

PHA Name : Ha City Of Yakima

PHA Code : WA042

MTW Supplement for PHA Fiscal Year Beginning : (MM/DD/YYYY): 1/1/2023

PHA Program Type: Combined

MTW Cohort Number: Landlord Incentives

MTW Supplement Submission Type: Annual Submission

B. MTW Supplement Narrative.

The Yakima Housing Authority's mission is "building stronger communities through our commitment to safe and affordable housing." We believe that our participation in MTW will help us further our mission. We have a vision where YHA is able to maximize the number of households served through the voucher program and making changes to the voucher program to make it more efficient to operate, more likely to increase the self-sufficiency of its participants, and more likely to attract and retain landlords. YHA has a vision to create locally designed programs which address the challenges we see here in Yakima and Kittitas Counties. Our vision would focus on the three statutory objectives: cost effectiveness, self-sufficiency, and housing choice as well as the required activities related to landlord incentives.

We look forward to implementing changes in the voucher program that will reduce the cost to administer the program, getting rid of or simplifying regulations and processes that are overly complicated and confusing to landlords, participants, and staff. We believe that there is already a wealth of ideas related to cost effectiveness used by current MTW agencies, however we also want to see if there are other changes that would make sense for us, based on our unique geographical, housing market and participant needs and challenges.

Our vision is also that self-sufficiency would increase among our program participants. We want to establish policies and provide resources and services that enable stability and motivate personal growth. We believe that through a combination of policy changes and partnering with other social service agencies we should be able to make changes that will increase self-sufficiency.

Finally, in the area of housing choice and landlord incentives, YHA will explore changes that will increase landlord participation as well as policies that will allow the voucher participants more choice. These ideas will have to be balanced with cost-effectiveness as many landlord incentives or higher payment standards that can provide more housing choice, are more expensive and we remain committed to serving as many households as possible.

C. The policies that the MTW agency is using or has used (currently implement, plan to implement in the submission year, plan to discontinue, previously discontinued).

1. Tenant Rent Policies	
j. Alternative Utility Allowance (HCV)	Plan to Implement in the Submission Year
n. Utility Reimbursements (HCV)	Plan to Implement in the Submission Year
u. Standard Deductions (HCV)	Plan to Implement in the Submission Year
2. Payment Standards and Rent Reasonableness	
a. Payment Standards- Small Area Fair Market Rents (HCV)	Plan to Implement in the Submission Year
d. Rent Reasonableness – Third-Party Requirement (HCV)	Plan to Implement in the Submission Year
3. Reexaminations	
b. Alternative Reexamination Schedule for Households (HCV)	Plan to Implement in the Submission Year
4. Landlord Leasing Incentives	
c. Other Landlord Incentives (HCV- Tenant-based Assistance)	Plan to Implement in the Submission Year
5. Housing Quality Standards (HQS)	
c. Third-Party Requirement (HCV)	Plan to Implement in the Submission Year
d. Alternative Inspection Schedule (HCV)	Plan to Implement in the Submission Year
6. Short-Term Assistance	
7. Term-Limited Assistance	
8. Increase Elderly Age (PH & HCV)	
9. Project-Based Voucher Program Flexibilities	
a. Increase PBV Program Cap (HCV)	Plan to Implement in the Submission Year
b. Increase PBV Project Cap (HCV)	Plan to Implement in the Submission Year
c. Elimination of PBV Selection Process for PHA-owned Projects Without Improvement, Development, or Replacement (HCV)	Plan to Implement in the Submission Year
f. Increase PBV HAP Contract Length (HCV)	Plan to Implement in the Submission Year
10. Family Self-Sufficiency Program with MTW Flexibility	
c.HCV Alternative Family Selection Procedures (HCV)	Plan to Implement in the Submission Year
e.HCV Policies for Addressing Increases in Family Income (HCV)	Plan to Implement in the Submission Year
11. MTW Self-Sufficiency Program	
12. Work Requirement	
13. Use of Public Housing as an Incentive for Economic Progress (PH)	
14. Moving on Policy	
15. Acquisition without Prior HUD Approval (PH)	
16. Deconcentration of Poverty in Public Housing Policy (PH)	
17. Local, Non-Traditional Activities	
c. Housing Development Programs	Plan to Implement in the Submission Year

C. MTW Activities Plan that Ha City Of Yakima Plans to Implement in the Submission Year or Is Currently Implementing

1.j. - Alternative Utility Allowance (HCV)
Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative
Description: Yakima Housing Authority may create a utility schedule(s) for all HCV units based upon bedroom size, the unit location and/or the types of utilities paid by participant. The agency may establish a site-based utility allowance in PBV. The agency must review its schedule of utility allowances each year and revise its allowance for a utility category if there has been a change of 10 percent or more of the cost from the prior year. The agency must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule.

Agency goals for MTW Activity:

The simplified alternative to creating and determining utility allowances will primarily reduce Yakima Housing Authority's contract costs to produce utility allowances both in its tenant-based and project-based voucher programs. Secondly, this activity may reduce the extent and amount of utility reimbursements where applicable.

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Please describe the alternative method of calculating the utility allowances. Please explain how the method of calculating utility allowances is different from the standard method and what objective the MTW agency aims to achieve by using this alternative method.

The agency may establish a site-based utility allowance in its PBV program. PBV units, particularly new construction and substantial rehabilitated units have lower utility costs as a result of modernized windows, heating and cooling systems, well-insulated elements, etc. Owners/Developers of newly constructed and substantially rehabbed PBV units provide YHA with extensive utility expense data and analyses specific to their dwelling units, upon which accurate utility allowances can be developed. Having a site-based PBV utility allowance would allow for a more accurately calculated utility allowances in these specific dwelling units by comparison with tenant-based voucher-assisted dwelling units which do not generally have the above elements. In addition, more accurately calculated PBV site-based utility allowances will allow for contract rents that are commensurate with their value.

