applied, the sequence date shall change to the date the applicant claimed the higher priority.

Income Targeting

In general, Seattle Housing exceeds the income targeting requirements for the Housing Choice Voucher Program, through the natural operation of its local preferences described above. Seattle Housing shall review the income levels of current program participants at least annually to determine that at least 75 percent of the participants and at least 75 percent of new voucher issuances are provided to families at or below 30 percent of area median income as determined by HUD.

Family Targeting‡

Seattle Housing Authority is a participant in the Creating Moves to Opportunity (CMTO) pilot to test the relative effects of strategies that support families with children to move to opportunity neighborhoods.

In support of the CMTO pilot, and to increase the overall number of families with children served, Seattle Housing Authority will temporarily apply a voucher target for families with children, from the 2017 Voucher Waitlist, at a rate that will allow us to issue vouchers to fulfill CMTO requirements. The Seattle Housing Authority will select families with children from the 2017 HCV waiting list, in the order of the family's assigned waitlist number.

Families with children under the age of 18 years are a protected class under both local and federal fair housing rules. The Seattle Housing Authority may partake in special programs and initiatives inasmuch as the goal of such programs will be to affirmatively further fair housing. Families with children under the age of 18 years in the voucher program face unique barriers to leasing. A policy that specifically addresses these unique barriers is not therefore a fair housing violation, even though the benefits provided are not available equally to everyone. Local preferences apply.

Verification of Preference Qualification/Preference Denial [24 CFR 982.207]

Seattle Housing will verify all preference claims at the time of the eligibility determination, using standards described in Chapter 9. If the preference verification indicates that an applicant does not qualify for the preference at the time of the eligibility determination, the applicant will be returned to the waiting list without the preference but with the same sequence date, until such time as Seattle Housing is able to consider second priority applicants.

If Seattle Housing denies a preference, Seattle Housing will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for a meeting with the HCV Issuance Manager. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

Appeals of the HCV Issuance Manager's decision not to grant a preference may be made in writing to the HCV Administrator, who will make the final decision. If the applicant falsifies documents or makes false statements in order to qualify for a preference, they will be removed from the waiting list and may not reapply.

Other Housing Assistance [24 CFR 982.205(b)]

Other housing assistance means a federal, state or local housing subsidy, as determined by HUD, including public housing. Seattle Housing may not take any of the following actions because an applicant has applied for, received, or refused other housing:

1. Refuse to list the applicant on the Seattle Housing waiting list for tenant-based assistance;
2. Deny any admission preference for which the applicant is currently qualified;
3. Change the applicant's place on the waiting list based on preference, date and time of application, or other factors affecting selection under Seattle Housing selection policy; or
4. Remove the applicant from the waiting list.

D. Selection Process for Special Purpose Vouchers

Seattle Housing shall carefully observe the eligibility and tenant selection requirements for targeted vouchers, as they are described in the HUD Notice of Funding Availability (NOFA) announcing the availability of the vouchers, and in HUD award letters. Seattle Housing shall also carry out the

‡ Resolution No. 5135 adopted August 21, 2017

commitments it makes in its grant applications submitted to HUD in response to NOFAs for targeted vouchers. Additionally, SHA operates a separate waitlist for special programs (*MTW Strategy 8.A.02*).

Seattle Housing currently is responsible for the following voucher programs which carry additional eligibility requirements and in some cases unique selection processes:

Family Unification Program Vouchers (FUP)

Seattle Housing administers Family Unification Program (FUP) vouchers for at-risk families and youth receiving services from the Washington State Department of Children and Family Services. The purpose of the program is to reduce the number of children delayed in returning to their parent/guardians, when the primary problem is decent, safe, and affordable housing. Applicants are referred by participating social services agencies under the terms of a Memorandum of Understanding. Local preferences do not apply.

The following agencies participate in the FUP program with Seattle Housing:

1. Seattle-King County Health Department;
2. First Place;
3. New Beginnings;
4. YouthCare;
5. YMCA.
6. Children's Administration of DSHS; and
7. Wellspring Family Services

The PHA, upon receipt of the CA list of families and youths currently in the Division of Child and Family Services caseload, will compare the names with those families and youths already on the Seattle Housing's HCV waiting list. Any family or youth on the waiting list that matches with the CA's list will be assisted in order of their position on the waiting list in accordance with Seattle Housing admission policies. Any family or youth certified by CA as eligible and not on the HCV waiting list will be placed on the waiting list. If Seattle Housing's HCV waiting list is closed at the time the CA list is received, Seattle Housing will reopen the wait list to accept an FUP applicant family or youth who is not currently on the waiting list.

Seattle Housing will determine if any families with children, or youths age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FUP due to their current or past involvement with CA, and refer such applicants to the CA for certification for FUP participation.

Seattle Housing will determine if families with children, or youths age 18 through 21 referred by CA are eligible for HCV assistance and place eligible families/youths on the HCV waiting list.

Veteran's Administration Supportive Housing Vouchers (VASH)

Seattle Housing administers Veteran's Administration Supportive Housing (VASH) vouchers for homeless Veterans receiving services from the Veteran's Administration (VA). The purpose of this program is to reduce the number of homeless veterans in Seattle/King County by providing subsidy for decent, safe and affordable housing. The program pairs case management and clinical services through the VA with a voucher from Seattle Housing. Applicants meeting VA criteria are referred by Seattle VA under the terms of a Memorandum of Understanding.

For VASH voucher applicants, SHA does not have the authority to deny eligibility based on criminal background, with the exception of any member of the household being subject to lifetime registration requirement under any state sex offender program. Local preferences do not apply. Additionally households referred to SHA by the VA are income eligible up to 80% area median income and are required to comply with SHA policy procedures.

Mainstream Disability Vouchers

- Seattle Housing administers 75 Mainstream vouchers for families whose head, co-head or spouse is non-elderly/disabled. Eligible families are selected from the general public waiting list in the order of their application sequence date or assigned lottery number. Local preferences apply.
- SHA also administers 79 additional Mainstream vouchers which are utilized to serve households with at least one member who is non-elderly/disabled between 18yrs-61yrs old. For this allocation, the head, co-head or spouse does not have to have a disability. SHA will prioritize current applicants on the waiting list who qualify for these vouchers to move up on the waiting list accordingly.

SHA may also utilize these vouchers to serve households who are referred by identified partnering homeless service organizations or consortia of organizations and individuals or families transitioning/“moving on” from permanent supportive housing units. This allows SHA to contribute significantly to the community’s overall efforts to end homelessness by freeing up units for currently homeless families and individuals with disabilities who need housing combined with services.

In this effort, SHA will not limit the source of referrals to an agency or consortia that denies its services to members of any federally protected class under fair housing laws.

SHA will allow non-elderly persons with disabilities to directly apply for the vouchers without going through a partner agency.

Designated Housing Vouchers (NED – Non Elderly Disabled)

Seattle Housing administers 500 Designated Housing vouchers for non-elderly disabled families from the general public waiting list in the order of their application sequence date or assigned lottery number. Local preferences apply.

Enhanced Vouchers

Seattle Housing administers enhanced vouchers, a specific type of tenant protection voucher, for residents living in specific HCV opt-Out/prepayment buildings, for the period of time in which the original residents continue to live in the building. The vouchers are “enhanced” in that the family is assured it will not pay a higher portion of its income on housing expense than it did at the time the building opted out of the HCV program. When the original residents move out, they are issued a regular Housing Choice Voucher. Local preferences do not apply.

E. Cancellation/Reinstatement Policies [24 CFR 982.204(c)]

Requirement to Provide Current Mailing Address [CFR 982.204]

SHA will contact applicants at the mailing address provided. It is important for applicants to update their mailing address, because if a letter is returned undeliverable, the applicant will be removed from the waiting list without further notice.

While on the waitlist, applicants are required to inform Seattle Housing in writing of a change in mailing address. Applicants are also required to respond to requests from Seattle Housing to update information on their application and to confirm their interest in assistance. Failure to do so may result in removal of their name from the waiting list.

Any mailings to an applicant which require a response will state that failure to respond within 10 business days will result in the applicant's name being removed from the waiting list. If the applicant fails to respond by the deadline stated in the written notice, the applicant will be provided a second opportunity to respond within 10 business days. If the applicant fails to respond by the deadline stated in the second notice, the applicant will be removed from the waiting list without further notice.

Purges

The general public waiting list may be purged from time to time at the discretion of the Housing Choice Voucher (HCV) Director, based on an assessment of the vitality of the current waiting list.

The purge will be conducted by a mailing to all applicants that will ask for confirmation within 30 days of continued interest in obtaining a Housing Choice Voucher. Applicants who fail to respond within the specified time period will be removed from the waiting list without further notice.

Reinstatement of Cancelled Applications

Applicants whose applications have been cancelled for failure to respond to a written notice, including failure to respond to the initial application notice(s) or failure to respond to a waitlist purge, may request reinstatement of their application within a period of 12 months following the deadline for the initial application notice(s).

The HCV Issuance Manager or a designee shall reinstate the application if the applicant has no previous history of failure to respond to written notices. The HCV Issuance Manager may reinstate the application even with previous history of non-response if:

1. There is evidence that the applicant never received the notice;
2. There is evidence of Seattle Housing error;
3. The HCV Issuance Manager determines that circumstances beyond the applicant's control prevented timely response to the notice (e.g., death in the family, hospitalization); or
4. There is evidence that the applicant is now able to complete the application process in a timely fashion (e.g., now has a case manager or other support services that will assist the applicant in the application process).

No applications will be reinstated after 12 months from a deadline to respond, unless the HCV Issuance Manager determines that the applicant's failure to respond is caused by documented Seattle Housing error.

Appeals of the HCV Issuance Manager's decision not to reinstate a cancelled application may be made in writing to the HCV Administrator, who will make the final decision.

Reinstated Applications: Priority for Funding

Reinstated applications shall be offered a voucher on the same timeline as other applications with the same preference and the same date of application, if funds are available.

However, all applications in progress as of the date of reinstatement shall have priority for funding over the reinstated application, even if they were submitted after the reinstated application's initial date of application. If funds are not available at the time of reinstatement after all applications in progress are offered a voucher, the reinstated application shall remain on the top of the waiting list until such time as vouchers are available for applications with the same or later dates of initial application.

Application Information and Assistance

A complete Application Guide for Seattle Housing programs is available in print from our office and on the Seattle Housing Web site in the following languages: English, Chinese, Spanish, Russian, Vietnamese, and Somali.

Applicants may obtain assistance in completing the pre-application for any open waitlists by visiting our office and using the automated workshop kiosk in the lobby of our office or attending an application workshop if one is offered.

Upon request, Seattle Housing staff may also conduct “one-on-one” application workshops in our office, in an applicant’s home, or at other convenient and appropriate locations, as a reasonable accommodation for a person with a disability.

F. Issuance Process

Summary of Issuance Process

When an applicant reaches the top of the waiting list, the applicant will be sent a full application packet, at which time the family must submit documents required to verify household income, assets and family composition. After the family has completed a release of information, Seattle Housing shall complete a criminal/credit check on the family. Provided the family meets all eligibility criteria, the family will be invited to a required family briefing, after which a Voucher may be issued and the family can begin its housing search.

Scheduling the Family Briefing and Issuance Interview

The invitation to the family briefing and issuance interview shall be provided in writing, and shall include information on the assigned date and time of the interview.

The invitation shall be provided in an accessible format upon request, as a reasonable accommodation for a person with a disability.

Applicants who cannot attend on the assigned date of the family briefing and issuance interview will be given one opportunity to reschedule it.

Seattle Housing shall provide language interpreters to families who request them in writing when the interview is scheduled.

An applicant with a disability may request a private issuance interview at our office or at a more accessible location, as a reasonable accommodation.

Cancellation and Reinstatement of Applications for Non-Response/No Show

Applicants who miss the initial family briefing and issuance interview appointment may request to reschedule it once. The request must be made within 10 business days following the original interview date. If an applicant misses the scheduled interview and does not request to reschedule the interview within 10 business days, or misses the second interview, Seattle Housing will cancel the application.

Seattle Housing shall follow the cancellation/reinstatement policy described above for applicants who fail to respond to a written notice of an interview appointment, or fail to show up for their scheduled interview.

Denial of an Application Based on Information on Pre-Application

If the family is determined to be ineligible based on the information provided in the pre-application, Seattle Housing will notify the family in writing, state the reason(s), and inform them of their right to an informal review, as described in Chapter 20. SHA does not allow alterations to the application once a determination is made on the application.

Applicants Denied because they are Younger than Age 18

Applicants who are not eligible because they are younger than 18 years old may remain on the HCV waiting list until they are 18, at which time their application will be processed, if funds are available.

Final Application Mailed Out Before Issuance Interview

Prior to the issuance interview, Seattle Housing shall provide the applicant with a packet including the full, final application and instructions on documents the family must bring to the interview in order to verify the information on the final application. The full application will be completed when the applicant attends the interview.

The applicant is expected to complete the full application in his or her own handwriting, prior to or in the issuance interview, unless a request for accommodation is made by a person with a disability for special assistance in filling out the application.

Format of Issuance Interview

Issuance interviews may be conducted in a group format. The head of household, co-head, or spouse is required to attend the interview, and provide certifications needed for the family.

Applicants (with or without a disability) may bring family members, case-managers or advocates with them to the issuance interview, who may assist them with the application process, but only with the permission of the applicant.

Required Releases of Information

All adult members must sign a Release of Information, the application form and all supplemental forms required by Seattle Housing, and any other documents required by Seattle Housing.

Applicants will be required to sign specific verification forms for information that is not covered by the Release of Information. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and release as required by Seattle Housing.

Every adult household member must sign a consent form to release criminal, credit, and rental history records and to allow Seattle Housing to receive records and use them in accordance with HUD regulations.

Applicants who wish to have case-managers, advocates or other intermediaries act on their behalf must sign a release of information authorizing Seattle Housing Authority staff to discuss their application information with the intermediary.

Completing the Final Application after the Issuance Interview

If Seattle Housing determines at or after the interview that additional information or document(s) are needed, Seattle Housing Authority will request the document(s) or information in writing. The family will be given 10 business days to supply the information.

If the information is not supplied within this time period, Seattle Housing Authority will cancel the application for non-response and notify the family. The reinstatement policy described above will apply to applications cancelled for not responding to requests for information.

Resubmission of Outdated Income Documentation

As a general rule, income information must be current within 60 days of the date of issuance of a voucher, although some documents may have different standards of currency, as described in Chapter 9, Verification Procedures. Applicants may have to re-submit documentation if the documentation previously submitted is no longer current according to the standards described in Chapter 9.

Verification of Information [24 CFR 982.201(e)]

Information provided by the applicant will be verified, using the verification procedures in Chapter 9,

Verification Procedures. Family composition, income, allowances and deductions, assets, student status, immigration status, eligibility and rent calculation factors, and other pertinent information will be verified.

Credit/Criminal Check

After an applicant's file is complete with respect to income documentation and other elements of eligibility, Seattle Housing will order a criminal background/credit check for the applicant. If the criminal background check reveals criminal history that does not meet Seattle Housing's standards for eligibility/criminal history outlined in Chapter 2, Seattle Housing will notify the applicant in writing that the application is denied based on criminal history, and provide information on how to request an informal review as described in Chapter 20. A copy of the criminal history report will be mailed to the applicant along with the notice of denial.

If the credit information reveals information about the household that is not consistent with information about income or family composition on the application, or raises other questions, Seattle Housing will request a written clarification from the applicant. If the applicant does not respond, the application will be cancelled, subject to the cancellation and reinstatement policy described above.

If the applicant does respond but the response is not satisfactory, Seattle Housing will notify the applicant in writing that the application is denied due to failure to provide satisfactory documentation of income, family composition, and/or other eligibility factors. The notice will provide information on how to request an informal review as described in Chapter 20.

Family Briefing and Voucher Issuance

After an applicant household has cleared the credit/criminal history check, the family will be invited to the next available family briefing session, at which time they will pick up their voucher. The briefing is mandatory; no family will be issued a voucher until they have attended one.

Voucher briefings are described in Chapter 10.

G. Changes in Household Circumstances Prior to Lease-Up

Applicants who have been issued a Voucher but have not yet leased a unit with Voucher assistance are required to report all changes in their household income, assets, expenses, composition, student status, immigration status, and name changes in writing within 10 business days of the change.

Split Households While on the Waitlist

When a household on the waiting list splits into two eligible households for any reason, the household will be removed from the waitlist. If, within ten days of informing the Housing Authority that the household has divided, the households agree that one of the households should remain on the waitlist, the Housing Authority will replace the household name on the waitlist with the name of the household designated to remain on the waitlist.

Split Households after Issuance and Before Lease-Up [24 CFR 982.315]

In those instances when a family assisted under the Housing Choice Voucher Program becomes divided into two eligible families for any reason, and the new families cannot agree as to which new family unit should continue to receive the assistance, the HCV Administrator shall consider the following factors to determine which of the families will continue to be assisted:

1. Which of the two new family units has custody of dependent children;
2. Which family member was the head of household when the voucher was initially issued (listed on the initial application);
3. The composition of the new family units, and which unit contains elderly or disabled members;
4. Whether domestic violence was involved in the breakup;
5. Which family members remain in the unit; and
6. Recommendations of social service professionals.

Documentation of these factors will be the responsibility of the requesting parties.

If documentation is not provided, Seattle Housing will terminate the Voucher on the basis of failure to provide information necessary for a determination of eligibility.

Refer to SHA Board Resolutions 4555, 4578, 4633, 4708 and 4899 and SHA Move to Work (MTW) Contract

A. Goals of the Program

In the Board Resolution 4578 dated September 2000, the SHA Commissioners created SHA's Housing Choice Voucher Project-based policy to achieve three broad goals:

1. To expand the affordable housing stock;
2. To increase the affordability of housing currently not affordable to households below 30 percent of the area's median income; and
3. To preserve the affordability of existing affordable housing for households below 30 percent of the area's median income.

SHA may enter into contracts for Project-based assistance based on the rules in this chapter.

B. Project Selection Criteria

SHA considers the following project selection criteria in evaluating proposals to Project-base Housing Choice Vouchers:

1. Housing that serves families with children, consistent with the needs indicated by SHA's public housing and Housing Choice Voucher Program waiting lists and/or other documented needs;
2. Housing that serves homeless households;
3. Housing that serves households with special needs, including, but not limited to:
 - a. People with mental and/or developmental disabilities;
 - b. People with physical and/or sensory disabilities;
 - c. Domestic violence survivors;
 - d. Recent immigrants for whom language is a barrier to utilizing the tenant-based program; and
 - e. Young adults aging out of foster care.
4. Housing that reduces concentrations of poverty and/or need by:
 - a) Being sited in census tracts with a lower-than-average percentage of Housing Choice Voucher Program tenant-based vouchers;
 - b) Serving very low-income populations within mixed-income developments; or
 - c) Reducing concentration of poverty/need in existing buildings and developments.
5. Housing that provides opportunities to increase the diversity of Seattle's neighborhoods;
6. Housing that combines an appropriate level of support services to residents;
7. Housing that commits to best efforts to serve extremely low-income households (below 30 percent of the area's median income) for the life of the project;
8. Housing that increases access to high-performing public schools;
9. Housing that provides opportunities for economic self-sufficiency; and
10. Housing that maximizes the use of other funding sources and leverages the use of Housing Choice Voucher Program funds.

SHA will also give consideration to proposals for tenant-owned and tenant-managed projects that lead to tenant ownership.

C. Eligible Owners of Project-Based Housing

SHA will project-base Housing Choice Voucher Program assistance in projects owned by:

1. Seattle Housing Authority;
2. Non-profit housing providers;
3. For-profit housing providers; and
4. Other housing authorities in the Seattle Metropolitan Area.

D. Project Selection

SHA will make Housing Choice Voucher Project based funding available to non-profit and for-profit entities through a competitive process, such as the RFP, Sound Families, and other city selection processes described below. SHA may also make funding available to projects in response to a request by, or in collaboration with, local government, philanthropy or other housing authorities.

SHA Request for Proposals (RFP) Process

From time to time SHA may issue a formal Request for Proposals (RFP) inviting proposals for projects that seek commitments of project-based vouchers that meet the goals of SHA's project-basing policy. Specific project selection criteria (from list in Section B., above) shall be selected by SHA based on its assessment of current needs and opportunities, and shall be described in the RFP, along with numerical weights indicating the priority of each selection criteria chosen. The RFP process shall include a panel of evaluators representing both SHA staff and members of the community with an interest in low-income housing.

SHA may establish minimum threshold criteria for sponsors participating in the Project-based program (e.g., minimum standards for most recent audit of sponsoring organization), and a minimum score based on numerically weighted criteria. Each RFP response shall be scored according to the weighted selection criteria identified in the initial RFP, and the projects ranked from highest to lowest score until the budget authority allocated for the RFP round is committed.

All projects awarded Project-based HCV subsidy must be developed and operated in a manner consistent with HUD regulations or SHA Move to Work policies which specifically modify applicable HUD regulations. Awards of project-based subsidy are subject to approval of the SHA Executive Director. New project-based commitments are subject to the availability of adequate federal funding for SHA's Housing Choice Voucher Program.

Sound Families Projects

In accordance with the Inter-Public Housing Authority Agreement to Provide Project-based HCV Vouchers in support of the Sound Families Program executed by six local housing authorities, including SHA, in December 2000, SHA commits to project-base up to 400 vouchers in units of transitional housing located in SHA's jurisdiction for homeless families supported by the Sound Families Program sponsored by the Bill and Melinda Gates Foundation. The projects must undergo a competitive process conducted by the City of Seattle Office of Housing. SHA shall review project proposals for consistency with Housing Choice Voucher Program payment standards, Housing Quality Standards, and other regulatory considerations before entering into contracts with the project sponsor for implementing the project-based commitments.

Other City-Funded Projects

Consistent with SHA Board Resolution 4633 dated January 22, 2002, and SHA Board Resolution 4708 dated July 21, 2003, SHA shall commit approximately 70 project-based Housing Choice Vouchers per year to city-funded units selected through the City of Seattle Office of Housing's regular competitive process, for a total commitment of up to 500 Housing Choice Vouchers to city-funded

projects over the seven year period from 2003 to 2009. The properties may be new units financed by the 2002 City of Seattle Housing Levy, or other properties financed by city of Seattle housing resources that require operating subsidy to ensure their preservation.

Consistent with SHA Board Resolution 4899, SHA renewed its commitment to the City of Seattle with the 2009 City of Seattle Housing Levy. SHA shall commit approximately 70 project-based Housing Choice Vouchers per year to city-funded units selected through the City of Seattle Office of Housing's regular competitive process, for a total commitment of up to 500 Housing Choice Vouchers to city-funded projects over the seven year period from 2010 to 2016.

The properties may be new units financed by the 2009 City of Seattle Housing Levy, or other properties financed by City of Seattle housing resources that require operating subsidy to ensure their preservation.

Project-based vouchers allocated for city-funded projects will be used for units serving households with incomes at or below 30 percent of area median, with priority for projects that provide supportive services to residents who need assistance to maintain a stable residence and satisfactory quality of life. Current residents of buildings identified for Project-based assistance may have incomes up to 50 percent of median income.

Project-Based Units in SHA-Owned Properties *[Move to Work Agreement dated January 13, 1999, page 10]*

SHA is authorized to project-base Housing Choice Vouchers at otherwise non-subsidized units owned by SHA that meet HQS standards. "Non-subsidized" refers to the absence of other operating subsidy (i.e., public housing ACC funds), not capital subsidy or subsidy for supportive services.

HOPE VI Replacement Housing

Properties with project-based units that serve as replacement housing for demolished public housing units associated with SHA's HOPE VI redevelopment efforts shall be solicited or selected according to the HOPE VI plan and any restrictions by the City of Seattle City Council relating to those developments.

Project-based replacement units are not included in the portion of the Housing Choice Voucher Program allocated to SHA's Project-Based Program identified in Chapter 3 of this Administrative Plan.

Project-based Units in SHA-Owned/Managed Communities *[Resolution No. 4899 dated April 21, 2008 and MTW Strategy 15.A.01]*

In any SHA-owned and SHA-managed communities with Project-based Housing Choice Vouchers, Low Income Public Housing (LIPH) policies for that community shall apply to the community's Project-based Vouchers. This includes, but is not limited to, certifications, inspections, waiting list management, rent calculation, eligibility for transfer between properties, and adjustments to the contract rent. This program is called Streamlined Low Income Housing Program (SLIHP).

Grievances shall follow the community's LIPH policies, except grievances related to termination of Project-based Voucher subsidy shall follow the Housing Choice Voucher grievance process.

E. Maximum Gross Rents/Payment Standards

HOPE VI Replacement Units and Other Project-Based Units Owned by SHA

The maximum gross rent (rent plus utilities) for the Housing Choice Voucher Program Project-based

subsidy in SHA-owned housing will be based on an analysis of the development and operating costs of the project.

The payment standard for SHA-owned units shall not exceed market rent for comparable unassisted units, unless a higher contract rent is approved by the Board.

Non-SHA-Owned Units (*Sound Families Units, City-Funded Units, RFP Units, HOPE VI Replacement Housing Partnership Units, etc.*)

- 1) *Units with no SHA-provided capital subsidy (i.e., long term lease on land, below market financing, other capital subsidy)*

The maximum gross rent (rent plus utilities) for project-based units owned by non-profit and for-profit housing providers, when SHA has provided no capital subsidy, shall be the lower of:

- The Owner's request
- The current payment standard applied to the same size units in the SHA tenant-based Housing Choice Voucher Program
- The market rent for comparable unassisted units as determined by SHA

- 2) *Units which have also received capital subsidy from SHA.*

The maximum gross rent (rent plus utilities) for project-based units owned by non-profit and for-profit housing providers, when SHA has provided a capital subsidy, shall be the lower of:

- The Owner's request
- The current payment standard applied to the same size units in the SHA tenant-based Housing Choice Voucher Program
- The market rent for comparable unassisted units as determined by SHA
- 30 percent of the target income level for the proposed units expressed as a percentage of area median income for the appropriate household size based on tax credit occupancy standards

- 3) *Exception rent for large family housing in low poverty areas.*

The maximum gross rent (rent plus utilities) for large family units (3 or more bedrooms) shall be the lower of:

- The Owner's request
- 120 percent of the current payment standard applied to the same size units in the SHA tenant-based Housing Choice Voucher Program
- The market rent for comparable unassisted units as determined by SHA

Payment Standard for SRO Units

The payment standard used for Project-based SRO (Single Room Occupancy) units shall be the payment standard for studio (0-bedroom) units. SRO units are defined by city of Seattle building code.

Housing Constructed as a Single Family House shall use the payment standard for the appropriate size single family house under the leased shared housing formula described below.

Leased Shared Housing

The payment standard for an assisted family in a project-based single family house with a potential occupancy by more than one family shall be the lower of a pro-rated share of the payment standard for the single family house based on the number of bedrooms occupied by the family, or the payment standard the family would have if they lived in a unit by themselves.

Utility Estimates

In general, SHA shall use the same utility estimate in the Project-based Program as it uses for tenant-based assistance. When utility estimate schedule is updated, SHA will update the Description of Contract Units; adjusting the rent to owner if necessary to ensure that the gross rent under contract

does not exceed the applicable Voucher Payment Standard. SHA will implement the new rate at the next regularly scheduled review. (Please see Section H *Annual Rent Increases* of this chapter for additional information).

An owner with energy efficient units may submit a written request to the Director of Rental Assistance Programs that a project-specific utility estimate be substituted for the published utility estimate, based on a written estimate from Seattle City Light or (if applicable) Seattle Public Utilities of the likely consumption of utilities for that building based on specific energy efficient features of the building.

Impact of lowered payment standards in tenant-based program on contract rent for project-based units ⁺

Owners of operating properties with Project-based assistance shall continue to have the most recent payment standard in effect for their contract units before SHA lowers the payment standards in the tenant-based program.

⁺ Revised July 2005 per Resolution 4784, passed by the Seattle Housing Authority Board of Commissioners on June 20, 2005

F. Uses of Subsidy

SHA-Owned Units

Project-based Housing Choice Voucher subsidy may be used to pay:

1. Normal operating expenses of the property;
2. Project debt-service incurred for acquisition, development, and capital improvements of the property; and
3. All other reasonable costs associated with the operation of the property, including the costs of support services necessary to assist individuals who cannot sustain stable housing without such services.

Non-SHA-Owned Project-Based Units (*Sound Families Units, City-Funded Units, RFP Units*)

An owner may use the revenue provided by the project-based Housing Choice Vouchers for any purpose consistent with its organizational mission.

G. Contract Term

The contract term shall be negotiated for each project based on the project's needs, within the general framework of 5 to 40 years. All contracts are subject to availability of adequate funds.

H. Annual Rent Increases

Initial rents for Project Based units shall be set at the lower of the current Voucher Payment Standard or the reasonable rent determined by SHA. Annually thereafter, unit rents shall be adjusted by the operating cost adjustment factor (OCAF) established by HUD for the Multifamily Housing programs; provided that, application of the operating adjustment factor shall not result in a negative adjustment.

Exceptions may be made at the discretion of the HCV Administrator or a designee based on reasonable circumstances in order to ensure SHA's mission and enhance partnership.

SHA-Owned Units

SHA property management staff may request in writing annual rent adjustments based on increased operating costs, provided that the proposed increased rent does not exceed the current market value of comparable units.

If the requested rent exceeds the current Voucher Payment Standard, the request shall include: a statement of actual operating costs for the 12-month period preceding the date of the request and an operating budget for the 12-month period following the effective date of the rent increase.

Prior to granting an increase in rent, the SHA Asset Management Department shall review the proposed operating budget for overall reasonableness, and the HCV department shall make a determination of rent reasonableness based on the market value of comparable unassisted units.

I. Vacancy Loss, Reconciliations, and Damage Claims

Vacancy Loss Payment

If an assisted family vacates the contract unit, upon written request from the owner, SHA agrees to continue Housing Assistance Payments at 80 percent of the Contracted unit rent beginning the day after the family vacated the unit until the earlier of the day the unit is re-rented or the last day of the month following the month the family vacated the unit, if:

1. The owner gives SHA prompt notice of the vacancy;
2. The vacancy is not the fault of the owner; and
3. The owner has taken every reasonable action to minimize the likelihood and length of the vacancy.

When a family moves out mid-month, the housing provider has the option of keeping the HAP for the remainder of that month. However, SHA will not pay both vacancy payment and HAP for any given day. Vacancy payment may be made for the following month even if the remaining month of HAP was kept for the month prior.

Note: When a family vacates the unit on the last day of a month, the full vacancy claim period is up to one full month, not two months.

Deadline for Requesting Reimbursement for Vacancy Loss

Vacancy Payment requests must be submitted on the form provided by SHA no later than the last day of the calendar quarter following the quarter in which the vacancy occurred.

Reconciliations

Reconciliation requests from owners must be made in writing within 12 months of the payment and must contain all of the following:

1. the specific time period of the discrepancy;
2. the participant name or unit number; and
3. an explanation of how the total was determined.

SHA will respond to complete reconciliation requests within 30 days of receipt.

No Damage Claims

SHA will not make payments to the owner for any damages to the unit, or for any other amounts owed by a family under the family's lease.

J. Exit Vouchers

SHA shall not provide vouchers to families who move out of Project-based units, except

Exception: original residents of buildings when the owner executes a contract for project-based assistance.

A family assisted with a tenant-based voucher living in a unit identified for project-based assistance

must surrender their tenant-based voucher when the owner executes a contract to project-base a voucher for their unit. The family will be offered a tenant-based voucher at the point they move out of the project-based building, if they are still eligible for the Housing Choice Voucher Program. This provision applies only to residents of a building who are assisted by a voucher at the time a contract is first executed for project-based assistance including their unit.

Families assisted by vouchers who choose to move into a project-based property must surrender their tenant-based voucher at the time they move in, and the voucher will not be restored to them when they move out.

K. Tenant Selection: Waiting Lists

Non-SHA-Owned Project-Based Units (*Sound Families, City-Funded Units, RFP Units, HOPE VI Replacement Housing Partnership Units*)

Consistent with Board Resolution 4680 establishing SHA's policy on local preferences, non-profit and for-profit owners who receive Housing Choice Voucher project-based subsidy from SHA may establish their own waiting lists for project-based units subject to requirements specified in the Housing Assistance Payment (HAP) Contract.

SHA-Owned Units

SHA may maintain site-specific waiting lists for project-based units owned and managed by SHA, or may offer units to eligible families on a first-come, first served basis as units become available, without maintaining a waiting list.

SHA will establish the marketing and waiting list procedure for each Project-based property in a written management plan which covers the property.

L. Lease Terms for Residents of Project-Based Properties

Owners may establish lease terms of less than one year for the residents of project-based units, consistent with the general practice of the owner's housing program and the particular goals of the project-based property. SHA shall not approve leases of more than 12 months, as these may not be enforceable under state law.

No Double Subsidy

For an existing participant moving between buildings or programs, SHA shall start a new lease no sooner than the first of the month following the month covered by the previous landlord. SHA shall not make subsidy payments on behalf of the same family to both the former and the new landlord when a family moves mid-month. Nor will SHA pay a project-based landlord overlapping subsidy for one contracted unit when one family moves out mid-month and another family moves in during the same month.

M. Overcrowded, under-occupied, and accessible units

Minimum and Maximum Occupancy Requirements for Project-Based Properties⁺

SHA shall make payments to owners based on assumed minimum occupancy for project-based units outlined below.

These minimum occupancy standards are specific to the SHA Project-Based Program and do not apply to SHA's tenant-based program.

Voucher Size	Persons in Household	
	Minimum Number	Maximum Number
0 Bedroom	1	2
1 Bedroom	1	4
2 Bedroom	2	6
3 Bedroom	3	8
4 Bedroom	4	10
5 Bedroom	6	12
6 Bedroom	8	14

Under-Occupied Units

If occupancy of a project-based unit drops below the minimum occupancy standard (e.g., drops to a one-person family in a two-bedroom unit) for longer than 90 days, SHA may reduce the Housing Assistance Payment for the unit to the amount appropriate for the size of the assisted family occupying the unit. The owner may require the family to pay the difference if the minimum occupancy requirement is spelled out in the family’s lease.

Overcrowded Units

Families occupying a project-based unit who exceed the maximum occupancy standard for the assisted unit, as outlined above, may qualify for a special issuance voucher if:

1. The owner submits a written request to the HCV Administrator for a special issuance voucher for the family;
2. The owner certifies that the owner has no units of an appropriate size for the family, and is not likely to have an appropriate size unit available within six months of the date of the request;
3. The family meets all the requirements for a tenant-based voucher outlined in Chapter 2 of this Administrative Plan; and
4. SHA has an available voucher to offer the family.

Accessible Units

If a family occupies a project-based unit with accessibility features that the family does not require, and the unit is needed by a family on the project’s waitlist that requires the accessibility features, the owner must promptly notify the family of this determination, and offer continued assistance in another housing unit (in the same or other project) so that the family requiring the accessibility features has access to the appropriate unit.

N. Tenant Selection: Admissions Criteria

General Eligibility Requirements

Applicants for Project-based assistance must meet the same eligibility requirements as applicants for HCV tenant-based assistance outlined in Chapter 2 of this Administrative Plan, unless otherwise stated below.

Eviction History

SHA shall not deny admission to Project-based units to applicants based on previous evictions, provided the household meets the requirements for eligibility for federal assistance (24 CFR 982.553, further described in Chapter 2, Section F, “HUD-mandated denials”).

Criminal History

Owners shall screen and select tenants using their own standards for criminal history. SHA shall review applicant criminal history to ensure that applicants are eligible for subsidy under federal regulations, by applying the HUD-mandated required denials for criminal history outlined in Chapter 2, Section F. of this Administrative Plan.

Consistent with the provisions in the regulations for “evidence of rehabilitation,” and in order to accommodate individuals with disabilities, SHA may give the property owner flexibility to accept residents for subsidized units who have a disability and a related criminal history which could otherwise disqualify them for assistance. Tenant screening flexibility will particularly be given to project sponsors with demonstrated expertise in serving people with mental illness and/or chemical addictions, and the capacity to provide the needed services. Tenant screening flexibility does not extend to applicants who are sex offenders subject to a life-time registration requirement, for the duration of that requirement.

Owners must submit their tenant screening and supportive services plan to SHA to qualify for additional screening flexibility, and may be required to document for an applicant the reasons why the owner feels the applicant is likely to live successfully in the Project-based unit without serious re-offense, despite serious criminal history.

Owners may allow admission to convicted sex offenders who have Class B and Class C felonies on their record, subject to time-limited registration requirements, who do not, according to the owner of the subsidized units, constitute a threat to other residents, the surrounding community, or to the public at large. (Board Resolution 4771, 3/21/05).

Other Criteria for Admission

For an applicant who has been previously assisted under the program and was terminated for violating a family obligation in the last five years, SHA will allow admission to the Project-based program when the applicant has support services which will increase the likelihood of successful program participation. This does not apply to program violations where fraud or deception relating to income or household circumstances was a factor in the termination of assistance.

Debt Owed to SHA or another Housing Authority

Applicants for Project-based units who owe SHA or other housing authority money must repay the amounts owed before their application will be approved. However, SHA will consider, on a case by case basis, entering into a repayment agreement for amounts owed to SHA. SHA will only enter into a repayment agreement when the applicant has sufficient income to make the payments under the agreement.

O. Housing Quality Standards; Inspections

All housing units, and the buildings in which they are located, that receive project-based operating subsidy must meet HUD’s Housing Quality Standards (HQS) or other HUD approved inspection. SHA shall conduct an initial inspection for HQS prior to the commencement of subsidy for a newly contracted project and (for substituted units in an existing contract) a newly contracted unit within an operating property.

SHA shall conduct annual inspections of all buildings at least once every 24 months, prior to the 2-year anniversary of the previous full inspection.

SHA requires that owners certify that a unit meets HQS standards as of the date of initial occupancy by a new tenant, but shall not conduct an inspection upon unit turnover.

If a unit fails a regularly scheduled inspection, and the fail items are not corrected within 30 days of the annual inspection, SHA shall send the owner and the family a notice that the unit may be removed from the HAP Contract for failure to maintain HQS. The tenant is not responsible for SHA's portion of rent that is abated.

All other procedures and requirements relating to HQS described in Chapter 12 of this Administrative Plan apply to the project-based program.

P. Rent Calculations for Tenants

Minimum Rent

The Minimum Rent policy described in Chapter 8, Section D of this Plan shall apply to residents of units assisted by Project-based vouchers, with the following exceptions:

1. Residents of assisted living facilities subsidized by Medicaid are exempt from the minimum rent policy, and
2. Residents of buildings that provide highly supportive housing and services to the chronically homeless and/or disabled individuals are exempt from the minimum rent policy unless the building owner elects to impose the minimum rent policy on its own residents, in which case the building owner may impose a minimum rent of up to \$50 toward rent and utilities.

Treatment of Medicaid

SHA shall calculate the family TTP as described in Chapter 8, TTP and Family Share, with the exception of Project-based units providing assisted housing for seniors on Medicaid (i.e., Park Place/Retirement Housing Foundation, Heritage House, and Legacy House).

For these properties, Medicaid payments made on behalf of residents of such units will be viewed by SHA as medical payment deductions, and residents shall be considered to have zero income.

Q. Unit Transfers

Under HCV regulations a transfer from one unit to another is subject to all the requirements and processes of an initial lease-up. The tenant must have a new lease for a new unit.

Owners may allow residents of Project-based units to transfer from one unit to another, subject to SHA re-determination of eligibility and tenant rent. (If the transfer is to another unit with the same property owner, redetermination of eligibility may not be required.)

R. Release of Health-Related Information

SHA shall not release any health-related information for an assisted resident to a property owner without a specific release from the resident.

S. Protection of Revenue in the Event of Reduction in Federal Funds *[Board Resolution 4708 dated July 21, 2003]*

SHA shall follow these priorities in responding to federal cuts in SHA's HCV budget authority:

1. Current participants in the tenant-based voucher program, including funds needed to increase payment standards appropriately to keep pace with market rents;
2. Project-based units under contract with SHA or which have written commitments from SHA to provide project-based assistance, as of the date that SHA notifies the City of Seattle's Office of Housing of anticipated funding shortfalls in the HCV program; and

3. All other new units.

In the event that SHA anticipates or is informed of federal appropriations reductions in Housing Choice Vouchers that would affect SHA's allocation, SHA will seek to convene a meeting with the Seattle Office of Housing and affordable housing stakeholders to inform them of potential consequences and to receive input on any additional strategies to adapt to a reduced appropriation level.

T. Contract Language Takes Precedence

In the event of a discrepancy between the language of this Administrative Plan and the language of a HAP Contract in effect for an assisted property, the HAP Contract language will take precedence.

U. Replacement of HUD Regulations and Previous Policy Statements

In the event of a discrepancy between 24 CFR 983, *Project-based Voucher Program* and this chapter, this chapter will take precedence as authorized by the 1999 "Moving to New Ways" agreement between HUD and SHA, and subsequent MTW Plans.

CHAPTER 6 – SHA AGENCY- BASED VOUCHER PROGRAM

[Move To Work Agreement Dated January 13, 1999: Statement of Authorizations, Section VI.A.6.]

SHA may allocate a portion of its Housing Choice Vouchers to qualified local non-profit organizations and divisions of local government that serve very low-income and homeless families.

A. Percentage Allocation

SHA may issue vouchers to eligible families through the Agency-Based Voucher Program until the program utilizes the percentage of the total Housing Choice Voucher portfolio indicated in Chapter 3.

B. Goals and Rationale for the Agency-Based Voucher Program

The Agency-Based Voucher Program has two main goals:

- a. To increase the success of disabled individuals, and families with language or cultural barriers, in finding and maintaining housing when using a voucher; and
- b. To provide a transition to permanent housing for homeless households living in time-limited emergency and transitional housing.

c. Regular Review of Agency-Based Voucher Program

SHA shall review its portfolio of available vouchers regularly in determining appropriate allocations of vouchers by program in order to meet its strategic goals, or in response to local need.

SHA shall notify the community if allocations agency-based vouchers will be made available and the allocation method. Notification will be provided by email and/or regular mail notice to the following:

1. City of Seattle Department of Human Services;
2. City of Seattle Office of Housing;
3. King County Department of Community and Human Services;
4. Human Services Coalition;
5. Housing Development Consortium of King County;
6. Distressed Communities Coalition;
7. Minority Executive Directors Coalition; and
8. King County Coalition for the Homeless.

D. Qualified Agencies

Agencies qualified to participate in the Agency-Based Voucher Program must be either:

1. A 501(c)3 nonprofit corporation with a mission to provide housing and/or services to very low-income or homeless families and individuals; or
2. A division of city or county government mandated to provide direct service to very low-income or homeless families and individuals.

E. Agency Services Agreement

All participating agencies must execute an Agency Services Agreement with SHA, in which the agency commits to providing specific services to their clients receiving vouchers.

The agency must establish a rational, fair, and auditable selection process for participating clients, related to the goals of the Agency-Based Voucher Program, which does not discriminate against any applicant on the basis of membership in a protected class, and which does not violate any SHA conflict of interest policy. The agency must agree to periodic audits by SHA of its selection process.

In addition, SHA may require the agency to provide any of the following services, as a condition of participation in the Agency-Based Voucher Program:

1. Identifying eligible applicants among their clients who meet the criteria for first priority consideration under SHA's admissions preferences policies;
2. Assisting the clients in completing their applications and assembling supporting documents;
3. Providing third-party verification of income, household size, and other family characteristics;
4. Communicating with clients about the status of their applications, should additional information be required;
5. Attending SHA briefings with clients (i.e., application workshops, issuance briefings, signature briefings);
6. Assisting clients in finding suitable housing within their clients' affordability limits, in the neighborhoods of the client's choice, and negotiating with landlords;
7. Assisting clients in sustaining their housing situation after moving in, by providing case management or other services that will address housing-related issues;
8. Assisting clients in understanding the family obligations under the Housing Choice Voucher Program; and
9. Such services as may be necessary for clients to find and sustain suitable housing within their affordability limits.

F. Documenting Allocations of Vouchers

The Director of Rental Assistance Programs or his/her designee shall maintain a chronological record of each allocation of agency vouchers, which shall include:

1. Copies of announcements of voucher availability;
2. Scoring instruments and other written evaluation tools used to determine whether an agency is qualified to participate in the program, which shall specifically include any reasons for rejection;
3. A list of agencies awarded vouchers, and the number awarded each agency; and
4. Samples of standard correspondence related to the voucher allocation process (e.g., award announcement, contract cover letter).

G. Home from School

Housing serves as a platform for connecting neighborhoods, communities, schools, education partners, and families; and stable, quality schools are a core component of neighborhoods of opportunity. As housing providers SHA is uniquely situated to serve as a connector across other systems that support students and families.

In September 2016, SHA and SPS launched the Home from School (HfS) program to provide long-term affordable housing options to families experiencing homelessness who would like access to stable housing that allows continuity in their neighborhood school.

Who is eligible for HfS Voucher?

