

# Moving to Work FY2018 Annual Report



Vancouver Housing Authority

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# Moving to Work FY2018 Annual Report

## VANCOUVER HOUSING AUTHORITY

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Meriwether Place, a 30 unit project providing permanent supportive housing for formally homeless individuals that opened in July 2018. The project is owned by Columbia Non-Profit Housing and utilizes Project-Based Vouchers.

## Table of Contents

<b>SECTION I: INTRODUCTION</b> .....	<b>4</b>
THE VANCOUVER HOUSING AUTHORITY .....	4
SHORT AND LONG-TERM MTW GOALS AND OBJECTIVES .....	4
<b>SECTION II: GENERAL OPERATING INFORMATION</b> .....	<b>6</b>
A. HOUSING STOCK INFORMATION .....	6
B. LEASING INFORMATION .....	7
C. WAITING LIST INFORMATION .....	8
D. INFORMATION ON STATUTORY OBJECTIVES AND REQUIREMENTS .....	9
<b>SECTION III: PROPOSED MTW ACTIVITIES</b> .....	<b>11</b>
<b>SECTION IV: APPROVED MTW ACTIVITIES</b> .....	<b>12</b>
A. IMPLEMENTED ACTIVITIES .....	12
B. NOT YET IMPLEMENTED ACTIVITIES .....	37
C. ACTIVITIES ON HOLD .....	38
D. CLOSED OUT ACTIVITIES .....	38
<b>SECTION V: SOURCES AND USES OF FUNDS</b> .....	<b>41</b>
A. SOURCES AND USES OF MTW FUNDS .....	41
B. LOCAL ASSET MANAGEMENT PLAN .....	41
<b>SECTION VI: ADMINISTRATIVE</b> .....	<b>43</b>
A. HUD REVIEWS, AUDITS OR PHYSICAL INSPECTION ISSUES .....	43
B. AGENCY DIRECTED EVALUATIONS .....	43
C. CERTIFICATION OF STATUTORY REQUIREMENTS .....	43
D. MTW ENERGY PERFORMANCE CONTRACT (EPC) FLEXIBILITY DATA .....	43

## 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.

The MTW program provides the VHA the opportunity to design and test innovative, locally-designed strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. As a MTW Agency, the VHA receives exemptions from many program rules and more flexibility regarding the use of Federal funds.

#### 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 prepares an annual report as required under the MTW agreement in order to report on the outcomes of our participation in the MTW demonstration.

### SHORT AND LONG-TERM MTW GOALS AND OBJECTIVES

VHA's initial Plan for 2018 proposed an activity that would have ended program participation in the tenant-based voucher for those households that no longer contain any elderly or disabled members, or any children. After consultation with HUD and further consideration of all of the issues, this activity was withdrawn before the Plan was approved. VHA also proposed a significant change to Activity 2013-01 Minimum Income Rent Reform. The proposal changed the minimum income for work-able participants to a minimum *earned* income requirement.

This was implemented in 2018 and so far appears to be having the intended impact. More information about this activity is found in Section IV.

The 2018 Plan also described a new 49-unit multi-family housing project, Isabella II, being developed by REACH Community Development and VHA's plan to provide public housing subsidy. The project is under construction now and will be opening soon, but was awarded Project-Based Vouchers for 30 units instead of developing it as mixed finance public housing.

The 2018 Plan described a plan for a possible Section 32 Homeownership program for a site that was previously public housing. This project is still under consideration, but has been tabled until at least 2020 due to some legal considerations regarding State Law.

In all 2018 was a busy year for the VHA with two new PBV projects opening, significant changes to the Minimum Income rent reform policy and the implementation of a new locally funded voucher program. This program was funded through a local property tax levy implemented by the City of Vancouver. VHA received funding for 40 vouchers that we issued to households on our HCV waiting list. We are managing this program utilizing the same policies as our HUD funded voucher program and although they are not technically part of the MTW demonstration, and are not included in the data in this report, they do serve the same low-income population. This program also allowed VHA to continue to issue vouchers to households on our waiting list at a time when we had to suspend issuing new MTW vouchers.

Ongoing MTW activities also continued to meet MTW objectives and VHA goals in 2018. The nine MTW activities that focus on administrative cost savings collectively resulted in estimated savings of over 5600 hours of staff time representing over \$219,000 in administrative costs. Our two major rent reform activities reduced potential housing assistance expense by an estimated two million dollars when compared to the cost of housing the same number of households under conventional program rules. And VHA's self-sufficiency focused MTW activities saw 116 households make the transition to self-sufficiency in 2018.

This year marks the 20<sup>th</sup> anniversary of VHA's participation in the MTW demonstration. VHA recognizes and appreciates that the MTW demonstration is a valuable tool for meeting the housing needs of Vancouver and Clark County and looks forward to another year of providing housing assistance and services in keeping with the program's and VHA's objectives and goals.

## SECTION II: GENERAL OPERATING INFORMATION

### A. HOUSING STOCK INFORMATION

#### i. Actual New Project Based Vouchers

PROPERTY NAME	NUMBER OF VOUCHERS NEWLY PROJECT-BASED		STATUS AT END OF PLAN YEAR	RAD?	DESCRIPTION OF PROJECT
	Planned	Actual			
Isabella Court II	30	30	Committed	No	A 49 unit project owned by Reach Community Development
Rhododendron Place	30	30	Committed	No	A 30 unit project owned by Columbia Non Profit Housing
	60	60	Planned/Actual Total Vouchers Newly Project-Based		

Please describe differences between the Planned and Actual Number of Vouchers Newly Project-Based:

Not Applicable

#### ii. Actual Existing Project Based Vouchers

PROPERTY NAME	NUMBER OF PROJECT-BASED VOUCHERS		STATUS AT END OF PLAN YEAR	RAD?	DESCRIPTION OF PROJECT
	Planned	Actual			
Camas Ridge	8	8	Leased/Issued	No	A 58 unit market rate project
Van Vista	96	96	Leased/Issued	No	96 units, previously public housing
Vista Court	76	76	Leased/Issued	No	76 unit senior building
Cascadia Village	6	6	Leased/Issued	No	51 unit LIHTC owned by Reach CDC
The Mews	3	3	Leased/Issued	No	24 unit LIHTC owned by Reach CDC
Central Park Place	30	30	Leased/Issued	No	30 VASH PBV in 124 unit SRO
VHA Apartment Homes	122	122	Leased/Issued	Yes	Scattered small complexes
Skyline Crest	90	90	Leased/Issued	No	Previously public housing
Skyline Crest	48	48	Leased/Issued	Yes	RAD portion of previous public housing
Mill Creek	12	12	Leased/Issued	Yes	50 unit LIHTC, RAD transfer
Fruit Valley	30	30	Leased/Issued	No	Previously public housing
Arbor Ridge	30	30	Leased/Issued	Yes	60 unit assisted living, RAD transfer
Lincoln Place	30	30	Leased/Issued	No	30 unit site for chronic homeless
Smith Tower	3	3	Leased Issued	No	170 units, owned by Mid-Columbia
Freedom's Path	40	40	Leased/Issued	No	40 VASH PBV in 50 unit building
Isabella Court	10	10	Leased/Issued	No	49 unit LIHTC, Reach CDC
Meriwether Place	15	15	Leased/Issued	No	30 unit LIHTC, CNPH
The Meadows	23	23	Leased/Issued	No	30 unit LIHTC, 2 <sup>nd</sup> Step Housing
	672	672	Planned/Actual Total Existing Project-Based Vouchers		

Please describe differences between the Planned and Actual Existing Number of Vouchers Project-Based:

Not Applicable

#### iii. Actual Other Changes to MTW Housing Stock in the Plan Year

ACTUAL OTHER CHANGES TO MTW HOUSING STOCK IN THE PLAN YEAR
There were no other changes to MTW housing stock during the year.

iv. General Description of All Actual Capital Expenditures During the Plan Year

GENERAL DESCRIPTION OF ALL ACTUAL CAPITAL EXPENDITURES DURING THE PLAN YEAR
VHA spent \$962,551 in Replacement Housing Factor funds toward construction of Capes Terrace, a new public housing property. \$342,537 in Capital funds were spend on improvements to the 132 <sup>nd</sup> Ave property, a former public housing site converted to PBV under RAD.

