

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 2023 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2023 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 2023 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

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

1A-2. Collaborative Applicant Name: King County Regional Homelessness Authority

1A-3. CoC Designation: CA

1A-4. HMIS Lead: King County Regional Homelessness Authority

1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

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1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2022 to April 30, 2023:	
	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 CoC Board Members	Participated in CoC’s Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
3.	Disability Advocates	Yes	Yes	Yes
4.	Disability Service Organizations	Yes	Yes	Yes
5.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
6.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
7.	Hospital(s)	Yes	Yes	Yes
8.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes	Yes	Yes
9.	Law Enforcement	Yes	Yes	Yes
10.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	Yes
11.	LGBTQ+ Service Organizations	Yes	Yes	Yes
12.	Local Government Staff/Officials	Yes	Yes	Yes
13.	Local Jail(s)	No	No	No
14.	Mental Health Service Organizations	Yes	Yes	Yes
15.	Mental Illness Advocates	Yes	Yes	Yes

16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
19.	Other homeless subpopulation advocates	Yes	Yes	Yes
20.	Public Housing Authorities	No	No	No
21.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	Yes
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	Yes
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	Yes
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	No	No	No
30.	State Sexual Assault Coalition	No	No	No
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.	VA; Philanthropy; Faith Communities	Yes	Yes	Yes
35.	Native-led; Immigrant and Refugee Advocates/Service Orgs	Yes	Yes	Yes

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

	Describe in the field below how your CoC:
1.	communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;
2.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
3.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).

(limit 2,500 characters)

1. The CoC is committed to a transparent and accessible invitation process for new potential members. The invitation to join was posted on the CoC's website, emailed to KCRHA listserv contacts, and shared via KCRHA newsletter and blog. The CoC has implemented a process to join that responds to varying needs in access. New members can fill out an online form, while paper forms are made available for those who need them. The form is posted and accessible on an ongoing basis to ensure that inroads to CoC membership are continuously available.
2. The CoC is committed to ensuring accessibility and effective communication for persons with disabilities. CoC staff are trained in event accessibility and follow all federal and local ADA requirements. In notices and material, the CoC provides essential information regarding the ability provide meeting accommodations to ensure accessibility for all interested participants. CoC is responsive to all requests to accommodation and proactively provides accommodations such as video conferencing with closed captioning, sign-language as requested, and physical locations are selected with accessibility in mind. HMIS and CE documents are available in Braille, and HMIS training videos with ASL. All CoC materials are made available online in PDF format and all materials are reviewed for clarity and reading comprehension.
3. CoC prioritizes equity and inclusion of organizations serving culturally specific communities. KCRHA Staff, including Sub-Regional Outreach staff, emphasize collaborative engagement with culturally specific communities, including BIPOC, LGBTQ+, and disability community. This process aims at ensuring equity in the availability and distribution of resources to organizations serving communities of color disproportionately impacted by homelessness. CoC provides opportunities for engagement and inclusion of organizations not previously involved to participate in addressing equity throughout the CoC region.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section V.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;	
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and	
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.	

(limit 2,500 characters)

1. CoC is committed to ending and preventing homelessness and understands the critical importance of soliciting a variety of perspectives and considers opinions from CoC Board & Committees who are intentionally recruited to represent a broad array of knowledgeable/interested persons/orgs: lived experience (LE), regional funders, local jurisdictions, PHAs, VA Health, prevention/homeless service providers, CBOs (immigrant/refugee, AI/AN, unsheltered, LGBTQ, DV, YYA, FBO). Convened monthly, agendas hold time for public comment, member input, two-way info sharing. CoC solicits and collects input from service providers and community members actively throughout the year via a Request for Information posted online and widely published to better inform strategy to address and prevent homelessness. Active partnership with the Lived Experience Coalition to both develop and improve strategy. CoC outreaches to orgs and individuals not represented in regular feedback mechanisms.
2. The CoC oversees a committee of the Advisory Board, the System Performance Committee (SPC), which is comprised of service providers, people with lived experience and funders. This group is tasked with overseeing HMIS compliance and governance as well as details around system performance and approve system changes, and advise on a number of other initiatives aimed at improving the system's performance using a data driven approach.
3. The CoC is committed to ensuring accessibility and effective communication for persons with disabilities. CoC staff are trained in event accessibility and follow all federal and local ADA requirements. In notices and material, the CoC provides essential information regarding the ability provide meeting accommodations to ensure accessibility for all interested participants. CoC is responsive to all requests to accommodation and proactively provides accommodations such as video conferencing with closed captioning, sign-language as requested, and physical locations are selected with accessibility in mind. All CoC materials are made available online in PDF format and all materials are reviewed for clarity and reading comprehension.
4. CoC Board, Governing Committee, Implementation Board, and System Performance Committee all take public comment during their regular meetings. CoC is committed to continuous improvement through active consideration of information gained through this discourse and utilizing this feedback to improve systems and innovate new approaches.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
	NOFO Section V.B.1.a.(4)	
	Describe in the field below how your CoC notified the public:	
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
2.	about how project applicants must submit their project applications—the process;	
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and	
4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.	

(limit 2,500 characters)

1. Announced Aug '23, CoC-specific bonus opened to PH & Joint projs. CoC apps submitted thru local process include orgs not previously CoC funded. Funding needs screened & identified thru prior CoC and non-CoC RFP processes. Affirmed by CoC, new projects targeting high acuity & CH are prioritized, as well as projects w/ emphasis on BIPOC & LGBTQ+ pops. CoC outreaches new orgs via publicly accessible announcements posted online & recorded for public viewing to call for new applicants for both CoC Bonus & DV Bonus, leading 4 new orgs to apply for funding.

2. Apps accepted electronically/paper. Participation waivers for small/BIPOC available for submittal type; some processes include interviews; application TA increasingly available. All apps 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). Meeting w/ agencies year-round for pre-app guidance re: plans, priority pops, service models, project budgets & allocation of HUD CoC/other dollars that best match project need/scope

3. New projects identified for CoC funding ranked & affirmed by CoC (LE and CoC Board members) based on project readiness, target population, CoC gaps/needs, HUD priorities, system priorities of racial equity, & fund availability. CoC considered funding orgs not previously funded in order to expand both the orgs receiving funding & unique pops those new orgs serve. This aligned with our equity principles & will expand the geographic coverage of CoC programs. Further emphasis on projects leveraging healthcare - both physical & behavioral health. Held published, virtual community meeting on 9/13 to review all projects, including new projects & orgs - in the rated & ranked order. Recorded meeting & covered full selection process.

CoC committed to ensuring accessibility & effective communication for persons w/ disabilities. CoC staff trained in event accessibility & follow all federal & local ADA requirements. In notices & material, CoC provides essential info regarding the ability provide mtg accomms to ensure accessibility for all interested participants. CoC is responsive to all requests to accommodation & proactively provides accomm such as video conferencing w/ closed captioning, sign-language as requested, & physical locations are selected w/ accessibility in mind.

1C. Coordination and Engagement

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

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1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section V.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 the 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)	No
9.	Housing Opportunities for Persons with AIDS (HOPWA)	No
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ 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.	Public Health and Behavioral Health and Recovery Division	Yes
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section V.B.1.b.	

	Describe in the field below how your CoC:
1.	consulted with ESG Program recipients in planning and allocating ESG Program 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 to address homelessness within your CoC's geographic area so it could be addressed in the Consolidated Plan update.

(limit 2,500 characters)

1. CoC WA-500 active ESG/ESG-CV recipients are: Seattle, King County (KC), and WA Statewide (Auburn, Bellevue, Burien, Federal Way, Kent, Kirkland, Redmond, Renton, Shoreline). Recipients participate in planning/allocation. ESG recipients are represented in planning/review bodies. Local RFPs include ESG, administered by ESG recipient staff (Seattle & KC) who also participate in CoC workgroups. ESG contracts w/ providers are managed by KCRHA, CoC Lead. 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. CoC Lead participated in ESG and ESG-CV County monitoring from HUD in summer 2023.
2. CoC is committed to transparent evaluation and performance reporting. KCRHA participated and assisted in HUD ESG and ESG-CV monitoring this year. As CoC Lead and fiscal agent, KRCHA monitors ESG recipients and program performance on an ongoing basis.
3. The PIT count provides essential data to effectively shape community priorities is addressing homelessness. A summary report was created and provided to the KCRHA communications department to distribute sub regional plans and stakeholders. PIT and HIC results were presented to CoC Advisory board. The full data set is available by request through our established data request procedure.
4. CoC works in close partnership to align planning with each relevant consolidated plan jurisdiction including Auburn, Bellevue, Federal Way, Kent, Seattle, and King County. Consolidated Plan jurisdiction representative participate on all CoC planning bodies and workgroups, including the KCRHA Governing Committee and Implementation Board. All jurisdictions participated in the 2023 annual PIT count. All Consolidated Plans reflect the participatory engagement and collaboration with the CoC and the CoC strategic plan.

1C-3.	Ensuring Families are not Separated.	
	NOFO Section V.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 sexual orientation and gender identity:

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 questions or requesting technical assistance to resolve noncompliance by service providers.	Yes

1C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

1C-4a.	Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

(limit 2,500 characters)

CoC partners 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. b) State-Local Ed: 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: Under NIS, took a regional approach to cross system interventions re: schools, connection to crisis system, criminal justice. Formal partnerships: A regional by invitation collaboration between NIS, King County & Snohomish CoCs partnered with schools, DCYF, YYA providers.

1C-4b.	Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services.	
	NOFO Section V.B.1.d.	

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

(limit 2,500 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 a virtual training on 8/1/2023: 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-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section V.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
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—Collaboration with Federally Funded Programs and Victim Service Providers.
	NOFO Section V.B.1.e.

In the chart below select yes or no for the organizations your CoC collaborates with:

	Organizations	
1.	state domestic violence coalitions	Yes
2.	state sexual assault coalitions	Yes
3.	other organizations that help this population	Yes

1C-5a.	Collaboration with Federally Funded Programs and Victim Service Providers to Address Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.
	NOFO Section V.B.1.e.

Describe in the field below how your CoC regularly collaborates with organizations indicated in Question 1C-5 to:

1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1. CoC-wide DV policies are reviewed annually and recommendations for updates are discussed and drafted with the CoC in collaboration with the Coalition on Ending Gender-Based Violence. The CoC Board then votes on any proposed changes to implement CoC-wide. The policy is reviewed and updated as needed through this process. CoC assists providers on updating and improving project-level policies related to serving and supporting survivors of domestic violence, dating violence, sexual assault, and stalking throughout the year. During annual monitoring, KCRHA reviews each policy and provides recommendations to better align with survivor-centered language and practice. The CoC looks at ensuring that organizations are thoughtfully and mindfully supporting survivors and that each project's policies and practices reflect this. Should project-level issues arise in our Ombuds Office, the complainant and eventually project staff are supported to review and re-evaluate policies and practices to ensure survivor experience is accounted for in policy updates.

2. CoC closely collaborates with the Coalition on Ending Gender-Based Violence (CEGBV) as well as the Washington State Coalition Against Domestic Violence (WSCADV), DV partners (LifeWire, New Beginnings, YWCA, Solid Ground) to provide CoC-wide training on trauma-informed care from a DV perspective that is offered to all providers both with and without CoC funding. A training is scheduled to occur in Q4 of 2023

1C-5b.	Coordinated Annual Training on Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
NOFO Section V.B.1.e.		
Describe in the field below how your CoC coordinates to provide training for:		
1.	project staff that addresses 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 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 2,500 characters)

1. Project Staff Training: CoC-funded CE-DV Housing Systems Manager leads safety and best practice & collaborates with & trains project & 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 & DV HMIS agencies to connect, answer questions, get clarity on data /reporting requirements; c) 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; d) Convene DV RRH providers bimonthly for collaboration, info sharing/speakers & 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. 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 Manager 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 consultation with CE staff, attending staff meetings as needed and in regular contact to inform best practices in serving survivors in the CE system through a trauma-informed lens; Provided annual training for CE Regional Access Point site staff on best practices related to serving DV survivors; DV Housing Systems Coordinator, CE staff and HMIS admin collaborated to change HMIS interface to better respond to safety needs of survivors.

1C-5c.	Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
NOFO Section V.B.1.e.		
Describe in the field below how your CoC's coordinated entry includes:		
1.	safety planning protocols; and	
2.	confidentiality protocols.	

(limit 2,500 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 & CE staff 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.

2. 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 in crafting a course of action.

1C-5d.	Used De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below:	
1.	the de-identified aggregate data source(s) your CoC used for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and	
2.	how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.	

(limit 2,500 characters)

1. 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 along with HMIS. In 2023 the CoC is expanding the CE-DV database to increase security and use for DV system. This will allow for more sophisticated data regarding survivors.

2. 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 KC DV providers (including New Beginnings, & Lifewire – both partners in CoC Regional RRH for DV Consolidation and Expansion) 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-5e.	Implemented Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:	
1.	whether your CoC has policies and procedures that include an emergency transfer plan;	
2.	the process for individuals and families to request an emergency transfer; and	
3.	the process your CoC uses to respond to individuals' and families' emergency transfer requests.	

(limit 2,500 characters)

1. Households are potentially eligible for mobility transfer regardless of how they were referred to their current placement: eligibility is not limited to those who were referred via Coordinated Entry prioritization. Current and former residents of housing programs that accept referrals from CE are eligible for mobility transfer. Several categories are eligible for Mobility Request including Imminent Safety Risk: when a household is at risk of violence and needs to be moved to a different location. Mobility Requests under this category will be prioritized. 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.
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. Individuals or families who want/need to request an emergency transfer do so with their case manager or other program staff they decide to confide in regarding the need to transfer. The case manager then submits the mobility request to CE flagging the safety issues related to DV. This is available to all survivors in CoC Programs and discussed at program intake to ensure each household is aware of all options available to them, particularly in regards to ongoing safety and security.

1C-5f.	Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
1.	ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within the CoC's geographic area; and	
2.	proactively identifies systemic barriers within your homeless response system that create barriers to safely house and provide services to survivors of domestic violence, dating violence, sexual assault, or stalking.	

(limit 2,500 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. As the CoC lead, King County Regional Homelessness Authority conducted a landscape analysis from late 2021-2022 of all programs - both funded and not funded by CoC - to get a detailed picture of regional access to all program types, including DV/SA specific resources. This work will continue to ensure expanded capacity for DV survivors to access all housing options available. CoC holds multiple DV focused grants and has successfully applied for DV bonus to expand access via RRH and JC; DV CE staff and new app for data base is a current DV Bonus application to continue enhancing how survivors may access resources. Currently, DV providers are educated and made readily aware of all services in the homelessness and housing system in order to offer robust and tailored services to all survivors. This aligns with belief that all services must be person-centered in order to best meet the needs of each unique household.

Survivors are not excluded from non-specific DV provider resources and made actively aware of their options outside of specialized DV services in order to ensure their program, geographic, and personal autonomy needs are met.

2. CoC proactively seeks feedback from provider and survivors to identify and overcome systemic barriers that could impact the provision of safe housing opportunities or access to services. CoC is committed to ensuring that service provision and housing opportunities are advance through a trauma-informed lens with an emphasis on empowerment and seeking safety. Survivors are provided with the support and resources to safely access housing and resources and the CoC carefully works collaboratively with DV and other providers to ensure a coordinated effort that is responsive to any systemic barriers experienced that could jeopardize safety.

1C-5g.	Ensuring Survivors With a Range of Lived Expertise Participate in Developing CoC-Wide Policy and Programs.	
NOFO Section V.B.1.e.		
Describe in the field below how your CoC:		
1.	ensured survivors with a range of lived expertise are involved in the development of your CoC-wide policy and programs; and	
2.	accounted for the unique and complex needs of survivors.	

(limit 2,500 characters)

1. CoC is committed to policy and programs that are informed and shaped by the perspectives of lived expertise. CoC creates opportunities for persons with a range of lived expertise to serve on the board or participate in advisory panels and focus groups aimed at creating policy and programs that are consistent with needs of survivors. CoC emphasizes discursive engagement with survivors who have experienced homelessness and trauma, and committed to empowering them and allowing their voices to affect the changes and programs that directly impact their lives. CoC is committed to informed consent in this process and prioritizing survivor safety and autonomy.

2. CoC recognizes that survivors have a range of unique, complex, and intersecting needs. The individual voices of those with lived experience provide insight into the realities of navigating support systems while simultaneously working through past or ongoing trauma. CoC takes a trauma-informed approach in efforts to create opportunities for survivors to share their perspectives in a way that protects their safety. CoC works closely and collaboratively with survivors in conjunction with providers to ensure that these unique and complex needs are accounted for in the provision of services, and that providers are prepared and equipped to utilize a range of interventions informed by lived experience.

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

	1. Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ 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 in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes

1C-6a.	Anti-Discrimination Policy--Updating Policies--Assisting Providers--Evaluating Compliance--Addressing Noncompliance.	
	NOFO Section V.B.1.f.	

Describe in the field below:

1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

1 CoC committed to continuously updating & improving CoC-wide anti-discrimination policy to ensure equitable access to housing services for LGBTQ+ pop. CoC collabs w/ Seattle LGBTQ Commission & incorporates feedback to shape policy updates/shifts designed to improve access. CoC welcomes both solicited & un-solicited feedback regarding current anti-discrimination policies from all stakeholders in community. CoC drafts and CoC Board votes on policy changes based on feedback. Policy reviewed & updated as needed through this process. CoC ensures all orgs use trauma-informed approach thru a variety of strategies including contractual language & expectations, provider engagement & monitoring, check-ins regarding provision of TIC training at provider level.

2 CoC supports providers to update/improve project-level policies throughout year. During annual monitoring, KCRHA reviews each policy & provides recs focused on alignment w/ CoC-wide language & practice. CoC strives to ensure individuals can access supportive services, shelter & housing free from discrimination. CoC committed to ensuring each project effectively implemented Equal Access Final Rule & Gender Identity Final Rule.

3 CoC completes annual review that includes evaluation of project level anti-discrimination policies to ensure alignment. Additionally, evaluation of compliance occurs on ongoing basis thru careful monitoring of referral processes, monthly engagement w/ program staff & via KCRHA Ombuds Office. Ombuds Office receives inquiries & complaints from community members served by CoC provider or contracted program; residents of shelter, TH, SH, RRH, & PSH, providers who contract w/ CoC; & employees or contractors of CoC. Ombuds Office provides information, support & referrals to resources like City/County Offices of Civil Rights or legal resources to help resolve or address issues related to non-compliance w/ anti-discrimination policies.

4 CoC takes instances of non-compliance w/ anti-discrimination policies seriously & responds to any inquiries/complaints w/ due diligence. Ombuds may refer a discrimination matter to King County or Seattle Office of Civil Rights or start an investigation. If evidence demonstrates anti-discrimination policies have been violated, recs will be made to all parties on how to best prevent & address discrimination in the provision of services. For continued incidents of discrimination, KCRHA will implement performance improvement plan & consider ending services w/ provider

1C-7.	Public Housing Agencies within Your CoC's Geographic Area—New Admissions—General/Limited Preference—Moving On Strategy.	
	NOFO Section V.B.1.g.	

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.

Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report 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 2022 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?

King County Housing Authority	50%	Yes-Both	No
Seattle Housing Authority	61%	Yes-Both	No

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section V.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 2,500 characters)

The CoC works closely and collaboratively with the two largest PHAs, Seattle Housing Authority (SHA) and the King County Housing Authority (KCHA), to ensure that the needs of people experiencing homelessness in the community are met, and that resources are prioritized to get housing assistance to those who need it most. Both of these PHAs have adopted a homeless admission preference for public housing and housing choice vouchers. CoC provides coordination with the PHAs to ensure that all eligibility criteria are met, to document homeless histories, and support the referrals in completing applications and documentation requirements to ensure that the homeless preference for each PHA is effectively and efficiently utilized. The PHAs have worked closely with the CoC to effectively implement the Emergency Housing Voucher program. PHAs are active participants in the CoC's Coordinated Entry efforts and CoC workgroups. The CoC's collaborative efforts with SHA and KCHA have allowed for an emphasis on serving the most vulnerable populations experiencing homelessness, and active partnership with CES and HMIS have helped to streamline efficiencies in access. Many of these households need supportive services to stabilize their housing that traditional housing subsidy programs lack and the PHA partner with CoC to ensure access to the critically needed supportive services to ensure successful housing placement and retention.

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 Housing Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.	
	NOFO Section V.B.1.g.	

In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process:

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	No
3.	Housing Choice Voucher (HCV)	No
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	Yes
5.	Mainstream Vouchers	Yes
6.	Non-Elderly Disabled (NED) Vouchers	Yes
7.	Public Housing	No
8.	Other Units from PHAs:	
		Yes

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

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	Yes
		Program Funding Source
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	FUP Voucher Application

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV).	
	NOFO Section V.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
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1C-7e.1.	List of PHAs with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	
	Not Scored—For Information Only	

	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
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	If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.	
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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

1D. Coordination and Engagement Cont'd

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1D-1.	Discharge Planning Coordination.	
	NOFO Section V.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

1D-2.	Housing First—Lowering Barriers to Entry.	
	NOFO Section V.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 2023 CoC Program Competition.	61
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 2023 CoC Program Competition that have adopted the Housing First approach.	61
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2023 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section V.B.1.i.	

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.

	Describe in the field below:
1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1. CoC is committed to a Housing First approach and supporting recipients to implement the provision of housing without the onerous barriers or extraneous requirements. All program applications for CoC funding must attest to their utilization of a HF approach and demonstrate a through understanding of HF in practice. Housing First fidelity is evaluated through provider engagement, onsite monitoring, CE, client feedback, and case conferencing. Through this evaluation process it is critical to ensure that organizations are providing housing without placing pre-requisites of mental health treatment or sobriety. CoC works collaboratively through all available channels to evaluate the process and identify any barriers in HF implementation. When these challenges arise, further technical assistance and training may be required to get the project back on track. CE and/or the Ombuds Office intervenes when patterns of non-compliance/or passive HF adoption emerge. Weekly meetings between CE and funder contract managers allow for issues to be raised early, and efforts are aimed at better understanding of the real work of the crisis response system, and to monitor system and agency behavior. HMIS generated data tracks the length of time from CE referral to program enrollment for system evaluation. 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.
2. CoC uses three key performance indicators during the evaluation process: a) Program entry requirements including documentation requirements, b) Termination policies and actual termination reasons including demographics, c) CE Mobility request rates - both acceptance, denials, and number from programs.
3. CoC seeks to encourage broad utilization of Housing First through the entire safety net. To accomplish this a variety of strategies are implemented. Daily case conferencing meetings with external stakeholders that include a range of direct services providers allow for discursive engagement that advances the HF approach. The Coordinated Entry Community Conversation, which is a quarterly meeting with direct service staff, agency directors, program managers, advocacy groups and other funders allows for engagement at the system-wide level.

1D-3.	Street Outreach—Scope.	
	NOFO Section V.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.
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(limit 2,500 characters)

1. CoC street outreach takes a coordinated and collaborative approach to identify and connect with unsheltered persons. Outreach is deployed to encampments and places where there are concentrations of street homelessness, as well as isolated areas where individuals may be further disconnected from support. Outreach takes a culturally and linguistically appropriate approach to ensure ability to connect with historically marginalized individuals. Outreach provides linkage to behavioral health, SUD treatments, housing assistance, shelter, and other resources. Outreach provides information regarding severe weather events and public health concerns while providing mitigating resources. Outreach stays connects to the broader community to assist with identifying those in need. Outreach keeps clients engaged through consistent rapport building efforts and a client-centered approach.
2. CoC provides street outreach covering 100 percent of the geographic region. Since the CoC includes urban and rural communities, outreach efforts are conducted relative to geographical needs and localized concentrations of unsheltered populations, ensuring that outreach is approached strategically to meet the needs throughout the CoC. To bolster outreach efforts, service agencies and first responders partner to identify and support unsheltered individuals.
3. CoC outreach is conducted daily during daylight hours, with additional evening and weekend coverage through collaborative efforts with local organizations and outreach teams.
4. CoC is guided by housing first and outreach teams emphasize connecting with individuals and families experiencing unsheltered homelessness who face barriers to requesting assistance. Outreach focuses on establishing rapport with the most vulnerable and utilizes evidenced-based practices including harm reduction, critical time intervention, motivational interviewing, and trauma-informed care to build on these connections and empower clients to access housing assistance and supportive services. Outreach meets people where they are both in terms of their location as well as their receptiveness to services, while providing consistent follow up and follow through. Chronically homeless individuals are often among the least likely to request assistance. Outreach approaches these situations with empathy and patience to build the relationships necessary to help them move forward.

1D-4.	Strategies to Prevent Criminalization of Homelessness.	
	NOFO Section V.B.1.k.	

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:

	Your CoC's Strategies	Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	Yes
2.	Engaged/educated law enforcement	Yes	Yes

3.	Engaged/educated local business leaders	Yes	Yes
4.	Implemented community wide plans	Yes	Yes
5.	Other:(limit 500 characters)		

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.	
	NOFO Section V.B.1.I.	

		HIC Longitudinal HMIS Data	2022	2023
	Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	1,463	1,247

1D-6.	Mainstream Benefits–CoC Annual Training of Project Staff.	
	NOFO Section V.B.1.m.	

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.	
	NOFO Section V.B.1.m	

Describe in the field below how your CoC:

- systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, SSDI, TANF, substance abuse programs) within your CoC's geographic area;
- works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and
- works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

(limit 2,500 characters)

1. CoC is committed to ensuring that system-wide updates are regularly circulated regarding mainstream benefits and resources. The Local Homelessness Coalition provides up to date public benefits information via flyers, meetings and trainings, keeps informed of opening schedules for local DSHS service, hosts Child Care Resources and Anti-Hunger, and the Nutrition Coalition for updates on homeless child care/family resources including King County American Rescue Plan and SNAP benefits. Solid Ground Benefit Legal Assistance offers special training on how to access state benefits and SSI/SSDI. King County Accountable Communities of Health (ACH) offers trainings and forums and the "Unite Us" platforms facilitated referrals to behavioral /physical health, benefits, services.
2. CoC is committed to the integration of healthcare services for program participants. CoC coordinates with the Homeless Coalition and Solid Ground Benefits Legal Assistance to ensure provision of training on Medicaid and Medicare to educate service providers on how to help their clients access and maintain medical benefits. CoC also works with providers to bring the homeless health outreach team nurses to housing sites, Healthcare for the Homeless Network staff to shelters. Leveraging healthcare is priority of CoC to ensure whole person care approach is available in programs.
3. CoC encourages organizations to implement the SOAR training and regularly communicates with programs on the value of having SOAR certified staff to ensure successful benefits advocacy efforts and that clients can access the SSI/SSDI benefits they qualify for. A number of CoC organizations have staff trained in SOAR, and CoC regularly sends information regarding the available SOAR training.

1D-7.	Increasing Capacity for Non-Congregate Sheltering.	
	NOFO Section V.B.1.n.	

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

(limit 2,500 characters)

CoC recognizes that non-congregate shelter opportunities can reduce barriers for the most vulnerable individuals experiencing homelessness. CoC's new shelter investments have prioritized increasing non-congregate shelter. The CoC has worked to identify and secure additional physical spaces suitable for non-congregate shelter, such as unused buildings, community centers, vacant motels/hotels, master leasing, building purchases, and non-congregate shelter expansions. CoC released \$6.3M in RFPs for non-congregate shelters. The CoC has considered temporary structures such as sanctioned encampments. CoC actively seeks grants and funding opportunities from federal, state, and local governments to support the creation and operation of non-congregate shelters.

ID-8.	Partnerships with Public Health Agencies–Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section V.B.1.o.	

	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:
1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and
2.	prevent infectious disease outbreaks among people experiencing homelessness.

(limit 2,500 characters)

1. Coc partners with the Public Health of Seattle & King County to develop effective responses, guided by Racial Equity and Social Justice principles through the Pandemic and Racism Community Advisory Group (PARCAG), comprised of representatives from community, business, and government sectors in King County working to slow the spread of COVID-19 by accelerating the use of recommended and required community mitigation strategies. The Group shares information and urges action within their respective networks, informing Public Health on reality to prevent, interrupt, and respond to misinformation and stigma.
2. CoC worked with Public Health and providers on isolation and quarantine of clients testing positive for covid while in shelter. CoC continued efforts to de-congregate shelters and standup hotel based emergency housing to reduce disease outbreaks; CoC obtained umbrella CLIA waver from state that includes over 15 providers facing barriers in obtaining CLIA waver on their own. CoC also broadcast availability of free Covid-19 test kits and KN95 masks, and facilitated their distribution to providers; CoC acts as a link for smaller providers and self-managed unsheltered communities to receive air purifiers from Public Health's Health Care for the Homeless Network by aggregating supplies requests and managing the distribution to unhoused residents.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section V.B.1.o.	

	Describe in the field below how your CoC:
1.	shared information related to public health measures and homelessness, and
2.	facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.

(limit 2,500 characters)

1. CoC established ties with Public Health Seattle & King County (PHSKC)'s Healthcare for the Homeless Network (HCHN) to receive information through frequent emails and monthly calls to cascade to providers in weekly calls. CoC's Community Capacity Team and Emergency Services Team attended the PHSKC meetings to hear from/provide updates on preparedness status of various providers, and learn about available resources to inform providers in subsequent meetings and site visits/community events.
2. PHSKC's HCHN team specifically contacted CoC's Community Capacity or Emergency Services teams with information that's relevant to the prevention of infectious disease outbreaks, these teams then disseminated the information to providers. In 2022-23 specifically the focus has been on continued Covid-19 awareness and control: PHSKC convenes a monthly call on covid-19 response for key staff at service providers to provide updates and respond to questions from the community and service providers. CoC team is on hand to help fill in resource gaps as solutions are identified during or after the calls.

1D-9.	Centralized or Coordinated Entry System–Assessment Process.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	covers 100 percent of your CoC's geographic area;	
2.	uses a standardized assessment process; and	
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.	

(limit 2,500 characters)

1. Coordinated Entry (CE) serves households experiencing homelessness across 100% of King County. In addition to 500+ community-based assessors situated across the CoC, 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. The Coordinated Entry System enrollment in HMIS captures homelessness history, disability status, income, and non-cash benefits; a standardized Housing Triage Tool (HTT) within the CE enrollment in HMIS serves as the CE assessment; household housing preference and service match data are captured in the Housing Needs Form (HNF) within the CE enrollment in HMIS.

3. CE solicits opinions from CoC Board & Committees intentionally recruited to represent a broad array of stakeholders: 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; a) CoC-specific meetings (CoC Advisory, CE), b) presentations to councils, regional homeless & regional planner meetings; c) stakeholder meetings; d) topic specific base building.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;	
2.	prioritizes people most in need of assistance;	
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and	
4.	takes steps to reduce burdens on people using coordinated entry.	

(limit 2,500 characters)

1. Information on CE is accessible online & via phone through 211. Community-based assessors spread across agencies, w/ many concentrated at agencies with a specific focus on outreach & services for those experiencing severe & persistent mental illness who may be difficult to engage. Assessors are available at agencies with multiple languages and those serving target populations distrustful of systems. CE supports weekly Case Conferencing meeting specifically for American Indian/Alaska Native provider agencies to resource-share & ensure households are connected to CE

2. CE currently uses COVID prioritization based on guidelines issued by HUD, WA State Department of Commerce & Public Health. HH prioritized for CE resources are able to access resources regardless of program type. Under new COVID Prioritization method, larger share of BIPOC HH prioritized relative to the previous Interim Prioritization method. This was most pronounced for AIAN (from 4% to 5%), B/AA (27% to 49%), Hispanic/Latinx (16% to 18%), & NHOPI (3% to 4%) HH. A slightly smaller share of multiracial HH & no Asian households were prioritized under COVID Prioritization in 2020. These shifts were expected, given that COVID Prioritization explicitly prioritizes households who identify as racial & ethnic groups that have had disproportionately high risk for hospitalization & death from COVID. After the cessation of COVID emergency declaration access to the integrated data hub informing COVID prioritization ended. We are currently working w/ community to develop an updated methodology using data we retain access to while temporarily prioritizing those w/ longest length of time of homeless, survivors fleeing or attempting to flee, and the unsheltered for housing resources

3 CoC continues to assertively monitor the average length of time between prioritization & referral w/ focus on rapid connection to navigation services, leveraging of existing service connections, & housing provider participation in weekly Case Conferencing

4 Working to increase access for communities whose primary language is not English via translation & interpretation services across the region. Partnering with providers serving communities that have not historically accessed CE such as vehicle residents & those unhoused neighbors primarily engaged with the behavioral health system. Increasing CE assessor access to orgs serving unhoused neighbors in their community that have not previously had CE or even HMIS access

1D-9b.	Informing Program Participant about Rights and Remedies through Centralized or Coordinated Entry—Reporting Violations.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC through its centralized or coordinated entry:	
1.	affirmatively markets housing and services provided within the CoC’s geographic area and ensures it reaches all persons experiencing homelessness;	
2.	informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and	
3.	reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.	

(limit 2,500 characters)

1 The Coordinated Entry System employs a no wrong door model that includes five Regional Access Points (RAPs) spread throughout the region. These entry points are resource centers where households experiencing homelessness can get help finding housing and other resources. Individuals and families experiencing homelessness may call ahead to schedule an appointment. Hundreds of community based assessors operate at local organizations serving those experiencing homelessness to connect households to CE. They include outreach, day center, overnight shelter, and services only providers. Information on the CES is available on the CoC lead's website, shared with advocacy groups, services providers, and the general community. Information on CE and other community resources is also provided to anyone by calling 211 toll free

2 The Coordinated Entry System collects client consent forms/ROIs for each household entered into HMIS, which inform clients of their rights to revoke their consent at any time. Consent forms and revocation of consent forms are publicly available and are shared by Regional Access Point staff and community based assessors. Coordinated Entry partners with the VA to share a VA-specific ROI for veterans which details veterans' rights regarding information sharing between providers, and details the process for revocation of ROI. If a household chooses not to share identifying information, they are able to be deidentified in HMIS. Deidentification policies, including the rights of clients to choose to be deidentified, are publicly available on the CoC lead's website and the HMIS vendor's website. This protection is also specifically made available to households whose HIV+ status is being disclosed in HMIS. HMIS Client Information Sheet and Client Grievance Instructions are publicly available, and detail the rights of the client. Information on fair housing laws and requirements is included in the Coordinated Entry Policy Manual which is publicly available

3 The Coordinated Entry team meets weekly with housing funders to flag inconsistencies between expectations and housing provider behavior as it pertains to Coordinated Entry. Data, both quantitative and qualitative, is collected in HMIS regarding the quality of outcomes from housing referrals and highlights any narrative dissonance between parties, particularly between housing providers and housing navigators serving people currently experiencing homelessness.

1D-10.	Advancing Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section V.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	09/21/2023

1D-10a.	Process for Analyzing Racial Disparities—Identified Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section V.B.1.q.	

Describe in the field below:

1.	your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and
2.	what racial disparities your CoC identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

1. The CoC is committed to racial equity in the delivery of services and improving outcomes for communities of color disproportionately impacted by homelessness. The CoC takes a data driven approach to racial disparities re present in the provision of services or program outcomes. Organization level data is collected in HMIS and subsequently aggregated and assessed on a continual basis. Data collected through services provision and PIT counts are contextualized by comparative analysis with local demographic data. Additionally, we explore qualitative inputs through discursive engagement with CoC members.
2. The CoC prioritizes equity and challenging systemic racism. Careful analysis revealed that homelessness is disproportionately experienced by people of color in the King County region. On 12/31/2022, 9,680 households experienced homelessness and received services in the homeless response system. The majority of households identified as people of color with greatest disparity among those identifying as Black of African American (29% compared with 6% of the county's general population) and American Indian/Alaskan Native (5% compared with <1% of the county's general population). The CoC is committed to shining a light on these disparities while engaging in strategies to ensure equity in the delivery of services and that services effectively meet the needs of communities most vulnerable to experiencing homelessness.

1D-10b.	Implemented Strategies that Address Racial Disparities.	
	NOFO Section V.B.1.q.	

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.		

1D-10c.	Implemented Strategies that Address Known Disparities.	
	NOFO Section V.B.1.q.	

Describe in the field below the steps your CoC is taking to address the disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

When disparate outcomes are identified at the program participant level - for example, in exits to PH, early program exits, and program entry data - KCRHA staff connect with providers to review the outcomes and ask for context related to the data. The KCHRA Program Performance (PP) team then works closely with providers to better understand the root of the disparity and from there look to solutions to ensure improved direct assistance to program participants. KCRHA carefully reviews PH (RRH, PSH) terminations to better understand on both a system and program level whether there are disparities in who is being terminated from these programs. We not only look at the data, but ask providers to provide a quarterly narrative listing all terminations, demographics including race and ethnicity, and what led to the termination. This allows us to then directly connect with programs demonstrating disparities or trending toward disparity and to intervene early. We then evaluate their termination process and provide guidance on creating a more equitable, person-centered, and trauma-informed approach to potential termination.

Another way KCRHA as the CoC Lead addresses known disparities is through the program entry and exits to PH data. Regarding program entry, the CE and PP teams partner to evaluate referrals and denials on a monthly basis to determine whether any programs are consciously or unconsciously denying referrals based on a pattern of racial discrimination. Ongoing evaluation allows KCRHA to have open and candid conversations with programs and mandate implicit bias and racial equity training for program staff in order to decrease the likelihood of disparities in direct assistance to program participants.

Members of the Lived Experience Coalition, community members experiencing homelessness & local provider staff with LE are recruited to be raters for all KCRHA RFP processes - this includes providing robust training about procurement, rating applications, rating matrices and their development, and an orientation which includes a section on implicit bias.

1D-10d.	Tracked Progress on Preventing or Eliminating Disparities.	
	NOFO Section V.B.1.q.	

Describe in the field below:

	1. the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance; and	
	2. the tools your CoC uses.	

(limit 2,500 characters)

1. CoC maintains public-facing system-level dashboards with racial breakdown of overall homeless population, service access, and system performance. These include comparing HMIS breakdown to that of the general County population (ACS), and annual year-over-year system performance measures from 2016-2021. These dashboards are updated on a monthly, quarterly, and annual basis depending on the refresh rate of the data. Knowing the limitations to HMIS data collection, we also work with our King County partners who maintain an integrated data hub that connects HMIS-enrolled individuals to other local human services (such as Health Care for the Homeless Network). We have worked with them to identify cross-systems racial disparities that go beyond the provision of CoC programs, but do affect our target population. These connections will be essential to better understand our full prevention and elimination of racial disparities. For HMIS-participating programs, CoC has historically tracked racial disparities in provision and outcome on a program-level for contract monitoring and performance improvement. RHA is adopting and growing on that approach.

Further, we conduct an annual evaluation of CE with a deep look into disparities. The use of COVID Prioritization during the pandemic has offered stark increases in the number of BIPOC individuals housed through CE.

2. Coc uses an analysis tool to trace race and ethnicity and draws on Point-In-Time Count(PIT) and American Community Survey (ACS) data to facilitate analysis of racial disparities among people experiencing homelessness—distribution of Race and Distribution of Ethnicity bar charts, the CoC Data table.

1D-11.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC’s Outreach Efforts.	
	NOFO Section V.B.1.r.	

Describe in the field below your CoC’s outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.

(limit 2,500 characters)

The CoC is committed to engaging persons with lived experience of homelessness in key leadership roles and decision making processes. This engagement includes persons with past histories as well as those currently experiencing homelessness. This lived expertise is essential to creating a safety net that is aligned with perspectives and needs of those most directly impacted. The CoC board continues to prioritize bringing on new members with lived experience to providing critical and insight and leadership. The CoC's efforts to engage those with lived experience and expertise are varied and consider challenges to access. Email, website, and social media announcements are augmented by onsite shelter outreach to connect with community members who are interested in providing and utilizing their knowledge and expertise to guide the decisions shaping the community's experience. Current board members leverage their own networks to share opportunities with others with lived experience. The CoC has created an efficient process with a short application to reduce any onerous barriers, and paper applications are made available. Additionally, the CoC seeks to implement supportive incentives such as stipends to overcome challenges to participation. The CoC has reached out to groups such as the Youth Advisory Board to invite them to participate. The Lived Experience Coalition announces opportunities at meetings to provide additional inroads for those with lived experience to participate.

Members of the LEC & local provider staff with LE are recruited to be raters for all KCRHA RFP processes - this includes providing robust training about procurement, rating applications, rating matrices and their development, and an orientation which includes a section on implicit bias. During the Understanding Unsheltered Homelessness Project, members of the LEC also acted as interviewers - they were provided training on how to conduct interviews and paid for their time to participate in the month long study.

1D-11a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

You must upload the Letter Signed by Working Group attachment to the 4B. Attachments Screen.

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four 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 in the decisionmaking processes related to addressing homelessness.	22	12
2.	Participate on CoC committees, subcommittees, or workgroups.	22	12
3.	Included in the development or revision of your CoC's local competition rating factors.	22	12
4.	Included in the development or revision of your CoC's coordinated entry process.	22	12

1D-11b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

(limit 2,500 characters)

The CoC recognizes the critical importance of lived experience in providing the insights to shape and guide effective programs. Simultaneously, it is essential that participants with lived expertise are provided with opportunities that advance their professional development, and recognition of the value they contribute. Individuals with lived experience serving on a board, subcommittee, or rater panel receive compensation for their time, energy, and experience at \$33/hour. Boards and subcommittees provide leadership opportunities, and both CoC board co-chairs have lived experience. Serving on the board gives members the opportunity to receive training in facilitation, and strategic planning while working alongside staff who can provide additional feedback, support, and mentorship. 14 of the 15 CoC board members have lived experience and received more than 10 hours of training in their current role. The Lived Experience Coalition (LEC) has an LEC member providing support for lived experts in document review, professional training, and other relevant tasks, providing a framework to ensure they can maximize their experience. These supportive conditions create opportunities for engagement with a variety of partners and providers throughout the CoC, building a critical network of professional relationships that is mutually beneficial for all involved. The CoC utilizes a Full Frame Initiative (FFI) well-being framework and well-being blueprint to ensure that those with lived experience who have face systemic barriers to well-being are adequately supported. The CoC actively encourages organization serving people experiencing homelessness to take an intentional and proactive approach to including lived experience in their hiring practices and board membership.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

Describe in the field below:

1.	how your CoC routinely gathers feedback from people experiencing homelessness;
2.	how your CoC routinely gathers feedback from people who have received assistance through the CoC or ESG Programs; and
3.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness.

(limit 2,500 characters)

1. The CoC is continuously engaged with people experiencing homeless and believes in is essential to stay connected to the ground level realities experienced by those the CoC serves. The CoC has implemented a variety of strategies to ensure that the voices of people experiencing homelessness are heard. The CoC completes through needs and vulnerability assessments to understand each situation creating the capacity for effective prioritization and appropriate interventions.
2. Gathering feedback from people who have received assistance through CoC or Emergency Solutions Grant programs is essential for evaluating the effectiveness of these programs and ensuring that they are meeting the needs of individuals and families experiencing homelessness. The CoC utilizes a variety of tools and methods to create opportunities to receive this feedback including client surveys administered to individuals who have received assistance to collect their feedback, focus groups, case management interviews, exit interviews, and community meetings. Our efforts to gain feedback are focused on cultural competency and continuous improvement. The CoC is proactive in implementing systems change based on this feedback including making changes to program policies, service delivery, or resource allocation. This feedback helps in refining and improving services but also empowers individuals experiencing homelessness to have a voice in the programs designed to assist them, ultimately promoting better outcomes and greater satisfaction.
3. Coc is committed to ensuring that mechanisms are in place to address challenges raised by people with lived experience. The Ombuds office, which operates in close coordination with the Lived Experience Coalition, receives and respond to inquiries and complaints from community members served by CoC providers and contracted programs, including those residing in shelters, transitional housing, and PSH. Through this process information, referrals, and resources are provided to assist in navigating and resolving the identified challenge. When broader systemic challenges are raised, the CoC is responsive in crafting policy changes and taking stances on critical challenges facing persons with lived experience. This includes includes issues such a criminalization policies which create and exacerbate challenges for people experiencing homelessness. CoC takes an active role in advocating against criminalization policies and mitigating their consequences.

1D-12.	Increasing Affordable Housing Supply.	
	NOFO Section V.B.1.t.	
	Describe in the field below at least 2 steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC's geographic area regarding the following:	
	1. reforming zoning and land use policies to permit more housing development; and	
	2. reducing regulatory barriers to housing development.	

(limit 2,500 characters)

1. The CoC supports steps to reform zoning and land use policies to promote affordable housing development. In March of 2021 the Seattle City Council passed Ordinance 126287, which exempted permanent supportive housing from design review. In July 2023, the Seattle City Council passed Ordinance 120591 which permanently expanded the design review exemption to all affordable housing. (This expanded exemption had been provided on a temporary basis under a COVID emergency order since mid-2020 and was made permanent through Ordinance 120591.) Exemptions from design review reduce permitting time and accelerate construction. Additionally, in June 2021, the Seattle City Council passed Ordinance 126384, implementing a density bonus for affordable housing on religious organization land, as authorized by the State Legislature under SHB 1377. In 2023 the Legislature passed HB 1110, which mandates the inclusion of "missing middle" housing in many zoning codes. In 2021 the Legislature passed HB 1220, which mandates that city's comprehensive plans include moderate density housing in their goals and policies, to identify sufficient land and zoning capacity for low-income housing. 1220 also made it so cities could no longer prohibit transitional housing or permanent supportive housing in any zones that allow residential dwellings or hotels.
2. The CoC is committed to reducing regulatory barriers to affordable housing development. Affordable housing permit applications are prioritized by Seattle's Department of Construction and Inspections, creating a streamlined process to meet funding deadlines. The CoC supports HB 1337, passed in 2023, which has reduced barriers to building accessory dwelling units, such as impact fees and owner occupancy requirements.

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

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Your CoC’s Local Competition Deadline–Advance Public Notice. NOFO Section V.B.2.a. and 2.g. You must upload the Web Posting of Local Competition Deadline attachment to the 4B. Attachments Screen.	
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1.	Enter your CoC’s local competition submission deadline date for New Project applicants to submit their project applications to your CoC—meaning the date your CoC published the deadline.	08/03/2023
2.	Enter the date your CoC published the deadline for Renewal Project applicants to submit their project applications to your CoC’s local competition—meaning the date your CoC published the deadline.	08/03/2023

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criteria below. NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e. You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen. Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	
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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.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes

5.	Used data from comparable databases to score projects submitted by victim service providers.	Yes
6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	Yes

1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.
 Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	95
2.	How many renewal projects did your CoC submit?	55
3.	What renewal project type did most applicants use?	PH-PSH

1E-2b.	Addressing Severe Barriers in the Local Project Review and Ranking Process.	
	NOFO Section V.B.2.d.	

Describe in the field below:

1.	how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	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 2,500 characters)

1. Our community has developed a rating process based on the HUD Criteria outlined in the FY2023 NOFO as well as an analysis exits to permanent housing within HMIS data. CoC requested narrative responses related to low barrier practices & termination policies including information on terminations - demographics & why - in order to ascertain program supports to quickly move in participants facing severe barrier along w/ ultimately maintaining housing for participants. This was reviewed & analyzed in correlation with program entry, occupancy & program exit data pulled from HMIS to contextualize any outliers along w/ provide narrative confirmation of practices in reality
2. CE team monitors all referrals & time between initial referral & move-in into programs. Along with the ongoing monitoring, the CoC analyzes RRH move-in timelines specifically - the length of time between referral to a RRH provider & moving into housing via HMIS. This indicates how supportive providers are in the housing search process in order to decrease the length of time homeless while enrolled in RRH. Particular consideration to market conditions and ability to find units in a timely manner.
3. CoC worked diligently to ensure housing programs maintain low barriers to entry - particularly around ppwk & required docs. Advocated for continued adoption of Seattle Fair Change Housing laws to expand throughout KC to decrease likelihood of a criminal background impeding acceptance into private market housing. Each of these components was considered when reviewing the length of time between referral & entry into housing & point allocation (full v. partial). Consideration for DV providers & need to carefully consider location of housing, which can impact how quickly survivors access housing in locations safe for them.
4. Projects who serve the most historically marginalized communities, including residents who qualify for PSH for were prioritized during the local rating and ranking process. CoC understands that the most vulnerable and difficult to reach clients may be more reticent to consent to HMIS due to behavioral health challenges and this the percent of unknown information reported.

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.	
	NOFO Section V.B.2.e.	
	Describe in the field below:	
	1. how your CoC used the input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;	
	2. how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and	
	3. how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	

(limit 2,500 characters)

1. The CoC convenes a weekly "NOFO Planning" meeting which encompasses a racially and ethnically diverse group of CoC board members, most with lived experience of homelessness. This group works with the lead applicant to craft application questions, rating criteria, and facilitate rater recruitment. Monthly, the System Performance Committee which is also staffed by a diverse group of members from historically marginalized communities, provides input to ensure local application questions assessed race and social justice priorities outlined in the NOFO.
2. There were a total of 12 CoC members and board members who served on the rating and ranking process for both new and renewal projects. 9 of the 11 raters self identify as BIPOC. This was an intentional decision to ensure LE and diverse subpopulations drove the rating and ranking process. The raters then collaborated with members of the Advisory Committee to recommend the final rank order based on local values and priorities.
3. Each renewal & new application was asked to complete a narrative response about outreach to underserved & harder to serve pops who are overrepresented- emphasis on BIPOC & LGBTQ+ populations. In reviewing responses, raters consider the context & location of each project. Partial points awarded to projects w/ clear barriers to outreach, but w/ plan or goal to improve their work over coming year. No projects were rejected due to lack of outreach to underserved communities. In coming year, CoC determined to enhance the process by which we evaluate outreach - particularly to LGBTQ+ pops - to include participant & staff interviews along w/ narratives in order to obtain more robust information.

1E-4.	Reallocation—Reviewing Performance of Existing Projects.	
	NOFO Section V.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 low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;	
	3. whether your CoC reallocated any low performing or less needed projects during its local competition this year; and	
	4. why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.	

(limit 2,500 characters)

1. The CoC has a written reallocation policy and all reallocations are subject to board approval. Underperforming projects may include those which fail to demonstrate effective use of project capacity. This may be seen through low occupancy rates, untimely expenditures, unresponsiveness, lack of communication, or other issues which significantly impact project operations and performance. Underperforming projects may show poor data quality within HMIS, unmet performance outcomes within their most recent annual performance or quarterly report, or rank low in the project ranking and priority listing process. Project may be slated for reallocation when a local need is more effectively met through another project and reallocation might be necessary.

2. Yes, through our annual Intent to Renew process four projects self selected to not renew or renew at a lesser amount than previous grant cycles due to underperforming or identifying less of a need for the project type.

3. Yes, \$2,179,179 of the projects identified were reallocated through the local competitive CoC Bonus process. To maximize impact, the CoC added these funds to the local CoC Bonus competition. As a result, six new projects were approved and added to the rating and raking.

The remaining unallocated reallocation funds identified will be reallocated at a later time. The CoC determined it needed more time to assess needs and develop a thoughtful local competition with the remaining funds.

1E-4a.	Reallocation Between FY 2018 and FY 2023.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2018 and FY 2023?	No
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1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	No
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	Yes
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	Yes
4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/13/2023

1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.	

	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. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/13/2023
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1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project accepted or rejected status; 4. Project Rank–if accepted; 5. Requested Funding Amounts; and 6. Reallocated funds.	Yes
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1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC’s website or partner’s website—which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/26/2023
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1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC’s website or partner’s website.	09/26/2023
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2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

	Enter the name of the HMIS Vendor your CoC is currently using.	Bitfocus, Inc
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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 V.B.3.a.	

	Enter the date your CoC submitted its 2023 HIC data into HDX.	04/28/2023
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2A-4.	Comparable Database for DV Providers—CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section V.B.3.b.	

	In the field below:	
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases;	
2.	state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database—compliant with the FY 2022 HMIS Data Standards; and	

3. state whether your CoC's HMIS is compliant with the FY 2022 HMIS Data Standards.

(limit 2,500 characters)

1. DV housing and service providers use screens and templates through the Bitfocus Clarity software. All screens and templates are in compliance with HUD data standards as they are managed by the same System Administration team that oversees the HMIS.
2. Yes. All screens and templates are up-to-date to meet data standards. Careful review by system administration at Bitfocus, Inc insured compliance. 100% of the operational templates were reviewed and updated at that time.
3. Yes our CoC's HMIS is compliant with the FY22 HMIS Data Standards. All screens and templates are up-to-date to meet data standards. Careful review by system administration at Bitfocus, Inc insured compliance. 100% of the operational templates were reviewed and updated at that time.

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

Enter 2023 HIC and HMIS data in the chart below by project type:

Project Type	Total Year-Round Beds in 2023 HIC	Total Year-Round Beds in HIC Operated by Victim Service Providers	Total Year-Round Beds in HMIS	HMIS Year-Round Bed Coverage Rate
1. Emergency Shelter (ES) beds	5,299	126	4,462	86.26%
2. Safe Haven (SH) beds	76	0	76	100.00%
3. Transitional Housing (TH) beds	1,895	151	1,287	73.80%
4. Rapid Re-Housing (RRH) beds	1,247	83	1,164	100.00%
5. Permanent Supportive Housing (PSH) beds	7,416	0	5,915	79.76%
6. Other Permanent Housing (OPH) beds	4,057	0	1,524	37.56%

2A-5a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.
 NOFO Section V.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 2,500 characters)

1. PSH rate maintained at 80% from 2022 to 2023. Similar to last year, many of the non-participating projects are required to enter the total number of VASH vouchers available in the community, and we will continue to enter them as non-participating each year into the HIC while working to incorporate into HMIS. Otherwise, participation with other PSH projects is near 100%. TH - coverage moved from 71% in 2022 to 74% in 2023. This increase is largely due to more TH beds being offlined in our system, following the trend of TH beds decreasing year-over-year. TH projects continue to be funded locally and operate independently, without RHA oversight that would compel their HMIS involvement. Through our subregional engagement, we are increasing relationships with non-RHA funded TH providers, which we believe will allow for a pathway into HMIS for currently non-participating agencies. CoC will continue working with non-CoC funded projects into HMIS as well as enhance JC TH/RRH within CoC. OPH went from 93% to 38% due to EHVs. Local EHV disbursement brought in significant number of small, new providers into the service ecosystem. The focus on quickly supporting folks leveraging their EHVs by all parties caused a significant dip in HMIS participation of OPH. We are working on addressing this to increase EHV participation in the HIC for 2024. Additionally, across all unit-based interventions (PSH, OPH, ES, EH), the implementation of a new inventory module in Clarity will drive value for participation in HMIS by our providers.

2. Steps will be implemented with the contract monitor. Throughout 2023, CoC has identified improvements to our contracts that will help increase HMIS use and compliance across all contracts of the RHA. Contract monitors, along with other RHA staff and providers will receive trainings on new tools (outreach module, inventory module) in Clarity that provide clear value to the provider and client. This should provide additional incentive for providers to participate in the HMIS as it drives further value. Additionally, our subregional planning team continues to engage in all of the municipalities in our region, working toward subregional plans. These plans include regional alignment in tools and practices that will lead to greater use of HMIS.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2023 HDX Competition Report to the 4B. Attachments Screen.	

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by February 28, 2023, 8 p.m. EST?	Yes
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2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2023 PIT count.	01/26/2023
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2B-2.	PIT Count Data–HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2023 PIT count data in HDX.	04/28/2023
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2B-3.	PIT Count–Effectively Counting Youth in Your CoC’s Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

Describe in the field below how your CoC:

- | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | engaged unaccompanied youth and youth serving organizations in your CoC’s most recent PIT count planning process; |
| 2. | worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC’s most recent PIT count planning process; and |
| 3. | included youth experiencing homelessness as counters during your CoC’s most recent unsheltered PIT count. |

(limit 2,500 characters)

1. The CoC last completed an unsheltered PIT in 2022, using a sampling technique called Respondent Driven Sampling (RDS). In addition to the PIT-requirements, we collected oral histories from people living unsheltered. The interview protocol and locations for deployment were based on a series of community engagements that included a total of 199 community members. YYA with lived experience and YYA serving agencies took part in those workshops, so had a direct hand in planning.
2. Youth and Young Adults with lived experience of homelessness and YYA serving agencies were part of the planning workshops, which included collecting input on where to place our RDS hubs. These hubs are where people are recruited to in order to be included in the sample and be interviewed. Ultimately, one of our nine hubs was placed at a youth-serving program in South King County.
3. While a majority of our researchers were people with lived experience of homelessness, many of whom currently were experiencing homelessness, we did not include youth as counters in the 2022 unsheltered PIT. This was due to our RDS methodology, which combined the survey for PIT required data and the collection of oral histories. This level of data collection is much more intensive and requires the handling of a lot of personal information, and ensuring participants signed consent forms, and handling gift cards. This method also required significantly fewer counters than the traditional street count.

2B-4.	PIT Count–Methodology Change–CoC Merger Bonus Points.	
	NOFO Section V.B.5.a and V.B.7.c.	
	In the field below:	
	1. describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable;	
	2. describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable; and	
	3. describe how the changes affected your CoC’s PIT count results; or	
	4. state “Not Applicable” if there were no changes or if you did not conduct an unsheltered PIT count in 2023.	

(limit 2,500 characters)

Not Applicable

2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
 - 24 CFR part 578;
 - FY 2023 CoC Application Navigational Guide;
 - Section 3 Resources;
 - PHA Crosswalk; and
 - Frequently Asked Questions

2C-1.	Reduction in the Number of First Time Homeless–Risk Factors Your CoC Uses.	
	NOFO Section V.B.5.b.	
	In the field below:	
	1. describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;	
	2. describe your CoC’s strategies to address 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	

(limit 2,500 characters)

1. CoC identifies risk factors through analysis of HMIS inflow data that includes CE Assessment, homelessness prevention screening tool, diversion use, and the PIT survey cause of homelessness question. Regional eviction data is used to contextualize eviction & entry to homelessness. CoC is part of a longitudinal study of homeless families that includes analysis of risk factors (Westat Family Homelessness Initiative/Gates Foundation). Analyzed factors include prior homeless, eviction history, DV, illness, age, substance use, rent burden, and sudden significant loss of income. Local data shows communities of color (esp. Black/African American & American Indian/Alaska Native) & LGBTQ YYA overrepresented and at higher risk.
2. CoC strategies include increasing resident involvement, participation in case management, self sufficiency programs to help residents reach financial independence, and providing support toward long term housing goals.
3. King County Regional Homelessness Authority

2C-1a.	Impact of Displaced Persons on Number of First Time Homeless.	
	NOFO Section V.B.5.b	
	Was your CoC’s Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:	

1.	natural disasters?	Yes
2.	having recently arrived in your CoCs' geographic area?	Yes

(limit 2,500 characters)

Newly arrived persons come to the CoC's geographic region seeking services and resources that may be less accessible or available elsewhere. This includes both asylum seekers and persons who have been displaced as the result of natural disasters. Newly arrived persons directly impact the number of people experiencing homelessness for the first time within the CoC. In 2022, 21% (6473) of total household enrollments indicated that their last stable housing location was outside of the King County region, and 11% (3440) outside the state of Washington. The CoC is committed to providing shelter, housing resources, and services to both the newly arrived, while continue to ensure access for those experiencing homelessness for the first time at the local and regional level. Displaced persons often have complex and unique service needs as well as significant trauma histories related to their displacement, whether they are fleeing political or social persecution, or they have lost their homes to extreme weather events or other natural disasters. The CoC service and resource infrastructure must adapt continuously to ensure that we are prepared to effectively meet the needs of displaced persons while continuing to meet the needs of those have beome homeless for the first time within the CoC. The CoC recognizes that geopolitical forces and extreme weather events related to climate change can have tangible and direct impacts on the region. The CoC is committed to adapting to an ever-changing landscape related to the experience of displaced persons and implementing a trauma-informed response that is grounded in empathy and provides a foundation for displaced persons to rebuild their lives. CoC utilizes approaches such as Critical Time-Intervention to help displaced persons and all persons experiencing homelessness for the first time to quickly and effectively connect to stabilizing resources.

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section V.B.5.c.	

	In the field below:
1.	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;
2.	describe 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 2,500 characters)

1. The CoC utilizes a variety of strategies to reduce the length of time homelessness is experienced. Housing First Approach: The housing First model prioritizes moving homeless individuals into permanent housing as quickly as possible, without preconditions or requirements such as sobriety or participation in treatment programs. This approach aims to provide stability and support, which can lead to reduced shelter stays. Rapid Rehousing programs offer temporary financial assistance, case management, and support services to help homeless individuals secure and maintain stable housing. This approach is used to shorten shelter stays. Diversion Programs: Focusing on helping people find alternative options outside of emergency shelters, reuniting with families or friends or access to other resources. Coordinated Entry Systems by streamlining the process of assessing the needs of homeless individuals and connecting them to appropriate housing and services. Using Housing Navigators, tracking Data and Performance on shelter stays and housing placements to identify areas of improvement. Housing Resources: Increasing the availability of affordable housing options, including supportive housing for those with complex needs. Wraparound Services: providing wraparound support services, such as mental health counseling, substance use treatment and employment assistance. Cross Sector Collaboration: CoC's work with government agencies, nonprofits, healthcare providers, and other stakeholders to ensure a coordinated response to homelessness

2. CoC identifies and houses individuals with the longest length of time for homelessness by performing assessments during intake, tracking LOS in HMIS, and depending on their vulnerability they will utilize Coordinated Entry.

3. King County Regional Homelessness Authority Contract monitors. Program Specialist and Program Coordinators

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing—CoC's Strategy NOFO Section V.B.5.d.	
	In the field below:	
1.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;	
2.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.	

(limit 2,500 characters)

1. The CoC prioritizes a comprehensive strategy that includes direct access to housing-oriented flexible funding and diversion resources in ES/SH programs. The CoC has increased funding for local landlord engagement and for a provider Housing Connector to recruit new rental stock and expand legal services to address past debt/evictions and employment/education services. The CoC has increased TA and accountability measures for underperformers.
2. The CoC has engaged in a variety of efforts to increase the retention rate for PH that 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 through levies; f) expanded use of CE mobility transfer policy to help relocate when all other efforts exhausted; i) increased quarterly review of exits and program terminations to intervene on program-level to identify patterns and provide TA to decrease likelihood HH will be exited for behavioral reasons
3. King County Regional Homelessness Authority

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section V.B.5.e.	
	In the field below:	
1.	describe your CoC's strategy to identify individuals and families who return to homelessness;	
2.	describe 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 2,500 characters)

1. CoC identifies households who return to homelessness by: a) Tracking performance quarterly 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; c) holding more transparent case conferencing about what is happening with HH who have exited programs during post-exit case management follow-up. All mirrored in local research-based prevention tool to assertively target services such as employment assistance, prevention, and general case management 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 - successful example in connecting HH to EHV; 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 and piloting funding local landlord incentives to support housing retention; j) shallow rent subsidy through SSVF & local levy; k) beginning stages of implementing direct cash transfers, which have high rate of successfully assisting HH to not return to homelessness.

3. King County Regional Homelessness Authority

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section V.B.5.f.	

In the field below:	
1.	describe your CoC's strategy to access employment cash sources;
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment 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 2,500 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 and well as other supported employment providers connect to RRH and PSH programs; d) 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-exa 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 Regional Homelessness Authority 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 KC. Additionally, CoC targets local resources to employment including United Way 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. King County Regional Homelessness Authority

2C-5a.	Increasing Non-employment Cash Income—CoC's Strategy	
	NOFO Section V.B.5.f.	
	In the field below:	
1.	describe your CoC's strategy to access non-employment cash income; and	
2.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.	

(limit 2,500 characters)

1, The CoC is committed to ensuring increasing access to non-employment cash income for households in need. Social workers, case managers and client specialists are available to work directly with individuals experiencing homelessness to identify their needs, which can include access to non-employment cash income. These professionals can connect individuals with appropriate resources and guide them through application process for benefits like Temporary Assistance or Needy Families(TANF), Supplemental Nutrition Assistance Program (SNAP), Social Security Income (SSI) and others. The CoC collaborates with local government agencies and non-profits to provide outreach and enrollment services for public assistance programs. This includes setting up mobile assistance centers at shelters or conducting outreach events to inform homeless individuals about available benefits.

2. King County Regional Homelessness Authority

3A. Coordination with Housing and Healthcare

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3A-1.	New PH-PSH/PH-RRH Project–Leveraging Housing Resources.	
	NOFO Section V.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project 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
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3A-2.	New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.	
	NOFO Section V.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes
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3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections V.B.6.a. and V.B.6.b.	

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

Project Name	Project Type	Rank Number	Leverage Type
Atlantic Street C...	Joint TH-RRH	60	Housing
New Ground Sandpo...	Joint TH-RRH	57	Healthcare
Nike Manor Joint ...	Joint TH-RRH	62	Housing
DESC 15th	PH-PSH	61	Housing

3A-3. List of Projects.

1. What is the name of the new project? Atlantic Street Center Gender-Based Violence Rapid Rehousing Project
2. Enter the Unique Entity Identifier (UEI): JC77V NK7P7D3
3. Select the new project type: Joint TH-RRH
4. Enter the rank number of the project on your CoC's Priority Listing: 60
5. Select the type of leverage: Housing

3A-3. List of Projects.

1. What is the name of the new project? New Ground Sandpoint Joint TH/RRH
2. Enter the Unique Entity Identifier (UEI): JC77V NK7P7D3
3. Select the new project type: Joint TH-RRH
4. Enter the rank number of the project on your CoC's Priority Listing: 57
5. Select the type of leverage: Healthcare

3A-3. List of Projects.

1. What is the name of the new project? Nike Manor Joint TH/RRH

2. Enter the Unique Entity Identifier (UEI): JC77V NK7P7D3

3. Select the new project type: Joint TH-RRH

4. Enter the rank number of the project on your CoC's Priority Listing: 62

5. Select the type of leverage: Housing

3A-3. List of Projects.

1. What is the name of the new project? DESC 15th

2. Enter the Unique Entity Identifier (UEI): JC77V NK7P7D3

3. Select the new project type: PH-PSH

4. Enter the rank number of the project on your CoC's Priority Listing: 61

5. Select the type of leverage: Housing

3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.s.	

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 V.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 2,500 characters)

N/A

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

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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 V.F.	

	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
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3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.

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 2,500 characters)

N/A

4A. DV Bonus Project Applicants for New DV Bonus Funding

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section I.B.3.I.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	Yes
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4A-1a.	DV Bonus Project Types.	
	NOFO Section I.B.3.I.	

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 2023 Priority Listing.

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

You must click "Save" after selecting Yes for element 1 SSO Coordinated Entry to view questions 4A-2, 4A-2a. and 4A-2b.

4A-3.	Assessing Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects in Your CoC's Geographic Area.	
	NOFO Section I.B.3.I.(1)(c)	

1.	Enter the number of survivors that need housing or services:	6,910
2.	Enter the number of survivors your CoC is currently serving:	2,737
3.	Unmet Need:	4,173

4A-3a.	How Your CoC Calculated Local Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
NOFO Section I.B.3.I.(1)(c)		
Describe in the field below:		
1.	how your CoC calculated the number of DV survivors needing housing or services in question 4A-3 element 1 and element 2; and	
2.	the data source (e.g., comparable databases, 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 2,500 characters)

- 1) CoC used data from HMIS between 04/01/2022-03/31/2023, gathered information for all active in HMIS who indicated recent history or actively fleeing DV in CE screening to determine total need in CoC of survivors needing housing or services. During same time period, captured number of people enrolled in TH, SH, RRH, JC, and PSH who are currently fleeing DV.
- 2) 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, 2022 and March 31, 2023.
3. The primary barrier is a lack of housing resources dedicated to survivors. The CoC is focused on increasing the availability of housing resources to fully meet the needs of all survivors.

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
NOFO Section I.B.3.I.(1)		
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 Regio...

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

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

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 2023 Priority Listing for New Projects:

1.	Applicant Name	King County Regional Homelessness Authority
2.	Project Name	DV/SA Rapid Rehousing Program Expansion
3.	Project Rank on the Priority Listing	64
4.	Unique Entity Identifier (UEI)	JC77V NK7P7D3
5.	Amount Requested	\$1,512,343
6.	Rate of Housing Placement of DV Survivors—Percentage	53%
7.	Rate of Housing Retention of DV Survivors—Percentage	100%

4A-3b.1.	Applicant Experience in Housing Placement and Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below:

1.	how the project applicant calculated both rates;
2.	whether the rates accounts for exits to safe housing destinations; and
3.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,500 characters)

1. APR data from 4/1/2021 - 3/31/2022 provided information on housing placement. In that time period, 53% of all enrolled participants were in housing and 47% still searching for a housing placement. During the same time period, the 100% retention rate was calculated based on the total number of people housed and total number of people retaining housing in the period.
2. Yes, the rates calculated account for any exits to safe housing destinations
3. 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 1,2022 and March 31, 2023.

4A-3c.	Applicant Experience in Providing Housing to DV Survivor for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

Describe in the field below how the project applicant:

1.	ensured DV survivors experiencing homelessness were quickly moved 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.	determined which supportive services survivors needed;
4.	connected survivors to supportive services; and
5.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

(limit 2,500 characters)

1. KCRHA is applicant for CoC. DV/SA RRH Program will grow CoC capacity to quickly move households into permanent housing. The Salvation Army and InterimCDA have over 50 years of combined experiencing working with DV survivors. All three subrecipients have long histories supporting community into housing, particularly BIPOC, API and Latine populations. 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/ housing programs. Survivors are prioritized & CE expedites emergency transfers when/if safety is an issue. CE also added a dedicated CE DV Housing System Coordinator to further streamline survivor priority access.
3. All DV providers are survivor centered and survivor led; meaning the survivor determines what services and supports are best for themselves. Providers also use trauma-informed care and a progressive engagement model which focuses on providing only what the survivor needs.
4. 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 wraparound supportive services, with client choice in mind to help them stabilize and move to permanent housing as quickly as possible.
5. Quick housing attainment occurs through 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 Salvation Army: 88% PH placement w/ 100% retention. The new RRH project will increase available housing by 65 units to more quickly move HH into PH.

4A-3d.	Applicant Experience in Ensuring DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
NOFO Section I.B.3.I.(1)(d)		
Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:		
1.	taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;	
2.	making determinations and placements into safe housing;	
3.	keeping information and locations confidential;	
4.	training staff on safety and confidentiality policies and practices; and	
5.	taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.	

(limit 2,500 characters)

1. DV partners are trained in TIC & strict standards of confidentiality. All staff have private spaces to converse in confidentially. Staff follow the lead (e.g time & place) of survivor to ensure safety & confidentiality. Conversations held separately w/ members of intact HH so each adult can talk privately. State DV Coalition offers specialized training (attended by DV RRH partners) on serving survivors who wish to remain in relationships where DV is a factor after services begin.
2. Providers adhere to survivor-driven, trauma-informed, and voluntary services empowerment model. Survivor voice & agency regarding housing choice & services offered is prioritized. A DVHF approach is utilized to eliminate housing as a reason for survivors to stay in abusive relationship by offering access to options that best fit their needs. Options include helping survivor safely stay in home or relocate to safer location & connect to housing options that may be relevant to survivors at that time. Staff/volunteers are trained on concepts of survivor-centered services and utilization of evidenced-based practices.
3. Maintaining confidential location is central to DV work. Providers have initial and ongoing staff/volunteer training. Program protocols supporting confidentiality are reinforced on a continual basis. Participants are expected to maintain location confidentiality for self and other households. This is one of the few "rules" in what are otherwise very low-barrier and housing first oriented programs and is consistently, regularly stressed w/ participants.
4. Safety planning is central to every step & program commitment. All DV-RRH staff complete extensive training at hire & annually per WA State WAC regulations w/ essential focus on confidentiality/safety planning. CoC CEDV staff provide regular training on DV best practices, advocacy, resources, safety; facilitate bi-monthly meetings of partners for training, problem-solving & sharing of best practices; & conduct training for all homeless program service providers & CE staff re DV survivor safety tools& protocols.
5. Advocates offer flexible advocacy & design schedules to work w/ survivors outside of traditional business hours& at locations most accessible to them to ensure safety. W/ safety as priority, advocates work closely with RRH HH to identify housing options in safe geographic locations & look for units that support survivors' s personal safety.

4A-3d.1.	Applicant Experience in Evaluating Their Ability to Ensure DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

Describe in the field below how the project has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement during the course of the proposed project.

(limit 2,500 characters)

New PH-RRH applicants currently participate in HMIS to accurately track housing data outcomes and retention. To ensure safety, agencies specifically will: (1) Respond to the emotional, psychological, and physical needs of survivors with a culturally-specific and trauma informed lens; (2) Restore a measure of safety, security, and well being for survivors; and (3) Assist survivors to stabilize their lives after abuse by assisting finding secure and permanent housing. They assess and evaluate their progress by regularly conducting assessment towards their goals. Initial calls are evaluated by the staff asking at the end of the call (when appropriate), “Was this helpful for you?” or, “Did you get what you needed?” or, “Is there any other information that you need?” When they close cases with clients & it is safe to contact them, an anonymous survey is sent regarding the services provided. Client satisfaction is periodically evaluated with surveys and/or case evaluation. A major change brought about by client feedback was a provider switch to mobile services: clients wanted services in locations and, at times, convenient for them, which in turn promoted rapport building and sped up turnaround time for client contact. DV RRH advocates now drive Salvation Army vehicles and are equipped with laptops, hotspots, and smartphones to supply services to clients on the go.

4A-3e.	Applicant Experience in Trauma-Informed, Victim-Centered Approaches for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(d)	

Describe in the field below examples of the project applicant’s experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:

1.	prioritizing placement and stabilization in permanent housing consistent with the program participants’ wishes and stated needs;
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 the effects of trauma;
4.	emphasizing program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;
5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
6.	providing a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

1. Our CoC Domestic Violence Housing First (DVHF) approach to quickly connect survivors with safe & stable housing that is coupled with survivor-driven, trauma-informed programming. In alignment with the HUD Notice, the CoC Coordinated Entry (CE) develops & maintains written policies & procedures, & partners with the Washington State Coalition Against Domestic Violence & Coalition Ending Gender Based Violence – KC to offer high-quality tools & trainings to ensure trauma informed practices are employed in all aspects of programming, including screening, assessment, and referrals. 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 & resiliency & places the highest priority on survivor's feelings of safety, choice, & 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 & 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 & mutual respect, staff center what survivors name as needs rather the needs of the program, or funders. Punitive interventions are never used.

3. All staff & volunteers are trained on concepts of survivor-centered services, how to deliver trauma informed services, & 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 & connecting the survivor with resources to help uncover causes & impacts of trauma. As a result, staff & volunteers can fully support survivors understand their trauma, how it can show up in their lives & how to move towards healing & resilience.

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

5. Cultural responsiveness & racial equity are incorporated throughout the CoC plan & within all trainings offered to subrecipients. Projects in the CoC have demonstrated experience working with survivors from diverse cultures & backgrounds. New projects with DV Bonus will further enhance systemwide cultural inclusivity through serving B/AA (Urban League), and Latine & BIPOC (InterimCDA). Specifically, the DV Coordinated Entry system requires that in order to complete & 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 & identity matter in all aspects of survivors' DV experiences. The CEGBV oversees the training & continuous improvement of the DVCE system, training & tools, bringing in-house expertise & community partners with expertise in racial justice & its intersections with domestic violence. Mainstream DV agencies maintain good partnerships & work closely

with culturally specific sibling agencies & vice versa to ensure that survivors can connect with an advocate of the same racial or cultural background, if desired. Each project recruits & hires staff of various backgrounds & 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 & work actively support survivors to (re)connect to community resources &/or build new natural supports. Survivors are given the opportunity to build connections with community through support groups for adults, youth & children, DV-specific mental health therapy & group counseling, & referrals to relevant culturally and identity-specific resources.

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

4A-3f.	Applicant Experience in Meeting Service Needs of DV Survivors for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
NOFO Section I.B.3.I.(1)(d)		

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.

(limit 5,000 characters)

King County Regional Homelessness Authority is the applicant for individual programs meeting service need of DV survivors. All KCRHA subrecipients (partners) including those in the DV/SA RRH Program 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 three partners (Salvation Army, InterimCDA, and Urban League) leveraged a full range of culturally responsive survivor services, mobile advocacy and rich housing expertise/knowledge. InterimCDA focuses on the Latine and BIPOC communities, while Urban League specialises in working with Black/Afr. Amer. HH. Services began with a trauma-informed assessment of survivor needs/strengths in many domains: child custody; legal service; criminal & credit history; education, training & employment; physical & mental health; substance abuse use; and childcare/children services. 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) In response to program participants' stress over frequent car troubles, provider raised private funds for car repairs and to buy every household with a car a AAA membership. This has worked out really well - for just \$100 per person, one can get repeated towing, lockout, and roadside assistance services (b) recently DV RRH participants with children expressed concern about safe activities for their children over the summer. Advocates worked with families to find day camps, free programs, and other activities where the kids could go and feel safe and supported during the summer.

4A-3g.	Plan for Trauma-Informed, Victim-Centered Practices for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(e)	

Describe in the field below examples of how the new project(s) will:	
1.	prioritize placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;
2.	establish 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.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
4.	emphasize program participants' strengths—for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans work towards survivor-defined goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
6.	provide a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

1. The RRH DV Bonus Project will use a Domestic Violence Housing First (DVHF) approach to quickly connect survivors with safe & stable housing that is coupled with survivor-driven, trauma-informed programming. The partners will bring their knowledge and long experience to this project. The partners DVHF approach is to eliminate risk of homelessness 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 permanent supportive housing, or any combination of housing options.
2. CoC provides survivor driven, trauma informed, and voluntary services empowerment model, while prioritizing survivor voice and agency to inform offered services. This promotes value of survivor strengths & resiliency & places the highest priority on survivors' feelings of safety, choice, & control. Like the DVHF approach, providers are mobile, they 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 allows 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/SA RRH Program - Urban League has a strong cultural focus serving the Black community while Interim CDA focuses on serving BIPOC communities. The project has 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.

4A-3h.	Involving Survivors in Policy and Program Development, Operations, and Evaluation of New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section I.B.3.I.(1)(f)	

Describe in the field below how the new project will involve survivors:

1.	with a range of lived expertise; and
2.	in policy and program development throughout the project's operation.

(limit 2,500 characters)

1. KCRHA as the applicant, explicitly involves people with lived in experience in ongoing policy and program improvements. The Salvation Army RRH Program has existed for over ten years, and feedback from DV survivors has been critical to the design and delivery of services as well as program evaluation. Because of that, they know that incorporating the input of individuals with lived experience is essential to shaping interventions that are empathetic, respectful, and responsive to their needs.

2. The Salvation Army (TSA) has a well-established system in place for engaging participant voice in the assessment and development of their structures, policies, and programs. Through formal & informal methods, they are constantly engaged in a feedback loop of assessment, design, and implementation, as informed by the communities that they serve. Most recently (in 2023), TSA engaged in agency-wide client feedback data collection which involved surveying program participants. The survey asked respondents to report on suggest program improvements, which led to a shift to mobile advocacy, assistance in children's programming, and a change in how RRH financial assistance is explained.

Urban League program participants will work in partnership with their designated Housing Stability Coordinator to create their individualized Housing Stability Plan. The plan will address needs and barriers to housing stability. Because there are no pre-conditions on engagement, the level of active involvement is driven and determined by the participant. ULMS will actively request feedback from program participants to evaluate the effectiveness of the program and identify ways to make improvements

4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

1. You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.
2. You must upload an attachment for each document listed where 'Required?' is 'Yes'.
3. We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube.
4. Attachments must match the questions they are associated with.
5. Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.
6. If you cannot read the attachment, it is likely we cannot read it either.
 - . 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).
 - . We must be able to read everything you want us to consider in any attachment.
7. After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.
8. Only use the "Other" attachment option to meet an attachment requirement that is not otherwise listed in these detailed instructions.

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	09/26/2023
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	09/26/2023
1D-11a. Letter Signed by Working Group	Yes	Letter Signed by ...	09/26/2023
1D-2a. Housing First Evaluation	Yes	Housing First Eva...	09/26/2023
1E-1. Web Posting of Local Competition Deadline	Yes	Web Posting of Lo...	09/26/2023
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	09/26/2023
1E-2a. Scored Forms for One Project	Yes	Scored Forms for ...	09/26/2023
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	09/26/2023
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	09/26/2023
1E-5b. Local Competition Selection Results	Yes	Final Project Sco...	09/26/2023
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		

1E-5d. Notification of CoC-Approved Consolidated Application	Yes		
2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	FY 2023 HDX Compe...	09/26/2023
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	09/26/2023
3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	09/26/2023
3C-2. Project List for Other Federal Statutes	No		
Other	No	PHA EHV MOUs	09/26/2023

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description: PHA Moving On Preference

Attachment Details

Document Description: Letter Signed by Working Group

Attachment Details

Document Description: Housing First Evaluation

Attachment Details

Document Description: Web Posting of Local Competition Deadline

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description: Scored Forms for One Project

Attachment Details

Document Description: Notification of Projects Rejected-Reduced

Attachment Details

Document Description: Notification of Projects Accepted

Attachment Details

Document Description: Final Project Scores for All Projects

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: FY 2023 HDX Competition Report

Attachment Details

Document Description: Housing Leveraging Commitments

Attachment Details

Document Description: Healthcare Formal Agreements

Attachment Details

Document Description:

Attachment Details

Document Description: PHA EHV MOUs

Submission Summary

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

Page	Last Updated
1A. CoC Identification	08/22/2023
1B. Inclusive Structure	09/26/2023
1C. Coordination and Engagement	09/26/2023
1D. Coordination and Engagement Cont'd	09/26/2023
1E. Project Review/Ranking	09/25/2023
2A. HMIS Implementation	09/26/2023
2B. Point-in-Time (PIT) Count	09/26/2023
2C. System Performance	09/26/2023
3A. Coordination with Housing and Healthcare	09/26/2023
3B. Rehabilitation/New Construction Costs	09/26/2023
3C. Serving Homeless Under Other Federal Statutes	09/26/2023

4A. DV Bonus Project Applicants	09/26/2023
4B. Attachments Screen	Please Complete
Submission Summary	No Input Required

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: 8-16-2023

Family will not include a household that consists solely of family members that are considered Full-time students (as defined by the LIHTC program).

Family Income: For purposes of qualifying for a Federal Preference, Family Income is "Monthly Income" as defined in this Section.

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Development: Any development assisted under the [US Housing Act of 1937](#) (other than Section 8 or Section 17 of the Act) which is not a Project for the Elderly or Disabled.

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 unless they document approval as an Emancipated Minor pursuant to Washington State regulations (*RCW 13.64.*).

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);

Admission and Continued Occupancy Policy (ACOP)

- 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.

Imputed Asset Income: For households with assets of more than \$50,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

Imputed Welfare Income: The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

Income Limits: A schedule of incomes that do not exceed a percent of the median income for the area as determined by HUD with adjustments for smaller or larger Families, except that HUD may establish income limits higher or lower on the basis of its findings that such variations are necessary because of prevailing levels of construction costs, unusually high or low incomes, or other factors. (See [Exhibit E](#))

Interim Recertification: A reexamination of a family income, expenses, and household composition conducted between regular recertifications when a change in a household's circumstances warrants such a reexamination. (See [Section 10](#) for additional information.)

INS: The U.S. Immigration and Naturalization Service.

Live-in Aide: A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who (1) is determined by the Housing Authority to be essential to the care and well-being of the person(s); (2) is not obligated for the support of the person(s); and (3) would not be living in the unit except to provide necessary supportive services.

A relative meeting the above three criteria would not be prohibited from serving as a Live-in Aide.

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 SpecialProgram Set-Asides established by KCHA:

Admission and Continued Occupancy Policy (ACOP)

Move-on strategy-->

- ❑ 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.

Admission and Continued Occupancy Policy (ACOP)

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

Mental Health & Substance Abuse Referral Service through the King County systems.

Eastside Mental Health (EMH) offers three separate divisions to better serve the diverse needs of the community. They include:

Community Support Services – Meeting the needs of those with severe and Persistent forms of mental illness.

- Case Management
- Psychiatric Case
- 24-Hr. Emergency Service
- Housing
- Family Support
- Advocacy
- Vocational
- Daily Activity

Crisis Intervention Services

- Emergency intervention and assessments in community settings
- Walk-in and next day appointments
- Psychiatric care

Eastside Counseling Services – Responding to the concerns of families, children and individual adults.

- Individual, family and group therapy
- Specialized services (family sexual abuse and eating disorders)
- School-based programs
- Eastside Behavioral Responsibility Programs
- Psychiatric care & psychological assessments
- Volunteer and intern training and supervision

Employment and Job Training services offered through the YWCA Eastside employment program located in Bellevue.

Services Provided:

- Skills Assessment
- Career Choices
- Interviewing Techniques
- Job Search Techniques
- Earning a GED
- Choosing a College/Vocational School

- Applying for Financial Aid

Admission and Continued Occupancy Policy (ACOP)

Resources Available:

- YWCA Job Bank
- Job Hunt Support Group
- Resume Preparation Service
- Classes & Workshops
- Employer Panels
- Educational Counseling

Many services are free; others are based on a sliding scale fee.

Program Location – Eastside

YWCA Eastside Branch
1420 156th Avenue NE
Bellevue, WA 98007
(425) 644-7361

King County Housing Authority

Section 8

Administrative Plan

S8 Voucher Program

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

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 CRF Part 882](#), [Part 982](#) and [Part 983](#).

N. 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.

O. 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.

P. 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.

Q. 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.

R. 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 strategy --->

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

number and will only be eligible for the Mainstream NED program.

- c. If there are insufficient applicants who meet the requirement to be homeless or otherwise at risk, then non-homeless households which meet other program requirements may be housed.
- b. **Family Supportive Housing Programs** - These programs serve families with children who are Homeless, at risk of Homelessness, at risk of separation as a result of poor living conditions, exiting KCHA-recognized emergency and transitional housing, and survivors of domestic violence. Referrals are made from supportive service providers and government child welfare agencies that are operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants. Examples include Family Unification Program, Domestic Violence and 2163 Homeless programs.
- c. **Terminally Ill Housing Program** – This program serves applicants who have a terminal illness and are likely to die before they could receive and use assistance in the form of a Voucher if they had to wait their chronological turn on the waiting list. Terminally ill applicants are defined as individuals with a medical prognosis that their life expectancy is three years or less. In the case of applicants suffering from the AIDS virus, only individuals classified with an AIDS Indicator Condition of C1, C2, C3, or B3 meet the definition of terminally ill. The condition must be documented by the attending physician and/or a Social Service Agency that has been working with the applicant and can provide the necessary information.
- d. **Veteran Affairs Supportive Housing Program (VASH)** - This program serves homeless and at-risk Veterans identified as qualifying for the program by the local Veteran's Affairs (VA) Medical Center. Clients must be referred from the VA and receive case management and other supportive services from the VA under a written agreement with the Housing Authority.
- e. **Additional Targeted Programs**
This category includes programs designed to assist applicants in KCHA-identified special needs areas as well as applicants selected in conjunction with demonstration programs established by KCHA to test and measure the impact of new approaches to the delivery of housing services. Examples of programs under this category include, but are not limited to, the Creating Moves to Opportunity (CMTO) program, and programs established to assist families who are homeless or at-risk of homelessness. Programs may include those in which applicant referrals are made from support service providers operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants.

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

S. 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

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

13: TENANT APPLICATION PROCESS

F. 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.⁵²

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

⁵² 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.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. 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 Waitlist⁵³

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.

⁵³ 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.

Move-on strategy -->

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.⁵⁴
 - 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;

⁵⁴ 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.*)

M. 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”.

N. 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.

O. 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

Project-based Administrative Plan

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.

14: TENANT ELIGIBILITY

P. ELIGIBILITY FOR INITIAL SCREENING

Applicants must meet both KCHA eligibility and Owner screening in order to be offered a Project-based unit. Among income eligible applicant families of the size and composition appropriate to available Project-based units, 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 Project-based program solely because of membership in a class such as unmarried mothers, recipients of public assistance, persons with a disability, etc.

1. Families will be considered **eligible** who:

- a. Qualify as a "Family" as defined in [Section 2](#).
- b. Have a head of household who is at least 18 years of age (the legal age to enter into and be held accountable for a lease under state law), unless the designated Head of Household documents approval as an Emancipated Minor pursuant to Washington State regulations (RCW 13.64.).
- c. Have Annual Income, at the time of application that does not exceed 80% of the median income for the area (See Exhibit D) set by HUD with the following exceptions:
 - i. For Tax Credit residents, Annual Income level cannot exceed 60% of area median income.
 - ii. New applicants applying to live at the Project-based units at the Bellevue Homes, Campus Court I & II (house), Shoreham, Victorian Woods, Evergreen Court, Federal Way Homes, Kings Court, Eastridge House, Greenleaf, Cedarwood, Juanita Court, Juanita Trace I & II, Kirkwood Terrace, Avondale Manor, Forest Grove, Glenview Heights, Vista Heights, Youngs Lake Commons, Pickering Court, Riverton Terrace Family units, and Wellswood must be at or below 60% of their Adjusted Median Income for the family size.

Income Limits apply only at admission and are not applicable for continued occupancy. An applicant who initially qualifies but whose income subsequently increases beyond the income limits prior to housing shall be denied admission.

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.

42: **EXHIBIT R- ORIGINAL PROJECT-BASED PROGRAM POLICY**



King County Housing Authority

Making Transition Work

Project Based Assistance Program Policy

XXXII. BACKGROUND

Under HUD's Moving to Work Demonstration Program (renamed "Making Transition Work" by KCHA or MTW), high-performing housing authorities, including KCHA, have the opportunity to develop their own housing programs and policies based on local needs and circumstances in lieu of most of the provisions of the 1937 Housing Act. KCHA must, however, continue to follow related federal laws, including fair housing and other anti-discrimination provisions. The Authority's MTW Agreement with the Department of Housing and Urban Development (HUD) authorizes KCHA to develop a Section 8 Project-Based Assistance Program with locally designed policies and procedures.

Under current HUD rules, KCHA is allowed to provide some of its Section 8 funding as an operating subsidy for housing units (project-based subsidy) as opposed to specific households in the form of a tenant-based voucher. KCHA has awarded Project Based Assistance in a number of Program Categories in the past few years. For example, KCHA has partnered with the Sound Families Initiative to create new transitional housing in the county. Partnerships with agencies serving the disabled have resulted in service-enriched housing opportunities for individuals with disabilities. KCHA has also used Project Based Assistance to replace demolished public housing units and to preserve existing affordable housing. In October of 2005, HUD issued its Final Rule on Project Based Assistance. Some aspects of these regulations enhance opportunities to use Project Based Assistance locally. Others are more restrictive and do not support the goals of KCHA's PBA Program.