- Families with students who are experiencing homelessness or housing instability as defined by the McKinney-Vento Homeless Assistance Act[§]
- Priority is given to literally homeless families (e.g., staying in shelters or places not meant for human habitation)
- All other SHA/HCV voucher issuance eligibility factors apply

[§] [McKinney-Vento Homeless Assistance Act](#) of 1987, as amended, Title VII, Subtitle B; 42 U.S.C. 11431-11435

CHAPTER 7 - SUBSIDY STANDARDS: BEDROOM SIZE OF VOUCHER

[24 CFR 982.54(d) (9)]

HUD guidelines require that housing authorities establish subsidy standards for the determination of family unit size, and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding.

This Chapter explains the subsidy standards that will be used to determine the voucher size (number of bedrooms subsidized) for various size families when they are issued an SHA voucher, as well as SHA's procedures when a family's size changes or a family selects a unit size that is different from the voucher.

A. Determining Voucher Size [24 CFR 982.402]

SHA's subsidy standards for determining voucher size shall be applied in a manner consistent with Fair Housing requirements and guidelines.

For subsidy standards, an adult is a person 18 years old or older.

All standards in this section relate to the number of bedrooms on the voucher (level of subsidy), not the family's actual living arrangements.

The unit size on the voucher is determined by the family composition, regardless of the unit size rented.

SHA assigns 1 bedroom to 2 people within the following guidelines, and further imposes minimum occupancy standards outlined below.

1. Families shall be assigned to a unit with the least number of bedrooms suitable to their household size as defined herein.
2. The unit size that a household may be offered would provide that there be at least one person per bedroom.
3. Persons of different generations, and unrelated adults (except for domestic partners) may have a separate bedroom, within the limitations of the minimum occupancy standards outlined below.
4. Foster children will be considered in determining unit size upon third-party verification of placement in the family. Families with foster children are subject to the same minimum occupancy standards as families without foster children. A family may not be able to accept a foster care placement if the foster agency requires the child to have its own bedroom and, as a result, the family would exceed the minimum occupancy standards described below.
5. An approved live-in aide will be provided a separate bedroom. No additional bedrooms are provided for the attendant's family. A maximum of one bedroom per family will be allocated for live-in aides, even if the family has more than one aide;
6. A single pregnant woman with no other family members must be treated as a two-person family;
7. Single person families shall be allocated a studio voucher.
8. Students who attend a school away from the subsidized unit are considered a member of the household and will be considered when determining the household size for the purpose of determining subsidy; unless information becomes available to SHA indicating that the student has established a separate household or the family declares to SHA that the student has established a separate household.

Full-time students whose primary residence is other than the subsidized unit will be considered permanently absent from the household.

GUIDELINES FOR DETERMINING VOUCHER SIZE

<u>Voucher Size</u>	<u>Persons in Household</u>	
	Minimum Number	Maximum Number
0 Bedroom	1	2
1 Bedroom	1	4
2 Bedrooms	2	6
3 Bedrooms	3	8
4 Bedrooms	4	10
5 Bedrooms	6	12
6 Bedrooms	8	14

B. Exceptions to Voucher Size Standards [24 CFR 982.403(a) & (b)]

Accommodation for a Person with Disabilities

SHA may grant an exception to voucher size standards as an accommodation for persons with disabilities, if subsidy for an additional bedroom is shown to be needed. Such requests must be made in writing. Both the nature of the disability and the reasons for the additional bedroom related to the disability must be verified by a doctor or other medical professional or a licensed social service professional.

HUD Conversion/Tenant Protection Vouchers

If the participant family remains in the eligible property, the voucher size issued is equal to the household unit size on the conversion date within SHA's subsidy limits. If the family moves out of the original property, the household will be issued a voucher according to regular HCV occupancy standards.

If remaining in the eligible property is not an option, participant families currently in a one bedroom unit will be issued a one bedroom voucher for their initial lease up. If the family moves with continued assistance after their initial lease up, the household will be issued a voucher according to regular HCV occupancy standards.

Veteran's Administration Supportive Housing (VASH) Vouchers

Single-person VASH applicants, VASH port-ins, and participants on the Veterans Assistance Supportive Housing (VASH) program are eligible for a 1 bedroom voucher at new admission or move issuance. Households are subjected to the subsidy limitation listed in section C.

SHA Error

If SHA errs in the bedroom size designation, the Voucher Payment Standard of the appropriate size will be applied at the next annual review or annual update.

Other Exceptions

SHA may grant exceptions from the subsidy standards only if the family makes a written request for a larger voucher size that provides compelling reasons to prove that an exception is necessary. The need for an exception shall be supported by documentation from relevant qualified professionals (e.g., licensed medical or social service professionals, court or law enforcement officials). Before granting

subsidy for additional bedrooms, SHA must find that an exception is necessary based upon the information provided by the family.

Family Access Supplement (FAS)

Due to high rents, tenant-based vouchers in the City of Seattle are not as viable in certain neighborhoods. The Family Access Supplement (FAS) is designed to provide additional rental assistance, to remove rent barriers for families with children to renting in the designated neighborhoods of the demonstration.

Minimum Occupancy Standards Observed

When additional bedrooms have been allocated to a family for a larger voucher size, minimum occupancy standards must still be met (see chart above). An accommodation request for an exception to the minimum occupancy standards will be forwarded to a manager, who will review and respond to the request.

Additions to Household

Reference the Recertifications section of this Plan for policies on whom, when, and how new members may be added to a participant household.

SHA will increase the voucher size, if applicable.

Under-housed and Over-housed Families

Families are required to notify SHA of all increases or decreases in household size within 10 days of the date of the increase or decrease.

If a unit does not meet Housing Quality Standards (HQS) cited below due to an increase in family size (making the unit too small), SHA will issue a new voucher of the appropriate size.

If a family becomes over-housed as the result of a decrease in household size, such that it no longer meets the minimum occupancy standards outlined above, SHA will reduce its subsidy to the appropriate voucher size at the latter of the family's next annual review\update or after fulfilling the initial lease term following the reduction in household size.

SHA may make an exception as an accommodation for a person with a disability or for a family that has a member with a disability.

Hardship Policy for Under – Housed Families

An under-housed family that requires a unit size of four (4) bedrooms and above will be considered for a temporary exemption from the occupancy standards policy. An exempted family will be subsidized for a longer period of time while looking for a unit that meets SHA occupancy standards. The exempted family will be required to illustrate that they are actively searching for a suitable unit.

C. Unit Size Selected if Different from Voucher [24 CFR 982.402(c)]

The family that selects a dwelling unit of a different size than that listed on the voucher shall be subject to the following:

1. Subsidy Limitation: The payment standard for a family shall be the lower of:
 - a) The payment standard for the number of bedrooms allowed based on family size and composition, according to the guidelines noted above; or
 - b) The payment standard amount for the actual number of bedrooms for the unit rented by the family.

2. Utility Estimate: The utility estimate used to calculate the gross rent is based on the lower of the family's voucher size, or the unit size.

D. Implementing New Minimum Occupancy Standards, August 2005**

In June 2005 SHA adopted the minimum occupancy standards outlined in Section A above. The new occupancy standards are effective as of July 1, 2005, for all new admissions to the program and all new port-ins.

The new occupancy standards shall apply to all families continuing on the program who submit requests to Move with Continued Assistance after August 1, 2005.

Families continuing on the program in their existing unit may maintain their current subsidy levels. The minimum occupancy standards will apply to them if they move to a new unit.

E. Implementing New Minimum Occupancy Standards, December 2015

In December 2015 SHA adopted the amended subsidy standards outlined in Section A above to ensure consistency across all SHA programs. The new subsidy standards assign one bedroom per two persons in the household, and do not generally assign a separate bedroom for member of the opposite sex. Exceptions will be made on a case by case basis.

The new subsidy standards are effective as of April 1, 2016, for all new admissions to the program, to all new port-ins, and to all families continuing on the program who submit requests to Move with Continued Assistance.

*** Added July 2005 per Resolution 4784, passed by the Seattle Housing Authority Board of Commissioners on June 20, 2005*

CHAPTER 8 - TOTAL TENANT PAYMENT AND FAMILY SHARE

[24 CFR Part 5, Subparts E and F; 982.153, 982.551]

SHA will use the methods set forth in this Administrative Plan to determine and verify family income at admission and at annual re-examination. The accurate calculation of annual income and adjusted income will ensure that families do not pay more or less rent than required under the regulations and SHA policies.

This Chapter defines the allowable expenses and deductions to be subtracted from annual income and how the number of household members may affect the Total Tenant Payment (TTP).

Income and TTP are calculated in accordance with 24 CFR Part 5, Subparts E and F, and the instructions set forth in HUD notices and memoranda, and SHA's Moving to Work Plan and Agreement. SHA's policies in this Chapter address those areas which give SHA discretion to define terms and to develop standards to ensure consistent application of the various factors that relate to the determination of TTP.

A. Income and Allowances [24 CFR 5.609]

"Income" includes all financial assets from any source, monetary or not, that are received by any member of the family. For purposes of calculating the Total Tenant Payment, HUD defines in the federal regulations what is to be counted and what is to be excluded. In accordance with this definition, all income that is not specifically excluded by the regulations is counted.

"Annual income" is the gross income, prior to any HUD allowed expenses or deductions, after federally mandated exclusions under 24 CFR 5.609(c) anticipated to be received by all family members in the 12 months following certification or recertification. Annual income is used to determine whether applicants are within the applicable income limits.

"Adjusted gross income" is the gross income, prior to any HUD allowed expenses or deductions plus all income actually available to the family but which is excluded under 24 CFR 5.609(c). Adjusted gross income is used to determine the affordability cap at the point of lease-up.

"Adjusted income" is the annual income minus any HUD allowed expenses and deductions.

HUD authorizes the following allowable deductions from annual income:

1. Dependent allowance: \$480 for *each* family member who is a minor (under 18), and for family members who are 18 and older who are full-time students or who are disabled (other than head of household, co-head or spouse);
2. Elderly/disabled allowance: \$400 per family for families whose head, co-head or spouse is 62 or over or disabled;
3. Medical and dependent care allowance: The sum of the following, to the extent the sum exceeds 3 percent of annual income:
 - a) Unreimbursed medical expenses of an elderly or disabled family; and
 - b) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each disabled family member, to the extent necessary to enable any family member to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus.
4. Child care expenses for children age 12 and under may be deducted from annual income if they enable an adult to work or attend school or to actively seek employment; but only to the extent that such amounts are unreimbursed.

B. Disallowance of Earned Income from Rent Determinations for Persons with Disabilities [24 CFR 5.617, as amended April 7, 2016; 982.201 (b) (3)]

Eligibility

The Earned Income Disregard, or EID, is designed to encourage self-sufficiency among HCV participants who have disabilities. It does this by exempting increases in earned income for specific time periods for participants who meet the criteria below.

To qualify for the earned income exclusion a family must be receiving rental assistance under the Housing Choice Voucher Program and must be a family whose annual income increases as a result of:

1. Employment of a family member who is a person with disabilities, and who was previously unemployed for one or more years prior to employment;
2. Increased earnings by a family member who is a person with disabilities during participation in any economic self-sufficiency or other job training program; or
3. New employment or increased earnings of a family member who is a person with disabilities, while or within six months after receiving assistance, benefits or services under any state program for TANF, provided that the total amount over a six-month period is at least \$500.00.

“Previously unemployed” includes a person with disabilities who has earned in the previous 12 months no more than the equivalent earnings for working 10 hours per week for 50 weeks at the state minimum wage.

An economic self-sufficiency program is any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Such programs may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Amounts to be excluded include any increases in earned income of a family member who is disabled during participation in an economic self-sufficiency or job training program, but not increases that occur after participation in the program, unless the program provides assistance, training or mentoring after employment.

The amount of TANF received in the six-month period includes monthly income and such benefits and services as one-time payments, wage subsidies and transportation assistance.

The amount of income that may be excluded is the amount of the incremental increase in the disabled family member’s income. The incremental increase in income is calculated by comparing the amount of the disabled family member’s income before beginning the qualifying employment or receiving the increase in earned income with the amount of income after beginning the employment or receiving the increase in earned income.

Inapplicability to Admission

The earned income disallowance is only applied to determine the annual income of families who are participants in the Housing Choice Voucher Program, and therefore does not apply for purposes of admission to the program (including the determination of income eligibility or any income targeting that may be applicable).

Applicability to Child Care and Disability Assistance Expense Deductions

The amount deducted for child care and disability assistance expenses necessary to permit employment shall not exceed the amount of employment income that is included in annual income. Therefore, for disabled families entitled to the earned income disallowance, the amounts of the full and phase-in exclusions from income shall not be used in determining the cap for child care and disability assistance expense deductions.

Participants Deemed Eligible

Federal regulations for the EID were amended effective April 7, 2016; these changes were implemented by SHA as of May 9, 2016. Families enrolled in EID prior to May 9, 2016, are covered by the previous language. See the footnotes below for the policies that apply to such households.

For purposes of rent determination, the annual income for qualified families may not be increased as a result of increases in earned income of a family member who is disabled. This exclusion of income shall begin on the date on which the increase in earned income begins and shall continue for a 12-month period. After the disabled family member receives 12 months of the exclusion, the annual income will include a phase-in of half the increase in earned income previously excluded from annual income.

Initial 12-Month Exclusion^{††}

During the 12-month period beginning on the date a disabled family member in a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, any increase in income received by a disabled family member as a result of employment of that family member will be excluded from the annual income of a qualified family.

Second 12-Month Exclusion and Phase-in¹

During the second 12-month period after the expiration of the initial 12-month period referred to above, 50 percent of any increase in income of a disabled family member as a result of employment of that family member shall be excluded from the annual income of a qualified family. The increase shall be measured from the date immediately prior to the beginning of such employment.

Maximum 2-Year Exclusion¹

The earned income disallowance is limited to a lifetime 24-month period for each disabled family member; that is, the disallowance applies for 12 months of full exclusion of incremental increase, and 12 months of phase-in exclusion.

No earned income disallowance will be applied after the 24-month period following the initial date the exclusion was applied.

Tracking the Earned Income Exclusion¹

The earned income exclusion will be reported on the HUD Form 50058. Documentation will be included in the family's file to show the reason for the reduced increase in rent. Such documentation will include:

1. Date the increase in earned income was reported by the family;
2. Name of the family member whose earned income increased;
3. Reason (new employment, participation in job training program, within six months after

^{††} Participants eligible for EID prior to May 9, 2016, are eligible for 12 cumulative months of the 100% disregard, and an additional 12 cumulative months of the 50% disregard. The earned income disallowance is limited to a lifetime 48-month period for each disabled family member; that is, the disallowance applies for a maximum of 12 months of full exclusion of incremental increase, and a maximum of 12 months of phase-in exclusion during the 48-month period starting on the date of the initial exclusion. SHA will track the dates earned income ends and resumes during the initial and phase in periods, ensuring that families do not receive more than 12 months of the initial or phase in disregard, and that the disregard is ended after 48 months whether or not the participant has received 24 months of the disregard.

- receiving TANF) for the increase in earned income;
4. Amount of the increase in earned income (amount to be excluded);
 5. Date the increase in income is first excluded from annual income;
 6. Date the 12-month phase-in period began; and
 7. Ending date of the maximum 24-month (2-year) disallowance period (24 months from the date of the initial earned income disallowance).

SHA will maintain a tracking system to ensure correct application of the earned income disallowance.

SHA will apply the earned income disallowance at a family's annual review or with an interim review, conditional on the date the income increase began.

C. Exclusion of Income from Qualified Training Programs

In order for SHA to exclude income while a participant is enrolled in a training program, SHA must ascertain that the income is earned from a qualified state or local employment training program. This rule applies to applicants, public housing residents and Section 8 participants. The Department of Housing and Urban Development (HUD) allows for the exemption of income based on very specific guidelines.

According to the HUD Code of Federal Regulations 24 CFR 5.609(c), annual income does not include the following:

1. "Amounts received under training programs that are funded by HUD;" or
2. "Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period which the family member participates in the employment training program."

In order for the Section 8 Program to exempt training program income:

1. The training program must provide a current statement of goals and objectives to be attained through participation in the program and a specific timeline for such accomplishments; and
2. Ongoing training program participation must be a condition of the job placement. There must be a determination that the participant would not earn the same income in the job placement if he/she did not participate in the training program.

D. Minimum Rent [24 CFR 5.630 and SHA Board Resolution 4742, April 2004]

Minimum rent is \$50. Minimum rent, in the HCV Program, refers to the Total Tenant Payment and includes the combined amount a family pays towards rent and/or utilities.

The minimum rent applies to all participants of the SHA Housing Choice Voucher Program except Veteran Affairs Supportive Housing (VASH) participants and residents of certain properties assisted by Project-based vouchers, as further described in Chapter 5.

Hardship waiver for minimum rents

Any household subject to the minimum rent may petition for a temporary or long-term hardship waiver for one of the following reasons:

1. A recent death in the immediate family has occurred and no income was received into the household the previous month.

2. The out of pocket medical expenses equal or exceed 50% of the gross household income and calculated rent, minus utility estimate if applicable, would be less than \$50.
3. The household has lost federal, state or local government assistance or is waiting for an eligibility determination, and no income was received into the household the previous month.
4. The household income has decreased due to a change in circumstances, such as loss of employment and no income was received into the household the previous month.

Foregone rent for short-term hardship must be repaid

SHA shall promptly make a determination whether the hardship is short-term or long-term. If SHA determines that the hardship is short-term, it may grant a temporary hardship waiver for up to 90 days. At the end of the 90 day period, the family must repay the foregone rent for the previous 90 days as well as begin making payments of \$50 from that point forward. The family may request a payment plan for the deferred rent from the hardship period.

E. Definition of Temporarily/Permanently Absent [24 CFR 982.54(d) (10), 982.551]

SHA must compute all applicable income of every family member, including those who are temporarily absent. SHA must count the income of any household member if that person is temporarily absent. "Temporarily absent" is defined as away from the unit for less than 60 days for the head of household and less than 180 days for all other household members. Absences due to temporary relocation or due to employment are limited to 180 days for any household member, including the head of household.

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

It is the responsibility of the head of household to report changes in family composition. SHA will evaluate absences from the unit using this policy.

Absence of Any Member

Any member of the household will be considered permanently absent if he or she is away from the unit for 180 days or more, except as otherwise provided in this Chapter.

Absence Due to Medical Reasons

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, SHA will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than 180 consecutive days, the family member will not be considered permanently absent.

If the person who is determined to be permanently absent is the sole member of the household, assistance will be terminated in accordance with SHA's "Absence of Entire Family" policy.

Absence Due to Full-Time Student Status

Full-time students whose primary residence is other than the subsidized unit will be considered permanently absent from the household.

Absence Due to Incarceration

Any member of the household will be considered permanently absent if he or she is incarcerated for 60 consecutive days.

SHA will determine if the reason for incarceration is for drug-related or violent criminal activity.

Absence of Children Due to Placement in Foster Care

If the family includes a child or children temporarily absent from the home due to placement in foster care, SHA will determine from the appropriate agency when the child/children will be returned to the home.

If the time period is to be greater than 12 months from the date of removal of the child/children, the voucher size will be reduced. If all children are removed from the home permanently, the voucher size will be reduced in accordance with SHA's subsidy standards.

Absence of Entire Family

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, SHA will terminate assistance in accordance with appropriate termination procedures contained in this Plan.

Families are required both to notify SHA before they move out of a unit and to give SHA information about any family absence from the unit.

If the entire family is absent from the assisted unit for more than 60 consecutive days or if SHA otherwise determines that the unit has been vacated or abandoned, the unit will be considered to be vacated and the assistance will be terminated.

"Absent" means that no family member is residing in the unit.

In order to determine if the family is absent from the unit, SHA may investigate the situation by taking action, including but not limited to the following:

1. Write letters to the family at the unit;
2. Telephone the family at the unit;
3. Interview neighbors;
4. Verify if utilities are in service; and
5. Check with the post office.

A person with a disability may request an extension of time as an accommodation, provided that the extension does not go beyond the HUD-allowed 180 consecutive calendar days' limit.

Caretaker for Children

If neither parent remains in the household, nor the appropriate agency determined that another adult to be brought into the assisted unit to care for the children for an indefinite period, SHA will treat that adult as a visitor for the first 30 days.

If by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, the voucher will be transferred to the caretaker.

If the appropriate agency cannot confirm the guardianship status of the caretaker, SHA will review the status at 180-day intervals.

If custody or legal guardianship has not been awarded by the court, but the action is in process, SHA will secure verification from social services staff or the attorney as to the status.

If custody is awarded for a limited time in excess of stated period, SHA will state in writing that the transfer of the voucher is for that limited time or as long as the caretaker has custody of the children. SHA will use discretion as deemed appropriate in determining any further assignment of the voucher on behalf of the children.

The caretaker will be allowed to remain in the unit, as a visitor, until a determination of custody is made.

When SHA approves a person to reside in the unit as caretaker for the child/children, the person's income should be counted pending a final disposition. SHA will work with the appropriate service agencies and the landlord to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him or her from the home for more than six months, the person will be considered permanently absent.

Visitors/Unauthorized Adults in Unit

Any adult not included on HUD Form 50058 who has been in the unit more than 14 consecutive days without SHA approval, or a total of 30 days in a 12-month period, will be considered to be living in the unit as an unauthorized household member. In extenuating circumstances, a participant may request an extension of these time periods which SHA will consider on a case-by-case basis.

Absence of evidence of any other address may be considered verification that the visitor is a member of the household.

Statements from neighbors and/or the landlord will be considered in making the determination.

Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the household and SHA will terminate assistance, since prior approval was not requested for the addition.

Minors and college students who were part of the family but who now live away from home during the school year and are no longer on the lease may visit for up to 150 days per year without being considered a member of the household.

In a joint custody arrangement, if the minor is in the household less than 181 days per year, the minor will be considered to be an eligible visitor and not a family member.

Reporting Additions to Owner and SHA

Reporting changes in household composition to SHA is both a HUD and an SHA requirement.

The family obligations require the family to request SHA approval to add any other family member as an occupant of the unit and to inform SHA of the birth, adoption or court-awarded custody of a child. The family must request prior approval of additional household members in writing. If any new family member is added, the income of the additional member will be included in the family income as applicable under HUD regulations.

If the family does not obtain prior written approval from SHA, any person the family has permitted to move in will be considered an unauthorized household member.

In the event that a visitor continues to reside in the unit after the maximum allowable time, the family must report it to SHA in writing within 10 business days of the maximum allowable time.

An interim reexamination will be conducted for any additions to the household.

In addition, SHA will require the family to obtain prior written approval from the owner when there are changes in family composition other than birth, adoption or court-awarded custody.

Reporting Absences to SHA

Reporting changes in household composition is both a HUD and an SHA requirement.

If a family member leaves the household, the family must report this change to SHA, in writing, within 10 business days of the change and report whether the member is temporarily absent or permanently absent.

SHA will conduct an interim evaluation for changes which affect the Total Tenant Payment in accordance with the interim policy.

F. Averaging Income [24 CFR 5.609 (d)]

When annual income cannot be anticipated for a full 12 months, SHA may average known sources of income that vary to compute an annual income, or annualize current income and conduct an interim re-examination if income changes. If there are bonuses or overtime which the employer cannot anticipate for the next 12 months, bonuses and overtime received the previous year will be used.

If, by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so as to reduce the number of interim adjustments. The method used depends on the regularity, source and type of income.

G. Minimum Income/Reported Zero Income/Credit Checks

There is no minimum income requirement. Families who report zero income are required to report to SHA in writing any new income within 10 business days of the receipt of the income. SHA will then conduct an interim review for the family.

Families that report zero income (or any income lower than appears necessary to maintain the family) will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, etc. If the family's likely expenses exceed their known income, SHA will make inquiry of the head of household as to the nature of the family's accessible resources. SHA may also conduct a credit check for the household, to determine whether the reported income and family composition is consistent with the household's credit relationships and expenditures.

H. Income of Person Permanently Confined to Nursing Home [24 CFR 982.54(d) (10)]

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, SHA will calculate the income by using the following methodology and use the income figure which would result in a lower payment by the family:

1. Exclude the income of the person permanently confined to the nursing home and give the family no deductions for medical expenses of the confined family member; or
2. Include the income and deductions of the person permanently confined to the nursing home.

I. Regular Contributions and Gifts [24 CFR 5.609]

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received reliably or periodically will be considered a “regular” contribution or gift. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts. (See *Chapter 9, Verification Procedures*)

J. Alimony and Child Support [24 CFR 5.609]

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, SHA will use the amount awarded by the court unless the family can verify that they are not receiving the full amount and verification of item(s) below are provided.

SHA will accept verification that the family is receiving an amount less than the award if:

1. SHA receives verification from the agency responsible for enforcement or collection; or
2. The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.

It is the family’s responsibility to supply a certified copy of the Divorce Decree.

K. Lump-Sum Receipts and Income from Trusts [24 CFR 5.609]

Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker’s compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

Any lump-sum additions that are counted as assets will only be counted at a family’s annual review, unless the family reported zero income at the time of their last review, in which case the cash value of the lump-sum amount will be added as assets at an interim review.

Lump-sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset.

Lump-sum payments caused by delays in processing periodic payments such as unemployment or welfare assistance are counted as income.

Deferred periodic payments (excluding SS or SSI benefits), which have accumulated due to a dispute, will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine the amount of retroactive tenant rent that the family owes as a result of the lump-sum receipt being counted as income, SHA uses a calculation method which calculates retroactively or prospectively, depending on the circumstances.

Prospective Calculation Methodology

To be used at interims being done for previously zero income families, or for families who report the lump-sum receipt for the first time during their annual re-examination. If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an adjustment calculated as follows:

For annuals:

1. The entire lump-sum payment will be added to the annual income at the time of the annual review.

For interims:

1. SHA will determine the percent of the year remaining until the next annual recertification as of the date of the interim;
2. At the next annual recertification, SHA will apply the percentage balance to the lump-sum and add it to the rest of the annual income; and
3. The lump-sum will be added in the same way for any interims that occur prior to the next annual recertification.

Retroactive Calculation Methodology

To be used for non-zero income families who report the lump-sum receipt at their annual review but where the actual receipt occurred between annual re-exams. SHA will go back to the date the lump-sum payment was received, determine the amount of income for the certification period, including the lump sum, and recalculate the tenant rent for the certification period to determine the amount due SHA.

SHA will enter into a payment agreement with the family, unless the family confirms they are able to pay the retroactive amount with a single payment.

The amount owed by the family is a collectible debt even if the family becomes unassisted.

Attorney Fees

The family's attorney fees may be deducted from lump-sum payments, when computing annual income, if the attorney's efforts have recovered lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

Income from Trusts [24 CFR 5.603 (b) (2)]

In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income under 24 CFR 5.609.

SHA will exclude costs to maintain the trust when determining annual income derived from a trust fund.

Trust distributions that are used solely to pay costs of maintaining the trust shall not be considered income to the family.

L. Retirement Funds - Assets [24 CFR 5.603 (b)]

Company retirement/pension funds are handled as follows:

1. While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment;
2. After retirement or termination of employment, count as an asset any amount the employee

- elects to receive as a lump-sum; and
3. Include in annual income any retirement benefits received through periodic payments.

M. Assets Disposed of for Less Than Fair Market Value [24 CFR 5.603 (b) (3)]

SHA must count assets disposed of for less than fair market value during the two years preceding certification or re-examination. SHA will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

SHA's minimum threshold for counting assets disposed of for less than fair market value is \$50,000.## If the total value of assets disposed of within a one-year period is less than \$1,000, they will not be considered an asset.

N. Child Care Expenses [24 CFR 5.603]

Child care expenses for children age 12 and under may be deducted from annual income if they enable an adult to work or attend school, or to actively seek employment.

In the case of a school-age child attending private school, only after-hours care can be counted as child care expenses.

Child care expenses are allowed based on the following guidelines:

Child care to work

The maximum child care expense allowed must be less than the amount earned by the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.

O. Medical Expenses [24 CFR 5.603, 5.611 (3) (i)]

Eligible medical expenses are deducted from the total household income if the total medical expenses exceed 3% of annual income and the head of household, co-head, or spouse is elderly (over 62) or disabled.

P. Pro-ration of Assistance for "Mixed" Families [24 CFR 5.520]

Applicability

Pro-ration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

The asset threshold was raised to \$50,000 (\$5,000 for tax credit units) using Seattle Housing's Move to Work authority effective with new applications received on or after September 1, 2010 and, for existing participants, with Annual Reviews effective January 1, 2011 and after.

Pro-rated Assistance Calculation

Pro-rated assistance is calculated by determining the amount of assistance payable if all family members were eligible and multiplying by the percent of the family members who actually are eligible. Calculations for each housing program are performed on HUD Form 50058.

Q. Income Changes Resulting from Welfare Program Requirements [24 CFR 5.605]

SHA will not reduce the rental contribution for families whose welfare assistance is reduced specifically because of:

1. Fraud by a family member in connection with the welfare program;
2. Failure to participate in an economic self-sufficiency program; or
3. Non-compliance with a work activities requirement.

However, SHA will reduce the rental contribution if the welfare assistance reduction is a result of:

1. The expiration of a lifetime time limit on receiving benefits;
2. A family member not complying with other welfare agency requirements, not related to WorkFirst;
3. A family member complying with welfare agency economic self-sufficiency or work activities requirements, who cannot or has not obtained employment. For example, the family member has complied with welfare program requirements, but the durational time limit, such as a cap on the length of time a family can receive benefits, causes the family to lose their welfare benefits; or
4. Imputed welfare income is the amount of annual income not actually received by a family as a result of a specified welfare benefit reduction that is included in the family's income for rental contribution.

Imputed welfare income is not included in annual income if the family was not an assisted resident at the time of sanction. The amount of imputed welfare income is offset by the amount of additional income a family receives that begins after the sanction was imposed. When additional income is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.

Verification before Denying a Request to Reduce Rent

SHA will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance with economic self-sufficiency or work activities requirements before denying the family's request for rent reduction.

The welfare agency, at the request of SHA, will inform SHA of:

1. Amount and term of specified welfare benefit reduction for the family;
2. Reason for the reduction; and
3. Subsequent changes in term or amount of reduction.

Cooperation Agreements

SHA has a cooperation agreement in place with the local welfare agency, which assists SHA in obtaining the necessary information regarding welfare sanctions.

SHA has taken a proactive approach to promoting an effective working relationship between SHA and the local welfare agency for the purpose of targeting economic self-sufficiency programs throughout the community that are available to Housing Choice Voucher and public housing residents.

R. Utility Estimate and Utility Assistance Payments [24 CFR 982.517]§§

The same utility estimate schedule is used for all tenant-based programs, except for participants who choose to use their tenant-based Voucher in an SHA HOPE VI unit. HOPE VI units have a separate schedule which SHA calculated based on actual consumption data. HOPE VI properties include New Holly, Rainier Vista, and High Point. See the Appendix for the current utility estimate schedule.

The utility estimate accounts for the cost of utilities not included in the rent. The estimate is based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of the same size and utility type in the same locality. Estimates are not based on an individual family's actual energy consumption.

SHA's utility estimate schedule, and the utility estimate for an individual family, includes the utilities and services not paid for by the housing provider that are necessary in the locality to provide housing that complies with the Housing Quality Standards, but not for non-essential utility costs, such as costs of telephone, cable television or air conditioning.

Utilities are classified in the utility estimate schedule according to the following categories:

- owner pays all utilities
- tenant pays all utilities
- tenant pays energy utilities only
- tenant pays electricity, not including heat

SHA will review the utility estimate schedule annually. If the review determines that a standard utility rate has changed by 10 percent or more since the last revision of the utility estimate schedule, the schedule will be revised to reflect the new standard utility rate. Revised utility estimate will be applied in a participant family's rent calculation at their next re-examination. If the review determines that any change to standard utility rates is less than 10 percent since the last revision, the utility estimate schedule will not change however a new effective date will be published so that the schedule remains current within 12 months.

SHA will review the consumption data used in the calculation of the utility estimates at least every 5 years. The approved utility estimate schedule for the eligible voucher size is provided to families when they are issued a voucher.

Where the calculation on HUD Form 50058 results in a utility assistance payment due the family [24 CFR 982.514(b)], SHA will provide a utility assistance payment for the family each month. The check will be made out directly to the tenant.

Hardship waiver for utility estimates

Any household with a utility estimate may petition in writing for a hardship waiver, except households that are leasing a larger unit than their assigned Voucher size. The household must provide 12 months of utility bills that, combined, exceed the designated utility estimate by 50% or more.

Hardship waivers will be reviewed by the HCV Occupancy Manager and, if approved, Seattle Housing will use the average of their actual utility costs as the utility estimate for the following 6 months. During this time, it is expected that the household will either have reduced their utility consumption or have elected to move to a more energy efficient unit.

§§ Effective October 1, 2011 SHA implemented the new utility estimate policy which streamlines the prior complex method of calculating estimated utility costs for the HCV Program. Some households will experience an increase in their portion of the rent to owner as a direct result of the conversion to the simplified utility table. To mitigate the impact of implementation on HCV participants, households whose utility estimate will decrease by more than \$50 will have the utility estimate phased in beginning with their annual review and then an interim review six months later.

CHAPTER 9 - VERIFICATION PROCEDURES

[24 CFR Part 5, Subparts B, D, E and F; 24 CFR 982.158]

HUD regulations require that Seattle Housing verify applicants' and participants' eligibility and Total Tenant Payment/Family Share. Seattle Housing staff will obtain upfront verification from independent third-party sources whenever possible and may obtain third party verification.

Applicants and program participants must provide true and complete information to Seattle Housing whenever information is requested. Seattle Housing's verification requirements are designed to maintain program integrity. Seattle Housing will pursue verification through all sources at its disposal if information is received that indicates the family has income or circumstances other than what the family has reported. Seattle Housing may also require a credit check to evaluate the family's description of its income compared to its credit relationships and recurring financial obligations.

This Chapter explains Seattle Housing's procedures and standards for verification of preferences, income, assets, allowable deductions, family status, and changes in family composition. Seattle Housing will obtain proper authorization from the family before requesting information from independent sources.

A. Methods of Verification and Time Allowed [24 CFR 982.516]

Seattle Housing will verify information through the methods of verification acceptable to HUD in the following order:

1. Upfront income verification via HUD's Enterprise Income Verification (EIV) system;
2. Upfront income verification (non-EIV)
3. Third-party written original or authentic document;
4. Third-party written verification form;
5. Third-party oral;
6. Certification/self-declaration.

Seattle Housing will allow two weeks for return of third-party verification forms, and two weeks to obtain other types of verifications before going to the next method. Seattle Housing will document the file as to why the previous verification level was not used.

For voucher issuances, verifications may not be more than 180 days old^{***}.

For Annual Reviews, upfront verifications may not be more than 120 days old and tenant-supplied verification documents must be current within 90 days of the submission deadline stated in the family's initial notification letter.

Verifications for all other certifications may not be more than 60 days old as of the processing date.

Upfront Income Verification

"Upfront" income verification is used to verify wage information through EIV, state or national employment information data banks. Seattle Housing will employ the upfront method of income verification as the preferred way to obtain third-party wage information. For example, reports obtained from the State of Washington Department of Employment Security, The Work Number Web site (www.theworknumber.com), or any other similar data collection Web sites can be used to calculate annual income in conjunction with written or oral verification that the participant remains with the same employer.

^{***} Seattle Housing exercises Move to Work authority to increase this timeframe from the 60 days cited in 24 CFR 982.201(e).

Third-party Written Original or Authentic Documents

In the event that non-EIV upfront verification is unavailable, Seattle Housing will annotate the file accordingly and utilize documents provided by the family as the primary source of verification, if the documents provide complete information.

All such documents, excluding any documents that prohibit the viewer from copying them, will be photocopied and retained in the applicant file.

Seattle Housing will accept the following documents from the family provided that the document is such that tampering would be easily noticed:

1. Printed wage stubs;
2. Computer print-outs from the employer;
3. Signed letters (may be confirmed by phone); and
4. Other documents noted in this Chapter as acceptable verification.

Seattle Housing will accept legible faxed documents with phone confirmation by Seattle Housing staff.

Seattle Housing will accept legible photocopies Seattle Housing staff or comparison to historical documents in the family's file.

If upfront verification is received after documents have been accepted as provisional verification, and there is a discrepancy, Seattle Housing will utilize a third-party verification form.

Third-Party Written Verification Form

Seattle Housing staff may also verify wage information directly with the employer when the upfront income verification method is not applicable and the applicant/participant is unable to produce original/authentic third-party documentation or the documentation provided appears to be insufficient and/or altered. Third-party written verification forms will be sent and returned via first class mail. The family will be required to sign an authorization for the information source to release the specified information.

In general, it is preferable for Seattle Housing to mail or fax forms directly to the third party source. However, when verification forms are returned to Seattle Housing by the family, they will be orally third-party confirmed by Seattle Housing staff.

Seattle Housing will accept verifications in the form of computerized printouts delivered by the family from the following agencies:

1. Social Security Administration;
2. Veterans Administration; Department of Social and Health Services;
3. Office of Child Support Enforcement;
4. Employment Security Department; and
5. City or county courts.

Additionally, Seattle Housing may accept verifications in the form of computerized printouts delivered by the family for record of:

1. Bank Statements
2. Statement of Wages

To all extent possible, Seattle Housing will not delay the processing of an application or review beyond 10 business days because a third-party information provider does not return the verification in a timely manner.

Third-Party Oral Verification

Oral third-party verification will be used when written third-party verification:

1. Is delayed or not possible;
2. Is submitted in fax or photocopy format; or

When third-party oral verification is used, staff will be required to document with whom they spoke, the date of the conversation, and the facts provided. Seattle Housing will compare the information to any documents provided by the family. If provided by telephone, Seattle Housing must originate the call.

Self-Certification/Self-Declaration

As a last resort, when verification of income from tips/gratuities, self-employment, or other income cannot be made by third-party verification or review of documents, families will be required to submit a self-certification.

Self-certification means a certification/statement made under penalty of perjury.

B. Release of Information [24 CFR 5.230]

Adult family members will be required to sign a Release of Information form.

Each member requested to consent to the release of specific information will be provided with a copy of the appropriate forms for their review and signature.

Family refusal to cooperate with the HUD-prescribed and approved verification system will result in denial of admission or termination of assistance because it is a family obligation to supply any information and to sign consent forms requested by Seattle Housing or HUD.

C. Computer Matching

When Seattle Housing receives notification from HUD that a family has an “income discrepancy”, Seattle Housing will request the appropriate verifications to confirm the discrepancy. If the verification confirms the discrepancy, Seattle Housing may conduct an interim review, require repayment of overpaid subsidy, and/or may terminate the family from the program.

D. Items to be Verified [24 CFR 982.516]

The following items shall be verified:

1. All income including regular contributions and gifts;
2. Student status, including high school, for all students who are 18 or over;
3. Current assets, regardless of amount, required for all new applicants and new adult additions to existing participant households and, for recertification, when total value is equal to or greater than \$50,000 (\$5,000 for tax credit units)†††, including assets disposed of for less than fair market value in preceding two years. If the family claims on Seattle Housing forms that they have no bank accounts/assets at all, Seattle Housing will not require the family to submit a bank/financial statement unless there is a previous history in the file of a particular asset. In such an instance the family will be required to provide verification that the account is closed or the asset has been disposed of;
4. Unreimbursed child care expense where it allows an adult family member to be employed, seek employment, or to further his or her education;

††† The asset threshold was raised to \$50,000 (\$5,000 for tax credit units) using Seattle Housing's Move to Work authority effective with new applications received on or after September 1, 2010 and, for existing participants, with Annual Reviews effective January 1, 2011 and after.

5. When requested by Seattle Housing, total unreimbursed medical expenses of all family members in households whose head, spouse or co-head is elderly or disabled;
6. Disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus for a disabled member of the family, which allow an adult family member, including the disabled family member, to be employed;
7. Disability for determination of preferences, allowances or deductions, or reasonable accommodation requests;
8. Immigration status of all persons who declare eligible immigration status;
9. Social Security Numbers for all family members who have been assigned a Social Security Number;
10. "Local preference" status;
11. Familial/marital status when needed for head or spouse definition; and
12. Verification of reduction in benefits for non-compliance. Seattle Housing will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or non-compliance before denying the family's request for rent reduction.

E. Verification of Income [24 CFR 982.516]

Seattle Housing may also require a credit check to evaluate the family's description of its income compared to its credit relationships and recurring financial obligations.

This section defines the methods Seattle Housing will use to verify various types of income.

Employment Income

Verification forms request the employer to specify:

1. Dates of employment;
2. Amount and frequency of pay;
3. Date of the last pay increase;
4. Likelihood of change of employment status, and effective date of any known salary increase during the next 12 months;
5. Year-to-date earnings; and
6. Estimated income from overtime, tips, and bonus pay expected during next 12 months.

Acceptable methods of verification include the following, in order of preference:

1. Wage reports from Enterprise Income Verification (EIV), state or national data banks;
2. Consecutive check stubs or earning statements, which indicate the employee's gross pay, frequency of pay or year-to-date earnings, and employee's name;
3. Employment verification form completed by the employer;
4. Oral confirmation of above information by Seattle Housing staff via phone with employer;
5. Income tax return forms for the most current year; and
6. Self-certifications (accompanied by income tax returns where possible) signed by the family may be used for verifying self-employment income, or income from tips and other gratuities. Applicants and program participants may be requested to sign an authorization for release of information from the Internal Revenue Service.

If the participant does not provide documented proof, Seattle Housing will obtain proof to verify the federal tax data using third-party verification.

In cases where there are questions about the validity of information provided by the family, Seattle Housing will require the most recent federal income tax statements.

Where doubt regarding income exists, a referral to IRS for confirmation will be made on a case-by-case basis.

Social Security, Pensions, Supplementary Security Income (SSI), Disability Income

Acceptable methods of verification include the following, in order of preference:

1. EIV
2. Benefit verification form completed by agency providing the benefits;
3. Award or benefit notification letters prepared and signed by the providing agency; and
4. Computer report electronically obtained or in hard copy.

Unemployment Compensation

The acceptable method of verification is a computer report electronically obtained or in hard copy from unemployment office stating payment dates and amounts.

Welfare Payments or General Assistance

Acceptable method of verification includes the following:

1. DSHS Benefit Verification system only;
2. This can be clarified with a call to the local CSO.

Alimony or Child Support Payments

Acceptable methods of verification include the following, in order of preference:

1. Computerized print-out of support payment history from Office of Support Enforcement;
2. Copy of a separation or settlement agreement or, if not filed with the courts, a Divorce Decree stating amount and type of support and payment schedules; or
3. A letter from the person paying the support, if support agreement has not been filed with the courts.

If payments are irregular, the family must provide one of the following forms of verification depending on circumstances (for cases not filed with the courts):

1. A welfare notice of action showing amounts received by the welfare agency for child support; and
2. A written statement from an attorney certifying that a collection or enforcement action has been filed (only if support agreement was not filed through the courts).

Net Income from a Business

In order to calculate the income from a business, Seattle Housing will require the family to complete the HCV Self Employment Certification form. In addition, the family must submit a copy of their most recent tax return, if one has previously been filed. Seattle Housing will project annual income based on the net amount the family declares unless there is a pattern of under-reporting income established through a review of 2 previous years' IRS and financial documents.

Acceptable IRS and financial documents include the following, in order of preference:

1. IRS Form 1040, including:
 - a) Schedule C (Small Business);
 - b) Schedule E (Rental Property Income);
 - c) Schedule F (Farm Income); and
 - d) If accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense computed using straight-line depreciation rules.
2. Audited or unaudited financial statement(s) of the business;
3. Credit report or loan application; and
4. Documents such as manifests, appointment books, cash books, bank statements, and receipts will be used as a guide for the prior six months (or lesser period if not in business for six months) to project income for the next 12 months. The family will be advised to maintain these documents in the future if they are not available.

Child Care Business

If an applicant/participant is operating a licensed day care business, income will be verified as with any other business. The family will be required to complete the HCV Self-Employment Certification form.

If the family has filed a tax return, the family will be required to provide it.

If child care services were terminated, third-party verification will be sent to the parent whose child was cared for, or Seattle Housing will accept a letter from the parent.

Recurring Gifts

The family must furnish a letter from the person(s) who provide the gift(s) which contains the following information:

1. Contact information for the person who provides the gifts;
2. The value of the gifts;
3. The regularity (dates) of the gifts; and
4. The purpose of the gifts.

Zero Income Status

Families claiming to have no income may be required to complete an income interview.

Seattle Housing will verify the absence of benefits from Employment Security and the Department of Social and Health Services for all adult household members claiming to have no income. In addition, if there are minors residing in the household Seattle Housing will verify the absence of child support income through the Office of Support Enforcement. If there is a previous history of Social Security or Social Security Insurance income, Seattle Housing will require verification of the date the benefit was terminated. Seattle Housing will pursue verification through all sources at its disposal if information is received that indicates the family has income or circumstances other than what the family has reported. Seattle Housing may also conduct a credit check to evaluate the family's description of its income compared to its credit relationships and recurring financial obligations.

Student Eligibility and Income Calculation

Seattle Housing will verify student eligibility using HUD requirements at admission and on an annual ongoing basis. Where applicable, Seattle Housing will not verify student assistance and cost of tuition.

Student Status

Only the first \$480 of the earned income of full-time students, other than head, co-head, or spouse, will be counted towards family income. **##**

If the above listed verification is not available due to the time of the regularly scheduled review, Seattle Housing will accept any documentation from the institution that shows the student will be enrolled full-time and/or how many credits to be taken in the regular school year.

