

MOVING TO WORK FY2017 ANNUAL REPORT



Vancouver Housing Authority

Corrected and Resubmitted to HUD October 15, 2018

Moving to Work FY2017 Annual Report

VANCOUVER HOUSING AUTHORITY

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SECTION I: INTRODUCTION

The Vancouver Housing Authority

The Vancouver Housing Authority (VHA) is located in the city of Vancouver in Clark County, Washington. The VHA provides affordable rental housing and housing assistance for more than 10,000 residents of Clark County. In addition to affordable housing, the VHA's community development activities also shape the lives of the people and neighborhoods we serve.

The VHA was among the original group selected to participate in Moving to Work (MTW) in 1999. The current Moving to Work Agreement between the Department of Housing and Urban Development (HUD) and the VHA has been extended until 2028.

Each year the VHA prepares an annual report as required under the MTW Agreement in order to report on the outcomes of our participation in the MTW demonstration.

MTW Objectives and Agency Goals

The MTW demonstration has three statutory objectives and in order to meet these objectives allows certain exceptions from federal rules governing the public housing and Section 8 Voucher programs and, in some cases, offers flexibility in the funding of these programs.

As a Moving to Work Agency, VHA utilizes the opportunity and funding flexibility offered under MTW to design and

test innovative, locally-designed housing and self-sufficiency strategies that support our mission and meet our short and long-term goals and commitments.

The Moving to Work Statutory Objectives:

- ▶ *Reduce cost and achieve greater cost effectiveness in Federal expenditures*
- ▶ *Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient*
- ▶ *Increase housing choices for low-income families*

Each year the VHA Board and agency staff review and re-state the strategic plan for the agency. The strategic plan identifies five key areas within which our specific goals and strategies fall. These areas are Housing Access, Resident Services, Portfolio Management, Fiscal Stability, and Operations:

- VHA goals for increasing housing access include developing new affordable housing, increasing housing options through partnerships and innovative programming, and providing housing for under-served populations and those with special needs.
- Long-term goals around resident services include expanding work readiness and employment support program availability, expanding linkages with community social and educational partners to encourage school success and investigating programming that supports independence of seniors and other vulnerable adults.
- Portfolio Management goals include increasing VHA's capital funding flexibility to allow for fiscally sound property improvements and enhancing our ability to secure private funding.
- Long-term goals for fiscal stability include exploring ways to increase revenue, reducing development cost and managing revenue and expenses to ensure the agency maintains long term fiscal stability.
- Operations goals are to encourage an innovative and effective workforce and ensure that employment law and Human Resources best practice compliances are being met.

Agency Goals for MTW in 2017

VHA did not propose any new MTW activities in 2017; instead we made changes to a few ongoing activities,

both in the initial plan for the year and in also in a later amendment to that plan.

Vancouver continues to face an affordable housing crisis. Rents continue to rise as much as ten percent per year and the housing supply remains tight. In response, VHA made changes our Project-Based Voucher program to allow for a higher percentage of vouchers to be based in projects. We also increased the amount of the minimum income used to calculate housing assistance for those households with member/s able to work. This increase should reduce expenses and also reflects increases in local minimum wage. The percentage of income that participating households pay toward their rent was also increased to 35 percent, although that did not go into effect until 2018. In addition to these changes, VHA was forced to suspend issuing vouchers to new households on the waiting list early in 2017 and is allowing the overall program size to reduce through attrition.

Ongoing MTW activities also continued to meet MTW objectives and VHA goals in 2017. The nine MTW activities that focus on administrative cost savings collectively resulted in estimated savings of over \$190,000 and a saving in over 5100 hours of staff time. Our two major rent reform activities reduced potential housing assistance expense by an estimated 1.5 million dollars; enough funds to subsidize an additional 200 households. And the seven activities that focus on self-sufficiency saw 132 households transition in 2017.

SECTION II: GENERAL HOUSING AUTHORITY OPERATING INFORMATION

A. Housing Stock Information

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
Meriwether Place	15	0	A new 30-unit project with services for chronically mentally ill and owned by a VHA affiliated non-profit, Columbia Non-Profit Housing. Construction began in fall of 2017 and completion is anticipated in June 2018.
The Meadows	23	0	A 30 unit property owned and operated by 2nd Step Housing. Construction began in fall of 2017 and completion is anticipated in July 2018.
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 *
38		0	831
			Actual Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year
			671
			Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year *
			633
			Actual Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year
			633

* From the Plan

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

VHA completed conversion of its Public Housing stock in 2015 and there were no changes occurring in 2017.

General Description of Actual Capital Expenditures During the Fiscal Year

In 2017 VHA spent \$111,068 in Replacement Housing Factor funds towards predevelopment of Caples Terrace, a 28 unit public housing project. Expenses were for architect, surveys, testing and demolition of existing community and maintenance buildings in preparation for new construction to begin in 2018.

Overview of Other Housing Owned and/or Managed by the PHA at Fiscal Year End

Housing Program*	Total Units	Overview of Program
Tax Credit	934	VHA owns ten different properties under the Low Income Housing Tax Credit program. These properties are located throughout Clark County and are part of our Workforce Housing inventory. (Four of these properties contain a total of 256 PBV units.)
Market Rate	1272	VHA owns eleven different properties that comprise the rest of our Workforce Housing. (Four of these properties contain 163 PBV units and one contains 30 VASH PBV.)
Non-MTW HUD Funded	458	VHA owns a 151 unit high-rise designated for elderly residents and funded by HUD under the Section 8 New Construction (S8NC) program. An additional 52 single family homes are also funded by HUD under five additional S8NC contracts. VHA also has ACC's for 255 non-MTW Vouchers: 75 Mainstream, 100 VASH, 30 VASH PBV and 50 FUP.
Non-MTW HUD Funded	306	VHA also manages nine properties under contracts with a local non-profit. Seven of these are funded by HUD under the 202 program and 2 are HUD funded under the 811 program.
Other	128	VHA owns three shelters that are leased without charge to local non-profits. Share operates two of these properties providing 100 units of temporary housing for homeless families. A 28 unit shelter is leased to the YWCA who operates it as a domestic violence shelter.
Total Other Housing Owned and/or Managed	3098	

*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: Shelters owned by the VHA and managed by local non-profits

B. Leasing Information

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 **	30	13
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Tenant-Based Assistance Programs **	30	27
Port-In Vouchers (not absorbed)	400	423
Total Projected and Actual Households Served	460	463

* 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.

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 ***	360	152
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Tenant-Based Assistance Programs ***	360	324
Port-In Vouchers (not absorbed)	4,800	5076
Total Projected and Annual Unit Months Occupied/Leased	5520	5552

The agency that operates the non-traditional property-based program has been undergoing some significant changes and this program is being phased out and will likely be ending in 2018. The tenant-based program was fully leased through much of the year, but new leasing was suspended as it was in the voucher program for the same funding issues.

*** 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 Service Only	0	0

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

Fiscal Year	2011	2012	2013	2014	2015	2016	2017	2018
Total Number of Local, Non-Traditional MTW Households Assisted	0	0	73	36	36	44	33	
Number of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	0	0	72	36	36	44	33	
Percentage of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	0	0	99%	100%	100%	100%	100%	

Reporting Compliance with Statutory MTW Requirements: Maintain Comparable Mix

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	117	953	136	1206	43%
2 Person	145	525	0	670	24%
3 Person	111	308	0	419	15%
4 Person	64	203	0	267	9%
5 Person	18	117	0	135	5%
6+ Person	29	101	0	130	5%
Totals	484	2207	136	2827	100%

Explanation for Baseline Adjustments to the Distribution of Household Sizes Utilized

136 one person households added to account for 60 assisted living units that should have been included in the 2007 Public Housing data and 76 new elderly PBV units that were added in 2012 and were not related to MTW. Note that VHA does not have data on household size dating back to 1999. Earlier reporting was done on bedroom size rather than household size. Baseline data used is the oldest household size data we have and is from December 2007.

Mix of Families Served

	1 Person	2 Person	3 Person	4 Person	5 Person	6+ Person	Totals
Baseline Percentages of Household Sizes to be Maintained **	43%	24%	15%	9%	5%	5%	100%
Number of Households Served by Family Size this Fiscal Year ***	1477	605	298	230	143	137	2890
Percentages of Households Served by Household Size this Fiscal Year ****	51%	21%	10%	8%	5%	5%	100%
Percentage Change	8%	-3%	-5%	-1%	0%	0%	0%

Justification and Explanation for Family Size Variations of Over 5% from the Baseline Percentages

The trend toward more single person households has been ongoing for some time and is experienced by other non-MTW agencies as well. VHA believes it is a reflection of changes in the larger population toward more elderly households as the baby boomer generation ages and is not as a result of any MTW activity or participation.

* "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.

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
Public Housing	VHA converted the last of its older Public Housing Stock in 2015 and does not currently have any Public Housing.
Housing Choice Vouchers	The Vancouver rental market continues to be a challenge for voucher holders. The vacancy rate remained below 3% and rent continues to increase. VHA has had to suspend admitting new households in order to let the program size decrease due to rising per-unit HAP not supported by funding levels.
2 nd Step Transitional Housing	Participation was down in this program this year due to organizational changes at the agency.
School Stability Subsidy Program	As is the Voucher program, VHA had to suspend leasing to new participants due to funding issues.