The perceived need for a new and expanded Project Based Assistance program is not based on any failure on the part of the Section 8 tenant-based program. On the contrary, KCHA operates a highly successful tenant-based program by a number of standards. For example, more than 90 percent of new participants in the program are extremely low-income households. All new participants meet one or more of KCHA's local admissions preferences. The program also includes a very successful set-aside program for more than 1,500 households with disabilities, the Housing and Services Program (HASP). In addition to the successful outcomes for the program's clients, KCHA has operated the tenant-based program with a high degree of efficiency.

A locally designed Project Based Assistance Program provides an additional tool that allows the Authority and its partners to meet affordable housing needs and problems that the Section 8 tenant-based program is not designed to address. This memorandum details the problems that this program will seek to address, outlines the program's policy goals.

XXXIII. PROBLEM STATEMENT

Staff and other KCHA stakeholders have identified a number of affordable housing issues and opportunities that a project-based rental subsidy program can address. In addition, some existing project-basing rules and regulations themselves represent a barrier to efficiently and effectively addressing the affordable housing needs of the County's poorest households. The following is a discussion of the affordable housing issues that have been identified:

1. Affordable Housing Issues in King County

A. Production of New Affordable Housing

Few housing units currently being produced in King County are affordable to households earning below 30% of Area Median Income (AMI). Production under the tax-exempt bond and tax credit programs primarily serves households in the 45% to 60% of AMI range. Rising rents in parts of King County make it desirable to create new affordable units in particular submarkets before income diversity is lost. Coordination of Section 8 rental subsidies with other government financing programs to increase the production of new "hard" units affordable to very low income households should be an element in the region's overall growth plan and part of a regional strategy for assuring the long term availability of a supply of affordable housing independent of market conditions. New production also provides opportunities for the development of units for underserved elements of the market, including very large families and physically handicapped individuals.

B. Preserving Economic Diversity in Gentrifying Communities

Many submarkets in the region have experienced significant increases in resident incomes and housing costs over the past decade, resulting in growing market pressures on low-income households. Communities to the east of Lake Washington, in particular, have seen a significant loss of economic diversity as older rental housing is either converted to condominium ownership, rehabilitated as higher income rental housing or demolished to make way for higher income uses. Despite "exception rent" waivers provided by HUD, which enable KCHA to approve higher rents for households seeking to utilize Section 8 vouchers in these communities, the supply of available stock affordable to voucher holders on the Eastside continues to shrink. The percentage of KCHA Section 8 voucher holders renting in these communities has decreased from 22% in 1994 to 15% in 2006.

Failure to retain economic diversity in these communities also exacerbates the over concentration of lower income households in other parts of the county and deprives low-income households of ready access to entry-level employment opportunities, superior community facilities, and educational resources available in these communities.

Production or retention of affordable housing in communities experiencing steep increases in housing costs should be explored under the project basing initiative.

C. Overconcentration of Affordable Housing

Significant concentrations of poor households, especially in areas with limited resources, have a detrimental impact on the ability of those households to escape poverty. These areas typically have fewer resources for needed human services, poorer performing student bodies, limited employment growth or job opportunities, and higher crime rates.

Despite KCHA's historical commitment to higher rent payment standards to provide Section 8 participants with greater geographic choices, over 75percent of the program's more than 8,000 households live in the south end of the county, traditionally the area with higher poverty rates. This percentage is higher for households with children—81 percent—and even higher for minority populations, encompassing 88 percent of the program's minority households with children. In addition, more than 70 percent of public housing for families with children is located in the south end of the county. An examination of the distribution of other affordable housing in the county outside of Seattle will likely show a similar geographic distribution.

Targeting Project Based Assistance to achieve a more balanced geographic distribution of affordable housing opportunities could help reduce overconcentrations of low income housing in specific locales.

D. Replacement Housing Initiative

Under the HOPE VI program, KCHA is replacing a World War II vintage public housing complex in White Center with a new mixed income community. White Center is one of the poorest communities in Seattle/King County and currently accommodates 22% of KCHA's total family public housing inventory.

The redevelopment of Park Lake will provide a more balanced mix of public, workforce and for-sale housing and will result in the loss of 269 public housing units from the site. KCHA is committed to the one-for-one replacement of all of these public housing units with "hard" units, affordable to families on KCHA's waiting list, in other communities.

Providing "hard" units that are affordable to households earning below 30% of AMI is not possible without on-going operating subsidies. KCHA has applied for, and received, contract authority for 269 additional vouchers, to be used specifically to provide off-site replacement housing. KCHA anticipates utilizing replacement housing as part of the strategy to address other older sites of public housing as well.

The MTW policy will facilitate KCHA's provision of replacement housing units prior to the initiation of demolition activities at Park Lake. Off-site replacement housing will be

created through project basing in existing developments, in new developments acquired or built by KCHA and in housing acquired or developed by non-profit housing developers in partnership with local government. Replacement units will be sited at locations that strengthen KCHA's response to deconcentration, economic diversification and job co-location issues.

E. Affordability Limits in Existing Subsidized Housing

KCHA owns a portfolio of over 4,000 units of tax credit and bond-financed housing. Nonprofit housing providers also own and manage additional affordable housing in the County outside of Seattle. These housing opportunities generally serve households with incomes between 45 percent and 80 percent of AMI. Although KCHA and nonprofit housing providers desire to use this housing to serve lower income groups—KCHA's Board has established a goal of making a portion of these units available to households at or below 30 percent of AMI—lower rents are not financially feasible without additional subsidies. Project Based Assistance can be used to “buy down” the level of affordability to provide additional housing opportunities for households with incomes below 30 percent of AMI.

F. Maintaining the Viability of the Existing Affordable Housing Inventory

The long-term viability of some of the remaining affordable housing in King County is threatened by unmet capital needs and deferred maintenance issues that are becoming increasingly critical as this inventory ages.

Underlying financial vulnerabilities stemming from limited cash flow provided by below market rents and inadequately underwritten capital reserves have left affordable housing complexes without the resources necessary to deal with significant life cycle replacement costs and upgrading needs.

Additional pressure is being placed on this housing through significant increases in operating expenditures, including property and liability insurance and utility costs. The strategic use of Section 8 subsidies to preserve affordability, strengthen cash flow and fund critical capital improvements to preserve existing affordable housing should be explored.

G. Strengthening the County's Existing Supportive Housing System

Existing supportive housing in King County is a critical resource for preventing and reducing homelessness. In most cases, households served under these programs would have difficult accessing and maintaining private sector housing even with tenant-based vouchers.

Existing supportive housing is vulnerable to the same pressures that all affordable housing in the county is dealing with, including limited rental incomes, rising operating costs, inadequate capital reserves and aging physical plants. In addition, supportive housing facilities must, in many instances, fund on-site supportive services from project-specific revenues.

Funding for human services is being significantly reduced at present at virtually all levels of government: federal, state, county and suburban jurisdictions. Use of project based Section 8 to stabilize operations at these facilities, pay for necessary capital improvements, and help assure sufficient cash flow to support critical on-site services should be considered.

H. Underserved and Homeless Populations

An important element of KCHA's core mission is its role as a safety net for the poorest and most vulnerable populations in King County. Despite KCHA's focus on extremely low-income families in its public housing and Section 8 programs, where 90% to 95% of new program participants have incomes below 30 percent of AMI, some of the poorest households in the county are still underserved for a variety of reasons and have a high likelihood of becoming homeless.

These households include:

- Individuals with special needs, for example, individuals with developmental, mental health, physical, or other disabilities
- Recipients with poor credit histories and landlord references
- Households with substance abuse histories
- Victims of domestic violence
- Children aging out of foster care

The development of additional housing for special needs populations in partnership with non-profit service providers is a critical need identified in the 10 Year Plan to End Homelessness in King County. Increased coordination of Section 8 rental subsidies with local government resources and philanthropic initiatives such as the Bill & Melinda Gates Foundation's Sound Families Initiative and the HASP program are an important element of the response to this issue.

2. Problems Related to Current Program Rules

Although federal regulations currently allow for project-basing of Section 8 assistance, and have been updated to facilitate program implementation, a number of existing HUD regulations remain cumbersome. In addition to the need to streamline the program,

the regulations need to be changed so that project-basing can become a more effective tool for addressing affordable housing issues and priorities in King County. Significant constraints presented by existing regulations that are addressed under KCHA's program include:

- The restriction on Transitional Housing eliminates the opportunity to project-base under an important housing type.
- The restriction of HAP contract term extensions to 15 years may not be suitable for new construction/acquisition projects involving longer term financing commitments.
- The requirements of the current cumbersome process for allocating vouchers to units controlled by KCHA is replaced by the noncompetitive application of a clear set of policy objectives and project selection criteria.
- The restriction of project-basing to census tracts with a higher than 20 percent poverty rate does not allow project-basing to be used as a financing tool to leverage significant private sector involvement in the revitalization of distressed communities.
- The current limitation on project-basing to 20 percent of Section 8 tenant-based budget authority may be too restrictive.
- The 25 percent limit on family units in a building that can receive Project Based Assistance is too restrictive.
- The requirement to offer project-based housing to households on the PHA's waiting list may not be appropriate or practical for some projects.
- The requirement to maintain a waiting list for project-based units is not practical for homeless households because these households can not wait for housing. Waiting lists will easily become stagnant and inefficient in meeting immediate housing needs.
- The requirement to maintain a waiting list for project-based units is not practical for people with disabilities moving into shared housing because compatibility of roommates must be taken into account in determining the next household member to be added.
- The rent limit in tax credit projects is too restrictive and may inhibit the ability to serve extremely low-income households in these developments. Rent reasonableness standards should apply instead, combined with appropriate subsidy layering reviews.

- The requirement to provide a tenant-based voucher to tenants receiving Project Based Assistance after 12 months will have an inequitable impact on the tenant-based voucher pool and waiting list.
- The current Contracts and forms required by HUD are not suitable for all potential project-basing uses.
- The goals of Public Housing redevelopment initiatives may be better addressed with a Project Based Assistance policy that allows for a blending of Project Based Assistance and other government subsidy program rules.
- Efficient operations management in mixed-income developments receiving multiple government subsidies is not possible when subsidy rules are incompatible.
- The requirement to submit projects to HUD for subsidy layering and Environmental review can take a significant amount of time and could postpone development, thereby increasing costs. KCHA has the expertise and relationships with partner funders to conduct these reviews.

XXXIV. POLICY GOALS

KCHA's Making Transition Work Demonstration Program includes a number of overarching goals that are relevant to the project-basing of Section 8 assistance. In addition, the problems identified above suggest objectives that a new program should pursue. The following list of goals is based on KCHA's Mission, the MTW Demonstration Program goals, and the problem statement. These goals will be pursued within the context of the requirement of HUD, and commitment by KCHA, that the Housing Choice program continue to serve substantially the same number of very low income households as it had served prior to the MTW Demonstration Program.

The Project Based Assistance Program and Policy is designed to achieve the following goals:

1. Increase the supply of the affordable housing stock in King County through the support of new development.

Measurable Outcomes:

- Project-basing will contribute to a net increase in the number of "hard" units available for low-income households in KCHA's jurisdiction.
- Project-basing will not result in a decrease in the total number of extremely low-income households served (tenant- or project-based) by KCHA and other providers of affordable housing.

2. Increase the level of affordability of existing housing stock.

Measurable Outcomes:

- Existing housing units not currently affordable to extremely low-income households will become affordable to such households.
- Pursuit of this goal will not lead a net reduction in the number of extremely low-income households served by KCHA or other affordable housing providers.

3. Preserve and revitalize existing affordable housing stock.

Measurable Outcomes:

- Project Based Assistance may be used as a tool to preserve the affordable housing stock in KCHA's jurisdiction where project cash flow cannot sustain the responsible management, service provision and maintenance of these facilities and continued ability to serve extremely low-income households over the long term.
- Project Based Assistance may be used as a financing tool to assist in the revitalization of physically distressed properties or as part of initiatives to address housing conditions in economically distressed neighborhoods.

4. Increase housing choice for "special needs" households by strengthening and expanding the continuum of supportive housing programs in King County.

Measurable Outcomes

- Project Based Assistance will continue to be used to support the development of transitional housing opportunities.
- Project Based Assistance will be used to preserve existing supportive housing where project cash flow cannot sustain the responsible management, service provision and maintenance of these facilities.
- Project Based Assistance will be used to increase service-enriched permanent housing opportunities for households, including individuals with special needs, who are not able to live independently without such services.
- Project Based Assistance will be used to increase service-enriched housing opportunities for households who have barriers to admission to public housing and/or tenant-based programs.

5. Focus on the needs of extremely low income households.

Measurable Outcomes:

- Housing units receiving Project Based Assistance will serve (admit) the same or greater percentage of extremely low income households as the tenant-based program.

- The net effect of implementing the project-based program will be to maintain or increase the percentage of extremely low income households subsidized (admitted) by the Section 8 program as a whole (project plus tenant-based).
- Seventy-five percent of project-based tenants will be below 30% of AMI for the entire Project Based Assistance program.

6. Assist in deconcentration initiatives by replacing all public housing units targeted for redevelopment or disposal.

Measurable Outcomes

- KCHA will use project-basing as a major tool to replace all hard units targeted for demolition under current and future revitalization efforts.
- KCHA will try to ensure that the number of hard units serving primarily extremely low income households in KCHA's jurisdiction will not decrease at any time during the revitalization process.

7. Reduce concentrations of subsidized households, especially families with children.

Measurable Outcomes

- The majority of units receiving Section 8 Project Based Assistance, including units serving families with children, will be located in low-poverty, high-employment areas, especially neighborhoods with a low number subsidized housing units.
- As a general rule, with the exception of transitional housing or service-enriched housing for disabled and elderly households, re-developed public housing, and smaller developments, the total number of units receiving Project Based Assistance in any given development will not exceed 25 percent of the units in that development.

8. Enhance opportunities for families to become economically self-sufficient.

Measurable Outcomes

- A higher percentage of households receiving Project Based Assistance (than tenant-based recipients) will live in low-poverty areas with greater access to employment opportunities.
- Project Based Assistance-assisted households receiving TANF will become employed, remain employed, and achieve wage progression at higher rates than tenant-based voucher recipients receiving TANF benefits.

9. Maximize coordination of Section 8 assistance, housing development and support service resources

Measurable Outcomes

- Project Based Assistance will be used to leverage capital and other funding to create new housing.
- Project Based Assistance will be used to leverage appropriate support services funding for residents of developments assisted under this program.

XXXV. PROGRAM CATEGORIES

KCHA will make Project Based Assistance available over the course of the MTW Demonstration in order to address the issues and achieve the objectives enumerated above. Different categories of vouchers will be allocated for a range of population groups and purposes. These include both transitional and permanent housing opportunities for individuals and families with children who may or may not need on-site support services. General numerical targets for units to be project-based annually in each category will be reflected in KCHA's Annual Plan. The following is an initial list of current and potential Project Based Assistance Program Categories:

1. Private Housing Program (Off-site HOPE VI Replacement Housing): KCHA will project-base 269 replacement vouchers provided by HUD under the Park Lake HOPE VI project in housing it controls (and in projects owned by nonprofit organizations and funded by A Regional Coalition for Housing (about 120 units) or other government funders.
2. Public Housing Re-development (On-site Public Housing Replacement Housing): To replace or redevelop public housing units on-site at former Public Housing sites, KCHA will permanently and/or temporarily project-base up to 275 units to serve new and returning residents at Greenbridge. Further use of this tool may be contemplated if additional redevelopment sites are identified.
3. Supportive Housing: Housing and Services Program (HASP) vouchers will be made available for project-basing to create or preserve service-enriched permanent housing opportunities for disabled households and individuals who need on-site support services.
4. Transitional Housing: KCHA will support the Sound Families Initiative in partnership with the Bill & Melinda Gates Foundation to create new units of transitional housing.
5. Families with Children: To increase housing opportunities for households with children in low-poverty, employment-rich areas with limited subsidized housing opportunities, KCHA may commit Project Based Assistance for such projects. Such opportunities may be pursued only after KCHA's replacement housing goals have been met and will be conditioned on the availability of additional vouchers.
6. Local Preservation: KCHA will attach Project Based Assistance to projects that require temporary or permanent operating subsidies in order to serve extremely low-income households.

7. King County's Community Plan to End Homelessness: As a member of the Committee to End Homelessness, KCHA reserves the right to identify new program categories to further the goals of the King County Plan to End Homelessness.
8. Transition in Place: If resources are available, KCHA will allocate "transition in place" vouchers to Transitional Housing Programs that are funded by KCHA and Sound Families as needed.
9. Demonstration Programs: KCHA reserves the right to provide Project Based Assistance to a limited number of pilot projects that will serve an important public purpose, but may not qualify under the Program's policies.

XXXVI. POLICY RECOMMENDATIONS

The following policy recommendations represent changes to the Department of Housing and Urban Development's project-basing rules and regulations.

1. Allocation of Project Based Assistance

Project Based Assistance may be allocated noncompetitively to KCHA-controlled or financed units. KCHA-controlled units include housing units owned by the Authority or owned by a partnership in which the Authority is the general partner. KCHA financed units include housing that has received conduit financing from the King County Housing Authority, provided KCHA enters into a long-term loan and regulatory agreement with the owner that controls the use and affordability of the project for at least 20 years or the term of the Project Based Assistance, whichever is longer. Such noncompetitive allocation can only be made on the basis of the Project-Based Program's policy goals and objectives. Unit selections will not be submitted for HUD review.

Project Based Assistance for units not controlled by the Authority must be awarded on a competitive basis through Requests for Qualifications, Requests for Proposals, or Notice of Funds Available issued by KCHA and/or a partner governmental or supportive service funder.

KCHA may solicit and award Project Based Assistance to Service Providers who will then identify an owner with whom KCHA will establish a HAP Contract.

KCHA may solicit and award Project Based Assistance in the form of a block grant to Service Providers who will then administer the Housing Assistance Payments to the housing owner.

In each case, the Authority will insure that the project meets KCHA's project based program goals and objectives and applicable HUD/KCHA program requirements. Unit selection will not be submitted for HUD review.

KCHA will make public notice of the availability of Project Based Assistance when allocated in partnership with other funders.

Notice of Awards or Rejections will be made to each party that submitted an eligible application but KCHA will not advertise notice of such awards.

2. Location Restrictions

Project Based Assistance will be provided only in Census Tracts with poverty rates below 20 percent based on the official Decennial Census estimates available at the time of allocation of assistance. In addition, in the selection of projects for assistance, the Authority will give higher priority to developments located in low-poverty Census Tracts and those with low concentrations of subsidized housing units. Furthermore, Project Based Assistance for permanent housing for families with children and off-site HOPE VI replacement units will only be provided in areas with poverty rates at or below 15 percent. However, the Executive Director may waive these restrictions in areas where public housing units were previously constructed and were redeveloped, and in economically impacted areas where KCHA is attempting to preserve and improve existing affordable housing.

3. Restrictions on the Percentage of Project Based Assistance in a Development

As a general rule, the Authority will not project-base Section 8 assistance in more than 25 percent of a development unless it is a transitional, supportive or elderly housing program, regardless of the number of other subsidized units on-site. The Authority reserves the right to waive this requirement in buildings with fewer than 20 units. KCHA may also exceed the 25% cap when Project Based Assistance is used to establish redeveloped units on a former Public Housing Site, so long as the number of project-based units is fewer than the original number of public housing units.

4. Waiting List and Referral System for Developments Receiving Project Based Assistance

The following policies will apply to the waiting list system for developments receiving Project Based Assistance:

- Project-based units designed to house homeless families and individuals will be made available through referrals from KCHA approved service providers. No waiting lists will be maintained for these developments.
- The Authority and/or project sponsors will manage and maintain waiting list(s) for all other developments receiving Project Based Assistance.
- Waiting List guidelines will be established for each operational Program Category in the Project Based Assistance Administrative Plan.

- The Authority and/or project sponsors will manage the application process in a manner that affirmatively furthers Fair Housing goals and prohibits discrimination. 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.

5. Households Eligible for Housing Assistance

To be eligible for a housing unit receiving Project Based Assistance, applicants must meet the eligibility criteria of KCHA's Section 8 tenant-based program established in the Section 8 Administrative Plan. These include:

- Income eligibility (gross household income at or below 80% of Area Median Income)
- Family eligibility (households with children, or elderly or disabled households or individuals)
- Citizenship (Citizens, nationals, or noncitizens with eligible immigration status)

In addition to the current Section 8 eligibility criteria, children who age out of foster care are eligible for Project Based Assistance if the Authority chooses to establish a program for this purpose.

KCHA and Project owners may establish additional eligibility criteria based on the owner's approved application for Project Based Assistance. The owner is responsible for ensuring that any additional eligibility criteria meet all federal Fair Housing and Civil Rights laws. These criteria will be included in an admissions and occupancy plan provided to KCHA for approval as a condition for entering into a Housing Assistance Payment Agreement.

6. Admissions Preferences

The policy intent of the Project Based Assistance Program is to provide assistance to extremely low-income households. Not less than 75% of all project-based participants will be below the higher of the Federal poverty level or 30% of area median income. KCHA will establish admissions preferences consistent with this goal for each of the Project Based Assistance Program Categories in the PBA Administrative Plan.

7. Continuing Assistance

KCHA will not provide tenant-based Section 8 vouchers to residents moving out of project-based units. In the case of mixed-finance developments, KCHA may permit transfers between project-based units and public housing. Graduates of project-based transitional units will be eligible for a set-aside wait list for the Public Housing Program as described in KCHA's Public Housing Admissions to and Continued Occupancy Policies.

The Authority and its partners will make every effort to ensure that residents moving out of transitional housing developments receiving Project Based Assistance will have adequate options for permanent housing. All residents of housing units receiving Project Based Assistance will be encouraged to apply for various and appropriate types of permanent housing assistance offered by the Authority and other providers of affordable housing.

8. Shared-Housing Projects

The Authority will accept proposals from agencies that provide opportunities for households who want to share a housing unit. The following provisions apply to shared housing funded in part by Project Based Assistance:

- Section 8 eligibility will be determined separately for each of the individual households who are being considered for a shared housing unit.
- Project managers will determine suitability of each of the individual households considered for shared housing.
- Project owners may consider the gender of adults and older children of different households, subject to all Fair Housing laws and regulations, in determining the compatibility of households under consideration for a shared housing unit.
- A shared housing unit will be considered one housing unit for the purpose of determining rent reasonableness and determining Housing Assistance Payments. However, the Executive Director is authorized to develop unique methods of determining contract rents and payment standards as appropriate for projects with shared housing units.
- Housing assistance payments will not be increased if a shared housing unit is not fully occupied. Because a household's rent contribution is based on its income, the landlord may not increase an individual household's rent contribution if the unit is not fully occupied.
- Upon program completion, each of the individual households in a shared housing unit in a transitional program may be eligible for public housing if they meet all the eligibility conditions for public housing and subject to the same limitations specified in Section 7 above.

9. Ensuring Safe and Decent Housing

The Authority will ensure that all housing units and developments receiving Project Based Assistance are safe and decent. The Authority will utilize its Section 8 housing choice voucher program inspectors to inspect units receiving Project Based Assistance, including KCHA controlled and financed units, and will use HUD's Quality Housing Standards as a basis for conducting initial and annual inspections of all such units.

However, the Authority may develop its own housing quality standards to ensure that housing receiving Project Based Assistance is safe and decent. KCHA will inspect developments under application at the time of Contract execution rather than on the proposal selection date.

The management entity will be required to inspect all units receiving Project Based Assistance upon unit turnover and certify annually that all such units have been inspected and meet the required housing quality standards. Once a year, KCHA will perform inspections of a minimum of five units or 10 percent (randomly selected); whichever is more, of a development's units that receive Project Based Assistance. If more than 20 percent of the units fail inspection, 100 percent of the units will be inspected. The actual percentage inspected annually will be based on performance under past annual inspections.

10. Payment Standards and Contract Rents

The payment standards used to determine the appropriate subsidy level will be set independently of those for the Authority's Section 8 tenant-based program. KCHA intends to ensure that whenever possible, tenants of project-based units do not pay more than 30% of their adjusted income toward rent and utilities. Therefore, gross rents, which are calculated by adding the contract rent and the utility allowance for the minimum number of occupants for the unit size, will not exceed the Payment Standard. The Executive Director is also authorized to develop a unique set of reduced payment standards and project operating, capital and service reserve requirements to reflect, as appropriate, subsidy layering issues in projects receiving other governmental funds.

11. Housing Assistance Payment (HAP) Contracts and other HUD documents

The Housing Authority will enter into an agreement (HAP Contract) with the property management entity responsible for the units receiving Project Based Assistance. The contract may be executed following the start of demolition or construction so long as the owner can document that all federal requirements and Project Based Assistance policies have been met. The HAP Contract may specify the number of units under contract and the range of bedroom sizes under the contract rather than specific units. Additional, appropriate revisions to HUD's HAP Contract and other HUD-prescribed PBA documents will be made as necessary to ensure consistency with the policy provisions contained in this document and to reflect the use of the HAP contract to leverage private sector investment in affordable housing.

12. Block Grant Policies

KCHA receives the majority of its Section 8 Housing Choice Voucher Funds in the form of a block grant. To the extent that KCHA chooses to project base block grant funds, KCHA may elect to utilize a portion of these funds to assist in financing the acquisition or rehabilitation of housing, provided that such housing:

- Furthers the goals set forth in this policy.
- Is made available to low income households under the eligibility criteria detailed in KCHA's admissions policies.
- Will be dedicated to such use for a minimum of ten years.

KCHA may also adjust payment standards as appropriate to further the goals and objectives of this policy for units subsidized through the block grant program.

13. Contract Term

The term of HAP contracts awarded under this policy will generally be for ten years or less, conditioned on annual appropriations. If appropriations are cut back, priority for renewals will be given to Project Based Assistance over tenant-based assistance. However, the Authority reserves the right to offer longer contracts if determined necessary for financial leveraging and underwriting requirements. Contracts may be renewed after expiration of the five-year terms without limit and without competition at the sole discretion of the Authority.

14. Rent Reasonableness

Housing authority employees will make rent reasonableness determinations for all units, including KCHA controlled and financed units, using the same methodology and data source used for determining rent reasonableness for the Section 8 tenant-based program. If sufficient comparables are not available, KCHA may require a project owner to hire a third-party appraiser to conduct a market comparability study.

15. Jurisdiction Restrictions

KCHA reserves the right to enter into HAP contracts with owners in another Housing Authority's jurisdiction subject to an inter-agency agreement with the other Housing Authority.

16. Housing Type

KCHA will generally accept applications for Project Based Assistance for existing housing and new construction only. KCHA reserves the right to execute an Agreement to enter into a HAP Contract (AHAP) for rehabilitation projects when the AHAP is necessary to meet the requirements of other financing or to ensure that the project owner meets other federal requirements when PBA is the only federal funding source.

KCHA will add manufactured housing, transitional housing, and high-rise elevator buildings for families to the list of HUD-approved housing types.

17. Inspections other than Housing Quality Standards.

Project owners will be required to conduct their own construction or rehab inspections mandated by the jurisdictions in which the project is located. KCHA staff will not conduct such inspections.

18. Subsidy Layering Reviews

KCHA will not submit projects to HUD for subsidy layering review. KCHA will conduct subsidy-layering reviews in-house, or in partnership with local funders, and insure compliance with HUD guidelines.

19. Mixed-Finance Developments and Public Housing Re-development Projects

KCHA may conform the funding structure and operating procedures of Project Based Assistance to that of other public subsidy programs in developments that have more than one type of government operating or rental subsidy and in developments that were formerly public housing developments. Changes may include: unique utility allowances; rent calculation methods and income disregards; interim review procedures; and community service requirements. Additional changes will be made in accordance with the Public Housing Admissions and Continued Occupancy Policy.

20. Annual Tenant Recertification

KCHA will not conduct the second annual review for transitional program residents who are expected to move out at 24 months unless a tenant exceeds this time frame by an additional 3 months.

21. Occupancy Standards

Occupancy Standards shall follow KCHA's Public Housing standards.

If a family is in a wrong-size unit or an accessible unit that they do not require, they will be permitted to stay in that unit until an appropriate Contract Unit becomes available. If no appropriate unit-type is under contract, the following will occur:

Under-sized units: KCHA will permit tenants of units too small for their family size to stay in the unit so long as they have landlord approval and are not jeopardizing their health and safety.

Over-sized units: Tenants will be permitted to remain in the larger unit without an adjustment to tenant rent for the greater of 3 months or the tenant's next annual review, at which time they will be required to pay a higher rent or move from the unit.

22. Environmental Review

The Local Responsible Entity (RE) for KCHA's jurisdiction, as determined by HUD, is King County Government. King County will conduct all Environmental reviews for projects receiving other federal sources of funding. If the local RE refuses to conduct the review because KCHA provides the only source of federal funding in a project, KCHA or HUD will conduct the review.

23. Tenant Briefings

KCHA will permit KCHA-trained project owners and service providers to conduct briefings.

24. Supportive Services

Supportive services for all KCHA-funded supportive housing programs are defined as services that have a professional case management component that creates a direct relationship between the service provider and a member of each household. Services may also include, but are not limited to: mental health and substance abuse treatment, self-sufficiency & educational programs, housing stabilization, socialization activities, daily living skills, job training and job placement. KCHA will monitor the owner's provision of supportive services on an annual basis on its own or in partnership with a recognized supportive services funder that is invested in the project.

XXXVII. IMPLEMENTATION AND EVALUATION

The Executive Director is authorized to develop a Project Based Assistance Program Administrative Plan to guide the implementation and operations of the Project Based Assistance Program consistent with the goals and provisions of this policy. In addition, the MTW annual plan will establish goals and limits for the number of Section 8 vouchers to be project-based and identify and prioritize the housing needs that will be addressed.

The Authority will annually evaluate the outcomes of the Project Based Assistance Program against the goals and objectives established in the policy and the annual implementation plans. These evaluations will be included in the Annual MTW Reports.

43: EXHIBIT S- ENERGY ASSISTANCE SUPPLEMENT TABLE

A. The following EAS tables will be used for all Project-based units unless listed in section B below:

SINGLE FAMILY HOUSES						
Who provides electricity to your household?	Does tenant pay for sewer/water/trash?	0-1 bed	2 bed	3 bed	4 bed	5+ bed
SCL	Yes	\$149	\$188	\$233	\$292	\$339
SCL	No	\$79	\$107	\$133	\$174	\$202
PSE	Yes	\$170	\$211	\$260	\$323	\$372
PSE	No	\$100	\$130	\$160	\$205	\$235
NONE	Yes	\$70	\$81	\$100	\$118	\$137

MULTI-FAMILY UNITS					
Who provides electricity to your household?	Does tenant pay for sewer/water/trash?	0-1 bed	2 bed	3 bed	4+ bed
SCL	Yes	\$108	\$134	\$170	\$211
SCL	No	\$38	\$53	\$70	\$93
PSE	Yes	\$127	\$154	\$190	\$233
PSE	No	\$57	\$73	\$90	\$115
NONE	Yes	\$70	\$81	\$100	\$118

B. The following Project-based units should refer to the ACOP for determination of the proper EAS amount:

- Birch Creek, Green River Homes, Bellevue 8 Homes, Campus court I & II, Shoreham, Victorian Woods, Evergreen Court, Federal Way 3 Homes, Kings Court, Eastridge House, Green leaf, Cedarwood, Juanita Court, Juanita Trace I & II, Kirkwood Terrace, Avondale Manor, Forest Grove, Glenview Heights, Vista Heights, Youngs Lake, Pickering Court, Riverton Terrace (Family), Wellswood, Seola Crossing, Nia, Salmon Creek, and Eastbridge.

44: **EXHIBIT T- INCOME BAND TABLES**

INCOME BANDS AND GROSS RENT TABLE for the WIN RENT PROGRAM

Adjusted Gross Income	Gross Rent Table = Total Tenant Payment (TTP)
Less than \$1,000	0
1,000 - 1,999	24
2,000 - 2,999	47
3,000 - 3,999	71
4,000 - 4,999	94
5,000 - 5,999	118
6,000 - 6,999	142
7,000 - 7,999	165
8,000 - 8,999	189
9,000 - 9,999	212
10,000 - 12,499	236
12,500 - 14,999	295
15,000 - 17,499	354
17,500 - 19,999	413
20,000 - 22,499	472
22,500 - 24,999	531
25,000 - 29,999	590
30,000 - 34,999	708

Project-based Administrative Plan

35,000 - 39,999	825
40,000 - 44,999	943
45,000 - 49,999	1,061
50,000 - 54,999	1,179
55,000 - 59,999	1,297
60,000 - 64,999	1,415
65,000 - 69,999	1,533
70,000 - 74,999	1,651

The above table represents Total Tenant Payment amounts under the WIN Rent program ONLY, as outlined in Section 21. In general, the actual Tenant Rent due is equal to the TTP (above), less any applicant KCHA established Energy Assistance Supplement for the unit. If the resulting Tenant Rent is less than the established Minimum Rent of \$25, the Minimum Rent will be applied, subject to any available Energy Reimbursement credit for a period not to exceed 6 months. For households with income equal to \$75,000 or more, the TTP is equal to 28.3% of the household's total Gross Monthly Income.

In limited circumstances, KCHA has entered into mixed finance operating agreements under the Low Income Housing Tax Credit program (LIHTC). Where LIHTC regulations limit the amount of rent that can be charged to a resident to an amount below that show above (and calculated according to WIN Rent program policies), the lower LIHTC rent maximum will be applied.



Seattle Housing Authority **Moving to Work** *Proposed 2024* **Annual Plan**



Posted for public comment 8.31.2023

Seattle Housing Authority is accepting comments on the draft Moving to Work Annual Plan through September 30, 2023

How to provide public comment:

Phone: 206.239.1528

Email: mtw@seattlehousing.org

Postal mail: Policy Office, P.O. Box 19028, Seattle, WA 98109-1028

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I. Introduction

The mission of the Seattle Housing Authority (SHA), a public corporation, is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and self-sufficiency for people with low incomes.

SHA provides affordable housing to more than 38,000 people¹ through a variety of opportunities including SHA owned/managed units, subsidizing collaborative units operated by non-profit partners and tenant-based vouchers that provide subsidy to participants to rent in the private market. Thirty percent of SHA's participants in Seattle are children and about the same number of participants are seniors or adults with disabilities. About 82 percent of SHA households have annual incomes below 30 percent area median income (AMI) and their median household income is \$13,728 annually.

In keeping with SHA's mission, the agency also supports a wide range of community services for residents, including employment services, housing stability supports, case management and youth activities.

Funding for SHA's activities comes from multiple sources including the Moving to Work (MTW) Block Grant, special purpose funds from the US Department of Housing and Urban Development (HUD), other government grants, tenant rents and revenues from other activities. This Plan focuses on activities supported by the MTW Block Grant.

The information in this Annual Plan is submitted to HUD every year following public engagement and Board approval. It follows a format prescribed by HUD in [Attachment B](#) to SHA's MTW Standard Agreement.

A. Overview of short-term and long-term MTW goals and objectives

SHA's MTW goals and objectives for 2024 align with the goals of the MTW Demonstration: promoting cost-effectiveness, housing choice and self-sufficiency. They also further SHA's mission, values and Strategic Plan, building on SHA's twenty plus years of innovation under MTW. Through the lens of these three goals and using the flexibility authorized under MTW, SHA continuously reviews our MTW practices and policies to best maximize our resources and provide affordable housing to low-income people in Seattle.

Long-term MTW goals and objectives

MTW is a critical tool in SHA's ability to advance its mission. Therefore, one of the agency's long-term goals is to retain the flexibility and stability of the MTW program to maximize the impact of limited federal funding for people with low incomes in need of affordable housing and sustain the improvements and community investments made throughout SHA's MTW participation. Additional long-term objectives are outlined in SHA's [Strategic Plan](#)

SHA has a strong, enduring commitment to race and social justice. To further strengthen this position, SHA works to take an active stance against racism by weaving in race and social justice throughout the agency's operations. This includes utilizing Moving to Work and strategic

¹ Data was pulled on 8.1.2023.

planning processes as critical ways to further the agency's equity work and guide SHA towards becoming a more anti-racist organization.

Over the course of 2023, SHA staff have been working collaboratively to create a new Strategic Plan. SHA's Strategic Plan serves as a valuable touchstone for decision-making and shaping policies, programs and budgets, underpinning SHA's mission and values. The events of the early 2020s have highlighted just how important it is for entities like SHA to be in dialogue and responsive to the communities the agency is designed to serve, and that values like equity and a commitment to anti-racism are integral to the success of any organization. The development of a new Strategic Plan gives SHA the opportunity to realign its focus and priorities. It is anticipated that this new Strategic Plan will be adopted in early 2024.

The strategic planning process which SHA is engaging in is structured around an anti-racist framework. This process centers on shared leadership and inclusive decision-making, facilitated by a Steering Committee made up of staff in various roles and departments. Input from residents, voucher participants and community members is integrally woven into the process. Additionally, SHA's leadership team and Board of Commissioners have been engaged in race and social justice sessions to develop a deeper foundation in RSJ practices and methods, which will guide their decision-making structures moving forward.

This inclusive, anti-racist process purposefully allows time to incorporate the voices of all stakeholders and to fully consider the components of a new Strategic Plan and the values, meaning and impact they will have on SHA's work as a provider of affordable housing for people with low incomes in Seattle. An anti-racist process is action-oriented and is also about time for taking steps to identify racism and implement equity at the individual, institutional and structural levels, and for recognizing the various ways racism affects different identities. SHA is excited to take this bold new approach to strategic planning to make both the process and the outcome impactful on the quality of our service to SHA's participants, the community and the culture of SHA as a workplace.

Short-term MTW goals and objectives

SHA has a variety of short-term MTW goals and objectives. Below are highlights of a few that are closely tied to Moving to Work, including an update to an existing MTW strategy and two new MTW strategies.

Consistency in rent and income determinations

The processes for determining income and rent in subsidized housing programs are notoriously complex and burdensome for both participants (Housing Choice Voucher and Public Housing²) and staff (of SHA and community partners operating SHA-subsidized housing). Over the years SHA has utilized its MTW authority to adopt a comprehensive set of policies and to make several refinements to streamline processes. In 2019 SHA began the groundwork to make further improvements that will free up participants and staff to focus on other priorities. That body of work was halted by the onset of the COVID-19 pandemic. However, some of the streamlined approaches piloted during that time have since been woven into SHA's standard practices. There remains, however, both need and opportunity to look deeper.

² SHA's Seattle Senior Housing Program portfolio follows a rent policy designed specifically for that portfolio. Changes to that policy will not be a focus of this body of work.

SHA recognizes that changing these policies and processes can be stressful, confusing and time-consuming. Changing any one aspect can have a ripple effect on others. Therefore, SHA intends to maintain consistency with its current set of rent and income determination processes. In 2024 SHA will explore options and potentially develop a comprehensive set of recommendations for improvements. The process for developing recommendations will center the experiences of participants and staff directly involved, including developing a deeper understanding of other demands on their time, information and bandwidth and how those interact with SHA's rent and income determination processes.

SHA also aims for consistency in policies across our subsidized housing programs wherever it makes sense. In keeping with this goal, SHA is combining two existing strategies previously established to achieve the same purpose (*10.H.12: Asset income threshold* and *10.P.19: Asset income threshold*) into a single strategy, *Strategy 10.A.03: Asset income threshold*.

Increase housing choice and stability

In keeping with SHA's mission to foster stability and self-sufficiency for people with low incomes in the Seattle community and commitment to race and social justice, SHA will pilot a local, non-traditional reintegration housing program in 2024. As an affordable housing provider, SHA recognizes that experiencing incarceration exacerbates challenges in securing and maintaining housing and increases the likelihood of experiencing homelessness, which leaves individuals increasingly vulnerable to repeat interactions with the criminal justice system. This program would help prevent homelessness and allow for timely release for members of this vulnerable population by providing bridge housing and tailored supportive services while they seek long-term housing and economic stability after incarceration. In the initial pilot, SHA intends to focus on supporting low-income households who have at least one member reintegrating to their community from incarceration in a state or federal prison and are impacted by systemic inequities that drive gaps in being stably housed. The final program model will be further informed by the communities impacted and may evolve accordingly. (New MTW strategy - *20.A.02: Reintegration housing program in Activity 20: Use of funds for Local, Non-Traditional affordable housing*)

SHA also recognizes that the cost of living, particularly the cost of housing, in Seattle is much higher than most areas in the country. HUD has recently rolled out a new policy that limits a household's assets to \$100,000 for admission to Public Housing or HCV, as well as to remain in either program. This new policy stems from the federal Housing Opportunities through Modernization Act (HOTMA) adopted by Congress in 2016. Due to the extremely high cost of living and housing in Seattle, an asset limitation of \$100,000 is not appropriate or realistic for participants of SHA's housing programs. SHA is proposing a local asset eligibility threshold for admissions and continued occupancy which is appropriate for households residing in Seattle³. SHA will use this MTW strategy to set a local asset limit that makes sense for people with low incomes in Seattle, as well as to establish local hardship policies which may take into consideration such factors as age, disability, income, the ability of the family to find suitable alternative housing and whether supportive services are being provided. (New MTW strategy - *12.A.03: Local asset limits for eligibility in Activity 12: Waiting lists, preferences and admissions*)

³ This activity does not impact the way income from assets is used in determining household income (*Strategy 10.A.03: Asset income threshold*).

II. General operating information

A. Housing stock information

i. Planned new public housing units

Asset Management Project (AMP) name and number	0/1 BR	2 BR	3 BR	4 BR	5 BR	6+ BR	Total units	Population type	Section 504 units (mobility)	Section 504 units (hearing / vision)
SSHP South WA001000093	25	2	0	0	0	0	27	Elderly/ Disabled	0	0
Ravenna School Apartments (AMP TBD)	34	5	0	0	0	0	39	Elderly/ Disabled	0	0

Total public housing units to be added in 2024: 66

In 2024, SHA may apply to bring South Park Manor (WA001000093)⁴, a 27-unit elderly and disabled-designated building, and Ravenna School Apartments, a 39-unit elderly and disabled-designated building into SHA’s public housing portfolio using the units available under the agency’s Faircloth limit. Both buildings are already part of the agency’s Seattle Senior Housing Program (SSHP). In 2011, SHA brought all SSHP properties except South Park and Ravenna School into the Low-Income Public Housing Program. If SHA does so, SHA would also amend its Designation Plan to include South Park Manor and Ravenna School Apartments with the elderly and disabled designation levels consistent with SSHP.

ii. Planned public housing units to be removed

In the next year, SHA may apply for dispositions (as defined in 24 C.F.R. 970) that aid, assist or further SHA’s mission but that do not result in the removal of any public housing units from SHA’s public housing inventory, including, without limitation, the granting of easements, leases, licenses and covenants. The properties under consideration are listed in SHA’s approved 2023 Annual Plan in Section II(A)(ii) on pp. 7-9.

iii. Planned new project-based vouchers

Property name	Number of vouchers to be project based	RAD?	Description of project
Sawara Apartments	50	No	Sawara Apartments is part of the Yesler Development plan. 114 units of affordable housing are expected to come on-line in 2024, including 50 units that will have PBV

⁴ SHA may choose to bring South Park Manor into the public housing portfolio in 2023 after the submission of this Annual Plan, under prior approval in the 2023 Annual Plan.

Property name	Number of vouchers to be project based	RAD?	Description of project
			subsidy. Approximately half the units are family-size units. Sawara will provide tenants with space for residential amenities, enclosed common area, common exterior play area and Property Management offices will be on-site.

Total planned new project-based vouchers: 50

iv. Planned existing project-based vouchers

SHA’s total **planned existing project-based vouchers at the start of 2024 is 4,762**. The complete list includes more than 190 projects; details can be found in Appendix A.

v. Planned other changes to MTW housing stock anticipated during 2024

Planned other changes to MTW housing stock anticipated in 2024
<p>The Jefferson Terrace mixed-finance rehabilitation will be completed in two phases. Work on 165 units is projected to be completed in 2023 and residents will be moved back into their units by year end 2023; the remaining 118 units will be completed in 2024 with residents returned later in the year. All units will be Low Income Housing Tax Credit (LIHTC) with PBVs.</p> <p>Sawara, a building in the Choice Neighborhoods Initiative Yesler Terrace Development, will complete construction in late 2023/early 2024. In addition to the 50 Project-Based Voucher units listed in the prior section, there will be 64 straight tax-credit units (including one Common Area Unit). Leasing is anticipated in mid-2024.</p> <p>Construction on Juniper Apartments, the final Choice Neighborhoods Initiative development in Yesler, will begin in 2024. Leasing is anticipated to begin in mid-2025, with a planned unit mix of 39 Project-Based Voucher units and 75 straight tax-credit units (including one Common Area Unit).</p> <p>In 2024, SHA may also:</p> <ul style="list-style-type: none"> • Apply for land disposition for sale to market-rate developers, for sale to Limited Partnerships to finance replacement housing and to the City of Seattle Parks Department. These sites may be part of previously approved HOPE VI and CNI developments. • Consider and convert selected properties to RAD, pending further analysis and discussion (as discussed in Section A.ii. above). • Continue holding select Scattered Sites units offline to undergo substantial rehabilitation. • Consider and use the Faircloth-to-RAD process developed by HUD to subsidize up to 1,200 units currently available under the agency’s Faircloth limit. • Pursue further acquisition of additional Local, Non-Traditional housing as opportunities arise. • Develop a new building under SHA’s Local, Non-Traditional authority on the site of Jackson Park Village that will commence in 2024 and add an estimated 41 PBV units (previously noted), 53 straight tax-credit units and one Common Area Unit.

Planned other changes to MTW housing stock anticipated in 2024

- Apply for dispositions (as defined in 24 C.F.R. 970) that aid, assist or further SHA's mission but that do not result in the removal of any public housing units from SHA's public housing inventory, including, without limitation, the granting of easements, leases, licenses and covenants.

vi. General description of all planned capital expenditures during 2023

General description of all planned capital expenditures during 2023

In 2024, SHA will continue its concerted effort to catch up on all maintenance work and building repairs that were deferred or not reported from 2020-2022 due to the COVID pandemic. SHA will engage in the following capital expenditures:

Accessibility: SHA will install ADA door closers on unit doors at Bitter Lake Manor (WA001000095) and handrails at 11208 Meridian Ave N (WA001000050).

Building Exterior: SHA will perform exterior upgrades at Primeau Place (WA001000094). Exterior siding repairs, replacement and painting are planned at multiple Scattered Sites addresses (WA001000050). SHA will also repair the gutters at various Scattered Sites (WA001000050).

Common Area upgrades: SHA will install louvres in the stairwell at Center Park (WA001000087). At Green Lake Plaza (WA001000086), SHA will make common bathroom upgrades and install shades in the community room. SHA plans to replace the community room ceiling at Lake City House (WA001000087).

Electrical: SHA will install a generator at Lictonwood (WA001000086) and GFCIs at International Terrace (WA001000086). SHA also plans an energy retrofit to a Scattered Site (WA001000050). SHA will install solar panels at Denny Terrace (WA001000017). Agency-wide, SHA plans to replace generators throughout SSHP and LIPH properties and will conduct an electrification study and solar panel study. SHA will also be upgrading lighting at many SSHP developments and Scattered Sites properties (WA001000050).

Flooring: SHA will be replacing flooring at Ballard House (WA001000086), Westwood Heights (WA001000023), Cedarvale House (WA001000087), Jackson Park House (WA001000088), Ross Manor (WA001000088), West Town View (WA001000088), Fort Lawton Place (WA001000094), Phinney Terrace (WA001000092), Nelson Manor (WA001000095), Willis House (WA001000095), Wildwood Glen (WA001000093), Island View (WA001000093), Blakeley Manor (WA001000095), several Scattered Sites properties (WA001000050) and vacated units throughout additional SSHP and LIPH buildings.

Haz Mat: SHA has an allowance to work on hazardous materials throughout SSHP and LIPH properties.

HVAC: SHA will upgrade the HVAC system at Nelson Manor (WA001000095) and install air handlers at Primeau Place (WA001000094) and Gideon-Mathews Gardens (WA001000094).

Interior upgrades: SHA will upgrade the interior of four units at Cedarvale Village (WA001000038). SHA also plans to upgrade units at Fir Street Townhomes (N/A) and LIPH units throughout SHA's portfolio as residents vacate.

General description of all planned capital expenditures during 2023

Life safety: SHA will be replacing smoke detectors at various LIPH and SSHP properties.

Painting: SHA will paint the interiors of Westwood Heights (WA001000023), Center West (WA001000088), Cedarvale House (WA001000087), Columbia Place (WA001000093), Phinney Terrace (WA001000092), Carroll Terrace (WA001000094), Willis House (WA001000095), several Scattered Sites (WA001000050) and units throughout vacated LIPH units. SHA will paint the exteriors of 11727 Greenwood Ave N, 10516 Midvale Ave N and 10557 Stone Ave N (WA001000050).

Plumbing: SHA will be repairing and replacing drains at University House (WA001000088) and Center West (WA001000088). SHA is also budgeted for toilet replacements in three MTW-eligible buildings in our portfolio (TBD).

Roofing: SHA will replace roofs at Primeau Place (WA001000094), Barton Place (WA001000088), Cal-Mor Circle (WA001000087), Stewart Manor (WA001000088), Wildwood Glen (WA001000093) and various Scattered Sites (WA001000050).

Security: SHA will install a second entry door at International Terrace (WA001000086). SHA will put in new DVR systems at Harvard Court (WA001000086) and International Terrace (WA001000086) as well as a security camera in the parking lot at Barton Place (WA001000088). SHA will be continuing its ACAM upgrade and replacement work throughout its MTW-eligible developments.

Site work: SHA will be installing garbage station fencing at Lictonwood (WA001000086), Cedarvale Village (WA001000038), Bitter Lake Manor (WA001000095) and 14349 32nd Ave NE (WA001000050). SHA will resurface and restripe the parking lots at Capitol Park (WA001000086), Stewart Manor (WA001000088), Carroll Terrace (WA001000094), Pleasant Valley Plaza (WA001000094), Lake City House (WA001000087) and multiple Scattered Sites properties (WA001000050). SHA will replace mailboxes at Island View (WA001000093) and several Scattered Sites properties (WA001000050). SHA also plans to install Rainwise systems at three MTW-eligible buildings in its portfolio (TBD) and replace sidewalks throughout its MTW-eligible properties. SHA will replace fencing at several Scattered Sites properties (WA001000050). SHA will make retaining wall repairs at 902 N 128th St (WA001000050). SHA will investigate flood barriers for the entry way of Blakeley Manor (WA001000095). SHA will also conduct tree trimming and landscaping at various Scattered Sites properties (WA001000050).

Windows and doors: SHA will replace windows at Bell Tower (WA001000015) and Westwood Heights (WA001000023). SHA plans to replace failing glazing units at Center Park (WA001000087). SHA will install window screens at Gideon-Mathews Gardens (WA001000094). SHA will replace exterior doors at 11308 3rd Ave NE (WA001000050) and secure the utility room doors at 1921 NE 145th St (WA001000050). SHA also plans to install door openers at common area doors at multiple LIPH properties.

B. Leasing information

i. Planned number of households served

Planned number of households served through:	Planned number of unit months occupied/leased	Planned number of households to be served
MTW public housing units leased ⁵	60,117	5,010
MTW Housing Choice Vouchers (HCV) utilized ⁶	120,304	10,025
Local, non-traditional: Tenant-based	180	30
Local, non-traditional: Property-based ⁷	16,817	1,402
Local, non-traditional: Homeownership	0	0
Planned total households served:	197,418	16,467

Local, non-traditional category	MTW activity name/number	Planned number of unit months occupied/leased	Planned number of households to be served
Tenant-based	MTW Activity #20: Local, non-traditional affordable housing strategies ⁸	180	30
Property-based	MTW Activity #8: Special purpose housing use	929	77
	MTW Activity #20: Local, non-traditional affordable housing strategies	16,817	1,402
Homeownership	None	0	0

ii. Discussion of any anticipated issues/possible solutions related to leasing

Housing program	Description of anticipated leasing issues and possible solutions
MTW public housing	SHA does not anticipate leasing difficulties in 2024. New and continuing building rehab at several properties - including SHA's large high-rises - impacts the number of available public housing units. Despite these challenges, SHA anticipates that high occupancy levels will continue.

⁵ MTW Public Housing unit months leased/households also includes units in MTW Neighborhood Services-Occupied status which are used for housing.

⁶ Housing Choice Voucher unit months leased/households includes all voucher types included in HUD's Substantially the Same calculation.

⁷ Local, Non-Traditional: Property-based unit months leased/households includes households reported under MTW Activity #20 in the table below. It excludes households reporting in MTW Activity #8, as those units are accounted for in MTW public housing above (per Footnote 4).

⁸ The estimate for Local, Non-Traditional: Tenant-based unit months occupied/leased and Tenant-based households served is reflective of the fact that initial roll out of the program will occur throughout 2024, with an estimated total of 30 households being served by year end, but at varying numbers of unit months leased per family for an estimated total of 180.

Housing program	Description of anticipated leasing issues and possible solutions
MTW Housing Choice Voucher	Capacity remains tight and rent high in Seattle’s rental market. HCV staff have been closely monitoring reopening efforts on both the market and on potential and current residents. Staff capacity has recently been increased to help applicants and residents navigate the confusing rental marketplace by utilizing MTW authority to streamline the income review process and increased housing search support. SHA may exhaust its current tenant-based waitlist before a new one can be established which may result in a brief gap in issuance of TBVs. However, leasing of project-based and Special Purpose Vouchers will continue. SHA is considering additional strategies to distribute tenant-based vouchers in 2024 and as part of this analysis is looking at tools to increase lease-up success for new households.
Local, non-traditional	SHA’s LNT units typically do not have waiting lists so the agency must be nimble and adjust to the affordable housing market and needs of prospective renters. SHA has enacted strategies such as remote viewing of available units and other similar adjustments to support efficient lease-up. SHA anticipates that leasing will be strong throughout 2024.

C. Waiting list information

i. Waiting list information anticipated at the beginning of 2024

Waiting list name	Description	Number of households on waiting list	Waiting list open, partially open or closed	Plans to open the waiting list during 2024
MTW public housing ⁹	Site-based	5,143	Open	Already open
MTW Housing Choice Voucher (tenant-based)	Community-wide	164	Closed	Yes
MTW Housing Choice Voucher (property-based) ¹⁰	Site-based	1,000	Partially open	Already open

ii. Planned changes to waiting list in 2024

Waiting list name	Description of planned changes to waiting list
MTW public housing	No changes anticipated.
MTW Housing Choice Voucher (tenant-based)	SHA plans to open the HCV tenant-based waitlist by the end of 2023. The agency will take the opportunity to examine alternative

⁹ SHA includes project-based units located in portfolios that also operate public housing in the public housing waiting list since 2019 using our MTW authority under Activity 15: Combined program management and selected LNT properties.

¹⁰ Many PBV units are managed by partners, who fill their vacancies through the King County-wide Coordinated Entry for All (CEA) system, which maintains a central waitlist for permanent supportive housing units. The number entered here reflects the projects SHA partners with which maintain their own waiting lists outside the CEA.

Waiting list name	Description of planned changes to waiting list
	approaches to the lottery/waiting list that has been used in recent years. SHA may also make waiting list changes if new opportunities arise to administer additional vouchers or otherwise address local issues.
MTW Housing Choice Voucher (property-based)	No changes anticipated.

III. Proposed MTW activities

This section provides information detailing proposed new uses of MTW authority, including evaluation criteria and specific waivers to be used.

Proposed MTW activities

SHA is not proposing any new MTW activities in 2024.

Proposed MTW strategies

SHA is proposing two new MTW strategies in 2024.

SHA is proposing Strategy 12.A.03: Local asset limits for eligibility within MTW Activity 12: Waiting lists, preferences and admissions.

Strategy number	Description
MTW Strategy 12.A.03	Local asset limits for eligibility: SHA may establish local thresholds and local hardship policies for asset limits for admissions and continued occupancy.

A. Strategy description

SHA recognizes that the cost of living, particularly the cost of housing, in Seattle is much higher than most areas in the country. In fact, Seattle is in the top 10 cities in the US in terms of cost of living. HUD has recently rolled out a new policy that limits a household's assets to \$100,000 for admission to Public Housing or HCV, as well as to remain in either program. This new policy stems from the federal Housing Opportunities through Modernization Act (HOTMA) adopted by Congress in 2016.

Due to the extraordinarily high cost of living and housing in Seattle, assets of \$100,000 for the low income subsidized housing participants does not have the same buying power as other parts of the country and may not be the right threshold for SHA. Factoring in the HUD allowable exceptions to asset types (retirement and educational saving accounts), SHA currently serves 79 households that would potentially be facing eviction or termination from Public Housing or the HCV program. Of these households, 73 are entirely elderly/disabled and 3 are households with children. The average income of these households is below 30% AMI (\$25,550 annually), including any income they earn from their financial assets. Enforcing a \$100,000 asset limitation would result in the eviction/program termination of these vulnerable households.

Therefore, SHA may adopt local asset limits for admission and continued occupancy (eligibility) that reflect the local area housing market. The agency may determine a higher asset limit that will balance serving as many low-income families as possible with enabling housing stability for impacted households. SHA also may also establish hardship policies for the asset limitation which may take into consideration such factors as age, disability, income, the ability of the family to find suitable alternative housing and whether supportive services are being provided.

SHA will continue to count income from assets towards a household’s rent/rent portion as part of SHA’s standard rent policy (see *Section I: Short-term goals and objectives* and the updates to *Activity 10: Local rent policy* for additional information on SHA’s overall rent policy strategy).

Describe how the proposed activity will achieve one or more of the three statutory objectives and the specific impacts on that statutory objective(s).

This activity will further the Housing Choice statutory objective of the MTW program. Without a local approach to asset limits, potential and current low-income households will be prevented from accessing or maintaining housing affordable at their income levels. This would significantly reduce the number of affordable housing units available to these households. Of SHA’s existing households, this would disproportionately affect elderly/disabled households, who not only face undue burdens in housing search but also who often experience mental and physical hardships when moving units as well. Setting a local threshold and maintaining a reasonable hardship policy will provide needed access to affordable housing units for low income households in their communities.

SHA intends to update its HCV Administrative Plan and the Admissions and Continued Occupancy Policy with any local limits or hardship considerations following the approval of the 2024 MTW Plan.

A. Activity metrics information

SHA will not be adding any new metrics for this strategy since its implementation will involve no changes to SHA’s practices.

B. Cost implications

SHA does not anticipate any noteworthy cost implications of this strategy.

C. Need/justification for MTW flexibility

This MTW strategy is authorized under *Attachment C Section C(2): Local preferences and admissions and continued occupancy policies and procedures* and *Section D(3)(b): Eligibility of participants*. Under each section, MTW agencies are authorized to “develop and adopt local preferences and admissions policies and procedures for admission into the public housing” and “adopt and implement any reasonable policy for [...] determining resident eligibility” for HCV.

SHA is proposing Strategy 20.A.02: Reintegration housing program within its existing approved MTW Activity 20: Local non-traditional affordable housing strategies.

Strategy number	Description
MTW Strategy 20.A.02	Reintegration housing program: SHA may operate a program to provide short-term bridge housing for households with at least one member returning to the community from incarceration.

A. Strategy description

i. Describe the proposed strategy.

The United States criminal justice system has disproportionately criminalized communities of color through policy and practice. Between April 2019 and April 2022, a total of 3,696 individuals were released from prisons in Washington State into King County. Approximately 10% of individuals released in the last three years were released to homelessness and almost a third of that population are Black. As an affordable housing provider, SHA recognizes that experiencing incarceration exacerbates challenges in securing and maintaining housing and increases the likelihood of experiencing homelessness, which leaves individuals increasingly vulnerable to repeat interactions with the criminal justice system. With this program intended to provide bridge housing and reintegration support for justice-involved individuals (JIIs), SHA hopes to have an enduring impact on addressing the inequities caused by the criminal justice system. Support services and community resources will be essential to the success of the program and SHA's partners who are already doing this work will play a significant role in helping JIIs achieve the self-sufficiency needed to successfully reintegrate.

SHA has developed relationships with individuals who have recently reintegrated into our community and partners/providers who focus on meeting the needs of people who are reintegrating to inform the design of a program to address this need. Stemming from this, SHA is proposing to leverage its HUD-approved local non-traditional housing activity to offer a new strategy, *20.A.02: Reintegration housing program*. This program will focus on supporting low-income households who have at least one member returning to their community from incarceration in a state or federal prison and is impacted by systemic inequities that drive gaps in being stably housed.

The program will provide housing subsidy to eligible households (up to an equivalent of SHA's Voucher Payment Standard for their household size) for a defined period to facilitate greater opportunity for stabilization, improved economic situation and general ability to thrive. The rent policy for this proposed strategy will be structured to encourage and support economic self-sufficiency. This rent policy will apply to all households participating in the program from the start and will remain in effect for the full duration of their participation. In cases when there is no household income at the time that the program participant is released from incarceration, the program may provide participants a reduced rent or higher subsidy for a short period of time. In rare cases where a household reaches the program term limit before having secured long-term housing, families may contact SHA to be approved for an extension to their term-limited subsidy. Criteria for consideration might include evidence that the household was actively seeking long-term housing (e.g., currently on waitlist for a Section 8 voucher or public housing unit). The program may require participants to engage with a case manager in order to extend program participation or to qualify for hardship.

SHA seeks to engage community partners to provide vital services for successful reintegration and possibly to administer the program. The priority for SHA funds is the housing subsidy. However, SHA may fund some activities to augment services that are available in the community.

The final program details will be informed by the communities impacted and service providers who work with JIIs and their families and it may evolve accordingly.

- ii. *Describe how the proposed activity will achieve one or more of the three statutory objectives and the specific impacts on that statutory objective(s).*

SHA anticipates that this new strategy would promote the statutory objectives of Moving to Work in the following ways:

Housing choice: Individuals who have spent time in prison are nearly 10 times more likely to face homelessness than people who have not experienced incarceration and those who have been recently released from prison are more than twice as likely to be homeless as those who have been out of prison for four years or longer. This is largely in part because affordable housing units are limited, housing support resources are not centrally located or easily accessible and individuals with criminal backgrounds face increased challenges in renting in the private market.

Self-sufficiency: Assisting JILs and their families in securing and maintaining stable housing will support them to establish and increase their financial self-sufficiency. When individuals are released from incarceration, whether it be after a year or decades have passed, it can be challenging for them to find and secure housing and employment. This new strategy will support their long-term self-sufficiency since safe, stable housing is a core foundation for long-term wellbeing, including physical and behavioral health and economic status.

SHA aims to finalize programmatic details by the end of 2023 and begin implementation of this new reintegration housing pilot program in 2024, after approval of the 2024 MTW Plan. SHA will provide updates to HUD in future MTW Plans as required or at HUD’s request.

B. Metrics information

- i. *Provide the metrics from the “Standard HUD Metrics” section that are applicable to the proposed activity.*
- ii. *Give the baseline performance level for each metrics (a numeric value) prior to the implementation of the proposed activity.*
- iii. *Give the annual benchmark for each value (a numeric value).*
- iv. *If applicable, give the overall and/or long-term benchmark(s) for each metric (a numeric value).*
- v. *Give the data source from which the metric data will be compiled.*

Metric(s)	Description	Baseline	Benchmark	Final projected outcome	Data source(s)
Housing choice #7: Households assisted by services that increase housing choice	Total number of households served per year	0 households served	30 households served	Not applicable	SHA will collect data from service partners.
Self-sufficiency #5: Households assisted by services that	Total number of households receiving services aimed to increase self	0 households served	22 households served	Not applicable	SHA will collect data from service partners.

increase self-sufficiency	sufficiency (increase)				
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C. Cost implications

- i. State whether the proposed activity will result in any cost implications (positive and/or negative) for SHA.*
- ii. If the proposed activity does result in cost implications, provide an estimate of the amount and discuss how SHA will manage the surplus or deficit anticipated.*

The program is intended to serve 30 households at any given time during the first three or so years. The estimated financial implication to SHA is generally consistent with costs of standard housing programs and related supportive services. SHA anticipates that the average subsidy paid/rent collected over duration of participation will be similar to that of new move ins in Public Housing or the Housing Choice Voucher program, who are typically well below 30% of area median income and at times lower their income after move in to pursue education and job training toward longer term self-sufficiency. The program may also invest in households with one-time financial support for move in and household setup costs, which SHA has already done in other programs such as Emergency Housing Voucher and Creating Moves to Opportunity. It may also invest in service coordination or similar services not otherwise available in the community. SHA regularly funds supportive services with MTW block grant flexibility.

D. Need/justification for MTW flexibility

- i. Cite the authorization(s) detailed in Attachment C and/or D of the Standard MTW Agreement (or applicable successor section in future iterations of the MTW Agreement) that gives SHA flexibility to conduct the proposed activity.*
- ii. Explain why the cited authorization(s) is needed to engage in the proposed activity.*

The MTW Standard Agreement allows for MTW agencies to use Block Grant dollars to fund Local, Non-Traditional programs which provide housing and services for families with low incomes outside of the rules of Sections 8 and 9 of the Housing Act of 1937, providing such programs comply with the other requirements of the MTW statute. Specifically, SHA is citing *Attachment D: Use of MTW Funds* and *Attachment C(B)(1): Single fund budget with full flexibility* (as amended by *Attachment D(B): Authorizations related to both Public Housing and Section 8 Housing Choice Vouchers*).

IV. Approved MTW activities

Introduction

This section provides HUD-required information detailing previously HUD-approved uses of SHA's MTW authority. SHA has made efforts to include all previously approved MTW activities and updates in this section. Any exclusion is unintentional and should be considered continuously approved. If additional previously approved activities, strategies or updates are discovered, we will add them to subsequent MTW Plans and Reports.

MTW activities are the overarching approved areas of reform that SHA is pursuing, such as local inspection protocols and the local project-based voucher program, often with multiple strategies to reach our goals. SHA obtained approval from HUD for many of these activities through previous Annual Plans and other means prior to execution of the Amended and Restated MTW Agreement at the end of 2008. Prior to that time, MTW agencies were not required to specify the policy elements or waivers being used to implement an activity. To better understand how SHA is implementing MTW activities and to identify promising practices, SHA has made an effort to break down the specific elements of the initiative into distinct strategies where feasible.

In accordance with the required HUD format, activities are organized in sections based on whether they are active, not yet implemented, on hold or closed out. Some strategies within an activity may be inactive or closed out and are indicated as such under their appropriate heading. To date, HUD has approved 22 MTW Activities, which are:

Active MTW activities
1. Development simplification
2. Family Self-Sufficiency program
3. Inspection protocol
5. Local leases
8. Special purpose housing use
9. Project-based program
10. Local rent policy
11. Resource conservation
12. Waiting lists, preferences and admission
13. Homeownership and graduation from subsidy
15. Combined program management
18. Short-term assistance
19. Mobility and portability
20. Use of funds for local non-traditional affordable housing
22. Housing assistance for school stability
Not yet implemented activities
21. Self-sufficiency assessment and planning
Activities on hold
4. Investment policies
Closed out activities
6. MTW Block Grant and fungibility
7. Procurement
14. Related nonprofits
16. Local asset management program

17. Performance standards

In the following pages, we provide descriptions of these MTW activities that have been previously approved and describe anticipated updates for 2023.

Within each approved activity, SHA structures the section with the required HUD data as well as a table of strategies. For convenience, SHA uses a numbering system to categorize strategies as agency-wide (noted with an “A” in the number), voucher-specific (noted with an “H”) and public housing-specific strategies (noted with a “P”). These categorizations are neither official nor limiting in the application of the strategies. The dates in the “Year(s) updated” column are supplied for the purpose of enabling readers to easily find significant updates since a strategy was first identified. Some updates may be unintentionally left out.

Emergency response and recovery

In SHA’s 2021 MTW Plan, the agency established an emergency response and recovery protocol. In the event that a government body with authority over SHA’s jurisdiction (e.g., City of Seattle, King County, State of Washington, the federal government), SHA’s Board of Commissioners and/or SHA’s Executive Director (as authorized by the Board of Commissioners) declares a state of emergency, SHA may utilize state of emergency and recovery flexibilities outlined in its MTW plan during a state of emergency and subsequent recovery. The state of emergency declaration may last until the emergency has been deemed to end by the declaring body or the declaration expires. The recovery period may last up to 18 months following the state of emergency, unless an extension is necessary due to conditions that preclude staff and residents from undertaking regular operations. SHA does not anticipate enacting these precautions unless a state of emergency is declared sometime in the year.

A. Implemented activities

MTW Activity #1: Development simplification

Status

MTW Activity #1 was included in SHA’s 1999 MTW Agreement and first proposed in the 1999 Annual Plan. It was first implemented in 2004.

Description

Development simplification helps SHA to move quickly to acquire, finance, develop, and remove public housing properties from its stock in an efficient, market-driven manner. MTW flexibilities allow the agency to respond to local market conditions and avoid delays and associated costs incurred as a consequence of HUD requirements and approval processes. While of greatest impact when the housing market is highly competitive, these strategies present opportunities continuously for SHA to avoid costs and increase housing options as circumstances arise.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Current status	Year(s) updated ¹¹
Public housing strategies				
1.P.01	Design guidelines: SHA may establish reasonable, modest design guidelines, unit size guidelines and unit amenity guidelines for development and redevelopment activities.	1999 MTW Agreement	Not yet implemented	None
1.P.02	Streamlined public housing acquisitions: Acquire properties for public housing without prior HUD approval, provided that HUD site selection criteria are met.	1999 MTW Agreement	Activated in 2004	None
1.P.03	Total Development Cost limits: Replace HUD's Total Development Cost limits with reasonable limits that reflect the local marketplace for quality construction.	1999 MTW Plan	Not yet implemented	2019
1.P.04	Streamlined mixed-finance closings: Utilize a streamlined process for mixed-finance closings	2000 MTW Plan	Activated in 2005	2005 2006 2012
1.P.05	Streamlined public housing demo/dispo process: Utilize a streamlined demolition/disposition protocol negotiated with the Special Applications Center for various public housing dispositions	2000 MTW Plan	Activated in 2004	2004 2006 2009 2012
1.P.06	Local blended subsidy: SHA may blend public housing and Housing Choice Voucher funds to subsidize units that serve households earning below 80 percent of Area Median Income.	2018 MTW Plan	Not yet implemented	2019

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

¹¹ Any years notated as XXXX-R indicate the update was included in an MTW Report. All other years indicate that the update was in an MTW Plan.

MTW activity #2: Family self-sufficiency program

Status

MTW activity #2 was first proposed in the 1999 Annual Plan. It was first implemented in 2018.

Description

SHA's JobLink program is an innovative initiative that combines family self-sufficiency (FSS) with other funding streams to allow participants streamlined access to multiple resources. JobLink's mission is to help SHA residents increase their income through employment. JobLink uses one-on-one coaching support to connect residents to employment, education, and resources. The program is open to all SHA residents aged 18 and older and helps residents build job preparation and interview skills, teaches financial planning and literacy skills, supports residents to start a small business, connects residents with resources in the community such as childcare and transportation and helps residents sign up for college or vocational training, apply for jobs or explore buying a home.

MTW strategies have been designed to help JobLink expand its impact by providing incentives for participation and using local selection criteria, contract terms and escrow calculation methods. Escrow accounts and short-term incentives such as education, employment and emergency fund payments are distinct strategies and receipt of short-term incentives does not disqualify a household from receiving an escrow disbursement in the future.

As first approved in 2021, SHA may allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Current status	Year(s) updated
Agency-wide strategies				
2.A.01	FSS: Partner with City: Partner with the City of Seattle to share responsibilities and resources for a new integrated FSS program.	1999 MTW Plan	Not yet implemented	None
2.A.02	SJI preference + time limits: Preference for Seattle Jobs Initiative participants coupled with time limits.	1999 MTW Plan	Not yet implemented	None
2.A.03	FSS escrow accounts: Use local policies for determining escrow calculation, deposits, and withdrawals.	2007 MTW Plan	Activated in 2018	2017 2020 2021
2.A.04	FSS participation contract: Locally designed contract terms including length, extensions, interim goals, and graduation requirements.	2007 MTW Plan	Activated in 2018	2018 2020 2021
2.A.05	FSS Program Coordinating Committee: Restructure Program Coordinating Committee (PCC) to better align with program goals and local resources.	2007 MTW Plan	MTW authority not needed	None

Strategy	Description	First identified	Current status	Year(s) updated
2.A.06	FSS program incentives: Provide incentives to participants including those who do not receive escrow deposits, including program offerings for non-heads of household and other members not enrolled in HUD's FSS program.	2007 MTW Plan	Activated in 2018	2016 2018 2020 2021
2.A.07	FSS selection preferences: Up to 100 percent of FSS enrollments may be selected by local preferences.	2007 MTW Plan	Activated in 2018	2016

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #3: Inspection protocol

Status

MTW Activity #3 was first proposed in the 1999 Annual Plan. It was first implemented in 2001.

Description

SHA uses a cost-benefit approach to unit and property inspections. Current strategies in this approach include using SHA's own staff to complete HQS inspection of its properties with vouchers and inspecting residences on a less frequent schedule.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Current status	Year(s) updated
Agency-wide strategies				
3.A.01	Private sector cost benefit and risk management approaches to inspections such as avoiding	1999 MTW Plan	Activated in 2020	2003 2004 2009

Strategy	Description	First identified	Current status	Year(s) updated
	duplicative inspections by using other recent inspections for agencies such as the Washington State Housing Finance Commission			2012 2019 2020 2021
3.A.03 (Combined and recategorized from 3.H.03, 3.P.01)	Reduced frequency of inspections: Cost-benefit approach to housing inspections allows Seattle Housing to establish local inspection protocol, including less frequent inspections and interchangeable use of HQS/UPCS/UPCS-V/NSPIRE.	1999 MTW Plan	Activated in 2003	2002 2005 2009 2011 2013 2014 2017 2020 2021 2022 2023
Voucher strategies				
3.H.01	Inspect SHA-owned properties: Allows SHA staff, rather than a third-party entity, to complete inspections of SHA owned properties.	2000 MTW Plan	Activated in 2001	2000-R
3.H.02	Fines for no-shows at inspections: Impose fines on the landlord or participant for failing to be present at scheduled inspections.	2005 MTW Plan	Not yet implemented	2005-R 2006
3.H.03	Reclassified as 3.A.03			
3.H.04	Self-certification for minor fails: Self-certification by landlords of correction of minor failed inspection items.	2010 MTW Plan	Activated in 2021	2022
Public housing strategies				
3.P.01	Reclassified as 3.A.03			

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #5: Local leases

Status

MTW Activity #5 was first proposed in the 1999 Annual Plan. It was first implemented in 1999.

Description

SHA utilizes local lease strategies to incorporate best practices from the private market and to encourage self-sufficiency.

As first approved in 2021, SHA may allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below.

c	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
5.A.01	Self-sufficiency requirement: All households receiving subsidy from SHA (public housing or voucher) in HOPE VI communities must participate in self-sufficiency activities.	1999 MTW Plan	Activated in 1999 Inactivated in 2022	2005 2005-R 2022
Voucher strategies				
5.H.01 (Recategorized from 9.H.06 in 2021)	HAP contracts: SHA may modify the HAP contract and Tenancy Addendum.	2000 MTW Plan	Activated in 2000	2000-R 2021 2022
Public housing strategies				
5.P.01	Local lease: SHA may implement its own lease, incorporating industry best practices.	2001 MTW Plan	Activated in 2011	2004 2005 2005-R 2009 2010 2011
5.P.02	Grievance procedures: Modify grievance policies to require tenants to remedy lease violations and be up to date in their rent payments before granting a grievance hearing for proposed tenancy terminations.	2008 MTW Plan	Not yet implemented	None
5.P.03	Lease term for public housing units: SHA may offer lease renewals for six months or month-to-month time periods.	2009 MTW Plan	Activated in 2009	2012
5.P.04	Property-specific pet policies: SHA may establish pet policies, which may include the continuation or establishment of pet-free communities or limits on the types of pets allowed, on a building by building basis.	2011 MTW Plan	Activated in 2011	None

c	Description	First identified	Status	Year(s) updated
5.P.05	Leasing incentives: SHA may offer lease incentives to promote the leasing of a public housing unit	2017 MTW Plan	Activated in 2018	None

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #8: Special purpose housing use

Status

MTW Activity #8 was first implemented prior to SHA being granted MTW status in 1999.

Description

SHA utilizes public housing units to provide special purpose housing and to improve quality of services or features for targeted populations. In partnership with agencies that provide social services, SHA is able to make affordable housing available to households that would not likely be admitted in traditional public housing units. With this program SHA allows partner agencies to use residential units both for service-enriched transitional/short-term housing and for office space for community activities and service delivery. The ability to designate public housing units for specific purposes and populations facilitates this work, by allowing units to target populations with specific service and housing needs or specific purposes.

Approved strategies in this activity are as below.

Strategy	Description	First identified	First implemented	Year(s) updated
Agency-wide strategies				
8.A.01	Conditional housing: Housing program for those who do not currently quite meet SHA's minimum qualifications	2000 MTW Plan	Not yet implemented	None

Strategy	Description	First identified	First implemented	Year(s) updated
8.A.02	Program-specific waiting lists: Operate separate waiting lists (or no waiting list) for specific programs such as service enriched units.	2000 MTW Plan	Activated prior to MTW implementation	2009 2010-R 2019
8.A.03	Service-enriched housing: With the help of key partners, SHA may develop supportive housing communities.	2001 MTW Plan	Not yet implemented	None
Public housing strategies				
8.P.01	Agency units for housing and related supportive services: Make residential units available for service-enriched housing by partner agencies.	1999 MTW Agreement	Activated prior to MTW implementation	2009 2010 2010-R
8.P.02	Agency units for services: Make residential units available as space for community activities, management use, and partner agencies providing services in and around the community.	1999 MTW Agreement	Activated prior to MTW implementation	2010-R 2011 2012 2015
8.P.03	Designate LIPH units for specific purposes/populations: SHA may designate properties/units for specific purposes such as elderly.	2000 MTW Plan	Activated in 2011	2001 2008 2010 2011
8.P.04	Definition of elderly: Allows change in definition of elderly for HUD-designated elderly preference public housing from 62 to 55.	2008 MTW Plan	Not yet implemented	None
8.P.05	Pet-free environments: Establish pet-free environments in connection with selected service enriched housing.	2009 MTW Plan	Not yet implemented	None

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #9: Project-based program

Status

MTW Activity #9 was first proposed in the 1999 Annual Plan. It was first implemented in 2000.

Description

SHA uses MTW to develop and implement a local project-based program, providing vouchers to subsidize units in SHA-owned and privately owned properties throughout Seattle. SHA's project-based activities include a large number of MTW strategies to reduce costs, make project-based programs financially feasible for owners and to provide housing choice in the city. The project-based program promotes housing choice through strategies such as offering site-specific waiting lists maintained by providers (and, therefore, does not issue exit vouchers), expanding the definition of eligible unit types, allowing more project-based units per development and overall, reallocating vouchers to programs and providers (not just units) and coupling housing assistance with services by working with partners. The project-based program reduces SHA's costs through strategies allowing project-based owners to self-certify selected inspections and maintain their own waiting list, reducing the frequency of inspections by SHA staff, streamlining admissions and non-competitively allocating subsidies to SHA units. Project-based program strategies also allow for contract terms consistent with requirements for other leveraged funding sources.

As first approved in 2021, SHA may also allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below:

Strategy	Description	First identified	Status	Year(s) updated
Voucher strategies				
9.H.01	Cost-benefit inspection approach: Allows SHA to establish local inspection protocol, including self-certification that inspection standards are met at time of move in for mid-year turnovers	1999 MTW Plan	Activated in 2004 Inactivated in 2021	2020
9.H.02	Assets in rent calculation: Only calculate income on assets declared as valuing \$5,000 or more.	2000 MTW Plan	Activated in 2005	None
9.H.03	Choice offered at beginning (no exit vouchers): Housing choice is offered at the beginning of the project-based admissions process (by nature of site-specific waiting lists); exit vouchers are not offered.	2000 MTW Plan	Activated in 2000	2005
9.H.04	Contract term: Project-based commitments renewable up to 40 years.	2000 MTW Plan	Activated in 2000	None
9.H.05	Eligible unit types: Modify the types of housing accepted under a project-based contract - allows shared housing and transitional housing.	2000 MTW Plan	Activated in 2002	None

Strategy	Description	First identified	Status	Year(s) updated
9.H.06	Recategorized as 5.H.01 (2021)			
9.H.07	Non-competitive allocation of assistance: Allocate project-based subsidy non-competitively to SHA controlled units, including non-contiguous project-based units within a portfolio.	2000 MTW Plan	Activated in 2000	2001 2005-R 2018
9.H.08	Owners may conduct new and turnover inspections: SHA may allow project-based owners to conduct their own new construction/rehab inspections and to complete unit turnover inspections	2000 MTW Plan	Activated in 2005	None
9.H.09	Percent of vouchers that may be project-based: Raise the percentage of vouchers that may be project-based above HUD limits, including exclusion of replacement vouchers and calculation based on authorized number of vouchers.	2000 MTW Plan	Activated in 2000	2008 2008-R 2011 2016
9.H.10	Unit cap per development: Waives the 25% cap on the number of units that can be project-based in a multi-family building without supportive services or elderly/disabled designation.	2000 MTW Plan	Activated in 2008	None
9.H.11	Rent cap-30% of income: Project-based participants cannot pay more than 30% of their adjusted income for rent and utilities.	2000 MTW Plan	Activated in 2000 Inactivated in 2011	2011
9.H.12	Streamlined admissions: SHA may streamline and centralize applications and waiting list processes for project-based HCV units.	2000 MTW Plan	Activated in 2000	2010-R 2017
9.H.13	Competitive allocation process: Commit vouchers to the City's competitive process for housing funding.	2004 MTW Plan	Activated in 2005 Inactivated in 2011	2011
9.H.14	Payment standards for SHA units: Allows higher than Voucher Payment Standard for SHA-operated project-based units if needed to support the project budget (while still taking into account rent reasonableness).	2004 MTW Plan	Activated in 2004	2005-R
9.H.15	Subsidy cap in replacement units: Cap subsidy at levels affordable to households at 30% AMI in project-based HOPE VI replacement units where SHA also contributed capital to write-down the unit's affordability to that level.	2004 MTW Plan	Activated in 2004 Inactivated in 2011	2011
9.H.16	Admissions-admit people with felony records under certain conditions: Allows for the admission into Project-based Voucher units of people with	2005 MTW Plan	Activated in 2005	2005-R

Strategy	Description	First identified	Status	Year(s) updated
	Class B and Class C felonies on their records subject to time-limited sex offender registration requirements who do not, in the opinion of the owner of the subsidized units, constitute a threat to others.			
9.H.17	Program-based vouchers: Allocate floating voucher subsidy to a defined group of units or properties.	2003 MTW Plan	Activated in 2004	2003-R
9.H.18	Provider-based vouchers: Provide vouchers to selected agencies to couple with intensive supportive services. The agency master leases units and subleases to tenants.	2007 MTW Plan	Activated in 2007	None
9.H.19	Streamlined admissions and recertifications: SHA may streamline admissions and recertification processes for provider-based and project-based programs.	2009 MTW Plan	Not yet implemented	None
9.H.20	Partners maintain own waiting lists: Allow partners to maintain waiting lists for partner-owned and/or operated units/vouchers and use own eligibility and suitability criteria.	2000 MTW Plan	Activated in 2000	None
9.H.21 (Recategorized from 9.H.20 in 2013)	COPES housing assistance payment calculations: Count as zero income for residents who are living in project-based units at assisted living properties where Medicaid payments are made on their behalf through the COPES system	2012 MTW Plan	Activated prior to MTW implementation	2013

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #10: Local rent policy

Status

MTW Activity #10 was first proposed in the 2000 Annual Plan. It was first implemented in 2000.

Description

SHA's rent policy program tackles a number of objectives, including increased flexibility in the rent calculation process and determining the eligibility of units and payment standards. Rent policies also promote cost effectiveness and self-sufficiency through strategies such as a minimum rent and asset income threshold and through streamlined rent review processes.

As first approved in 2021, SHA may allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Current status	Year(s) updated
Agency-wide strategies				
10.A.01	Streamlined income verification: SHA may adopt local rules-regarding the length of time income verification is considered valid and a local verification hierarchy.	2014 MTW Plan	Activated in 2014	2020 2021 2022
10.A.02 (Recategorized from 10.P.23 in 2021)	Self-employment expenses: Households may declare employment expenses up to a set threshold of gross income without further validation of deductions.	2014 MTW Plan	Activated in 2015	2018 2019 2021
10.A.03 (Combined 10.H.12 and 10.P.19 in 2023)	Asset income threshold: SHA will establish a threshold for calculating asset income to an amount up to \$50,000 and may allow self-certification of assets below the threshold.	2010 MTW Plan	Activated in 2010	2015 2023
Voucher strategies				
10.H.01	Rent burden-include exempt income: Exempt income included for purposes of determining affordability of a unit in relation to 40% of household income.	2000 MTW Plan	Activated in 2005	2005 2014
10.H.02	Rent cap-use gross income: Rent burden calculated on 40% of Gross Income, up from HUD's standard 30% of Adjusted Income.	2000 MTW Plan	Activated in 2005	2003 2005
10.H.03	Rent reasonableness at SHA-owned units: Allows SHA staff to perform rent reasonable determination for SHA-owned units.	2000 MTW Plan	Activated in 2000	2006 2017
10.H.04	Payment standard: SHA may develop local voucher payment standards, including supplements for opportunity areas and different standards for	2003 MTW Plan	Activated in 2003	2003 2006 2008 2011

Strategy	Description	First identified	Current status	Year(s) updated
	market-rate and affordable housing and shared housing.			2012 2015 2016 2017 2018 2019 2020 2021
10.H.05	Absolute minimum rent: The minimum rent for all residents will be established annually by SHA. No rent will be reduced below the minimum rent amount by a utility allowance.	2003 MTW Plan	Not yet implemented	2005
10.H.06	Payment standard-SROs: SHA may use the studio payment standard for SRO units.	2003 MTW Plan	Activated in 2003	None
10.H.07	Tenant-based self-sufficiency incentives: Rent policies to foster self-sufficiency among employable households, including income disregards proportional to payroll tax; allowances for employment-related expenses; intensive employment services coupled with time limits; locally defined hardship waivers.	2005 MTW Plan	Not yet implemented	None
10.H.08	Imputed income from TANF: Impute TANF income if household appears eligible and has not documented ineligibility. TANF not counted toward income if family is sanctioned.	2006 MTW Plan	Not yet implemented	None
10.H.09	Rent reasonableness streamlining: Allows SHA to streamline rent reasonable determinations, including automatic annual updates and shared housing.	2006 MTW Plan	Activated in 2016	2008 2016 2017 2018 2021
10.H.10	Income reviews conducted for households with 100% elderly and/or disabled adults only every three years (within a period of 40 months).	2009 MTW Plan	Activated in 2010	2013 2014 2015 2020 2021
10.H.11	Recategorized as 13.H.02. See Activity #13.			
10.H.12	Recategorized as 10.A.03 in 2023.			
10.H.13	Streamlined medical deduction: SHA will allow self-certification of medical expenses.	2010 MTW Plan	Activated in 2011	2015
10.H.14	Simplified utility allowance schedule: HCV participants' rent will be adjusted for a Utility Estimate based on the number of bedrooms (defined as the lower of voucher size or actual unit size) and tenant responsibility for payment of energy, heat, and sewer/water under their lease, with a proration for energy-efficient units.	2011 MTW Plan	Activated in 2011	2023

Strategy	Description	First identified	Current status	Year(s) updated
10.H.15	Disregard of student financial aid as income: SHA may disregard student financial aid as income.	2019 MTW Plan	Activated in 2019	2020
Public housing strategies				
10.P.01	Absolute minimum rent: Tenants pay a minimum rent (\$50 or more) even if utility allowance would normally result in a lower rental payment or reimbursement.	2000 MTW Plan	Activated in 2001	2005
10.P.02	Earned Income Disregard: HUD's Earned Income Disregard is not offered to public housing residents.	2000 MTW Plan	Activated in 2001	2000 2001
10.P.03	Income reviews conducted for households with 100% elderly and/or disabled adults only every three years (within a period of 40 months).	2001 MTW Plan	Activated in 2004	2005 2013 2014 2015 2020 2021
10.P.04	Rent freezes: Voluntary rent policy freezes rent in two-year intervals.	2000 MTW Plan	Activated in 2000	2000 2001 2005
10.P.05	TANF rent calculation: Calculate TANF participant rent on 25% of gross income.	2000 MTW Plan	Activated in 2000	2000 2001 2005
10.P.06	Tenant Trust Accounts: A portion of working public housing residents' income may be deposited in an escrow account for use toward self-sufficiency purposes.	2000 MTW Plan	Activated in 2000 Inactivated in 2012	2000 2001 2005 2010 2012
10.P.07	Ceiling rent two-year time limit: When a tenant's calculated rent reaches the ceiling rent for their unit, the rent will not be increased beyond the rent ceiling for 24 months.	2000 MTW Plan	Activated in 2001 Inactivated in 2012	2000 2001 2005 2012
10.P.08	Impute income from public benefits: SHA may impute income in rent calculation for tenants declaring no income who appear eligible for but decline to collect cash benefits	2000 Annual Plan	Activated in 2000	2000 2005 2013
10.P.09	Partners develop separate rent policies: Allow partner providers and HOPE VI communities to develop separate rent policies that are in line with program goals and/or to streamline.	2005 MTW Plan	Not yet implemented	None
10.P.10	Studio vs. one-bedroom: Differentiate rents for studios vs. one-bedroom units.	2005 MTW Plan	Not yet implemented	2005
10.P.11	Utility allowance-self-sufficiency and resource conservation: Change utility allowance where metering permits to encourage self-sufficiency and resource conservation.	2005 MTW Plan	Not yet implemented	None

Strategy	Description	First identified	Current status	Year(s) updated
10.P.12	Utility allowance-schedule: SHA may change utility allowances on a schedule different for current residents and new move-ins.	2008 MTW Plan	Activated in 2008	None
10.P.13	Streamlined for fixed income: Further streamline rent policy and certification process for fixed income households, including self-certification of medical expenses.	2009 MTW Plan	Activated in 2014	2015
10.P.14	Streamlined rent policy for partnership units: Allow non-profit partners operating public housing units to implement simplified rent policies.	2009 MTW Plan	Not yet implemented	None
10.P.15	Utility allowance: frequency of utility allowance updates: SHA may revise the schedule for reviewing and updating utility allowances due to fluctuations in utility rates.	2009 MTW Plan	Activated in 2010	2010 2018
10.P.16	Utility allowance: local benchmark: SHA may develop new benchmarks for "a reasonable use of utilities by an energy conservative household" - the standard by which utility allowance are calculated.	2009 MTW Plan	Not yet implemented	None
10.P.17	SSHP rent policy: Rents in SSHP units will be one of five flat rents based on the tenant's percentage of Area Median Income, with annual adjustments and income reviews only every three years.	2011 MTW Plan	Activated in 2011	2018 2021
10.P.18	No HUD-defined flat rents: SHA does not offer tenants the choice of "flat rents" as required of non-MTW agencies (includes alternate calculation for mixed citizenship households).	2000 MTW Plan	Activated in 2001	2000 2017
10.P.19 (Recategorized from 10.P.17 in 2013)	Recategorized as 10.A.03 in 2023			
10.P.20	Simplified Utility Assistance Payment for HOPE VI communities: HOPE VI participants receive a maximum level of consumption rather than reduction, and incentive for conservation. Annual adjustments are made at the next regularly scheduled annual review or update.	2013 MTW Plan	Activated in 2013	2014
10.P.21	Market rate rent: SHA may charge market rate rent as a penalty for noncompliance with the annual review process.	2005 MTW Plan	Activated in 2005	2015
10.P.22	Delay in rent increase for newly employed households: SHA may	2014 MTW Report	Activated in 2014	2014

Strategy	Description	First identified	Current status	Year(s) updated
	allow a longer notification period before rent increase if the increase is due to the resident becoming employed after at least six months of unemployment and is self-reported by the resident in a timely manner.			
10.P.23	Self-employment expenses: Households may declare employment expenses up to a set threshold of gross income without further validation of deductions.	2015 MTW Plan	Activated in 2015	2018 2019
Emergency response & recovery				
10.EM.01	States of emergency: certification deferrals: SHA may defer regular rent reviews for all household types during states of emergency and recovery until the agency has recovered from the crisis, as defined in the Introduction to Section IV. Residents retain applicable opportunities to have an interim review.	2020 MTW Plan	Activated in 2020	None

2024 Updates

SHA has the following update to the implementation of two existing strategies under Activity 10:

Strategies 10.H.12: Asset income threshold and 10.P.19: Asset income threshold: SHA currently has two strategies affecting the same process, one for public housing and one for HCV. In this Plan, the agency is combining these two strategies into one strategy for consistency. SHA will continue to use its income threshold and self-certification thresholds as adopted as outlined in the ACOP and Admin Plan.