F. Income from Assets [24 CFR 982.516]

Savings Account Interest Income and Dividends

Acceptable methods of verification include the following, in order of preference:

Prior to 2019, financial aid, scholarships and grants received by students were not counted towards family income, unless the result of the student eligibility says to include over cost of tuition. As of 2019, financial aid, scholarships and grants received by students are not counted toward family income for eligibility or rent calculation, and Seattle Housing is not required to verify financial aid income.

1. Account statements, passbooks, certificates of deposit, or PHA verification forms completed by the financial institution;
2. Broker's statements showing value of stocks or bonds and the earnings credited the family (earnings can be obtained from current newspaper quotations or broker's oral verification); and
3. IRS Form 1099 from the financial institution, provided that Seattle Housing adjusts the information to project earnings expected for the next 12 months.

Interest Income from Mortgages or Similar Arrangements

Acceptable methods of verification include the following, in order of preference:

1. A letter from an accountant, attorney, real estate broker, the buyer, or a financial institution stating interest due for next 12 months. (A copy of the check paid by the buyer to the family is not sufficient unless a breakdown of interest and principal is shown); and
2. Amortization schedule showing interest for the 12 months following the effective date of the certification or recertification.

Net Rental Income from Property Owned by Family

Acceptable methods of verification include, in this order:

1. IRS Form 1040, with Schedule E (Rental Income);
2. Copies of latest rent receipts, leases, or other documentation of rent amounts;
3. Documentation of allowable operating expenses of the property: tax statements, insurance invoices, bills for reasonable maintenance and utilities, and bank statements or amortization schedules showing monthly interest expense; and
4. Lessee's written statement verifying rent payments to the family and family's self-certification as to net income realized.

G. Verification of Assets

Family Assets

Seattle Housing will require the information necessary to determine the current cash value of the family's assets (the net amount the family would receive if the asset were converted to cash).

Acceptable verification may include any of the following:

1. Verification forms, letters, or documents from a financial institution or broker;
2. Passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker;
3. Quotes from a stock broker or realty agent as to net amount family would receive if they liquidated securities or real estate;
4. Real estate tax statements if the approximate current market value can be deduced from assessment;
5. Financial statements for business assets;
6. Copies of closing documents showing the selling price and the distribution of the sales proceeds;
7. Appraisals of personal property held as an investment; and
8. Family's self-certification describing assets or cash held at the family's home or in safe deposit boxes.

Assets Disposed of for Less than Fair Market Value (FMV) During Two Years Preceding Effective Date of Certification or Recertification

For all certifications and re-certifications, Seattle Housing will obtain the family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding the effective date of the certification or recertification.

If the family certifies that they have disposed of assets for less than fair market value, verification or certification is required that shows:

1. All assets disposed of for less than FMV;
2. The date they were disposed of ;
3. The amount the family received; and
4. The market value of the assets at the time of disposition.

Third-party verification will be obtained wherever possible.

H. Verification of Allowable Deductions from Income [24 CFR 982.516]

Child Care Expenses

Written verification from the person who receives the payments is required. If the child care provider is an individual, he or she must provide a statement of the amount he or she is charging the family for their services.

Verifications must specify the child care provider's name, address, telephone number, Social Security Number or business tax ID number, the names of the children cared for, the number of hours the child care occurs, the rate of pay, and the typical yearly amount paid, including school and vacation periods.

The family's certification must address whether any of those payments have been, or will be, paid or reimbursed by outside sources.

If the family's child care expenses are subsidized, Seattle Housing will accept verification of the co-payment the family is responsible for as verification of child care expenses.

Medical Expenses

Families requesting an income deduction for medical expenses will be required to submit a certification of expenses documenting the type and amount of the family's out-of-pocket portion of the expense.

Seattle Housing will consider eligible medical expenses paid by the household during the twelve month period prior to the Notice of Annual Review of Eligibility or application date. If the household experiences an increase or decrease in medical expenses between eligibility reviews, Seattle Housing will not conduct an interim review. Items or services that have not yet been paid for, that are covered by insurance, or that someone else paid for, are not eligible.

Expenses may be verified by one or more of the methods listed below:

1. Written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, of amounts paid by the household over the previous 12 months.
2. Receipts, canceled checks, and print-outs for office and prescription co-pays that document the out-of-pocket medical cost incurred by the family for the 12 months previous to the annual notification or application date may be accepted to project annual medical expenses. Seattle Housing may require that the family submit documentation from the healthcare provider that states it is reasonable to assume the health issue is ongoing and will require a similar course of treatment;
3. Written confirmation by the insurance company or employer of health insurance premiums to be paid by the family; and
4. Written confirmation from the Social Security Administration of Medicare premiums to be paid by the family over the next 12 months. A computer print-out will be accepted. Seattle Housing may also use verification from HUD's Enterprise Income Verification system.
5. Copies of payment agreements or most recent invoice to verify payments made on outstanding medical bills that will continue over all or part of the next 12 months; and
6. For any transportation-related expense claimed for a medical reason, Seattle Housing will use

mileage at the IRS rate for the distance between the subsidized residence and the facility for medical treatment based on provider statements of appointments/visits.

For attendant care:

1. A reliable, knowledgeable professional's certification that the assistance of an attendant is necessary as a medical expense and a projection of the number of hours the care is needed for calculation purposes;
2. Attendant's written confirmation of hours of care provided and amount and frequency of payments received from the family or agency (or copies of canceled checks the family used to make those payments) or stubs from the agency providing the services;

Assistance to Persons with Disabilities [24 CFR 5.611 (a) (ii)]

In all cases:

1. Written certification from a reliable, knowledgeable professional that the person with disabilities requires the services of an attendant and/or the use of auxiliary apparatus to permit him/her to be employed or to function independently enough to enable another family member to be employed; and
2. Family's certification as to whether they receive reimbursement for any of the expenses of disability assistance and the amount of any reimbursement received.

Attendant care:

1. Attendant's written certification of amount received from the family, frequency of receipt, and hours of care provided; and
2. Certification of family and attendant and/or copies of canceled checks family used to make payments.

Auxiliary apparatus:

1. Receipts for purchases or proof of monthly payments and maintenance expenses for auxiliary apparatus; and
2. In the case where the person with disabilities is employed, a statement from the employer that the auxiliary apparatus is necessary for employment.

In all cases where Seattle Housing is counting medical expenses as deductions for a family, Seattle Housing will adhere to IRS guidelines regarding permissible and non-permissible medical expenses. Where the IRS guidelines are not sufficiently detailed, as in the case of some expenses allowable for persons with a disability, Seattle Housing staff may request a ruling from Seattle Housing's Legal Department as to whether the expenses are required to be considered under applicable law, and may also request verification from a medical professional that the medical expenses are necessary and reasonable.

I. Verifying Non-Financial Factors [24 CFR 982.551]

Verification of Legal Identity

In order to prevent program abuse, Seattle Housing will require applicants to furnish verification of legal identity for all family members.

The documents listed below will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required:

1. A valid or recently expired (60 days) United States driver's license or state ID card;
2. U.S. passport;
3. Certificate of U.S. Citizenship (INS Form N-560 or N-561);
4. Certificate of Naturalization (INS Form N-550 or N-570);

5. Valid foreign passport, with I551 stamp or attached INS Form I-94 indicating unexpired employment authorization;
6. Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551);
7. Valid Reentry Permit (INS Form I-571); and
8. Veterans Administration issued photo ID card

Documents preferred for the verification of legal identity for minors may be one or more of the following:

1. Hospital certificate
2. Birth certificate;
3. State Birth Registration Card with the child's full name and birth date;
4. State ID card;
5. DSHS medical coupon that documents the child's birth date and full name or last name and initials;§§§ and
6. Any valid INS document from the list above that documents the child's name and birth date.

If a household certifies its inability to provide one of the above documents due to homelessness, disability, or other significant issue, to avoid creating a potential barrier to that household obtaining housing, Seattle Housing may review and accept alternative forms of identification at the discretion of the Occupancy Manager

Familial Relationships

Self-certification will normally be considered sufficient verification of family relationships. In cases where reasonable doubt exists, the family may be asked to provide verification. In those instances when the family is requesting to add a new member to the household additional verification will be required.

The following verifications will be required if applicable:

Verification of relationship

1. Birth Certificates or hospital verification of birth;
2. Baptismal Certificates where the names of the parent(s) and the birth date are noted;
3. Official court paperwork of custody assignment or adoption decree; and

Verification of guardianship:

1. Court-ordered assignment.

Verification of Permanent Absence of Family Member

If an adult member who was formerly a member of the household is reported permanently absent by the family, Seattle Housing will consider any of the following as verification:

1. Order of protection/restraining order is obtained by one family member against another;
2. Proof of another home address is provided, such as utility bills, canceled checks for rent, driver's license, or lease or rental agreement, if available;
3. Family provides statements from other agencies such as social services or a written statement from the landlord or manager that the adult family member is no longer living at that location;
4. If the adult family member is incarcerated, a document from the court or correctional facility should be obtained stating how long they will be incarcerated; or
5. As a last resort, if no other proof can be provided, Seattle Housing will accept a self-certification from the head of household, or the spouse or co-head if the head is the absent member.

§§§ DSHS has ceased issuing medical coupons with sufficient information for HCV use. Coupons received prior to May 2010 remain acceptable verification to have on file, but the HCV program cannot accept the new medical card that DSHS phased in over April and May 2010, as it does not contain sufficient information for HCV use.

Verification of Change in Family Composition

Seattle Housing may verify changes in family composition (either reported or unreported) through letters, telephone calls, utility records, inspections, landlords, neighbors, credit data, school or DMV records, and other sources.

Verification of Disability

Verification of disability for the purpose of qualifying for a deduction from income must be receipt of SSI or SSA disability payments under Section 223 of the Social Security Act or 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7) or verification by an appropriate diagnostician such as a physician, psychiatrist, psychologist, therapist, rehabilitation specialist, or licensed social worker, using the HUD language as the verification format. If Seattle Housing is in receipt of either of these verifications, the individual will be noted as disabled in their applicant/participant record and the household may be eligible for an income deduction.

Verification of Citizenship/Eligible Immigrant Status [24 CFR 5.508, 5.510, 5.512, 5.514]

To be eligible for assistance, individuals must be U.S. citizens or eligible immigrants. Individuals who are neither may elect not to contend their status. Eligible immigrants must fall into one of the categories specified by the regulations and must have their status verified by US Department of Homeland Security, US Citizenship and Immigration Services. Each family member must declare his or her status once. A household cannot be admitted to the program until all members who declare to have eligible immigration status provide verification of their status. However, assistance cannot be delayed, denied, or terminated while confirmation from the Department of Homeland Security (DHS) of eligible status is pending.

Citizens or Nationals of the United States are required to sign a declaration of citizenship under penalty of perjury.

Seattle Housing will not require citizens to provide documentation of citizenship other than their certification on Seattle Housing's Declaration of Citizenship form.

Eligible Immigrants who were Participants and 62 or Over on June 19, 1995, are required to sign a declaration of eligible immigration status and provide proof of age.

Non-Citizens with Eligible Immigration Status must sign a declaration of status and verification consent form and provide their original immigration documents which Seattle Housing will copy front and back and return to the family. Seattle Housing verifies the status through the DHS SAVE system. If this primary verification fails to verify status, Seattle Housing must request within 10 days that the DHS conduct a manual search.

Ineligible Family Members who do not claim to be citizens or eligible immigrants must be listed on a statement of ineligible family members signed by the head of household or spouse.

Non-Citizen Students on Student Visas are ineligible members even though they are in the country lawfully. They must provide their student visa but their status will not be verified and they do not sign a declaration but are listed on the statement of ineligible members.

Failure to Provide Required Documentation

If a participant family member fails to sign required declarations and consent forms or provide documents, as required, they must be listed as an ineligible member. If the entire family fails to provide and sign as required, the family will be denied or terminated for failure to provide required information.

Time of Verification

For applicants, verification of U.S. citizenship/eligible immigrant status occurs at the time of admission.

For family members added after other members have been verified, the verification must occur before the new member moves in.

Once verification has been completed for any covered program, it need not be repeated except that, in the case of port-in families, if the initial PHA does not supply the documents, Seattle Housing must conduct the determination.

Extensions of Time to Provide Documents

Seattle Housing will grant an extension of 10 business days for families to submit evidence of eligible immigrant status.

Acceptable Documents of Eligible Immigration

The regulations stipulate that only the following documents are acceptable unless changes are published in the Federal Register:

1. Resident Alien Card (I-551);
2. Alien Registration Receipt Card (I-151);
3. Arrival-Departure Record (I-94); and
4. Receipt issued by the INS for issuance of replacement of any of the above documents that shows individual's entitlement has been verified.

A birth certificate is not acceptable verification of status.

All documents in connection with U.S. citizenship/eligible immigrant status must be kept five years.

If Seattle Housing determines that a family member has knowingly permitted another individual who is not eligible for assistance to reside permanently in the family's unit, the family's assistance will be terminated for 36 months, unless the ineligible individual has already been considered in pro-rating the family's assistance.

Verification of Social Security Numbers [24 CFR 5.216]

Social Security Numbers must be provided as a condition of eligibility for all family members who have been assigned a number. Verification of Social Security Numbers will be done through an original Social Security card issued by the Social Security Administration. If a family member cannot produce an original Social Security card, the only other acceptable documentation is an original document assigned by a federal, state, or local government agency, which contains the name and SSN of the individual, along with other identifying information.

If the family member is part of a HUD-VASH program household, the following documents may also be accepted:

1. The Certificate of Release or Discharge from Active Duty (DD-214);
2. VA-verified Application for Health Benefits (10-10EZ)
3. VA-issued photo identification card.

New family members with an assigned SSN will be required to produce their original Social Security card or provide the substitute documentation described above. This information is to be provided at the time the change in family composition is reported to Seattle Housing. A new family member who is under the age of 6 and does not have an assigned SSN must provide verification of an assigned SSN within 90 days of being added to the household.

If an applicant or addition to a participant household is able to disclose the Social Security Number but

cannot meet the documentation requirements, the applicant or addition cannot be admitted to the program.****

If the family member states they have not been issued a number and is a member of a household who's other member(s) can provide verification of their SSN, the family member will be required to sign a certification to this effect. Seattle Housing will obtain a HUD issued alternate ID to use until the Social Security number is obtained.

J. Verification of Waiting List Preferences

Extremely Low Income Families

The family's gross annual income (i.e. all forms of income received by the family prior to any deductions and annualized over a 12-month period) will be obtained by using the income verification methods described earlier in this chapter.

The gross annual income will then be compared to HUD's Extremely Low-Income Limits for the Seattle/Bellevue metropolitan statistical area and adjusted for household size. If the family does not qualify based on the current annualized income, as of the date the application was completed, the gross annual income for the 12-month period prior to the determination of eligibility shall be compared to HUD's current Extremely Low-Income Limits for the Seattle/Bellevue metropolitan statistical area and adjusted for household size.

Verification of Homelessness

Seattle Housing requires written certification by a public or private facility providing shelter, the police, or a case management/transitional housing/housing search or counseling-providing social services agency, certifying that the family either is currently homeless as of the date of the determination of eligibility, or was homeless for a period during the 12-month period prior to the date of the eligibility determination.

**** Existing program participants as of January 31, 2010 who have previously disclosed a valid SSN or who are 62 years of age or older and have not previously disclosed a valid SSN are exempt from these disclosure requirements. [HUD Notice PIH 2010-3]

CHAPTER 10 - VOUCHER BRIEFINGS/VOUCHER TERMS

[24 CFR 982.301, 982.302]

SHA will conduct a mandatory briefing, in accordance with HUD requirements and Seattle Housing policies, at the time it issues a voucher to a new participant family, to ensure that the family knows how the program works. The briefing will provide a broad description of owner and family responsibilities, SHA procedures, and information on how to lease a unit. The family will also receive a briefing packet which provides more detailed information about the program, including the benefits of moving outside areas of poverty and minority concentration. This chapter describes how briefings will be conducted, the information that will be provided to families, and the policies for extensions and suspensions of vouchers.

It also addresses new voucher issuances when family composition changes.

A. Briefing Types and Required Attendance [24 CFR 982.301]

Initial Applicant Briefing

A full briefing, as required by HUD, will be conducted for applicant families prior to being issued a voucher. Families may attend group briefings and then meet with SHA staff, who will issue their voucher and provide further detailed information about the program as necessary.

Briefings will be conducted in English, language interpreters will be provided upon written request.

SHA will not issue a voucher to a family unless the household representative has attended a briefing and signed the voucher.

Missing Scheduled Briefings

Applicants who provide prior notice of inability to attend a briefing will generally be scheduled for the next available or a future briefing.

Applicants who fail to attend a scheduled briefing without prior notice will automatically be scheduled for the next available briefing. Applicants who fail to attend two scheduled briefings, without prior notification and approval by SHA, may be denied admission based on failure to supply information needed for certification.

The briefing format for families who have family members with disabilities may be modified upon request by the family. This may include conducting one-on-one briefings on site or outside the office. Such families may, however, be required to complete a formal written request for an accommodation of the disability.

Content of Briefings [24 CFR 982.301(a)]

The briefing shall include information on the following subjects:

1. A description of how the voucher program works;
2. Family and owner responsibilities;
3. Where the family may lease a unit, including renting a dwelling unit inside or outside SHA's jurisdiction;
4. An explanation of how portability works;
5. The advantages of moving to an area that does not have a high concentration of low income families; and

Briefing Packet [24 CFR 982.301(b)]

The family shall be provided a briefing packet which will include the following information required by 24 CFR 982.301(b), including the following:

1. The term of the voucher, and SHA policy on any extensions or suspensions of the term. If SHA allows extensions, the packet must explain how the family can request an extension;
2. How SHA determines the amount of the Housing Assistance Payment for a family, including:
 - a) How SHA determines the payment standard for a family; and
 - b) How SHA determines the Total Tenant Payment for a family.
3. How SHA determines the maximum rent for an assisted unit;
4. Where the family may lease a unit. For a family that qualifies to lease a unit outside SHA jurisdiction under portability procedures, the information packet must include an explanation of how portability works;
5. The HUD-required Tenancy Addendum that must be included in the lease;
6. The form that the family uses to request SHA approval of the assisted tenancy, and an explanation of how to request such approval;
7. A statement of SHA policy on providing information about a family to prospective owners;
8. SHA subsidy standards, including when SHA will consider granting exceptions to the standards;
9. The HUD brochure on how to select a unit;
10. Information on federal, state and local equal opportunity laws, and a copy of the housing discrimination complaint form;
11. A list of landlords or other parties known to SHA who may be willing to lease a unit to the family, or help the family find a unit, including information on the availability of accessible units for people with disabilities;
12. Family obligations under the program; and
13. SHA informal hearing procedures. This information must describe when SHA is required to give a participant family the opportunity for an informal hearing, and how to request a hearing.

Move Briefing

A move briefing will be held for participants who will be reissued a voucher to move, and have given notice of intent to vacate to their landlord. This briefing shall include incoming and outgoing portable families. It may be conducted in a group format or through a personal interview.

B. Assistance to Families Who Claim Discrimination

SHA will give participants a copy of HUD Form 903 to file a complaint and/or refer them to the Seattle Office for Civil Rights.

C. Term of Voucher: Expiration, Suspension, Extensions [24 CFR 982.303, 982.54(d) (11)]

Following the briefing session, each household will be issued a voucher, which represents a contractual agreement between SHA and the family, specifying the rights and responsibilities of each party. It does not constitute admission to the program, which occurs when the lease and contract become effective.

Expirations

The voucher is valid for a period of at least 60 calendar days from the date of issuance. The family must have a Request for Tenancy and Lease submitted on their behalf by a landlord within the 60-day period, unless an extension has been granted by SHA.

If the voucher expires, and is not extended by SHA prior to the date of expiration, the family will be denied assistance.

The family will not be entitled to a review or hearing when a voucher expires.

If the family is currently assisted, and has been issued a voucher to move, they may remain as a participant in their unit for as long as there is an assisted lease/contract in effect.

Suspensions

When a Request for Approval of Tenancy is received, the voucher is suspended – i.e., the number of days required to process the request is not included in the 60-day term of the voucher.

Extensions

A family may request an extension of the voucher term. All requests for extensions must be submitted in writing prior to the expiration date of the voucher.

The HCV Administrator or designee may extend the term of the voucher beyond the total of 120 days if an extension is necessary to make the program accessible to a family member with a disability. The extension shall be for a specific period of time reasonably required for the accommodation.

Extensions up to 180 days may be granted upon receipt of the written request. Extensions beyond 180 days may also be granted, at the discretion of the HCV Administrator or designee, for extenuating circumstances.

The HCV Administrator or designee may examine all extenuating circumstances including, but not limited to:

- Extended hospitalization (i.e., more than 15 days);
- Death of an immediate family member;
- Inability to find a unit due to disability related unit accessibility requirements;
- Unit size requirements of five or more bedrooms; and/or
- Market conditions in high opportunity neighborhoods.

Verification of disability and/or extenuating circumstances may be required.

CHAPTER 11 - REQUEST FOR TENANCY APPROVAL AND CONTRACT EXECUTION

[24 CFR 982.302, 982.305(a)]

After a family is issued a voucher, they may search for a unit anywhere within SHA's jurisdiction, or outside of SHA's jurisdiction if they qualify for portability. The family must find an eligible unit under the program rules, with an owner/landlord who is willing to enter into a Housing Assistance Payments Contract with SHA. This chapter defines the types of eligible housing and SHA's policies which pertain to initial inspections, lease requirements, and the processing of Requests for Tenancy Approval (RFTA).

A. Request for Tenancy Approval [24 CFR 982.302, 982.305]

The Request for Tenancy Approval (RFTA) must be submitted on behalf of a family by the proposed landlord during the term of the voucher. The landlord must submit the Request for Tenancy Approval in the form and manner required by SHA.

The Request for Tenancy Approval must be signed by both the owner and voucher holder. SHA will not permit the family to submit more than one RFTA at a time.

SHA⁺⁺⁺ will review the Request for Tenancy Approval and approve it if:

1. The unit is an eligible type of housing;
2. At the time of inspection, the unit meets HUD's Housing Quality Standards (and any additional criteria as identified in this Administrative Plan);
3. At the time of inspection, the rent is reasonable;
4. The security deposit is approvable in accordance with any limitations in this Plan;
5. The owner is approvable, and there are no conflicts of interest (See Owner Disapproval section below); and
6. The family's share of rent and utilities does not exceed 40 percent of the family's monthly adjusted gross income, which shall include exempt income in the calculation of income for this purpose (see Chapter 13, Owner Rents, Rent Reasonableness and Payment Standards).

Disapproval of Request for Tenancy Approval

If SHA determines that the request cannot be approved for any reason, the landlord and the family will be notified by phone. SHA will instruct the owner and family what is necessary to approve the request.

When, for any reason, an RFTA is not approved, SHA will furnish another RFTA form to the family so that the family can continue to search for eligible housing.

B. Eligible Types of Housing [24 CFR 982.352, 982.601]

SHA will approve any of the following types of housing in the voucher program:

1. Congregate facilities (only the shelter rent is assisted; SHA does not pay for food, cleaning, or other services);
2. Single room occupancy (SRO) units; and
3. Units owned (but not provided an operating subsidy) by SHA.

A family can own a rental unit but cannot reside in it while being assisted. A family may lease and have an interest in a cooperative housing development.

⁺⁺⁺ *In all areas of this chapter, where it states that tasks are completed by SHA, this authority extends to an SHA appointed designee or contractor.*

SHA may not permit a voucher holder to lease a unit that is receiving HCV project-based assistance or any duplicative rental or operating subsidies.

C. Lease Review [24 CFR 982.308, 982.309]

SHA will request a copy of the lease and HUD-required Tenancy Addendum after the unit has passed inspection. SHA shall specifically review the items listed below:

1. The tenant must have legal capacity to enter a lease under state and local law;
2. The lease must be enforceable under state and local law; and
3. Responsibility for utilities, appliances and optional services must correspond to those provided on the Request for Tenancy Approval.

The family and owner must submit a standard form of lease used in the locality by the owner, which is generally used for other unassisted tenants in the premises, within 10 business days of executing the lease. The terms and conditions of the lease must be consistent with state and local law.

The lease must specify:

1. The names of the owner and tenant;
2. The address of the unit rented (including apartment number, if any);
3. The amount of the monthly rent to owner;
4. The utilities and appliances to be supplied by the owner;
5. The utilities and appliances to be supplied by the family; and
6. The initial term of the lease (see below).

The HUD-prescribed Tenancy Addendum (HUD Form 52641) must be included in the lease word-for-word before the lease is executed.

Effective September 15, 2000, the owner's lease must include the lead warning statement and disclosure information required by 24 CFR 35.92(b).

The lease must provide that drug-related criminal activity engaged in by the tenant, any household member, or any guest on or near the premises, or any person under the tenant's control on the premises is grounds to terminate tenancy.

Flat-Rate Utility Billing

If a flat rate fee is charged to tenants for utilities by the owner, the specifics of the flat rate must be detailed in the lease and not subject to change during the term of the lease. SHA will use the utility estimate from the utility schedule that includes the same utility types the flat rate fee includes per the lease (not the actual fee charged under the lease).

Start Date for New Lease after Tenant Moves: No Double Subsidy

SHA shall start a new lease for a participant who is moving with continued assistance or transferring from another subsidized program no sooner than the first of the month following the last month covered by a housing subsidy. SHA shall not make subsidy payments on behalf of the same family to both the former and the new landlord when a family moves mid-month. SHA may make exceptions for good cause depending on the reasons for a move before the end of the month.

Initial Term of the Lease

The initial term of the lease shall in most cases be 12 months. Leases of a shorter duration may be approved by the HCV Administrator or designee on a case-by-case basis for good cause. SHA shall not approve leases of more than 12 months, as these may not be enforceable under state law.

Actions before Lease Term

All of the following must be completed before the beginning of the initial term of the lease for a unit:

1. SHA has inspected the unit and has determined that the unit satisfies HQS (tenant-based program);
2. SHA has determined that the rent charged by the owner is reasonable;
3. The landlord and the tenant have executed the lease, including the HUD-required Tenancy Addendum;
4. SHA has approved leasing of the unit in accordance with program requirements; and
5. SHA has determined that the family's share of rent and utilities does not exceed 40 percent of the family's monthly adjusted gross income, which shall include exempt income in the calculation of income for this purpose.

D. Separate Agreements

Owners and families may execute separate agreements for services, appliances (other than range and refrigerator) and other items that are not included in the lease, if the agreement is in writing and approved by SHA.

Families and owners will be advised of the prohibition of illegal side payments for additional rent, or for items normally included in the rent of unassisted families, or for items not shown on the approved lease.

The family is not liable under the lease for unpaid charges for items covered by separate agreements and non-payment of these agreements cannot be cause for eviction.

Any appliances, services or other items which are routinely provided to unassisted families as part of the lease (such as air conditioning, dishwasher or garage) or are permanently installed in the unit, cannot be put under separate agreement and must be included in the lease. For there to be a separate agreement, the family must have the option of not utilizing the service, appliance or other item.

For single family houses, SHA will not accept separate agreements for additional charges for garages, basements, or other structures or amenities located on the property.

If the family and owner have come to a written agreement on the amount of allowable charges for a specific item, so long as those charges are reasonable and not a substitute for higher rent, they will be allowed.

All agreements for special items or services must be attached to the lease approved by SHA. If agreements are entered into at a later date, they must be approved by SHA and attached to the lease.

Separate agreements for optional additional charges will not be used in the calculation of a tenant's affordability limit, but may be used in the calculation of reasonable rent for the property.

E. Rent Limitations [24 CFR 982.507]

SHA will make a determination as to the reasonableness of the proposed rent in relation to comparable units available for lease on the private unassisted market, and the rent charged by the owner for a comparable unassisted unit in the building or premises (see Chapter 13, Owner Rents, Rent Reasonableness, and Payment Standards).

By accepting each monthly Housing Assistance Payment from SHA, the owner certifies that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises. The owner is required to provide SHA with information requested on rents charged by the owner on the premises or elsewhere.

At all times during the tenancy, the rent to owner may not be more than the most current reasonable rent as determined by SHA.

If the proposed gross rent is not reasonable, at the family's request, SHA will negotiate with the owner to reduce the rent to a reasonable rent.

F. Disapproval of Proposed Rent: Affordability Cap [24 CFR 982.506, 982.508, MTW Plan]

40 Percent Affordability Cap on Rent and Utilities

Consistent with its Move to Work Contract, SHA shall use the following formula for determining whether rent plus utilities are affordable to families at the point of lease-up:

Adjusted gross income calculated as described in this Administrative Plan, which is consistent with 24 CFR Section 5.609, plus all income actually available to the family but which is excluded from Annual Income by 24 CFR 5.609(c).

If the rent is not affordable because the family share would be more than 40 percent of the family's monthly adjusted gross income, including exempt income in the calculation for this purpose, SHA will negotiate with the owner to attempt to reduce the rent to an affordable rent for the family or include some or all of the utilities in the rent to owner.

If the rent can be approved after negotiations with the owner, SHA will continue processing the Request for Tenancy Approval.

If the owner does not agree on the rent to owner after SHA has tried and failed to negotiate a revised rent, SHA will inform the family and owner that the tenancy is disapproved.

Exception to the 40 Percent Affordability Cap

Requests for Tenancy Approvals which have rents within \$10 of the family's 40 percent affordability cap may be approved by an HCV Manager in order to increase housing opportunities and family choice.

All requests for rents higher than \$10 above the 40 percent affordability cap must be approved by the HCV Administrator or designee, who must assess the reasonableness of the family's reported income and housing costs, including an assessment of the family's ability to sustain the housing situation and still meet the other necessities of life.

G. Information to Prospective Owners about Family's Current and Previous Addresses [24 CFR 982.307, 982.54(d) (7)]

SHA will furnish prospective owners with the family's current address as shown in SHA's records and, if known to SHA, the name and address of the landlord at the family's current and prior address.

SHA may make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

SHA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, their record of respecting the rights of other residents, damage to units, drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others, and compliance with other essential conditions of tenancy.

A statement of SHA's policy on release of information to prospective landlords will be included in the briefing packet which is provided to the family.

H. Owner Disapproval [24 CFR 982.306]

Properties Owned by Family Members

For all leases executed after June 17, 1998, a family may not lease properties owned by a parent, child, grandparent, grandchild, sister or brother of any family member.

SHA will waive this restriction as a reasonable accommodation for a family member who is a person with a disability, with documentation.

In no circumstances will SHA approve a tenancy in which the owner shares the unit with a relative who is assisted by a voucher.

See Chapter 18, Owner Disapproval and Restriction.

I. Change in Total Tenant Payment (TTP) Prior to HAP Effective Date

When the family reports changes in factors that will affect the total family share prior to the effective date of the HAP contract, the information will be verified and the total family share will be recalculated using the interim review guidelines outlined in Chapter 14. If the family does not report any change, SHA need not obtain new verifications before signing the HAP contract, even if verifications are more than 60 days old.

J. Contract Execution Process [24 CFR 982.305(c)]

SHA prepares the Housing Assistance Payments Contract and Tenancy Addendum for execution. The family and the owner will attach the Tenancy Addendum to the lease and execute the lease agreement and the owner and SHA will execute the HAP Contract. Copies of the documents will be furnished to the parties who signed the respective documents.

SHA will retain a copy of all signed documents.

SHA makes every effort to execute the HAP Contract before the commencement of the lease term. The HAP Contract may not be executed more than 60 days after commencement of the lease term and no payments will be made until the contract is executed.

For participants who are transferring from another subsidized program, HCV will not enter into a HAP Contract effective prior to the end of the initial lease term in the previous program.

The HCV Administrator or designee is authorized to execute a HAP Contract.

Owners must, upon request, provide the current address of their residence (not a Post Office box). The owner's current address will be compared to the subsidized unit's address.

Owners must provide an employer identification number or Social Security Number.

Owners must, on request, submit proof of ownership of the property, such as a deed or tax bill, and a copy of the management agreement if the property is managed by a management agent.

K. Change in Ownership

See Chapter 18, Owner Disapproval and Restriction.

Housing Quality Standards (HQS) are the HUD minimum quality standards for tenant-based programs. HQS standards are required both at initial occupancy and during the term of the lease. HQS standards apply to the building and premises, as well as the unit. Newly leased units must pass the HQS inspection before the beginning date of the assisted lease and HAP contract.

This chapter describes SHA's procedures for performing HQS inspections, and SHA standards for the timeliness of repairs. It also explains the responsibilities of the owner and family, and the consequences of non-compliance with HQS requirements for both families and owners. The use of the term "HQS" in this Administrative Plan refers to the combination of both HUD and SHA requirements outlined in this Chapter.

A. Guidelines/Types of Inspections [24 CFR 982.401(a), 982.405]

SHA will perform six types of inspections:

1. Initial/move-in: Conducted upon receipt of Request for Tenancy Approval;
2. Annual: Must be conducted within 12 months of the previous annual inspection;
3. Biennial: Some units may qualify to be inspected every two years rather than annually (see the Biennial Inspections section below);
4. Move-out/vacate: Only for pre-October 2, 1995 contracts where there could be damage claims;
5. Special: At request of agency or other third-party, if SHA determines an inspection is warranted;
6. Complaint: At request of owner or family, if SHA determines an inspection is warranted; and
7. Quality control: Conducted by a Manager or designee to ensure the consistency and accuracy of SHA HQS determinations.

B. HQS Guidelines for Unit Size Selected

The standards allow two persons per living/sleeping room and permit maximum occupancy levels (assuming a living room is used as a living/sleeping area) as shown in the table below. The occupancy maximums below may be exceeded if the unit has a room or rooms in addition to bedrooms and a living room which may be used for sleeping, under HQS. (See Section H Acceptability Criteria and Exceptions to HQS.)

Unit Size	Maximum Number in Household
0 Bedroom	2
1 Bedroom	4
2 Bedrooms	6
3 Bedrooms	8
4 Bedrooms	10
5 Bedrooms	12
6 Bedrooms	14

C. Initial HQS Inspection [24 CFR 982.401(a), 982.305(b) (2)]

SHA~~+++~~ or designee will inspect the unit, determine whether the unit satisfies the HQS, and notify the family and owner of the determination within 15 calendar days of the inspection; unless it is determined there is an inability to do so in the stated timeframe, in which case the file will be appropriately documented.

The unit must be vacant at the time of the initial inspection. However, exceptions may be approved on a case by case basis.

The initial inspection will be conducted to:

1. Determine if the unit and property meet the HQS defined in 24 CFR 982.401, and in this Plan; and
2. Document the information to be used, including current condition of the unit, for determination of rent-reasonableness.

If the unit fails the HQS inspection, the owner will be given up to 10 business days to correct the items noted as fail, at the inspector's discretion, depending on the amount and complexity of work to be completed. The family and/or owner will be advised to notify SHA once repairs are completed, so that SHA can schedule a re-inspection.

If the unit fails the re-inspection, the owner will be allowed one additional re-inspection for repair work to be completed.

If the time period given by the inspector to correct the repairs has elapsed, or the unit fails the second re-inspection, SHA may not approve the tenancy and the family may be required to select another unit.

D. Annual/Biennial HQS Inspections [24 CFR 982.405(a)]

SHA conducts an inspection to determine continuing compliance with Housing Quality Standards at least one day prior to the previous annual inspection, unless the unit qualifies to be inspected biennially.

The family must allow SHA to inspect the unit at reasonable times with reasonable notice [24 CFR 982.551(d)]. Reasonable hours to conduct an inspection are between 8 a.m. and 5 p.m. Inspections may also be performed between the hours of 7 a.m. and 7 p.m., upon request by participants, providing an inspector is available. SHA will notify the family in writing or by phone at least two days prior to the inspection.

The family may have a representative over age 18 present for an inspection, if requested in writing, if an adult family member is unable to be present.

If the family is unable to be present, they must reschedule the appointment so that the inspection takes place within 10 days of the first scheduled inspection date. If the family does not contact SHA to reschedule the inspection, or if the family misses two inspection appointments, SHA will consider the family to have violated a family obligation and will terminate their assistance in accordance with Chapter 17 of this Plan.

~~+++~~ *In the Initial Inspection section of this chapter, where it states that tasks are completed by SHA, this authority extends to an SHA appointed designee or contractor*

Biennial Inspections§§§§

SHA inspects each unit under contract at least biennially to confirm that the unit still meets HQS requirements. The biennial inspection is conducted before the end of the calendar month in which the initial or last biennial inspection was completed to confirm that the unit still meets HQS.

SHA reserves the right to place units on an annual inspection or another alternative schedule if deemed appropriate.

Fines for missed inspections*****

SHA may charge a reasonable fine to a family who fails to be present at an annual inspection scheduled in accordance with this Plan.

SHA may charge up to the actual cost of an inspection to an owner who fails to be present for a properly scheduled initial inspection.

SHA may also charge the full cost of inspection to an owner whose unit is in abatement (described below) but who has requested an inspection in order to continue on the program.

Re-Inspection

The family and owner are provided a written notice of the re-inspection appointment by mail.

If the family is not at home for the re-inspection appointment, another appointment is automatically scheduled by mail (assuming they did not miss the first inspection). The family is also notified that it is a family obligation to allow SHA to inspect the unit.

If the family misses both the initial annual inspection and the re-inspection, SHA will mail a letter of termination to the family after the second missed inspection.

Time Standards for Repairs

Emergency items, which endanger the family's health or safety, must be corrected by the owner within 24 hours of notification (see Section I., Emergency Repair Items).

Non-emergency repairs must be made within 30 calendar days of the annual inspection.

SHA may approve an extension beyond 30 calendar days for good cause.

Owner Self-Certification of Minor Fail Items (Not applicable for Initial Inspections)+++++

If the only deficiencies at an inspection are minor fail items, the owner will be allowed to self-certify the correction of the deficiencies to pass the inspection. Self-certification will be verified by acceptance of the monthly Housing Assistance Payment.

If the tenant notifies the Housing Authority that the correction(s) was/were not made to the unit, a quality control inspection may be scheduled.

Rent Increases

Rent to owner increases may not be approved if the unit is not in compliance with HQS.

§§§§ This process was implemented beginning September 1, 2013

***** Added July 2005 per Resolution 4784, passed by the Seattle Housing Authority Board of Commissioners on June 20, 2005

+++++ This process was implemented beginning July 1, 2010.

E. Move-Out/Vacate

A move-out inspection will be performed only at the landlord's request if a claim is to be submitted for contracts effective before October 2, 1995.

F. Special/Complaint Inspections [24 CFR 982.405(c)]

If at any time the family or owner notifies SHA in writing that the unit does not meet Housing Quality Standards, SHA will conduct an inspection, if SHA determines that an inspection is warranted. SHA may also conduct a special inspection based on written information from third parties, such as neighbors or public officials.

SHA will inspect only the items which were reported, but if the inspector notices additional deficiencies that would cause the unit to fail HQS, the owner will be required to make the necessary repairs.

If the annual inspection date is within 120 days of a special inspection, and as long as all items are inspected that are included in an annual inspection, the special inspection will be categorized as annual and all annual procedures will be followed.

G. Quality Control Inspections [24 CFR 982.405(b)]

SHA conducts quality control inspections on a sample of units under contract to maintain SHA's required standards and to assure consistency in enforcing HQS standards. The purpose of quality control inspections is to ascertain that each inspector is conducting accurate and complete inspections, and to ensure that there is consistency among inspectors in application of the HQS.

H. Acceptability Criteria and Exceptions to HQS [24 CFR 982.401 (a)]

SHA's HQS standards include all the acceptability criteria provided in 24 CFR 982.401. In addition, the standards include additional acceptability criteria in accordance with state and local requirements which are detailed in the program Procedure Manual.

The inspector shall make a determination at the initial inspection as to the number of rooms which are acceptable sleeping rooms, for the purpose of deciding maximum occupancy level according to HQS. The inspector's determination will be made on a case-by-case basis, based on HQS standards, the design of the structure, family composition and safety of egress.

All owners wishing to rent a mother-in-law apartment/accessory unit on the program must provide the Housing Authority with acceptable building permits as per SMC 23.44.041, from the city of Seattle, in order to be considered for the program. Mother-in-law apartments are defined as those units originally designed as a single family dwelling unit where an additional, self-contained unit has been added on or remodeled from within the unit to make two or more separate dwellings.

Modifications

Modifications or adaptations to a unit provided as an accommodation for a household member with a disability must meet all applicable Housing Quality Standards. Extension for repair items not required by HQS will be granted for modifications/adaptations to the unit if agreed to by the tenant and landlord. SHA will allow execution of the HAP contract if the unit meets all requirements and the modifications do not affect the livability of the unit.

I. Emergency Repair Items [24 CFR 982.404(a)]

The following items are considered emergency repair items and must be corrected by the owner or tenant (whoever is responsible) within the time period specified after notice by SHA:

1. Lack of hot or cold water, heat or electricity (emergency: 24 hours to repair);
2. A condition that is imminently hazardous to life (emergency: 24 hours to repair);
3. The only toilet in the unit does not allow for full function and use (emergency: 24 hours to repair); and
4. Refrigerator, range or oven, or a major plumbing fixture supplied by the landlord does not work (urgent repair: 72 hours to repair).

In those cases where there is leaking gas or potential of fire or other threat to public safety, and the responsible party cannot be notified or it is impossible to make the repair, proper authorities will be notified by SHA.

If the emergency repair or urgent repair item(s) are not corrected in the time period required by SHA, the Housing Assistance Payment may be abated and the HAP Contract may be terminated.

J. Abatement [24 CFR 982.405, 982.453]

When SHA determines that a unit on the program fails to meet Housing Quality Standards, and the owner has failed to make the necessary repairs within the time period specified by SHA, SHA shall abate (cease) the assistance payment to the owner.

If a unit fails an annual initial inspection and re-inspection, the owner will be sent a written pre-abatement notice which identifies:

1. The fail items which must be corrected for subsidy to continue;
2. The date of the pre-scheduled re-inspection; and
3. The date that subsidy will cease if the fail items are not corrected in time for the scheduled re-inspection.

The effective date of abatement is the first of the month following the failed re-inspection. If fail items are not corrected within 30 days of the annual inspection, the owner must repay any subsidy received during the abatement period following the date of the annual inspection, or SHA may deduct amounts overpaid for abated properties from subsidy payments for other properties of the owner which are assisted by the program.

Termination of contract

If a unit fails an annual inspection, and the fail items are not corrected within 30 days of the annual inspection, SHA shall send the owner and the family a notice that the HAP Contract will be terminated for failure to maintain HQS, and give the effective date of the termination, which shall be sufficient to give the family at least 30-day notice that it must move, coinciding with the end of the month.

The period between the effective date of abatement and the effective date of termination of the HAP Contract is the abatement period. Only one Housing Quality Standards inspection will be conducted after the termination notice is issued.

If the unit passes the final inspection during the abatement period, payment will resume on the day the unit passes inspection. No retroactive payments will be made to the owner for the period of time the rent was abated.

The tenant is not responsible for SHA's portion of rent that is abated prior to the termination of the

HAP Contract.

K. Owner/Family Responsibility for HQS [24 CFR 982.404, 982.54(d) (14)]

SHA generally holds the owner responsible for maintaining a unit in a condition consistent with HQS, except in the following instances:

1. Tenant-paid utilities are not in service;
2. Family fails to provide or maintain family-supplied appliances;
3. Any member of the household or guest damages the dwelling unit or premises beyond ordinary wear and tear.

If the owner believes the tenant is responsible for other violations of HQS, including damages to the unit or premises by a household member beyond normal wear and tear, the owner must enforce the lease terms to hold the tenant responsible for restoring HQS, including paying for necessary repairs. If the tenant fails to maintain the unit in accordance with the lease and the owner provides SHA with documentation of the lease violations and the owner's own steps to enforce the lease, SHA may terminate assistance to the family for failure to satisfy a family obligation under the program, including failing to maintain HQS.

L. HQS Inspections of SHA-Owned Units

SHA's Move to Work Agreement, dated January 13, 1999, (Statement of Authorizations, F.2, page 11) includes flexibility in inspection protocols.

SHA shall continue to perform inspections in units it owns that are assisted by tenant-based and project-based Housing Choice Vouchers, and will investigate strategies to streamline the inspection process using its Move to Work flexibility.

CHAPTER 13 - OWNER RENTS RENT REASONABLENESS AND PAYMENT STANDARDS

[24 CFR 982.503, 982.504, 982.505, 982.507]

SHA will determine rent reasonableness in accordance with 24 CFR 982.507. It is SHA's responsibility to ensure that the rents charged by owners are reasonable based upon unassisted comparable units in the rental market, using the criteria specified in 24 CFR 982.507(b).

This chapter explains SHA's procedures for determining rent reasonableness, processing of payments to owners, adjustments of payment standards, and rent adjustments.

See Chapter 11 for additional constraints on rent (40 percent cap on affordability).

A. Making Payments to Owners [24 CFR 982.451]

Once the HAP Contract is executed, SHA begins processing payments to the landlord. A HAP register will be used as a basis for monitoring the accuracy and timeliness of payments. Payments are disbursed by SHA's Accounting Department to the owner at the beginning of each month and on weekly payment runs as needed, in one of the following ways:

1. Direct deposit to owner's account (when available);
2. For non-corporate owners who choose not to sign up for direct deposit, Bank of America will issue the owner a VISA debit card which SHA will load with the monthly HAP;
3. For corporate owners who choose not to use direct deposit, monthly checks will be mailed to owner's address of record. SHA will charge a \$3 administrative check processing fee for each check;
4. At owner's request, checks may be made available for owner to pick up in person at SHA.