Yakima Housing Authority may also create a utility schedule(s) for all tenant-based voucher-assisted units, based upon bedroom size, building type only broken down by single family home vs. multifamily unit rather than breaking down utilities into each of the types of multi-family buildings, the unit location and/or the types of utilities (e.g. gas, electric, oil) paid by participants. The simplified alternative to creating and determining utility allowances will primarily reduce Yakima Housing Authority's contract costs to produce utility allowances both in its tenant-based and project-based voucher programs.

Secondarily, this activity may reduce the extent and amount of utility allowances where applicable.

The first method above is different than the standard method because it is PBV site-base specific rather than community wide. The second method above is different than the standard method because it would streamline the process by only breaking down utility allowances by single family home vs. multifamily unit rather than breaking down utilities into each of the types of multi-family buildings,

The first method above would reduce the extent and amount of utility reimbursements because energy efficient and site-specific PBV units are expected to have relatively lower utility allowances than community-wide utility allowances. The second method may or may not result in lower utility allowances after all of the multi-family building types are combined, depending on the weighted average of those results. However, in terms of administrative costs to contract and calculate utility allowances the above method should be more streamlined and less administratively burdensome and costly.

1.n. - Utility Reimbursements (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

Yakima Housing Authority may eliminate utility reimbursement payments in the HCV program when the utility allowance is greater than the total tenant payment.

Agency goals for MTW Activity:

This activity will help Yakima Housing Authority reduce paperwork requirements and related compliance matters having to do with - # of 10 Day compliance issues due to the fact that YHA follow up that we have to do to get the information from the tenants to to pay the utility reimbursement where we do not get a lot of responses from applicable households. As a result, YHA currently has to spend a lot of administrative hours spent following-up.

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

1.u. - Standard Deductions (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

YHA proposes replacing the expense deduction with the following standard expense deduction.

In determining adjusted income, for "qualifying" elderly/disabled households (described below), YHA must deduct the following amounts from annual gross income. To the extent the sum exceeds \$2,518 (which is the equivalent of elderly/disabled households' medical/disability expense deductions (described below) exceeding three percent of gross annual income of record for elderly/disabled households with such expenses, YHA's initial medical / disability expense deduction will automatically be \$2,518, regardless of the amount of the family. If however, the "qualifying" family claims that they have a higher amount of medical/disability expenses, they will be afforded an opportunity through a hardship process to submit all of their medical/disability expenses for YHA's review and calculation. At the conclusion of this process, "qualifying" households will receive that actual and uncovered medical/disability expense above three percent of their gross annual income if it is greater than \$2,518.

(i) Unreimbursed medical expenses of any elderly family or disabled family; and (ii) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus.

In terms of the elderly/disabled household allowance independent of whether or not such household also has medical/disability expenses above three percent of the gross annual income, YHA is adopting the \$525 amount as adjusted by applicable inflation (as posted on HUD's website) and will be adjusted upward when the adjusted allowance reaches an increase of at least \$25. In other words, the first time that the \$525 elderly/disabled household allowance gets adjusted upward for inflationary reasons, the allowance will increase to \$550.

Agency goals for MTW Activity:

For medical expenses and disability assistance expenses, YHA's goal with this activity for all parties involved, is a simpler method to calculate tenant rent and to eliminate original and third-party documentation for two out of the three years of triennial reexaminations.

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on

what you know today.

Neutral (no cost implications)

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies only to a subset or subsets of assisted households

Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?

New admissions and currently assisted households

Does the MTW activity apply to all family types or only to selected family types?

The MTW activity applies only to selected family types

Please select the family types subject to this MTW activity.

Elderly families; Disabled families (to the extent those families are not exempt via a reasonable accommodation); Other – another specifically defined target population or populations.

If Other Selected in Previous Question: Please describe this target population in the text box.

Medical expenses and disability assistance expenses apply to qualifying elderly/disabled households with no dependents

Does this MTW activity require a hardship policy?

Yes

This document is attached.

Does the hardship policy apply to more than this MTW activity?

No

Has the MTW agency modified the hardship policy since the last submission of the MTW Supplement?

No

How many hardship requests have been received associated with this activity in the past year?

No hardship were requested in the most recent fiscal year.

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does the MTW activity require an impact analysis?

Yes

This document is attached.

Does the impact analysis apply to more than this MTW activity?

No

How much will the single standard deduction be in the Fiscal Year?

\$2,518

2.a. - Payment Standards- Small Area Fair Market Rents (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

This activity will allow YHA to adopt and implement a reasonable policy to establish payment standards based upon applicable Small Area Fair Market Rents (SAFMRs). YHA may use this flexibility to establish payment standards for grouped ZIP code areas between 80% and 150% of the applicable SAFMRs, based on a range of voucher programmatic outcomes, private market unassisted rents, census data, etc., or may establish payment standards for each ZIP code within its jurisdiction. YHA's "opportunity areas" include: Yakima (West Valley) 98908, Yakima (West Valley) 98903, and Selah 98942. Among the geographic considerations in grouping SAFMRs, YHA may explore the use of school districts.

Agency Goals for the MTW Activity:

YHA's goal is to utilize a comprehensive approach to expand housing opportunities for HCV participants and to increase landlord participation in the HCV Program. Ultimately, the YHA will provide HCV participants with information about housing opportunity areas and bargains. This will be done through SAFMRs and the provision/access to information to families with neighborhood data and information to exercise their choices about where to live. YHA will increase housing choices for HCV participants to live in areas of opportunity based on Payment Standards between 80% and 150% of the SAFMRs. Through the measures above, YHA plans to increase housing choice and opportunities and deconcentrating poverty for HCV participants in neighborhoods that have access to jobs, good schools, healthcare, a healthy environment, healthy foods, safe neighborhoods, and transportation services.

Which of the MTW statutory objectives does this MTW activity serve?