Number of Households Transitioned to Self-Sufficiency by Fiscal Year End

Activity Name/#	Number of Households Transitioned*	Agency Definition of Self Sufficiency
Family Self Sufficiency Lite/2016-01	8	Obtained employment or transferred to full FSS
Second Step Transitional Housing/2014-04	11	Successful program exit to stable housing
Modified FSS Escrow Calculation/2014-01	13	Successful exit from subsidized housing
School Stability Subsidy Program/2013-02	1	Maintain stable housing after program exit
Minimum Income Rent Reform/2013-01	90	Positive exit from subsidized housing
Community Supported Self Reliance/2012-01	2	Successful exit from subsidized housing
Skyline Crest Campus of Learners/2010-02	6	On time graduation
Time Limited Vouchers Tied to Services/2008-01	16	Maintain stable housing after program exit
Households Duplicated Across Activities/Definitions	15	
ANNUAL TOTAL NUMBER OF HOUSEHOLDS TRANSITIONED TO SELF SUFFICIENCY	132	

*The number provided here should match the outcome reported where the metric SS #8 is used.

C. Waiting List Information

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 HCV Program	Community-Wide	571	Partially Open	Yes
Federal MTW HCV Program (PBV- Camas)	Site-Based	2741	Open	Yes
Federal MTW HCV Program (PBV- Van Vista)	Site-Based	1956	Open	Yes
Federal MTW HCV Program (PBV- Vista Court)	Site-Based	386	Partially Open	Yes
Federal MTW HCV Program (PBV- Apt Homes)	Site-Based	1952	Open	Yes
Federal MTW HCV Program (PBV- Fruit Valley)	Site-Based	2781	Open	Yes
Federal MTW HCV Program (PBV- Skyline)	Site-Based	3269	Open	Yes
Federal MTW HCV Program (PBV- Mill Creek)	Site-Based	3506	Open	Yes
Federal MTW HCV Program (PBV- Isabella Court)	Site-Based	360	Open	Yes

* 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.

The community- wide HCV program list is partially open for applicants who qualify for two local preferences: Preference for families with school children who are homeless and that have been identified as such and referred to VHA by a school district homeless liaison or; families that are participants in the Washington State Health Care Authority's (HCA) Health Home Program.

The site-based PBV waiting list for Vista Court is only open for two-bedroom households. The one-bedroom list was closed throughout 2016.

If Local, Non-Traditional Program, please describe:
NA

If Other Wait List Type, please describe:
NA

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.
There were no structural or policy changes to any of the VHA waiting lists in 2017.

SECTION III: PROPOSED MTW ACTIVITIES

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

SECTION IV: APPROVED MTW ACTIVITIES

A. Implemented Activities

Approved, Implemented and Ongoing Activities			
Number	Activity Name	Plan Year Approved	MTW Statutory Objective
2016-01	Family Self-Sufficiency Lite	FY 2016 Annual Plan	Provide Incentive Toward Self-Sufficiency
2015-02	Alternative TTP Calculation (33%)	FY 2015 Annual Plan	Reduce Cost and Achieve Greater Cost Effectiveness
2014-06	Alternate Project-Based Voucher Program	FY 2014 Plan Amendment	Increase Housing Choices
2014-05	Interim Verification Policy	FY 2014 Plan Amendment	Reduce Cost and Achieve Greater Cost Effectiveness
2014-04	Second Step Transitional Housing Program	FY 2014 Plan Amendment	Increase Housing Choices
2014-01	Modified FSS Escrow Calculation	FY 2014 Annual Plan	Provide Incentive Toward Self-Sufficiency
2013-02	School Stability Subsidy Program	FY 2013 Plan Amendment	Increase Housing Choices
2013-01	Minimum Income Rent Reform	FY 2013 Annual Plan	Provide Incentive Toward Self-Sufficiency
2012-01	Community Supported Self Reliance	FY 2012 Annual Plan	Provide Incentive Toward Self-Sufficiency
2011-04	VHA Performs HQS and Rent Reasonable on VHA Owned Units	FY 2011 Annual Plan	Reduce Cost and Achieve Greater Cost Effectiveness
2010-02	Skyline Crest Campus of Learners	FY 2010 Annual Plan	Provide Incentive Toward Self-Sufficiency
2009-19	Special Admission Procedure for Assisted Living Program	FY 2009 Plan Amendment	Increase Housing Choices
2009-15	Limited Contract Rent Increases in HCV Program	FY 2009 Plan Amendment	Reduce Cost and Achieve Greater Cost Effectiveness
2009-13	Reset of Next Required Reexamination after Interim	FY 2009 Plan Amendment	Reduce Cost and Achieve Greater Cost Effectiveness
2009-10	Replacement of Medical Expense Deduction	FY 2009 Plan Amendment	Reduce Cost and Achieve Greater Cost Effectiveness
2009-08	Simplified Utility Allowance Schedule in HCV Program	FY 2009 Plan Amendment	Increase Housing Choices
2009-03	Verification of Assets Limited to Those Greater Than \$50,000	FY 2009 Annual Plan	Reduce Cost and Achieve Greater Cost Effectiveness
2008-01	Time-Limited Vouchers Tied to Services	FY 2008 Annual Plan	Increase Housing Choices
2007-02	Alternate Required Reexamination Schedule	FY 2007 Annual Plan	Reduce Cost and Achieve Greater Cost Effectiveness

Activity 2016-01: Family Self-Sufficiency Lite

Description of Activity

Alongside the traditional FSS program, the VHA offers a “lite” version for participants who prefer a shorter commitment time and have more modest self-sufficiency goals. This lite version only requires a two-year commitment, limits escrow to a maximum of \$2000 and does not offer contract extensions, but does allow participants to convert their FSS Lite contracts to the full version of FSS anytime during the term of the FSS Lite contract.

Current Status

As of December 2017, 21 households have chosen to participate in FSS Lite. Recruitment efforts brought in more than 40 participants interested in FSS, but many of them chose mainstream FSS after the differences in the program were explained. The draw of recruitment for FSS Lite (i.e. not having to leave housing at graduation) seems to bring interested participants who, after some discussion with a Service Coordinator, decide to pursue the 5 year program instead.

The majority of the participants in FSS lite are receiving disability income and only want to work part time. Of the participants that are not receiving disability, eight chose to transition to the Mainstream FSS program in the middle of their FSS Lite contract. To that end, nine heads of household worked either full or part time in 2017.

Impact on Statutory Objective

The statutory objective of transitioning families to self-sufficiency seems to be at work with this MTW activity. Self-sufficiency in this program is defined as a participant completing their goal plan to obtain employment during their contract, or choosing to transition to the mainstream program which will allow them 3 more years on FSS to become completely self-sufficient from housing.

Activity 2016-01 Scorecard Family Self-Sufficiency Lite

Activity Details

Plan Year Identified: FY 2016 MTW Annual Plan
Date Implemented: April 1, 2016
Statutory Objectives: Provide Incentive Toward Self-Sufficiency
Impact on Objective: Will increase number of participants in FSS and increase earned income and other positive outcomes in employment status
Authorization Cited: Section E. of Attachment C. to the Amended and Restated Agreement
Provision/s Waived: Allows the agency to operate the FSS program exempt from certain regulations.

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
SS #1: Increase in Household Income	Averaged earned income of households	\$11,440	\$12,440	\$13,454	Yes
SS #2: Increase in Household Savings	Averaged escrow amount of households	\$0	\$0	\$0	Yes
SS #3: Increase in Positive Outcomes in Employment Status	Employed Full-Time	0	1	4	Yes
	Employed Part-Time	1	3	5	Yes
	Enrolled in Educational	1	3	2	Yes
	Enrolled in Job Training	1	3	1	Yes
	Unemployed	13	10	8	No
SS #4: Households Removed from TANF	Number of households receiving TANF	2	1	2	Yes
SS #5: Households Assisted by Services	Number of households receiving services	0	20	21	No
SS #6: Reducing Per Unit Subsidy Costs	Average S8 and/or S9 subsidy per household	\$845	\$745	\$604	Yes
SS #7: Increase in Tenant Rent Share	Average tenant rent share	\$107	\$150	\$297	Yes
SS #8: Households Transitioned to Self-Sufficiency	Number of households transitioned	0	0	8	Yes

Activity 2015-02: Alternative TTP Calculation (33%)

Description of Activity

This activity increases the percentage of adjusted income used when calculating tenant rent and housing assistance. In 2017 the percentage used was 33%. Beginning in 2018, VHA raised the percentage to 35%. VHA calculates the Total Tenant Payment (TTP) by taking the highest of the following amounts, rounded to the nearest dollar:

- 33% of the household's monthly adjusted income
- 33% of the household's monthly minimum income (see MTW Activity 2013-01)
- 10% of the household's monthly gross income
- The VHA established minimum rent of \$50

This activity also increases the maximum family share at initially occupancy under the tenant-based HCV program from 40% of monthly adjusted income to 50% of the household's adjusted monthly income in order to avoid a reduction in the range of choice that might result from the increased TTP percentage.

Current Status

This activity was ongoing in 2017.