Checks that are not received will not be replaced until after the 10th of the month, after a written or verbal request has been received from the payee and a stop payment has been put on the check.

Excess Payments

The total of rent paid by the tenant plus SHA Housing Assistance Payment to the owner may not be more than the rent to owner specified in the HAP Contract. The owner must immediately return any excess payment to SHA.

Owners who do not return excess payments will be subject to penalties outlined in Chapter 19, Owner or Family Debts to SHA.

Late Payments to Owners

In keeping with generally accepted practices in the local housing market, SHA will pay to the owner a \$75.00 late fee, or the late fee specified in the owner's lease charged to tenants whose rent is late, whichever is lower, for Housing Assistance Payments that are not received by the owner by the 10th day of the month, if requested by the owner in writing.

The late fee shall apply to late Housing Assistance Payments after the first two calendar months of the HAP contract term.

Proof of "mailed to" date will be the date the HAP check was run.

Proof of "received by owner" will be 10 calendar days after date of mailing by SHA.

SHA will not be obligated to pay any late payment penalty if HUD determines that late payment is due to factors beyond SHA's control, such as a delay in the receipt of program funds from HUD, failure of the owner to sign up for direct deposit, or to failure of the owner to update an address with SHA.

Reconciliations

Reconciliation requests from owners must be made in writing within 12 months of the payment. SHA will respond to complete reconciliation requests within 30 days of receipt.

B. Rent Reasonableness Determinations [24 CFR 982.507]

SHA^{####} will determine and document on a case-by-case basis that the approved rent is reasonable in comparison to rent for other comparable unassisted units in the market. SHA will not approve a lease until SHA determines that the initial rent to owner is a reasonable rent.

SHA must re-determine the reasonable rent:

1. Before any increase in the rent to owner;
2. If directed by HUD; and
3. Based on a need identified by SHA's auditing system.

SHA may elect to re-determine rent reasonableness at any other time.

At all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or re-determined by SHA.

The owner will be advised that by accepting each monthly housing assistance payment he or she is certifying that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises.

If requested, the owner must give SHA information on rents charged by the owner for other units in the premises or elsewhere. The data for other unassisted units will be gathered from market surveys.

The market areas for rent reasonableness are census tracts/neighborhoods within SHA's jurisdiction. Subject units within a defined housing market area will be compared to similar units within the same area.

Rent Reasonableness Methodology

SHA bases its rent reasonableness determinations on current market surveys provided by an independent consultant with expertise in the local real estate market.

In addition, SHA may obtain information from other sources such as:

1. The state, city, real estate agents, or banks;
2. Classified ads, multiple listings, etc.; and
3. Owner -provided rent rolls of comparable units, confirmed by SHA.

SHA shall take the following unit characteristics into account in making rent reasonable determinations:

1. Size (number of bedrooms/square footage);
2. Location;
3. Quality and condition of the unit;
4. Amenities (number of bathrooms, washer/dryers, on site services, etc.);
5. Housing services;
6. Age of unit;

^{####} *In the Rent Reasonableness section of this chapter, where it states that tasks are completed by SHA, this authority extends to an SHA appointed designee or contractor*

7. Unit type;
8. Maintenance; and
9. Utilities.

Rent Reasonableness for Lease Shared Housing

The rent for shared housing should not exceed the rent for an unassisted unit of the same bedroom size.

Maximum subsidy?

Change in Rent [CFR 982.308(g)]

The owner is required to notify SHA, in writing, at least 60 days before any change in the amount of rent to owner is scheduled to go into effect. Any requested change in rent to owner will be subject to rent reasonableness requirements [24 CFR 982.507].

C. Voucher Payment Standards (VPS) [24 CFR 982.503; Move to Work Agreement 1/13/99]

The payment standard is used to calculate the Housing Assistance Payment for a family. Consistent with SHA's authority to establish its own policies regarding payment standards (Move to Work Agreement dated January 13, 1999), SHA may set its payment standard outside the HUD required range of 90% - 100% of the FMR.

There are two different voucher payment standards. The *Market Rate* VPS generally applies to units in the private rental market, and *Affordable Housing* VPS generally applies to units with other subsidized funding resources and/or tax credit status.

SHA reviews the payment standards at least annually to ensure aptness of the payment standard amounts for each unit size. Any changes to payment standard amounts will be effective within a set timeframe after SHA board approval.

A supplement amount may be added to a family's payment standard due to participation in a special program or initiative or upon case by case determination of the family's need, in order to prevent rental hardship.

Accommodation Payment Standard

SHA may provide an accommodation payment standard for persons with disabilities under the following circumstances:

1. The family requests the accommodation in writing; and
2. The family provides verification of the disability meeting the standards described in Chapter 1, and the verification includes verification that the need for the higher payment standard is related to the disability.

The accommodation payment standard shall be established within the basic range, unless an increase beyond the basic range is approved by the SHA Board of Commissioners.

D. Adjustments to Payment Standards [24 CFR 982.503]

Seattle Housing Authority will use various local market factors, such as vacancy rates and the length of time it takes a household to find housing, when analyzing affordability adjustments. An analysis of the following factors will be considered:

- Rent burden paid by current Voucher holders (the family's share of rent and utilities does not exceed 40 percent of the family's adjusted gross income, which shall include exempt income in the calculation of adjusted income for this purpose);
- Rent burden relative to the availability of units by bedroom size;
- Average gross rents paid by current Voucher holders;
- The current HUD approved Fair Market Rents;
- Rent reasonableness data,
- Local vacancy rate data;
- Lease-up and shopping success rates of current voucher holders;
- Location of current Voucher rentals.

Program Not to Contract by More than 5 percent Without Board Authorization

Following analysis of the above factors, SHA shall increase the payment standard, if it can do so within the allocated budget authority for the program without reducing the number of households served by the overall program by more than 5 percent.

SHA staff shall not increase the payment standard such that it causes the program to contract by more than 5 percent without specific authorization by the SHA Board of Commissioners.

Lowering of the Payment Standard

Analysis of the above factors may result in lowering the payment standard.

CHAPTER 14 - RECERTIFICATIONS

[24 CFR 982.516]

In accordance with HUD requirements and SHA's Moving to Work Plan, SHA will re-examine the income and household composition of all families regularly. Recertifications and interim re-examinations will be processed in a manner that ensures families are given reasonable notice of decreases in the Housing Assistance Payment and corresponding increases in tenant rent (hereafter referred to as rent increases).

This Chapter defines SHA's policy for conducting regular re-certifications. It also explains the interim reporting requirements for families, and the standards for timely reporting of changes in family income or composition.

A. Regularly Scheduled Annual, Biennial and Triennial Activities [24 CFR 982.516, 982.405]

There are three activities SHA must conduct on a regular basis:

1. Recertification of income and family composition;
2. Update family income, VPS and Utility Estimate between triennial re-certifications, and
2. HQS inspection

SHA will complete a full recertification on a triennial basis for families where all adults in the household are elderly or disabled (unless the entire household has no income). Other families will be recertified annually. §§§§§

B. Recertification/Re-Examination [24 CFR 982.516]

Moves between Re-Examinations

When a family moves to another dwelling unit, the annual recertification will not be re-scheduled to correspond with the effective date of the new HAP Contract.

Income limits are not used as a test for continued eligibility at recertification.

Re-Examination Notice to the Family

SHA will maintain a re-examination tracking system and the household will be notified by mail of the recertification requirements 90 to 120 days in advance of the anniversary date. If requested as an accommodation by a person with a disability, SHA will provide the notice in an accessible format. SHA will also mail the notice to a third-party, if requested as reasonable accommodation for a person with disabilities.

Completion of Annual Recertification or Update and Notice of Change in Rent

SHA will complete annual re-certifications or updates for families before the anniversary date, including notifying the family of any increases in rent at least 30 days before the anniversary date. If the family's rent portion remains the same or decreases, SHA may give less than 30 days written notice to the family.

Persons with Disabilities

Persons with disabilities who are unable to complete their review by mail will be granted an accommodation which includes conducting the interview at the person's home or other location, as requested by the family, upon verification that the accommodation requested meets the need

§§§§§ Triennial re-certifications were included in SHA's 2010 MTW Plan and implemented in phases beginning with May 2010 anniversary dates. The definition of triennial-eligible household was changed beginning with March 2013 anniversary dates.

presented by the disability.

Collection of Information [24 CFR 982.516(f)]

SHA will require the family to complete a Personal Declaration form prior to the completion of an annual recertification.

SHA will contact the family and provide information and guidelines for completing the Personal Declaration form. In the correspondence, SHA will specify the date and time by which the family must complete the Declaration form and provide the required documentation. The Personal Declaration form must be completed online, and upon the family's request, assistance to complete the form is provided.

At the request of the family, SHA will conduct the annual recertification in person at SHA's office. The family may call to request an appointment up to 1 day prior to the document submission deadline date.

Requirements to Attend

In cases where the family has requested an in-person interview, the head of household is required to attend the recertification interview. If the head of household is unable to attend the interview, the appointment will be rescheduled.

Failure to Respond to Notification to Recertify

If the family fails to submit some or all of their required documents by the deadline noted in the first notification letter, and has not made prior arrangements with SHA, SHA will mail a second notification letter to the family. The second letter will outline the steps necessary for the family to complete their review.

If the family fails to respond to the second notice, and has not rescheduled or made prior arrangements, SHA will send the family notice of termination and offer them an informal hearing.

Exceptions to these policies may be made by the HCV Occupancy Manager if the family is able to document an emergency situation that prevented them from responding to the recertification notices, or, if requested, as a reasonable accommodation for a person with a disability.

Documents Required From the Family

In the notification letter to the family, SHA will include instructions for the family to submit the following:

1. Documentation of all income declared by the family on their Personal Declaration and/or as requested by SHA;
2. Verification of all assets, when the total value of assets is equal to or greater than \$50,000 (\$5,000 for tax credit units);*****
3. Documentation of any deductions/allowances declared by the family;
4. Personal Declaration form completed by head of household, and signed and dated by all family members age 18 and older; and
5. Authorization for the Release of Information Forms completed by head of household, and signed and dated by all family members age 18 and older.

Verification of Information

SHA will follow the verification procedures and guidelines described in Chapter 9. Tenant-supplied verification documents for re-examinations must be current within 90 days of the submission deadline date stated in the family's initial notification letter.

***** The asset threshold was raised to \$50,000 (\$5,000 for tax credit units) using Seattle Housing's Move to Work authority effective with new applications received on or after September 1, 2010 and, for existing participants, with Annual Reviews effective January 1, 2011 and after.

Tenant Rent Increases

If tenant rent increases, a 30-day notice is mailed to the family prior to the scheduled effective date of the annual recertification or update.

If less than 30 days are remaining before the scheduled effective date of the annual recertification or update, and it is not due to the delay of the participant, the tenant rent increase will be effective on the first of the month following the 30-day notice.

If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the re-examination processing, there will be a retroactive increase in rent to the scheduled effective date of the annual recertification.

Tenant Rent Decreases

If tenant rent decreases, the decrease will be effective on the anniversary date.

If the family causes a delay so that the processing of the re-examination is not complete by the anniversary date, the rent change will be effective on the first day of the month following completion of the re-examination processing by SHA.

Families qualified for Triennial Recertifications

During the years that a recertification is not conducted, an Annual Update will be completed to update any changes in Utility Estimate, Voucher Payment Standards, and standardized annual cost of living increases to fixed income sources as published by the Social Security Administration and the Veterans Administration, and standardized updates to state needs benefits (i.e. TANF or ABD).

Families will be notified in writing that an Annual Update has been processed which will include any changes to the Housing Assistance Payment and tenant share of the rent.

Hardship Policy

If a participant family has been placed on the Triennial recertification schedule and believes this to create a hardship on the family, a waiver may be requested in writing to the Housing Authority. Hardship waivers will be reviewed by the HCV Administrator. Waivers will be granted if it is determined that there would be a reduction in the family's portion of housing costs as a result of a complete reexamination.

C. Reporting Interim Changes [24 CFR 982.516]

Participants are required to report all changes in their household income, assets, expenses, composition, student status, immigration status, and name changes in writing within 10 business days of the change.

Additional Family Members

All additions to the household must be approved by SHA. For additions due to birth, adoption, or court-awarded custody, the family must report the new family member(s) within 10 days of the addition of the new member. For all other additions, prior to the person(s) moving into the unit the household must; 1) first received the landlord's approval of the household member to be added; and 2) after receiving the landlord's approval, receive SHA's approval of the person(s) to be added to the household.

Prospective adult additions must meet all standards for participant acceptance including an acceptable background check, previous program compliance history, criminal history, and cannot owe money to any PHA. In addition, the household must continue to qualify for a voucher with the verified income of the modified household, including the additional person.

Minors may be added to the household if the subsidized residence will be his/her primary residence; that is, reside at the residence (at least 51% of the time). Documents that are acceptable evidence of primary residency include, but are not limited to: signed income tax returns, school records, birth certificates, child support payment records, parenting agreements, notarized letters of parents or guardians regarding the residency of the minor, Medicaid or Social Security documentations, other relevant documentation from a state or federal agency, adoption decrees, and court orders. If an inconsistency is found, SHA may require additional documentation, such as proof of custody.

If any new family member is added, family income must include any income of the new family member. SHA will conduct an interim re-examination to review such additional income and will make the appropriate adjustments in the Housing Assistance Payment and family unit size.

The U.S. citizenship/eligible immigrant status of additional family members must be declared and verified as required before moving into the unit.

Increases in Income

Families are required to report all increases in income/assets, in writing, within 10 business days of the change.

Interim Re-Examination Policy+++++

Effective October 1, 2005, for all income received after October 1, 2005, SHA shall conduct interim re-examinations to increase rent when families report an increase in income in the following cases:

1. Interim household additions;
2. Any increase in income when a family previously reported no income source ; and
3. An increase in income that is greater than \$100 per month.

SHA may conduct interim re-examinations when families report increases in income in other circumstances, if:

1. The increase will have a material effect on the family's TTP (greater than 10 percent); or
2. The increase follows a decrease in income, which resulted from the participant's voluntary action (e.g., a request to an employer to decrease hours, or a request to DSHS to reduce or eliminate TANF payments).

Decreases in Income

Participants may report a decrease in income and other changes which would reduce the amount of tenant rent, such as an increase in allowances or deductions. SHA must calculate the change in tenant rent if a decrease in income is reported.

Enrollment in the JobLink Program

Interim reexaminations will be conducted by SHA when a participant enrolls in, and graduates or is terminated from the JobLink program.

SHA Error

If the Housing Authority discovers an administrative error that has a substantial effect upon a participant family's rental subsidy, it will take necessary steps to correct the error and make adjustments to the tenant's subsidy calculation.

If correction of the error would have an adverse effect on the tenant family (e.g. a reduction in Housing Assistance Payments to the owner) then the Housing Authority will provide the family with a 30-day

+++++ Revised July 2005 per Resolution 4784, passed by the Seattle Housing Authority Board of Commissioners on June 20, 2005

notice of the rent increase. The rent increase will be effective the first day of the month after the expiration of the 30-day notice of the new rent amount. Neither the family nor the owner will be asked to repay funds for an error that they did not cause.

If correction of the error would be favorable to the tenant (e.g. a retroactive increase in Housing Assistance Payments to the owner) then the Housing Authority will calculate the adjustment amount from the point at which the error was made to the month during which the error was corrected. The adjustment amount will be credited to the owner's account or be paid to the tenant in one of the following ways:

- If the tenant is still in the unit and the period of incorrect HAP is within the current calendar year then a check will be issued to the owner with a copy of the notification being sent to the tenant. The owner will be responsible for adjusting the rent accordingly or for issuing a refund to tenant.
- If the tenant is still in the unit and the period of incorrect HAP spans a previous calendar year, then a check will be issued to the tenant at the tenant's current address.
- If the tenant is still in the program but not in the same unit then a check will be sent to tenant at tenant's current address.
- If the tenant is no longer in the program then notification will be sent to the tenant at the tenant's last known address advising them to contact us to resolve an error in their previous program participation. Reserve details of the reconciliation until the tenant contacts us and confirms their identity.

D. Other Interim Reporting Issues

An interim re-examination does not affect the date of the annual recertification, but may affect the date of a triennial recertification.

Most interim reviews will be conducted through the mail unless the family requests that the review take place in person.

Any changes reported by participants, other than those listed in Section C above, will be noted in the file, but will not be processed between regularly-scheduled annual re-certifications.

E. Income Changes Resulting from Welfare Program Requirements [24 CFR 5.615]

SHA will not reduce the family share of rent for families whose welfare assistance is reduced due to a "specified welfare benefit reduction," which is a reduction in benefits by the welfare agency specifically because of:

1. Fraud in connection with the welfare program; or
2. Non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program.
- 3.

However, SHA will reduce the rent if the welfare assistance reduction is a result of:

1. The expiration of a lifetime time limit on receiving benefits;
2. A reduction in welfare assistance resulting from the family's failure to obtain employment, after having complied with welfare program requirements; or
3. A reduction in welfare assistance resulting from a family member's failure to comply with other welfare agency requirements.

Families Affected by Welfare Rules

Families are affected by the welfare rules discussed above if they receive benefits for welfare or public assistance from a state or public agency program which requires, as a condition of eligibility to receive

assistance, the participation of a family member in an economic self-sufficiency program.

Definition of “Imputed Welfare Income”

“Imputed welfare income” is the amount of annual income, not actually received by a family, as a result of a specified welfare benefit reduction, that is included in the family’s income for purposes of determining rent.

The amount of imputed welfare income is determined by SHA, based on written information supplied to SHA by the welfare agency, including:

1. The amount of the benefit reduction;
2. The term of the benefit reduction;
3. The reason for the reduction; and
4. Subsequent changes in the term or amount of the benefit reduction.

The family’s annual income will include the imputed welfare income, as determined at the family’s annual or interim re-examination, during the term of the welfare benefits reduction specified by the welfare agency.

The amount of imputed welfare income will be offset by the amount of additional income the family receives that commences after the sanction was imposed. When additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income will be reduced to zero.

If the family was not an assisted resident when the welfare sanction began, imputed welfare income will not be included in annual income.

Verification before Denying a Request to Reduce Rent

SHA will obtain written verification or verbal phone verification from the welfare agency stating that the family’s benefits have been reduced due to fraud or non-compliance with welfare agency economic self-sufficiency or work activity requirements before denying the family’s request for rent reduction.

SHA will rely on the welfare agency’s written notice or verbal phone verification regarding welfare sanctions.

Family Dispute of Amount of Imputed Welfare Income

If the family disputes the amount of imputed income, the Certification Specialist II along with HCV Manager will review the calculation for accuracy.

If SHA denies the family’s request to modify the amount, SHA will provide the tenant with a notice of denial, which will include:

1. An explanation for SHA’s determination of the amount of imputed welfare income;
2. A statement that the tenant may request an informal hearing; and
3. A statement that the grievance information received from the welfare agency cannot be disputed at the informal hearing, and the issue to be examined at the informal hearing will be SHA’s determination of the amount of imputed welfare income, not the welfare agency’s determination to sanction the welfare benefits.

F. Notification of Results of Recertifications and Annual Updates [HUD Notice PIH 98-6]

The HUD Form 50058 will be completed and transmitted as required by HUD. A contract and lease amendment noting the changes in rent portions is sent to the owner and the tenant. If the family disagrees with the rent adjustment, they may request an informal hearing.

G. Timely Reporting of Changes in Income and Household Circumstances [24 CFR 982.516(c)]

Standard for Timely Reporting of Changes

SHA requires that families report interim changes to SHA in writing within 10 business days of when the change occurs. Any information, document or signature needed from the family, which is needed to verify the change, must be provided by the deadline specified by SHA.

Family Requests for Interim Reviews by 10th of the Month

All participant requests for interim reviews must be submitted in writing no later than the 10th of each month in order to be effective the first of the following month. If a family's request is received after the 10th, or if the majority of relevant documentation is submitted after the deadline issued by the Certification Specialist, the family's review will not be effective until the month following the next immediate month, or whenever the family finally submits all relevant documentation. All requests for exceptions to the above standards will be referred to the appropriate HCV Occupancy Manager for final decision and follow-up. If the change is not reported within the required time period, or if the family fails to provide documentation or signatures, it will be considered untimely reporting.

Procedures When the Change is reported in a Timely Manner

SHA will notify the family and the owner of any change in the Housing Assistance Payment, which will take effect according to the following guidelines:

1. Increases in the tenant rent are effective on the first of the month following at least a 30-day notice; and
2. Decreases in the tenant rent are effective the first of the month following the month in which the change is reported, within the limitations described above for timely notification of reduced income. In general, rent reductions will not be processed until all the facts have been verified. However, a change may be implemented based on documentation provided by the family, pending third-party written verification.

Procedures When the Change is Not Reported by the Family in a Timely Manner

If the family does not report the change as described above, the family will have caused an unreasonable delay in the interim re-examination processing and the following guidelines will apply:

1. Increase in tenant rent will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be liable for any overpaid housing assistance and may be required to sign a repayment agreement; and
2. Decrease in tenant rent will be effective on the first of the month following the month that the change was reported, assuming the family complies with all SHA-required document submission deadlines.

Procedures When the Change is Not Processed by SHA in a Timely Manner

"Processed in a timely manner" means that the change goes into effect on the date it should, by policy, when the family reports the change in a timely manner. If the change cannot be made effective on that date, the change is not processed by SHA in a timely manner.

In the event that a change is not processed by SHA in a timely manner, an increase will be effective after the required 30-day notice prior to the first of the month after completion of processing by SHA.

If the change resulted in a decrease, the overpayment by the family will be calculated retroactively to the date it should have been effective, and the owner will be credited for the amount the HAP was underpaid. The owner will then be responsible for crediting or reimbursing the family for any rent they overpaid during this period.

[24 CFR 982.314, 982.353, 982.355(a)]

HUD regulations permit families to move with continued assistance to another unit within SHA's jurisdiction, or to a unit outside of SHA's jurisdiction under portability procedures. The regulations also allow SHA the discretion to develop policies which define any limitations or restrictions on moves. This chapter describes the procedures for moves, both within and outside of SHA's jurisdiction, and the policies for restriction and limitations on moves.

A. Allowable Moves

Provided a family's assistance is not being terminated by SHA, a family may move to a new unit with continued assistance when:

1. SHA has terminated the HAP Contract due to a breach by the owner;
2. The owner has given the family a notice to vacate, or has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the family, and SHA has determined that the family is not in violation of its family obligations;
3. The owner is selling the unit, and the owner and the tenant mutually agree to terminate the lease;
4. The family has a right to terminate the lease and has given proper notice of lease termination;
5. An owner and a family mutually agree to terminate a lease to facilitate a move to another unit owned or managed by the same landlord; or
6. An emergency arises which, in the opinion of SHA, necessitates a move by the family whether or not proper notice of lease termination has been given by the family.
7. There is an instance of domestic violence and the request to move is based on a direct or related incident (*refer to chapter 1 of the Administrative Plan and the Emergency Transfer Plan if applicable*).

B. Restrictions on Moves [24 CFR 982.314, 982.552(a)]

Families may not move with continued assistance during the initial year of assisted occupancy, unless there are circumstances beyond the control of the family which require a move as an accommodation for a family member with a disability or for other good cause.

Families may not be issued a voucher to move with continued assistance more than once in any 12 month period, , unless there are circumstances beyond the control of the family which require a move as an accommodation for a family member with a disability or for other good cause.

Families must be current in their payment agreement prior to the issuance of a voucher to move, except in certain circumstances described in Chapter 19, Owner or Family Debts to SHA. If a family wants to move outside of SHA jurisdiction, they must repay in full the balance of any debt owed SHA

SHA will deny permission to move if there is insufficient funding for continued assistance.

Families must repay in full the balance of any debt owed a public utility for a utility payment that is the responsibility of the Family prior to the issuance of a voucher to move.

C. Procedure for Moves [24 CFR 982.314]

Issuance of Voucher

SHA will not recertify the income of families before it issues a voucher to move, unless the family reports a change in income or household circumstances and provides any documentation requested by SHA to confirm the reported change.

The annual recertification or update date will not be changed to coincide with the new lease-up date.

If the family does not locate a new unit, they may remain in the current unit for as long as the owner permits.

Notice Requirements

The family must give the owner written notice of intent to vacate as required under the lease or local statute. The regular Housing Choice Voucher briefing session emphasizes the family's responsibility to give the owner and SHA proper written notice of any intent to move.

Timing of Payments

Housing Assistance Payments stop at the end of the month in which the tenant moves from the unit, unless the lease is lawfully terminated mid-month and proper notice was given to do so.

Housing Assistance Payments will start on the new unit on the later of the effective date of the lease and contract for the new unit or the day following the last day assistance was paid on the prior unit.

Moves to Other Units Owned by Landlord

A move within the same building or project, or between buildings owned by the same owner, will be processed like any other move, except that moves may occur midmonth.

D. Portability [24 CFR 982.353]

Portability applies to families moving out of, or into, SHA's jurisdiction from anywhere within the United States and its territories.

Restrictions on Portability

• *Initial year of Occupancy*

A family will not be permitted to move out of SHA's jurisdiction upon the initial issuance of their voucher. The family must lease a unit in SHA's jurisdiction for at least one year prior to exercising portability. Exceptions may be granted as a reasonable accommodation to a family with a member who has a disability. #####

• *Participants in the First Year of Occupancy*

A participant that has leased up in the jurisdiction of another housing agency cannot port-in to SHA's program in the first year of assisted occupancy, exceptions may be considered in the following circumstances:

1. The initial lease term is for less than 12 months, and the family gives proper notice to the owner of its intent to vacate;
2. SHA and the initial PHA agree to the move;
3. The family's move is necessitated by an opportunity for education, job training or employment (based on documentation acceptable to SHA);
4. Relocation is needed to provide a reasonable accommodation pursuant to applicable fair housing laws; or
5. There are emergency or other circumstances that necessitate the move (based on documentation acceptable to SHA).

Effective for applicants beginning with the 2015 waitlist as authorized in the 2015 Moving to Work (MTW) Plan. Applicants from earlier waitlists were allowed to port out after issuance if they had a legal residence within SHA's jurisdiction at the time of application. This MTW activity does not apply to Special Purpose Vouchers. Consideration may be given for situations which involve domestic violence.

Other Denials of Incoming Portability

SHA will deny incoming portability if:

1. The family has any obligation to SHA or any other housing authority to pay money, and the family has failed to pay the debt off in full;
2. The family moved out of its assisted unit in violation of the lease; or
3. The family's criminal background check fails to meet SHA's standards described in Chapter 2, Section F. of this Plan.

Outgoing Portability [24 CFR 982.353, 982.355]

Within the limitations of the regulations and this policy, a participant family has the right to receive tenant-based voucher assistance to lease a unit outside SHA's jurisdiction, anywhere in the United States that is in the jurisdiction of a PHA with a tenant-based program. The family must specify the area to which the family wants to move.

Families must repay in full the balance of any debt owed SHA prior to the issuance of a voucher to move under portability, regardless of whether a payment agreement is current or in arrears, except in certain circumstances described in Chapter 19, Owner or Family Debts to SHA.

Special purpose vouchers (such as VASH and FUP) may have additional restrictions on porting out due to special program requirements.

Medical Documentation Not Shared Except With Family

In order to comply with the federal privacy act rules regarding health-related information (HIPAA), SHA shall not send a portable family's medical documentation to a receiving PHA. SHA may indicate to the receiving PHA that SHA has approved an accommodation for the family, without providing any of the details of the basis for the approval. SHA shall give a copy of the medical documentation it has on file directly to the family, on request, for them to provide to the receiving PHA to document medical or disability-related accommodations, deductions, or allowances.

Incoming Portability [24 CFR 982.355]

Upon receipt of the portability documentation from the initial PHA, SHA will respond via-email or other confirmed delivery method to the initial PHA's inquiry to determine whether the family's voucher will be billed or absorbed.

- ***Absorption or Administration***

SHA will accept a family with a valid voucher from another jurisdiction and either administer or absorb the voucher, at its option.

If SHA administers the voucher, the family will be issued a "portable" voucher by SHA. The term of the portable voucher will not expire before the expiration date of the voucher issued by the initial PHA. The family must submit to SHA a Request for Tenancy Approval for an eligible unit during the term of the voucher. SHA may approve extensions requested by the initial PHA if such extensions are consistent with this Administrative Plan. However, if the family decides not to lease-up in SHA's jurisdiction, they must contact the initial PHA to request an extension.

SHA and another PHA may mutually agree to cross-absorb portable vouchers for each other's PHA.

- ***Income Eligibility***

A family that ports-in to SHA's program and leases a unit for the first time under the Housing Choice Voucher Program must be income eligible under SHA's program.

If a family was already receiving assistance in the initial PHA tenant-based Housing Choice Voucher Program, SHA will not re-determine income eligibility.

- ***Subsidy Standards***

SHA will issue a “portability voucher” based on the SHA’s subsidy standards.

Briefing/Orientation

SHA will not require the family to attend a briefing. SHA will provide the family with a briefing packet and, in an individual briefing (which may be conducted remotely), will orally inform the family about the PHA’s payment and subsidy standards, procedures for requesting approval of a unit, the unit inspection process, and the leasing process. The PHA will suggest but will not require that the family attend a full briefing at a later date.

Voucher Issuance Timeline

SHA will issue the family a voucher based on the paperwork provided by the initial PHA unless the family’s paperwork from the initial PHA is incomplete, the family’s voucher from the initial PHA has expired, when there has been a change in the family’s circumstances, or the family does not comply with the SHA’s procedures.

If the family is a new admission, SHA will ensure that verifications are not more than 60 days. SHA will seek to avoid causing a delay in the issuance of a voucher.

SHA will issue the voucher within two weeks after receiving the family’s paperwork from the initial PHA if the information is in order, the family has contacted the receiving PHA, and the family complies with the SHA’s procedures.

Requests for Approval of Tenancy

When the family submits a *Request for Tenancy Approval*, it will be processed using SHA’s policies. If the family does not submit a *Request for Tenancy Approval* or does not execute a lease, SHA will notify the initial PHA within 180 days from the date of voucher issuance by SHA that no Request for Tenancy Approval has been submitted by the family.

SHA will notify the family of its responsibility to contact the initial PHA if the family wishes to move outside SHA’s jurisdiction under continued portability.

Regular Program Functions

SHA will perform all program functions applicable to the tenant-based assistance program, including:

1. Annual or triennial re-examinations and re-certifications of family income and composition;
2. Annual inspection of the unit;
3. Interim examinations when requested by the tenant or as deemed necessary by SHA; and
4. Other regular program functions.

SHA’s policies and procedures related to annual and ongoing functions will govern the administration of vouchers for families who have leased units under portability procedures.

Terminations

SHA will notify the initial PHA in writing of any termination of assistance within 10 business days of the termination. If the family requests an informal hearing, the hearing shall be conducted by SHA, using the hearing procedures included in this Plan. SHA will not notify the initial housing authority of the termination until the informal hearing process is complete. A copy of the hearing decision shall be furnished to the initial PHA.

The initial PHA is responsible for collecting any amounts owed by the family to the initial PHA, and for monitoring repayment. If the initial PHA notifies SHA that the family is in arrears or the family has refused, without good cause, to sign a payment agreement, SHA shall terminate assistance to the

family.

Required Documents

As receiving PHA, SHA will require from the initial PHA the documents identified in HUD Regulations and/or listed on the HUD Portability Billing form.

Billing Procedures

If the family leases up successfully, SHA will notify the initial PHA within 180 days from the date of voucher issuance, and the billing process will commence.

As receiving PHA, SHA shall bill the initial PHA monthly for Housing Assistance Payments. The billing cycle for other amounts will also be monthly, including administrative fees and special claims, unless requested otherwise by the initial PHA.

SHA will bill 100 percent of the Housing Assistance Payment, 100 percent of special claims and 80 percent of the administrative fee (at the initial PHA's rate) for each "portability" voucher leased as of the first day of the month.

SHA will notify the initial PHA of changes in subsidy amounts and will rely upon the initial PHA to notify SHA of changes in the administrative fee amount to be billed.

CHAPTER 16 - CONTRACT TERMINATIONS

[24 CFR 982.311, 982.314]

The Housing Assistance Payments (HAP) contract is the contract between the owner and SHA which defines the responsibilities of both parties. This chapter describes the circumstances under which the contract can be terminated by SHA and the owner, and the policies and procedures for such terminations.

A. Contract Termination [24 CFR 982.311]

The term of the HAP Contract is the same as the term of the lease. The contract between the owner and SHA may be terminated by SHA, or by the owner or tenant terminating the lease.

No subsidy payments on behalf of the family will be made by SHA to the owner for any period of time after the month in which the contract is terminated. The owner must reimburse SHA for any subsidies paid by SHA for any period after the contract termination date.

If the family continues to occupy the unit after the contract is terminated, the family is responsible for the total amount of rent due to the owner. The owner will have no right to claim compensation from SHA for vacancy loss under the provisions of certificate HAP Contracts effective before October 2, 1995.

After a contract termination, if the family meets the criteria for a move with continued assistance, the family may lease-up in another unit. The contract for the new unit may begin during the month in which the family moved from the old unit.

B. Termination by the Family: Moves [24 CFR 982.314(c) (2)]

Family termination of the lease must be in accordance with the terms of the lease.

C. Termination of Tenancy by the Owner: Evictions [24 CFR 982.310]

Notice

If the owner wishes to terminate the lease, the owner must provide proper written notice as stated in the lease, at or before the commencement of the eviction action, specifying the grounds for termination of tenancy. The owner eviction notice includes any notice to vacate, or a complaint, or other initial pleading used under state or local law to commence an eviction action.

SHA requires that the owner specify the section of the lease that has been violated and cite some or all of the ways in which the tenant has violated that section, as documentation for SHA's decision regarding termination of assistance.

Reasons for Eviction

During the term of the lease, the owner may not terminate the tenancy except for the grounds stated in the HUD regulations, as follows:

1. Serious or repeated violations of the lease, including but not limited to failure to pay rent or other amounts due under the lease, or repeated violation of the terms and conditions of the lease;
2. Violations of federal, state or local law that impose obligations on the tenant in connection with the occupancy or use of the premises; or criminal activity by the tenant, any member of the household, a guest or another person under the tenant's control that threatens the health, safety or right to peaceful enjoyment of the premises by the other residents, or persons residing in the immediate vicinity of the premises or any drug-related criminal activity on or near the premises; or

3. Other good cause.

During the initial term of the lease, the owner may not terminate the tenancy for “other good cause” unless the owner is terminating the tenancy because of something the family did or failed to do [24 CFR 982.310].

Evidence of Criminal Activity

The owner may terminate tenancy and evict a family by judicial action for criminal activity by a “covered person” (i.e., the tenant, any member of the household, a guest or another person under the tenant’s control) if the owner determines they have engaged in the criminal activity, regardless of arrest or conviction, and without satisfying the standard of proof used for a criminal conviction.

Exclusion of Culpable Household Member

The owner may require a tenant to exclude a household member in order to continue to reside in the assisted unit.

Consideration of Rehabilitation

When determining whether to terminate the tenancy for illegal drug use or alcohol abuse by a family member, the owner may consider whether the member:

1. Is no longer participating in the household;
2. Has successfully completed a supervised drug or alcohol rehabilitation program; or
3. Has otherwise been successfully rehabilitated.

The owner may require the tenant to submit evidence of any of the above.

Actions of termination by the owner must be consistent with Fair Housing rules as stated in 24 CFR 5.105.

Housing Assistance Payments

Housing Assistance Payments are paid to the owner under the terms of the HAP Contract. If the owner has begun eviction and the family continues to reside in the unit, SHA shall continue to make Housing Assistance Payments to the owner until the owner has obtained a court judgment. If the action is finalized in court, the owner must provide SHA with the documentation, including notice of the lockout date.

Issuing a Voucher to a Family under Eviction

If an eviction is not due to a serious or repeated violation of the lease, and if SHA has no other grounds for termination of assistance, SHA may issue a new voucher so that the family can move with continued assistance.

D. Termination of the Contract by SHA [24 CFR 982.403, 982.404(a), 982.453, 982.454, 982.455, 982.552(a) (3)]

SHA shall terminate the HAP contract with the owner:

1. When the lease terminates;
2. When SHA terminates program assistance for the family;
3. If the owner breaches the HAP Contract (see Chapter 18, Owner Disapproval and Restriction);
4. If the family is required to move from a unit when the subsidy is too big for the family size (certificate program), or the unit does not meet the HQS space standards because of an increase in family size or a change in family composition;
5. If 180 days have passed where the Housing Assistance Payment to the owner is \$50 or less;
or
6. If funding is no longer available under the ACC.

Notice of Termination for HQS Space Standard

When SHA terminates the HAP Contract because of a violation of HQS occupancy standards, SHA will provide the owner and family written notice of termination of the contract. The HAP contract terminates at the end of the calendar month that follows the calendar month in which SHA gives such notice to the owner.

CHAPTER 17 - TERMINATION OF ASSISTANCE

[24 CFR 5.902, 5.903, 5.905, 982.4, 982.54, 982.552, 982.553, 982.555]

SHA may terminate assistance for a family because of the family's action or failure to act. SHA will provide families with a written description of the family obligations under the program, the conditions under which SHA terminates assistance, and SHA's informal hearing procedures.

A. Grounds for Termination [24 CFR 982.54, 982.552, 982.553]

Form of Denial/Termination

Denial of assistance for an applicant may include any or all of the following:

1. Denial of admission to Housing Choice Voucher Program;
2. Withdrawing a voucher after issuance;
3. Refusing to enter into a HAP Contract or approve a tenancy; and
4. Refusing to process or provide assistance under portability procedures.

Termination of assistance for a participant may include any or all of the following:

1. Refusing to enter into a HAP Contract or approve a tenancy;
2. Terminating Housing Assistance Payments under an existing HAP Contract; and
3. Refusing to process or provide assistance under portability procedures.

Denial of Assistance

SHA policies on denying assistance to households based on criminal history or previous history with the HCV program are outlined in detail in Chapter 2, Section F. of this Plan. Any reason for denial of assistance may also be grounds for termination of assistance.

Terminations of Assistance for Current Participants

SHA may terminate assistance to a family for any of the following reasons:

1. Failure to comply with a family obligation, including failure to provide information requested by SHA;
2. HUD-mandated terminations for:
 - a) Criminal history;
 - b) Failure to provide consent forms; and
 - c) Ineligible citizenship status.
3. Other violations of federal law or regulation;
4. If the family is out of a contracted unit for more than 60 consecutive days; and
5. HAP of \$50 or less for 180 days.

B. Failure to Comply with Family Obligations

SHA may terminate assistance if it determines that a family has failed to meet family obligations outlined on the voucher and described in 24 CFR 982.551 and 982.552, as follows:

1. The family must supply any information that SHA or HUD find necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR part 5). "Information" includes any requested certification, release or other documentation;
2. The family must supply any information requested by SHA or HUD for use in a regularly scheduled re-examination or interim re-examination of family income and composition in accordance with HUD requirements;
3. The family must disclose and verify Social Security Numbers (as provided by 24 CFR 5.216) and must sign and submit consent forms for obtaining information in accordance with 24 CFR 5.230;
4. All information supplied by the family must be true and complete;
5. The family is responsible for an HQS breach caused when the family fails to pay for any utilities

which are to be paid by the tenant, or when the family fails to provide and maintain any appliances which are to be provided by the tenant, or for tenant-caused damages: see Chapter 12, Section K;

6. The family must allow SHA to inspect the unit at reasonable times and after reasonable notice;
7. The family may not commit any serious or repeated violations of the lease. Under 24 CFR 5.2005(c)(1), an incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated lease violation by the victim or threatened victim of the domestic violence, dating violence, or stalking, or as good cause to terminate the tenancy, occupancy rights, or assistance of the victim.
8. The family must provide proper legal notice to the owner and, at the same time, notify SHA, before the family moves out of the unit or terminates the lease;
9. The family must promptly give SHA a copy of any owner eviction notice;
10. The family must use the assisted unit for residence by the family. The unit must be the family's only residence;
11. The composition of the assisted family residing in the unit must be approved by SHA. The family must promptly inform SHA of the birth, adoption or court-awarded custody of a child. The family must request SHA approval to add any other family member as an occupant of the unit;
12. The family must promptly notify SHA if any family member no longer resides in the unit;
13. If SHA has given approval, a foster child or a live-in aide may reside in the unit. If the family does not request approval or if SHA does not approve the request, the family may not allow a foster child or live-in aide to reside with the assisted family;
14. Members of the household may, with SHA's prior approval, engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit as a residence by members of the family;
15. The family may not sublease or otherwise receive compensation for anyone's occupancy of the unit;
16. The family may not assign the lease or otherwise transfer the unit;
17. The family must supply any information or certification requested by SHA to verify that the family is living in the unit, or relating to family absence from the unit, including any SHA-requested information or certification on the purposes of family absences. The family must cooperate with SHA for this purpose. The family must promptly notify SHA of any absence from the unit for any period in excess of 14 calendar days;
18. The family may not own or have any ownership interest in the unit;
19. The members of the family may not commit fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
20. The household members may not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. Under 24 CFR 5.2005(c)(2), criminal activity directly related to domestic violence, dating violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of tenancy, occupancy rights, or assistance of the victim, if the tenant or immediate family member of the tenant is the victim;
21. The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises; and
22. An assisted family, or members of the family, may not receive HCV tenant-based assistance while receiving another housing subsidy for the same unit or for a different unit, under any duplicative federal, state or local housing assistance program.

Definition of "Promptly"

The term "promptly" when used with the family obligations always means within 10 business days.

Lease Violations

The following criteria will be used to decide if a serious or repeated violation of the lease will result in termination of assistance:

1. If the owner initiates termination of the tenancy, or terminates the tenancy, through court action for serious or repeated violation of the lease;
2. If the owner notifies the family and SHA of termination of tenancy for serious or repeated lease violations, and the family moves from the unit without notice prior to the completion of court action;
3. If there are police reports, neighborhood complaints or other third-party information verifying serious or repeated violations of the lease;
4. If the family moves from the unit without providing notice to SHA and the owner; or
5. If the family fails to pay rent when due.

Proposed Additions to the Family

SHA may deny a family's request to add additional family members who are:

1. Persons who have been evicted from public housing;
2. Persons who have previously violated a family obligation listed above and in 24 CFR 982.551 of HUD regulations;
3. Persons who have been part of a family whose assistance has been terminated for cause under the Certificate or Voucher program;
4. Persons who have engaged in drug-related criminal activity or violent criminal activity;
5. Persons who have committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
6. Persons who currently owe rent or other amounts to SHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Housing Act;
7. Persons who have engaged in or threatened abusive or violent behavior toward residents, the public or SHA personnel;
8. Persons who cannot provide verification of their assigned SSN; or
9. Persons who contend to have eligible immigration status, but cannot provide verification.

(Refer to Chapter 14, Recertifications, for further information on adding people to a subsidized family.)

Family Member Moves Out

Families are required to notify SHA if any family member leaves the assisted household. When the family notifies SHA, they must furnish the following information:

1. The date the family member moved out;
2. Verification of the family member's new address (e.g., a copy of a new lease or utility bill), or, if this documentation is not available, a statement from the head of household as to why it cannot be obtained; and
3. A statement as to whether the family member is temporarily or permanently absent.

Limitation on Profit-Making Activity in Unit

Any business activity that results in the family's inability to use any of the living areas in the unit, such as a bedroom utilized for a business which is not available for sleeping, is prohibited.

Any use of the unit for a business that is not incidental to its use as a dwelling unit is prohibited.

Any illegal business or business not permitted by zoning is prohibited.

Interest in Unit

The owner may not reside in an assisted unit whether he or she is a member of the assisted family or not; except as allowable under Lease Shared Housing as described in Chapter 21 of this Plan.

Missed Appointments and Deadlines [24 CFR 982.551, 982.552 (c)]

It is a family obligation to supply information, documentation, and certification as needed for SHA to fulfill its responsibilities. SHA schedules appointments and sets deadlines in order to obtain the required information. The family obligations also require that the family allow SHA to inspect the unit, and appointments are made for this purpose.

A participant who fails to keep an appointment, or to supply information required by a deadline without notifying SHA, may be sent a Notice of Termination of Assistance for failure to provide required information, or for failure to allow SHA to inspect the unit. The Notice will include information about requesting a hearing.

Requirement to Provide Information and Keep Appointments

The family will be given information about the requirement to keep appointments and the number of times appointments will be rescheduled, as specified in this Plan.

Appointments will be scheduled and time requirements (deadlines) will be imposed for the following events and circumstances:

1. Deadline for scheduling eligibility interview;
2. Appearance at eligibility interview for admissions;
3. Completion of verification procedures;
4. Attendance at voucher issuance and briefings;
5. Attendance at Housing Quality Standards (HQS) inspections;
6. Completion of re-certifications;
7. Attendance at family conferences; and
8. Requests for appeals.

Generally, acceptable reasons for missing appointments or failing to provide information by deadlines are:

1. Medical emergency;
2. Family emergency; or
3. Other good cause, as determined by SHA.

Procedure When Appointments are Missed or Information Not Provided

For most purposes in this Plan, the family will be given two opportunities before being issued a notice of termination or denial for breach of a family obligation.

