



Moving to Work 2016 Annual Report



MARCH 31, 2017

Seattle Housing Authority

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I. Introduction

This section provides an overview of the purpose and layout of this report and describes Seattle Housing Authority's short-term and long-term goals.

What is "Moving to Work"?

Moving to Work (MTW) is a U.S. Department of Housing and Urban Development (HUD) demonstration program for housing authorities to design and test innovative, locally designed housing and self-sufficiency initiatives. The MTW program allows participating agencies to waive certain statutes and HUD regulations in order to increase housing choice for low-income families, encourage households to increase their self sufficiency, and improve operational cost effectiveness. Seattle Housing Authority's participation in the MTW program allows the agency to test new methods to improve housing services and to better meet local needs.

Fiscal year 2016 marked Seattle Housing Authority's eighteenth year as a MTW agency. Each year, Seattle Housing Authority adopts a plan that highlights MTW initiatives and other activities planned for the following fiscal year. At the end of the year, the agency creates the annual report to describe the year's accomplishments.

What is in this report?

The annual report describes Seattle Housing Authority's MTW activities and performance in 2016, in comparison to projections in the 2016 Annual Plan. The report follows the required outline established in Attachment B of the agency's MTW agreement with HUD:

Section I: Introduction provides an overview of Seattle Housing Authority's goals and objectives for 2016.

Section II: General Housing Authority Operating Information reports on housing stock, leasing, and waiting lists.

Section III: Proposed MTW Activities is included and left blank at HUD's direction. All of the activities proposed in the 2016 MTW Plan are reported on in Section IV as approved activities.

Section IV: Approved MTW Activities provides information detailing previously HUD-approved uses of MTW authority, including evaluation data and standard metrics regarding the effectiveness of different MTW activities.

Section V: Sources and Uses compares projected and actual revenue and expenses for Seattle Housing Authority in 2016.

Section VI: Administrative Information provides administrative information required by HUD.

Not all of Seattle Housing Authority's activities and programs are part of the MTW program. In previous annual MTW reports, we included information about both MTW and non-MTW activities. However, due to increasingly strict guidance from HUD about the contents and format of this report, this document now focuses on MTW activities alone. For more information about all of

Seattle Housing Authority's programs, please see our website (www.seattlehousing.org) for agency-wide annual reports and our strategic plan.

MTW Goals and Objectives

2016 was an important year for Seattle Housing Authority in many ways. The 2016 Annual Plan set MTW priorities for the year connected to the agency's ongoing focus on promoting self sufficiency, providing choice in housing, and increasing operational efficiency. Progress on these priorities is reflected throughout this report.

Long-Term MTW Goals

Thanks to direction from Congress, HUD executed an extension of MTW authority through 2028 under existing terms and conditions for Seattle Housing Authority and the 38 other MTW agencies. This extended timeline is vital in enabling MTW agencies to plan long-term when designing new strategies and reviewing how existing strategies are working to meet local goals. Seattle Housing Authority is taking advantage of this ability to commit to long-term strategies by launching an internal review of our existing MTW authorities as well as discussing revisions to and revitalization of strategies to continuously improve our ability to meet our mission and the objectives of MTW. We will seek to maximize efficiency, including both MTW strategies and LEAN processes with our Housing Operations and Housing Choice Voucher staff. The MTW program review will also explore how we can best support households in pursuing self sufficiency, including a new structure for incentives and participation in our FSS program. We will also experiment with and assess the strategies that are most effective in promoting housing choice, including participation in the Creating Moves to Opportunity pilot program for families with children. These efforts to continue to improve the effectiveness of our MTW strategies are particularly important given the current context of potentially devastating cuts to funding for affordable housing and the myriad supports that are necessary for the extremely low-income people we serve, including health care, food security, employment and training services, and more.

II. General Housing Authority Operating Information

This section provides an overview of Seattle Housing Authority's housing portfolio, leasing, and waiting list information.

Mission statement

The mission of the Seattle Housing Authority 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.

Agency overview

Seattle Housing Authority is a public corporation, providing affordable housing to more than 34,000 people, including 29,000 in neighborhoods throughout the city of Seattle. Seattle Housing Authority (SHA) operates a variety of programs that include agency operated housing, partner operated communities, and private rental housing.

Participants in Seattle include approximately 6,000 elderly individuals, 10,000 children, and 9,000 (elderly and non-elderly) people with disabilities. At the end of 2016 83 percent of households had annual incomes below 30 percent of Area Median Income (AMI). Households' average income in 2016 was \$15,550.

In keeping with our mission, Seattle Housing Authority supports a wide range of community services for residents, including employment services, case management, and youth activities.

Funding for the agency's activities comes from multiple sources including the HUD MTW Block Grant, special purpose HUD funds, other government grants, tenant rents, and revenues from other activities.

Housing stock: MTW Block Grant funded housing

The majority of Seattle Housing Authority's funding from HUD comes in the form of a block grant that combines the public housing operating fund, public housing capital fund, and MTW voucher funding into one funding source for Seattle Housing Authority to use to pursue its mission.

The following section focuses on Seattle Housing Authority's MTW-funded inventory. For information on all of Seattle Housing Authority's housing stock, regardless of funding type, see Appendix A.

Public housing units

The Low Income Public Housing program (also referred to as public housing or LIPH) included 6,040 units as of year end 2016. Public housing units are in high-rises (large apartment buildings), scattered sites (small apartment buildings and single family homes), and in communities at NewHolly, Lake City Court, Rainier Vista, High Point, and Yesler Terrace. HUD's MTW Block Grant provides funding to help pay for operating costs exceeding rental income. Households typically pay

30 percent of their monthly income for rent and utilities. About 100 of these public housing units are utilized by service providers who provide transitional housing or services to residents. About 900 public housing units are part of the Seattle Senior Housing Program (further described in the following Local Housing section). Forty units receiving public housing subsidy through the agency are units owned by nonprofits and operated as traditional public housing.

Housing Choice Vouchers

The Housing Choice Voucher program is also commonly known as HCV or Section 8. The program is a public/private partnership that provides vouchers (housing subsidies) to low-income families for use in the private rental housing market. **At year end 2016, Seattle Housing Authority administered 9,666 vouchers funded through HUD's MTW Block Grant.**

Participants typically pay 30 to 40 percent of their household's monthly income for rent and utilities, depending on the unit that they choose. Voucher subsidies are provided through a variety of means including:

- Tenant-based (tenants can take their vouchers into the private rental market)
- Project-based (the subsidy stays with the unit, property, or defined set of properties)
- Program-based (MTW flexibility allows Seattle Housing Authority to provide unit-based subsidies that float within a group of units or properties)
- Provider-based (Seattle Housing Authority uses MTW flexibility to distribute subsidies through service providers so that they can master lease units and sublet to participants in need of highly-supportive housing)
- Agency-based (tenant-based vouchers distributed through selected partners)

Project-based Vouchers

In 2016 Seattle Housing Authority awarded 80 MTW project-based Housing Choice Vouchers, which were all replacement housing units for Yesler Terrace redevelopment. For more information about the programs supported with new project-based vouchers, please see Appendix B.

New Housing Choice Vouchers that were Project-Based During the Fiscal Year

Property Name	Anticipated Number of New Vouchers to be Project-Based *	Actual Number of New Vouchers that were Project-Based	Description of Project
Sylvia Odom's Place	105 total through combined funders allocation	55	Homeless housing through the King County Combined Funders allocation
The Marion West		25	Homeless housing through the King County Combined Funders allocation

Anticipated Total Number of New Vouchers to be Project-Based *	Actual Total Number of New Vouchers that were Project-Based	Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year *	Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year *
105	80	3,487	3,298
		Actual Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year	Actual Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year
		3,471	3,257

* From the Plan

Other Changes to the Housing Stock that Occurred During the Fiscal Year

At Jefferson Terrace, 6 units were offline for repairs and 4 for UFAS conversion.
A total of three units at Bell Tower, Ballard House, and Jackson Park Village were offline to allow extra time for abatement. Two units at Barton Place and Beacon Tower were also offline for repairs.
Five units were offline for various reasons at Lake City House, Michaelson Manor, Phinney Terrace, and Pinehurst Court, including elevator modernization, siding replacement, exterior rehabilitation, and holding a unit to allow a transfer.
Eleven scattered site units were offline for modernization.

Housing stock: Other (non-MTW) housing

Seattle Housing Authority also administers units and vouchers that are funded through sources other than the MTW Block Grant.

Special Purpose Vouchers

Seattle Housing Authority administers vouchers for special purposes (782 as of year end) such as housing veterans and reunited families. These vouchers are often awarded competitively and funding is provided outside of the MTW Block Grant.

Section 8 New Construction

The agency has 130 locally-owned units that receive Section 8 New Construction funding. They serve people with extremely low incomes.

Moderate Rehab

Seattle Housing Authority administers HUD Section 8 Moderate Rehab funding for 684 units operated by partner nonprofits serving extremely low-income individuals.

Local housing

Local housing programs are operated outside of HUD's MTW Block Grant. They receive no operating subsidy except project-based vouchers in selected properties. Seattle Housing Authority may use MTW Block Grant funds for capital improvements in local housing properties serving low-income residents (as discussed further in Section IV, MTW Activity 20.A.01). Seattle Housing Authority's local housing portfolio is not equivalent to HUD's local non-traditional category, but there is some overlap between the two categories, including tax credit units in HOPE VI communities.

Senior Housing

The Seattle Senior Housing Program (SSHP) was established by a 1981 Seattle bond issue. It includes 23 apartment buildings throughout the city, totaling over 1,000 units affordable to low-income elderly and disabled residents. In 2011 the agency added public housing subsidy to 894 of these units in order to keep rents affordable while addressing needed capital repairs. The agency used MTW authority to maintain the SSHP program's unique rules and procedures despite the introduction of public housing subsidy.

Remaining in the Seattle Senior Housing Program at year end were 135 units in the local housing portfolio without public housing subsidy. An additional unit in this portfolio is located in a building that is operated by a partner nonprofit that offers unique services to their residents.

Tax Credit and Other Affordable Housing

Seattle Housing Authority operates over 2,000 other types of housing, including locally subsidized housing and unsubsidized housing. Units are located in townhomes and small apartment complexes throughout Seattle, including low- and moderate-income rental housing in the agency's redeveloped family communities (NewHolly, Rainier Vista, and High Point). These units do not receive ongoing operating subsidy, with the exception of project-based housing choice vouchers in selected units.

Overview of Other Housing Owned and/or Managed by the PHA at Fiscal Year End		
Housing Program *	Total Units	Overview of the Program
Tax Credit	1,035	Straight tax credit units typically targeted to serve between 50% and 60% AMI without unit-based MTW subsidy, owned by limited partnerships
Locally Funded	552	Units targeted to serve between 50% and 80% AMI. May have housing choice vouchers or no subsidies. Some units are leased to agencies that provide transitional housing.
Market Rate	300	Units with no income restrictions
Non-MTW HUD Funded	130	SHA owned units that receive Section 8 New Construction funding
Total Other Housing Owned and/or Managed	2,017	
* Select Housing Program from: Tax-Credit, State Funded, Locally Funded, Market-Rate, Non-MTW HUD Funded, Managing Developments for other non-MTW Public Housing Authorities, or Other.		
If Other, please describe:		N/A

Major capital activities

MTW Block Grant funds

Seattle Housing Authority made progress on a number of capital projects in public housing communities in 2016, including elevators, exterior, and roof rehabilitation and repair, as well as upgrades to security systems and accessibility upgrades in common areas for several properties. For more information on the properties where this work occurred, see the following table. In addition, the agency made substantial progress on the redevelopment of Yesler Terrace, a Choice Neighborhoods project.

General Description of Actual Capital Fund Expenditures During the Plan Year

In 2016, Seattle Housing Authority addressed elevators and roofs at several properties, as well as additional capital projects throughout the year. The following description focuses on projects carried out for 2016, rather than expenditures based on capital fund year.

- Elevators: SHA completed design phase for elevators at Jefferson Terrace (WA001000009), Pleasant Valley (WA001000094), and two elevators at Bitter Lake (WA001000095). Design work was done for the elevator at Carroll Terrace (WA001000094).
- Generators: As part of the elevator work at Jefferson Terrace (WA001000009) SHA began the project to replace the generator as replacement parts for the existing generator are obsolete.
- Exteriors: Exterior rehabilitation started at Michaelson Manor (WA001000094) and exterior rehabilitation projects were completed at Phinney Terrace (WA001000092) and Pinehurst Court (WA001000092). The design phase was started for exterior rehabilitation at Carroll Terrace (WA001000094). Targeted repairs were carried out at Longfellow Creek (WA001000081).
- Roofs: Seattle Housing Authority completed roofing projects at sixteen scattered sites locations (WA001000050 through WA001000057) and at Columbia Place (WA001000093).
- Security: Security upgrades were done at Westwood Heights (WA001000023), Jefferson Terrace (WA001000009), Tri-Court (WA001000031), and the design was completed for security system installation at a number of Seattle Senior Housing Program buildings. The work has been put out to bid for 2017. Intercom systems were replaced at ten Seattle Senior Housing Program buildings.
- Accessibility: Uniform Federal Accessibility Standard (UFAS) upgrades were started for common areas in selected SSHP buildings in a first phase of work anticipated to extend throughout the portfolio.
- Interior upgrades of a number of units were completed at scattered sites locations (WA001000050 through WA001000057).
- Other capital projects: Various small capital projects were completed for scattered sites buildings, including window replacement, siding repair and replacement, exterior painting, appliances, flooring, cabinet replacement, door repair and replacement, and window furnishings.

Leasing information

Leasing rates were strong in 2016. Seattle Housing Authority served more than 17,000 households as of year end, including **5,700 households in public housing, as well as 8,800 households with MTW HCV vouchers and 600 special purpose vouchers**. SHA served an additional 2,000 households through other housing programs such as Section 8 Mod Rehab and Low Income Housing Tax Credit housing.

The following section focuses on “local non-traditional” households, a small subset of Seattle Housing Authority households that are served at least partially with MTW Block Grant funding but in a format different from the traditional public housing and Housing Choice Voucher programs. These households include, for example, people housed in programs operated by our community partners and the medical respite program. To learn more about leasing for all of Seattle Housing Authority’s programs, please see Appendix A.

Please note that the following table requires that we calculate total households served based on unit months served divided by twelve rather than providing an actual number of households served. Therefore these numbers do not correlate with the actual numbers of households served throughout the year or at year end. In addition there are differences between planned and actual numbers of households served. These differences are due in part to the number of port-in households and the community decision to discontinue use of Seattle Housing Authority funding for local short-term rental assistance programs in favor of other funding sources.

Actual Number of Households Served at the End of the Fiscal Year

Housing Program:	Number of Households Served*	
	Planned	Actual
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Property-Based Assistance Programs **	373	601
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Tenant-Based Assistance Programs **	12	4
Port-In Vouchers (not absorbed) ***	N/A****	284
Total Projected and Actual Households Served	385	889

* Calculated by dividing the planned/actual number of unit months occupied/leased by 12.

** In instances when a Local, Non-Traditional program provides a certain subsidy level but does not specify a number of units/Households Served, the PHA should estimate the number of Households served.

*** Excludes port-in VASH vouchers.

**** This number is not included in the annual plan tables and therefore no planned number of port-in vouchers was projected for 2016.

Housing Program:	Unit Months Occupied/Leased****	
	Planned	Actual
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Property-Based Assistance Programs ***	4,478	7,212
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Tenant-Based Assistance Programs ***	144	43
Port-In Vouchers (not absorbed)	N/A****	3,408
Total Projected and Annual Unit Months Occupied/Leased	4622	10663

The difference in total unit months and households served is due in part to the fact that port-in vouchers are not included in plan projections but are included in report actuals. In addition, we served more households than anticipated with tenant-based local non-traditional programs and fewer than anticipated with property-based local non-traditional programs.

*** In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/Households Served, the PHA should estimate the number of households served.

**** Unit Months Occupied/Leased is the total number of months the housing PHA has occupied/leased units, according to unit category during the year.

	Average Number of Households Served Per Month	Total Number of Households Served During the Year
Households Served through Local Non-Traditional Services Only	N/A	0

Leasing issues

Across Seattle Housing Authority's portfolios, 2016 was a successful year. The competitive local rental market posed a substantial challenge for the Housing Choice Voucher program, but Seattle Housing Authority was effective in employing strategies that increased leasing rates, as described in the following table.

Description of any Issues Related to Leasing of Public Housing, Housing Choice Vouchers or Local, Non-Traditional Units and Solutions at Fiscal Year End	
Housing Program	Description of Leasing Issues and Solutions
Housing Choice Vouchers	Seattle continues to experience an extremely competitive rental market. However Seattle Housing Authority has successfully employed several tactics to assist participants in leasing with their vouchers, including evaluating Voucher Payment Standards and raising standards for private for-profit landlords, absorbing port-in households with the exception of households from Western Washington and Alaska, giving households the option to include exempt income such as food stamps toward their affordability limit, providing households with tenant education and housing search assistance, and piloting an initiative to partner with private landlords that will accept referrals from the housing authority to house voucher holders.
Local Non-Traditional	Leasing rates for local non-traditional units remained strong in 2016.
Public Housing	The public housing leasing rate remained strong in 2016.

Compliance with MTW statutory requirements

MTW housing authorities are required to comply with a few key requirements: that they assist substantially the same number of households as would have been served without MTW participation, continue to serve mainly very low-income households, and maintain a comparable mix of households served by family size. Seattle Housing Authority continues to meet these requirements.

The following table shows the distribution of households served in local non-traditional programs by income category. These households represent only a small portion of the total households served by Seattle Housing Authority; however, they are called out alone here because HUD uses data submitted to their standard information systems to verify compliance for public housing and HCV recipients. Seattle Housing Authority estimates that the overall percentage of MTW households served that were very low-income at year end was just under 96 percent.

Reporting Compliance with Statutory MTW Requirements: 75% of Families Assisted are Very Low-Income

HUD will verify compliance with the statutory objective of “assuring that at least 75 percent of the families assisted by the Agency are very low-income families” is being achieved by examining public housing and Housing Choice Voucher family characteristics as submitted into the PIC or its successor system utilizing current resident data at the end of the agency's fiscal year. The PHA will provide information on local, non-traditional families provided with housing assistance at the end of the PHA fiscal year, not reported in PIC or its successor system, in the following format:

Fiscal Year:	2011	2012	2013	2014	2015	2016	2017	2018
Total Number of Local, Non-Traditional MTW Households Assisted	264	374	321	368	488	606	X	X
Number of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	181	307	228	273	342	530	X	X
Percentage of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	69%	82%	71%	74%	82%	87%	X	X

Note: SHA's local, non-traditional programs are short-term in nature. Participants in one of these programs, medical respite, typically stay about two weeks. Income information is not available for about 10% of these households. The program serves homeless individuals who otherwise could not be discharged from the hospital due to their lack of a safe place to heal/recover. Due to the nature of the program, we are categorizing these households as Very Low-Income.

The table on the following page looks at the current and historical number of households served by family size, to verify that Seattle Housing Authority is serving a comparable mix of households.