B. LEASING INFORMATION

i. Actual Number of Households Served

NUMBER OF HOUSEHOLDS SERVED THROUGH:	NUMBER OF UNIT MONTHS OCCUPIED/LEASED		NUMBER OF HOUSEHOLDS SERVED	
	Planned^^	Actual	Planned^^	Actual
MTW Public Housing Units Leased	0	0	0	0
MTW Housing Choice Vouchers (HCV) Utilized	26,232	25,497	2186	2125
Local, Non-Traditional: Tenant-Based	360	210	30	17.5
Local, Non-Traditional: Property-Based	0	118	0	9.83
Local, Non-Traditional: Homeownership	0	0	0	0
Planned/Actual Totals	26,592	25,825	2216	2152

Please describe any differences between the planned and actual households served:

Program funding did not support the planned number of households served.

LOCAL, NON-TRADITIONAL CATEGORY	MTW ACTIVITY NAME/NUMBER	NUMBER OF UNIT MONTHS OCCUPIED/LEASED		NUMBER OF HOUSEHOLDS TO BE SERVED	
		Planned	Actual	Planned	Actual
Tenant-Based	School Stability/2013-02	360	210	30	17.5
Property-Based	Second Step/2014-04	0	118	0	9.83
Homeownership	None				
Planned/Actual Totals		360	328	30	27

HOUSEHOLDS RECEIVING LOCAL, NON-TRADITIONAL SERVICES ONLY	AVERAGE NUMBER OF HOUSEHOLDS PER MONTH	TOTAL NUMBER OF HOUSEHOLDS IN THE PLAN YEAR
None	NA	NA

ii. Discussion of Any Actual Issues/Solutions Related to Leasing

Discussion of any actual issues and solutions utilized in the MTW housing programs listed.

HOUSING PROGRAM	DESCRIPTION OF ACTUAL LEASING ISSUES AND SOLUTIONS
MTW Public Housing	VHA did not have any operating public housing during the plan year
MTW Housing Choice Voucher	Rents, and therefore VHA HAP expense, continue to rise in Vancouver. The most recent market study we have seen had rents up 2% in 2018 for Vancouver even though they went down in Portland. This is much better than the 10% increases we have had in previous years but still presents challenges. VHA processed 1713 rent increases averaging \$83 for HCV units in 2018 (and denied another 479). This is closer to a 6% overall 2018 rent increase within the program. Program funding has not kept up with these increases in HAP expense forcing VHA to suspend issuing new vouchers to replace vouchers lost through attrition during most of the plan year. For this reason, VHA did not meet leasing goals for 2018.
Local, Non-Traditional	At the time the 2018 Plan was drafted it was expected that the Second Step program would be ending. However the program continued to operate throughout 2018 but at a smaller scale. Voucher funding issues also affected leasing in the School Stability Voucher program which did not replace units lost through attrition during the year.

## C. WAITING LIST INFORMATION

### i. Actual Waiting List Information

Snapshot information on the actual status of MTW waiting lists at the end of the Plan Year. The "Description" column should detail the structure of the waiting list and the population(s) served.

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED	WAS THE WAITING LIST OPENED DURING THE PLAN YEAR
Housing Choice Voucher	Tenant-Based Voucher	583	Partially Open	Yes
Camas Ridge	PBV Site	2805	Open	No
Van Vista	PBV Site	1906	Open	No
Vista Court	PBV Site	608	Partially Open	No
VHA Apartment Homes	PBV Site	3261	Open	No
Skyline Crest	PBV Site	3776	Open	No
Mill Creek	PBV Site	4696	Open	No
Fruit Valley	PBV Site	3901	Open	No
Isabella Court	PBV Site	672	Open	No
The Meadows	PBV Site	756	Open	Yes
Meriwether Place	PBV Site	42	Partially Open	Yes

Please describe any duplication of applicants across waiting lists:

There were a total of 23,006 applications from 8356 applicants across waiting lists.

### ii. Actual Changes to Waiting List in the Plan Year

WAITING LIST NAME	DESCRIPTION OF ACTUAL CHANGES TO WAITING LIST
The Meadows	This waiting list opened in May 2018 and this new PBV project began leasing in July 2018.
Meriwether Place	This waiting list opened in May 2018 and this new PBV project began leasing in July 2018.
Housing Choice Voucher	A new local preference for Mainstream Applicants was adopted in October 2018.

## D. INFORMATION ON STATUTORY OBJECTIVES AND REQUIREMENTS

### i. 75% of Families Assisted Are Very Low Income

INCOME LEVEL	NUMBER OF LOCAL, NON-TRADITIONAL HOUSEHOLDS ADMITTED IN THE PLAN YEAR
80%-50% Area Median Income	0
49%-30% Area Median Income	0
Below 30% Area Median Income	6
<b>Total Local, Non-Traditional Households Admitted</b>	<b>6</b>

### ii. Maintain Comparable Mix

BASELINE MIX OF FAMILY SIZES SERVED (upon entry to MTW)					
FAMILY SIZE	OCCUPIED PUBLIC HOUSING UNITS	UTILIZED HCVs	NON-MTW ADJUSTMENTS*	BASELINE MIX NUMBER	BASELINE MIX PERCENTAGE
1 Person	117	804	60	981	41%
2 Person	145	440	0	585	25%
3 Person	111	254	0	365	15%
4 Person	64	172	0	236	10%
5 Person	18	93	0	111	5%
6+ Person	29	81	0	110	5%
<b>TOTAL</b>	<b>484</b>	<b>1844</b>	<b>60</b>	<b>2388</b>	<b>100%</b>

Please describe the justification for any "Non-MTW Adjustments" given above:

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.

MIX OF FAMILY SIZES SERVED (in Plan Year)				
FAMILY SIZE	BASELINE MIX PERCENTAGE	NUMBER OF HOUSEHOLDS SERVED IN PLAN YEAR	PERCENTAGE OF HOUSEHOLDS SERVED IN PLAN YEAR	PERCENTAGE CHANGE FROM BASELINE YEAR TO CURRENT PLAN YEAR
1 Person	41%	1103	51%	24%
2 Person	25%	477	22%	-12%
3 Person	15%	212	10%	-335%
4 Person	10%	164	8%	-20%
5 Person	5%	105	5%	0%
6+ Person	5%	91	4%	-20%
<b>TOTAL</b>	<b>100%</b>	<b>2152</b>	<b>100%</b>	<b>0%</b>

Please describe the justification for any variances of more than 5% between the Plan Year and Baseline Year:

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. Also note that the baseline percentages were not captured at the very beginning of MTW and also reflect many non-MTW vouchers, included billed port-ins.

iii. Number of Households Transitioned to Self-Sufficiency in the Plan Year

MTW ACTIVITY NAME/NUMBER	NUMBER OF HOUSEHOLDS TRANSITIONED TO SELF SUFFICIENCY	MTW PHA LOCAL DEFINITION OF SELF SUFFICIENCY
FSS Lite/2016-01	2	Obtained employment or transferred to full FSS
Second Step/2014-04	3	Successful program exit to stable housing
Modified FSS Escrow/2014-01	16	Successful exit from subsidized housing
School Stability Subsidy/2013-02	1	Maintain stable housing after program exit
Minimum Income/2013-01	102	Positive exit from subsidized housing
Skyline Campus/2010-02	8	On-time graduation
	16	<i>(Households Duplicated Across MTW Activities)</i>
	116	<b>Total Households Transitioned to Self Sufficiency</b>

## SECTION III: PROPOSED MTW ACTIVITIES

All proposed MTW Activities that were granted approval by HUD are reported in Section IV as "Approved Activities."