The notice may be rescinded if the family offers to cure and the family does not have a history of non-compliance.

Termination due to threatening, abusive or violent conduct towards SHA personnel

SHA may terminate assistance of a family in cases where a household member is engaged in or displays threatening, abusive or violent behavior toward SHA staff or a partnering authority personnel, as follows:

- “Abusive or violent behavior” includes verbal as well as physical abuse or violence.

Use of expletives that are generally considered profane, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate, may be cause for termination; or

- “Threatening” refers to oral or written threats, or physical gestures, that communicate intent to abuse or commit violence.

C. Terminations of Assistance for Criminal History [24 CFR 982.553(a)]

SHA shall terminate assistance for participants with the following history:

1. Eviction in last 3 years from federally assisted housing for illegal drug activity: SHA shall terminate assistance for participants who have been evicted from public or other federally assisted housing due to drug-related activity within the last three years. [24 982.553(a)]
 - a) Definition of drug-related criminal activity: Drug-related criminal activity means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.
 - b) Evidence of rehabilitation or permanent absence of criminal from household: SHA may, however, admit the household if it determines that:
 - iii. The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by SHA; or
 - iv. The circumstances leading to the eviction no longer exist (for example, the criminal household member has died or is imprisoned).
 - a) Evidence of rehabilitation: SHA's standards for evidence of rehabilitation under this section may take into consideration documented evidence of rehabilitation for drug-related offenses if the applicant can provide all of the following:
 - i. Evidence of completion of a recognized drug treatment program;
 - ii. Commitment of appropriate services by a recognized service provider; and
 - iii. No re-offense in the two-year period preceding the issuance interview.
2. Current use of illegal drugs: SHA shall terminate assistance to households if it determines that a household member is currently engaged in illegal drug use.
3. Methamphetamine production in federally assisted housing: SHA shall terminate assistance to a household if any household member has been convicted of the manufacture or production of methamphetamine on the premises of federally assisted housing.
4. Sex-offenders: SHA shall terminate assistance to a household if any household member is subject to a lifetime registration requirement under a State sex offender registration program. Because Washington State has no lifetime registration requirement, SHA will deny admission to any sex-offender for the duration of any Washington State sex-offender registration requirement.
5. Pattern of abuse of alcohol: SHA shall terminate assistance to a household if it has cause to believe that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.

Definitions

"Covered person," for purposes of 24 CFR 982 and this chapter, means a tenant, any member of the tenant's household, a guest or another person under the tenant's control.

"Drug" means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

"Drug-related criminal activity" means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

“*Guest*,” for purposes of this chapter and 24 CFR 5, subpart A and 24 CFR 982, means a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. The requirements of 24 CFR 982 apply to a guest as so defined.

“*Household*,” for the purposes of 24 CFR 982 and this chapter, means the family and PHA-approved live-in aide.

“*Other person under the tenant’s control*,” for the purposes of the definition of “covered person” and for 24 CFR 5 and 982 and for this chapter, means that the person, although not staying as a guest (as defined in this chapter) in the unit, is, or was at the time of the activity in question, on the premises because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for lawful commercial purposes is not under the tenant’s control.

“*Violent criminal activity*” means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

Criminal/Credit Checks

SHA may at any time obtain a criminal history and/or credit check for any member of a participant household for the purpose of determining whether a family meets SHA’s standards for continued participation in the program outlined in this chapter.

Standards for Violations

SHA will consider the use of a controlled substance or alcohol to be a pattern if there is more than one incident in a three-month period.

Engaged in or engaging in “violent criminal activity” means any act by an applicant, a participant, a household member, a guest, or other covered person, in the preceding five years, which involved criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage, regardless of whether the activity results in the arrest or conviction of the applicant, participant, or household member.

The existence of the above-referenced behavior by any household member, guest or covered person, may be grounds for denial or termination of assistance, regardless of the participant’s knowledge of the behavior.

In evaluating evidence of past and current behavior, SHA will give fair consideration to the seriousness of the activity with respect to how it would affect other residents, and/or the likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation.

Standards for Terminating Assistance for Illegal Use or Possession for Personal Use of Illegal Drugs

Assistance to a family may be terminated if any member of the family uses or possesses illegal drugs, provided that the use or possession occurred no more than one year prior to the date that the family is notified that assistance will be terminated.

Assistance may not be terminated if the family member can demonstrate that he or she:

1. Has an addiction to a controlled substance, has a record of such an impairment, or is regarded as having such an impairment; and

2. Is recovering, or has recovered, from such an addiction, and does not currently use or possess controlled substances.

A family member who has engaged in the illegal use of drugs may be required to submit evidence of participation in, or successful completion of, a treatment program as a condition to being allowed to reside in the unit.

D. Termination for Failure to Submit Consent Forms

SHA shall terminate the assistance for a family if any member of the family fails to sign and submit consent forms for obtaining information required by SHA. This denial is required pursuant to 24 CFR 982.552(b).

E. Termination for Non-Eligible Immigration Status [24 CFR 5.514, 5.516, 5.518]

SHA must terminate assistance when required to do so under the regulations establishing citizenship or eligible immigration status.

Applicant and participant families, in which all members are neither U.S. citizens nor eligible immigrants, are not eligible for assistance. The assistance of any such participant families shall be terminated. SHA shall, on request, provide such applicants or families a hearing.

Assistance may not be terminated while confirmation from the Department of Homeland Security of the participant family's eligible immigration status is pending.

False or Incomplete Information

SHA will verify eligible status, then continue, deny, terminate, or prorate assistance as appropriate.

SHA will deny or terminate assistance based upon the submission of false information or upon misrepresentation.

Procedure for Denial or Termination

If the family (or any member) claimed eligible immigrant status and the INS primary and secondary verifications failed to document the status, the family may make an appeal to the INS and request a hearing with SHA either after the INS appeal or in lieu of the INS appeal.

After SHA has made a determination of ineligibility, the family will be notified of the determination and the reasons and informed of the option for prorated assistance (if applicable).

F. Out of a Contracted Unit for More Than 60 Consecutive days

If the entire family is absent from a contracted unit for more than 60 consecutive days or if SHA otherwise determines that the unit has been vacated or abandoned, the unit will be considered to be vacated and the program participation will be terminated. (See Chapter 8, Total Tenant Payment and Family Share for further information on absences.)

G. \$50 or Less HAP for 180 days

SHA is required to terminate assistance for participants if 180 days have elapsed since SHA's last Housing Assistance Payment of more than \$50 was made. (See also Chapter 16, Contract Terminations.)

If the family is still in the unit after 180 days, the assistance will be terminated. If, within the 180-day period, an owner's rent increase or a decrease in the family's Total Tenant Payment causes the family to be eligible for a Housing Assistance Payment of greater than \$50, SHA will resume assistance payments for the family.

If the family chooses to move during the 180-day period, SHA will not issue a voucher to the household if the maximum HAP available for the family is \$0. In this case the family's program participation will end at the move out date of the previous unit. If the family's maximum HAP is greater than \$0 a voucher will be issued to the family. However, if the family chooses to move to a unit where the HAP for that unit is \$0, SHA will not enter a HAP contract for the new unit. In this case the family's program participation will end at the move out date of the previous unit.

H. Housing Assurance Option

SHA created the Housing Assurance Option to offer eligible participants who have recently ended their participation in the HCV program a fallback plan within 12 months of the end of their participation. Under this Option, former participants who are at risk of eviction or homelessness due to a change in their situation may reapply for housing.

The following criteria applies for determining eligibility for the Housing Assurance Option:

- Any request for a household to return under the option would have to include the original head of household.
- Single-person households must have an annual income greater than \$30,000 and multi-person households must have an annual income greater than \$40,000
- Households are subject to criminal screening criteria, credit report check and income eligibility review in accordance with the Housing Choice Voucher admission screening criteria, as stipulated in the Administrative Plan.
- Households must not owe debts to SHA or any other housing authorities
- Households' income must not exceed 50% of the Area Median Income (AMI)
- All other eligibility factors apply (see Chapter 2, Section A – Eligibility Factors)
- Re-admission under the option will be treated as a special program, and is not subject to the regular waitlist criterion

I. Procedures for Termination of Assistance [24 CFR, 982.555]

Housing Authority Discretion [24 CFR 982.552(c) (2)]

In deciding whether to deny or terminate assistance because of action or failure to act by members of the family, SHA has discretion to consider all of the circumstances in each case, including the seriousness of the case. SHA will use its discretion in reviewing the extent of participation or culpability of individual family members and the length of time since the violation occurred. SHA may also review the family's more recent history and record of compliance, and the effects that denial or termination of assistance may have on other family members who were not involved in the action or failure to act.

SHA may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in, or were culpable for the action or failure to act, will not reside in the unit. SHA may permit the other members of a family to continue in the program.

Notice

In any case where SHA decides to terminate assistance to the family, SHA must give the family written notice which states:

1. The reason(s) for the proposed termination;
2. The effective date of the proposed termination;
3. The family's right, if they disagree, to request a hearing to be held before assistance

- is terminated; and
4. The date by which a request for a hearing must be received by SHA.

SHA will simultaneously provide written notice of the contract termination to the owner so that it will coincide with the termination of assistance. The notice to the owner will not include any details regarding the reason for termination of assistance.

J. Required Evidence

If the family requests a hearing, SHA shall be required to establish, by a preponderance of the evidence, that a termination for criminal activity is justified. SHA may terminate assistance whether the household member has been arrested or convicted for such activity or not.

“Preponderance of evidence” is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

“Credible evidence” may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence can be considered credible evidence.

Other credible evidence includes documentation of drug raids or arrest warrants.

Confidentiality of Criminal Records

If SHA obtains criminal record information from a State or local agency showing that a household member has been convicted of a crime that may result in a denial of continued participation in the program, SHA will notify the household of the proposed action to be based on the information and will provide the subject of the record and the participant a copy of such information, and an opportunity to dispute the accuracy and relevance of the information. (24 CFR 5.903(f)).

As a condition of SHA’s agreement with the Seattle Police Department, SHA may not make or furnish copies of confidential police reports. SHA may show the participant SHA’s copy of the police report. Parties to the police report may obtain their own copies of the police report at their own expense at the local police department.

SHA will maintain the confidentiality of any criminal record received and take reasonable precautions to ensure that such records are not misused or improperly disseminated. Such records shall be destroyed when the purpose for which they were requested has been accomplished.

Misuse of the above information by any employee will be grounds for termination of employment.

Behavior Resulting From a Disability

If termination is based upon behavior resulting from a disability and SHA receives a request for a reasonable accommodation, SHA will delay a decision on the denial or termination pending a decision on the request for reasonable accommodation.

K. Option Not To Terminate for Misrepresentation [24 CFR 982.551, 982.552(c)]

If the family has misrepresented any facts that caused SHA to overpay assistance, SHA may terminate assistance or offer to continue assistance provided that the family executes a repayment agreement and makes payments in accordance with the agreement and/or reimburses SHA in full.

L. Misrepresentation in Collusion with Owner [24 CFR 982.551, 982.552 (c)]

If the family intentionally, willingly, and knowingly commits fraud or is involved in any other illegal scheme with the owner, SHA will deny or terminate assistance.

In making this determination, SHA will carefully consider the possibility of overt or implied intimidation of the family by the owner and the family's understanding of the events.

[24 CFR 982.54, 982.306, 982.453]

It is the policy of the SHA to recruit owners to participate in the Voucher program. Seattle Housing will provide owners with prompt and professional service in order to maintain an adequate supply of available housing. The regulations define when SHA must disallow an owner participation in the program, and they provide SHA discretion to disapprove or otherwise restrict the participation of owners in certain categories. This Chapter describes the criteria for disapproving an owner's participation in the Program.

For purposes of this section, "owner" includes a principal or other interested party.

A. Disapproval of Owner [24 CFR 982.306, 982.54(d) (8)]

An owner will not be approved if SHA is informed by HUD that:

1. The owner has been disbarred or suspended, or is subject to a limited denial of participation under 2 CFR 2424;
2. The federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending; or
3. A court or administrative agency has determined that the owner has violated the Fair Housing Act or other federal equal opportunity requirements.

An owner may be disapproved for any of the following reasons:

1. The owner has violated obligations under a Housing Assistance Payment Contract under Section 8 of the 1937 Act (42 U.S.C. 1437f), a lease with a tenant assisted by the program, or the HUD Tenancy Addendum;
2. The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
3. The owner has engaged in drug-related criminal activity or any violent criminal activity;
4. The owner has a history or practice of non-compliance with Housing Quality Standards for units leased under any federal housing program;
5. The owner has a history or practice of renting units that fail to meet state or local housing codes;
6. The owner has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that:
 1. Threatens the right to peaceful enjoyment of the premises by other residents;
 2. Threatens the health or safety of other residents, employees of SHA, or of owner employees or other persons engaged in management of the housing;
 3. Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises; or
 4. Is drug-related criminal activity or violent criminal activity.
7. The owner has failed to comply with regulations, the mortgage or note, or the regulatory agreement for projects with mortgages insured by HUD or loans made by HUD or with financing from other local or state governmental agencies;
8. The owner has engaged in actual physical abuse or has threatened abusive or violent behavior toward a resident, a member of the public, or SHA personnel. Note:
 - a) "Abusive or violent behavior" includes verbal as well as physical abuse or violence. Use of expletives that are generally considered insulting, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate, may be cause for disapproval of an owner; and

- b) "Threatening" refers to oral or written threats, or physical gestures, that communicate intent to abuse or commit violence.
9. The owner has not paid state or local real estate taxes, fines or assessments.

Renting from relatives

Unless the lease between the owner and the participant was effective prior to June 17, 1998, the owner may not be a parent, child, grandparent, grandchild, sister or brother of any participant. SHA may waive this restriction as a reasonable accommodation when a household member is a person with a disability.

Owners may not live in the same unit with assisted family members in a lease-shared housing arrangement unless specifically approved by HUD.

In cases where the owner and tenant bear the same last name, SHA may, at its discretion, require the participant and/or owner to state whether they are related to each other, and if so in what manner.

For purposes of this policy, "owner" includes a principal or other interested party.

B. Limitations on Owner's Participation and Termination [24 CFR 982.453]

If an owner is guilty of frequent or serious Housing Assistance Payment (HAP) Contract violations, including repeated failure to enforce lease agreements with assisted families, or has committed fraud, bribery or any other corrupt or criminal act, or has engaged in drug related criminal activity, the HAP contract with the owner may be terminated and the owner prohibited from future participation in the program for a period of time commensurate with the seriousness of the offense.

C. Change in Ownership

A change in ownership requires execution of a new HAP Contract. SHA and the new owner may, however, complete SHA's HAP Contract Addendum which will affirm the new owner's agreement with the HAP Contract(s) already in effect for the affected families, and the new owner's willingness to be bound by the terms of the existing HAP Contract.

SHA will process a change of ownership only upon the written request of the new owner and only if accompanied by a copy of the escrow statement or other document showing the transfer of title, recorded deed and the Employee Identification Number or Social Security Number of the new owner.

CHAPTER 19 - OWNER OR FAMILY DEBTS TO SHA/PAYMENT AGREEMENTS

[24 CFR 982.453 (b), 982.552] [24 CFR 792.103, 982.552 (c) (v-vii)]

This chapter describes SHA's policies for the recovery of funds which have been overpaid.

File Documentation

Before a debt is assessed against a participant or owner, SHA's claim that a debt is owed must be properly documented, which shall include a clear written explanation of the method used to calculate the debt. The debt file, with all supporting documentation, shall be made available to the owner or the participant who owes the debt.

Methods of Debt Collection

Every effort shall be made to collect all debts owed, which includes, but is not limited to:

1. Demands for lump sum payments;
2. Execution of a payment agreement;
3. Partial abatements when appropriate;
4. Reductions in HAP to owner;
5. Use of collection agencies; and
6. Securing judgments.

A. Payment Agreement for Participants [24 CFR 982.552 (c) (v-vii)]

A payment agreement is a written agreement entered into between SHA and a person who is indebted to SHA. It shall contain a promise to repay the debt, details regarding the nature of the debt, the terms of payment, any special provisions, and the remedies available to SHA in the event of a default by the debtor.

SHA May Decline to Enter Into a Payment Agreement

SHA, in its sole discretion, may enter into payment agreements with owners or participants. SHA will generally not enter into payment agreements when:

1. There is an existing payment agreement between SHA and the participant;
2. The participant has already had two payment agreements in the past (even if they are both paid in full);
2. SHA determines that the participant has committed or has attempted to commit program fraud; or
3. SHA determines that the amount owed is more than the participant can repay in a reasonable period of time.

Terms and Conditions of Payment Agreements

SHA shall prescribe the terms and conditions of any payment agreement.

Repayment Term

The payment agreement term shall range from 2 to 24 months, but shall in any event be the minimum time period in which the participant can be reasonably expected to repay the debt owed. Written requests to the HCV Administrator for a term longer than 24 months will be reviewed on a case-by-case basis.

Monthly Payments

The monthly payment shall be the greater of \$50 or the total amount due divided by the number of months in the term of the payment agreement, up to 24 months (1/12th of the total amount owing for a 12 month payment plan, 1/18th for an 18 month payment plan, etc.).

The HCV Administrator may approve a decrease or temporary (up to 6 months) deferral of the monthly payment for participants who experience a hardship (such as loss of income or a medical situation),

provided that the participant requests a hardship in a reasonable time, provides verification of the hardship, and has been in compliance with the terms of the agreement up until the hardship. The change in monthly payment shall be made an attachment to the payment agreement and shall be signed by the HCV Administrator and the participant(s). The term of the payment agreement shall be lengthened accordingly.

Execution

Payment agreements shall be executed by the head of household. The payment agreement shall be executed for SHA by the HCV Occupancy Manager or designee.

Methods of Payment

Payments shall be made by money order, personal check, or cashier's check.

Late Payments/Default/Termination of Assistance

Payments shall be delinquent if not received by SHA within five business days of the due date. Failure to make any payment before it is delinquent shall constitute a default under the payment agreement.

When a payment is delinquent the participant's assistance may be terminated and SHA may pursue any available remedy, including filing a civil action, to collect the balance owing.

Referrals

When fraud is involved, SHA may refer a participant's or owner's case to the HUD Inspector General, the U.S. Attorney, the County Prosecutor, or the City Attorney, in addition to pursuing any available civil remedy against the participant or owner.

Requests to Move

No move with continued assistance will be approved until the debt is paid in full or the family is current in their payment agreement, unless the move is the result of one of the following causes:

1. Family size exceeds the HQS maximum occupancy standards;
2. The HAP Contract is terminated due to owner non-compliance or opt-out;
3. A man-made or natural disaster;
4. The move is pursuant to a reasonable accommodation approved by SHA; or
5. The move is necessary as a result of domestic violence, with documentation of police reports and a court-ordered restraining order.

SHA may require that a payment agreement be current before issuing a voucher to move in these cases.

B. Owner Debts to SHA [24 CFR 982.453(b)]

If an owner has received Housing Assistance Payments or claim payments to which the owner is not entitled, SHA may recover such amounts from future Housing Assistance Payments or claim payments owed the owner.

If future housing assistance or claim payments are insufficient to recover the amounts owed in a reasonable time, SHA may:

- Demand that the owner pay the amount in full within 30 days;
- Enter into a payment agreement with the owner for the amount owed;
- Refer the debt to a collection agency;
- File a lawsuit to recover the debt; or
- Prohibit the owner's future participation in the program.

C. Writing off Debts

Debts that are uncollected after six years from the date the debt was due, or from the date of execution of a payment agreement, will be written off by the SHA Finance Department but shall still continue to be due and owing by the household. Debts that are reduced to judgment shall be written off by the SHA Finance Department when the judgment can no longer be collected legally but shall not be forgiveness of debt by SHA.

SHA shall keep a record of all debts owing for reference in reviewing applications for participation in the HCV program or other housing programs administered by SHA. If a family with an outstanding debt submits an application for an SHA program they will be required to repay the unpaid debt, regardless of the length of time the debt has been outstanding. Following notification of the debt, the applicant must repay the debt in full within 6 months of the date of notification or their application will be cancelled.

CHAPTER 20 - COMPLAINTS AND APPEALS

This Chapter describes the policies, procedures and standards to be applied when applicants, owners or participants disagree with an SHA decision.

A. Complaints

Processing Complaints

All complaints, other than HQS violation complaints, must be in writing. HQS complaints may be reported orally (by telephone or in person) or in writing.

SHA will respond to all properly documented complaints within 10 business days.

Complaints By or Concerning Participants

Complaints by or concerning program participants shall be referred to the Certification Specialist II. Any complaint not resolved by the Certification Specialist II shall be referred to the HCV Occupancy Manager, and if still unresolved to the HCV Administrator and then to the Director of Rental Assistance Programs.

Complaints By or Concerning Applicants

Complaints by or concerning applicants shall be referred to the HCV Issuance Manager. Any complaint not resolved by the HCV Issuance Manager shall be referred to the HCV Administrator and then to the Director of Rental Assistance Programs.

B. Informal Reviews for Denials of Admission to Program [24 CFR 982.54(d) (12), 982.554]

An informal review is a review of an applicant's file and circumstances by an SHA staff person who has not had any previous material involvement with the applicant, to determine whether SHA's policies and procedures have been applied correctly in denying the application.

When Informal Reviews are required

An applicant whose application is denied shall be provided an opportunity for an informal review of SHA's decision.

Exception: An applicant whose application is denied for reasons of citizenship or eligible immigrant status shall be provided an "informal hearing" (see procedures below).

When Informal Reviews are not required

Informal reviews are not required for the following:

1. Discretionary administrative determinations such as what constitutes a complete application, how and when applications will be assigned for review, and what resources will be devoted to the review of a particular application or applications in general;
2. General policy issues or class grievances such as local preferences and income eligibility;
3. The determination of the family unit size under SHA subsidy standards;
4. A refusal to extend or suspend a voucher;
5. A determination not to approve tenancy for a specific unit;
6. A determination that a unit selected by an applicant is not in compliance with HQS because of characteristics of the unit; or
7. A determination that a unit is not in accordance with HQS due to family size or composition.

Notice of Denial/Procedure for Requesting Informal Review

When SHA determines that an applicant is ineligible, the applicant must be notified of the decision in writing.

The notice must state:

1. The reason(s) for ineligibility;
2. A statement that the applicant may request an informal review if they disagree with the decision;
3. The procedure for requesting a review if the applicant does not agree with the decision; and
4. The deadline for requesting a review.

If SHA obtains criminal record information from a State or local agency showing that a household member has been convicted of a crime relevant to applicant screening, SHA will notify the household of the proposed action to be based on the information and will provide the subject of the record and the applicant a copy of such information, and an opportunity to dispute the accuracy and relevance of the information. This opportunity will be provided before a denial of admission on the basis of such information (24 CFR 5.903(f)).

Procedure for Informal Review

A request for an informal review must be submitted in writing to SHA by 5:00 p.m., no later than 10 business days from the date of SHA's denial notice. An informal review will be scheduled within 10 business days from the date the hearing request is received.

The review may be conducted by a supervisory level staff person who was not involved in the decision under review, and who is not subordinate to the person who made the decision.

The applicant will be given the opportunity to present oral or written objections to the decision. Both SHA and the applicant may present evidence and witnesses. The applicant may, at the applicant's own expense, be represented by an attorney or other representative.

The applicant may be present at the review to provide information, but the applicant's presence is not required.

The review may be conducted as a conference call at the discretion of SHA.

The decision of the review officer shall be provided to the applicant in writing within 10 business days after the date of the review, and shall include an explanation of the reasons for the decision. All review requests, supporting documentation, and a copy of the final decision shall be retained in the applicant's file.

C. Informal Hearing Procedures for Participants [24 CFR 982.555(a-f), 982.54(d) (13)]

When Hearings for Participants are required

SHA must give a participant family an opportunity for an informal hearing to consider whether the following PHA decisions, relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations and SHA policies:

1. The determination of the participant's annual or adjusted income and the computation of the Housing Assistance Payment;
2. The determination of the appropriate utility estimate (if any) for tenant-paid utilities, from the SHA utility estimate schedule;
3. The determination of family unit size under SHA's subsidy standards;
4. A decision to terminate a participant's enrollment in JobLink, withhold supportive services, or propose forfeiture of the participant's escrow account;
5. A decision to terminate assistance for a participant family because of the family's action or failure to act (see 24 CFR 982.552); and
6. A decision to terminate assistance because the participant family has been absent from the

assisted unit for longer than the maximum period permitted under SHA policy and HUD rules.

An opportunity for an informal hearing must always be provided before terminating assistance.

Notice to Participants of SHA Decisions

Participants shall be notified in writing of decisions regarding the amount of their assistance or their eligibility for continued participation in the program. Participants will be given prompt notice of such decisions, which shall include:

1. The proposed action or decision;
2. The date the proposed action or decision will take place;
3. The participant's right to an explanation of the basis for the decision;
4. The procedures for requesting a hearing if the participant disputes the action or decision;
5. The deadline for requesting the hearing; and
6. The name or title of the person to whom the hearing request should be addressed.

When continued participation in the program is denied because of criminal activity described in a criminal record, SHA will, on request, provide the participant and the person who is the subject of the record a copy of the criminal record upon which the denial decision is based.

If SHA obtains criminal record information from a State or local agency showing that a household member has been convicted of a crime that may result in a denial of continued participation in the program, SHA will notify the household of the proposed action to be based on the information and will provide the subject of the record and the participant a copy of such information, and an opportunity to dispute the accuracy and relevance of the information. (24 CFR 5.903(f))

A copy of SHA's hearing procedures shall be provided if requested by the family.

Notification of Hearing

When a request for an informal hearing is received, a hearing shall be scheduled within 30 days from the date the request is received by SHA. The hearing notification shall state:

1. The date and time of the hearing;
2. The place where the hearing will be held;
3. That the participant has a right to present evidence and witnesses, bring translators, and be represented by legal or other representatives at the participant's expense;
4. That the participant has the right to view any available documents or evidence upon which SHA based the proposed action and, at the family's expense, obtain a copy of such documents prior to the hearing. Requests for such documents or evidence must be received no later than three business days before the hearing date. If the family requests copies of documents relevant to the hearing, SHA will make the copies for the family and assess a charge of 15 cents per copy. In no case will the family be allowed to remove the file from SHA's office; and
5. That SHA shall have the opportunity to examine, at its offices, before the hearing, any of the participant's documents that are relevant to the hearing, and must be allowed to copy any such document at its expense. Any documents not provided to SHA may not be used in the hearing.

D. Conduct of Hearings Not Involving a Voucher Termination

Participant Rights

Participants have the right to:

1. Present written or oral objections to SHA's determination;
2. Examine the documents that are the basis for SHA's action, and all documents submitted to the Hearing Officer;
3. Present any information or witnesses on any pertinent issues;
4. Request that SHA staff be available or present at the hearing to answer questions pertinent to

- the case; and
5. Be represented, at their own expense, by legal counsel or other designated advocate or representative.

SHA Rights

In addition to other rights contained in this Chapter, SHA has a right to:

1. Present evidence and information on any pertinent issue;
2. Three days' advance notice of the participant's intent to be represented by legal counsel or other advocate or representative;
3. Examine and copy any documents presented at the hearing;
4. Be represented by counsel; and
5. Have staff persons and other witnesses familiar with the case present.

Conduct of the Hearing

The informal hearing shall be conducted by a Hearing Officer appointed by SHA who is neither the person who made or approved the decision, nor a subordinate of that person.

Only the issues subject to appeal and raised by the participant in their notice of appeal shall be addressed at the hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence in judicial proceedings.

No documents may be presented at the hearing which have not been provided to the other party if requested before the hearing. "Documents" include all written records.

If the participant desires an audio recording of the hearing, the recording must be requested at least one business day prior to the hearing date.

The Hearing Officer may ask the family for additional information and/or may adjourn the hearing as needed. If the family requests a reasonable accommodation during the hearing, the Hearing Officer will make a decision to approve or deny the request based on the criteria in the Reasonable Accommodations Policy section of this Plan. In the case of domestic violence, the hearing may be postponed pending further investigation.

If the family fails to appear at the hearing, or fails to meet a deadline imposed by the Hearing Officer, the decision of SHA shall become final and take effect immediately. No new hearing will be granted unless the applicant is able to demonstrate to SHA, by clear and compelling evidence, that their failure to appear or meet the deadline was caused by circumstances beyond their control.

Standard of Review

The Hearing Officer will determine whether SHA's action or decision is consistent with HUD regulations and this Administrative Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

Decision

The Hearing Officer will issue a written decision within 10 business days after the date the hearing is closed.

The decision shall include:

1. A clear statement of the Hearing Officer's findings, conclusion and decision;
2. A clear summary of the decision and explanation of the reasons;
3. If the decision involves money owed, a clear statement of the amount owed, and documentation of the calculation of the amount owed; and

4. The date the decision is effective.

D. Informal Voucher Termination Hearing Procedures

Participant Rights

SHA shall afford, at a minimum, the following procedural safeguards to any Housing Choice Voucher participant facing termination:

1. At least 30 day's notice of the grounds for termination;
2. An opportunity to appear in person and present objections orally;
3. An opportunity to present any information or witnesses on any pertinent issues;
4. An opportunity to confront and cross-examine adverse witnesses;
5. An opportunity to have counsel (at the participant's expenses);
6. A competent and impartial decision-maker;
7. Determination of relevant facts by a preponderance of the evidence;
8. A decision based solely on the evidence and arguments presented at the hearing;
9. A written decision that explains the legal reasoning and factual basis for the decision;
10. A record made of the hearing.

SHA Rights

In addition to other rights contained in this Chapter, SHA has a right to:

1. Present evidence and information on any pertinent issue;
2. Three days' advance notice of the participant's intent to be represented by legal counsel or other advocate or representative;
3. Examine and copy any documents presented at the hearing;
4. Be represented by counsel; and
5. Have witnesses testify on any issue and have staff persons and other witnesses familiar with the case present.

Conduct of the Hearing

The informal hearing shall be conducted by a Hearing Officer appointed by SHA who is neither the person who made or approved the decision, nor a subordinate of that person, and who has the qualifications described in Section "H" below.

Only the issues subject to appeal and raised by the participant in their notice of appeal shall be addressed at the hearing. A participant family may present any relevant legal argument arising from any valid source of law at information hearings, and hearing officers shall consider such arguments to the extent that they are relevant and germane to the case. An argument is relevant if the manner in which the contention is resolved could affect the outcome of the hearing. Relevance shall be determined by the Hearing Officer based on the specific facts and circumstances of each particular case. No legal theories or authorities shall be precluded from consideration at informal hearings or otherwise excluded on a categorical or near-categorical basis.

Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence in judicial proceedings; provided Hearing Officers may exclude evidence that is irrelevant, immaterial, or unduly repetitious, and; provided further that Hearing Officers shall consider evidentiary principles, including, but not limited to:

1. That the information offered is not relevant to the proceeding; "relevant" means having a tendency to prove that any fact of consequence to the outcome of the hearing more likely or less likely than without the information;
2. That the information offered presents a danger of unfair prejudice, confusion of the issues, undue delay, or other delay, or other deleterious effects that substantially outweighs the probative value of the information;
3. That the information is offered in violation of some public policy, such as evidence unlawfully

obtained in violation of a family's legal or constitutional rights, or evidence obtained in the course of settlement negotiations, or evidence of a person's character offered to prove action in conformity therewith on a specific occasion; or

4. That the information lacks competence or is not based on personal knowledge.

No documents may be presented at the hearing which has not been provided to the other party if requested before the hearing. "Documents" include all written records.

SHA shall record all informal hearings by electronic means. If a participant objects to the recording of his or her informal hearing, the hearing officer will not make an official recording, but may make a personal recording for his or her own use.

If a party seeks to record any informal hearing by means other than audio recording, such as by stenographic transcription or by audio/video recording, the hearing officer shall permit such alternative recording at the requesting party's expense, unless good cause exists to disallow the method of recording, in which case the hearing officer should state the reasons for denial on the record or in the written decision.

SHA shall provide a copy of a hearing recording to the family or its representative on request, provided that the family or its representative shall pay reasonable reproduction costs prior to receiving the recordings.

The Hearing Officer may ask the family for additional information and/or may adjourn the hearing as needed.

Hearing Officers shall not impose arbitrary limits on the length of time that a hearing may last, or the amount of time specific portion of the hearing may consume, or impose unreasonable limits on the number of witnesses that may be called or the number of exhibits that may be presented. Hearing Officers may impose such limits but only as warranted for cause in their discretion, in which case the Hearing Officer should state the reasons for imposing the limits on the record or in the written decision.

If the family fails to appear at the hearing, or fails to meet a deadline imposed by the Hearing Officer, the decision of SHA shall become final and take effect immediately. No new hearing will be granted unless the applicant is able to demonstrate to SHA, by clear and compelling evidence, that their failure to appear or meet the deadline was caused by circumstances beyond their control.

Standard of Review

Hearing Officers presiding over SHA informal hearings shall consider all relevant facts and conform their rulings to all relevant legal authority, including, but not limited to:

1. The United States Constitution and U.S. Code;
2. All relevant federal regulations, particularly those codified at 24 CFR Part 982.1 et seq. (concerning the tenant based Housing Choice Voucher Program);
3. Other HUD policies, as applicable; see 24 CFR 982.52 (a);
4. Internal SHA policies, in particular the Section 8 Administrative Plan;
5. All applicable State law, including Washington statutes and regulations and the common law of Washington State as reflected by judicial decisions;
6. All relevant charter provisions, ordinances, and other laws governing the City of Seattle, including the Seattle Municipal Code.

Hearing Officers presiding over SHA informal hearings shall adjudicate all material factual issues raised at an informal hearing. A factual issue is "material" if the adjudication of the fact tends to affect the outcome of the hearing.

In adjudicating factual issues at informal hearings, the burden of production and persuasion with respect to any fact shall be on the party asserting the fact.

Decision

The Hearing Officer will issue a written decision within 10 business days after the date the hearing is closed.

The decision shall include:

1. The names of all persons present at the hearing, and identification of their roles (whether as the hearing officer, a representative for SHA, a member of the family, a witness, interpreter, or other);
2. The date and location of the hearing (and if the hearing occurred over multiple days, the date the hearing began and the date it ended);
3. A summary of the factual allegations and the SHA action or decision under review;
4. A summary of any evidence and arguments presented by the parties;
5. A statement of the facts upon which the decision is based;
6. A clear statement of the conclusion of law and any other relief ordered; and
7. If the decision is to uphold termination, notice of the availability of judicial review. Such notice shall also indicate: that time limitations for seeking judicial review may apply, that participants who seek judicial review must do so at their own expense, that neither the hearing officer nor SHA can offer legal advice, and that participants who cannot afford an attorney may seek information and referral to a legal services provider by dialing 211 or, if using a payphone, by dialing 1-877-211-WASH (9274).

E. Decisions Not Binding on SHA

SHA shall not be bound by any decision that:

1. Concerns matters for which no opportunity for a hearing is provided;
2. Conflicts with or contradicts HUD regulations or requirements;
3. Conflicts with or contradicts federal, state or local laws;
4. Exceeds the authority of the Hearing Officer; or
5. Involves issues not raised in the participant's appeal notice.

If SHA determines that it is not bound by the Hearing Officer's decision it shall, within 10 days of the date of the Hearing Officer's decision, so advise the participant in writing, which shall include the reasons for SHA's determination that it will not be bound by the decision.

F. Records

All non-termination hearing requests, supporting documentation, and a copy of the final decision shall be retained in the participant's file.

All voucher termination hearing requests, supporting documentation and a copy of the non-redacted final decision shall be retained in the participant's file.

SHA shall safely keep and maintain the electronic recordings of all informal hearings involving voucher terminations as a public record on file for no fewer than thirty-seven (37) months after the decision date; if a family's Housing Choice Voucher program participation is terminated pursuant to an informal hearing decision, SHA shall keep the hearing recording for at least thirty-seven (37) months from the date of the last Housing Assistance Payment made on behalf of the family. SHA shall also keep, for the same duration as the hearing recording, copies of all exhibits and all other tangible materials presented to the Hearing Officer, whether or not admitted into evidence.

G. Hearing Officer Selection

Persons having no other affiliation with Seattle Housing Authority (SHA) (i.e., other than as Hearing Officers) shall serve as Hearing Officers in termination of Section 8 Housing Choice Voucher informal hearings; provided that, the PHA reserves the right to establish an in house Hearing Officer position, and; provided further, that such an in house Hearing Officer shall meet the Hearing Officer qualifications, will be selected, and will be subject to performance reviews.

SHA will maintain a roster of persons approved to serve as Hearing Officers. To the extent possible, the roster shall contain at least three (3) approved Hearing Officers at all times. SHA will assign Hearing Officers from the roster to specific cases through a blind rotating basis; exceptions will be made only for good cause, which shall include, but not limited to, scheduling difficulties and ethical conflicts. On written agreement of the parties, a person (or persons) not listed on SHA's roster of Hearing Officers may serve as the Hearing Officer for a particular case.

SHA shall solicit applications (through paid advertising) when the number of active hearing officers on SHA's roster falls below three (3).

Consistent with SHA hiring policies, SHA will advertise for Hearing Officer(s) periodically, in order to maintain a minimum of three (3) Hearing Officers on a roster to serve as Hearing Officers for informal hearings.

Whenever additional Hearing Officers are to be added to the roster, SHA will form a selection panel, composed of five members. The panel shall include housing authority officials and staff and non-housing authority personnel who have Section 8 expertise, legal training and/or experience in mediation/arbitration. One panel member shall be appointed by the Seattle Tenant's Union and one panel member shall be appointed by the King County Bar Association Housing Justice Project's Sponsor Group, provided that no one from the following organizations shall be selected to serve on the panel: The Northwest Justice Project, the Legal Action Center, Columbia Legal Services, or any other organization whose members or staff regularly represent Housing Choice Voucher participants in SHA informal hearings.

The panel will review Hearing Officer Applicant resumes, conduct in-person interviews and recommend candidates to the SHA hiring official or officials for selection.

SHA will advertise a rate of compensation for Hearing Officers reasonably calculated to attract qualified applicants to apply for the position. All advertisements shall be posted to the websites of the Seattle Housing Authority, the Washington State Bar Association, the King County Bar Association, and the Advocate Resources Center.

Advertisements for SHA Hearing Officers will indicated that qualified applicants must have legal training and experience defined as:

1. A Juris Doctorate from an accredited law school; and
2. At least three years relevant experience as an attorney, law clerk, judge, arbitrator, administrative law judge, or other legal professional.

H. Hearing Officer Evaluation

Consistent with SHA's Human Resource policies, each Hearing Officer will be subject to an annual performance evaluation.

To facilitate such reviews, SHA shall, at the conclusion of each informal hearing, distribute “Informal Hearing Evaluation Forms” to all persons in attendance; the form shall ask:

1. Whether the Hearing Officer was courteous and respectful;
2. Whether the Hearing Officer allowed the participant a fair opportunity to present his or her evidence and arguments;
3. Whether the Hearing Officer was neutral and impartial; and
4. Any other questions, as determined by SHA.

The Informal Hearing Evaluation form shall ask respondents to identify themselves as participants, advocates, witnesses, SHA staff, etc., but shall not ask persons to identify themselves by name, office or other identifying characteristics. The Informal Hearing Evaluation form shall contain information encouraging recipients to complete and deliver the form to SHA by mail, fax, email, or hand delivery and contain instruction on how to do so.

SHA may share information collected in the Informal Hearing Evaluation Form with Hearing Officers for the purpose of assisting Hearing Officers in evaluating and improving their performance.

Prior to each Hearing Officer’s annual review, SHA will send to any attorneys and other advocates who appeared before the Hearing Officer a “Hearing Officer Evaluation Form,” which shall ask to evaluate the performance of SHA Hearing Officers in the following areas:

1. Professionalism/Demeanor/Conduct of the proceedings;
2. Skill at evaluating evidence and determining facts;
3. The soundness of legal rulings;
4. Fairness and objectivity;
5. Quality of analysis and clarity of written opinions; and
6. Any other criteria, as determined by SHA.

The Hearing Officer Evaluation Form may ask respondents to identify themselves as attorneys or other types of advocates, but shall not ask person to identify themselves by name, office, or other identifying characteristics. The Hearing Officer Evaluation Form shall contain information encouraging recipients to complete and deliver the form to SHA by mail, fax, email, or hand delivery and contain instructions on how to do so.

I. Hearing Officer Training

SHA shall establish a “Hearing Officer Training Program.” All persons admitted to SHA’s roster of Hearing Officers shall complete the Hearing Officer Training Program within three (3) months of admission to the roster.

The Hearing Officer Training Program shall consist of at least six hours of instruction on the Section 8 Housing Choice Voucher Program and SHA’s Section 8 Administrative Plan.

SHA shall create a training manual for Hearing Officers; SHA shall post an electronic copy of the manual on its website and shall distribute one copy, either in paper or electronic form, to each Hearing Officer.

J. Hearing and Appeal Provisions for “Restrictions on Assistance to Non-Citizens” [24 CFR Part 5, Subpart E]

If there is an INS appeal, assistance to an applicant or participant may not be delayed, denied or terminated on the basis of the applicant’s or participant’s immigration status prior to receipt of the decision on the INS appeal.

Assistance to a family may not be terminated or denied while an SHA hearing is pending.

INS Determination of Ineligibility

If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, the participant or applicant will be notified within 10 days of the right to appeal to the INS. Such an appeal must be filed within 30 days. The applicant or participant may also request an informal hearing with SHA.

If the applicant or participant appeals to the INS, he or she must provide a copy of the appeal and proof of mailing to SHA or SHA may proceed to deny the application or terminate assistance.

The time period for requesting an appeal may be extended for good cause.

Hearing Request

The request for an SHA hearing must be made within 14 calendar days of receipt of the notice of the right to appeal to the INS or request an informal SHA hearing.

Hearing Process

After receipt of a request for an informal hearing, SHA shall schedule and conduct the hearing in accordance with the procedures described in Section "C" above.

Ineligibility Determinations

If the Hearing Officer determines that the applicant or participant is not eligible, and there are no other eligible family members, SHA may:

1. Defer termination if the participant qualifies for deferral; or
2. Terminate the participant if they do not qualify for deferral.

If there are eligible members in the family, SHA will offer to pro-rate assistance or give the family the option to remove the ineligible members.

Other Complaints Related to Citizenship/Immigration Status

If any family member fails to provide documentation or certification as required by the regulations, that member shall be considered ineligible. If all family members fail to provide the required documentation, the family will be denied assistance or terminated for failure to provide the required information.

Participants terminated after a temporary deferral may not request a hearing.

Participants whose assistance is pro-rated (either because some members are ineligible or because of the failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing regarding tenant rent and Total Tenant Payment determinations.

Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same manner as terminations for any other fraud.

CHAPTER 21 - SPECIAL HOUSING TYPES

[24 CFR 982.601]

SHA will subsidize the following special housing types:

1. Single room occupancy housing;
2. Congregate housing; and
3. Lease shared housing.

A. Single Room Occupancy [24 CFR 982.602, 603, 604]

A single person may reside in a Single Room Occupancy (SRO) housing unit and receive assistance under the Housing Choice Voucher Program. SHA will use a separate lease and Housing Assistance Payment Contract for each assisted person residing in an SRO unit under the tenant-based Housing Choice Voucher Program. [24 CFR 982.603]

The payment standard for participants residing in an SRO unit who have a tenant-based Housing Choice Voucher is 75 percent of SHA's zero-bedroom (studio) payment standard.

The payment standard for SRO project-based units is described in Chapter 5.

Utility Estimate

The utility estimate for an assisted person residing in an SRO unit is the same as a studio unit.

Housing Quality Standards

SHA will ensure that all SRO units approved for the program are in compliance with all of the Housing Quality Standards for SROs as regulated in 24 CFR 982.605.

B. Congregate Housing [24 CFR 982.606, 607]

An elderly person or a person with disabilities may reside in a congregate housing unit and be assisted under the Housing Choice Voucher Program.

SHA shall require a separate lease and HAP Contract for each assisted participant in a congregate care unit.

The payment standard for a family that resides in a congregate housing unit is the zero-bedroom (studio) payment standard on SHA's payment standard schedule.

Exception: If there are two or more rooms in the unit (not including kitchen or sanitary facilities), the payment standard for a family that resides in a congregate housing unit is the one- bedroom payment standard amount.

C. Housing Quality Standards

SHA will ensure that all congregate housing units approved for the program are in compliance with all of the Housing Quality Standards for congregate housing as regulated in 24 CFR 982.609.

D. Leased Shared Housing [24 CFR 982.615, 982.616]

Occupancy

An assisted family may reside in shared housing, along with other persons who are assisted or not assisted.

SHA may approve a live-in aide to reside with a family in order to care for a person with a disability, according to the guidelines for approving a live-in aide described in Chapter 1. An approved live-in aide will be counted in determining family size and the number of bedrooms to be subsidized.

The owner of a shared housing unit may reside in the unit; however, housing assistance may not be paid on behalf of an owner.

SHA will not approve assistance for a person or family that is related by blood or marriage to a resident owner.

There will be a separate Housing Assistance Payment Contract and lease for each SHA assisted family residing in a shared housing unit.