SHA also has the following clarification to the implementation of Activity 10: Local Rent Policy as a suite of strategies:

Since obtaining MTW authority to establish local rent policy in 2000, SHA has utilized its MTW authority to adopt a comprehensive and interconnected set of policies and to make several refinements to streamline our income calculation processes. The processes for determining income and rent in subsidized housing programs are complex and burdensome for participants and staff, and our current income calculation processes are designed to work together to simplify and streamline the process of income calculation and rent determination. Changing any one element would have significant ripple effects. SHA intends to maintain consistency by utilizing current rent and income determination procedures as outlined in its Admission and Continued Occupancy Policy and HCV Administrative Plan. SHA will take a comprehensive look at opportunities to decrease the burden of its income and rent determination processes and may make a comprehensive set of recommendations that account for ripple effects in 2024.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #11: Resource conservation

Status

MTW Activity #11 was first proposed in the 2000 Annual Plan. It was first implemented in 2000.

Description

SHA's resource conservation strategies take advantage of the agency's existing relationships with the City of Seattle and local utility providers to continuously identify opportunities to increase resource conservation and reduce costs, rather than conducting a HUD-prescribed energy audit every five years. Conservation strategies have already achieved significant energy and cost savings to the agency, including conversion to more efficient toilets and electrical upgrades.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Public housing strategies				
11.P.01	Energy protocol: Employ a cost-benefit approach for resource conservation in lieu of HUD-required energy audits every five years.	2000 MTW Plan	Activated in 2000	2004

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #12: Waiting lists, preferences and admissions

Status

MTW Activity #12 was first proposed in the 2000 Annual Plan. It was first implemented in 2000.

Description

SHA's waiting list, preferences and admission strategies are primarily intended to increase efficiencies which, in turn, facilitate housing access. These MTW flexibilities include streamlining onerous administrative requirements to match local needs and non-profit housing partners to administer their own waiting lists. Several of SHA's streamlining practices over the years are no longer needed under MTW as they are now allowable practices for all housing authorities.

As first approved in 2021, SHA may allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
12.A.01	Local preferences: SHA may establish local preferences for federal housing programs.	2002 MTW Plan	Activated in 2002 Inactivated in 2011	None
12.A.02 (Recategorized from 12.H.06 in 2021)	Streamlined eligibility verification: Streamline eligibility verification standards and processes, including allowing income verifications to be valid for up to 180 days.	2009 MTW Plan	Activated in 2013	2020 2021
Voucher strategies				
12.H.01	Recategorized as 9.H.20			
12.H.02	Voucher distribution through service provider agencies: Up to 30% of SHA's tenant-based vouchers may be made available to local nonprofits, transitional housing providers, and divisions of local government that provide direct services for use by their clients without regard to their client's position on SHA's waiting list.	2000 MTW Plan	Activated in 2002	2001 2003
12.H.03	Special issuance vouchers: Establish a "special issuance" category of vouchers to address circumstances where timely issuance of vouchers can prevent homelessness or rent burden.	2003 MTW Plan	Activated in 2003	2017
12.H.04	Admit applicants owing SHA money: Provide voucher assistance to households owing SHA money from prior tenancy under specific	2008 MTW Plan	Activated in 2008 Inactivated in 2010-R	2008-R

Strategy	Description	First identified	Status	Year(s) updated
	circumstances, for example if they enter into a repayment agreement.			
12.H.05	Limit eligibility for applicants in subsidized housing: Implement limits or conditions for tenants living in subsidized housing to participate in the HCV program. For example, before issuing a Public Housing resident a Voucher, they must fulfill the initial term of their public housing lease.	2008 MTW Plan	Activated in 2011	None
12.H.06	Recategorized as 12.A.02 (2021)			
Public housing strategies				
12.P.01	Site-based waiting lists: Applicants can choose from several site-specific and/or next available waiting lists.	1999 MTW Plan	Activated in 1999 Inactivated in 2011	None
12.P.02	Partners maintain own waiting lists: Allow partners to maintain waiting lists for partner-owned and/or operated units (traditional LIPH units; service provider units, etc.) and use own eligibility and suitability criteria (including no waiting list).	2000 MTW Plan	Activated in 2000	None
12.P.03	Expedited waiting list: Allow applicants referred by selected partners (primarily transitional housing providers) to receive expedited processing and receive the "next available unit."	2004 MTW Plan	Activated in 2004 Inactivated in 2018	2005-R
12.P.04	No waiting list: Allows for filling units without a waiting list.	2008 MTW Plan	Not yet implemented	None
12.P.05	Eligibility criteria: Unique eligibility criteria for specific units or properties, such as service enriched units.	2008 MTW Plan	Not yet implemented	None
12.P.06	Seattle Senior Housing Program (SSHP) waiting list policy: SHA will not distinguish between senior and non-senior disabled households in filling vacancies in the SSHP portfolio based on bedroom size. The SSHP program will maintain a 90 percent senior, 10 percent non-senior disabled ratio at the AMP level.	2013 MTW Plan	Activated in 2013 Inactivated in 2023	2023

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #13: Homeownership and graduation from subsidy

Status

MTW Activity #13 was first proposed in the 2004 Annual Plan. It was first implemented in 2004.

Description

SHA provides support for the multiple ways that households can successfully move on from housing subsidy, not only through homeownership, but also through unsubsidized rentals in the private market, to facilitate the goals of the family and the ability of SHA to serve additional families in need of housing assistance. These strategies include an End of Participation clock for households whose income has increased to the point where they no longer require substantial subsidy while allowing them to remain in an affordable Low Income Housing Tax Credit unit and piloting incentives for positive tenant departures.

As first approved in 2021, SHA may allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
13.A.01	Down payment assistance: Allocate MTW Block Grant funds to offer a local down payment assistance program.	2004 MTW Plan	Activated in 2004 Reactivated in 2021	2004-R 2007 2021 2022
13.A.02	Savings match incentive: Program that matches savings and provides financial information for participating public housing and HCV households leaving subsidized housing for homeownership or unsubsidized rental units.	2012 MTW Plan	Activated in 2013 Reactivated in 2021	2021 2022
13.A.03 (formerly 13.H.01)	Mortgage assistance: Seattle Housing Authority may develop a homeownership program that includes mortgage subsidy.	2008 MTW Plan	Activated in 2021	2021
Voucher strategies				
13.H.01	Recategorized as 13.A.03 (2021)			

Strategy	Description	First identified	Status	Year(s) updated
13.H.02	180-day EOP clock: The 180-day End of Participation “clock” due to income will start when a family’s Housing Assistance Payment (HAP) reaches \$50 or less.	2010 MTW Plan	Activated in 2010	2012 2021
Public housing strategies				
13.P.01	End of Participation for higher income households in mixed-income communities: In mixed-income communities, SHA will remove subsidy when household income exceeds the established limit for six months.	2012 MTW Plan	Activated in 2016	2017 2018
13.P.02	Incentives for positive tenant departures and housing stability: SHA may provide a financial incentive to public housing households who vacate their unit in a manner consistent with SHA unit guidelines.	2019 MTW Plan	Activated in 2019	None

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

One of the buildings used in the evaluation metrics for *Strategy 13.P.02: Incentives for positive tenant departures and housing stability*, Jefferson Terrace, will be offline for much of 2022-2024 for a significant rehabilitation project. Jefferson Terrace will be removed from the properties measured for the strategy until, at the earliest, the building has fully come back online.

Planned significant changes

None.

MTW Activity #15: Combined program management

Status

MTW Activity #15 was first proposed in the 2008 Annual Plan. It was first implemented in 2008. Subsequent amendments to the activity are included in the table below.

Description

In some of its communities/portfolios, SHA co-locates units funded through project-based vouchers and low-income public housing. Combining program management and policies for both of these types of units (referred to as Streamlined Low Income Housing Program, or SLIHP, units) within the same community/portfolio reduces costs by eliminating redundancies, including duplicative rent reviews and inspections. It also avoids unnecessary disparities between tenants of the two different types of units. SHA's current implementation of this activity allows for all units subsidized by project-based housing choice vouchers to be operated like public housing subsidized units in communities/portfolios that receive both types of subsidy. This streamlined approach includes transfer policies as well as acceptance of slight differences (generally less than \$1) in rent calculation caused by different data systems of record for vouchers and public housing.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
15.A.01	Combined program management: Combined program management for project-based vouchers co-located with public housing or other units in communities operating both subsidy types.	2008 MTW Plan	Activated in 2008	2008-R 2009 2010 2014 2018

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #18: Short-term assistance

Status

MTW Activity #18 was first proposed in the 2013 Annual Plan. It was first implemented in 2013. Subsequent amendments to the activity are included in the table below.

Description

SHA is working on multiple fronts with community partners to develop innovative new assistance programs that are designed to be short-term in length. These new programs help households both access and retain housing through one-time or temporary assistance such as rent, deposits, arrears, utility assistance, moving and relocation costs, and temporary housing as needed. Short-term assistance is paired with targeted services when needed, including connections to case management, employment, childcare services, and domestic violence counseling.

SHA’s MTW activities for short-term assistance also include disregarding one-time or short-term emergency assistance from other sources to prevent households from losing their housing in determining eligibility and rent contribution.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
18.A.01	Interagency Domestic Violence Transfer Program: SHA may join an inter-jurisdictional transfer program to assist residents and program participants who become victims of domestic violence.	2014 MTW Plan	Not yet implemented	None
18.A.02	Emergency assistance for housing stability: SHA may disregard one-time or short-term emergency assistance from other sources to prevent households from losing their housing in determining eligibility and rent contribution.	2014 MTW Plan	Activated in 2014	None
18.A.03 (Recategorized from 18.H.01 in 2021)	Short-Term Rental Assistance: SHA may provide funding for short-term shallow rental assistance through cooperative community initiatives to help families, students, adults, and youth obtain and retain housing.	2013 MTW Plan	Activated in 2013	2014 2015 2016 2021
Voucher strategies				
18.H.01	Recategorized as 18.A.03 (2021)			

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #19: Mobility and portability

Status

MTW Activity #19 was first proposed in the 2013 Annual Plan. It was first implemented in 2015. Subsequent amendments to the activity are included in the table below.

Description

Mobility and portability strategies are designed to support cost effectiveness and to increase access to targeted units and neighborhoods for voucher holders.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Voucher strategies				
19.H.01	Limiting portability in high-cost areas: SHA may deny requests for portability moves to another jurisdiction when the receiving housing authority intends to administer rather than absorb the voucher and the resulting payment standard would be higher than SHA's payment standard.	2013 MTW Plan	Not yet implemented	None
19.H.02	Housing choice moving cost assistance and support: SHA may develop a program for voucher households to provide assistance with housing search, access supplements, deposits and similar costs, outreach and incentives for landlord participation such as risk reduction funds and access supplements.	2014 MTW Plan	Activated in 2015	2015 2017 2018 2022
19.H.03	One-year residency requirement before port out: SHA may require that Housing Choice Voucher households live in Seattle for one year before moving with their voucher to a different community.	2015 MTW Plan	Activated in 2015	None
19.H.04	Streamlined local timelines and processes for improved leasing success: SHA may modify leasing timelines and processes to support leasing success and improve efficiency	2019 MTW Plan	Activated in 2019	None

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #20: Local non-traditional affordable housing strategies

Status

MTW Activity #20 was first proposed in the 2013 Annual Plan, per HUD guidance. It was first implemented in 1999. Subsequent updates to the activity are included in the table below.

Description

SHA sometimes uses MTW Block Grant funds to support affordable housing outside of the standard public housing and voucher programs. This activity includes both short- and long-term funding for development, capital improvement, and maintenance of affordable housing units. It may also provide financial maintenance, such as the contribution of funds to meet an established Debt Coverage Ratio, required for continued operation of the affordable units. SHA follows applicable requirements regarding local non-traditional use of MTW funds.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
20.A.01	Use of funds for local non-traditional affordable housing: SHA may use Block Grant funds to develop, capially improve, maintain and operate affordable housing outside of the traditional public housing and voucher programs.	2013 MTW Plan	First used in 2011	2013-R 2015

2024 Updates

None.

Actual non-significant changes

None.

Actual changes to metrics/data collection

None.

Actual significant changes

See proposed strategy 20.A.02 in Section III.

MTW Activity #22: Housing assistance for school stability

Status

MTW Activity #22 was first proposed in the 2016 Annual Plan. It was first implemented in 2016. Subsequent amendments to the activity are included in the table below.

Description

Stable, quality schools are a core component of neighborhoods of opportunity. SHA is partnering with local service providers and the school district to implement Home from School, a collaborative initiative to support homeless and unstably housed families with children in order to positively impact family and school stability. Student turnover, especially mid school year, creates challenges for schools and for students, both in serving new students and those who remain throughout the year. Residential stability can lead to an uninterrupted school year for students and can prevent fewer school changes that often leave children behind academically.

SHA provides housing assistance to participating families, using multiple means as available, including prioritizing preference for participating families for admission into units within the selected neighborhood, as well as tenant-based vouchers for participating families, with use limited to the school neighborhood. Partnering service providers provide outreach, enrollment, and pre and post-move support, including services such as housing search, assistance with barriers to leasing such as lack of security deposit and utility arrears, and connecting families to neighborhood resources and services.

Participation in the program is voluntary and priority is given to literally homeless families. To continue to receive SHA housing assistance, participating families must remain in the school neighborhood until their children graduate from elementary school.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
22.A.01	Housing assistance for school stability: SHA may provide housing assistance for homeless or unstably housed low-income families with	2016 MTW Plan	Activated in 2016	None

Strategy	Description	First identified	Status	Year(s) updated
	children at selected neighborhood schools.			

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

B. Not-yet-implemented activities

MTW Activity #21: Self-sufficiency assessment and plan

Status

MTW Activity #21 was first proposed in the 2015 Annual Plan. It has not been implemented. Subsequent amendments to the activity are included in the table below. The activity was placed on hold in 2017.

Description

This activity is intended to increase self-sufficiency by connecting participants to assessments, individualized plans, and community resources designed to help them increase their education, training, and credentials and obtain higher wage jobs.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
21.A.01	Self-sufficiency assessment and plan: SHA may make self -sufficiency assessments and planning mandatory for work-able adults	2015 MTW Plan	Not yet implemented	2019

Reactivation

SHA launched the Workforce Opportunity System pilot in 2015 and at the end of 2017 ended the three-year pilot program without needing to make participation mandatory. Key strategies from the pilot were integrated in the new JobLink program in 2018, which streamlined access to services previously delivered through the Family Self-Sufficiency and Economic Opportunities programs. Mandatory participation has not been needed to date but each year SHA will continue to monitor enrollment and participation and may make changes such as requiring mandatory participation based on those results.

C. Activities on hold

MTW Activity #4: Investment policies

Status

MTW Activity #4 was first proposed in the 1999 Annual Plan. It was first implemented in 1999. Subsequent amendments to the activity are included in the table below. The activity was placed on hold in 2013.

Description

SHA's MTW investment policies give the agency greater freedom to pursue additional opportunities to build revenue by making investments allowable under Washington State's investment policies in addition to HUD's investment policies. Each year, SHA assesses potential investments and makes a decision about whether this MTW flexibility will be needed. In 2018 investment flexibility was not needed and all SHA investments followed HUD policies.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
<i>Agency-wide strategies</i>				
4.A.01	Investment policies: SHA may replace HUD investment policies with Washington State investment policies.	1999 MTW Plan	Activated in 1999 Placed on hold in 2013	1999 2017 2019

Reactivation

SHA annually assesses potential investments to determine which investment policies are most beneficial. MTW alternate investment policies were not needed in 2019. However, SHA continues to revisit its investment strategies annually in consideration of both the agency's financial plans and available investment opportunities.

D. Closed out activities

MTW Activity #6: MTW block grant and fungibility

Status

MTW Activity #6 was included in SHA's 1999 MTW Agreement. It was first implemented in 1999. Subsequent amendments to the activity are included in the table below. The activity was closed out in 2011.

Description

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
6.A.01	MTW Block Grant: SHA combines all eligible funding sources into a single MTW Block Grant used to support eligible activities.	1999 MTW Agreement	Activated in 1999 Closed out in 2011	None
6.A.02	Obligation and expenditure timelines: SHA may establish timelines for the obligation and expenditure of MTW funds	1999 MTW Agreement	Activated in 1999 Closed out in 2011	2003-R
6.A.03	Operating reserve: Maintain an operating reserve consistent with sound management practices	1999 MTW Agreement	Activated in 1999 Closed out in 2011	None
Voucher strategies				
6.H.01	Utilization goals: Utilization defined by use of budget authority	2003 MTW Plan	Activated in 2003 Closed out in 2011	None

Reason for closing

While the Block Grant, fungibility, operating reserve and utilization goals continue to be active and critical elements of SHA's participation as an MTW agency, this activity may be considered closed out as of 2011, which was the last year that SHA reported on it as a separate activity. HUD no longer allows SHA to establish timelines for the obligation and expenditure of MTW funds. SHA reports on uses of single fund/Block Grant fungibility in Section V of this report.

MTW Activity #7: Procurement

Status

MTW Activity #7 was included in SHA's 1999 MTW Agreement. It was first implemented in 1999. Subsequent amendments to the activity are included in the table below. The activity was closed out per HUD guidance in 2011.

Description

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
7.A.01	Construction contract: Locally-designed form of construction contract that retains HUD requirements while providing more protection for SHA	1999 MTW Plan	Activated in 1999 Closed out in 2011	None
7.A.02	Procurement policies: Adopt alternative procurement system that is competitive and results in SHA paying reasonable prices to qualified contractors	1999 MTW Plan	Activated in 1999 Closed out in 2011	None
7.A.03	Wage rate monitoring: Simplified process for monitoring the payment of prevailing wages by contractors	1999 MTW Plan	Activated in 1999 Closed out in 2011	2003 2006

Reason for closing

While SHA's MTW procurement activity was approved by HUD in the 1999 Annual Plan, HUD has since that time taken the position that it is not an allowable MTW activity.

MTW Activity #14: Related nonprofits

Status

MTW Activity #14 was first proposed in the 2004 Annual Plan. It was never implemented. The activity was closed out in 2013.

Description

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
14.A.01	Related non-profit contracts: SHA may enter into contracts with any related nonprofit.	2004 MTW Plan	Never implemented Closed out in 2013	None

Reason for closing

SHA never implemented this activity, which would have allowed the agency to enter into contracts with related nonprofits. SHA determined that existing partnership structures were adequate without needing additional MTW authority.

MTW Activity #16: Local asset management program (LAMP)

Status

MTW Activity #16 was included in SHA's 2000 MTW Plan. It was first implemented in 2000. Subsequent amendments to the activity are included in the table below. The activity was closed out in 2013.

Description

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
29 (Archival numbering system)	Local asset management program: Use asset management principles to optimize housing and services	2000 MTW Plan	Activated in 2000 Closed out in 2013	None

Reason for closing

Although SHA maintains the authority to implement the LAMP, and the continued operation of the LAMP remains an essential element of the agency's participation in the MTW program, this activity may be considered closed out at HUD's request as of 2013.

MTW Activity #17: Performance standards

Status

MTW Activity #17 was included in SHA's 1999 MTW Agreement. It was first implemented in 1999. Subsequent amendments to the activity are included in the table below. The activity was closed out in 2014.

Description

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
30 (Archival numbering system)	Local performance standards in lieu of HUD measures: Develop locally relevant performance standards and benchmarks to evaluate the agency performance in lieu of HUD's Public Housing Assessment System (PHAS)	1999 MTW Plan	Activated in 1999 Closed out in 2014	None

Reason for closing

Although SHA continues to maintain and refine alternate performance standards, this activity may be considered closed out at HUD's request as of 2014.

V. Planned application of MTW funds

A. Planned application of MTW funds

i. Estimated sources of MTW funds

FDS line item number	FDS line item name	Dollar amount
70500 (70300+70400)	Total tenant revenue	\$ 15,904,000
70600	HUD PHA operating grants	\$ 266,390,000
70610	Capital grants	\$ 16,788,000
70700 (70710+70720+70730+70740+70750)	Total fee revenue	\$ 0
71100+72000	Interest income	\$ 503,000
71600	Gain or loss on sale of capital assets	N/A ¹²
71200+71300+71310+71400+71500	Other income	\$ 1,909,000
70000	Total revenue	\$ 301,494,000

ii. Estimated application of MTW funds

FDS line item number	FDS line item name	Dollar amount
91000 (91100+91200+91400+91500+91600+ 91700+91800+91900)	Total operating - Administrative	\$ 34,235,000
91300+91310+92000	Management fee expense	\$ 9,139,000
91810	Allocated overhead	N/A
92500 (92100+92200+92300+92400)	Total tenant services	\$ 204,000
93000 (93100+93600+93200+93300+93400+ 93800)	Total utilities	\$ 6,395,000
93500+93700	Labor	N/A
94000 (94100+94200+94300+94500)	Total ordinary maintenance	\$ 16,011,000
95000 (95100+95200+95300+95500)	Total protective services	\$ 166,000
96100 (96110+96120+96130+96140)	Total insurance premiums	\$ 2,448,000
96000 (96200+96210+96300+96400+96500+ 96600+96800)	Total other general expenses	\$ 1,757,000
96700 (96710+96720+96730)	Total interest expense & amortization cost	N/A
97100+97200	Total extraordinary maintenance	\$ 0
97300+97350	HAP + HAP portability-in	\$ 158,822,000

¹² N/A in tables above indicates that SHA does not budget these items for MTW.

FDS line item number	FDS line item name	Dollar amount
97400	Depreciation expense	N/A
97500+97600+97700+97800	All other expense	\$ 27,306,000
90000	Total expenses	\$ 256,483,000

Please describe any variance between estimated total revenue and estimated total expenses:

The Estimated MTW Sources exceed Estimated MTW Uses for various reasons. The summary of expenditures table does not include capital expense, which account for approximately \$16.8 million. Seattle Housing Authority’s planned capital expense budget is not part of the Uses table, but capital is shown as a source. In addition, the Uses table does not include \$28.1 million that Seattle Housing Authority plans to spend on local housing, programs and services for voucher and public housing participates. These services include career coaching, youth engagement, resident services, and education, parks operations in low-income communities, and planning for and redevelopment of low-income housing. See the description of single fund flexibility that follows this section for a discussion of expenses not included within the uses table.

iii. Description of planned application of MTW funding flexibility

Planned application of MTW funding flexibility
<p>Seattle Housing Authority established an MTW Block Grant Fund under the original MTW Agreement and continues to use single-fund flexibility under the Amended and Restated MTW Agreement, (as extended in 2016 to 2028.) MTW Block Grant single-fund flexibility is important in supporting the agency’s array of low-income housing programs and services, its local partnerships, and to meet locally defined needs. Seattle Housing Authority exercises its MTW authority to move funds and project cash flow among projects and programs, as the agency deems necessary to further its mission and strategic plan, cost objectives, statutory compliance, and local housing needs.</p> <p>The agency analyzes its housing, rental assistance, tenant and community services, sustainability services, administrative, and capital needs annually through the budget process to determine the level of service and resource needs to meet the agency’s strategic objectives. Seattle Housing Authority’s single-fund flexibility allows allocation of MTW Block Grant revenues among Seattle Housing Authority’s programs. This enables the agency to balance mixes of housing types, tenant services, administrative support, and capital investments in preservation and development of low-income housing. It also enables the agency to tailor resource allocation to best achieve our cost, program, and strategic objectives and therefore maximize our services to low-income residents and applicants to meet their varied needs.</p> <p>The bulk of Seattle Housing Authority’s use of its MTW single fund authority is focused on activities in MTW communities, support of low-income housing development and preservation, and services for Low-Income Public Housing and Housing Choice Voucher participants. Examples are:</p> <ul style="list-style-type: none"> • Community supportive services, including deepening commitment to youth education by expanding external partnerships and focusing on youth engagement

Planned application of MTW funding flexibility

by developing emotional supports and pro-social behaviors. Continue youth tutoring; job training and betterment activities for high school youth; aging in place services, and leverage health related programs that provide participants with critical health care and stability services. Continue to support SHA residents and participants on their journey toward self-sufficiency and evaluate ways to improve housing stability.

- Parks and open spaces for our low-income communities with play opportunities for children, active and team sports activities for youth, and passive and active exercise options for all.
- Planning, pre-development, construction, and construction services for asset preservation, public housing redevelopment and opportunities to increase affordable housing for low-income people.

The MTW Block Grant will enable Seattle Housing Authority to:

- Evaluate and find long term financial stability options to strategically address capital and operating needs and environmental sustainability of our communities.
- Continue addressing the maintenance and repair of residential units that were deferred or unreported by residents during COVID pandemic.
- Increase housing inspection capacities and implement preventative maintenance, reduce lead base paint, and address overall unit quality to improve resident satisfaction.
- Address the backlog of over-housed units that are inadequately sized for resident needs. Optimize the use of larger units by relocating residents to appropriate sizes and making larger units available for larger households.
- Continue the concentrated effort to enhance both interior and exterior building conditions in the Low-Income Public Housing and Scattered Sites portfolios.
- Evaluate SHA's buildings energy efficiency by dedicating a Sustainability Analyst advisor. Analyze methods to meet and surpass voluntary and emerging regulatory requirements for energy performance. Preparing to meet and exceed these new and emerging local regulations will advance SHA's work for environmental justice within our building portfolios.
- Relace SHA's outdated Enterprise Resource Planning system, which the vendor will no longer support in the coming years. Integrate the new system with SHA's business needs and infrastructure.
- Review the agency's workflows to continually enhance process improvements throughout the agency that allow SHA staff to work more efficiently and effectively to better support residents and voucher holders.
- Establish a dedicated leasing support team to streamline the lease up process for both newly developed and rehabilitated projects and shorten the lease up time. The leasing team will reduce workload on existing property management staff.

B. Planned application of SHA’s unspent operating fund and HCV funding¹³

Original funding source	Beginning of 2024 - unspent balances	Planned application of PHA unspent funds during 2024
HCV HAP*	\$ -	\$ -
HCV admin fee	\$ -	\$ -
PH operating subsidy	\$ -	\$ -
Total:	\$ -	\$ -

Description:

Note: MTW reserves are fungible and not designated as HCV HAPS, HCV Admin Fee, or PH Operating Subsidy

SHA plans to maintain its reserve balance in order to meet unforeseen urgent and emergency needs that may arise in the future. SHA does not presently have 4 months of reserves for our MTW funds.

C. Local asset management plan

- i. Is SHA allocating costs within statute? Yes
- ii. Is SHA implementing a local asset management plan (LAMP)? Yes
- iii. Has SHA provided a LAMP in the appendix? Yes
- iv. If SHA has provided a LAMP in the appendix, please describe any proposed changes to the LAMP in 2022 or state that SHA does not plan to make any changes in 2024.

Pursuant to the requirements of OMB Super Circular Part 200, the Indirect Service Fee (IDSF) is determined in a reasonable and consistent manner based on projected total units and leased vouchers. The IDSF is a per-housing-unit or per-leased-voucher fee per month charged to each program. For the 2023 budget, the per-unit-month (PUM) cost will be \$68.44 for housing units and \$24.60 for leased vouchers.

As part of the IDSF calculation, MTW Block Grant revenues can also be used to support any positive or negative budget variance as part of the annual reconciliation process.

No changes are proposed.

¹³ Unspent balances and planned application of unspent funds forthcoming.

D. Rental Assistance Demonstration participation

i. Description of Rental Assistance Demonstration (RAD) participation

Rental Assistance Demonstration (RAD) participation
N/A

ii. Has SHA submitted a RAD significant amendment in the appendix? N/A

iii. If SHA has provided a RAD significant amendment in the appendix, please state whether it is the first RAD significant amendment submitted or describe any proposed changes from the prior RAD significant amendment.

N/A

VII. Administrative

A. Board resolution and certifications of compliance

SHA's Board of Commissioners will vote on the adoption of the Annual MTW Plan on October 17, 2022. The signed Resolution, Certifications of Compliance and lobbying disclosure form are included in Appendix C of the MTW Plan. The signed Certification of Consistency with the Consolidated Plan (Form HUD-2991) is also included in this appendix.

B. Documentation of public process

The public comment period for the MTW Annual Plan begins on August 31, 2023 and concludes on September 30, 2023. Extensive efforts will be made to make participants and the public aware of the availability of the Plan and comment period, including posting in the *Daily Journal of Commerce*, messages in *The Voice*, a resident e-newsletter that reaches thousands, and flyers in buildings and common areas. The draft Plan is publicly available on SHA's website (www.seattlehousing.org) and by requesting a copy (see Plan cover page for contact information). A public hearing will be held in person (with a remote option) on September 12, 2023 at 3:00 pm. Language interpretation and disability accommodations are made available by request. Any changes made as a result of the public hearing and comment period will be included in the final version of the MTW Plan.

Staff will also meet remotely with SHA's two resident advisory groups, the Joint Policy Advisory Committee and Senior Joint Policy Advisory Committee, in September to discuss the Plan activities and proposed updates. Results of these meetings and processes will be taken into consideration in finalizing the MTW Plan.

Documentation of the public process will be presented to the Board of Commissioners in October and can be made available to HUD upon request.

C. Planned and ongoing evaluations

SHA is not currently engaged in any third-party agency-wide evaluations of its MTW program. No external MTW evaluations are planned for 2024.

D. Lobbying disclosures

The signed Certificate of Payments (Form HUD-50071) will be included in Appendix C of the final MTW Plan.

Appendix A: Planned existing project-based vouchers

The below table consists of the tenant-based vouchers that SHA is currently project-basing in 2024. Some properties may have more than one existing AHAP/HAP contract with SHA and may be listed two or more times. This section meets the requirements prescribed in HUD Form 50900 Section II.A.iv. "Planned Existing Project Based Vouchers."

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Pal Pal	29	Leased	No	Permanent supportive housing
13 th & Fir	92	Leased	No	Affordable housing
104 th St. Townhomes	3	Leased	No	Affordable housing
A Place of Our Own	19	Leased	No	Service-enriched for homeless families (with at least one minor)
Albion Place	12	Leased	No	Enhanced behavioral health services
Aldercrest	8	Leased	No	Affordable housing
Almquist Apartments	52	Leased	No	Permanent supportive housing
Arbora Court	40	Leased	No	Service-enriched for homeless individuals
Aridell Mitchell Home	6	Leased	No	Affordable housing
Aurora House	30	Leased	No	Permanent supportive housing
Avalon Place	9	Leased	No	Permanent supportive housing
Baldwin Apartments	15	Leased	No	Affordable housing
Bayview Tower	33	Leased	No	Affordable housing
Beacon House	6	Leased	No	Service-enriched for homeless individuals
Bellevue/Olive Apartments	5	Leased	No	Affordable housing
Bergan Place	2	Leased	No	Homeless young adults
Bergan Place	8	Leased	No	Affordable housing
Brettler Family Place I	51	Leased	No	Service-enriched for homeless families (with at least one minor)
Brettler Family Place II	21	Leased	No	Service-enriched for homeless families (with at least one minor)
Broadway Crossing	10	Leased	No	Service-enriched for homeless individuals
Broadway Crossing	9	Leased	No	Service-enriched for homeless families (with at least one minor)
Bush Hotel	7	Leased	No	Affordable housing

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Casa Pacifica	6	Leased	No	Affordable housing
Casa Pacifica	5	Leased	No	Affordable housing
Cascade Court Apartments	3	Leased	No	Service-enriched for homeless families (with at least one minor)
Cascade Court Apartments	5	Leased	No	Affordable housing
Cate Apartments	10	Leased	No	Affordable housing
Cate Apartments	15	Leased	No	Service-enriched for homeless families (with at least one minor)
Cedar Crossing	7	Leased	No	Affordable housing
Centerwood Apartments	2	Leased	No	Affordable housing
Cluster SMH	14	Leased	No	Enhanced behavioral health services
Colonial Gardens	20	Leased	No	Affordable housing
Columbia Court	13	Leased	No	Service-enriched for homeless families (with at least one minor)
Colwell Building	16	Leased	No	Affordable housing
Community Psychiatric Clinic	14	Leased	No	Enhanced behavioral health services
Compass Broadview	18	Leased	No	Service-enriched for homeless families (with at least one minor)
Compass Cascade	33	Leased	No	Permanent supportive housing
Compass on Dexter	36	Leased	No	Service-enriched for homeless individuals
Council House	30	Leased	No	Senior housing
Crestwood Place Apartments	6	Leased	No	Affordable housing
Croft Place	7	Leased	No	Affordable housing
David Colwell Building	25	Leased	No	Affordable housing
Dekko Place	5	Leased	No	Affordable housing
Delridge Heights Apartments	3	Leased	No	Affordable housing
Delridge Triplexes	6	Leased	No	Affordable housing
Denny Park Apartments	5	Leased	No	Affordable housing
Denny Park Apartments	8	Leased	No	Service-enriched for homeless families (with at least one minor)
DESC	12	Leased	No	Enhanced behavioral health services

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Eastern Hotel	4	Leased	No	Affordable housing
Eastlake Supportive Housing	25	Leased	No	Permanent supportive housing
Emerald City Commons	12	Leased	No	Affordable housing
Ernestine Anderson Place	33	Leased	No	Service-enriched for homeless individuals
Estelle Supportive Housing	15	Leased	No	Permanent supportive housing
Evans House	49	Leased	No	Permanent supportive housing
Fir Street Apartments	7	Leased	No	Affordable housing
First Place	4	Leased	No	Service-enriched for homeless families (with at least one minor)
Four Freedoms House	25	Leased	No	Senior housing
Four Freedoms House	126	Leased	No	Senior housing
Fremont Solstice Apartments	6	Leased	No	Service-enriched for homeless families (with at least one minor)
Gardner House	6	Leased	No	Service-enriched for homeless families (with at least one minor)
The Genessee	17	Leased	No	Affordable housing
The Genessee	3	Leased	No	Service-enriched for homeless families (with at least one minor)
Golden Sunset	36	Leased	No	Affordable housing project
Gossett Place	12	Leased	No	Permanent supportive housing
Gossett Place	28	Leased	No	Permanent supportive housing
High Point	100	Leased	No	Affordable housing
Hilltop House	30	Leased	No	Senior housing
Hinoki	82	Leased	No	Affordable housing
Hoa Mai Gardens	70	Leased	No	Affordable housing
Hobson Place	63	Leased	No	Permanent supportive housing
Holden Manor	1	Leased	No	Affordable housing
Holden Street Family Housing (Saint Teresita del Niño Jesus)	25	Leased	No	Service-enriched for homeless families (with at least one minor)
Holiday Apartments	6	Leased	No	Affordable housing
Humphrey House	71	Leased	No	Permanent supportive housing
Imani Village	8	Leased	No	Service-enriched for homeless families (with at least one minor)

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Jefferson Terrace	283	Leased/Issued	No	Affordable housing
Josephinum Apartments	25	Leased	No	Service-enriched for homeless individuals
Josephinum Stability Project	49	Leased	No	Service-enriched for homeless individuals
Judkins Park	4	Leased	No	Affordable housing
Judkins Park	4	Leased	No	Service-enriched for homeless families (with at least one minor)
The Julie Apartments	20	Leased	No	Affordable housing
The Julie Apartments	2	Leased	No	Affordable housing
The Julie Apartments	6	Leased	No	Service-enriched for homeless individuals
The Karlstrom	17	Leased	No	Service-enriched for homeless individuals
Kebero Court	83	Leased	No	Affordable housing
Kenyon Housing	18	Leased	No	Permanent supportive housing
Kerner-Scott House	15	Leased	No	Permanent supportive housing
Kingway Apartments	16	Leased	No	Service-enriched for homeless families (with at least one minor)
Kristin Benson Place	77	Leased	No	Permanent supportive housing
Lake City Commons	15	Leased	No	Affordable housing
Lake Washington Apartments	37	Leased	No	Affordable housing
Lakeview Apartments	15	Leased	No	Affordable housing
Lakeview Apartments	5	Leased	No	Affordable housing
Lakeview Apartments	6	Leased	No	Affordable housing
Legacy House	22	Leased	No	Senior housing
Leschi House	35	Leased	No	Senior housing
Lewiston Apartments	28	Leased	No	Permanent supportive housing
Lincoln Apartments	4	Leased	No	Affordable housing
Lyon Building	12	Leased	No	Permanent supportive housing
Main Street Apartments	2	Leased	No	Affordable housing
Main Street Place	8	Leased	No	Affordable housing
Marion West	25	Leased	No	Service-enriched for homeless individuals
Martin Court	28	Leased	No	Service-enriched for homeless individuals

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Martin Court	13	Leased	No	Service-enriched for homeless families (with at least one minor)
Martin Luther King Jr. Apartments	10	Leased	No	Affordable housing
Martina Apartments (fka CHS Greenwood)	66	Leased	No	Permanent supportive housing
Mary Avenue Townhomes	8	Leased	No	Affordable housing
McDermott Place	15	Leased	No	Permanent supportive housing
McDermott Place	10	Leased	No	Permanent supportive housing
Meadowbrook View Apartments	15	Leased	No	Service-enriched for homeless families (with at least one minor)
Mercer Court	3	Leased	No	Affordable housing
MLK Family Housing (Katharine's Place)	5	Leased	No	Affordable housing
MLK Family Housing (Katharine's Place)	10	Leased	No	Service-enriched for homeless families (with at least one minor)
MLK Properties	6	Leased	No	Affordable housing
Monica's Village Place	38	Leased	No	Service-enriched for homeless families (with at least one minor)
Montridge Arms	13	Leased	No	Affordable housing
Morrison Hotel	190	Leased	No	Permanent supportive housing
Muslim Housing	10	Leased	No	Service-enriched for homeless families (with at least one minor)
Nhon's Housing	5	Leased	No	Service-enriched for homeless families (with at least one minor)
Nihonmachi Terrace	20	Leased	No	Affordable housing
Nihonmachi Terrace	5	Leased	No	Service-enriched for homeless families (with at least one minor)
Norman Street Apartments	15	Leased	No	Affordable housing
NP Hotel	5	Leased	No	Affordable housing
Oleta Apartments	6	Leased	No	Affordable housing
One Community Commons	5	Leased	No	Service-enriched for homeless individuals
One Community Commons	7	Leased	No	Service-enriched for homeless families (with at least one minor)

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Opportunity Place	145	Leased	No	Permanent supportive housing
Ozanam House (formerly Westlake II)	29	Leased	No	Permanent supportive housing
Pacific Hotel	6	Leased	No	Permanent supportive housing
Palo Studios at the Josephinum	7	Leased	No	Service-enriched for homeless individuals
Pantages Apartments	10	Leased	No	Affordable housing
Pantages Apartments	11	Leased	No	Service-enriched for homeless families (with at least one minor)
Pardee Townhomes	3	Leased	No	Affordable housing
Park Place	100	Leased	No	Assisted living
Park Place	36	Leased	No	Assisted living
Parker Apartments	8	Leased	No	Affordable housing
Parkview Services	23	Leased	No	Affordable housing for people with disabilities
Pat Williams Apartments	21	Leased	No	Permanent supportive housing
Patricia K. Apartments	12	Leased	No	Permanent supportive housing
Patrick Place	40	Leased	No	Permanent supportive housing
Pioneer Human Services	11	Leased	No	Service-enriched for homeless individuals
Plymouth on First Hill	77	Leased	No	Permanent supportive housing
Plymouth on Stewart	74	Leased	No	Permanent supportive housing
Plymouth Place	70	Leased	No	Permanent supportive housing
Rainier Vista	23	Leased	No	Affordable housing
Raven Terrace	50	Leased	No	Affordable housing
Ravenna Springs Properties	13	Leased	No	Affordable housing
Red Cedar	80	Leased	No	Affordable housing
Rise at Yancy	44	Leased	No	Permanent supportive housing
Rose of Lima House	30	Leased	No	Permanent supportive housing
Rose Street Apartments	4	Leased	No	Affordable housing
Salish Landing (fka Lam Bow)	51	Leased	No	Affordable housing
Samaki Commons	12	Leased	No	Affordable housing
Samaki Commons	8	Leased	No	Service-enriched for homeless families (with at least one minor)

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Sand Point Campus	18	Leased	No	Service-enriched for homeless families (with at least one minor)
Sand Point Family Housing	21	Leased	No	Permanent supportive housing for families
Scattered Sites – Bitterlake portfolio	54	Leased	No	Affordable housing
Scattered Sites – Madison portfolio	17	Leased	No	Affordable housing
Scattered Sites – Northeast Seattle portfolio	38	Leased	No	Affordable housing
Scattered Sites – Northwest Seattle portfolio	47	Leased	No	Affordable housing
Scattered Sites – South Park portfolio	16	Leased	No	Affordable housing
Scattered Sites – South Seattle portfolio	10	Leased	No	Affordable housing
Scattered Sites – University District portfolio	5	Leased	No	Affordable housing
Scattered Sites – West Seattle portfolio	41	Leased	No	Affordable housing
Sea-Mar Family Housing	5	Leased	No	Service-enriched for homeless families (with at least one minor)
SHA - SFD special portfolio	1	Leased	No	Affordable housing
Simons Senior Housing Apartments	78	Leased	No	Permanent supportive housing
South Shore Court (fka Douglas Apartments)	9	Leased	No	Affordable housing
Spruce Street Apartments	10	Leased	No	Affordable housing
Starlitter Apartments	6	Leased	No	Affordable housing
Stone Avenue Townhomes	4	Leased	No	Affordable housing
Stone Way Apartments	21	Leased	No	Affordable housing
Stone Way Apartments	14	Leased	No	Service-enriched for homeless families (with at least one minor)

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Sylvia Odom's Place	64	Leased	No	Permanent supportive housing graduates
Tamarack Place	20	Leased	No	Affordable housing
Traugott Terrace	40	Leased	No	Service-enriched for homeless individuals in recovery
Tyree Scott Apartments	10	Leased	No	Affordable housing
Tyree Scott Apartments	6	Leased	No	Service-enriched for homeless families (with at least one minor)
Views on Madison Phase I	17	Leased	No	Affordable housing
Views on Madison Phase I	10	Leased	No	Service-enriched for homeless families (with at least one minor)
Views on Madison Phase II	7	Leased	No	Affordable housing
Villa Park	6	Leased	No	Affordable housing
Village Square II Apartments	31	Leased	No	Affordable housing
Vivian McLean Place Apartments	4	Leased	No	Affordable housing
Weller Apartments	49	Leased	No	Affordable housing
Westwood Heights East	22	Leased	No	Affordable housing
WSAH (fka Longfellow/Wisteria)	19	Leased	No	Affordable housing
Yesler Court	5	Leased	No	Affordable housing
YWCA Women's Residence	15	Leased	No	Permanent supportive housing for women
YWCA Women's Residence	38	Leased	No	Permanent supportive housing for women

Total planned existing project-based vouchers	4,762
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Appendix B: Local asset management plan

I. Introduction

The First Amendment to the Amended and Restated Moving to Work (MTW) Agreement (“First Amendment”) allows the Seattle Housing Authority (SHA or “the Authority”) to develop a local asset management program (LAMP) for its Public Housing program. The agency is to describe its LAMP in its next MTW Annual Plan, to include a description of how it is implementing project-based management, budgeting, accounting and financial management and any deviations from HUD’s asset management requirements. Under the First Amendment, SHA agreed its cost accounting and financial reporting methods would comply with the federal Office of Management and Budget (OMB) Super Circular at Title 2 CFR Part 200 (formerly A-87 requirements) and agreed to describe its cost accounting plan as part of its LAMP, including how the indirect service fee is determined and applied. The materials herein fulfill SHA’s commitments.

II. Framework for SHA’s local asset management program

A. Mission and Values

The City of Seattle established SHA under State of Washington enabling legislation in 1939. SHA provides affordable housing or rental assistance to over 38,000 low-income people (representing over 18,000 households), through units SHA owns and operates or for which SHA serves as the general partner of a limited partnership and as managing agent, and through rental assistance in the form of tenant-based, project-based and provider-based vouchers. SHA is also an active developer of low-income housing. SHA redevelops and rehabilitates communities and preserves existing assets. SHA operates according to the following mission and values:

Our 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-income.

Our 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.

SHA owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of NewHolly and Rainier Vista in Southeast Seattle, High Point in West Seattle and Yesler in Central Seattle. In the past 23 years, SHA has undertaken redevelopment or rehabilitation of all four family communities, a new family community in Lake City and 23 of our public housing high-rise buildings, using mixed financing with low-income housing tax credit limited partnerships and/or ARRA funds. During 2023, SHA will be the general partner in 16 limited partnerships.

B. Overarching policy and cost objectives

SHA's mission and values are embraced by our employees and ingrained in our policies and operations. They are the prism through which we view our decisions and actions and the cornerstone to which we return in evaluating our results. In formulating SHA's Local Asset Management Program, our mission and values have served as the foundation of our policy/cost objectives and the key guiding principles that underpin SHA's LAMP.

Consistent with requirements and definitions of 2 CFR 200, SHA's LAMP is led by three overarching policy/cost objectives:

- ◇ ***Cost effective affordable housing:*** To enhance the Seattle community by creating, operating and sustaining decent, safe and affordable housing and living environments for low-income people, using cost-effective and efficient methods.
- ◇ ***Housing opportunities and choice:*** To expand housing opportunities and choice for low-income individuals and families through creative and innovative community partnerships and through full and efficient use of rental assistance programs.
- ◇ ***Resident financial security and/or self-sufficiency:*** To promote financial security or economic self-sufficiency for low-income residents, as individual low-income tenants are able, through a network of training, employment services and support.

C. Local Asset Management Program – Eight Guiding Principles

Over time and with extensive experience, these cost objectives have led SHA to define an approach to our LAMP that is based on the following principles:

- 1. In order to most effectively serve low-income individuals seeking housing, SHA will operate its housing and housing assistance programs as a cohesive whole, as seamlessly as feasible.***

We recognize that varying funding sources carry different requirements for eligibilities, and rules for sustaining low-income housing units through operations and financing. It is SHA's job to present funding and administrative differences as seamlessly as possible to our residents and participants. Our goal is for low-income families to be able to navigate the housing choices and rental assistance programs SHA offers. It is also our job to design our housing operations to bridge differences among programs/fund sources, and to promote consolidated requirements. It is also incumbent on us to use our own and MTW authority to minimize administrative inefficiencies from differing rules. We seek common rules, where possible, to enhance cost effectiveness and reduce the administrative burden on tenants.

This principle has led to several administrative successes, including use of a single set of admissions and lease/tenant requirements for Low Income Public Housing and project-based Housing Choice Voucher tenants in the same property. Similarly, we have joint funder agreements for program and financial reporting and inspections on low-income housing projects with multiple local and state funders.

An important corollary is SHA's involvement in a community-wide network of public, non-profit and for-profit housing providers, service and educational providers, and coalitions

designed to rationalize and maximize housing dollars. SHA's city and county wide partnership with supportive services and educational/training resources to create a comprehensive integrated housing + services program is vital to our success. SHA's LAMP is designed to create a cohesive whole of SHA housing programs. It is intentionally flexible enough to be an active contributing partner in a city-wide effort to provide affordable housing and services for pathways out of homelessness and poverty.

2. In order to support and promote property performance and financial accountability at the lowest appropriate level, SHA will operate a robust project and portfolio-based budgeting, management, and reporting system of accountability.

SHA has operated a property/project-based management, budgeting, accounting and reporting system for the past twenty plus years. Our project-based management systems include:

- Annual budgets developed by on-site property managers and reviewed and consolidated into portfolio requests by area or housing program managers.
- Adopted budgets at the property and/or community level that include allocation of subsidies, where applicable, to balance the projected annual budget. This balanced property budget becomes the basis for assessing actual performance.
- Monthly property-based financial reports comparing year-to-date actual to budgeted performance for the current and prior years.
- Quarterly portfolio reviews and/or other timely financial reviews are conducted with the responsible property manager(s) and the area or housing program managers, with SHA's Asset Management Team and/or Budget and Accounting staff.

SHA applies the same project/community-based budgeting system and accountability to its non-federal programs.

3. To ensure best practices across SHA's housing portfolios, SHA's Asset Management Team and the Policy Office's interdepartmental team meetings provide forums for review of housing operations policies, practices, financial performance, capital requirements and assessment of best practices and performance among SHA, other housing authorities and other housing providers.

A key element of SHA's LAMP is the Asset Management Team (AM Team) in combination with the Budget Office and Policy Office's interdepartmental team meetings comprised of upper and property management staff from housing operations, asset management, property services, executive, legal, finance and budget, community services, communications and rental assistance. These interdisciplinary teams meet throughout the year and address:

- All critical policy and program issues facing individual properties, applying to a single unit or multiple portfolios, from rent policy to smoke-free buildings to rules for in-home businesses.
- Portfolio reviews and follow-up, where the team convenes to review with property management staff how well properties are operating in relation to common performance measures (e.g. occupancy, rent collections and receivables, vacancy rates, turnover

time), how the property is doing in relation to budget and key reasons for deviations and property manager projections and/or concerns about the future.

- Annual assessment of capital repair and improvement needs of each property with property managers and area portfolio administrators in relation to five-year projections of capital preservation needs. This annual process addresses the capital needs and priorities of individual properties and priorities across portfolios.
- Review and preparation of the MTW Annual Plan and Report, where key issues for the future are identified and discussed, priorities for initiatives to be undertaken are defined and where evaluation of MTW initiatives are reviewed and next steps determined.

The richness and legitimacy of the AM Team, Budget Office and Policy Office processes result directly from the diverse team composition, the open and transparent consideration of issues, the commitment of top management to participate actively and the record of follow-up and action on issues considered by the AM Team.

4. To ensure that the Authority and residents reap the maximum benefits of cost-effective economies of scale, certain direct functions will be provided centrally.

Over time, SHA has developed a balance of on-site capacity to perform property manager, resident manager and basic maintenance/handyperson services, with asset preservation services performed by a central capacity of trades and specialty staff. SHA's LAMP reflects this cost-effective balance of on-site and central maintenance services for repairs, unit turnover, landscaping, pest control and asset preservation as direct costs to properties. Even though certain maintenance functions are performed by central trade crews, the control remains at the property level, as it is the property manager and/or area or program manager who calls the shots as to the level of service required from the "vendor" – the property services group – on a unit turnover, site landscaping and maintenance and repair work orders. Work is not performed at the property by the central crews without the prior authorization of the portfolio manager or their designee. All services are provided on a fee for service basis.

Similarly, SHA has adopted procurement policies that balance the need for expedient and on-site response through delegated authorization of certain dollar levels of direct authority for purchases, with Authority-wide economies of scale and conformance to competitive procurement procedures for purchases/work orders in excess of the single bidder levels. Central procurement services are part of SHA's indirect services fee.

5. SHA will optimize direct service dollars for resident/tenant supportive services by waiving indirect costs that would otherwise be borne by community service programs and distributing the associated indirect costs to the remaining direct cost centers.

A large share of tenant/resident services are funded from grants and foundations and these funds augment local funds to provide supportive services and self-sufficiency services to residents. In order to optimize available services, the indirect costs will be supported by housing and housing choice objectives.

There are myriad of reasons that led SHA to this approach:

- Most services are supported from public and private grants and many of these don't allow indirect cost charges as part of the pool of eligible expenses under the grant.
- SHA uses local funds from operating surpluses to augment community services funding from grants; these surpluses are derived from operations where indirect services have already been charged.
- SHA's community services are very diverse, from recreational activities for youth to employment programs to translation services. This diversity makes a common basis for allocating indirect services problematic.
- Most importantly, there is a uniform commitment on the part of housing and housing choice managers to see dollars for services to their tenants/participants maximized. There is unanimous agreement that these program dollars not only support the individuals served but serve to reduce property management costs they would experience from idle youth and tenants struggling on their own to get a job.

6. SHA will achieve administrative efficiencies, maintain a central job cost accounting system for capital assets and properly align responsibilities and liability by allocating capital assets/improvements to the property level only upon completion of capital projects.

Development and capital projects are managed through central agency units and can take between two and five or more years from budgeting to physical completion. Transfer of fixed assets only when they are fully complete and operational best aligns responsibility for development and close-out vs. housing operations.

The practice of transferring capital assets when they are complete and operational, also best preserves clear lines of accountability and responsibility between development and operations; preserves the relationship and accountability of the contractor to the project manager; aligns with demarcations between builders risk and property insurance applicability; protects warranty provisions and requirements through commissioning; and maintains continuity in the owner's representative to ensure all construction contract requirements are met through occupancy permits, punch list completion, building systems commissioning and project acceptance.

7. SHA will promote service accountability and incorporate conservation incentives by charging fees for service for selected central services.

This approach, rather than an indirect cost approach, is preferred where services can be differentiated on a clear, uniform and measurable basis. This is true for information technology services and for Fleet Management services. The costs of information technology services, hardware and software, are distributed based on department headcount, number of hardware equipment devices (PC; laptops and tablets) and by employee job function, i.e. field employees were weighted much less than office staff.

The Fleet service fee encompasses vehicle insurance, maintenance and replacement. Fuel consumption is a direct cost to send a direct conservation signal. The maintenance component of the fleet charge is based on a defined maintenance schedule for each vehicle given its age and usage. The replacement component is based on expected life of each vehicle in the fleet, a defined replacement schedule and replacement with the most appropriate vehicle technology and conservation features.

8. SHA will use its MTW block grant authority and flexibility to optimize housing opportunities provided by SHA to low-income people in Seattle.

SHA's flexibility to use MTW Block Grant resources to support its low-income housing programs is central to our LAMP. SHA will exercise our contractual authority to move our MTW funds and project cash flow among projects and programs, including Indirect Services Fee calculation, as the Authority deems necessary to further our mission and cost objectives. MTW flexibility to allocate MTW Block Grant revenues among the Authority's housing and administrative programs enables SHA to balance the mix of housing types and services to different low-income housing programs and different groups of low-income residents. It enables SHA to tailor resource allocation to best achieve our cost objectives and therefore maximize our services to low-income residents and applicants having a wide diversity of circumstances, needs and personal capabilities. As long as the ultimate purpose of a grant or program is low-income housing, it is eligible for MTW funds.

III. SHA's Local Asset Management Program (LAMP) Implementation

A. Comprehensive Operations

Consistent with the guiding principles above, a fundamental driver of SHA's LAMP is its comprehensive application to the totality of SHA's MTW program. SHA's use of MTW resource and regulatory flexibility and SHA's LAMP encompass our entire operations.

Accordingly:

- We apply our indirect service fees to all our housing and rental assistance programs.
- We expect all our properties, regardless of fund source, to be accountable for property-based management, budgeting and financial reporting.
- We exercise MTW authority to assist in creating management and operational efficiencies across programs and to promote applicant and resident-friendly administrative requirements for securing and maintaining their residency.
- We use our MTW block grant flexibility across all of SHA's housing programs and activities to create the whole that best addresses our needs at the time.
- We will have the option to exercise MTW authority to balance indirect service fees when expenses exceed revenues or when revenues exceed expenses in the CSOC. MTW funding will assist in balancing or evening out the fee cost to communities, especially in the event of unforeseen circumstances like a pandemic that creates new costs and curtails employment and rehiring opportunities to low-income residents.

SHA's application of its LAMP and indirect service fees to its entire operations is more comprehensive than HUD's asset management system. HUD addresses fee for service principally at the low-income public housing property level and does not address SHA's comprehensive operations, which include other housing programs, business activities and component units.

B. Project-Based Portfolio Management

We have reflected in our guiding principles above the centrality of project/property-based and program-based budgeting, management, reporting and accountability in our asset management program and our implementing practices. We also assign priority to our multi-disciplinary central Asset Management Team and the Policy Office's interdepartmental team in its role to constantly bring best practices, evaluations and follow-up to inform SHA's property management practices and policies. Please refer to the section above to review specific elements of our project-based accountability system.

A fundamental principle we have applied in designing our LAMP is to align responsibility and authority and to do so at the lowest appropriate level. Thus, where it makes the most sense from the standpoints of program effectiveness and cost efficiency, the SHA LAMP assigns budget and management accountability at the property level. We are then committed to providing property managers with the tools and information necessary for them to effectively operate their properties and manage their budgets.

We apply the same principle of aligning responsibility and accountability for those services that are managed centrally, and, where those services are direct property services, such as landscaping, decorating or specialty trades work, we assign the ultimate authority for determining the scope of work to be performed to the affected property manager.

In LIPH properties, we budget subsidy dollars with the intent that properties will break even with actual revenues and expenses. Over the course of the year, we gauge performance at the property level in relation to that aim. When a property falls behind, we use our quarterly portfolio reviews to discern why and agree on corrective actions and then track their effectiveness in subsequent quarters. We reserve our MTW authority to move subsidy and cash flow among our LIPH properties based on our considered assessment of reasons for surplus or deficit operations. We also use our quarterly reviews to identify properties whose performance warrants placement on a "watch" list.

C. Cost Allocation Approach

Classification of Costs

Under 2 CFR 200, there is no one universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost be treated consistently in like circumstances, as either a direct or an indirect cost. Consistent with 2 CFR 200 cost principles, SHA has identified all of its direct costs and segregated all its costs into pools, as either a direct or an indirect cost pool. We have further divided the indirect services pool to assign costs as "equal burden" or hard housing unit based, as described below.

Cost Objectives

2 CFR 200 defines cost objective as follows: *Cost objective means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.* The Cost Objectives for SHA's LAMP are the three overarching policy/cost objectives described earlier:

- Cost Effective Affordable Housing
- Housing Opportunities and Choice
- Resident Financial Security and/or Self-Sufficiency

Costs that can be identified specifically with one of the three objectives are counted as a direct cost to that objective. Costs that benefit more than one objective are counted as indirect costs. Attachment 1 is a graphic representation of SHA’s LAMP, with cost objectives, FDS structure and SHA Funds.

SHA Direct Costs

2 CFR 200 defines direct costs as follows: *Direct costs are those that can be identified specifically with a particular final cost objective.* SHA’s direct costs include but are not limited to:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Contract costs readily identifiable with delivering housing assistance to low-income families • Housing Assistance Payments, including utility allowances, for vouchers • Utilities • Surface Water Management fee • Insurance • Bank charges • Property-based audits • Staff training • Interest expense • Information technology fees • Portability administrative fees • Rental Assistance department costs for administering Housing Choice Vouchers including inspection activities • Operating costs directly attributable to operating SHA-owned properties • Fleet management fees and fuel costs • Central maintenance services for unit or property repairs or maintenance • Central maintenance services include, but are not limited to, | <ul style="list-style-type: none"> landscaping, pest control, and decorating and unit turnover • Operating subsidies paid to mixed income, mixed finance communities • Community Services department costs directly attributable to tenants’ services • Gap financing real estate transactions • Acquisition costs • Demolition, relocation, and leasing incentive fees in repositioning SHA-owned real estate • Homeownership activities for low-income families • Leasing incentive fees • Certain legal expenses • Professional services at or on behalf of properties or a portfolio, including security services • Extraordinary site work • Any other activities that can be readily identifiable with delivering housing assistance to low-income families • Any cost identified for which a grant award is made. Such costs will be determined as SHA receives grants • Direct Finance staff costs • Direct area administration staff costs. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

SHA Indirect Costs

2 CFR 200 defines indirect costs as *those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.* SHA's indirect costs include, but are not limited to:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Executive• Communications• Most of Legal• Development (Most Development staff charge directly to the Development Fund, only certain staff and functions in this department are indirect charges)• Finance• Purchasing | <ul style="list-style-type: none">• Human Resources• Housing Finance and Asset Management (Based on functions, this staff is split among indirect cost, direct charge to the capital budget and charges to MTW direct property services)• Administration staff and related expenses of the Housing Operations Department that cannot be identified to a specific cost objective |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

SHA Indirect Service Fee – Base, Derivation and Allocation

SHA has established an Indirect Services Fee (IS; ISF) based on anticipated indirect costs for the fiscal year. Per the requirements of 2 CFR 200, the ISF is determined in a reasonable and consistent manner based on total units and leased vouchers. Thus, the ISF is calculated as a per-housing-unit or per-leased-voucher fee per month charged to each program. Please see Attachment 2 to review SHA's Indirect Services Fee Plan.

Equitable Distribution Base

According to 2 CFR 200, *the distribution base may be (1) total direct costs (excluding capital expenditure), (2) direct salaries and wages or (3) another base which results in an equitable distribution.* SHA has found that unit count and leased voucher is an equitable distribution base when compared to other potential measures. Testing of prior year figures has shown that there is no material financial difference between direct labor dollar allocations and unit allocations. Total units and leased vouchers are a far easier, more direct and transparent and more efficient method of allocating indirect service costs than using direct labor to distribute indirect service costs. Direct labor has other complications because of the way SHA charges for maintenance services. Using housing units and leased vouchers removes any distortion that total direct salaries and wages might introduce. Units and leased vouchers is an equitable distribution base which best measures the relative benefits.

Derivation and Allocation

According to 2 CFR 200, where a grantee agency's indirect costs benefit its major functions in varying degrees, such costs shall be accumulated into separate cost groupings. Each grouping shall then be allocated individually to benefitted functions by means of a base which best measures the relative benefits. SHA divides indirect costs into two pools, "Equal Burden" costs and "Hard Unit" costs. Equal Burden costs are costs that equally benefit leased voucher activity and hard, existing housing unit activity. Hard Unit costs primarily benefit the hard, existing housing unit activity.

Before calculating the per unit indirect service fees, SHA's indirect costs are offset by designated revenue. Offsetting revenue includes 10 percent of the MTW Capital Grant award, a portion of the developer fee paid by limited partnerships, limited partnership management fees, laundry revenue, dividend or savings from insurance companies and purchasing card discounts for early payment, commuting reimbursements from employees and a portion of Solid Waste's outside revenue.

A per unit cost is calculated using the remaining net indirect costs divided by the number of units and the number of leased vouchers. For the 2023 budget the per unit per month (PUM) cost for housing units is \$69.59 and for leased vouchers is \$24.77.

Annual Review of Indirect Service Fee Charges

SHA will annually review its indirect service fee charges in relation to actual indirect costs and will incorporate appropriate adjustments in indirect service fees for the subsequent year, based on this analysis. To achieve a breakeven fund, any deficit or excess can be balanced by using the MTW fund, as allowed under SHA's fund flexibility provisions.

D. Differences – HUD Asset Management vs. SHA Local Asset Management Program

Under the First Amendment, SHA is allowed to define costs differently than the standard definitions published in HUD's Financial Management Guidebook pertaining to the implementation of 24 CFR 990. SHA is required to describe in this MTW Annual Plan differences between our Local Asset Management Program and HUD's asset management program. Below are several key differences, with additional detail reflected in Attachment 3 to this document:

- SHA determined to implement an indirect service fee that is much more comprehensive than HUD's asset management system. HUD's asset management system and fee for service is limited in focusing only on a fee for service at the Low-Income Public Housing (LIPH) property level. SHA's LAMP is much broader and includes local housing and other activities not found in traditional HUD programs. SHA's LAMP addresses the entire SHA operation.
- SHA has defined its cost objectives at a different level than HUD's asset management program. SHA has defined three cost objectives under the umbrella of the MTW program, which is consistent with the issuance of the CFDA number and with the current MTW Contract Agreement (expires 12.31.2028). HUD defined its cost objectives at the property level and SHA defined its cost objectives at the program level. Because the cost objectives are defined differently, direct and indirect costs will be differently identified, as reflected in our LAMP.
- HUD's rules are restrictive regarding cash flow between projects, programs, and business activities. SHA intends to use its MTW resources and regulatory flexibility to move its MTW funds and project cash flow among projects without limitation and to ensure that our operations best serve our mission, our LAMP cost objectives, and ultimately the low-income people we serve.
- HUD intends to maintain all maintenance staff at the property level. SHA's LAMP reflects a cost-effective balance of on-site and central maintenance services for repairs, unit turnover, landscaping, and asset preservation as direct costs to properties.

- HUD's asset management approach records capital project work-in-progress quarterly. SHA's capital projects are managed through central agency units and can take between two and five or more years from budgeting to physical completion. Transfer of fixed assets only when they are fully complete and operational best aligns responsibility for development and close-out vs. housing operations.

Please consult *Attachment 3* for additional detailed differences between HUD's asset management program and SHA's LAMP. However, detailed differences for SHA's other housing programs are not provided.

Balance Sheet Accounts

Most balance sheet accounts will be reported in compliance with HUD's Asset Management Requirements and some will deviate from HUD's requirements, as discussed below:

- Cash
- Petty Cash
- Prepaid Expenses and Deferred Charges
- Materials Inventory
- Contract Retention
- Other Post-Employment Benefits (OPEB) Liability
- Pension Liability or Asset
- Deferred Inflows and Deferred Outflows

SHA will deviate from HUD's asset management requirements by reporting the above account balances as assets or liabilities maintained centrally. They will not be reported by AMP or program. Through years of practice, we believe that maintaining these accounts centrally has proven to be the most cost effective and least labor-intensive method. Although these balance sheet accounts are proposed to be maintained centrally, the related expenses will continue to be reported as an expense to the appropriate program, department and/or AMP, based on income and expense statements. It is important to note that maintaining the above balance sheet accounts centrally will not diminish SHA's obligation or ability to effectuate improved and satisfactory operations and to develop and adhere to its asset management plan. This is consistent with the new Catalog of Federal Domestic Assistance (CFDA) number for the MTW program.

Enclosures:

Attachment 1: Structure of SHA's LAMP and FDS Reporting

Attachment 2: 2024 Indirect Services Fee Plan

Attachment 3: Matrix: HUD vs. SHA Indirect and Direct Costs

Appendix B - Attachment 1: Structure of SHA's LAMP and FDS Reporting

*Local Asset Management Program:
Use MTW flexibility to operate housing and assistance programs as seamlessly as feasible.*

Direct cost objectives		Housing						Rental assistance	Community services
FDS columns	MTW	Indirect services costs	AMPs	Other housing	Other business activities	LP component units	MF developments & home ownership	Other housing	Other business activities
Funds	Capital WIP unallocated costs IT capital projects 100 480	400	Various, including LIPH portion of LP CUs	104 122 127 137 193/216 352-354 357 591 750 754	190 194 195 198 199 450 470	16 LPs LIPH portion reported in AMPs	700 704-709 711-712 718-719 723-749 848	139 168	125 CS grants

Fund name	Fund number	Fund name	Fund number	Fund name	Fund number
General	100	Local housing program	193/216	Indirect services costs	400
Seattle Senior Housing	104	House ownership	194	Impact Property Services	450
Market Terrace	122	SHA land and parks	195	Impact Property Management	470
Bayview Tower	127	Development	198	MTW fund	480
Ref 37	137	Wakefield	199	Baldwin	591
Housing Choice Vouchers	139	Holly II and III	352-353	New acquisitions	750
Mod Rehab	168	Rainier Vista I	354	Northgate	754
Local fund	190	High Point North	357	MF developments & home ownership	700-749, 848

Appendix B - Attachment 2: 2024 Indirect Cost Allocation Plan

Department	2024 Proposed expenses	All units	Hard units only
Executive total	3,321,370	3,321,370	
Asset Management	907,333		907,333
Finance	5,271,019	5,271,019	
Housing Operations	2,970,477		2,970,477
HCV	91,479	91,479	
HR: Allocated based on staff	3,892,474	1,418,869	2,473,604
Prior year inc./exp. reconciliation – expense			
Total	\$ 16,454,150	\$ 10,102,737	\$ 6,351,413
Percentage	100%	61%	39%
Less fixed revenues	(7,315,117)		
Remaining OH* to allocate PUM	\$ 9,139,033	\$ 5,611,305	\$ 3,527,729
Units		18,876	6,560
PUM cost		\$24.77	\$44.81
PUM cost to equal burden units			\$24.77
PUM fee to hard units			\$69.59

*OH = Overhead

Indirect revenue	2024 Estimate
Capital grant admin	1,690,000
MTW adjustment	2,900,000
10% of developer fee cash	284,976
LP management fees	1,614,536
Laundry fee revenue	75,605
Insurance dividend	500,000
City benefit reimbursement	0
Solid waste services	250,000
Total fixed revenues	\$ 7,315,117

Unit summary	Total
Housing units	6,560
Total vouchers	12,316
Leased vouchers at 95.09% of utilization	11,634
Total Mod Rehab	163
Divide by two for work equivalency	81.5
Total units	18,876

Indirect Services Fee by Community

Indirect services rates

Equal burden units	24.77
Hard units	69.59

Low Income Public Housing			
Development no.	Community name	Units	2024 Allocation
009	Jefferson Terrace	21	17,536
013	Olive Ridge	105	87,678
015	Bell Tower	120	100,203
017	Denny Terrace	220	183,706
023	Westwood Heights	130	108,554
031	Tri Court	87	72,647
037	Jackson Park Village	7	5,845
038	Cedarvale Village	24	21,041
041	Holly Court	66	55,112
050	Scattered Sites	484	404,153
086	High Rise Rehab Phase I	704	587,859
087	High Rise Rehab Phase II	690	576,169
088	High Rise Rehab Phase III	587	490,161
092	Seattle Senior Housing North	231	192,891
093	Seattle Senior Housing South	138	115,234
094	Seattle Senior Housing Central	246	205,417
095	Seattle Senior Housing City Funded	279	232,973
Total Low Income Public Housing		4,139	3,456,180
Other Housing Programs			
Development no.	Community name	Units	2024 Allocation
104	Seattle Senior Housing Other Units	66	55,112
122	Market Terrace	30	25,051
127	Bayview Tower	100	83,503
137	Ref 37	8	6,680
139	Rental Assistance	12,235	3,637,025
168	Mod Rehab	82	24,227
193	Local Housing Program	563	470,121
352	NewHolly II - Othello	96	80,163
353	NewHolly III - Desdemona	219	182,871
354	Rainier Vista I - Escallonia	184	153,645
357	High Point I North	344	287,250
591	Baldwin Apartments	15	12,525
733	High Point II South	256	213,767
750	New Acquisitions	329	274,724
754	Northgate Apartments	211	176,191
Total Other Housing Programs		14,737	5,682,854
Total Management Fee		18,876	9,139,033

Limited Partnership Units			
Development no.	Community name	Units	2024 Allocation
089	Rainier Vista II – Tamarack	83	65,616
090	Rainier Vista III – Northeast	118	95,318
091	Lake City Court	86	56,760
Total HOPE VI Limited Partnerships		543	413,934
Restricted Fee Units			
Development no.	Community name	Units	2024 Allocation
292	South Shore Court	44	23,573
738	Kebero Court	103	83,202
739	Leschi House	69	54,114
743	Raven Terrace	83	67,046
744	Hoa Mai Gardens	111	84,928
745	Red Cedar	119	85,823
746	NewHolly I - Holly Park	305	241,892
747	West Seattle Affordable Housing	204	160,767
748	Salish Landing	82	62,838
749	Hinoki	136	107,346
751	Sawara	114	80,712
753	Jefferson Terrace	201	156,515
848	SPACE- SS	228	188,085
Total Restricted Units		1,799	1,396,842
Total		2,086	1,614,536

Appendix B - Attachment 3: Matrix: HUD vs. SHA Indirect and Direct Costs

Matrix: HUD's Tables 7.1: Fee/indirect expense
HUD vs. SHA Local Asset Management Program (LAMP)

Low-income public housing	
Fee/indirect expense per HUD	Fee/indirect expense per SHA LAMP
1.	1.
Actual personnel costs for individuals assigned to the following positions:	Actual personnel costs for individuals assigned to the following positions:
<ul style="list-style-type: none"> Executive direct and support staff 	<ul style="list-style-type: none"> Executive direct and support staff
<ul style="list-style-type: none"> Human Resources staff 	<ul style="list-style-type: none"> Human Resources staff
<ul style="list-style-type: none"> Regional managers 	
<ul style="list-style-type: none"> Corporate legal staff 	<ul style="list-style-type: none"> Corporate legal staff
<ul style="list-style-type: none"> Finance, accounting and payroll staff 	<ul style="list-style-type: none"> Finance, accounting and payroll staff, except non-supervisory accounting staff (considered front-line bookkeepers)
<ul style="list-style-type: none"> IT staff including Help Desk 	<ul style="list-style-type: none"> Separate IT Fee for Service
<ul style="list-style-type: none"> Risk Management staff 	<ul style="list-style-type: none"> Risk Management staff
<ul style="list-style-type: none"> Centralized procurement staff 	<ul style="list-style-type: none"> Most centralized procurement staff
<ul style="list-style-type: none"> Quality control staff, including quality control inspections 	
2.	2.
Purchase and maintenance of COCC arrangements, equipment, furniture and services	Purchase and maintenance of indirect services (IS) arrangements, equipment, furniture and services
3.	3.
Establishment, maintenance, and control of an accounting system adequate to carryout accounting/bookkeeping for the AMPs	Establishment, maintenance, and control of an accounting system adequate to carryout accounting/bookkeeping for the AMPs
4.	4.
Office expense including office supplies, computer expense, bank charges, telephone, postage, utilities, fax and office rent related to the general maintenance and support of COCC	Office expense including office supplies, computer expense, bank charges, telephone, postage, utilities, fax and office rent related to the general maintenance and support of IS.
5.	5.
The cost of insurance related to COCC buildings, equipment, personnel to include property, auto, liability E&O and casualty.	The cost of insurance related to COCC buildings, equipment, personnel to include property, auto, liability E&O and casualty.
6.	6.
Work with auditors for audit preparation and review of audit costs associated with the COCC.	Work with auditors for audit preparation and review of audit costs associated with the IS.
7.	7.
Central servers and software that support the COCC (not projects)	Central servers and software that support the IS (not projects)

Low-income public housing			
Fee/indirect expense per HUD		Fee/indirect expense per SHA LAMP	
8.	Commissioners' stipend and non-training travel.	8.	Commissioners' stipend and non-training travel.
9.	Commissioners' training that exceed HUD standards	9.	Commissioners' training that exceed HUD standards
10.	The cost of a central warehouse, unless, with HUD approval, the Agency can demonstrate that the costs of maintaining this warehouse operation, if included with the costs of the goods purchased, are less than what the project would otherwise incur if the goods were obtained by on-site staff.	10.	The cost of a central warehouse, unless, with HUD approval, the Agency can demonstrate that the costs of maintaining this warehouse operation, if included with the costs of the goods purchased, are less than what the project would otherwise incur if the goods were obtained by on-site staff.

Housing Choice Voucher			
Fee/indirect expense per HUD		Fee/indirect expense per SHA LAMP	
1.	A share of the personnel costs for HCV staff assigned to the COCC.	1.	A share of the personnel costs for HCV staff assigned to Indirect Services ("IS"). Some executive staff costs allocated to IS.
2.	Establish, maintain and control an accounting system adequate to carryout accounting/ bookkeeping for the HCV program	2.	Establish, maintain and control an accounting system adequate to carryout accounting/ bookkeeping for the HCV program
3.	General maintenance of HCV books and records	3.	General maintenance of HCV books and records
4.	Supervision by COCC management staff of overall HCV program operations	4.	Supervision by IS management staff of overall HCV program operations
5.	Procurement	5.	Centralized Procurement staff
6.	Preparation of monitoring reports for internal and external use.	6.	Preparation of monitoring reports for internal and external use.
7.	Preparation, approval and distribution of HCV payments, not HAP	7.	Preparation, approval and distribution of HCV payments, not HAP
8.	COCC staff training, and ongoing certifications related to HCV program.	8.	IS staff training, and ongoing certifications related to HCV program. Certifications are an ongoing cost of keeping trained staff.
9.	Travel for COCC staff for training, etc. related to HCV program	9.	Travel for IS staff for training, etc. related to HCV program
10.	COCC staff attendance at meetings with landlords, tenants, others regarding planning, budgeting, and program review.	10.	IS staff attendance at meetings with landlords, tenants, others regarding planning, budgeting, and program review.

Housing Choice Voucher

Fee/indirect expense per HUD		Fee/indirect expense per SHA LAMP	
11.	Work with auditors and audit preparation.	11.	Work with auditors and audit preparation.
12.	Indirect cost allocations imposed on the HCV program by a higher level of local government.	12.	Indirect cost allocations imposed on the HCV program by a higher level of local government.
13.	Hiring, supervision and termination of front-line HCV staff.	13.	Hiring, supervision and termination of front-line HCV staff.
14.	Preparation and submission of HCV program budgets, financial reports, etc. to HUD and others.	14.	Preparation and submission of HCV program budgets, financial reports, etc. to HUD and others.
15.	Monitoring and reporting on abandoned property as required by states.	15.	Monitoring and reporting on abandoned property as required by states.
16.	Investment and reporting on HCV proceeds.	16.	Investment and reporting on HCV proceeds.
17.	Storage of HCV records and adherence to federal and/or state records retention requirements.	17.	Storage of HCV records and adherence to federal and/or state records retention requirements.
18.	Development and oversight of office furniture, equipment and vehicle replacement plans.	18.	Development and oversight of office furniture, equipment and vehicle replacement plans.
19.	Insurance costs for fidelity or crime and dishonesty coverage for COCC employees based on a reasonable allocation method.	19.	Insurance costs for fidelity or crime and dishonesty coverage for IS employees based on a reasonable allocation method.
20.	Commissioners' stipend and non-training travel.	20.	Commissioners' stipend and non-training travel.
21.	Commissioners' training that exceed HUD standards	21.	Commissioners' training that exceed HUD standards

Matrix: HUD's Tables 7.2: Direct expense
HUD vs. SHA Local Asset Management Program (LAMP)

Low-income public housing			
Direct expense per HUD	Direct expense per SHA LAMP		
1.	Actual personnel costs of staff assigned directly to AMP sites	1.	Actual personnel costs of staff assigned directly to AMP sites
2.		2.	Area management site costs allocated to AMPs within area
3.		3.	Direct procurement staff
4.	Repair & maintenance costs, including:	4.	Repair & maintenance costs, including:
	<ul style="list-style-type: none"> Centralized maintenance provided under fee for service 		<ul style="list-style-type: none"> Centralized maintenance provided under fee for service (IPS)
	<ul style="list-style-type: none"> Maintenance supplies 		<ul style="list-style-type: none"> Maintenance supplies
	<ul style="list-style-type: none"> Contract repairs e.g. heating, painting, roof, elevators on site 		<ul style="list-style-type: none"> Contract repairs e.g. heating, painting, roof, elevators on site
	<ul style="list-style-type: none"> Make ready expenses, including painting and repairs, cleaning, floor replacements, and appliance replacements; 		<ul style="list-style-type: none"> Make ready expenses, including painting and repairs, cleaning, floor replacements, and appliance replacements;
	<ul style="list-style-type: none"> Preventive maintenance expenses, including repairs and maintenance, as well as common area systems repairs and maintenance 		<ul style="list-style-type: none"> Preventive maintenance expenses, including repairs and maintenance, as well as common area systems repairs and maintenance
	<ul style="list-style-type: none"> Maintenance contracts for elevators, boilers, etc. 		<ul style="list-style-type: none"> Maintenance contracts for elevators, boilers, etc.
	<ul style="list-style-type: none"> Other maintenance expenses, Section 504 compliance, pest 		<ul style="list-style-type: none"> Other maintenance expenses, Section 504 compliance, pest
5.	Utility costs	5.	Utility costs
6.	Costs related to maintaining a site-based office, including IT equipment and software license allocations.	6.	Costs related to maintaining a site-based office, including IT equipment and software license allocations.
7.	Advertising costs specific to AMP, employees or other property	7.	Advertising costs specific to AMP, employees or other property
8.	PILOT	8.	PILOT
9.	All costs of insurance for the AMP	9.	All costs of insurance for the AMP
10.	Professional services contracts for audits, rehab and inspections specific to the project.	10.	Professional services contracts for audits, rehab and inspections specific to the project.
11.		11.	Inspector costs are allocated to the projects as a direct cost.

Low-income public housing			
Direct expense per HUD		Direct expense per SHA LAMP	
12.	Property management fees, bookkeeping fees, and asset management fees.	12.	Property management fees, bookkeeping fees, and asset management fees.
13.	Certain litigation costs.	13.	Certain litigation costs.
14.	Audit costs (may be prorated)	14.	Only audit costs for component units are allocated to properties
15.	Vehicle expense	15.	Separate Fleet Fee for Service
16.	Staff recruiting and background checks, etc.	16.	Staff recruiting and background checks, etc.
17.	Family self-sufficiency staff and program costs	17.	Family self-sufficiency staff and program costs
18.	Commissioners' training up to a limited amount as provided by HUD	18.	Commissioners' training up to a limited amount as provided by HUD
19.		19.	Building rent

Housing Choice Voucher			
Direct expense per HUD		Direct expense per SHA LAMP	
1.	A share of the personnel costs for HCV staff assigned to the COCC.	1.	A share of the personnel costs for HCV staff assigned to Indirect Services (IS). Some executive staff costs allocated to IS.
2.	Establish, maintain and control an accounting system adequate to carryout accounting/ bookkeeping for the HCV program	2.	Establish, maintain and control an accounting system adequate to carryout accounting/ bookkeeping for the HCV program
3.	General maintenance of HCV books and records	3.	General maintenance of HCV books and records
4.	Supervision by COCC management staff of overall HCV program operations	4.	Supervision by IS management staff of overall HCV program operations
5.	Procurement	5.	Centralized Procurement staff
6.	Preparation of monitoring reports for internal and external use.	6.	Preparation of monitoring reports for internal and external use.
7.	Preparation, approval and distribution of HCV payments, not HAP	7.	Preparation, approval and distribution of HCV payments, not HAP
8.	COCC staff training, and ongoing certifications related to HCV program.	8.	IS staff training, and ongoing certifications related to HCV program. Certifications are an ongoing cost of keeping trained staff.
9.	Travel for COCC staff for training, etc. related to HCV program	9.	Travel for IS staff for training, etc. related to HCV program
10.	COCC staff attendance at meetings with landlords, tenants, others regarding planning, budgeting, and program review.	10.	IS staff attendance at meetings with landlords, tenants, others regarding planning, budgeting, and program review.

Housing Choice Voucher

Direct expense per HUD		Direct expense per SHA LAMP	
11.	Work with auditors and audit preparation.	11.	Work with auditors and audit preparation.
12.	Indirect cost allocations imposed on the HCV program by a higher level of local government.	12.	Indirect cost allocations imposed on the HCV program by a higher level of local government.
13.	Hiring, supervision and termination of front-line HCV staff.	13.	Hiring, supervision and termination of front-line HCV staff.
14.	Preparation and submission of HCV program budgets, financial reports, etc. to HUD and others.	14.	Preparation and submission of HCV program budgets, financial reports, etc. to HUD and others.
15.	Monitoring and reporting on abandoned property as required by states.	15.	Monitoring and reporting on abandoned property as required by states.
16.	Investment and reporting on HCV proceeds.	16.	Investment and reporting on HCV proceeds.
17.	Storage of HCV records and adherence to federal and/or state records retention requirements.	17.	Storage of HCV records and adherence to federal and/or state records retention requirements.
18.	Development and oversight of office furniture, equipment and vehicle replacement plans.	18.	Development and oversight of office furniture, equipment and vehicle replacement plans.
19.	Insurance costs for fidelity or crime and dishonesty coverage for COCC employees based on a reasonable allocation method.	19.	Insurance costs for fidelity or crime and dishonesty coverage for IS employees based on a reasonable allocation method.
20.	Commissioners' stipend and non-training travel.	20.	Commissioners' stipend and non-training travel.
21.	Commissioners' training that exceed HUD standards	21.	Commissioners' training that exceed HUD standards

Appendix C: Compliance documentation

The 2024 Annual MTW Plan includes the following signed documents. Links to blank forms are included for reference where applicable.

SHA Board of Commissioners resolution approving the 2024 Moving to Work Annual Plan for the Seattle Housing Authority (Pending)

Certifications of Compliance ([Form HUD-50900](#))

Certification of Consistency with the Consolidated Plan ([Form HUD-2991](#))

Certification of Payments ([Form HUD-50071](#))

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: 8-16-2023

Family will not include a household that consists solely of family members that are considered Full-time students (as defined by the LIHTC program).

Family Income: For purposes of qualifying for a Federal Preference, Family Income is "Monthly Income" as defined in this Section.

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Development: Any development assisted under the [US Housing Act of 1937](#) (other than Section 8 or Section 17 of the Act) which is not a Project for the Elderly or Disabled.

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 unless they document approval as an Emancipated Minor pursuant to Washington State regulations (*RCW 13.64.*).

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);

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- 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.

Imputed Asset Income: For households with assets of more than \$50,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

Imputed Welfare Income: The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

Income Limits: A schedule of incomes that do not exceed a percent of the median income for the area as determined by HUD with adjustments for smaller or larger Families, except that HUD may establish income limits higher or lower on the basis of its findings that such variations are necessary because of prevailing levels of construction costs, unusually high or low incomes, or other factors. (See [Exhibit E](#))

Interim Recertification: A reexamination of a family income, expenses, and household composition conducted between regular recertifications when a change in a household's circumstances warrants such a reexamination. (See [Section 10](#) for additional information.)

INS: The U.S. Immigration and Naturalization Service.

Live-in Aide: A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who (1) is determined by the Housing Authority to be essential to the care and well-being of the person(s); (2) is not obligated for the support of the person(s); and (3) would not be living in the unit except to provide necessary supportive services.

A relative meeting the above three criteria would not be prohibited from serving as a Live-in Aide.

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;

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- 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

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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 SpecialProgram Set-Asides established by KCHA:

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Move-on strategy-->

- ❑ 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:

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- **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.

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

Mental Health & Substance Abuse Referral Service through the King County systems.

Eastside Mental Health (EMH) offers three separate divisions to better serve the diverse needs of the community. They include:

Community Support Services – Meeting the needs of those with severe and Persistent forms of mental illness.

- Case Management
- Psychiatric Case
- 24-Hr. Emergency Service
- Housing
- Family Support
- Advocacy
- Vocational
- Daily Activity

Crisis Intervention Services

- Emergency intervention and assessments in community settings
- Walk-in and next day appointments
- Psychiatric care

Eastside Counseling Services – Responding to the concerns of families, children and individual adults.

- Individual, family and group therapy
- Specialized services (family sexual abuse and eating disorders)
- School-based programs
- Eastside Behavioral Responsibility Programs
- Psychiatric care & psychological assessments
- Volunteer and intern training and supervision

Employment and Job Training services offered through the YWCA Eastside employment program located in Bellevue.

Services Provided:

- Skills Assessment
- Career Choices
- Interviewing Techniques
- Job Search Techniques
- Earning a GED
- Choosing a College/Vocational School

- Applying for Financial Aid

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Resources Available:

- YWCA Job Bank
- Job Hunt Support Group
- Resume Preparation Service
- Classes & Workshops
- Employer Panels
- Educational Counseling

Many services are free; others are based on a sliding scale fee.

Program Location – Eastside

YWCA Eastside Branch
1420 156th Avenue NE
Bellevue, WA 98007
(425) 644-7361

King County Housing Authority

Section 8

Administrative Plan

S8 Voucher Program

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

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 CRF Part 882](#), [Part 982](#) and [Part 983](#).

N. 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.

O. 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.

P. 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.

Q. 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.

R. 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 strategy --->

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

number and will only be eligible for the Mainstream NED program.

- c. If there are insufficient applicants who meet the requirement to be homeless or otherwise at risk, then non-homeless households which meet other program requirements may be housed.
- b. **Family Supportive Housing Programs** - These programs serve families with children who are Homeless, at risk of Homelessness, at risk of separation as a result of poor living conditions, exiting KCHA-recognized emergency and transitional housing, and survivors of domestic violence. Referrals are made from supportive service providers and government child welfare agencies that are operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants. Examples include Family Unification Program, Domestic Violence and 2163 Homeless programs.
- c. **Terminally Ill Housing Program** – This program serves applicants who have a terminal illness and are likely to die before they could receive and use assistance in the form of a Voucher if they had to wait their chronological turn on the waiting list. Terminally ill applicants are defined as individuals with a medical prognosis that their life expectancy is three years or less. In the case of applicants suffering from the AIDS virus, only individuals classified with an AIDS Indicator Condition of C1, C2, C3, or B3 meet the definition of terminally ill. The condition must be documented by the attending physician and/or a Social Service Agency that has been working with the applicant and can provide the necessary information.
- d. **Veteran Affairs Supportive Housing Program (VASH)** - This program serves homeless and at-risk Veterans identified as qualifying for the program by the local Veteran's Affairs (VA) Medical Center. Clients must be referred from the VA and receive case management and other supportive services from the VA under a written agreement with the Housing Authority.
- e. **Additional Targeted Programs**
This category includes programs designed to assist applicants in KCHA-identified special needs areas as well as applicants selected in conjunction with demonstration programs established by KCHA to test and measure the impact of new approaches to the delivery of housing services. Examples of programs under this category include, but are not limited to, the Creating Moves to Opportunity (CMTO) program, and programs established to assist families who are homeless or at-risk of homelessness. Programs may include those in which applicant referrals are made from support service providers operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants.