## SECTION IV: APPROVED MTW ACTIVITIES

### A. IMPLEMENTED ACTIVITIES

#### Activity 2018-02: Local Payment Standards

##### i. Plan Year Approved, Implemented, Amended

This activity was approved in an amendment to the FY2018 MTW Annual Plan and was implemented January 1, 2018. It has not been amended since initial approval.

##### ii. Description/Impact/Update

This activity allows the VHA to set payment standards outside of the normal range allowed under regulation. VHA monitors rent burdens and other factors such as voucher success rates, lease-up time, market rents, vacancy rates and funding availability and set payment standards within a range between 80 and 120 percent of the HUD published FMR. In recent years rents charged in our local rental market have been rapidly increasing. HUD FMRs have not always kept up and the VHA has used the appeal process to submit local market studies. This has sometimes resulted in adjustments to the FMR as high as 28% followed by a decrease when HUD considers the local market study expired. VHA also sees far greater differences in some rents than those are reflected in the ratios used in the FMR when setting the rent for certain bedroom sizes. Using this activity VHA set payment standards for some bedroom sizes at 88% of FMR during the Plan year and set some larger bedroom sizes (four and five bedrooms) at 100% of FMR to better reflect the local market and to reduce costs.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$142,326	\$0	\$0	Yes

<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total time to complete task in staff hours (decrease).	20	20	20	Yes

<i>HC #5: Increase in Resident Mobility</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households able to move.	194	200	200	Yes

Cost savings are estimated by calculating the difference in HAP payments that would have occurred absent this activity in 2018.

##### iii. Actual Non-Significant Changes

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

As this annual report is being drafted, VHA has recently set payment standards at 100% of the initial FMR for our area. We also submitted, along with other agencies in our MSA, a market study that resulted in an increase to the FMRs of about 8%. At this point we do not expect to make use of this activity in 2019 and expect it to be placed on hold.

**Activity 2016-01: Family Self-Sufficiency Lite**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved in the FY2016 MTW Annual Plan and was implemented on April 1, 2016. It has not been amended since initial approval.

**ii. Description/Impact/Update**

VHA offers a shorter version of the Family Self-Sufficiency (FSS) program in addition to the traditional five-year FSS program. This shorter version of the FSS program is not meant to replace the traditional program nor is it intended to siphon any potential applicants from that program. Rather it is aimed at those households that have an interest in increasing self-sufficiency but are reluctant to commit to the full five-year FSS program. This version has a much shorter commitment of two years, limits escrow to a maximum of \$2000 and does not offer contract extensions, but does allow conversion to the full FFS program if requested during the term of the FSS Lite contract. This activity will be ongoing during the Plan year.

Outcomes for this activity are tracked using the following metrics:

<i>SS #1: Increase in Household Income</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average earned income of households.	\$11,440	\$12,440	\$14,448	Yes

<i>SS #2: Increase in Household Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average amount of savings/escrow.	\$0	\$0	\$638	Yes

<i>SS #3: Increase in Positive Outcomes in Employment Status</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
(1) Employed Full- Time	0	1	2	Yes
	0%	5%	14%	Yes
(2) Employed Part-Time	1	3	5	Yes
	6%	15%	36%	Yes

<i>SS #3: Increase in Positive Outcomes in Employment Status</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
(3) Enrolled in an Educational Program	1	3	4	Yes
	6%	15%	29%	Yes
(4) Enrolled in Job Training Program	1	3	1	No
	6%	15%	7%	No
5) Unemployed	13	10	2	Yes
	81%	50%	14%	Yes

<i>SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households receiving TANF assistance (decrease).	2	1	1	Yes

<i>SS #5: Households Assisted by Services that Increase Self Sufficiency</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households receiving services.	0	20	9	No

<i>SS #6: Reducing Per Unit Subsidy Costs for Participating Households</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average amount of Section 8 subsidy.	\$845	\$745	\$793	No

<i>SS #7: Increase in Agency Rental Revenue</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total Household contributions towards housing assistance.	\$107	\$150	\$343	Yes

<i>SS #8: Households Transitioned to Self Sufficiency</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households transitioned to self-sufficiency (increase).	0	0	2	Yes

In 2018, only 9 household chose to participate in FSS Lite. Recruitment efforts brought in more than 50 participants interested in FSS, but many of them chose mainstream FSS after the differences in the program were explained. The majority of the participants in FSS lite are receiving disability income and only want to work part time. Still, most benchmarks were met for this activity.

### iii. Actual Non-Significant Changes

There were no non-significant changes to this activity during the Plan year.

### iv. Actual Changes to metrics/Data Collection

There were no actual changes or modifications to the metrics for this activity during the Plan year.

### v. Actual Significant Changes

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

Although VHA anticipated greater participation in this activity, benchmarks were still met for the most part and this activity will continue.

**Activity 2015-02: Alternative TTP Calculation (35%)**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved in the FY2015 MTW Annual Plan and was implemented on November 1, 2015. It was changed to the current calculation using 35% of adjusted income from 33% in an amendment to the FY2017 Annual Plan. The new calculation was implemented on January 1, 2018.

**ii. Description/Impact/Update**

This MTW activity changes the way in which the Total Tenant Payment (TTP) is calculated when determining tenant rent and housing assistance in the HCV and Public Housing programs. The TTP is normally determined by taking the highest of: 1) 30% of the household’s monthly adjusted income; 2) 10% of the household’s monthly income; or 3) The minimum rent of \$50. Under this activity VHA has changed the percentage of adjusted monthly income to 35% resulting in a higher TTP for almost all MTW households. Also under this activity, households with a tenant-based voucher are allowed to have a maximum family share of up to 50% of the family’s adjusted monthly income at initial occupancy, an increase over the 40% maximum family share allowed under regulation.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$18,944,340	\$18,094,340	\$17,305,284	Yes

<i>CE #5: Increase in Agency Rental Revenue</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total Household contributions towards housing assistance.	\$0	\$0	\$0	Yes

<i>HC #1: Additional Units of Housing Made Available</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of new housing units made available (increase).	0	120	144	Yes

<i>HC #3: Decrease in Wait List Time</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	102	102	18	Yes

VHA estimates this activity saved \$1,065,216 in HAP expense in 2018. This is enough funding to fund an additional 144 vouchers for a year.

In 2018 VHA received 52 hardship requests asking to be exempt from this policy. 3 were approved for a long-term exemption and another 5 for a short-term exemption. The remaining requests were found to be either ineligible (24 cases where the hardship was caused by other issues) or that no hardship existed in 20 cases.