Impact on Statutory Objective

VHA estimates an annual cost savings of \$973,380 resulting from this activity. Based on our average HAP at the end of the year, this savings will fund an additional 128 vouchers over what we could have funded absent this activity. VHA also estimates that average monthly HAP expense would be \$34 higher absent this activity.

Rent Reform Annual Evaluation and Report on Hardship Requests

The annual evaluation resulted in no additional changes to this activity other than the planned increase in the percentage to 35% beginning in 2018. We received 13 requests for exemption from this activity due to financial hardship in 2017. Two of those requests were approved for a short-term exemption.

Activity 2015-02 Scorecard

Alternative TTP Calculation (33%)

Activity Details

Plan Year Identified: FY2015 MTW Annual Plan
Date Implemented: November 1, 2015
Statutory Objectives: Reduce Cost and Greater Cost Effectiveness
Impact on Objective: Activity will increase the amount of the Tenant share reducing the amount of the housing assistance payment
Authorization Cited: Section D.2.a. of Attachment C of the MTW Agreement
Provision/s Waived: Certain provisions of Section 8(o)(2)(A) of the 1937 Act and 24 CFR § 5.628

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	Total cost of task in dollars	\$18,944,340	\$18,094,340	\$17,970,960	Yes
CE #5: Increase in Agency Rental Revenue	Rental Revenue	\$0	\$0	\$0	Yes
HC #1 Additional Units of Housing Made Available	Number of new housing units made available	zero	120	128	Yes
HC #3 Decrease in Wait List Time	Average applicant time on wait list in months	102	102	15	Yes

Activity 2014-06: Alternate Project-Based Voucher Program

Description of Activity

In 2014 VHA consolidated most of its previous MTW policies regarding Project-Based Vouchers under this MTW Activity in order to clear up confusion about which policy applied at what project. VHA's Alternative Project-Based Voucher program utilizes the existing regulations under 24 CFR §983 with the following exemptions:

- The required competitive bidding process is waived when VHA is placing PBV in a project owned by the VHA or a closely affiliated organization.
- The requirement to offer a move voucher after one year of tenancy if requested and one is available is waived and the VHA will not provide move vouchers except in cases of overcrowded or under-occupied units where VHA does not anticipate an appropriate sized PBV becoming available. This policy is currently not recognized under the rules for PBV resulting from a RAD conversion, so VHA will offer move vouchers if requested by residents in units converted under RAD.
- The requirement that tenants be selected from a waiting list may be waived for projects where participation in specific services is a requirement of residency. Instead selection will be based on referral from the service providing agency. Services may include, but are not limited to, case management, self-sufficiency, mental health, and alcohol and drug dependency programs.
- The 25% project cap is waived and VHA may allow up to 100% of the units in a project to be PBV units.
- MTW Activity 2011-05, which allows VHA to perform HOS inspections and to make determinations of ongoing rent reasonableness in the HCV program remains a stand-alone activity, but is also part of the VHA Alternate Project-Based Voucher Program.
- In VHA's 2017 MTW Plan, this activity was resubmitted for approval in order to add an exemption to the requirement limiting PBV to 20% of the VHA's voucher program budget authority, changing it upward to 30% of budget authority.

Current Status

This activity was ongoing in 2017.

Impact on Statutory Objective

VHA awarded vouchers to two projects owned by a closely affiliated organization in 2017; Meriwether Place and Rhododendron Place. We are also estimating staff time and cost savings from not issuing move vouchers in those PBV projects where we do not offer them. The number of potential move vouchers at these PBV properties is based on the number requested at those PBV properties where they are available.

Activity 2014-06 Scorecard

Alternative Project-Based Voucher Program

Activity Details

Plan Year Identified: FY 2014 MTW Annual Plan Amendment
Date Implemented: August 6, 2014
Statutory Objectives: Increase Housing Choice
Impact on Objective: Will increase housing choice for low-income residents by increasing the availability of affordable housing
Authorization Cited: Attachment C, Sections D.1.b., D.1.e., D.2.d., D.4., and D.7.a. of the Amended and Restated Agreement
Provision/s Waived: Waives competitive bidding when VHA owned, move vouchers, waiting lists, and percent of PBV units in a building.

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	Total cost of task in dollars	\$3,119	\$0	\$0	Yes
CE #2: Staff Time Savings	Total time to complete task in staff hours	103	0	0	Yes
CE #3: Decrease in Error Rate	Average error rate as a percentage	NA	NA	NA	NA
HC #3: Decrease in Wait list Time	Average applicant time on waitlist in months	46	NA	15	NA
HC #4 Displacement Prevention	Households that would lose assistance	NA	NA	NA	NA

Activity 2014-05: Interim verification policy

Description of Activity

This activity changes the responsibility for obtaining verifications for interim reexaminations requested for reductions of household income or family composition changes from the VHA to the participant. It also changes the effective dates for changes in rent and assistance due to interim reexaminations. Participants and residents may still request an interim reexamination at any time but will also have to provide appropriate verification of the change that they are reporting prior to any resulting change in tenant rent becoming effective. If the request *and* the verification is received before the 15th of the month, any resulting change in tenant rent will be effective the first of the following month. The VHA still obtains verification for initial eligibility reexaminations and for regular/annual reexaminations.

Current Status

This activity was ongoing in 2017.

Impact on Statutory Objective

The baselines for cost and time savings are based on the staff time that would have been spent on obtaining verifications for interim reexaminations requested for loss of income or family composition changes annually. Outcomes are zero as the task of obtaining verifications has been transferred to participants. The estimated saving in staff time is 40 hours which is a cost savings of \$1,317 annually. The baseline error rate is from file audits performed in 2007 and 2008 that showed a 10.55% average error rate of missing income verifications in reexaminations of eligibility. The current error rate is zero as the reexamination does not occur if the verification is not received. The increase in tenant rent share in 2017 is likely the result of the rapidly rising rents in our area and not as a result of this activity.

Activity 2014-05 Scorecard Interim Verification Policy

Activity Details

Plan Year Identified: FY 2014 MTW Annual Plan Amendment
Date Implemented: September 1, 2014
Statutory Objectives: Reduce Costs and Achieve Greater Cost Effectiveness
Impact on Objective: Will reduce costs associated with staff time required to verify income at interim reexaminations
Authorization Cited: Attachement C, Sections C. 4., and D.1.c. of the Amended and Restated Agreement
Provision/s Waived: Waives requirement that PHA obtains verification rather than participant

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	Total cost of task in dollars	\$1,317	\$52	\$0	Yes
CE #2: Staff Time Savings	Total time to complete task in staff hours	40	2	0	Yes
CE #3: Decrease in Error Rate	Average error rate as a percentage	10.55%	0.00%	0.00%	Yes
CE #5 Increase in Tenant Rent Share	Average tenant rent share	\$289	\$289	\$360	Yes

Activity 2014-04: Second Step Transitional Housing Program

Description of Activity

The Second Step Transitional Housing Program is a program for homeless individuals and families with income below 30% of the Area Median Income (AMI). The program had previously operated for a number of years with funding from a HUD Continuum of Care grant. When that funding was no longer available the VHA began funding the housing assistance component of the program utilizing our ability under the Second Amendment to our MTW Agreement to take on continued funding of this valuable community resource. Second Step relies on other sources to fund case management.

Second Step Housing utilizes 11 large group homes for this program. They have a capacity of about 35 individuals and families at one time. Tenants must be homeless at admission, income eligible, and willing to participate in case management, classes, and shared living. Utilities are provided and tenants pay 30% of their adjusted income for rent. Calculation of income for eligibility and rent is done in compliance with the regulations found at 24 CFR § 5.609. All housing units are alcohol and drug free. The maximum length of stay in the program is two years. Many of the clients are women transitioning from incarceration.

Current Status

This activity was ongoing in 2017, however Second Step underwent some significant organizational changes during the year. As a result participation in this program was far less than in previous years and the per-unit subsidy cost was much higher. VHA is considering ending this activity in 2018.

Impact on Statutory Objective

This activity has allowed Second Step Housing to establish strategic partnerships with community service providers of vital institutional services that otherwise have no access to housing supports to ensure their homeless clients leave their systems of care directly into supported housing. Second Step Housing and its partners in this project are grateful that this funding is available to the vulnerable persons exiting systems of care without having to remain homeless while navigating the screening and referral system required by many funders. Among the partners shared by Second Step Housing and VHA in this project are the Children's Administration, Lifeline Connections, Clark County Therapeutic Courts, Partners in Careers, and soon to be the Veteran's Administration, Clark County Jail, and others.