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

S. 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

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

13: TENANT APPLICATION PROCESS

F. 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.⁵²

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

⁵² 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.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. 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 Waitlist⁵³

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.

⁵³ 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.

Move-on strategy -->

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.⁵⁴
 - 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;

⁵⁴ 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.*)

M. 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”.

N. 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.

O. 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

Project-based Administrative Plan

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.

14: TENANT ELIGIBILITY

P. ELIGIBILITY FOR INITIAL SCREENING

Applicants must meet both KCHA eligibility and Owner screening in order to be offered a Project-based unit. Among income eligible applicant families of the size and composition appropriate to available Project-based units, 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 Project-based program solely because of membership in a class such as unmarried mothers, recipients of public assistance, persons with a disability, etc.

1. Families will be considered **eligible** who:

- a. Qualify as a "Family" as defined in [Section 2](#).
- b. Have a head of household who is at least 18 years of age (the legal age to enter into and be held accountable for a lease under state law), unless the designated Head of Household documents approval as an Emancipated Minor pursuant to Washington State regulations (RCW 13.64.).
- c. Have Annual Income, at the time of application that does not exceed 80% of the median income for the area (See Exhibit D) set by HUD with the following exceptions:
 - i. For Tax Credit residents, Annual Income level cannot exceed 60% of area median income.
 - ii. New applicants applying to live at the Project-based units at the Bellevue Homes, Campus Court I & II (house), Shoreham, Victorian Woods, Evergreen Court, Federal Way Homes, Kings Court, Eastridge House, Greenleaf, Cedarwood, Juanita Court, Juanita Trace I & II, Kirkwood Terrace, Avondale Manor, Forest Grove, Glenview Heights, Vista Heights, Youngs Lake Commons, Pickering Court, Riverton Terrace Family units, and Wellswood must be at or below 60% of their Adjusted Median Income for the family size.

Income Limits apply only at admission and are not applicable for continued occupancy. An applicant who initially qualifies but whose income subsequently increases beyond the income limits prior to housing shall be denied admission.

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.

42: **EXHIBIT R- ORIGINAL PROJECT-BASED PROGRAM POLICY**



King County Housing Authority

Making Transition Work

Project Based Assistance Program Policy

XXXII. BACKGROUND

Under HUD's Moving to Work Demonstration Program (renamed "Making Transition Work" by KCHA or MTW), high-performing housing authorities, including KCHA, have the opportunity to develop their own housing programs and policies based on local needs and circumstances in lieu of most of the provisions of the 1937 Housing Act. KCHA must, however, continue to follow related federal laws, including fair housing and other anti-discrimination provisions. The Authority's MTW Agreement with the Department of Housing and Urban Development (HUD) authorizes KCHA to develop a Section 8 Project-Based Assistance Program with locally designed policies and procedures.

Under current HUD rules, KCHA is allowed to provide some of its Section 8 funding as an operating subsidy for housing units (project-based subsidy) as opposed to specific households in the form of a tenant-based voucher. KCHA has awarded Project Based Assistance in a number of Program Categories in the past few years. For example, KCHA has partnered with the Sound Families Initiative to create new transitional housing in the county. Partnerships with agencies serving the disabled have resulted in service-enriched housing opportunities for individuals with disabilities. KCHA has also used Project Based Assistance to replace demolished public housing units and to preserve existing affordable housing. In October of 2005, HUD issued its Final Rule on Project Based Assistance. Some aspects of these regulations enhance opportunities to use Project Based Assistance locally. Others are more restrictive and do not support the goals of KCHA's PBA Program.

The perceived need for a new and expanded Project Based Assistance program is not based on any failure on the part of the Section 8 tenant-based program. On the contrary, KCHA operates a highly successful tenant-based program by a number of standards. For example, more than 90 percent of new participants in the program are extremely low-income households. All new participants meet one or more of KCHA's local admissions preferences. The program also includes a very successful set-aside program for more than 1,500 households with disabilities, the Housing and Services Program (HASP). In addition to the successful outcomes for the program's clients, KCHA has operated the tenant-based program with a high degree of efficiency.

A locally designed Project Based Assistance Program provides an additional tool that allows the Authority and its partners to meet affordable housing needs and problems that the Section 8 tenant-based program is not designed to address. This memorandum details the problems that this program will seek to address, outlines the program's policy goals.

XXXIII. PROBLEM STATEMENT

Staff and other KCHA stakeholders have identified a number of affordable housing issues and opportunities that a project-based rental subsidy program can address. In addition, some existing project-basing rules and regulations themselves represent a barrier to efficiently and effectively addressing the affordable housing needs of the County's poorest households. The following is a discussion of the affordable housing issues that have been identified:

1. Affordable Housing Issues in King County

A. Production of New Affordable Housing

Few housing units currently being produced in King County are affordable to households earning below 30% of Area Median Income (AMI). Production under the tax-exempt bond and tax credit programs primarily serves households in the 45% to 60% of AMI range. Rising rents in parts of King County make it desirable to create new affordable units in particular submarkets before income diversity is lost. Coordination of Section 8 rental subsidies with other government financing programs to increase the production of new "hard" units affordable to very low income households should be an element in the region's overall growth plan and part of a regional strategy for assuring the long term availability of a supply of affordable housing independent of market conditions. New production also provides opportunities for the development of units for underserved elements of the market, including very large families and physically handicapped individuals.

B. Preserving Economic Diversity in Gentrifying Communities

Many submarkets in the region have experienced significant increases in resident incomes and housing costs over the past decade, resulting in growing market pressures on low-income households. Communities to the east of Lake Washington, in particular, have seen a significant loss of economic diversity as older rental housing is either converted to condominium ownership, rehabilitated as higher income rental housing or demolished to make way for higher income uses. Despite "exception rent" waivers provided by HUD, which enable KCHA to approve higher rents for households seeking to utilize Section 8 vouchers in these communities, the supply of available stock affordable to voucher holders on the Eastside continues to shrink. The percentage of KCHA Section 8 voucher holders renting in these communities has decreased from 22% in 1994 to 15% in 2006.

Failure to retain economic diversity in these communities also exacerbates the over concentration of lower income households in other parts of the county and deprives low-income households of ready access to entry-level employment opportunities, superior community facilities, and educational resources available in these communities.

Production or retention of affordable housing in communities experiencing steep increases in housing costs should be explored under the project basing initiative.

C. Overconcentration of Affordable Housing

Significant concentrations of poor households, especially in areas with limited resources, have a detrimental impact on the ability of those households to escape poverty. These areas typically have fewer resources for needed human services, poorer performing student bodies, limited employment growth or job opportunities, and higher crime rates.

Despite KCHA's historical commitment to higher rent payment standards to provide Section 8 participants with greater geographic choices, over 75percent of the program's more than 8,000 households live in the south end of the county, traditionally the area with higher poverty rates. This percentage is higher for households with children—81 percent—and even higher for minority populations, encompassing 88 percent of the program's minority households with children. In addition, more than 70 percent of public housing for families with children is located in the south end of the county. An examination of the distribution of other affordable housing in the county outside of Seattle will likely show a similar geographic distribution.

Targeting Project Based Assistance to achieve a more balanced geographic distribution of affordable housing opportunities could help reduce overconcentrations of low income housing in specific locales.

D. Replacement Housing Initiative

Under the HOPE VI program, KCHA is replacing a World War II vintage public housing complex in White Center with a new mixed income community. White Center is one of the poorest communities in Seattle/King County and currently accommodates 22% of KCHA's total family public housing inventory.

The redevelopment of Park Lake will provide a more balanced mix of public, workforce and for-sale housing and will result in the loss of 269 public housing units from the site. KCHA is committed to the one-for-one replacement of all of these public housing units with "hard" units, affordable to families on KCHA's waiting list, in other communities.

Providing "hard" units that are affordable to households earning below 30% of AMI is not possible without on-going operating subsidies. KCHA has applied for, and received, contract authority for 269 additional vouchers, to be used specifically to provide off-site replacement housing. KCHA anticipates utilizing replacement housing as part of the strategy to address other older sites of public housing as well.

The MTW policy will facilitate KCHA's provision of replacement housing units prior to the initiation of demolition activities at Park Lake. Off-site replacement housing will be

created through project basing in existing developments, in new developments acquired or built by KCHA and in housing acquired or developed by non-profit housing developers in partnership with local government. Replacement units will be sited at locations that strengthen KCHA's response to deconcentration, economic diversification and job co-location issues.

E. Affordability Limits in Existing Subsidized Housing

KCHA owns a portfolio of over 4,000 units of tax credit and bond-financed housing. Nonprofit housing providers also own and manage additional affordable housing in the County outside of Seattle. These housing opportunities generally serve households with incomes between 45 percent and 80 percent of AMI. Although KCHA and nonprofit housing providers desire to use this housing to serve lower income groups—KCHA's Board has established a goal of making a portion of these units available to households at or below 30 percent of AMI—lower rents are not financially feasible without additional subsidies. Project Based Assistance can be used to “buy down” the level of affordability to provide additional housing opportunities for households with incomes below 30 percent of AMI.

F. Maintaining the Viability of the Existing Affordable Housing Inventory

The long-term viability of some of the remaining affordable housing in King County is threatened by unmet capital needs and deferred maintenance issues that are becoming increasingly critical as this inventory ages.

Underlying financial vulnerabilities stemming from limited cash flow provided by below market rents and inadequately underwritten capital reserves have left affordable housing complexes without the resources necessary to deal with significant life cycle replacement costs and upgrading needs.

Additional pressure is being placed on this housing through significant increases in operating expenditures, including property and liability insurance and utility costs. The strategic use of Section 8 subsidies to preserve affordability, strengthen cash flow and fund critical capital improvements to preserve existing affordable housing should be explored.

G. Strengthening the County's Existing Supportive Housing System

Existing supportive housing in King County is a critical resource for preventing and reducing homelessness. In most cases, households served under these programs would have difficult accessing and maintaining private sector housing even with tenant-based vouchers.

Existing supportive housing is vulnerable to the same pressures that all affordable housing in the county is dealing with, including limited rental incomes, rising operating costs, inadequate capital reserves and aging physical plants. In addition, supportive housing facilities must, in many instances, fund on-site supportive services from project-specific revenues.

Funding for human services is being significantly reduced at present at virtually all levels of government: federal, state, county and suburban jurisdictions. Use of project based Section 8 to stabilize operations at these facilities, pay for necessary capital improvements, and help assure sufficient cash flow to support critical on-site services should be considered.

H. Underserved and Homeless Populations

An important element of KCHA's core mission is its role as a safety net for the poorest and most vulnerable populations in King County. Despite KCHA's focus on extremely low-income families in its public housing and Section 8 programs, where 90% to 95% of new program participants have incomes below 30 percent of AMI, some of the poorest households in the county are still underserved for a variety of reasons and have a high likelihood of becoming homeless.

These households include:

- Individuals with special needs, for example, individuals with developmental, mental health, physical, or other disabilities
- Recipients with poor credit histories and landlord references
- Households with substance abuse histories
- Victims of domestic violence
- Children aging out of foster care

The development of additional housing for special needs populations in partnership with non-profit service providers is a critical need identified in the 10 Year Plan to End Homelessness in King County. Increased coordination of Section 8 rental subsidies with local government resources and philanthropic initiatives such as the Bill & Melinda Gates Foundation's Sound Families Initiative and the HASP program are an important element of the response to this issue.

2. Problems Related to Current Program Rules

Although federal regulations currently allow for project-basing of Section 8 assistance, and have been updated to facilitate program implementation, a number of existing HUD regulations remain cumbersome. In addition to the need to streamline the program,

the regulations need to be changed so that project-basing can become a more effective tool for addressing affordable housing issues and priorities in King County. Significant constraints presented by existing regulations that are addressed under KCHA's program include:

- The restriction on Transitional Housing eliminates the opportunity to project-base under an important housing type.
- The restriction of HAP contract term extensions to 15 years may not be suitable for new construction/acquisition projects involving longer term financing commitments.
- The requirements of the current cumbersome process for allocating vouchers to units controlled by KCHA is replaced by the noncompetitive application of a clear set of policy objectives and project selection criteria.
- The restriction of project-basing to census tracts with a higher than 20 percent poverty rate does not allow project-basing to be used as a financing tool to leverage significant private sector involvement in the revitalization of distressed communities.
- The current limitation on project-basing to 20 percent of Section 8 tenant-based budget authority may be too restrictive.
- The 25 percent limit on family units in a building that can receive Project Based Assistance is too restrictive.
- The requirement to offer project-based housing to households on the PHA's waiting list may not be appropriate or practical for some projects.
- The requirement to maintain a waiting list for project-based units is not practical for homeless households because these households can not wait for housing. Waiting lists will easily become stagnant and inefficient in meeting immediate housing needs.
- The requirement to maintain a waiting list for project-based units is not practical for people with disabilities moving into shared housing because compatibility of roommates must be taken into account in determining the next household member to be added.
- The rent limit in tax credit projects is too restrictive and may inhibit the ability to serve extremely low-income households in these developments. Rent reasonableness standards should apply instead, combined with appropriate subsidy layering reviews.

- The requirement to provide a tenant-based voucher to tenants receiving Project Based Assistance after 12 months will have an inequitable impact on the tenant-based voucher pool and waiting list.
- The current Contracts and forms required by HUD are not suitable for all potential project-basing uses.
- The goals of Public Housing redevelopment initiatives may be better addressed with a Project Based Assistance policy that allows for a blending of Project Based Assistance and other government subsidy program rules.
- Efficient operations management in mixed-income developments receiving multiple government subsidies is not possible when subsidy rules are incompatible.
- The requirement to submit projects to HUD for subsidy layering and Environmental review can take a significant amount of time and could postpone development, thereby increasing costs. KCHA has the expertise and relationships with partner funders to conduct these reviews.

XXXIV. POLICY GOALS

KCHA's Making Transition Work Demonstration Program includes a number of overarching goals that are relevant to the project-basing of Section 8 assistance. In addition, the problems identified above suggest objectives that a new program should pursue. The following list of goals is based on KCHA's Mission, the MTW Demonstration Program goals, and the problem statement. These goals will be pursued within the context of the requirement of HUD, and commitment by KCHA, that the Housing Choice program continue to serve substantially the same number of very low income households as it had served prior to the MTW Demonstration Program.

The Project Based Assistance Program and Policy is designed to achieve the following goals:

1. Increase the supply of the affordable housing stock in King County through the support of new development.

Measurable Outcomes:

- Project-basing will contribute to a net increase in the number of "hard" units available for low-income households in KCHA's jurisdiction.
- Project-basing will not result in a decrease in the total number of extremely low-income households served (tenant- or project-based) by KCHA and other providers of affordable housing.

2. Increase the level of affordability of existing housing stock.

Measurable Outcomes:

- Existing housing units not currently affordable to extremely low-income households will become affordable to such households.
- Pursuit of this goal will not lead a net reduction in the number of extremely low-income households served by KCHA or other affordable housing providers.

3. Preserve and revitalize existing affordable housing stock.

Measurable Outcomes:

- Project Based Assistance may be used as a tool to preserve the affordable housing stock in KCHA's jurisdiction where project cash flow cannot sustain the responsible management, service provision and maintenance of these facilities and continued ability to serve extremely low-income households over the long term.
- Project Based Assistance may be used as a financing tool to assist in the revitalization of physically distressed properties or as part of initiatives to address housing conditions in economically distressed neighborhoods.

4. Increase housing choice for “special needs” households by strengthening and expanding the continuum of supportive housing programs in King County.

Measurable Outcomes

- Project Based Assistance will continue to be used to support the development of transitional housing opportunities.
- Project Based Assistance will be used to preserve existing supportive housing where project cash flow cannot sustain the responsible management, service provision and maintenance of these facilities.
- Project Based Assistance will be used to increase service-enriched permanent housing opportunities for households, including individuals with special needs, who are not able to live independently without such services.
- Project Based Assistance will be used to increase service-enriched housing opportunities for households who have barriers to admission to public housing and/or tenant-based programs.

5. Focus on the needs of extremely low income households.

Measurable Outcomes:

- Housing units receiving Project Based Assistance will serve (admit) the same or greater percentage of extremely low income households as the tenant-based program.

- The net effect of implementing the project-based program will be to maintain or increase the percentage of extremely low income households subsidized (admitted) by the Section 8 program as a whole (project plus tenant-based).
- Seventy-five percent of project-based tenants will be below 30% of AMI for the entire Project Based Assistance program.

6. Assist in deconcentration initiatives by replacing all public housing units targeted for redevelopment or disposal.

Measurable Outcomes

- KCHA will use project-basing as a major tool to replace all hard units targeted for demolition under current and future revitalization efforts.
- KCHA will try to ensure that the number of hard units serving primarily extremely low income households in KCHA's jurisdiction will not decrease at any time during the revitalization process.

7. Reduce concentrations of subsidized households, especially families with children.

Measurable Outcomes

- The majority of units receiving Section 8 Project Based Assistance, including units serving families with children, will be located in low-poverty, high-employment areas, especially neighborhoods with a low number subsidized housing units.
- As a general rule, with the exception of transitional housing or service-enriched housing for disabled and elderly households, re-developed public housing, and smaller developments, the total number of units receiving Project Based Assistance in any given development will not exceed 25 percent of the units in that development.

8. Enhance opportunities for families to become economically self-sufficient.

Measurable Outcomes

- A higher percentage of households receiving Project Based Assistance (than tenant-based recipients) will live in low-poverty areas with greater access to employment opportunities.
- Project Based Assistance-assisted households receiving TANF will become employed, remain employed, and achieve wage progression at higher rates than tenant-based voucher recipients receiving TANF benefits.

9. Maximize coordination of Section 8 assistance, housing development and support service resources

Measurable Outcomes

- Project Based Assistance will be used to leverage capital and other funding to create new housing.
- Project Based Assistance will be used to leverage appropriate support services funding for residents of developments assisted under this program.

XXXV. PROGRAM CATEGORIES

KCHA will make Project Based Assistance available over the course of the MTW Demonstration in order to address the issues and achieve the objectives enumerated above. Different categories of vouchers will be allocated for a range of population groups and purposes. These include both transitional and permanent housing opportunities for individuals and families with children who may or may not need on-site support services. General numerical targets for units to be project-based annually in each category will be reflected in KCHA's Annual Plan. The following is an initial list of current and potential Project Based Assistance Program Categories:

1. Private Housing Program (Off-site HOPE VI Replacement Housing): KCHA will project-base 269 replacement vouchers provided by HUD under the Park Lake HOPE VI project in housing it controls (and in projects owned by nonprofit organizations and funded by A Regional Coalition for Housing (about 120 units) or other government funders.
2. Public Housing Re-development (On-site Public Housing Replacement Housing): To replace or redevelop public housing units on-site at former Public Housing sites, KCHA will permanently and/or temporarily project-base up to 275 units to serve new and returning residents at Greenbridge. Further use of this tool may be contemplated if additional redevelopment sites are identified.
3. Supportive Housing: Housing and Services Program (HASP) vouchers will be made available for project-basing to create or preserve service-enriched permanent housing opportunities for disabled households and individuals who need on-site support services.
4. Transitional Housing: KCHA will support the Sound Families Initiative in partnership with the Bill & Melinda Gates Foundation to create new units of transitional housing.
5. Families with Children: To increase housing opportunities for households with children in low-poverty, employment-rich areas with limited subsidized housing opportunities, KCHA may commit Project Based Assistance for such projects. Such opportunities may be pursued only after KCHA's replacement housing goals have been met and will be conditioned on the availability of additional vouchers.
6. Local Preservation: KCHA will attach Project Based Assistance to projects that require temporary or permanent operating subsidies in order to serve extremely low-income households.

7. King County's Community Plan to End Homelessness: As a member of the Committee to End Homelessness, KCHA reserves the right to identify new program categories to further the goals of the King County Plan to End Homelessness.
8. Transition in Place: If resources are available, KCHA will allocate "transition in place" vouchers to Transitional Housing Programs that are funded by KCHA and Sound Families as needed.
9. Demonstration Programs: KCHA reserves the right to provide Project Based Assistance to a limited number of pilot projects that will serve an important public purpose, but may not qualify under the Program's policies.

XXXVI. POLICY RECOMMENDATIONS

The following policy recommendations represent changes to the Department of Housing and Urban Development's project-basing rules and regulations.

1. Allocation of Project Based Assistance

Project Based Assistance may be allocated noncompetitively to KCHA-controlled or financed units. KCHA-controlled units include housing units owned by the Authority or owned by a partnership in which the Authority is the general partner. KCHA financed units include housing that has received conduit financing from the King County Housing Authority, provided KCHA enters into a long-term loan and regulatory agreement with the owner that controls the use and affordability of the project for at least 20 years or the term of the Project Based Assistance, whichever is longer. Such noncompetitive allocation can only be made on the basis of the Project-Based Program's policy goals and objectives. Unit selections will not be submitted for HUD review.

Project Based Assistance for units not controlled by the Authority must be awarded on a competitive basis through Requests for Qualifications, Requests for Proposals, or Notice of Funds Available issued by KCHA and/or a partner governmental or supportive service funder.

KCHA may solicit and award Project Based Assistance to Service Providers who will then identify an owner with whom KCHA will establish a HAP Contract.

KCHA may solicit and award Project Based Assistance in the form of a block grant to Service Providers who will then administer the Housing Assistance Payments to the housing owner.

In each case, the Authority will insure that the project meets KCHA's project based program goals and objectives and applicable HUD/KCHA program requirements. Unit selection will not be submitted for HUD review.

KCHA will make public notice of the availability of Project Based Assistance when allocated in partnership with other funders.

Notice of Awards or Rejections will be made to each party that submitted an eligible application but KCHA will not advertise notice of such awards.

2. Location Restrictions

Project Based Assistance will be provided only in Census Tracts with poverty rates below 20 percent based on the official Decennial Census estimates available at the time of allocation of assistance. In addition, in the selection of projects for assistance, the Authority will give higher priority to developments located in low-poverty Census Tracts and those with low concentrations of subsidized housing units. Furthermore, Project Based Assistance for permanent housing for families with children and off-site HOPE VI replacement units will only be provided in areas with poverty rates at or below 15 percent. However, the Executive Director may waive these restrictions in areas where public housing units were previously constructed and were redeveloped, and in economically impacted areas where KCHA is attempting to preserve and improve existing affordable housing.

3. Restrictions on the Percentage of Project Based Assistance in a Development

As a general rule, the Authority will not project-base Section 8 assistance in more than 25 percent of a development unless it is a transitional, supportive or elderly housing program, regardless of the number of other subsidized units on-site. The Authority reserves the right to waive this requirement in buildings with fewer than 20 units. KCHA may also exceed the 25% cap when Project Based Assistance is used to establish redeveloped units on a former Public Housing Site, so long as the number of project-based units is fewer than the original number of public housing units.

4. Waiting List and Referral System for Developments Receiving Project Based Assistance

The following policies will apply to the waiting list system for developments receiving Project Based Assistance:

- Project-based units designed to house homeless families and individuals will be made available through referrals from KCHA approved service providers. No waiting lists will be maintained for these developments.
- The Authority and/or project sponsors will manage and maintain waiting list(s) for all other developments receiving Project Based Assistance.
- Waiting List guidelines will be established for each operational Program Category in the Project Based Assistance Administrative Plan.

- The Authority and/or project sponsors will manage the application process in a manner that affirmatively furthers Fair Housing goals and prohibits discrimination. 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.

5. Households Eligible for Housing Assistance

To be eligible for a housing unit receiving Project Based Assistance, applicants must meet the eligibility criteria of KCHA's Section 8 tenant-based program established in the Section 8 Administrative Plan. These include:

- Income eligibility (gross household income at or below 80% of Area Median Income)
- Family eligibility (households with children, or elderly or disabled households or individuals)
- Citizenship (Citizens, nationals, or noncitizens with eligible immigration status)

In addition to the current Section 8 eligibility criteria, children who age out of foster care are eligible for Project Based Assistance if the Authority chooses to establish a program for this purpose.

KCHA and Project owners may establish additional eligibility criteria based on the owner's approved application for Project Based Assistance. The owner is responsible for ensuring that any additional eligibility criteria meet all federal Fair Housing and Civil Rights laws. These criteria will be included in an admissions and occupancy plan provided to KCHA for approval as a condition for entering into a Housing Assistance Payment Agreement.

6. Admissions Preferences

The policy intent of the Project Based Assistance Program is to provide assistance to extremely low-income households. Not less than 75% of all project-based participants will be below the higher of the Federal poverty level or 30% of area median income. KCHA will establish admissions preferences consistent with this goal for each of the Project Based Assistance Program Categories in the PBA Administrative Plan.

7. Continuing Assistance

KCHA will not provide tenant-based Section 8 vouchers to residents moving out of project-based units. In the case of mixed-finance developments, KCHA may permit transfers between project-based units and public housing. Graduates of project-based transitional units will be eligible for a set-aside wait list for the Public Housing Program as described in KCHA's Public Housing Admissions to and Continued Occupancy Policies.

The Authority and its partners will make every effort to ensure that residents moving out of transitional housing developments receiving Project Based Assistance will have adequate options for permanent housing. All residents of housing units receiving Project Based Assistance will be encouraged to apply for various and appropriate types of permanent housing assistance offered by the Authority and other providers of affordable housing.

8. Shared-Housing Projects

The Authority will accept proposals from agencies that provide opportunities for households who want to share a housing unit. The following provisions apply to shared housing funded in part by Project Based Assistance:

- Section 8 eligibility will be determined separately for each of the individual households who are being considered for a shared housing unit.
- Project managers will determine suitability of each of the individual households considered for shared housing.
- Project owners may consider the gender of adults and older children of different households, subject to all Fair Housing laws and regulations, in determining the compatibility of households under consideration for a shared housing unit.
- A shared housing unit will be considered one housing unit for the purpose of determining rent reasonableness and determining Housing Assistance Payments. However, the Executive Director is authorized to develop unique methods of determining contract rents and payment standards as appropriate for projects with shared housing units.
- Housing assistance payments will not be increased if a shared housing unit is not fully occupied. Because a household's rent contribution is based on its income, the landlord may not increase an individual household's rent contribution if the unit is not fully occupied.
- Upon program completion, each of the individual households in a shared housing unit in a transitional program may be eligible for public housing if they meet all the eligibility conditions for public housing and subject to the same limitations specified in Section 7 above.

9. Ensuring Safe and Decent Housing

The Authority will ensure that all housing units and developments receiving Project Based Assistance are safe and decent. The Authority will utilize its Section 8 housing choice voucher program inspectors to inspect units receiving Project Based Assistance, including KCHA controlled and financed units, and will use HUD's Quality Housing Standards as a basis for conducting initial and annual inspections of all such units.

However, the Authority may develop its own housing quality standards to ensure that housing receiving Project Based Assistance is safe and decent. KCHA will inspect developments under application at the time of Contract execution rather than on the proposal selection date.

The management entity will be required to inspect all units receiving Project Based Assistance upon unit turnover and certify annually that all such units have been inspected and meet the required housing quality standards. Once a year, KCHA will perform inspections of a minimum of five units or 10 percent (randomly selected); whichever is more, of a development's units that receive Project Based Assistance. If more than 20 percent of the units fail inspection, 100 percent of the units will be inspected. The actual percentage inspected annually will be based on performance under past annual inspections.

10. Payment Standards and Contract Rents

The payment standards used to determine the appropriate subsidy level will be set independently of those for the Authority's Section 8 tenant-based program. KCHA intends to ensure that whenever possible, tenants of project-based units do not pay more than 30% of their adjusted income toward rent and utilities. Therefore, gross rents, which are calculated by adding the contract rent and the utility allowance for the minimum number of occupants for the unit size, will not exceed the Payment Standard. The Executive Director is also authorized to develop a unique set of reduced payment standards and project operating, capital and service reserve requirements to reflect, as appropriate, subsidy layering issues in projects receiving other governmental funds.

11. Housing Assistance Payment (HAP) Contracts and other HUD documents

The Housing Authority will enter into an agreement (HAP Contract) with the property management entity responsible for the units receiving Project Based Assistance. The contract may be executed following the start of demolition or construction so long as the owner can document that all federal requirements and Project Based Assistance policies have been met. The HAP Contract may specify the number of units under contract and the range of bedroom sizes under the contract rather than specific units. Additional, appropriate revisions to HUD's HAP Contract and other HUD-prescribed PBA documents will be made as necessary to ensure consistency with the policy provisions contained in this document and to reflect the use of the HAP contract to leverage private sector investment in affordable housing.

12. Block Grant Policies

KCHA receives the majority of its Section 8 Housing Choice Voucher Funds in the form of a block grant. To the extent that KCHA chooses to project base block grant funds, KCHA may elect to utilize a portion of these funds to assist in financing the acquisition or rehabilitation of housing, provided that such housing:

- Furthers the goals set forth in this policy.
- Is made available to low income households under the eligibility criteria detailed in KCHA's admissions policies.
- Will be dedicated to such use for a minimum of ten years.

KCHA may also adjust payment standards as appropriate to further the goals and objectives of this policy for units subsidized through the block grant program.

13. Contract Term

The term of HAP contracts awarded under this policy will generally be for ten years or less, conditioned on annual appropriations. If appropriations are cut back, priority for renewals will be given to Project Based Assistance over tenant-based assistance. However, the Authority reserves the right to offer longer contracts if determined necessary for financial leveraging and underwriting requirements. Contracts may be renewed after expiration of the five-year terms without limit and without competition at the sole discretion of the Authority.

14. Rent Reasonableness

Housing authority employees will make rent reasonableness determinations for all units, including KCHA controlled and financed units, using the same methodology and data source used for determining rent reasonableness for the Section 8 tenant-based program. If sufficient comparables are not available, KCHA may require a project owner to hire a third-party appraiser to conduct a market comparability study.

15. Jurisdiction Restrictions

KCHA reserves the right to enter into HAP contracts with owners in another Housing Authority's jurisdiction subject to an inter-agency agreement with the other Housing Authority.

16. Housing Type

KCHA will generally accept applications for Project Based Assistance for existing housing and new construction only. KCHA reserves the right to execute an Agreement to enter into a HAP Contract (AHAP) for rehabilitation projects when the AHAP is necessary to meet the requirements of other financing or to ensure that the project owner meets other federal requirements when PBA is the only federal funding source.

KCHA will add manufactured housing, transitional housing, and high-rise elevator buildings for families to the list of HUD-approved housing types.

17. Inspections other than Housing Quality Standards.

Project owners will be required to conduct their own construction or rehab inspections mandated by the jurisdictions in which the project is located. KCHA staff will not conduct such inspections.

18. Subsidy Layering Reviews

KCHA will not submit projects to HUD for subsidy layering review. KCHA will conduct subsidy-layering reviews in-house, or in partnership with local funders, and insure compliance with HUD guidelines.

19. Mixed-Finance Developments and Public Housing Re-development Projects

KCHA may conform the funding structure and operating procedures of Project Based Assistance to that of other public subsidy programs in developments that have more than one type of government operating or rental subsidy and in developments that were formerly public housing developments. Changes may include: unique utility allowances; rent calculation methods and income disregards; interim review procedures; and community service requirements. Additional changes will be made in accordance with the Public Housing Admissions and Continued Occupancy Policy.

20. Annual Tenant Recertification

KCHA will not conduct the second annual review for transitional program residents who are expected to move out at 24 months unless a tenant exceeds this time frame by an additional 3 months.

21. Occupancy Standards

Occupancy Standards shall follow KCHA's Public Housing standards.

If a family is in a wrong-size unit or an accessible unit that they do not require, they will be permitted to stay in that unit until an appropriate Contract Unit becomes available. If no appropriate unit-type is under contract, the following will occur:

Under-sized units: KCHA will permit tenants of units too small for their family size to stay in the unit so long as they have landlord approval and are not jeopardizing their health and safety.

Over-sized units: Tenants will be permitted to remain in the larger unit without an adjustment to tenant rent for the greater of 3 months or the tenant's next annual review, at which time they will be required to pay a higher rent or move from the unit.

22. Environmental Review

The Local Responsible Entity (RE) for KCHA's jurisdiction, as determined by HUD, is King County Government. King County will conduct all Environmental reviews for projects receiving other federal sources of funding. If the local RE refuses to conduct the review because KCHA provides the only source of federal funding in a project, KCHA or HUD will conduct the review.

23. Tenant Briefings

KCHA will permit KCHA-trained project owners and service providers to conduct briefings.

24. Supportive Services

Supportive services for all KCHA-funded supportive housing programs are defined as services that have a professional case management component that creates a direct relationship between the service provider and a member of each household. Services may also include, but are not limited to: mental health and substance abuse treatment, self-sufficiency & educational programs, housing stabilization, socialization activities, daily living skills, job training and job placement. KCHA will monitor the owner's provision of supportive services on an annual basis on its own or in partnership with a recognized supportive services funder that is invested in the project.

XXXVII. IMPLEMENTATION AND EVALUATION

The Executive Director is authorized to develop a Project Based Assistance Program Administrative Plan to guide the implementation and operations of the Project Based Assistance Program consistent with the goals and provisions of this policy. In addition, the MTW annual plan will establish goals and limits for the number of Section 8 vouchers to be project-based and identify and prioritize the housing needs that will be addressed.

The Authority will annually evaluate the outcomes of the Project Based Assistance Program against the goals and objectives established in the policy and the annual implementation plans. These evaluations will be included in the Annual MTW Reports.

43: EXHIBIT S- ENERGY ASSISTANCE SUPPLEMENT TABLE

A. The following EAS tables will be used for all Project-based units unless listed in section B below:

SINGLE FAMILY HOUSES						
Who provides electricity to your household?	Does tenant pay for sewer/water/trash?	0-1 bed	2 bed	3 bed	4 bed	5+ bed
SCL	Yes	\$149	\$188	\$233	\$292	\$339
SCL	No	\$79	\$107	\$133	\$174	\$202
PSE	Yes	\$170	\$211	\$260	\$323	\$372
PSE	No	\$100	\$130	\$160	\$205	\$235
NONE	Yes	\$70	\$81	\$100	\$118	\$137

MULTI-FAMILY UNITS					
Who provides electricity to your household?	Does tenant pay for sewer/water/trash?	0-1 bed	2 bed	3 bed	4+ bed
SCL	Yes	\$108	\$134	\$170	\$211
SCL	No	\$38	\$53	\$70	\$93
PSE	Yes	\$127	\$154	\$190	\$233
PSE	No	\$57	\$73	\$90	\$115
NONE	Yes	\$70	\$81	\$100	\$118

B. The following Project-based units should refer to the ACOP for determination of the proper EAS amount:

- Birch Creek, Green River Homes, Bellevue 8 Homes, Campus court I & II, Shoreham, Victorian Woods, Evergreen Court, Federal Way 3 Homes, Kings Court, Eastridge House, Green leaf, Cedarwood, Juanita Court, Juanita Trace I & II, Kirkwood Terrace, Avondale Manor, Forest Grove, Glenview Heights, Vista Heights, Youngs Lake, Pickering Court, Riverton Terrace (Family), Wellswood, Seola Crossing, Nia, Salmon Creek, and Eastbridge.

44: **EXHIBIT T- INCOME BAND TABLES**

INCOME BANDS AND GROSS RENT TABLE for the WIN RENT PROGRAM

Adjusted Gross Income	Gross Rent Table = Total Tenant Payment (TTP)
Less than \$1,000	0
1,000 - 1,999	24
2,000 - 2,999	47
3,000 - 3,999	71
4,000 - 4,999	94
5,000 - 5,999	118
6,000 - 6,999	142
7,000 - 7,999	165
8,000 - 8,999	189
9,000 - 9,999	212
10,000 - 12,499	236
12,500 - 14,999	295
15,000 - 17,499	354
17,500 - 19,999	413
20,000 - 22,499	472
22,500 - 24,999	531
25,000 - 29,999	590
30,000 - 34,999	708

Project-based Administrative Plan

35,000 - 39,999	825
40,000 - 44,999	943
45,000 - 49,999	1,061
50,000 - 54,999	1,179
55,000 - 59,999	1,297
60,000 - 64,999	1,415
65,000 - 69,999	1,533
70,000 - 74,999	1,651

The above table represents Total Tenant Payment amounts under the WIN Rent program ONLY, as outlined in Section 21. In general, the actual Tenant Rent due is equal to the TTP (above), less any applicant KCHA established Energy Assistance Supplement for the unit. If the resulting Tenant Rent is less than the established Minimum Rent of \$25, the Minimum Rent will be applied, subject to any available Energy Reimbursement credit for a period not to exceed 6 months. For households with income equal to \$75,000 or more, the TTP is equal to 28.3% of the household's total Gross Monthly Income.

In limited circumstances, KCHA has entered into mixed finance operating agreements under the Low Income Housing Tax Credit program (LIHTC). Where LIHTC regulations limit the amount of rent that can be charged to a resident to an amount below that show above (and calculated according to WIN Rent program policies), the lower LIHTC rent maximum will be applied.



Seattle Housing Authority **Moving to Work** *Proposed 2024* **Annual Plan**



Posted for public comment 8.31.2023

Seattle Housing Authority is accepting comments on the draft Moving to Work Annual Plan through September 30, 2023

How to provide public comment:

Phone: 206.239.1528

Email: mtw@seattlehousing.org

Postal mail: Policy Office, P.O. Box 19028, Seattle, WA 98109-1028

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I. Introduction

The mission of the Seattle Housing Authority (SHA), a public corporation, is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and self-sufficiency for people with low incomes.

SHA provides affordable housing to more than 38,000 people¹ through a variety of opportunities including SHA owned/managed units, subsidizing collaborative units operated by non-profit partners and tenant-based vouchers that provide subsidy to participants to rent in the private market. Thirty percent of SHA's participants in Seattle are children and about the same number of participants are seniors or adults with disabilities. About 82 percent of SHA households have annual incomes below 30 percent area median income (AMI) and their median household income is \$13,728 annually.

In keeping with SHA's mission, the agency also supports a wide range of community services for residents, including employment services, housing stability supports, case management and youth activities.

Funding for SHA's activities comes from multiple sources including the Moving to Work (MTW) Block Grant, special purpose funds from the US Department of Housing and Urban Development (HUD), other government grants, tenant rents and revenues from other activities. This Plan focuses on activities supported by the MTW Block Grant.

The information in this Annual Plan is submitted to HUD every year following public engagement and Board approval. It follows a format prescribed by HUD in [Attachment B](#) to SHA's MTW Standard Agreement.

A. Overview of short-term and long-term MTW goals and objectives

SHA's MTW goals and objectives for 2024 align with the goals of the MTW Demonstration: promoting cost-effectiveness, housing choice and self-sufficiency. They also further SHA's mission, values and Strategic Plan, building on SHA's twenty plus years of innovation under MTW. Through the lens of these three goals and using the flexibility authorized under MTW, SHA continuously reviews our MTW practices and policies to best maximize our resources and provide affordable housing to low-income people in Seattle.

Long-term MTW goals and objectives

MTW is a critical tool in SHA's ability to advance its mission. Therefore, one of the agency's long-term goals is to retain the flexibility and stability of the MTW program to maximize the impact of limited federal funding for people with low incomes in need of affordable housing and sustain the improvements and community investments made throughout SHA's MTW participation. Additional long-term objectives are outlined in SHA's [Strategic Plan](#)

SHA has a strong, enduring commitment to race and social justice. To further strengthen this position, SHA works to take an active stance against racism by weaving in race and social justice throughout the agency's operations. This includes utilizing Moving to Work and strategic

¹ Data was pulled on 8.1.2023.

planning processes as critical ways to further the agency's equity work and guide SHA towards becoming a more anti-racist organization.

Over the course of 2023, SHA staff have been working collaboratively to create a new Strategic Plan. SHA's Strategic Plan serves as a valuable touchstone for decision-making and shaping policies, programs and budgets, underpinning SHA's mission and values. The events of the early 2020s have highlighted just how important it is for entities like SHA to be in dialogue and responsive to the communities the agency is designed to serve, and that values like equity and a commitment to anti-racism are integral to the success of any organization. The development of a new Strategic Plan gives SHA the opportunity to realign its focus and priorities. It is anticipated that this new Strategic Plan will be adopted in early 2024.

The strategic planning process which SHA is engaging in is structured around an anti-racist framework. This process centers on shared leadership and inclusive decision-making, facilitated by a Steering Committee made up of staff in various roles and departments. Input from residents, voucher participants and community members is integrally woven into the process. Additionally, SHA's leadership team and Board of Commissioners have been engaged in race and social justice sessions to develop a deeper foundation in RSJ practices and methods, which will guide their decision-making structures moving forward.

This inclusive, anti-racist process purposefully allows time to incorporate the voices of all stakeholders and to fully consider the components of a new Strategic Plan and the values, meaning and impact they will have on SHA's work as a provider of affordable housing for people with low incomes in Seattle. An anti-racist process is action-oriented and is also about time for taking steps to identify racism and implement equity at the individual, institutional and structural levels, and for recognizing the various ways racism affects different identities. SHA is excited to take this bold new approach to strategic planning to make both the process and the outcome impactful on the quality of our service to SHA's participants, the community and the culture of SHA as a workplace.

Short-term MTW goals and objectives

SHA has a variety of short-term MTW goals and objectives. Below are highlights of a few that are closely tied to Moving to Work, including an update to an existing MTW strategy and two new MTW strategies.

Consistency in rent and income determinations

The processes for determining income and rent in subsidized housing programs are notoriously complex and burdensome for both participants (Housing Choice Voucher and Public Housing²) and staff (of SHA and community partners operating SHA-subsidized housing). Over the years SHA has utilized its MTW authority to adopt a comprehensive set of policies and to make several refinements to streamline processes. In 2019 SHA began the groundwork to make further improvements that will free up participants and staff to focus on other priorities. That body of work was halted by the onset of the COVID-19 pandemic. However, some of the streamlined approaches piloted during that time have since been woven into SHA's standard practices. There remains, however, both need and opportunity to look deeper.

² SHA's Seattle Senior Housing Program portfolio follows a rent policy designed specifically for that portfolio. Changes to that policy will not be a focus of this body of work.

SHA recognizes that changing these policies and processes can be stressful, confusing and time-consuming. Changing any one aspect can have a ripple effect on others. Therefore, SHA intends to maintain consistency with its current set of rent and income determination processes. In 2024 SHA will explore options and potentially develop a comprehensive set of recommendations for improvements. The process for developing recommendations will center the experiences of participants and staff directly involved, including developing a deeper understanding of other demands on their time, information and bandwidth and how those interact with SHA's rent and income determination processes.

SHA also aims for consistency in policies across our subsidized housing programs wherever it makes sense. In keeping with this goal, SHA is combining two existing strategies previously established to achieve the same purpose (*10.H.12: Asset income threshold* and *10.P.19: Asset income threshold*) into a single strategy, *Strategy 10.A.03: Asset income threshold*.

Increase housing choice and stability

In keeping with SHA's mission to foster stability and self-sufficiency for people with low incomes in the Seattle community and commitment to race and social justice, SHA will pilot a local, non-traditional reintegration housing program in 2024. As an affordable housing provider, SHA recognizes that experiencing incarceration exacerbates challenges in securing and maintaining housing and increases the likelihood of experiencing homelessness, which leaves individuals increasingly vulnerable to repeat interactions with the criminal justice system. This program would help prevent homelessness and allow for timely release for members of this vulnerable population by providing bridge housing and tailored supportive services while they seek long-term housing and economic stability after incarceration. In the initial pilot, SHA intends to focus on supporting low-income households who have at least one member reintegrating to their community from incarceration in a state or federal prison and are impacted by systemic inequities that drive gaps in being stably housed. The final program model will be further informed by the communities impacted and may evolve accordingly. (New MTW strategy - *20.A.02: Reintegration housing program in Activity 20: Use of funds for Local, Non-Traditional affordable housing*)

SHA also recognizes that the cost of living, particularly the cost of housing, in Seattle is much higher than most areas in the country. HUD has recently rolled out a new policy that limits a household's assets to \$100,000 for admission to Public Housing or HCV, as well as to remain in either program. This new policy stems from the federal Housing Opportunities through Modernization Act (HOTMA) adopted by Congress in 2016. Due to the extremely high cost of living and housing in Seattle, an asset limitation of \$100,000 is not appropriate or realistic for participants of SHA's housing programs. SHA is proposing a local asset eligibility threshold for admissions and continued occupancy which is appropriate for households residing in Seattle³. SHA will use this MTW strategy to set a local asset limit that makes sense for people with low incomes in Seattle, as well as to establish local hardship policies which may take into consideration such factors as age, disability, income, the ability of the family to find suitable alternative housing and whether supportive services are being provided. (New MTW strategy - *12.A.03: Local asset limits for eligibility in Activity 12: Waiting lists, preferences and admissions*)

³ This activity does not impact the way income from assets is used in determining household income (*Strategy 10.A.03: Asset income threshold*).

II. General operating information

A. Housing stock information

i. Planned new public housing units

Asset Management Project (AMP) name and number	0/1 BR	2 BR	3 BR	4 BR	5 BR	6+ BR	Total units	Population type	Section 504 units (mobility)	Section 504 units (hearing / vision)
SSHP South WA001000093	25	2	0	0	0	0	27	Elderly/ Disabled	0	0
Ravenna School Apartments (AMP TBD)	34	5	0	0	0	0	39	Elderly/ Disabled	0	0

Total public housing units to be added in 2024: 66

In 2024, SHA may apply to bring South Park Manor (WA001000093)⁴, a 27-unit elderly and disabled-designated building, and Ravenna School Apartments, a 39-unit elderly and disabled-designated building into SHA's public housing portfolio using the units available under the agency's Faircloth limit. Both buildings are already part of the agency's Seattle Senior Housing Program (SSHP). In 2011, SHA brought all SSHP properties except South Park and Ravenna School into the Low-Income Public Housing Program. If SHA does so, SHA would also amend its Designation Plan to include South Park Manor and Ravenna School Apartments with the elderly and disabled designation levels consistent with SSHP.

ii. Planned public housing units to be removed

In the next year, SHA may apply for dispositions (as defined in 24 C.F.R. 970) that aid, assist or further SHA's mission but that do not result in the removal of any public housing units from SHA's public housing inventory, including, without limitation, the granting of easements, leases, licenses and covenants. The properties under consideration are listed in SHA's approved 2023 Annual Plan in Section II(A)(ii) on pp. 7-9.

iii. Planned new project-based vouchers

Property name	Number of vouchers to be project based	RAD?	Description of project
Sawara Apartments	50	No	Sawara Apartments is part of the Yesler Development plan. 114 units of affordable housing are expected to come on-line in 2024, including 50 units that will have PBV

⁴ SHA may choose to bring South Park Manor into the public housing portfolio in 2023 after the submission of this Annual Plan, under prior approval in the 2023 Annual Plan.

Property name	Number of vouchers to be project based	RAD?	Description of project
			subsidy. Approximately half the units are family-size units. Sawara will provide tenants with space for residential amenities, enclosed common area, common exterior play area and Property Management offices will be on-site.

Total planned new project-based vouchers: 50

iv. Planned existing project-based vouchers

SHA’s total **planned existing project-based vouchers at the start of 2024 is 4,762**. The complete list includes more than 190 projects; details can be found in Appendix A.

v. Planned other changes to MTW housing stock anticipated during 2024

Planned other changes to MTW housing stock anticipated in 2024
<p>The Jefferson Terrace mixed-finance rehabilitation will be completed in two phases. Work on 165 units is projected to be completed in 2023 and residents will be moved back into their units by year end 2023; the remaining 118 units will be completed in 2024 with residents returned later in the year. All units will be Low Income Housing Tax Credit (LIHTC) with PBVs.</p> <p>Sawara, a building in the Choice Neighborhoods Initiative Yesler Terrace Development, will complete construction in late 2023/early 2024. In addition to the 50 Project-Based Voucher units listed in the prior section, there will be 64 straight tax-credit units (including one Common Area Unit). Leasing is anticipated in mid-2024.</p> <p>Construction on Juniper Apartments, the final Choice Neighborhoods Initiative development in Yesler, will begin in 2024. Leasing is anticipated to begin in mid-2025, with a planned unit mix of 39 Project-Based Voucher units and 75 straight tax-credit units (including one Common Area Unit).</p> <p>In 2024, SHA may also:</p> <ul style="list-style-type: none"> • Apply for land disposition for sale to market-rate developers, for sale to Limited Partnerships to finance replacement housing and to the City of Seattle Parks Department. These sites may be part of previously approved HOPE VI and CNI developments. • Consider and convert selected properties to RAD, pending further analysis and discussion (as discussed in Section A.ii. above). • Continue holding select Scattered Sites units offline to undergo substantial rehabilitation. • Consider and use the Faircloth-to-RAD process developed by HUD to subsidize up to 1,200 units currently available under the agency’s Faircloth limit. • Pursue further acquisition of additional Local, Non-Traditional housing as opportunities arise. • Develop a new building under SHA’s Local, Non-Traditional authority on the site of Jackson Park Village that will commence in 2024 and add an estimated 41 PBV units (previously noted), 53 straight tax-credit units and one Common Area Unit.

Planned other changes to MTW housing stock anticipated in 2024

- Apply for dispositions (as defined in 24 C.F.R. 970) that aid, assist or further SHA's mission but that do not result in the removal of any public housing units from SHA's public housing inventory, including, without limitation, the granting of easements, leases, licenses and covenants.

vi. General description of all planned capital expenditures during 2023

General description of all planned capital expenditures during 2023

In 2024, SHA will continue its concerted effort to catch up on all maintenance work and building repairs that were deferred or not reported from 2020-2022 due to the COVID pandemic. SHA will engage in the following capital expenditures:

Accessibility: SHA will install ADA door closers on unit doors at Bitter Lake Manor (WA001000095) and handrails at 11208 Meridian Ave N (WA001000050).

Building Exterior: SHA will perform exterior upgrades at Primeau Place (WA001000094). Exterior siding repairs, replacement and painting are planned at multiple Scattered Sites addresses (WA001000050). SHA will also repair the gutters at various Scattered Sites (WA001000050).

Common Area upgrades: SHA will install louvres in the stairwell at Center Park (WA001000087). At Green Lake Plaza (WA001000086), SHA will make common bathroom upgrades and install shades in the community room. SHA plans to replace the community room ceiling at Lake City House (WA001000087).

Electrical: SHA will install a generator at Lictonwood (WA001000086) and GFCIs at International Terrace (WA001000086). SHA also plans an energy retrofit to a Scattered Site (WA001000050). SHA will install solar panels at Denny Terrace (WA001000017). Agency-wide, SHA plans to replace generators throughout SSHP and LIPH properties and will conduct an electrification study and solar panel study. SHA will also be upgrading lighting at many SSHP developments and Scattered Sites properties (WA001000050).

Flooring: SHA will be replacing flooring at Ballard House (WA001000086), Westwood Heights (WA001000023), Cedarvale House (WA001000087), Jackson Park House (WA001000088), Ross Manor (WA001000088), West Town View (WA001000088), Fort Lawton Place (WA001000094), Phinney Terrace (WA001000092), Nelson Manor (WA001000095), Willis House (WA001000095), Wildwood Glen (WA001000093), Island View (WA001000093), Blakeley Manor (WA001000095), several Scattered Sites properties (WA001000050) and vacated units throughout additional SSHP and LIPH buildings.

Haz Mat: SHA has an allowance to work on hazardous materials throughout SSHP and LIPH properties.

HVAC: SHA will upgrade the HVAC system at Nelson Manor (WA001000095) and install air handlers at Primeau Place (WA001000094) and Gideon-Mathews Gardens (WA001000094).

Interior upgrades: SHA will upgrade the interior of four units at Cedarvale Village (WA001000038). SHA also plans to upgrade units at Fir Street Townhomes (N/A) and LIPH units throughout SHA's portfolio as residents vacate.

General description of all planned capital expenditures during 2023

Life safety: SHA will be replacing smoke detectors at various LIPH and SSHP properties.

Painting: SHA will paint the interiors of Westwood Heights (WA001000023), Center West (WA001000088), Cedarvale House (WA001000087), Columbia Place (WA001000093), Phinney Terrace (WA001000092), Carroll Terrace (WA001000094), Willis House (WA001000095), several Scattered Sites (WA001000050) and units throughout vacated LIPH units. SHA will paint the exteriors of 11727 Greenwood Ave N, 10516 Midvale Ave N and 10557 Stone Ave N (WA001000050).

Plumbing: SHA will be repairing and replacing drains at University House (WA001000088) and Center West (WA001000088). SHA is also budgeted for toilet replacements in three MTW-eligible buildings in our portfolio (TBD).

Roofing: SHA will replace roofs at Primeau Place (WA001000094), Barton Place (WA001000088), Cal-Mor Circle (WA001000087), Stewart Manor (WA001000088), Wildwood Glen (WA001000093) and various Scattered Sites (WA001000050).

Security: SHA will install a second entry door at International Terrace (WA001000086). SHA will put in new DVR systems at Harvard Court (WA001000086) and International Terrace (WA001000086) as well as a security camera in the parking lot at Barton Place (WA001000088). SHA will be continuing its ACAM upgrade and replacement work throughout its MTW-eligible developments.

Site work: SHA will be installing garbage station fencing at Lictonwood (WA001000086), Cedarvale Village (WA001000038), Bitter Lake Manor (WA001000095) and 14349 32nd Ave NE (WA001000050). SHA will resurface and restripe the parking lots at Capitol Park (WA001000086), Stewart Manor (WA001000088), Carroll Terrace (WA001000094), Pleasant Valley Plaza (WA001000094), Lake City House (WA001000087) and multiple Scattered Sites properties (WA001000050). SHA will replace mailboxes at Island View (WA001000093) and several Scattered Sites properties (WA001000050). SHA also plans to install Rainwise systems at three MTW-eligible buildings in its portfolio (TBD) and replace sidewalks throughout its MTW-eligible properties. SHA will replace fencing at several Scattered Sites properties (WA001000050). SHA will make retaining wall repairs at 902 N 128th St (WA001000050). SHA will investigate flood barriers for the entry way of Blakeley Manor (WA001000095). SHA will also conduct tree trimming and landscaping at various Scattered Sites properties (WA001000050).

Windows and doors: SHA will replace windows at Bell Tower (WA001000015) and Westwood Heights (WA001000023). SHA plans to replace failing glazing units at Center Park (WA001000087). SHA will install window screens at Gideon-Mathews Gardens (WA001000094). SHA will replace exterior doors at 11308 3rd Ave NE (WA001000050) and secure the utility room doors at 1921 NE 145th St (WA001000050). SHA also plans to install door openers at common area doors at multiple LIPH properties.

B. Leasing information

i. Planned number of households served

Planned number of households served through:	Planned number of unit months occupied/leased	Planned number of households to be served
MTW public housing units leased ⁵	60,117	5,010
MTW Housing Choice Vouchers (HCV) utilized ⁶	120,304	10,025
Local, non-traditional: Tenant-based	180	30
Local, non-traditional: Property-based ⁷	16,817	1,402
Local, non-traditional: Homeownership	0	0
Planned total households served:	197,418	16,467

Local, non-traditional category	MTW activity name/number	Planned number of unit months occupied/leased	Planned number of households to be served
Tenant-based	MTW Activity #20: Local, non-traditional affordable housing strategies ⁸	180	30
Property-based	MTW Activity #8: Special purpose housing use	929	77
	MTW Activity #20: Local, non-traditional affordable housing strategies	16,817	1,402
Homeownership	None	0	0

ii. Discussion of any anticipated issues/possible solutions related to leasing

Housing program	Description of anticipated leasing issues and possible solutions
MTW public housing	SHA does not anticipate leasing difficulties in 2024. New and continuing building rehab at several properties - including SHA's large high-rises - impacts the number of available public housing units. Despite these challenges, SHA anticipates that high occupancy levels will continue.

⁵ MTW Public Housing unit months leased/households also includes units in MTW Neighborhood Services-Occupied status which are used for housing.

⁶ Housing Choice Voucher unit months leased/households includes all voucher types included in HUD's Substantially the Same calculation.

⁷ Local, Non-Traditional: Property-based unit months leased/households includes households reported under MTW Activity #20 in the table below. It excludes households reporting in MTW Activity #8, as those units are accounted for in MTW public housing above (per Footnote 4).

⁸ The estimate for Local, Non-Traditional: Tenant-based unit months occupied/leased and Tenant-based households served is reflective of the fact that initial roll out of the program will occur throughout 2024, with an estimated total of 30 households being served by year end, but at varying numbers of unit months leased per family for an estimated total of 180.

Housing program	Description of anticipated leasing issues and possible solutions
MTW Housing Choice Voucher	Capacity remains tight and rent high in Seattle’s rental market. HCV staff have been closely monitoring reopening efforts on both the market and on potential and current residents. Staff capacity has recently been increased to help applicants and residents navigate the confusing rental marketplace by utilizing MTW authority to streamline the income review process and increased housing search support. SHA may exhaust its current tenant-based waitlist before a new one can be established which may result in a brief gap in issuance of TBVs. However, leasing of project-based and Special Purpose Vouchers will continue. SHA is considering additional strategies to distribute tenant-based vouchers in 2024 and as part of this analysis is looking at tools to increase lease-up success for new households.
Local, non-traditional	SHA’s LNT units typically do not have waiting lists so the agency must be nimble and adjust to the affordable housing market and needs of prospective renters. SHA has enacted strategies such as remote viewing of available units and other similar adjustments to support efficient lease-up. SHA anticipates that leasing will be strong throughout 2024.

C. Waiting list information

i. Waiting list information anticipated at the beginning of 2024

Waiting list name	Description	Number of households on waiting list	Waiting list open, partially open or closed	Plans to open the waiting list during 2024
MTW public housing ⁹	Site-based	5,143	Open	Already open
MTW Housing Choice Voucher (tenant-based)	Community-wide	164	Closed	Yes
MTW Housing Choice Voucher (property-based) ¹⁰	Site-based	1,000	Partially open	Already open

ii. Planned changes to waiting list in 2024

Waiting list name	Description of planned changes to waiting list
MTW public housing	No changes anticipated.
MTW Housing Choice Voucher (tenant-based)	SHA plans to open the HCV tenant-based waitlist by the end of 2023. The agency will take the opportunity to examine alternative

⁹ SHA includes project-based units located in portfolios that also operate public housing in the public housing waiting list since 2019 using our MTW authority under Activity 15: Combined program management and selected LNT properties.

¹⁰ Many PBV units are managed by partners, who fill their vacancies through the King County-wide Coordinated Entry for All (CEA) system, which maintains a central waitlist for permanent supportive housing units. The number entered here reflects the projects SHA partners with which maintain their own waiting lists outside the CEA.

Waiting list name	Description of planned changes to waiting list
	approaches to the lottery/waiting list that has been used in recent years. SHA may also make waiting list changes if new opportunities arise to administer additional vouchers or otherwise address local issues.
MTW Housing Choice Voucher (property-based)	No changes anticipated.

III. Proposed MTW activities

This section provides information detailing proposed new uses of MTW authority, including evaluation criteria and specific waivers to be used.

Proposed MTW activities

SHA is not proposing any new MTW activities in 2024.

Proposed MTW strategies

SHA is proposing two new MTW strategies in 2024.

SHA is proposing Strategy 12.A.03: Local asset limits for eligibility within MTW Activity 12: Waiting lists, preferences and admissions.

Strategy number	Description
MTW Strategy 12.A.03	Local asset limits for eligibility: SHA may establish local thresholds and local hardship policies for asset limits for admissions and continued occupancy.

A. Strategy description

SHA recognizes that the cost of living, particularly the cost of housing, in Seattle is much higher than most areas in the country. In fact, Seattle is in the top 10 cities in the US in terms of cost of living. HUD has recently rolled out a new policy that limits a household's assets to \$100,000 for admission to Public Housing or HCV, as well as to remain in either program. This new policy stems from the federal Housing Opportunities through Modernization Act (HOTMA) adopted by Congress in 2016.

Due to the extraordinarily high cost of living and housing in Seattle, assets of \$100,000 for the low income subsidized housing participants does not have the same buying power as other parts of the country and may not be the right threshold for SHA. Factoring in the HUD allowable exceptions to asset types (retirement and educational saving accounts), SHA currently serves 79 households that would potentially be facing eviction or termination from Public Housing or the HCV program. Of these households, 73 are entirely elderly/disabled and 3 are households with children. The average income of these households is below 30% AMI (\$25,550 annually), including any income they earn from their financial assets. Enforcing a \$100,000 asset limitation would result in the eviction/program termination of these vulnerable households.

Therefore, SHA may adopt local asset limits for admission and continued occupancy (eligibility) that reflect the local area housing market. The agency may determine a higher asset limit that will balance serving as many low-income families as possible with enabling housing stability for impacted households. SHA also may also establish hardship policies for the asset limitation which may take into consideration such factors as age, disability, income, the ability of the family to find suitable alternative housing and whether supportive services are being provided.

SHA will continue to count income from assets towards a household’s rent/rent portion as part of SHA’s standard rent policy (see *Section I: Short-term goals and objectives* and the updates to *Activity 10: Local rent policy* for additional information on SHA’s overall rent policy strategy).

Describe how the proposed activity will achieve one or more of the three statutory objectives and the specific impacts on that statutory objective(s).

This activity will further the Housing Choice statutory objective of the MTW program. Without a local approach to asset limits, potential and current low-income households will be prevented from accessing or maintaining housing affordable at their income levels. This would significantly reduce the number of affordable housing units available to these households. Of SHA’s existing households, this would disproportionately affect elderly/disabled households, who not only face undue burdens in housing search but also who often experience mental and physical hardships when moving units as well. Setting a local threshold and maintaining a reasonable hardship policy will provide needed access to affordable housing units for low income households in their communities.

SHA intends to update its HCV Administrative Plan and the Admissions and Continued Occupancy Policy with any local limits or hardship considerations following the approval of the 2024 MTW Plan.

A. Activity metrics information

SHA will not be adding any new metrics for this strategy since its implementation will involve no changes to SHA’s practices.

B. Cost implications

SHA does not anticipate any noteworthy cost implications of this strategy.

C. Need/justification for MTW flexibility

This MTW strategy is authorized under *Attachment C Section C(2): Local preferences and admissions and continued occupancy policies and procedures* and *Section D(3)(b): Eligibility of participants*. Under each section, MTW agencies are authorized to “develop and adopt local preferences and admissions policies and procedures for admission into the public housing” and “adopt and implement any reasonable policy for [...] determining resident eligibility” for HCV.

SHA is proposing Strategy 20.A.02: Reintegration housing program within its existing approved MTW Activity 20: Local non-traditional affordable housing strategies.

Strategy number	Description
MTW Strategy 20.A.02	Reintegration housing program: SHA may operate a program to provide short-term bridge housing for households with at least one member returning to the community from incarceration.

A. Strategy description

i. Describe the proposed strategy.

The United States criminal justice system has disproportionately criminalized communities of color through policy and practice. Between April 2019 and April 2022, a total of 3,696 individuals were released from prisons in Washington State into King County. Approximately 10% of individuals released in the last three years were released to homelessness and almost a third of that population are Black. As an affordable housing provider, SHA recognizes that experiencing incarceration exacerbates challenges in securing and maintaining housing and increases the likelihood of experiencing homelessness, which leaves individuals increasingly vulnerable to repeat interactions with the criminal justice system. With this program intended to provide bridge housing and reintegration support for justice-involved individuals (JIIs), SHA hopes to have an enduring impact on addressing the inequities caused by the criminal justice system. Support services and community resources will be essential to the success of the program and SHA's partners who are already doing this work will play a significant role in helping JIIs achieve the self-sufficiency needed to successfully reintegrate.

SHA has developed relationships with individuals who have recently reintegrated into our community and partners/providers who focus on meeting the needs of people who are reintegrating to inform the design of a program to address this need. Stemming from this, SHA is proposing to leverage its HUD-approved local non-traditional housing activity to offer a new strategy, *20.A.02: Reintegration housing program*. This program will focus on supporting low-income households who have at least one member returning to their community from incarceration in a state or federal prison and is impacted by systemic inequities that drive gaps in being stably housed.

The program will provide housing subsidy to eligible households (up to an equivalent of SHA's Voucher Payment Standard for their household size) for a defined period to facilitate greater opportunity for stabilization, improved economic situation and general ability to thrive. The rent policy for this proposed strategy will be structured to encourage and support economic self-sufficiency. This rent policy will apply to all households participating in the program from the start and will remain in effect for the full duration of their participation. In cases when there is no household income at the time that the program participant is released from incarceration, the program may provide participants a reduced rent or higher subsidy for a short period of time. In rare cases where a household reaches the program term limit before having secured long-term housing, families may contact SHA to be approved for an extension to their term-limited subsidy. Criteria for consideration might include evidence that the household was actively seeking long-term housing (e.g., currently on waitlist for a Section 8 voucher or public housing unit). The program may require participants to engage with a case manager in order to extend program participation or to qualify for hardship.

SHA seeks to engage community partners to provide vital services for successful reintegration and possibly to administer the program. The priority for SHA funds is the housing subsidy. However, SHA may fund some activities to augment services that are available in the community.

The final program details will be informed by the communities impacted and service providers who work with JIIs and their families and it may evolve accordingly.

- ii. *Describe how the proposed activity will achieve one or more of the three statutory objectives and the specific impacts on that statutory objective(s).*

SHA anticipates that this new strategy would promote the statutory objectives of Moving to Work in the following ways:

Housing choice: Individuals who have spent time in prison are nearly 10 times more likely to face homelessness than people who have not experienced incarceration and those who have been recently released from prison are more than twice as likely to be homeless as those who have been out of prison for four years or longer. This is largely in part because affordable housing units are limited, housing support resources are not centrally located or easily accessible and individuals with criminal backgrounds face increased challenges in renting in the private market.

Self-sufficiency: Assisting JILs and their families in securing and maintaining stable housing will support them to establish and increase their financial self-sufficiency. When individuals are released from incarceration, whether it be after a year or decades have passed, it can be challenging for them to find and secure housing and employment. This new strategy will support their long-term self-sufficiency since safe, stable housing is a core foundation for long-term wellbeing, including physical and behavioral health and economic status.

SHA aims to finalize programmatic details by the end of 2023 and begin implementation of this new reintegration housing pilot program in 2024, after approval of the 2024 MTW Plan. SHA will provide updates to HUD in future MTW Plans as required or at HUD’s request.

B. Metrics information

- i. *Provide the metrics from the “Standard HUD Metrics” section that are applicable to the proposed activity.*
- ii. *Give the baseline performance level for each metrics (a numeric value) prior to the implementation of the proposed activity.*
- iii. *Give the annual benchmark for each value (a numeric value).*
- iv. *If applicable, give the overall and/or long-term benchmark(s) for each metric (a numeric value).*
- v. *Give the data source from which the metric data will be compiled.*

Metric(s)	Description	Baseline	Benchmark	Final projected outcome	Data source(s)
Housing choice #7: Households assisted by services that increase housing choice	Total number of households served per year	0 households served	30 households served	Not applicable	SHA will collect data from service partners.
Self-sufficiency #5: Households assisted by services that	Total number of households receiving services aimed to increase self	0 households served	22 households served	Not applicable	SHA will collect data from service partners.

increase self-sufficiency	sufficiency (increase)				
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C. Cost implications

- i. State whether the proposed activity will result in any cost implications (positive and/or negative) for SHA.*
- ii. If the proposed activity does result in cost implications, provide an estimate of the amount and discuss how SHA will manage the surplus or deficit anticipated.*

The program is intended to serve 30 households at any given time during the first three or so years. The estimated financial implication to SHA is generally consistent with costs of standard housing programs and related supportive services. SHA anticipates that the average subsidy paid/rent collected over duration of participation will be similar to that of new move ins in Public Housing or the Housing Choice Voucher program, who are typically well below 30% of area median income and at times lower their income after move in to pursue education and job training toward longer term self-sufficiency. The program may also invest in households with one-time financial support for move in and household setup costs, which SHA has already done in other programs such as Emergency Housing Voucher and Creating Moves to Opportunity. It may also invest in service coordination or similar services not otherwise available in the community. SHA regularly funds supportive services with MTW block grant flexibility.

D. Need/justification for MTW flexibility

- i. Cite the authorization(s) detailed in Attachment C and/or D of the Standard MTW Agreement (or applicable successor section in future iterations of the MTW Agreement) that gives SHA flexibility to conduct the proposed activity.*
- ii. Explain why the cited authorization(s) is needed to engage in the proposed activity.*

The MTW Standard Agreement allows for MTW agencies to use Block Grant dollars to fund Local, Non-Traditional programs which provide housing and services for families with low incomes outside of the rules of Sections 8 and 9 of the Housing Act of 1937, providing such programs comply with the other requirements of the MTW statute. Specifically, SHA is citing *Attachment D: Use of MTW Funds* and *Attachment C(B)(1): Single fund budget with full flexibility* (as amended by *Attachment D(B): Authorizations related to both Public Housing and Section 8 Housing Choice Vouchers*).

IV. Approved MTW activities

Introduction

This section provides HUD-required information detailing previously HUD-approved uses of SHA's MTW authority. SHA has made efforts to include all previously approved MTW activities and updates in this section. Any exclusion is unintentional and should be considered continuously approved. If additional previously approved activities, strategies or updates are discovered, we will add them to subsequent MTW Plans and Reports.

MTW activities are the overarching approved areas of reform that SHA is pursuing, such as local inspection protocols and the local project-based voucher program, often with multiple strategies to reach our goals. SHA obtained approval from HUD for many of these activities through previous Annual Plans and other means prior to execution of the Amended and Restated MTW Agreement at the end of 2008. Prior to that time, MTW agencies were not required to specify the policy elements or waivers being used to implement an activity. To better understand how SHA is implementing MTW activities and to identify promising practices, SHA has made an effort to break down the specific elements of the initiative into distinct strategies where feasible.

In accordance with the required HUD format, activities are organized in sections based on whether they are active, not yet implemented, on hold or closed out. Some strategies within an activity may be inactive or closed out and are indicated as such under their appropriate heading. To date, HUD has approved 22 MTW Activities, which are:

Active MTW activities
1. Development simplification
2. Family Self-Sufficiency program
3. Inspection protocol
5. Local leases
8. Special purpose housing use
9. Project-based program
10. Local rent policy
11. Resource conservation
12. Waiting lists, preferences and admission
13. Homeownership and graduation from subsidy
15. Combined program management
18. Short-term assistance
19. Mobility and portability
20. Use of funds for local non-traditional affordable housing
22. Housing assistance for school stability
Not yet implemented activities
21. Self-sufficiency assessment and planning
Activities on hold
4. Investment policies
Closed out activities
6. MTW Block Grant and fungibility
7. Procurement
14. Related nonprofits
16. Local asset management program

17. Performance standards

In the following pages, we provide descriptions of these MTW activities that have been previously approved and describe anticipated updates for 2023.

Within each approved activity, SHA structures the section with the required HUD data as well as a table of strategies. For convenience, SHA uses a numbering system to categorize strategies as agency-wide (noted with an “A” in the number), voucher-specific (noted with an “H”) and public housing-specific strategies (noted with a “P”). These categorizations are neither official nor limiting in the application of the strategies. The dates in the “Year(s) updated” column are supplied for the purpose of enabling readers to easily find significant updates since a strategy was first identified. Some updates may be unintentionally left out.

Emergency response and recovery

In SHA’s 2021 MTW Plan, the agency established an emergency response and recovery protocol. In the event that a government body with authority over SHA’s jurisdiction (e.g., City of Seattle, King County, State of Washington, the federal government), SHA’s Board of Commissioners and/or SHA’s Executive Director (as authorized by the Board of Commissioners) declares a state of emergency, SHA may utilize state of emergency and recovery flexibilities outlined in its MTW plan during a state of emergency and subsequent recovery. The state of emergency declaration may last until the emergency has been deemed to end by the declaring body or the declaration expires. The recovery period may last up to 18 months following the state of emergency, unless an extension is necessary due to conditions that preclude staff and residents from undertaking regular operations. SHA does not anticipate enacting these precautions unless a state of emergency is declared sometime in the year.

A. Implemented activities

MTW Activity #1: Development simplification

Status

MTW Activity #1 was included in SHA’s 1999 MTW Agreement and first proposed in the 1999 Annual Plan. It was first implemented in 2004.

Description

Development simplification helps SHA to move quickly to acquire, finance, develop, and remove public housing properties from its stock in an efficient, market-driven manner. MTW flexibilities allow the agency to respond to local market conditions and avoid delays and associated costs incurred as a consequence of HUD requirements and approval processes. While of greatest impact when the housing market is highly competitive, these strategies present opportunities continuously for SHA to avoid costs and increase housing options as circumstances arise.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Current status	Year(s) updated ¹¹
Public housing strategies				
1.P.01	Design guidelines: SHA may establish reasonable, modest design guidelines, unit size guidelines and unit amenity guidelines for development and redevelopment activities.	1999 MTW Agreement	Not yet implemented	None
1.P.02	Streamlined public housing acquisitions: Acquire properties for public housing without prior HUD approval, provided that HUD site selection criteria are met.	1999 MTW Agreement	Activated in 2004	None
1.P.03	Total Development Cost limits: Replace HUD's Total Development Cost limits with reasonable limits that reflect the local marketplace for quality construction.	1999 MTW Plan	Not yet implemented	2019
1.P.04	Streamlined mixed-finance closings: Utilize a streamlined process for mixed-finance closings	2000 MTW Plan	Activated in 2005	2005 2006 2012
1.P.05	Streamlined public housing demo/dispo process: Utilize a streamlined demolition/disposition protocol negotiated with the Special Applications Center for various public housing dispositions	2000 MTW Plan	Activated in 2004	2004 2006 2009 2012
1.P.06	Local blended subsidy: SHA may blend public housing and Housing Choice Voucher funds to subsidize units that serve households earning below 80 percent of Area Median Income.	2018 MTW Plan	Not yet implemented	2019

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

¹¹ Any years notated as XXXX-R indicate the update was included in an MTW Report. All other years indicate that the update was in an MTW Plan.

MTW activity #2: Family self-sufficiency program

Status

MTW activity #2 was first proposed in the 1999 Annual Plan. It was first implemented in 2018.

Description

SHA's JobLink program is an innovative initiative that combines family self-sufficiency (FSS) with other funding streams to allow participants streamlined access to multiple resources. JobLink's mission is to help SHA residents increase their income through employment. JobLink uses one-on-one coaching support to connect residents to employment, education, and resources. The program is open to all SHA residents aged 18 and older and helps residents build job preparation and interview skills, teaches financial planning and literacy skills, supports residents to start a small business, connects residents with resources in the community such as childcare and transportation and helps residents sign up for college or vocational training, apply for jobs or explore buying a home.

MTW strategies have been designed to help JobLink expand its impact by providing incentives for participation and using local selection criteria, contract terms and escrow calculation methods. Escrow accounts and short-term incentives such as education, employment and emergency fund payments are distinct strategies and receipt of short-term incentives does not disqualify a household from receiving an escrow disbursement in the future.

As first approved in 2021, SHA may allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Current status	Year(s) updated
Agency-wide strategies				
2.A.01	FSS: Partner with City: Partner with the City of Seattle to share responsibilities and resources for a new integrated FSS program.	1999 MTW Plan	Not yet implemented	None
2.A.02	SJI preference + time limits: Preference for Seattle Jobs Initiative participants coupled with time limits.	1999 MTW Plan	Not yet implemented	None
2.A.03	FSS escrow accounts: Use local policies for determining escrow calculation, deposits, and withdrawals.	2007 MTW Plan	Activated in 2018	2017 2020 2021
2.A.04	FSS participation contract: Locally designed contract terms including length, extensions, interim goals, and graduation requirements.	2007 MTW Plan	Activated in 2018	2018 2020 2021
2.A.05	FSS Program Coordinating Committee: Restructure Program Coordinating Committee (PCC) to better align with program goals and local resources.	2007 MTW Plan	MTW authority not needed	None

Strategy	Description	First identified	Current status	Year(s) updated
2.A.06	FSS program incentives: Provide incentives to participants including those who do not receive escrow deposits, including program offerings for non-heads of household and other members not enrolled in HUD's FSS program.	2007 MTW Plan	Activated in 2018	2016 2018 2020 2021
2.A.07	FSS selection preferences: Up to 100 percent of FSS enrollments may be selected by local preferences.	2007 MTW Plan	Activated in 2018	2016

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #3: Inspection protocol

Status

MTW Activity #3 was first proposed in the 1999 Annual Plan. It was first implemented in 2001.

Description

SHA uses a cost-benefit approach to unit and property inspections. Current strategies in this approach include using SHA's own staff to complete HQS inspection of its properties with vouchers and inspecting residences on a less frequent schedule.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Current status	Year(s) updated
Agency-wide strategies				
3.A.01	Private sector cost benefit and risk management approaches to inspections such as avoiding	1999 MTW Plan	Activated in 2020	2003 2004 2009

Strategy	Description	First identified	Current status	Year(s) updated
	duplicative inspections by using other recent inspections for agencies such as the Washington State Housing Finance Commission			2012 2019 2020 2021
3.A.03 (Combined and re-categorized from 3.H.03, 3.P.01)	Reduced frequency of inspections: Cost-benefit approach to housing inspections allows Seattle Housing to establish local inspection protocol, including less frequent inspections and interchangeable use of HQS/UPCS/UPCS-V/NSPIRE.	1999 MTW Plan	Activated in 2003	2002 2005 2009 2011 2013 2014 2017 2020 2021 2022 2023
Voucher strategies				
3.H.01	Inspect SHA-owned properties: Allows SHA staff, rather than a third-party entity, to complete inspections of SHA owned properties.	2000 MTW Plan	Activated in 2001	2000-R
3.H.02	Fines for no-shows at inspections: Impose fines on the landlord or participant for failing to be present at scheduled inspections.	2005 MTW Plan	Not yet implemented	2005-R 2006
3.H.03	Reclassified as 3.A.03			
3.H.04	Self-certification for minor fails: Self-certification by landlords of correction of minor failed inspection items.	2010 MTW Plan	Activated in 2021	2022
Public housing strategies				
3.P.01	Reclassified as 3.A.03			

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #5: Local leases

Status

MTW Activity #5 was first proposed in the 1999 Annual Plan. It was first implemented in 1999.

Description

SHA utilizes local lease strategies to incorporate best practices from the private market and to encourage self-sufficiency.

As first approved in 2021, SHA may allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below.

c	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
5.A.01	Self-sufficiency requirement: All households receiving subsidy from SHA (public housing or voucher) in HOPE VI communities must participate in self-sufficiency activities.	1999 MTW Plan	Activated in 1999 Inactivated in 2022	2005 2005-R 2022
Voucher strategies				
5.H.01 (Recategorized from 9.H.06 in 2021)	HAP contracts: SHA may modify the HAP contract and Tenancy Addendum.	2000 MTW Plan	Activated in 2000	2000-R 2021 2022
Public housing strategies				
5.P.01	Local lease: SHA may implement its own lease, incorporating industry best practices.	2001 MTW Plan	Activated in 2011	2004 2005 2005-R 2009 2010 2011
5.P.02	Grievance procedures: Modify grievance policies to require tenants to remedy lease violations and be up to date in their rent payments before granting a grievance hearing for proposed tenancy terminations.	2008 MTW Plan	Not yet implemented	None
5.P.03	Lease term for public housing units: SHA may offer lease renewals for six months or month-to-month time periods.	2009 MTW Plan	Activated in 2009	2012
5.P.04	Property-specific pet policies: SHA may establish pet policies, which may include the continuation or establishment of pet-free communities or limits on the types of pets allowed, on a building by building basis.	2011 MTW Plan	Activated in 2011	None

c	Description	First identified	Status	Year(s) updated
5.P.05	Leasing incentives: SHA may offer lease incentives to promote the leasing of a public housing unit	2017 MTW Plan	Activated in 2018	None

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #8: Special purpose housing use

Status

MTW Activity #8 was first implemented prior to SHA being granted MTW status in 1999.

Description

SHA utilizes public housing units to provide special purpose housing and to improve quality of services or features for targeted populations. In partnership with agencies that provide social services, SHA is able to make affordable housing available to households that would not likely be admitted in traditional public housing units. With this program SHA allows partner agencies to use residential units both for service-enriched transitional/short-term housing and for office space for community activities and service delivery. The ability to designate public housing units for specific purposes and populations facilitates this work, by allowing units to target populations with specific service and housing needs or specific purposes.

Approved strategies in this activity are as below.

Strategy	Description	First identified	First implemented	Year(s) updated
Agency-wide strategies				
8.A.01	Conditional housing: Housing program for those who do not currently quite meet SHA's minimum qualifications	2000 MTW Plan	Not yet implemented	None

Strategy	Description	First identified	First implemented	Year(s) updated
8.A.02	Program-specific waiting lists: Operate separate waiting lists (or no waiting list) for specific programs such as service enriched units.	2000 MTW Plan	Activated prior to MTW implementation	2009 2010-R 2019
8.A.03	Service-enriched housing: With the help of key partners, SHA may develop supportive housing communities.	2001 MTW Plan	Not yet implemented	None
Public housing strategies				
8.P.01	Agency units for housing and related supportive services: Make residential units available for service-enriched housing by partner agencies.	1999 MTW Agreement	Activated prior to MTW implementation	2009 2010 2010-R
8.P.02	Agency units for services: Make residential units available as space for community activities, management use, and partner agencies providing services in and around the community.	1999 MTW Agreement	Activated prior to MTW implementation	2010-R 2011 2012 2015
8.P.03	Designate LIPH units for specific purposes/populations: SHA may designate properties/units for specific purposes such as elderly.	2000 MTW Plan	Activated in 2011	2001 2008 2010 2011
8.P.04	Definition of elderly: Allows change in definition of elderly for HUD-designated elderly preference public housing from 62 to 55.	2008 MTW Plan	Not yet implemented	None
8.P.05	Pet-free environments: Establish pet-free environments in connection with selected service enriched housing.	2009 MTW Plan	Not yet implemented	None

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #9: Project-based program

Status

MTW Activity #9 was first proposed in the 1999 Annual Plan. It was first implemented in 2000.

Description

SHA uses MTW to develop and implement a local project-based program, providing vouchers to subsidize units in SHA-owned and privately owned properties throughout Seattle. SHA's project-based activities include a large number of MTW strategies to reduce costs, make project-based programs financially feasible for owners and to provide housing choice in the city. The project-based program promotes housing choice through strategies such as offering site-specific waiting lists maintained by providers (and, therefore, does not issue exit vouchers), expanding the definition of eligible unit types, allowing more project-based units per development and overall, reallocating vouchers to programs and providers (not just units) and coupling housing assistance with services by working with partners. The project-based program reduces SHA's costs through strategies allowing project-based owners to self-certify selected inspections and maintain their own waiting list, reducing the frequency of inspections by SHA staff, streamlining admissions and non-competitively allocating subsidies to SHA units. Project-based program strategies also allow for contract terms consistent with requirements for other leveraged funding sources.

As first approved in 2021, SHA may also allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below:

Strategy	Description	First identified	Status	Year(s) updated
Voucher strategies				
9.H.01	Cost-benefit inspection approach: Allows SHA to establish local inspection protocol, including self-certification that inspection standards are met at time of move in for mid-year turnovers	1999 MTW Plan	Activated in 2004 Inactivated in 2021	2020
9.H.02	Assets in rent calculation: Only calculate income on assets declared as valuing \$5,000 or more.	2000 MTW Plan	Activated in 2005	None
9.H.03	Choice offered at beginning (no exit vouchers): Housing choice is offered at the beginning of the project-based admissions process (by nature of site-specific waiting lists); exit vouchers are not offered.	2000 MTW Plan	Activated in 2000	2005
9.H.04	Contract term: Project-based commitments renewable up to 40 years.	2000 MTW Plan	Activated in 2000	None
9.H.05	Eligible unit types: Modify the types of housing accepted under a project-based contract - allows shared housing and transitional housing.	2000 MTW Plan	Activated in 2002	None

Strategy	Description	First identified	Status	Year(s) updated
9.H.06	Recategorized as 5.H.01 (2021)			
9.H.07	Non-competitive allocation of assistance: Allocate project-based subsidy non-competitively to SHA controlled units, including non-contiguous project-based units within a portfolio.	2000 MTW Plan	Activated in 2000	2001 2005-R 2018
9.H.08	Owners may conduct new and turnover inspections: SHA may allow project-based owners to conduct their own new construction/rehab inspections and to complete unit turnover inspections	2000 MTW Plan	Activated in 2005	None
9.H.09	Percent of vouchers that may be project-based: Raise the percentage of vouchers that may be project-based above HUD limits, including exclusion of replacement vouchers and calculation based on authorized number of vouchers.	2000 MTW Plan	Activated in 2000	2008 2008-R 2011 2016
9.H.10	Unit cap per development: Waives the 25% cap on the number of units that can be project-based in a multi-family building without supportive services or elderly/disabled designation.	2000 MTW Plan	Activated in 2008	None
9.H.11	Rent cap-30% of income: Project-based participants cannot pay more than 30% of their adjusted income for rent and utilities.	2000 MTW Plan	Activated in 2000 Inactivated in 2011	2011
9.H.12	Streamlined admissions: SHA may streamline and centralize applications and waiting list processes for project-based HCV units.	2000 MTW Plan	Activated in 2000	2010-R 2017
9.H.13	Competitive allocation process: Commit vouchers to the City's competitive process for housing funding.	2004 MTW Plan	Activated in 2005 Inactivated in 2011	2011
9.H.14	Payment standards for SHA units: Allows higher than Voucher Payment Standard for SHA-operated project-based units if needed to support the project budget (while still taking into account rent reasonableness).	2004 MTW Plan	Activated in 2004	2005-R
9.H.15	Subsidy cap in replacement units: Cap subsidy at levels affordable to households at 30% AMI in project-based HOPE VI replacement units where SHA also contributed capital to write-down the unit's affordability to that level.	2004 MTW Plan	Activated in 2004 Inactivated in 2011	2011
9.H.16	Admissions-admit people with felony records under certain conditions: Allows for the admission into Project-based Voucher units of people with	2005 MTW Plan	Activated in 2005	2005-R

Strategy	Description	First identified	Status	Year(s) updated
	Class B and Class C felonies on their records subject to time-limited sex offender registration requirements who do not, in the opinion of the owner of the subsidized units, constitute a threat to others.			
9.H.17	Program-based vouchers: Allocate floating voucher subsidy to a defined group of units or properties.	2003 MTW Plan	Activated in 2004	2003-R
9.H.18	Provider-based vouchers: Provide vouchers to selected agencies to couple with intensive supportive services. The agency master leases units and subleases to tenants.	2007 MTW Plan	Activated in 2007	None
9.H.19	Streamlined admissions and recertifications: SHA may streamline admissions and recertification processes for provider-based and project-based programs.	2009 MTW Plan	Not yet implemented	None
9.H.20	Partners maintain own waiting lists: Allow partners to maintain waiting lists for partner-owned and/or operated units/vouchers and use own eligibility and suitability criteria.	2000 MTW Plan	Activated in 2000	None
9.H.21 (Recategorized from 9.H.20 in 2013)	COPES housing assistance payment calculations: Count as zero income for residents who are living in project-based units at assisted living properties where Medicaid payments are made on their behalf through the COPES system	2012 MTW Plan	Activated prior to MTW implementation	2013

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #10: Local rent policy

Status

MTW Activity #10 was first proposed in the 2000 Annual Plan. It was first implemented in 2000.

Description

SHA's rent policy program tackles a number of objectives, including increased flexibility in the rent calculation process and determining the eligibility of units and payment standards. Rent policies also promote cost effectiveness and self-sufficiency through strategies such as a minimum rent and asset income threshold and through streamlined rent review processes.