Reporting Compliance with Statutory MTW Requirements: Maintain Comparable Mix

In order to demonstrate that the statutory objective of “maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration” is being achieved, the PHA will provide information in the following formats:

Baseline for the Mix of Family Sizes Served

Family Size:	Occupied Number of Public Housing units by Household Size when PHA Entered MTW	Utilized Number of Section 8 Vouchers by Household Size when PHA Entered MTW	Non-MTW Adjustments to the Distribution of Household Sizes *	Baseline Number of Household Sizes to be Maintained	Baseline Percentages of Family Sizes to be Maintained
1 Person	3,317	1,535	785	5,637	51%
2 Person	967	1,041	79	2,087	19%
3 Person	590	824	0	1,414	13%
4 Person	423	529	0	952	9%
5 Person	223	259	0	482	4%
6+ Person	203	207	0	410	4%
Totals	5,723	4,395	864	10,982	100%

Explanation for Baseline Adjustments to the Distribution of Household Sizes Utilized	<p>2011: SHA added 894 units from its Seattle Senior Housing Portfolio. Using average occupancy information for the most recent three years, the baseline was adjusted to show an increase of 785 1 Person Households and 79 2 Person Households. Other Historical Adjustments: Since beginning its MTW participation in 1999, SHA has done significant asset repositioning and made numerous non-MTW policy changes (such as occupancy standards); in addition the demographics and availability of other housing resources in Seattle community has changed. As there is not necessarily a direct relationship in unit and policy changes and household size, SHA reserves the right to make further historical adjustments in future reports. Data issues: A little over 100 households are not included in the 1998 numbers due to missing historical data for a portion of Holly Park which was undergoing redevelopment at that time.</p>
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Mix of Family Sizes Served

	1 Person	2 Person	3 Person	4 Person	5 Person	6+ Person	Totals
Baseline Percentages of Household Sizes to be Maintained **	51%	19%	13%	9%	4%	4%	100%
Number of Households Served by Family Size this Fiscal Year ***	8,683	2,301	1,368	1,028	571	832	14,786
Percentages of Households Served by Household Size this Fiscal Year ****	59%	16%	9%	7%	4%	6%	100%
Percentage Change	15%	-18%	-29%	-23%	-3%	41%	

Justification and Explanation for Family Size Variations of Over 5% from the Baseline Percentages	<p>As stated above, Seattle Housing Authority has undertaken significant asset repositioning since 1998. While there is not a one for one relationship between unit size and household size, the changes in household sizes served largely reflects the changes in public housing unit sizes. Our tenant-based housing choice voucher program does not consider household size when pulling families off of the waiting list and is, therefore, subject to changes outside of SHA's control such as community demographics. In addition, our allocation of project-based vouchers to support service-enriched housing locally has increased the number of one person households due to a community focus on serving homeless households.</p>
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* “Non-MTW adjustments to the distribution of family sizes” are defined as factors that are outside the control of the PHA. Acceptable “non-MTW adjustments” include, but are not limited to, demographic changes in the community's population. If the PHA includes non-MTW adjustments, HUD expects the explanations of the factors to be thorough and to include information substantiating the numbers used.

** The numbers in this row will be the same numbers in the chart above listed under the column “Baseline percentages of family sizes to be maintained.”

*** The methodology used to obtain these figures will be the same methodology used to determine the “Occupied number of Public Housing units by family size when PHA entered MTW” and “Utilized number of Section 8 Vouchers by family size when PHA entered MTW” in the table immediately above.

**** The “Percentages of families served by family size this fiscal year” will reflect adjustments to the mix of families served that are directly due to decisions the PHA has made. HUD expects that in the course of the demonstration, PHAs will make decisions that may alter the number of families served.

Households transitioned to self sufficiency

Seattle Housing Authority strives to support participants in multiple ways as they transition to self sufficiency. For different households, self sufficiency may have different meanings. For the purpose of reporting within this report, Seattle Housing Authority has provided two metrics: households whose primary source of income is wages and households who transition to unsubsidized housing.

Number of Households Transitioned To Self-Sufficiency by Fiscal Year End		
MTW Activity #5: Local Leases	629	Households whose primary source of income was wages
MTW Activity #8: Special Purpose Housing Use	54	Households who transitioned to unsubsidized housing
MTW Activity #10: Local Rent Policy	1,244	Households whose primary source of income was wages
MTW Activity #13: Homeownership and Graduation from Subsidy	65	Households who transitioned to unsubsidized housing
Households Duplicated Across Activities/Definitions	509	
ANNUAL TOTAL NUMBER OF HOUSEHOLDS TRANSITIONED TO SELF SUFFICIENCY	1,483	

Waiting list information

Waiting list strategies

Seattle Housing Authority's waiting list strategies vary to match the needs of different properties and housing programs. Applicants may be, and often are, on multiple waiting lists at the same time. For more information about the characteristics of households on the waiting lists, please see Appendix C.

Tenant-based housing choice vouchers

A single tenant-based voucher waiting list is maintained by Seattle Housing Authority. A list of 2,500 applicants was established through a lottery in early 2015 and remained closed subsequently. By year end Seattle Housing Authority had contacted all 2,500 households, with plans to open a lottery for a new waiting list in early 2017.

Other housing choice vouchers

Partners maintain unique waiting lists for voucher subsidy in the project-based, program-based, provider-based, and agency-based voucher programs.

Seattle Housing Authority-operated housing

Site-specific waiting lists are offered for all of Seattle Housing Authority's affordable housing properties. The waiting lists for senior housing and public housing are purged on an ongoing basis through the use of Save My Spot, a system that allows applicants to check in monthly by phone or computer to indicate their continued interest in housing opportunities with Seattle Housing Authority.

Please see the table on the following page for more information about waiting lists for Seattle Housing Authority's units and vouchers.

Wait List Information at Fiscal Year End

Housing Program(s) *	Wait List Type **	Number of Households on Wait List	Wait List Open, Partially Open or Closed ***	Was the Wait List Opened During the Fiscal Year
Federal MTW Public Housing Units (SHA Administered)	Site-Based	7,660	Partially Open	N/A
Federal MTW Public Housing Units (Service Agency Administered)	Site-Based	125	Open	N/A
Federal MTW Housing Choice Voucher Program (Tenant Based)	Community-Wide	0	Closed	No
Federal MTW Housing Choice Voucher Program (Project Based)****	Site-Based	3,260	Partially Open	N/A
Project-Based Local, Non-Traditional MTW Housing Assistance Program*****	Site-Based	668	Partially Open	N/A

* *Select Housing Program* : Federal MTW Public Housing Units; Federal MTW Housing Choice Voucher Program; Federal non-MTW Housing Choice Voucher Units; Tenant-Based Local, Non-Traditional MTW Housing Assistance Program; Project-Based Local, Non-Traditional MTW Housing Assistance Program; and Combined Tenant-Based and Project-Based Local, Non-Traditional MTW Housing Assistance Program.

** *Select Wait List Types*: Community-Wide, Site-Based, Merged (Combined Public Housing or Voucher Wait List), Program Specific (Limited by HUD or Local PHA Rules to Certain Categories of Households which are Described in the Rules for Program Participation), None (If the Program is a New Wait List, Not an Existing Wait List), or Other (Please Provide a Brief Description of this Wait List Type).

*** For Partially Open Wait Lists, provide a description of the populations for which the waiting list is open.

**** Not an unduplicated count.

***** May include overlap with Housing Choice Voucher waiting list.

All public housing waiting lists administered by SHA were open in 2016, with the exception of Yesler Terrace, where redevelopment is underway.

For the Project-Based Federal MTW Housing Choice Program, the wait list was open for units at 104th Street Townhomes, Baldwin Apartments, Bergan Place, Centerwood Apartments, Colonial Gardens, Dekko Place, Delridge Heights, Fir Street Apartments, Four Freedoms House, High Point South, Hilltop House, Holden Manor, Imani Village, Josephinum, Katherine's Place, Kebero Court, Lake City Commons, Lake Washington Apartments, Lam Bow Apartments, Leschi House, Longfellow Creek, Main Street Apartments, Main Street Place, Mary Avenue Townhomes, MLK Properties, Montridge Arms, Nhon's Place, Norman Street Apartments, One Community Commons, Rainier Vista Northeast, Raven Terrace, South Shore Court, Spruce Street Townhomes, Stone Avenue Townhomes, Tamarack Place, Views at Madison, Villa Park Village Square II, Vivian McLean Apartments, Westwood Heights East, and Yesler Court.

For Project-Based Local Non-traditional MTW Housing Assistance, waiting lists were open except for straight tax credit units at Alder Crest Apartments and Seattle Housing Authority's HOPE VI communities. Seattle Housing Authority no longer maintains a waiting list for straight tax credit units at these properties.

If Local, Non-Traditional Program, please describe:

Five local non-traditional programs have waiting lists: units at Ravenna School Apartments, South Park Manor, Villa Park, and Longfellow Creek Apartments (categorized under Local Non-Traditional MTW Housing Assistance Program), and units administered by Muslim Housing Services, which is one of our community partners providing transitional housing in SHA public housing units (categorized under Federal MTW Public Housing - Service Agency Administered). The other community agencies operating within public housing units do not maintain a waiting list due to the design of their programs. Other units are also included under Local Non-Traditional MTW Housing Assistance, but do not maintain a waiting list.

If Other Wait List Type, please describe:

N/A

If there are any changes to the organizational structure of the wait list or policy changes regarding the wait list, provide a narrative detailing these changes.

N/A

III. Proposed MTW Activities: HUD approval requested

All proposed activities that are granted approval by HUD are reported on in Section IV as “Approved Activities.”

IV. Ongoing MTW Activities: HUD approval previously granted

This section provides HUD-required information detailing previously HUD-approved uses of MTW authority, including evaluation criteria and specific waivers used.

Background

Every effort has been made to include all previously approved MTW activities. Any omissions are unintentional and should be considered continuously approved. If additional previously approved activities are discovered, the agency will add them to subsequent plans or reports.

It should be noted that throughout the first ten years of the MTW program, HUD requirements regarding how and when to seek approval for MTW activities fluctuated. Some MTW flexibilities were requested outside of the annual Plan (e.g. streamlined acquisition process) or were considered implicit (e.g. using MTW Block Grant funds to allow residents in local housing programs to participate in agency-sponsored social services). In other cases, Seattle Housing Authority needed only to state in very broad terms its intention to implement an MTW activity. In many cases, MTW activities appeared in multiple plans. The dates included in this section are the first year the activity was mentioned in an approved plan and the first year it was implemented.

Each MTW activity represents an authorization previously approved by HUD. The implementation of these activities may vary over time as Seattle Housing Authority strives to continuously improve its practices and respond to a changing environment. For the sake of the demonstration, we attempt to specify the strategies that are utilized. However, these strategies are part of a whole and cannot always be viewed as distinct parts.

The metrics provided in this section follow the format required by HUD.

Implemented MTW Activities

Please note that activities are generally numbered in chronological order. Some activities have been closed out and are not listed below.

MTW Activity #1 – Development Simplification

Status

Active - First included in the 1999 MTW Agreement and 1999 MTW Annual Plan. First implemented in 2004.

Description

Development simplification helps Seattle Housing Authority 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 at all times for Seattle Housing Authority to avoid costs and increase housing options as circumstances arise.

Authorization

MTW Agreement - Attachment C (C)(12), (C)(13), (C)(16); Attachment D (C)(2). Our MTW authority is used for the strategies described below.

No changes were made to authorizations in 2016.

Public Housing Development Simplification Strategies

- Streamlined public housing acquisitions: Acquire properties for public housing without prior HUD approval, provided that HUD site selection criteria are met. (MTW Strategy #1.P.02. First implemented in 2004.)

Not Needed in 2016

- Design guidelines: Seattle Housing Authority may establish reasonable, modest design guidelines, unit size guidelines and unit amenity guidelines for development and redevelopment activities. (MTW Strategy #1.P.01. The agency has not yet needed to exercise this flexibility.)
- Total development cost limits: Replaces HUD's Total Development Cost limits with reasonable limits that reflect the local market place for quality construction. (MTW Strategy #1.P.03. The agency has not yet needed to exercise this flexibility.)

Inactive

- Streamlined mixed-finance closings: Utilize a streamlined process for mixed-finance closings. (MTW Strategy #1.P.04. Implemented in 2005, but replaced by HUD's streamlined process published in 2013 in the final capital fund rule.)
- Streamlined public housing demo/dispo process: Utilize a streamlined demolition/disposition protocol negotiated with the Special Applications Center for various public housing dispositions (including those for vacant land at HOPE VI sites and scattered sites property sales). (MTW Strategy #1.P.05. Implemented in 2004, however, most of the streamlined features are now available to all housing authorities.)

Impact

Development simplification strategies are intended to promote housing choice by allowing Seattle Housing Authority to acquire, finance, develop, and remove property in a manner that maximizes our ability to take advantage of market conditions and provide affordable housing throughout the city of Seattle.

This activity is on schedule.

Impact	Metric	Baseline (2003)	Benchmark	2016 Results	Benchmark Achieved?
Housing Choice	HC1: Number of new housing units made available for households at or below 80% AMI as a result of SHA's MTW development strategies	0	400 cumulative	0 cumulative	No
	HC2: Number of housing units preserved for households at or below 80% AMI as a result of SHA's MTW acquisitions strategies	0	200 cumulative	1,085 cumulative	Yes

Seattle Housing Authority did not achieve the benchmark for MTW development strategies in 2016 because the agency did not develop new public housing units during the year. Failure to achieve the benchmark in this case reflects Seattle Housing Authority's schedule for new projects, which are largely dependent on the availability of financing, the real estate market, and community priorities. Performance against these benchmarks reflects neither positively nor negatively on MTW development strategies.

Revisions to benchmarks or metrics

No revisions were made.

Data collection methods

Seattle Housing Authority closely tracks all details regarding housing development.

No changes were made to data collection methods in 2016.

MTW Activity #3 - Inspection Protocol

Status

Active - First included in the 1999 MTW Annual Plan. First implemented in 2001.

Description

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

Authorization

MTW Agreement- Attachment C (C)(9)(a), (D)(5), (D)(7)(a); Attachment D (D)(1); specific regulations waived include 24 CFR 982.405 (a), 982.352(b)(iv)(A), 983.59, 983.103(f). Our MTW authority is used for the strategies described below.

No changes were made to authorizations in 2016.

Agency-wide Inspection Protocol Strategies

- Reduced frequency of inspections: Cost-benefit approach to housing inspections allows Seattle Housing Authority to establish local inspection protocol, including less frequent inspections for residents who have not moved and interchangeable use of HQS and UPCS. (MTW Strategy #3.A.03. Implemented in 2003 for public housing. Implemented in 2013 for Housing Choice Vouchers, but MTW is no longer required for reduced HCV inspections due to the inclusion of biennial inspections in the 2014 Appropriations Act.)

Under development

- Private sector cost benefit and risk management approaches to inspections such as avoiding duplicative inspections by using other recent inspections for agencies such as the Washington State Housing Finance Commission. (MTW Strategy #3.A.01. Implementation planned for 2016.)

Voucher Inspection Protocol Strategies

- Inspect Seattle Housing Authority-owned properties: Seattle Housing Authority staff, rather than a third party entity, complete inspections of Seattle Housing Authority owned properties with vouchers. (MTW Strategy #3.H.01. Implemented in 2001.)

Inspection strategies that are unique to the project-based program are listed under MTW Activity #9 – Project-Based Program.

Inactive

- Fines for no-shows at inspections (MTW Strategy #3.H.02. Not yet implemented.)
- Self-certification for minor fails: Self-certification by landlords of correction of minor failed inspection items. (MTW Strategy #3.H.04. Implemented in 2010. This policy remains active, however we believe that MTW authority is not required and it is therefore listed as inactive from a MTW perspective.)

Impact

MTW inspection protocol strategies are intended to increase cost effectiveness by saving staff time through less frequent inspections and by inspecting Seattle Housing Authority's own units rather than contracting this work, with a goal of no negative impact on the quality of housing.

This activity is on schedule.

Impact	Metric	Baseline (2000)	Benchmark	2016 Results	Benchmark Achieved?
Cost Effectiveness	CE1: Total cost of inspections	\$429,647 in wages	\$598,829 or less in wages adjusted for CPI	\$542,297 in wages	Yes
	CE2: Total time to complete inspections in staff hours	18,720 (9 FTE)	16,640 (8 FTE) or less	16,640 (8 FTE)	Yes
	Staff time saved from avoided inspections	0	500 hours saved annually	1,077 hours saved (2,154 public housing inspections avoided)	Yes

Impact	Metric	Baseline (2000)	Benchmark	2016 Results	Benchmark Achieved?
Maintain housing quality	Voucher participant-requested inspections per leased vouchers	1.8 percent in 2009 (128 inspections were requested out of 6,997 households)	No increase in complaint inspection requests	<1 percent (17 inspections were requested)	Yes
	Percent of voucher units that fail regularly scheduled inspections	In 2009, 29 percent of voucher units failed their regularly scheduled inspections	No more than 33 percent fail regularly scheduled inspections	37 percent of voucher units failed their regularly scheduled inspections (2,497 failed inspections)	No

Seattle Housing Authority did not achieve the benchmark for percent of voucher units that failed their regularly scheduled inspections in 2016. Over the course of the year the agency implemented a number of strategies to address consistency in inspections and housing quality, including retraining the HCV inspections team as a whole on HQS. We also were successful in increasing participation in our landlord education program by providing information sessions in landlords' neighborhoods rather than at the central office.

Revisions to benchmarks or metrics

We revised the benchmark for wages to reflect inflation based on the CPI.

Data collection methods

Hours, costs, and time savings for MTW inspection protocol strategies are reported for HCV and public housing portfolios. HOPE VI communities are excluded because their staffing structure for inspections and property management are distinct and because Seattle Housing Authority has different inspection goals for these portfolios. MTW strategies such as less frequent inspections are not applied in HOPE VI communities and they are therefore not included in the data for the metrics.

Total hours and costs are reported based on inspections staff and wages only. Other costs such as mileage, overhead, and benefits are not included. Hours are calculated based on actual number of inspections staff at year end.

Hours saved from avoiding annual inspections for public housing units is based on the total number of units that did not receive a full inspection during the year multiplied by the 30 minutes averaged per inspection.

The voucher management system records the results of all inspections by type and inspection requests.

No changes were made to data collection methods in 2016.

MTW Activity #5 – Local Leases

Status

Active - First included in the 1999 MTW Annual Plan. First implemented in 1999.

Description

Seattle Housing Authority utilizes local lease strategies to incorporate best practices from the private market and encourage self sufficiency.

Authorization

MTW Agreement - Attachment C (C)(9)(b), (C)(10), (E). Our MTW authority is used for the strategies described below.

No changes were made to authorizations in 2016.

Agency-wide Local Leases Strategies

- Self-sufficiency requirement: All households receiving subsidy from Seattle Housing Authority (public housing or voucher) living in HOPE VI communities must participate in self-sufficiency activities. (MTW Strategy #5.A.01. Implemented in 1999.)

Public Housing Local Lease Strategies

- Local lease: Seattle Housing Authority may implement its own lease, incorporating industry best practices. (MTW Strategy #5.P.01. Implemented in 2011.)
- Property-specific pet policies: Seattle Housing Authority 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. (MTW Strategy #5.P.04. Implemented in 2011.)

Inactive

- 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. (MTW Strategy #5.P.02. Not yet implemented.)
- Lease term of less than one year for public housing units: Seattle Housing Authority may offer lease renewals for six months or month-to-month time periods. (MTW Strategy #5.P.03. Implemented in 2010.)