Activity 2014-04 Scorecard

Second Step Transitional Housing Program

Activity Details

Plan Year Identified: FY 2014 MTW Annual Plan Amendment
Date Implemented: July 1, 2014
Statutory Objectives: Increase Housing Choice
Impact on Objective: Will increase housing choice for low-income residents by increasing the availability of affordable housing
Authorization Cited: The Second Amendment to the MTW Agreement.
Provision/s Waived: Allows for use of funds outside of Section 8 and Section 9 of the 1937 Act as described in Notice PIH 2011-45

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #4: Increase in Resources Leveraged	Amount of funds leveraged	Zero	\$90,000	\$126,158	Yes
SS #1: Increase in Household Income	Averaged earned income of households	\$12,600	\$12,600	\$9,164	No
SS #3: Increase in Positive Outcomes in Employment Status	Employed Full-Time	5	5	13	Yes
	Employed Part-Time	17	17	13	No
	Enrolled in Educational	6	6	13	Yes
	Enrolled in Job Training	2	2	6	Yes
	Unemployed	4	4	8	No
SS #4: Households Removed from TANF	Number of households receiving TANF	6	6	1	Yes
SS #6: Reducing Per Unit Subsidy Costs	Average monthly subsidy per household	\$183	\$183	\$463	No
SS #8: Households Transitioned to Self-Sufficiency	Number of households transitioned	0	10	11	Yes
HC #3: Decrease in Waitlist Time	Average applicant time on waitlist	102 Months	0	0	Yes
HC #4 Displacement Prevention	Households that would lose assistance	35	0	0	Yes
HC #5 Increase in Resident Mobility	Households able to move	0	5	13	Yes

Activity 2014-01: Modified FSS Escrow Calculation

Description of Activity

This activity modifies the way escrow is calculated in the Section 8 Family Self-Sufficiency Program (FSS). VHA's method under MTW has two parts. The first is a monthly deposit to a participant's escrow account when they have increased earned income that results in a Total Tenant Payment (TTP) over the baseline set when they join FSS just as in the conventional FSS escrow calculation. However, the baseline is a fixed amount set at \$450 for all new participants regardless of their income rather than the current practice of setting it at the TTP of their most recent eligible reexamination.

The second part of the proposed method is for VHA to pay a specific amount to a participant's escrow account based on specific achievements or "pay points". Some pay points result in an immediate deposit to the escrow account while others are not calculated and paid until a successful program graduation.

Current Status

The modified escrow calculation has shown positive results in 2017, with an average escrow for families of \$3,917 and 13 graduates to self-sufficiency, four of which became home owners.

All benchmarks have been achieved in the scorecard this year. Despite the increase in contract rents in the rental market, our per-unit subsidy decreased from 2016 and tenant rent shares from 2016 increased as well.

Impact on Statutory Objective

The modified escrow activity has also allowed an increase in self-sufficiency at graduation, with 13 graduates averaging an escrow payout of \$11,030. Participation in the FSS program has also increased and VHA expects to continue to see more participants graduating from FSS and transitioning to self-sufficiency in the future.

Activity 2014-01 Scorecard Modified FSS Escrow Calculation

Activity Details

Plan Year Identified: FY 2014 MTW Annual Plan
Date Implemented: January 1, 2014
Statutory Objectives: Provide Incentive Toward Self-Sufficiency
Impact on Objective: Will increase number of participants in FSS and increase the number of graduates achieving self-sufficiency
Authorization Cited: Section E. of Attachment C. to the Amended and Restated Agreement
Provision/s Waived: Allows the agency to operate the FSS program exempt from certain regulations, specifically escrow calculation.

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
SS #1: Increase in Household Income	Averaged earned income of households	\$17,870	\$10,000	\$18,307	Yes
SS #2: Increase in Household Savings	Averaged escrow amount of households	\$3,600	\$2,000	\$3,917	Yes
SS #3: Increase in Positive Outcomes in Employment Status	Employed Full-Time	38 HOH 39% of households	42 HOH 50% of households	87 HOH 55% of households	Yes
	Employed Part-Time	18 HOH 19% of households	18 HOH 22% of households	50 HOH 31% of households	Yes
	Enrolled in Educational	19 HOH 19% of households	19 HOH 23% of households	27 HOH 16% of households	No
	Enrolled in Job Training	24 HOH 25% of households	49 HOH 58% of households	51 HOH 32% of households	Yes
	Unemployed	22 HOH 23% of households	27 HOH 32% of households	22 HOH 14% of households	Yes
SS #4: Households Removed from TANF	Number of households receiving TANF	8	6	5	Yes
SS #5: Households Assisted by Services	Number of households receiving services	96	100	159	Yes
SS #6: Reducing Per Unit Subsidy Costs	Average S8 and/or S9 subsidy per household	\$633	\$633	\$624	Yes
SS #7: Increase in Tenant Rent Share	Average tenant rent share	\$279	\$279	\$510	Yes
SS #8: Households Transitioned to Self-Sufficiency	Number of households transitioned	5	8	13	Yes

Activity 2013-02: School Stability Subsidy Program

Description of Activity

This activity is a local non-traditional tenant-based housing subsidy program outside of Section 8 and 9. It is a pilot program in partnership with Family Resource Centers (FRC) at selected local schools and the Council for the Homeless. The FRC selects families to receive the subsidy when they determine that the assistance is needed in order to prevent a child's family from having to relocate due to financial reasons. The subsidy allows the family to remain in the school's district providing needed stability for the student.

To be eligible the family's income must be below 30% of the Area Median Income. The housing assistance is a tiered flat subsidy that diminishes over time. In the first year the family pays 20% and the program pays the remaining 80% of the monthly rent to the owner. In year two, the family pays 40% and the program pays the remainder. In year three, the family pays 60% of the rent and the program pays the remainder. In year four, the family pays 80% of the rent and the program pays the remainder. After four years the family's participation in the program ends and they pay 100% of their rent.

A hardship exemption to the rent structure is available for families with temporary rent burdens over 50% of income or with zero income. If granted, the tenant rent will be reduced for three months and can be extended. Families have an economic self-sufficiency meeting once a week until all adults have stable employment. The family will have an education planning meeting once a month. The family may be required to participate in additional employment and/or educational services.

Current Status

This activity was ongoing in 2017. The program started the year with 27 families and ended the year with 23. The VHA did not replace families who left during the year due to the same funding issues that caused us to not replace vouchers made available through attrition.

Impact on Statutory Objective

This activity met most of the benchmarks that were set last year. Far more families were employed than anticipated and fewer pursued educational or training goals. Housing subsidy was down significantly in 2017 as families moved into later tiers where they a higher percentage on rent.

Activity 2013-02 Scorecard

School Stability Subsidy Program

Activity Details

Plan Year Identified: FY 2013 MTW Annual Plan Amendment
Date Implemented: April 1, 2015
Statutory Objectives: Increase Housing Choice
Impact on Objective: Will increase housing choice for low-income residents by increasing the availability of affordable housing
Authorization Cited: The Second Amendment to the MTW Agreement.
Provision/s Waived: Allows for use of funds outside of Section 8 and Section 9 of the 1937 Act as described in Notice PIH 2011-45

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
CE #4: Increase in Resources Leveraged	Amount of funds leveraged	\$0	\$33,680	\$31,482	No
SS #1: Increase in Household Income	Averaged earned income of households	\$14,787	\$14,787	\$18,671	Yes
SS #3: Increase in Positive Outcomes in Employment Status	Employed Full-Time	5	5	15	Yes
	Employed Part-Time	3	3	2	No
	Enrolled in Educational	0	0	2	Yes
	Enrolled in Job Training	7	7	2	No
	Unemployed	4	4	3	Yes
SS #4: Households Removed from TANF	Number of households receiving TANF	3	3	1	Yes
SS #6: Reducing Per Unit Subsidy Costs	Average monthly subsidy per household	\$789	\$789	\$648	Yes
SS #7: Increase in Tenant Rent Share	Average tenant rent share	\$262	\$262	\$547	Yes
SS #8: Households Transitioned to Self-Sufficiency	Number of households transitioned	0	0	1	Yes
HC #3: Decrease in Waitlist Time	Average applicant time on waitlist	2	0	0	Yes
HC #4: Displacement Prevention	Households that would lose assistance	12	12	16	Yes
HC #7: Households Assisted by Housing Choice Services	Number of Households Receiving Services	12	12	27	Yes

Activity 2013-01: Minimum Income Rent Reform

Description of Activity

This activity utilizes a minimum income when calculating rent for any HCV or Public Housing household that contains one or more work-able family members. Work-able is defined as an adult under the age of 62 who is not disabled, a dependent, or a full-time caretaker for a disabled household member. For 2017 the minimum income was \$10,000 annually for each work-able family member. For example, a household with one work-able member has a minimum income of \$10,000; a household with two workable members has a minimum income of \$20,000, and so on. If the household's actual annual income, as determined under the program regulations, falls below the minimum, tenant rent and housing assistance is calculated using the minimum. If the household's actual income is greater than the minimum, the actual income is used and the minimum income will not be a factor. A household subject to the minimum still has any deductions they might be eligible for under HUD regulations (as modified by VHA MTW policy) deducted from the minimum income as part of the rent calculation.

Current Status

This activity was in 2017. Beginning in 2018, the minimum income amount will be indexed to the Washington State minimum wage each year and based on annual earnings if one worked 20 hours per week at minimum wage.

Impact on Statutory Objective

The percentage of Work-able households reporting earned income continued to increase in 2017. In addition the average amount of that earned income also continues to increase significantly. The \$574,197 in cost savings is determined from the decrease in HAP expense caused by the imputed income amounts added to the income of those not generally reporting earned income.