### **iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

### **iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

### **v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

### **vi. Challenges in Achieving Benchmarks and Possible Strategies**

There were no challenges to achieving benchmarks.

## **Activity 2014-06 Alternative Project-Based Voucher Program**

### **i. Plan Year Approved, Implemented, Amended**

This activity was approved in amendment to the FY2014 MTW Annual Plan and was implemented on August 6, 2014. It was resubmitted for approval in the FY2017 Annual Plan to allow VHA to change the limit on project-basing from 20% to 30% of the HCV program.

### **ii. Description/Impact/Update**

This activity consolidated some previous MTW activities and added some new policies with regard to Project-Based Vouchers (PBV). VHA's Alternative PBV 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 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. VHA also will provide a move voucher when requested in PBV projects that include services and when the tenant has resided there for at least two years, no longer has a need for the provided services, and has a recommendation from the service provider. Note that PBV projects converted under RAD also allow for move vouchers per RAD requirements.
- 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.

- VHA may allow up to 100% of the units in a project to be PBV even when the project is not exclusively for elderly or disabled households or when no services are required.
- VHA may perform HQS inspections and to make determinations of ongoing rent reasonableness in VHA owned units. (see also Activity 2011-05)
- VHA may project-base up to 30% of its HCV program.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$3119	\$0	\$0	Yes

<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total time to complete the task in staff hours.	103	0	0	Yes

<i>CE #3: Decrease in Error Rate of Task Execution</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage.	NA	NA	NA	NA

<i>HC #3: Decrease in Wait List Time</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	46	46	18	Yes

<i>HC #4: Displacement Prevention</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households that would lose assistance or need to move (decrease).	NA	NA	NA	NA

The VHA did not waive the bidding process to award any PBV in 2018 so savings were limited to the estimated reduction in issuing move vouchers. That savings is estimated to be \$1638.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

The benchmarks were met and this activity will continue.

**Activity 2014-05: Interim Verification Policy**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved under an amendment to the FY2014 MTW Annual Plan and was implemented on September 1, 2014. It has not been amended since the initial approval.

**ii. Description/Impact/Update**

This activity changes the way interim reexaminations for changes in family income and composition are verified and their effective dates. Households may still request an interim reexamination at any time but the responsibility to obtain verification is changed from VHA to the participant. Verification of the income or family change that they are reporting must be provided prior to any resulting change in tenant rent becoming effective. If the request *and* the verification is received before the 15<sup>th</sup> 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.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$1317	\$52	\$0	Yes

<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total time to complete the task in staff hours.	40	2	0	Yes

<i>CE #3: Decrease in Error Rate of Task Execution</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage.	10.55%	0%	0%	Yes

<i>CE #5: Increase in Agency Rental Revenue</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total Household contributions towards housing assistance.	\$289	\$289	\$413	Yes

This activity met its benchmarks saving the VHA 53 hours in staff time; a cost saving of \$1816.00 per year.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

There were no challenges in meeting benchmarks for this activity.

**Activity 2014-04: Second Step Transitional Housing Program**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved under an amendment to the FY2014 MTW Annual Plan and was implemented on July 1, 2014. It has not been amended since the initial approval.

**ii. Description/Impact/Update**

The Second Step Transitional Housing Program is a program for homeless individuals and families with income below 30% of the Area Median Income (AMI). This is a local non-traditional housing subsidy program where VHA provides funding of up to \$80,000 annually in housing assistance to a local non-profit; Second Step Housing. Second Step Housing utilizes 12 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.

Outcomes for this activity are tracked using the following metrics:

<i>CE #4: Increase in Resources Leveraged</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Amount of funds leveraged in dollars.	\$0	\$90,000	\$36,285	No

<i>SS #1: Increase in Household Income</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average earned income of households.	\$12,600	\$12,600	\$6,764	No

<i>SS #3: Increase in Positive Outcomes in Employment Status</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
(1) Employed Full- Time	5	5	3	No
	15%	15%	18%	Yes
(2) Employed Part-Time	17	17	5	No
	50%	50%	29%	No
(3) Enrolled in an Educational Program	6	6	0	No
	18%	18%	0%	No

<i>SS #3: Increase in Positive Outcomes in Employment Status</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
(4) Enrolled in Job Training Program	2	2	0	No
	5%	5%	0%	No
5) Unemployed	4	4	9	No
	12%	12%	53%	No

<i>SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households receiving TANF.	6	6	2	Yes

<i>SS #6: Reducing Per Unit Subsidy Costs for Participating Households</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average amount of local subsidy.	\$183	\$183	\$390	No

<i>SS #8: Households Transitioned to Self Sufficiency</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households transitioned to self-sufficiency (increase).	0	10	3	No

<i>HC #3: Decrease in Wait List Time</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	102	0	0	Yes

<i>HC #4: Displacement Prevention</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households that would lose assistance or need to move (decrease).	35	0	0	Yes

<i>HC #5: Increase in Resident Mobility</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households able to move.	0	5	10	Yes

This program was significantly scaled back in 2018 with about half the number of participants compared to past years. For this reason most outcomes in 2018 fell short of the previously set benchmarks.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

This program has been going through a number of changes recently. The overall number of clients served with this funding source was reduced when the provider obtained additional funding from the city. The population served has changed somewhat with more of a focus on mental health and substance abuse treatment. In the coming year we may be adding another property and increase the program size. Benchmarks will be revised to reflect these changes.

**Activity 2014-01: Modified FSS Escrow Calculation**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved in the FY2014 MTW Annual Plan and was implemented on January 1, 2014. It has not been amended since the initial approval.

**ii. Description/Impact/Update**

This activity modifies the way escrow is calculated in the full, five-year, Family Self-Sufficiency Program (FSS). VHA’s method under MTW has two parts. The first part is a monthly deposit to a participants escrow account when they have increased earned income that results in a Total Tenant Payment (TTP) over the baseline set when they join FSS. The baseline is a fixed amount set at \$450 for all new participants regardless of their income. The second part is that VHA pays a specific amount to a participant’s escrow account based on specific achievements. Some of these “pay points” result in an immediate deposit to the escrow account while others are not calculated and paid until a successful program graduation. Examples of achievements that result in escrow deposits include:

- a. Completion of core GOALS classes or entire curriculum
- b. Completion of other educational goals
- c. Obtaining and maintaining employment
- d. Increase in credit score
- e. Establishing and maintaining a saving account
- f. Completion of other ITSP goals

The maximum allowable that a participant may earn under pay points is \$6,000. There is no limit set on the amount a participant may earn under the increased earned income part of the escrow calculation. Under this new system FSS participants are only eligible for one interim withdrawal from their escrow account during their program participation.

Outcomes for this activity are tracked using the following metrics:

<i>SS #1: Increase in Household Income</i>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>2018 Outcome</b>	<b>Benchmark Achieved?</b>
Average earned income of households.	\$17,870	\$10,000	\$23,565	Yes

<i>SS #2: Increase in Household Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average amount of savings/escrow.	\$3,600	\$2,000	\$5,243	Yes

<i>SS #3: Increase in Positive Outcomes in Employment Status</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
(1) Employed Full- Time	38	42	94	Yes
	39%	50%	52%	Yes
(2) Employed Part-Time	18	18	72	Yes
	19%	22%	39%	Yes
(3) Enrolled in an Educational Program	19	19	33	Yes
	19%	23%	18%	No
(4) Enrolled in Job Training Program	24	49	77	Yes
	25%	58%	42%	No
5) Unemployed	22	27	18	Yes
	23%	32%	10%	Yes

<i>SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households receiving TANF.	8	6	3	Yes

<i>SS #5: Households Assisted by Services that Increase Self Sufficiency</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households receiving services.	96	100	188	Yes

<i>SS #6: Reducing Per Unit Subsidy Costs for Participating Households</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average amount of subsidy per household.	\$633	\$633	\$536	Yes

<i>SS #7: Increase in Agency Rental Revenue</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total Household contributions towards housing assistance.	\$279	\$279	\$698	Yes

<i>SS #8: Households Transitioned to Self Sufficiency</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households transitioned to self-sufficiency (increase).	5	8	16	Yes

Benchmarks were met or exceeded for the most part in 2018. The number of graduates (those transitioned to self-sufficiency) and the average amount of escrow are much higher than in previous years.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

There were no challenges in meeting benchmarks this year.