Impact

Local lease strategies are intended to promote self sufficiency by encouraging work-able adults to participate in self-sufficiency activities and housing choice by providing living environments that are pet-free in addition to communities that allow pets.

This activity is on schedule.

Impact	Metric	Baseline (1998)	Benchmark	2016 Results	Benchmark Achieved?
Self sufficiency	SS1: Average earned income of households affected by HOPE VI self sufficiency requirement in dollars	(1998) \$12,652	\$18,629 or more in wages adjusted for CPI	\$24,564	Yes
	SS3: Number of heads of households affected by HOPE VI self sufficiency requirement and percent households employed full time, part time, and unemployed	(2014) 183 heads of households employed full-time, 179 part-time, 212 unemployed; 44% of households employed full-time, 31% part-time, 25% unemployed	183 heads of households employed full-time, 179 part-time, 212 unemployed; 44% of households employed full-time, 31% part-time, 25% unemployed	298 heads of households employed full-time, 200 part-time, 122 unemployed; 48% of households employed full-time, 30% part-time, 20% unemployed	Yes

Impact	Metric	Baseline (1998)	Benchmark	2016 Results	Benchmark Achieved?
Self sufficiency	SS4: Number of households receiving TANF assistance	(2014) 42 HOPE VI households	42 HOPE VI households	39 HOPE VI households	Yes
	SS5: Number of households affected by HOPE VI self sufficiency requirement receiving services aimed to increase self sufficiency	(2014) 172 HOPE VI households receiving Economic Opportunity Services	172 HOPE VI households receiving Economic Opportunity Services	99 HOPE VI households receiving Economic Opportunity Services	No
	SS8: Number of households with HOPE VI self sufficiency requirement whose primary source of income was wages	(1998) 316	500	629	Yes

Impact	Metric	Baseline (1998)	Benchmark	2016 Results	Benchmark Achieved?
Self sufficiency	Comparison of primary source of income from wages for work-likely households with and without the HOPE VI self sufficiency requirement	(2014) 58% of work-likely households without HOPE VI self-sufficiency requirement reported wages as primary source of income	Percent is higher than baseline for HOPE VI households with self-sufficiency requirement	61% of HOPE VI households with self-sufficiency requirement	Yes

Seattle Housing Authority did not achieve the benchmark for HOPE VI households receiving Economic Opportunity services. However, we believe this is due to improved detail in our data analysis, including improved identification of subsidy type within our service tracking system after a robust data scrubbing initiative in 2016. The 2016 results exclude households that are not included in the MTW local lease self sufficiency requirement as well as households that were reclassified as inactive. Pending further discussion and review Seattle Housing Authority may revise this benchmark in future reports to better reflect improved data.

Revisions to benchmarks or metrics

We revised the benchmark for wages to reflect inflation based on the CPI.

Data collection methods

Income and unit data is routinely maintained for all household members. Baseline data from 1998 for primary source of income through wages does not include households at Holly Park, for whom this information is not available. Data on HOPE VI public housing households affected by the self sufficiency requirement excludes Lake City Court. On-site HOPE VI service usage is tracked by our Economic Opportunities program.

Seattle Housing Authority does not track employment by full-time or part-time status and instead provides these figures using a proxy that makes assumptions based on earned income using the minimum wage rate.

MTW Activity #8 – Special Purpose Housing Use Status

Active - First implemented prior to MTW participation in 1999 and continued throughout MTW participation.

Description

Seattle Housing Authority 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, Seattle Housing Authority is able to make affordable housing available to households that would not likely be admitted in traditional public housing units. With this program Seattle Housing Authority 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.

Authorization

MTW Agreement- Attachment C (B)(2), (B)(3), (B)(4), (C)(1), (C)(2), (C)(4), (C)(5), (C)(6), (C)(9)(a), (C)(9)(b), (C)(10), (C)(11), (C)(15); Attachment D (Uses of MTW Funds), (B). Our MTW authority is used for the strategies described below.

No changes were made to authorizations in 2016.

Public Housing Special Purpose Strategies

- Agency units for housing and related supportive services: Seattle Housing Authority makes residential units available for service-enriched housing by partner agencies. (MTW Strategy #8.P.01. Implemented prior to MTW participation.)
- 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. (MTW Strategy #8.P.02. Implemented prior to MTW participation.)
- Designate public housing units for special purposes/populations: Seattle Housing Authority may designate properties/units for specific purposes such as elderly or smoke-free. (MTW Strategy #8.P.03. Implemented in 2000.)
- Program-specific waiting lists: Seattle Housing Authority or agencies may operate separate waiting lists (or no waiting list) for specific programs such as service enriched units. (MTW Strategy #8.A.02. Implemented prior to MTW participation.)
- Service enriched housing: With the help of key partners, Seattle Housing Authority may develop supportive housing communities. (MTW Strategy #8.A.03. Implemented in 2001.)

Inactive

- Conditional Housing: Housing program for those who do not currently meet Seattle Housing Authority's minimum qualifications. (MTW Strategy #8.A.01. Not yet implemented.)
- Definition of elderly: Allows change in definition of elderly for HUD-designated elderly preference public housing from 62 to 55. (MTW Strategy #8.P.04. Not yet implemented.)

- Pet-free environments: Establish pet-free environments in connection with selected service enriched housing. (MTW Strategy #8.P.05. Not yet implemented.)

Impact

Active Special Purpose Housing Use strategies are intended to increase housing choice and self sufficiency by providing service-enriched housing for households that would otherwise be difficult to serve in traditional housing authority units and by enabling services to be available in the community.

This activity is on schedule.

Impact	Metric	Baseline (1998)	Benchmark	2016 Results	Benchmark Achieved?
Cost effectiveness	CE4: Amount of funds leveraged in dollars	\$0	\$2 million in service dollars	More than \$3.2 million in service dollars	Yes
Housing choice	HC5: Number of households able to move to a better (service-enriched) unit	0	126	558 households housed in service-enriched housing	Yes
	HC7: Number of households receiving services aimed to increase housing choice	0	126	625	Yes

Impact	Metric	Baseline (1998)	Benchmark	2016 Results	Benchmark Achieved?
Self sufficiency	SS8: Number of households that transitioned to unsubsidized housing	0	50	54 (not including medical respite)	Yes
	Number of on-site agencies in Seattle Housing Authority's residential units	5	5	6	Yes
Maintain and increase stability for households in service-enriched units	Percent of exiting households that leave service-enriched units for stable housing destinations (transitional, permanent, or unsubsidized market-rate housing)	0%	70%	71% of households exiting service-enriched units (67 out of 95 households exiting service-enriched units with a known destination in 2016) excluding medical respite	Yes

Revisions to benchmarks or metrics

No revisions were made.

Data collection methods

Unit use is tracked by staff in Seattle Housing Authority's property management software. Outcome measures, including households served, are reported by partner agencies according to their lease terms and contract for services.

Exit destination for medical respite program participants at Jefferson Terrace is not included for households departing for stable and unsubsidized housing destinations because the medical respite program model and goals are different. The goal for most medical respite participants is that they

transition to an assisted housing program after completion of their respite care. As a result, failure to transition to unsubsidized housing in some cases indicates a positive result.

No changes were made to data collection methods in 2016, other than the exclusion of medical respite program participants from exit destination metrics.

MTW Activity #9 - Project-based Program

Status

Active - First included in the 1999 MTW Annual Plan. First implemented in 2000.

Description

Seattle Housing Authority uses MTW to develop and implement a local project-based program, providing vouchers to subsidize units in Seattle Housing Authority-owned and privately owned properties throughout Seattle. Seattle Housing Authority'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, admitting certain types of felons, allocating vouchers to programs and providers (not just units), allowing payment standards that promote services and the financial viability of projects, and coupling housing assistance with services by working with partners. The project-based program reduces Seattle Housing Authority'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 Seattle Housing Authority staff, streamlining admissions, and non-competitively allocating subsidies to Seattle Housing Authority units. Project-based program strategies also make contract terms consistent with requirements for other leveraged funding sources.

Authorization

MTW Agreement- Attachment C (B)(1)(b)(vi),(vii), (B)(2), (B)(4),(D)(1)(a),(b),(c),(e)(f), (D)(2), (D)(3)(b), (D)(4), (D)(5), (D)(6), (D)(7); Attachment D (B)(ix),(x),(D)(1), (D)(2); specific regulations waived include 24 CFR 982.204(a), 982.401, 982.405(a), 982.451, 983.103(c), 983.20, 983.202(a), 983.251(c), 983.260(b), 983.30, 983.51, 983.53(a)(7), 982.553(a), 983.51(e), 983.56(a), 983.59(a), 983.59(b)(1), 983.6(a), 5.609(b)(3). Our MTW authority is used for the strategies described below.

No changes were made to authorizations in 2016.

Voucher Project-based Program Strategies

-
- 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. (MTW Strategy #9.H.01. Implemented in 2004.)
 - Choice offered at beginning (no exit vouchers): Because housing choice is provided at the beginning of the project-based admissions process through site-specific waiting lists, exit vouchers are not offered. (MTW Strategy #9.H.03. Implemented in 2000.)
 - Contract term: Project-based commitments are renewable up to 40 years. (MTW Strategy #9.H.04. Implemented in 2000.)
 - Eligible unit types: Seattle Housing Authority may allow shared housing and transitional housing under project-based contracts. (MTW Strategy #9.H.05. Implemented in 2002.)
 - HAP contracts: HAP contracts are modified to ensure consistency with MTW changes and add tenancy addendum. (MTW Strategy #9.H.06. Implemented in 2000.)
 - Non-competitive allocation of assistance: Seattle Housing Authority allocates project-based subsidy non-competitively to Seattle Housing Authority controlled units. (MTW Strategy #9.H.07. Implemented in 2000.)
 - Owners conduct new construction inspections: Seattle Housing Authority may allow project-based owners to conduct their own new construction/rehab inspections and to complete unit turnover inspections. (MTW Strategy #9.H.08. Implemented in 2005.)
 - Percent of vouchers that may be project-based: Seattle Housing Authority allows a greater percentage of vouchers that are project-based than non-MTW HUD limits. (MTW Strategy #9.H.09. Modified in the 2008 MTW Annual Plan.)
 - Unit cap per development: Waives the 25 percent cap on the number of units that can be project-based in a multi-family building without supportive services or elderly/disabled designation. (MTW Strategy #9.H.10. Implemented in 2008.)
 - Streamlined admissions: The applications process is streamlined for project-based voucher units. (MTW Strategy #9.H.12. Implemented in 2000.)
 - Competitive allocation process: Commit vouchers to the City's competitive process for housing funding. (MTW Strategy #9.H.13. Implemented in 2005.)
 - Payment standards for Seattle Housing Authority units: Allows higher than Voucher Payment Standard for Seattle Housing Authority-operated project-based units if needed to support the project budget (while still taking into account rent reasonableness). (MTW Strategy #9.H.14. Implemented in 2004.)

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- Admissions - admit felons under certain conditions: Allows for the admission into Project-based Voucher units of Class B and Class C felons 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. (MTW Strategy #9.H.16. Implemented in 2005.)
 - Program-based vouchers: Seattle Housing Authority allocates a floating voucher subsidy to a defined group of units or properties. (MTW Strategy #9.H.17. Implemented in 2007 in Seattle Housing Authority's Seattle Senior Housing Program.)
 - Provider-based vouchers: Provide vouchers to selected agencies to couple with intensive supportive services. The agency master leases units and subleases to tenants. (MTW Strategy #9.H.18. Implemented in 2007.)
 - 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. (MTW Strategy #9.H.20. Formerly 12.H.01. Implemented in 2000.)
 - 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 (MTW Strategy 9.H.21. Implemented prior to MTW status.)

Inactive

- Assets in rent calculation: Only calculate income on assets declared as valuing \$5,000 or more. (MTW Strategy #9.H.02. Implemented in 2005, superseded by MTW Strategy #10.H.12, which increased the threshold for calculating asset income to an amount up to \$50,000.)
- Rent cap-30 percent of income: Project-based participants can not pay more than 30 percent of their adjusted income for rent and utilities. (MTW Strategy #9.H.11. Implemented in 2000.)
- Subsidy cap in replacement units: Cap subsidy at levels affordable to households at 30% AMI in project-based HOPE VI replacement units where Seattle Housing Authority also contributed capital to write-down the unit's affordability to that level. (MTW Strategy #9.H.15. Included in the 2004 MTW Annual Plan and currently active as a policy; however, we believe that MTW authority is not required for this policy at this time. If HUD policies change, we will reactivate this MTW activity.)
- Streamlined admissions and recertifications: Seattle Housing Authority may streamline admissions and recertification processes for provider-based, project-based and mod rehab programs. (MTW Strategy #9.H.19. Not yet implemented.)

Impact

The project-based program is intended to promote cost effectiveness by reducing staff time and leveraging funding, as well as expanding housing choice by increasing access to service-enriched affordable housing.

This activity is on schedule.

Impact	Metric	Baseline (1999)	Benchmark	2016 Results	Benchmark Achieved?
Cost effectiveness	CE1: Total cost to administer project-based vouchers	0	\$496,619 or less in wages adjusted for CPI	\$612,607	No
	CE2: Total time to administer project-based vouchers in staff hours	0	16,640 or less (8 FTE)	21,840 (10.5 FTE)	No
	CE4: Amount of funds leveraged in dollars	0	\$200,000 or more	\$3.7 million	Yes
Cost effectiveness	SHA hours saved by allowing partners to maintain their own waiting lists and not conducting new and turnover inspections	0	1,400 hours or more annually	948 hours	No
	Seattle Housing Authority hours spent on project-based v tenant-based vouchers (Year end FTEs per leased vouchers)	.004 FTE per leased tenant-based voucher (25 FTE for 6,201 tenant-based vouchers)	Average staff time for project-based voucher is equal to or less than average staff time for tenant-based voucher	.003 FTE per leased project-based voucher (10.5 FTE for 3,465 project-based vouchers)	Yes

Impact	Metric	Baseline (1999)	Benchmark	2016 Results	Benchmark Achieved?
Housing choice	HC4: Number of households at or below 80% AMI that would lose assistance or need to move	0 households	50 households or fewer	50 households	Yes
	HC5: Number of households able to move to a better (service-enriched) unit	0	500	451	No

Seattle Housing Authority did not meet staff time and cost benchmarks for 2016 because the project-based program has grown larger and continues to increase each year, particularly as Yesler projects come online in addition to the housing authority's commitment to the City's affordable housing levy. Since the metrics were first developed in 2013, Seattle Housing Authority's project-based voucher program has increased by 15 percent. In future plans and reports we will adjust the benchmarks to reflect this increase.

There were also fewer hours saved by allowing partners to maintain their own waiting lists and not conducting new and turnover inspections in 2016, as well as fewer households able to move to a better (service-enriched) unit, because there were fewer total new move-ins over the course of the year. We believe this is due in part to guidance from All Home (formerly Seattle/King County's Committee to End Homelessness) that has encouraged local homeless family programs to move from transitional to permanent housing models, which creates less movement among families.

Revisions to benchmarks or metrics

We adjusted the benchmark for wages to reflect inflation based on the CPI.

Data collection methods

Seattle Housing Authority maintains detailed tenant, inspection, landlord, and voucher allocation information in its voucher management system. Partner agencies maintain waiting list information and commit to service levels in their application for project-based vouchers. Staff hours are calculated based on actual number of project-based staff. Time savings are based on an estimated one hour of time saved processing a new tenant application for each new household served off of a partner's waiting list and one half hour per turnover inspection avoided. Comparative time savings between project-based and tenant-based vouchers are calculated based on leased vouchers only and exclude special purpose vouchers and port outs. Total costs represent staff wages only.

No changes were made to data collection methods in 2016.

MTW Activity #10 – Local Rent Policy

Status

Active - First included in the 2000 MTW Annual Plan. First implemented in 2000.

Description

Seattle Housing Authority's rent policy tackles a number of objectives, including cost effectiveness and self sufficiency through an absolute minimum rent and asset income threshold and through streamlined rent review processes.

Authorization

MTW Agreement - Attachment C (C)(4), (C)(11), (D)(1)(c), (D)(2)(a),(c); Specific regulations waived include 24 CFR 982.352(b)(iv), 982.508, 24 CFR 982.517, 982.604(a), and 5.609, including the Small Area Fair Market Rents final rule. Our MTW authority is used for the strategies described below.

No changes in authorization were made; however we have added documentation that our existing authorizations include waiver of the final rule regarding Small Area Fair Market Rents, which is superseded by our local payment standard MTW strategy (10.H.04).

Agency-wide Rent Policy Program Strategies

- Streamlined income verification: Seattle Housing Authority may adopt tax credit rules or the rules of other major funders regarding the length of time income verification documents are considered valid for income review processes. (MTW Strategy #10.A.01. Implemented in 2014.)

Public Housing Rent Policy Program Strategies

- Absolute minimum rent: The minimum rent for all residents will be established annually by Seattle Housing Authority. No rent will be reduced below the minimum rent amount by a utility allowance. (MTW Strategy #10.P.01. Implemented in 2001.)
- Earned Income Disregard: HUD's Earned income Disregard is not offered to public housing residents. (MTW Strategy #10.P.02. Implemented in 2001.)

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- Rent reviews for elderly and disabled households every three years: Rent reviews conducted for elderly and disabled households on a triennial basis with rent increases by Social Security Cost of Living Adjustment in intervening years, including 40 month window for scheduling. (MTW Strategy #10.P.03. First implemented in 2004.)
 - Imputed income from public benefits: Seattle Housing Authority may impute income in rent calculation for tenants declaring no income who are eligible for but decline to collect cash benefits. (MTW Strategy #10.P.08. Implemented in 2005.)
 - Streamlined for fixed income: Further streamline rent policy and certification process for fixed income households, including self certification of medical expenses. (MTW Strategy#10.P.13. Implemented in 2014.)
 - SSHP rent policy: Rents in Seattle Senior Housing Program (SSHP) units are one of four flat rents based on the tenant's percentage of Area Median Income, with annual adjustments and income reviews only every three years. (MTW Strategy #10.P.17. Implemented in 2011.)
 - No HUD-defined flat rents: Seattle Housing Authority does not offer tenants the choice of flat rents as required of non-MTW agencies, and does not use flat rents in the rent calculation for mixed citizenship households. (MTW Strategy #10.P.18. Implemented in 2001).
 - Asset income threshold: Seattle Housing Authority will increase the threshold for including asset income in rent contribution calculations to an amount up to \$50,000 for public housing program participants and may allow self-certification of assets below the threshold. (Strategy #10.P.19. Formerly 10.P.17. Implemented in 2013.)
 - Simplified Utility Assistance Payment for HOPE VI communities: HOPE VI participants receive a water and sewer utility allowance in the form of a maximum level of consumption rather than a rent reduction and incentive for conservative consumption. Annual adjustments are made at the next regularly scheduled annual review or update. (MTW Strategy #10.P.20. Implemented in 2013.)
 - Market rate rent policy: Seattle Housing Authority may institute market rate rents as a penalty for noncompliance with the annual review process. (MTW Strategy #10.P.21. Implemented in 2005.)
 - Delay in rent increase for newly employed households: Seattle Housing Authority may 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. (MTW Strategy 10.P.22. Implemented in 2005.)
 - Self Employment Expenses: Households may declare employment expenses up to 30 percent of gross income without further validation of deductions. (MTW Strategy #10.P.23. Implemented in 2015.)