Rent Reform Annual Evaluation and Report on Hardship Requests

VHA received 31 requests in 2017 for a hardship exemption beyond the one-time six-month hardship exemption all households impacted by this activity receive. Of the 31 requests, 18 were approved for a short or long-term exemption from the policy. As part of the annual evaluation, VHA tracks and assesses any program terminations that were the result of the household being evicted for non-payment of rent. There were a total of 14 households evicted in 2017 for non-payment, but only four of those were households where the tenant rent was based all or in part on the minimum income. In all four cases the households did not request a hardship or otherwise request assistance from VHA before being evicted.

Activity 2013-01 Scorecard Minimum Income Rent Reform

Activity Details

Plan Year Identified: FY 2013 MTW Annual Plan
Date Implemented: June 1, 2013
Statutory Objectives: Provide Incentive Toward Self-Sufficiency and Reduce Cost and Greater Cost Effectiveness
Impact on Objective: Will result in increased earned income and will reduce costs by lowering average HAP expense
Authorization Cited: Sections C. 11. and D. 2.a. of Attachment C of the MTW Agreement
Provision/s Waived: Sections 3. and 8.(o)(2) of the 1937 Act and certain sections of 24 CFR § 5.628

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	HAP savings imputed from minimum income	\$0	\$500,000	\$574,197	Yes
SS #1: Increase in Household Income	Averaged earned income of households	\$15,653	\$16,000	\$20,890	Yes
SS #3: Increase in Positive Outcomes in Employment Status	Employed Full-Time	201	300	337	Yes
	Employed Part-Time	300	250	299	Yes
	Enrolled in Educational	11	10	8	No
	Enrolled in Job Training	15	10	2	No
	Unemployed	303	400	417	No
SS #4: Households Removed from TANF	Number of households receiving TANF	306	275	101	Yes
SS #6: Reducing Per Unit Subsidy Costs	Average S8 and/or S9 subsidy per household	\$665	\$650	\$682	No
SS #7: Increase in Tenant Rent Share	Average tenant rent share	\$274	\$342	\$493	Yes
SS #8: Households Transitioned to Self-Sufficiency	Number of households transitioned	89	89	90	Yes

Agency Metrics	Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Percentage of Work-Able Households with Earned Income	Percentage of Work-Able reporting wages	50.69%	53.00%	60.04%	Yes

Activity 2012-01: Community Supported Self Reliance

Description of Activity

Community Supported Self Reliance (CSSR) is a pilot project where housing assistance along with intensive wrap around services are made available through partnering agencies to very-low income clients with multiple barriers to self-reliance. Each partnering agency provides one staff member to serve on the Project Team. The primary role of the Project Team is to screen and refer participants to the project, to support agency case managers, and to ensure that program participants are making steady progress toward self-reliance. In addition to the Project Team, the project is overseen by a Review Board. The primary function of the Review Board is to provide final approval of resident selection and participation in the program, provide expertise and advice, approve graduation or expulsion processes, and manage tenant disciplinary actions or grievances. Participants initially selected for the pilot project are provided a Housing Choice Voucher with a time-limit of five and a half years (66 months). In addition to the regular HCV program obligations, participants are required to actively participate in their approved self-reliance plans developed with their assigned case manager from a partnering agency; failure to do so results in expulsion from the program.

Current Status

There have been 16 participants served in the program since April 2012. As of December 31, 2017, only four families remain active. Five participants were terminated from the program for failure to comply with the Section 8 voucher rules, three participants voluntarily left the program, and four participants graduated from the program and transitioned to self-sufficiency.

Impact on Statutory Objective

About half of the participants selected into the program have been able to meet HUD's statutory objective of increasing self-sufficiency. The objective of the program was to invite referring partners to select participants for HCV's with intensive case management by a project team in a wraparound format. Due to partner turnover in staffing in the entire project team, there has been some difficulty in intervening early with the most volatile population in the program.

However, it's worth noting that of the four graduates of the program so far, all of them came from homelessness with multiple barriers to employment, and all of them left the program having achieved their goal of full time employment and safe, secure, unsubsidized housing prior to their five year contract ending. To that end, it's worth noting the supports in place and opportunities this activity has provided have proven to work for those that remain in good standing.

Activity 2012-01 Scorecard

Community Supported Self Reliance

Activity Details

Plan Year Identified: FY 2012 MTW Annual Plan
Date Implemented: April 1, 2012
Statutory Objectives: Provide Incentive Toward Self-Sufficiency
Impact on Objective: Activity will match housing assistance with case management services intended to transition clients to self-sufficiency
Authorization Cited: Sections D.2.d. and E. of Attachment C of the MTW Agreement
Provision/s Waived: Certain provisions of Section 8(o)(7), 8(o)(13) and Section 23 of the 1937 Act and 24 CFR § 982 subpart L and 24 CFR § 984

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
SS #1: Increase in Household Income	Averaged earned income of households	\$12,818	\$12,818	\$22,007	Yes
SS #2: Increase in Household Savings	Averaged escrow amount of households	\$0	\$1,500	\$3,422	Yes
SS #3: Increase in Positive Outcomes in Employment Status	Employed Full-Time	1	3	5	Yes
	Employed Part-Time	4	2	0	Yes
	Enrolled in Educational	0	2	1	Yes
	Enrolled in Job Training	0	3	0	Yes
	Unemployed	6	1	2	No
SS #4: Households Removed from TANF	Number of households receiving TANF	2	2	2	Yes
SS #5: Households Assisted by Services	Number of households receiving services	0	10	12	Yes
SS #6: Reducing Per Unit Subsidy Costs	Average S8 and/or S9 subsidy per household	\$610	\$610	\$437	Yes
SS #7: Increase in Tenant Rent Share	Average tenant rent share	\$189	\$189	\$664	Yes
SS #8: Households Transitioned to Self-Sufficiency	Number of households transitioned	Zero	0	2	Yes
HC #3: Decrease in Waitlist Time	Average applicant time on waitlist	102	0	0	Yes
HC #4 Displacement Prevention	Households that would lose assistance	0	0	0	NA

Activity 2011-04: VHA Staff to Perform HQS Inspections and Rent Reasonableness on VHA Owned Properties

Description of Activity

This activity allows VHA staff with the Housing Choice Voucher program to complete required HQS inspections and rent reasonableness determinations on HCV units located in VHA owned units or units owned by entities substantially controlled by the VHA. Previously VHA hired outside inspectors for these inspections as well as for rent-reasonableness determinations. The amount charged by the entities providing these inspections significantly exceeded the cost to VHA of our own inspectors.

VHA owned or controlled properties that are able to accept HCV tenants are managed by independent property management firms. They are typically inspected and have their rent monitored by independent agencies already (such as the State agency enforcing tax-credit programs). The rent reasonableness methodology that VHA uses is RentWatch, a web-based application from Nan McKay & Associates that assures an objective comparison regardless of who is requesting the data. For these reasons VHA does not have concerns that this activity will result in any conflict of interest issues.

Current Status

The activity was ongoing in 2017.

Impact on Statutory Objective

For 2017 this activity met its benchmarks and saved the agency approximately \$8,067 in administrative costs we would have incurred if we had contracted with a third party to perform these inspections. Regarding the reported error rate, with the implementation of a new policy forgoing re-inspections when fewer than five non-life-threatening fail items, the quality control inspections were redirected to monitor if owners were not making repairs. As a result VHA does not have any data for 2017 regarding the error rate of the inspector's performance.

Activity 2011-04 Scorecard

VHA Staff to Perform HQS and Rent Reasonable on VHA Owned Properties

Activity Details

Plan Year Identified: FY2011 MTW Annual Plan
Date Implemented: January 1, 2011
Statutory Objectives: Reduce Costs and Achieve Greater Cost Effectiveness
Impact on Objective: Reduce costs by moving activity in house where it can be completed at lower cost
Authorization Cited: Sections D. 2.c. and D. 5. of Attachment C of the MTW Agreement
Provision/s Waived: Section 8 (o)(11) of the 1937 Act and certain sections of 24 CFR § 982.352(b)and 983.59(b)

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	Total cost of task in dollars	\$29,775	\$24,775	\$21,708	Yes
CE #2: Staff Time Savings	Total time to complete task in staff hours	0	461	461	Yes
CE #3: Decrease in Error Rate of Task Execution	Average error rate in completing the task	15.71%	15.71%	NA	No

Agency Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
Number of HQS Inspections of VHA Owned Units completed by VHA Staff	Number of inspections completed annually	0	175	397	Yes

Activity 2010-02: Skyline Crest Campus of Learners

Description of Activity

Skyline Crest was VHA's oldest and largest Public Housing site. In 2015 it was converted under RAD to a PBV project. It now contains 138 units ranging in size from one to four bedrooms. There are normally over 350 children living at Skyline Crest. The VHA community center is located at Skyline and is the location of a number of VHA programs including the Campus of Learners. The Skyline Crest Campus of Learners is a partnership between the VHA and the residents of Skyline Crest to invest in the long-term success of every child and young adult living in the development. VHA provides rich and varied activities to engage Skyline Crest children and young adults and their families in school and community, including homework help and tutoring, enrichment classes, clubs and activities, recreation, mentoring, and early childhood parent/child activities. VHA also supports parents and youth through family support and case management services. Each family develops a success plan centered on their children's school attendance and community involvement, and commits to helping make the community a positive, nurturing place for all youth. Elderly and disabled Skyline Crest tenants are not required to participate; however activities are open for them as well.