**Activity 2013-02: School Stability Subsidy Program**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved as part of an amendment to the FY2013 MTW Annual Plan. It was implemented April 1, 2015.

**ii. Description/Impact/Update**

This is a local non-traditional rental subsidy program in partnership with Family Resource Centers (FRC) at selected local schools and a local agency serving the homeless. Families with a student enrolled in the partnering school, and who are either homeless or at risk of homelessness, are selected for participation in the program in order to prevent them from having to relocate outside of the school district. The subsidy allows the family to remain in the same school district providing needed stability for the student. The housing subsidy starts at 80 percent of the contract rent and is reduced each year until the end of the fourth year of participation, when it ends. During their time on the program the family must participate in ongoing economic self-sufficiency meetings provided by the VHA and educational planning meetings provided by the partnering agencies.

In 2018 VHA began leasing families under a revised version of this activities funded by local funds rather than MTW funding. This second cohort uses a shorter term of a half years (30 months) and a subsidy of 70% of the payment standard for the first six months, 60% for one year, and goes to 30% of the payment standard for the final year of participation.

Outcomes for this activity are tracked using the following metrics:

<i>CE #4: Increase in Resources Leveraged</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Amount of funds leveraged in dollars (increase).	\$0	\$33,680	\$27,284	No

<i>SS #1: Increase in Household Income</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average earned income of households affected by this policy in dollars (increase).	\$14,787	\$14,787	\$17,836	Yes

**SS #3: Increase in Positive Outcomes in Employment Status**

Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
(1) Employed Full- Time	5	5	21	Yes
	26%	26%	64%	Yes
(2) Employed Part-Time	3	3	5	Yes
	16%	16%	15%	Yes
(3) Enrolled in an Educational Program	0	0	2	Yes
	0%	0%	6%	Yes
(4) Enrolled in Job Training Program	7	7	1	No
	37%	37%	0%	No
5) Unemployed	4	4	4	Yes
	21%	21%	12%	Yes

**SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)**

Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households receiving TANF assistance (decrease).	3	3	1	Yes

**SS #6: Reducing Per Unit Subsidy Costs for Participating Households**

Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average amount of Local subsidy per household affected by this policy in dollars.	\$789	\$789	\$505	Yes

**SS #7: Increase in Agency Rental Revenue**

Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total Household contributions towards housing assistance (increase).	\$262	\$262	\$533	Yes

**SS #8: Households Transitioned to Self Sufficiency**

Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households transitioned to self-sufficiency.	0	0	1	Yes

**HC #3: Decrease in Wait List Time**

Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	2	0	0	Yes

**HC #4: Displacement Prevention**

Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households that would lose assistance (decrease).	12	12	18	Yes

**HC #7: Households Assisted by Services that Increase Housing Choice**

Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households receiving services (increase).	12	12	38	Yes

Most benchmarks were exceeded this year with an especially notable increase in the number of households with employment.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

Achieving benchmarks was not a challenge and this activity will continue.

**Activity 2013-01: Minimum Earned Income Rent Reform**

**i. Plan Year Approved, Implemented, Amended**

This activity was initially approved in the FY2013 MTW Annual Plan. It was re-proposed in the FY2017 MTW Annual Plan for an increase in the amount of the annual minimum income from \$9,000 to \$10,000. Later, it was re-proposed in amendment to the FY2017 Plan and changed to link the amount of the minimum income directly to the Washington State minimum wage. It was again re-proposed in the FY2018 MTW Annual Plan to change from a minimum income to a minimum *earned* income. This change to a minimum earned income was implemented August 1, 2018.

**ii. Description/Impact/Update**

This activity utilizes a minimum earned income when calculating rent for any MTW 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. The minimum earned income amount is based on the Washington State minimum wage at 20 hours per week. This amount is applied for each work-able member. For example, a household with one work-able member has a minimum earned income based 20 hours per week at the current minimum wage; a household with two workable members has a minimum earned income twice that, and so on. If the household's actual annual earned income, as determined under the program regulations, falls below the minimum, tenant rent and housing assistance is calculated using the minimum in addition to any other included income type in the household. If the household's actual earned income is greater than the minimum, the actual earned income is used and the minimum earned income is not a factor. A household subject to the minimum still has any deductions they might be eligible for under HUD regulations or VHA policy.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
HAP Savings Imputed from Minimum Income	\$0	\$500,000	\$1,061,963	Yes

<i>SS #1: Increase in Household Income</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average earned income of households affected by this policy in dollars (increase).	\$15,653	\$16,000	\$22,227	Yes

<i>SS #3: Increase in Positive Outcomes in Employment Status</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
(1) Employed Full- Time	201	300	213	No
	24%	31%	21%	No
(2) Employed Part-Time	300	250	369	Yes
	36%	26%	36%	Yes
(3) Enrolled in an Educational Program	11	10	10	Yes
	1%	1%	1%	Yes
(4) Enrolled in Job Training Program	15	10	8	Yes
	2%	1%	1%	Yes
5) Unemployed	303	400	417	No
	37%	41%	41%	Yes

<i>SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households receiving TANF assistance (decrease).	306	275	145	Yes

<i>SS #6: Reducing Per Unit Subsidy Costs for Participating Households</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average amount of Section 8 subsidy per household affected by this policy in dollars.	\$665	\$650	\$659	No

<i>SS #7: Increase in Agency Rental Revenue</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average S8 Tenant Rent.	\$274	\$342	\$618	Yes

<i>SS #8: Households Transitioned to Self Sufficiency</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households transitioned to self-sufficiency (increase).	89	89	102	Yes

<i>Agency Metric: Percentage of Work-Able Households With Earned Income</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Percentage of active households with one or more Work-Able member/s working	50.69%	53.00%	62.41%	Yes

This activity met or exceeded all benchmarks in 2018 except for some indicators within HUD standard metric SS#3. The data VHA is able to collect for this metric is based on the head of the household only, where other data on earned income is based on the entire household. We believe this is the reason we see the number of full-time employed heads can go down while total household earning continue to increase. The overall savings in HAP attributed to this activity, as well as the increased earned income, means this activity is on schedule.

In 2018 VHA received 55 hardship requests asking to be exempt from this policy. Seven were approved for a long-term exemption and another 17 for a short-term exemption. The remaining requests were found to be either ineligible (11 cases where the hardship was caused by other issues) or that no hardship was found to exist (20 cases).

The annual reevaluation of this activity resulted in the change to a minimum earned income noted above in the description.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

As noted above the minimum income was changed to a minimum earned income effective August 1, 2018. Households with workable members who previously may have had the minimum income offset with other household income from a source other than employment were now impacted by this activity similar to households with workable members without alternative incomes.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

The VHA did not experience any significant challenges in achieving benchmarks for this activity.