Self-sufficiency; Housing choice

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Does this MTW activity require a hardship policy?

Yes

This document is attached.

Does the hardship policy apply to more than this MTW activity?

No

Has the MTW agency modified the hardship policy since the last submission of the MTW Supplement?

No

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does the MTW activity require an impact analysis?

Yes

This document is attached.

Does the impact analysis apply to more than this MTW activity?

No

Please explain the payment standards by ZIP code or "grouped" ZIP codes:

YHA's "opportunity areas" include: Yakima (West Valley) 98908, Yakima (West Valley) 98903, and Selah 98942.

2.d. - Rent Reasonableness – Third-Party Requirement (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

Yakima Housing Authority will use MTW flexibility to perform rent reasonable determinations on units that it owns, manages, and/or controls. Yakima Housing Authority will make reasonable rent determinations with the support of third-party software that taps into a national database. This process will ensure fair and valid determinations.

Agency goals for MTW Activity:

Decrease the rent reasonable turnaround time to support on-time reporting. This waiver supports Yakima Housing Authority's larger goal of using MTW flexibility to streamline administrative processes and reduce agency costs.

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Please explain or upload a description of the quality assurance method.

Reasonable rent determinations will be made with the support of a third-party software database (YARDI) that is updated annually based on market conditions. YHA is going through a software provider conversion from Tenmast to YARDI. Currently, YHA uses Tenmast software to determine rent reasonableness for all the other units not owned or substantially controlled by YHA. YHA will be using our new software provider's rent reasonableness system to determine rent reasonableness on YHA's owned, substantially controlled and/or managed dwelling units in the same manner that we will use it for all other dwelling units.

YHA will have a Supervisor conducting quality assurance on rent reasonableness determinations for all units that it owns, manages, and/or controls.

No document is attached.

Please explain or upload a description of the rent reasonableness determination method.

The agency will determine rent reasonableness with the support of third-party software. Yakima Housing Authority will

consider information for each type of unit, including location, quality, size, type, age of unit, amenities, maintenance, and utilities to be provided by the owner.

No document is attached.

3.b. - Alternative Reexamination Schedule for Households (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

The information YHA attempted to submit was truncated by HUD's HIP system. YHA has attached a .pdf copy of its full MTW Supplement for reference purposes.

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Neutral (no cost implications)

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies only to a subset or subsets of assisted households

Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?

New admissions and currently assisted households

Does the MTW activity apply to all family types or only to selected family types?

The MTW activity applies only to selected family types

Please select the family types subject to this MTW activity.

Elderly families; Disabled families (to the extent those families are not exempt via a reasonable accommodation); Other – another specifically defined target population or populations.

If Other Selected in Previous Question: Please describe this target population in the text box.

The MTW activity applies to families where:

- the head of household, co-head, and/or spouse is elderly or disabled,
- the only current income in the household is fixed income (e.g., social security, pension), and
- there are no minors in the household.

Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?

The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers

Please describe which tenant-based units and/or properties with project-based vouchers participate in the MTW activity.

All

Does this MTW activity require a hardship policy?

Yes

This document is attached.

Does the hardship policy apply to more than this MTW activity?

Yes

Please list all of the applicable MTW activities. (Only upload hardship policy once when said policy applies to multiple MTW activities.)

Has the MTW agency modified the hardship policy since the last submission of the MTW Supplement?

No

How many hardship requests have been received associated with this activity in the past year?

No hardship were requested in the most recent fiscal year.

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does the MTW activity require an impact analysis?

Yes

This document is attached.

Does the impact analysis apply to more than this MTW activity?

No

What is the recertification schedule?

Once every three years

How many interim recertifications per year may a household request?

1

Please describe briefly how the MTW agency plans to address changes in family/household circumstances under the alternative reexamination schedule.

Family circumstances may change throughout the period between triennial reexaminations and between applicable households' annual lease anniversaries. HUD and YHA policies dictate what kinds of information about changes in family circumstances must be reported, and under what circumstances the YHA must process interim reexaminations to reflect those changes. HUD regulations also permit the YHA to conduct interim reexaminations of income or family composition at any time. When an interim reexamination is conducted, only those factors that have changed are verified and adjusted [HCV GB, p. 12-10]. In addition to specifying what information the family must report, HUD regulations permit the family to request an interim determination if other aspects of the family's income or composition changes. The YHA must complete the interim reexamination within a reasonable time after the family's request. In determining the income for any family, YHA may make other adjustments as it considers appropriate to reflect current income, taking into consideration any redetermination of income during such prior year(s).

At their annual lease anniversary, YHA will not apply the applicable Cost-of-Living Adjustments for fixed-income households based on the source of fixed-income, where fixed income households will also be given an opportunity to certify their medical and/or disability expenses and provide proof of changes in those amounts if applicable.

If a household believes they have another circumstance that qualifies as a financial hardship, they may request a hardship. An impact analysis and full hardship policy are included with this Supplement.

4.c. - Other Landlord Incentives (HCV- Tenant-based Assistance)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Activity: 4.c. – Other Landlord Incentives - New Landlord Incentive (HCV)

Description:

YHA is considering the offer a HAP incentive payment of \$1,000 to new landlords, upon the execution of a new HAP contract for an MTW tenant-based HCV participant.

New landlords would be incentivized to begin participating in the program. New landlords would be eligible for this payment yearly, based on a new contract with a new tenant. A “new landlord” would be defined as a landlord who has not rented to a tenant-based voucher participant within the past twelve (12) months. The landlord would not be eligible for the \$1,000 incentive HAP payment if the contract is executed for a transfer of units with the same landlord, or if the contract is executed due to a lease renewal or change. Additionally, properties owned or managed by YHA would be ineligible for this incentive. Authority for this incentive is provided by HUD through PIH 2022-18.