Current Status

The Campus of Learners was ongoing in 2017. All of the units at Skyline underwent renovation in 2016. In 2017 demolition of the old VHA office building was begun and construction of a new 28 unit project (Caples Terrace) will begin in 2018. Construction on the new Bridgeview Education and Employment Resource Center (BEERC) started in 2017. Once completed the BEERC will house staff operating the Skyline Campus of Learners as well serve as a one-stop center for a variety of resources needed by the Skyline community.

Impact on Statutory Objective

This activity met most of the benchmarks in 2017. Leveraged funds continued to include deeply discounted memberships in the Boys and Girls Club on-site as well as three \$500 college scholarships provided by the Rotary Club. All of the high-school senior graduated this year. Last year we lost the ability to track absenteeism in the way we had been measuring it, but for 2017 we are able to obtain data on the percentage on students with better than 90% attendance for both Skyline and for other VHA students not part of the Campus of Learners. The new baseline is the percentage of VHA students outside of Skyline and the new benchmark is a 10 point improvement which was met by Skyline students in 2017.

Activity 2010-02 Scorecard Skyline Crest Campus of Learners

Activity Details

Plan Year Identified: FY 2010 MTW Annual Plan
Date Implemented: January 1, 2010
Statutory Objectives: Provide Incentive Toward Self-Sufficiency
Impact on Objective: Activity will increase educational attainment of residents leading to greater economic self-sufficiency
Authorization Cited: Sections C. 5. and C. 10. of Attachment C of the MTW Agreement
Provision/s Waived: Certain provisions of section 6(c) of the 1937 Act and 24 CFR § 960.201

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #4: Increase in Resources Leveraged	Amount of funds leveraged	\$0	\$500	\$3,090	Yes
SS #5: Households Assisted by Services that Increase Self-Sufficiency	Number of households receiving services	0	66	65	No
SS #8: Households Transitioned to Self-Sufficiency	Number of households transitioned*	2	3	6	Yes

*VHA definition is number of households with a child graduating high school in the Plan year.

Agency Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
On Time High School Graduation Rate	Percentage of students graduating on time.	48.10%	64.00%	83.33%	Yes
Extended High School Graduation Rate	Percentage of students graduating later.	55.20%	70.00%	100.00%	Yes
Student Attendance	Percentage with 90% or better attendance.	51.00%	61.00%	64.00%	Yes

Activity 2009-19: Special Admission Procedure at Assisted Living Facilities

Description of Activity

The VHA currently operates two assisted living facilities that also utilize Project-Based Vouchers. The first is Van Vista Plaza, a 100 unit high-rise building in downtown Vancouver that contains 60 units of assisted living. The second is Arbor Ridge which also contains 60 units of assisted living, however only 30 of those are under a PBV contract. The waiting list requirement has always been problematic for assisted living facilities. Applicants eligible for assisted living are usually in a state of crisis at the time they, or their family or care provider, are seeking a facility. They search for available vacancies until one can be located and then that is the unit they move into. If a facility has no vacancies, they search for one that does rather than go on a waiting list. Waiving the waiting list requirement for these projects results in cost savings as well as facilitating the unique needs of assisted living.

Current Status

This activity was ongoing in 2017.

Impact on Statutory Objective

This activity provides a housing choice for tenants that would likely not be served in the traditional HCV or PBV programs. Cost and time savings were determined by taking data from the Housing Choice Voucher Program Administrative Fee Study on time spent on applications and waiting lists and VHA data on staffing costs to determine the estimated savings achieved by not administering a waiting list for these facilities.

Activity 2009-19 Scorecard
 Special Admission Procedure for Assisted Living Program

Activity Details

Plan Year Identified: FY 2009 MTW Annual Plan Amendment
Date Implemented: September 1, 2009
Statutory Objectives: Increase Housing Choice
Impact on Objective: Create housing opportunity and facilitate placement of residents in need of assisted living services with housing subsidy
Authorization Cited: Section D.4. of Attachment C of the MTW Agreement
Provision/s Waived: Certain provisions of section 8(o)(6) of the 1937 Act and 24 CFR § 983 subpart F

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	Total cost of task in dollars	\$1,904	\$0	\$0	Yes
CE #2: Staff Time Savings	Total time to complete task in staff hours	73.5	0	0	Yes
HC #3 Decrease in Waitlist Time	Average applicant time on waitlist in months	9	0	0	Yes

Activity 2009-15: Limit Contract Rent Increases in HCV Program to One per Year

Description of Activity

In addition to the current regulatory restriction that requires the initial term of a HCV lease to be one-year and does not allow the owner to increase the rent during that year, this MTW policy restricts subsequent rent increases to no more than one per year. This policy came about due to a small number of owners on the program requesting rent increases as frequently as every four or five months after the first year of tenancy.

Current Status

This MTW activity was ongoing in 2017.

Impact on Statutory Objective

Although we can't measure all of the rent increases that did not occur as a result of this MTW activity, we do know that we denied 95 written requests received by our office because the owner had already raised the rent for that tenancy within the last year. Another 220 requests were denied for other reasons such as rent reasonableness or inadequate notice. However, 1468 rent increases were approved in 2017, a new record that reflects the continuing rapidly rising local rental market. The estimated cost savings of \$2998 and the time savings of 101 hours are based on what it would have cost to process an additional 95 rent increases in 2017. In addition, this activity likely saved a not insignificant amount of housing assistance and tenant rent that would have been expended had the rent increases been approved.

Activity 2009-15 Scorecard

Owners in HCV Program Restricted to Annual Rent Increase

Activity Details

Plan Year Identified: FY 2009 MTW Annual Plan Amendment
Date Implemented: September 1, 2009
Statutory Objectives: Reduce Cost and Achieve Greater Cost Effectiveness
Impact on Objective: Activity will reduce costs by lowering the number of rent increase actions thereby reducing administrative costs
Authorization Cited: Section D. 2.a. of Attachment C of the MTW Agreement
Provision/s Waived: Certain provisions of section 8(o)(7) of the 1937 Act and 24 CFR § 982.308 and 982.451

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	Total cost of task in dollars	\$49,313	\$46,847	\$46,315	Yes
CE #2: Staff Time Savings	Total time to complete task in staff hours	1672	1588	1571	Yes
HC #4: Displacement Prevention	Households that would need to move	156	148	147	Yes

Agency Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
Number of Rent Increase Denials for Less Than a Year Since Last Increase	Number of denial letters sent for this reason	0	30	95	Yes

Activity 2009-13: Reset of Next Required Reexamination after Interim Reexamination

Description of Activity

This activity is intended to further reduce the number of reexaminations that are required and their associated costs. For those families who are not on the new three-year schedule for fixed income, the due date for their next required reexamination will be updated if they have an interim review. The effective date of their next required review will be 12 months after the effective date of the interim.

Current Status

This activity was ongoing in 2017.

Impact on Statutory Objective

By extending the date for the next required reexamination out from any completed interim, VHA reduces the total number of reexaminations it is required to complete in a given year. For 2017, VHA estimates the reduction in the total number of reexaminations was 218 due to this policy. The estimated cost savings of \$27,989 and staff time savings of 763 hours is derived from the cost and time we would have incurred from completing an additional 218 reexaminations in 2017.

Activity 2009-13 Scorecard

Reset of Required Reexamination Schedule after Interim

Activity Details

Plan Year Identified: FY 2009 MTW Annual Plan Amendment
Date Implemented: October 1, 2009
Statutory Objectives: Reduce Cost and Achieve Greater Cost Effectiveness
Impact on Objective: Activity will reduce costs by lowering the number of required reexaminations each year
Authorization Cited: Section D.1.c. of Attachment C of the MTW Agreement
Provision/s Waived: Certain provisions of section 8(o)(5)of the 1937 Act and 24 CFR § 982.516

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	Total cost of task in dollars	\$27,989	\$0	\$0	Yes
CE #2: Staff Time Savings	Total time to complete task in staff hours	763	0	0	Yes

Activity 2009-10: Replacement of Medical Expense Deduction

Description of Activity

This activity replaces the deduction for medical expenses with an increase in the standard deduction for Elderly and Disabled families from \$400 to \$700. This eliminates the need to verify medical expenses which can be difficult particularly with medical providers concerns regarding HIPAA. In terms of housing assistance this activity was revenue neutral the year it was implemented because the decrease in subsidy due to no longer deducting medical was offset by the corresponding increase in the higher standard deduction. However the elimination of verification results in lower administrative costs.

Current Status

This activity was ongoing in 2017.

Impact on Statutory Objective

The metric for cost savings under this activity is a comparison of cost and staff time between the number of medical verifications we are required to complete each year under this activity (for hardship exemptions and some non-MTW Vouchers) versus the total number we completed the year prior to implementation. We estimate a cost savings of \$5575 and a time savings of 205 hours in 2017 from not having to obtain verifications of medical expenses. Actual savings are likely much higher as the metrics do not consider additional staff time saved from no longer having to communicate with participants and/or verify medical costs that did not result in a deduction.