**Activity 2011-05: VHA Staff to Perform HQS and Rent Reasonableness on VHA Owned Properties.**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved in the FY2011 MTW Annual Plan and was implemented on January 1, 2011. It has not been amended since the initial approval.

**ii. Description/Impact/Update**

This MTW activity allows the VHA to have Section 8 HCV department staff perform HQS inspections and determine rent reasonableness for units owned by the VHA or owned by an entity substantially controlled by the VHA such as a tax credit property. This

authority creates substantial savings compared to what the VHA was being charged by contracted inspectors.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total cost of task in dollars.	\$29,775	\$24,775	\$31,460	No

<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total time to complete the task in staff hours.	0	461	647	No

<i>CE #3: Decrease in Error Rate of Task Execution</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average error rate.	15.71%	15.71%	18.37%	No

<i>Agency Metric: Number of HQS Inspections of VHA Owned Property</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of Inspections completed of VHA owned units.	0	175	558	Yes

This activity saved the VHA at least \$10,390 in administrative costs over the cost of having an outside inspector perform the inspections. The error rate metric did not quite meet the benchmark, but 75% of the units that did fail the quality control inspection did so with minor fail items only.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

Most benchmarks were met and VHA continues to consider the activity effective.

**Activity 2010-02: Skyline Crest Campus of Learners**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved in the FY2010 MTW Annual Plan and was implemented on January 1, 2010. It has not been amended since the initial approval.

**ii. Description/Impact/Update**

The Skyline Crest Campus of Learners is a partnership between VHA and the residents of Skyline Crest; which was VHA's largest Public Housing Property and has recently been converted to PBV under a combination of RAD and Section 18. VHA provides children and young adults' resources and activities through the community center and families develop and commit to success plans centered on their child's school attendance and community involvement.

Outcomes for this activity are tracked using the following metrics:

<i>CE #4: Increase in Resources Leveraged</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Amount of funds leveraged in dollars (increase).	\$0	\$500	\$4150	Yes

<i>SS #5: Households Assisted by Services that Increase Self Sufficiency</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households receiving services aimed to increase self-sufficiency (increase).	0	66	72	Yes

<i>SS #8: Households Transitioned to Self Sufficiency</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households transitioned to self-sufficiency (increase).	2	3	8	Yes

<i>Agency Metrics</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
On-time high school graduation rate	48.10%	64.00%	88.89%	Yes
Extended high school graduation rate	55.20%	70.00%	0.00	No
Percentage of students with 90% or better attendance	51.00%	61.00%	67%	Yes

This activity met all benchmarks but one this year. For this program high school graduation is used in metric SS#5 as the VHA definition of self-sufficiency. Eight students graduated high school last year on time. One student did not graduation on time, but she is continuing in school and may graduate late. We also saw another increase in the overall school attendance rates. The Campus of Learners also received a \$2500 grant for scholarships and another grant for reduced membership fees for kids joining the Boys and Girls Club.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

Benchmarks were met and the VHA will be continuing the activity.

**Activity 2009-19: Special Admission Procedure for Assisted Living Facility**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved in an amendment to the FY2009 MTW Annual Plan and was implemented on September 1, 2009. It has not been amended since the initial approval.

**ii. Description/Impact/Update**

This MTW activity allows for tenant selection to be made by the administrator of the assisted living facility rather than utilizing a waiting list. VHA’s Assisted Living programs at Van Vista and Arbor Ridge regularly receive inquiries regarding the availability of a unit. If a unit is not immediately available the agency or person making the inquiry continues their search elsewhere as waiting on a list for a unit with assisted living services is not a desirable option. Once a vacancy is anticipated then the next inquiry will be notified and the vacancy filled. The waiver of the waiting list requirement allows for the unique needs of the assisted living population and their need for services.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$1904	\$0	\$0	Yes

<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	73.5	0	0	Yes

<i>HC #3: Decrease in Wait List Time</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	9	0	0	Yes

This activity continues to work well for the assisted living sites. VHA estimates a modest staff time savings of 73.5 hours per year representing a savings of \$1962.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

Not applicable as the benchmarks were met.

**Activity 2009-15: Owners Restricted to Annual Rent Increases**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved in an amendment to the FY2009 MTW Annual Plan and was implemented on September 1, 2009. It has not been amended since the initial approval.

**ii. Description/Impact/Update**

Under this MTW policy owners in the Housing Choice Voucher program are restricted to a single rent increase each year.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$49,313	\$46,847	\$47,546	No

<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	1672	1588	1673	No

<i>HC #4: Displacement Prevention</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of households that would lose assistance or need to move (decrease).	156	148	147	Yes

<i>Agency Metric: Number of Rent Increase Denials Due to Policy</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Number of Denials Due to Less than Year Since Last Increase.	0	30	100	Yes

This activity is estimated to have saved at least 107 hours in staff time that would cost \$6,368 through a reduction in the number of rent increase actions that would otherwise have been required during the plan year. And, although difficult to estimate, the

activity probably prevented at least 10 families from having to move due to a rent increase.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

Benchmarks were met and the activity will be continued.

**Activity 2009-13: Reset of Required Reexamination Date after Interim**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved in an amendment to the FY2009 MTW Annual Plan and was implemented on October 1, 2009. It has not been amended since the initial approval.

**ii. Description/Impact/Update**

This MTW activity provides that the next required reexamination (AKA Annual Review) will be rescheduled to at least 12 months after the effective date of an interim reexamination. This policy reduces the overall number of reexaminations required each year.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$27,989	0	0	Yes

<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	763	0	0	Yes

This activity is estimated to save 1019 hours in staff time that would cost \$38,520 through a reduction in the number of reexaminations that would otherwise be required during the plan year.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

This activity continues to meet benchmarks and remains effective.

**Activity 2009-10: Replacement of Medical Expense Deduction**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved in an amendment to the FY2009 MTW Annual Plan and was implemented on November 5, 2009. It has not been amended since the initial approval.

**ii. Description/Impact/Update**

Under this activity the VHA has eliminated individual calculation and verification of medical expenses for Elderly and Disabled designated families, replacing the deduction with an increase in the Elderly/Disabled deduction from \$400 to \$700.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$5,974	\$600	\$343	Yes

<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	217	22	10	Yes

<i>CE #3: Decrease in Error Rate of Task Execution</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage.	10.31%	0%	0%	Yes

VHA estimates a \$5631 savings in administrative costs, and a savings in staff time of 207 hours, in 2018 attributable to this activity.

VHA received and approved one hardship request for an exemption from this policy in 2018. There are two other long-term exemptions approved by VHA in previous years that were still in effect in 2018.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

This activity continues to meet benchmarks remains effective.

**Activity 2009-08: Simplified Utility Allowance Schedule**

**i. Plan Year Approved, Implemented, Amended**

This activity was approved in an amendment to the FY2009 MTW Annual Plan and was implemented on September 24, 2009. It has not been amended since the initial approval.

**ii. Description/Impact/Update**

VHA utilizes a simplified utility allowance schedule for tenant-based Housing Choice Vouchers. This provides households searching for a unit foreknowledge of their maximum rent and saves cost through a reduction in the number of denied Request for Lease Approvals. The schedule is based on the conventional HCV utilities schedules for newer energy efficient all electric units by bedroom size.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$7,603	\$0	\$0	Yes

<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	194	0	0	Yes

<i>CE #3: Decrease in Error Rate of Task Execution</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average error rate in completing a task as a percent (decrease).	11.63%	0%	0%	Yes

Metrics for this activity are based on estimated staff time that used to be spend on Requests for Tenancy Approval forms that were denied in the past for exceeding maximum rent and estimates on additional instruction provided landlords and tenants on calculating utility allowances that is no longer necessary under this activity.