Agency goals for MTW Activity:

The goal of this activity is to incentivize landlords to continue their participation in the HCV program. The New Landlord Incentive payments are part of a larger landlord incentives initiative to increase the supply of affordable housing, maintain quality landlords and units, and increase housing options in areas of opportunity. The New Landlord Incentive `will offer compensation when landlords keep units available during the Request for Tenancy Approval and inspection process (a deterrent for some landlords) and also encourage landlords to seek out additional voucher tenants rather than relying on the open market.

Activity: 4.c. – Other Landlord Incentives - Existing Landlord Incentive (HCV)

Description:

YHA is considering the offer of a one-time \$500 incentive HAP payment to existing landlords who execute a new HAP contract for an MTW tenant-based HCV participant. An “existing landlord” would be defined as a landlord who has rented to a tenant-based voucher participant at any time within the past twelve (12) months. The landlord would not be eligible for the \$500 incentive HAP payment if the contract is executed for a transfer of units with the same landlord, or if the contract is executed due to a lease renewal or change. Additionally, properties owned or managed by YHA would be ineligible for this incentive HAP payment. Authority for this incentive is provided by HUD through PIH 2022-18.

Agency goals for MTW Activity:

The goal of this activity is to incentivize landlords to continue their participation in the HCV program. The Existing Landlord Incentive payments are part of a larger landlord incentives initiative to increase the supply of affordable housing, maintain quality landlords and units, and increase housing options in areas of opportunity. The Existing Landlord Incentive `will offer compensation when landlords keep units available during the Request for Tenancy Approval and inspection process (a deterrent for some landlords) and also encourage landlords to seek out additional voucher tenants rather than relying on the open market.

Which of the MTW statutory objectives does this MTW activity serve?

Housing choice

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased expenditures

<p>Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?</p> <p>The MTW activity applies to all assisted households</p>
<p>Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?</p> <p>No</p>
<p>Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program?)</p> <p>Certain types of units only</p>
<p>What is the maximum payment that can be made to a landlord under this policy?</p> <p>1,000</p>
<p>How many payments were issued under this policy in the most recently completed PHA fiscal year?</p> <p>0</p>
<p>What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?</p> <p>\$0</p>

5.c. - Third-Party Requirement (HCV)

<p>Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative</p> <p>Description: Yakima Housing Authority will perform HQS inspections on project-based voucher-assisted units and dwelling units with tenant-based vouchers that it owns, manages, and/or controls.</p> <p>Agency goals for MTW Activity: Streamline the HQS inspection process to match non-PHA owned HQS inspections. This waiver supports Yakima Housing Authority's larger goal of using MTW flexibility to streamline administrative processes and reduce agency costs.</p>
<p>Which of the MTW statutory objectives does this MTW activity serve?</p> <p>Cost effectiveness</p>
<p>What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.</p> <p>Decreased expenditures</p>
<p>Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?</p> <p>The MTW activity applies to all assisted households</p>
<p>Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?</p> <p>No</p>
<p>Please explain or upload the description of the quality assurance method:</p> <p>Following will explain the quality assurance method</p>

A Yakima Housing Authority supervisor will re-inspect a sample of units (10% quarterly) for quality control of HQS inspections in accordance with 24 CFR 982.405(b) and 24 CFR 985.2.

No document is attached.

5.d. - Alternative Inspection Schedule (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

Yakima Housing Authority will establish a local inspection schedule for all or a portion of its HCV units at least every three years. YHA will also accept and rely upon other passed-inspections by governmental entities or other entities contracted by governmental entities that meet or exceed HQS / NSPIRE standards for decent, safe and sanitary housing, in lieu of performing its own required inspection within this three-year period. Such examples include but are not limited to passed-inspections under the LIHTC or HOME programs.

Agency goals for MTW Activity:

This will help YHA increase property owner participation and create more housing choice for voucher holders, and result in administrative cost savings to YHA.

This activity will open opportunities for a greater number of first-time and existing property owners to consider leasing under YHA's voucher program. Having more property owners participate in the voucher program will also lead to greater choice to voucher holders/households. In term of retaining greater percentages of existing property owners participating in our voucher program, will help stabilize tenancies, reduce voucher-assisted households' costs relating to the frequency of their involuntary moves. This outcome will occur as a result of participating property owners being less likely to not renew the lease solely because they would like to be able to communicate, identify and resolve any HQS/NSPIRE items with their voucher-assisted tenant(s) throughout the course of their tenancy without having a third-party / entity to participate in this process as is the case with private-market unassisted tenants. Currently, very few voucher-assisted units go into HAP abatement due to extended non-compliance with HQS/NSPIRE.

As an important but third-party, to the greatest extent possible YHA encourages property owners and voucher-assisted households to communicate and to maintain their respective responsibilities to maintain decent, safe, and sanitary housing conditions in compliance with HQS. YHA will provide an enhanced educational component for tenants and property owners to facilitate this activity. Like all other aspects of being a tenant, voucher-assisted households present no greater risk than unassisted tenants and participating property owners who receive a reasonable rent comparable with unassisted dwelling units are expected to maintain their units like unassisted property owners. To this end, after a dwelling unit has passed an initial HQS inspection and it is properly maintained by the property owner and the tenant's use of the property is within normal wear and tear, the need for YHA to conduct annual HQS inspections when both parties can live up to their respective obligations similar to property owners and tenants in the private sector, is something that YHA would like to help foster through this MTW activity. By doing so in a responsible fashion, YHA believes that voucher-assisted households' transition into self-sufficiency for those that go into unassisted rental housing, this practice will help facilitate that transition.

With a measured approach, voucher participants will still be able to request an interim inspection for YHA's inspection and enforcement measures, if applicable. YHA will adopt a sound policy regarding the criterion under which qualifying units can be inspected less frequently but at least once every two or three years.

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness; Self-sufficiency; Housing choice

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

9.a. - Increase PBV Program Cap (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

Yakima Housing Authority will increase the number of authorized units that it project-bases.