Rent Reform Annual Evaluation and Report on Hardship Requests

The annual evaluation of this activity did not disclose any significant issues that needed to be addressed. VHA only received one request for an exemption from this activity under the VHA hardship policy in 2017. That participant was turned down for a hardship exemption because it would have made a minimal difference in the amount of her housing assistance. There are three other approved hardship exemptions from this activity that were approved in previous years where the participant is still receiving an exemption from the policy and an individually calculated deduction for medical.

Activity 2009-10 Scorecard

Replacement of Medical Expense Deduction

Activity Details

Plan Year Identified:	FY 2009 MTW Annual Plan Amendment
Date Implemented:	November 5, 2009
Statutory Objectives:	Reduce Cost and Achieve Greater Cost Effectiveness
Impact on Objective:	Activity will reduce costs by greatly reducing the administrative cost of obtaining verifications
Authorization Cited:	Sections C. 11. and D. 2. Attachment C of the MTW Agreement
Provision/s Waived:	Certain provisions of section 3(b)(5) of the 1937 Act and 24 CFR § 5.611

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	Total cost of task in dollars	\$5,974	\$600	\$399	Yes
CE #2: Staff Time Savings	Total time to complete task in staff hours	217	22	12	Yes
CE #3: Decrease in Error Rate of Task Execution	Average error rate in completing task	10.31%	0%	0%	Yes

Activity 2009-08: Simplified Utility Allowance Schedule

Description of Activity

This MTW initiative simplifies the utility allowance used in the Housing Choice Voucher program to a single schedule based on the number of bedrooms to be used when the tenant is responsible for at least the heating of the unit. The same rate is used for all units with the same number of bedrooms regardless of the type of unit. The simple schedule does away with the need to calculate a utility allowance in order for a new voucher holder to determine whether a prospective rental is below their maximum family share. An additional utility allowance schedule that conforms to regulation is also updated each year for use in VHA's Project-Based units, some special purpose vouchers, and for local tax credit properties.

Current Status

This activity was ongoing in 2017, however the estimated cost and time savings are down from previous years because VHA suspended issuing vouchers to applicants on the HCV waiting list for most of the year.

Impact on Statutory Objective

VHA estimates a cost savings of \$7,603 and a staff time savings of 194 hours based on the number of moves with continued assistance and the number of new admissions in 2017. The savings are derived from estimates of the amount of time taken up by denied Requests for Tenancy Approvals and additional communications and instructions given to landlords and tenants that would have occurred absent this activity. In addition, having a single utility allowance for all MTW tenant-based vouchers results in zero errors of the type where the wrong allowance is used.

Rent Reform Annual Evaluation and Report on Hardship Requests

No hardship requests were received in 2017 for this activity. The annual evaluation did not show any need to modify this activity.

Activity 2009-08 Scorecard
Simplified Utility Allowance in HCV Program

Activity Details

Plan Year Identified: FY 2009 MTW Annual Plan Amendment
Date Implemented: September 24, 2009
Statutory Objectives: Reduce Cost and Achieve Greater Cost Effectiveness
Impact on Objective: Activity will provide financial incentive for participants to choose newer more energy efficient units
Authorization Cited: Section D. 2.a. of Attachment C of the MTW Agreement
Provision/s Waived: Certain provisions of section 8(o)(2) of the 1937 Act and 24 CFR § 982.517

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	Total cost of task in dollars	\$7,603	\$0	\$0	Yes
CE #2: Staff Time Savings	Total time to complete task in staff hours	194	0	0	Yes
CE #3: Decrease in Error Rate of Task Execution	Average error rate in completing task	11.63%	0.00%	0.00%	Yes
CE #5: Increase in Agency Rental Revenue	Rental revenue in dollars	\$0	\$0	\$0	NA

Activity 2009-03: No Verification of Assets Less Than \$50,000

Description of Activity

This MTW policy provides that the VHA will not obtain third party verification when a tenant's declared assets are valued at less than \$50,000. The expense of preparing, mailing, following up, and receiving verifications for typical bank accounts with little or no balance and/or interest income was determined to not be cost effective. Even assets with significant value do not contribute much income to the calculation of housing assistance, particularly with current interest rates. Assets valued at amounts greater than \$50,000 are still verified because they are anticipated to generate enough income to contribute to the rent determination.

Current Status

This policy was ongoing in 2017.

Impact on Statutory Objective

For 2017 VHA estimates a cost savings of \$26,709 and a savings in staff time of 852 hours per year.

Activity 2009-03 Scorecard

Verification of Assets Limited to those Declared Greater than \$50,000

Activity Details

Plan Year Identified: FY 2009 MTW Annual Plan Amendment
Date Implemented: January 1, 2009
Statutory Objectives: Reduce Cost and Achieve Greater Cost Effectiveness
Impact on Objective: Eliminating unnecessary verification activity reduces administrative costs
Authorization Cited: Sections C. 4. and D.3.b. of Attachment C of the MTW Agreement
Provision/s Waived: Certain provisions of sections 3(a)(1), 3(a)(2) and 8(o)(2) of the 1937 Act and 24 CFR § 962.259 and 982.516

Standard HUD Metrics

	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	Total cost of task in dollars	\$26,773	\$535	\$64	Yes
CE #2: Staff Time Savings	Total time to complete task in staff hours	854	17	2	Yes
CE #3: Decrease in Error Rate of Task Execution	Average error rate in completing task	16.76%	0%	0%	Yes

Activity 2008-01: Time Limited Vouchers Tied to Services

Description of Activity

VHA is using the flexibility provided by MTW in partnership with other community agencies to provide housing assistance tied to case management and other services. Tenant selection may be done by the partner so that appropriate clients they have already identified can be readily served. The partnering agency may also place time limits on assistance. The partnering agencies and the VHA enter into a Memorandum of Understanding (MOU) that details the responsibilities of both parties.

Current Status

This activity was ongoing in 2017. VHA contracts with seven community agencies for up to 40 households, however due to both funding and local rental market issues no new admissions were done in 2017. Participation was already down in 2016 and by the end of 2017 it was down to just 15 households. VHA is planning to reevaluate to program prior to issuing any new vouchers and may decide to close it out after the current participating households reach their time limits.

Impact on Statutory Objective

The program increases housing choice by making a housing subsidy quickly available to low-income families in crisis or otherwise identified for services by a partnering agency. In addition, incentive toward financial self-sufficiency is provided through the case management services and the time limit on assistance.

Activity 2008-01 Scorecard

Time-Limited Vouchers Tied to Services

Activity Details

Plan Year Identified: FY 2008 MTW Annual Plan
Date Implemented: May 28, 2008
Statutory Objectives: Increase Housing Choice
Impact on Objective: Create housing opportunities for low-income families in crisis coupled with the services they require
Authorization Cited: Sections D. 2.d., D. 4. & D.7. of Attachment C of the MTW Agreement
Provision/s Waived: Certain provisions of sections 8(o)(13)(F)-(J) of the 1937 Act and 24 CFR § 983

Standard HUD Metrics	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #4: Increase in Resources Leveraged	Amount of funds leveraged	0	\$10,000	\$18,135	Yes
SS #1: Increase in Household Income	Averaged earned income of households	\$17,390	\$17,390	\$22,004	Yes
SS #3: Increase in Positive Outcomes in Employment Status	Employed Full-Time	10	10	4	No
	Employed Part-Time	5	5	5	Yes
	Enrolled in Educational	1	1	1	Yes
	Enrolled in Job Training	2	2	0	No
	Unemployed	7	7	5	Yes
SS #4: Households Removed from TANF	Number of households receiving TANF	10	10	3	Yes
SS #5: Households Assisted by Services that Increase Self-Sufficiency	Number of households receiving services	40	40	15	No
SS #6: Reducing Per Unit Subsidy Costs	Average S8 and/or S9 subsidy per household	\$605	\$605	\$779	No
SS #7: Increase in Tenant Rent Share	Average tenant rent share	\$295	\$295	\$401	Yes
SS #8: Households Transitioned to Self-Sufficiency	Number of households transitioned	0	16	16	Yes
HC #3: Decrease in Waitlist Time	Average applicant time on waitlist	5 Months	0	0	Yes

Activity 2007-02: Alternate Required Reexamination Schedule

Description of Activity

VHA has tried several alternative schedules for reexaminations before settling on the current schedule. Beginning in 2010 elderly and disabled families on fixed incomes are on schedule to have a required reexamination every three years. During years where a reexamination is not required the VHA revises rent and housing assistance by applying current payment standards and/or current utility allowances, and by applying the COLA published by the Social Security Administration. For households not considered elderly or disabled, or those that contain a Work-Able member in addition to the elderly or disabled member/s, an annual reexamination is required.

Current Status

The activity was ongoing in 2017.

Impact on Statutory Objective

VHA estimates the cost savings for this activity to be \$108,460 and the staff time savings to be 2971 hours for 2017. The HUD required metric for agency rental revenue is not relevant as VHA did not operate any public housing in 2017.