Not Needed in 2016

- Utility allowance-schedule: Seattle Housing Authority may change utility allowances on a schedule different for current residents and new move-ins. (MTW Strategy #10.P.12. Implemented in 2008.)

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- Utility allowance-frequency of utility allowance updates: Seattle Housing Authority may revise the schedule for reviewing and updating utility allowances due to fluctuations in utility rates no more than annually. (MTW Strategy #10.P.15. Implemented in 2010 for selected mixed-finance communities.)

Inactive

- Rent freezes: Voluntary rent policy freezes rent in two year intervals. (MTW Strategy #10.P.04. Implemented in 2001, inactive since 2005.)
- TANF rent calculation: Calculate TANF participant rent on 25% of gross income. (MTW Strategy #10.P.05. Implemented in 2000, inactive since 2005.)
- Tenant Trust Accounts (TTA): A portion of working public housing residents' income may be deposited in an escrow account for use toward self-sufficiency purposes. (MTW Strategy #10.P.06. Implemented in 2001; inactive since Fall 2012.)
- 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. (MTW Strategy #10.P.07. Implemented in 2005; inactive since Fall 2012.)
- 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. (MTW Strategy #10.P.09. Not yet implemented.)
- Studio vs. 1 bedroom: Differentiate rents for studios vs. 1 bedroom units. (MTW Strategy #10.P.10. Not yet implemented.)
- Utility allowance-self sufficiency and resource conservation: Change utility allowance where metering permits to encourage self sufficiency and resource conservation. (MTW Strategy #10.P.11. Not yet implemented.)
- Streamlined rent policy for partnership units: Allow non-profit partners operating public housing units to implement simplified rent policies. (MTW Strategy #10.P.14. Not yet implemented.)
- Utility allowance-local benchmark: Seattle Housing Authority may develop new benchmarks for "a reasonable use of utilities by an energy conservative household" - the standard by which utility allowance are calculated. (MTW Strategy #10.P.16. Not yet implemented.)

Voucher Rent Policy Program Strategies

- Rent burden-include exempt income: Exempt income included for purposes of determining affordability of a unit in relation to 40 percent of household income. (MTW Strategy #10.H.01. Implemented in 2005.)
- Rent cap-use gross income: Rent burden may be calculated on 40 percent of gross income, up from HUD's standard 30 percent of adjusted income. (MTW Strategy #10.H.02. Implemented in 2005.)
- Rent reasonableness at Seattle Housing Authority owned units: Allows Seattle Housing Authority staff to perform rent reasonableness determination for Seattle Housing Authority owned units. (MTW Strategy #10.H.03. Implemented in 2000.)

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- Payment standard: Seattle Housing Authority may develop local voucher payment standards, including different standards for market-rate and affordable housing. (MTW Strategy #10.H.04. Implemented in 2016.)
 - Payment standard-SROs: Seattle Housing Authority may use the studio payment standard for SRO units. (MTW Strategy #10.H.06. Implemented in 2003.)
 - Rent reviews for elderly and disabled households every three years: Rent reviews for elderly and disabled households conducted triennially, including 40 month window for scheduling. (MTW Strategy #10.H.10. Implemented in 2010.)
 - 180-day EOP clock (Previous MTW Strategy #10.H.11 has been renumbered 13.H.02 and moved to the following section on Homeownership and Graduation from Subsidy.)
 - Asset income threshold: Increased threshold for calculating asset income to an amount up to \$50,000 and self-certification of assets below the threshold. (MTW Strategy #10.H.12. Implemented in 2010.)
 - Streamlined medical deduction: Seattle Housing Authority may allow self certification of medical deductions. (MTW Strategy #10.H.13. Implemented in 2011.)
 - Simplified utility allowance schedule: HCV participants' rent is 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. (MTW Strategy #10.H.14. Implemented in 2011.)

Inactive

- Absolute minimum rent: The minimum rent for all residents will be established annually by Seattle Housing Authority. No rent will be reduced below the minimum rent amount by a utility allowance. (MTW Strategy #10.H.05. Not yet implemented.)
- 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. (MTW Strategy #10.H.07. Not yet implemented.)
- 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. (MTW Strategy #10.H.08. Not yet implemented.)
- Rent reasonableness streamlining: Allows Seattle Housing Authority to streamline rent reasonable determinations, including automatic annual adjustments. (MTW Strategy #10.H.09. Not yet implemented.)

Impact

Local rent policy strategies are intended to promote cost effectiveness by saving staff time and self sufficiency by encouraging households to build income, employment, and assets.

This activity is on schedule.

Impact	Metric	Baseline (1999)	Benchmark	2016 Results	Benchmark Achieved?
Cost effectiveness	CE1: Total cost of recertifications	(2009) \$720,966 in wage costs attributable to preparing and conducting certifications	\$894,225 or less in wage costs attributable to preparing and conducting certifications, adjusted for inflation	\$675,597 in wage costs attributable to preparing and conducting recertifications	Yes
Cost effectiveness	CE2: Total time to complete recertifications in staff hours	(2009) 32,036 staff hours	37,267 or less staff hours	25,274 staff hours	Yes
	Staff time savings from local rent policy	(1999) 0	1,100 or more hours saved from local rent policy strategies	2,570 hours	Yes
Housing choice	HC4: Number of households at or below 80% AMI that would lose assistance or need to move	(2013) 69 public housing evictions	69 or fewer public housing evictions	58 public housing evictions	Yes

Impact	Metric	Baseline (1999)	Benchmark	2016 Results	Benchmark Achieved?
Self sufficiency	SS1: Average earned income of households affected by absolute minimum rent	(1999) \$13,815	\$19,902 or more in earned income adjusted for CPI	\$19,550	No
	SS3: Number of heads of household and percent of work-able households employed full time, part time, or unemployed	(2014) 455 work-able heads of households employed full-time, 552 part-time, 662 unemployed; 34% of work-able households employed full-time, 34% part-time, 33% unemployed	455 work-able heads of households employed full-time, 552 part-time, 662 unemployed; 34% of work-able households employed full-time, 34% part-time, 33% unemployed	604 work-able heads of households employed full-time, 475 part-time, 422 unemployed; 40% of work-able households employed full-time, 31% part-time, 29% unemployed	Yes
Self sufficiency	SS4: Number of households receiving TANF assistance	(2014) 212	212	193	Yes
	SS8: Number of households in properties with absolute minimum rent that have primary source of income from wages	(1999) 1,080	1,200	1,244	Yes

Seattle Housing Authority did not meet the benchmark for average earned income of households affected by the absolute minimum rent, although the 2016 result was quite close to the benchmark. Unfortunately increasing household income is a challenge for Seattle Housing Authority participants and low-income households throughout Seattle. Seattle Housing Authority provides a

range of economic opportunity services, including the Workforce Opportunity System pilot program to connect participants with local education and employment resources. We will monitor the success of the pilot (as well as all of our services) to determine which strategies are most effective in supporting our participants in obtaining living wage jobs.

Revisions to benchmarks or metrics

We adjusted the benchmarks for costs and income to reflect inflation based on the CPI.

Rent Reform Hardship Requests

In 2016, there were four hardship requests under the public housing rent policy and 73 hardship requests under the voucher program rent policy. All four of the public housing requests were approved and 34 of the voucher program requests were approved, while the remaining 39 were referred to the ADA Committee.

Data collection methods

Seattle Housing Authority began implementing rent reforms in 2001. However, meaningful data from that time period for staffing and hours spent on recertifications is unavailable. We therefore use 2009 as the baseline year for recertification metrics because data is available and because this year precedes implementation of a round of rent policy strategies that had a measurable impact on staff hours, including implementation of triennial recertifications in the HCV program. Seattle Housing Authority conducted a 2013 time study to determine the amount of staff time spent on public housing annual and interim recertifications and a 2011 time study for the HCV program. Reported costs in this category reflect only staff wages attributable to conducting certifications and do not include benefits, taxes, or costs for resources such as postage and paper. Total wages are calculated by multiplying median wage rates for the staff positions times the amount of time per certification times the number of certifications. This methodology is used rather than total wages because many staff are engaged in a number of activities not related to certifications, such as processing work orders.

Baseline data for 1999 for households whose primary source of income is through wages does not include Holly Park, for whom this data is not available.

Seattle Housing Authority does not maintain records on hours worked by participants. Data on employment by full time, part time, and unemployed status are instead calculated based on total earned income divided by the minimum wage rate.

Seattle Housing Authority maintains records in Yardi, the system of record for public housing, of participants' selection of the 30 percent deduction or full verification of actual expenses.

Recertification data excludes mod rehab units and port-in voucher households, which do not apply MTW rent policy.

No changes were made to data collection methods in 2016.

MTW Activity #11 – Resource Conservation

Status

Active - First included in the 2000 MTW Annual Plan. First implemented in 2000.

Description

Seattle Housing Authority's resource conservation strategies take advantage of the agency's existing relationships with the City of Seattle and local utility providers, which 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.

Authorization

MTW Agreement - Attachment D (C)(1). Our MTW authority is used for the strategy described below.

No changes were made to authorizations in 2016.

Public Housing Resource Conservation Strategies

- Energy protocol: Seattle Housing Authority employs a cost-benefit approach for resource conservation in lieu of HUD-required energy audits every five years. (MTW Strategy #11.P.01. Implemented in 2000.)

Impact

Resource conservation strategies are intended to increase cost effectiveness by working continuously with local utility providers and the City of Seattle to identify conservation measures in a timely manner and avoiding the cost of hiring a third party to conduct energy audits every five years.

This activity is on schedule.

Impact	Metric	Baseline (2009)	Benchmark	2016 Results	Benchmark Achieved?
Cost effectiveness	CE1: Total cost of energy audits in dollars	\$102,000	\$114,110 or less adjusted for CPI	\$19,321	Yes
	Savings from water conservation measures (primarily toilet replacement)	0	\$900,000/year	\$1.7 million in 2016; \$14.2 million since implementation	Yes
Cost effectiveness	Savings from electricity conservation measures (homeWorks renovations 2004-2009)	0	\$147,000/year	\$464,226 in 2016; \$1.9 million since implementation	Yes

Revisions to benchmarks or metrics

The benchmark for cost of energy audits was revised to reflect inflation.

Data collection methods

Seattle Housing Authority maintains detailed utility consumption and rate data supplied by utility providers and Seattle Housing Authority's own water billing system. Cost savings measures look solely at the impact of conservation initiatives and are not an agency-wide measure of utility usage. For example, portfolios that were not included in the conservation initiatives are not included in the analysis. Cost savings represent the total amount of energy saved through conservation initiatives and do not distinguish between resulting decreases in expenses for the agency and for tenants.

The baseline cost of energy audits is based on the real cost to SHA of \$51,000 for an energy audit of 520 units in 2009, resulting in a proportionate estimated cost of \$510,000 for 5,200 public housing units. Since energy audits are required only once every five years, this is divided by five to calculate an average annual cost of \$102,000 for the baseline. The cost of energy audits is based on a percentage (15 percent and 20 percent respectively) of the median salary for two Seattle Housing Authority staff responsible for energy and utility analysis. This analysis does not include factors such as overhead or benefits.

No changes were made to data collection methods in 2016.

MTW Activity #12 – Waiting Lists, Preferences, and Admission Status

Active - First included in the 2000 MTW Annual Plan. First implemented in 2000.

Description

Seattle Housing Authority's waiting list, preferences, and admission strategies have two primary objectives: to decrease costs and to facilitate partnerships with agencies that provide supportive services. Seattle Housing Authority's MTW flexibilities in this area allow the agency to provide a greater percentage of vouchers to service providers and make special decisions if needed to prevent homelessness. These strategies also expedite admission into the program for partner agencies' clients by allowing agencies to maintain their own waiting lists and allowing applicants referred by selected providers to receive the next available unit.

Authorization

MTW Agreement - Attachment C (B)(1)(b)(vi), (C)(1), (C)(2), (D)(4); Specific regulations waived include 24 CFR 982.204(a),(f). Our MTW authority is used for the strategies described below.

No changes were made to authorizations in 2016.

Public Housing Waiting Lists, Preferences, and Admission Strategies:

- Partners maintain own waiting lists: Seattle Housing Authority allows partners to maintain waiting lists for partner-owned and/or operated units (traditional LIPH units; service provider units, etc.) and use their own eligibility and suitability criteria (including no waiting list). (MTW Strategy #12.P.02. Implemented in 2000.)
- Expedited waiting list: Seattle Housing Authority allows applicants referred by selected partners (primarily transitional housing providers) to receive expedited processing and receive the "next available unit." (MTW Strategy #12.P.03. Implemented in 2004.)
- Eligibility criteria: Unique eligibility criteria for specific units or properties, such as service enriched units. (MTW Strategy #12.P.05. Implemented in 2008.)
- Seattle Senior Housing Program (SSHP) waiting list policy: Seattle Housing Authority does not distinguish between senior and non-senior disabled households in filling vacancies in the SSHP portfolio based on bedroom size, while maintaining a 90 percent senior, 10 percent non-senior disabled ratio at the AMP level. (MTW Strategy #10.P.06. Implemented in 2013.)

Inactive

- Site-based waiting lists: Applicants can choose from several site-specific and/or next available waiting lists. (MTW Strategy #12.P.01. First approved in 1999, but MTW flexibility is no longer required.)
- No waiting list: Allows for filling units without a waiting list. (MTW Strategy #12.P.04. Has not yet been implemented.)

Voucher Waiting Lists, Preferences, and Admission Strategies:

- Voucher distribution through service provider agencies: Up to 30 percent of Seattle Housing Authority'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 Seattle Housing Authority's waiting list. (MTW Strategy #12.H.02. Implemented in 2002.)

- Special issuance vouchers: Seattle Housing Authority has established a "special issuance" category of vouchers to address circumstances where timely issuance of vouchers can prevent homelessness or rent burden. (MTW Strategy #12.H.03. Implemented in 2003.)
- Limit eligibility for applicants in subsidized housing: Implements 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. (MTW Strategy #12.H.05. Implemented in 2012.)

Inactive

- Local preferences: Seattle Housing Authority may establish local preferences for federal housing programs. (MTW Strategy #12.A.01. Included in the 2002 MTW Annual Plan; however, this policy is available to all PHAs.)
- Admit applicants owing SHA money: Provide voucher assistance to households owing SHA money from prior tenancy under specific circumstances, for example if they enter into a repayment agreement. (MTW Strategy #12.H.04. Implemented in 2008 and still in place; however MTW authority is no longer needed.)
- Streamlined eligibility verification: Streamline eligibility verification standards and processes, including allowing income verifications to be valid for up to 180 days. (MTW Strategy #12.H.06. Not yet implemented.)

Impact

Waiting list, preferences, and admission strategies are intended to increase cost effectiveness by reducing avoidable turnover and avoiding costs for tasks that can be fulfilled by service providers.

This activity is on schedule.

Impact	Metric	Baseline (1999)	Benchmark	2016 Results	Benchmark Achieved?
Cost effectiveness	CE1: Total cost of waiting lists and admissions in dollars	\$442,791 in wages for admissions staff	\$637,893 or less in wages adjusted for CPI	\$500,244 in wages for admissions staff	Yes
	CE2: Total time to complete waiting lists and admissions in staff hours	24,960 (12 FTE)	20,800 (10 FTE) or less	16,640 (8 FTE)	Yes
Cost effectiveness	Savings from agencies maintaining their own waiting lists	0	\$24,960	\$3,510	No
Increase availability of affordable housing in combination with supportive services	Number of applicants newly receiving housing through agency referrals or waiting lists	0	75	18 in 2016 (0 through the expedited waiting list and 18 through agency vouchers)	No

SHA did not achieve the benchmark for applicants newly receiving housing through agency referrals or the expedited waiting list, or the related metric regarding time savings from these strategies. The decrease in public housing admissions through the expedited waiting list reflects a management decision to temporarily halt the processing of expedited applications in order to increase agency-wide capacity for admissions, and reflecting Seattle Housing Authority's increased ability to serve homeless households through general admissions with the secondary review process, which provides an intensive, individualized assessment process for applicants that may lack a current positive rental history and through project-based voucher contributions to the community's housing first efforts. The number of Housing Choice Voucher admissions through agency referrals also decreased in 2016 because most of the existing contracts are not renewable and as a result the total number has decreased over time. We may adjust benchmarks for these activities in future plans and reports once a permanent decision has been made about their implementation.

Revisions to benchmarks or metrics

The benchmark for staffing costs was adjusted to reflect inflation.

Data collection methods

Avoided costs from agencies maintaining their own waiting lists is calculated based on savings of \$195 per newly occupied unit for partnership and service-provider operated housing units. The \$195 per unit is derived from the agency's real cost in 2010 of \$879,050 to conduct regular admissions for 4,500 units.

Hours are calculated based on actual number of admissions staff. Staff costs are calculated based on the median wage per position, but do not include other costs such as benefits and overhead.

No changes to data collection methods were made in 2016.

MTW Activity #13 – Homeownership and Graduation from Subsidy Status

Active - First included in the 2004 MTW Annual Plan. First implemented in 2004.

Description

Seattle Housing Authority strives to support participants in the multiple ways that households can successfully move away from housing subsidy. These strategies include not only homeownership programs, but also programs that incentivize households transitioning to unsubsidized rental units in the private market, including a savings match program and end of participation policies for higher income households.

Authorization

MTW Agreement - Attachment C (B)(1),(D)(8); Attachment D (B). Our MTW authority is used for the strategies described below.

No changes were made to authorizations in 2016.

Agency-wide Homeownership and Graduation from Subsidy Strategies

- Savings match incentive: Seattle Housing Authority has implemented a program that matches savings and provides financial information for participating public housing and HCV households leaving subsidized housing for homeownership or unsubsidized rental units. (Strategy #13.A.02. Implemented in 2013.)

Inactive

- Down payment assistance (DPA): allocates MTW Block Grant funds to offer a local down payment assistance program. (MTW Strategy #13.A.01. Implemented in 2004.)

Public Housing Homeownership and Graduation from Subsidy Strategies

- End of Participation for higher income households in mixed-income communities: In mixed-income communities, Seattle Housing Authority will remove subsidy when household income exceeds the established limit for six months. (MTW Strategy #13.P.01. Implemented in 2016.)

Voucher Homeownership and Graduation from Subsidy Strategies

- The 180-day End of Participation “clock” due to income will start when a family’s Housing Assistance Payment (HAP) reaches \$50 or less. (MTW Strategy #13.H.02. Formerly #10.H.11. Implemented in 2010.)

Inactive

- Monthly mortgage assistance (MTW Strategy #13.H.01. Not yet implemented.)

Impact

Homeownership and graduation from subsidy strategies promote self sufficiency and create housing opportunities for waiting list households by helping participants leave subsidized housing. This activity is on schedule.

Impact	Metric	Baseline	Benchmark	2016 Results	Benchmark Achieved?
Housing choice	HC6: Number of households that purchased a home through homeownership and graduation from subsidy strategies	0	5	3	No
Self sufficiency	SS8: Number of households who transitioned to unsubsidized housing due to homeownership and graduation from subsidy strategies	0	25	65	Yes

Seattle Housing Authority did not achieve the benchmark for number of households that purchased a home through homeownership and graduation from subsidy strategies. This is due in part to the savings match program, where only one household purchased a home in 2016. Internal evaluation of this pilot program has found lower than projected numbers of graduating households and as a

result we have placed a hold on new enrollments as we consider changes to the program or alternate strategies.