Agency goals for MTW Activity:

Sometimes, people do not necessarily associate affordable housing at 30% of low-income households' monthly adjusted income in both tenant-based voucher and project-based assistance programs as directly relating to self-sufficiency. However, as noted in our application, relative to our entire portfolio and HAP contracts, YHA is involved with a substantial number of low-income households with housing costs at this affordability threshold. With the right type of wrap around services pertinent to each population type and household, coupled with this activity, YHA believes that significantly greater numbers of households will be able to become self-sufficient and to live independently. Specifically, this activity will enable YHA to provide a greater number of low-income families to pay only 30 percent of their monthly adjusted income towards housing costs rather than higher percentages under tenant-based voucher programs. Over time, low-income PBV-assisted households will be able to both save and invest more of their money into their education, employment, health, transportation, etc. to better enable them to become self-sufficient. This activity will also help YHA to provide family stability in an environment with supportive services applicable to their needs to allow them to live independently and to encourage self-sufficiency.

Which of the MTW statutory objectives does this MTW activity serve?

Self-sufficiency

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Neutral (no cost implications)

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

What percentage of total authorized HCV units will be authorized for project-basing?

50.00%

9.b. - Increase PBV Project Cap (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

Yakima Housing Authority may raise the Project Based Voucher cap within a project up to 100%.

Agency goals for MTW Activity:

Create family stability in an environment with support to encourage family self-sufficiency. Specifically, this activity will enable YHA to provide a greater number of low-income families living within a PBV project to pay only 30 percent of their monthly adjusted income towards housing costs rather than higher percentages under tenant-based voucher programs. Over time, low-income PBV-assisted households will be able to both save and invest more of their money into their education, employment, health, transportation, etc. to better enable them to become self-sufficient. This activity will also help YHA to provide family stability in an environment with supportive services applicable to their needs to allow them to live independently and to encourage self-sufficiency.

Which of the MTW statutory objectives does this MTW activity serve?

Self-sufficiency

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Neutral (no cost implications)

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

9.c. - Elimination of PBV Selection Process for PHA-owned Projects Without Improvement, Development, or Replacement (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

Yakima Housing Authority will eliminate the selection process in the award of PBV to properties owned by the agency that are not public housing without engaging in an initiative to improve, develop, or replace a public housing property or site.

Agency goals for MTW Activity:

Streamline the selection process for PBV. This waiver supports Yakima Housing Authority's larger goal of using MTW flexibility to streamline administrative processes.

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

9.f. - Increase PBV HAP Contract Length (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

Yakima Housing Authority may lengthen the PBV HAP contract length up to 40 years.

Agency goals for MTW Activity:

This waiver supports Yakima Housing Authority's larger goal of using MTW flexibility to both streamline administrative processes in the PBV HAP contract length terms that can be offered for cost effectiveness and to provide greater affordability in voucher-assisted households' income to housing cost burdens which directly impacts their long-term self-sufficiency. Specifically, this activity will provide a long-term HAP contract incentive to owners/developers to enable YHA to provide low-income families to pay only 30 percent of their monthly adjusted income towards housing costs rather than higher percentages under tenant-based voucher programs. Over time, low-income PBV-assisted households will be able to both save and invest more of their money into their education, employment, health, transportation, etc. to better enable them to become self-sufficient. This activity will also help YHA to provide family stability in an environment with supportive services applicable to their needs to allow them to live independently and to encourage self-sufficiency.

Which of the MTW statutory objectives does this MTW activity serve?

Self-sufficiency

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

10.c.HCV - Alternative Family Selection Procedures (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

YHA proposes making participation in the Family Self-Sufficiency Program With MTW Flexibility, mandatory for any non-elderly or non-disabled households with zero income. These persons will be given a preference ahead of elderly and disabled households on the FSS waiting list as the goal of the Family Self-Sufficiency Program With MTW Flexibility, to get those households the tools they need to become self-sufficient. Tenants will be placed on the Family Self-Sufficiency Program With MTW Flexibility waiting list until a slot becomes available.

YHA proposes a mandatory self-sufficiency program to be phased in with all non-exempt households required to participate over a two-year period. The mandatory self-sufficiency requirement is driven by the following principles:

Mandatory Participation – Participation in a self-sufficiency program is a condition of eligibility for new admissions and a condition of continued occupancy for existing resident households and participant households who are non-elderly and/or non-disabled with zero income. Non-participation would result in denial of admission and termination of housing assistance to participants, following consultation with the family about the supportive services / information and referral offered under the Family Self-Sufficiency Program With MTW Flexibility.

- Adult Requirements - All non-elderly and non-disabled households with zero income, are required to actively pursue activities to achieve economic self-sufficiency with a goal of employment for a minimum of 32 hours per week or the annual earned income for the year of participation.

Description - Participation in a self-sufficiency program for non-elderly and non-disabled households with zero income, is a condition of eligibility for new admissions and a condition of continued occupancy for existing resident households and participant households. All non-elderly and non-disabled households with zero income, would be required to actively pursue activities to achieve economic self-sufficiency. The head of the household is required to develop a self-sufficiency plan that identifies goals and objectives for each household member required to participate in the mandatory program and is held accountable for progress of all household members.

New Admissions - New admissions households including households porting from another jurisdiction will be provided one year from the date of the initial lease up in Yakima County to become compliant with requirements.

If a new admission household is not compliant with requirements prior to submission of a Request for Tenancy Approval (RFTA), they must meet with a case worker and develop a plan. YHA will not approve a RFTA until the household has developed a plan and executed the Contract.

If a member of a household claims self-employment and is establishing a new business, they must provide documentation required by local, state or federal law of the creation and/or existence of the business.

Case Coordination – To assist in the client’s successful completion of their Contract of Participation, coordinators will assist the family in the development of an individual training and services plan and assure that program participants are linked to supportive services they need to achieve their economic self-sufficiency goals.

YHA reviewed HUD’s MTW FSS Guidance.