This activity is a type of rent reform and participants are eligible to request a hardship exemption, however VHA received no requests for a hardship exemption from this policy in 2018.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

Benchmarks were achieved and the activity was effective.

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

**i. Plan Year Approved, Implemented, Amended**

This activity was approved in an amendment to the FY2009 MTW Annual Plan and was implemented on September 1, 2009. The dollar threshold was changed from \$5,000 to \$50,000 in an amendment to the FY2014 Annual Plan.

**ii. Description/Impact/Update**

VHA does not obtain a verification of a reported asset if the reported value is less than \$50,000. This MTW activity saves VHA significant administrative funds by eliminating verifications on the vast majority of assets and any income from those assets that has little or no effect on housing subsidy and/or tenant rent.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$26,773	\$535	\$57	Yes

<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	854	17	2	Yes

<i>CE #3: Decrease in Error Rate of Task Execution</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Average error rate in completing task as percent (decrease).	16.76%	0%	0%	Yes

Outcomes for this activity in 2018 were good. Estimated cost savings for the agency due to this activity is estimated to be \$23,555. Staff time savings is estimated to be 717 hours in 2018.

**iii. Actual Non-Significant Changes**

There were no non-significant changes to this activity during the Plan year.

#### iv. Actual Changes to metrics/Data Collection

There were no actual changes or modifications to the metrics for this activity during the Plan year.

#### v. Actual Significant Changes

There were no significant changes to this activity during the Plan year.

#### vi. Challenges in Achieving Benchmarks and Possible Strategies

Benchmarks were achieved and the activity was effective.

### Activity 2007-02: Alternate Required Reexamination Schedule

#### i. Plan Year Approved, Implemented, Amended

This activity was approved in the FY2007 MTW Annual Plan and was implemented on September 1, 2008. In an amendment to the FY2009 the policy was changed to the current schedule of triennial reexaminations for those on fixed income.

#### ii. Description/Impact/Update

VHA identifies households with a fixed income and places them on a schedule to have a full reexamination every three years rather than annually. Fixed income means the household has no work-able members and the only household income is from sources such as Social Security, Supplemental Security Income (SSI), and/or pensions.

Households that are not determined to have a fixed income are scheduled to have a reexamination 12 months after their last reexamination.

Outcomes for this activity are tracked using the following metrics:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	\$373,541	\$308,741	\$214,292	Yes

<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	10234	8094	5695	Yes

<i>CE #5: Increase in Agency Rental Revenue</i>				
Unit of Measurement	Baseline	Benchmark	2018 Outcome	Benchmark Achieved?
Rental revenue in dollars	\$0	\$0	\$0	Yes

Outcomes for this activity in 2018 were good. Estimated cost savings for the agency due to this activity is estimated to be \$120,910. Staff time savings is estimated to be 3213 hours in 2018.

#### iii. Actual Non-Significant Changes

There were no non-significant changes to this activity during the Plan year.

**iv. Actual Changes to metrics/Data Collection**

There were no actual changes or modifications to the metrics for this activity during the Plan year.

**v. Actual Significant Changes**

There were no significant changes to this activity during the Plan year.

**vi. Challenges in Achieving Benchmarks and Possible Strategies**

Benchmarks were achieved and the activity was effective.

**B. NOT YET IMPLEMENTED ACTIVITIES**

**Activity 2016-02: Local Blended Subsidy**

- i. This activity uses a blend of funding from both the Public Housing and Section 8 Voucher Programs in order to develop mixed-finance public housing projects. This activity was proposed in the FY2016 Annual Plan and approved by HUD. VHA intended to use this activity to develop Caples Terrace, a new public housing development on the site of the former VHA administrative offices. However that project was eventually developed without the use of blended subsidy.
- ii. This activity was resubmitted for approval in the FY2019 Plan for use at one new project, Tenny Creek, and three existing properties; Englund Manor, Arbor Ridge and Wisteria Manor. Tenny Creek is a planned 40 unit project that would provide assisted living supportive housing for individuals with chronic behavioral health/homelessness that have a diminished ability to live independently. Englund Manor is a 29 unit senior property owned by an affiliated non-profit. Arbor Ridge is a 60 unit assisted living facility owned by the VHA. VHA is planning to provide blended subsidy for 30 of the units. Wisteria Manor is a 24 unit senior property owned by the VHA that does not currently have any housing subsidy in place.

**Activity 2015-01: Rent Buy-Down Local Subsidy Program**

- i. This activity was first approved in the FY2015 Plan Year. It allows VHA to create 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). If selected, an owner would receive funds from the VHA to offset the amount the project would require to reduce apartment rents to reach the affordable level. This activity has not been implemented because VHA has not yet received a project proposal where this type of subsidy could be utilized. The original project where this activity was expected to be utilized did not end up being developed for reasons unrelated to this activity. Since then we have had interest from two other developers but their projects ended up receiving tax credits, or were targeted toward a population (homeless) that needs a deeper subsidy.

- ii. The Request for Proposals (RFP) for this activity remains open and VHA continues to expect that, for the right project, this subsidy will provide a new housing choice for local tenants.

### C. ACTIVITIES ON HOLD

VHA does not currently have any activities on hold.

### D. CLOSED OUT ACTIVITIES

The following chart lists all closed out MTW activities

MTW ACTIVITY NAME/NUMBER	PLAN YEAR APPROVED	PLAN YEAR IMPLEMENTED	PLAN YEAR CLOSED OUT	REASON CLOSED OUT
Community Supported Self Reliance/2012-01	FY2012	FY2012	FY2018	Concluded
Time Limited Vouchers with Services/2008-01	FY2008	FY2008	FY2018	Concluded
Local Rent Subsidy Program/2014-03	FY2014	NA	FY2014	Never Implemented
Utility Allowance Lesser of Unit/Voucher/2014-02	FY2014	FY2014	FY2015	Adopted by HUD
Health Advocate Training Program/2013-05	FY2013	FY2013	FY2013	Concluded
Admin Fee for Owners in HCV Program/2013-04	FY2013	NA	FY2013	Withdrawn
Shelter Facilities Support/2013-03	FY2013	NA	FY2014	Never Implemented
Short Term Rental Assistance/2012-04	FY2012	FY2013	FY2016	Concluded
Home Sharing in HCV Program/2012-03	FY2012	FY2015	FY2016	Concluded
MTW Fund for Leveraging Housing/2012-02	FY2012	NA	FY2017	Never Implemented
Allow up to 50% of HCV to be Project-based/2013-03	FY2011	NA	FY2014	Replaced by 2014-06
"Floating Units" in PBV program/2011-02	FY2011	FY2002	FY2013	Concluded
Income Limits for New Public Housing/2011-01	FY2011	NA	FY2011	Never Implemented
Local Preference for Unsubsidized/2010-04	FY2010	FY2010	FY2015	Concluded
Community Involvement/2010-01	FY2010	FY2010	FY2013	Concluded
Local Preference for FSS Participation/2009-18	FY2009	FY2009	FY 2009	NOFA Requirement
Mandatory Self-Sufficiency Program/2009-17	FY2009	NA	FY 2009	Never Implemented
Renter Education Required for Applicants/2009-16	FY2009	FY2009	FY 2017	Concluded
Simplified Recertification Process/2009-14	FY2009	NA	FY 2009	Never Implemented
Limited Utility Allowance Payments/2009-09	FY2009	FY2009	FY 2013	Concluded
Alternate Inspection Schedule in HCV/2009-06	FY2009	FY2010	FY 2015	Adopted by HUD
Asset Based Initiative (IDA)/2009-04	FY2009	NA	FY2010	Never Implemented
Imputed TANF for Voluntary Closures/2009-02	FY2009	FY2009	FY 2013	Concluded
Pilot Rental Subsidy Project/2009-01	FY2009	NA	FY 2009	Never Implemented
Alternate HCV Homeownership Program/2008-02	FY2008	FY2010	FY 2011	Concluded
Flat rent and Flat HCV Subsidy/2007-01	FY2007	NA	FY 2008	Never Implemented
Alternative Rent Reasonable Procedure/2004-01	FY2004	FY2004	FY 2009	Concluded
Escrow Accounts Capped at \$6000/2003-01	FY2003	FY2003	FY 2005	Concluded
"Request Line" Single Waiting List/2002-01	FY2002	FY2002	FY 2003	Concluded
\$480 Deduction for Child Support /2001-02	FY2001	FY2001	FY 2004	Concluded
Eight Percent Earned Income Deduction/2001-01	FY2001	FY2001	FY 2004	Concluded
No Earned Income Disallowance/1999-09	FY1999	FY2009	FY 2015	Concluded
No Flat Rent Option in Public Housing/1999-08	FY1999	FY2009	FY 2015	Concluded
Maximum Family Share 45% of Gross/1999-07	FY1999	FY2009	FY 2005	Concluded
Restrictions on HCV Port-Outs/1999-06	FY1999	FY2009	FY 2005	Concluded
All Households Eligible for Escrow /1999-05	FY1999	FY2009	FY 2005	Concluded