Revisions to benchmarks or metrics

No changes were made.

Data collection methods

Savings Match and Down Payment Assistance program participation is tracked through spreadsheets maintained by Seattle Housing Authority staff. End of participation information is maintained in Seattle Housing Authority's participant databases.

Homeownership is not tracked for households leaving the HCV program due to the end of participation clock.

No changes were made to data collection methods in 2016 except for the addition of information for households under the end of participation policy in mixed-income communities, which was newly implemented in 2016.

MTW Activity #15 – Combined Program Management

Status

Active - First included in the 2008 MTW Annual Plan. First implemented in 2008.

Description

In some of its communities, Seattle Housing Authority 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 within the same community makes sense and 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. Seattle Housing Authority's implementation of this activity allows units subsidized by project-based housing choice vouchers to be operated just like public housing subsidized units.

Authorization

MTW Agreement, Attachment C (C)(1), (C)(2), (C)(4), (C)(9), (C)(10), (C)(11), (D)(1), (D)(2), (D)(3), (D)(4), (D)(5), (D)(7); specific regulations waived include 24 CFR 983.51(b)(2). Our MTW authority is used for the strategies described below.

No changes were made to authorizations in 2016.

Agency-wide Combined Program Management Strategies

- Combined program management: Combined program management for project-based vouchers and public housing in communities operating both subsidy types. (MTW Strategy #15.A.01. Implemented in 2008.)

Impact

Combined program management strategies are intended to increase cost effectiveness by decreasing staff time through the elimination of duplicated activities, such as inspections and waiting lists, and the streamlining of rent and other policies that would otherwise be similar, but different, if the units were operated under the separate subsidy programs.

This activity is on schedule.

Impact	Metric	Baseline (2007)	Benchmark	2016 Results	Benchmark Achieved?
Cost effectiveness	CE1: Total cost to complete recertifications for combined program management units	\$10,335	\$11,963 or less adjusted for CPI	\$10,505	Yes
	CE2: Total time to complete recertifications for combined program management (SLIHP) units	472 hours	450 hours or less	410 hours	Yes

Revisions to benchmarks or metrics

The cost benchmark was adjusted to reflect inflation.

Data collection methods

Staff time is calculated based on a 2011 voucher time study and 2013 public housing time study, which found that on average it took 16 minutes to key an annual review in HCV's data system of record, plus an average of 146 total minutes to complete a regular recertification in public housing. The time required for a regular recertification in public housing is used as a proxy for the equivalent amount of time required to complete an annual tax credit certification in the HOPE VI units. The baseline figure is derived from the average total time required to complete a public housing annual review plus the average total time required to complete a project-based voucher annual review.

The data provided on time saved through this strategy reflects only time spent on annual recertifications and does not reflect the added opportunities for efficiencies through unified waiting lists and inspections. Data on cost savings reflects median wage levels only and excludes other factors such as overhead, benefits, and postage.

No changes were made to data collection methods in 2016.

MTW Activity #18 – Short-Term Assistance

Status

Active - First included in the 2013 MTW Plan. First implemented in 2013.

Description

Seattle Housing Authority is working on multiple fronts with community partners to develop innovative new assistance programs that are designed to be short-term in length. These 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 employment, childcare services, and domestic violence counseling.

Authorization

MTW Agreement, Attachment D (B). Our MTW authority is used for the strategies described below.

No changes were made to authorizations in 2016.

Agency-Wide Short-Term Strategies

- Emergency Assistance for Housing Stability: Seattle Housing Authority 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. (MTW Strategy #18.A.02. Implemented in 2014.)

Inactive

- Interagency Domestic Violence Transfer Program: In collaboration with partnering MTW agencies and domestic violence service providers, Seattle Housing Authority may participate in an inter-jurisdictional transfer program to assist residents and program participants who become victims of domestic violence and need to move to another jurisdiction. (MTW Strategy #18.A.01. Not yet implemented.)

Voucher Short-Term Strategies

- Short-Term Rental Assistance: Seattle Housing Authority may provide funding for short-term shallow rental assistance through cooperative community initiatives to help families, students, adults, and youth obtain and retain housing. (MTW Strategy #18.H.01. Implemented in 2013.)

Impact

Short-term assistance strategies contribute to self sufficiency by providing youth and adults with the services and financial assistance that they need to remain stable in their housing and/or to obtain housing.

This activity is on schedule.

Impact	Metric	Baseline (2012)	Benchmark	2016 Results	Benchmark Achieved?
Housing choice	HC1: Number of new units for domestic violence survivors made available for households at or below 80% AMI through the interagency domestic violence transfer program	0	3 households annually	0	No
	HC4: Number of households at or below 80% AMI that would lose assistance or need to move without access to emergency assistance funds	0	0	0	Yes
	HC5: Number of households able to move to a better unit	0	3 households annually	0	No
Impact	Metric	Baseline (2012)	Benchmark	2016 Results	Benchmark Achieved?
Housing choice	HC7: Number of households receiving services aimed to increase housing choice	0	25 households annually	5	No

Seattle Housing Authority did not achieve the benchmark for the inter-agency domestic violence transfer agreement because the program has not been implemented. We are currently considering the strategy inactive.

Seattle Housing Authority did not achieve benchmarks for short-term rental assistance because the agency did not provide funding for new households in this program in 2016. The short-term rental assistance program found that restrictions on Seattle Housing Authority's federal funds made them difficult to administer. However, Seattle Housing Authority continued our existing commitment to the youth and young adults already receiving assistance through the program and in 2016 five young adults received short-term rental assistance. The program will continue to move forward with rapid rehousing with funding from other sources in the future. In future plans and reports we will revise this benchmark to reflect the discontinuance of this activity.

Revisions to benchmarks or metrics

No changes were made.

Data collection methods

Outcomes for youth and families served are tracked through both program records and HMIS.

Seattle Housing Authority reports zeros for the benchmark and annual outcome for emergency assistance for housing stability (18.A.02) because the policy allows the agency to disregard this type of emergency assistance. We do not maintain documentation of emergency assistance because it is excluded through this policy.

No changes were made to data collection methods in 2016.

MTW Activity #19 – Mobility and Portability

Status

Active - First included in the 2013 MTW Plan. Not yet implemented.

Description

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

Authorization

MTW Agreement, Attachment C (D)(1)(g); (B)(1).

No changes were made to authorizations in 2016, except for the addition of Attachment C (B)(1) to the list of authorizations in the annual report. This authorization was included in Seattle Housing Authority's Housing Choice Moving Cost Assistance and Support strategy (19.H.02) when it was originally proposed in the approved 2014 MTW plan, meaning that its incorporation is a correction of an unintentional omission in the 2015 report rather than a new authorization.

Voucher Mobility Strategies

- 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. (MTW Strategy 19.H.03. First implemented in 2015.)

Not Needed in 2016

- Limiting portability in high cost areas: Seattle Housing Authority 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. (MTW Strategy #19.H.01. Not yet implemented.)
- Housing Choice Moving Cost Assistance and Support: Seattle Housing Authority may develop a program for voucher households to provide assistance with housing search, deposits and similar costs, outreach and incentives for landlord participation such as risk reduction funds, and access supplements. (MTW Strategy #19.H.02. MTW authority was not needed in 2016.)

Impact

Mobility and portability strategies support cost effectiveness by reducing agency costs and time commitments. This activity is on schedule.

Impact	Metric	Baseline (2014)	Benchmark	2016 Results	Benchmark Achieved?
Cost effectiveness	CE1: Total cost of task in dollars	\$17,332	\$15,443 (adjusted for inflation)	\$3,933	Yes
	CE2: Total time to complete port out processing in staff hours	419 hours	369 hours per year once fully implemented	154 hours	Yes

Revisions to benchmarks or metrics

No revisions were made in 2016.

Data collection methods

Seattle Housing Authority maintains records of households that have ported out of Seattle in Elite, the current system of record for the Housing Choice Voucher program. Time estimates represent initial port out processing only and do not include subsequent activities such as annual port out updates. Cost estimates represent staff wages and do not include overhead.

MTW Activity #20 – Local Non-Traditional Affordable Housing Strategies

Status

Active - First described as an MTW activity in the 2013 MTW Plan in response to HUD guidance. First implemented in 1999.

Description

Seattle Housing Authority sometimes uses MTW Block Grant funds to support affordable housing outside of the traditional public housing and voucher programs. This support may include funding for development, capital improvements, and both physical and financial maintenance. While this was previously an unremarkable use of MTW Block Grant funds under our Local Asset Management Program, new guidance from HUD on local non-traditional activities (PIH Notice 2011-45) has made it advisable for us to call out this use of funds as an MTW activity.

This use of MTW funds allows Seattle Housing to maintain or broaden the availability of housing in the city affordable to households below 80 percent of Area Median Income. This activity may include 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.

Authorization

MTW Agreement, Attachment D – Use of Funds.

No changes were made to authorizations in 2016.

Agency-wide Local Non-Traditional Strategies

- Use of Funds for Local Non-Traditional Affordable Housing: SHA may use Block Grant funds to develop, capitally improve, and/or maintain and operate affordable housing outside of the traditional public housing and voucher programs. (MTW Strategy #20.A.01. First described as an MTW strategy in the 2013 Plan in response to HUD guidance. Implemented in 1999.)

Impact

Local Non-Traditional Affordable Housing strategies support housing choice by preserving affordable housing options for households below 80 percent AMI throughout the city of Seattle.

This activity is on schedule.

Impact	Metric	Baseline (1998)	Benchmark	2016 Results	Benchmark Achieved?
Housing choice	HC1: Number of new units made available for households at or below 80% AMI	0	596 units	613 units	Yes
	HC2: Number of housing units preserved for households at or below 80% AMI that would otherwise not be available.	0	90 units	451 units	Yes

Revisions to benchmarks or metrics

No revisions were made.

Data collection methods

Seattle Housing Authority routinely tracks information on all of its housing stock, including funding type.

No changes were made to data collection methods in 2016.

Not Yet Implemented MTW Activities

MTW Activity #2 – Family Self-Sufficiency Program

Status

Under development - First included in the 1999 MTW Annual Plan. Not yet implemented.

Description

Seattle Housing Authority's Family Self-Sufficiency Program supports residents with services and financial incentives that help them to pursue self sufficiency in multiple arenas, including employment, education, and moves to market-rate housing. MTW strategies have been designed to help the Family Self-Sufficiency Program to expand its impact by partnering with other agencies, providing incentives for participation, and using local selection criteria, contract terms, and escrow calculation methods.

Authorization

MTW Agreement- Attachment C (C)(5), (C)(11), (E). Our MTW authority is used for the strategies described below.

No changes were made to authorizations in 2016.

Agency-wide Family Self-Sufficiency Program Strategies

Under Development

- FSS escrow accounts: Use local policies for determining escrow calculation, deposits, and withdrawals. (MTW Strategy #2.A.03. Not yet implemented.)
- FSS participation contract: Locally designed contract terms including length, extensions, interim goals, and graduation requirements. (MTW Strategy #2.A.04. Not yet implemented.)
- FSS program incentives: Provide incentives to FSS participants who do not receive escrow deposits, including program offerings for non-heads of household and other members not enrolled in HUD's FSS program. (MTW Strategy #2.A.06. Not yet implemented.)

-
- FSS selection preferences: Up to 100 percent of FSS enrollments may be selected by local preferences. (MTW Strategy #2.A.07. Not yet implemented.)

Inactive

- Partner with city: Partner with the City of Seattle to share responsibilities and resources for a new integrated FSS program. (MTW Strategy #2.A.01. Implemented in 1998; discontinued in 2000.)
- SJI preference + time limits: Preference for Seattle Jobs Initiative participants coupled with time limits. (MTW Strategy #2.A.02. Implemented in 1998; discontinued in 2000.)
- FSS Program Coordinating Committee: Restructure Program Coordinating Committee (PCC) to better align with program goals and local resources. (MTW Strategy #2.A.05. Not yet implemented.)

Implementation

Seattle Housing Authority is currently revisiting the FSS program and may include new MTW FSS strategies or activation of existing MTW FSS strategies in the 2018 plan.

MTW Activity #21 –Self-Sufficiency Assessment and Plan

Status

Under development - First included in the 2015 MTW Annual Plan. Not yet implemented.

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.

Authorization

MTW Agreement: Attachment C (C)(2), (C)(4), (D)(1)(c), (D)(1)(c), (D)(3)(b). These authorizations are needed because requiring participation in the self sufficiency assessment and planning process could alter policies regarding eligibility for admission into the public housing and voucher programs, as well as requirements for interim review processes or continued eligibility.

Agency-wide Strategies

Under Development

- SHA may make self -sufficiency assessments and planning mandatory for work-able adults.

Implementation

Seattle Housing Authority launched the Workforce Opportunity System pilot in 2015 and has received positive feedback from participants. Mandatory participation has not been needed to date. In late 2015, the agency began automatically enrolling eligible participants to attend a program orientation, which improved participation. (Despite automatic enrollment, participation is voluntary as there is no penalty for households that decline or fail to attend.) Seattle Housing Authority continues to assess the potential pros and cons of voluntary and mandatory participation to determine which approach is most beneficial, as well as piloting additional targeted outreach and recruitment efforts to support automatic enrollment. The agency will continue to monitor enrollment and participation and may make changes such as requiring mandatory participation based on those results.

On Hold Activities

MTW Activity #4 – Investment Policies

Status

On Hold - First included in the 1999 MTW Annual Plan. First implemented in 1999. Placed on hold in 2013.

Description

Seattle Housing Authority'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, Seattle Housing Authority assesses potential investments and makes a decision about whether this MTW flexibility will be needed. In 2016 investment flexibility was not needed and all Seattle Housing Authority investments followed HUD policies.

Authorization

MTW Agreement - Attachment C (B)(5). Our MTW authority is used for the strategies described below.

No changes were made to authorizations in 2016.

Agency-wide Investment Policy Strategies

Not Needed in 2016

- Investment policies: Seattle Housing Authority may use Washington State investment policies in lieu of HUD investment policies. (MTW Strategy #4.A.01. Implemented in 1999.)

Reactivation

Seattle Housing Authority annually assesses potential investments to determine which investment policies are most beneficial. MTW alternate investment policies were not needed in 2016. However, Seattle Housing Authority will continue to revisit its investment strategies annually in consideration of both the agency's financial plans and available investment opportunities.

Closed Out Activities

MTW Activity #6 – MTW Block Grant and Fungibility

First implemented with MTW participation in 1999. Closed out in 2011.

While Seattle Housing Authority maintains this important MTW authority, HUD has requested that we no longer report on it as a standalone MTW activity. Previously approved strategies for this activity were:

- MTW Block Grant: Seattle Housing Authority combines all eligible funding sources into a single MTW Block Grant used to support eligible activities.
- Operating reserve: Maintain an operating reserve consistent with sound management practices.
- Utilization goals: HCV utilization defined by use of budget authority.
- Obligation and expenditure timelines: Seattle Housing Authority may establish timelines for the obligation and expenditure of MTW funds.

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

MTW Activity #7 - Procurement

First implemented with MTW participation in 1999. Closed out in 2011.

While Seattle Housing Authority'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.

Previously approved strategies for this activity were:

- Construction contract: Locally-designed form of construction contract that retains HUD requirements while providing more protection for Seattle Housing Authority.
- Procurement policies: Adopt alternative procurement system that is competitive, and results in Seattle Housing Authority paying reasonable prices to qualified contractors.
- Wage rate monitoring: Simplified process for monitoring the payment of prevailing wages by contractors.

This activity may be considered closed out as of 2011, which was the last year that Seattle Housing Authority reported on it as a separate activity.

MTW Activity #14 – Related Nonprofits

First approved in the 2004 MTW Annual Plan. Closed out in 2013.

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

Previously approved strategies for this activity were:

- Related non-profit contracts: Seattle Housing Authority may enter into contracts with any related nonprofit.

This activity may be considered closed out as of 2013. Seattle Housing Authority closed out this activity without implementing it because it found that MTW flexibility was not needed for the activities intended. As a result, there are no outcomes to report.

MTW Activity #16 – Local Asset Management Program

First included in the 2000 MTW Annual Plan and first implemented in 2000.

While Seattle Housing Authority maintains Local Asset Management Program (LAMP) authority, we no longer report on this as an MTW activity at HUD's request.

Previously approved strategies for this activity were:

- Local Asset Management Program: Use asset management principles to optimize housing and services.

Although Seattle Housing Authority continues to operate under the LAMP and this 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. No final outcomes can be reported as the LAMP is a way of doing business rather than a discrete program or activity, and because Seattle Housing Authority continues to implement this activity.

MTW Activity #17 – Performance Standards

First included in the 1999 MTW Annual Plan and first implemented in 1999.

While Seattle Housing Authority maintains alternate performance standards based on MTW participation, this is no longer reported as an MTW activity at HUD's request.

Previously approved strategies for this activity were:

- 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).

Although Seattle Housing Authority continues to maintain and refine alternate performance standards, this activity may be considered closed out at HUD's request as of 2014. No final outcomes can be reported as performance standards do not result in measurable outcomes, and because Seattle Housing Authority continues to implement this activity.

V. Sources and Uses of Funding

This section describes aspects of Seattle Housing Authority's revenues and expenditures for 2016, local asset management program, and use of MTW single fund authority.

Sources and uses of MTW funds

This is Seattle Housing Authority's fourth report under the new 50900 requirements issued by HUD in 2013. Public housing authorities continue to submit their financial information through the Financial Assessment System - PHA (FASPHA) rather than in the MTW report. The following section provides information on a few aspects of the MTW Block Grant and Replacement Housing Factor (RHF) funding, but is not comprehensive.

Single Fund Flexibility

The MTW Block Grant is a critical element of MTW participation, allowing MTW housing authorities to combine public housing capital, operating, and Housing Choice Voucher subsidies into a single source of funding that they are able to allocate to meet local needs. The following table describes how Seattle Housing Authority used this single fund flexibility in 2016.