The agency will execute a Contract of Participation, or other locally developed agreement, that is at least five years but not more than ten years, with each participant participating in their FSS program.

The agency, if implementing an FSS program, even with MTW modifications, must have an up to date, approved FSS Action Plan in accordance with 24 C.F.R. 984.201 that incorporates all modifications to the FSS program approved under the MTW Contract.

The agency will not require MTW FSS Program participation as a condition for housing subsidy for elderly and disabled families.

A hardship policy will be developed and adopted in accordance with MTW guidance prior to the implementation of the activity.

The agency will not make MTW FSS Program participation mandatory for individuals that do not meet the definition of an eligible family at section 23(n)(3) of the 1937 Act, and those exempted from the Community Service Requirement under section 12(c)(2)(A), (B), (D) and (E) of the 1937 Act.

If an agency terminates the housing subsidy or tenancy of a family for alleged violation of mandatory MTW FSS Program participation, the family will be entitled to a hearing under the agency’s Grievance Procedure (24 C.F.R. part 966, subpart B) or the HCV informal hearing process (24 C.F.R. part 982.555).

The agency must not use income increases during participation in the MTW FSS Program to change a family’s eligibility status for purposes of participation in the MTW FSS.

The information YHA attempted to submit was truncated by HUD’s HIP system. YHA has attached a .pdf copy

Which of the MTW statutory objectives does this MTW activity serve?

Self-sufficiency

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Neutral (no cost implications)

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies only to a subset or subsets of assisted households

Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?

New admissions and currently assisted households

Does the MTW activity apply to all family types or only to selected family types?

The MTW activity applies only to selected family types

Please select the family types subject to this MTW activity.

Non-elderly, non-disabled families

Does this MTW activity require a hardship policy?

Yes

This document is attached.

Does the hardship policy apply to more than this MTW activity?

Yes

Please list all of the applicable MTW activities. (Only upload hardship policy once when said policy applies to multiple MTW activities.)

Has the MTW agency modified the hardship policy since the last submission of the MTW Supplement?

No

How many hardship requests have been received associated with this activity in the past year?

No hardship were requested in the most recent fiscal year.

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does the MTW activity require an impact analysis?

Yes

This document is attached.

Does the impact analysis apply to more than this MTW activity?

No

Please describe the purpose and goals of the alternative contract or locally developed agreement, and/or the MTW agency's motivation for developing its own contract or agreement.

The goal of YHA proposing to make participation in the Family Self-Sufficiency Program With MTW Flexibility, mandatory for any non-elderly or non-disabled individuals with zero income, is to get those individuals the tools they need to become self-sufficient.

10.e.HCV - Policies for Addressing Increases in Family Income (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

YHA proposes tailoring its Family Self-Sufficiency (FSS) program with MTW flexibilities to meet the needs of our community and be efficient for staff to administer. FSS program requirements are the same regardless of funding source,

program, or property, with a few minor exceptions for site-based programs. Households participating in FSS whose unit is converted under RAD are subject to policies consistent with the RAD program.

The key elements of the FSS program are as follows:

- The rent calculation is used for all FSS participants.
- The traditional escrow account used in HUD Family Self-Sufficiency (FSS) programs will be replaced with a managed savings account. Any rent paid by a participant household above \$350 (known as the “strike point”) will be placed into the managed savings account. The monthly amount placed into a family’s managed savings account is limited to the difference between the strike point and the lower of the family’s voucher payment standard or gross rent for PBV-assisted households.
- They will earn escrows with a maximum earning potential of \$10,000 and a minimum of \$500.
- Participants who are engaged in a designated program intended to increase the family’s economic independence (such as an employment or training program) will receive a preference on the FSS waiting list. 100 percent of the FSS slots may be filled with participants utilizing this preference.
- YHA will allow the FSS contract to be in the name of any adult member of the household.
- The length of time on the program will be five years, with the opportunity to extend for an additional two years. Eligibility for the two-year extension follows current policy and HUD guidelines.
- Participants graduate and have access to the funds in their managed savings account when they have completed their training plan and fulfilled the obligations identified in their contract.
- Families who leave the program prior to graduation will forfeit any money accrued in their managed savings account.
- YHA will continue to provide FSS services at developments where that is required. YHA must not require MTW FSS Program participation as a condition for housing subsidy for elderly and disabled families. That stated, YHA will have site-based preferences for developments where YHA is required to provide FSS services. At such properties, YHA’s FSS Program With MTW Flexibility will be mandatory for any non-elderly or non-disabled individuals with zero income.
- When a housing assistance payment for a voucher participant drops to zero, deposition into the family’s managed savings account will cease. Families can continue to participate in the program for an additional six months, but no savings will accrue during this time. If the family is still at zero assistance after six months, they will graduate from the program. If the family’s income decreases to a level that housing assistance is reinstated during that six-month period, they may begin to earn escrow again, and continue participation in the program if the contract determines they are still eligible.
- Staff implementing the FSS program will be funded by a combination of HUD-funded FSS Coordinator money, grant funding, and agency budgeting. FSS Coordinator funds will be used only for FSS Coordinator salaries, as directed by the respective NOFAs (Notice of Funding Availability).

Agency goals for MTW Activity:

YHA proposes use of a strike point escrow system and modifications to the graduation process to 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.

Which of the MTW statutory objectives does this MTW activity serve?

Self-sufficiency

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies only to a subset or subsets of assisted households

Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?

New admissions and currently assisted households

Does the MTW activity apply to all family types or only to selected family types?

The MTW activity applies only to selected family types

Please select the family types subject to this MTW activity.

Non-elderly, non-disabled families

Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?

The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers

Please describe which tenant-based units and/or properties with project-based vouchers participate in the MTW activity.

All

Does this MTW activity require a hardship policy?

Yes

This document is attached.

Does the hardship policy apply to more than this MTW activity?