MTW ACTIVITY NAME/NUMBER	PLAN YEAR APPROVED	PLAN YEAR IMPLEMENTED	PLAN YEAR CLOSED OUT	REASON CLOSED OUT
FSS Absorbed into MTW Self-Sufficiency/1999-04	FY1999	FY2009	FY 2005	Concluded
Five-Year Time Limit for Non Eld/Dis/1999-03	FY1999	FY2009	FY 2005	Concluded
Mandatory Self-Sufficiency Program/1999-02	FY1999	FY2009	FY 2005	Concluded
All HCV Port-Ins to be Absorbed by VHA/1999-01	FY1999	FY2009	FY 2001	Concluded

**Activity 2008-01: Time-Limited Vouchers Tied to Services**

This activity was VHAs first partnership under MTW with other community organizations in order to provide housing assistance tied to their case management and other services. VHA set aside 50 vouchers for this activity. Tenant selection was done by the partner agency. The partnering agencies placed time limits on assistance ranging from 18 months to three years. This program operated for almost 10 years, but during that time the case management model of transitioning homeless families into self-sufficiency used by the partnering agencies evolved significantly and this activity was not being used in the way it was originally intended. There are no other statutory exceptions that would have provided additional benefit to this activity. A summary table of outcome is not applicable..

**Activity 2012-01: Community Supported Self Reliance**

Community Supported Self Reliance (CSSR) was 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. 16 participants were 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 were 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. In addition to a housing voucher participants in this program had access to the expertise and resources provided by members of the Project Team and the Review Board. Participants also participated in a VHA sponsored Self-Sufficiency program.

HUD’s statutory objective of increasing self-sufficiency with this activity seemed to work for about half of the participants selected into the program. However, it’s worth noting that of the seven graduates of the program, 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.

Despite a rigorous screening and application process to the program, as well as the assistance of a Project Team that was committed to providing services to these participants, it appeared the staff turnover in the Project Team became a challenge for participants to have a consistent point of contact within the partner agencies. The FSS Coordinator assigned to the family was instrumental in navigating the various resources, and advocating on the client’s behalf for services they were in need of. If this type of

programming were to be replicated in the future, the VHA would recommend a stronger commitment at the executive level from the Project Team agencies in order to ensure clients are able to access the services they need to become self-sufficient.

Summary of outcomes:

1. Six participants were terminated from the program due to failure to comply with the Section 8 voucher rules
2. Three participants voluntarily left the program because they did not want to participate in the self-sufficiency activities that were mandated in the program
3. Seven participants graduated from the program and transitioned to self-sufficiency.
4. Average earned income at exit for all CSSRP participants was \$33,474
5. Average earned income at exit for graduates of the CSSRP program was \$54,767
6. Average escrow payout was \$7,453
7. Of the seven graduates, three graduated to homeownership

## SECTION V: SOURCES AND USES OF FUNDS

### A. SOURCES AND USES OF MTW FUNDS

#### i. Actual Sources of MTW Funds in the Plan Year

The VHA has submitted unaudited and audited information in the prescribed Financial Data Schedule (FDS) format through the Financial Assessment System – PHA (FASPHA).

#### ii. Actual Uses of MTW Funds in the Plan Year

The VHA has submitted unaudited and audited information in the prescribed FDS format through the FASPHA.

#### iii. Describe Actual Use of MTW Single Fund Flexibility

ACTUAL USE OF SINGLE FUND FLEXIBILITY
<p>During the Plan year VHA used the funding flexibility allowed under MTW to provide additional services for the people we house. We consolidated all of our housing services under the umbrella of Bridgeview Housing. In addition to the grant funded services of Family Self Sufficiency (FSS) and Elderly Service Coordinators, MTW funds support the Community Employment and Education program. Being able to offer employment referrals supports VHA's rent reform activities.</p> <p>The single fund was also used to fund services at specific properties serving high needs populations such as Lincoln Place, which serves chronically homeless individuals, and the soon to open Caples Terrace which will serve youth transitioning out of foster care.</p> <p>VHA also funds a local agency's deposit assistance program for persons on our waiting list and also funded navigation and referral services for the same population. We also paid the tuition costs for HCV applicants and participants who took the Rent Well class offered by a local agency.</p> <p>VHA is also using single fund flexibility to pay MTW administrative costs and HCV program administrative costs that are not covered by the administrative fee.</p>

### B. LOCAL ASSET MANAGEMENT PLAN

i. Is the MTW PHA allocating costs within statute?

Yes

ii. Is the MTW PHA implementing a local asset management plan (LAMP)?

No

iii. Has the MTW PHA provided a LAMP in the appendix?

NA

iv. If the MTW PHA has provided a LAMP in the appendix, please describe any proposed changes to the LAMP in the Plan Year or state that the MTW PHA does not plan to make any changes in the Plan Year.

NA
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## SECTION VI: ADMINISTRATIVE

### **A. HUD REVIEWS, AUDITS OR PHYSICAL INSPECTION ISSUES**

VHA did not have any HUD reviews, audits and/or physical inspection issues that required action to address the issue in FY2018.

### **B. AGENCY DIRECTED EVALUATIONS**

There were no agency directed evaluations specific to MTW in FY 2018.

### **C. CERTIFICATION OF STATUTORY REQUIREMENTS**

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

- 1) Ensuring that at least 75 % of the families assisted by the Agency are very low-income families;
- 2) Continuing to assist substantially the same total number of households as would have been assisted had the VHA not participated in the MTW demonstration, and
- 3) Maintaining a comparable mix of families (by family size) served as would have been served had the VHA not participated in the MTW demonstration.

### **D. MTW ENERGY PERFORMANCE CONTRACT (EPC) FLEXIBILITY DATA**

Not applicable.