Describe the Activities that Used Only MTW Single Fund Flexibility
<p>Seattle Housing Authority established a MTW Block Grant Fund under the original MTW Agreement in 1999. Seattle Housing Authority continues to use single fund flexibility under the First Amendment to the MTW Agreement (and now under the Extension Agreement). Funding flexibility allowed under MTW supports a variety of low-income housing services and programs and is central to the agency's Local Asset Management Plan (LAMP). Seattle Housing Authority's LAMP includes the whole of its operations, including MTW Block Grant sources and uses.</p> <p>During 2016, Seattle Housing Authority exercised its MTW flexibility to allocate MTW Block Grant revenues among the Authority's housing and administrative programs. This enabled SHA to further its mission and strategic plan by balancing the mix of housing types, services, capital investment, and administrative support to different low-income housing programs and different groups of low-income residents and voucher participants.</p> <p>In 2016 Seattle Housing used Block Grant flexibility of \$35.2M to support the following local programs:</p> <ul style="list-style-type: none">• Local low income housing operations, assistance, and capital repairs• Community services for tenants, employment opportunity programs, recreation and youth educational programs, translation services, and self-sufficiency programs• Local low-income housing development and rehabilitation <p>While these activities benefit from the flexibility of Seattle Housing Authority's MTW Block Grant, nearly all activities are for Section 8 and Section 9 participants and are not local non-traditional MTW activities as defined in PIH Notice 2011-45. Seattle Housing Authority remains in compliance with the guidance regarding use of funds described in PIH Notice 2011-45.</p>

Local Asset Management Plan

V.4.Report.Local Asset Management Plan	
B. MTW Report: Local Asset Management Plan	
Has the PHA allocated costs within statute during the plan year?	<div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">Yes</div> <div style="display: inline-block; border: 1px solid black; width: 40px; height: 20px; margin-left: 10px;"></div>
Has the PHA implemented a local asset management plan (LAMP)?	<div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">Yes</div> <div style="display: inline-block; margin: 0 5px;">or</div> <div style="display: inline-block; border: 1px solid black; width: 40px; height: 20px;"></div>
<p>If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. It shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.</p>	
Has the PHA provided a LAMP in the appendix?	<div style="display: inline-block; border: 1px solid black; padding: 2px 10px;">Yes</div> <div style="display: inline-block; margin: 0 5px;">or</div> <div style="display: inline-block; border: 1px solid black; width: 40px; height: 20px;"></div>
<p>See the body of the report for a narrative updating the progress of implementing and operating the Local Asset Management Plan during the fiscal year.</p>	

Seattle Housing Authority continued to operate under its approved Local Asset Management Plan (LAMP), as first stipulated in the 2010 Plan and in practice since the beginning of its MTW participation. No significant changes were made to Seattle Housing Authority's LAMP during 2016. Indirect service fees (ISF) continue to be updated annually, new programs are added as needed, and on-site maintenance staffing has been implemented at select communities. Seattle Housing Authority's LAMP was submitted with our 2016 MTW Plan and approved by HUD in a letter received February 16, 2016.

In compliance with the First Amendment to the MTW Agreement and the Office of Management and Budget (OMB) Super Circular at Title 2 CFR Part 200 (formerly A-87 requirements), Seattle Housing Authority has set up an ISF. The indirect cost plan is described in more detail in Seattle Housing Authority's LAMP in the appendices of this report. Similar to HUD's COCC and consistent with Circular 200, Seattle Housing Authority created a Central Services Operating Center (CSOC) to represent the fee charges and expenses for indirect costs.

As described previously, Seattle Housing Authority has developed an ISF in compliance with OMB Circular 200 requirements. Seattle Housing Authority's CSOC is more comprehensive than HUD's asset management system, which focuses only on fees for services for public housing properties. Seattle Housing Authority's mission and work is much broader than public housing alone and therefore Seattle Housing Authority's LAMP is also broader. The LAMP includes local housing, for sale activities, limited partnership properties, and other activities not found in traditional HUD programs or public housing agencies. Seattle Housing Authority's ISF is based on anticipated indirect costs serving all direct service programs. In accordance with OMB Circular 200 requirements, the ISF is determined in a reasonable and consistent manner based on total units and leased vouchers. The ISF is a standard fee calculated annually per housing unit and leased voucher charged each month to each program. Please see the LAMP in the appendices to review Seattle Housing Authority's Indirect Cost Plan.

Replacement Housing Factor (RHF) Funding

Seattle Housing Authority receives Replacement Housing Factor (RHF) and Demolition or Disposition Transitional Funding (DDTF) to support the creation of new affordable housing. Since 2001, Seattle Housing Authority has used first and second increment RHF funding to create new affordable housing with several large-scale mixed finance projects at NewHolly, Rainier Vista, High Point, and Yesler Terrace.

In order to combine RHF funding with the MTW Block Grant, Seattle Housing Authority provides an annual update on expenditures of RHF funding in the MTW report. DDTF funding and its associated requirements will replace RHF within a few years. DDTF will not have the same RHF annual reporting requirements and can be used for additional capital needs.

In 2016, the agency received \$170,000 in RHF funding and spent well over this amount on RHF activities that supported the redevelopment of Yesler Terrace and other properties, including predevelopment, infrastructure, and construction. In 2016 residents moved into the 83 units at Raven Terrace. Hoa Mai Gardens was under construction with anticipated completion in mid-2017. Engineering and design activities continued in 2016 for Red Cedar at 888 East Fir and financing will close in early 2017. All of these projects are part of Yesler Terrace redevelopment.

VI. Administrative Information

This section provides documentation of findings from HUD audits and monitoring visits and certifies compliance with regulations.

Reviews, audits, or inspection issues

In 2016 Seattle Housing Authority received four findings from a HUD management review of the Housing Choice Voucher program, all of which have been addressed and closed.

Agency-Directed Evaluations

Seattle Housing Authority is not currently engaged in any agency-wide evaluations of its MTW program.

Certification of Compliance with Regulations

- At least 75 percent of families assisted by Seattle Housing Authority are very low-income.
 - Seattle Housing Authority certifies that it is meeting this statutory objective. HUD, as stated in Section II, will confirm this with PIC data and the information Seattle Housing Authority provides in this report on households served by local, non-traditional programs. According to Seattle Housing Authority's data at the end of 2016, just under 96 percent of households we served were very low-income.
- Seattle Housing Authority continues to assist substantially the same number of eligible low-income families as would have been served had the amounts (MTW funds) not been combined.
 - Seattle Housing Authority continued to meet this requirement in 2016. Supporting details in HUD's prescribed format may be submitted separately from this report.
- Seattle Housing Authority has maintained a comparable mix of families (by family size as would have been served absent the demonstration).
 - Seattle Housing Authority has maintained a comparable mix of families by family size as would have been served absent the demonstration. While the distribution of family sizes served has shifted since Seattle Housing Authority began its MTW participation, these shifts are largely attributed to non-MTW changes such as housing stock and community demographics, as explained in Section II of this report.

Appendices

The appendices of this report include:

- Appendix A: Housing Stock and Leasing Overview
- Appendix B: New Project-based Voucher Units
- Appendix C: Housing and Applicant Demographics
- Appendix D: Local Asset Management Plan

Appendix A – Housing Stock and Leasing Overview

In the body of this report, we provide statistics on properties and units funded through the MTW Block Grant. However, Seattle Housing Authority owns and manages additional housing stock funded through other sources. In this appendix we provide an overview of Seattle Housing Authority's housing stock and leasing rates for units that are both MTW and non-MTW funded.

Table 1: Changes in housing inventory

Housing Program	2015 year end	2016 year end
MTW Block Grant-funded Housing		
Housing Choice Voucher	9,666	9,666
<i>Tenant-based</i>	6,226	6,201
<i>Project-based – partner-owned</i>	2,856	2,857
<i>Project-based – SHA-owned</i>	510	539
<i>Program-based – SHA-owned</i>	15	10
<i>Provider-based</i>	59	59
Public Housing	6,040	6,040
<i>SHA-owned *</i>	6,000	6,000
<i>Partner-owned</i>	40	40
MTW Block Grant-funded Housing Total	15,706	15,706
Other HUD-funded Housing		
Housing Choice Vouchers - Special Purpose	693	782
<i>Family Unification Program</i>	200	200
<i>Mainstream Disability</i>	75	75
<i>Housing Conversion</i>	0	74
<i>Veterans Affairs Supportive Housing</i>	418	433
Section 8 New Construction	130	130
Section 8 Moderate Rehab	759	684
Other HUD-funded Housing Total	1,582	1,596
Local Housing		
Seattle Senior Housing Program *	138	136
Tax credit housing (without public housing subsidy)	952	1,035
Other affordable housing	716	716
Local Housing Total	1,806	1,887
Managed by SHA for other owners	0	0
Total Housing**	18,569	18,640

*Includes residential units leased to agencies that provide transitional housing or supportive services and units for live-in staff.

**Due to project-basing and program-basing of Housing Choice Vouchers in Local Housing, Total Housing is the sum of all housing units minus Housing Choice Vouchers-MTW Project-based – SHA-owned and Program-based – SHA-owned. Managed by SHA for other owners is also not included in Total Housing.

Table 2: Changes in units leased

HOUSING PROGRAM	2015 year end	2016 year end
Housing Choice Vouchers-MTW	8,696	8,815
Housing Choice Vouchers-Non-MTW	587	623
<i>Family Unification Program</i>	192	195
<i>Mainstream Disability</i>	71	70
<i>Housing Conversion</i>	0	0
<i>Veterans Affairs Supportive Housing</i>	324	358
Low Income Public Housing	5,854	5,738
Section 8 Moderate Rehab	683	625
Section 8 New Construction	128	129
Local Housing*	1,721	2,015
*Does not include local SSHP unit operated by partner; includes residential units leased to agencies that provide transitional housing or supportive services and units for live-in staff. Includes households who are represented in other programs such as HCV Section 8.		

Appendix B – New Project-based Voucher Units

Seattle Housing Authority awarded 80 new MTW project-based vouchers during the year. The projects are described below.

Sylvia Odom's Place						
Project description	<p>Sylvia Odom's Place opened in February 2016 and houses formerly homeless adults, operated by Plymouth Housing Group. Sylvia Odom's Place is designed to be a part of the continuum of homeless housing where tenants who are able to leave Permanent Supportive Housing relocate to housing that still has a strong supportive element to ensure successful tenancy. This in turn has increased Plymouth Housing Group's ability to offer Permanent Supportive Housing to people living on the streets.</p> <p>The building is located in Seattle's Belltown neighborhood, which offers easy access to many amenities including being within steps to public transportation. The studio units come furnished for all tenants.</p>					
Total units in property	Project-based units					
	Studios	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	Total
65	63*	0	0	0	0	63*

*55 project-based vouchers were awarded through the 2016 King County Combined Funders allocation. An additional 8 project-based vouchers were included in the total to offset the 8 project-based vouchers that were lost when the Gatewood Hotel project closed.

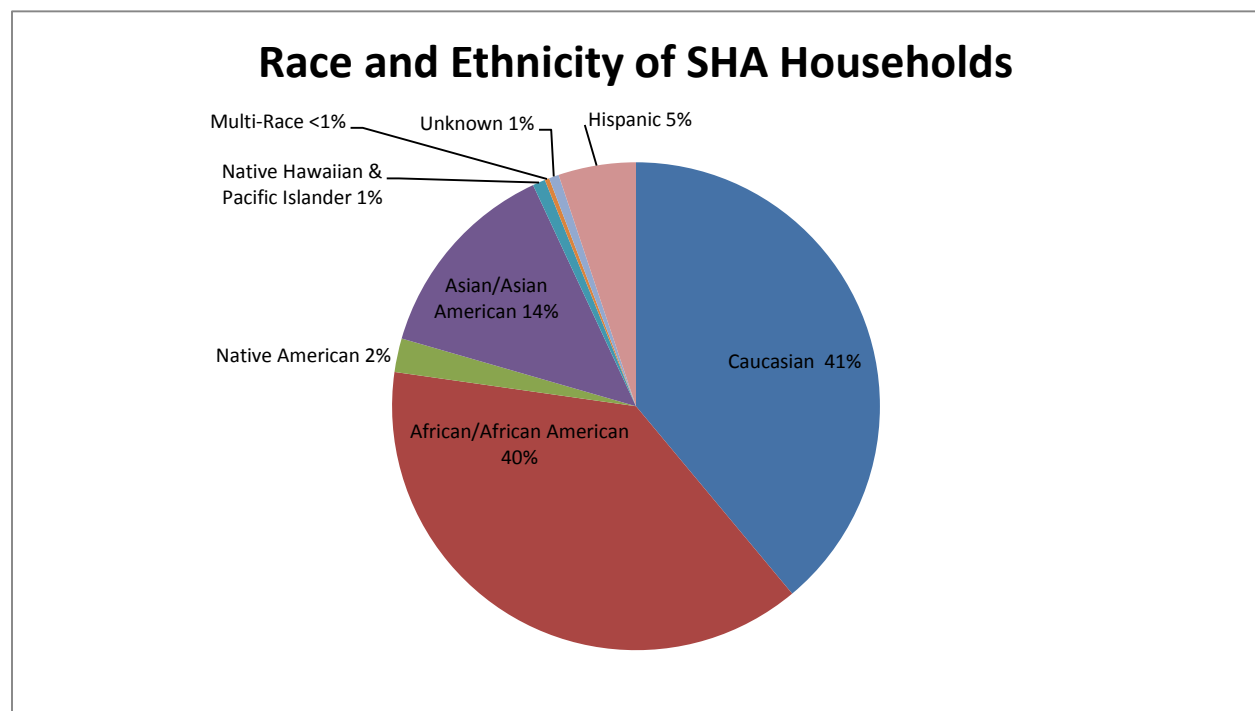
The Marion West						
Project description	<p>The Marion West is a mixed-use project located in Seattle's University District, with a 20 unit set aside for homeless young adults operated by Low Income Housing Institute. The remaining 29 units are for workforce individuals making between 40 and 60% of Area Median Income.</p> <p>The building features community space, classrooms, and counseling space and a roof top deck for residents to enjoy. Co-located within the building is the expanded University District Food Bank and space to open a café.</p>					
Total units in property (ies)	Project-based units					
	Studios	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	Total
49	24	1	0	0	0	25

Appendix C – Household and Applicant Demographics

This appendix provides data on changes in the number and characteristics of households housed in Seattle and applicants to Seattle Housing Authority. Unless otherwise noted, data represents year-end information (December 31, 2016). Variations in totals from table to table indicate detailed data is missing for a few households. Additional data notes are provided at the end of this appendix.

Existing Households

Race & Ethnicity



All Households as of 12/31/2016

Program	Caucasian	African/ African American	Native American	Asian/ Asian American	Native Hawaiian & Pacific Islander	Multi- Race	Unknown	Total	Hispanic (Any Race)
LIPH Total	2,403	2,106	98	1,043	37	43	8	5,738	341
Section 8 Total	3,482	3,588	246	1,014	90	1	2	8,423	445
SSHP	56	17	3	52		1	6	135	4
Other Non- Federal Total	249	259	8	51	6	3	88	664	27
Total	6,190	5,970	355	2,160	133	48	104	14,960	817
Percent of Total	41%	40%	2%	14%	1%	0%	1%	100%	5%

Low-Income Public Housing Residents as of 12/31/2016

Community Type	Caucasian	African / African American	Native American	Asian / Asian American	Native Hawaiian & Pacific Islander	Multi- Race	Total
Garden Communities	76	621	12	367	10	6	1,094
High-Rises	1,467	900	64	467	10	25	2,938
Mixed Income	19	37	1	4	0	0	61
Partnership Units	14	31	0	3	0	1	49
Scattered Sites	170	361	13	89	12	6	652
SSHP-LIPH	643	118	8	105	3	4	881
Townhouses	14	38	0	8	2	1	63
LIPH Total	2,403	2,106	98	1,043	37	43	5,738
Percent of Total	40%	37%	2%	17%	1%	1%	100%
2015 Year-end	2,430	2,074	105	1,046	37	39	5,731
Percent of Total	42.4%	36.2%	1.8%	18.3%	0.6%	0.7%	
Percent Change from Prior Year	-1.1%	1.5%	-6.7%	-0.3%	0.0%	10.3%	0.1%
Difference in Ratios	-2.4%	0.8%	0.2%	-1.3%	0.4%	0.3%	

Excludes households whose race is unknown.

Section 8 Program Participants as of 12/31/2016

Program	Caucasian	African / African American	Native American	Asian / Asian American	Native Hawaiian & Pacific Islander	Multi- Race	Total
HCV Tenant-based	1,710	2,160	109	524	47	0	4,550
HCV Project-based	1,409	1,267	100	339	35	0	3,150
S8 Mod Rehab	304	133	34	146	8	0	625
S8 New	59	28	3	5	0	1	98
Section 8 Total	3,482	3,588	246	1,014	90	1	8,423
Percent of Total	41%	43%	3%	12%	1%	0%	100%
2015 Year-end	3,487	3,535	226	992	92	1	8,333
Percent of Total	41.8%	42.4%	2.7%	11.9%	1.1%	0.01%	
Percent Change from Prior Year	-0.1%	1.5%	8.8%	2.2%	-2.2%	0.0%	1.1%
Difference in Ratios	-0.8%	0.6%	0.3%	0.1%	-0.1%	0.0%	

Excludes households whose race is unknown.

SSHP Residents (non-LIPH) as of 12/31/2016

Program	Caucasian	African / African American	Native American	Asian/ Asian American	Native Hawaiian & Pacific Islander	Multi-Race	Total
SSHP Total	56	17	3	52	0	1	135
Percent of Total	41%	13%	2%	39%	0%	1%	100%
2015 Year-end	53	18	4	52	0	0	127
Percent of Total	41.7%	14.2%	3.1%	40.9%	0.0%	0.0%	
Percent Change from Prior Year	5.7%	-5.6%	-25.0%	0.0%	0.0%	0.0%	6.3%
Difference in Ratios	-0.7%	-1.2%	-1.1%	-1.9%	0.0%	1.0%	

Excludes households whose race is unknown.

Other Non-Federal Program Residents as of 12/31/2016

Program	Caucasian	African / African American	Native American	Asian/ Asian American	Native Hawaiian & Pacific Islander	Multi-Race	Total
HOPE VI Tax Credit	24	166	3	30	0	2	246
Special Portfolio SHA Managed	8	33	1	1	1	1	105
Yesler Terrace Replacement Properties	8	38	2	3	0	0	55
Special Portfolio Privately Managed	209	22	2	17	5	0	258
Other Non-Federal Total	249	259	8	51	6	3	664
Percent of Total	38%	39%	1%	8%	1%	0%	100%
2015 Year-end	278	271	4	56	6	2	617
Percent of Total: Projected	45.1	43.9%	0.6%	9.1%	0.0%	0.3%	
Percent Change from Prior Year Prior	-	-4.4%	100.0%	-8.9%	0.0%	50.0%	7.6%
Difference in Ratios	-	-4.9%	0.4%	-1.1%	0.0%	-0.3%	

Excludes households whose race is unknown.

Ethnicity – Hispanic / Non-Hispanic as of 12/31/2016

Program	Hispanic	Non-Hispanic	Total
Low Income Public Housing	341	5,391	5,738
SSHP-LIPH	43	838	881
HCV Tenant-Based	231	4,319	4,550
HCV Project-Based	169	3,005	3,150
Section 8 Mod Rehab	38	587	625
Section 8 New Construction	7	91	98
Seattle Senior Housing Program	4	122	135
Other Non-Federal	27	555	664
Total Households	817	14,070	14,960
Percent of Total	5%	94%	
2015 Year-end	810	13,999	14,809
Percent of Total	5.5%	94.5%	
Percent Change from Prior Year	0.9%	0.5%	1.0%
Difference in Ratios	-0.5%	-0.5%	

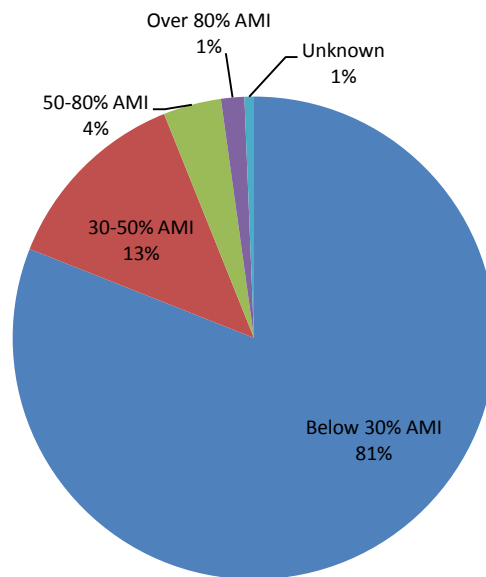
Excludes households whose ethnicity is unknown.