No

Has the MTW agency modified the hardship policy since the last submission of the MTW Supplement?

No

How many hardship requests have been received associated with this activity in the past year?

No hardship were requested in the most recent fiscal year.

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does the MTW activity require an impact analysis?

Yes

This document is attached.

How will the MTW agency treat increased earnings for families participating in the FSS Program with MTW flexibility?

Instead of the escrow contribution calculation used in standard FSS programs, under this FSS program with MTW flexibilities, each participating household's escrow account would receive an amount equivalent to any rent paid over \$350 (the "strike point") each month. In addition to being more cost-effective than the traditional escrow (because no escrow is paid before the household passes the strike point) and thus potentially more scalable, this incentive avoids the "fairness" problem of providing a larger escrow-building opportunity to households that begin FSS with little or no earnings and thus have the biggest potential to increase their earnings. The strike point model would also be simpler for YHA staff to administer than the traditional model. As part of its efforts to increase self-sufficiency, YHA also proposes making

participation in the FSS program mandatory for non-elderly and non-disabled households.

They will earn escrows with a maximum earning potential of \$10,000 and a minimum of \$500.

17.c. - Housing Development Programs

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Description:

YHA may utilize this activity to provide gap financing to affordable housing developments including, but not limited to RAD-PBV developments, PBV developments Low Income Housing Tax Credit developments and/or other eligible development activities, subject to approval by the YHA's Board of Commissioners. YHA may also use MTW funds for gap financing and to support its other owned or substantially controlled developments. YHA may expend MTW funds including Housing Assistance Payments and/or HCV Administrative Fee reserves on such activities if it shall not expend more than 10% of its Housing Assistance Payments budget on local, non-traditional activities including this housing development activity.

In implementing this activity, YHA shall: 1) ensure that families assisted meet the HUD definition of "low-income"; 2) comply with PIH Notice 2011-45 as applicable; 3) comply with Section 30 of the US Housing Act of 1937; and 4) Competitively bid any MTW funding awarded through this activity to a third-party provider.

Agency goals for MTW Activity:

This activity supports the goals to increase housing choices for low-income households and to leverage additional funds for affordable housing development.

Which of the MTW statutory objectives does this MTW activity serve?

Housing choice

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased revenue; Increased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Table 17.c.1 - Housing Development Programs that the MTW Agency plans to commit Funds to in Fiscal Year

Name of Development and Address	MTW Role: Acquisition, Rehabilitation, New Construction?	Type of MTW Agency Financing: Gap Financing, Tax Credit Partnership, Other	Number of Affordable Units	Total Number of Units	Number of Units by Affordability - 80% of AMI	Number of Units by Affordability - 50% of AMI	Number of Units by Affordability - 30% of AMI	Number of Units by Affordability - Other
Yakima Valley Preservation	Rehabilitation	Gap financing	149.00	149.00	24.00	60.00	65.00	0.00
Fair Avenue Apartments	Rehabilitation	Gap financing	150.00	150.00	0.00	90.00	60.00	0.00

Housing Development Programs that the MTW Agency plans to spend funds on in the Fiscal Year

Name of Development and Address	MTW Role: Acquisition, Rehabilitation, New Construction?	Type of MTW Agency Financing: Gap Financing, Tax Credit Partnership, Other	Number of Affordable Units	Total Number of Units	Number of Units by Affordability - 80% of AMI	Number of Units by Affordability - 50% of AMI	Number of Units by Affordability - 30% of AMI	Number of Units by Affordability - Other
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Table 17.c.2 - Housing Development Programs that the MTW Agency committed funds to in prior Fiscal Year

Name of Development and Address	MTW Role: Acquisition, Rehabilitation, New Construction?	Type of MTW Agency Financing: Gap Financing, Tax Credit Partnership, Other	Number of Affordable Units	Total Number of Units	Number of Units by Affordability - 80% of AMI	Number of Units by Affordability - 50% of AMI	Number of Units by Affordability - 30% of AMI	Number of Units by Affordability - Other
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Housing Development Programs that the MTW Agency spent funds on in prior Fiscal Year

Name of Development and Address	MTW Role: Acquisition, Rehabilitation, New Construction?	Type of MTW Agency Financing: Gap Financing, Tax Credit Partnership, Other	Number of Affordable Units	Total Number of Units	Number of Units by Affordability - 80% of AMI	Number of Units by Affordability - 50% of AMI	Number of Units by Affordability - 30% of AMI	Number of Units by Affordability - Other
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D.	Safe Harbor Waivers.
D.1	<p>Will the MTW agency submit request for approval of a Safe Harbor Waiver this year?</p> <p>No Safe Harbor Waivers are being requested.</p>

E.	Agency-Specific Waiver(s).
E.1	<p>Agency-Specific Waiver(s) for HUD Approval:</p> <p>The MTW demonstration program is intended to foster innovation and HUD encourages MTW agencies, in consultation with their residents and stakeholders, to be creative in their approach to solving affordable housing issues facing their local communities. For this reason, flexibilities beyond those provided for in Appendix I may be needed. Agency-Specific Waivers may be requested if an MTW agency wishes to implement additional activities, or waive a statutory and/or regulatory requirement not included in Appendix I.</p> <p>In order to pursue an Agency-Specific Waiver, an MTW agency must include an Agency-Specific Waiver request, an impact analysis, and a hardship policy (as applicable), and respond to all of the mandatory core questions as applicable.</p> <p>For each Agency-Specific Waiver(s) request, please upload supporting documentation, that includes: a) a full description of the activity, including what the agency is proposing to waive (i.e., statute, regulation, and/or Operations Notice), b) how the initiative achieves one or more of the 3 MTW statutory objectives, c) a description of which population groups and household types that will be impacted by this activity, d) any cost implications associated with the activity, e) an implementation timeline for the initiative, f) an impact analysis, g) a description of the hardship policy for the initiative, and h) a copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered, as a required attachment to the MTW Supplement.</p> <p>Will the MTW agency submit a request for approval of an Agency-Specific Waiver this year?</p> <p>Yes, the Agency-Specific Waiver request is attached.</p>
E.2	<p>Agency-Specific Waiver(s) for which HUD Approval has been Received:</p> <p>Does the MTW agency have any approved Agency-Specific Waivers?</p> <p>MTW Agency does not have approved Agency-Specific Waivers</p>

F.	Public Housing Operating Subsidy Grant Reporting.
F.1	Total Public Housing Operating subsidy amount authorized, disbursed by 9/30, remaining, and deadline for disbursement, by Federal Fiscal Year for each year the PHA is designated an MTW agency.