Activity 2007-02 Scorecard

Alternate Required Reexamination Schedule

Activity Details

Plan Year Identified: FY 2007 MTW Annual Plan
Date Implemented: January 1, 2008
Statutory Objectives: Reduce Cost and Achieve Greater Cost Effectiveness
Impact on Objective: Reduce administrative costs by reducing the number of reexaminations of household eligibility performed each year
Authorization Cited: Sections C. 4. and D.1.c. of Attachment C of the MTW Agreement
Provision/s Waived: Certain provisions of sections 3(a)(1), 3(a)(2) and 8(o)(5) of the 1937 Act and 24 CFR § 960.257 and 982.516

Standard HUD Metrics

	Unit of Measurement	Baseline	Benchmark	2017 Outcome	Benchmark Achieved
CE #1: Agency Cost Savings	Total cost of task in dollars	\$373,541	\$308,741	\$265,081	Yes
CE #2: Staff Time Savings	Total time to complete task in staff hours	10234	8094	7263	Yes
CE #5: Increase in Agency Rental Revenue	Rental revenue in dollars	\$0	\$0	\$0	NA

B. Not Yet Implemented Activities

List Of Activities Not Yet Implemented			
Activity Number	Activity Name	Plan Year Approved	MTW Statutory Objective
2016-02	Local Blended Subsidy	FY 2016 Annual Plan	Increase Housing Choice
2015-01	Rent Buy-Down Local Subsidy Program	FY 2015 Annual Plan	Increase Housing Choice

1. DESCRIPTION OF APPROVED BUT NOT YET IMPLEMENTED ACTIVITIES

Local Blended Subsidy is a program that uses a blend of funding from both Public Housing and the Section 8 Voucher Program in order to develop replacement units for VHA Public Housing units disposed of under recent approved disposition plans.

Rent Buy-Down Local Subsidy is a local program that will “buy-down” rents at a market rate apartment property (not subsidized or receiving tax credits) so that the units become affordable for, and only available to, households at or below 50% of the Area Median Income (AMI).

2. ACTIONS TAKEN TOWARDS IMPLEMENTATION

Caples Terrace, a new public housing project, was initially going to utilize blended subsidy but now will just be a mixed finance public housing project. VHA may utilize single fund flexibility to support some of the services offered at the site, but will not use HAP funding to support the rent structure. VHA has received a response to our RFP for the Rent Buy-Down program and is currently in discussion with that non-profit developer regarding a project that will utilize that MTW activity.

C. Activities on Hold

1. DESCRIPTION OF APPROVED ACTIVITIES ON HOLD

Currently VHA does not have any MTW Activities on hold.

D. Closed Out Activities

List Of All Approved Activities That Have Been Closed Out

Number	1. Activity Name	Plan Year Approved	2. Plan Year Closed Out
1999-01	All HCV Port-Ins to be Absorbed by VHA	1999 MTW Agreement	Concluded in FY 2001
1999-02	Mandatory Participation in Self-Sufficiency Program	1999 MTW Agreement	Concluded in FY 2005
1999-03	Five-Year Time Limit for Non Elderly/Disabled Households	1999 MTW Agreement	Concluded in FY 2005
1999-04	FSS Program Absorbed into MTW Self-Sufficiency Program	1999 MTW Agreement	Concluded in FY 2005
1999-05	All Households Eligible for Escrow Accounts	1999 MTW Agreement	Concluded in FY 2005
1999-06	Restrictions on HCV Port-Outs	1999 MTW Agreement	Concluded in FY 2005
1999-07	Maximum Family Share 45% of Gross Income	1999 MTW Agreement	Concluded in FY 2005
1999-08	Public Housing rent income based only, no flat rent option	1999 MTW Agreement	Concluded in FY 2015
1999-09	No earned income disallowance in Public Housing	1999 MTW Agreement	Concluded in FY 2015
2001-01	Eight Percent Earned Income Deduction	FY 2001 Annual Plan	Concluded in FY 2004
2001-02	\$480 Deduction for Child Support Payments	FY 2001 Annual Plan	Concluded in FY 2004
2002-01	"Request Line" Single Waiting List	FY 2002 Annual Plan	Concluded in FY 2003
2003-01	Escrow Accounts Capped at \$6000	FY 2003 Annual Plan	Concluded in FY 2005
2004-01	Alternative Rent Reasonable Procedure	FY 2004 Annual Plan	Concluded in FY 2009
2007-01	Flat rent and Flat HCV Subsidy	FY 2007 Annual Plan	FY 2008 - Never Implemented
2008-02	Alternate HCV Homeownership Program	FY 2008 Annual Plan	Concluded in FY 2011
2009-01	Pilot Rental Subsidy Project	FY 2009 Annual Plan	FY 2009 - Never Implemented
2009-02	Imputed TANF Income for Voluntary Grant Closures	FY 2009 Annual Plan	Concluded in FY 2013
2009-04	Asset Based Initiative (IDA)	FY 2009 Annual Plan	FY2010 – Never Implemented
2009-06	Alternate Required Inspection Schedule in HCV Program	FY 2009 Annual Plan	Concluded in FY 2015
2009-09	Limited Utility Allowance Payments	FY 2009 Plan Amendment	Concluded in FY 2013
2009-14	Simplified Recertification Process	FY 2009 Plan Amendment	FY 2009 – Never Implemented
2009-16	Renter education required for applicants	FY 2009 Plan Amendment	Concluded in FY 2016
2009-17	Mandatory Self-Sufficiency Program (Yes We Can)	FY 2009 Plan Amendment	FY 2009 – Never Implemented
2009-18	Local Preference for FSS Participation	FY 2009 Plan Amendment	FY 2009 – Withdrawn due to FSS NOFA
2010-01	Community Involvement and Educational Opportunity	FY 2010 Annual Plan	Concluded in FY 2013
2010-04	Waiting list preference for applicants without subsidy	FY 2010 Annual Plan	Concluded in FY 2015
2011-01	Minimum Rent and/or Income Limits for New Public Housing	FY 2011 Annual Plan	FY 2011 – Never Implemented
2011-02	"Floating Units" in Project-Based Voucher Program	FY 2011 Annual Plan	Concluded in FY 2013
2012-02	Use of MTW Funds for Leveraging New Affordable Housing	FY 2012 Annual Plan	FY 2016 – Never Implemented
2012-04	Short Term Rental Assistance	FY 2012 Plan Amendment	Concluded in FY 2016
2012-03	Home Sharing in Housing Choice Voucher Program	FY 2012 Annual Plan	Concluded in FY 2016

List Of All Approved Activities That Have Been Closed Out

Number	1. Activity Name	Plan Year Approved	2. Plan Year Closed Out
2013-02	Shelter and Transitional Housing Facilities Support	FY 2013 Plan Amendment	FY 2014 – Never Implemented
2013-04	Admin Fee for Owners in HCV Program	FY2013 Annual Plan	FY 2013 – Withdrawn
2013-05	Health Advocate Training Program	FY 2013 Plan Amendment	Concluded in FY 2013
2014-02	HCV UA the Lesser of Unit Size of Voucher Size	FY 2014 Annual Plan	Concluded in FY 2015
2014-03	Local non-traditional housing program	FY 2014 Annual Plan	FY 2014 – Never Implemented

3. DETAIL FOR ACTIVITIES CLOSED OUT IN FY 2017

No activities were completely closed out in 2017.

SECTION V: SOURCES AND USES OF FUNDS

A. Sources and Uses of MTW Funds

Actual Sources and Uses of MTW Funding for the Fiscal Year

VHA has submitted its actual sources and uses information in the prescribed FDS format through the Financial Assessment System-PHA (FASPHA)

Describe the Activities that Used Only MTW Single Fund Flexibility

VHA Spent \$687,181 in 2017 towards self-sufficiency programs to assist families in obtaining jobs, continuing education, youth education, after school programs, and other self-reliance activities. We also used MTW Single Fund flexibility to pay for HCV program administration due to inadequacy of allotted HCV Administrative Fees. We spent \$343,580 on non-traditional rental assistance programs.

B. Local Asset Management plan

Local Asset Management Plan

Has the PHA allocated costs within statute during the plan year?

Yes

Has the PHA implemented a local asset management plan (LAMP)?

No

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.

Has the PHA provided a LAMP in the appendix?

N/A

C. Commitment of Unspent Funds

Commitment of Unspent Funds			
Account	Planned Expenditure	Obligated Funds	Committed Funds
	Resident Services for MTW Clients	600,000	600,000
	School Stability Subsidy Program 2018 Budget	160,000	160,000
	MTW Administration	60,000	60,000
	Total Obligated or Committed Funds:	820,000	820,000

VHA only had about 850,000 in unspent HAP funds at the end of 2017. Obligated funds for resident services includes 62,000 for services at Lincoln Place, \$440,000 provided to Bridgeview for employment and self-sufficiency programs, 67,000 to the Council for the Homeless for rental navigation services, and 20,000 to the Community Housing Resources Center for tenant financial counseling.

SECTION VI: ADMINISTRATIVE

A. HUD Reviews, Audits or Physical Inspection Issues

VHA had no cited deficiencies requiring correction in FY 2017.

B. Agency Directed Evaluations

There were no agency directed evaluations specific to MTW in FY 2017.

C. Certification of Statutory Requirements

The VHA certifies that it has met the three statutory requirements of:

- 1) Assuring that at least 75 percent of the families assisted by the Agency are very low-income families;
- 2) Continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and
- 3) 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.