Income distribution as a percent of median income

Median Incomes Levels for the Seattle-Bellevue Area -Effective 12/1/2016

Family Size	30% Median	50% Median	80% Median
Single Individual	\$19,000	\$31,650	\$48,550
Family of Two	\$21,700	\$36,150	\$55,450
Family of Three	\$24,400	\$40,650	\$62,400
Family of Four	\$27,100	\$45,150	\$69,300
Family of Five	\$29,300	\$48,800	\$74,850
Family of Six	\$31,450	\$52,400	\$80,400
Family of Seven	\$33,650	\$56,000	\$85,950
Family of Eight	\$35,800	\$59,600	\$91,500

Income Level of SHA Households



All Households as of 12/31/2016

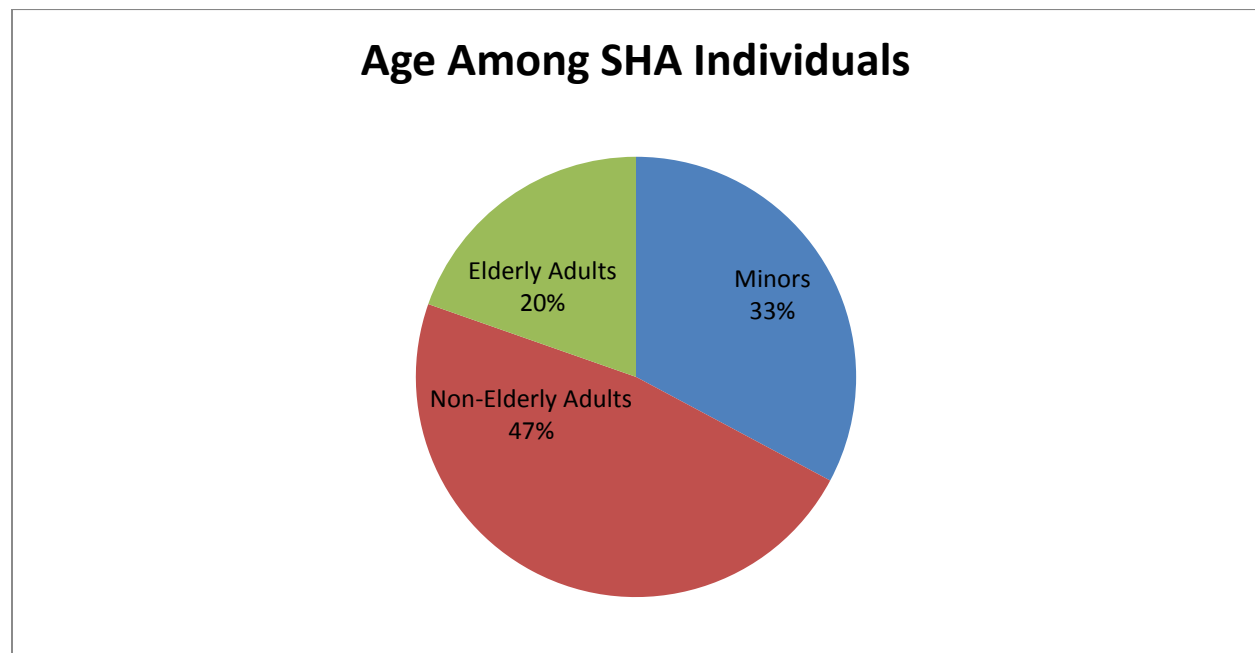
Program	Below 30% Median Income	30-50% Median Income	50-80% Median Income	Over 80% Median Income	# Incomes Unknown	Total
LIPH Total	4,695	759	201	80	3	5,738
Section 8 Total	7,199	968	212	44	0	8,423
SSHP	113	20	2	0	0	135
Other Non-Federal Total	111	186	166	109	92	664
Total	12,118	1,933	581	233	95	14,960
Percent of Total	81%	13%	4%	2%	1%	100%

Distribution of Household Annual Income as of 12/31/2016

Program	Below 30% Median Income	30% - 50% Median Income	50% - 80% Median Income	Over 80% Median Income	Total
Low Income Public Housing	4,016	601	164	73	4,857
SSHP-LIPH	679	158	37	7	881
HCV Tenant-Based	3,733	652	138	27	4,550
HCV Project-Based	2,797	274	66	13	3,150
Section 8 Mod Rehab	578	36	7	4	625
Section 8 New Construction	91	6	1	0	98
Seattle Senior Housing Program	113	20	2	0	135
Other Non-Federal	111	186	166	109	664
Total Households	12,118	1,933	581	233	14,960
Percent of Total	81%	13%	4%	2%	100%
2015 Year-end	12,343	1,718	441	186	14,688
Percent of Total	84.0%	11.7%	3.0%	1.3%	
Percent Change from Prior Year	-1.8%	12.5%	31.7%	25.3%	1.9%
Difference in Ratios	-3.0%	1.3%	1.0%	0.7%	

Excludes households whose incomes are unknown.

Total population by age group (minors, adults and elderly)



All Residents as of 12/31/2016

Program	Minors	Non-Elderly Adults	Elderly Adults	Total Individuals	Elderly > 70
LIPH Total	3,133	4,603	2,883	10,619	1,576
Section 8 Total	5,880	8,185	2,621	16,686	1,277
SSHP	0	14	138	152	87
Other Non-Federal Total	549	1,062	81	1,692	21
Total	9,562	13,864	5,723	29,149	2,961
Percent of Total	33%	48%	20%	100%	10%

Low-Income Public Housing Residents as of 12/31/2016

Development	Non-Elderly			Total	
	Minors	Adults	Elderly Adults	Individuals	Elderly >70
Garden Communities	1,689	1,527	413	3,629	214
High-Rises	47	1,766	1,407	3,220	687
Mixed Income	63	59	10	132	6
Partnership Units	87	95	9	191	2
Scattered Sites	1,043	958	137	2,138	54
SSHP-LIPH	0	62	898	960	608
Townhouses	204	136	9	349	5
LIPH Total	3,133	4,603	2,883	10,619	1,576
Percent: Actual	30%	43%	27%	100%	14.8%
2015 Year-end	3,003	4,639	2,959	10,601	1,678
Percent of Total	28.3%	43.8%	27.9%		15.8%
Percent Change from Prior Year	4.3%	-0.8%	-2.6%	0.2%	-6.1%
Difference in Ratios	1.7%	-0.8%	-0.9%	100.0%	-1.0%

Excludes occupants of employee and agency units.

Section 8 Participants as of 12/31/2016

Program	Non-Elderly			Total	
	Minors	Adults	Elderly Adults	Individuals	Elderly >70
HCV Tenant-based	3,821	4,634	1,473	9,928	741
HCV Project-based	1,993	2,973	898	5,864	438
Section 8 Mod Rehab	66	518	222	806	98
Section 8 New Construction	0	60	28	88	0
Section 8 Total	5,880	8,185	2,621	16,686	1,277
Percent of Total	35%	49%	16%	100%	7.7%
2015 Year-end	5,639	8,252	2,695	16,586	1,356
Percent of Total	34.0%	49.8%	16.2%		8.2%
Percent Change from Prior Year	4.3%	-0.8%	-2.7%	0.6%	-5.8%
Difference in Ratios	1.0%	-0.8%	-0.2%		-0.5%

Excludes port-outs and SSHP voucher holders; includes port-ins.

SSHP Residents (non-LIPH) as of 12/31/2016

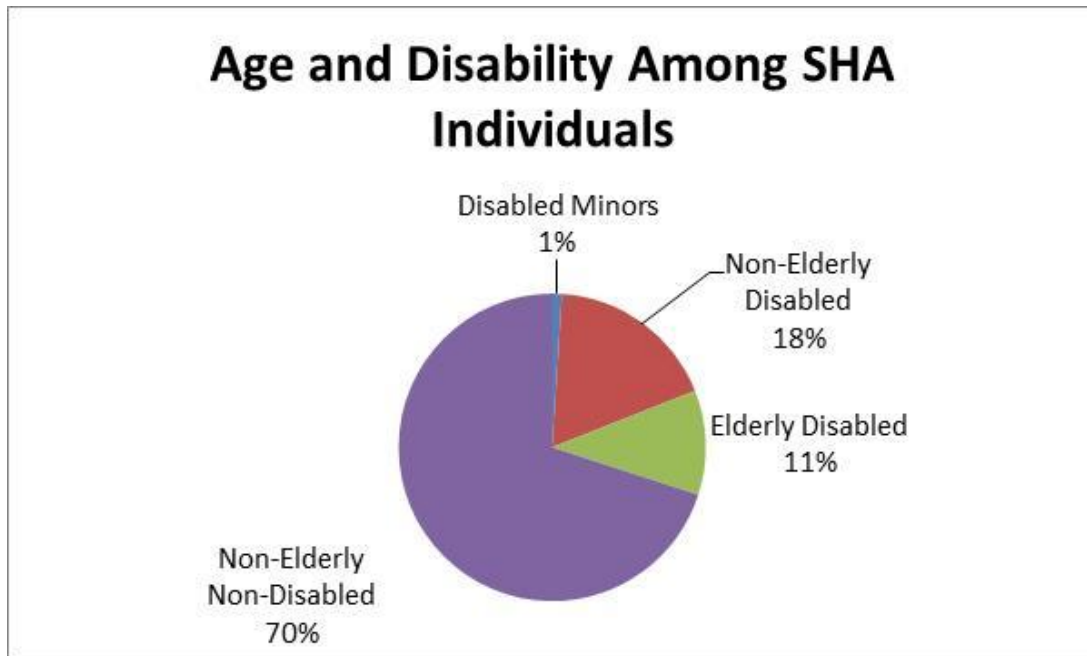
	Non-Elderly			Total	Elderly >70
	Minors	Adults	Elderly Adults	Individuals	
SSHP Total	0	14	138	152	87
Percent of Total	0%	9%	91%	100%	57.2%
2015 Year-end	-	16	137	153	87
Percent of Total	0.0%	10.5%	89.5%		56.9%
Percent Change from Prior Year		-12.5%	0.7%	-0.7%	0.0%
Difference in Ratios	0.0%	-1.5%	1.5%		0.3%

Other Non-Federal Program Residents as of 12/31/2016

Program	Non-Elderly			Total	Elderly >70
	Minors	Adults	Elderly Adults	Individuals	
HOPE VI Tax Credit	328	450	30	808	15
Special Portfolio - SHA Managed	52	56	8	116	2
Yesler Terrace Replacement Properties	11	63	14	88	4
Special Portfolio - Privately Managed	158	493	29	680	N/A
Other Non-Federal Total	549	1,062	81	1,692	21
Percent of Total	32%	63%	5%	100%	1.2%
2015 Year-end	442	856	113	1,411	21
Percent of Total	31.3%	60.7%	8.0%		1.5%
Percent Change from Prior Year	24.2%	24.1%	-28.3%	19.9%	0.0%
Difference in Ratios	0.7%	2.3%	-3.0%	100.0%	-0.3%

Excludes households represented in other housing programs, such as Housing Choice Voucher or Low-Income Public Housing. Excludes households whose age is unknown.

People with disabilities



All Residents as of 12/31/2016

Program	Disabled Minors	Non-Elderly Disabled	Elderly Disabled	Total Disabled	Total Individuals
LIPH Total	71	1,738	1,125	2,934	10,619
Section 8 Total	294	3,480	1,961	5,735	16,686
SSHP	0	3	9	12	152
Other Non-Federal	3	35	9	47	1,692
Total	368	5,256	3,104	8,728	29,149
Percent of Total	4%	60%	36%	100%	

Low-Income Public Housing Residents as of 12/31/2016

Development	Disabled Minors	Non-Elderly Disabled	Elderly Disabled	Total Disabled	Total Individuals
Garden Community	38	193	231	462	3,629
High-Rises	1	1,303	712	2,016	3,220
Mixed Income	1	15	8	24	132
Partnership Units	3	7	3	13	191
Scattered Sites	27	166	54	247	2,138
SSHP-LIPH	0	45	110	155	960
Townhouse	1	9	7	17	349
LIPH Totals	71	1,738	1,125	2,934	10,619
Percent of Total	0.7%	16.4%	10.6%	27.6%	
2015 Year-end	73	1,700	1,220	2,993	10,601
Percent of Total	0.7%	16.0%	11.5%	28.2%	
Percent Change from Prior Year	-2.7%	2.2%	-7.8%	-2.0%	0.2%
Difference in Ratios	0.0%	0.4%	-0.9%	-0.6%	

Section 8 Participants as of 12/31/2016

Program	Disabled Minors	Non-Elderly Disabled	Elderly Disabled	Total Disabled	Total Individuals
HCV Tenant-based	212	1,769	1,190	3,171	9,928
HCV Project-based	80	1,340	567	1,987	5,864
Section 8 Mod Rehab	2	311	176	489	806
Section 8 New Construction	0	60	28	88	88
Section 8 Total	294	3,480	1,961	5,735	16,686
Percent of Total	1.8%	20.9%	11.8%	34.4%	
2015 Year-end	278	3,387	1,989	5,654	16,586
Percent of Total	1.7%	20.4%	12.0%	34.1%	
Percent Change from Prior Year	5.8%	2.7%	-1.4%	1.4%	0.6%
Difference in Ratios	0.1%	0.5%	-0.2%	0.3%	

Excludes port-outs and SSHP voucher holders; includes port-ins.

SSHP Residents (non-LIPH) as of 12/31/2016

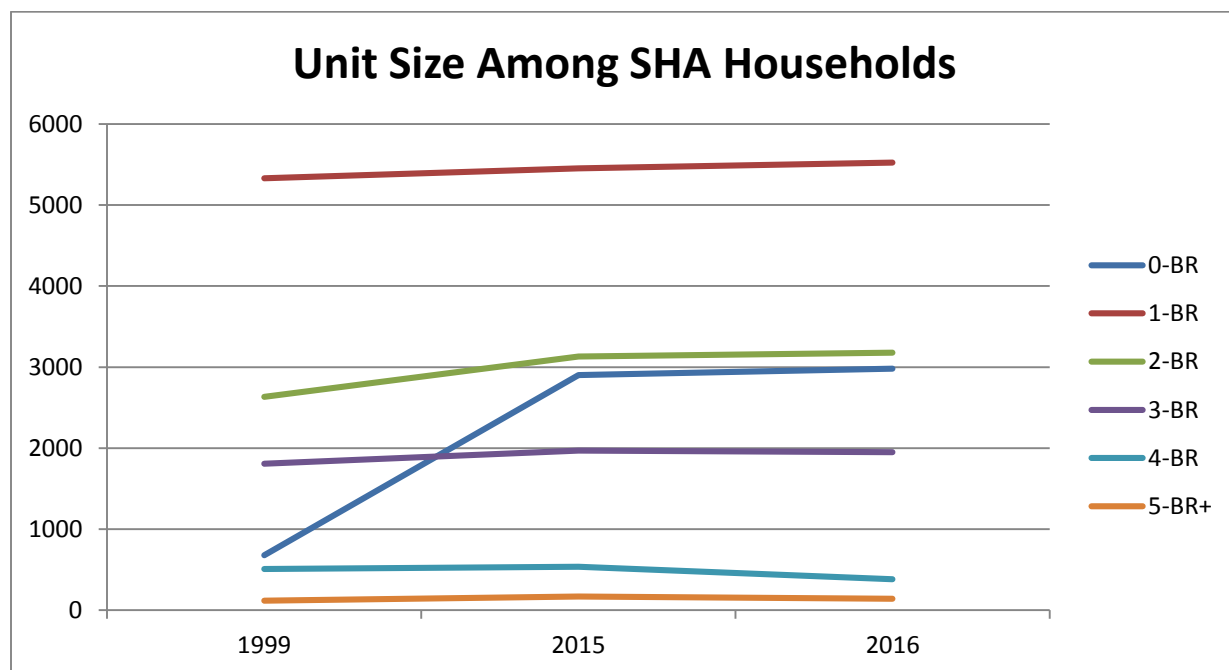
	Disabled Minors	Non-Elderly Disabled	Elderly Disabled	Total Disabled	Total Individuals
SSHP Totals	0	3	9	12	152
Percent of Total	0.0%	2.0%	5.9%	7.9%	
2015 Year-end	0	4	5	9	153
Percent of Total	0.0%	2.6%	3.3%	5.9%	
Percent Change from Prior Year		-25.0%	80.0%	33.3%	-0.7%
Difference in Ratios	0.0%	-0.6%	2.6%	2.0%	

Other Non-Federal Program Residents as of 12/31/2016

Program	Disabled Minors	Non-Elderly Disabled	Elderly Disabled	Total Disabled	Total Individuals
HOPE VI Tax Credit	3	15	5	23	808
Special Portfolio – Seattle Housing	0	5	0	5	116
Yesler Terrace Replacement	0	3	4	7	88
Special Portfolio Privately	N/A	12	N/A	12	680
Other Non-Federal Total	3	35	9	47	1,692
Percent of Total	0.2%	2.1%	0.5%	2.8%	
2015 Year-end	2	42	7	51	1,411
Percent: Projected	0.1%	3.0%	0.5%	3.6%	
Percent Change from Prior Year	50.0%	-16.7%	28.6%	-7.8%	19.9%
Difference in Ratios	0.1%	-0.9%	0.0%	-0.8%	

Excludes households represented in other housing programs, such as Housing Choice Vouchers or Low Income Public Housing units.

Households served in Seattle by Unit Size



Households served in Seattle by unit size at year end – comparing Seattle Housing Authority’s first year of MTW (1999), the prior year (2015), and the current year (2016)

Program	Year	0-Br	1-Br	2-Br	3-Br	4-Br	5+-Br	Total
All housing programs	1999	678	5,329	2,634	1,807	510	118	11,076
	2015	2,902	5,454	3,132	1,969	535	171	14,163
	2016	2,982	5,523	3,177	1,951	383	143	14,159
Low Income Public Housing	1999	257	3,158	1,470	935	231	36	6,087
	2015	794	2,262	884	708	183	36	4,867
	2016	801	2,249	881	708	181	37	4,857
Seattle Senior Housing Low-Income Public Housing	2015	2	777	86	-	-	-	865
	2016	2	794	85	-	-	-	881
Housing Choice Voucher Tenant- & Project-based Assistance	1999	250	1,117	1,079	872	279	82	3,679
	2015	2,066	2,045	1,862	1,116	333	131	7,553
	2016	2,139	2,102	1,910	1,091	181	101	7,524
Section 8 New Construction	1999	10	141	0	0	0	0	151
	2015	0	99	0	0	0	0	99
	2016	0	98	0	0	0	0	98
Seattle Senior Housing Program (non-LIPH)	1999	161	913	85	0	0	0	1,159
	2015	0	122	10	0	0	0	132
	2016	0	125	10	0	0	0	135
Other Non-Federal	1999	0	0	0	0	0	0	0
	2015	40	149	290	145	19	4	647
	2016	40	155	291	152	21	5	664
Total	1999	678	5,329	2,634	1,807	510	118	11,076
	2015	2,902	5,454	3,132	1,969	535	171	14,163
	2016	2,982	5,523	3,177	1,951	383	143	14,159
Distribution of Unit sizes	1999	6.1%	48.1%	23.8%	16.3%	4.6%	1.1%	100.0%
	2015	20.5%	38.5%	22.1%	13.9%	3.8%	1.2%	100.0%
	2016	21.1%	39.0%	22.4%	13.8%	2.7%	1.0%	100.0%

Excludes Mod Rehab units. Not all units include MTW funds.