Rent and HAP Contract

The rent to owner for the family may not exceed the pro-rata portion of the reasonable rent for the shared housing dwelling unit. The term “pro-rata portion” means the ratio derived by dividing the number of bedrooms in the private space available for occupancy by a family by the total number of bedrooms in the unit. For example, for a family entitled to occupy three bedrooms in a five-bedroom unit, the family’s pro-rata portion would be $3/5^{\text{th}}$ of the rent for the unit.

The reasonable rent must be in accordance with the guidelines established in Chapter 13, Owner Rents, Rent Reasonableness, and Payment Standards.

Maximum Subsidy

For a family that resides in a shared housing unit, the payment standard is 80% of the payment standard for a unit of the same bedroom size.

Utility Estimate

The utility estimate for an assisted family living in shared housing is the pro-rata portion of the utility estimate for the shared housing unit.

Housing Quality Standards

SHA will ensure that all shared housing units approved for the program are in compliance with all of the Housing Quality Standards for shared housing as regulated in 24 CFR 982.618.

This Chapter outlines SHA's policies for the prevention, detection and investigation of program abuse and fraud.

“Fraud and abuse” means a single act or pattern of actions that constitutes a false statement, omission, or concealment of a substantive fact, made with intent to deceive or mislead and that results in payment of Housing Choice Voucher (HCV) funds in violation of HCV program requirements.

A. Criteria for Investigation of Suspected Abuse and Fraud

SHA expects participating families to comply with HUD requirements, voucher provisions, and program rules. SHA staff will make every effort to orient and educate all participants to avoid any non-compliance. SHA acknowledges, however, the possibility of both inadvertent and deliberate non-compliance, and acknowledges its responsibility to HUD, the Seattle community, and to eligible families in need of housing assistance, to investigate incidents of non-compliance.

SHA will initiate an investigation in any of the following circumstances:

1. Referrals, complaints, or tips: SHA will investigate allegations received from any source including other agencies, companies or individuals of participant non-compliance or violation of family obligations or program rules;
2. Internal file review: An investigation will be conducted if SHA staff discovers (as a function of a certification or recertification, an interim redetermination, or a quality control review) information or facts that conflict with previous file data, SHA’s knowledge of the family, or is inconsistent with statements made by the participant; and
3. Verification of documentation: An investigation will be made whenever SHA receives independent verification or documentation that conflicts with information or representations in the family’s file (such as public record information or credit bureau reports, or reports from other agencies).
4. Inspection identifies possible discrepancies or suspicious circumstances: SHA will investigate when an HQS inspector identifies circumstances that appear to not match the information on record for a family; for example a household member may be working but not reported, more people living in the unit than authorized, or less people living in the unit than authorized.

B. Steps SHA Will Take to Prevent Program Abuse and Fraud

SHA management and staff will undertake to prevent program abuse, non-compliance, and willful violations of program rules by applicants and participating families by emphasizing education as the primary means to obtain compliance by families.

Orientation/Briefing Session

Mandatory orientation sessions will be conducted by SHA staff for all prospective program participants, upon issuance of a voucher, which discuss the requirements of the program in detail. At the conclusion of the voucher issuance orientation, the family representative shall be required to sign a form to confirm that all rules and pertinent regulations have been explained.

C. Steps SHA Will Take to Detect Program Abuse and Fraud

SHA staff will maintain a high level of awareness of possible abuse and fraud by participants.

1. Quality control file reviews: Prior to initial certification, and at the completion of all subsequent

re-certifications, a minimum of 10 percent of files will be reviewed. Such reviews shall include, but are not limited to:

- a) Assuring the verification of all income and deductions is present;
 - b) Noting any changes in reported Social Security Numbers or dates of birth;
 - c) Verifying the authenticity of file documents;
 - d) Examining the ratio between reported income and expenditures;
 - e) Reviewing signatures for consistency with previously signed file documents; and
 - f) Determining that all forms are completed and correctly dated and signed.
2. Observation: SHA management and occupancy staff (including housing inspectors) will maintain high awareness of circumstances which may indicate program abuse or fraud, such as unauthorized persons residing in the household and unreported income. Any relevant observations shall be documented in the participant's file;
 3. Public records: Public records and publicly available information may be reviewed by management and staff;
 4. State wage data record keepers: Inquiries to state wage and employment record keeping agencies as authorized under Public Law 100-628, the Stewart B. McKinley Homeless Assistance Amendments Act of 1988, will be made as needed in order to detect unreported wages or unemployment compensation benefits;
 5. Criminal background inquiries; and
 6. Credit bureau inquiries: Credit bureau inquiries may be made (with authorization by the participant when required) in the following circumstances:
 - a) At the time of initial eligibility determination;
 - b) When SHA receives an allegation of unreported income; or
 - c) When a participant's expenditures or assets noticeably exceed his/her reported income.

SHA'S Handling of Allegations of Fraud and Program Abuse

SHA staff will encourage participants, owners and community members to report suspected fraud and program abuse to the Certification Specialists. All such referrals, as well as referrals from other agencies, will be thoroughly documented and placed in the participant's file. All allegations, complaints and tips will be carefully evaluated to determine if they warrant further investigation.

The Certification Specialists will investigate allegations that contain one or more independently verifiable facts, but will not investigate allegations that are vague or non-specific.

File Review

An internal file review will be conducted to determine if the subject of the allegation is an SHA applicant or participant and, if so, to determine whether the information reported has been previously disclosed.

If SHA staff conclude after reviewing the file that there are facts contained in the allegation that conflict with file data, and the facts are independently verifiable, the HCV Occupancy Manager or his/her designee will initiate an investigation to determine if the allegation is true or false. The Occupancy Manager's investigation shall be concluded within 30 days of the conclusion of the internal file review. If additional verifications are necessary to substantiate or invalidate an allegation, a referral may be made by the Manager to SHA's Fraud Investigator.

Investigation of Allegations of Abuse and Fraud

If SHA determines that an allegation or referral warrants investigation, either the staff person who is responsible for the file or a person designated by the HCV Occupancy Manager shall conduct the investigation. The steps taken will depend upon the nature of the allegation and may include, but not be limited to, the items listed below. In all cases, written authorization from the program participant shall be received as needed for the release of information.

Credit Bureau Inquiries (CBI)

In cases involving possible unreported income sources, a CBI inquiry may be made to determine if there is financial activity that conflicts with the reported income of the family.

Verification of Credit

In cases where the financial activity conflicts with file data, SHA will obtain a credit check or Employment Security report in order to determine the unreported income source.

Employers and Ex-Employers

Employers or ex-employers may be contacted to verify wages which may have been previously undisclosed or misreported.

Neighbors/Witnesses

Neighbors and/or other witnesses may be interviewed who are believed to have direct or indirect knowledge of facts pertaining to SHA's review; while maintaining confidentiality of our participants.

Other Agencies

Investigators, case workers or representatives of other benefit agencies may be contacted.

Public Records

If relevant, the review of any public court records. Examples of public records which may be reviewed include: real estate, marriage, divorce, uniform commercial code financing statements, voter registration, judgments, court or police records, state wage records, utility records, and postal records.

Interviews with Heads of Household or Family Members

The investigator may discuss the allegation (or details thereof) with the head of household or family member.

Internal Revenue Service (IRS) Inquiries

Authorization forms will be signed to allow SHA to verify all income reported to the IRS, including verification of non-filing.

Placement of Documents, Evidence and Statements Obtained by SHA

Documents and other evidence obtained by SHA during the course of an investigation shall be kept in a participant's file following completion of an investigation.

Conclusion of SHA's Investigative Review

At the conclusion of the investigation, the HCV Occupancy Manager shall report the findings to the HCV Administrator or designee who shall determine whether a violation has occurred, a violation has not occurred, or if the facts are inconclusive.

Evaluation of the Findings

If it is determined that a program violation has occurred, the HCV Administrator in consultation with the HCV Occupancy Manager will determine:

1. The type of violation (procedural, non-compliance, fraud);
2. Whether the violation was intentional or unintentional;
3. What amount of money (if any) is owed by the family; and
4. If the family is eligible for continued assistance.

Action Procedures for Violations Which Have Been Documented

When a program violation has been documented, the HCV Administrator will propose an appropriate remedy based upon the type and severity of the violation, in the following manner:

1. Procedural non-compliance: This category applies when the participant fails to observe a

procedure or requirement of SHA, but does not misrepresent a material fact, and there is no retroactive assistance payments owed by the family. Examples of non-compliance violations include failure to appear at a pre-scheduled appointment, including inspections, and failure to return a verification or required document in a time period specified by SHA. In such cases a notice will be sent to the family which contains the following:

- a) A description of the non-compliance and the procedure, policy or obligation which was violated;
 - b) The date by which the violation must be corrected, or the procedure complied with;
 - c) The action which will be taken by SHA if the procedure or obligation is not complied with by the date specified by SHA; and
 - d) The consequences of repeated (similar) violations.
2. Procedural non-compliance – overpaid assistance: When the family owes money to SHA for failure to report, or delayed reporting of, changes in income or assets, or change in household composition SHA will issue a termination notice if the amount is over \$10,000, if there is a history of such violations, or, when the amount is less than \$10,000 if the participant refuses enter into a payment agreement and/or make payments on a signed payment agreement. This notice will contain the following:
- a) A description of the violation and the date(s);
 - b) An explanation of the amounts owed to SHA;
 - c) The right to contest the overpayment and to request an informal hearing, with instructions on how to request such a hearing;
 - d) A statement that any hearing request must be made within 10 business days from the date of the notice;
 - e) The option to set up a repayment plan in lieu of an informal hearing if such a plan is offered by the Occupancy Manager;
 - f) A statement that if the participant fails to request an informal hearing or make repayment arrangements, SHA will terminate assistance; and
 - g) A statement that if the participant is offered a repayment agreement, the participant must meet in person with SHA staff to discuss how the overpayment was calculated and the terms of the repayment agreement. Staff will emphasize in that meeting that any missed payment will result in termination with no further recourse. If the participant requests an informal hearing at the meeting, one will be scheduled using the procedures outlined in Chapter 20.
3. Intentional misrepresentations: When a participant intentionally falsifies, misstates, omits or otherwise misrepresents a material fact which results (or would have resulted) in an overpayment of housing assistance, SHA may, depending upon its evaluation of the criteria stated below, take one or more of the following actions:
- a) Criminal prosecution: SHA will refer the case to SHA's Office of General Counsel. At their discretion, the Office of General Counsel may refer the case to the U.S. Attorney, City Attorney, County Prosecutor, Seattle Police Department or other law enforcement agencies, other investigative agencies (such as the State Department of Social and Health Services), the Immigration and Naturalization Service, or the IRS, as applicable. SHA may also notify HUD's Office of the Inspector General;
 - b) Civil litigation: SHA may bring an action for recovery of funds and for costs and attorneys' fees; or
 - c) Administrative remedies: SHA will terminate assistance and may execute an administrative repayment agreement in accordance with SHA's repayment policy.

Any of the following circumstances will be considered adequate to demonstrate willful intent:

1. An admission by the participant of the misrepresentation;
2. That the act was done repeatedly;

3. If a false name or Social Security Number was used;
4. If there were admissions to others of the illegal action or omission;
5. That the participant omitted material facts which were known to him/her (e.g., employment of self or other household member);
6. That the participant falsified, forged or altered documents; or,
7. That the participant uttered and certified to statements at any stage of the application process or participation in the voucher program, which were later proven to be false.

D. The Case Conference for Serious Violations and Misrepresentations

When SHA has established that material misrepresentation(s) have occurred, a case conference may be scheduled at SHA's discretion to discuss the allegations with the family representative. The conference may, in SHA's discretion, take place prior to any proposed action. The purpose of the conference is to review the information and evidence available with the participant, and to provide the participant an opportunity to explain any findings which conflict with representations in the participant's file. Any documents or mitigating circumstances presented by the participant will be taken into consideration by SHA. The participant will be given 10 business days to furnish any mitigating evidence.

A secondary purpose of the case conference is to assist SHA in determining the course of action most appropriate for the case. Prior to the final determination of the proposed action, SHA will consider:

1. The duration of the violation and number of false statements;
2. The family's ability to understand the rules;
3. The family's willingness to cooperate, and to accept responsibility for his or her actions;
4. The family's past history; and
5. Whether or not criminal intent has been established.

E. Post-Case Conference Notification to Participant of Proposed Action

Unless the participant provides evidence of mitigating circumstances, SHA will notify the family by certified mail of the proposed termination action no later than 30 days after the case conference.

F. Overpayments to Owners

If the owner has been overpaid as a result of fraud, misrepresentation or violation of the contract, SHA may terminate the contract, seek restitution and/or refer the case for criminal prosecution. SHA will make every effort to recover any overpayments made as a result of owner fraud or program abuse. SHA may recover such overpayments, and any funds owed the participant, from future payment due the owner.

1C-7b PHA Moving On Preference

King County Housing Authority (KCHA) has a preference for current PSH program participants no longer needing intensive supportive services (i.e., move-on).

Attached is an excerpt from KCHA's Tenant-based Administrative Plan (see page 5-4)

King County Housing Authority

Section 8

Administrative Plan

S8 Voucher Program

This is the latest version as of: 8/2/2021

SECTION 5: PARTICIPANT SELECTION

Among income eligible applicant families of the size and composition appropriate to available Vouchers, families will be selected without regard to race, color, religion, age, sex, national origin, familial status, marital status, parental status, sensory, mental, or physical disability or the use of a trained guide dog by a visually or hearing impaired person. In addition, no person will be automatically excluded from participation in or denied the benefits of the Housing Voucher Program solely because of membership in a class such as unmarried mothers, recipients of public assistance, persons with a disability, etc.

The HA's Participant Selection system will be administered in a manner that is not incompatible with [Title VI of the Civil Rights Act of 1964](#), the [Federal Fair Housing Act](#), [Executive Order 11063](#), as amended, [Executive Order 12259](#), [Executive Order 12892](#), [Title II of the American with Disabilities Act](#), [Section 504 of the Rehabilitation Act of 1973](#), the [Age Discrimination Act of 1975](#), state or local Fair Housing laws, and any other HUD requirements and regulations issued under the above authorities.

Specific participant selection procedures, definitions and requirements not covered in this Administrative Plan or in the MTW agreement will adhere to the guidelines of [24 CFR Part 882](#), [Part 982](#) and [Part 983](#).

A. INCOME TARGETING REQUIREMENTS

The HA will adhere to the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income. To ensure this goal is met, the HA will twice yearly monitor incomes of newly admitted families and the income of the families on the waiting list. If it appears the requirement is not being met, the HA retains the right to skip higher income families on the waiting list to reach extremely low-income families. If there are not enough extremely low-income families on the waiting list, the HA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

B. DEFINITIONS OF LOCAL PREFERENCES

1. **Extremely Low-Income Household.** A family will be considered extremely low-income whose total household income is equal to or less than the higher of the Federal poverty level or 30% of the Area Median Income for their household size.
 - Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category.

2. **Involuntarily Displaced.** A family is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

- Displacement by disaster;
- Displacement by government action;
- Displacement by action of a housing owner (where a signed lease existed);
- Displacement by domestic violence.
- Displacement to avoid reprisals
- Displacement by hate crimes. Hate crimes are actual or threatened physical violence or intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, national origin, disability, or familial status;
- Displacement by inaccessibility of unit;
- Displacement because of HUD disposition of a multifamily project.

3. **Substandard Housing.** A family is living in "Substandard Housing" if they are "Homeless" as defined in Section 2 of this administrative plan, or if living in housing that:

- Is dilapidated;
- Does not have operable indoor plumbing;
- Does not have a usable flush toilet inside the unit for the exclusive use of the family;
- Does not have electricity, or has inadequate or unsafe electrical service;
- Does not have a safe or adequate source of heat;
- Should, but does not have a kitchen;
- Has been declared unfit for habitation by an agency or unit of government.

4. **Rent Burden.** A rent burdened family is a family who is currently paying more than 50% of total family income for rent and utilities. Individuals and families

who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.

C. VERIFICATION OF LOCAL PREFERENCE

Prior to being placed on the Section 8 waiting list, all applicants must initially claim qualification for one of the local preferences on their application for housing. Verification will only be required at this point if the HA has evidence indicating that misrepresentation has occurred or otherwise showing that the declaration is inaccurate. Prior to actually being selected for housing, applicants will be required to document that a preference still exists (See [Exhibit E](#) of the Administrative Plan for specific verification requirements).

1. The HA will waive this requirement for applicants who are participants in the Rapid Rehousing Program (RRP) or any similar short-term subsidy program (lasting 12 months or less). Such applicants will be eligible to retain their initially claimed local preference during participation in these programs.
2. If a Section 8 applicant is currently receiving tenant-based assistance under the HOME Program, the HA determines whether the applicant qualifies for a preference based on the situation of the applicant at the time they received assistance from the HOME Program.

Applicants unable to document eligibility of a claimed preference when required will be determined to be ineligible for the Section 8 program.

D. ESTABLISHING A LOCAL PREFERENCE

The HA will publicly notify interested parties for comment any time a new local preference is proposed or a current local preference is revised. Interested parties will be invited to comment on the proposed additions and present any concerns they feel should be addressed. Any change in the HA local preference will be made in accordance with the provisions of the MTW agreement and the annual plan.

E. ORDER OF SELECTION

Applicants determined eligible for the waiting list through selection during an advertised Lottery opening or those eligible for participation in one of KCHA's specific targeted housing programs will be placed on the General HCV waiting list. Selection from the general waiting list will be made using the priorities listed below. Individual program requirements may affect selection as detailed below.

1. **Priority 1 – Targeted Housing Voucher Funding.**
Eligible applicants who qualify for one of the local preferences and who document qualification for one of KCHA's targeted voucher programs may be housed ahead of other applicants. The HA may limit the number of vouchers issued annually under each targeted program, based upon the number of vouchers allocated for the program, voucher turnover, and current and projected program utilization.

Targeted Voucher programs established by KCHA include:

a. **Supportive Housing Vouchers**

- i. **Housing Access Services Program (HASP)** - This program serves people with disabilities, primarily single adults under the age of 62. Referrals are made from one of two sources: 1) a consortium of King County’s mainstream human service and behavioral healthcare systems or 2) specific social service provider agencies. These systems directly provide and financially support contracted services such as housing search, crisis intervention, case management and/or clinical services to referred participants. **For preference qualification purposes, households moving-on from a KCHA funded sponsor-based program, the Shelter Plus Care program or an approved service enriched program in collaboration between KCHA and King County will retain the preference documented at the time of entry into the service-enriched housing program from which they are transitioning.** This category also includes non-NED Mainstream vouchers issued prior to 2018.

Moving-on ----->

Under HASP applicants will be referred according to the following criteria:

- **Disabled applicants who are either homeless or have been determined by their service provider agency to be prepared to move to permanent housing from temporary or transitional housing programs such as Cluster Housing, Shelters and HOPWA funded transitional programs.**
- Disabled applicants who have been determined by an agency to be prepared to transition from a **supervised living arrangement to a supported living arrangement, such as clients who are transitioning from Group Homes, Hospitals, Living with Family Care Givers, Congregate Care Facilities and Assisted Living Facilities.**
- Physical Rehabilitation Facilities – Applicants that are participating in an agency-coordinated and/or sponsored program.

- ii. **Mainstream NED** – This targeted program serves households which contain a disabled non-elderly adult.

Applicants for this targeted program will be taken in the following order:

- a. **Applicants participating with the HASP consortium who also qualify as either transitioning out of an institutional and other segregated setting, at serious risk of institutionalization, homeless, or at risk of becoming homeless will receive priority.**
- b. Other applicants not participating with a HASP consortium agency and who meet the requirements listed above. These applicants will be placed on the waiting list but will not be given a lottery

2. **Priority 2** - Non-targeted Housing Voucher Applicants.

Includes applicants who entered the waiting list through a KCHA advertised waiting list opening. This includes applicants who have claimed qualification for a local preference, been determined initially eligible and were randomly selected and assigned a lottery number only. Final application screening – including but not limited to verification of current eligibility for a local preference – is required prior to voucher assignment. Applicants will be selected and invited to a KCHA Voucher briefing in the order of the lottery number assigned.³²

F. EXCEPTIONS TO THE WAITLIST

1. Tenant Protection Assistance - When the HA receives funding from HUD targeted for families living in specified units, the family may be admitted to the program without placement on a waiting list. Families qualifying for Tenant Protection Assistance may be selected any time the targeted assistance is made available. Examples include current Public Housing residents who are living in units being demolished as a result of HOPE VI or other community redevelopment programs or families being displaced from other HUD assisted housing where the owner is opting out of the contract.
2. Executive Exception – Applicants who, as determined by the HA, are in urgent situations where they may or may not be currently on a waiting list. All such situations will be verified as to the urgency of the applicant’s housing needs and will only be approved by the Executive Director or their designee.
3. Other special voucher allocations, which may be issued by HUD in response to emergency needs.

³² Approved under MTW 7/21/08

EXHIBIT T: AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN

Three Major Impediments to Fair Housing in King County: According to the King County Consolidated Plan, 2005 – 2009, the three major impediments to fair housing are

I. HOUSING DISCRIMINATION IMPEDIMENTS:

- Rental market discrimination, with the most notable discrimination occurring on the basis of race, national origin, disability and familial status;
- Discriminatory financing in home ownership including predatory lending, on the basis of race or national origin and sometimes age; and,
- Discriminatory zoning issues and practices and discrimination by housing associations.

II. ADMINISTRATIVE PRACTICE IMPEDIMENTS:

- Access to fair housing rights information on a day-to-day basis;
- Confusion about where to go for help with fair housing and where to send people for help;
- Local jurisdiction capacity for fair housing enforcement mechanisms where most of the discrimination occurs; and
- Lack of monitoring for sub-recipients, i.e., entities awarded funds for projects.

III. INADEQUATE SUPPLY OF AFFORDABLE HOUSEHOLDS FOR THE LOWEST INCOME LEVELS:

Since 2003, King County Housing Authority has been a Moving to Work Housing Authority, as a result of being named a high-performing housing authority by the U.S. Department of Housing and Urban Development. As mandated by Congress, the MTW Demonstration project provides KCHA and other designated housing authorities with significant flexibility to develop approaches to meet the jurisdiction's housing needs. Two specific goals of the MTW program are to expand KCHA clients' housing choices and preserving and increasing affordable housing opportunities while focusing on those in greatest needs.

Actions taken by King County Housing Authority (KCHA) to further fair housing through EXAMINATION OF ITS PROGRAMS OR PROPOSED PROGRAMS:

Through the annual submission of an MTW Report to HUD, KCHA outlines program accomplishments and evaluates progress towards upcoming goals. In addition, an MTW Annual Plan is developed and submitted annually to HUD detailing any new projects which are being proposed for the upcoming year. A number of revisions have been made to the Section 8 program to further fair housing including increases to the payment standard, creation of programs to assist homeless and special needs clients, and increased access to the reasonable accommodation process.

Actions taken by KCHA to IDENTIFY AND REDUCE IMPEDIMENTS TO FAIR HOUSING CHOICE:

The following are specific King County Housing Authority efforts to identify and reduce impediments to fair housing choice:

1. **Expanding its role as the safety net for homeless and special needs populations in King County:** In partnership with the Bill and Melinda Gates Foundation and local governments, King County Housing Authority (KCHA) has created a network of service-enriched housing for homeless families. It has redefined tenant selection preferences to move more homeless families into public housing. KCHA's "Housing First" program, in partnership with local behavioral health care systems and United Way, provides housing and services to chronically homeless individuals, those who are most susceptible to housing discrimination.
2. **Ending Homelessness:** KCHA is a leader in the region's efforts to end homelessness by expanding housing for homeless and special needs households, working to serve "hard-to-house" populations not traditionally served by mainstream housing programs, and coordinating rental subsidies with private and public service funding. This year, partnering with King County and behavioral health providers, KCHA will house up to 100 chronically homeless and mentally ill individuals who currently cycle between psychiatric hospitals, jails and the street.
3. **Public Housing and Section 8 Admissions Preferences:** When selecting applicants, KCHA uses local preferences for the Public Housing, Section 8 Housing Choice Voucher and Project-based Assistance programs. Each program's policies are developed in concert with other admissions-related policies. KCHA continues to monitor the impact of the Public Housing site based, regional and Sound families waiting lists and will use MTW authority where needed to address problem areas.
4. **Limited English Persons (LEP):** Communicating with clients with limited English proficiency is a priority to assure that applicants and residents understand program requirements. Since public housing residents speak more than 20 languages, KCHA has developed a plan to assist clients with limited English proficiency navigate our programs. A working group meets regularly to discuss new ideas on improving communication to LEP clients.
5. **Reasonable Accommodations:** When an applicant for housing indicates on the application that he/she needs reasonable accommodations in their housing, the application is referred to KCHA's Section 504 Coordinator for assistance in locating accessible public housing units that meet the reasonable accommodation needs of the applicant. Those needs include **voucher extensions, additional bedroom requests**, and higher payment standards to name a few. In 2008 the King County Section 8 program received 591 requests of which 454 were approved.
6. **Staff Training, Advocacy and Tenant Education:** King County Housing Authority pursues the following additional strategies to address identified impediments to fair housing choice, including:
 - Providing staff training on current changes in laws and regulations.
 - Providing active outreach and education to landlords throughout King County about Section 8 to increase the number of potential landlords willing to accept Section 8 tenants.
 - Intervening with landlords to address concerns.
 - Offering education to Section 8 and Public Housing program participants about their fair housing rights and how to file complaints, sometimes assisting them with the filing process.

Actions undertaken by KCHA to ADDRESS ADMINISTRATIVE IMPEDIMENTS TO FAIR HOUSING IN VIEW OF AVAILABLE RESOURCES:

King County Housing Authority staff in all offices including the corporate office, the Section 8 office and the on-site management offices are aware of local resources which can assist tenants to deal with discrimination in housing. When an applicant or tenant calls regarding a landlord/tenant concern, the caller is referred to their local fair housing office and the Tenant's Union. Applicants receiving housing vouchers also are given information regarding fair housing at their orientation. Between 2004 and 2006, King County Housing Authority established site-based management offices at each of its public housing sites in an effort to make services more accessible. In addition an on-line Section 8 Housing application was instituted for greater accessibility.

Actions undertaken by KCHA to WORK WITH LOCAL JURISDICTIONS TO IMPLEMENT INITIATIVES TO FURTHER FAIR HOUSING:

1. **Deconcentration:** Utilizing the HOPE VI program, new project-basing rules for Housing Choice vouchers developed under MTW and KCHA's bond and tax credit financed inventory, KCHA is giving low income households greater access to neighborhoods with strong school systems and ample entry-level job opportunities.
2. **Encouraging Homeownership:** Using a Resident Opportunity Self-Sufficiency (ROSS) grant and MTW flexibility, KCHA is helping public housing residents become homeowners. Exceeding the program target, 312 households purchased homes under the program, with 66% utilizing KCHA down payment assistance grants of up to \$15,000.
3. **King County's Plan to End Homelessness in Ten Years (A Roof Over Every Bed in King County: Our Community's Ten-Year Plan to End Homelessness):** This local Ten-Year Plan reflects a regional commitment to seek long-term and sustainable solutions to homelessness, utilizing best practices and programs that produce tangible results. Its priorities are: homeless prevention; development of new housing and improved connections to support services; and building the community and political will to end homelessness. In 2005, this Plan was adopted and the Committee to End Homelessness in King County (CEHKC) was formed. CEHKC is made up of representatives of nonprofit organizations, businesses, local governments, homeless advocates and the faith community. KCHA's Executive Director, Stephen Norman, is the Co-Chair of the Interagency Agency Council, which oversees implementation efforts of the 10-year plan. KCHA uses this plan as a tool in identifying unmet housing needs and aligning KCHA resources with other funders to address those needs.

Actions undertaken by KCHA to PROACTIVELY ADDRESS ACCESSIBILITY PROBLEMS FOR PERSONS WITH DISABILITIES:

King County Housing Authority maintains policies and procedures which are part of a reasonable accommodation plan with the deliberate intention of addressing challenges of all people with disabilities. The following proactive steps address these challenges:

1. **Assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program.** King County Housing Authority provides Resident Services Coordinators for each of the 23 senior and disabled properties. Each of these coordinators has information and directories of services available in the community and can inform residents of supportive services provided by community-based agencies. Acceptance of supportive services is not a condition of continued participation in the program.
2. **Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alternations and other accessibility features that are needed as accommodations for their disabilities.** In the public housing properties owned by King County Housing Authority, costs of approved reasonable accommodations are paid for KCHA. In both Section 8 Tenant-based and Project-based programs, requests for reasonable accommodations are between the resident and the landlord. Section 8 staff maintains lists of possible private agencies that can help complete the work and can assist in locating resources.
3. **Not deny persons who qualify for HCV under this program other housing opportunities or otherwise restrict access to PHA program to eligible applicants who choose not to participate.** Generally, King County Housing Authority does not make participation in services a condition of housing. However, under certain circumstances where the service is directly tied to the housing program, particularly in Project-based units, services may be required for program participation.
4. **Provide housing search assistance.** In addition to maintaining a list of landlords willing to participate in the Section 8 program, King County Housing Authority contracts with the YWCA of Seattle, King and Snohomish Counties to provide housing search assistance for HCV applicants.
5. **In accordance with rent reasonable requirements, approve higher rents to owners that provide accessible units with structural modifications for persons with disabilities.** King County Housing Authority performs a rent reasonable test on all Section 8 units and will consider any improvements made by a landlord to make a unit accessible for a person with a disability. In addition, KCHA has a full time 504 Coordinator who reviews any request for a higher rent as a reasonable accommodation and will adjust rents for accessible units.
6. **Provide technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or making units accessible to persons with disabilities.** The King County Housing Authority Section 8 office provides a website that allows owners to advertise accessible units. While KCHA does not fund

a private owner to renovate for accessibility, they will assist by directing them to possible agencies that perform or fund the desired accommodation.

Actions undertaken by KCHA to MAINTAIN RECORDS REFLECTING ACTIONS TAKEN TO FURTHER FAIR HOUSING:

Records of analysis and actions outlined in this plan are kept through monthly, quarterly, and yearly reports presented in a variety of formats including the MTW Annual Report and Plan, quarterly financial reports, monthly Section 8 and Public Housing management reports, and updates to the HCV Administrative Plan.

CERTIFICATION

The King County Housing Authority certifies that it operates its programs in conformity with title VI of the Civil Rights Act of 1964 ([42 U.S.C. 2000d-2000d-4](#)), the Fair Housing Act ([42 U.S.C. 3601-19](#)), section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)), and title II of the Americans with Disabilities Act of 1990 ([42 U.S.C. 12101 et seq.](#)).

SOURCES OF INFORMATION: Sources of information include the following:

1. The major source of information providing guidelines for the investment of certain federal housing and community development funds in King County outside the City of Seattle, during 2005-2009 is the "Consolidated Plan," a document written by representatives of the King County Consortium, an organization made up of 35 small cities and the unincorporated areas of King County. The Plan had extensive input from a wide range of additional stakeholders including agencies, advocates, community-based organizations, local and state government staff, and members of the public including low income individuals.
2. The most current housing action plan and "Analysis of Impediments to Fair Housing Choice" was published in 2005 and will be in effect through 2009.
3. Reference is made to fair housing in the 2009 Moving to Work Annual Plan for the King County Housing Authority.
4. Reports are published quarterly by the Committee to End Homelessness.

IV. ADDENDUM #1

FAMILY UNIFICATION PROGRAM

(a). Actions undertaken by King County Housing Authority to ENSURE CERTIFICATION OF FUP ELIGIBLE FAMILIES THAT MAY BE ON KCHA'S WAITING LIST AND ENSURE THAT THE FAMILY MAINTAIN THEIR ORIGINAL POSITION ON THE WAITING LIST AFTER CERTIFICATION.

As part of the Memorandum of Understanding with the local Department of Child and Family Services (DCFS), KCHA will create a data sharing agreement whereby the names on the HCV waiting list will be cross-referenced with the DCFS list of eligible families. Those families identified as FUP eligible will be given preference on the FUP waiting list. Families will maintain their original position on the HCV waiting list until they receive either a FUP voucher or a general voucher, whichever occurs first.

(b). Actions undertaken by King County Housing Authority to APPROPRIATELY PLACE ALL FUP ELIGIBLE FAMILIES REFERRED FROM DCFS ON THE HCV WAITING LIST IN ORDER OF FIRST COME, FIRST SERVED.

Eligible Families referred by DCFS will be given a housing preference and placed on the FUP waiting list. Families will be selected from this list on a first-come, first-served basis.

(c). Actions undertaken by King County Housing Authority to INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants including FUP participants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

V. ADDENDUM #2:

RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITIES IN SUPPORT OF DESIGNATED HOUSING PLANS

(a). Actions undertaken by King County Housing Authority to IDENTIFY NON-ELDERLY DISABLED FAMILIES ON ITS PUBLIC HOUSING WAITING LIST THAT WILL NOT BE HOUSED DUE TO AN APPROVED OR SUBMITTED DESIGNATED HOUSING PLAN.

KCHA has reconstructed the waiting lists for the Public Housing buildings affected by the designated housing plan and will contact the non-elderly disabled applicants at their last known address. Any qualifying applicant responding to the inquiry will be given priority to receive a Housing Choice Voucher.

(b). Actions undertaken by King County Housing Authority to INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

1E – 1 Local Competition Announcement

The CoC employs a Phase I, Phase II, and Phase III local application process for grants that are eligible to renew CoC program funding.

For FY2021, the deadline for **Phase I - Intent to Renew** was July 2, 2021, and the deadline for **Phase II – Full Application** was July 27, 2021. The deadline for **Phase III Direct Grantee Applications** was September 23, 2021.

The attached evidence of public posting include:

- ✓ Screenshot of public posting of notices for Phases I, II and III from King County Regional Homeless Authority CoC website
- ✓ Phase I email notice, which notes due date
- ✓ Phase II Workshop email notice, which notes due date
- ✓ Phase III Direct Grantee workshop notice, which notes due date.

Continuum of Care Advisory Co... x +
https://kcrha.org/continuum-of-care-board/

King County RHA
Working together on solutions to homelessness

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Continuum of Care Advisory Committee

HUD Continuum of Care

Each year, the King County Continuum of Care (CoC) submits an application to the U.S. Department of Housing and Urban Development (HUD) for McKinney Continuum of Care Homeless Assistance Grant funds. As part of the Notice of Funding Availability (NOFA), HUD requires our local CoC to conduct a thoughtful process to determine a priority order for projects.

CoC Program Project Application Materials

2021

[Phase I -- Intent to Renew posted 9.16.21](#)

[Phase II -- Application Introduction posted 9.16.21](#)

[Phase III -- Project Application Workshop posted 9.16.21](#)

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5:31 PM
09/21/2021

Roy, Rebecca

From: Homeless Housing
Sent: Tuesday, June 15, 2021 4:20 PM
To: Homeless Housing
Cc: Speltz, Kate; Eileen Denham (eileen.denham@seattle.gov)
Subject: CoC Program Alert: 2021 Local Application Phase 1 - Intent to Renew will open Mon, 6/21

Greetings:

After non-competitive renewals in 2020, HUD is returning to its usual annual CoC application process, and locally we are too.

All CoC Program funded renewal projects with grants that expire in CY 2022 must re-apply as part of the HUD FY 2021 Continuum of Care Program Application process for 2022-2023 funding. According to our records, your project(s) is one of those eligible for renewal.

Completion of the 2021 Intent to Renew signals the beginning of the 2021 CoC Program process and your intention regarding participation in this year's CoC Program funded process. Remember, if your agency has multiple projects up for renewal, you must submit an Intent to Renew for each project.

We will continue to use ZoomGrants for all phases of our 2021 CoC Program local application process.

The Intent to Re-apply will open Monday, June 21 and close by 11:59pm on Friday, July 2.

You will receive further instruction on Monday, June 21 via a CoC Program Alert email.

Failure to submit by the deadline may put your project at risk. It could mean that your project would not be reviewed and could be ranked in a non-competitive position at the bottom of the local priority rank order.

As always, please let us know if you have questions. We look forward to working with you during the 2021 CoC Program renewal process.

Your CoC Application Team

2021
Seattle King County
Continuum of Care (CoC) Program Renewal

Phase II: Local Application
Due Tuesday, July 27, 2021 by 11:59pm

Phase II Application Submission Information
Submit through ZoomGrants

Each year, the U.S. Department of Housing and Urban Development (HUD) provides funding for homeless programs authorized under McKinney Vento as amended by the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act through a competitive Continuum of Care (CoC) NOFA process (Notice of Funding Availability). The NOFA details the requirements for all Continua of Care (CoC) and the individual applicants included in the CoC's application. In preparation for the NOFA, Seattle and King County, on behalf of the Seattle-King County CoC, also conduct an annual local evaluation process.

The Seattle King County 2021 renewal process consists of three parts:

- 1. Phase I – 2021 Seattle King County CoC Program Local Intent to Renew Process** *closed July 2, 2021*
The Phase I application results in the preliminary CoC performance-based rank order. Project HMIS data was pulled for the operating period **4/1/20 to 3/31/21**. This data will be used to assess project performance according to the key CoC Program indicators affirmed by the Seattle-King County CoC System Performance Committee as part of the 2021 Local Process.
- 2. Phase II – 2021 HUD CoC Program Phase II Application** *due Tuesday July 27, 2021*
Phase I and Phase II data and information will be used to assess project performance according to the key CoC Program indicators endorsed previously by the System Performance Committee and the CoC Application and Rank Order Committee. Phase II collects the following information:
 - a.** Non-HMIS generated project information related to efficiency/effectiveness measures, one of the rating and review factors necessary to the preliminary rank order; and
 - b.** Other project specific information needed to respond effectively to the NOFA.
- 3. Phase III – Submittal of a 2021 HUD NOFA Project Application** *due TBD (determined by HUD)*
At the conclusion of the Phase II Application process, projects selected for renewal will be invited to submit a HUD CoC project application.

Please direct your questions via email to homeless.housing@kingcounty.gov.

2021 Local Process Guidance

2021 Project Review and Tiering

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA), signifying the beginning of a funding competition among Continuum of Care (CoC) across the country. Before the application is submitted to HUD, each CoC is required to hold a local funding process that rates and ranks all projects according to local criteria. This local review determines which project applications will be included in the consolidated application, along with their relative priority. This results in the priority listing.

Here is what to expect with the 2021 NOFA:

- **Tier 1/Tier 2 ranking approach.** All CoC's will again be required to place projects into one of two required "Tiers". Tiers are financial thresholds based on the value of the CoC annual renewal demand minus a percentage reduction (Tier 2) determined by HUD and published in the Federal Register.
- **CoCs must rate and rank projects.** HUD will then apply its own selection priorities to the tiered ranking, especially for project placement in Tier 2. We expect HUD to continue prioritizing the following for 2021:
 - housing type preference (Permanent Supportive Housing and Rapid Rehousing);
 - principles of Housing First (no service participation requirements or preconditions to entry);
 - performance and rapid placement and stabilization in permanent housing; and
 - serving those who are literally homeless, coming from streets or shelter or fleeing DV.
- **Reallocation.** New projects can be created through re-allocation but only to (1) create new Permanent Housing projects, either Permanent Supportive Housing (PSH) projects for chronically homeless, (2) Rapid Rehousing serving homeless individuals and families who come directly from streets or shelter, or (3) a Rapid Rehousing / Transitional Housing Program ("Joint Component").
- **Bonus funding.** If there is sufficient funding to do so, a Bonus will be targeted to projects that further HUD strategic goals. Likely this means *new* Permanent Supportive Housing projects that will serve 100% chronically homeless individuals/families or new Rapid Rehousing serving homeless individuals and families who come directly from streets/shelter or fleeing DV.

Preliminary Rank Order

HUD's evaluation and selection process has been focused on how well a CoC demonstrates that its projects and investments align with and help achieve HUD's strategic goals and priorities, especially those related to permanent housing (i.e., permanent supportive housing and rapid rehousing). HUD is focused on individual project and system-wide performance with a strong focus on housing performance. To remain competitive the Seattle King County CoC process must be strategic in the use of CoC Program funding within our community and be prepared for the 2021 national CoC Program competition.

The CoC rank order will be based on individual project scores which are tightly linked to HUD and the Seattle King County CoC priorities. In addition, the CoC reserves the right to consider additional factors that may adjust the final rank. This would be done to achieve a strong and balanced HUD application that achieves local priorities, maximizes points, and thus funding for the entire Continuum. Additional factors that will be considered include:

- The geographic and population diversity of the projects.

- Preserving the ability to serve a spectrum of sub-populations.
 - Young Adults
 - Survivors of Domestic Violence
 - Chronically Homeless persons
- The potential impact of the loss of housing units on the CoC homeless system.
- The opportunity to respond to local CoC priorities and HUD strategic goals for this fund source, including:
 - No or low barrier to housing
 - Serving literally homeless persons
 - Rapid exits to permanent housing or long/term housing stability in permanent housing.

Local Values

Following are the values and prioritization considerations previously adopted by the CoC. These not only frame CoC Program policies and priorities but will guide development of the FY 2021 Project Priority Listing.

1. To maintain as much HUD Continuum of Care Program funding in our CoC as possible.
2. To promote our goals of reducing racial disparities and making homelessness rare, brief, and one-time in King County.
3. To center leadership of people with lived experience in the planning, programming and evaluation of Continuum of Care services.
4. To promote equitable access and service provision with an intersectional approach, serving the most vulnerable populations in our community, including but not limited to: people living with disabilities, people exiting the foster care system, aging people, people with criminal justice involvement, the LGBTQ+ community, people living with mental illness and substance use, and all immigrant communities.
5. To prioritize projects that:
 - a. Actively participate in the Continuum of Care.
 - b. Help advance the collective goals of the CoC, including addressing racial disproportionality, and achieving equitable outcomes for Indigenous, Black and other People of Color.
 - c. Have movement to permanent housing and subsequent stability as the primary focus.
 - d. Do not replace mainstream resources.
 - e. Work to connect people served with community-based, culturally responsive resources
 - f. Focus on those who are literally homeless (streets, shelter, transitional housing for homeless, and includes people fleeing domestic violence).
 - g. Participate in the HMIS with complete, high quality data per HUD data standards.
 - h. Demonstrate alignment with HUD Housing First standards (including screening, program entry, person-centered services, and termination policies).
 - i. Perform well against HUD Continuum of Care goals and positively impact system performance and equity outcomes.
 - j. Consistently meet and exceed operational standards for spending, match, occupancy, and reporting.
6. To elevate the voices of people with lived experience as experts in the development and implementation of planning, programming and evaluation.

Sharing Results

The results of the local Phase I and Phase II process will be used to strengthen our HUD NOFA application and help us to respond to HUD’s announced priorities. The 2021 project rank order status will be determined before we submit the CoC response to the HUD’s FY 2021 NOFA. These preliminary results will be shared with applicants in a community meeting.

Local Review and Key Indicators

HMIS data was pulled for the operating period **4/1/20 to 3/31/21**. This data will be used to assess project performance according to the key indicators that populate the APR. Additional efficiency and effectiveness measures will also be considered. The following review elements were approved by the Seattle King County CoC System Performance Committee.

The CoC will assess projects in six categories, outlined as follows:

2021 Indicator Measures	96 points
1. Movement to Housing	
<i>Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.</i>	
<ul style="list-style-type: none"> • PSH: % remaining in PSH for at least 12 months • TH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target of 85% • RRH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target of 85% 	Up to 15
<ul style="list-style-type: none"> • Bonus: % TH to PH in 90 days or less <li style="padding-left: 20px;">% PSH moving to other PH destinations <li style="padding-left: 20px;">% RRH moving to PH in 30 days or less 	5
<ul style="list-style-type: none"> • Extent to which the project is meeting system expectations for length of stay: <ul style="list-style-type: none"> PH: Participants stay at least 12 months or move to other permanent housing TH: The project meets or exceeds performance targets <ul style="list-style-type: none"> - Single Adult Target = 90 days - Family Target = 90 days - Young Adult = 180 days RRH: Participants meet or exceed system target of 120 days 	5
<ul style="list-style-type: none"> • Extent to which participants exit to a known destination. 	7
<ul style="list-style-type: none"> • Extent to which persons who exit homelessness to permanent housing destination return to homelessness meets or exceeds system target for program and population type. 	5
2. Income Progress	
<i>Measures the extent to which participants show positive changes in income</i>	
<ul style="list-style-type: none"> • Exits with Earned Income: Extent to which adults in the program exit with employment income 	3
<ul style="list-style-type: none"> • Exits with Non-earned income: Extent to which adults in the program exit with cash income from other sources (e.g. TANF, SSDI) or non-cash (e.g. EBT, Medicaid) 	3
<ul style="list-style-type: none"> • No Financial Resources: Extent to which no more than 10% of participants exit with “no financial resources” (cash or non-cash) 	3
3. Participant Outreach	
<ul style="list-style-type: none"> • Proportion of Households served coming from streets and/or Emergency Shelter 	10

4. HMIS Data Quality/Completeness	
<i>Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs).</i>	
<ul style="list-style-type: none"> No more than 5% reported missing/not collected etc., for data in any element (excluding Name, SSN, HIV /AIDS status) 	7
5. HUD / System / Program Component Priority Measure	
<ul style="list-style-type: none"> Program Component Priority: <ul style="list-style-type: none"> Permanent Supportive Housing Project = 14pts Rapid rehousing for Families, Individuals, and Young Adults = 12pts Transitional Housing = 8pts Program Population Priority <ul style="list-style-type: none"> 100% of units are dedicated / prioritized for Chronically Homeless =3pts 100% of units serve Youth and Young Adults= 1pt 100% of units operate as “recovery based” housing = 1pt 100% of Households are fleeing Domestic Violence or Human Trafficking = 1 pt Priority Narratives <ul style="list-style-type: none"> Housing First/Housing First Narrative = 2pts Program Termination/Low Barrier Housing Narrative = 2pts Consumer Participation/Feedback Narrative = 2pts Racial Equity in Housing Outcomes Narrative = 2pts Housing First/Program Termination Policies= 2pts 	Up to 26
6. Project Efficiency and Effectiveness Measure	
<ul style="list-style-type: none"> Project Expenditures: Extent to which the project drew down 100% of HUD funds. Occupancy: Extent to which the project maintains capacity/occupancy (zero points if less than 85%). Full points if meet/exceed 95%. Note: RRH scores are determined by move-in rate. 	7

Deadline and Office Hours Information

Whether you are a direct HUD grantee/recipient or a sub-recipient of the City of Seattle or King County, you must submit your **Phase II: 2021 Local CoC Program Application** by the deadline in order to be considered for inclusion in the Seattle King County consolidated HUD CoC Program application.