As first approved in 2021, SHA may allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Current status	Year(s) updated
Agency-wide strategies				
10.A.01	Streamlined income verification: SHA may adopt local rules-regarding the length of time income verification is considered valid and a local verification hierarchy.	2014 MTW Plan	Activated in 2014	2020 2021 2022
10.A.02 (Recategorized from 10.P.23 in 2021)	Self-employment expenses: Households may declare employment expenses up to a set threshold of gross income without further validation of deductions.	2014 MTW Plan	Activated in 2015	2018 2019 2021
10.A.03 (Combined 10.H.12 and 10.P.19 in 2023)	Asset income threshold: SHA will establish a threshold for calculating asset income to an amount up to \$50,000 and may allow self-certification of assets below the threshold.	2010 MTW Plan	Activated in 2010	2015 2023
Voucher strategies				
10.H.01	Rent burden-include exempt income: Exempt income included for purposes of determining affordability of a unit in relation to 40% of household income.	2000 MTW Plan	Activated in 2005	2005 2014
10.H.02	Rent cap-use gross income: Rent burden calculated on 40% of Gross Income, up from HUD's standard 30% of Adjusted Income.	2000 MTW Plan	Activated in 2005	2003 2005
10.H.03	Rent reasonableness at SHA-owned units: Allows SHA staff to perform rent reasonable determination for SHA-owned units.	2000 MTW Plan	Activated in 2000	2006 2017
10.H.04	Payment standard: SHA may develop local voucher payment standards, including supplements for opportunity areas and different standards for	2003 MTW Plan	Activated in 2003	2003 2006 2008 2011

Strategy	Description	First identified	Current status	Year(s) updated
	market-rate and affordable housing and shared housing.			2012 2015 2016 2017 2018 2019 2020 2021
10.H.05	Absolute minimum rent: The minimum rent for all residents will be established annually by SHA. No rent will be reduced below the minimum rent amount by a utility allowance.	2003 MTW Plan	Not yet implemented	2005
10.H.06	Payment standard-SROs: SHA may use the studio payment standard for SRO units.	2003 MTW Plan	Activated in 2003	None
10.H.07	Tenant-based self-sufficiency incentives: Rent policies to foster self-sufficiency among employable households, including income disregards proportional to payroll tax; allowances for employment-related expenses; intensive employment services coupled with time limits; locally defined hardship waivers.	2005 MTW Plan	Not yet implemented	None
10.H.08	Imputed income from TANF: Impute TANF income if household appears eligible and has not documented ineligibility. TANF not counted toward income if family is sanctioned.	2006 MTW Plan	Not yet implemented	None
10.H.09	Rent reasonableness streamlining: Allows SHA to streamline rent reasonable determinations, including automatic annual updates and shared housing.	2006 MTW Plan	Activated in 2016	2008 2016 2017 2018 2021
10.H.10	Income reviews conducted for households with 100% elderly and/or disabled adults only every three years (within a period of 40 months).	2009 MTW Plan	Activated in 2010	2013 2014 2015 2020 2021
10.H.11	Recategorized as 13.H.02. See Activity #13.			
10.H.12	Recategorized as 10.A.03 in 2023.			
10.H.13	Streamlined medical deduction: SHA will allow self-certification of medical expenses.	2010 MTW Plan	Activated in 2011	2015
10.H.14	Simplified utility allowance schedule: HCV participants' rent will be adjusted for a Utility Estimate based on the number of bedrooms (defined as the lower of voucher size or actual unit size) and tenant responsibility for payment of energy, heat, and sewer/water under their lease, with a proration for energy-efficient units.	2011 MTW Plan	Activated in 2011	2023

Strategy	Description	First identified	Current status	Year(s) updated
10.H.15	Disregard of student financial aid as income: SHA may disregard student financial aid as income.	2019 MTW Plan	Activated in 2019	2020
Public housing strategies				
10.P.01	Absolute minimum rent: Tenants pay a minimum rent (\$50 or more) even if utility allowance would normally result in a lower rental payment or reimbursement.	2000 MTW Plan	Activated in 2001	2005
10.P.02	Earned Income Disregard: HUD's Earned Income Disregard is not offered to public housing residents.	2000 MTW Plan	Activated in 2001	2000 2001
10.P.03	Income reviews conducted for households with 100% elderly and/or disabled adults only every three years (within a period of 40 months).	2001 MTW Plan	Activated in 2004	2005 2013 2014 2015 2020 2021
10.P.04	Rent freezes: Voluntary rent policy freezes rent in two-year intervals.	2000 MTW Plan	Activated in 2000	2000 2001 2005
10.P.05	TANF rent calculation: Calculate TANF participant rent on 25% of gross income.	2000 MTW Plan	Activated in 2000	2000 2001 2005
10.P.06	Tenant Trust Accounts: A portion of working public housing residents' income may be deposited in an escrow account for use toward self-sufficiency purposes.	2000 MTW Plan	Activated in 2000 Inactivated in 2012	2000 2001 2005 2010 2012
10.P.07	Ceiling rent two-year time limit: When a tenant's calculated rent reaches the ceiling rent for their unit, the rent will not be increased beyond the rent ceiling for 24 months.	2000 MTW Plan	Activated in 2001 Inactivated in 2012	2000 2001 2005 2012
10.P.08	Impute income from public benefits: SHA may impute income in rent calculation for tenants declaring no income who appear eligible for but decline to collect cash benefits	2000 Annual Plan	Activated in 2000	2000 2005 2013
10.P.09	Partners develop separate rent policies: Allow partner providers and HOPE VI communities to develop separate rent policies that are in line with program goals and/or to streamline.	2005 MTW Plan	Not yet implemented	None
10.P.10	Studio vs. one-bedroom: Differentiate rents for studios vs. one-bedroom units.	2005 MTW Plan	Not yet implemented	2005
10.P.11	Utility allowance-self-sufficiency and resource conservation: Change utility allowance where metering permits to encourage self-sufficiency and resource conservation.	2005 MTW Plan	Not yet implemented	None

Strategy	Description	First identified	Current status	Year(s) updated
10.P.12	Utility allowance-schedule: SHA may change utility allowances on a schedule different for current residents and new move-ins.	2008 MTW Plan	Activated in 2008	None
10.P.13	Streamlined for fixed income: Further streamline rent policy and certification process for fixed income households, including self-certification of medical expenses.	2009 MTW Plan	Activated in 2014	2015
10.P.14	Streamlined rent policy for partnership units: Allow non-profit partners operating public housing units to implement simplified rent policies.	2009 MTW Plan	Not yet implemented	None
10.P.15	Utility allowance: frequency of utility allowance updates: SHA may revise the schedule for reviewing and updating utility allowances due to fluctuations in utility rates.	2009 MTW Plan	Activated in 2010	2010 2018
10.P.16	Utility allowance: local benchmark: SHA may develop new benchmarks for "a reasonable use of utilities by an energy conservative household" - the standard by which utility allowance are calculated.	2009 MTW Plan	Not yet implemented	None
10.P.17	SSHP rent policy: Rents in SSHP units will be one of five flat rents based on the tenant's percentage of Area Median Income, with annual adjustments and income reviews only every three years.	2011 MTW Plan	Activated in 2011	2018 2021
10.P.18	No HUD-defined flat rents: SHA does not offer tenants the choice of "flat rents" as required of non-MTW agencies (includes alternate calculation for mixed citizenship households).	2000 MTW Plan	Activated in 2001	2000 2017
10.P.19 (Recategorized from 10.P.17 in 2013)	Recategorized as 10.A.03 in 2023			
10.P.20	Simplified Utility Assistance Payment for HOPE VI communities: HOPE VI participants receive a maximum level of consumption rather than reduction, and incentive for conservation. Annual adjustments are made at the next regularly scheduled annual review or update.	2013 MTW Plan	Activated in 2013	2014
10.P.21	Market rate rent: SHA may charge market rate rent as a penalty for noncompliance with the annual review process.	2005 MTW Plan	Activated in 2005	2015
10.P.22	Delay in rent increase for newly employed households: SHA may	2014 MTW Report	Activated in 2014	2014

Strategy	Description	First identified	Current status	Year(s) updated
	allow a longer notification period before rent increase if the increase is due to the resident becoming employed after at least six months of unemployment and is self-reported by the resident in a timely manner.			
10.P.23	Self-employment expenses: Households may declare employment expenses up to a set threshold of gross income without further validation of deductions.	2015 MTW Plan	Activated in 2015	2018 2019
Emergency response & recovery				
10.EM.01	States of emergency: certification deferrals: SHA may defer regular rent reviews for all household types during states of emergency and recovery until the agency has recovered from the crisis, as defined in the Introduction to Section IV. Residents retain applicable opportunities to have an interim review.	2020 MTW Plan	Activated in 2020	None

2024 Updates

SHA has the following update to the implementation of two existing strategies under Activity 10:

Strategies 10.H.12: Asset income threshold and 10.P.19: Asset income threshold: SHA currently has two strategies affecting the same process, one for public housing and one for HCV. In this Plan, the agency is combining these two strategies into one strategy for consistency. SHA will continue to use its income threshold and self-certification thresholds as adopted as outlined in the ACOP and Admin Plan.

SHA also has the following clarification to the implementation of Activity 10: Local Rent Policy as a suite of strategies:

Since obtaining MTW authority to establish local rent policy in 2000, SHA has utilized its MTW authority to adopt a comprehensive and interconnected set of policies and to make several refinements to streamline our income calculation processes. The processes for determining income and rent in subsidized housing programs are complex and burdensome for participants and staff, and our current income calculation processes are designed to work together to simplify and streamline the process of income calculation and rent determination. Changing any one element would have significant ripple effects. SHA intends to maintain consistency by utilizing current rent and income determination procedures as outlined in its Admission and Continued Occupancy Policy and HCV Administrative Plan. SHA will take a comprehensive look at opportunities to decrease the burden of its income and rent determination processes and may make a comprehensive set of recommendations that account for ripple effects in 2024.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #11: Resource conservation

Status

MTW Activity #11 was first proposed in the 2000 Annual Plan. It was first implemented in 2000.

Description

SHA's resource conservation strategies take advantage of the agency's existing relationships with the City of Seattle and local utility providers to continuously identify opportunities to increase resource conservation and reduce costs, rather than conducting a HUD-prescribed energy audit every five years. Conservation strategies have already achieved significant energy and cost savings to the agency, including conversion to more efficient toilets and electrical upgrades.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Public housing strategies				
11.P.01	Energy protocol: Employ a cost-benefit approach for resource conservation in lieu of HUD-required energy audits every five years.	2000 MTW Plan	Activated in 2000	2004

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #12: Waiting lists, preferences and admissions

Status

MTW Activity #12 was first proposed in the 2000 Annual Plan. It was first implemented in 2000.

Description

SHA's waiting list, preferences and admission strategies are primarily intended to increase efficiencies which, in turn, facilitate housing access. These MTW flexibilities include streamlining onerous administrative requirements to match local needs and non-profit housing partners to administer their own waiting lists. Several of SHA's streamlining practices over the years are no longer needed under MTW as they are now allowable practices for all housing authorities.

As first approved in 2021, SHA may allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
12.A.01	Local preferences: SHA may establish local preferences for federal housing programs.	2002 MTW Plan	Activated in 2002 Inactivated in 2011	None
12.A.02 (Recategorized from 12.H.06 in 2021)	Streamlined eligibility verification: Streamline eligibility verification standards and processes, including allowing income verifications to be valid for up to 180 days.	2009 MTW Plan	Activated in 2013	2020 2021
Voucher strategies				
12.H.01	Recategorized as 9.H.20			
12.H.02	Voucher distribution through service provider agencies: Up to 30% of SHA's tenant-based vouchers may be made available to local nonprofits, transitional housing providers, and divisions of local government that provide direct services for use by their clients without regard to their client's position on SHA's waiting list.	2000 MTW Plan	Activated in 2002	2001 2003
12.H.03	Special issuance vouchers: Establish a "special issuance" category of vouchers to address circumstances where timely issuance of vouchers can prevent homelessness or rent burden.	2003 MTW Plan	Activated in 2003	2017
12.H.04	Admit applicants owing SHA money: Provide voucher assistance to households owing SHA money from prior tenancy under specific	2008 MTW Plan	Activated in 2008 Inactivated in 2010-R	2008-R

Strategy	Description	First identified	Status	Year(s) updated
	circumstances, for example if they enter into a repayment agreement.			
12.H.05	Limit eligibility for applicants in subsidized housing: Implement limits or conditions for tenants living in subsidized housing to participate in the HCV program. For example, before issuing a Public Housing resident a Voucher, they must fulfill the initial term of their public housing lease.	2008 MTW Plan	Activated in 2011	None
12.H.06	Recategorized as 12.A.02 (2021)			
Public housing strategies				
12.P.01	Site-based waiting lists: Applicants can choose from several site-specific and/or next available waiting lists.	1999 MTW Plan	Activated in 1999 Inactivated in 2011	None
12.P.02	Partners maintain own waiting lists: Allow partners to maintain waiting lists for partner-owned and/or operated units (traditional LIPH units; service provider units, etc.) and use own eligibility and suitability criteria (including no waiting list).	2000 MTW Plan	Activated in 2000	None
12.P.03	Expedited waiting list: Allow applicants referred by selected partners (primarily transitional housing providers) to receive expedited processing and receive the "next available unit."	2004 MTW Plan	Activated in 2004 Inactivated in 2018	2005-R
12.P.04	No waiting list: Allows for filling units without a waiting list.	2008 MTW Plan	Not yet implemented	None
12.P.05	Eligibility criteria: Unique eligibility criteria for specific units or properties, such as service enriched units.	2008 MTW Plan	Not yet implemented	None
12.P.06	Seattle Senior Housing Program (SSHP) waiting list policy: SHA will not distinguish between senior and non-senior disabled households in filling vacancies in the SSHP portfolio based on bedroom size. The SSHP program will maintain a 90 percent senior, 10 percent non-senior disabled ratio at the AMP level.	2013 MTW Plan	Activated in 2013 Inactivated in 2023	2023

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #13: Homeownership and graduation from subsidy

Status

MTW Activity #13 was first proposed in the 2004 Annual Plan. It was first implemented in 2004.

Description

SHA provides support for the multiple ways that households can successfully move on from housing subsidy, not only through homeownership, but also through unsubsidized rentals in the private market, to facilitate the goals of the family and the ability of SHA to serve additional families in need of housing assistance. These strategies include an End of Participation clock for households whose income has increased to the point where they no longer require substantial subsidy while allowing them to remain in an affordable Low Income Housing Tax Credit unit and piloting incentives for positive tenant departures.

As first approved in 2021, SHA may allow participants to provide select approvals and certifications over the phone, by email or other means in lieu of a signature.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
13.A.01	Down payment assistance: Allocate MTW Block Grant funds to offer a local down payment assistance program.	2004 MTW Plan	Activated in 2004 Reactivated in 2021	2004-R 2007 2021 2022
13.A.02	Savings match incentive: Program that matches savings and provides financial information for participating public housing and HCV households leaving subsidized housing for homeownership or unsubsidized rental units.	2012 MTW Plan	Activated in 2013 Reactivated in 2021	2021 2022
13.A.03 (formerly 13.H.01)	Mortgage assistance: Seattle Housing Authority may develop a homeownership program that includes mortgage subsidy.	2008 MTW Plan	Activated in 2021	2021
Voucher strategies				
13.H.01	Recategorized as 13.A.03 (2021)			

Strategy	Description	First identified	Status	Year(s) updated
13.H.02	180-day EOP clock: The 180-day End of Participation “clock” due to income will start when a family’s Housing Assistance Payment (HAP) reaches \$50 or less.	2010 MTW Plan	Activated in 2010	2012 2021
Public housing strategies				
13.P.01	End of Participation for higher income households in mixed-income communities: In mixed-income communities, SHA will remove subsidy when household income exceeds the established limit for six months.	2012 MTW Plan	Activated in 2016	2017 2018
13.P.02	Incentives for positive tenant departures and housing stability: SHA may provide a financial incentive to public housing households who vacate their unit in a manner consistent with SHA unit guidelines.	2019 MTW Plan	Activated in 2019	None

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

One of the buildings used in the evaluation metrics for *Strategy 13.P.02: Incentives for positive tenant departures and housing stability*, Jefferson Terrace, will be offline for much of 2022-2024 for a significant rehabilitation project. Jefferson Terrace will be removed from the properties measured for the strategy until, at the earliest, the building has fully come back online.

Planned significant changes

None.

MTW Activity #15: Combined program management

Status

MTW Activity #15 was first proposed in the 2008 Annual Plan. It was first implemented in 2008. Subsequent amendments to the activity are included in the table below.

Description

In some of its communities/portfolios, SHA co-locates units funded through project-based vouchers and low-income public housing. Combining program management and policies for both of these types of units (referred to as Streamlined Low Income Housing Program, or SLIHP, units) within the same community/portfolio reduces costs by eliminating redundancies, including duplicative rent reviews and inspections. It also avoids unnecessary disparities between tenants of the two different types of units. SHA’s current implementation of this activity allows for all units subsidized by project-based housing choice vouchers to be operated like public housing subsidized units in communities/portfolios that receive both types of subsidy. This streamlined approach includes transfer policies as well as acceptance of slight differences (generally less than \$1) in rent calculation caused by different data systems of record for vouchers and public housing.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
15.A.01	Combined program management: Combined program management for project-based vouchers co-located with public housing or other units in communities operating both subsidy types.	2008 MTW Plan	Activated in 2008	2008-R 2009 2010 2014 2018

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #18: Short-term assistance

Status

MTW Activity #18 was first proposed in the 2013 Annual Plan. It was first implemented in 2013. Subsequent amendments to the activity are included in the table below.

Description

SHA is working on multiple fronts with community partners to develop innovative new assistance programs that are designed to be short-term in length. These new programs help households both access and retain housing through one-time or temporary assistance such as rent, deposits, arrears, utility assistance, moving and relocation costs, and temporary housing as needed. Short-term assistance is paired with targeted services when needed, including connections to case management, employment, childcare services, and domestic violence counseling.

SHA's MTW activities for short-term assistance also include disregarding one-time or short-term emergency assistance from other sources to prevent households from losing their housing in determining eligibility and rent contribution.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
18.A.01	Interagency Domestic Violence Transfer Program: SHA may join an inter-jurisdictional transfer program to assist residents and program participants who become victims of domestic violence.	2014 MTW Plan	Not yet implemented	None
18.A.02	Emergency assistance for housing stability: SHA may disregard one-time or short-term emergency assistance from other sources to prevent households from losing their housing in determining eligibility and rent contribution.	2014 MTW Plan	Activated in 2014	None
18.A.03 (Recategorized from 18.H.01 in 2021)	Short-Term Rental Assistance: SHA may provide funding for short-term shallow rental assistance through cooperative community initiatives to help families, students, adults, and youth obtain and retain housing.	2013 MTW Plan	Activated in 2013	2014 2015 2016 2021
Voucher strategies				
18.H.01	Recategorized as 18.A.03 (2021)			

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #19: Mobility and portability

Status

MTW Activity #19 was first proposed in the 2013 Annual Plan. It was first implemented in 2015. Subsequent amendments to the activity are included in the table below.

Description

Mobility and portability strategies are designed to support cost effectiveness and to increase access to targeted units and neighborhoods for voucher holders.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Voucher strategies				
19.H.01	Limiting portability in high-cost areas: SHA may deny requests for portability moves to another jurisdiction when the receiving housing authority intends to administer rather than absorb the voucher and the resulting payment standard would be higher than SHA's payment standard.	2013 MTW Plan	Not yet implemented	None
19.H.02	Housing choice moving cost assistance and support: SHA may develop a program for voucher households to provide assistance with housing search, access supplements, deposits and similar costs, outreach and incentives for landlord participation such as risk reduction funds and access supplements.	2014 MTW Plan	Activated in 2015	2015 2017 2018 2022
19.H.03	One-year residency requirement before port out: SHA may require that Housing Choice Voucher households live in Seattle for one year before moving with their voucher to a different community.	2015 MTW Plan	Activated in 2015	None
19.H.04	Streamlined local timelines and processes for improved leasing success: SHA may modify leasing timelines and processes to support leasing success and improve efficiency	2019 MTW Plan	Activated in 2019	None

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

MTW Activity #20: Local non-traditional affordable housing strategies

Status

MTW Activity #20 was first proposed in the 2013 Annual Plan, per HUD guidance. It was first implemented in 1999. Subsequent updates to the activity are included in the table below.

Description

SHA sometimes uses MTW Block Grant funds to support affordable housing outside of the standard public housing and voucher programs. This activity includes both short- and long-term funding for development, capital improvement, and maintenance of affordable housing units. It may also provide financial maintenance, such as the contribution of funds to meet an established Debt Coverage Ratio, required for continued operation of the affordable units. SHA follows applicable requirements regarding local non-traditional use of MTW funds.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
20.A.01	Use of funds for local non-traditional affordable housing: SHA may use Block Grant funds to develop, capially improve, maintain and operate affordable housing outside of the traditional public housing and voucher programs.	2013 MTW Plan	First used in 2011	2013-R 2015

2024 Updates

None.

Actual non-significant changes

None.

Actual changes to metrics/data collection

None.

Actual significant changes

See proposed strategy 20.A.02 in Section III.

MTW Activity #22: Housing assistance for school stability

Status

MTW Activity #22 was first proposed in the 2016 Annual Plan. It was first implemented in 2016. Subsequent amendments to the activity are included in the table below.

Description

Stable, quality schools are a core component of neighborhoods of opportunity. SHA is partnering with local service providers and the school district to implement Home from School, a collaborative initiative to support homeless and unstably housed families with children in order to positively impact family and school stability. Student turnover, especially mid school year, creates challenges for schools and for students, both in serving new students and those who remain throughout the year. Residential stability can lead to an uninterrupted school year for students and can prevent fewer school changes that often leave children behind academically.

SHA provides housing assistance to participating families, using multiple means as available, including prioritizing preference for participating families for admission into units within the selected neighborhood, as well as tenant-based vouchers for participating families, with use limited to the school neighborhood. Partnering service providers provide outreach, enrollment, and pre and post-move support, including services such as housing search, assistance with barriers to leasing such as lack of security deposit and utility arrears, and connecting families to neighborhood resources and services.

Participation in the program is voluntary and priority is given to literally homeless families. To continue to receive SHA housing assistance, participating families must remain in the school neighborhood until their children graduate from elementary school.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
22.A.01	Housing assistance for school stability: SHA may provide housing assistance for homeless or unstably housed low-income families with	2016 MTW Plan	Activated in 2016	None

Strategy	Description	First identified	Status	Year(s) updated
	children at selected neighborhood schools.			

2024 Updates

None.

Planned non-significant changes

None.

Planned changes to metrics/data collection

None.

Planned significant changes

None.

B. Not-yet-implemented activities

MTW Activity #21: Self-sufficiency assessment and plan

Status

MTW Activity #21 was first proposed in the 2015 Annual Plan. It has not been implemented. Subsequent amendments to the activity are included in the table below. The activity was placed on hold in 2017.

Description

This activity is intended to increase self-sufficiency by connecting participants to assessments, individualized plans, and community resources designed to help them increase their education, training, and credentials and obtain higher wage jobs.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
21.A.01	Self-sufficiency assessment and plan: SHA may make self -sufficiency assessments and planning mandatory for work-able adults	2015 MTW Plan	Not yet implemented	2019

Reactivation

SHA launched the Workforce Opportunity System pilot in 2015 and at the end of 2017 ended the three-year pilot program without needing to make participation mandatory. Key strategies from the pilot were integrated in the new JobLink program in 2018, which streamlined access to services previously delivered through the Family Self-Sufficiency and Economic Opportunities programs. Mandatory participation has not been needed to date but each year SHA will continue to monitor enrollment and participation and may make changes such as requiring mandatory participation based on those results.

C. Activities on hold

MTW Activity #4: Investment policies

Status

MTW Activity #4 was first proposed in the 1999 Annual Plan. It was first implemented in 1999. Subsequent amendments to the activity are included in the table below. The activity was placed on hold in 2013.

Description

SHA's MTW investment policies give the agency greater freedom to pursue additional opportunities to build revenue by making investments allowable under Washington State's investment policies in addition to HUD's investment policies. Each year, SHA assesses potential investments and makes a decision about whether this MTW flexibility will be needed. In 2018 investment flexibility was not needed and all SHA investments followed HUD policies.

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
<i>Agency-wide strategies</i>				
4.A.01	Investment policies: SHA may replace HUD investment policies with Washington State investment policies.	1999 MTW Plan	Activated in 1999 Placed on hold in 2013	1999 2017 2019

Reactivation

SHA annually assesses potential investments to determine which investment policies are most beneficial. MTW alternate investment policies were not needed in 2019. However, SHA continues to revisit its investment strategies annually in consideration of both the agency's financial plans and available investment opportunities.

D. Closed out activities

MTW Activity #6: MTW block grant and fungibility

Status

MTW Activity #6 was included in SHA's 1999 MTW Agreement. It was first implemented in 1999. Subsequent amendments to the activity are included in the table below. The activity was closed out in 2011.

Description

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
6.A.01	MTW Block Grant: SHA combines all eligible funding sources into a single MTW Block Grant used to support eligible activities.	1999 MTW Agreement	Activated in 1999 Closed out in 2011	None
6.A.02	Obligation and expenditure timelines: SHA may establish timelines for the obligation and expenditure of MTW funds	1999 MTW Agreement	Activated in 1999 Closed out in 2011	2003-R
6.A.03	Operating reserve: Maintain an operating reserve consistent with sound management practices	1999 MTW Agreement	Activated in 1999 Closed out in 2011	None
Voucher strategies				
6.H.01	Utilization goals: Utilization defined by use of budget authority	2003 MTW Plan	Activated in 2003 Closed out in 2011	None

Reason for closing

While the Block Grant, fungibility, operating reserve and utilization goals continue to be active and critical elements of SHA's participation as an MTW agency, this activity may be considered closed out as of 2011, which was the last year that SHA reported on it as a separate activity. HUD no longer allows SHA to establish timelines for the obligation and expenditure of MTW funds. SHA reports on uses of single fund/Block Grant fungibility in Section V of this report.

MTW Activity #7: Procurement

Status

MTW Activity #7 was included in SHA's 1999 MTW Agreement. It was first implemented in 1999. Subsequent amendments to the activity are included in the table below. The activity was closed out per HUD guidance in 2011.

Description

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
7.A.01	Construction contract: Locally-designed form of construction contract that retains HUD requirements while providing more protection for SHA	1999 MTW Plan	Activated in 1999 Closed out in 2011	None
7.A.02	Procurement policies: Adopt alternative procurement system that is competitive and results in SHA paying reasonable prices to qualified contractors	1999 MTW Plan	Activated in 1999 Closed out in 2011	None
7.A.03	Wage rate monitoring: Simplified process for monitoring the payment of prevailing wages by contractors	1999 MTW Plan	Activated in 1999 Closed out in 2011	2003 2006

Reason for closing

While SHA's MTW procurement activity was approved by HUD in the 1999 Annual Plan, HUD has since that time taken the position that it is not an allowable MTW activity.

MTW Activity #14: Related nonprofits

Status

MTW Activity #14 was first proposed in the 2004 Annual Plan. It was never implemented. The activity was closed out in 2013.

Description

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
14.A.01	Related non-profit contracts: SHA may enter into contracts with any related nonprofit.	2004 MTW Plan	Never implemented Closed out in 2013	None

Reason for closing

SHA never implemented this activity, which would have allowed the agency to enter into contracts with related nonprofits. SHA determined that existing partnership structures were adequate without needing additional MTW authority.

MTW Activity #16: Local asset management program (LAMP)

Status

MTW Activity #16 was included in SHA's 2000 MTW Plan. It was first implemented in 2000. Subsequent amendments to the activity are included in the table below. The activity was closed out in 2013.

Description

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
29 (Archival numbering system)	Local asset management program: Use asset management principles to optimize housing and services	2000 MTW Plan	Activated in 2000 Closed out in 2013	None

Reason for closing

Although SHA maintains the authority to implement the LAMP, and the continued operation of the LAMP remains an essential element of the agency's participation in the MTW program, this activity may be considered closed out at HUD's request as of 2013.

MTW Activity #17: Performance standards

Status

MTW Activity #17 was included in SHA's 1999 MTW Agreement. It was first implemented in 1999. Subsequent amendments to the activity are included in the table below. The activity was closed out in 2014.

Description

Approved strategies in this activity are as below.

Strategy	Description	First identified	Status	Year(s) updated
Agency-wide strategies				
30 (Archival numbering system)	Local performance standards in lieu of HUD measures: Develop locally relevant performance standards and benchmarks to evaluate the agency performance in lieu of HUD's Public Housing Assessment System (PHAS)	1999 MTW Plan	Activated in 1999 Closed out in 2014	None

Reason for closing

Although SHA continues to maintain and refine alternate performance standards, this activity may be considered closed out at HUD's request as of 2014.

V. Planned application of MTW funds

A. Planned application of MTW funds

i. Estimated sources of MTW funds

FDS line item number	FDS line item name	Dollar amount
70500 (70300+70400)	Total tenant revenue	\$ 15,904,000
70600	HUD PHA operating grants	\$ 266,390,000
70610	Capital grants	\$ 16,788,000
70700 (70710+70720+70730+70740+70750)	Total fee revenue	\$ 0
71100+72000	Interest income	\$ 503,000
71600	Gain or loss on sale of capital assets	N/A ¹²
71200+71300+71310+71400+71500	Other income	\$ 1,909,000
70000	Total revenue	\$ 301,494,000

ii. Estimated application of MTW funds

FDS line item number	FDS line item name	Dollar amount
91000 (91100+91200+91400+91500+91600+ 91700+91800+91900)	Total operating - Administrative	\$ 34,235,000
91300+91310+92000	Management fee expense	\$ 9,139,000
91810	Allocated overhead	N/A
92500 (92100+92200+92300+92400)	Total tenant services	\$ 204,000
93000 (93100+93600+93200+93300+93400+ 93800)	Total utilities	\$ 6,395,000
93500+93700	Labor	N/A
94000 (94100+94200+94300+94500)	Total ordinary maintenance	\$ 16,011,000
95000 (95100+95200+95300+95500)	Total protective services	\$ 166,000
96100 (96110+96120+96130+96140)	Total insurance premiums	\$ 2,448,000
96000 (96200+96210+96300+96400+96500+ 96600+96800)	Total other general expenses	\$ 1,757,000
96700 (96710+96720+96730)	Total interest expense & amortization cost	N/A
97100+97200	Total extraordinary maintenance	\$ 0
97300+97350	HAP + HAP portability-in	\$ 158,822,000

¹² N/A in tables above indicates that SHA does not budget these items for MTW.

FDS line item number	FDS line item name	Dollar amount
97400	Depreciation expense	N/A
97500+97600+97700+97800	All other expense	\$ 27,306,000
90000	Total expenses	\$ 256,483,000

Please describe any variance between estimated total revenue and estimated total expenses:

The Estimated MTW Sources exceed Estimated MTW Uses for various reasons. The summary of expenditures table does not include capital expense, which account for approximately \$16.8 million. Seattle Housing Authority’s planned capital expense budget is not part of the Uses table, but capital is shown as a source. In addition, the Uses table does not include \$28.1 million that Seattle Housing Authority plans to spend on local housing, programs and services for voucher and public housing participates. These services include career coaching, youth engagement, resident services, and education, parks operations in low-income communities, and planning for and redevelopment of low-income housing. See the description of single fund flexibility that follows this section for a discussion of expenses not included within the uses table.

iii. Description of planned application of MTW funding flexibility

Planned application of MTW funding flexibility
<p>Seattle Housing Authority established an MTW Block Grant Fund under the original MTW Agreement and continues to use single-fund flexibility under the Amended and Restated MTW Agreement, (as extended in 2016 to 2028.) MTW Block Grant single-fund flexibility is important in supporting the agency’s array of low-income housing programs and services, its local partnerships, and to meet locally defined needs. Seattle Housing Authority exercises its MTW authority to move funds and project cash flow among projects and programs, as the agency deems necessary to further its mission and strategic plan, cost objectives, statutory compliance, and local housing needs.</p> <p>The agency analyzes its housing, rental assistance, tenant and community services, sustainability services, administrative, and capital needs annually through the budget process to determine the level of service and resource needs to meet the agency’s strategic objectives. Seattle Housing Authority’s single-fund flexibility allows allocation of MTW Block Grant revenues among Seattle Housing Authority’s programs. This enables the agency to balance mixes of housing types, tenant services, administrative support, and capital investments in preservation and development of low-income housing. It also enables the agency to tailor resource allocation to best achieve our cost, program, and strategic objectives and therefore maximize our services to low-income residents and applicants to meet their varied needs.</p> <p>The bulk of Seattle Housing Authority’s use of its MTW single fund authority is focused on activities in MTW communities, support of low-income housing development and preservation, and services for Low-Income Public Housing and Housing Choice Voucher participants. Examples are:</p> <ul style="list-style-type: none"> • Community supportive services, including deepening commitment to youth education by expanding external partnerships and focusing on youth engagement

Planned application of MTW funding flexibility

by developing emotional supports and pro-social behaviors. Continue youth tutoring; job training and betterment activities for high school youth; aging in place services, and leverage health related programs that provide participants with critical health care and stability services. Continue to support SHA residents and participants on their journey toward self-sufficiency and evaluate ways to improve housing stability.

- Parks and open spaces for our low-income communities with play opportunities for children, active and team sports activities for youth, and passive and active exercise options for all.
- Planning, pre-development, construction, and construction services for asset preservation, public housing redevelopment and opportunities to increase affordable housing for low-income people.

The MTW Block Grant will enable Seattle Housing Authority to:

- Evaluate and find long term financial stability options to strategically address capital and operating needs and environmental sustainability of our communities.
- Continue addressing the maintenance and repair of residential units that were deferred or unreported by residents during COVID pandemic.
- Increase housing inspection capacities and implement preventative maintenance, reduce lead base paint, and address overall unit quality to improve resident satisfaction.
- Address the backlog of over-housed units that are inadequately sized for resident needs. Optimize the use of larger units by relocating residents to appropriate sizes and making larger units available for larger households.
- Continue the concentrated effort to enhance both interior and exterior building conditions in the Low-Income Public Housing and Scattered Sites portfolios.
- Evaluate SHA's buildings energy efficiency by dedicating a Sustainability Analyst advisor. Analyze methods to meet and surpass voluntary and emerging regulatory requirements for energy performance. Preparing to meet and exceed these new and emerging local regulations will advance SHA's work for environmental justice within our building portfolios.
- Relace SHA's outdated Enterprise Resource Planning system, which the vendor will no longer support in the coming years. Integrate the new system with SHA's business needs and infrastructure.
- Review the agency's workflows to continually enhance process improvements throughout the agency that allow SHA staff to work more efficiently and effectively to better support residents and voucher holders.
- Establish a dedicated leasing support team to streamline the lease up process for both newly developed and rehabilitated projects and shorten the lease up time. The leasing team will reduce workload on existing property management staff.

B. Planned application of SHA’s unspent operating fund and HCV funding¹³

Original funding source	Beginning of 2024 - unspent balances	Planned application of PHA unspent funds during 2024
HCV HAP*	\$ -	\$ -
HCV admin fee	\$ -	\$ -
PH operating subsidy	\$ -	\$ -
Total:	\$ -	\$ -

Description:

Note: MTW reserves are fungible and not designated as HCV HAPS, HCV Admin Fee, or PH Operating Subsidy

SHA plans to maintain its reserve balance in order to meet unforeseen urgent and emergency needs that may arise in the future. SHA does not presently have 4 months of reserves for our MTW funds.

C. Local asset management plan

- i. Is SHA allocating costs within statute? Yes
- ii. Is SHA implementing a local asset management plan (LAMP)? Yes
- iii. Has SHA provided a LAMP in the appendix? Yes
- iv. If SHA has provided a LAMP in the appendix, please describe any proposed changes to the LAMP in 2022 or state that SHA does not plan to make any changes in 2024.

Pursuant to the requirements of OMB Super Circular Part 200, the Indirect Service Fee (IDSF) is determined in a reasonable and consistent manner based on projected total units and leased vouchers. The IDSF is a per-housing-unit or per-leased-voucher fee per month charged to each program. For the 2023 budget, the per-unit-month (PUM) cost will be \$68.44 for housing units and \$24.60 for leased vouchers.

As part of the IDSF calculation, MTW Block Grant revenues can also be used to support any positive or negative budget variance as part of the annual reconciliation process.

No changes are proposed.

¹³ Unspent balances and planned application of unspent funds forthcoming.

D. Rental Assistance Demonstration participation

i. Description of Rental Assistance Demonstration (RAD) participation

Rental Assistance Demonstration (RAD) participation
N/A

ii. Has SHA submitted a RAD significant amendment in the appendix? N/A

iii. If SHA has provided a RAD significant amendment in the appendix, please state whether it is the first RAD significant amendment submitted or describe any proposed changes from the prior RAD significant amendment.

N/A

VII. Administrative

A. Board resolution and certifications of compliance

SHA's Board of Commissioners will vote on the adoption of the Annual MTW Plan on October 17, 2022. The signed Resolution, Certifications of Compliance and lobbying disclosure form are included in Appendix C of the MTW Plan. The signed Certification of Consistency with the Consolidated Plan (Form HUD-2991) is also included in this appendix.

B. Documentation of public process

The public comment period for the MTW Annual Plan begins on August 31, 2023 and concludes on September 30, 2023. Extensive efforts will be made to make participants and the public aware of the availability of the Plan and comment period, including posting in the *Daily Journal of Commerce*, messages in *The Voice*, a resident e-newsletter that reaches thousands, and flyers in buildings and common areas. The draft Plan is publicly available on SHA's website (www.seattlehousing.org) and by requesting a copy (see Plan cover page for contact information). A public hearing will be held in person (with a remote option) on September 12, 2023 at 3:00 pm. Language interpretation and disability accommodations are made available by request. Any changes made as a result of the public hearing and comment period will be included in the final version of the MTW Plan.

Staff will also meet remotely with SHA's two resident advisory groups, the Joint Policy Advisory Committee and Senior Joint Policy Advisory Committee, in September to discuss the Plan activities and proposed updates. Results of these meetings and processes will be taken into consideration in finalizing the MTW Plan.

Documentation of the public process will be presented to the Board of Commissioners in October and can be made available to HUD upon request.

C. Planned and ongoing evaluations

SHA is not currently engaged in any third-party agency-wide evaluations of its MTW program. No external MTW evaluations are planned for 2024.

D. Lobbying disclosures

The signed Certificate of Payments (Form HUD-50071) will be included in Appendix C of the final MTW Plan.

Appendix A: Planned existing project-based vouchers

The below table consists of the tenant-based vouchers that SHA is currently project-basing in 2024. Some properties may have more than one existing AHAP/HAP contract with SHA and may be listed two or more times. This section meets the requirements prescribed in HUD Form 50900 Section II.A.iv. "Planned Existing Project Based Vouchers."

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Pal Pal	29	Leased	No	Permanent supportive housing
13 th & Fir	92	Leased	No	Affordable housing
104 th St. Townhomes	3	Leased	No	Affordable housing
A Place of Our Own	19	Leased	No	Service-enriched for homeless families (with at least one minor)
Albion Place	12	Leased	No	Enhanced behavioral health services
Aldercrest	8	Leased	No	Affordable housing
Almquist Apartments	52	Leased	No	Permanent supportive housing
Arbora Court	40	Leased	No	Service-enriched for homeless individuals
Aridell Mitchell Home	6	Leased	No	Affordable housing
Aurora House	30	Leased	No	Permanent supportive housing
Avalon Place	9	Leased	No	Permanent supportive housing
Baldwin Apartments	15	Leased	No	Affordable housing
Bayview Tower	33	Leased	No	Affordable housing
Beacon House	6	Leased	No	Service-enriched for homeless individuals
Bellevue/Olive Apartments	5	Leased	No	Affordable housing
Bergan Place	2	Leased	No	Homeless young adults
Bergan Place	8	Leased	No	Affordable housing
Brettler Family Place I	51	Leased	No	Service-enriched for homeless families (with at least one minor)
Brettler Family Place II	21	Leased	No	Service-enriched for homeless families (with at least one minor)
Broadway Crossing	10	Leased	No	Service-enriched for homeless individuals
Broadway Crossing	9	Leased	No	Service-enriched for homeless families (with at least one minor)
Bush Hotel	7	Leased	No	Affordable housing

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Casa Pacifica	6	Leased	No	Affordable housing
Casa Pacifica	5	Leased	No	Affordable housing
Cascade Court Apartments	3	Leased	No	Service-enriched for homeless families (with at least one minor)
Cascade Court Apartments	5	Leased	No	Affordable housing
Cate Apartments	10	Leased	No	Affordable housing
Cate Apartments	15	Leased	No	Service-enriched for homeless families (with at least one minor)
Cedar Crossing	7	Leased	No	Affordable housing
Centerwood Apartments	2	Leased	No	Affordable housing
Cluster SMH	14	Leased	No	Enhanced behavioral health services
Colonial Gardens	20	Leased	No	Affordable housing
Columbia Court	13	Leased	No	Service-enriched for homeless families (with at least one minor)
Colwell Building	16	Leased	No	Affordable housing
Community Psychiatric Clinic	14	Leased	No	Enhanced behavioral health services
Compass Broadview	18	Leased	No	Service-enriched for homeless families (with at least one minor)
Compass Cascade	33	Leased	No	Permanent supportive housing
Compass on Dexter	36	Leased	No	Service-enriched for homeless individuals
Council House	30	Leased	No	Senior housing
Crestwood Place Apartments	6	Leased	No	Affordable housing
Croft Place	7	Leased	No	Affordable housing
David Colwell Building	25	Leased	No	Affordable housing
Dekko Place	5	Leased	No	Affordable housing
Delridge Heights Apartments	3	Leased	No	Affordable housing
Delridge Triplexes	6	Leased	No	Affordable housing
Denny Park Apartments	5	Leased	No	Affordable housing
Denny Park Apartments	8	Leased	No	Service-enriched for homeless families (with at least one minor)
DESC	12	Leased	No	Enhanced behavioral health services

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Eastern Hotel	4	Leased	No	Affordable housing
Eastlake Supportive Housing	25	Leased	No	Permanent supportive housing
Emerald City Commons	12	Leased	No	Affordable housing
Ernestine Anderson Place	33	Leased	No	Service-enriched for homeless individuals
Estelle Supportive Housing	15	Leased	No	Permanent supportive housing
Evans House	49	Leased	No	Permanent supportive housing
Fir Street Apartments	7	Leased	No	Affordable housing
First Place	4	Leased	No	Service-enriched for homeless families (with at least one minor)
Four Freedoms House	25	Leased	No	Senior housing
Four Freedoms House	126	Leased	No	Senior housing
Fremont Solstice Apartments	6	Leased	No	Service-enriched for homeless families (with at least one minor)
Gardner House	6	Leased	No	Service-enriched for homeless families (with at least one minor)
The Genessee	17	Leased	No	Affordable housing
The Genessee	3	Leased	No	Service-enriched for homeless families (with at least one minor)
Golden Sunset	36	Leased	No	Affordable housing project
Gossett Place	12	Leased	No	Permanent supportive housing
Gossett Place	28	Leased	No	Permanent supportive housing
High Point	100	Leased	No	Affordable housing
Hilltop House	30	Leased	No	Senior housing
Hinoki	82	Leased	No	Affordable housing
Hoa Mai Gardens	70	Leased	No	Affordable housing
Hobson Place	63	Leased	No	Permanent supportive housing
Holden Manor	1	Leased	No	Affordable housing
Holden Street Family Housing (Saint Teresita del Niño Jesus)	25	Leased	No	Service-enriched for homeless families (with at least one minor)
Holiday Apartments	6	Leased	No	Affordable housing
Humphrey House	71	Leased	No	Permanent supportive housing
Imani Village	8	Leased	No	Service-enriched for homeless families (with at least one minor)

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Jefferson Terrace	283	Leased/Issued	No	Affordable housing
Josephinum Apartments	25	Leased	No	Service-enriched for homeless individuals
Josephinum Stability Project	49	Leased	No	Service-enriched for homeless individuals
Judkins Park	4	Leased	No	Affordable housing
Judkins Park	4	Leased	No	Service-enriched for homeless families (with at least one minor)
The Julie Apartments	20	Leased	No	Affordable housing
The Julie Apartments	2	Leased	No	Affordable housing
The Julie Apartments	6	Leased	No	Service-enriched for homeless individuals
The Karlstrom	17	Leased	No	Service-enriched for homeless individuals
Kebero Court	83	Leased	No	Affordable housing
Kenyon Housing	18	Leased	No	Permanent supportive housing
Kerner-Scott House	15	Leased	No	Permanent supportive housing
Kingway Apartments	16	Leased	No	Service-enriched for homeless families (with at least one minor)
Kristin Benson Place	77	Leased	No	Permanent supportive housing
Lake City Commons	15	Leased	No	Affordable housing
Lake Washington Apartments	37	Leased	No	Affordable housing
Lakeview Apartments	15	Leased	No	Affordable housing
Lakeview Apartments	5	Leased	No	Affordable housing
Lakeview Apartments	6	Leased	No	Affordable housing
Legacy House	22	Leased	No	Senior housing
Leschi House	35	Leased	No	Senior housing
Lewiston Apartments	28	Leased	No	Permanent supportive housing
Lincoln Apartments	4	Leased	No	Affordable housing
Lyon Building	12	Leased	No	Permanent supportive housing
Main Street Apartments	2	Leased	No	Affordable housing
Main Street Place	8	Leased	No	Affordable housing
Marion West	25	Leased	No	Service-enriched for homeless individuals
Martin Court	28	Leased	No	Service-enriched for homeless individuals

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Martin Court	13	Leased	No	Service-enriched for homeless families (with at least one minor)
Martin Luther King Jr. Apartments	10	Leased	No	Affordable housing
Martina Apartments (fka CHS Greenwood)	66	Leased	No	Permanent supportive housing
Mary Avenue Townhomes	8	Leased	No	Affordable housing
McDermott Place	15	Leased	No	Permanent supportive housing
McDermott Place	10	Leased	No	Permanent supportive housing
Meadowbrook View Apartments	15	Leased	No	Service-enriched for homeless families (with at least one minor)
Mercer Court	3	Leased	No	Affordable housing
MLK Family Housing (Katharine's Place)	5	Leased	No	Affordable housing
MLK Family Housing (Katharine's Place)	10	Leased	No	Service-enriched for homeless families (with at least one minor)
MLK Properties	6	Leased	No	Affordable housing
Monica's Village Place	38	Leased	No	Service-enriched for homeless families (with at least one minor)
Montridge Arms	13	Leased	No	Affordable housing
Morrison Hotel	190	Leased	No	Permanent supportive housing
Muslim Housing	10	Leased	No	Service-enriched for homeless families (with at least one minor)
Nhon's Housing	5	Leased	No	Service-enriched for homeless families (with at least one minor)
Nihonmachi Terrace	20	Leased	No	Affordable housing
Nihonmachi Terrace	5	Leased	No	Service-enriched for homeless families (with at least one minor)
Norman Street Apartments	15	Leased	No	Affordable housing
NP Hotel	5	Leased	No	Affordable housing
Oleta Apartments	6	Leased	No	Affordable housing
One Community Commons	5	Leased	No	Service-enriched for homeless individuals
One Community Commons	7	Leased	No	Service-enriched for homeless families (with at least one minor)

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Opportunity Place	145	Leased	No	Permanent supportive housing
Ozanam House (formerly Westlake II)	29	Leased	No	Permanent supportive housing
Pacific Hotel	6	Leased	No	Permanent supportive housing
Palo Studios at the Josephinum	7	Leased	No	Service-enriched for homeless individuals
Pantages Apartments	10	Leased	No	Affordable housing
Pantages Apartments	11	Leased	No	Service-enriched for homeless families (with at least one minor)
Pardee Townhomes	3	Leased	No	Affordable housing
Park Place	100	Leased	No	Assisted living
Park Place	36	Leased	No	Assisted living
Parker Apartments	8	Leased	No	Affordable housing
Parkview Services	23	Leased	No	Affordable housing for people with disabilities
Pat Williams Apartments	21	Leased	No	Permanent supportive housing
Patricia K. Apartments	12	Leased	No	Permanent supportive housing
Patrick Place	40	Leased	No	Permanent supportive housing
Pioneer Human Services	11	Leased	No	Service-enriched for homeless individuals
Plymouth on First Hill	77	Leased	No	Permanent supportive housing
Plymouth on Stewart	74	Leased	No	Permanent supportive housing
Plymouth Place	70	Leased	No	Permanent supportive housing
Rainier Vista	23	Leased	No	Affordable housing
Raven Terrace	50	Leased	No	Affordable housing
Ravenna Springs Properties	13	Leased	No	Affordable housing
Red Cedar	80	Leased	No	Affordable housing
Rise at Yancy	44	Leased	No	Permanent supportive housing
Rose of Lima House	30	Leased	No	Permanent supportive housing
Rose Street Apartments	4	Leased	No	Affordable housing
Salish Landing (fka Lam Bow)	51	Leased	No	Affordable housing
Samaki Commons	12	Leased	No	Affordable housing
Samaki Commons	8	Leased	No	Service-enriched for homeless families (with at least one minor)

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Sand Point Campus	18	Leased	No	Service-enriched for homeless families (with at least one minor)
Sand Point Family Housing	21	Leased	No	Permanent supportive housing for families
Scattered Sites – Bitterlake portfolio	54	Leased	No	Affordable housing
Scattered Sites – Madison portfolio	17	Leased	No	Affordable housing
Scattered Sites – Northeast Seattle portfolio	38	Leased	No	Affordable housing
Scattered Sites – Northwest Seattle portfolio	47	Leased	No	Affordable housing
Scattered Sites – South Park portfolio	16	Leased	No	Affordable housing
Scattered Sites – South Seattle portfolio	10	Leased	No	Affordable housing
Scattered Sites – University District portfolio	5	Leased	No	Affordable housing
Scattered Sites – West Seattle portfolio	41	Leased	No	Affordable housing
Sea-Mar Family Housing	5	Leased	No	Service-enriched for homeless families (with at least one minor)
SHA - SFD special portfolio	1	Leased	No	Affordable housing
Simons Senior Housing Apartments	78	Leased	No	Permanent supportive housing
South Shore Court (fka Douglas Apartments)	9	Leased	No	Affordable housing
Spruce Street Apartments	10	Leased	No	Affordable housing
Starlitter Apartments	6	Leased	No	Affordable housing
Stone Avenue Townhomes	4	Leased	No	Affordable housing
Stone Way Apartments	21	Leased	No	Affordable housing
Stone Way Apartments	14	Leased	No	Service-enriched for homeless families (with at least one minor)

Property name	# of project-based vouchers	Planned status at end of 2024	RAD?	Description of project
Sylvia Odom's Place	64	Leased	No	Permanent supportive housing graduates
Tamarack Place	20	Leased	No	Affordable housing
Traugott Terrace	40	Leased	No	Service-enriched for homeless individuals in recovery
Tyree Scott Apartments	10	Leased	No	Affordable housing
Tyree Scott Apartments	6	Leased	No	Service-enriched for homeless families (with at least one minor)
Views on Madison Phase I	17	Leased	No	Affordable housing
Views on Madison Phase I	10	Leased	No	Service-enriched for homeless families (with at least one minor)
Views on Madison Phase II	7	Leased	No	Affordable housing
Villa Park	6	Leased	No	Affordable housing
Village Square II Apartments	31	Leased	No	Affordable housing
Vivian McLean Place Apartments	4	Leased	No	Affordable housing
Weller Apartments	49	Leased	No	Affordable housing
Westwood Heights East	22	Leased	No	Affordable housing
WSAH (fka Longfellow/Wisteria)	19	Leased	No	Affordable housing
Yesler Court	5	Leased	No	Affordable housing
YWCA Women's Residence	15	Leased	No	Permanent supportive housing for women
YWCA Women's Residence	38	Leased	No	Permanent supportive housing for women

Total planned existing project-based vouchers	4,762
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Appendix B: Local asset management plan

I. Introduction

The First Amendment to the Amended and Restated Moving to Work (MTW) Agreement (“First Amendment”) allows the Seattle Housing Authority (SHA or “the Authority”) to develop a local asset management program (LAMP) for its Public Housing program. The agency is to describe its LAMP in its next MTW Annual Plan, to include a description of how it is implementing project-based management, budgeting, accounting and financial management and any deviations from HUD’s asset management requirements. Under the First Amendment, SHA agreed its cost accounting and financial reporting methods would comply with the federal Office of Management and Budget (OMB) Super Circular at Title 2 CFR Part 200 (formerly A-87 requirements) and agreed to describe its cost accounting plan as part of its LAMP, including how the indirect service fee is determined and applied. The materials herein fulfill SHA’s commitments.

II. Framework for SHA’s local asset management program

A. Mission and Values

The City of Seattle established SHA under State of Washington enabling legislation in 1939. SHA provides affordable housing or rental assistance to over 38,000 low-income people (representing over 18,000 households), through units SHA owns and operates or for which SHA serves as the general partner of a limited partnership and as managing agent, and through rental assistance in the form of tenant-based, project-based and provider-based vouchers. SHA is also an active developer of low-income housing. SHA redevelops and rehabilitates communities and preserves existing assets. SHA operates according to the following mission and values:

Our 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-income.

Our 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.

SHA owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of NewHolly and Rainier Vista in Southeast Seattle, High Point in West Seattle and Yesler in Central Seattle. In the past 23 years, SHA has undertaken redevelopment or rehabilitation of all four family communities, a new family community in Lake City and 23 of our public housing high-rise buildings, using mixed financing with low-income housing tax credit limited partnerships and/or ARRA funds. During 2023, SHA will be the general partner in 16 limited partnerships.

B. Overarching policy and cost objectives

SHA's mission and values are embraced by our employees and ingrained in our policies and operations. They are the prism through which we view our decisions and actions and the cornerstone to which we return in evaluating our results. In formulating SHA's Local Asset Management Program, our mission and values have served as the foundation of our policy/cost objectives and the key guiding principles that underpin SHA's LAMP.

Consistent with requirements and definitions of 2 CFR 200, SHA's LAMP is led by three overarching policy/cost objectives:

- ◇ ***Cost effective affordable housing:*** To enhance the Seattle community by creating, operating and sustaining decent, safe and affordable housing and living environments for low-income people, using cost-effective and efficient methods.
- ◇ ***Housing opportunities and choice:*** To expand housing opportunities and choice for low-income individuals and families through creative and innovative community partnerships and through full and efficient use of rental assistance programs.
- ◇ ***Resident financial security and/or self-sufficiency:*** To promote financial security or economic self-sufficiency for low-income residents, as individual low-income tenants are able, through a network of training, employment services and support.

C. Local Asset Management Program – Eight Guiding Principles

Over time and with extensive experience, these cost objectives have led SHA to define an approach to our LAMP that is based on the following principles:

- 1. In order to most effectively serve low-income individuals seeking housing, SHA will operate its housing and housing assistance programs as a cohesive whole, as seamlessly as feasible.***

We recognize that varying funding sources carry different requirements for eligibilities, and rules for sustaining low-income housing units through operations and financing. It is SHA's job to present funding and administrative differences as seamlessly as possible to our residents and participants. Our goal is for low-income families to be able to navigate the housing choices and rental assistance programs SHA offers. It is also our job to design our housing operations to bridge differences among programs/fund sources, and to promote consolidated requirements. It is also incumbent on us to use our own and MTW authority to minimize administrative inefficiencies from differing rules. We seek common rules, where possible, to enhance cost effectiveness and reduce the administrative burden on tenants.

This principle has led to several administrative successes, including use of a single set of admissions and lease/tenant requirements for Low Income Public Housing and project-based Housing Choice Voucher tenants in the same property. Similarly, we have joint funder agreements for program and financial reporting and inspections on low-income housing projects with multiple local and state funders.

An important corollary is SHA's involvement in a community-wide network of public, non-profit and for-profit housing providers, service and educational providers, and coalitions

designed to rationalize and maximize housing dollars. SHA's city and county wide partnership with supportive services and educational/training resources to create a comprehensive integrated housing + services program is vital to our success. SHA's LAMP is designed to create a cohesive whole of SHA housing programs. It is intentionally flexible enough to be an active contributing partner in a city-wide effort to provide affordable housing and services for pathways out of homelessness and poverty.

2. In order to support and promote property performance and financial accountability at the lowest appropriate level, SHA will operate a robust project and portfolio-based budgeting, management, and reporting system of accountability.

SHA has operated a property/project-based management, budgeting, accounting and reporting system for the past twenty plus years. Our project-based management systems include:

- Annual budgets developed by on-site property managers and reviewed and consolidated into portfolio requests by area or housing program managers.
- Adopted budgets at the property and/or community level that include allocation of subsidies, where applicable, to balance the projected annual budget. This balanced property budget becomes the basis for assessing actual performance.
- Monthly property-based financial reports comparing year-to-date actual to budgeted performance for the current and prior years.
- Quarterly portfolio reviews and/or other timely financial reviews are conducted with the responsible property manager(s) and the area or housing program managers, with SHA's Asset Management Team and/or Budget and Accounting staff.

SHA applies the same project/community-based budgeting system and accountability to its non-federal programs.

3. To ensure best practices across SHA's housing portfolios, SHA's Asset Management Team and the Policy Office's interdepartmental team meetings provide forums for review of housing operations policies, practices, financial performance, capital requirements and assessment of best practices and performance among SHA, other housing authorities and other housing providers.

A key element of SHA's LAMP is the Asset Management Team (AM Team) in combination with the Budget Office and Policy Office's interdepartmental team meetings comprised of upper and property management staff from housing operations, asset management, property services, executive, legal, finance and budget, community services, communications and rental assistance. These interdisciplinary teams meet throughout the year and address:

- All critical policy and program issues facing individual properties, applying to a single unit or multiple portfolios, from rent policy to smoke-free buildings to rules for in-home businesses.
- Portfolio reviews and follow-up, where the team convenes to review with property management staff how well properties are operating in relation to common performance measures (e.g. occupancy, rent collections and receivables, vacancy rates, turnover

time), how the property is doing in relation to budget and key reasons for deviations and property manager projections and/or concerns about the future.

- Annual assessment of capital repair and improvement needs of each property with property managers and area portfolio administrators in relation to five-year projections of capital preservation needs. This annual process addresses the capital needs and priorities of individual properties and priorities across portfolios.
- Review and preparation of the MTW Annual Plan and Report, where key issues for the future are identified and discussed, priorities for initiatives to be undertaken are defined and where evaluation of MTW initiatives are reviewed and next steps determined.

The richness and legitimacy of the AM Team, Budget Office and Policy Office processes result directly from the diverse team composition, the open and transparent consideration of issues, the commitment of top management to participate actively and the record of follow-up and action on issues considered by the AM Team.

4. To ensure that the Authority and residents reap the maximum benefits of cost-effective economies of scale, certain direct functions will be provided centrally.

Over time, SHA has developed a balance of on-site capacity to perform property manager, resident manager and basic maintenance/handyperson services, with asset preservation services performed by a central capacity of trades and specialty staff. SHA's LAMP reflects this cost-effective balance of on-site and central maintenance services for repairs, unit turnover, landscaping, pest control and asset preservation as direct costs to properties. Even though certain maintenance functions are performed by central trade crews, the control remains at the property level, as it is the property manager and/or area or program manager who calls the shots as to the level of service required from the "vendor" – the property services group – on a unit turnover, site landscaping and maintenance and repair work orders. Work is not performed at the property by the central crews without the prior authorization of the portfolio manager or their designee. All services are provided on a fee for service basis.

Similarly, SHA has adopted procurement policies that balance the need for expedient and on-site response through delegated authorization of certain dollar levels of direct authority for purchases, with Authority-wide economies of scale and conformance to competitive procurement procedures for purchases/work orders in excess of the single bidder levels. Central procurement services are part of SHA's indirect services fee.

5. SHA will optimize direct service dollars for resident/tenant supportive services by waiving indirect costs that would otherwise be borne by community service programs and distributing the associated indirect costs to the remaining direct cost centers.

A large share of tenant/resident services are funded from grants and foundations and these funds augment local funds to provide supportive services and self-sufficiency services to residents. In order to optimize available services, the indirect costs will be supported by housing and housing choice objectives.

There are myriad of reasons that led SHA to this approach:

- Most services are supported from public and private grants and many of these don't allow indirect cost charges as part of the pool of eligible expenses under the grant.
- SHA uses local funds from operating surpluses to augment community services funding from grants; these surpluses are derived from operations where indirect services have already been charged.
- SHA's community services are very diverse, from recreational activities for youth to employment programs to translation services. This diversity makes a common basis for allocating indirect services problematic.
- Most importantly, there is a uniform commitment on the part of housing and housing choice managers to see dollars for services to their tenants/participants maximized. There is unanimous agreement that these program dollars not only support the individuals served but serve to reduce property management costs they would experience from idle youth and tenants struggling on their own to get a job.

6. SHA will achieve administrative efficiencies, maintain a central job cost accounting system for capital assets and properly align responsibilities and liability by allocating capital assets/improvements to the property level only upon completion of capital projects.

Development and capital projects are managed through central agency units and can take between two and five or more years from budgeting to physical completion. Transfer of fixed assets only when they are fully complete and operational best aligns responsibility for development and close-out vs. housing operations.

The practice of transferring capital assets when they are complete and operational, also best preserves clear lines of accountability and responsibility between development and operations; preserves the relationship and accountability of the contractor to the project manager; aligns with demarcations between builders risk and property insurance applicability; protects warranty provisions and requirements through commissioning; and maintains continuity in the owner's representative to ensure all construction contract requirements are met through occupancy permits, punch list completion, building systems commissioning and project acceptance.

7. SHA will promote service accountability and incorporate conservation incentives by charging fees for service for selected central services.

This approach, rather than an indirect cost approach, is preferred where services can be differentiated on a clear, uniform and measurable basis. This is true for information technology services and for Fleet Management services. The costs of information technology services, hardware and software, are distributed based on department headcount, number of hardware equipment devices (PC; laptops and tablets) and by employee job function, i.e. field employees were weighted much less than office staff.

The Fleet service fee encompasses vehicle insurance, maintenance and replacement. Fuel consumption is a direct cost to send a direct conservation signal. The maintenance component of the fleet charge is based on a defined maintenance schedule for each vehicle given its age and usage. The replacement component is based on expected life of each vehicle in the fleet, a defined replacement schedule and replacement with the most appropriate vehicle technology and conservation features.

8. SHA will use its MTW block grant authority and flexibility to optimize housing opportunities provided by SHA to low-income people in Seattle.

SHA's flexibility to use MTW Block Grant resources to support its low-income housing programs is central to our LAMP. SHA will exercise our contractual authority to move our MTW funds and project cash flow among projects and programs, including Indirect Services Fee calculation, as the Authority deems necessary to further our mission and cost objectives. MTW flexibility to allocate MTW Block Grant revenues among the Authority's housing and administrative programs enables SHA to balance the mix of housing types and services to different low-income housing programs and different groups of low-income residents. It enables SHA to tailor resource allocation to best achieve our cost objectives and therefore maximize our services to low-income residents and applicants having a wide diversity of circumstances, needs and personal capabilities. As long as the ultimate purpose of a grant or program is low-income housing, it is eligible for MTW funds.

III. SHA's Local Asset Management Program (LAMP) Implementation

A. Comprehensive Operations

Consistent with the guiding principles above, a fundamental driver of SHA's LAMP is its comprehensive application to the totality of SHA's MTW program. SHA's use of MTW resource and regulatory flexibility and SHA's LAMP encompass our entire operations.

Accordingly:

- We apply our indirect service fees to all our housing and rental assistance programs.
- We expect all our properties, regardless of fund source, to be accountable for property-based management, budgeting and financial reporting.
- We exercise MTW authority to assist in creating management and operational efficiencies across programs and to promote applicant and resident-friendly administrative requirements for securing and maintaining their residency.
- We use our MTW block grant flexibility across all of SHA's housing programs and activities to create the whole that best addresses our needs at the time.
- We will have the option to exercise MTW authority to balance indirect service fees when expenses exceed revenues or when revenues exceed expenses in the CSOC. MTW funding will assist in balancing or evening out the fee cost to communities, especially in the event of unforeseen circumstances like a pandemic that creates new costs and curtails employment and rehiring opportunities to low-income residents.

SHA's application of its LAMP and indirect service fees to its entire operations is more comprehensive than HUD's asset management system. HUD addresses fee for service principally at the low-income public housing property level and does not address SHA's comprehensive operations, which include other housing programs, business activities and component units.

B. Project-Based Portfolio Management

We have reflected in our guiding principles above the centrality of project/property-based and program-based budgeting, management, reporting and accountability in our asset management program and our implementing practices. We also assign priority to our multi-disciplinary central Asset Management Team and the Policy Office's interdepartmental team in its role to constantly bring best practices, evaluations and follow-up to inform SHA's property management practices and policies. Please refer to the section above to review specific elements of our project-based accountability system.

A fundamental principle we have applied in designing our LAMP is to align responsibility and authority and to do so at the lowest appropriate level. Thus, where it makes the most sense from the standpoints of program effectiveness and cost efficiency, the SHA LAMP assigns budget and management accountability at the property level. We are then committed to providing property managers with the tools and information necessary for them to effectively operate their properties and manage their budgets.

We apply the same principle of aligning responsibility and accountability for those services that are managed centrally, and, where those services are direct property services, such as landscaping, decorating or specialty trades work, we assign the ultimate authority for determining the scope of work to be performed to the affected property manager.

In LIPH properties, we budget subsidy dollars with the intent that properties will break even with actual revenues and expenses. Over the course of the year, we gauge performance at the property level in relation to that aim. When a property falls behind, we use our quarterly portfolio reviews to discern why and agree on corrective actions and then track their effectiveness in subsequent quarters. We reserve our MTW authority to move subsidy and cash flow among our LIPH properties based on our considered assessment of reasons for surplus or deficit operations. We also use our quarterly reviews to identify properties whose performance warrants placement on a "watch" list.

C. Cost Allocation Approach

Classification of Costs

Under 2 CFR 200, there is no one universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost be treated consistently in like circumstances, as either a direct or an indirect cost. Consistent with 2 CFR 200 cost principles, SHA has identified all of its direct costs and segregated all its costs into pools, as either a direct or an indirect cost pool. We have further divided the indirect services pool to assign costs as "equal burden" or hard housing unit based, as described below.

Cost Objectives

2 CFR 200 defines cost objective as follows: *Cost objective means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.* The Cost Objectives for SHA's LAMP are the three overarching policy/cost objectives described earlier:

- Cost Effective Affordable Housing
- Housing Opportunities and Choice
- Resident Financial Security and/or Self-Sufficiency

Costs that can be identified specifically with one of the three objectives are counted as a direct cost to that objective. Costs that benefit more than one objective are counted as indirect costs. Attachment 1 is a graphic representation of SHA’s LAMP, with cost objectives, FDS structure and SHA Funds.

SHA Direct Costs

2 CFR 200 defines direct costs as follows: *Direct costs are those that can be identified specifically with a particular final cost objective.* SHA’s direct costs include but are not limited to:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Contract costs readily identifiable with delivering housing assistance to low-income families • Housing Assistance Payments, including utility allowances, for vouchers • Utilities • Surface Water Management fee • Insurance • Bank charges • Property-based audits • Staff training • Interest expense • Information technology fees • Portability administrative fees • Rental Assistance department costs for administering Housing Choice Vouchers including inspection activities • Operating costs directly attributable to operating SHA-owned properties • Fleet management fees and fuel costs • Central maintenance services for unit or property repairs or maintenance • Central maintenance services include, but are not limited to, | <ul style="list-style-type: none"> landscaping, pest control, and decorating and unit turnover • Operating subsidies paid to mixed income, mixed finance communities • Community Services department costs directly attributable to tenants’ services • Gap financing real estate transactions • Acquisition costs • Demolition, relocation, and leasing incentive fees in repositioning SHA-owned real estate • Homeownership activities for low-income families • Leasing incentive fees • Certain legal expenses • Professional services at or on behalf of properties or a portfolio, including security services • Extraordinary site work • Any other activities that can be readily identifiable with delivering housing assistance to low-income families • Any cost identified for which a grant award is made. Such costs will be determined as SHA receives grants • Direct Finance staff costs • Direct area administration staff costs. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

SHA Indirect Costs

2 CFR 200 defines indirect costs as *those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.* SHA's indirect costs include, but are not limited to:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Executive• Communications• Most of Legal• Development (Most Development staff charge directly to the Development Fund, only certain staff and functions in this department are indirect charges)• Finance• Purchasing | <ul style="list-style-type: none">• Human Resources• Housing Finance and Asset Management (Based on functions, this staff is split among indirect cost, direct charge to the capital budget and charges to MTW direct property services)• Administration staff and related expenses of the Housing Operations Department that cannot be identified to a specific cost objective |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

SHA Indirect Service Fee – Base, Derivation and Allocation

SHA has established an Indirect Services Fee (IS; ISF) based on anticipated indirect costs for the fiscal year. Per the requirements of 2 CFR 200, the ISF is determined in a reasonable and consistent manner based on total units and leased vouchers. Thus, the ISF is calculated as a per-housing-unit or per-leased-voucher fee per month charged to each program. Please see Attachment 2 to review SHA's Indirect Services Fee Plan.

Equitable Distribution Base

According to 2 CFR 200, *the distribution base may be (1) total direct costs (excluding capital expenditure), (2) direct salaries and wages or (3) another base which results in an equitable distribution.* SHA has found that unit count and leased voucher is an equitable distribution base when compared to other potential measures. Testing of prior year figures has shown that there is no material financial difference between direct labor dollar allocations and unit allocations. Total units and leased vouchers are a far easier, more direct and transparent and more efficient method of allocating indirect service costs than using direct labor to distribute indirect service costs. Direct labor has other complications because of the way SHA charges for maintenance services. Using housing units and leased vouchers removes any distortion that total direct salaries and wages might introduce. Units and leased vouchers is an equitable distribution base which best measures the relative benefits.

Derivation and Allocation

According to 2 CFR 200, where a grantee agency's indirect costs benefit its major functions in varying degrees, such costs shall be accumulated into separate cost groupings. Each grouping shall then be allocated individually to benefitted functions by means of a base which best measures the relative benefits. SHA divides indirect costs into two pools, "Equal Burden" costs and "Hard Unit" costs. Equal Burden costs are costs that equally benefit leased voucher activity and hard, existing housing unit activity. Hard Unit costs primarily benefit the hard, existing housing unit activity.

Before calculating the per unit indirect service fees, SHA's indirect costs are offset by designated revenue. Offsetting revenue includes 10 percent of the MTW Capital Grant award, a portion of the developer fee paid by limited partnerships, limited partnership management fees, laundry revenue, dividend or savings from insurance companies and purchasing card discounts for early payment, commuting reimbursements from employees and a portion of Solid Waste's outside revenue.

A per unit cost is calculated using the remaining net indirect costs divided by the number of units and the number of leased vouchers. For the 2023 budget the per unit per month (PUM) cost for housing units is \$69.59 and for leased vouchers is \$24.77.

Annual Review of Indirect Service Fee Charges

SHA will annually review its indirect service fee charges in relation to actual indirect costs and will incorporate appropriate adjustments in indirect service fees for the subsequent year, based on this analysis. To achieve a breakeven fund, any deficit or excess can be balanced by using the MTW fund, as allowed under SHA's fund flexibility provisions.

D. Differences – HUD Asset Management vs. SHA Local Asset Management Program

Under the First Amendment, SHA is allowed to define costs differently than the standard definitions published in HUD's Financial Management Guidebook pertaining to the implementation of 24 CFR 990. SHA is required to describe in this MTW Annual Plan differences between our Local Asset Management Program and HUD's asset management program. Below are several key differences, with additional detail reflected in Attachment 3 to this document:

- SHA determined to implement an indirect service fee that is much more comprehensive than HUD's asset management system. HUD's asset management system and fee for service is limited in focusing only on a fee for service at the Low-Income Public Housing (LIPH) property level. SHA's LAMP is much broader and includes local housing and other activities not found in traditional HUD programs. SHA's LAMP addresses the entire SHA operation.
- SHA has defined its cost objectives at a different level than HUD's asset management program. SHA has defined three cost objectives under the umbrella of the MTW program, which is consistent with the issuance of the CFDA number and with the current MTW Contract Agreement (expires 12.31.2028). HUD defined its cost objectives at the property level and SHA defined its cost objectives at the program level. Because the cost objectives are defined differently, direct and indirect costs will be differently identified, as reflected in our LAMP.
- HUD's rules are restrictive regarding cash flow between projects, programs, and business activities. SHA intends to use its MTW resources and regulatory flexibility to move its MTW funds and project cash flow among projects without limitation and to ensure that our operations best serve our mission, our LAMP cost objectives, and ultimately the low-income people we serve.
- HUD intends to maintain all maintenance staff at the property level. SHA's LAMP reflects a cost-effective balance of on-site and central maintenance services for repairs, unit turnover, landscaping, and asset preservation as direct costs to properties.

- HUD's asset management approach records capital project work-in-progress quarterly. SHA's capital projects are managed through central agency units and can take between two and five or more years from budgeting to physical completion. Transfer of fixed assets only when they are fully complete and operational best aligns responsibility for development and close-out vs. housing operations.

Please consult *Attachment 3* for additional detailed differences between HUD's asset management program and SHA's LAMP. However, detailed differences for SHA's other housing programs are not provided.

Balance Sheet Accounts

Most balance sheet accounts will be reported in compliance with HUD's Asset Management Requirements and some will deviate from HUD's requirements, as discussed below:

- Cash
- Petty Cash
- Prepaid Expenses and Deferred Charges
- Materials Inventory
- Contract Retention
- Other Post-Employment Benefits (OPEB) Liability
- Pension Liability or Asset
- Deferred Inflows and Deferred Outflows

SHA will deviate from HUD's asset management requirements by reporting the above account balances as assets or liabilities maintained centrally. They will not be reported by AMP or program. Through years of practice, we believe that maintaining these accounts centrally has proven to be the most cost effective and least labor-intensive method. Although these balance sheet accounts are proposed to be maintained centrally, the related expenses will continue to be reported as an expense to the appropriate program, department and/or AMP, based on income and expense statements. It is important to note that maintaining the above balance sheet accounts centrally will not diminish SHA's obligation or ability to effectuate improved and satisfactory operations and to develop and adhere to its asset management plan. This is consistent with the new Catalog of Federal Domestic Assistance (CFDA) number for the MTW program.

Enclosures:

Attachment 1: Structure of SHA's LAMP and FDS Reporting

Attachment 2: 2024 Indirect Services Fee Plan

Attachment 3: Matrix: HUD vs. SHA Indirect and Direct Costs

Appendix B - Attachment 1: Structure of SHA's LAMP and FDS Reporting

*Local Asset Management Program:
Use MTW flexibility to operate housing and assistance programs as seamlessly as feasible.*

Direct cost objectives		Housing						Rental assistance	Community services
FDS columns	MTW	Indirect services costs	AMPs	Other housing	Other business activities	LP component units	MF developments & home ownership	Other housing	Other business activities
Funds	Capital WIP unallocated costs IT capital projects 100 480	400	Various, including LIPH portion of LP CUs	104 122 127 137 193/216 352-354 357 591 750 754	190 194 195 198 199 450 470	16 LPs LIPH portion reported in AMPs	700 704-709 711-712 718-719 723-749 848	139 168	125 CS grants

Fund name	Fund number	Fund name	Fund number	Fund name	Fund number
General	100	Local housing program	193/216	Indirect services costs	400
Seattle Senior Housing	104	House ownership	194	Impact Property Services	450
Market Terrace	122	SHA land and parks	195	Impact Property Management	470
Bayview Tower	127	Development	198	MTW fund	480
Ref 37	137	Wakefield	199	Baldwin	591
Housing Choice Vouchers	139	Holly II and III	352-353	New acquisitions	750
Mod Rehab	168	Rainier Vista I	354	Northgate	754
Local fund	190	High Point North	357	MF developments & home ownership	700-749, 848

Appendix B - Attachment 2: 2024 Indirect Cost Allocation Plan

Department	2024 Proposed expenses	All units	Hard units only
Executive total	3,321,370	3,321,370	
Asset Management	907,333		907,333
Finance	5,271,019	5,271,019	
Housing Operations	2,970,477		2,970,477
HCV	91,479	91,479	
HR: Allocated based on staff	3,892,474	1,418,869	2,473,604
Prior year inc./exp. reconciliation – expense			
Total	\$ 16,454,150	\$ 10,102,737	\$ 6,351,413
Percentage	100%	61%	39%
Less fixed revenues	(7,315,117)		
Remaining OH* to allocate PUM	\$ 9,139,033	\$ 5,611,305	\$ 3,527,729
Units		18,876	6,560
PUM cost		\$24.77	\$44.81
PUM cost to equal burden units			\$24.77
PUM fee to hard units			\$69.59

*OH = Overhead

Indirect revenue	2024 Estimate
Capital grant admin	1,690,000
MTW adjustment	2,900,000
10% of developer fee cash	284,976
LP management fees	1,614,536
Laundry fee revenue	75,605
Insurance dividend	500,000
City benefit reimbursement	0
Solid waste services	250,000
Total fixed revenues	\$ 7,315,117

Unit summary	Total
Housing units	6,560
Total vouchers	12,316
Leased vouchers at 95.09% of utilization	11,634
Total Mod Rehab	163
Divide by two for work equivalency	81.5
Total units	18,876

Indirect Services Fee by Community

Indirect services rates

Equal burden units	24.77
Hard units	69.59

Low Income Public Housing			
Development no.	Community name	Units	2024 Allocation
009	Jefferson Terrace	21	17,536
013	Olive Ridge	105	87,678
015	Bell Tower	120	100,203
017	Denny Terrace	220	183,706
023	Westwood Heights	130	108,554
031	Tri Court	87	72,647
037	Jackson Park Village	7	5,845
038	Cedarvale Village	24	21,041
041	Holly Court	66	55,112
050	Scattered Sites	484	404,153
086	High Rise Rehab Phase I	704	587,859
087	High Rise Rehab Phase II	690	576,169
088	High Rise Rehab Phase III	587	490,161
092	Seattle Senior Housing North	231	192,891
093	Seattle Senior Housing South	138	115,234
094	Seattle Senior Housing Central	246	205,417
095	Seattle Senior Housing City Funded	279	232,973
Total Low Income Public Housing		4,139	3,456,180
Other Housing Programs			
Development no.	Community name	Units	2024 Allocation
104	Seattle Senior Housing Other Units	66	55,112
122	Market Terrace	30	25,051
127	Bayview Tower	100	83,503
137	Ref 37	8	6,680
139	Rental Assistance	12,235	3,637,025
168	Mod Rehab	82	24,227
193	Local Housing Program	563	470,121
352	NewHolly II - Othello	96	80,163
353	NewHolly III - Desdemona	219	182,871
354	Rainier Vista I - Escallonia	184	153,645
357	High Point I North	344	287,250
591	Baldwin Apartments	15	12,525
733	High Point II South	256	213,767
750	New Acquisitions	329	274,724
754	Northgate Apartments	211	176,191
Total Other Housing Programs		14,737	5,682,854
Total Management Fee		18,876	9,139,033

Limited Partnership Units			
Development no.	Community name	Units	2024 Allocation
089	Rainier Vista II – Tamarack	83	65,616
090	Rainier Vista III – Northeast	118	95,318
091	Lake City Court	86	56,760
Total HOPE VI Limited Partnerships		543	413,934
Restricted Fee Units			
Development no.	Community name	Units	2024 Allocation
292	South Shore Court	44	23,573
738	Kebero Court	103	83,202
739	Leschi House	69	54,114
743	Raven Terrace	83	67,046
744	Hoa Mai Gardens	111	84,928
745	Red Cedar	119	85,823
746	NewHolly I - Holly Park	305	241,892
747	West Seattle Affordable Housing	204	160,767
748	Salish Landing	82	62,838
749	Hinoki	136	107,346
751	Sawara	114	80,712
753	Jefferson Terrace	201	156,515
848	SPACE- SS	228	188,085
Total Restricted Units		1,799	1,396,842
Total		2,086	1,614,536

Appendix B - Attachment 3: Matrix: HUD vs. SHA Indirect and Direct Costs

Matrix: HUD's Tables 7.1: Fee/indirect expense
HUD vs. SHA Local Asset Management Program (LAMP)

Low-income public housing	
Fee/indirect expense per HUD	Fee/indirect expense per SHA LAMP
1.	1.
Actual personnel costs for individuals assigned to the following positions:	Actual personnel costs for individuals assigned to the following positions:
<ul style="list-style-type: none"> Executive direct and support staff 	<ul style="list-style-type: none"> Executive direct and support staff
<ul style="list-style-type: none"> Human Resources staff 	<ul style="list-style-type: none"> Human Resources staff
<ul style="list-style-type: none"> Regional managers 	
<ul style="list-style-type: none"> Corporate legal staff 	<ul style="list-style-type: none"> Corporate legal staff
<ul style="list-style-type: none"> Finance, accounting and payroll staff 	<ul style="list-style-type: none"> Finance, accounting and payroll staff, except non-supervisory accounting staff (considered front-line bookkeepers)
<ul style="list-style-type: none"> IT staff including Help Desk 	<ul style="list-style-type: none"> Separate IT Fee for Service
<ul style="list-style-type: none"> Risk Management staff 	<ul style="list-style-type: none"> Risk Management staff
<ul style="list-style-type: none"> Centralized procurement staff 	<ul style="list-style-type: none"> Most centralized procurement staff
<ul style="list-style-type: none"> Quality control staff, including quality control inspections 	
2.	2.
Purchase and maintenance of COCC arrangements, equipment, furniture and services	Purchase and maintenance of indirect services (IS) arrangements, equipment, furniture and services
3.	3.
Establishment, maintenance, and control of an accounting system adequate to carryout accounting/bookkeeping for the AMPs	Establishment, maintenance, and control of an accounting system adequate to carryout accounting/bookkeeping for the AMPs
4.	4.
Office expense including office supplies, computer expense, bank charges, telephone, postage, utilities, fax and office rent related to the general maintenance and support of COCC	Office expense including office supplies, computer expense, bank charges, telephone, postage, utilities, fax and office rent related to the general maintenance and support of IS.
5.	5.
The cost of insurance related to COCC buildings, equipment, personnel to include property, auto, liability E&O and casualty.	The cost of insurance related to COCC buildings, equipment, personnel to include property, auto, liability E&O and casualty.
6.	6.
Work with auditors for audit preparation and review of audit costs associated with the COCC.	Work with auditors for audit preparation and review of audit costs associated with the IS.
7.	7.
Central servers and software that support the COCC (not projects)	Central servers and software that support the IS (not projects)

Low-income public housing			
Fee/indirect expense per HUD		Fee/indirect expense per SHA LAMP	
8.	Commissioners' stipend and non-training travel.	8.	Commissioners' stipend and non-training travel.
9.	Commissioners' training that exceed HUD standards	9.	Commissioners' training that exceed HUD standards
10.	The cost of a central warehouse, unless, with HUD approval, the Agency can demonstrate that the costs of maintaining this warehouse operation, if included with the costs of the goods purchased, are less than what the project would otherwise incur if the goods were obtained by on-site staff.	10.	The cost of a central warehouse, unless, with HUD approval, the Agency can demonstrate that the costs of maintaining this warehouse operation, if included with the costs of the goods purchased, are less than what the project would otherwise incur if the goods were obtained by on-site staff.

Housing Choice Voucher			
Fee/indirect expense per HUD		Fee/indirect expense per SHA LAMP	
1.	A share of the personnel costs for HCV staff assigned to the COCC.	1.	A share of the personnel costs for HCV staff assigned to Indirect Services ("IS"). Some executive staff costs allocated to IS.
2.	Establish, maintain and control an accounting system adequate to carryout accounting/ bookkeeping for the HCV program	2.	Establish, maintain and control an accounting system adequate to carryout accounting/ bookkeeping for the HCV program
3.	General maintenance of HCV books and records	3.	General maintenance of HCV books and records
4.	Supervision by COCC management staff of overall HCV program operations	4.	Supervision by IS management staff of overall HCV program operations
5.	Procurement	5.	Centralized Procurement staff
6.	Preparation of monitoring reports for internal and external use.	6.	Preparation of monitoring reports for internal and external use.
7.	Preparation, approval and distribution of HCV payments, not HAP	7.	Preparation, approval and distribution of HCV payments, not HAP
8.	COCC staff training, and ongoing certifications related to HCV program.	8.	IS staff training, and ongoing certifications related to HCV program. Certifications are an ongoing cost of keeping trained staff.
9.	Travel for COCC staff for training, etc. related to HCV program	9.	Travel for IS staff for training, etc. related to HCV program
10.	COCC staff attendance at meetings with landlords, tenants, others regarding planning, budgeting, and program review.	10.	IS staff attendance at meetings with landlords, tenants, others regarding planning, budgeting, and program review.

Housing Choice Voucher

Fee/indirect expense per HUD		Fee/indirect expense per SHA LAMP	
11.	Work with auditors and audit preparation.	11.	Work with auditors and audit preparation.
12.	Indirect cost allocations imposed on the HCV program by a higher level of local government.	12.	Indirect cost allocations imposed on the HCV program by a higher level of local government.
13.	Hiring, supervision and termination of front-line HCV staff.	13.	Hiring, supervision and termination of front-line HCV staff.
14.	Preparation and submission of HCV program budgets, financial reports, etc. to HUD and others.	14.	Preparation and submission of HCV program budgets, financial reports, etc. to HUD and others.
15.	Monitoring and reporting on abandoned property as required by states.	15.	Monitoring and reporting on abandoned property as required by states.
16.	Investment and reporting on HCV proceeds.	16.	Investment and reporting on HCV proceeds.
17.	Storage of HCV records and adherence to federal and/or state records retention requirements.	17.	Storage of HCV records and adherence to federal and/or state records retention requirements.
18.	Development and oversight of office furniture, equipment and vehicle replacement plans.	18.	Development and oversight of office furniture, equipment and vehicle replacement plans.
19.	Insurance costs for fidelity or crime and dishonesty coverage for COCC employees based on a reasonable allocation method.	19.	Insurance costs for fidelity or crime and dishonesty coverage for IS employees based on a reasonable allocation method.
20.	Commissioners' stipend and non-training travel.	20.	Commissioners' stipend and non-training travel.
21.	Commissioners' training that exceed HUD standards	21.	Commissioners' training that exceed HUD standards

Matrix: HUD's Tables 7.2: Direct expense
HUD vs. SHA Local Asset Management Program (LAMP)

Low-income public housing	
Direct expense per HUD	
1.	Actual personnel costs of staff assigned directly to AMP sites
2.	
3.	
4.	Repair & maintenance costs, including:
	<ul style="list-style-type: none"> • Centralized maintenance provided under fee for service
	<ul style="list-style-type: none"> • Maintenance supplies
	<ul style="list-style-type: none"> • Contract repairs e.g. heating, painting, roof, elevators on site
	<ul style="list-style-type: none"> • Make ready expenses, including painting and repairs, cleaning, floor replacements, and appliance replacements;
	<ul style="list-style-type: none"> • Preventive maintenance expenses, including repairs and maintenance, as well as common area systems repairs and maintenance
	<ul style="list-style-type: none"> • Maintenance contracts for elevators, boilers, etc.
5.	Utility costs
6.	Costs related to maintaining a site-based office, including IT equipment and software license allocations.
7.	Advertising costs specific to AMP, employees or other property
8.	PILOT
9.	All costs of insurance for the AMP
10.	Professional services contracts for audits, rehab and inspections specific to the project.
11.	

Direct expense per SHA LAMP	
1.	Actual personnel costs of staff assigned directly to AMP sites
2.	Area management site costs allocated to AMPs within area
3.	Direct procurement staff
4.	Repair & maintenance costs, including:
	<ul style="list-style-type: none"> • Centralized maintenance provided under fee for service (IPS)
	<ul style="list-style-type: none"> • Maintenance supplies
	<ul style="list-style-type: none"> • Contract repairs e.g. heating, painting, roof, elevators on site
	<ul style="list-style-type: none"> • Make ready expenses, including painting and repairs, cleaning, floor replacements, and appliance replacements;
	<ul style="list-style-type: none"> • Preventive maintenance expenses, including repairs and maintenance, as well as common area systems repairs and maintenance
	<ul style="list-style-type: none"> • Maintenance contracts for elevators, boilers, etc.
5.	Utility costs
6.	Costs related to maintaining a site-based office, including IT equipment and software license allocations.
7.	Advertising costs specific to AMP, employees or other property
8.	PILOT
9.	All costs of insurance for the AMP
10.	Professional services contracts for audits, rehab and inspections specific to the project.
11.	Inspector costs are allocated to the projects as a direct cost.

Low-income public housing			
Direct expense per HUD		Direct expense per SHA LAMP	
12.	Property management fees, bookkeeping fees, and asset management fees.	12.	Property management fees, bookkeeping fees, and asset management fees.
13.	Certain litigation costs.	13.	Certain litigation costs.
14.	Audit costs (may be prorated)	14.	Only audit costs for component units are allocated to properties
15.	Vehicle expense	15.	Separate Fleet Fee for Service
16.	Staff recruiting and background checks, etc.	16.	Staff recruiting and background checks, etc.
17.	Family self-sufficiency staff and program costs	17.	Family self-sufficiency staff and program costs
18.	Commissioners' training up to a limited amount as provided by HUD	18.	Commissioners' training up to a limited amount as provided by HUD
19.		19.	Building rent

Housing Choice Voucher			
Direct expense per HUD		Direct expense per SHA LAMP	
1.	A share of the personnel costs for HCV staff assigned to the COCC.	1.	A share of the personnel costs for HCV staff assigned to Indirect Services (IS). Some executive staff costs allocated to IS.
2.	Establish, maintain and control an accounting system adequate to carryout accounting/ bookkeeping for the HCV program	2.	Establish, maintain and control an accounting system adequate to carryout accounting/ bookkeeping for the HCV program
3.	General maintenance of HCV books and records	3.	General maintenance of HCV books and records
4.	Supervision by COCC management staff of overall HCV program operations	4.	Supervision by IS management staff of overall HCV program operations
5.	Procurement	5.	Centralized Procurement staff
6.	Preparation of monitoring reports for internal and external use.	6.	Preparation of monitoring reports for internal and external use.
7.	Preparation, approval and distribution of HCV payments, not HAP	7.	Preparation, approval and distribution of HCV payments, not HAP
8.	COCC staff training, and ongoing certifications related to HCV program.	8.	IS staff training, and ongoing certifications related to HCV program. Certifications are an ongoing cost of keeping trained staff.
9.	Travel for COCC staff for training, etc. related to HCV program	9.	Travel for IS staff for training, etc. related to HCV program
10.	COCC staff attendance at meetings with landlords, tenants, others regarding planning, budgeting, and program review.	10.	IS staff attendance at meetings with landlords, tenants, others regarding planning, budgeting, and program review.

Housing Choice Voucher

Direct expense per HUD		Direct expense per SHA LAMP	
11.	Work with auditors and audit preparation.	11.	Work with auditors and audit preparation.
12.	Indirect cost allocations imposed on the HCV program by a higher level of local government.	12.	Indirect cost allocations imposed on the HCV program by a higher level of local government.
13.	Hiring, supervision and termination of front-line HCV staff.	13.	Hiring, supervision and termination of front-line HCV staff.
14.	Preparation and submission of HCV program budgets, financial reports, etc. to HUD and others.	14.	Preparation and submission of HCV program budgets, financial reports, etc. to HUD and others.
15.	Monitoring and reporting on abandoned property as required by states.	15.	Monitoring and reporting on abandoned property as required by states.
16.	Investment and reporting on HCV proceeds.	16.	Investment and reporting on HCV proceeds.
17.	Storage of HCV records and adherence to federal and/or state records retention requirements.	17.	Storage of HCV records and adherence to federal and/or state records retention requirements.
18.	Development and oversight of office furniture, equipment and vehicle replacement plans.	18.	Development and oversight of office furniture, equipment and vehicle replacement plans.
19.	Insurance costs for fidelity or crime and dishonesty coverage for COCC employees based on a reasonable allocation method.	19.	Insurance costs for fidelity or crime and dishonesty coverage for IS employees based on a reasonable allocation method.
20.	Commissioners' stipend and non-training travel.	20.	Commissioners' stipend and non-training travel.
21.	Commissioners' training that exceed HUD standards	21.	Commissioners' training that exceed HUD standards

Appendix C: Compliance documentation

The 2024 Annual MTW Plan includes the following signed documents. Links to blank forms are included for reference where applicable.