Average Length of Participation by Housing and Household Type

Elderly/Disabled Households (elderly or disabled head of household) as of 12/31/2016

Program	House-holds	Average Number of Years	2 Years or Less	2-5 Years	5-10 Years	10-20 Years	20 Years or More
Public Housing	4,104	10	19%	10%	33%	23%	15%
HCV Tenant-Based	2,842	10	19%	8%	24%	39%	10%
HCV Project-Based	2,126	4	46%	16%	25%	13%	1%
Section 8 Mod-Rehab	504	7	37%	13%	19%	21%	9%
S8 New Construction	94	9	33%	9%	21%	26%	12%
Seattle Senior Housing Program	128	3	70%	12%	7%	9%	2%
Other Non-Federal	61	5	39%	18%	20%	23%	0%
Total Elderly/Disabled	9,859	7	27%	11%	27%	25%	10%
2015 Year-end	9,892	8	26%	17%	24%	24%	9%
Percent Change from Prior Year	-0.3%	-12.5%	3.8%	-35.3%	12.5%	4.2%	11.1%

Excludes port-outs; includes port-ins.

Family Households (non-elderly, non-disabled head of household, including single individuals) as of 12/31/2016

Program	House-holds	Average Number of Years	2 Year or Less	2-5 Years	5-10 Years	10-20 Years	20 Years or More
Public Housing	1,631	8	27%	12%	31%	23%	6%
HCV Tenant-Based	1,708	8	34%	7%	27%	29%	3%
HCV Project-Based	1,024	4	51%	16%	27%	6%	0%
Section 8 Mod-Rehab	121	7	35%	14%	24%	21%	6%
S8 New Construction	4	1	100%	0%	0%	0%	0%
Seattle Senior Housing Program	6	4	50%	33%	0%	17%	0%
Other Non-Federal	525	4	45%	18%	24%	10%	2%
Total Family	5,019	5	36%	12%	28%	20%	3%
2015 Year-end	4,847	6	33%	16%	30%	18%	3%
Percent Change from Prior Year	3.5%	-16.7%	9.1%	-25.0%	-6.7%	11.1%	0.0%

Excludes port-outs; includes port-ins.

All Households as of 12/31/2016

Program	House-holds	Average Number of Years	2 Year or Less	2-5 Years	5-10 Years	10-20 Years	20 Years or More
Public Housing	5,735	9	21%	10%	32%	23%	12%
HCV Tenant-Based	4,550	9	25%	7%	25%	35%	7%
HCV Project-Based	3,150	4	48%	16%	26%	11%	0%
Section 8 Mod-Rehab	625	7	37%	13%	20%	21%	9%
S8 New Construction	98	5	36%	8%	20%	24%	11%
Seattle Senior Housing Program	134	3	69%	13%	7%	10%	1%
Other Non-Federal	586	5	44%	18%	24%	12%	2%
Total Combined	14,276	6	30%	11%	28%	24%	8%
2015 Year-end	14,739	8	28%	17%	26%	22%	7%
Percent Change from Prior Year	-3.1%	-25.0%	7.1%	-35.3%	7.7%	9.1%	14.3%
Excludes port-outs; includes port-ins.							

Applicant Demographics

Low-Income Public Housing Applicants as of 12/31/2016

Household Size	Caucasian	African / African American	Native American	Asian & Pacific Islander	Multi-Race	Total
1	1,673	1,191	142	826	80	4,185
2	274	303	25	410	18	1,098
3	117	218	15	110	5	505
4	60	146	4	73	7	312
5	36	95	6	21		171
6+	32	124	2	18	2	194
LIPH Total	2,192	2,077	194	1,458	112	6,465
Percent of Total	33.9%	32.1%	3.0%	22.6%	1.7%	
2015 Year End	1,996	2,087	162	1,248	78	5,571
Percent of Total	35.8%	37.5%	2.9%	22.4%	1.4%	
Percent Change from Prior Year	9.3%	-0.5%	19.8%	0.0%	43.6%	16.0%
Difference in Ratios	-1.9%	-5.4%	0.1%	0.2%	0.3%	
Excludes applicants whose race is unknown.						

SSHP-LIPH Applicants as of 12/31/2016

Household Size	Caucasian	African / African American	Native American	Asian & Pacific Islander	Multi-Race	Total
1	97	108	33	212	5	475
2	13	6	4	157	1	188
3	1	2	0	7	0	11
4	0	0	0	3	0	4
5	0	0	0	0	0	0
6+	0	0	0	0	0	0
SSHP Total	111	116	37	379	6	678
Percent of Total	16.4%	17.1%	5.5%	55.9%	0.9%	
2015 Year End	1,137	367	64	332	21	1,921
Percent of Total	59.2%	19.1%	3.3%	17.3%	1.1%	
Percent Change from Prior Year	-90.2%	-68%	-51.6%	-14.2%	-71.4%	-64.7%
Difference in Ratios	-72.3%	-10.5%	66.7%	223%	-18.1%	

Excludes applicants whose race is unknown.

Housing Choice Voucher Applicants as of 12/31/2016*

Household Size	Caucasian	African / African American	Native American	Asian & Pacific Islander	Multi-Race	Total
1	169	54	5	25	7	294
2	24	21	1	8	4	59
3	12	20	1	6	2	41
4	5	18	1	2	1	27
5	3	10		4		17
6+	2	15				18
HCV Section 8 Total	215	138	8	45	14	456
Percent of Total	47.1%	30.3%	1.8%	9.9%	3.1%	
2015 Year End	643	676	52	165	105	1,641
Percent of Total	39.2%	41.2%	3.2%	10.1%	6.4%	
Percent Change from Prior Year	-66.6%	-79.6%	-84.6%	-72.7%	-86.7%	-72.2%
Difference in Ratios	7.9%	-10.9%	-1.4%	-0.2%	-3.3%	

Excludes applicants whose race is unknown. As of year end 2016, the HCV waiting list was closed and the existing list nearly depleted, with a lottery to establish a new list scheduled for early 2017.

Section 8 New Construction Applicants as of 12/31/2016

Household Size	Caucasian	African / African American	Native American	Asian & Pacific Islander	Multi-Race	Total
1	173	110	19	38	15	378
2	12	9	2	13	1	39
3	0	0	0	0	0	0
4	0	0	0	0	0	0
5	0	0	0	0	0	0
6+	0	0	0	0	0	0
Section 8 New Construction	185	119	21	51	16	417
Percent of Total	44.4%	28.5%	5.0%	12.2%	3.8%	
2015 Year End	129	87	20	27	10	273
Percent of Total	47.3%	31.9%	7.3%	9.9%	3.7%	
Percent Change from Year Prior	43.4%	36.8%	5.0%	88.9%	60.0%	52.7%
Difference in Ratios	-2.9%	-3.4%	-2.3%	2.3%	0.1%	0.0%

Excludes applicants whose race is unknown.

SSHP Applicants (non-LIPH) as of 12/31/2016

Household Size	Caucasian	African / African American	Native American	Asian & Pacific Islander	Multi-Race	Total
1	1,171	443	58	231	29	2,031
2	117	38	6	137	5	321
3	8	4	0	11	0	24
4	0	1	0	2	0	4
5	0	1	0	0	0	1
6+	0	1	0	0	0	1
SSHP Total	1,296	488	64	381	34	2,382
Percent of Total	54.4%	20.5%	2.7%	16.0%	1.4%	
2015 Year End	77	62	42	330	5	516
Percent of Total	14.9%	12.0%	8.1%	64.0%	1.0%	
Percent Change from Prior Year	1,583.1%	687.1%	52.4%	15.5%	580.0%	361.6%
Difference in Ratios	39.5%	8.5%	-5.4%	-48.0%	0.4%	0.0%

Excludes households whose race is unknown

Income distribution as a percent of median income

Applicant Household Annual Incomes as of 12/31/2016

Program	Below 30% Median Income	30% - 50% Median Income	50% - 80% Median Income	Over 80% Median Income	Total
Low Income Public Housing	5,348	665	107	28	6,148
SSHP – LIPH	1,931	337	100	14	2,382
HCV Tenant-based	316	21	125	3	465
Section 8 New Construction	387	25	4	1	417
Seattle Senior Housing Program	612	48	16	2	678
Unique Households	8,594	1,096	352	48	10,090
Percent of Total	85.2%	10.9%	3.5%	0.5%	
2015 Year End	7,694	758	131	18	8,601
Percent of Total	89.5%	8.8%	1.5%	0.2%	
Percent Change from Prior Year	11.7%	44.6%	168.7%	166.7%	17.3%
Difference in Ratios	-4.8%	23.9%	133.3%	150%	

Since applicant households may appear on more than one wait list, the unique households row will not equal the total of the program rows.

Additional data notes – the following notes apply to all tables within this appendix:

- Low Income Public Housing excludes occupants of employee and agency units.
- Housing Choice Vouchers excludes households that have left Seattle Housing Authority's jurisdiction; excludes households using vouchers in the SSHP program; and includes households that have entered Seattle Housing Authority's jurisdiction.
- Other Non-Federal excludes occupants of units managed by Seattle Housing Authority for other owners and excludes households in these properties that are represented in other data tables (such as tenant-based Housing Choice Vouchers).
- Length of Participation data excludes households in properties managed by SHA but not SHA owned and households whose original move-in date is temporarily unavailable. Family households are defined as a head of household adult who is under age 62 and not disabled. Elderly and Disabled households are defined as a head of household who is 62 or over and/or is disabled.
- Applicant data does not include applicants for Special Portfolio and HOPE VI Tax Credit units.
- SHA first began reporting on multi-racial households as a category in 2013.

Appendix D – Local Asset Management Plan

This is a republishing of Seattle Housing Authority's LAMP, originally submitted as Appendix A of the 2010 MTW Plan.

I. Introduction

The First Amendment to the Amended and Restated Moving to Work (MTW) Agreement (“First Amendment”) allows the Seattle Housing Authority (Seattle Housing Authority 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 annual MTW 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, Seattle Housing Authority agreed its cost accounting and financial reporting methods would comply with federal Office of Management and Budget (OMB) Circular A-87 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 Seattle Housing Authority’s commitments.

II. Framework for Seattle Housing Authority’s Local Asset Management Program

A. Mission and Values

Seattle Housing Authority was established by the City of Seattle under State of Washington enabling legislation in 1939. Seattle Housing Authority provides affordable housing to about 26,000 low-income people in Seattle, through units Seattle Housing Authority owns and operates or for which Seattle Housing Authority 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. Seattle Housing Authority is also an active developer of low-income housing to redevelop communities and to rehabilitate and preserve existing assets. Seattle Housing Authority 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.

Seattle Housing Authority 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 Terrace in Central Seattle. In the past fifteen years, Seattle Housing Authority has undertaken redevelopment or rehabilitation of three of our four family communities and 21 of our public housing high-rise buildings, using mixed financing with low-income housing tax credit limited partnerships.

Seattle Housing Authority has approximately 590 employees and a total projected operating and capital budget of \$220 million for Calendar Year 2010.

B. Overarching Policy and Cost Objectives

Seattle Housing Authority'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 Seattle Housing Authority's Local Asset Management Program (LAMP) our mission and values have served as the foundation of our policy/cost objectives and the key guiding principles that underpin Seattle Housing Authority's LAMP.

Consistent with requirements and definitions of OMB Circular A-87, Seattle Housing Authority'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 Seattle Housing Authority 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, Seattle Housing Authority will operate its housing and housing assistance programs as a cohesive whole, as seamlessly as feasible.***

We recognize that different funding sources carry different requirements for eligibility and different rules for operations, financing, and sustaining low-income housing units. It is Seattle Housing Authority's job to make funding and administrative differences as invisible to tenants/participants as we can, so low-income people are best able to navigate the housing choices and rental assistance programs Seattle Housing Authority offers. We also consider it Seattle Housing Authority's job to design our housing operations to bridge differences among programs/fund sources, and to promote consolidated requirements, wherever possible. It is also incumbent on us to use our own and MTW authority to minimize administrative inefficiencies from differing rules and to seek common rules, where possible, to enhance cost effectiveness, as well as 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 Seattle Housing Authority's involvement in a community-wide network of public, nonprofit, and for-profit housing providers, service and educational providers, and coalitions designed to rationalize and maximize housing dollars – whatever the source – and supportive services and educational/training resources to create a comprehensive integrated housing + services program city and county-wide. So, not only is Seattle Housing Authority's LAMP designed to create a cohesive whole of Seattle Housing Authority housing programs, it is also intended to be 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 out of poverty.

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

Seattle Housing Authority has operated a property/project-based management, budgeting, accounting, and reporting system for the past decade. 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 are conducted with the responsible property manager(s) and the area or housing program managers, with Seattle Housing Authority's Asset Management Team.

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

(3) To ensure best practices across Seattle Housing Authority's housing portfolios, Seattle Housing Authority's Asset Management Team provides the forum for review of housing operations policies, practices, financial performance, capital requirements, and management of both Seattle Housing Authority and other housing authorities and providers.

A key element of Seattle Housing Authority's LAMP is the Asset Management Team (AM Team) 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. This interdisciplinary AM Team meets weekly throughout the year and addresses:

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- All critical policy and program issues facing individual properties or applying to a single 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. 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; and.
 - Review and preparation of the annual MTW 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 processes result directly from the diverse Team composition, the open and transparent consideration of issues, the commitment of top management to participate actively on the AM Team, 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, Seattle Housing Authority 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. Seattle Housing Authority'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 his/her designee. And all services are provided on a fee for service basis.

Similarly, Seattle Housing Authority 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 Seattle Housing Authority's indirect services fee.

(5) Seattle Housing Authority will optimize direct service dollars for resident/tenant supportive services by waiving indirect costs that would otherwise be born 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 a myriad of reasons that led Seattle Housing Authority 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 eligible expenses under the grant;
- Seattle Housing Authority uses local funds from operating surpluses to augment community services funding from grants; these surpluses have derived from operations where indirect services have already been charged;
- Seattle Housing Authority'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) Seattle Housing Authority 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) Seattle Housing Authority 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 measureable basis. This is true for information technology services and for Fleet Management services. The costs of information technology services are distributed based on numbers of personal computers, "thin clients", and printers; the fees differentiate the operating costs of these equipment items and provide incentives for shared equipment use for printers and use of the lower cost thin client computers.

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

Seattle Housing Authority flexibility to use MTW Block Grant resources to support its low-income housing programs is central to our Local Asset Management Program (LAMP). Seattle Housing Authority will exercise our contractual authority to move our MTW funds and project cash flow among projects and programs 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 Seattle Housing Authority to balance the mix of housing types and services to different low-income housing programs and different groups of low-income residents. It enables Seattle Housing Authority 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. Seattle Housing Authority's Local Asset Management Program (LAMP) Implementation

A. Comprehensive Operations

Consistent with the guiding principles above, a fundamental driver of Seattle Housing Authority's LAMP is its application comprehensively to the totality of Seattle Housing Authority's MTW program. Seattle Housing Authority's use of MTW resource and regulatory flexibility and Seattle Housing Authority'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; and,
- We use our MTW Block Grant flexibility across all of Seattle Housing Authority's housing programs and activities to create the whole that best addresses our needs at the time.

Seattle Housing Authority'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 Seattle Housing Authority'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 in its role to constantly bring best practices, evaluations, and follow-up to inform Seattle Housing Authority'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 Seattle Housing Authority 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. 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 OMB Circular A-87, there is no 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, either as a direct or an indirect cost. Consistent with OMB Circular A-87 cost principles, Seattle Housing Authority 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

OMB Circular A-87 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 Seattle Housing Authority’s LAMP are the three overarching policy/cost objectives described earlier:

- Cost Effective Affordable Housing;
- Housing Opportunities and Choice; and,
- 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.

Seattle Housing Authority Direct Costs

OMB Circular A-87 defines direct costs as follows: *Direct costs are those that can be identified specifically with a particular final cost objective.* Seattle Housing Authority’s direct costs include but are not limited to:

- 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

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- Information technology fees
 - Portability administrative fees
 - Rental Assistance department costs for administering Housing Choice Vouchers including inspection activities
 - Operating costs directly attributable to operating Seattle Housing Authority-owned properties
 - Fleet management fees
 - Central maintenance services for unit or property repairs or maintenance
 - Central maintenance services include, but are not limited to, landscaping, pest control, 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 Seattle Housing Authority-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 Seattle Housing Authority receives grants
 - Direct Finance staff costs
 - Direct area administration staff costs

Seattle Housing Authority Indirect Costs

OMB Circular A-87 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.* Seattle Housing Authority's indirect costs include, but are not limited to:

- Executive
- Communications
- Most of Legal
- Development
- Finance

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- Purchasing
 - Human Resources
 - Housing Finance and Asset Management
 - Administration staff and related expenses of the Housing Operations and Rental Assistance Departments that cannot be identified to a specific cost objective.

Seattle Housing Authority Indirect Service Fee – Base, Derivation and Allocation

Seattle Housing Authority has established an Indirect Services Fee (IS; ISF) based on anticipated indirect costs for the fiscal year. Per the requirements of OMB Circular A-87, 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.

Equitable Distribution Base

According to OMB Circular A-87, *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.* Seattle Housing Authority 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 Seattle Housing Authority charges for maintenance services. Using housing units and leased vouchers removes any distortion that total direct salaries and wages might introduce. Units leased vouchers is an equitable distribution base which best measures the relative benefits.

Derivation and Allocation

According to OMB Circular A-87, 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. Seattle Housing Authority 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, Seattle Housing Authority'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, laundry revenue and antenna 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 2010 budget, the per unit per month (PUM) cost for housing units is \$52.10 and for leased vouchers is \$21.21.

Annual Review of Indirect Service Fee Charges

Seattle Housing Authority 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.

D. Differences – HUD Asset Management vs. Seattle Housing Authority Local Asset Management Program

Under the First Amendment, Seattle Housing Authority 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. Seattle Housing Authority 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:

- Seattle Housing Authority 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. Seattle Housing Authority's LAMP is much broader and includes local housing and other activities not found in traditional HUD programs. Seattle Housing Authority's LAMP addresses the entire Seattle Housing Authority operation.
- Seattle Housing Authority has defined its cost objectives at a different level than HUD's asset management program. Seattle Housing Authority 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 First Amendment to the MTW Agreement. HUD defined its cost objectives at the property level and Seattle Housing Authority 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. Seattle Housing Authority 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. Seattle Housing Authority'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. Seattle Housing Authority'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.

Balance Sheet Accounts

The following balance sheet accounts will be reported in compliance with HUD's Asset Management Requirements:

- Accounts Receivable
- Notes Receivable
- Accrued Interest Receivable
- Leases
- Fixed Assets

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- Reserves
 - Advances
 - Restricted Investments
 - Notes Payable – short term
 - Deferred credits
 - Long Term Liabilities
 - Mortgages
 - Bonds