- ✓ **A deadline is a deadline.** Submit your Phase II Application via ZoomGrants by **11:59pm on Tuesday, July 27, 2021**. Late responses will *not* be reviewed and the project will be ranked in a non-competitive position and placed at the bottom of the local priority rank order.
- ✓ **Start early.** Join the CoC Application Team for **“Office Hours” on Tuesday, July 20 at 10:30**. This meeting is optional.

2021 Local Process Timeline		
Fri, July 2, 2021	DEADLINE	Phase I: Intent to Renew submit via ZoomGrants
Tues, July 13, 2021 <i>from 1:00-2:00pm</i>	MEETING required, all	Mandatory HUD CoC Program NOFA Workshop for Renewal https://kingcounty.zoom.us/j/91279731895 Meeting ID: 912 7973 1895 Passcode: 460493 To call in only, dial +1 253 215 8782
Tues, July 13, 2021		Phase II: Local Application for CoC Program Renewal Grants OPEN via ZoomGrants
Tues, July 20, 2021 <i>from 10:30-11:00am</i>	MEETING optional	Phase II: Local Application Office Hours https://kingcounty.zoom.us/j/91929710626 Meeting ID: 919 2971 0626 Passcode: 630662 To call in only, dial +1 253 215 8782
July 27, 2021 <i>by 11:59pm</i>	DEADLINE	Phase II: Local Application for CoC Program Renewal Grants submit via ZoomGrants
June 1, 2021 - TBD		CoC Application Team to: <ul style="list-style-type: none"> - review HMIS Data and Phase II information; and - prepare preliminary score-based renewal rank order
TBD*	MEETING required, all	Phase III: HUD Application HUD CoC Program NOFA Workshop for All
TBD*	MEETING required, Direct Grantees only	Phase III: Accessing the 2021 NOFA Application in e-snaps and Preparing Your HUD Application - Training Workshop
TBD*	DEADLINE	All CoC Application program applications complete and ready for submittal to e-snaps: <ul style="list-style-type: none"> - Upload federal forms/current 501(c)(3) documents - Direct Grantees only: submit complete pdf of e-snaps application
TBD*	MEETING optional	2021 CoC Presentation of Final Priority Rank Order All projects notified of final CoC Application Project Listing results
TBD* September X, 2021	DEADLINE	2021 Seattle King County NOFA Application Due to HUD
<p>* Dates and activities will be determined subject to HUD’s release of the 2021 HUD NOFA. <i>All notifications or requests will come via email; be responsive to all CoC Program Alerts!</i></p>		

2021 CoC Program NOFA Project Application Process Guidance

Be Ready for Your HUD NOFA Application:

You will be notified as soon as the 2021 HUD CoC Application is available in e-snaps. This is expected to happen during July. Your HUD Application and Certifications will be due soon after. Timelines are very short and quick turn-around is essential to meet the HUD deadline.

All projects will be expected to complete their applications using e-snaps, HUD's online application tool. Seattle and King County staff do this for their project sub-recipients. Those who contract directly with HUD for project funding (i.e., direct grantees) are responsible for submitting their "CoC Program" renewal application into e-snaps.

A Note to Direct Grantees: Don't wait—review now!

The HUD electronic application system e-snaps is not ready for the 2021 applications yet. Use this time to get ready. You will have limited time once the process starts.

- **Get ready early.**
 - Determine who is responsible for submitting the electronic application(s) and ensure they can access e-snaps. This means reviewing your *usernames* and *passwords* to ensure they are active.
 - Review your Applicant Profile in e-snaps and update accordingly. This is especially important if there have been changes including a new Executive Director, Agency name change, address changes, etc.
- **Ensure the accuracy of information in your most recent e-snaps Application (i.e., FY 2019) to prepare for 2021.**
 - Review your budget. Did your budget change during the 2020 HUD Grant Agreement process? Did you add a new activity or increase/decrease FTE staffing to your services budget?
 - Did anything else change that must be brought forward for 2021?

REMINDER: Additional training will be provided to direct HUD grantees when the NOFA is released to help make sure the electronic application process goes as smoothly as possible, especially for first time users.

The Seattle - King County Continuum of Care
FY 2021 HUD Continuum of Care Program
Phase III: HUD Project Application Workshop

All Renewal Project Sponsors

Thursday, September 9, 2021

10:00am to 11:30am

AGENDA

- **Welcome**

- **2020 NOFA Review**
 - HUD Non-competitive Process
 - Funding Received

- **Overview of the 2021 HUD CoC Program NOFO Process**
 - Highlights / Local Implications
 - Tiering / Priority Listing
 - Project Review / Rank Order
 - Decision Factors / Priority Considerations
 - DV Bonus and CoC Bonus Strategy

- **2021 Seattle King County CoC Application Process**
 - Timeline / Key Deadlines
 - Timeliness: McKinney Alerts
 - Applicant Meeting / Notification

- **CoC Program Application**
 - Whats up for FY2021
 - HUD Forms in esnaps
 - ✓ HUD Form 2880 Applicant Recipient Disclosure/Update
 - ✓ Certification for a Drug Free Workplace
 - ✓ Certification Regarding Lobbying

NOTE: Remember, if you receive any HUD updates during the NOFO process don't worry and don't do anything until you hear from us. If you have any questions, you can always contact us.

HUD CoC Homeless Assistance Program Continuum of Care Competition

Timeline 2021 NOFO CoC Program Renewal Applicants

Timeline of Major Activities

Monday, August 16	HUD 2021 CoC Program NOFO released
Thursday, September 9	<u>All Grantees</u> : Mandatory Application Workshop: HUD 2021 NOFO Application Thursday, September 9, 2021 10:00am to 11:30am
Friday, September 10	<u>Direct Grantees Only</u> : Mandatory Information Session for submitting CoC Program Applications in esnaps Friday, September 10, 2021 9:30am to 11:00am Direct Grantees Only: HUD esnaps application submitted to CoC in pdf format: DUE DATE: Thursday, September 23, 2021 by 5:00pm. Submit to: homelesshousing@kingcounty.gov <ul style="list-style-type: none">❖ Applications must be finalized in esnaps and a pdf. copy transmitted to the CoC for staff review.❖ Corrections will require URGENT and IMMEDIATE attention.❖ Do NOT press submit in esnaps until notified by CoC staff
TBD	All Seattle and King County Renewal Project Applications ready for upload into e-snaps. Direct Grantees will be notified when applications are ready to “formally submit” in esnaps (eg press submit button on the esnaps submission page).
Monday, October 18 (tentative)	King County Regional Homeless Authority (KCRHA) Advisory Committee approves Final Rank Order
Thursday, October 28 (no later than)	2021 Priority Listing presented Applicant Agencies. All project applicants will be notified in writing of their funding status.
Monday, November 16	Official Due Date: HUD Homeless Assistance Continuum of Care Application due to HUD by electronic submission. FY 2021 CoC Application posted to KCRHA website by Friday, November 12, 2021.

1E – 2 Project Review and Selection Process

- ✓ The scoring tool WA-500 Seattle-King County Continuum of Care used in our local competition to score new and renewal ranked projects of all project application types.
- ✓ A copy of one scored project application form used by most renewal project applicants that includes the objective criteria and system performance criteria and their respective maximum point values and the actual points WA-500 Seattle-King County Continuum of Care awarded to the project (Rose of Lima).
- ✓ Final project scores for all ranked new and renewal projects

2021 CoC Bonus Scoring Tool Template

	Project	Lease Up Date	# Units	\$ Ops	\$ Svcs	Total Budget	Health to Housing Allocation \$	Passed CoC Joint Funder Capital Review for PSH for CH	Project Timing; Construction Start aligns with CoC	Construction Financing in Place; Site control; Construction partners lined up	Geographic Location	New Organization Aligned with CoC Priority Population	Target Population	Services / Operating Funding Gap	Program model Service Partners Align with CoC Bonus Requirements	TOTAL POINTS
	Available Points							50	5	5	5	2	5	5	5	82
1																
2																
3																
4																
5																
6																

5= Fully meets expectations
 3= Meets minimum expectations
 0= Not ready or opening too soon
 2= Bonus points for New Organization

2021 DV Bonus Scoring Tool Template

		Project Type	Existing Project Performance	DV Housing First *	Active DVCE	Regional Mobile Approach to Services	DV Best Practice: Trauma Informed, Person Centered Services	Culturally linguistically appropriate Services	Culturally Specific Program Black/African American	Strong Service Resource Connections	Capacity to Engage Survivors of Diverse background	Focus on Under-served area of King County	Voluntary Realignment to New Program Model	TOTAL SCORE	Maximum Points Allowable Points
Organization Name	Project Name	Point Value	5	5	5	5	5	5	5	5	5	10	10		60

*Housing First
Low barrier admission policies, meaning no exclusions for low or no income, current or past substance use, criminal records—with the exceptions of restrictions imposed by federal, state, or local law or ordinance, or history of domestic violence preconditions to entry (such as sobriety or a minimum income threshold)
No preconditions to entry (such as sobriety or a minimum income threshold)
Supportive services that are voluntary but can and should be used to persistently engage tenants to ensure housing stability

Scored Project Application Form

MAX SCORES	SOURCE	METRIC	SCORED PROJECT
--	HMIS	HMIS Project ID	1221
--	local app	CoC Grant Name	Rose of Lima House
--	HMIS	Count of Met 1+ Minimum Standard?	1
--	HMIS	Met 1 Core Target	TRUE
15	HMIS	Exits to Permanent Housing	100%
	HMIS	EPH Rate Score	15
5	HMIS	Average Length of Enrollment	--
	HMIS	Avg LOE Score	--
	HMIS	PH for 12+ months	100%
	HMIS	PH for 12+ months Score	5
5	HMIS	Return Rate	--
	HMIS	Return Rate Score	5
10	HMIS	Percent Homeless	100%
	HMIS	Percent Homeless Score	10
5	HMIS	Utilization Rate	100%
	HMIS	Utilization Score	5
	HMIS	RRH Move In Rate	--
	HMIS	RRH Move In Rate Score	--
5	HMIS	Stability Bonus	--
	HMIS	Stability Bonus Score	--
7	HMIS	Data Completeness	0%
	HMIS	Data Completeness Score	7
7	HMIS	Unknown Exits	--
	HMIS	Unknown Exit Score	--
3	HMIS	Exit no Resource	--
	HMIS	No Resource Score	--
3	HMIS	Exits Earned Income	--
	HMIS	Earned Income Score	--
3	HMIS	Exits Non-Earned Income	--
	HMIS	Non-Earned Income Score	--
	HMIS/RR	Total Raw Score (NOFA)	47
--	calc	No Exits Adj't	21.0
--	calc	DV Adj't	--
	calc	Final Raw Score	68.0
14	calc	Program Type	14
3	calc	CH	--
1	calc	Youth	--
1	calc	Recovery	--
1	calc	DV	--
2	local app	Spend	2
2	local app	Hsg 1st	2
2	local app	Prgrm Term/ Lo Barrier	2
2	local app	Cnsmr Partic.	2
2	local app	Racial Equity Hsg outcomes	0
98	formula	FINAL SCORE	90.0

2021 HUD Continuum of Care Program Final Priority Order

Tier 1 / Annual Renewal Demand \$45,749,321 (NOTE: \$57,319 reallocated)

Rank	Sponsor	Project	Target Pop.	Area	Score	Type	Cost	Aggregate \$
1	Catholic Community Services	Rose of Lima House	Disabled Adults	Sea	90.0	PSH	\$ 115,830	\$ 115,830
2	YWCA	Family Village Redmond PSH for Families	CH - families	BOC	90.0	PSH	\$ 117,819	\$ 233,649
3	Compass Housing Alliance	Ronald Commons	CH - families	BOC	88.0	PSH	\$ 183,530	\$ 417,179
4	Catholic Community Services	Patrick Place	Disabled Adults	Sea	85.0	PSH	\$ 182,238	\$ 599,417
5	Plymouth Housing	PHG 7th and Cherry (Plymouth on First Hill)	Chronic	Sea	84.0	PSH	\$ 265,297	\$ 864,714
6	Transitional Resources	Avalon Place	Chronic	Sea	80.5	PSH	\$ 47,457	\$ 912,171
7	Catholic Community Services	Ozanam House Consolidated PSH	Chronic	Sea	80.0	PSH	\$ 439,282	\$ 1,351,453
8	Solid Ground	Sandpoint Families Supportive Housing	CH - families	Sea	80.0	PSH	\$ 393,823	\$ 1,745,276
9	YWCA	Auburn Family PSH	Families	BOC	77.0	PSH	\$ 57,540	\$ 1,802,816
10	KC DCHS (DESC, REACH, CCS, HMC, Plymouth)	King Co Consolidated Scattered Sites Supportive Housing	Chronic	Reg	77.0	PSH	\$ 7,001,526	\$ 8,804,342
11	Compass Housing Alliance	Nyer Urness	Chronic	Sea	77.0	PSH	\$ 690,799	\$ 9,495,141
12	Downtown Emergency Service Center	DESC 22nd Avenue PSH #1 (Hobson Place)	Chronic	Sea	75.0	PSH	\$ 552,406	\$ 10,047,547
13	YWCA	YWCA Supportive Housing	Disabled Adults	Sea	73.0	PSH	\$ 231,080	\$ 10,278,627
14	Downtown Emergency Service Center	PSH Portfolio #2 (Evans, Canaday, 1811, C Grove)	Chronic	Sea	72.3	PSH	\$ 2,492,645	\$ 12,771,272
15	The Salvation Army	Hickman House Joint Component RRH/TH	Families - DV	Sea	72.1	Joint	\$ 334,446	\$ 13,105,718
16	Downtown Emergency Service Center	Kerner Scott House	Disabled Adults	Sea	72.0	SH	\$ 443,471	\$ 13,549,189
17	Catholic Community Services	The Inn Safe Haven	Disabled Adults	Sea	n/a	SH	\$ 348,156	\$ 13,897,345
18	Downtown Emergency Service Center	DESC Clement Place Consolidated	Chronic	Sea	72.0	PSH	\$ 1,609,303	\$ 15,506,648
19	Downtown Emergency Service Center	PSH Portfolio #1 (Estelle, Interbay, Aurora, Rainier)	Chronic	Sea	72.0	PSH	\$ 4,077,812	\$ 19,584,460
20	Catholic Community Services	St. Martin's on Westlake	Disabled Adults	Sea	72.0	PSH	\$ 197,739	\$ 19,782,199
21	Catholic Community Services	Dorothy Day House	Disabled Adults	Sea	71.0	PSH	\$ 25,422	\$ 19,807,621
22	KC DCHS (Lwire, YWCA, NBegin, SGrnd)	Regional RRH for DV	DV - All	Reg	70.5	RRH	\$ 1,123,389	\$ 20,931,010
23	KC DCHS (Lwire, YWCA, NBegin, SGrnd)	Regional RRH for DV Expansion #1	DV - All	Reg	70.5	RRH	\$ 1,099,409	\$ 22,030,419
24	Plymouth Housing	Shelter Plus Care - SRA	Disabled - All	Reg	69.0	PSH	\$ 1,446,374	\$ 23,476,793
25	Compass Housing Alliance	Cascade Women's Supportive Housing	Chronic	Sea	69.0	PSH	\$ 116,182	\$ 23,592,975
26	Downtown Emergency Service Center	[DESC] Scattered Site Leasing	Chronic	Sea	68.0	PSH	\$ 818,722	\$ 24,411,697
27	Plymouth Housing	Shelter Plus Care - TRA	Disabled - All	Reg	67.0	PSH	\$ 9,554,287	\$ 33,965,984
28	Catholic Community Services	Noel House at Bahkita Gardens	Chronic	Sea	67.0	PSH	\$ 220,908	\$ 34,186,892
29	Plymouth Housing	Williams Apartments	Disabled Adults	Sea	65.0	PSH	\$ 673,870	\$ 34,860,762
30	Valley Cities Counseling and Consultation	Valley Cities Landing	Disabled Adults	BOC	61.0	PSH	\$ 221,596	\$ 35,082,358
31	City of Seattle (Nhood Hse/Sld Grnd/Wspring)	Seattle Rapid Rehousing For Families	Families - DV	Sea	60.1	RRH	\$ 1,833,713	\$ 36,916,071
32	The Salvation Army	Salvation Army William Booth	Single Adults	Sea	60.0	TH	\$ 253,988	\$ 37,170,059
33	Downtown Emergency Service Center	Lyon Building	Disabled Adults	Sea	60.0	PSH	\$ 524,317	\$ 37,694,376
34	Catholic Community Services	Kent PSH (aka Thea Bowman)	Chronic	BOS	n/a	PSH	\$ 207,657	\$ 37,902,033
35	New Beginnings	Home Safe Rapid Rehousing	Families - DV	Sea	59.2	RRH	\$ 403,508	\$ 38,305,541
36	Low Income Housing Institute	Martin Court	SA & Families	Sea	57.0	TH	\$ 105,000	\$ 38,410,541
37	Solid Ground	Broadview Transitional Housing Program	Families - DV	Sea	56.2	TH	\$ 158,620	\$ 38,569,161
38	Lifewire	My Friend's Place TH/RRH	Families - DV	BOC	51.6	Joint	\$ 393,816	\$ 38,962,977
39	Plymouth Housing	Coming Home Housing Program	Single Adults	Sea	50.0	TH	\$ 488,420	\$ 39,451,397
40	YouthCare	Sandpoint Youth Group Homes	Young Adult	Sea	50.0	TH	\$ 324,869	\$ 39,776,266
41	Friends of Youth	Arbor House (New Ground Bothell)	Young Adult	BOC	47.0	TH	\$ 123,062	\$ 39,899,328

2021 HUD Continuum of Care Program Final Priority Order

Rank	Sponsor	Project	Target Pop.	Area	Score	Type	Cost	Aggregate \$	
42	Kent Youth and Family Services	Watson Manor Transitional Living Program	Youth / YA	BOC	44.0	TH	\$ 38,134	\$ 39,937,462	
43	City of Seattle (FOY / THS/ YMCA)	Rapid Rehousing for Young Adults	Young Adult	Sea	44.0	RRH	\$ 1,555,043	\$ 41,492,505	
44	YMCA	Severson Program	Young Adult	BOC	40.0	TH	\$ 123,286	\$ 41,615,791	
45	YouthCare	Straley House	Young Adult	Sea	39.0	TH	\$ 105,602	\$ 41,721,393	
46	Downtown Emergency Service Center	King County Consolidated Rapid Rehousing Program	Single Adults	Reg	38.0	RRH	\$ 1,304,926	\$ 43,026,319	
47	Consejo Counseling and Referral Service	Mi Casa	Families - DV	BOC	33.4	TH	\$ 64,613	\$ 43,090,932	
48	YouthCare	Ravenna House	Young Adult	Sea	31.0	TH	\$ 151,856	\$ 43,242,788	
49	KC DCHS	WA-500 Coordinated Entry		BOC	--	CE	\$ 1,872,500	\$ 45,115,288	
50	KC DCHS	WA-500 Coordinated Entry - DV		Sea	--	CE	\$ 173,000	\$ 45,288,288	
51	KC DCHS	WA-500 HMIS		Sea	--	HMIS	\$ 403,714	\$ 45,692,002	
CoC Bonus \$2,437,074	52	DESC	DESC Burien PSH	Chronic	BOC	80.0	PSH	\$ 237,074	\$ 48,921,239
	53	DESC	DESC Greenlake PSH	Chronic	Sea	75.0	PSH	\$ 1,320,000	\$ 50,241,239
	54	PHG	PHG Madison/Boylston (BONUS+\$57,319 reallocation)	Chronic	Sea	74.0	PSH	\$ 937,319	\$ 51,178,558
DV Bonus \$1,945,986	55	King County	YWCA Anita Vista Joint Component	DV	Reg	55.0	Joint	\$ 320,000	\$ 51,498,558
	56	King County	RRH-DV Expansion (Lwire, New Beg., Broadview, YWCA)	DV	Reg	48.0	RRH	\$ 1,625,986	\$ 53,124,544
YHDP \$2,992,163	KC DCHS (UIAT / YC)		YHDP - Bridge Housing	Young Adults	Sea		TH	\$ 1,713,698	\$ 47,405,700
	KC DCHS (YMCA / THS / FOY)		WA-500 YDHP-YET & Nav/Div Consolidated	Young Adults	Sea		TH	\$ 1,182,277	\$ 48,587,977
	KC DCHS (THS)		WA-500 YHDP Behavioral Health Crisis Response	Disabled Adults	Sea		SSO	\$ 96,188	\$ 48,684,165
CoC Planning \$1,250,000	CoC Planning (non-competitive / not part of tiering)								\$1,250,000
	Application TOTAL								\$ 54,374,544

WA-500 ARD (the total amount of all CoC renewal projects)	\$ 45,749,321
WA-500 YHDP	\$ 2,992,163
BONUS Project – PSH for Chronically Homeless and/or RRH	\$ 2,437,074
BONUS Project – DV	\$ 1,945,986
CoC Planning Grant (considered new by HUD each year)	\$ 1,250,000
	\$ 54,374,544

1E – 5 Project Rejected/Reduced Notification

No projects were reduced.

No projects were rejected.

1E – 5a Public Posting– Projects Accepted

Attached is a copy of the written notification to each project that was renewed or new.

- ✓ Letters of Notification for New or Renewal Projects

New and renewal projects were invited to a virtual (community) meeting on 10/27/2021. Written letters of notification were hand-delivered or delivered via email after personal contact on 10/27/2021.

- ✓ Letter of Notification for CoC Bonus Projects and DV Bonus Project

The Coc Bonus Projects and DV Bonus Project were also invited to a virtual (community) meeting on 10/27/2021. A Written letter of notification was hand-delivered or delivered via email after personal contact on 10/27/2021.



October 27, 2021

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Auburn Family PSH
HUD Grant #WA0466LOT002001

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Sincerely,

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Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Program



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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Avalon Place
HUD Grant #WA0228LOT002010

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Broadview Transitional Housing Program
HUD Grant #WA0009LOT002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Cascade Women's Supportive Housing
HUD Grant #WA0364LOT002004

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Advisory Committee affirms the local values and priorities for these funds.

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Coming Home
HUD Grant #WA0012LOT002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name DESC 22nd Avenue PSH #1 (Hobson)
HUD Grant #WA0410LOT002001

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name DESC Clement Place Consolidated
HUD Grant #WA0384LOT002002

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Project Name DESC Consolidated PSH Portfolio #1
HUD Grant #WA0345LOT002003

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Project Name DESC Consolidated PSH Portfolio #2
HUD Grant #WA0018LOT002013

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Kate Speltz, King County DCHS Housing and Community Development Program



October 27, 2021

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Domestic Violence Coordinated Entry
HUD Grant #WA0413D0T002002

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Advisory Committee affirms the local values and priorities for these funds.

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If you have questions about the process or HUD's priorities, please feel free to contact me at peter.lynn@kcrha.org.

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Sincerely,

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Peter Lynn
Chief Program Officer
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peter.lynn@kcrha.org
<https://www.kcrha.org>

cc:

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Dorothy Day House
HUD Grant #WA0014L0T002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Family Village Redmond PSH for Families
HUD Grant #WA0320L0T002005

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Hickman House Joint Component TH/RRH
HUD Grant #WA0411L0T002002

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Home Safe RRH
HUD Grant #WA0363LOT002004

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name King County Consolidate Scattered Sites Supportive Housing
HUD Grant #WA0297LOT002006

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name King County Consolidated Rapid Rehousing Program
HUD Grant #WA0366LOT002004

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Project Name King County Consolidated Scattered Sites Supportive Housing
HUD Grant #WA0297LOT002006

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name King County Shelter Plus Care Program - SRA
HUD Grant #WA0033L0T002013

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Peter Lynn
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<https://www.kcrha.org>

cc:

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Kate Speltz, King County DCHS Housing and Community Development Program



October 27, 2021

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name King County Shelter Plus Care Program - TRA
HUD Grant #WA0034L0T002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Kent PSH (Thea Bowman)
HUD Grant #WA0390L0T002001

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Kerner Scott House
HUD Grant #WA0032LOT002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Lyon Building
HUD Grant #WA0036LOT002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Martin Court
HUD Grant #WA0037LOT002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Mi Casa Transitional Housing Program
HUD Grant #WA0041L0T002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name My Friend's Place TH/RRH
HUD Grant #WA0392LOT002003

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name New Ground Bothell
HUD Grant #WA0005LOT002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Noel House at Bakhita Gardens
HUD Grant #WA0213LOT002010

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Nyer Urness
HUD Grant #WA0227LOT002007

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Project Name Ozanam House Consolidated PSH
HUD Grant #WA0239LOT002010

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Peter Lynn
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peter.lynn@kcrha.org
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cc:

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Kate Speltz, King County DCHS Housing and Community Development Program



October 27, 2021

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Patrick Place
HUD Grant #WA0259LOT002008

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Plymouth Housing Group 7th and Cherry
HUD Grant #WA0344LOT002004

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Project Name Ravenna House
HUD Grant #WA0046LOT002013

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Project Name Regional RRH for DV Consolidation
HUD Grant #WA0412D0T002002

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Ronald Commons
HUD Grant #WA0316LOT002005

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Project Name Rose of Lima House
HUD Grant #WA0048LOT002013

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Project Name Rapid Rehousing for Young Adults
HUD Grant #WA0319LOT002005

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Rapid Rehousing for Young Adults
HUD Grant #WA0319L0T002005

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If you have questions about the process or HUD's priorities, please feel free to contact me at peter.lynn@kcrha.org.

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Sincerely,

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Peter Lynn
Chief Program Officer
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peter.lynn@kcrha.org
<https://www.kcrha.org>

cc:

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Kate Speltz, King County DCHS Housing and Community Development Program



October 27, 2021

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Sandpoint Families Supportive Housing
HUD Grant #WA0318LOT002005

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Sandpoint Youth Group Homes
HUD Grant #WA0052LOT002013

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Project Name Scattered Site Leasing
HUD Grant #WA0053LOT002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Seattle Rapid Rehousing for Families Consolidated Project
HUD Grant #WA0295L0T001905

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Seattle Rapid Rehousing for Families Consolidated Project
HUD Grant #WA0295LOT002006

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Project Name Seattle Rapid Rehousing for Families Consolidated Project
HUD Grant #WA0295LOT002006

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Project Name Severson Program
HUD Grant #WA0054LOT002013

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Project Name St. Martin's on Westlake
HUD Grant #WA0056LOT002013

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Project Name Straley House
HUD Grant #WA0057L0T002013

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Project Name The Inn- Safe Haven
HUD Grant #WA0020L0T002013

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Peter Lynn
Chief Program Officer
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peter.lynn@kcrha.org
<https://www.kcrha.org>

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Program



October 27, 2021

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name United Indians/Labateyah Bridge Housing
HUD Grant #WA0404Y0T002002

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Valley Cities Landing
HUD Grant #WA0001LOT002011

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name WA-500 Coordinated Entry
HUD Grant #WA0343LOT002005

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Project Name WA-500 HMIS
HUD Grant #WA0050LOT002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name WA-500 YDHP Behavioral Health Crisis Response
HUD Grant #WA0407Y0T002002

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Project Name WA-500 YDHP-Bridge Housing
HUD Grant #WA0404Y0T002002

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Project Name WA-500 YDHP-YET & Nav/Div Consolidated
HUD Grant #WA0405Y0T002002

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HUD Grant #WA0405Y0T002002

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Watson Manor Transitional Living
HUD Grant #WA0065LOT002013

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Williams Apartments
HUD Grant #WA0244LOT002008

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Project Name William Booth Center Transitional Living Program
HUD Grant #WA0023L0T002013

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evaluate how well CoC Program funded projects are performing and how well they align with the priorities of this funding source.

If you have questions about the process or HUD's priorities, please feel free to contact me at peter.lynn@kcrha.org.

We look forward to working with you over the coming months and encourage you to talk with us and participate in the Advisory Committee meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of AC meetings can be found on the KCRHA website at www.kcrha.org. Thank you,

Sincerely,

A handwritten signature in blue ink, appearing to be 'PL' with a flourish.

Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Program



October 27, 2021

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC), has completed its review of project proposals to be submitted under the 2021 local renewal application process in response to the FY 2021 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name Youth Engagement Team
HUD Grant #WA0405Y0T002002

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Advisory Committee affirms the local values and priorities for these funds.

Final recommendations, as approved by the CoC Advisory Committee on October 25, 2021, funded a priority order that is best positioned to maximize our potential to receive funding this year and in the future. It considered HUD priorities, target populations, equity, barriers to housing, such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

Additionally, we are seeking CoC Bonus funding for three Permanent Supportive Housing projects for persons who are chronically homeless. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is brief and one-time occurrence. In addition, our CoC is also applying for HUD DV Bonus funds, made available in the FY 2021 NOFO for the third year in a row.

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evaluate how well CoC Program funded projects are performing and how well they align with the priorities of this funding source.

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Kate Speltz, King County DCHS Housing and Community Development Program



October 27, 2021

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2021 KCRHA application to HUD.

Project Name YWCA Supportive Housing
HUD Grant #WA0045LOT002013

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Advisory Committee affirms the local values and priorities for these funds.

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evaluate how well CoC Program funded projects are performing and how well they align with the priorities of this funding source.

If you have questions about the process or HUD's priorities, please feel free to contact me at peter.lynn@kcrha.org.

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<https://www.kcrha.org>

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division
Kate Speltz, King County DCHS Housing and Community Development Program

2021 - New CoC Bonus Projects Accepted



October 27, 2021

Mr. Daniel Malone
Executive Director
Downtown Emergency Service Center
515 3rd Ave
Seattle, WA 98104

ATTN: Noah Fay

Dear Mr. Malone,

The King County Regional Homeless Authority (RHA), as the Seattle-King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2021 local application process in response to the FY 2021 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO).

We are pleased to inform you that the following new CoC Program project application was selected for inclusion in the FY2021 KCRHA application to HUD as a CoC Permanent Housing Bonus project.

DESC Burien PSH

\$237,074

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division

Kate Speltz, King County DCHS Housing and Community Development Programs



October 27, 2021

Mr. Daniel Malone
Executive Director
Downtown Emergency Service Center
515 3rd Ave
Seattle, WA 98104

ATTN: Noah Fay

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DESC Greenlake PSH

\$1,320,000

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division

Kate Speltz, King County DCHS Housing and Community Development Programs



October 27, 2021

Mr. Sean Heron
Deputy Director
Plymouth Housing Group
2113 Third Ave
Seattle, WA 98121

ATTN: M J Kiser

Dear Mr. Heron,

The King County Regional Homeless Authority (RHA), as the Seattle-King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2021 local application process in response to the FY 2021 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO).

We are pleased to inform you that the following new CoC Program project application was selected for inclusion in the FY2021 KCRHA application to HUD as a CoC Permanent Housing Bonus project.

Madison Boylston PSH

\$937,319

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division

Kate Speltz, King County DCHS Housing and Community Development Programs

2021-New DV Bonus Projects Accepted



October 27, 2021

Ms. Maria Chavez Wilcox
Director
YWCA Seattle King Snohomish
1118 Fifth Ave
Seattle, WA 98101

ATTN: Patricia Hayden

Dear Ms. Chavez Wilcox,

The King County Regional Homeless Authority (RHA), as the Seattle-King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2021 local application process in response to the FY 2021 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO).

We are pleased to inform you that the following new CoC Program project application was selected for inclusion in the FY2021 KCRHA application to HUD as a CoC Permanent Housing Bonus project.

Anita Vista TH/ RRH Joint Component

\$320,000

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Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division

Kate Speltz, King County DCHS Housing and Community Development Programs



October 27, 2021

Mr. Leo Flor
Director
King County Department of Community and Human Service
501 4th Ave
Seattle, WA 98104

ATTN: Kate Speltz

Dear Mr. Flor,

The King County Regional Homeless Authority (RHA), as the Seattle-King County Continuum of Care (CoC) has completed its review of project proposals submitted under the 2021 local application process in response to the FY 2021 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO).

We are pleased to inform you that the following new CoC Program project application was selected for inclusion in the FY2021 KCRHA application to HUD as a CoC Permanent Housing Bonus project.

Regional RRH DV Expansion

\$1,625,986

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>

cc:

Eileen Denham, City of Seattle HSD Community Support & Assistance Division

Kate Speltz, King County DCHS Housing and Community Development Programs

Letters of commitment that demonstrate the number of subsidies or units being provided to support all the new projects that leverage housing.

- ✓ King County Housing Authority notice of award of 95 Project-based Vouchers to support the operations of the DESC Burien Permanent Supportive Housing



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

Executive Director
Stephen J. Norman

October 20, 2021

Daniel Malone, Executive Director
Downtown Emergency Service Center
515 3rd Avenue
Seattle, WA 98104

Re: Notice of Award for 95 Project-based Vouchers

Dear Mr. Malone,

I am pleased to inform you that the King County Housing Authority (KCHA) has awarded Downtown Emergency Service Center (DESC) 95 Project-based Vouchers (PBVs) to support the operations of the DESC Burien Permanent Supportive Housing (PSH) development. 70 of these vouchers must serve households that include a person who is at least 18 years of age and not yet 62 years old, who has a disability; 25 of these vouchers must serve Veterans eligible for Veterans Affairs Supportive Housing (VASH). The award of these 95 PBVs, valued at almost \$1 million annually, is being made in coordination with the King County Department of Community and Human Services (DCHS) – Housing, Homelessness, and Community Development Division (HHCCDD) Capital Funding and Operating Support, Rental Assistance, and Supportive Service (ORS) awards as outlined in the letter from King County dated December 24, 2020.

Pre-construction Conditions

Prior to the start of construction, your organization will be required to provide KCHA with additional PBV application documentation for final approval. Final approval is conditional on favorable subsidy layering and environmental reviews in accordance with 24 CFR 983.55 and 24 CFR 983.58, respectively. This project may not take any action prohibited under 24 CFR 983.58(d) until the environmental process is completed. Additionally, because this project is receiving 95 PBVs, DESC and its contractors and subcontractors must comply with Davis-Bacon wage rate requirements in the development of the property. KCHA will monitor Davis-Bacon wage rate compliance throughout the development of the property and upon completion, must certify compliance before PBV subsidies may be provided.

Permanent Supportive Housing (PSH) Conditions

As outlined in the King County award letter, 95 of the PBV units are required to house people experiencing chronic homelessness, and DESC must maintain at least 5 FTE case managers to ensure that quality supportive services are available to the tenants. Additionally, KCHA expects this PSH development to be staffed with on-site personnel 24 hours a day, 7 days a week. As outlined in the King County DCHS Request for Proposals, KCHA's PBV award shall comply with national standards for quality supportive housing as outlined in the Corporation for Supportive Housing's [Dimensions of Quality Supportive Housing](#). Please review and complete the enclosed Commitment to Quality Checklist affirming DESC's commitment to these national standards by November 19th, 2021.

KCHA looks forward to working with DESC on this important project and our staff will be in contact soon to initiate the PBV contracting application process. If you have any questions, please feel free to contact me directly or Kristy Johnson at 206-574-1357 or at Kristyj@kcha.org.

My thanks for the good work DESC does, every day, in our community.

Sincerely,

 AA8F30B9C1204BD
Stephen Norman
DocuSigned By: Stephen Norman
Stephen Norman
Executive Director

(Enclosure: Commitment to Quality Checklist to be returned to KCHA by November 19th, 2021)

Cc: Kristy Johnson, KCHA
Amy Kickliter, KCHA
Kristin Pula, King County HHCDD
Anna Strahan, King County HHCDD
Sondra Nielsen, DESC

This checklist is intended for projects in the pre-development phase of Supportive Housing project planning and design. In completing the Commitment to Quality checklist the signatory affirms that the project has been explained to each partner named in the funding application and that they understand and commit to the Quality Standards marked Yes.

Indicator	Commitment to Quality	Verifiable Quality Measures in Pre-Development and Program Planning
Tenant Centered		
Tenant-Driven Planning	<input type="checkbox"/> Yes <input type="checkbox"/> No	During the project planning process, individuals representing the priority target population have been involved, either through at least one individual meeting with the supportive housing project team and/or at least one focus group with members of the targeted tenancy.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are multiple documented plans of how tenant feedback is, and will continue to be incorporated into the supportive housing project.
Commitment to Supportive Housing Goals	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are written goals and/or targeted tenant outcomes for the supportive housing project.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The project will have a reliable method for collecting and reviewing data on the targeted tenant outcomes (such as housing retention, income, changes in health outcomes, employment, social connectedness).
Privacy & Living Space (Necessary Amenities)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Each unit will have its own private bathroom and kitchen. Kitchens will include basic cooking appliances such as refrigerator, stovetop, and microwave.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tenants will have access to common space either on or off-site for tenant-initiated events such as potlucks or game nights.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Based on the household composition of the planned priority population, there will be an adequate number of bedrooms per unit.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sharing of bedrooms by non-related, single, adult tenants will not be required.
Tenant Education	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Property Management plan will require the management company to provide residents an orientation introducing them to their apartment and neighborhood, and their rights and responsibilities as leaseholders as part of the move-in process.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Services Plan will include an adequate level of on-site tenancy supports (caseloads of 1:10-1:25) and opportunities for tenants to build their skills through on-site workshops/ or outside linkages.
Tenant Feedback	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Property Management and/or Services Plan will indicate that a tenant satisfaction survey will be administered on an annual basis. There will be a written description of the system for reviewing survey results and responding to tenant feedback.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Property Management or Services Plan indicates that there will be a tenant council, focus group or another tenant-led group that meets regularly with the supportive housing project partners. There will be a written description of the system for reviewing and responding to tenant feedback.

Services Design	<input type="checkbox"/> Yes <input type="checkbox"/> No	The services plan demonstrates that participation in services is voluntary, meaning that tenants can choose whether to participate and select the services they prefer.
Accessible		
Affordability	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tenants pay 30% or less of their income for housing costs
Location	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tenants can easily access a wide array of amenities on their own (public transportation, grocery stores, community centers, health clinics, etc.) that reflect local community standards.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	In locations where this is not feasible, the project will have a plan to assist tenants in accessing needed resources.
Physical Accessibility	<input type="checkbox"/> Yes <input type="checkbox"/> No	There will be a system in place to ensure that any needed accommodations are requested and completed prior to tenant move-in.
Housing First	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Tenant Selection Plan and all written policy and procedures will state that the eligibility criteria for the supportive housing meet the minimum that the funder(s) or landlord requires (without additional criteria imposed). (I.e. The project minimizes barriers to entry to ensure that its targets tenants can quickly and easily access the supportive housing.)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Tenant Selection Plan and all written policy and procedures will not require sobriety as an eligibility requirement to enter the supportive housing.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Tenant Selection Plan and all written policy and procedures will not require medication compliance as an eligibility requirement to enter the supportive housing.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Tenant Selection Plan and all written policy and procedures will not require participants to participate in services as an eligibility requirement to enter the supportive housing.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The Tenant Selection Plan and all written policy and procedures will not require a minimum income as an eligibility requirement to enter the supportive housing.
Application Process	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are (existing, or plans for) outreach protocols and designated staff assigned to find households after receiving referrals.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The housing application and screening processes will be fully accessible to persons with disabilities.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Appropriate, reasonable accommodations and necessary supports will be provided, as needed, during the application and screening processes.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The housing application will be separate from any service needs assessment and will not request detailed clinical information.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	There will be a timely and clearly stated process for the approval or denial of housing applications and appeals.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	There will be an established system for staff to communicate with tenants and referral sources during the application process and to track and retain documentation.

	<input type="checkbox"/> Yes <input type="checkbox"/> No	The supportive housing application and intake processes will ONLY include the minimum number of questions needed to determine tenant eligibility, such as those required by funders.
Availability of Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	The services plan outlines responsibility of services staff to ensure that tenants are aware of available services, can modify their services at any time, and that service hours and locations are convenient (including outside of normal business hours and in crisis situations).
Coordinated		
Roles and Responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are written descriptions of each supportive housing partner's role, including, at minimum, the project sponsor, housing and/or property manager and supportive services provider. These descriptions detail the responsibilities of each partner.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Written descriptions will be reviewed and revised annually by all partners.
Communication	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are forums for all partners to discuss the status of the project, their roles and the coordination of their efforts on a regular basis.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are established procedures for communication between scheduled meetings.
Coordinating Property/ Housing Management & Supportive Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	Both the service provider AND property management group (if project based) or housing management office (if scattered site) are committed to developing an eviction prevention plan and a rent repayment plan template. (This commitment can be included in MOUs outlining roles or demonstrated in meeting minutes)
Connections with Mainstream and Community-Based Service Providers	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supportive Housing Service Plan and/or the MOU with the service provider includes serving as a coordinator with other mainstream service providers. (The primary service provider facilitates tenants' connections to resources and supportive services in the community, particularly behavioral healthcare, primary healthcare, substance use treatment and support, and employment.)
Targeting Units	<input type="checkbox"/> Yes <input type="checkbox"/> No	The supportive housing partners prioritize persons who are vulnerable or who are high utilizers of other systems (e.g. hospital, jail, shelter) for all or a portion of available units.
Integrated		
Appearance	<input type="checkbox"/> Yes <input type="checkbox"/> No	The scale, appearance, design, maintenance and quality of the building(s) will be consistent with the neighborhood and reflect local community standards.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The project will meet or exceed HUD's Quality Standards and comply with local housing standards.
Community Dialogue	<input type="checkbox"/> Yes <input type="checkbox"/> No	The supportive housing project partners have identified a lead partner who will be active in ongoing community dialogue and activities (including participating in community improvement activities, soliciting neighborhood input on design, development and operating plans, identifying neighborhood needs or

		preferences for the design, receiving and responding to community concerns, and providing regular updates on the development process).
Housing Unit Choice	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supportive housing partners have a clear understanding of and written description of which partner will work with tenants to: <ol style="list-style-type: none"> 1) Develop an understanding of their needs and wants from a housing unit and 2) Search for and select a housing unit that meets their needs, including any accessibility needs and reasonable accommodations requests.
Leases and Tenant Rights	<input type="checkbox"/> Yes <input type="checkbox"/> No	All supportive housing tenants will be provided with leases or subleases identical to non-supportive housing tenants — without service participation requirements or limits on length of stay (as long as lease terms are met). Ideally, the initial term of a lease or sublease is at least one year.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The project has procedures in place to ensure that tenants are provided with a copy of their lease and have a clear understanding of their rights and responsibilities as tenants.
Community Connections	<input type="checkbox"/> Yes <input type="checkbox"/> No	The primary service provider is committed to working with tenants to 1) identify community opportunities, resources and relationships to support community connection, and to 2) ensure that tenants have the support and access to resources needed to pursue these connections.
Sustainable*		
Capital Funding	<input type="checkbox"/> Yes <input type="checkbox"/> No	The project sponsor is committed to long-term affordability, (i.e. tenants pay no more than 30% of their rent).
Operating Funding	<input type="checkbox"/> Yes <input type="checkbox"/> No	The operating budget includes long-term operating subsidies or a rent reserve sufficient to meet operational costs for the supportive housing units while maintaining affordable tenant rents.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The operating budget will include a recurring contribution to a replacement reserve to repair/replace major systems that is consistent with state housing finance agency or other funder standards.
Housing Maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Property management staff has a comprehensive, written plan and schedule for inspections, pest control, routine maintenance and replacement activities designed to sustain the quality of the physical environment.

*Note: If using the checklist to prepare for Quality Certification, plan to also demonstrate sustainable services funding, sustainable data collection, and sustainability in the project’s alignment with broader community goals.

I hereby certify that the information indicated above is true and accurate. I understand that in affirming our Commitment to Quality Supportive Housing this project and its supporting documentation may be subject to review for verification of the commitment to quality standards.

Signature: _____

Title: _____

Printed Name: _____

Date: _____

Formal written agreements that demonstrate the use of healthcare resources to help individuals and families experiencing homelessness.