SHA Board of Commissioners resolution approving the 2024 Moving to Work Annual Plan for the Seattle Housing Authority (Pending)

Certifications of Compliance ([Form HUD-50900](#))

Certification of Consistency with the Consolidated Plan ([Form HUD-2991](#))



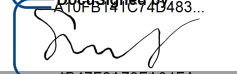
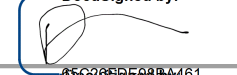

Certification of Payments ([Form HUD-50071](#))



To Whom It May Concern:

The King County Youth Action Board supports the King County Regional Homelessness Authority (KCRHA) collaborative lead applicant for the Notification of Funding Opportunity application for \$66.3 Million for the 55 programs listed by KCRHA. The King County YAB members engaged in the development of the Special Notification of Funding Opportunity from application language, rating and reviewing, bringing youth and young adults to the decision-making table with our partners at KCRHA.

Sincerely,

Signature	Print Name	
 DocuSigned by: 63D2184ACCCD447...	Caitlyn Adkison	9/26/2023
 DocuSigned by: A70F5141C74B483...	Charisma Adkison	9/26/2023
 DocuSigned by: A70F5141C74B483...	Shadamon Barnes	9/26/2023
 DocuSigned by: A70F5141C74B483...	Dayzhonna Rigg	9/26/2023
 DocuSigned by: ED2BED5B8E1C4F7...	Maiya Rivas	9/26/2023

ELECTRONIC DESK REVIEW REPORT FORM

Agency Name: The Salvation Army

Project #: DA-75

Project Name: William Booth Shelter - TLC

RHA Reviewers: E. Anderson, J. Coles, J. Mburu, J. Price

Electronic Desk Review Date: March 13, 2023

Approving Managers: K. Beckmeyer, T. Brooks, R. Aikens

Site Visit Recommended: Yes

Corrective Action Plan Required: Not at this time. Corrective Action will be required upon conclusion of Site Visit.

F = Finding

R = Recommendation

A. PROGRAM REVIEW

SECTION 1 - PROGRAM SERVICES / AGENCY POLICIES AND PROCEDURES

QUESTION	Y	N	N/A	COMMENTS
1. What type of on-site services does the agency offer? (specify type of services and providers)				Case managers provide housing placement and stabilization services and life-skills development training for employment and money-management.
2. Does the agency have a program referral and intake process?	X			
3. Does the agency have any Coordinated Entry (CE) accessors?			X	
4. Does the agency have a diversity, equity and inclusion plan or policy?		X		

QUESTION	Y	N	N/A	COMMENTS
5. Does the agency maintain Good Neighbor Policies?			X	
6. Does the agency have written policies related to health, safety, and sanitation that ensure program participants understand its importance?	X			
7. Does the program maintain and follow written policies and procedures for the prevention and control of communicable diseases?	X			
8. Does the program have a written right of return policy for guests who are negatively exited from the program?			X	
9. Does the agency have on-site case Managers?	X			
<i>If yes, what is the Case Manager to guest ratio?</i>				1:43
10. Does the agency have on-site Housing Navigators?			X	
11. Did the agency submit Monthly HMIS Reports in a timely manner?	X			
12. Did monthly HMIS Reports meet performance standards?		X		Finding: Exits to permanent housing -47.92% (target 80%) Corrective Action: Please develop a plan to bring performance standards into compliance. RHA will work with agency during Site Visit to determine causality and the appropriate measures to include in corrective action plan.
13. Did the agency submit Quarterly Narrative Reports in a timely manner?	X			
14. Describe any challenges and concerns raised in the Quarterly Narrative Reports in the comments section.				Provider reported challenges: providing robust on-site services due to COVID impacts, unit renovations, increase in substance use/behavioral health needs in client population and subsequent behavioral challenges

SECTION 2 - CLIENT FILES

TH CLIENT FILES				
¹ Client File #: 11B181A7E				
QUESTION	Y	N	N/A	COMMENTS
1. Does the client file contain a File Checklist?	X			
2. Does the client file contain a signed Informed Consent form?	X			
3. Does the client file contain documentation of homelessness status?	X			Recommendation: please ensure homeless eligibility forms are signed and dated by appropriate parties
4. Does the client file contain documentation of income eligibility?	X			
5. Does the client file contain a copy of the BVS client consent form?			X	
6. Does the client file contain an emergency medical sheet?			X	
7. Does the client file contain an HMIS consent form?	X			
8. Does the client file contain a service plan?			X	
9. Does the client file a participant rights and responsibilities form?	X			
10. Does the client file contain a housing stability plan?			X	
11. Does the client file contain an executed lease (or rent agreement) or (for HEN or if no federal funds) CHG Certification of Payment Obligation from friend/family?	X			transitional living occupancy agreement present

¹ Repeat Section as needed for each file reviewed.

TH CLIENT FILES				
² Client File #: C7989725B				
QUESTION	Y	N	N/A	COMMENTS
1. Does the client file contain a File Checklist?	X			
2. Does the client file contain a signed Informed Consent form?	X			
3. Does the client file contain documentation of homelessness status?	X			Recommendation: please ensure homeless eligibility forms are signed and dated by appropriate parties
4. Does the client file contain documentation of income eligibility?	X			
5. Does the client file contain a copy of the BVS client consent form?			X	
6. Does the client file contain an emergency medical sheet?			X	
7. Does the client file contain an HMIS consent form?	X			
8. Does the client file contain a service plan?			X	
9. Does the client file a participant rights and responsibilities form?	X			
10. Does the client file contain a housing stability plan?			X	
11. Does the client file contain an executed lease (or rent agreement) or (for HEN or if no federal funds) CHG Certification of Payment Obligation from friend/family?	X			transitional living occupancy agreement present Recommendation: please ensure agreement is signed at intake

² Repeat Section as needed for each file reviewed.

TH CLIENT FILES				
³ Client File #: F5040D088				
QUESTION	Y	N	N/A	COMMENTS
1. Does the client file contain a File Checklist?	X			
2. Does the client file contain a signed Informed Consent form?	X			
3. Does the client file contain documentation of homelessness status?	X			Recommendation: please ensure homeless eligibility forms are signed and dated by appropriate parties
4. Does the client file contain documentation of income eligibility?	X			
5. Does the client file contain a copy of the BVS client consent form?			X	
6. Does the client file contain an emergency medical sheet?			X	
7. Does the client file contain an HMIS consent form?	X			
8. Does the client file contain a service plan?			X	
9. Does the client file a participant rights and responsibilities form?	X			
10. Does the client file contain a housing stability plan?			X	
11. Does the client file contain an executed lease (or rent agreement) or (for HEN or if no federal funds) CHG Certification of Payment Obligation from friend/family?	X			transitional living occupancy agreement present

³ Repeat Section as needed for each file reviewed.

TH CLIENT FILES				
⁴ Client File #: 69366A2B3				
QUESTION	Y	N	N/A	COMMENTS
1. Does the client file contain a File Checklist?	X			
2. Does the client file contain a signed Informed Consent form?	X			
3. Does the client file contain documentation of homelessness status?	X			Please ensure homeless eligibility forms are signed and dated by appropriate parties
4. Does the client file contain documentation of income eligibility?	X			
5. Does the client file contain a copy of the BVS client consent form?			X	
6. Does the client file contain an emergency medical sheet?			X	
7. Does the client file contain an HMIS consent form?	X			
8. Does the client file contain a service plan?			X	
9. Does the client file a participant rights and responsibilities form?	X			
10. Does the client file contain a housing stability plan?			X	
11. Does the client file contain an executed lease (or rent agreement) or (for HEN or if no federal funds) CHG Certification of Payment Obligation from friend/family?	X			transitional living occupancy agreement present Please ensure agreement is signed at intake

⁴ Repeat Section as needed for each file reviewed.

B. FISCAL REVIEW

SECTION 1 - INVOICES & PAYMENTS

⁵Selected Invoice: 21325561

Selected Payment: \$32,058.18

Invoice Submit Date: August 3, 2022

Payment Date: 11/15/2022

QUESTION	Y	N	N/A	COMMENTS
1. What is the frequency of invoicing?				Monthly billing
2. Were invoices submitted in a timely manner?		X		May invoice submitted in August
3. If not, was there documentation to support an exception?		X		
4. Was GL or other supporting documents submitted with the invoice?	X			
5. Did the invoice line items agree to GL and other support?	X			
6. If not, please indicate variances.			X	
7. Did the invoice line items align with the project budget?	X			
8. If not, please indicate variances.			X	
9. Did the invoice only include expenditures incurred during the applicable award period?	X			
10. If not, please indicate variances.			X	
11. Was support submitted for federally approved indirect cost rate or de minimus rate certified in the PSA application?	X			
12. Were indirect costs invoiced in accordance with published or approved indirect/de minimum cost rate?	X			

⁵ Repeat Section as needed for each invoice reviewed.

QUESTION	Y	N	N/A	COMMENTS
13. If not, please indicate variances.			X	
14. Did the payroll amount on the invoices tie to the payroll registers?	X			
15. If not, please indicate variances.			X	
16. Was the documentation adequate to support payment of expenses?	X			
17. If not, please indicate variances.			X	
18. Does the agency system keep tracks of expenditures or P&L by grant/funding source?	X			
19. If yes, did the invoice tie to P&L by grant?	X			
20. If not, were there any cost allocation policy or writeup?			X	
21. If not, was there any informal cost allocation practice?			X	
22. Were cost allocation calculations accurate/reasonable?	X			
23. If not, please indicate variances			X	
24. If applicable, was a tenant list submitted in a timely manner?			X	
25. If not, was there documentation to support an exception?			X	
26. Did the rental costs on the invoice tie to the tenant list?			X	
27. If not, please indicate variances.			X	
28. Were financial statements for audit submitted timely based on PSA?	X			
29. If not, was there documentation to support an exception?			X	
30. Any audit findings based on review of submitted financial statements?		X		
31. Please document the audit findings identified on the financial statements audit report			X	

QUESTION	Y	N	N/A	COMMENTS
32. Was each report submitted timely based on required frequency under PSA?	X			
33. If not, is there any documentation to support an exception(s)?			X	
34. Were expenditures billed allowable and eligible costs?	X			
Fund Source 1				
If no, please indicate variances			X	
Fund Source 2				
If not, please indicate variances			X	
Fund Source 3				
If no, please indicate variances			X	
Fund Source 4				
If, not please indicate variances			X	
35. Do we need to extend our testing?		X		
If yes, the above testing procedures will be repeated for the extended testing.			X	

C. CONTRACTS/COMPLIANCE REVIEW

SECTION 1 - GENERAL COMPLIANCE POLICIES & PROCEDURES

QUESTION	Y	N	N/A	COMMENTS
1. Does the agency have written Property Management & Inventory Controls Policy(ies)?	X			
2. Does the agency's policy contain provisions requiring assets be tracked based on funding source?		X		

QUESTION	Y	N	N/A	COMMENTS
3. Does the agency's policy contain provisions regarding disposition of property & inventory?	X			
4. Did the agency make any capital asset purchase using award funds?		X		
5. Does the agency have a written Conflict of Interest Policy that includes a definition of the relationships that are viewed as a conflict of interest?	X			
6. Does the policy explain how officers, employees, and agents are made aware of and provided with a copy of COI policy and procedures?	X			
7. Does the policy contain methodology for how officers, employees, and agents should report relationships that could potentially be viewed as a conflict of interest?	X			
8. Does the policy indicate who reviews potential conflicts of interest and determines if a conflict exists?	X			
9. Does the policy identify who/how it is verified that an officer, employee, or agent is removed from participation when a conflict is identified?	X			
10. Does the policy indicate what, if any, gratuities are allowed? (i.e., are there situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value?)	X			
11. If nominal value is allowed, what is the amount?	X			\$100. Please see recommendation indicated in DA-74.
12. Does the agency have a written Whistleblower Policy?	X			
13. Does the agency have a written Procurement Policy?	X			
14. Does the agency have a written Subcontractor Monitoring Plan(s)?	X			
15. Did the agency provide a list of its third- party Contractors/Vendors?	X			Please make available for review 2 third-party contracts during Site Visit. If no third-party contracts were issued in 2022 using award funds, please provide a written statement to the RHA indicating the same.

SECTION 2 - CONTRACTS & SUBCONTRACTS

QUESTION	Y	N	N/A	COMMENTS
1. Does the agency's contracts/subcontracts/POs and Work Orders align with the services contracted for in the PSA?	X			See Fiscal Review.
2. Does the agency's contracts/subcontracts/POs and Work Orders contain required provisions regarding conflict of interest, non-debarment, equal employment practices, etc.?				TBD. Please see #15 above.
3. Does the agency's contracts/subcontracts/POs and Work Orders contain required provisions regarding the prohibition against use of grant funds for partisan political activities?				TBD. Please see #15 above.
4. Were all payments issued under the agency's contracts/subcontracts/POs and Work Orders with third party vendors paid within the contracted period in accordance with the terms of the contract(s) or Work Order?			X	See Fiscal Review Worksheet.
5. Does the FLUXX record contain a signed certificate of non-debarment?		X		Agency-wide document. Please see finding and corrective action for DA-74.
6. Does the FLUXX record contain a signed HMIS Privacy Certification?		X		Agency-wide document. Please see finding and corrective action for DA-74.
7. Does the FLUXX record contain an Insurance Certificate of Endorsement (ICE) adding RHA as an additional insured?	X			
8. If the Agency received funds from the City of Seattle, was the City of Seattle added to the ICE as an additional insured?		X		Agency-wide document. Please see finding and corrective action for DA-74.

SITE VISIT REVIEW REPORT FORM

Agency Name: The Salvation Army

Project #: DA-75

PENDING

Project Name: William Booth Shelter - TLC

RHA Reviewers:

Electronic Desk Review Date:

Approving Managers:

Corrective Action Plan Required:

Finding = Corrective Action Required

Recommendation = No Corrective Action Required

Exemplary Practice = Job Well Done

PROGRAM REVIEW

SECTION 1 - PROGRAM SERVICES / AGENCY POLICIES AND PROCEDURES

QUESTION	Y	N	N/A	COMMENTS
1. Is the agency engaging in direct client assistance?				
<i>If yes, specify usage.</i>				
2. Do the on-site services provided by the agency align with the services documented in the contract?				
If not, describe in detail each variance? (i.e., lack of on-site showers, does not serve couples, no community room, etc.)				
3. Does the agency offer technical skills and professional developmental training to agency staff?				

QUESTION	Y	N	N/A	COMMENTS
<i>If yes, describe in detail the types of training provided.</i>				
4. Does the agency offer technical skills training to staff on health and safety, including COVID protocols?				
5. Does the agency provide diversity, equity, and inclusion training to its employees?				
<i>If yes, describe in detail the types of training provided.</i>				
6. Describe how clients are referred to the program and your assessment process, including eligibility requirements. Auditor Note: Listen for CE (Coordinated Entry) participation, designated set-a-side for shelter, how verification of homelessness is collected, verification of income, how disability is documented, if applicable, etc.				
7. How many referrals have been denied in the past year?				
8. When referrals are denied what are the reasons? (Auditor Note: Listen to see if rejection criteria are allowable.)				
9. Does the program have a written right of return policy for guests who are negatively exited from the program?				
10. Do clients have access to a copy of their rights and responsibilities for the program?				
11. Does the agency maintain Good Neighbor Policies?				

<u>SHELTER SERVICES ONLY</u>				
12. Does the agency have the number of set-aside beds documented in the contract?				
<i>If yes, specify source and number.</i>				
<i>If not, describe what accounts for the variance.</i>				

SECTION 2 PROGRAM SUCCESS AND CHALLENGES

QUESTION	Y	N	N/A	COMMENTS
1. Describe program successes shared by the agency during the site review.				
2. Describe challenges and specific requests for TA (TECHNICAL ASSISTANCE) shared by the agency during site review.				
1. Does the client file contain documentation of homelessness status?				
2. Does the client file contain documentation of income eligibility at intake?				
At each 90-day interval?				

TH CLIENT FILES				
¹ Client File #:				
QUESTION	Y	N	N/A	COMMENTS
1. Does the client file contain a File Checklist?				
2. Does the client file contain a signed Informed Consent form?				
3. Does the client file contain documentation of homelessness status?				
4. Does the client file contain documentation of income eligibility?				
5. Does the client file contain a copy of the BVS client consent form?				
6. Does the client file contain an emergency medical sheet?				
7. Does the client file contain an HMIS consent form?				
8. Does the client file contain a service plan?				
9. Does the client file a participant rights and responsibilities form?				
10. Does the client file contain a housing stability plan?				
11. Does the client file contain an executed lease (or rent agreement) or (for HEN or if no federal funds) CHG Certification of Payment Obligation from friend/family?				
12. Does the client file contain an exit summary?				
13. What was the exit destination for the client?				
14. What is the exiting income of the client?				
15. Is there a Lead-based Paint Notice in the client file? Reviewer Note: Required if bldg. built at or before 1978, or if child 6 yrs. old or younger is in unit.				

¹ Repeat Section as needed for each file reviewed.

CONTINUOUS STAY SHELTER CLIENT FILES**²Client File #:**

QUESTION	Y	N	N/A	COMMENTS
1. Does the client file contain a Client file Checklist?				
2. Does the client file contain documentation of homelessness status?				
3. Does the client file contain an HMIS Informed Consent Form?				
4. Does the client file contain documentation of income eligibility? (if client stay is over 90 days)				
5. Does the client file contain a copy of the BVS client consent form?				
6. Does the client file have a copy of the Housing Quality Standards inspection report? (Non-Congregate)				
7. Does the client file contain an occupancy agreement, if applicable? (Non-congregate)				
8. Does the client file contain a signed lead-based paint disclosure, if applicable? (Non-congregate)				
9. Does client file contain an exit summary?				

OVERNIGHT DROP-IN SHELTER CLIENT FILES**³Client File #:**

QUESTION	Y	N	N/A	COMMENTS
1. Does the client file contain an HMIS Informed Consent Form?				
2. Does the client file contain an exit summary?				

² Repeat Section as needed for each file reviewed.³ Repeat Section as needed for each file reviewed.

OVERNIGHT DROP-IN SHELTER CLIENT FILES

³Client File #:

QUESTION	Y	N	N/A	COMMENTS
3. What was the exit destination for the client?				
4. What is the exiting income of the client?				
5. Is there a Lead-based Paint Notice in the client file? <i>Reviewer Note: Required if bldg. built at or before 1978, or if child 6 yrs. old or younger is in unit.</i>				

A. FISCAL REVIEW

SECTION 1 - SYSTEMS, POLICIES AND PROCEDURES

⁴Selected Invoice:

Selected Payment:

Invoice Submit Date:

Payment Date:

QUESTION	Y	N	N/A	COMMENTS
1. Name(s) and Role of Staff Person(s) who prepares, reviews, approves, signs and submits invoices and other monthly reports?				
2. Review financial management and accounting system or software used and document inquiries and observations in detail.				
3. Review financial management policies and procedures related to cash receipts, drawdowns, disbursements, grant expenditures, procurement, timesheets, payroll, cost allocations, internal controls and segregation of duties, and document inquiries and observations in detail.				

⁴ Repeat Section as needed for each invoice reviewed.

QUESTION	Y	N	N/A	COMMENTS
4. Review chart of accounts showing cost centers and codes, and document inquiries and observations in detail.				
5. Are internal controls around grant invoice and other monthly reports, and documents sufficient? <i>Reviewers Note: Note observations in detail.</i>				
6. Do cost allocation documents include reasonable cost allocation methodologies and assumptions to ensure accurate calculations and documentation of any discrepancies? <i>Reviewers Note: Document any discrepancies and questionable costs.</i>				
7. Does the agency have an approved indirect cost rate or de minimus cost rate?				
8. How do you calculate indirect cost allocations?				
9. Has the agency been cleared of all deficiencies from their independent financial audit findings for at least 2 years?				
<i>If not, please describe deficiencies that have not been cleared.</i>				

SECTION 2 - INVOICES & PAYMENTS

<p>⁵Selected Invoice:</p> <p>Selected Payment:</p> <p>Invoice Submit Date:</p> <p>Payment Date:</p>

⁵ Repeat Section as needed for each invoice reviewed.

QUESTION	Y	N	N/A	COMMENTS
10. What is the frequency of invoicing?				
11. Were invoices submitted in a timely manner?				
12. If not, was there documentation to support an exception?				
13. Was GL or other supporting documents submitted with the invoice?				
14. Did the invoice line items agree to GL and other support?				
15. If not, please indicate variances.				
16. Did the invoice line items align with the project budget?				
17. If not, please indicate variances.				
18. Did the invoice only include expenditures incurred during the applicable award period?				
19. If not, please indicate variances.				
20. Was support submitted for federally approved indirect cost rate or de minimus rate certified in the PSA (Project Service Agreement) application?				
21. Were indirect costs invoiced in accordance with published or approved indirect/de minimum cost rate?				
22. If not, please indicate variances.				
23. Did the payroll amount on the invoices tie to the payroll registers?				
24. If not, please indicate variances.				
25. Was the documentation adequate to support payment of expenses?				
26. If not, please indicate variances.				
27. Does the agency system keep track of expenditures or P&L by grant/funding source?				
28. If yes, did the invoice tie to P&L by grant?				

QUESTION	Y	N	N/A	COMMENTS
29. If not, was there any cost allocation policy or writeup?				
30. If not, was there any informal cost allocation practice?				
31. Were cost allocation calculations accurate/reasonable?				
32. If not, please indicate variances				
33. If applicable, was a tenant list submitted in a timely manner?				
34. If not, was there documentation to support an exception?				
35. Did the rental costs on the invoice tie to the tenant list?				
36. If not, please indicate variances.				
37. Were financial statements audit submitted timely based on PSA?				
38. If not, was there documentation to support an exception?				
39. Any audit findings based on review of submitted financial statements?				
40. Please document the audit findings identified on the financial statements audit report				
41. Was each report submitted timely based on required frequency under PSA?				
42. If not, is there any documentation to support an exception(s)?				
43. Were expenditures billed allowable and eligible costs?				
Fund Source 1				
If no, please indicate variances				
Fund Source 2				
If not, please indicate variances				
Fund Source 3				
If no, please indicate variances				

QUESTION	Y	N	N/A	COMMENTS
Fund Source 4				
If, not please indicate variances				

B. CONTRACTS/COMPLIANCE REVIEW

SECTION 1 - GENERAL COMPLIANCE POLICIES & PROCEDURES

QUESTION	Y	N	N/A	COMMENTS
1. Does the agency have written Property Management & Inventory Controls Policy(ies)?				
2. Does the agency's policy contain provisions requiring assets be tracked based on funding source?				
3. Does the agency's policy contain provisions regarding disposition of property & inventory?				
4. Did the agency make any capital asset purchase using award funds?				
5. Does the agency have a written Conflict of Interest Policy that includes a definition of the relationships that are viewed as a conflict of interest?				
6. Does the policy explain how officers, employees, and agents are made aware of and provided with a copy of COI (Conflict of Interest) policy and procedures?				
7. Does the policy contain methodology for how officers, employees, and agents should report relationships that could potentially be viewed as a conflict of interest?				
8. Does the policy indicate who reviews potential conflicts of interest and determines if a conflict exists?				
9. Does the policy identify who/how it is verified that an officer, employee, or agent is removed from participation when a conflict is identified?				

QUESTION	Y	N	N/A	COMMENTS
10. Does the policy indicate what, if any, gratuities are allowed? (i.e., are there situations where the financial interest is not substantial, or the gift is an unsolicited item of nominal value?)				
11. If nominal value is allowed, what is the amount?				
12. Does the agency have a written Whistleblower Policy?				
13. Does the agency have a written Subcontractor Monitoring Plan(s)?				
14. Did the agency provide a list of its third- party Contractors/Vendors?				

SECTION 2 - CONTRACTS & SUBCONTRACTS

QUESTION	Y	N	N/A	COMMENTS
1. Review procurement documents and purchase orders for vendor invoices on the GL expenditures report, and verify the approvals align with agencies procurement and disbursement policies and procedures. Reviewer Note: Document discrepancies in detail.				
2. Review signed contracts, work orders and purchase orders to ensure proper signatures. Reviewer Note: Document discrepancies in detail.				
3. Review signed contracts to confirm inclusion of proper signatures and required contract clauses for third-party contracts using grant funds. Reviewer Note: Document discrepancies in detail.				

QUESTION	Y	N	N/A	COMMENTS
4. Review signed contracts to determine if contractors/subrecipients have subcontractors? If so, is there is a monitoring plan in place? Reviewer Note: Document discrepancies in detail. ⁶				

SECTION 3 - TECHNICAL ASSISTANCE & TRAINING

QUESTION	Y	N	N/A	COMMENTS
1. Describe the technical assistance and training provided to the agency during site visit.				
2. Describe additional technical assistance and training needed by the agency.				

⁶ § 200.331 Subrecipient and contractor determinations.

- (a) **Subrecipients.** A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. a subrecipient:
- (1) Determines who is eligible to receive what Federal assistance;
 - (2) Has its performance measured in relation to whether objectives of a Federal program were met;
 - (3) Has responsibility for programmatic decision-making;
 - (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
 - (5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.
- (b) **Contractors.** A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. a contractor:
- (1) Provides the goods and services within normal business operations;
 - (2) Provides similar goods or services to many different purchasers;
 - (3) Normally operates in a competitive environment;
 - (4) Provides goods or services that are ancillary to the operation of the Federal program; and
 - (5) Is not subject to compliance requirements of the Federal program as a result of the agreement.



Housing First Standards Assessment Tool

Overview: This tool aims to assess and document how closely a housing and service provider adheres to the recommended best practice standards of the Housing First model, in the context of the broader work to implement a Housing First orientation at the system-level. This tool specifically evaluates project-level fidelity to Housing First, which directly impacts a system's fidelity to Housing First. In addition to the universal best practice standards identified in this tool, Continuums should also take into account their local community context and local written standards pertaining to Housing First when assessing projects. A Continuum of Care can use this tool to prompt

Provider Info tab: The Provider Information tab should be completed *prior* to beginning the assessment. Specifically, the **Project Name, Project Type, Target Sub-Population served, and Date of Assessment** fields need to be completed in order to populate the assessment standards and report summary with questions that are specific to the project type and population. Please complete this section prior to printing any standards for assessment.

Standards: The standards have been arranged into the following categories: *Access, Evaluation, Services, Housing, Leases, and Project-Specific*. The "Tab" chart at the bottom of this page describes each of the categories in more detail. Some of the categories are not applicable for all project types, and those standards do not need to be

Project Type	Applicable Standards
Coordinated Entry	Access & Evaluation; Project-specific
Street Outreach	Access & Evaluation; Project-specific
Emergency Shelter	Access & Evaluation; Service & Housing; Project-specific
Transitional Housing	Access & Evaluation; Service & Housing; Leases; Project-specific
Rapid Rehousing	Access & Evaluation; Service & Housing; Leases; Project-specific
Permanent Supportive Housing	Access & Evaluation; Service & Housing; Leases; Project-specific

Safeguarding: Please keep in mind safeguarding concerns when assessing projects. In particular, we advise Continuums of Care to work with projects with victims of domestic violence to make sure that adequate safety and confidentiality policies and practices are in place before beginning assessments.

Scoring: For each standard, there are three scoring criteria: "Say It", "Document It", and "Do It" (as explained further below). To show that a project is in full compliance with each standard, the assessor should mark "Always" for each scoring criteria. Use the drop down in the three columns to the right to select "Always" or "Somewhat" or

- "Say It" means that project and agency staff can describe verbally what they do concerning each standard. The assessor should be able to identify that the organizational culture supports the standard by how staff talks about what is done.
- "Document It" means that there is written documentation that supports the project's compliance with each standard. Written documentation could include Policies and Procedures, Personnel Handbooks, Professional Development Plans, Project Rules, etc.
- "Do It" means that the assessor was able to find evidence that supports the project's compliance with each standard. Evidence could include information contained in client or other administrative files, client acknowledgement that something is being done, staff can point to documentation that supports implementation of the standard, etc.

Assessor Notes: A cell below each individual standard allows the assessor to add optional notes about the information collected for that particular standard. The notes can include where information was found, what questions were asked, who answered the questions, what additional information is needed to be able to mark that

Tab	Description	Purpose
Instructions	Tool overview and aim	Offers instruction to users on the assessment tool
Provider Info	Input provider, project and general assessment information	Determines project-specific standards for consideration
Standards - Access & Evaluation	Input compliance with standards concerning participant access to the project and input, project evaluation and performance management	Assesses whether access and evaluation are compliant with Housing First principles
Standards - Leases	Input compliance with standards concerning the lease and occupancy agreements, where applicable	Assesses whether leases and occupancy agreements are compliant with Housing First principles
Standards - Services & Housing	Input compliance with standards concerning the service and housing models and structure, where applicable	Assesses whether services and housing are compliant with Housing First principles
Standards - Project-Specific	Prompts assessment standards based on project type and targeted sub-populations served by the project, where applicable	Assesses whether specific project standards are compliant with Housing First principles
Report Summary	Displays assessment scores and conclusions, and highlights non-compliant standards	Printable summary of the assessment



Provider Information

Please complete the information below on the organization being assessed.

Provider Information	
Provider's Legal Name	Arlene Hampton
Acronym (If Applicable)	
Year Incorporated	
EIN	
Street Address	811 Maynard Ave S
Zip Code	98134

Project Information	
Project Name	Transitional Living Program
Project Budget	
Grant Number	DA-202205-0525
Name of Project Director	Arlene Hampton
Project Director Email Address	arlene.hampton@usw.salvationarmy.org
Project Director Phone Number	(206) 206-554-9496
Which best describes the project *	Transitional Housing
<i>If project is a Safe Haven, please choose project type that it most operates like, e.g. shelter, transitional housing, or permanent housing</i>	
Are your services targeted to any of the following populations specifically? Please select one if so, as this impacts your assessment questions.	None of the above

*Please note that when you select a project type, particular standards may not be relevant.

Management Information	
Name of CEO	
CEO Email Address	
CEO Phone Number	
Name of Staff Member Guiding Assessment	
Staff Email Address	
Staff Phone Number	

Assessment Information	
Name of Assessor	SELF ASSESSMENT
Organizational Affiliation of Assessor	N/A
Assessor Email Address	N/A
Assessor Phone Number	N/A
Date of Assessment	Aug 11 2023



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select "Not at all" or "Sometimes" or "Always". Marking "Always" signifies full compliance for the standard.

No.	Standard	Access Definition / Evidence	Say It	Document it	Do it
Access 1	Projects are low-barrier	Admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, "housing readiness," history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor or other unnecessary conditions unless required by law or funding source. <i>Optional notes here</i>	Always	Always	Always
Access 2	Projects do not deny assistance for unnecessary reasons	Procedures and oversight demonstrate that staff do everything possible to avoid denying assistance or rejecting an individual or family for the reasons listed in Access Standard #1. <i>Optional notes here</i>	Always	Always	Always
Access 3	Access regardless of sexual orientation, gender identity, or marital status	Equal access is provided in accordance with the 2012 and 2016 Equal Access Rules, meaning that any project funded by HUD must ensure equal access for persons regardless of one's sexual orientation or marital status, and in accordance with one's gender identity. Adult only households, regardless of marital status, should have equal access to projects (if these project types are not available within a CoC, the CoC should conduct an assessment to determine if these project types are needed and work with providers to accommodate the need). Please see Equal Access Rules here: https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/ <i>Optional notes here</i>	Always	Always	Always
Access 4	Admission process is expedited with speed and efficiency	Projects have expedited admission processes, to the greatest extent possible, including helping participants obtain documentation required by funding sources, as well as processes to admit participants regardless of the status of their eligibility documentation whenever applicable. <i>Optional notes here</i>	Always	Always	Always
Access 5	Intake processes are person-centered and flexible	Intake and assessment procedures are focused on the individual's or family's strengths, needs, and preferences. Projects do not require specific appointment times, but have flexible intake schedules that ensure access to all households. Assessments are focused on identifying household strengths, resources, as well as identifying barriers to housing that can inform the basis of a housing plan as soon as a person is enrolled in the project. <i>Optional notes here</i>	Always	Always	Always
Access 6	The provider/project accepts and makes referrals directly through Coordinated Entry	Projects actively participate in the CoC-designated Coordinated Entry processes as part of streamlined community-wide system access and triage. If these processes are not yet implemented, projects follow communities' existing referral processes. Referrals from Coordinated Entry are rarely rejected, and only if there is a history of violence, the participant does not want to be in the project, there are legally valid grounds (such as restrictions regarding sex offenders) or some other exceptional circumstance that is well documented. <i>Optional notes here</i>	Always	Always	Always
Access 7	Exits to homelessness are avoided	Projects that can no longer serve particular households utilize the coordinated entry process, or the communities' existing referral processes if coordinated entry processes are not yet implemented, to ensure that those individuals and families have access to other housing and services as desired, and do not become disconnected from services and housing. Households encounter these exits under certain circumstances, such as if they demonstrate violent or harassing behaviors, which are described within agencies' regulation-adherent policies. <i>Optional notes here</i>	Always	Always	Always
Name	Participant Input Definition / Evidence		Say It	Document it	Do it
Participant Input 1	Participant education is ongoing	Project participants receive ongoing education on Housing First principles as well as other service models employed in the project. In the beginning of and throughout tenancy, participants are informed about their full rights and responsibilities as lease holders, including the potential causes for eviction. <i>Optional notes here</i>	Always	Always	Always
Participant Input 2	Projects create regular, formal opportunities for participants to offer input	Input is welcomed regarding the project's policies, processes, procedures, and practices. Opportunities include involvement in: quality assurance and evaluation processes, a participant leadership/advisory board, processes to formally communicate with landlords, the design of and participation in surveys and focus groups, planning social gatherings, integrating peer specialists and peer-facilitated support groups to compliment professional services. <i>Optional notes here</i>	Always	Always	Always



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select "Not at all" or "Sometimes" or "Always". Marking "Always" signifies full compliance for the standard.

	Standard	Lease and Occupancy Definition / Evidence	Say It	Document It	Do It
Leases 1	Housing is considered permanent (not applicable for Transitional Housing)	Housing is not time-limited (though rent assistance may be) and leases are automatically renewable upon expiration, except with prior notice by either party. <i>Optional notes here</i>	Always	Always	Always
Leases 2	Participant choice is fundamental	A participant has, at minimum, choices in deciding the location and type of housing based on preferences from a range of housing types and among multiple units, as available and as practical. In project-based settings, participants should be offered choice of units within a particular building, or within the portfolio of single site properties. In projects that use shared housing, i.e. housing with unrelated roommates, participants should be offered choice of roommates, as available and as practical. Additionally, as applicable, participants are able to choose their roommates when sharing a room or unit. <i>Optional notes here</i>	Always	Always	Always
Leases 3	Leases are the same for participants as for other tenants	Leases do not have any provisions that would not be found in leases held by any other tenant in the property or building and is renewable per the participants' and owner's choice. People experiencing homelessness who receive help moving into permanent housing should have leases that confer the full rights, responsibilities, and legal protections under Federal, state, and local housing laws. For transitional housing, there may be limitations on length of stay, but a lease/occupancy agreement should look like a lease that a person would have in the normal rental market. <i>Optional notes here</i>	Always	Always	Always
Leases 4	Participants receive education about their lease or occupancy agreement terms	Participants are also given access to legal assistance and encouraged to exercise their full legal rights and responsibilities. Landlords and providers abide by their legally-defined roles and responsibilities. <i>Optional notes here</i>	Always	Always	Always
Leases 5	Measures are used to prevent eviction	Property or building management, with services support, incorporates a culture of eviction avoidance, reinforced through practices and policies that prevent lease violations and evictions among participants, and evict participants only when they are a threat to self or others. Clear eviction appeal processes and due process is provided for all participants. Lease bifurcation is allowed so that a tenant or lawful occupant who is a victim of a criminal act of physical violence committed against them by another tenant or lawful occupant is not evicted, removed or penalized if the other is evicted. <i>Optional notes here</i>	Always	Always	Always
Leases 6	Providing stable housing is a priority	Providers engage in a continued effort to hold housing for participants, even if they leave their housing for short periods due to treatment, illness, or any other temporary stay outside of the unit. <i>Optional notes here</i>	Always	Always	Always
Leases 7	Rent payment policies respond to tenants' needs (as applicable)	While tenants are accountable to the rental agreement, adjustments may be needed on a case by case basis. As necessary, participants are given special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements. <i>Optional notes here</i>	Always	Always	Always



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select "Not at all" or "Sometimes" or "Always". Marking "Always" signifies full compliance for the standard.

Standard	Services Definition / Evidence	Say It	Document It	Do It
Services 1	<p>Projects promote participant choice in services</p> <p>Participants are able to choose from an array of services. Services offered are housing focused and include the following areas of support: employment and income, childhood and education, community connection, and stabilization to maintain housing. These should be provided by linking to community-based services.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Services 2	<p>Person Centered Planning is a guiding principle of the service planning process</p> <p>Person-centered Planning is a guiding principle of the service planning process</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Services 3	<p>Service support is as permanent as the housing</p> <p>Service connections are permanently available and accessible for participants in Permanent Supportive Housing. Rapid Re-Housing projects should, at a minimum, be prepared to offer services for up to 6 months after the rental assistance ends. In emergency shelter and transitional housing, services are available as long as the participant resides in the unit or bed – and up to 6 months following exit from transitional housing.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Services 4	<p>Services are continued despite change in housing status or placement</p> <p>Wherever possible, participants continue to be offered services even if they lose their housing unit or bed (for congregate projects), or if they are placed in a short-term inpatient treatment. Ideally, the service relationship should continue, despite a service hiatus during some institutional stays.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Services 5	<p>Participant engagement is a core component of service delivery</p> <p>Staff provide effective services by developing relationships with participants that provide immediate needs and safety, develop trust and common ground, making warm hand-offs to other mainstream service providers, and clearly explain staff roles. Engagement is regular and relationships are developed over time.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Services 6	<p>Services are culturally appropriate with translation services available, as needed</p> <p>Project staff are sensitive to and support the cultural aspects of diverse households. Wherever possible, staff demographics reflect the participant population they serve in order to provide appropriate, culturally-specific services. Translation services are provided when needed to ensure full comprehension of the project. Projects that serve families with children should have family-friendly rules that allow for different schedules based on work and school hours and have services that allow parents to participate in activities without having to constantly supervise their children themselves (i.e. can use the bathroom or take a shower without their children being in the bathroom with them).</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Services 7	<p>Staff are trained in clinical and non-clinical strategies (including harm reduction, motivational interviewing, trauma-informed approaches, strength-based)</p> <p>Services support a participant's ability to obtain and retain housing regardless of changes in behavior. Services are informed by a harm-reduction philosophy, such as recognizing that substance use and addiction are a part of some participants' lives. Participants are engaged in non-judgmental communication regarding their behavior and are offered education regarding how to avoid risky behaviors and engage in safer practices.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Standard	Housing Definition / Evidence	Say It	Document It	Do It
Housing 1	<p>Housing is not dependent on participation in services</p> <p>Participation in permanent and temporary housing settings, as well as crisis settings such as emergency shelter, is not contingent on participating in supportive services or demonstration of progress made on a service plan. Services must be offered by staff, but are voluntary for participants.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Housing 2	<p>Substance use is not a reason for termination</p> <p>Participants are only terminated from the project for violations in the lease or occupancy agreements, as applicable. Occupancy agreements or an addendum to the lease do not include conditions around substance use or participation in services. If the project is a recovery housing model focused on people who are in early recovery from drugs or alcohol (as outlined in HUD's Recovery Housing Brief), different standards related to use and subsequent offer of treatment may apply. See HUD's Recovery Housing brief here: https://www.hudexchange.info/resource/4852/recovery-housing-policy-brief/</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Housing 3	<p>The rules and regulations of the project are centered on participants' rights</p> <p>Project staff have realistic expectations and policies. Rules and regulations are designed to support safe and stable communities and should never interfere with a life in the community. Participants have access to the project at all hours (except for nightly in and out shelter) and accommodation is made for pets.</p> <p><i>Optional notes here</i></p>	Always	Always	Always
Housing 4	<p>Participants have the option to transfer to another project</p> <p>Transfers should be accommodated for tenants who reasonably believe that they are threatened with imminent harm from further violence if the tenant remains in the same unit. Whenever possible, transfers occur before a participant experiences homelessness.</p> <p><i>Optional notes here</i></p>	Always	Always	Always



Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select "Not at all" or "Sometimes" or "Always". Marking "Always" signifies full compliance for the standard.

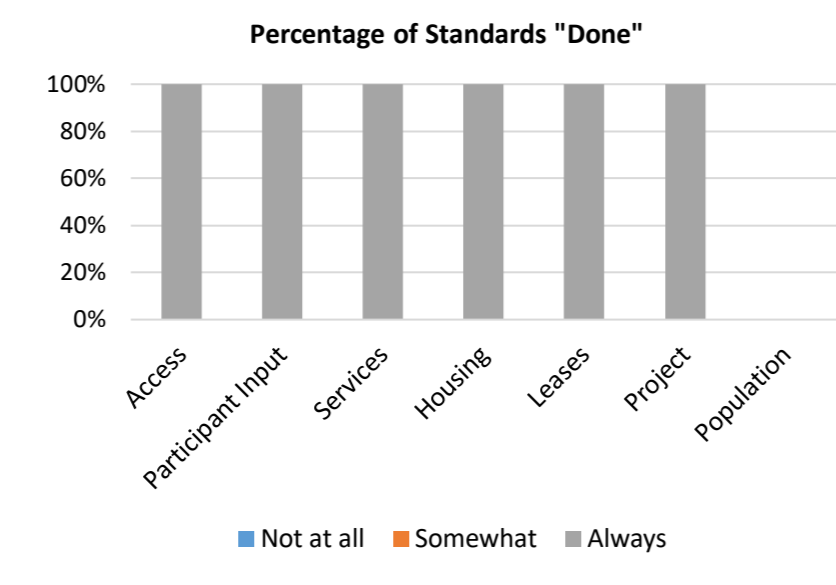
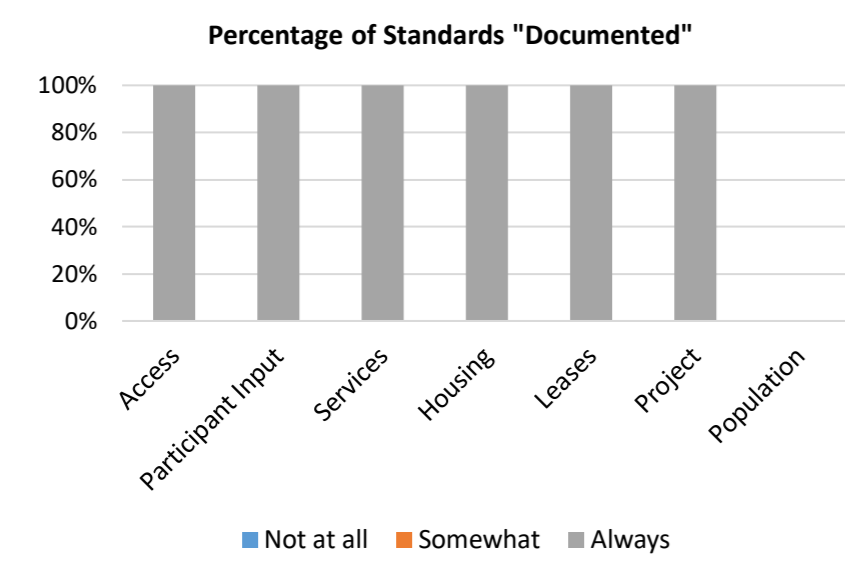
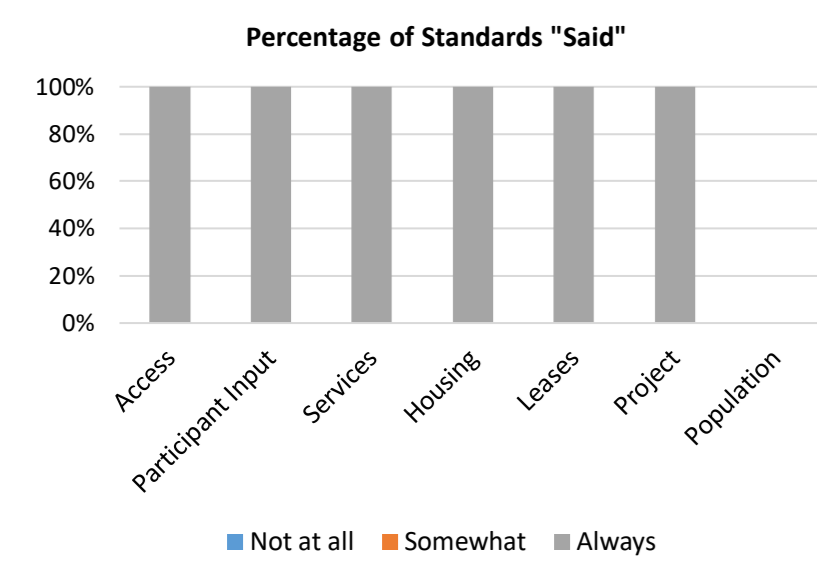
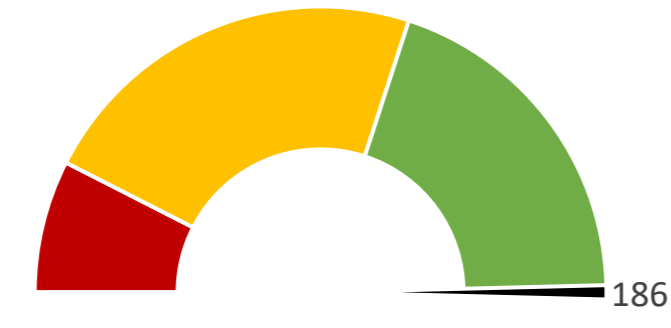
Standard	Project-Specific Standards	Say it	Document it	Do it
Project 1 Quick access to TH assistance	A transitional housing project ensures quick linkage to a unit and services based on participant choice. <i>Optional notes here</i>	Always	Always	Always
Project 2 Transitional housing is focused on safe and quick transitions to permanent housing	Participants and staff understand that the primary goals of transitional housing are to provide temporary accommodations that are safe, respectful, and responsive to individual needs, address the service needs of participants, and re-house participants in permanent housing as quickly as possible, regardless of other personal issues or concerns, and as desired by the participant. Participation in transitional housing services does not inhibit participants from moving to permanent housing when they choose to. Assessment and planning for permanent housing placement begins as soon as the individual or family expresses a desire to transition to permanent housing. <i>Optional notes here</i>	Always	Always	Always
Project 3 TH projects provide appropriate services	TH projects provide appropriate services to meet the participants health and safety needs (e.g., persons in early recovery; domestic violence survivors; those who need special accommodations) when there are no permanent housing solutions available (with or without supportive services) or when the participant chooses transitional housing. Services are not required in order to participate in housing. <i>Optional notes here</i>	Always	Always	Always
Project 4 Housing comes first	No individuals or families, including those who are unsheltered, are required to enter a transitional housing project in order to access permanent housing placement assistance and enter permanent housing. <i>Optional notes here</i>	Always	Always	Always
	No additional standards <i>Optional notes here</i>			
	No additional standards <i>Optional notes here</i>			
	No additional standards <i>Optional notes here</i>			
	No additional standards <i>Optional notes here</i>			
Section is not applicable. Please see following section.				



Some standards have not been evaluated. Please return and complete all standards before finalizing report.

Your score: 186
Max potential score: 186

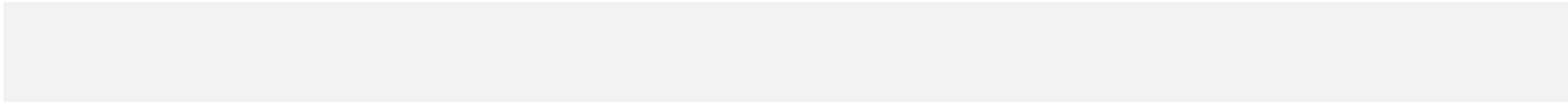
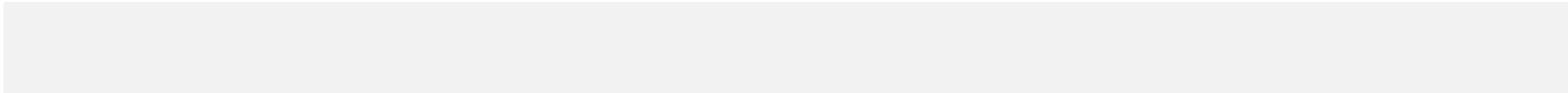
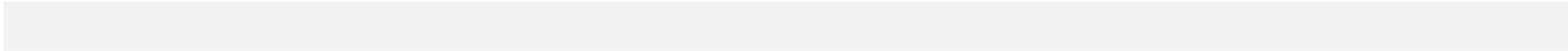
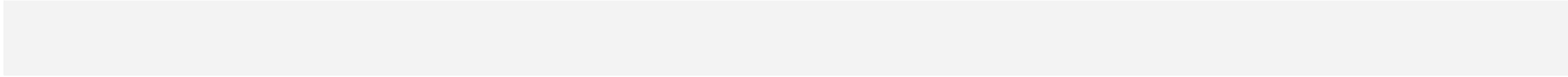
Score is calculated by awarding 1 point for standards answered 'sometimes' and 2 points for standards answered 'always'. Categories that are not applicable for your project are not included in the maximum potential score.



Non-Compliant Standards ("Not at all" to Whether Standard is Said)
Category No. Name Standard

Non-Documented Standards ("Not at All" to Whether Standard is Documented)
Category No. Name Standard

Non-Evidenced Standards ("Not at All" to Whether Standard is Done")
Category No. Name Standard



2023 HUD Notice of Funding Opportunity (NOFO)

[FY23 CoC Project Renewal Introduction and Overview](#)

[FY23 CoC Project Renewal Application](#)

[HUD Housing First Assessment](#)

[CoC Domestic Violence Bonus Funding FY23 NOFA](#)

[CoC Permanent Supportive Housing Bonus Funding FY23 NOFA](#)

Continuum of Care Local Process

[Approved CoC Local Values and Project Priorities](#)

2022 CoC Convenings

The King County Regional Homelessness Authority (KCRHA), will be competing for up to \$14,102,723 (over three years) in new HUD Continuum of Care (CoC) funds that focus on investing in programs that reduce unsheltered homelessness, improve service engagement, health outcomes, and housing stability by using coordinated Housing First and Public Health Principles to serve unsheltered individuals and families. These funds are being released for CoC competition through the [Department of Housing and Urban Development \(HUD\) as part of the 2022 Special Notice of Funding Opportunity \(NOFO\) for Unsheltered Homelessness and Encampment Health and Housing Services](#). The amount available for this RFP will be determined by HUD's final award amount to the Seattle-King County CoC. The KCRHA expects multiple local contract awards.

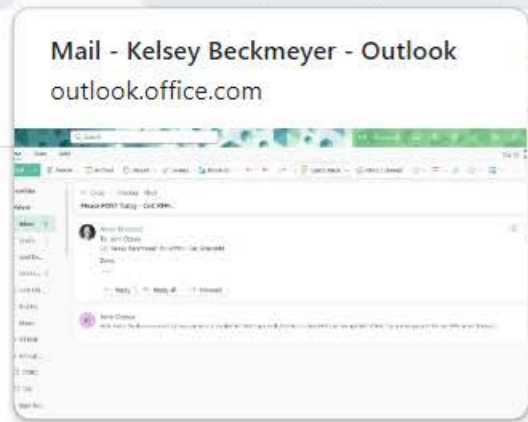
We cordially invite you to join one of our two community listening sessions for the



Notice of Funding Availability (NOFA) ⬆


- [CoC Domestic Violence Bonus Funding FY23 NOFA](#)
- [CoC Permanent Supportive Housing Bonus Funding FY23 NOFA](#)
- [Annual Notice of All Anticipated Funding Opportunities for 2023](#)
- [RV Storage Services NOFA](#)
- [2023 Safe Lot Request for Proposals \(RFP\)](#)
- [2023 Non-Congregate Shelter Request for Proposal \(RFP\)](#)
- [2023 NOFA – Permanent Housing & Support Services Request for Proposals](#)
- [Rental Assistance Fiscal Agent NOFA](#)
- [Geographic-Based Outreach Services RFP](#)
- [YHDP Behavioral Health RFQ NOFA](#)

Mail - Kelsey Beckmeyer - Outlook
outlook.office.com



[March 7, 2022: Emergency Housing Voucher \(EHV\) Housing Search and Tenancy Support Services](#)

Minimum Eligibility Requirements 

Requests for Proposals 

A Request for Proposals is a request for competitive bids to manage a specific project using funding provided through the RHA. Upcoming requests for proposals will first be listed in the Notice of Funding Availability section of this website.

A Request for Information (RFI) is a formal information gathering process that provides a structured way to ask for input on program design and organizational needs.

[FY23 CoC Permanent Supportive Housing Bonus RFP](#)

[FY23 CoC Domestic Violence Bonus RFP](#)

[June 23, 2022: Request for Information \(RFI\): Re-Procurement](#)

[Previous RFPs](#)

RFP Questions & Answers 

Proprietary & Confidential Information Form 

Budget Detail Forms - Required for All Proposals 



Notice of Funding Availability (NOFA) ↑

[CoC Domestic Violence Bonus Funding FY23 NOFA – Updated 8.8.23](#)

[CoC Bonus Funding FY23 NOFA – Updated 6.5.23](#)

[Annual Notice of All Anticipated Funding Opportunities for 2023](#)

[RV Storage Services NOFA](#)

[HUD CoC NOFO Scoring Comparison Chart](#)

[2023 Population Specific Outreach NOFA](#)

**These are notices of potential funding. Please visit the Request for Proposals section below for formal funding opportunity announcements.*

If you have questions about this opportunity, please [click here](#) to email our Contracts team.

Request for Statement of Qualifications (RFSQ): This process allows us to pre-qualify agencies interested in competing for future funding. Please fill out [this questionnaire](#) to begin the process.

Please note that KCRHA is not a direct service provider and cannot refer you to housing or shelter: [click here](#) for housing and shelter resources.



KCRHA
King County Regional Homelessness Authority

**2023 Seattle-King County
Continuum of Care (CoC) Program Renewal Overview**

Phase II: Local Application

Due Monday, August 28, 2023 by 11:59pm PST

Phase II Application Submission Information

**2023 Phase II Application
Submit documents through PDF to
coc.questions@kcrha.org**

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) NOFO process (Notice of Funding Opportunity). The NOFO details the requirements for all Continua of Care (CoC) and the individual applicants included in the CoC's application. In preparation for the NOFO, Seattle and King County, on behalf of the Seattle-King County CoC, also conducts an annual local evaluation process.

The Seattle-King County 2023 renewal process consists of three parts:

1. Phase I – 2023 Seattle-King County CoC Program Local Intent to Renew Process closed May 2023.

The Phase I application results in the preliminary CoC performance-based rank order. Project HMIS (Homeless Management Information System) data was pulled for the operating period **4/1/22 to 3/31/23**. 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 2023 Local Process.

2. Phase II – 2023 HUD CoC Program Phase II Application due Monday August 28, 2023 by 11:59PM PST

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 Workgroup. 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 NOFO.

3. Phase III – Submittal of a 2023 HUD NOFO Project Application due August 28, 2023

HUD requires all projects selected for renewal to submit all materials for the HUD CoC project application to the CoC no later than 30 days prior to the NOFO deadline of September 28, 2023, and the completed application must be publicly published no later than September 26, 2023.

Please direct your questions via email to coc.questions@kcrha.org.

2023 Local Process Guidance

2023 Project Review and Tiering

Each year the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Opportunity (NOFO), signifying the beginning of a funding competition among Continua 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 2023 NOFO:

- 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 (ARD) minus a percentage reduction (Tier 2) determined by HUD and published in the Federal Register. Tier 1 will be 93% of the ARD.

- 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. HUD is prioritizing the following for 2023:
 - Ending homelessness for all persons;
 - Using a Housing First approach (no service participation requirements or preconditions to entry);
 - Reducing unsheltered homelessness;
 - Improving system performance;
 - Partnering with housing, health and service agencies;
 - Advancing racial equity and enhancing access and support for LGBTQ+ participants;
 - Involving people with lived experience of homelessness; and
 - Increasing the affordable housing supply.

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 housing first and equity. HUD is focused on individual projects 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 2023 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; and
 - 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:
 - The degree to which projects have identified any barriers to participation (e.g., lack of outreach) faced by persons of various races and ethnicities; particularly those over-represented in the local homelessness population, and are taking or will take steps to eliminate the identified barriers;
 - No or low barrier to housing;
 - Serving literally homeless persons; and
 - Rapid exits to permanent housing or long/term housing stability in permanent housing.

Local Values

The following are the values and prioritization considerations voted for adoption or adjustments by the CoC Advisory Committee on April 5, 2023. These not only frame CoC Program Policies and Priorities but will guide the development of the FY 2023 Project Priority Listing.

1. Center our theory of change - If we create a homelessness response system that centers the voices of people who have lived experience of homelessness, then we will be able to focus on responding to needs and eliminating inequities, in order to end homelessness for all - in the planning, programming and evaluation of Continuum of Care services.
2. Promote our mission to significantly decrease the incidence of homelessness throughout King County, using equity and social justice principles.
3. Promote equitable access and service provision with an intersectional and anti-racist approach, serving those who are historically marginalized and disproportionately impacted by the experience of homelessness in our community, including but not limited to: the Black, Indigenous, Pacific Islander, Latine and Asian communities; the Lesbian, Gay, Bisexual, Trans, Queer/Questioning, Intersex, Asexual, Two Spirit communities (LGBTQAI2S+); the Trans community¹; people living with disabilities; people with foster care system involvement; the Elder community; people with carceral system involvement; people living with behavioral health conditions and substance use disorders; and all immigrant and refugee communities.
4. Develop a “culturally responsive system [that] values diversity, understands differences and develops services and supports to meet the unique needs of each community.”²
5. Maximize our community response to homelessness while aiming to maintain as much HUD Continuum of Care Program funding in our CoC as possible.
6. Grow a proactive, accountable system through ethical practice - including partners to be transparent with their use of CoC funds - guided by transparency to those we serve to ensure funding is clearly and thoughtfully allocated.
7. Promote human-centered well-being and partnerships with a Housing First and Harm Reduction approach instead of further displacement or the criminalization of our unhoused neighbors.
8. Prioritize projects that:
 - a. Elevate the voices of people with lived experience as experts in the development and implementation of planning, programming, and evaluation;
 - b. Focus on those who are literally homeless (streets, shelter, transitional housing for youth and veterans, vehicle residents, and includes people fleeing and attempting to flee domestic violence, sexual assault, and stalking;
 - c. Actively participate in the Continuum of Care through demonstrable racial equity and social justice-oriented practices that center community and are in alignment with values of community accountability, housing first, trauma-informed care, harm reduction, prevention, and whole person wellbeing through focusing on what is meaningful to the individual;
 - d. Demonstrate commitment to power-sharing and deference to people with lived experience in organizational design and policy development processes through actions such as dedicated board seats or management positions;
 - e. Advance as a collective the goals of the CoC, including addressing racial disproportionality and achieving equitable outcomes for Indigenous, Black, Pacific Islanders and other people of color, trans individuals, broader LGBTQAI2S+ communities, and people living with disabilities;
 - f. Advance as a collective the goals of the CoC to support our Elder community - which is the largest growing population of those experiencing and at-risk of homelessness - to access dignified, appropriate housing to thrive as they age.

- g. Have positive outcomes, as defined by the participant, to permanent housing and subsequent stability, including economic stability, as the primary focus;
- h. Do not replace mainstream resources such as federally funded health insurance, cash benefits, and other federally funded behavioral health services;
- i. Work to connect people served by CoC-funded programs with community-based, culturally responsive³ resources;
- j. Participate in the Homeless Management Information System with complete, high-quality data per both local metrics and HUD data standards;
- k. Demonstrate alignment with HUD Housing First standards⁴ (including screening, program entry, person-centered services, and termination policies);
- l. Perform well against HUD Continuum of Care goals and positively impact local system performance and equity outcomes;
- m. Consistently meet and exceed operational standards for spending, match, occupancy, and reporting.

Local Review and Key Indicators

HMIS data was pulled for the operating period **4/1/22 to 3/31/23**. This data will be used to assess project performance according to the key indicators that populate the Annual Performance Review (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:

2023 Indicator Measures	95 points
1. Movement to Housing: Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.	
<ul style="list-style-type: none"> ● PSH: % remaining in PSH for at least 12 months 	Up to 15
<ul style="list-style-type: none"> ● TH: % moving to PH (zero points if less than 50%). Full points to meet/exceed system target of 85% 	
<ul style="list-style-type: none"> ● RRH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target of 85% 	
<ul style="list-style-type: none"> ● Bonus: <ul style="list-style-type: none"> ○ % TH to PH in 90 days or less ○ % PSH moving to other PH destinations ○ % 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: Measures the extent to which participants show positive changes in income	
<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: Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs).	
<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 Persons =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 Sex Trafficking = 1 pt Priority Narratives <ul style="list-style-type: none"> Housing First/Housing First Narrative = 2pts Program Termination/Low Barrier Housing Narrative = 2pts Participant Participation/Feedback Narrative = 2pts Equity Narrative = 2pts 	Up to 25
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

Community Meeting/Sharing Results

The results of the local Phase I and Phase II process will be used to strengthen our HUD NOFO application and help us to respond to HUD's announced priorities. The 2023 project rank order status will be determined before we submit the CoC response to the HUD's FY 2023 NOFO. These preliminary results will be shared with applicants in a community meeting on **Wednesday, September 13, 2023**.

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: 2023 Local CoC Program Application** by the deadline 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 materials via SmartSheets by **11:59pm on Monday, August 28, 2023**. 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 “**Virtual Office Hours**” on Friday, **August 11th from 2:00-3:00pm**. This meeting is optional.

2023 CoC NOFO Local Process Timeline

Please be responsive to all CoC Program Alerts! All notifications or requests will come via email.

May 31, 2023 – Completed	<u>DUE DATE:</u> 2023 Notice of Intent to Renew Funding and FY22 Match Letters <i>May 31, 2023 by 11:59pm via SmartSheets</i>
August 4, 2023	Advertise Local Process Notice of Available Funding (NOFA) <i>This includes any FY23 NOFO Bonus and reallocation funds</i>
August 10, 2023	2023 Mandatory HUD CoC Program NOFO Workshop or Renewal Thursday, August 10, 2023 from 10:00am to 11:30am
	2023 HUD CoC Program NOFO Information Session for Bonus Funds Thursday, August 10, 2023 from 1:00pm to 2:30pm
August 11, 2023	2023 Phase II Application Office Call-in Hours via Microsoft Teams <i>Friday, August 11, 2023 from 2:00pm to 3:00pm</i>
	Training Workshop CoC Project Application--Direct Grantees Only: Accessing the 2023 NOFO Application in e-snaps and preparing your HUD application
August 28, 2023	<u>DUE DATE:</u> Phase II Application: 2023 CoC Program Renewal & Bonus Grants <i>Monday, August 28, 2023 by 11:59pm PST via PDF Doc</i>
August 24-31 2023	<u>RHA staff will:</u> <ol style="list-style-type: none"> 1. Review HMIS Data and Phase II information; and 2. Prepare preliminary renewal rank order based on system performance
August 31, 2023	<u>DUE DATE:</u> All CoC program applications complete and ready for submittal to e-snaps: <ul style="list-style-type: none"> ★ Upload federal forms/current 501c.3 documents ★ Complete and submit PDF of e-snaps application (direct grantees only)
August 30-September 11 2023	2023 CoC Rating and Ranking Committee <ul style="list-style-type: none"> ★ Committee reviews and rates all renewal, reallocation, and bonus applications
September 13, 2023	2023 CoC Program Community Meeting (15-days prior to HUD deadline) <ul style="list-style-type: none"> ★ Presentation of final priority rank order ★ All projects notified of final CoC Application Project Listing results
September 26, 2023	★ 2023 Seattle-King County NOFO Application Publicly Posted
September 28, 2023	★ 2023 Seattle-King County NOFO Application Publicly Posted Due

2023 CoC Program NOFO Project Application Process Guidance

Be Ready for Your HUD NOFO Application:

You will be notified as soon as the 2023 HUD CoC Application is available in e-snaps. This is expected to happen during August. Your HUD Application and Certifications will be due soon after. Timelines are very short and a 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 2023 applications yet. Use this time to get ready. You will have limited time once the process starts.

- Get ready.
 - 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 2023) to prepare for 2023.
 - Review your budget. Did your budget change during the 2022 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 2023?

REMINDER: Additional training will be provided to direct HUD grantees **Friday, August 11** to help make sure the electronic application process goes as smoothly as possible, especially for first time users.



2023 Notice of Funding Availability (NOFA) Continuum of Care (CoC) Domestic Violence, Dating Violence, Sexual Assault, and Stalking (DV Bonus) Request for Proposal (RFP) August 3, 2023

I. Overview

The King County Regional Homelessness Authority (RHA) is pleased to announce a Notice of Funding Availability (NOFA) to support the countywide proposal for new federal grant funding under the [Department of Housing and Urban Development \(HUD\) FY2023 Continuum of Care Competition \(CoC\) and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants](#). Successful applicants will propose programs targeted to further HUD’s strategic goals to expand rapid re-housing projects or Joint Transitional Housing/Rapid Component projects for survivors of domestic violence (DV), sex trafficking, sexual assault, dating violence, and/or stalking.

Up to **\$1,512,343** in new HUD Continuum of Care (CoC) DV Bonus funds may be contracted through the upcoming Request for Proposals (RFP). The final amount available for this RFP will be determined by HUD’s final award amount to the Seattle-King County CoC and awards are subject to change based on HUD’s final funding decisions.* The KCRHA expects to make multiple local contract awards. If you have questions, please email coc.questions@kcrha.org.

Guided by KCRHA’s [Theory of Change](#), the **CoC DV Bonus RFP** is intended to extend the Seattle-King County continuum of comprehensive, person-centered housing solutions. The KCRHA expects to award funds for organizations that will:

- Ensure survivors of domestic violence, sex trafficking, sexual assault, dating violence, and/or stalking who meet HUD’s revised definition of ‘homeless’ have access to permanent housing through new or expanding rapid re-housing, and/or joint transitional/ rapid re-housing component,
- Provides services grounded in a housing first, wellbeing, trauma-informed care and confidentiality;
- Demonstrates how they include or plan to include survivors with lived expertise in policy and program development; and
- Advance equity for Black, Indigenous, and other people of color as well as individuals who identify as LGBTQ+ and individuals with disabilities.

2023 Funding Opportunity	Anticipated Funding Process Release Date	Anticipated Funding Process Due Date	Anticipated Funding Amount Available	Anticipated Contract Start Date	Anticipated Funding Process Type
CoC DV Bonus RFP	August 7, 2023	August 28, 2023	Up to \$1,512,343	Summer 2024	Request for Proposal (RFP)



2023 Notice of Funding Availability (NOFA) Continuum of Care (CoC) Permanent Supportive Housing Bonus Funding Request for Proposal (RFP) August 3, 2023

I. Overview

The King County Regional Homelessness Authority (RHA) is pleased to announce a Notice of Funding Availability (NOFA) to support the countywide proposal for new and reallocated federal grant funding under the [U.S. Department of Housing and Urban Development \(HUD\) 2023 Continuum of Care Competition \(CoC\) and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants](#). Agencies with experience and an interest in providing new Permanent Supportive Housing (PSH) operations and support services are encouraged to apply for the upcoming Request for Proposal (RFP). Successful applicants will propose programs targeted to further HUD’s strategic goals to further options for individuals, youth and young adults, and families with at least one member of the household (adult or child) with a disability.

Up to \$5,963,967* in new and reallocated HUD Continuum of Care (CoC) Bonus funding will be available through this upcoming RFP process. The final amount available for this funding process will be determined by HUD’s final CoC award amount granted to the Seattle-King County CoC in 2024.* The RHA expects to make at least two (2) local contract awards. If you have questions, please email coc.questions@kcrha.org.

Guided by RHA’s [Theory of Change](#), the 2023 CoC PSH RFP is intended to extend the Seattle-King County continuum of comprehensive, person-centered housing solutions. The KCRHA expects to award funds for organizations that will:

- Ensure individuals, youth and young adults, and families receive ongoing support services and operating funds which help residents achieve housing stability and maintain as much independence as possible;
- Ensure all households meet [HUD’s definition of ‘chronic homelessness’](#) or [HUD’s DedicatedPLUS eligibility](#) at time of intake;
- Provide services grounded in a housing first, trauma-informed, wellbeing and client centered services;
- Demonstrates how they include or plan to include people with lived expertise of homelessness and disability in policy and program development.
- Advance equity for Black, Indigenous, and other people of color as well as individuals who identify as LGBTQ+ and individuals with disabilities.

2023 Funding Opportunity	Funding Process Release Date	Anticipated Funding Process Due Date	Funding Amount Available	Funding Process Type	Anticipated Contract Start Date
CoC PSH Bonus	August 7, 2023	August 28, 2023	Up to \$5,963,967*	Request for Proposal (RFP)	Summer 2024



KCRHA

King County Regional Homelessness Authority

2023 Notice of Funding Availability (NOFA) Continuum of Care (CoC) Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), and Joint Component Transitional Housing-Rapid Rehousing (TH-RRH) Bonus Request for Proposal (RFP)

August 3, 2023

Updated September 5, 2023

I. Overview

The King County Regional Homelessness Authority (RHA) is pleased to announce a Notice of Funding Availability (NOFA) to support the countywide proposal for new and reallocated federal grant funding under the [U.S. Department of Housing and Urban Development \(HUD\) 2023 Continuum of Care Competition \(CoC\) and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants](#). Agencies with experience and an interest in providing new Permanent Supportive Housing (PSH) operations and support services, new or expanded Rapid Rehousing (RRH) services, and/or new Joint Component Transitional Housing-Rapid Rehousing (TH-RRH) operations and services are encouraged to apply for the upcoming Request for Proposal (RFP). Successful applicants will propose programs targeted to further HUD’s strategic goals to further options for individuals, youth and young adults, and families with at least one member of the household (adult or child) with a disability.

Up to ~~\$5,963,967~~* **\$6,143,143** in new and reallocated HUD Continuum of Care (CoC) Bonus funding will be available through this upcoming RFP process. The final amount available for this funding process will be determined by HUD’s final CoC award amount granted to the Seattle-King County CoC in 2024.* The RHA expects to make at least two (2) local contract awards. If you have questions, please email coc.questions@kcrha.org.

Guided by RHA’s [Theory of Change](#), the 2023 CoC PSH, RRH, and TH-RRH Bonus RFP is intended to extend the Seattle-King County continuum of comprehensive, person-centered housing solutions. The KCRHA expects to award funds for organizations that will:

- Ensure individuals, youth and young adults, and families receive ongoing support services and operating funds which help residents achieve housing stability and maintain as much independence as possible;
- Ensure all PSH households meet [HUD’s definition of ‘chronic homelessness’](#) or [HUD’s DedicatedPlus definition](#) for projects seeking funding under the [DedicatedPLUS PSH](#) option at time of intake;
- **Ensure all RRH and TH-RRH households meet HUD’s definition of ‘literally homeless’ at time of intake**
- Provide services grounded in a housing first, trauma-informed, wellbeing and client centered services;
- Demonstrates how they include or plan to include people with lived expertise of homelessness and disability in policy and program development;
- Advance equity for Black, Indigenous, and other people of color as well as individuals who identify as LGBTQ+ and individuals with disabilities.

2023 Funding Opportunity	Funding Process Release Date	Anticipated Funding Process Due Date	Funding Amount Available	Funding Process Type	Anticipated Contract Start Date

CoC PSH, RRH, and TH- RRH Bonus	August 7, 2023	August 28, 2023 September 8, 2023	Up to \$5,963,967* \$6,143,143	Request for Proposal (RFP)	Summer 2024
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King County Regional Homelessness Authority

2023 Notice of Funding Available

**These are estimated funding process release dates and funding amounts, and both are subject to change. Please visit kcrha.org regularly for formal funding opportunity announcements.*

2023 RFP (HUD CoC NOFA) Renewal Project Scoring Metrics

Measure and Scoring					Applies to which Project Types?			
Measure	Details	Points	Scoring	Target	Emergency	Transitional	Rapid Re-	Permanent
Core Measures								
Exits to Permanent Housing	Scoring treshold based on % of system target	5	50-74%	SA	0.25	0.43	0.43	0.45
				Fam	0.40	0.43	0.43	0.45
				YYA	0.25	0.43	0.43	0.45
		10	75-99%	SA	0.38	0.64	0.64	0.68
				Fam	0.60	0.64	0.64	0.68
				YYA	0.38	0.64	0.64	0.68
		15	100%	SA	0.50	0.85	0.85	0.90
				Fam	0.80	0.85	0.85	0.90
				YYA	0.50	0.85	0.85	0.90
Average Length of Stay	Full points for meeting or exceeding system target	5	100%	SA	30	90	120	N/A
				Fam	30	90	120	N/A
				YYA	20	180	120	N/A
Permanent Housing for 12+	Full points for meeting or exceeding scoring threshold	5	>=85%	N/A	N/A	N/A	N/A	0.85
Return to Homelessness	Full points for meeting or being below system target	5	100%	SA	0.08	0.08	0.03	0.03
				Fam	0.08	0.08	0.03	0.03
				YYA	0.05	0.05	0.05	0.05
Eligibility (Literally Homeless)	Full points for meeting or exceeding system target	10	100%	N/A	0.9	0.95	0.95	0.95
Utilization		2	85-89%	N/A	0.85	0.85	N/A	0.85
		3	90-94%	N/A	0.9	0.9	N/A	0.9
		5	>=95%	N/A	0.95	0.95	N/A	0.95
RRH Move In Rate		2	85-89%	N/A	N/A	N/A	0.85	N/A
		3	90-94%	N/A	N/A	N/A	0.9	N/A
		5	>=95%	0%	N/A	N/A	0.95	N/A
Stability Bonus	ES to PH is <= 30 days	5	>=50%	N/A	0.5	0.5	0.5	0.5
	TH to PH is <=90 days							
	RRH to move-in is <=30 days							
	PSH: % exit to PH							
Data Completeness	% of universal data elements that are 'missing' - e.g.	7	<=5%	N/A	0.05	0.05	0.05	0.05
Exits with no resources	% with no resources either earned or non-earned at	3	<=10%	N/A	0.1	0.1	0.1	0.1
	Total Core Points	65						
CoC-Specific								
Unknown Exits	% of clients that exit to "unknown". No points if more	7	<=5%		X	X	X	X
Exits with Earned Income	% with income from employment	3	>=20%		X	X	X	X
Exits with Non-earned	% with other income such as cash (e.g. TANF, SSDI) or	3	>=95%		X	X	X	X
Spending	Were grant funds fully expended?	2			X	X	X	X
System Priorities	Program component, population served, Housing First,	15			X	X	X	X
	Total CoC-Specific Points	30						
	Total Points	95						

Element	Data Source	Calculation
Exits to Permanent Housing: ES, TH and RRH	HMIS	Universe: All households who exit during the timeframe. Calculation: # of households who exit to a permanent housing/Total # of exits in the timeframe. Permanent housing destination based on the recorded exit destination in HMIS. **Need to exclude clients with Exit Destination = Deceased from denominator. Should exclude from all measures that are based on exits.
Exits to Permanent Housing: PSH	HMIS	Universe: All households active in the timeframe. Calculation: (# of households who exited to permanent housing during the timeframe + # of households who were still enrolled as of the end of the timeframe)/ Total # of households who were active in the timeframe
Average Length of Stay	HMIS	Universe: All households active in timeframe. Calculation: <u>Night-by-Night shelters</u> : Sum of bed nights in timeframe/ # of households active in timeframe. <u>All Other Projects</u> : Numerator for leavers: Sum of days from project entry-project exit. Numerator for stayers: Sum of days from project entry - last day in timeframe. (Numerator leavers + Numerator stayers)/ # of households active in timeframe.
Permanent Housing for 12+ months	HMIS	Universe: All households active in PSH, PH with Supports, or Other PH in timeframe. Calculation: (# of leavers with length of enrollment >=12 months + # of stayers with length of enrollment >=12months) /total # of active households w/ enrollment entry date at least >=12 months prior to end of period
Returns to Homelessness	HMIS	Universe: All households who exit during the timeframe (*NOTE: Returns timeframe is shifted 6 months earlier than reporting timeframe for all other measures, and returns are only calculated for households who consent to share identifying information. Therefore total number of exits may not match other measures.) Calculation: # of consenting households who exit to PH and return within 6 months/Total number of exits
Eligibility	HMIS	Universe: All households active in the timeframe. Calculation: # households who come from a literally homeless prior residence (coming from streets, shelter, safe haven)/# of households active in the timeframe. Literally homeless status is based on Category 4 - fleeing domestic violence Housing Status and Prior Residence recorded in HMIS upon program entry. Single Adult Overnight shelters given full points under the assumption that only literally homeless clients stay at congregate shelters.
Utilization	HMIS	Universe: All households active during timeframe and units in HMIS inventory. Calculation: (Numerator:
RRH Move-Ins	HMIS	Universe: All households enrolled in timeframe. Calculation: # of households with a residential move-in date between start of timeframe and 90 30 days after the end of timeframe/Total # of households enrolled in timeframe.
Stability bonus	HMIS	ES to PH: Universe: all households who exit to permanent housing during the timeframe. Calculation: # of households who exit to PH in <=30 days/# of clients who exit to PH.
		TH to PH: Universe: all households who exit to permanent housing during the timeframe. Calculation: # of households who exit to PH in <=90 days/# of clients who exit to PH.
		RRH to Move-in: Universe: all households with residential move-in date during the timeframe. Calculation: # of households where project entry date to residential move-in date is <=30 days/# of households who exit to PH. with residential move-in date during the timeframe.
		PSH to PH: Universe: all households with exits during timeframe. Calculation: # of households exiting to PH/# of households with exits during timeframe
Data Completeness	HMIS	Universe: Universal data elements at program entry for all households active during the timeframe.
Exits with no resources	HMIS	Universe: All households who exit during the timeframe. Calculation: # of households with no resources either earned or non-earned at exit/ Total # of exits
Unknown exits	HMIS	Universe: All households who exit during the timeframe. Calculation: # households that exit to "unknown"
Exits with Earned Income	HMIS	Universe: All households who exit during the timeframe. Calculation: # of households with earned income
Exits with Non-earned Income	HMIS	Universe: All households who exit during the timeframe. Calculation: # of households with other income

.....

Spending	Local Application	Calculation: Were grant funds fully expended? Partial credit for extenuating circumstances (eg., new project
System Priorities	Local Application	Universe: Program component, population served, Housing First, advancing racial equity and supporting

2023 Local Rating Template

HMIS data was pulled for the operating period **4/1/22 to 3/31/23**. This data will be used to assess project performance according to the key indicators that populate the Annual Performance Review (APR). Additional efficiency and effectiveness measures will also be considered. The following review elements were reviewed and approved by the Seattle-King County CoC System Performance and NOFO Application and Ranking Committees.

The CoC will assess projects in six categories, outlined as follows:

Project Rated: St. Martin's on Westlake				
2023 Indicator Measures	Max. Points	Scoring Ranges	Project Score	Source
1. Movement to Housing: Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.				
<ul style="list-style-type: none"> PSH: % remaining in PSH for at least 12 months 	Up to 15	<ul style="list-style-type: none"> ★ 15 points = meets or exceeds ★ 10 points = nearing goal ★ 5 points = does not meet expectations 		HMIS
<ul style="list-style-type: none"> TH: % moving to PH (zero points if less than 50%). Full points to meet/exceed system target of 85% 				HMIS
<ul style="list-style-type: none"> RRH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target of 85% 				HMIS
<ul style="list-style-type: none"> Bonus: <ul style="list-style-type: none"> ○ 50% or more move from TH to PH in 90 days or less ○ 50% or more PSH moving to other PH destinations ○ 50% or more RRH moving into housing in 30 days or less 	5	<ul style="list-style-type: none"> ★ Full points: meets threshold. ★ No partial points**. 		HMIS

<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"> ★ Full points = meets or exceeds system target. ★ No partial scores**. 		HMIS
<ul style="list-style-type: none"> Extent to which participants exit to a known destination. 	7	<ul style="list-style-type: none"> ★ Full points = Less than 5% of clients that exit to "unknown". ★ No points if more than 5% exit to unknown. 		HMIS
<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	<ul style="list-style-type: none"> ★ Full points = meets or exceeds system target. ★ No partial scores**. 		HMIS
2. Income Progress: Measures the extent to which participants show positive changes in income	Max. Points		Project Score	Source
<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"> ★ Full points = More than 20% exited with earned income. ★ No partial scores**. 		HMIS
<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"> ★ Full points = More than 95% exited with non-earned income. ★ No partial scores**. 		HMIS

<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	<ul style="list-style-type: none"> ★ Full points = Fewer than 10% exited with no income. ★ No partial scores**. 		HMIS
3. Participant Outreach	Max. Points		Project Score	Source
<ul style="list-style-type: none"> Proportion of Households served coming from streets and/or Emergency Shelter 	10	<ul style="list-style-type: none"> ★ Full points = 100% population served coming from homelessness. ★ No partial scores**. 		HMIS
4. HMIS Data Quality/Completeness: Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs).	Max. Points		Project Score	Source
<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	<ul style="list-style-type: none"> ★ Full Points = Less than 5% of universal data elements that are 'missing' - e.g. data not collected, client doesn't know, client refused. ★ No partial scores**. 		HMIS

5. HUD / System / Program Component Priority Measure	Max. Points		Project Score	Source
<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 Persons =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 Sex Trafficking = 1 pt ● Priority Narratives <ul style="list-style-type: none"> ○ Housing First/Housing First Narrative = 2pts ○ Program Termination/Low Barrier Housing Narrative = 2pts ○ Participant Participation/Feedback Narrative = 2pts ○ Racial Equity Narrative = 2pts 	Up to 25	Program Component: <ul style="list-style-type: none"> ★ Full points based on component type. ★ No partial points**.. Program Population: <ul style="list-style-type: none"> ★ 3 points = 100% of units dedicated to or prioritized for chronic homelessness ★ 1 point = 100% dedicated to other population type Priority Narratives: <ul style="list-style-type: none"> ★ 2 points = active practice and policies in alignment with CoC ★ 1 point = organization demonstrates clear effort to move practices and policies to align with CoC expectations. ★ 0 points = organization does not clearly demonstrate alignment or movement to CoC expectations 		Local Application Response

2023 Local Rating Template

HMIS data was pulled for the operating period **4/1/22 to 3/31/23**. This data will be used to assess project performance according to the key indicators that populate the Annual Performance Review (APR). Additional efficiency and effectiveness measures will also be considered. The following review elements were reviewed and approved by the Seattle-King County CoC System Performance and NOFO Application and Ranking Committees.

The CoC will assess projects in six categories, outlined as follows:

Project Rated: Cascade Women's Supportive Housing				
2023 Indicator Measures	Max. Points	Scoring Ranges	Project Score	Source
1. Movement to Housing: Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.				
<ul style="list-style-type: none"> PSH: % remaining in PSH for at least 12 months 	Up to 15	<ul style="list-style-type: none"> ★ 15 points = meets or exceeds ★ 10 points = nearing goal ★ 5 points = does not meet expectations 		HMIS
<ul style="list-style-type: none"> TH: % moving to PH (zero points if less than 50%). Full points to meet/exceed system target of 85% 				HMIS
<ul style="list-style-type: none"> RRH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target of 85% 				HMIS
<ul style="list-style-type: none"> Bonus: <ul style="list-style-type: none"> ○ 50% or more move from TH to PH in 90 days or less ○ 50% or more PSH moving to other PH destinations ○ 50% or more RRH moving into housing in 30 days or less 	5	<ul style="list-style-type: none"> ★ Full points: meets threshold. ★ No partial points**. 		HMIS

<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"> ★ Full points = meets or exceeds system target. ★ No partial scores**. 		HMIS
<ul style="list-style-type: none"> ● Extent to which participants exit to a known destination. 	7	<ul style="list-style-type: none"> ★ Full points = Less than 5% of clients that exit to "unknown". ★ No points if more than 5% exit to unknown. 		HMIS
<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	<ul style="list-style-type: none"> ★ Full points = meets or exceeds system target. ★ No partial scores**. 		HMIS
2. Income Progress: Measures the extent to which participants show positive changes in income	Max. Points		Project Score	Source
<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"> ★ Full points = More than 20% exited with earned income. ★ No partial scores**. 		HMIS
<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"> ★ Full points = More than 95% exited with non-earned income. ★ No partial scores**. 		HMIS

<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	<ul style="list-style-type: none"> ★ Full points = Fewer than 10% exited with no income. ★ No partial scores**. 		HMIS
3. Participant Outreach	Max. Points		Project Score	Source
<ul style="list-style-type: none"> Proportion of Households served coming from streets and/or Emergency Shelter 	10	<ul style="list-style-type: none"> ★ Full points = 100% population served coming from homelessness. ★ No partial scores**. 		HMIS
4. HMIS Data Quality/Completeness: Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs).	Max. Points		Project Score	Source
<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	<ul style="list-style-type: none"> ★ Full Points = Less than 5% of universal data elements that are 'missing' - e.g. data not collected, client doesn't know, client refused. ★ No partial scores**. 		HMIS

5. HUD / System / Program Component Priority Measure	Max. Points		Project Score	Source
<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 Persons =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 Sex Trafficking = 1 pt ● Priority Narratives <ul style="list-style-type: none"> ○ Housing First/Housing First Narrative = 2pts ○ Program Termination/Low Barrier Housing Narrative = 2pts ○ Participant Participation/Feedback Narrative = 2pts ○ Racial Equity Narrative = 2pts 	<p>Up to 25</p>	<p>Program Component:</p> <ul style="list-style-type: none"> ★ Full points based on component type. ★ No partial points**.. <p>Program Population:</p> <ul style="list-style-type: none"> ★ 3 points = 100% of units dedicated to or prioritized for chronic homelessness ★ 1 point = 100% dedicated to other population type <p>Priority Narratives:</p> <ul style="list-style-type: none"> ★ 2 points = active practice and policies in alignment with CoC ★ 1 point = organization demonstrates clear effort to move practices and policies to align with CoC expectations. ★ 0 points = organization does not clearly demonstrate alignment or movement to CoC expectations 		<p>Local Application Response</p>



KCRHA
King County Regional Homelessness Authority

2023
Seattle-King County Continuum of Care (CoC)
Domestic Violence, Dating Violence, Sexual Assault, and Stalking (DV
Bonus) Permanent Housing - Rapid Re-Housing (PH-RRH) Request for
Proposal (RFP)

August 8, 2023

II. Questions & Rating Criteria

Write a narrative response to sections A – E. A virtual interview/site visit may be requested per rater panel's request. Answer each section completely according to the questions. Do not exceed a total of 1700 words per section (Section F, Attachment 2 and do not count towards the page limit). Applications will be rated out of 100 points for the following criteria:

A. Need For Project/ Project Narrative (20 POINTS)

1. What is unique about your organization that should be considered when looking across similar applicants? How are you uniquely positioned to carry out this project?
2. Explain what your organization is proposing to do.
 - a. Where will you carry out your proposed program(s)? (Region, city, neighborhood(s), etc.)
 - b. What is the ratio of staff to participants?
 - c. The target population(s) to be served; including number of survivors served annually.
 - d. Explain how program residents will remain in permanent housing that addresses their needs and includes housing first, trauma-informed, survivor-centered approaches which also maintain confidentiality and encourage wellbeing.

Rating Criteria - A strong application meets all the criteria below.

- *The agency effectively demonstrates unique features which are needed within the community and Continuum of Care through this funding process.*
- *Proposes to serve survivors of DV, sexual assault, sex trafficking and/or stalking.*
- *The program does not exclusive serve survivors of sex trafficking only;*
- *Additional points given to proposals who serve only survivors*
- *Applicant proposes adequate experience to provide services and rental assistance as described in the scope of work;*
- *The number and confirmation of units will fit the needs of the program participants; and*
- *Demonstrates a commitment to a housing first approach, trauma-informed, person-centered approaches which also maintain confidentiality and encourage wellbeing.*
- *The applicant has a logical, thorough plan to address the needs identified in this procurement process.*
- *Applicant proposes to implement services within the Seattle-King County CoC's area.*
- *The ratio of direct-service staff to survivors supports survivor-centered services.*
- *Applicant provides detail about the anticipated number of people housed and anticipates serving an underserved population.*

B. Project Applicant Experience & System Coordination (20 POINTS)

1. Does your organization have experience operating Rapid Re-housing or Joint Transitional Housing RRH Component projects? If so, please share how you have demonstrated past success.
2. Explain the range of confidential support services you will offer.
3. Who will carry out these tasks and what are their desired qualifications?
4. Explain how your proposal will intersect with the healthcare system to support the needs of survivors.
5. Explain how your proposal will coordinate with other systems and services in the community.

Rating Criteria - A strong application meets all the criteria below.

- *Demonstrates a history of successfully operating PH-RRH and/or TH-RRH, or the ability to succeed*
- *Demonstrates the ability to keep residents housed permanently.*
- *Proposal includes staffing and staff qualifications seem logical for the program type*
- *Additional points awarded for proposals which have formal agreements with healthcare providers*
- *Proposal demonstrates the ability to leverage partnerships and services to best serve survivors*
- *Supportive services will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source;*

C. Demonstration of Commitment to Advancing Race and Social Justice (20 POINTS)

1. Describe how your agency supports and empowers low-income Black, Indigenous, and People of Color (BIPOC) communities who have historically experienced systemic oppression.
2. Describe how your agency supports and empowers the LGBTQ community, people living with disabilities, immigrants/refugees, people living with substance use disorder, co-occurring disorders, people with criminal records, and/or people with limited English proficiency who have historically experienced systemic oppression.

Rating Criteria - A strong application meets all the criteria below.

- Applicant demonstrates how they empower their customers' potential and demonstrates an understanding of the historical systemic forms of oppression which harm the communities they serve.
- Applicant has a strong history and/or commitment working with and supporting low income BIPOC communities and individuals impacted by institutional racism.

D. Demonstration of Inclusion of Lived Expertise and Person-Centered Practices (20 POINTS)

1. What role will survivors play in planning, implementation, and evaluating your proposed project?
2. Explain how your project will gain and respond to survivor feedback in its ongoing programming and operations?

Rating Criteria - A strong application meets all the criteria below.

- Applicant clearly describes who and how they will partner with survivors and/or other community stakeholders with lived experience of homelessness and violence.
- Applicant effectively communicates how they 'share power' and respond to customer feedback by including customer voice in their planning, implementation, and evaluation of services.
- Applicant's budget and explanation reflect an equitable partnership (if applicable).

E. Data and Fiscal Management Practices (5 Points)

1. Describe your agency's experience or ability to collect and manage Homeless Management Information System (HMIS) data.
2. What is your agency's experience gathering and reporting on programmatic data? If your agency has limited experience in gathering and reporting on program data, please describe your capacity-building needs in this area.
3. Describe how your agency manages finances, including any financial systems and controls in place.

Rating Criteria - A strong application meets all the criteria below.

- Applicant has previous experience or explains their knowledge and capacity to collect and manage HMIS data.
- The applicant has experience or has the ability to meet reporting requirements with state, local and/or federally funded programs.
- Applicant adequately describes its revenue, financial health, and fiscal management system.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

F. Budget & Budget Narrative (15 POINTS)

Complete the CoC Proposed Program and Personnel Budgets (Attachment #2, tabs 1 & 2) for each program area you are applying for. Do not provide your agency's total budget. Costs should reflect the proposed activities and any additional fund sources related to the program area(s) being

proposed. In addition to Attachment #2, complete a budget narrative which addresses the questions below. Attachment #2 will not count toward the word limit.

1. Describe each budget item you are requesting and how you plan to use it.
2. Is there any other project funding/revenue or income received from other sources for the proposed program(s) (individual, government, foundation, fees for service, volunteers, etc.)? (Yes/No) If yes, please include each additional fund source in separate columns on Attachment #2. You must be able to demonstrate a 25% in-kind or cash match.

Rating Criteria - A strong application meets all the criteria below.

- Staff positions and qualifications are designed to meet the needs of its customers.
- Applicant explains each budget item and its use clearly. Budget items seem logical and cost effective.
- If funds are being used from other sources, applicant clearly lists the fund source(s) and budget allocations are clearly explained.
- Applicant demonstrated the ability to meet the 25% match requirement.

III. Deadline & Completed Application Requirements

A. Application Submittal

1. A completed and signed Application Cover Sheet (Attachment #1).
2. The application must include:
 - a. A completed narrative response to sections A. – F. (Attachment #2 does not count towards the 1700 word limit).
 - b. If you are proposing a partnership or subcontract with another agency, attach a signed letter of commitment from that agency’s Director or other authorized representative.
 - c. List of Board of Directors names and last three meeting minutes.

Completed applications are due by **August 28, 2023, by 11:59pm PST**. Applications must be submitted to Fluxx. Faxed, hand delivered, or mailed applications will not be accepted. KCRHA advises submitting application documents in Fluxx several hours prior to the deadline in case you encounter an issue with the system, etc. KCRHA is not responsible for ensuring that applications are received by the deadline. KCRHA reserves the right to deny any applications submitted after the stated deadline.

B. Determination of a Completed Application

KCRHA screens each complete application that is submitted on time. For applicants that are determined “complete,” KCRHA will request copies of the following documents if they are not already on file:

1. Current fiscal year’s financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency’s CFO, Finance Officer, or Board Treasurer.
2. Most recent audit reports.
3. Most recent fiscal year-ending Form 990 report.
4. Current certificate of commercial liability insurance (if awarded, the agency’s insurance must conform to Master Service Agreement (MSA) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.
7. Proof of Federal [System for Award Management](#) (SAM) registration in good standing, if applicable.

CoC DV Review

Reviewer: TEST Reviewer 482

Review ID: 273

Grant ID: R-202308-02189

Total Rating: 55

Organization: Test Org 482 (Do Not Delete)

Status: Submitted

Primary Contact:

REVIEW QUESTIONS AND RATINGS

A. Need For Project / Project Narrative (20 POINTS)

Rating Criteria

A strong application meets all the criteria below.

- The agency effectively demonstrates unique features which are needed within the community and Continuum of Care through this funding process.
- Proposes to serve survivors of DV, sexual assault, sex trafficking and/or stalking.
- The program does not exclusive serve survivors of sex trafficking only;
- Additional points given to proposals who serve only survivors
- Applicant proposes adequate experience to provide services and rental assistance as described in the scope of work;
- The number and confirmation of units will fit the needs of the program participants; and
- Demonstrates a commitment to a housing first approach, trauma-informed, person-centered approaches which also maintain confidentiality and encourage wellbeing.
- The applicant has a logical, thorough plan to address the needs identified in this procurement process.
- Applicant proposes to implement services within the Seattle-King County CoC's area.
- The ratio of direct-service staff to survivors supports survivor-centered services.
- Applicant provides detail about the anticipated number of people housed and anticipates serving an underserved population.

Impact	Rating	Additional Guidance
High	15-20	Demonstrates excellence in all and/or most of the criteria.
Medium	6-10	Adequately addresses the criteria.
Low	0-5	Does not meet any/or address the criteria.

Please select a rating based on the criteria outlined above.

Rating: 10

Please provide any comments you have related to your rating selection.

test

B. Project Applicant Experience & System Coordination (20 POINTS)

Rating Criteria

A strong application meets all the criteria below.

- Demonstrates a history of successfully operating PH-RRH and/or TH-RRH, or the ability to succeed
- Demonstrates the ability to keep residents housed permanently.
- Proposal includes staffing and staff qualifications seem logical for the program type
- Additional points awarded for proposals which have formal agreements with healthcare providers
- Proposal demonstrates the ability to leverage partnerships and services to best serve survivors
- Supportive services will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source;

Impact	Rating	Additional Guidance
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Impact	Rating	Additional Guidance
High	15-20	Demonstrates excellence in all and/or most of the criteria.
Medium	8-14	Adequately addresses the criteria.
Low	0-7	Does not meet any/or address the criteria.

Please select a rating based on the criteria outlined above.

Rating: 10

Please provide any comments you have related to your rating selection.

C. Demonstration of Commitment to Advancing Race and Social Justice (20 POINTS)

Rating Criteria

A strong application meets all the criteria below.

- Applicant demonstrates how they empower their customers' potential and demonstrates an understanding of the historical systemic forms of oppression which harm the communities they serve.
- Applicant has a strong history and/or commitment working with and supporting low income BIPOC communities and individuals impacted by institutional racism.

Impact	Rating	Additional Guidance
High	16-20	Demonstrates excellence in all and/or most of the criteria.
Medium	8-15	Adequately addresses the criteria.
Low	0-7	Does not meet any/or address the criteria.

Please select a rating based on the criteria outlined above.

Rating: 10

Please provide any comments you have related to your rating selection.

D. Demonstration of Inclusion of Lived Expertise and Person-Centered Practices (20 POINTS)

Rating Criteria

A strong application meets all the criteria below.

- The applicant clearly describes who and how they will partner with residents and members of the community with lived experience of homelessness.
- Applicant effectively communicates how they 'share power' and respond to customer feedback by including customer voice in their planning, implementation, and evaluation of services.
- Applicant's budget and explanation reflect an equitable partnership (if applicable).

Impact	Rating	Additional Guidance
High	16-20	Demonstrates excellence in all and/or most of the criteria.
Medium	8-15	Adequately addresses the criteria.
Low	0-7	Does not meet any/or address the criteria.

Please select a rating based on the criteria outlined above.

Rating: 10

Please provide any comments you have related to your rating selection.

E. Data and Fiscal Management Practices (5 POINTS)

Rating Criteria

A strong application meets all the criteria below.

- Applicant has previous experience or explains their knowledge and capacity to collect and manage HMIS data.
- The applicant has experience or can meet reporting requirements with state, local and/or federally funded programs.
- Applicant adequately describes its revenue, financial health, and financial management system.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

Impact	Rating	Additional Guidance
High	4-5	Demonstrates excellence in all and/or most of the criteria.
Medium	2-3	Adequately addresses the criteria.
Low	0-1	Does not meet any/or address the criteria.

Please select a rating based on the criteria outlined above.

Rating: 5

Please provide any comments you have related to your rating selection.

F. Budget & Budget Narrative (15 POINTS)

Rating Criteria

Impact	Rating	Additional Guidance
High	11-15	Demonstrates excellence in all and/or most of the criteria.
Medium	6-10	Adequately addresses the criteria.
Low	0-5	Does not meet any/or address the criteria.

Please select a rating based on the criteria outlined above.

Rating: 10

Please provide any comments you have related to your rating selection.

Rating Total: 55

G. Final Feedback

Overall Comments:

Great - Test!

Do you have any specific feedback on the strengths, weaknesses, or concerns of the proposal that you would like to share?

test

Would you support funding of this application?

Yes / No: Yes

▼ **Notes/History - Internal only**

Record Created By: TEST Reviewer 482

Updated By: TEST Reviewer 482

Created Date: 8/28/2023

Last Updated: 8/28/2023

NOTES

Pending Review → Submitted

Created by TEST Reviewer 482 at 1:34 PM on August 28, 2023

New → Pending Review

Created by TEST Reviewer 482 at 1:32 PM on August 28, 2023

HISTORY

Show History



KCRHA
King County Regional Homelessness Authority

**2023 Notice of Funding Availability (NOFA)
Continuum of Care (CoC) Permanent Supportive Housing
Bonus Funding Request for Proposal (RFP)**

~~August 8, 2023~~
Updated August 9, 2023

II. Questions & Rating Criteria

Write a narrative response to sections A – E. A virtual interview/site visit may be requested per rater panel's request. Answer each section completely according to the questions. Do not exceed 1700 words per section (Section F, Attachment 2 do not count towards the page limit). Applications will be rated out of 100 points for the following criteria:

A. Need For Project/ Project Narrative (20 POINTS)

1. What is unique about your organization that should be considered when looking across similar applicants? How are you uniquely positioned to carry out this project?
2. Explain what your organization is proposing to do.
 - a. Where will you carry out your proposed program(s)? (Region, city, neighborhood(s), etc.)
 - b. What is the ratio of staff to participants?
 - c. The target population(s) to be served; including number of survivors served annually.
 - d. Explain how program residents will remain in permanent housing that addresses their needs and includes housing first, trauma-informed, person-centered approaches which also encourage wellbeing.

Rating Criteria - A strong application meets all the criteria below.

- *The agency effectively demonstrates unique features needed within the community and Continuum of Care through identified in this funding process.*
- *Proposes to serve youth & young adults, single adults or and families who meet HUD's definition of "chronically homeless", or at least one member in the household has a disability;*
- *Applicant proposes adequate experience to provide Permanent Support Housing (PSH) rental assistance, services, and/or operations;*
- *The number and confirmation of units will fit the needs of the program participants; and*
- *Demonstrates a commitment to a housing first approach, trauma-informed, person-centered approaches which also encourage wellbeing.*
- *The applicant has a logical, thorough plan to address the needs identified in this procurement process.*
- *Applicant proposes to implement services within KCRHA's jurisdiction and/or target location(s).*
- *The ratio of direct-service staff to residents supports person-centered services.*
- *Applicant provides detail about the anticipated number of people housed and anticipates serving an underserved population. Additional points are awarded to applicants who plan to serve youth and young adults.*

B. Project Applicant Experience & System Coordination (20 POINTS)

1. Does your organization have experience operating Permanent Supportive Housing Programs (PSH)? If so, please share how you have demonstrated past success.
2. Explain the range of support services you will offer.
 - a. Who will carry out these tasks and what are their desired qualifications?
3. Explain how your proposal will intersect with the healthcare system to support the needs of PSH residents.
4. Explain how your proposal will coordinate with other systems and services in the community.

Rating Criteria - A strong application meets all the criteria below.

- *Demonstrates a history of successfully operating PSH;*
- *Demonstrates the ability to keep residents housed permanently.*
- *Proposal includes staffing and staff qualifications seem logical for the program type*
- *Additional points awarded for proposals which have formal agreements with healthcare providers*
- *Proposal demonstrates the ability to leverage partnerships and services to best serve PSH residents*
- *Supportive services will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source;*

C. Demonstration of Commitment to Advancing Race and Social Justice (20 POINTS)

1. Describe how your agency supports and empowers low-income Black, Indigenous, and People of Color (BIPOC) communities who have historically experienced systemic oppression.
2. Describe how your agency supports and empowers the LGBTQ community, people living with disabilities, survivors of DV, immigrants/refugees, people living with substance use disorder, co-occurring disorders, people with criminal records, and/or people with limited English proficiency who have historically experienced systemic oppression.

Rating Criteria - A strong application meets all the criteria below.

- Applicant demonstrates how they empower their residents' potential and demonstrates an understanding of the historical systemic forms of oppression which harm the communities they serve.
- Applicant has a strong history and/or commitment working with and supporting low income BIPOC communities and individuals impacted by institutional racism.
- Applicants demonstrate a commitment to advancing equity for marginalized communities in the region.

D. Demonstration of Inclusion of Lived Expertise and Person-Centered Practices (20 POINTS)

1. What role will residents play in planning, implementation, and evaluating your proposed project?
2. Explain how will your project gain and respond to resident feedback in its ongoing programming and operations?

Rating Criteria - A strong application meets all the criteria below.

- The applicant clearly describes who and how they will partner with residents and members of the community with lived experience of homelessness.
- Applicant effectively communicates how they 'share power' and respond to customer feedback by including customer voice in their planning, implementation, and evaluation of services.
- Applicant's budget and explanation reflect an equitable partnership (if applicable).

E. Data and Fiscal Management Practices (5 POINTS)

1. Describe your agency's experience or ability to collect and manage Homeless Management Information System (HMIS) data.
2. What is your agency's experience gathering and reporting on programmatic data? If your agency has limited experience in gathering and reporting on program data, please describe your capacity-building needs in this area.
3. Describe how your agency manages finances, including any financial systems and controls in place.

Rating Criteria - A strong application meets all the criteria below.

- Applicant has previous experience or explains their knowledge and capacity to collect and manage HMIS data.
- The applicant has experience or can meet reporting requirements with state, local and/or federally funded programs.
- Applicant adequately describes its revenue, financial health, and financial management system.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

F. Budget & Budget Narrative (15 POINTS)

Complete the CoC Proposed Program and Personnel Budgets (Attachment #2, tabs 1 & 2). Do not provide your agency's total budget. Costs should reflect the proposed activities and any additional fund sources related to the program area(s) being proposed. In addition to Attachment #2, complete

a budget narrative which addresses the questions below. Attachment #2 will not count toward the character limit.

1. Describe each budget item you are requesting and how you plan to use it.
2. Is there any other project funding/revenue or income received from other sources for the proposed program(s) (individual, government, foundation, fees for service, volunteers, etc.)? (Yes/No) If yes, please include each additional fund source in separate columns on Attachment #2. You must be able to demonstrate a 25% in-kind or cash match.

Rating Criteria - A strong application meets all the criteria below.

- Staff positions and qualifications are designed to meet the needs of its customers.
- Applicant explains each budget item and its use clearly. Budget items seem logical and cost effective.
- If funds are being used from other sources, applicant clearly lists the fund source(s) and budget allocations are clearly explained.
- Applicant demonstrated the ability to meet the 25% match requirement.

III. Deadline & Completed Application Requirements

A. Application Submittal

1. A completed and signed Application Cover Sheet (Attachment #1).
2. The application must include:
 - a. A completed narrative response to sections A. – F. (Attachment #2 does not count towards the 1700-word limit).
 - b. If you are proposing a partnership or subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative.
 - c. List of Board of Directors names and last three meeting minutes.

Completed applications are due by **August 28, 2023, by 11:59pm PST via Fluxx**. Applications must be submitted to Fluxx. Faxed, hand delivered, or mailed applications will not be accepted. KCRHA advises submitting application documents in Fluxx several hours prior to the deadline in case you encounter an issue with the system, etc. KCRHA is not responsible for ensuring that applications are received by the deadline. KCRHA reserves the right to deny any applications submitted after the stated deadline.

B. Determination of a Completed Application

KCRHA screens each complete application that is submitted on time. For applicants that are determined "complete", KCRHA will request copies of the following documents if they are not already on file:

1. Current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. Most recent audit reports.
3. Most recent fiscal year-ending Form 990 report.
4. Current certificate of commercial liability insurance (if awarded, the agency's insurance must conform to Master Service Agreement (MSA) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.
7. Proof of Federal [System for Award Management](#) (SAM) registration in good standing, if applicable.

TEMPLATE

CoC PSH Bonus RFP Assigned
Reviewer:

Status

A. NEED FOR PROJECT/PROJECT NARRATIVE (20 POINTS):

Rating Criteria - A strong application meets all the criteria below.

- The agency effectively demonstrates unique features needed within the community and Continuum of Care through identified in this funding process.
- Proposes to serve youth & young adults, single adults or and families who meet HUD's definition of "chronically homeless", or at least one member in the household has a disability;
- Applicant proposes adequate experience to provide Permanent Support Housing (PSH) rental assistance, services, and/or operations;
- The number and confirmation of units will fit the needs of the program participants; and
- Demonstrates a commitment to a housing first approach, trauma-informed, person-centered approaches which also encourage wellbeing.
- The applicant has a logical, thorough plan to address the needs identified in this procurement process.
- Applicant proposes to implement services within KCRHA's jurisdiction and/or target location(s).
- The ratio of direct-service staff to residents supports person-centered services.
- Applicant provides detail about the anticipated number of people housed and anticipates serving an underserved population. Additional points are awarded to applicants who plan to serve youth and young adults.

Low (0-5) = Does not meet any/or address the criteria.

Medium (6-10) = Adequately addresses the criteria.

High (15-20) = Demonstrates excellence in all and/or most of the criteria.

Comments:

B. PROJECT APPLICANT EXPERIENCE & SYSTEM COORDINATION (20 POINTS):

Rating Criteria - A strong application meets all the criteria below.

- Demonstrates a history of successfully operating PSH;
- Demonstrates the ability to keep residents housed permanently.
- Proposal includes staffing and staff qualifications seem logical for the program type
- Additional points awarded for proposals which have formal agreements with healthcare providers
- Proposal demonstrates the ability to leverage partnerships and services to best serve PSH residents

Low (0-7) = Does not meet any/or address the criteria.

Medium (7-14) = Adequately addresses the criteria.

High (15-20) = Demonstrates excellence in all and/or most of the criteria.

Comments:

C. DEMONSTRATION OF COMMITMENT TO ADVANCING RACE & SOCIAL JUSTICE (20 POINTS):

Rating Criteria - A strong application meets all the criteria below.

- Applicant demonstrates how they empower their residents' potential and demonstrates an understanding of

the historical systemic forms of oppression which harm the communities they serve.

- Applicant has a strong history and/or commitment working with and supporting low income BIPOC communities and individuals impacted by institutional racism.
- Applicants demonstrate a commitment to advancing equity for marginalized communities in the region.

Low (0-7) = Does not meet any/or address the criteria.

Medium (8-15) = Adequately addresses the criteria.

High (16-20) = Demonstrates excellence in all and/or most of the criteria.

Comments:

D. DEMONSTRATION OF INCLUSION OF LIVED EXPERTISE AND PERSON-CENTERED PRACTICES (20 POINTS) :

Rating Criteria - A strong application meets all the criteria below.

- The applicant clearly describes who and how they will partner with residents and members of the community with lived experience of homelessness.
- Applicant effectively communicates how they 'share power' and respond to customer feedback by including customer voice in their planning, implementation, and evaluation of services.
- Applicant's budget and explanation reflect an equitable partnership (if applicable).

Low (0-7) = Does not meet any/or address the criteria.

Medium (8-15) = Adequately addresses the criteria.

High (16-20) = Demonstrates excellence in all and/or most of the criteria.

Comments:

E. DATA AND FISCAL MANAGEMENT PRACTICES (5 POINTS):

Rating Criteria - A strong application meets all the criteria below.

- Applicant has previous experience or explains their knowledge and capacity to collect and manage HMIS data.
- The applicant has experience or can meet reporting requirements with state, local and/or federally funded programs.
- Applicant adequately describes its revenue, financial health, and financial management system.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

Low (0-1) = Does not meet any/or address the criteria.

Medium (2-3) = Adequately addresses the criteria.

High (4-5) = Demonstrates excellence in all and/or most of the criteria.

Comments:

F. BUDGET & BUDGET NARRATIVE (10 POINTS):

Low (0-5) = Does not meet any/or address the criteria.
Medium (6-10) = Adequately addresses the criteria.
High (11-15) = Demonstrates excellence in all and/or most of the criteria.

G. AGENCY VIRTUAL TOUR/INTERVIEW

Comments:

Overall Comments:

Overall Score:

Do you have any specific feedback on the strengths, weaknesses, or concerns of the proposal that you would like to share?

Would you support funding of this application? :

▼ **Notes/History - Internal only**

NOTES

HISTORY

Show History

Updated At:

Updated By:

Created At:

Created By:

2023 Local Rating Template

HMIS data was pulled for the operating period **4/1/22 to 3/31/23**. This data will be used to assess project performance according to the key indicators that populate the Annual Performance Review (APR). Additional efficiency and effectiveness measures will also be considered. The following review elements were reviewed and approved by the Seattle-King County CoC System Performance and NOFO Application and Ranking Committees.

The CoC will assess projects in six categories, outlined as follows:

Project Rated: DESC Consolidated PSH Portfolio #1				
2023 Indicator Measures	Max. Points	Scoring Ranges	Project Score	Source
1. Movement to Housing: Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.				
<ul style="list-style-type: none"> PSH: % remaining in PSH for at least 12 months 	Up to 15	<ul style="list-style-type: none"> ★ 15 points = meets or exceeds ★ 10 points = nearing goal ★ 5 points = does not meet expectations 	15	HMIS
<ul style="list-style-type: none"> TH: % moving to PH (zero points if less than 50%). Full points to meet/exceed system target of 85% 				HMIS
<ul style="list-style-type: none"> RRH: % moving to PH (zero point if less than 50%). Full points to meet/exceed system target of 85% 				HMIS
<ul style="list-style-type: none"> Bonus: <ul style="list-style-type: none"> 50% or more move from TH to PH in 90 days or less 50% or more PSH moving to other PH destinations 50% or more RRH moving into housing in 30 days or less 	5	<ul style="list-style-type: none"> ★ Full points: meets threshold. ★ No partial points**. 	1.25	HMIS

<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"> ★ Full points = meets or exceeds system target. ★ No partial scores**. 	5	HMIS
<ul style="list-style-type: none"> ● Extent to which participants exit to a known destination. 	7	<ul style="list-style-type: none"> ★ Full points = Less than 5% of clients that exit to "unknown". ★ No points if more than 5% exit to unknown. 	3.5	HMIS
<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	<ul style="list-style-type: none"> ★ Full points = meets or exceeds system target. ★ No partial scores**. 	5	HMIS
2. Income Progress: Measures the extent to which participants show positive changes in income	Max. Points		Project Score	Source
<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"> ★ Full points = More than 20% exited with earned income. ★ No partial scores**. 	0	HMIS
<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"> ★ Full points = More than 95% exited with non-earned income. ★ No partial scores**. 	0	HMIS

<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	<ul style="list-style-type: none"> ★ Full points = Fewer than 10% exited with no income. ★ No partial scores**. 	0	HMIS
3. Participant Outreach	Max. Points		Project Score	Source
<ul style="list-style-type: none"> Proportion of Households served coming from streets and/or Emergency Shelter 	10	<ul style="list-style-type: none"> ★ Full points = 100% population served coming from homelessness. ★ No partial scores**. 	0	HMIS
4. HMIS Data Quality/Completeness: Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs).	Max. Points		Project Score	Source

<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	<ul style="list-style-type: none"> ★ Full Points = Less than 5% of universal data elements that are 'missing' - e.g. data not collected, client doesn't know, client refused. ★ No partial scores**. 	0	HMIS
5. HUD / System / Program Component Priority Measure	Max. Points		Project Score	Source

<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 Persons =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 Sex Trafficking = 1 pt ● Priority Narratives <ul style="list-style-type: none"> ○ Housing First/Housing First Narrative = 2pts ○ Program Termination/Low Barrier Housing Narrative = 2pts ○ Participant Participation/Feedback Narrative = 2pts ○ Racial Equity Narrative = 2pts 	Up to 25	Program Component: <ul style="list-style-type: none"> ★ Full points based on component type. ★ No partial points**.. Program Population: <ul style="list-style-type: none"> ★ 3 points = 100% of units dedicated to or prioritized for chronic homelessness ★ 1 point = 100% dedicated to other population type Priority Narratives: <ul style="list-style-type: none"> ★ 2 points = active practice and policies in alignment with CoC ★ 1 point = organization demonstrates clear effort to move practices and policies to align with CoC expectations. ★ 0 points = organization does not clearly demonstrate alignment or movement to CoC expectations 	25	Local Application Response
6. Project Efficiency and Effectiveness Measure	Max. Points		Project Score	Source

Project Name																5. HUD/System/Program		6. Project Expenditures		Total Score			
Groups for 2023	NFO	HMIS Project Name	HMIS ID	Agency Name	Project Type Code	Project Type_GROUP	Avg. EPH Rate Score	Stability Bonus Score	Avg. LOS Score	Avg. Unknown Exit Score	Return Rate Score	Earned Income Score	Non-Earned Income Score	No Resource Score	Percent Homeless Score	Data Completeness Score	Avg. Utilization Score	RBH Move In Rate Score	PH for 12+ Months Score		Component Measure	Priority	
DESC Consolidated P1 Aurora House - CoC		1605	Downtown Emergency Service Center	PH - Permanent Supportive Housing (disability required for entry)			15	0	0	0	0	0	0	0	0	0	0	5	5	5	25	1	81
DESC Consolidated P1 Rainier House - CoC		1638	Downtown Emergency Service Center	PH - Permanent Supportive Housing (disability required for entry)			15	5	7	5	0	0	0	0	0	0	0	5	5	5	25	1	88
DESC Consolidated P1 Interbay Supportive Housing		2058	Downtown Emergency Service Center	PH - Permanent Supportive Housing (disability required for entry)			15	0	7	5	0	0	0	0	0	0	0	5	5	5	25	1	89
DESC Consolidated P1 The Estelle - CoC		3348	Downtown Emergency Service Center	PH - Permanent Supportive Housing (disability required for entry)			15	0	0	5	0	0	0	0	0	0	0	3	5	5	25	1	84

Project Name Groups for 2023 NOFO	Avg. EPH Rate Score	Stability Bonus Score	Avg. LOS Score	Avg. Unknown Exit Score	Return Rate Score	Earned Income Score	Non-Earned Income Score	No Resource Score	Percent Homeless Score	Data Completeness Score	Avg. Utilization Score	RRH Move IN Rate Score	PH for 12+ Months Score	5. HUD/Sysem/Program	6. Project Expenditures	Total Score
DESC Consolidated PSH Portfolio #1	15	1.25		3.5	5	0	0	0	0	0	4.5		5	25	1	60.25

WA-500 Notice of Public Meeting for Priority Listing – Projects Reduced/Rejected

090723_NOFO-Meeting

Subject: Upcoming Meeting: FY23 NOFO Rating and Ranking

[Stats overview](#)

[View email](#)

[Link activity](#)

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[Opens by location](#)

Sent on 07 Sept 2023, 12:15 pm to **subscribers by filter**

Total emails sent

887

Opened

9.06%

80

WA-500 Priority Listing Announcement

091323_Sep-Service-Providers-Newsletter

Subject: Coordinated Entry chat, Severe Weather RFP, & more

[Stats overview](#)

[View email](#)

[Link activity](#)

[Subscriber activity](#)

[Opens by location](#)

Sent on 13 Sept 2023, 07:45 am to **subscribers by filter**

Total emails sent

867

Opened

22.02%

190

FW: Coordinated Entry chat, Severe Weather RFP, & more

Kim Merrikin <kim.merrikin@kcrha.org>

Wed 9/13/2023 3:01 PM

To: Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>

Kim Merrikin | [She/Her](#)

Communication Specialist

King County Regional Homelessness Authority

Email: kim.merrikin@kcrha.org

Mobile: (206) 513-1826

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



Email communications with KCRHA employees are public records and may be subject to disclosure.

From: Lisa Edge | King County Regional Homelessness Authority <lisa.edge=kcrha.org@mlsend.com> **On Behalf Of** Lisa Edge | King County Regional Homelessness Authority
Sent: Wednesday, September 13, 2023 7:45 AM
To: Kim Merrikin <kim.merrikin@kcrha.org>
Subject: Coordinated Entry chat, Severe Weather RFP, & more

[View in browser](#)





Mural: "Untitled" [Guido Van Helten](#), 2023.

[Bellevue Men's Shelter Opens](#)

Porchlight (formerly Congregations for the Homeless) new permanent men's shelter in Bellevue is officially open! Former Bellevue Mayor John Chelminiak and King County Councilmember Claudia Balducci were among the many who spoke at the ribbon cutting. The facility has 100 beds and a day center, providing much needed infrastructure on the Eastside.

[Read About the New Facility](#)

[NOFO Community Meeting: FY23 Rating and Ranking](#)

Please [join us](#) on **Wednesday, September 13** from 11:30am to 12:30pm, as we review the FY23 NOFO Priority List that will be submitted to HUD as a part of the annual Continuum of Care (CoC) Funding Competition.

We will go over the rating and ranking process as well as the [final priority list](#), which will be posted online on September 13 by the end of the day.

2023 NOFO Info

[Coordinated Entry Community Conversation](#)

The Coordinated Entry System (CES) is developing a new prioritization process in the coming months. Our previous methodology, COVID Prioritization (COPRI), relies on access to data that will no longer be available because data-sharing agreements created during the pandemic are expiring. While the emergency orders related to COVID have ended, COPRI is a prioritization methodology that [significantly improved](#) how we address racial disparities.

The recent shift to By-Name Lists is an opportunity to continue improving prioritization without requiring data that may not be consistently available. We remain committed to using administrative data wherever possible to inform

prioritization without requiring households experiencing homelessness to complete invasive and time-consuming assessments. As we move forward together, our team is focused on equity, transparency, efficiency, and continuous improvement.

Join us this **Friday, September 15** from 3:30 - 4:30pm for a [listening session](#) to gather input from the community.

Meeting Details:

- [Click here](#) to join the meeting (ZoomGov)
- Meeting ID: [160 7707 0929](#)
- Dial in [\(669\) 254-5252](#)

[2023 North King County Severe Cold Weather Response RFP](#)

KCRHA is pleased to announce a Notice of Funding Availability (NOFA) to support the region's emergency response to severe cold weather for individuals experiencing unsheltered homelessness in North King County. This funding opportunity is made possible through shared funding between the cities of Bothell, Kenmore, Lake Forest Park, Shoreline, Woodinville, and King County. This upcoming RFP will allocate up to \$109,844 in new funding for cold weather services. **The RFP is due Oct. 9, 2023.**

We expect to award up to two local contracts to be implemented by November 1, 2023. If you have questions, please email RFP@kcrha.org.

Severe Weather RFP

Seattle Geographically-Based Outreach

Contracts are finalized for outreach across Seattle, and congratulations to the awardees:

- REACH will be covering Northwest, West Seattle and South Park, Chinatown International District, and tents only on North/Northeast and SE/Georgetown;
- The Salvation Army will be covering the Central District;
- University Heights Center will be covering vehicle outreach in North/Northeast and SE/Georgetown.

East King & Snoqualmie Valley Sub-Regional Planning

KCRHA staff were delighted to join Eastside partners representing service providers, government, and philanthropy for a Sub-Regional Planning Workshop held in-person at the City of Issaquah's Pickering Barn. After grounding in the Anti-Racist Strategy Chart Process, workshop participants designed action steps for many of the activities included in [KCRHA's Five-Year Strategic Plan](#). Thank you to all of our partners, including Issaquah Mayor Pauly and staff from the City of Issaquah, King County Council Chair Balducci, City of Issaquah Staff, Taste of Congo for the delicious food, and all of our workshop participants.

Did you know King County HMIS has a newsletter? Check out the latest edition [here](#).

King County Regional Homelessness Authority

400 Yesler Way, Suite 600, Seattle
WA 98104 United States

You received this email because you signed up on our website are a key partner in ending homelessness in King County.



[Unsubscribe](#)



From: [Kelsey Beckmeyer](#)
To: [Sassorossi, Martha](#)
Cc: [Peter Lynn](#); [Jenn Ozawa](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance and Reduction Due to Reallocation Notification - King County Shelter Plus Care Program - TRA
Date: Wednesday, September 13, 2023 10:37:31 AM
Attachments: [King County Shelter Plus Care Program - TRA Letter NOFO Reduction and Reallocation.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD. ***The renewal is reduced based on a voluntary reallocation of \$2,074,176.*** Please see the updated renewal amount below.

Project Name: King County Shelter Plus Care Program - TRA
Award Amount: \$8,241,643
HUD Grant #: WA0034L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



Email communications with KCRHA employees are public records and may be subject to disclosure.



September 13, 2023

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 2023 local renewal application process in response to the FY 2023 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

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Project Name: King County Shelter Plus Care Program - TRA

Award Amount: \$8,241,643

HUD Grant #: WA0034L0T002215

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 to use reallocated funds from the King County Shelter Plus Care Program - TRA (\$2,074,176) and Martin Court (\$105,000) in addition to the CoC Bonus and DV Bonus for 9 new projects. 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.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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 us at coc.questions@kcrha.org.

We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: [Brett Hopkins](#); lbeh@lihi.org
Cc: [Peter Lynn](#); [Eli Griffin](#); [Jenn Ozawa](#)
Subject: FY23 NOFO Renewal Project Voluntary Reallocation Notification - Martin Court
Date: Wednesday, September 13, 2023 11:24:56 AM
Attachments: [Martin Court Letter_NOFO_Reallocation \(1\).pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

We are writing to inform you that the following renewal application was voluntarily **reallocated** in the 2023 KCRHA application to HUD.

Project Name: Martin Court
Award Amount: \$105,000
HUD Grant #: WA0037L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



Email communications with KCRHA employees are public records and may be subject to disclosure.



September 13, 2023

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 2023 local renewal application process in response to the FY 2023 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

We are writing to inform you that the following renewal application was voluntarily **reallocated** in the 2023 KCRHA application to HUD.

Project Name: Martin Court

Award Amount: \$105,000

HUD Grant #: WA0037LOT002215

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 to use reallocated funds from the King County Shelter Plus Care Program - TRA (\$2,074,176) and Martin Court (\$105,000) in addition to the CoC Bonus and DV Bonus for 9 new projects. 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.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:27 AM

To:Ltaylor@urbanleague.org <Ltaylor@urbanleague.org>

Cc:RHA-COC Questions <coc.questions@kcrha.org>

📎 2 attachments (197 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) Urban League - CoC DV Bonus Award Letter.pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

At 11:30 am today (September 13th) KCRHA will have a NOFO Community Meeting where the FY23 Rating and Ranking will be discussed. [Click here to join the meeting](#)

Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Linda Taylor
Urban League of Metropolitan Seattle
105 14th Ave
Seattle, WA 98122

Dear Linda Taylor,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD. The requests for funds this year were more than was available, and based on the raters' recommendation, Urban League will be included at an amount less than applied for.

The final Seattle-King County CoC application will consolidate this award with two additional DV projects that were recommended funding. KCRHA feels this is the best strategic move to increase the Seattle-King County CoC's chances of receiving full funding from HUD. Your agency's portion of this grant is as follows:

Project Name: DV Rapid Rehousing
Agency Name: Urban League of Metropolitan Seattle
Requested Award Amount: \$1,512,343.00
Approved Award Amount: \$1,080,763.00

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 two Permanent Supportive Housing, two Rapid Rehousing, and four Joint Component Transitional Housing-Rapid Rehousing projects. 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 for three DV Rapid Rehousing projects, made available in the FY 2023 NOFO for the fifth year in a row.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>




CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:26 AM

To:pupadhyay@interimcda.org <pupadhyay@interimcda.org>

Cc:RHA-COC Questions <coc.questions@kcrha.org>

 2 attachments (184 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) Interim CDA - CoC DV Bonus Award Letter.pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

At 11:30 am today (September 13th) KCRHA will have a NOFO Community Meeting where the FY23 Rating and Ranking will be discussed. [Click here to join the meeting](#)

Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Pradeepta Upadhyay
Interim Community Development Association
310 Maynard Ave South
Seattle, WA 98104

Dear Pradeepta Upadhyay,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD. The requests for funds this year were more than was available, and based on the raters' recommendation, Urban League will be included at an amount less than applied for.

The final Seattle-King County CoC application will consolidate this award with two additional DV projects that were recommended funding. KCRHA feels this is the best strategic move to increase the Seattle-King County CoC's chances of receiving full funding from HUD. Your agency's portion of this grant is as follows:

Project Name: Interim CDA Domestic Violence Rapid Rehousing Program

Agency Name: Interim CDA

Requested Award Amount: \$85,478.60

Approved Award Amount: \$64,999

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on performance and strategic use of resources. The RHA CoC Board affirms the local values and priorities for these funds.

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Additionally, we are seeking CoC Bonus funding for two Permanent Supportive Housing, two Rapid Rehousing, and four Joint Component Transitional Housing-Rapid Rehousing projects. 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 for three DV Rapid Rehousing projects, made available in the FY 2023 NOFO for the fifth year in a row.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org



WA-500 Notice of Public Meeting for Priority Listing – Projects Accepted

090723_NOFO-Meeting

Subject: Upcoming Meeting: FY23 NOFO Rating and Ranking

[Stats overview](#)

[View email](#)

[Link activity](#)

[Subscriber activity](#)

[Opens by location](#)

Sent on 07 Sept 2023, 12:15 pm to **subscribers by filter**

Total emails sent

887

Opened

9.06%

80

WA-500 Priority Listing Announcement

091323_Sep-Service-Providers-Newsletter

Subject: Coordinated Entry chat, Severe Weather RFP, & more

[Stats overview](#)

[View email](#)

[Link activity](#)

[Subscriber activity](#)

[Opens by location](#)

Sent on 13 Sept 2023, 07:45 am to **subscribers by filter**

Total emails sent

867

Opened

22.02%

190

FW: Coordinated Entry chat, Severe Weather RFP, & more

Kim Merrikin <kim.merrikin@kcrha.org>

Wed 9/13/2023 3:01 PM

To: Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>

Kim Merrikin | [She/Her](#)

Communication Specialist

King County Regional Homelessness Authority

Email: kim.merrikin@kcrha.org

Mobile: (206) 513-1826

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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From: Lisa Edge | King County Regional Homelessness Authority <lisa.edge=kcrha.org@mlsend.com> **On Behalf Of** Lisa Edge | King County Regional Homelessness Authority
Sent: Wednesday, September 13, 2023 7:45 AM
To: Kim Merrikin <kim.merrikin@kcrha.org>
Subject: Coordinated Entry chat, Severe Weather RFP, & more

[View in browser](#)





Mural: "Untitled" [Guido Van Helten](#), 2023.

[Bellevue Men's Shelter Opens](#)

Porchlight (formerly Congregations for the Homeless) new permanent men's shelter in Bellevue is officially open! Former Bellevue Mayor John Chelminiak and King County Councilmember Claudia Balducci were among the many who spoke at the ribbon cutting. The facility has 100 beds and a day center, providing much needed infrastructure on the Eastside.

[Read About the New Facility](#)

NOFO Community Meeting: FY23 Rating and Ranking

Please [join us](#) on **Wednesday, September 13** from 11:30am to 12:30pm, as we review the FY23 NOFO Priority List that will be submitted to HUD as a part of the annual Continuum of Care (CoC) Funding Competition.

We will go over the rating and ranking process as well as the [final priority list](#), which will be posted online on September 13 by the end of the day.

2023 NOFO Info

Coordinated Entry Community Conversation

The Coordinated Entry System (CES) is developing a new prioritization process in the coming months. Our previous methodology, COVID Prioritization (COPRI), relies on access to data that will no longer be available because data-sharing agreements created during the pandemic are expiring. While the emergency orders related to COVID have ended, COPRI is a prioritization methodology that [significantly improved](#) how we address racial disparities.

The recent shift to By-Name Lists is an opportunity to continue improving prioritization without requiring data that may not be consistently available. We remain committed to using administrative data wherever possible to inform

Did you know King County HMIS has a newsletter? Check out the latest edition [here](#).

King County Regional Homelessness Authority

400 Yesler Way, Suite 600, Seattle
WA 98104 United States

You received this email because you signed up on our website are a key partner in ending homelessness in King County.



[Unsubscribe](#)



From: [Kelsey Beckmeyer](#)
To: grants@solid-ground.org; charlisseh@solid-ground.org; [Srdjan Jankovic](#); [Jovonne B](#)
Cc: [Peter Lynn](#); [Jenn Ozawa](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Broadview Transitional Housing Program
Date: Wednesday, September 13, 2023 10:52:13 AM
Attachments: [Broadview Transitional Housing Program Letter_NOFO1.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Broadview Transitional Housing Program
Award Amount: \$158,620
HUD Grant #: WA0009L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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Project Name: Broadview Transitional Housing Program

Award Amount: \$158,620

HUD Grant #: WA0009L0T002215

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: publicgrants@plymouthhousing.org; [MJ Kiser](#)
Cc: [Peter Lynn](#); [Eli Griffin](#); [Jenn Ozawa](#)
Subject: FY23 NOFO Renewal Project Acceptance Notifications - Coming Home
Date: Wednesday, September 13, 2023 10:55:25 AM
Attachments: [Coming Home Letter_NOFO1.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Coming Home
Award Amount: \$488,420
HUD Grant #: WA0012L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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Project Name: Coming Home

Award Amount: \$488,420

HUD Grant #: WA0012L0T002215

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: [DESC Contracts Manager; dburton@desc.org](#)
Cc: [Peter Lynn](#); [Eli Griffin](#); [Jenn Ozawa](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - DESC Greenlake
Date: Wednesday, September 13, 2023 10:57:50 AM
Attachments: [DESC Greenlake Letter_NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: DESC Greenlake
Award Amount: \$1,807,128
HUD Grant #: WA0546L0T002200

Please see the attached letter and final Priority Listing for your records.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: DESC Greenlake

Award Amount: \$1,807,128

HUD Grant #: WA0546L0T002200

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If you have questions about the process or HUD's priorities, please feel free to contact us at coc.questions@kcrha.org.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: [Priya Rai](#); [phayden@ywcaworks.org](#); [jhardy@ywcaworks.org](#); [swilder@ywcaworks.org](#); [Thy Nguyen](#)
Cc: [Peter Lynn](#); [Eli Griffin](#); [Jenn Ozawa](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - DV/SA RRH Program
Date: Wednesday, September 13, 2023 11:01:24 AM
Attachments: [DV_SA Rapid Rehousing Program Letter_NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: DV/SA Rapid Rehousing Program
Award Amount: \$1,366,918
HUD Grant #: WA0550D0T002200

Please see the attached letter and final Priority Listing for your records.

Note that both agencies are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: DV/SA Rapid Rehousing Program

Award Amount: \$1,366,918

HUD Grant #: WA0550D0T002200

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 to use reallocated funds from the King County Shelter Plus Care Program - TRA (\$2,074,176) and Martin Court (\$105,000) in addition to the CoC Bonus and DV Bonus for 9 new projects. 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.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of

both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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 us at coc.questions@kcrha.org.

We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Jenn Ozawa](#)
To: grants@friendsofyouth.org
Cc: [Peter Lynn](#); [Eli Griffin](#); [Kelsey Beckmeyer](#); hala@friendsofyouth.org; [Porscha Anderson](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Francis Village Permanent Supportive Housing
Date: Wednesday, September 13, 2023 11:32:15 AM
Attachments: [WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)
[FOY - Francis Village Permanent Supportive Housing Letter_NOFO.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

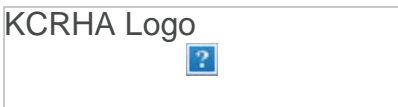
Project Name: FOY - Francis Village Permanent Supportive Housing
Award Amount: \$125,000
HUD Grant #: WA0549L0T002200

Please see the attached letter and final Priority Listing for your records.

Note that both agencies are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,

Jenn Ozawa, MSW | [She/Her](#)
Procurement and Policy Manager
King County Regional Homelessness Authority
Email: jenn.ozawa@kcrha.org
Mobile: (206) 867-6233
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: FOY - Francis Village Permanent Supportive Housing

Award Amount: \$125,000

HUD Grant #: WA0549L0T002200

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 Board affirms the local values and priorities for these funds.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Jenn Ozawa](#)
To: [Ciara Murphy](#); carmen.mcroy@usw.salvationarmy.org; arlene.hampton@usw.salvationarmy.org
Cc: [Peter Lynn](#); [Kelsey Beckmeyer](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification -Hickman House Joint Component RRH
Date: Wednesday, September 13, 2023 11:38:07 AM
Attachments: [Hickman House Joint Component RRH.TH Letter_NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Hickman House Joint Component RRH/TH
Award Amount: \$351,126
HUD Grant #: WA0411L0T002204

Please see the attached letter and final Priority Listing for your records.

Note that all agencies included here are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,

Jenn Ozawa, MSW | [She/Her](#)
Procurement and Policy Manager
King County Regional Homelessness Authority
Email: jenn.ozawa@kcrha.org
Mobile: (206) 867-6233
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)

KCRHA Logo



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Hickman House Joint Component RRH/TH

Award Amount: \$351,126

HUD Grant #: WA0411L0T002204

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 Board affirms the local values and priorities for these funds.

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The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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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We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Jenn Ozawa](#)
To: contracts@newbegin.org; aosita@newbegin.org
Cc: [Peter Lynn](#); [Kelsey Beckmeyer](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Home Safe Rapid Rehousing
Date: Wednesday, September 13, 2023 11:41:17 AM
Attachments: [Home Safe Rapid Rehousing Letter_NOFO1.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Home Safe Rapid Rehousing
Award Amount: \$421,088
HUD Grant #: WA0363L0T002206

Please see the attached letter and final Priority Listing for your records.

Note that all agencies included here are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,

Jenn Ozawa, MSW | [She/Her](#)

Procurement and Policy Manager

King County Regional Homelessness Authority

Email: jenn.ozawa@kcrha.org

Mobile: (206) 867-6233

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)

KCRHA Logo



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Home Safe Rapid Rehousing

Award Amount: \$421,088

HUD Grant #: WA0363L0T002206

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 to use reallocated funds from the King County Shelter Plus Care Program - TRA (\$2,074,176) and Martin Court (\$105,000) in addition to the CoC Bonus and DV Bonus for 9 new projects. 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.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Jenn Ozawa](#)
To: contractsmanager@desc.org
Cc: [Kelsey Beckmeyer](#); [Peter Lynn](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Kerner Scott House
Date: Wednesday, September 13, 2023 11:44:59 AM
Attachments: [Kerner Scott House Letter_NOFO2.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

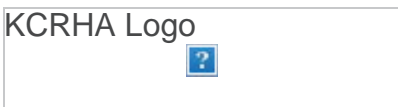
Project Name: Kerner Scott House
Award Amount: \$443,471
HUD Grant #: WA0032L0T002215

Please see the attached letter and final Priority Listing for your records.

Note that all agencies included here are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,

Jenn Ozawa, MSW | [She/Her](#)
Procurement and Policy Manager
King County Regional Homelessness Authority
Email: jenn.ozawa@kcrha.org
Mobile: (206) 867-6233
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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Project Name: Kerner Scott House

Award Amount: \$443,471

HUD Grant #: WA0032L0T002215

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>





September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Lyon Building

Award Amount: \$524,317

HUD Grant #: WA0036L0T002215

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Jenn Ozawa](#)
To: [Sassorossi, Martha](#)
Cc: [Peter Lynn](#); [Eli Griffin](#); [Kelsey Beckmeyer](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - King County Consolidated RRH
Date: Wednesday, September 13, 2023 11:50:09 AM
Attachments: [King County Consolidated Rapid Rehousing Program Letter_NOFO1.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: King County Consolidated Rapid Rehousing Program
Award Amount: \$1,392,670
HUD Grant #: WA0366L0T002206

Please see the attached letter and final Priority Listing for your records.

Note that all agencies included here are subrecipients of this grant and the above amount reflects the combined total of the grant.

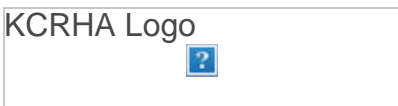
Best,

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Best,

Jenn Ozawa, MSW | [She/Her](#)
Procurement and Policy Manager
King County Regional Homelessness Authority
Email: jenn.ozawa@kcrha.org
Mobile: (206) 867-6233
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: King County Consolidated Rapid Rehousing Program

Award Amount: \$1,392,670

HUD Grant #: WA0366L0T002206

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: [Sassorossi, Martha](#)
Cc: [Peter Lynn](#); [Jenn Ozawa](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance and Reduction Due to Reallocation Notification - King County Shelter Plus Care Program - TRA
Date: Wednesday, September 13, 2023 10:37:31 AM
Attachments: [King County Shelter Plus Care Program - TRA Letter NOFO Reduction and Reallocation.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD. ***The renewal is reduced based on a voluntary reallocation of \$2,074,176.*** Please see the updated renewal amount below.

Project Name: King County Shelter Plus Care Program - TRA
Award Amount: \$8,241,643
HUD Grant #: WA0034L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD. ***The renewal is reduced based on a voluntary reallocation of \$2,074,176.*** Please see the updated renewal amount below.

Project Name: King County Shelter Plus Care Program - TRA

Award Amount: \$8,241,643

HUD Grant #: WA0034L0T002215

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 to use reallocated funds from the King County Shelter Plus Care Program - TRA (\$2,074,176) and Martin Court (\$105,000) in addition to the CoC Bonus and DV Bonus for 9 new projects. 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.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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 us at coc.questions@kcrha.org.

We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: [Eli Griffin](#)
Subject: Fw: FY23 NOFO Renewal Project Acceptance Notification - Anita Vista TH/RRH
Date: Friday, September 15, 2023 2:30:04 PM

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority

Email: kelsey.beckmeyer@kcrha.org

Mobile: 206-735-9026

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



Email communications with KCRHA employees are public records and may be subject to disclosure.

From: Kelsey Beckmeyer
Sent: Wednesday, September 13, 2023 10:20 AM
To: phayden@ywcaworks.org <phayden@ywcaworks.org>; jhardy@ywcaworks.org <jhardy@ywcaworks.org>; swilder@ywcaworks.org <swilder@ywcaworks.org>; Thy Nguyen <tnguyen@ywcaworks.org>
Cc: Peter Lynn <peter.lynn@kcrha.org>
Subject: FY23 NOFO Renewal Project Acceptance Notification - Anita Vista TH/RRH

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Anita Vista TH/RRH
Award Amount: \$331,592
HUD Grant #: WA0483D0T002201

Please see the attached letter and final Priority Listing for your records.

Best
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority

Email: kelsey.beckmeyer@kcrha.org

Mobile: 206-735-9026

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Anita Vista TH/RRH

Award Amount: \$331,592

HUD Grant #: WA0483D0T002201

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 Board affirms the local values and priorities for these funds.

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Additionally, we are seeking to use reallocated funds from the King County Shelter Plus Care Program - TRA (\$2,074,176) and Martin Court (\$105,000) in addition to the CoC Bonus and DV Bonus for 9 new projects. 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.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of

both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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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We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: [Brett Hopkins](#); lbeh@lihi.org
Cc: [Peter Lynn](#); [Eli Griffin](#); [Jenn Ozawa](#)
Subject: FY23 NOFO Renewal Project Voluntary Reallocation Notification - Martin Court
Date: Wednesday, September 13, 2023 11:24:56 AM
Attachments: [Martin Court Letter NOFO Reallocation \(1\).pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

We are writing to inform you that the following renewal application was voluntarily **reallocated** in the 2023 KCRHA application to HUD.

Project Name: Martin Court
Award Amount: \$105,000
HUD Grant #: WA0037L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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 2023 local renewal application process in response to the FY 2023 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

We are writing to inform you that the following renewal application was voluntarily **reallocated** in the 2023 KCRHA application to HUD.

Project Name: Martin Court

Award Amount: \$105,000

HUD Grant #: WA0037L0T002215

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 to use reallocated funds from the King County Shelter Plus Care Program - TRA (\$2,074,176) and Martin Court (\$105,000) in addition to the CoC Bonus and DV Bonus for 9 new projects. 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.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Jenn Ozawa](#)
To: [Grants](#); mgarcia@consejocounseling.org; [Norma Guzman](#); irojkova@consejocounseling.org
Cc: [Peter Lynn](#); [Kelsey Beckmeyer](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Mi Casa
Date: Wednesday, September 13, 2023 11:53:24 AM
Attachments: [Mi Casa Letter_NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

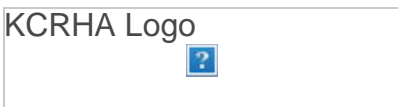
We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Mi Casa
Award Amount: \$64,613
HUD Grant #: WA0041L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,

Jenn Ozawa, MSW | [She/Her](#)
Procurement and Policy Manager
King County Regional Homelessness Authority
Email: jenn.ozawa@kcrha.org
Mobile: (206) 867-6233
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Mi Casa

Award Amount: \$64,613

HUD Grant #: WA0041L0T002215

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 Board affirms the local values and priorities for these funds.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Jenn Ozawa](#)
To: [Paul Tan](#); [Olga Lindbom](#)
Cc: [Eli Griffin](#); [Kelsey Beckmeyer](#); [Peter Lynn](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification -
Date: Wednesday, September 13, 2023 11:56:35 AM
Attachments: [Multicultural IDD Integrated Support Team \(MIDST\) PSH Letter NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Multicultural IDD Integrated Support Team (MIDST) PSH
Award Amount: \$709,392
HUD Grant #: WA0548LOT002200

Please see the attached letter and final Priority Listing for your records.

Best,

Jenn Ozawa, MSW | [She/Her](#)
Procurement and Policy Manager
King County Regional Homelessness Authority
Email: jenn.ozawa@kcrha.org
Mobile: (206) 867-6233
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)

KCRHA Logo



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Multicultural IDD Integrated Support Team (MIDST) PSH

Award Amount: \$709,392

HUD Grant #: WA0548L0T002200

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 Board 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 us at coc.questions@kcrha.org.

We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Jenn Ozawa](#)
To: publicfunding@lifewire.org
Cc: [Peter Lynn](#); [Eli Griffin](#); [Kelsey Beckmeyer](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - My Friend's Place
Date: Wednesday, September 13, 2023 12:02:02 PM
Attachments: [My Friend's Place TH.RRH Letter NOFO \(1\).pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

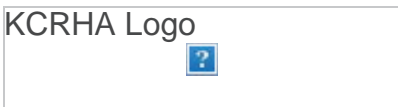
We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: My Friend's Place TH/RRH
Award Amount: \$403,752
HUD Grant #: WA0392L0T002205

Please see the attached letter and final Priority Listing for your records.

Best,

Jenn Ozawa, MSW | [She/Her](#)
Procurement and Policy Manager
King County Regional Homelessness Authority
Email: jenn.ozawa@kcrha.org
Mobile: (206) 867-6233
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: My Friend's Place TH/RRH

Award Amount: \$403,752

HUD Grant #: WA0392L0T002205

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 Board affirms the local values and priorities for these funds.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: efloresca@seattlemca.org; [Shaun Frazier](#); [Kathryn Boyer](#); kholm@seattlemca.org; grants@friendsofyouth.org; hala@friendsofyouth.org; [Porscha Anderson](#)
Cc: [Eli Griffin](#); [Peter Lynn](#); [Jenn Ozawa](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Rapid Rehousing for Young Adults
Date: Wednesday, September 13, 2023 11:06:06 AM
Attachments: [Rapid Rehousing for Young Adults Letter_NOFO1.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Rapid Rehousing for Young Adults
Award Amount: \$1,646,351
HUD Grant #: WA0319L0T002207

Please see the attached letter and final Priority Listing for your records.

Note that both agencies are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority

Email: kelsey.beckmeyer@kcrha.org

Mobile: 206-735-9026

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Rapid Rehousing for Young Adults

Award Amount: \$1,646,351

HUD Grant #: WA0319L0T002207

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 Board affirms the local values and priorities for these funds.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Eli Griffin](#)
To: [Megan Davies](#); [Emma York-Jones](#)
Cc: [Jenn Ozawa](#); [Kelsey Beckmeyer](#); [Peter Lynn](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Ravenna House
Date: Wednesday, September 13, 2023 11:59:00 AM
Attachments: [WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)
[image001.png](#)
[Ravenna House Letter_NOFO1.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Ravenna House
Award Amount: \$151,856
HUD Grant #: WA0046L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,

Eli Griffin | [Any gender pronouns](#)
Procurement Coordinator
King County Regional Homelessness Authority
Email: eli.griffin@kcrha.org
Mobile: 206-513-3561
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Ravenna House

Award Amount: \$151,856

HUD Grant #: WA0046L0T002215

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 Board affirms the local values and priorities for these funds.

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The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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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We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: [Public Funding](#); alexish@lifewire.org; [NB Contracts](#); [Aja Osita](#); phayden@ywcaworks.org; jhardy@ywcaworks.org; swilder@ywcaworks.org; [Thy Nguyen](#)
Cc: [Peter Lynn](#); [Eli Griffin](#); [Jenn Ozawa](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Regional RRH for DV Consolidated
Date: Wednesday, September 13, 2023 11:08:57 AM
Attachments: [Regional RRH for DV Consolidated Letter NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Regional RRH for DV Consolidated
Award Amount: \$4,059,960
HUD Grant #: WA0412D0T002204

Please see the attached letter and final Priority Listing for your records.

Note that all agencies included here are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Regional RRH for DV Consolidated

Award Amount: \$4,059,960

HUD Grant #: WA0412D0T002204

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Eli Griffin](#)
To: [Eileen McComb](#); Flo@ccsww.org; LoriL@ccsww.org
Cc: [Kelsey Beckmeyer](#); [Jenn Ozawa](#); [Peter Lynn](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Rose of Lima
Date: Wednesday, September 13, 2023 11:54:00 AM
Attachments: [WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)
[image001.png](#)
[Rose of Lima House Letter_NOFO1.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Rose of Lima House
Award Amount: \$115,830
HUD Grant #: WA0048L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,

Eli Griffin | [Any gender pronouns](#)
Procurement Coordinator
King County Regional Homelessness Authority
Email: eli.griffin@kcrha.org
Mobile: 206-513-3561
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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Project Name: Rose of Lima House

Award Amount: \$115,830

HUD Grant #: WA0048L0T002215

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Jenn Ozawa](#)
To: [Ciara Murphy](#)
Cc: [Eli Griffin](#); [Kelsey Beckmeyer](#); [Peter Lynn](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - William Booth
Date: Wednesday, September 13, 2023 12:04:49 PM
Attachments: [Salvation Army William Booth Letter_NOFO1.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

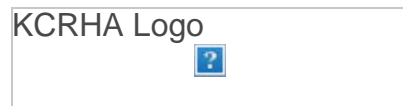
We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Salvation Army William Booth
Award Amount: \$253,988
HUD Grant #: WA0023L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,

Jenn Ozawa, MSW | [She/Her](#)
Procurement and Policy Manager
King County Regional Homelessness Authority
Email: jenn.ozawa@kcrha.org
Mobile: (206) 867-6233
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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Project Name: Salvation Army William Booth

Award Amount: \$253,988

HUD Grant #: WA0023L0T002215

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: grants@friendsofyouth.org; hala@friendsofyouth.org; [Porscha Anderson](#)
Cc: [Peter Lynn](#); [Jenn Ozawa](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Sandpoint Youth Group Homes
Date: Wednesday, September 13, 2023 11:29:02 AM
Attachments: [Sandpoint Youth Group Homes Letter_NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Sandpoint Youth Group Homes
Award Amount: \$324,869
HUD Grant #: WA0052LOT002215

Please see the attached letter and final Priority Listing for your records.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Sandpoint Youth Group Homes

Award Amount: \$324,869

HUD Grant #: WA0052L0T002215

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: briannak@nhwa.org; irinav@nhwa.org; naomin@solid-ground.org; [Kyle Kuhn](#); [Paul Park](#); karenf@solid-ground.org; theresac@solid-ground.org; [Alma Hadzimuratovic](#); grants@solid-ground.org; rolson@wellspringfs.org; hfitzpatrick@wellspringfs.org
Cc: [Peter Lynn](#); [Jenn Ozawa](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Seattle Rapid Rehousing for Families Consolidated Project
Date: Wednesday, September 13, 2023 11:27:12 AM
Attachments: [Seattle Rapid Rehousing for Families Consolidated Project NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Seattle Rapid Rehousing for Families Consolidated Project
Award Amount: \$1,905,413
HUD Grant #: WA0295L0T002208

Please see the attached letter and final Priority Listing for your records.

Note that all agencies included here are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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Project Name: Seattle Rapid Rehousing for Families Consolidated Project

Award Amount: \$1,905,413

HUD Grant #: WA0295L0T002208

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Eli Griffin](#)
To: [Darlene Weigle](#); jessebica@seattlemca.org
Cc: [Peter Lynn](#); [Kelsey Beckmeyer](#); [Jenn Ozawa](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Severson
Date: Wednesday, September 13, 2023 11:41:00 AM
Attachments: [WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)
[image001.png](#)
[Severson_NOFO.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Severson Program
Award Amount: \$123,286
HUD Grant #: WA0054L0T002215

Please see the attached letter and final Priority Listing for your records.
Note that all agencies included here are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,

Eli Griffin | [Any gender pronouns](#)

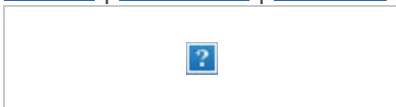
Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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Project Name: Severson Program
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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Eli Griffin](#)
To: [Eileen McComb](#); Flo@ccsww.org; LoriL@ccsww.org
Cc: [Kelsey Beckmeyer](#); [Jenn Ozawa](#); [Peter Lynn](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - St. Martin's on Westlake
Date: Wednesday, September 13, 2023 11:56:00 AM
Attachments: [WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)
[image001.png](#)
[St. Martin's on Westlake Letter_NOFO.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: St. Martin's on Westlake
Award Amount: \$197,739
HUD Grant #: WA0056L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,

Eli Griffin | [Any gender pronouns](#)
Procurement Coordinator
King County Regional Homelessness Authority
Email: eli.griffin@kcrha.org
Mobile: 206-513-3561
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: St. Martin's on Westlake

Award Amount: \$197,739

HUD Grant #: WA0056L0T002215

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Eli Griffin](#)
To: emma.york-jones@youthcare.org
Cc: [Kelsey Beckmeyer](#); [Jenn Ozawa](#); [Peter Lynn](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - Straley House
Date: Wednesday, September 13, 2023 11:49:00 AM
Attachments: [Straley House Letter_NOFO.pdf](#)
[image001.png](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Straley House
Award Amount: \$105,602
HUD Grant #: WA0057L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,

Eli Griffin | [Any gender pronouns](#)
Procurement Coordinator
King County Regional Homelessness Authority
Email: eli.griffin@kcrha.org
Mobile: 206-513-3561
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Straley House

Award Amount: \$105,602

HUD Grant #: WA0057L0T002215

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 to use reallocated funds from the King County Shelter Plus Care Program - TRA (\$2,074,176) and Martin Court (\$105,000) in addition to the CoC Bonus and DV Bonus for 9 new projects. 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.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Eli Griffin](#)
To: DanW@ccsww.org; StephanieA@ccsww.org
Cc: [Kelsey Beckmeyer](#); [Peter Lynn](#); [Jenn Ozawa](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - The Inn Safe Haven
Date: Wednesday, September 13, 2023 11:43:00 AM
Attachments: [WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)
[image001.png](#)
[The Inn- Safe Haven Letter_NOFO.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: The Inn- Safe Haven formerly Harbor House
Award Amount: \$348,156
HUD Grant #: WA0020L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,

Eli Griffin | [Any gender pronouns](#)
Procurement Coordinator
King County Regional Homelessness Authority
Email: eli.griffin@kcrha.org
Mobile: 206-513-3561
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: The Inn- Safe Haven formerly Harbor House

Award Amount: \$348,156

HUD Grant #: WA0020L0T002215

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 Board affirms the local values and priorities for these funds.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: danw@ccsww.org; [Jana Lissiak](mailto:Jana.Lissiak@mshelps.org); majuq@mshelps.org; naomin@solid-ground.org; phayden@ywcaworks.org; jhardy@ywcaworks.org; swilder@ywcaworks.org; [Thy Nguyen](mailto:Thy.Nguyen@solid-ground.org); [Alma Hadzimuratovic](mailto:Alma.Hadzimuratovic@solid-ground.org); grants@solid-ground.org; [Peter Lynn](#)
Cc: [Jenn Ozawa](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - WA-500 Coordinated Entry
Date: Wednesday, September 13, 2023 11:13:29 AM
Attachments: [WA-500 Coordinated Entry Letter_NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: WA-500 Coordinated Entry
Award Amount: \$1,872,500
HUD Grant #: WA0343L0T002207

Please see the attached letter and final Priority Listing for your records.

Note that all agencies included here are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: WA-500 Coordinated Entry

Award Amount: \$1,872,500

HUD Grant #: WA0343L0T002207

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 Board 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 us at coc.questions@kcrha.org.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Eli Griffin](#)
To: [Lea Aromin](#); [Jenn De la Cruz](#); Kate@endgv.org
Cc: [Kelsey Beckmeyer](#); [Jenn Ozawa](#); [Peter Lynn](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - WA-500 Coordinated Entry-DV
Date: Wednesday, September 13, 2023 12:02:00 PM
Attachments: [WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)
[image001.png](#)
[WA-500 Coordinated Entry-DV Letter_NOFO.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: WA-500 Coordinated Entry-DV

Award Amount: \$264,498

HUD Grant #: WA0413D0T002204

Please see the attached letter and final Priority Listing for your records.

Best,

Eli Griffin | [Any gender pronouns](#)
Procurement Coordinator
King County Regional Homelessness Authority
Email: eli.griffin@kcrha.org
Mobile: 206-513-3561
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: WA-500 Coordinated Entry-DV

Award Amount: \$264,498

HUD Grant #: WA0413D0T002204

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: [Janelle Rothfolk](#)
Cc: [Peter Lynn](#); [Jenn Ozawa](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - WA-500 HMIS
Date: Wednesday, September 13, 2023 11:21:50 AM
Attachments: [WA-500 HMIS Letter_NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: WA-500 HMIS
Award Amount: \$403,714
HUD Grant #: WA0050L0T002215

Please see the attached letter and final Priority Listing for your records.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: WA-500 HMIS

Award Amount: \$403,714

HUD Grant #: WA0050L0T002215

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: jgearhart@unitedindians.org; cjamison@unitedindians.org; mtulee@unitedindians.org; [Lynnette Roberts](#); [Megan Davies](#); emma.york-jones@youthcare.org
Cc: [Peter Lynn](#); [Jenn Ozawa](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - WA-500 YHDP - Bridge Housing
Date: Wednesday, September 13, 2023 11:15:46 AM
Attachments: [WA-500 YHDP - Bridge Housing Letter NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: WA-500 YHDP - Bridge Housing
Award Amount: \$1,795,466
HUD Grant #: WA0484Y0T002201

Please see the attached letter and final Priority Listing for your records.

Note that both agencies are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority

Email: kelsey.beckmeyer@kcrha.org

Mobile: 206-735-9026

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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Project Name: WA-500 YHDP - Bridge Housing

Award Amount: \$1,795,466

HUD Grant #: WA0484Y0T002201

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: [Shaun Frazier](#); efloresca@seattleymca.org; kholm@seattleymca.org; [Kathryn Boyer](mailto:kathryn.boyer@friendsofyouth.org); grants@friendsofyouth.org; hala@friendsofyouth.org; [Porscha Anderson](#)
Cc: [Peter Lynn](#); [Jenn Ozawa](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - WA-500 YHDP - YET & Nav/Div Consolidated
Date: Wednesday, September 13, 2023 11:18:28 AM
Attachments: [WA-500 YHDP - YET & Nav Div Consolidated Letter NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: WA-500 YHDP - YET & Nav/Div Consolidated
Award Amount: \$1,209,637
HUD Grant #: WA0485Y0T002201

Please see the attached letter and final Priority Listing for your records.

Note that both agencies are subrecipients of this grant and the above amount reflects the combined total of the grant.

Best,
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority

Email: kelsey.beckmeyer@kcrha.org

Mobile: 206-735-9026

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: WA-500 YHDP - YET & Nav/Div Consolidated

Award Amount: \$1,209,637

HUD Grant #: WA0485Y0T002201

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Jenn Ozawa](#)
To: [Jeff Rinedahl](#)
Cc: [Peter Lynn](#); [Kelsey Beckmeyer](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notification - WA-500 YHDP Behavioral Health Crisis Response
Date: Wednesday, September 13, 2023 12:07:50 PM
Attachments: [WA-500 YHDP Behavioral Health Crisis Response Letter NOFO.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order Final.pdf](#)

Hello,

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 2023 local renewal application process in response to the FY 2023 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

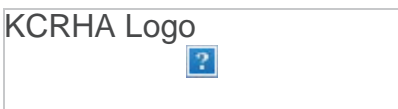
We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: WA-500 YHDP Behavioral Health Crisis Response
Award Amount: \$96,188
HUD Grant #: WA0486Y0T002201

Please see the attached letter and final Priority Listing for your records.

Best,

Jenn Ozawa, MSW | [She/Her](#)
Procurement and Policy Manager
King County Regional Homelessness Authority
Email: jenn.ozawa@kcrha.org
Mobile: (206) 867-6233
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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September 13, 2023

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If you have questions about the process or HUD's priorities, please feel free to contact us at coc.questions@kcrha.org.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



From: [Kelsey Beckmeyer](#)
To: [Sassorossi, Martha](#)
Cc: [Peter Lynn](#); [Eli Griffin](#); [Jenn Ozawa](#)
Subject: FY23 NOFO Renewal Project Acceptance Notifications - King County Sponsored Projects Batch 1
Date: Wednesday, September 13, 2023 10:35:30 AM
Attachments: [DESC Clement Place Consolidated Letter_NOFO1.pdf](#)
[Cascade Women's Supportive Housing Letter_NOFO.pdf](#)
[Avalon Place Letter_NOFO.pdf](#)
[Auburn Family PSH Letter_NOFO1.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)
[King County Shelter Plus Care Program - SRA Letter_NOFO.pdf](#)
[Hobson Place Letter_NOFO1.pdf](#)
[Family Village Redmond PSH for Families Letter_NOFO1.pdf](#)
[DESC Consolidated PSH Portfolio #2 Letter_NOFO1.pdf](#)
[DESC Consolidated PSH Portfolio #1 Letter_NOFO1.pdf](#)
[King County Consolidated Scattered Sites Supportive Housing Letter_NOFO1.pdf](#)

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We are pleased to inform you that the following renewal applications were selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Auburn Family PSH
Award Amount: \$57,540
HUD Grant #: WA0466LOT002203

Project Name: Avalon Place
Award Amount: \$47,457
HUD Grant #: WA0228LOT002212

Project Name: Cascade Women's Supportive Housing
Award Amount: \$116,182
HUD Grant #: WA0364LOT002206

Project Name: DESC Clement Place Consolidated
Award Amount: \$1,609,303
HUD Grant #: WA0384LOT002204

Project Name: DESC Consolidated PSH Portfolio #1
Award Amount: \$4,077,812
HUD Grant #: WA0345LOT002205

Project Name: DESC Consolidated PSH Portfolio #2
Award Amount: \$2,492,645
HUD Grant #: WA0018LOT002215

Project Name: Family Village Redmond PSH for Families

Award Amount: \$117,819
HUD Grant #: WA0320LOT002207

Project Name: Hobson Place
Award Amount: \$552,406
HUD Grant #: WA0410LOT002203

Project Name: King County Consolidated Scattered Sites Supportive Housing
Award Amount: \$7,506,198
HUD Grant #: WA0297LOT002208

Project Name: King County Shelter Plus Care Program - SRA
Award Amount: \$1,514,894
HUD Grant #: WA0033LOT002215

Please see the attached letters and final Priority Listing for your records.

Best
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority

Email: kelsey.beckmeyer@kcrha.org

Mobile: 206-735-9026

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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Project Name: DESC Clement Place Consolidated

Award Amount: \$1,609,303

HUD Grant #: WA0384L0T002204

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Award Amount: \$116,182

HUD Grant #: WA0364L0T002206

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Project Name: Avalon Place

Award Amount: \$47,457

HUD Grant #: WA0228L0T002212

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Project Name: Arbor House (New Ground Bothell)

Award Amount: \$123,062

HUD Grant #: WA0005L0T002215

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Auburn Family PSH

Award Amount: \$57,540

HUD Grant #: WA0466L0T002203

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Project Name: King County Shelter Plus Care Program - SRA

Award Amount: \$1,514,894

HUD Grant #: WA0033L0T002215

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Project Name: Hobson Place

Award Amount: \$552,406

HUD Grant #: WA0410L0T002203

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Project Name: Family Village Redmond PSH for Families

Award Amount: \$117,819

HUD Grant #: WA0320L0T002207

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: DESC Consolidated PSH Portfolio #2

Award Amount: \$2,492,645

HUD Grant #: WA0018L0T002215

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Project Name: DESC Consolidated PSH Portfolio #1

Award Amount: \$4,077,812

HUD Grant #: WA0345L0T002205

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Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>





September 13, 2023

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: King County Consolidated Scattered Sites Supportive Housing

Award Amount: \$7,506,198

HUD Grant #: WA0297L0T002208

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From: [Kelsey Beckmeyer](#)
To: [Sassorossi, Martha](#)
Cc: [Peter Lynn](#); [Jenn Ozawa](#); [Eli Griffin](#)
Subject: FY23 NOFO Renewal Project Acceptance Notifications - King County Sponsored Projects Batch 2
Date: Wednesday, September 13, 2023 10:49:50 AM
Attachments: [Williams Apartments Letter_NOFO - Copy.pdf](#)
[Valley Cities Landing Letter_NOFO.pdf](#)
[Thea Bowman Apartments Letter_NOFO.pdf](#)
[Scattered Site Leasing_NOFO.pdf](#)
[Sandpoint Families Supportive Housing Letter_NOFO1.pdf](#)
[Ronald Commons Letter_NOFO1.pdf](#)
[PHG 7th and Cherry Letter_NOFO1.pdf](#)
[Patrick Place Letter_NOFO1.pdf](#)
[Ozanam House Consolidated PSH Letter_NOFO1.pdf](#)
[Nyer Urness Letter_NOFO1.pdf](#)
[Noel House at Bakhita Gardens Letter_NOFO1.pdf](#)
[WA-500 FY2023 Priority Listing and Rank Order_Final.pdf](#)
[YWCA Supportive Housing Letter_NOFO.pdf](#)

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We are pleased to inform you that the following renewal applications were selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Noel House at Bakhita Gardens
Award Amount: \$220,908
HUD Grant #: WA0213L0T002212

Project Name: Nyer Urness
Award Amount: \$690,799
HUD Grant #: WA0227L0T002209

Project Name: Ozanam House Consolidated PSH
Award Amount: \$439,282
HUD Grant #: WA0239L0T002212

Project Name: Patrick Place
Award Amount: \$182,238
HUD Grant #: WA0259L0T002210

Project Name: PHG 7th and Cherry
Award Amount: \$265,297
HUD Grant #: WA0344L0T002206

Project Name: Ronald Commons
Award Amount: \$183,530
HUD Grant #: WA0316L0T002207

Project Name: Sandpoint Families Supportive Housing
Award Amount: \$393,823
HUD Grant #: WA0318LOT002207

Project Name: Scattered Site Leasing
Award Amount: \$818,722
HUD Grant #: WA0053LOT002215

Project Name: Thea Bowman Apartments
Award Amount: \$207,657
HUD Grant #: WA0390LOT002203

Project Name: Valley Cities Landing
Award Amount: \$221,596
HUD Grant #: WA0001LOT002213

Project Name: Williams Apartments
Award Amount: \$673,870
HUD Grant #: WA0244LOT002210

Project Name: YWCA Supportive Housing
Award Amount: \$231,080
HUD Grant #: WA0045LOT002215

Please see the attached letters and final Priority Listing for your records.

Best
Kelsey

--

Kelsey Beckmeyer | [She / Her](#)
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



Email communications with KCRHA employees are public records and may be subject to disclosure.



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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Nyer Urness

Award Amount: \$690,799

HUD Grant #: WA0227L0T002209

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Project Name: Ozanam House Consolidated PSH

Award Amount: \$439,282

HUD Grant #: WA0239L0T002212

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Project Name: Patrick Place

Award Amount: \$182,238

HUD Grant #: WA0259L0T002210

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: PHG 7th and Cherry

Award Amount: \$265,297

HUD Grant #: WA0344L0T002206

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Project Name: Ronald Commons

Award Amount: \$183,530

HUD Grant #: WA0316L0T002207

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Project Name: Sandpoint Families Supportive Housing

Award Amount: \$393,823

HUD Grant #: WA0318L0T002207

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2023 KCRHA application to HUD.

Project Name: Scattered Site Leasing

Award Amount: \$818,722

HUD Grant #: WA0053L0T002215

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Project Name: Thea Bowman Apartments

Award Amount: \$207,657

HUD Grant #: WA0390L0T002203

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Project Name: Valley Cities Landing

Award Amount: \$221,596

HUD Grant #: WA0001L0T002213

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 to use reallocated funds from the King County Shelter Plus Care Program - TRA (\$2,074,176) and Martin Court (\$105,000) in addition to the CoC Bonus and DV Bonus for 9 new projects. 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.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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 us at coc.questions@kcrha.org.

We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>





September 13, 2023

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: Williams Apartments

Award Amount: \$673,870

HUD Grant #: WA0244L0T002210

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 Board affirms the local values and priorities for these funds.

Final recommendations 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.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>





September 13, 2023

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 2023 local renewal application process in response to the FY 2023 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 2023 KCRHA application to HUD.

Project Name: YWCA Supportive Housing

Award Amount: \$231,080

HUD Grant #: WA0045L0T002215

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 Board affirms the local values and priorities for these funds.

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Additionally, we are seeking to use reallocated funds from the King County Shelter Plus Care Program - TRA (\$2,074,176) and Martin Court (\$105,000) in addition to the CoC Bonus and DV Bonus for 9 new projects. 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.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>




CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:34 AM

To:shalimarg@solid-ground.org <shalimarg@solid-ground.org>

Cc:RHA-COC Questions <coc.questions@kcrha.org>

 2 attachments (196 KB)

(9.13.23) Solid Ground - CoC PH Bonus Award Letter.pdf; WA-500 FY2023 Priority Listing and Rank Order_Final.pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

At 11:30 am today (September 13th) KCRHA will have a NOFO Community Meeting where the FY23 Rating and Ranking will be discussed. [Click here to join the meeting](#)

Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



Email communications with KCRHA employees are public records and may be subject to disclosure.



King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Shalimar Gonzalez
Solid Ground
1501 N 45th St
Seattle, WA 98103

Dear Shalimar Gonzalez,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD.

Project Name: JourneyHome Rapid Rehousing Program

Agency Name: Solid Ground

Award Amount: \$96,114

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 Board affirms the local values and priorities for these funds.

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Additionally, we are seeking CoC Bonus funding for two Permanent Supportive Housing, two Rapid Rehousing, and four Joint Component Transitional Housing-Rapid Rehousing projects. 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 for three DV Rapid Rehousing projects, made available in the FY 2023 NOFO for the fifth year in a row.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:35 AM

To: grants@friendsofyouth.org <grants@friendsofyouth.org>; paul@friendsofyouth.org <paul@friendsofyouth.org>

Cc: RHA-COC Questions <coc.questions@kcrha.org>

📎 2 attachments (182 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) Friends of Youth - CoC PH Bonus Award Letter .pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

At 11:30 am today (September 13th) KCRHA will have a NOFO Community Meeting where the FY23 Rating and Ranking will be discussed. [Click here to join the meeting](#)

Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Jessica Matheson
Friends of Youth
13116 NE 132nd Street
Kirkland, WA 98034

Dear Jessica Matheson,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD.

Project Name: New Ground Sand Point (Harmony House) Joint TLP-RRH

Agency Name: Friends of Youth

Award Amount: \$62,741.70

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 two Permanent Supportive Housing, two Rapid Rehousing, and four Joint Component Transitional Housing-Rapid Rehousing projects. 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 for three DV Rapid Rehousing projects, made available in the FY 2023 NOFO for the fifth year in a row.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:33 AM

To:sfrazier@seattlemca.org <sfrazier@seattlemca.org>

Cc:RHA-COC Questions <coc.questions@kcrha.org>

 2 attachments (190 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) YMCA - CoC PH Bonus Award Letter.pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

At 11:30 am today (September 13th) KCRHA will have a NOFO Community Meeting where the FY23 Rating and Ranking will be discussed. [Click here to join the meeting](#)

Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Shaun Frazier
YMCA
909 Fourth Ave
Seattle, WA 98104

Dear Shaun Frazier,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD.

Project Name: Roy St Transitional Living & RRH Program

Agency Name: YMCA

Award Amount: \$923,718

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 Board affirms the local values and priorities for these funds.

Final recommendations 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.

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The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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 us at coc.questions@kcrha.org.

We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:33 AM

To: grants@consejocounseling.org <grants@consejocounseling.org>

Cc: RHA-COC Questions <coc.questions@kcrha.org>

📎 2 attachments (190 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) Consejo - CoC PH Bonus Award.pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

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Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Mario Paredes
Consejo Counseling and Referral Service
2611 NE 125th St
Seattle, WA 98125

Dear Mario Paredes,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD.

Project Name: Consejo Rental Assistance Program
Agency Name: Consejo Counseling and Referral Service
Award Amount: \$631,985

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 Board affirms the local values and priorities for these funds.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:32 AM

To:aallen@ststephenhousing.org <aallen@ststephenhousing.org>

Cc:RHA-COC Questions <coc.questions@kcrha.org>

📎 2 attachments (195 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) St Stephen - CoC PH Bonus Award .pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

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Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Ann Allen
St. Stephen Housing Association
13055 SE 192nd St
Renton, WA 98058

Dear Ann Allen,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD.

Project Name: Nike Manor Transitional Housing/Rapid Rehousing
Agency Name: St. Stephen Housing Association
Award Amount: \$252,100.00

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 Board affirms the local values and priorities for these funds.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>




CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:31 AM

To:Trissad@reclaimstability.org <Trissad@reclaimstability.org>

Cc:RHA-COC Questions <coc.questions@kcrha.org>

 2 attachments (191 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) Snoqualmie - CoC PH Bonus Award Letter.pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

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Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Trissa Dexheimer
Snoqualmie Valley Shelter Services
38625 SE River St
Snoqualmie, WA 98065

Dear Trissa Dexheimer,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD.

Project Name: Elder PSH
Agency Name: Snoqualmie Valley Shelter Services
Award Amount: \$287,275

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 two Permanent Supportive Housing, two Rapid Rehousing, and four Joint Component Transitional Housing-Rapid Rehousing projects. 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 for three DV Rapid Rehousing projects, made available in the FY 2023 NOFO for the fifth year in a row.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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 us at coc.questions@kcrha.org.

We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:30 AM

To: achan@desc.org <achan@desc.org>

Cc: RHA-COC Questions <coc.questions@kcrha.org>

📎 2 attachments (182 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) DESC - CoC PH Bonus Award Letter.pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

At 11:30 am today (September 13th) KCRHA will have a NOFO Community Meeting where the FY23 Rating and Ranking will be discussed. [Click here to join the meeting](#)

Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



Email communications with KCRHA employees are public records and may be subject to disclosure.



King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Alain Chan
Downtown Emergency Service Center
15 Third Avenue
Seattle, WA 98104

Dear Alain Chan,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD.

Project Name: 15th Ave W
Agency Name: DESC
Award Amount: \$2,367,408.00

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Final recommendations 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 two Permanent Supportive Housing, two Rapid Rehousing, and four Joint Component Transitional Housing-Rapid Rehousing projects. 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 for three DV Rapid Rehousing projects, made available in the FY 2023 NOFO for the fifth year in a row.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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 us at coc.questions@kcrha.org.

We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>




CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:30 AM

To:shwethap@atlanticstreet.org <shwethap@atlanticstreet.org>

Cc:RHA-COC Questions <coc.questions@kcrha.org>

 2 attachments (195 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) Atlantic Street Center - CoC PH Bonus Award Letter .pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

At 11:30 am today (September 13th) KCRHA will have a NOFO Community Meeting where the FY23 Rating and Ranking will be discussed. [Click here to join the meeting](#)

Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Shwetha Panchal
Atlantic Street Center
2103 S Atlantic St
Seattle, WA 98144

Dear Shwetha Panchal,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD.

Project Name: Atlantic Street Center Gender-Based Violence Rapid Rehousing Project
Agency Name: Atlantic Street Center
Award Amount: \$1,512,234.00

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 Board affirms the local values and priorities for these funds.

Final recommendations 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 two Permanent Supportive Housing, two Rapid Rehousing, and four Joint Component Transitional Housing-Rapid Rehousing projects. 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 for three DV Rapid Rehousing projects, made available in the FY 2023 NOFO for the fifth year in a row.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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 us at coc.questions@kcrha.org.

We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>



CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:27 AM

To:Ltaylor@urbanleague.org <Ltaylor@urbanleague.org>

Cc:RHA-COC Questions <coc.questions@kcrha.org>

 2 attachments (197 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) Urban League - CoC DV Bonus Award Letter.pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

At 11:30 am today (September 13th) KCRHA will have a NOFO Community Meeting where the FY23 Rating and Ranking will be discussed. [Click here to join the meeting](#)

Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Linda Taylor
Urban League of Metropolitan Seattle
105 14th Ave
Seattle, WA 98122

Dear Linda Taylor,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD. The requests for funds this year were more than was available, and based on the raters' recommendation, Urban League will be included at an amount less than applied for.

The final Seattle-King County CoC application will consolidate this award with two additional DV projects that were recommended funding. KCRHA feels this is the best strategic move to increase the Seattle-King County CoC's chances of receiving full funding from HUD. Your agency's portion of this grant is as follows:

Project Name: DV Rapid Rehousing
Agency Name: Urban League of Metropolitan Seattle
Requested Award Amount: \$1,512,343.00
Approved Award Amount: \$1,080,763.00

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 Board affirms the local values and priorities for these funds.

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The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole. We expect our next application to HUD for FY 2024 funding to take place in the Summer of 2024 and we will again be required to 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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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>






CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:26 AM

To:pupadhyay@interimcda.org <pupadhyay@interimcda.org>

Cc:RHA-COC Questions <coc.questions@kcrha.org>

 2 attachments (184 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) Interim CDA - CoC DV Bonus Award Letter.pdf;

Good morning!

Thank you so much for applying for Bonus funds during this NOFO cycle. Please read the attached letter which includes the Rating and Ranking panel's decision for your agency's application. Please note, it is a projected award amount in the letter as KCRHA as the collaborative applicant will submit the CoC's application to HUD later this month. HUD usually releases the final award amounts in early spring.

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Following information will be sent by email.

Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Pradeepta Upadhyay
Interim Community Development Association
310 Maynard Ave South
Seattle, WA 98104

Dear Pradeepta Upadhyay,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 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 new application was selected for inclusion as a Bonus project in the 2023 KCRHA application to HUD. The requests for funds this year were more than was available, and based on the raters' recommendation, Urban League will be included at an amount less than applied for.

The final Seattle-King County CoC application will consolidate this award with two additional DV projects that were recommended funding. KCRHA feels this is the best strategic move to increase the Seattle-King County CoC's chances of receiving full funding from HUD. Your agency's portion of this grant is as follows:

Project Name: Interim CDA Domestic Violence Rapid Rehousing Program

Agency Name: Interim CDA

Requested Award Amount: \$85,478.60

Approved Award Amount: \$64,999

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on performance and strategic use of resources. The RHA CoC Board affirms the local values and priorities for these funds.

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org



<https://www.kcrha.org>




CoC Program Alert - Bonus Funds Rating & Ranking Order

Eli Griffin <eli.griffin@kcrha.org>

Wed 9/13/2023 10:28 AM

To: ciara.murphy@usw.salvationarmy.org <ciara.murphy@usw.salvationarmy.org>

Cc: RHA-COC Questions <coc.questions@kcrha.org>

 2 attachments (182 KB)

WA-500 FY2023 Priority Listing and Rank Order_Final.pdf; (9.13.23) Salvation Army - CoC DV Bonus Award Letter.pdf;

Good morning!