- ✓ Memorandum of Understanding Between DESC Housing Programs And DESC Clinical Programs For HUD CoC Program—DESC Burien Permanent Supportive Housing (begins on page 2)
- ✓ Memorandum of Understanding Between Downtown Emergency Service Center (DESC) Housing Programs And DESC Clinical Programs For HUD CoC Program—DESC Greenlake Permanent Supportive Housing (begins on page 5)
- ✓ Memorandum of Understanding Between Neighborcare Health and Downtown Emergency Service Center (begins on page 8)
- ✓ Services Agreement between Plymouth Housing and CCS-CReW Behavioral Health Program for HUD CoC Program-Madison Boylston Senior Housing (begins on page 26)



HOUSING AND HEALTH
TO END HOMELESSNESS

515 Third Avenue
Seattle, WA 98104
phone: 206.464.1570
fax: 206.624.4196
desc.org

Memorandum of Understanding
Between
Downtown Emergency Service Center (DESC) Housing Programs
And
Downtown Emergency Service Center (DESC) Clinical Programs
For
HUD CoC Program—DESC Burien Permanent Supportive Housing

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to outline the understanding between the DESC Clinical Program and the DESC Housing Programs for the provision of in-kind match for the **DESC Burien Permanent Supportive Housing** project funding through the Department of HUD CoC Program. **DESC Burien Permanent Supportive Housing** is a single-site permanent supportive housing project encompassing **95** units. CoC Program funds support the on-going operation and supportive service costs for **95** of the units. The project is located in the City of Burien and prioritize those with the longest histories of homelessness and highest service needs. All residents are disabled by substance use disorders, behavioral health conditions and other conditions and all meet HUD’s definition of chronically homeless.

II. Background

This project is designed to serve chronically homeless adults with a wide variety of needs, including behavioral health conditions, substance use disorders, chronic health conditions, among other needs. DESC specializes in providing affordable housing to individuals in need. At each housing project, DESC provides on-site Housing Case Management, but the Housing Program side is not licensed to provide clinical services such as outpatient behavioral health or substance use disorder services that many residents need to maintain their housing stability. Given that these services are a major source of stability in keeping previously chronically homeless individuals stably housed, DESC Housing Programs is partnering with DESC Clinical Programs, who is licensed to provide these services.

The Memorandum of Understanding outlines the partnership between DESC Housing Programs and DESC Clinical Programs in the provision of clinical services at the DESC housing projects.

III. Term of the Agreement

This MOU shall be in effect from **September 1, 2023** through **August 31, 2024**.



IV. Match

DESC Clinical Programs agrees to provide SAGE behavioral health case management, HOST behavioral health case management and Substance Use Disorder (SUD) services to residents in the identified DESC housing projects. These services are available unconditionally to all participants who want them and are eligible to receive them.

The total amount available from the DESC Clinical Program from all sources will be **\$171,000**. The sources and value of the in-kind match are described below:

1. Support, Advocacy, Growth and Employment (SAGE) is DESC's comprehensive outpatient behavioral health program, providing case management, psychiatrist and nursing services. SAGE services are licensed under the Washington State Division of Behavioral Health and Recovery and are provided under contract with King County BHRD Division. SAGE is a Medicaid funded program. The value of SAGE services is based on the level of care of the client.
 - Low tier: \$6.58 per client per day
 - Medium tier: \$9.56 per client per day
 - High tier: \$28.19 per client per day
2. Homeless Outreach Stabilization and Transition (HOST) is an outreach and intensive case management program funded by City of Seattle HSD General Funds and Washington State BHSC. The value of HOST services is \$458 per client per month.
3. The Substance Use Disorder (SUD) program is a Medicaid program which provides outpatient substance use disorder treatment for Medicaid-funded individuals. The value of SUD services is based on a fee-for-service model in combination with a substance use disorder assessment case rate of \$360 per client.

V. Reporting and Documentation Requirements

DESC Clinical Services will capture information at the client level in DESC's internal database (CHASERS) upon enrollment in the above-named clinical program as the resource is made available to the tenant, as well as document eligible in-kind match on a per client, per clinical program source in CHASERS. After reviewing the match information from CHASERS, DESC Housing Programs will submit the documentation quarterly to the City of Seattle Human Services for documentation of its in-kind match. DESC Housing Programs will ensure timely and accurate submission of grant matching reports.

DESC Clinical Programs and DESC Housing Programs agree to monitor the relationship outlined in this MOU to determine ongoing need for services and may consider expanding services at each DESC housing project if there is a high level of demand.

**Downtown Emergency Service Center
Clinical Services**

**Downtown Emergency Service Center
Housing Services**


Maggie Hostnick (Oct 20, 2021 06:13 PDT)

(Signature and date)

**Maggie Hostnick
Director of Clinical Services
DESC**


Noah Fay (Oct 20, 2021 08:15 PDT)

(Signature and date)

**Noah Fay
Director of Housing
DESC**

DRAFT FY2021 DESC MOU Burien

Final Audit Report

2021-10-20

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HOUSING AND HEALTH
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515 Third Avenue
Seattle, WA 98104
phone: 206.464.1570
fax: 206.624.4196
desc.org

Memorandum of Understanding
Between
Downtown Emergency Service Center (DESC) Housing Programs
And
Downtown Emergency Service Center (DESC) Clinical Programs
For
HUD CoC Program—DESC Greenlake Permanent Supportive Housing

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to outline the understanding between the DESC Clinical Program and the DESC Housing Programs for the provision of in-kind match for the **DESC Greenlake Permanent Supportive Housing** project funding through the Department of HUD CoC Program. **DESC Greenlake Permanent Supportive Housing** is a single-site permanent supportive housing project encompassing **63** units. CoC Program funds support the on-going operation and supportive service costs for **63** of the units. The project is located in the City of Seattle and prioritize those with the longest histories of homelessness and highest service needs. All residents are disabled by substance use disorders, behavioral health conditions and other conditions and all meet HUD’s definition of chronically homeless.

II. Background

This project is designed to serve chronically homeless adults with a wide variety of needs, including behavioral health conditions, substance use disorders, chronic health conditions, among other needs. DESC specializes in providing affordable housing to individuals in need. At each housing project, DESC provides on-site Housing Case Management, but the Housing Program side is not licensed to provide clinical services such as outpatient behavioral health or substance use disorder services that many residents need to maintain their housing stability. Given that these services are a major source of stability in keeping previously chronically homeless individuals stably housed, DESC Housing Programs is partnering with DESC Clinical Programs, who is licensed to provide these services.

The Memorandum of Understanding outlines the partnership between DESC Housing Programs and DESC Clinical Programs in the provision of clinical services at the DESC housing projects.

III. Term of the Agreement

This MOU shall be in effect from **March 1, 2023** through **February 29, 2024**.



IV. Match

DESC Clinical Programs agrees to provide SAGE behavioral health case management, HOST behavioral health case management and Substance Use Disorder (SUD) services to residents in the identified DESC housing projects. These services are available unconditionally to all participants who want them and are eligible to receive them.

The total amount available from the DESC Clinical Program from all sources will be **\$122,689**. The sources and value of the in-kind match are described below:

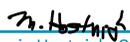
1. Support, Advocacy, Growth and Employment (SAGE) is DESC's comprehensive outpatient behavioral health program, providing case management, psychiatrist and nursing services. SAGE services are licensed under the Washington State Division of Behavioral Health and Recovery and are provided under contract with King County BHRD Division. SAGE is a Medicaid funded program. The value of SAGE services is based on the level of care of the client.
 - Low tier: \$6.58 per client per day
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 - High tier: \$28.19 per client per day
2. Homeless Outreach Stabilization and Transition (HOST) is an outreach and intensive case management program funded by City of Seattle HSD General Funds and Washington State BHSC. The value of HOST services is \$458 per client per month.
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V. Reporting and Documentation Requirements

DESC Clinical Services will capture information at the client level in DESC's internal database (CHASERS) upon enrollment in the above-named clinical program as the resource is made available to the tenant, as well as document eligible in-kind match on a per client, per clinical program source in CHASERS. After reviewing the match information from CHASERS, DESC Housing Programs will submit the documentation quarterly to the City of Seattle Human Services for documentation of its in-kind match. DESC Housing Programs will ensure timely and accurate submission of grant matching reports.

DESC Clinical Programs and DESC Housing Programs agree to monitor the relationship outlined in this MOU to determine ongoing need for services and may consider expanding services at each DESC housing project if there is a high level of demand.

**Downtown Emergency Service Center
Clinical Services**


Maggie Hostnick (Oct 20, 2021 06:13 PDT)

(Signature and date)

**Maggie Hostnick
Director of Clinical Services
DESC**

**Downtown Emergency Service Center
Housing Services**


Noah Fay (Oct 20, 2021 08:15 PDT)

(Signature and date)

**Noah Fay
Director of Housing
DESC**

DRAFT FY2021 DESC MOU Greenlake

Final Audit Report

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**Memorandum of Understanding (“MOU”)
Between Neighborcare Health and Downtown Emergency Service Center**

Purpose

The purpose of this memorandum of understanding (MOU) is to establish the framework for a cooperative agreement between Downtown Emergency Service Center (DESC) and Neighborcare Health (NCH) regarding NCH providing medical and mental health services to residents of DESC buildings. This MOU is effective **January 1, 2021** and shall continue for **twelve** consecutive months.

Background

DESC and NCH have partnered to provide medical services to DESC residents since 2007 through the Housing Health Outreach Team (HHOT) program. HHOT consists of staff from NCH and some sites are part of a contracted program of the Healthcare for the Homeless Network (HCHN) within Public Health-Seattle & King County. NCH staff include RN, MD, ARNP, MA, Licensed Mental Health Providers and residents and students. DESC provides staff such as case managers, building managers, and front desk staff. Together, NCH and DESC staff work to encourage engagement with HHOT staff, with participation being voluntary, with the overarching goal of increasing housing program capacity to support residents with higher needs. Residents do not need to be NCH patients to engage with HHOT staff onsite. NCH and DESC both commit to and understand the importance of regular communication as a core necessity to our partnership.

Service Sites

As staffing and funding allows, the following DESC sites are designated to receive HHOT services including RN, Medical, and/or Behavioral Health:

- Aurora House
- Canaday House
- Clement Place
- Cottage Grove
- Interbay Place
- Kerner-Scott House
- The Morrison
- May add additional site at the agreement of both parties

The specific responsibilities of each of the participating parties are listed below:

Implementation and Roles

NCH will:

- Provide patient-centered health care services to residents with a risk-reduction, trauma-informed approach including: basic nursing assessment, care, and medical case management; triage of acute health care issues, provision of and/or referral to primary medical care; provision of education and support around chronic disease management; providing immunization and screenings; facilitating follow-up with patient's primary care provider if not within NCH.
- Serve as consultants to housing staff by helping them: understand the health needs of residents; incorporate health needs into individualized case management plans or housing service plans over time as appropriate and as approved by patients; navigate medical, oral health, behavioral health, and substance abuse systems; help connect people with medical benefits, including veterans systems and Medicaid/Medicare.
- Depending on the needs of the building site and as determined together by NCH and DESC, providing behavioral health services to residents including: short term counseling and therapy; crisis support; referrals to community behavioral health agencies; education and support; referrals to community behavioral health agencies; education and support for clients and staff regarding behavioral health issues. The licensed Mental Health Provider will not prescribe medication, and care that cannot be provided on site will be referred to community behavioral health clinics, community health centers, or hospitals as appropriate.
- Promote knowledge regarding health and healthy behaviors including coordinating group or individual health education sessions on topics such as self-management of chronic conditions, tobacco cessation, nutrition education, dental care access, and the availability and proper use of health services including appropriate use of the emergency department.
- Coordinate with housing staff to identify and engage residents in need of health assistance. Provide the following in the most culturally-relevant manner possible: screening for chronic and acute medical conditions including oral health, vision, and preventive health needs; direct patient care such as foot care, wound care, psychosocial support, and strategies for medication adherence; coordinate health education; build rapport with residents who are not currently connected to the team for the purpose of engaging them in services.
- Assure continuity of care in the following ways: educate residents on the importance of ongoing care and wellness; provide or refer and link residents to primary medical, dental, and behavioral health care; facilitate access to services and coordinate with housing staff to assure residents have transportation to health-related appointments; advocate for the patient within the health care and treatments systems; follow-up on referrals to determine the outcomes; and assist clients in arranging follow up appointments.
- If access to DESC's computers or network is necessary to perform duties under this agreement, users must abide by DESC's Acceptable Use of DESC Network and Computer Guidelines. Any violation of this policy will lead to DESC revoking access.

DESC will:

- Provide facilities for the HHOT team free of charge that meet the following standards:
 - Large enough to fit a desk, staff chair, patient chair, and lockable cabinet, and be wheelchair accessible
 - Non-porous flooring and furnishings that are hygienic and able to be easily cleaned
 - Access to running water (sink in office, if possible. Otherwise, a sink will be nearby)
 - Locking door to office
 - Nursing office locations will either be in close proximity to other staff whenever possible, or two way communication devices will be provided
 - Sufficient power and internet access; if internet access is not available Neighborcare can provide hot spot devices to HHOT staff
 - Use of conference rooms, common rooms, and photocopy machines as needed. If there is a specific reason these cannot be provided, it will be communicated with on-site staff
- Provide a supportive living environment for residents including on-site support; verbal and written information to residents about HHOT including scope of services and hours of availability; advertising, promoting, and reminding residents of wellness programs; regularly referring residents to HHOT; and supporting residents to follow through on care, such as reminding residents of appointments, conducting wake-up calls, and accompanying residents to and from appointments as necessary and as able.
- Integrate HHOT into the on-site service model including: introduce and orient new staff to HHOT service and the team; include HHOT in staff meetings and other building-wide communication; dedicate time for building staff who work on-site to participate in trainings with the HHOT staff; introduce and orient new residents to HHOT and share resident intake information with HHOT as authorized by the resident; maintain a health log including updated information on who is in the hospital and/or inpatient treatment as authorized by resident.
- Provide regular feedback to HHOT about staff and client feedback regarding the quality and benefit of HHOT services
- Inform NCH staff of its emergency protocols, including the locations of any emergency supplies; and train NCH staff in emergency practices at the site such as evacuation plans, shelter-in-place plans or crisis communication plans. In the event of an emergency, due to a natural or man-made disaster, NCH staff located at DESC will comply with DESC's emergency protocols.

NCH and DESC mutually agree to the following:

1. Term and Termination. Either NCH or DESC can terminate this agreement for any reason upon 14 days written notice to the other party (or upon such sooner time as NCH and DESC agree).
2. Billing and Fees. There will be no charges or fees between DESC and NCH.

3. Liability. NCH and DESC shall maintain in full force and effect throughout the term of this Agreement policies of professional liability insurance. Each party shall have coverage and limits of liability similar to the coverage maintained by others in the same field of practice.
4. Indemnity. It is further understood that this agreement between NCH and DESC is by and between two independent parties and is not intended and shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, or association. NCH, its directors, officers, employees, agents, subcontractors, and representatives shall be indemnified and held harmless by DESC from and against any claims, losses, lawsuits, costs, damages, liabilities, and expenses (including but not limited to attorneys' fees) arising from negligent acts or admission on DESC's part. DESC is also to be indemnified and held harmless by NCH from and against any claims, suits, or actions arising from negligent acts or admissions on NCH's part. Both parties agree to promptly notify each other of any claim or lawsuit for which indemnification may be provided.
5. Other Contractual Commitments. DESC represents and warrants to NCH that it has no contractual commitments that may restrict or impair NCH from performing its duties under this Agreement or give rise to any claims under such contractual commitments. DESC covenants to NCH that it will not amend any existing agreement or enter into any new agreements which would restrict NCH from performing its duties under this Agreement.
6. Relationship Between the Parties. Under the terms of this Agreement, and in the performance of all obligations hereunder, NCH shall be considered an independent partner to DESC and DESC shall not withhold or in any way be responsible for the payment of any federal, state or local income or occupational taxes, social security taxes, unemployment compensation or worker's compensation contributions, vacation pay, sick leave, retirement benefits or any other payments for or on behalf of NCH.
7. Non- Exclusivity. DESC acknowledges that the arrangements under this Agreement is only one of multiple arrangements for the provision of professional services that NCH may have with other providers now and/or in the future, and that NCH shall not be precluded from maintaining or entering into any other arrangements or activities involving the provision of professional services, or any other engagements or activities, whether now in existence or arising in the future.
8. Compliance with Laws. NCH and DESC agrees to comply with all federal and state laws or regulations applicable to the services to be provided under this Agreement. The Parties further agree that they will protect and secure the privacy and confidentiality of patient information in accordance with the Business Associate Agreement as set forth in Exhibit A.

9. Records. All records, reports, histories, and the like with respect to the DESC patients served by NCH shall be considered the sole property of NCH; provided, however, that DESC shall have access to copies of such records as may be required by law.
10. Governance. The validity, construction and effect of this Agreement, and all extensions and modifications thereof, shall be construed in accordance with the laws of Washington State without regard to its choice of law rules, and King County, Washington shall be the exclusive venue for any suit, litigation or alternate dispute resolution brought pursuant to this Agreement.
11. Nondiscrimination. NCH represents and assures that the Services shall be provided to DESC residents in the same manner as such services are provided to NCH's other patients, except as required pursuant to this Agreement. NCH shall not discriminate against DESC residents in any manner in the provision of the Services, including but not limited to access or quality of service.
12. Entire Agreement. This Agreement and any exhibits attached hereto constitute the entire agreement between NCH and DESC and supersede any and all prior oral or written agreements, commitments, or understandings concerning the matters provided for in this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties.
13. Modification. NCH and DESC may modify this Agreement only by a writing executed by the authorized representative of the Parties.
14. Survival. NCH and DESC expressly intend and agree that the liability coverage provisions of this Agreement will survive the termination of this Agreement for any reason.
15. Severability. If any provision of this Agreement or any exhibit attached hereto shall be held wholly or partially invalid or unenforceable under applicable law, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision.
16. Waiver. A failure by either NCH or DESC to exercise its rights under this agreement shall not preclude the parties from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the Party.
17. Force Majeure. Neither DESC nor NCH shall be liable for any failure to perform any of its obligations under this Agreement during any period in which such performance is delayed by circumstances beyond its reasonable control including, but not limited to, fire, flood, war, embargo, strike, riot, disputes with suppliers/vendors, the intervention of any governmental authority, or any other cause beyond the reasonable control of the

Party invoking this section (a "Force Majeure"). In such event, the delayed Party must promptly provide the other Party with written notice of the Force Majeure.

18. Notices. Any notice required to be provided to any Party to this Agreement shall be considered effective as of the date of deposit with the United States Postal Service by certified or registered mail, postage prepaid, return receipt and addressed to the Party at the following address

If to Neighborcare Health:

Name: Meredith Vaughan, COO
Email: meredithv@neighborcare.org
Address: 1200 12th Ave S, Suite 901
Seattle, WA 98144

If to DESC:

Name: Daniel Malone, Executive Director
Email: dmalone@desc.org
Address: 515 3rd Ave
Seattle, WA 98104

19. No Assignment. Neither this Agreement nor any rights or obligations hereunder shall be assigned by either NCH or DESC without the prior written consent of the non-assigning Party.
20. No Third Party Beneficiaries. Nothing expressed or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or permitted assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.
21. Counterparts. This Agreement may be signed in any number of counterparts, each of which shall be an original, but all of which taken together shall constitute one and the same instrument.
22. Headings. The headings throughout this Agreement are for convenience of reference only and shall in no way be held or deemed to be a part of or affect the interpretation of this Agreement.

NCH and DESC have caused their duly authorized representatives to execute this Agreement as of the Effective Date.

For Neighborcare Health:


Meredith Vaughan (Oct 20, 2021 15:17 PDT)

Signed

Meredith Vaughan

Printed Name

Interim CEO

Title

For DESC:


Daniel Malone (Oct 20, 2021 16:48 PDT)

Signed

Daniel Malone

Printed Name

Executive Director

Title

Exhibit A

Business Associate Agreement

This Business Associate Agreement (“Agreement”) is made and entered into by and between Neighborcare Health, (“Covered Entity” or “CE”), and Downtown Emergency Service Center (“Business Associate” or “BA”). Covered Entity and Business Associate may be referred to individually as a “Party” and collectively as the “Parties.”

Recitals

WHEREAS, CE and BA have entered into an agreement pursuant to which BA will provide certain services to or on behalf of CE, and BA may create, receive, maintain, transmit, or have access to Protected Health Information in order to provide those services (“Services Agreement”);

WHEREAS, the Department of Health and Human Services (“HHS”) has promulgated regulations at 45 Code of Federal Regulations (“C.F.R.”) Parts 160 and 164 implementing the privacy requirements (“Privacy Rule”) and regulations at 45 C.F.R. Parts 160, 162 and 164 implementing the security requirements (“Security Rule”) set forth in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”) as amended by regulations implementing Subtitle D of the Health Information Technology for Economic and Clinical Health Act which is Title XIII of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5);

WHEREAS, the Privacy Rule and Security Rule require CE to enter into a written contract with BA in order to assure certain protections for the privacy and security of Protected Health Information, and the Privacy Rule and Security Rule prohibit the disclosure or use of Protected Health Information to or by BA if such a contract is not in place;

WHEREAS, both Parties mutually agree to satisfy the foregoing regulatory requirements and all federal, state and local confidentiality, privacy, and security laws through this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual promises contained herein, the receipt and sufficiency of which are hereby acknowledged, CE and BA agree as follows:

Definitions.

Terms used, but not otherwise defined in this Agreement shall have the same meaning as those terms in 45 C.F.R. Part 160, Part 162, and Part 164, then in effect or as amended, which are collectively referred to as the “HIPAA Rules.”

“**Disclose**” and “**Disclosure**” mean, with respect to Protected Health Information, the

release, transfer, provision of, access to, or divulging in any other manner of Protected Health Information outside BA's internal operations or to persons or entities other than members of its workforce.

“**HITECH Act**” shall mean the Health Information Technology for Economic and Clinical Health Act, found in Title XIII of the American Recovery and Reinvestment Act of 2009, Public Law 111-005, and the regulations promulgated thereunder by the Secretary.

“**Individual**” shall have the same meaning found in 45 C.F.R. § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).

“**Protected Health Information**” or “**PHI**” shall have the same meaning as the term “protected health information” in 45 C.F.R. § 160.103, limited to the information created, received, maintained, or transmitted by BA from or on behalf of CE pursuant to this Agreement.

“**Use**” or “**Uses**” shall mean, with respect to Protected Health Information, the sharing, employment, application, utilization, examination, or analysis of such information within BA's internal operations.

Authorized Uses and Disclosures by Business Associate.

General Use and Disclosure

Except as otherwise limited in this Agreement, BA may Use or Disclose PHI on behalf of CE as necessary to provide services as set forth in the Services Agreement, if such Use or Disclosure of PHI would not violate the Privacy Rule if done by CE.

Business Activities of Business Associate

Unless otherwise limited herein, BA may Use PHI:

As necessary for the proper management and administration of BA or to carry out the legal responsibilities of BA;

To provide Data Aggregation services as permitted by 42 C.F.R. § 164.504(e)(2)(i)(B);

As Required by Law.

Unless otherwise limited herein, BA may Disclose PHI for the proper management and administration of BA or to carry out the legal responsibilities of BA provided that:

The Disclosure is Required by Law; or

BA obtains reasonable assurances from the person to whom the PHI is Disclosed that it will be held confidentially and Used or further Disclosed only as Required by Law or for the purposes for which it was Disclosed to the person, and the person notifies BA of any instances of which it is aware in which the confidentiality of the PHI has been breached.

Business Associate Obligations.

Use of PHI

BA shall not Use or further Disclose PHI other than as permitted or required by the Services Agreement, this Agreement, or as Required by Law. In Using, Disclosing, or requesting PHI from CE, BA agrees to limit PHI to the minimum necessary to accomplish the intended purpose of such Use, Disclosure, or request. "Minimum necessary" shall be interpreted in accordance with the HITECH Act and the HIPAA Rules, and implementing regulation or guidance on the definition. BA will make reasonable efforts to limit access to PHI to those members of its workforce that need access based upon their roles and functions.

Appropriate Safeguards; Compliance with Security Rule

BA shall use appropriate administrative, technical, and physical safeguards to prevent Use or Disclosure of PHI other than as provided for by this Agreement. BA shall comply with the Security Rule and shall implement administrative, physical, and technical safeguards (including written policies and procedures) that will reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information it creates, receives, maintains, or transmits on behalf of CE.

Disclosure to Subcontractors

BA agrees to ensure that any subcontractor that creates, receives, maintains, or transmits PHI on behalf of BA agrees to comply with the applicable HIPAA Rules and the same restrictions and conditions that apply through this Agreement to BA with respect to such PHI by entering into a Business Associate Agreement with the subcontractor consistent with 45 C.F.R. 164.502(e).

Delegation of Covered Entity's Duties

To the extent BA is to carry out one or more of CE's obligations under the Privacy Rule, BA shall comply with the requirements of the Privacy Rule that apply to CE in the performance of such obligations.

Disclosure Accounting

BA agrees to document all Disclosures of PHI and information related to such Disclosures as would be required for CE to respond to a request by an Individual for an accounting of Disclosures in accordance with 45 C.F.R. § 164.528 ("Disclosure

Information”) and to retain such documentation for six (6) years from the date of Disclosure.

Within twenty (20) calendar days after receipt of a written notice from CE of a request by an Individual for an accounting of Disclosures of PHI, BA shall provide to CE the Disclosure Information to enable CE to meet the Disclosure accounting obligations under 45 C.F.R. § 164.528. In the event a request for an accounting regarding PHI is delivered directly to BA or its subcontractors, BA shall within three (3) business days after receipt forward such request to CE. Within fifteen (15) calendar days after forwarding the request to CE, BA shall provide its Disclosure Information to CE. It shall be CE’s responsibility to prepare and deliver any accounting of disclosures to the Individual. BA will include, in any Disclosure Information, the information listed in 45 C.F.R. § 164.528(b).

Access to PHI

Within fifteen (15) calendar days following CE’s request, BA shall make available to CE or, at the written direction of CE, to an Individual, for inspection and copying PHI about the Individual that is in a Designated Record Set maintained by the BA, so that CE may meet its access obligations under 45 C.F.R. § 164.524. If CE requests an electronic copy of PHI that is maintained by BA electronically in a Designated Record Set, BA will provide an electronic copy in the form and format specified by CE in accordance with 45 C.F.R. § 164.524(c)(2). Any denial of access to the PHI requested shall be the responsibility of the CE.

Amendment of PHI

Upon receipt of a request from CE, BA shall promptly amend or make available to CE for amendment, an Individual’s PHI maintained by BA in a Designated Record Set to enable CE to meet its obligations under 45 C.F.R. § 164.526. Any denial of a request by an Individual for amendment of PHI maintained by BA pursuant to the Agreement shall be the responsibility of CE.

Government Access to Books and Records

BA shall make its internal practices, books, and records relating to the Use and Disclosure of PHI received from, or created or received by BA on behalf of CE, available to the Secretary, Department of Health and Human Services, for purposes of determining CE’s compliance with the HIPAA Rules. Unless prohibited by law or court or order, BA shall provide to CE, (i) prompt written notice of BA’s receipt of any such request from the Secretary, and (ii) a copy of any documentation, books, and records provided by BA to the Secretary pursuant to the Secretary’s request.

Reporting and Mitigation of Unauthorized Use and Disclosure of PHI or Breach of Unsecured PHI

Reporting of Unauthorized Use and Disclosure of PHI. BA shall provide a written report to CE of any Uses or Disclosures of PHI not authorized by the Services

Agreement or this Agreement of which it becomes aware not more than five (5) calendar days after the unauthorized Use or Disclosure is discovered.

Reporting of Breach of Unsecured Protected Health Information. BA shall notify CE within five (5) calendar days following the discovery of a suspected or actual Breach of Unsecured Protected Health Information (“Unsecured PHI”). A suspected or actual Breach shall be treated as discovered by BA as of the first day on which the Breach is known, or, by exercising reasonable diligence would have been known, to the BA. If a delay is requested by a law enforcement official in accordance with 45 C.F.R. § 164.412, BA may delay notifying CE for the applicable period of time.

Content of Notice. The notice of unauthorized Use or Disclosure, or of Breach of Unsecured PHI, shall include:

To the extent possible, the identification of each Individual whose Unsecured PHI has been, or is reasonably believed by BA to have been improperly accessed, acquired, Used or Disclosed;

Information related to the unauthorized person or persons who impermissibly Used the PHI or to whom the improper Disclosure was made, and whether the PHI was actually acquired or viewed;

The nature of the Breach or other non-permitted Use or Disclosure, including a brief description of what happened, the date of the non-permitted Use or Disclosure or Breach and the date of discovery;

A description of the types of Unsecured PHI that were involved in the non-permitted Use or Disclosure or Breach, including the nature of services, types of identifiers, and the likelihood of re-identification, including whether full name, social security number, credit card number, date of birth, home address, account number, diagnosis, medication, treatment plan, or other information were involved;

The corrective or investigative action BA took or will take to prevent further non-permitted Uses or Disclosures, to protect against future Breaches, and the extent to which the risk to the PHI has been mitigated;

Any details necessary for CE to conduct a risk assessment to determine the probability that the PHI believed to have been improperly accessed, acquired, Used or Disclosed has been compromised and the steps the affected Individuals should take to protect themselves; and

Such other information, including a written report, as CE may reasonably request.

Costs of Breach Notification and Mitigation. BA shall, at its own cost and expense, mitigate, to the extent practicable, any harmful effects known to BA of any Use or

Disclosure of PHI in violation of the requirements of this Agreement. To the extent that CE determines that the Breach notification requirements of the HIPAA Rules are triggered by a Breach of Unsecured PHI, as described in Section 4.3 below, BA shall reimburse CE for all costs related to such notifications.

Security Incidents. BA will report to CE any attempted or successful unauthorized access, Use, Disclosure, modification, or destruction of Electronic Protected Health Information provided by CE or interference with BA's system operations in BA's information system of which BA becomes aware. The Parties acknowledge that probes and reconnaissance scans are commonplace in the industry and, as such, the Parties acknowledge and agree that, to the extent such probes and reconnaissance scans constitute Security Incidents, this Section 3.9.5 constitutes notice by BA to CE of the ongoing existence and occurrence of such Security Incidents for which no additional notice to CE shall be required, as long as such probes and reconnaissance scans do not result in unauthorized access, Use, or Disclosure of PHI. Probes and reconnaissance scans include, without limitation, pings and other broadcast attacks on BA's firewall, port scans, and unsuccessful log-on attempts that do not result in unauthorized access, Use or Disclosure of PHI.

State Law Requirements. In the event BA has an independent notification obligation related to impermissible Use or Disclosure of PHI in connection with this Agreement or the Services Agreement, BA shall promptly notify CE of such obligation and, at least five (5) business days before giving any such notice, BA shall notify CE of its intent to provide the required notifications, including any related information required by applicable state law.

Retention of PHI

BA shall retain all PHI throughout the term of this Agreement and shall continue to maintain such information not otherwise returned or destroyed pursuant to Section 5.4 of this Agreement for a period of six (6) years after the termination of this Agreement.

Restrictions on Disclosures

BA will comply with any agreement by CE to provide for confidential communications of PHI, or to restrict the Use or Disclosure of PHI, pursuant to 45 C.F.R. § 164.522, including any request by an Individual to restrict the Disclosure of the Individual's PHI to a health plan if the Disclosure is (1) for the purpose of carrying out payment or health care operations, is not for purposes of carrying out treatment, and it not otherwise Required by Law, and (2) the PHI pertains solely to a health care item or service for which the Individual, or person other than the health plan on behalf of the Individual, has paid the CE in full.

Prohibition on Sale of PHI

Except as otherwise expressly permitted by the HIPAA Rules, BA shall not directly or indirectly receive remuneration, including financial or non-financial remuneration, in

exchange for an Individual's PHI unless CE or BA obtains a valid authorization that meets the requirements of 45 C.F.R § 164.508 and states that the disclosure will result in remuneration to the BA.

Standard Transactions.

BA shall comply with the HIPAA Rules' Standards for Electronic Transactions when conducting any Standard Transactions on behalf of CE.

Covered Entity Obligations.

With regard to the Use and/or Disclosure of Protected Health Information by BA, CE agrees to:

Notice of Privacy Practices

Provide BA in a timely manner a written or electronic copy of the notice of privacy practices (the "Notice") that CE provides to Individuals in accordance with 45 C.F.R. § 164.520, including any limitation(s) in such Notices to the extent that such limitation may affect BA's Use or Disclosure of PHI.

Restrictions

Notify BA in writing of any restrictions to the Use or Disclosure of PHI that CE has agreed to in accordance with 45 C.F.R. § 164.522 to the extent that such restriction may affect BA's Use or Disclosure of PHI. CE will notify BA in writing of the termination of any such restriction requirement and inform BA whether any of the PHI will remain subject to the terms of the restriction agreement.

Authorizations

Inform BA, in writing and in a timely manner, of any changes in, or revocation of an authorization provided to a CE by an Individual to Use or Disclose PHI to the extent that such changes may affect BA's Use or Disclosure of PHI.

Confidential Communications

Notify BA in writing and in a timely manner, of any confidential communications requests related to an Individual's PHI that CE has agreed to in accordance with 45 C.F.R. § 164.522, to the extent that such request may affect BA's Use or Disclosure of PHI. CE will notify BA in writing of the termination of any such confidential communications requirement.

CE shall not request BA to Use or Disclose PHI in any manner that would not be

permissible under the Privacy Rule if done by a CE.

Determination of Breach and Notification Obligations

CE will be solely responsible to determine whether a non-permitted Use or Disclosure constitutes a Breach and will be responsible to provide, to the extent and within the time required by the HIPAA Rules, notice to the affected Individuals, the media, and the Secretary of any Breach of Unsecured PHI. If CE determines the non-permitted Use or Disclosure is a Breach that triggers the HIPAA Rules' breach notification requirements, then BA will reimburse CE for all costs related to the notifications of a Breach of Unsecured PHI created, received, maintained or transmitted by BA.

Compliance Review

CE may, upon giving reasonable notice to BA, conduct periodic reviews of BA's internal practices, books, and records related to its Use and Disclosure of PHI pursuant to this Agreement to determine compliance with this Agreement and the HIPAA Rules. Such reviews shall be performed on a non-interfering basis and during such times as are reasonably acceptable to BA.

Term and Termination.

Term and Effective Date

This Agreement shall be effective on the effective date of the Services Agreement and shall continue in effect until all obligations of the Parties have been met, unless terminated as provided herein or by the mutual agreement of the Parties.

Termination for Material Breach

Upon CE's determination, in its sole discretion, that BA has violated a material term of this Agreement, CE will provide BA with written notice of the violation and either (i) an opportunity to cure the breach or end the violation within twenty (20) calendar days after BA's receipt of the notice or such other period determined reasonable and appropriate by CE, or (ii) terminate this Agreement if BA does not cure the breach or end the violation within such period, or (3) immediately terminate this Agreement if eliminating the violation or cure of the breach is not possible.

Termination of Agreement

This Agreement shall automatically terminate without any further action of the Parties upon the termination or expiration of the Services Agreement.

Effect of Termination

Upon termination of this Agreement, BA shall return all PHI received from, or

created or received by BA on behalf of CE that is then maintained in any form by BA or its subcontractors, or if expressly requested to do so by CE, BA shall destroy such PHI and provide CE documentation evidencing such destruction. BA shall retain no copies of such PHI except as follows. If BA determines that return or destruction of PHI is not feasible, BA shall provide notice to CE of the conditions that make return or destruction infeasible, and shall extend the protections of this Agreement to such PHI and limit further Uses and Disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as BA maintains such PHI.

In the event this Agreement is terminated for any reason, the Services Agreement will also terminate as of the effective date of termination of this Agreement.

Survival

The obligations of BA under this Section 5 shall survive the termination of this Agreement.

Miscellaneous.

Indemnification

BA shall indemnify, defend and hold harmless CE (including without limitation CE's employees, officers, directors, agents, successors and assigns) from and against any and all claims, causes of action, liabilities, damages, costs or expenses (including without limitation attorneys' fees, court costs, costs of administrative or other proceedings, and costs of investigation) arising out of or related to any breach of any of the terms and provisions of this Agreement by BA or any party acting by or through BA (including without limitation its employees, agents, representatives or Subcontractors). The obligations of BA shall survive the termination of this Agreement.

Compliance with Law

BA and CE agree to comply with all federal, state, and local laws applicable to the privacy and security of health information, including but not limited to the HIPAA Rules and the HITECH Act. Upon the compliance date or other effective date of any law or final regulation or amendment to final regulation adopted by the Secretary that affects the obligations of either Party to this Agreement, this Agreement will automatically amend such that the obligations of each Party under this Agreement remain in compliance with such law or regulation. The Parties agree to take such action as is necessary to document any such amendment to this Agreement as is necessary for compliance with the requirements of the HIPAA Rules and the HITECH Act, and any other applicable law or regulation.

No Third Party Beneficiaries

Nothing in this Agreement shall confer any rights, remedies, obligations, or liabilities upon any person or other third party other than the Parties to this Agreement.

Disputes

If any controversy, dispute, or claim arises between the Parties with respect to this Agreement, the Parties shall make good faith efforts to resolve such matters informally and in accordance with the dispute resolution process specified in the Services Agreement.

Interpretation

Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits CE and BA to comply with applicable HIPAA Rules and the HITECH Act. In the event of any inconsistency or conflict between this Agreement and any other agreement between the Parties, the terms and conditions of this Agreement shall have priority.

Notice

Any notice to be given hereunder shall be given in writing and in accordance with the applicable terms of the Services Agreement.

Governing Law

This Agreement shall be interpreted, enforced, and governed in accordance with the laws of the State of Washington, notwithstanding any conflict of law doctrine to the contrary.

Amendments; Waiver

This Agreement may not be modified or amended, nor shall any provision hereof be waived, except in a writing duly signed by authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any right or remedy as to subsequent events. A failure or delay in enforcing compliance with any term or condition of this Agreement does not constitute a waiver of such term or condition unless it is expressly waived in writing.

Survival

BA's obligations to protect the privacy and safeguard the security of PHI as set forth in this Agreement shall survive the termination of this Agreement.

Severability

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

Counterparts; Electronic Copies

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument. Electronic copies of this fully executed Agreement shall be deemed to be originals.

6.12 Data Ownership

BA acknowledges and agrees that CE owns all rights, interests, and title in and to its data, including all PHI, and title shall remain vested in CE at all times.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement as of the effective date of the Services Agreement.

Business Associate

Downtown Emergency Service Center


Daniel Malone (Oct 20, 2021 16:48 PDT)

Signature

Daniel Malone

Printed Name

Executive Director

Title

Covered Entity

Neighborcare Health


Meredith Vaughan (Oct 20, 2021 15:17 PDT)

Signature

Meredith Vaughan

Printed Name

Interim CEO

Title

2021 DESC/NCH MOU Agreement

Final Audit Report

2021-10-20

Created:	2021-10-20
By:	Neighborcare Health (noreply+6@grmdocument.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPcPUk2p2jrZsR1CepGy8TdtYA2U0GHh

"2021 DESC/NCH MOU Agreement" History

-  Document created by Neighborcare Health (noreply+6@grmdocument.com)
2021-10-20 - 9:54:27 PM GMT
-  Document emailed to Meredith Vaughan (meredithv@neighborcare.org) for signature
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-  Email viewed by Meredith Vaughan (meredithv@neighborcare.org)
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-  Document emailed to Daniel Malone (dmalone@desc.org) for signature
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-  Document e-signed by Daniel Malone (dmalone@desc.org)
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-  Agreement completed.
2021-10-20 - 11:48:41 PM GMT

Services Agreement
between
Plymouth Housing
and
CCS- CReW Behavioral Health Program
for
HUD CoC Program-Madison Boylston Senior Housing

I. Purpose

Catholic Community Services (CCS) Counseling, Recovery and Wellness (CReW) behavioral health program agrees to provide services to the residents of the **Madison Boylston Senior Housing** project funding through the Department of HUD CoC Program. **Madison Boylston Senior Housing** is a permanent supportive housing project serving individuals ages 55 and over. All residents are disabled by substance use disorders, behavioral health conditions or other conditions and all meet HUD's definition of chronically homeless. CoC funds support 59 of the 112 residential units in the project.

II. Background

Madison Boylston Senior Housing is designed to serve chronically homeless adults aged 55 and older with a wide variety of needs, including behavioral health conditions, substance use disorders, chronic health conditions, among other needs. Plymouth Housing specializes in providing affordable housing to individuals in need. This project is Plymouth Housing's thirteenth PSH project and it's second senior project. At each housing project, Plymouth Housing provides on-site Housing Case Management; but Plymouth is not licensed to provide the clinical services, such as the outpatient behavioral health or substance use disorder services, that many residents need to maintain their housing stability. Given that these services are a major source of stability in keeping previously chronically homeless individuals stably housed, Plymouth Housing is partnering with CCS's CReW behavioral health program, which is licensed to provide these services.

III. Services

CCS-CReW agrees to provide comprehensive outpatient behavioral health services to residents of the Madison Boylston Senior Housing. These services include behavioral health case management, substance use disorder treatment, psychiatrist and nursing services. These services are available unconditionally to all participants who want them and are eligible to receive them.

IV. Implementation and Roles

Outreach, Referral and Enrollment

CReW staff will provide assertive outreach to residents identified by Plymouth as needing behavioral health intervention. CReW will assign appropriate clinical staff to the project who

will maintain designated hours on-site and ensure that both staff and residents know of their availability. CReW will have access to Plymouth's AGENCY database to read communication logs and basic information about the residents.

Plymouth staff and other health providers will screen for signs of mental health conditions or substance use that could warrant treatment and document this behavior in AGENCY, the project's communication log and case management software. To make a referral for CReW services Plymouth staff may request services directly from the on-site CREW Clinician or they can complete a CReW Referral Form online with relevant or required information.

Within two weeks from referral date, CReW staff will reach out directly to residents who were referred to introduce CReW services and encourage enrollment in treatment. CReW staff will keep Plymouth referring staff informed on the outcomes of these conversations (i.e. resident declined services, resident agreed to an intake assessment but did not show, resident completed intake assessment, etc).

When CReW is unable to engage an individual, Plymouth staff will offer CReW assistance with outreach as needed and where appropriate, including inviting CReW to attend joint meetings with resident and Plymouth staff or planning other activities at the building that promote increased familiarity with CReW staff.

Ongoing Coordination of Services

Resident Stability is best supported with consistent coordination amongst their care providers. Therefore, Plymouth staff will endeavor to record all significant interactions in the AGENCY log. CReW clinicians will regularly read the AGENCY logs, incident reports and other alerts and follow up for more information as necessary.

Plymouth's Housing Case Managers will encourage residents to recognize mental health and substance use issues as important aspects of housing stability and encourage them to include goals from their behavioral health plan into their Housing Stability Plan. CReW clinicians will encourage participants to sign a release of information with the Plymouth Housing Case Manager and/or other on-site health providers to better coordinate care.

Plymouth's Housing Case Managers, Resident Services Manager, CReW clinicians and NeighborCare primary care teams will meet regularly to discuss building issues, promote safety, identify gaps in care and coordinate services.

Crisis Response

CReW clinical staff will respond and assist as available to support any resident in an imminent crisis while on site, whether or not that resident is enrolled in services.

Crisis or urgent situations involving CReW participant should first be referred to the participants primary CReW staff member. If the assigned counselor is not available, Plymouth staff can call the counselor's supervisor, or call the CReW main line for assistance. CReW staff will make reasonable efforts to visit the building or contact the client to assess for safety risks, and coordinate a referral to the Designated Crisis Responders (DCRs) for an involuntary hospitalization as warranted. For after hours response Plymouth staff will contact the King County Connections line for immediate behavioral health supports or 911 if the crisis poses a imminent health or safety risk.

Confidential Information

Parties entering this agreement may have records or information subject to HIPAA or other confidentiality/privilege protections that prevent disclosure and require specific protections to be in place prior to receipt of the information. The parties entering this agreement assure that they will comply with all established law and regulations regarding maintaining and safeguarding patient records, confidentiality.

V. Term of the Agreement

This agreement shall be in effect from the opening of the project, expected August 1, 2022 through July 31, 2024 and may be extended by mutual agreement.

VI. Value of Services

CRew services are licensed under the Washington State Division of Behavioral Health and Recovery and are provided under contract with King County BHRD Division. CRew is a Medicaid funded program. The value of mental health services is based on a uniform benefit level, or case rate, as determined by an assessment of the client's level of function. The 2021-2022 current case rates:

- Low: \$2,402 per client per month
- Medium: \$3,489 per client per month
- High: \$10,289 per client per month

The total value of services provided by CCS-CReW Behavioral Health will exceed \$200,000 per year.

VII. Reporting and Documentation Requirements

CCS-CReW will document the level of services provided to the residents of Madison Boylston Senior Housing, including the number of residents enrolled in services and the value of the services. Reports will be delivered to Plymouth's Contracts Manager on a quarterly basis and be submitted to the Continuum of Care for documentation of Services Match.

CCS-CReW Behavioral Health and Plymouth Housing agree to monitor the relationship outlined in this agreement to determine ongoing need for services and may consider expanding services at each Plymouth Housing project.

CCS-CReW Behavioral Health



Bill Hallerman
CCS King County Agency Director

Plymouth Housing



MJ Kiser
Director of Social Services Initiatives