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Best,

Eli Griffin | [Any gender pronouns](#)

Procurement Coordinator

King County Regional Homelessness Authority

Email: eli.griffin@kcrha.org

Mobile: 206-513-3561

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)



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King County Regional Homelessness Authority
400 Yesler Way, STE 600
Seattle, WA 98104

September 13, 2023

Attn: Ciara Murphy
Salvation Army
1101 Pike Street
Seattle, Washington 98101

Dear Ciara Murphy,

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC) consolidated applicant, has completed its review of project proposals to be submitted under the 2023 local renewal application process in response to the FY 2023 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

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Project Name: DV Bridges to Housing RRH Program
Agency Name: The Salvation Army
Award Amount: \$366,580

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Sincerely,



Peter Lynn
Chief Program Officer
King County Regional Homelessness Authority
peter.lynn@kcrha.org
<https://www.kcrha.org>





2023 HUD Continuum of Care Final Rank Order

	Rank	Sponsor	Project Name	Target Pop.	Area	Type	Score	Cost	Aggregate \$
	1	Archdiocesan Housing Authority	Rose of Lima House	Disabled Adults	Sea	PSH	90	\$ 115,830	\$ 115,830
	2	YWCA	Family Village Redmond PSH for Families	CH - families	BOC	PSH	88	\$ 117,819	\$ 233,649
	3	King Co DESC / REACH / CCS / HWI / PHG	King County Consolidated Scattered Sites Supportive Housing	Chronic	Reg	PSH	85	\$ 7,506,198	\$ 7,739,847
	4	Compass Housing Alliance	Nyer Urness	Chronic	Sea	PSH	80	\$ 690,799	\$ 8,430,646
	5	Catholic Community Services	Ozanam House Consolidated PSH	Chronic	Sea	PSH	80	\$ 439,282	\$ 8,869,928
	6	Plymouth Housing	PHG 7th and Cherry	Chronic	Sea	PSH	78	\$ 265,297	\$ 9,135,225
	7	Compass Housing Alliance	Cascade Women's Supportive Housing	Chronic	Sea	PSH	76	\$ 116,182	\$ 9,251,407
	8	Solid Ground	Sandpoint Families Supportive Housing	CH - families	Sea	PSH	76	\$ 393,823	\$ 9,645,230
	9	Archdiocesan Housing Authority	St. Martin's on Westlake	Disabled Adults	Sea	PSH	74	\$ 197,739	\$ 9,842,969
	10	Catholic Community Services	Thea Bowman Apartments	Chronic	Sea	PSH	73	\$ 207,657	\$ 10,050,626
	11	The Salvation Army	Hickman House Joint Component RRH/TH	Families - DV	Sea	Joint	72.5	\$ 351,126	\$ 10,401,752
	12	Catholic Community Services	Patrick Place	Disabled Adults	Sea	PSH	72	\$ 182,238	\$ 10,583,990
	13	Plymouth Housing	Williams Apartments	Disabled Adults	Sea	PSH	71	\$ 673,700	\$ 11,257,860
	14	Plymouth Housing	King County Shelter Plus Care Program - SRA	Disabled - All	Reg	PSH	70	\$ 1,514,894	\$ 12,772,754
	15	KCRHA NH/SG/Wellspring	Seattle Rapid Rehousing for Families Consolidated Project	Families	Reg	RRH	69	\$ 1,905,413	\$ 14,678,167
	16	YWCA	YWCA Supportive Housing	Disabled Adults	Sea	PSH	69	\$ 231,080	\$ 14,909,247
	17	Plymouth Housing	King County Shelter Plus Care Program - TRA	Chronic	Reg	PSH	67	\$ 8,241,643	\$ 23,150,890
	18	Catholic Community Services	Noel House at Bakhita Gardens	Chronic	Sea	PSH	66	\$ 220,908	\$ 23,371,798
	19	Catholic Community Services	The Inn - Safe Haven	Disabled Adults	Sea	SH	65	\$ 348,156	\$ 23,719,954
	20	Downtown Emergency Service Center	Scattered Site Leasing	Chronic	Sea	PSH	63	\$ 818,722	\$ 24,538,676
	21	Downtown Emergency Service Center	DESC Consolidated PSH Portfolio #2	Chronic	Sea	PSH	61.25	\$ 2,492,645	\$ 27,031,321
	22	Compass Housing Alliance	Ronald Commons	CH - families	BOC	PSH	61	\$ 183,530	\$ 27,214,851
	23	Downtown Emergency Service Center	DESC Consolidated PSH Portfolio #1	Chronic	Sea	PSH	60.25	\$ 4,077,812	\$ 31,292,663
	24	New Beginnings	Home Safe Rapid Rehousing	Families - DV	Reg	RRH	60	\$ 421,088	\$ 31,713,751
	25	Downtown Emergency Service Center	Kerner Scott House	Disabled Adults	Sea	SH	59	\$ 443,471	\$ 32,157,222
	26	Valley Cities	Valley Cities Landing	Disabled Adults	BOC	PSH	59	\$ 221,596	\$ 32,378,818
	27	Plymouth Housing Group	Coming Home	Single Adults	Sea	TH	58	\$ 488,420	\$ 32,867,238
	28	Downtown Emergency Service Center	Lyon Building	Chronic	Sea	PSH	58	\$ 524,317	\$ 33,391,555
	29	YWCA	Auburn Family PSH	Families	BOC	PSH	57	\$ 57,540	\$ 33,449,095
	30	Downtown Emergency Service Center	DESC Clement Place Consolidated	Chronic	Sea	PSH	56	\$ 1,609,303	\$ 35,058,398
	31	Downtown Emergency Service Center	Hobson Place	Chronic	Sea	PSH	56	\$ 552,406	\$ 35,610,804
	32	Transitional Resources	Avalon Place	Chronic	Sea	PSH	55	\$ 47,457	\$ 35,658,261
	33	Open Doors for Multicultural Families	Multicultural IDD Integrated Support Team (MIDST) PSH	Disabled - All	Reg	PSH	**	\$ 709,392	\$ 36,367,653
	34	Friends of Youth	FOY - Francis Village Permanent Supportive Housing	Young Adult	BOC	PSH	**	\$ 125,000	\$ 36,492,653
	35	Downtown Emergency Service Center	DESC Greenlake	Chronic	Sea	PSH	**	\$ 1,807,128	\$ 38,299,781
	36	KCRHA	WA-500 HMIS	All	Reg	HMIS	**	\$ 403,714	\$ 38,703,495
	37	KCRHA	WA-500 Coordinated Entry	All	Reg	SSO - CE	**	\$ 1,872,500	\$ 40,575,995
	38	KCRHA CEBV	WA-500 Coordinated Entry - DV	DV	Reg	SSO - CE DV	**	\$ 264,498	\$ 40,840,493
	39	YMCA	Severson Program	Young Adult	BOC	TH	55	\$ 123,286	\$ 40,963,779
	40	KCRHA Lifewire/Solid Ground/New Beginnings/YWCA	Regional RRH for DV Consolidated	DV	Reg	RRH	54.37	\$ 4,059,960	\$ 45,023,739
	41	KCRHA FOY / YMCA	Rapid Rehousing for Young Adults	Young Adult	Sea	RRH	52	\$ 1,646,351	\$ 46,670,090
	42	Consejo Counseling	Mi Casa	Families - DV	BOC	TH	51	\$ 64,613	\$ 46,734,703
	43	KCRHA	WA-500 YHDP - Bridge Housing	Young Adult	Reg	Joint	50	\$ 1,795,466	\$ 48,530,169
	44	Friends of Youth	Arbor House (New Ground Bothell)	Young Adult	BOC	TH	49	\$ 123,062	\$ 48,653,231
	45	KCRHA FOY/YouthCare	Sandpoint Youth Group Homes	Young Adult	Sea	TH	48	\$ 324,869	\$ 48,978,100
	46	Solid Ground Washington	Broadview Transitional Housing Program	Families - DV	Sea	TH	45	\$ 158,620	\$ 49,136,720
	47	YouthCare	Straley House	Young Adult	Sea	TH	44	\$ 105,602	\$ 49,242,322
	48	KCRHA	WA-500 YHDP Behavioral Health Crisis Response	Youth / YA	Reg	SSO	43	\$ 96,188	\$ 49,338,510
	49	YWCA	Anita Vista TH/RRH	Families - DV	BOC	Joint	41	\$ 331,592	\$ 49,670,102
	50	Salvation Army	Salvation Army William Booth	Single Adults	Sea	TH	38	\$ 253,988	\$ 49,924,090
	51	YouthCare	Ravenna House	Young Adult	Sea	TH	37	\$ 151,856	\$ 50,075,946
	52	KCRHA FOY / LCYC / YMCA	WA-500 YHDP - YET & Nav/Div Consolidated	Youth / YA	Reg	Joint	36.75	\$ 1,209,637	\$ 51,285,583
	53	KCRHA YWCA/API Chaya	DV/SA Rapid Rehousing	DV	Reg	RRH	**	\$ 1,366,918	\$ 52,652,501
	54	LifeWire	My Friend's Place TH/RRH	Families - DV	BOC	Joint	30	\$ 11,631	\$ 52,664,132
	54	LifeWire	My Friend's Place TH/RRH	Families - DV	BOC	Joint	30	\$ 392,121	\$ 53,056,253
	55	Downtown Emergency Service Center	King County Consolidated Rapid Rehousing Program	Single Adults	Reg	RRH	31	\$ 1,392,670	\$ 54,448,923
Tier 2	\$1,784,791								
CoC Bonus \$3,963,967 + \$2,179,176 reallocation	1	YMCA	Roy St Transitional Living & RRH Program	Young Adult	Reg	Joint	93.5	\$ 932,718	\$ 55,381,641
	2	KCRHA FoY	Sandpoint Youth Group Homes Joint TH/RRH Expansion	Young Adult	Reg	Joint	93.5	\$ 63,309	\$ 55,444,950
	3	KCRHA Solid Ground	Seattle Rapid Rehousing for Families Consolidated Project Expansion	Families	Reg	RRH	91	\$ 96,114	\$ 55,541,064
	4	Consejo Counseling and Referral Service	Consejo Rental Assistance Program	All	Reg	RRH	89	\$ 631,985	\$ 56,173,049
	5	Atlantic Street Center	Atlantic Street Center Gender-Based Violence Rapid Rehousing Project	DV	Reg	RRH	88.8	\$ 1,512,234	\$ 57,685,283
	6	Downtown Emergency Service Center	DESC 15th Ave W	Chronic	Sea	PSH	87.4	\$ 2,367,408	\$ 60,052,691
	7	St. Stephen Housing Association	Nike Manor Joint TH/RRH	Families	Reg	Joint	86.6	\$ 252,100	\$ 60,304,791
	8	Reclaim: Snoqualmie Valley Shelter Services	Elder PSH	Chronic	BOC	PSH	75.8	\$ 287,275	\$ 60,592,066
DV Bonus \$1,512,343	2	KCRHA Salvation / Urban / InterimDCA	DV/SA Rapid Rehousing Program - Expansion	DV	Reg	RRH	83.5	\$ 1,512,343	\$ 62,104,409
CoC Planning \$1,500,000		KCRHA	CoC Planning (non-competitive / not part of tiering)					\$ 1,500,000	\$ 63,604,409
Application TOTAL									\$ 63,604,409

Projects Reallocated in full or partial	Low Income Housing Institute	Martin Court	All	Sea	TH	**	\$105,000
	Plymouth Housing	King County Shelter Plus Care Program - TRA	Chronic	Reg	PSH		\$2,074,176

2023 HDX Competition Report

PIT Count Data for WA-500 - Seattle/King County CoC

Total Population PIT Count Data

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count	11751	10761	13368	14149
Emergency Shelter Total	4,085	3,429	4,141	4885
Safe Haven Total	81	65	55	54
Transitional Housing Total	2,007	1,689	1,487	1525
Total Sheltered Count	6173	5183	5683	6464
Total Unsheltered Count	5578	5578	7685	7685

Chronically Homeless PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	3355	3276	4705	4575
Sheltered Count of Chronically Homeless Persons	1,380	1,301	1,751	1621
Unsheltered Count of Chronically Homeless Persons	1,975	1,975	2,954	2954

2023 HDX Competition Report

PIT Count Data for WA-500 - Seattle/King County CoC

Homeless Households with Children PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	1190	959	1121	1174
Sheltered Count of Homeless Households with Children	873	642	706	759
Unsheltered Count of Homeless Households with Children	317	317	415	415

Homeless Veteran PIT Counts

	2011 PIT	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	587	813	804	855	880
Sheltered Count of Homeless Veterans	546	414	405	248	273
Unsheltered Count of Homeless Veterans	41	399	399	607	607

*For CoCs that did not conduct an unsheltered count in 2021, 2020 data were used.

2023 HDX Competition Report

HIC Data for WA-500 - Seattle/King County CoC

HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Current, Year-Round, HMIS Beds	Total Year-Round, Current, Non-VSP Beds*	HMIS Bed Coverage Rate for Year-Round Beds	Total Year-Round, Current VSP Beds in an HMIS Comparable Database	Total Year-Round, Current, VSP Beds**	HMIS Comparable Bed Coverage Rate for VSP Beds	Total Current, Year-Round, HMIS Beds and VSP Beds in an HMIS Comparable Database	HMIS and Comparable Database Coverage Rate
ES Beds	5,288	4,462	5,162	86.44%	126	126	100.00%	4,588	86.76%
SH Beds	76	76	76	100.00%	0	0	NA	76	100.00%
TH Beds	1,890	1,287	1,739	74.01%	151	151	100.00%	1,438	76.08%
RRH Beds	1,247	1,164	1,164	100.00%	83	83	100.00%	1,247	100.00%
PSH Beds	7,251	5,750	7,251	79.30%	0	0	NA	5,750	79.30%
OPH Beds	4,057	1,524	1,547	98.51%	18	18	100.00%	1,542	38.01%
Total Beds	19,809	14,263	16,939	84.20%	378	378	100.00%	14,641	73.91%

2023 HDX Competition Report
HIC Data for WA-500 - Seattle/King County CoC

2023 HDX Competition Report

HIC Data for WA-500 - Seattle/King County CoC

Notes

*For OPH Beds, this does NOT include any beds that are Current, Non-VSP, Non-HMIS, and EHV-funded.

**For OPH Beds, this does NOT include any beds that are Current, VSP, Non-HMIS, and EHV-funded.

In the HIC, "Year-Round Beds" is the sum of "Beds HH w/o Children", "Beds HH w/ Children", and "Beds HH w/ only Children". This does not include Overflow ("O/V Beds") or Seasonal Beds ("Total Seasonal Beds").

In the HIC, Current beds are beds with an "Inventory Type" of "C" and not beds that are Under Development ("Inventory Type" of "U").

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2020 HIC	2021 HIC	2022 HIC	2023 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	2683	2857	2936	3067

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH units available to serve families on the HIC	172	263	312	260

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH beds available to serve all populations on the HIC	964	1207	1463	1247

2023 HDX Competition Report
HIC Data for WA-500 - Seattle/King County CoC

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Summary Report for WA-500 - Seattle/King County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Revised FY 2021	FY 2022	Submitted FY 2021	Revised FY 2021	FY 2022	Difference	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
1.1 Persons in ES and SH	10929	12405	155	164	176	12	84	86	95	9
1.2 Persons in ES, SH, and TH	12571	13935	207	214	222	8	107	109	118	9

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

2023 HDX Competition Report
FY2022 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Revised FY 2021	FY 2022	Submitted FY 2021	Revised FY 2021	FY 2022	Difference	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	11990	13982	843	854	883	29	401	410	379	-31
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	13811	15700	855	865	900	35	457	464	423	-41

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY 2021	FY 2022	Revised FY 2021	FY 2022	% of Returns	Revised FY 2021	FY 2022	% of Returns	Revised FY 2021	FY 2022	% of Returns	FY 2022	% of Returns
Exit was from SO	1376	1435	70	66	5%	62	51	4%	83	87	6%	204	14%
Exit was from ES	4053	3137	562	331	11%	199	74	2%	183	181	6%	586	19%
Exit was from TH	694	685	38	29	4%	16	13	2%	14	36	5%	78	11%
Exit was from SH	42	31	4	2	6%	2	1	3%	2	1	3%	4	13%
Exit was from PH	2795	2002	115	62	3%	129	39	2%	80	52	3%	153	8%
TOTAL Returns to Homelessness	8960	7290	789	490	7%	408	178	2%	362	357	5%	1025	14%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2021 PIT Count	January 2022 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons		13368	
Emergency Shelter Total	3429	4141	712
Safe Haven Total	65	55	-10
Transitional Housing Total	1689	1487	-202
Total Sheltered Count	5183	5683	500
Unsheltered Count		7685	

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Unduplicated Total sheltered homeless persons	12486	12938	14266	1328
Emergency Shelter Total	10746	11208	12683	1475
Safe Haven Total	99	98	106	8
Transitional Housing Total	2034	2038	1990	-48

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	1938	1801	1823	22
Number of adults with increased earned income	63	45	54	9
Percentage of adults who increased earned income	3%	2%	3%	1%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	1938	1801	1823	22
Number of adults with increased non-employment cash income	932	659	654	-5
Percentage of adults who increased non-employment cash income	48%	37%	36%	-1%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	1938	1801	1823	22
Number of adults with increased total income	960	685	688	3
Percentage of adults who increased total income	50%	38%	38%	0%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	580	598	706	108
Number of adults who exited with increased earned income	84	86	105	19
Percentage of adults who increased earned income	14%	14%	15%	1%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	580	598	706	108
Number of adults who exited with increased non-employment cash income	194	199	214	15
Percentage of adults who increased non-employment cash income	33%	33%	30%	-3%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	580	598	706	108
Number of adults who exited with increased total income	264	271	294	23
Percentage of adults who increased total income	46%	45%	42%	-3%

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	9378	9501	10369	868
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	2890	2955	2451	-504
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	6488	6546	7918	1372

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	11980	12241	14386	2145
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	3813	3966	4080	114
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	8167	8275	10306	2031

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2022 (Oct 1, 2021 - Sept 30, 2022) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Persons who exit Street Outreach	2381	2612	3394	782
Of persons above, those who exited to temporary & some institutional destinations	498	525	1073	548
Of the persons above, those who exited to permanent housing destinations	1181	1191	1469	278
% Successful exits	71%	66%	75%	9%

Metric 7b.1 – Change in exits to permanent housing destinations

2023 HDX Competition Report

FY2022 - Performance Measurement Module (Sys PM)

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	8555	8745	8470	-275
Of the persons above, those who exited to permanent housing destinations	3548	3706	3532	-174
% Successful exits	41%	42%	42%	0%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2021	Revised FY 2021	FY 2022	Difference
Universe: Persons in all PH projects except PH-RRH	6841	6748	7773	1025
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	6649	6548	7537	989
% Successful exits/retention	97%	97%	97%	0%

2023 HDX Competition Report
FY2022 - SysPM Data Quality
WA-500 - Seattle/King County CoC

	All ES, SH			All TH			All PSH, OPH			All RRH			All Street Outreach		
	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022
1. Number of non-DV Beds on HIC	4701	3975	5273	1755	1569	1653	7958	7842	9435	858	1024	1168			
2. Number of HMIS Beds	3935	3542	4780	1335	1205	1219	6711	6922	8021	858	1024	1168			
3. HMIS Participation Rate from HIC (%)	83.71	89.11	90.65	76.07	76.80	73.74	84.33	88.27	85.01	100.00	100.00	100.00			
4. Unduplicated Persons Served (HMIS)	15197	11070	12786	2127	2034	1990	7306	7463	9217	4571	4570	4605	5174	5944	7067
5. Total Leavers (HMIS)	11887	7429	7901	990	937	962	922	781	1055	2331	2162	2328	2643	2395	3426
6. Destination of Don't Know, Refused, or Missing (HMIS)	6598	3004	2513	86	50	81	97	69	169	223	168	285	439	460	657
7. Destination Error Rate (%)	55.51	40.44	31.81	8.69	5.34	8.42	10.52	8.83	16.02	9.57	7.77	12.24	16.61	19.21	19.18

2023 HDX Competition Report
FY2022 - SysPM Data Quality

2023 HDX Competition Report

Submission and Count Dates for WA-500 - Seattle/King County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2023 PIT Count	1/26/2023	

Report Submission Date in HDX

	Submitted On	Met Deadline
2023 PIT Count Submittal Date	4/28/2023	Yes
2023 HIC Count Submittal Date	4/28/2023	Yes
2022 System PM Submittal Date	2/18/2023	Yes



Board of Commissioners
Doug Barnes, *Chair*
John Welch
TerryLynn Stewart
Regina Elmi
Richard Jackson

Executive Director/CEO
Robin Walls

September 19, 2023

To whom it may concern,

St. Stephen Housing Association has been working with King County Housing Authority since 1990, leasing units at our Nike Manor site and operating a supportive housing program for some of the most vulnerable families experiencing homelessness. We expect our decades-long partnership to continue for the foreseeable future.

Our commitment is providing nine 3-bedroom units for St. Stephen Housing Association to lease, with an approximate fair market rental value of \$240,000 per year.

If you have any further questions, please contact me directly at 206 574-1289.

Sincerely,

Al Khalaf | Regional Manager
King County Housing Authority



Main Office
2103 South Atlantic Street
Seattle, WA 98144-3615
(206) 329-2050

Atlantic Street Family Services Center
5150 S Cloverdale Pl
Seattle, WA 98118
(206) 723-1301

September 21, 2023

To Whom It May Concern,

Atlantic Street Center is steadfast in its commitment to helping families and communities raise healthy, successful children and youth through direct services and advocacy for social justice and equity. As an integral partner in the Seattle-King County Continuum of Care (CoC), we are pleased to outline our commitments to further support the CoC's consolidated application for enhanced community well-being.

Counseling plays a pivotal role in the healing and recovery journey of gender-based violence (GBV) survivors and their children. For survivors, counseling offers a safe and supportive space to process trauma, regain a sense of control, and rebuild their lives. It empowers them to address the emotional and psychological scars left by their abuser, fostering resilience and helping them develop healthy coping strategies. Furthermore, counseling equips survivors with the tools to recognize and break the cycle of violence, promoting long-term safety and empowerment.

For children affected by GBV, counseling provides a lifeline to healing and emotional stability. It allows them to express their feelings, fears, and confusion in a nurturing environment, mitigating the potential long-term impact of witnessing violence. Counseling interventions help survivors and their children regain their mental and emotional well-being and strengthen their ability to lead healthy, fulfilling lives.

Through Atlantic Street Center's in-house services, survivors and their children will receive the following:

Mental Health Counseling Services:

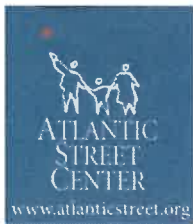
Every survivor receives mental health counseling from a trained therapist. We have two trained therapists who provide counseling services to the participants of our GBV program. Participants meet with the therapists weekly for one hour, and the sessions run from 12-18 weeks for each unduplicated participant.

Estimated Value: 140K annually for two full-time therapists

Dates of Commitment: Started Feb 2019 - have funding through to September 2025

In addition to the counseling services, as an agency, we are also dedicated to providing professional services that abide by clinical ethics maintained through clinical supervision by external licensed clinical supervisors. Supervisors meet our therapists regularly (ad hoc too based on crisis consultation) and this estimated value of clinical supervision provision to our GBV program is \$18,200 annually.

Behavioral Health Services for Children:



Main Office
2103 South Atlantic Street
Seattle, WA 98144-3615
(206) 329-2050

Atlantic Street Family Services Center
5150 S Cloverdale Pl
Seattle, WA 98118
(206) 723-1301

If survivor's children require behavioral health, we can make an in-house referral to our Behavioral Health department. The cost of one hour of counseling costs ASC \$34 an hour. One year of behavioral health services costs ASC approximately \$1,768 per child.

Housing

While Atlantic Street Center's Gender-Based Violence Rapid Rehousing Program is not partnering with public housing authorities, ASC has partnerships with ReloShare, Housing Connector, and Northwest Furniture Bank to support our participants. These partnerships are not specific to the GBV RRH program; all of ASC's programming has access to these resources to support participants who are in need of emergency hotel when fleeing DV, lowered screening criteria when searching for housing, and/or affordable furniture once they move into their permanent housing.

These commitments underscore our dedication to enhancing community well-being and promoting social justice. Please note that the estimated values and dates provided are approximate, and we will collaborate closely with your team to refine and finalize these details as needed.

Please do not hesitate to contact me if you have any further questions or require additional information.

Sincerely,

Dr. Pela Terry, Executive Director
(she/her/hers)
(206) 454-3908
PelaT@atlanticstreet.org



Seattle
Office of Housing

August 1st, 2023

Mr. Daniel Malone
Executive Director
Downtown Emergency Service Center (DESC)
515 Third Ave
Seattle, WA 98104

Dear Mr. Malone:

I am pleased to inform you that the Office of Housing (OH) has approved the 15th Avenue West (Project), located at 2626 15th Ave W, Seattle WA 98119 for conditional funding up to \$15,490,826.00 for a loan for the development of 105 affordable housing units. This amount is subject to change based on final project costs. If there are decreases in development costs or increases in other projected sources such as tax credit equity, OH and other public funders explicitly reserve the right to decrease the final subsidy award to the minimum level needed.

The projected sources of OH capital funding are HOME, Levy, and other local funds.*

This letter will serve as an award of funds, subject to:

1. the conditions outlined below;
2. approval of the final Project development budget;
3. the 2016 Housing Levy Administrative and Financial Plan;
4. the NOFA (Notice of Funding Availability) dated July 2022;
5. the income and affordability levels in the attached Multi-Family Lending Term Sheet; and
6. additional OH requirements as requested prior to closing.

This letter does not cover all federal, state and local requirements, or all the terms that will be included in loan documents including legal rights and obligations.

Additionally, OH is making a conditional funding award of Operations and Maintenance (O&M) operating subsidy. The subsidy amount is to support twenty-nine (29) units up to \$2,500 per unit per year or \$72,500 for the first full year of operations.

Please read this letter carefully and return a signed copy of the Acknowledgement at the bottom to your OH Project Manager.

**Sources are subject to change.*

FUNDING CONDITIONS

The City's reservation of funds is based upon representations made in your NOFA application. Changes to those representations must be reported as specified in Section II: Reporting, and approved by OH in writing. Unreported changes may result in a delay of closing and/or a loss of City funding. These requirements are designed to ensure productive communication between the Borrower and the City regarding Project status prior to closing. You are encouraged to visit <http://www.seattle.gov/housing/housing-developers/rental-housing-program> for further information on the City's funding process.

I. Project Scope Timeline and Budget

A. Project Scope

1. One 6-floor building with 105 studio units
2. Unit mix and affordability per Term Sheet
3. 59,373 of total building GSF including 21,938 SF of common area

B. Timeline

Disbursement of City loan funds is conditioned upon the Borrower meeting the development timeline below.

Task	Completion Date
• All other Project financing secured	August 2023
• First written report to OH due	30 days from date of this letter
• Building permit issued	December 22, 2023
• Construction started	January 5, 2024
• Construction Completed	Fall 2025

C. Development Budget Sources

Source	Amount
Seattle Office of Housing	\$ 15,490,826
King County HFP	\$ 1,000,000
Apple Health and Home	\$ 7,697,021
LIHTC Equity 9%	\$ 20,552,262
FHLB Des Moines AHP	\$ 1,000,000
Total	\$ 45,740,109

D. Operating and Services Budget

Operating Expenses	
Total Annual Operating Expenses	\$1,512,740.00
Annual Per Unit Operating Expenses	\$14,407.00
Total Annual Service Expenses	\$2,399,569.00
Annual Per Unit Service Expenses	\$22,853.04
Annual Replacement Reserve Deposit	\$350 Per unit with 3% inflation factor
Operating Reserve Requirement	3 months

II. Reporting Requirements

A. Budget Updates

Borrower shall submit the most current version of the development budget and operating pro forma to the Office of Housing, King County, and Washington State at each of the following milestones. Each submission shall be clearly dated and provide a narrative explanation of changes.

1. Thirty days after Borrower's receipt of this letter.
2. At the time of any application to a potential Project funder for capital, equity, operating or rental assistance, and/or service funds.
3. Each time there is a proposed change to the development budget or operating budget of more than 1%.
4. No less than quarterly, and upon OH request.

B. Status Reports

Borrower shall submit an email status report when changes to the Project cause the proposal to differ from the NOFA application or previous Status Reports. Reports must explain any problems or needed modifications, and propose a plan for addressing them. Items in the status reports include the following:

- Status of architectural and engineering work including explanation of any pending or proposed modification to the design submitted in the NOFA application
- Status of Master Use Permit and Building Permit
- Status of relocation activities, if applicable
- Status of ongoing neighborhood notification activities and good neighbor activities
- Progress in meeting the Project Timeline
- Copies of all documents relevant to the amount and conditions of this award
- Status of environmental review, including copies of SEPA/NEPA determination of non-significance. City funding is contingent upon this determination
- The final Closing Schedule, when available
- The Tenant Rent-Up Plan, if applicable
- A draft RFP which includes the OH Term Sheet soliciting investors as well as LOI's received from potential investors
- All documents related to the limited partnership or limited liability corporation formed for the purpose of raising equity funds through the sale of federal low-income housing tax credits, including a draft limited partnership or limited liability corporation agreement
- A detailed syndication pro forma from the tax credit investor showing all financial sources and uses, shall include the schedule of tax benefits, tax credits and other deductions, as well as a schedule of equity pay-ins

C. Pre-Closing Report

Upon receipt of general contractor bids and not less than 10 days prior to closing, Borrower must submit the following to OH. At that time OH will make a determination of the final loan amount.

1. A summary of contractor bids noting the winner and an explanation of the selection
2. The final Project development budget
3. The most current operating pro forma
4. The unexecuted construction contract with all exhibits

D. Construction Schedule and Subcontractor Bid Summary

Upon closing, the developer shall submit the construction schedule showing the expected start dates of each trade and a summary of all completed subcontractor bids and selections.

III. Bidding and Contracting Requirements

Borrower shall submit proposed competitive selection processes, contract type and project delivery method as soon as possible and not less than 15 business days prior to commencing a solicitation process and receive OH approval prior to implementation.

A. General Contractor Selection

Borrower must competitively select the Project's general contractor, third party construction management services, and subcontractors. If your project is receiving federal funding Borrower shall comply with Section 3 hiring and contracting practices for both construction and non-construction activities. OH, at its discretion, may waive the requirement to competitively select the general contractor provided Borrower can provide sufficient information that a competitive construction price will be achieved with the selected contractor. If a selected general contractor is not able meet the approved construction budget OH may require a new bidding process prior to the OH loan closing.

B. Subcontractor Selection

Borrower must require the general contractor to solicit a minimum of three subcontractors for competitive bids/proposals for each subcontract over \$25,000. Subcontracts shall be awarded based on the lowest responsive and responsible bid.

C. Contracting Practices

Borrower must comply with the City's Fair Contracting Practices ordinance. Borrower and its general contractors shall be encouraged to take actions, consistent with the ordinance that would increase opportunities for women and minority business enterprises (WMBEs). A combined WMBE voluntary goal of 14% of the total construction and other contracted services contracts shall apply to this Project. Borrower shall report periodically on WMBE contracting outcomes. If project funding includes federal funds, Borrower shall comply with Section 3 hiring and contracting practices regarding economic opportunities for low-income persons (24 CFR 135).

D. Wages

Borrower shall require all general contractors and subcontractors to adhere to current OH policies. As of December 2018, this policy requires contractors to pay, at a minimum, State Residential Prevailing Wages for all residential construction activities on the Project. Borrower and its contractors are required to follow the City of Seattle Office of Housing Residential Prevailing Wage Rate policy attached.

IV. Other Requirements and Conditions

A. Community Relations Plan

Borrower shall finalize the draft Community Relations Plan (dated September 2022). Borrower shall implement the Plan throughout the development and operation of the Project. Borrower shall keep OH informed of the status of community relations, and, in particular, of any issues or concerns raised by neighbors or community organizations.

B. Evergreen Sustainable Development Standard

Borrower shall ensure that development meets the Evergreen Sustainable Development Standard.

C. Federal Requirements

If project funding includes federal funds, Borrower shall comply with all applicable federal laws and regulations including but not limited to: NEPA review requirements, federal Displacement, Relocation and Acquisition requirements, Davis Bacon prevailing wage requirements, and Section 3 compliance and reporting.

D. Term Sheet

Please review the attached Multi-Family Lending Term Sheet. OH requires that this term sheet be included in any solicitation for project financing including Requests for Proposals to LIHTC investors and private lenders. Borrower shall provide final drafts of LIHTC investor Letters of Interest (LOI's) prior to execution for OH review.

Your OH Project Manager during the development of 15th Avenue West is Luis Cano. If you have questions regarding any of the enclosed materials, please contact Luis at 206-256-5235 or luis.cano@seattle.gov.

Sincerely,

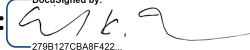


Maiko Winkler-Chin
Director, Office of Housing

Enc: Multi-Family Lending Term Sheet
OH Residential Prevailing Wage Policy

I, Daniel Malone, Executive Director of DESC, acknowledge that I have read and understand the above funding conditions.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature: 

Title: Executive Director

Name: Daniel Malone

Date: 8/3/2023

Organization: Downtown Emergency Service Center





MEMORANDUM OF UNDERSTANDING

Friends of Youth and Ryther

This Memorandum of Understanding (MOU) is entered into between Friends of Youth (FOY) and Ryther. FOY and Ryther may be referred to individually as the "Party" or collectively as the "Parties."

Purpose

The purpose of this MOU is for both parties to enter into an agreement regarding the launch of the Whole Family Project, a new program to support pregnant and parenting young people at FOY's New Ground Bothell.

FOY is the lead grantee. FOY will pass through \$13,200 to Ryther as a subgrantee. This MOU is to clarify Ryther's and FOY's roles in this collective project.

Term

The term of this MOU shall cover January 1, 2023, through December 31, 2023.

FOY Responsibilities

FOY will be responsible for providing the following under this MOU:

1. FOY is the lead service provider for the Whole Family Project supporting pregnant and parenting young people at New Ground Bothell.
2. FOY will facilitate coordination among service providers in an effort to holistically meet the needs of young people involved and continually improve integrated service delivery.
3. FOY will gather relevant intake data from applicants for the purposes of information sharing and evaluation. Friends of Youth will have the applicant sign a voluntary Release of Information (ROI) authorizing Friends of Youth, WACF, Ryther, LCYC, and Kinderling to share information as necessary to determine eligibility and facilitate the application process and delivery of services in the event that the applicant is determined eligible. Friends of Youth will release information within five (5) business days of a participant's program exit/entrance.
4. FOY will provide the following services as part of the Whole Family Project at New Ground Bothell:
 - a. Housing: Friends of Youth will provide housing and basic case management as part of the existing transitional living program.



- b. Life Skills Case Management: Residents will meet regularly with a Case Manager that specializes in developing life skills to support their transition to independent permanent housing. (.5FTE)
 - c. Employment Support: Participants will receive support to navigate their education and employment goals, enroll in college, and/or secure employment. Residents have access to our Employment Specialists who work with them to identify career goals and develop employment readiness skills. (.25FTE)
5. FOY will develop documentation of participant goals and plans, services delivered, and other statistical information. Information FOY will need to gather includes, but is not limited to, the following:
- Race
 - Ethnicity
 - Refugee/immigration status
 - Gender
 - Veteran status
 - Disability status
 - Services Received
 - Cause of homelessness
 - History of homelessness episodes
 - Chronically homeless status
 - Exit destination
 - Reason for leaving the program.
6. FOY will issue a one-time grant of \$13,200 to Ryther to support its involvement with the program.

Ryther Responsibilities

Ryther will be responsible for providing the following under this MOU:

1. Mental Health Counseling by a therapist who will provide initial consultations and outreach to young parents in the program. Therapist will provide ongoing counseling sessions, family counseling, and therapeutic support groups tailored to the needs and interests of the clients. As available, counseling services will be provided under the client's Medicaid benefit.
2. Ryther will maintain documentation of participant goals and plans, services delivered, and other pertinent information for program reporting and evaluation purposes.

Payment

FOY will issue a one-time \$13,200 subgrant to Ryther to support its monthly engagement with the Whole Family Project for the span of the project.



Payment will be made to the subgrantee in 4 equal quarterly payments.

Reporting

Ryther shall submit documentation of services delivered, successfully met goals, and other pertinent information for program reporting and evaluation to Friends of Youth within January 12, 2024.

Termination

By Mutual Agreement: This MOU may be terminated upon mutual agreement of the Parties.

For Just Cause: Either Party may promptly terminate this MOU for just cause. For purposes of this Agreement, "Just Cause" shall mean (i) an act or omission of a Party in connection with performance of its duties under this Agreement constituting intentional misconduct or a violation of law; (ii) gross negligence of a Party in the performance of contractual duties; or (iii) a material breach by a Party of this Agreement which, if curable, is not cured after notice and a reasonable opportunity to cure.

Insurance

The Parties will separately maintain insurance policies with adequate coverage with respect to performance of their obligations under this MOU.

Indemnification

Ryther shall defend, indemnify and hold FOY, its officers, employees, volunteers and agents harmless from any and all third-party claims, injuries, damages, losses, or suits including attorney's fees, arising out of or in connection with the performance of this agreement, except for injuries and damages caused by the negligence of FOY.

Likewise, FOY shall defend, indemnify and hold Ryther, its officers, employees, volunteers and agents harmless from any and all third-party claims, injuries, damages, losses, or suits including attorney's fees, arising out of or in connection with the performance of this agreement, except for injuries and damages caused by the negligence of Ryther.

Data Sharing

All parties to this MOU agree to maintain relevant data and provide access to the data as required for reconciliation and program evaluation purposes.



Compliance

All Parties to this MOU will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination based on race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686) which prohibits discrimination based on sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) which prohibit discrimination based on handicaps; (d) the Age Discrimination Act 1975, as amended (42 U.S.C. §§6101-6107) which prohibits discrimination based on age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination based on drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91- 616), as amended, relating to non-discrimination based on alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made, and (j) the requirements on any other non-discrimination Statute(s) which may apply to the application.

Entire Agreement

This MOU contains the entire agreement between the parties and no other agreements, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or bind any of the parties. Either Party may request changes to the MOU. Proposed changes mutually agreed upon will be incorporated by written amendments to this MOU and signed by both parties.

Miscellaneous Provisions

- a. This MOU shall be governed by the laws of the State of Washington.
- b. Each Party shall have responsibility for supervision of its own employees, contractors, and volunteers.
- c. The Parties agree that they are independent of each other; this MOU does not make either Party an employee, servant, agent, or partner of the other.
- d. Each Party agrees it has obtained the appropriate authority to enter into this Agreement.



Friends of Youth (FOY)
Paul Lwali, President & CEO

Ryther
Karen Brady, Executive Director & CEO

MEMORANDUM OF UNDERSTANDING –
EMERGENCY HOUSING VOUCHER PROGRAM (EHV)

SEATTLE HOUSING AUTHORITY (hereinafter, SHA)
190 QUEEN ANNE AVE NORTH
SEATTLE, WA 98109

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY (hereinafter KCRHA)
400 YESLER WAY, STE. 600
SEATTLE, WA 98104

WHEREAS, Emergency Housing Vouchers (EHVs) are intended to assist individuals and families who are experiencing homelessness; at risk of experiencing homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; or who were recently homeless and for whom providing rental assistance will prevent the family's homelessness or a high risk of housing instability; and

WHEREAS, on December 18, 2019 King County Council and Seattle City Council each passed legislation creating the new KCRHA, which will have unified responsibility, authority and funding overseeing the Seattle/King County Continuum of Care (CoC) and the region's homeless response system. KCRHA services will include prevention from homelessness for persons at imminent risk of housing loss, outreach to persons experiencing homelessness, diversion from homelessness to housing, services associated with Permanent Supportive Housing, shelter and Rapid Rehousing. KCRHA also has responsibility for strategic planning, system administration, and overall performance measurement of the crisis response system in King County; and

WHEREAS, SHA is the local Public Housing Authority in the City of Seattle providing rental assistance and housing to more than 18,000 low-income households, and half of households newly receiving SHA housing assistance from 2018-2020 were experiencing homelessness prior to admission: and

WHEREAS, In May 2021, SHA was awarded an allocation of Emergency Housing Vouchers created through the American Rescue Plan Act of 2021 from the US Department of Housing and Urban Development (HUD); and

WHEREAS, HUD has set forth guidelines for administering the EHVs in Notice PIH 2021-15 (HA), including that housing authorities partner with the Continuum of Care (CoC) and, as needed, other homeless or victim services providers to assist qualifying families through a direct referral process; and

WHEREAS, providing EHVs to those currently experiencing unsheltered homelessness, including those in vehicles, people living in enhanced shelters, tiny home villages, people fleeing violence to the domestic violence system, people at imminent risk of loss of housing in rapid

SHA/KCRHA - MEMORANDUM OF UNDERSTANDING

rehousing, those residing in supportive housing who voluntarily desire to move on, and families with children in domestic violence and intimate partner violence transitional housing at risk of inability to move on with durable rental subsidy, will enable the region to house those currently living outside; and

WHEREAS, successful participation in the EHV program for individuals and families is leasing a right-fit rental unit (typically in the private market) and remaining stably housed; and

WHEREAS, the King County Regional Homeless Authority's [Inter-local Agreement](#) Guiding Principles include: "The Authority shall address racial-ethnic and other statistical disproportionalities amongst the population of people experiencing homelessness..." and SHA shares this strong [commitment](#) to race and social justice; and

WHEREAS, the EHV allocation under the American Rescue Plan Act is in response to the public health and economic crisis caused by the COVID-19 pandemic, and HUD strongly encourages housing authorities and CoCs to consider comparative health risks from COVID-19 when designing preferences for EHV, and the federal Centers for Disease Control have identified that people of color, especially people who identify as Black, Indigenous and Latinx people, are disproportionately impacted by COVID-19 related to risk of acquisition and severity of disease; and

WHEREAS, Black, Indigenous, and Latinx people, and LGBTQIA-identified people continue to be disproportionately impacted by homelessness, have longer periods of homelessness, longer times to be housed, and higher rates of returns to homelessness; and

WHEREAS, people of color—especially people who identify as Black, Indigenous and Latinx—are disproportionately experiencing homelessness in King County because of historical and current structural racism; and

WHEREAS, the *2020 Seattle/King County Point-in-Time Count of Individuals Experiencing Homelessness* found that 52 percent of people experiencing homeless identified with a race other than White and 15 percent identified as Hispanic/Latinx; and the report also indicates that individuals experiencing homelessness in families with children are 16 times more likely to be Black or African American and three times more likely to identify as LGBTQIA+ than individuals experiencing homelessness in households without children; and

WHEREAS, childhood trauma as a result of homelessness has lifelong negative effects on physical and mental health; and

Now, therefore, SHA and KCRHA enter into the following Memorandum of Understanding (hereinafter, MOU or Memorandum) to collaboratively ensure efficient, equitable and effective distribution and utilization of the Emergency Housing Vouchers to address homelessness and housing disparities in Seattle.

SHA/KCRHA - MEMORANDUM OF UNDERSTANDING

Statement of Cooperation

SHA and KCRHA are committed to administering the EHV program in accordance with all program requirements and with a primary focus to serve populations that have been historically marginalized and disproportionately impacted by homelessness. As party to this MOU, the agencies are committed to the success of this program and agree to continually collaborate to improve the program structure and participant services; create efficiencies; and to develop new strategies to increase service supports as needed for EHV applicants and participants.

The goals and standards of success in administering the program are to quickly achieve full and equitable distribution and utilization of the vouchers for people experiencing homelessness, and to ensure long-term housing stability of the recipients of the EHV. This will be achieved by facilitating access to EHV for eligible households referred by the King County CoC Coordinated Entry (CE) system, and ensuring that the recipients of the EHV have the appropriate services and supports to lease up and to remain stably housed after successfully leasing a unit.

Program Eligibility Requirements

EHV-specific eligibility requirements are defined in PIH 2021-15 HA. The following is a high level summary:

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- a. homeless;
- b. at risk of homelessness;
- c. fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; and/or
- d. recently homeless and for whom providing rental assistance will prevent future homelessness or having high risk of housing instability.

Participants must meet Housing Choice Voucher eligibility requirements unless specifically waived or amended for the EHV program.

Roles and Responsibilities**A. Mutual Commitments**

All Parties agree to work collaboratively and swiftly to establish priorities, policies and procedures, which may be amended from time to time through mutual consent. The guiding strategies initially identified include:

1. EHV rental assistance shall be used to address populations disproportionately impacted by COVID-19 related to risk of acquisition and severity of disease and other statistical disproportionalities amongst the marginalized population of people experiencing homelessness in King County.
2. EHV rental assistance will be used to serve individuals and families living unsheltered in encampments or in vehicles, and people living in tiny villages or enhanced shelters, and

SHA/KCRHA - MEMORANDUM OF UNDERSTANDING

people housed with rapid rehousing but at imminent risk of returning to homelessness, in transitional housing, and youth and young adults over 18 and under 26 who are experiencing housing instability and at risk of homelessness, and members of populations disproportionately impacted by COVID-19 who face imminent risk of homelessness and are working with community based service providers comprised of and serving those populations at disproportionate risk of COVID-19.

3. EHV rental assistance will be used to promote voluntary Move-On for individuals and families served in Permanent Supportive Housing (PSH) programs.
4. EHV rental assistance will be used to serve individuals and families fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.
5. EHV rental assistance will be used to serve families with children currently on the caseload of the Washington State Department of Children, Youth and Families (DCYF) where the Department has certified that the family's current state of homelessness is threatening to result in out of home placement of children into foster care, or preventing the reunification of the family with children currently in out of home foster care.
6. SHA and KCRHA shall establish voucher referral, issuance and lease-up schedules in order to assure that these critical housing resources are deployed as quickly as possible to assist eligible households in moving into safe and secure housing.
7. SHA and KCRHA shall collaborate to recruit landlords and secure rental units in Seattle resulting in expeditious lease up and equitable housing access in the City, especially for families and individuals of color.
8. It will take a regional community wide approach to ensure successful leasing. SHA and KCRHA commit to outreach and building community involvement with philanthropy, business and members of the Seattle community to build housing capacity for EHV households.
9. SHA will consult with KCRHA in the establishment of the leasing activities SHA will financially support through use of its EHV special service fees.
10. In the event that CoC actual referrals, voucher issuances and/or client lease-up schedules are not being met, all parties will cooperate in developing appropriate approaches to resolving these issues.

SHA Responsibilities

SHA commits to the following:

1. Accept direct referrals for eligible individuals and families from the King County CoC Coordinated Entry (CE) system. In the event this process does not provide a sufficient number of eligible households to SHA to meet established referral, voucher issuance and lease-up targets, SHA and KCRHA will work collaboratively to develop additional referral strategies to meet those targets to ensure full, equitable and timely distribution and utilization of the EHV's;
2. Coordinate and consult with KCRHA in developing the plan for implementation and supports to be offered to EHV applicants and participants;

SHA/KCRHA - MEMORANDUM OF UNDERSTANDING

3. Commit sufficient staff and necessary resources to support the mutually stated goals and standards of success outlined in this MOU;
4. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance and the unit inspection and lease up processes are completed in a timely manner;
5. Designate a staff member to serve as the lead EHV liaison with the KCRHA, CE staff, CoC service providers and other referral partners;
6. Amend its HCV Administrative Plan, as needed, in accordance with applicable program regulations and requirements, and available COVID and EHV waivers of documentation necessary to reduce administrative barriers, if needed;
7. Maintain SHA's current low-barrier admission criteria which applies to SHA special purpose voucher programs. Administer the EHV in accordance with applicable federal, state and local program regulations and requirements;
8. Work with KCRHA to develop the necessary data and tracking metrics for tracking and improvement purposes to ensure eligibility and general compliance as well as progress towards meeting the standards of success for the EHV program;
9. Provide training to KCRHA, CE staff, the CoC service providers and other referral partners on SHA's EHV program policy and procedures, applicable forms, and referral processes;
10. Provide housing navigation services in collaboration with CoC service providers to help individuals and families lease up using their EHV including but not limited to: locating rental units for lease; introductions to landlords with units for lease; landlord negotiations; assistance with completing rental unit applications;
11. Support unit referrals and landlord introductions to EHV recipients, for example, through the City of Seattle Office of Housing Affordable Housing Acquisition program, and SHA partner - the Housing Connector and/or other similar agency(ies) to enhance efforts for private landlord recruitment;
12. Provide assistance to EHV individuals and families with locating financial resources to help cover: move-in costs; utility hook-up fees, deposits; and new unit set up furnishing as needed;
13. Update KCRHA, the CoC service providers, and other referral partners in advance regarding any changes with SHA policy and procedures that may have an impact on the administration of the EHV program;
14. Conduct regular EHV program meetings with KCRHA, CE Staff, the CoC service partners, and other referral partners;
15. Maintain relevant data and provide access to the data as required for reconciliation and program evaluation purposes; and
16. Commit to cooperate and adhere to the HUD guidelines for the administration of the EHV program, and the terms of this MOU.

SHA/KCRHA - MEMORANDUM OF UNDERSTANDING

A. KCRHA Responsibilities

KCRHA commits to the following:

1. Collaborate to address racial-ethnic and other disproportionalities amongst marginalized populations of people experiencing homelessness and other risks, including populations disproportionately impacted by COVID-19 related to risk of acquisition and severity of disease, in the use of the Emergency Housing Vouchers;
2. Coordinate and collaborate with SHA in the development of EHV integration and prioritization process within CoC systems;
3. Coordinate and collaborate with SHA in the development and implementation of the plan for implementation of the program, housing search assistance financial aid, and the supportive services available through the CoC to be paired with EHV rental assistance;
4. Commit sufficient staff and necessary resources to support the goals of this collaboration;
5. Ensure that the CoC systems meet the monthly referral benchmarks and goals established;
6. Establish and maintain policies and procedures to ensure that referrals made to SHA are eligible for the EHV in accordance with the eligibility categories outlined in the PIH Notice 2021-15, and that they are referred with an appropriate level of supportive services to ensure ongoing housing stability through the EHV program;
7. Establish and/or amend CoC policies and procedures, as needed, in order to support the EHV program;
8. Establish and maintain procedures to ensure applications submitted through CoC CE are thoroughly completed and contain supporting documentation before making referral to SHA, in accordance with the EHV requirements as implemented;
9. Oversee and support the CoC service providers to ensure that they are meeting their referral and other service commitments, including but not limited to counselling on rental lease requirements, information about the surrounding community such as schools, grocery, public transportation, jobs, landlord negotiations, connections to other ongoing services such as health and social services and on-going services as necessary, to assure housing stability;
10. Update partners of this MOU in advance regarding any changes with their policy and procedures that may have an impact on the administration of the EHV program;
11. Actively participate in the meetings, communications, continuous improvement and learning activities regarding the EHV program;
12. Train the parties of this MOU on the CoC system processes and partnerships, services available and other information relevant to implementation of EHV's;
13. Train the CoC service providers on policies, procedures and provisions of this MOU to ensure compliance and consistency;
14. Maintain relevant data and provide access to the data as required for reconciliation and program evaluation; and
15. Commit to cooperate and adhere to the HUD guidelines for the administration of the EHV program, and the terms of this MOU.

SHA/KCRHA - MEMORANDUM OF UNDERSTANDING

B. CoC Service Provider' Responsibilities

The CoC service providers will ensure that individuals and families referred to SHA are offered the below services which will include but are not limited to the following:

*(*SHA may waive some or all of these requirements on a case-by-case basis for grass-roots/community-based organizations led by priority populations.)*

1. Collaborate and innovate to address populations disproportionately impacted by COVID-19 related to risk of acquisition and severity of disease and other statistical disproportionalities amongst the population of people experiencing homelessness in King County, and ensure equitable distribution in the use of the EHV. This includes establishing and maintaining policies and procedures to allow for the referral to SHA of marginalized populations that have members who are disparately impacted by homelessness and COVID-19 and who are eligible for the EHV;
2. Enter into agreement with the KCRHA to participate in the EHV program;
3. Conduct outreach and screen individuals and families to ensure they meet at least one of the EHV eligibility categories, and complete and sign the SHA EHV certification form;
4. Provide assistance to individuals and families with submitting timely application and supporting documentation materials to SHA for EHV eligibility determination, and to assist with gathering such information as may be waived on intake but required later;
5. Provide assistance and support to individuals and families by responding to inquiries from SHA regarding their EHV application; attending voucher briefings and meetings as needed;
6. Ensure referrals made for EHV are paired with the appropriate level of services (which may be provided directly by the referring agency). This includes working with SHA on leasing supports and providing housing stabilization services, including but not limited to: counselling on rental lease requirements; information about the surrounding community such as schools, grocery, public transportation, jobs; landlord negotiations; connections to other ongoing services such as health and social services and on-going services as necessary, to assure housing stability.
7. Designate an appropriate level of staff to ensure the above services can be delivered;
8. Designate one liaison from partnering organizations to communicate with SHA;
9. Update EHV partners in advance, regarding any changes with their policy and procedures that may have an impact on the administration of the EHV program;
10. Actively participate in the meetings, communications, continuous improvement and learning activities regarding the EHV program;
11. Collaborate with SHA on the identification and provision of the appropriate supportive services to EHV individuals and families;
12. Maintain relevant data and provide access to the data as required for reconciliation and program evaluation purposes; and
13. Commit to cooperate and adhere to the HUD guidelines for the administration of the EHV program, and the terms of this MOU.
14. Provide the appropriate level of services for EHV families and individuals to maintain housing.

SHA/KCRHA - MEMORANDUM OF UNDERSTANDING

Program Evaluation

SHA and KCRHA agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

Duration

This Memorandum of Understanding (MOU) has been created and entered into effective 07/01/2021 and remains in effect for the duration of initial issuance the Emergency Housing Vouchers (through September 2023 or as provided by HUD).

Amendments

Any party may request changes to this MOU. Proposed changes that are agreed upon shall be incorporated by written amendments to this MOU.

Notices

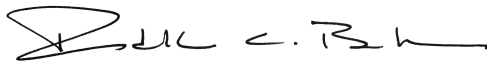
Notices related to this MOU are to be provided by one party to another and shall be in writing, directed to the designated points of contact. Notice shall be considered delivered three (3) business days after being posted in the US mail or by email.

Points of Contact

All official communication regarding this MOU will be directed to

- 1) **SHA:** Alice Kimbowa, HCV Program Director
- 2) **KCRHA:** Peter Lynn, Chief Program Officer

Signed By:



May 11, 2022

Rod Brandon
Executive Director, Seattle Housing Authority

Date

DocuSigned by:


5/12/2022

Marc Dones
Chief Executive Officer, King County Regional Homeless Authority

Date

Memorandum of Understanding – Emergency Housing Voucher Program

This Memorandum of Understanding (MOU) has been created and entered into effective July 1, 2021 and remains in effect for the duration of the Emergency Housing Voucher (EHV) program. This MOU is being entered into by and between the following Parties:

Renton Housing Authority (hereinafter RHA)

2900 NE 10th Street
Renton, WA 98056

King County Regional Homelessness Authority (hereinafter KCRHA)

**400 Yesler Way, Ste. 600
Seattle, WA 98104**

WHEREAS the American Rescue Plan Act of 2021 was signed into law by President Biden on March 31, 2021 creating the Emergency Housing Voucher (EHV) program funded through the US Department of Housing and Urban Development (HUD) and administered by local housing authorities; and

WHEREAS on May 5, 2021, HUD awarded the Renton Housing Authority 54 Emergency Housing Vouchers under this program; and

WHEREAS, Emergency Housing Vouchers are intended to assist individuals and families who are experiencing homelessness; at risk of experiencing homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; or who were recently homeless and for whom providing rental assistance will prevent the family's homelessness or a high risk of housing instability; and

WHEREAS, HUD has set forth guidelines for administering the EHV's in Notice PIH 2021-15 (HA), directing housing authorities to enter into a MOU and partner with the Continuum of Care (CoC) and, as needed, with other homeless or victim services providers to assist in qualifying and referring individuals and families for EHV assistance; and

WHEREAS, on December 18, 2019, the King County Council and the Seattle City Council each passed legislation creating the King County Regional Homeless Authority, which will have unified responsibility, authority and funding overseeing the Seattle/King County CoC and the region's homeless response system. KCRHA services will include prevention from homelessness for persons at imminent risk of housing loss, outreach to persons experiencing homelessness, diversion from homelessness to housing, services associated with Permanent Supportive Housing, shelter and Rapid Rehousing. KCRHA also has responsibility for strategic planning, system administration, and overall performance measurement of the homelessness crisis response system in King County; and

WHEREAS, RHA is the local Public Housing Authority for the City of Renton, providing rental assistance and housing to more than 2000 low-income households; and

Memorandum of Understanding – Emergency Housing Voucher Program

WHEREAS, providing EHV to those currently experiencing unsheltered homelessness, including those in vehicles, people living in enhanced shelters, tiny home villages, people fleeing domestic violence, people at imminent risk of loss of housing in rapid rehousing, and those residing in supportive housing who voluntarily desire to move on will enable the region to house those currently living outside; and

WHEREAS, the King County Regional Homeless Authority’s Inter-Local Agreement Guiding Principles include: “The Authority shall address racial-ethnic and other statistical disproportionalities amongst the population of people experiencing homelessness...” and RHA shares this strong commitment to race and social justice; and

WHEREAS, people of color—especially people who identify as Black, Indigenous and Latinx—are disproportionately experiencing homelessness in the City of Renton and King County because of historical and current structural racism; and

WHEREAS, the 2020 Seattle/King County Point-in-Time Count of Individuals Experiencing Homelessness found that 52 percent of people experiencing homeless identified with a race other than White and 15 percent identified as Hispanic/Latinx; and the report also indicates that individuals experiencing homelessness in families with children are 16 times more likely to be Black or African American and three times more likely to identify as LGBTQIA+ than individuals experiencing homelessness in households without children; and

WHEREAS, successful participation in the EHV program for individuals and families is leasing a right-fit rental unit (typically in the private rental market) and remaining stably housed;

Now, therefore RHA and KCRHA enter into the following Memorandum of Understanding (hereinafter MOU or Memorandum) to collaboratively ensure efficient, equitable and effective distribution and utilization of the Emergency Housing Vouchers to address homelessness and housing disparities in King County.

I. Statement of Cooperation

The RHA and KCRHA are committed to administering the EHV program in accordance with all program requirements and with a primary focus to serve populations that have been historically marginalized and disproportionately impacted by homelessness. As a party to this MOU, the agencies are committed to the success of this program and agree to: dedicate an appropriate level of resources and staff towards this effort; open and ongoing communication; continually collaborate to improve the program structure and participant services; create efficiencies; and to develop new strategies as necessary to increase referrals and assure adequate service supports for EHV applicants and participants, as needed.

II. Goals and Standards for Success

Memorandum of Understanding – Emergency Housing Voucher Program

The goals and standards of success in administering the EHV program are to achieve full, equitable and timely distribution and utilization of the EHV (e.g. leasing), and to ensure long-term housing stability of the recipients of the EHV. These goals will be achieved by facilitating access to EHV for eligible participants referred by the King County CoC Coordinated Entry (CE) system, and by ensuring that the recipients of the EHV have the appropriate service supports and continued landlord participation in the program.

III. Program Eligibility Requirements

EHV-specific eligibility requirements are defined in PIH 2021-15 HA. The following is a high-level summary:

To be eligible for an EHV, an individual or family must meet one of the four eligibility categories:

- a. Homeless;
- b. At risk of homelessness;
- c. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; and/or
- d. Recently homeless and for whom providing rental assistance will prevent future homelessness or having a high risk of housing instability.

In order to be eligible for an EHV, an individual or family must meet one of these four eligibility categories, which are further defined in Appendix A of this MOU.

Participants will also be required to meet Housing Choice Voucher eligibility requirements unless specifically waived or amended for the EHV program by HUD.

IV. Mutual Commitments

All Parties agree to work collaboratively and swiftly to establish priorities, policies and procedures, which may be amended from time to time through mutual consent. The guiding strategies initially identified include:

- EHV rental assistance shall be used to populations disproportionately impacted by COVID-19 related to risk of acquisition and severity of disease and other statistical disproportionalities amongst the population of people experiencing homelessness in the City of Renton.
 - Engagement with sub-regional workgroups, human service providers, and municipalities will be undertaken to ensure equitable access and distribution of RHA's EHV resources in concert with sub-regional strategies to address homelessness throughout the City of Renton.
1. EHV rental assistance will be used to serve individuals and families experiencing homelessness (including individuals and families living in vehicles in the City of Renton).

Memorandum of Understanding – Emergency Housing Voucher Program

2. EHV rental assistance will be used to serve individuals and families living outside, including those in vehicles, temporarily staying in shelters, tiny home village programs, and people assisted with Rapid Rehousing at imminent risk of returning to homelessness, and young adults over 18 and under 26 who are experiencing housing instability and at risk of homelessness, and members of populations disproportionately impacted by COVID-19 who face imminent risk of homelessness and are working with community based service providers comprised of and serving those populations at disproportionate risk of COVID-19.
3. EHV rental assistance will be used to promote voluntary Move-on for individuals and families served in Permanent Supportive Housing (PSH) programs.
4. EHV rental assistance will be used to serve individuals and families fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.
5. RHA and KCRHA shall establish voucher referral, issuance and lease-up schedules in order to assure that these critical housing resources are deployed as quickly as possible to assist eligible households in moving into safe and secure housing.
6. RHA and KCRHA shall collaborate to recruit landlords and secure rental units in the City of Renton resulting in expeditious lease up and equitable housing access, especially for individuals and families of color.
7. RHA will consult with KCRHA the establishment of which activities RHA will support through use of its EHV special service fees.
8. In the event that actual referrals, voucher issuances and client lease-up schedules are not being met, all parties will cooperate in developing appropriate approaches to resolving these issues.

V. Services to be provided to all EHV Applicants referred to RHA*

The CoC service providers and other referral partners will screen individuals and families to ensure they meet at least one of the EHV eligibility categories and will complete and sign the RHA EHV certification form included as part of the RHA EHV application.

Following initial eligibility screening, the CoC service providers and other referring partners will ensure that individuals and families referred are provided necessary assistance which will include, but are not limited, to the following:

*(*RHA may waive some or all of these requirements on a case-by-case basis for grass-roots/community based organizations led by priority populations.)*

1. Assistance with submitting timely application and supporting documentation materials to RHA for EHV eligibility screening;
2. Assistance and support to individuals and families with responding to inquiries from RHA, attending voucher briefings, and other meetings as needed;
3. Housing navigation services to help individuals and families to lease up in their first unit including but not limited to: locating rental units for lease; introductions to landlords with

Memorandum of Understanding – Emergency Housing Voucher Program

- units for lease; landlord negotiations; and assistance with completing rental unit applications; and addressing rental barriers as feasible within the timeframe established on the voucher (e.g. existing landlord debt, preparing a rental resume, etc.);
4. Assistance and support to help EHV individuals and families with locating financial resources to overcome financial leasing barriers such as: move-in costs; utility arrears and hook-up fees; renters insurance when required; and new unit set up furnishing as needed;
 5. Provide the appropriate level of initial housing stabilization services, including but not limited to: counselling on rental lease requirements; information about the surrounding community such as schools, grocery, public transportation, jobs; landlord negotiations; connections to other ongoing services such as health and social services and on-going services as necessary, to assure housing stability.
 6. Provide the appropriate level of services EHV families and individuals to maintain housing.

VI. Responsibilities and Obligations

A. RHA

1. Develop a plan, in partnership with KCRHA that identifies the number of referrals required on a monthly basis in order to achieve mutually agreed upon referral, voucher issuance and household lease-up schedules;
2. Accept direct referrals for eligible individuals and families through the CE system. In the event this process does not provide a sufficient number of eligible households to RHA to meet established referral, voucher issuance and lease-up targets, RHA and KCRHA will work collaboratively to develop additional referral strategies to meet those targets;
3. Coordinate and consult with KCRHA in developing the plan for program implementation and for coordinating support to be offered to EHV applicants and program participants;
4. Commit sufficient staff and necessary resources to support applicant intake and voucher issuance;
5. Commit sufficient staff to ensure that the unit inspection and lease-up approvals are completed in a timely manner;
6. Designate a staff member to serve as the lead EHV liaison with the KCRHA, CE staff and the CoC service providers;
7. Maintain low-barrier criminal background screening for EHV applicants referred with supportive services. Grounds for denial will include; convictions for the manufacture or production of methamphetamine on the premises of federally assisted housing, lifetime registration requirements under a State sex offender registration program; and history within the past 12 months of threatening, abusive or violent behavior towards RHA staff;
8. Amend its HCV Administrative Plan, as needed, in accordance with applicable program regulations and requirements, and available COVID and EHV waivers of documentation necessary to reduce administrative barriers;
9. Administer the EHV in accordance with applicable federal, state and local program regulations and requirements;

Memorandum of Understanding – Emergency Housing Voucher Program

10. Work with KCRHA to develop the necessary data and tracking metrics for tracking and improvement purposes to ensure eligibility and general compliance as well as progress towards meeting the standards of success for the EHV program;
11. Provide training to KCRHA, CE staff and the CoC service providers on RHA's EHV program policy and procedures, applicable forms and referral processes;
12. Provide housing navigation services in collaboration with the CoC service providers to help individuals and families to lease up in their first unit using their EHV including but not limited to: locating rental units for lease; introductions to landlords with units for lease; landlord negotiations; assistance with completing rental unit applications;
13. Provide unit referrals and landlord introductions to EHV recipients, including leveraging RHA's partnership with Housing Connector and/or other similar agency(ies) to enhance efforts for private landlord recruitment;
14. Provide financial resources on behalf of the newly admitted EHV recipients to help overcome financial leasing barriers such as: move-in costs, utility arrears and hook-up fees, and renters insurance when required;
15. Update KCRHA and the CoC service providers, in advance regarding any changes with RHA policy and procedures that may have an impact on the administration of the EHV program;
16. Conduct regular meetings with the KCRHA, CE staff and the CoC service providers related to the EHV program;
17. Maintain relevant data and provide access to the data as required for reconciliation and program evaluation purposes; and
18. Commit to cooperate and adhere to the HUD guidelines for the administration of the EHV program, including but not limited to HUD Operating Requirements (Notice PIH 2021-15), COVID-19 and EHV waivers, and with the terms of this MOU.

B. KCRHA

1. Conduct outreach and engagement with sub-regional workgroups, human service providers, and municipalities to ensure alignment with sub-regional planning, priorities, equitable access, including equitable geographic access, and distribution of RHA's EHV resources to address homelessness in RHA's jurisdiction;
2. Collaborate to address populations disproportionately impacted by COVID-19 related to risk of acquisition and severity of disease and other statistical disproportionalities amongst marginalized populations of people experiencing homelessness and ensure equitable distribution in the use of EHV's;
3. Coordinate EHV prioritization and integration within the CE systems to ensure full utilization of available EHV assistance;
4. Coordinate and collaborate with RHA in the development and implementation of the plan for implementation of the program, housing search assistance, financial leasing barrier and the supportive services available through the CoC to be paired with the EHV assistance;

Memorandum of Understanding – Emergency Housing Voucher Program

5. Develop a plan, in partnership with RHA, that identifies the number of referrals required on a monthly basis in order to achieve mutually agreed upon referral, voucher issuance and household lease-up schedules;
6. Commit sufficient staff and necessary resources to support the mutually stated goals and standards of success outlined in this MOU;
7. Establish and maintain policies and procedures to ensure that referrals made are eligible for the EHV in accordance with the eligibility categories (Appendix A), and that they are referred with an appropriate level of supportive services to ensure ongoing housing stability through the EHV program;
8. Establish and/or amend CE policies and procedures, as needed, to support the EHV program and ensure full utilization of available EHV assistance, including but not limited to an efficient system that produces an adequate number of referrals made to RHA on a monthly basis;
9. Establish and maintain procedures to ensure applications submitted are thoroughly completed and contain supporting documentation before making referral to RHA;
10. Oversee and support the CoC service providers and other referral partners to ensure that they are meeting their referral targets and other service commitments;
11. Work collaboratively with RHA and human service partners to expand the referral network and/or prioritized populations if necessary, to assure sufficient referral and voucher issuance levels;
12. Update RHA in advance regarding any changes in priorities, policy and procedures that may have an impact on the administration of the EHV program;
13. Participate in regular meetings and train RHA staff on the CE system process and services available to individuals and families being referred for EHV rental assistance;
14. Train the CoC service providers and other referring partners on CoC policies, procedures and provisions of this MOU to ensure compliance and consistency across referring partners;
15. Maintain relevant data and provide access to the data as required for reconciliation and program evaluation; and
16. Commit to cooperate and adhere to the HUD guidelines for the administration of the EHV program, and the terms of this MOU.

C. CoC Service Providers and Partners

1. Collaborate and innovate to address populations disproportionately impacted by COVID-19 related to risk of acquisition and severity of disease and other statistical disproportionalities amongst the population of people experiencing homelessness in the City of Renton and ensure equitable distribution in the use of the EHV. This includes establishing and maintaining policies and procedures to allow for the referral to RHA of marginalized populations that have members who are disparately impacted by homelessness and COVID-19 and who are eligible for EHV;
2. Enter into Agreement with the KCRHA to participate in the EHV program;

Memorandum of Understanding – Emergency Housing Voucher Program

3. Conduct outreach and screen individuals and families to ensure they meet at least one of the EHV eligibility categories, and complete and sign the RHA EHV certification form;
4. Ensure referrals made for EHV are paired with the appropriate level of services (which may be provided directly by the referring agency) outlined in Section V. above;
5. Designate an appropriate level of staff to ensure the above services can be delivered;
6. Designate one liaison from partnering organizations to communicate with KCRHA, CE and RHA;
7. Update EHV partners in advance, regarding any changes with their policy and procedures that may have an impact on the administration of the EHV program;
8. Participate in required meetings, communications, continuous improvement and learning activities regarding the EHV program;
9. Collaborate with RHA on the identification and provision of supportive services to EHV individuals and families;
10. Maintain relevant data and provide access to the data as required for reconciliation and program evaluation purposes;
11. Commit to cooperate and adhere to the HUD guidelines for the administration of the EHV program, and the terms of this MOU.

VII. Staff Positions Serving as EHV Liaisons

The parties of this MOU have designated the following staff positions who will serve as the lead EHV liaisons.

	Title	Responsibilities	Contact Name	Phone	Email
RHA	Program Administrator	EHV MOU oversight	Stephen Gray	425-226-1850 ext: 227	sg@rentonhousing.org
	Asst Program Manager	EHV CoC coordination	Darlene Manning	425-226-1850 ext: 299	dm@rentonhousing.org
KCRHA	Chief Program Officer	EHV MOU and operational oversight	Peter Lynn	206-639-7013	peter.lynn@kcrha.org
	CE Team Lead	CE Primary point of contact	Alex Ebrahimi	206-794-8855	Alex.Ebrahimi@kcrha.org

VIII. Program Evaluation

RHA, KCRHA, the CoC's service providers agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including compliance with HUD evaluation protocols and data sharing requests.

Memorandum of Understanding – Emergency Housing Voucher Program

IX. Duration and Limitations

This MOU is intended to facilitate RHA’s utilization of Emergency Housing Vouchers by eligible individuals and families. This MOU contains all the terms and conditions agreed upon by all Parties. No other understanding, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind any of the Parties. Nothing in this MOU shall be construed to create an entitlement to any individual or family to housing assistance where such entitlement does not already exist by state or federal statute or regulation.

This MOU has been entered into effective July 1, 2021 and remains in effect for the duration of the Emergency Housing Voucher program. Emergency Housing Voucher issuance will conclude September 2023, and services may continue beyond this date, as needed.


X. Notices

Whenever notice is to be provided by one party to another, such notice shall be in writing directed to the points of contact listed above as providing EHV MOU oversight.

XI. Amendments

Any party may request changes to this MOU. Proposed changes that are agreed upon shall be incorporated by written amendments to this MOU.

RHA Signed By:


DocuSigned by:

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Mark Gropper
Executive Director
Renton Housing Authority

5/12/2022

Date

KCRHA Signed by:

DocuSigned by:

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Marc Dones
Chief Executive Officer
King County Regional Homelessness Authority

5/13/2022

Date

Memorandum of Understanding – Emergency Housing Voucher Program

Appendix A Emergency Housing Voucher Eligibility

a) Individuals and families who are homeless

The meaning of “homeless” is as such term is defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

Homeless means:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - ii. No subsequent residence has been identified; and
 - iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - i. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

Memorandum of Understanding – Emergency Housing Voucher Program

- ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

b) Individuals or families who are at-risk of homelessness

The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

At risk of homelessness. (1) An individual or family who:

- i. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- ii. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition above; and
- iii. Meets one of the following conditions:
 - A. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - B. Is living in the home of another because of economic hardship;
 - C. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
 - D. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - E. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

Memorandum of Understanding – Emergency Housing Voucher Program

- F. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

c) Individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking

This category is composed of any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit, or in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90- day period preceding the date of the request for transfer.

Domestic violence includes felony or misdemeanor crimes of violence committed by:

- a. a current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship),
- b. a person with whom the victim shares a child in common,
- c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or

Memorandum of Understanding – Emergency Housing Voucher Program

- e. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 1. The length of the relationship;
 - 2. The type of relationship; and
 - 3. The frequency of interaction between the persons involved in the relationship.

Sexual assault means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1. Fear for the person's individual safety or the safety of others; or
- 2. Suffer substantial emotional distress.

Human trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102). These are defined as:

Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (and)

Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

d) Individuals or families who are recently homeless

This category is composed of individuals and families determined by the CoC or its designee to meet the following definition.

Recently homeless is defined as individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of homeless assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC or its designee determines that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability. Examples of households

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that may be defined as recently homeless by the CoC include, but are not limited to, participants in rapid rehousing, and permanent supportive housing. Individuals and families classified as recently homeless must be referred by the CoC or its designee.

Memorandum of Understanding – Emergency Housing Voucher Program

This Memorandum of Understanding (MOU) has been created and entered into effective July 9, 2021 and remains in effect for the duration of the Emergency Housing Voucher (EHV) program. This MOU is being entered into by and between the following Parties:

King County Housing Authority (hereinafter KCHA)

600 Andover Park West
Tukwila, WA 98188

King County Regional Homelessness Authority (hereinafter KCRHA)

400 Yesler Way, Ste. 600
Seattle, WA 98104

WHEREAS the American Rescue Plan Act of 2021 was signed into law by President Biden on March 31, 2021 creating the Emergency Housing Voucher (EHV) program funded through the US Department of Housing and Urban Development (HUD) and administered by local housing authorities; and

WHEREAS on May 5, 2021, HUD awarded the KCHA 762 EHV's under this program; and

WHEREAS, EHV's are intended to assist individuals and families who are experiencing homelessness; at risk of experiencing homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; or who were recently homeless and for whom providing rental assistance will prevent the family's homelessness or a high risk of housing instability; and

WHEREAS, HUD has set forth guidelines for administering the EHV's in Notice PIH 2021-15 (HA), directing housing authorities to enter into a MOU and partner with the Continuum of Care (CoC) and, as needed, with other homeless or victim services providers to assist in qualifying and referring individuals and families for EHV assistance; and

WHEREAS, on December 18, 2019 King County Council and Seattle City Council each passed legislation creating the KCRHA, which will have unified responsibility, authority and funding overseeing the Seattle/King County CoC and the region's homeless response system. KCRHA services will include prevention from homelessness for persons at imminent risk of housing loss, outreach to persons experiencing homelessness, diversion from homelessness to housing, services associated with Permanent Supportive Housing (PSH), shelter and Rapid Rehousing. KCRHA also has responsibility for strategic planning, system administration, and overall performance measurement of the homelessness crisis response system in King County; and

WHEREAS, KCHA is the local Public Housing Authority in King County, outside of the cities of Seattle and Renton, providing rental assistance and housing to more than 21,000 low-income households, and nearly half (46%) of households newly receiving federally subsidized KCHA housing assistance from 2018 to 2020 were experiencing homeless prior to admission; and

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WHEREAS, providing EHV to those currently experiencing unsheltered homelessness, including those in vehicles, people living in enhanced shelters, tiny home villages, people fleeing violence to the domestic violence system, people at imminent risk of loss of housing in Rapid Rehousing, those residing in supportive housing who voluntarily desire to move on, and families with children in domestic violence and intimate partner violence transitional housing at risk of inability to move on without durable rental subsidy will enable the region to house those currently living outside; and

WHEREAS, the KCRHA’s Inter-local Agreement Guiding Principles include: “The Authority shall address racial-ethnic and other statistical disproportionalities amongst the population of people experiencing homelessness...” and KCHA shares this strong commitment to race and social justice; and

WHEREAS, people of color—especially people who identify as Black, Indigenous and Latinx—are disproportionately experiencing homelessness in King County because of historical and current structural racism; and

WHEREAS, the 2020 Seattle/King County Point-in-Time Count of Individuals Experiencing Homelessness found that 52 percent of people experiencing homeless identified with a race other than White and 15 percent identified as Hispanic/Latinx; and the report also indicates that individuals experiencing homelessness in families with children are 16 times more likely to be Black or African American and three times more likely to identify as LGBTQIA+ than individuals experiencing homelessness in households without children; and

WHEREAS, successful participation in the EHV program for individuals and families is leasing a right-fit rental unit (typically in the private rental market) and remaining stably housed;

Now, therefore KCHA and KCRHA enter into the following Memorandum of Understanding (hereinafter MOU or Memorandum) to collaboratively ensure efficient, equitable and effective distribution and utilization of the Emergency Housing Vouchers to address homelessness and housing disparities in King County.

I. Statement of Cooperation

The KCHA and KCRHA are committed to administering the EHV program in accordance with all program requirements and with a primary focus to serve populations that have been historically marginalized and disproportionately impacted by homelessness. As a party to this MOU, the agencies are committed to the success of this program and agree to: dedicate an appropriate level of resources and staff towards this effort; open and ongoing communication; continually collaborate to improve the program structure and participant services; create efficiencies; and to develop new strategies as necessary to increase referrals and assure adequate service supports for EHV applicants and participants, as needed.

II. Goals and Standards for Success

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The goals and standards of success in administering the EHV program are to achieve full, equitable and timely distribution and utilization of the EHV (e.g. leasing), and to ensure long-term housing stability of the recipients of the EHV. These goals will be achieved by facilitating access to EHV for eligible participants referred by the King County CoC Coordinated Entry (CE) system, and by ensuring that the recipients of the EHV have the appropriate service supports and continued landlord participation in the program.

III. Program Eligibility Requirements

EHV-specific eligibility requirements are defined in PIH 2021-15 HA. The following is a high level summary.

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- a. Homeless;
- b. At risk of homelessness;
- c. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; and/or
- d. Recently homeless and for whom providing rental assistance will prevent future homelessness or having a high risk of housing instability.

In order to be eligible for an EHV, an individual or family must meet one of these four eligibility categories, which are further defined in Appendix A of this MOU.

Participants will also be required to meet Housing Choice Voucher eligibility requirements unless specifically waived or amended for the EHV program by HUD.

IV. Mutual Commitments

All Parties agree to work collaboratively and swiftly to establish priorities, policies and procedures, which may be amended from time to time through mutual consent. The guiding strategies initially identified include:

1. EHV rental assistance shall be used to address populations disproportionately impacted by COVID-19 related to risk of acquisition and severity of disease and other statistical disproportionalities amongst the population of people experiencing homelessness in King County.
2. Engagement with sub-regional workgroups, human service providers, and municipalities will be undertaken to ensure equitable access and distribution of KCHA's EHV resources in concert with sub-regional strategies to address homelessness throughout King County.

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3. EHV rental assistance will be used to serve individuals and families experiencing homelessness (including individuals and families living in vehicles in suburban cities and unincorporated areas of King County).
4. EHV rental assistance will be used to serve individuals and families living outside including those in vehicles, temporarily staying in shelters, tiny home village programs, ,people assisted with Rapid Rehousing at imminent risk of returning to homelessness, and youth and young adults over 18 and under 26 who are experiencing housing instability and at risk of homelessness.
5. EHV rental assistance will be used to promote voluntary Move-on for individuals and families served in Permanent Supportive Housing (PSH) programs.
6. EHV rental assistance will be used to serve individuals and families fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, including those in domestic violence transitional housing.
7. EHV rental assistance will be used to serve families currently on the caseload of the Washington State Department of Children, Youth and Families (DCYF) where the Department has certified that the family’s current state of homelessness is threatening to result in out of home placement of children into foster care, or preventing the reunification of the family with children currently in out of home foster care.
8. KCHA and KCRHA shall establish voucher referral, issuance and lease-up schedules in order to assure that these critical housing resources are deployed as quickly as possible to assist eligible households in moving into safe and secure housing.
9. KCHA and KCRHA shall collaborate to recruit landlords and secure rental units in King County resulting in expeditious lease up and equitable housing access, especially for individuals and families of color.
10. KCHA will consult with KCRHA in the establishment of which activities KCHA will support through use of its EHV special service fees.
11. In the event that actual referrals, voucher issuances and client lease-up schedules are not being met, all parties will cooperate in developing appropriate approaches to resolve presenting issues.

V. **Services to be provided to all EHV Applicants referred to KCHA***

The CoC service providers and other referral partners will screen individuals and families to ensure they meet at least one of the EHV eligibility categories, and will complete and sign the KCHA EHV certification form included as part of the KCHA EHV application.

Following initial eligibility screening, the CoC service providers and other referring partners will ensure that individuals and families referred are provided necessary assistance which will include, but are not limited, to the following:

*(*KCHA may waive some or all of these requirements on a case-by-case basis for grass-roots/community based organizations led by priority populations.)*

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1. Assistance with submitting timely application and supporting documentation materials to KCHA for EHV eligibility screening;
2. Assistance and support to individuals and families with responding to inquiries from KCHA, attending voucher briefings, and other meetings as needed;
3. Housing navigation services to help individuals and families to lease up in their first unit including but not limited to: locating rental units for lease; introductions to landlords with units for lease; landlord negotiations; and assistance with completing rental unit applications; and addressing rental barriers as feasible within the timeframe established on the voucher (e.g. existing landlord debt, preparing a rental resume, etc.);
4. Assistance and support to help EHV individuals and families with locating financial resources to overcome financial leasing barriers such as: move-in costs; utility arrears and hook-up fees; renters insurance when required; and new unit set up furnishing as needed;
5. Provide the appropriate level of housing stabilization services, including but not limited to: counselling on rental lease requirements; information about the surrounding community such as schools, grocery, public transportation, jobs; landlord negotiations; connections to other ongoing services such as health and social services and on-going services as necessary, to assure housing stability.
6. Provide the appropriate level of services for EHV families and individuals to maintain housing.

VI. Responsibilities and Obligations

A. KCHA

1. Develop a plan, in partnership with KCHRA that identifies the number of referrals required on a monthly basis in order to achieve mutually agreed upon referral, voucher issuance and household lease-up schedules;
2. Accept direct referrals for eligible individuals and families through King County CoC CE system identification, screening and referral processes. In the event this process does not provide a sufficient number of eligible households to KCHA to meet established referral, voucher issuance and lease-up targets, KCHA and KCRHA will work collaboratively to develop additional referral strategies to meet those targets;
3. Coordinate and consult with KCRHA in developing the plan for program implementation and for coordinating support to be offered to EHV applicants and program participants;
4. Commit sufficient staff and necessary resources to support applicant intake and voucher issuance;
5. Commit sufficient staff to ensure that the unit inspection and lease-up approvals are completed in a timely manner;
6. Designate a staff member to serve as the lead EHV liaison with the KCRHA, CE staff, and the CoC service providers
7. Maintain low-barrier criminal background screening for EHV applicants referred with supportive services. Grounds for denial will include: convictions for the manufacture or production of methamphetamine on the premises of federally assisted housing; lifetime

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- registration requirements under a State sex offender registration program; and history within the past 12 months of threatening, abusive or violent behavior towards KCHA staff;
8. Amend its HCV Administrative Plan, as needed, in accordance with applicable program regulations and requirements, and available COVID and EHV waivers of documentation necessary to reduce administrative barriers;
 9. Administer the EHV in accordance with applicable federal, state and local program regulations and requirements;
 10. Work with KCRHA to develop the necessary data and tracking metrics for tracking and improvement purposes to ensure eligibility and general compliance as well as progress towards meeting the standards of success for the EHV program;
 11. Provide training to KCRHA, CE staff, and the CoC service providers on KCHA's EHV program policy and procedures, applicable forms and referral processes;
 12. Provide housing navigation services in collaboration with the CoC service providers to help individuals and families to lease up in their first unit using their EHV including but not limited to: locating rental units for lease; introductions to landlords with units for lease; landlord negotiations; assistance with completing rental unit applications;
 13. Provide unit referrals and landlord introductions to EHV recipients, including leveraging KCHA's partnership with Housing Connector where possible and/or other similar agencies to enhance efforts for private landlord recruitment;
 14. Provide financial resources on behalf of newly admitted EHV recipients to help overcome financial leasing barriers such as: move-in costs, utility arrears and hook-up fees, and renters insurance when required;
 15. Update KCRHA, and the CoC service providers in advance regarding any changes with KCHA policy and procedures that may have an impact on the administration of the EHV program;
 16. Conduct regular meetings with the KCRHA, CE staff, and the CoC service providers related to the EHV program;
 17. Maintain relevant data and provide access to the data as required for reconciliation and program evaluation purposes; and
 18. Commit to cooperate and adhere to the HUD guidelines for the administration of the EHV program, including but not limited to HUD Operating Requirements (Notice PIH 2021-15), COVID-19 and EHV waivers, and with the terms of this MOU.

B. KCRHA

1. Conduct outreach and engagement with sub-regional workgroups, human service providers, and municipalities to ensure alignment with sub-regional planning, priorities, equitable access, including equitable geographic access, and distribution of KCHA's EHV resources to address homelessness in KCHA's jurisdiction;
2. Collaborate to address populations disproportionately impacted by COVID-19 related to risk of acquisition and severity of disease and other statistical disproportionalities

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amongst the population of people experiencing homelessness in King County and ensure equitable distribution in the use of EHV's;

3. Coordinate EHV prioritization and integration within the CE systems to ensure full utilization of available EHV assistance;
4. Coordinate and collaborate with KCHA in the development and implementation of the plan for implementation of the program, housing search assistance, financial leasing barriers, and the supportive services available through the CoC to be paired with the EHV assistance;
5. Develop a plan, in partnership with KCHA, that identifies the number of referrals required on a monthly basis in order to achieve mutually agreed upon referral, voucher issuance and household lease-up schedules;
6. Commit sufficient staff and necessary resources to support the mutually stated goals and standards of success outlined in this MOU;
7. Establish and maintain policies and procedures to ensure that referrals made are eligible for the EHV in accordance with the eligibility categories (Appendix A), and that they are referred with an appropriate level of supportive services to ensure ongoing housing stability through the EHV program;
8. Establish and/or amend CE policies and procedures, as needed, to support the EHV program and ensure full utilization of available EHV assistance, including but not limited to an efficient system that produces an adequate number of referrals made to KCHA on a monthly basis;
9. Establish and maintain procedures that ensure applications submitted to KCHA are thoroughly completed and contain supporting documentation before making referral to KCHA;
10. Oversee and support the CoC service provider partners to ensure that they are meeting their referral targets and other service commitments outlined in Section V. above;
11. Work collaboratively with KCHA and human service partners to expand the referral network and/or prioritized populations if necessary to assure sufficient referral and voucher issuance levels;
12. Update KCHA in advance regarding any changes in priorities, policy and procedures that may have an impact on the administration of the EHV program;
13. Participate in regular meetings and train KCHA staff on the CE system process and services available to individuals and families being referred for EHV rental assistance;
14. Train the CoC service providers and other referring partners on CoC policies, procedures and provisions of this MOU to ensure compliance and consistency across referring partners;
15. Maintain relevant data and provide access to the data as required for reconciliation and program evaluation; and
16. Commit to cooperate and adhere to the HUD guidelines for the administration of the EHV program, and the terms of this MOU.

C. CoC Service Provider Partners

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1. Collaborate and innovate to address populations disproportionately impacted by COVID-19 related to risk of acquisition and severity of disease and other statistical disproportionalities amongst the population of people experiencing homelessness in King County and ensure equitable distribution in the use of the EHV. This includes establishing and maintaining policies and procedures to allow for the referral to KCHA of marginalized populations that have members who are disparately impacted by homelessness and COVID-19 and who are eligible for EHV;
2. Enter into Agreement with the KCRHA to participate in the EHV program;
3. Conduct outreach and screen individuals and families to ensure they meet at least one of the EHV eligibility categories, and complete and sign the KCHA EHV certification form;
4. Ensure referrals made for EHV are paired with the appropriate level of services (which may be provided directly by the referring agency) outlined in Section V. above;
5. Designate an appropriate level of staff to ensure the above services can be delivered;
6. Designate one liaison from partnering organizations to communicate with KCRHA, CE, and KCHA;
7. Update EHV partners in advance, regarding any changes with their policy and procedures that may have an impact on the administration of the EHV program;
8. Participate in required meetings, communications, continuous improvement and learning activities regarding the EHV program;
9. Collaborate with KCHA on the identification and provision of supportive services to EHV individuals and families;
10. Maintain relevant data and provide access to the data as required for reconciliation and program evaluation purposes;
11. Commit to cooperate and adhere to the HUD guidelines for the administration of the EHV program, and the terms of this MOU.

VII. Staff Positions Serving as EHV Liaisons

The parties of this MOU have designated the following staff positions who will serve as the lead EHV liaisons.

	Title	Responsibilities	Contact Name	Phone	Email
KCHA	Senior Director	EHV MOU oversight	Amy Kickliter	206-574-1135	Amyki@kcha.org
	Senior Manager	EHV CoC coordination	Jamoral Bonner	206-394-3766	JamoralB@kcha.org
	HCV Director	EHV operational oversight	Pam Taylor	206-214-1306	Pamt@kcha.org
	Senior Manager	EHV operations	Sandeep Rayner	206-576-2139	SandeepR@kcha.org

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KCRHA	Chief Program Officer	EHV MOU and operational oversight	Peter Lynn	206-639-7013	Peter.lynn@kcrha.org
	CEA Team Lead	CEA Primary point of contact	Alex Ebrahimi	206-477-5377	Alex.Ebrahimi@kingcounty.gov

VIII. Program Evaluation

KCHA, KCRHA, and the CoC's service providers agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including compliance with HUD evaluation protocols and data sharing requests.

IX. Duration and Limitations

This MOU is intended to facilitate KCHA's utilization of Emergency Housing Vouchers by eligible individuals and families. This MOU contains all the terms and conditions agreed upon by all Parties. No other understanding, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind any of the Parties. Nothing in this MOU shall be construed to create an entitlement to any individual or family to housing assistance where such entitlement does not already exist by state or federal statute or regulation.

This MOU has been entered into effective July 1, 2021 and remains in effect for the duration of the Emergency Housing Voucher program. Emergency Housing Voucher issuance will conclude September 2023, and services may continue beyond this date, as needed.

X. Notices

Whenever notice is to be provided by one party to another, such notice shall be in writing directed to the points of contact listed above as providing EHV MOU oversight.

XI. Amendments

Any party may request changes to this MOU. Proposed changes that are agreed upon shall be incorporated by written amendments to this MOU.

Signatures on following page

Memorandum of Understanding – Emergency Housing Voucher Program

KCHA Signed By:

AA8F30B9C1204BD
Stephen Norman
DocuSigned By: Stephen Norman

7/12/2021

Stephen Norman
Executive Director
King County Housing Authority

Date

KCRHA Signed by:

DocuSigned by:
MDS
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7/12/2021

Marc Dones
Chief Executive Officer
King County Regional Homelessness Authority

Date

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Appendix A Emergency Housing Voucher (EHV) Program HUD Definitions for General Eligibility

a) Individuals and families who are homeless

The meaning of “homeless” is as such term is defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

Homeless means:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - ii. No subsequent residence has been identified; and
 - iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - i. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C.

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1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

- ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

b) Individuals or families who are at-risk of homelessness

The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:

At risk of homelessness. (1) An individual or family who:

- i. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- ii. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition above; and
- iii. Meets one of the following conditions:
 - A. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - B. Is living in the home of another because of economic hardship;
 - C. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
 - D. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

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- E. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
- F. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

c) Individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking

This category is composed of any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit, or in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90- day period preceding the date of the request for transfer.

Domestic violence includes felony or misdemeanor crimes of violence committed by:

- a. a current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship),
- b. a person with whom the victim shares a child in common,
- c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,

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- d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
- e. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 1. The length of the relationship;
 - 2. The type of relationship; and
 - 3. The frequency of interaction between the persons involved in the relationship.

Sexual assault means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1. Fear for the person's individual safety or the safety of others; or
- 2. Suffer substantial emotional distress.

Human trafficking includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102). These are defined as:

Sex trafficking means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (and)

Labor trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

d) Individuals or families who are recently homeless

This category is composed of individuals and families determined by the CoC or its designee to meet the following definition.

Recently homeless is defined as individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of homeless

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assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC or its designee determines that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability. Examples of households that may be defined as recently homeless by the CoC include, but are not limited to, participants in rapid rehousing, and permanent supportive housing. Individuals and families classified as recently homeless must be referred by the CoC or its designee.