Federal Fiscal Year (FFY)	Total Operating Subsidy Authorized Amount	How Much PHA Disbursed by the 9/30 Reporting Period	Remaining Not Yet Disbursed	Deadline
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	

G.	MTW Statutory Requirements.	
G.1	75% Very Low Income – Local, Non-Traditional. HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW agency are very low-income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA must provide data for the actual families housed upon admission during the PHA's most recently completed Fiscal Year for its Local, Non-Traditional program households.	
	Income Level	Number of Local, Non-Traditional Households Admitted in the Fiscal Year*
	80%-50% Area Median Income	0
	49%-30% Area Median Income	0
	Below 30% Area Median Income	0
	Total Local, Non-Traditional Households	0

*Local, non-traditional income data must be provided in the MTW Supplement form until such time that it can be submitted in IMS-PIC or other HUD system.

G.2	Establishing Reasonable Rent Policy.
Has the MTW agency established a rent reform policy to encourage employment and self-sufficiency? No	
Please describe the MTW agency's plans for its future rent reform activity and the implementation timeline.	

G.3	Substantially the Same (STS) – Local, Non-Traditional.
The total number of unit months that families were housed in a local, non-traditional rental subsidy for the prior full calendar year.	0 # of unit months
The total number of unit months that families were housed in a local, non-traditional housing development program for the prior full calendar year.	0 # of unit months

Number of units developed under the local, non-traditional housing development activity that were available for occupancy during the prior full calendar year:

PROPERTY NAME/ ADDRESS	0/1 BR	2 BR	3 BR	4 BR	5 BR	6+ BR	TOTAL UNITS	POPULATION TYPE*	if 'Population Type' is Other	# of Section 504 Accessible (Mobility)**	# of Section 504 Accessible (Hearing/ Vision)	Was this Property Made Available for Initial Occupancy during the Prior Full Calendar Year?	What was the Total Amount of MTW Funds Invested into the Property?
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G.4	Comparable Mix (by Family Size) – Local, Non-Traditional.
To demonstrate compliance with the statutory requirement to continue serving a 'comparable mix" of families by family	

size to that which would have been served without MTW, the MTW agency will provide the number of families occupying local, non-traditional units by household size for the most recently completed Fiscal Year in the provided table.

Family Size:	Occupied Number of Local, Non-Traditional units by Household Size
1 Person	0
2 Person	0
3 Person	0
4 Person	0
5 Person	0
6+ Person	0
Totals	0

H.	Public Comment
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Attached you will find a copy of all of the comments received and a description of how the agency analyzed the comments, as well as any decisions made based on those comments.

Please see attached for an additional public hearing held for Agency-Specific Waiver(s) and/or Safe Harbor Waiver(s)

I.	Evaluations.
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No known evaluations.

MTW CERTIFICATIONS OF COMPLIANCE**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF PUBLIC AND INDIAN HOUSING****Certifications of Compliance with Regulations:
Board Resolution to Accompany the MTW Supplement to the Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairperson or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the MTW Supplement to the Annual PHA Plan for the MTW PHA Fiscal Year beginning (01/01/2023), hereinafter referred to as "the MTW Supplement", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the MTW Supplement and implementation thereof:

- (1) The PHA made the proposed MTW Supplement and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the MTW Supplement and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board(s) or tenant associations, as applicable) before approval of the MTW Supplement by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the annual MTW Supplement.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the MTW Supplement in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) all regulations implementing these authorities; and other applicable Federal, State, and local civil rights laws.
- (5) The MTW Supplement is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The MTW Supplement contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the MTW PHA's jurisdiction and a description of the manner in which the MTW Supplement is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing, which means that it will: (i) take meaningful actions to further the goals identified by the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150-5.180 and 903.15; (ii) take no action that is materially inconsistent with its obligation to affirmatively further fair housing; and (iii) address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3) and 903.15(d). Note: Until the PHA is required to submit an AFH, and that AFH has been accepted by HUD, the PHA must follow the certification requirements of 24 CFR 903.7(o) in effect prior to August 17, 2015. Under these requirements, the PHA will be considered in compliance with the certification requirements of 24 CFR 903.7(o)(1)-(3) and 903.15(d) if it: (i) examines its programs or proposed programs; (ii) identifies any impediments to fair housing choice within those programs; (iii) addresses those impediments in a reasonable fashion in view of the resources available; (iv) works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and (v) maintains records reflecting these analyses and actions.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975 and HUD's implementing regulations at 24 C.F.R. Part 146.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment.
- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 2 CFR 200.333-200.337 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200.
- (21) The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of housing quality standards as required in PIH Notice 2011-45, or successor notice, for any local, non-traditional program units. The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of Housing Quality Standards, as defined in 24 CFR Part 982, for any Housing Choice Voucher units under administration.
- (22) The MTW PHA will undertake only activities and programs covered by the Moving to Work Operations Notice in a manner consistent with its MTW Supplement and will utilize covered grant funds only for activities that are approvable under the Moving to Work Operations Notice and included in its MTW Supplement. MTW Waivers activities being implemented by the agency must fall within the safe harbors outlined in Appendix I of the Moving to Work Operations Notice and/or HUD approved Agency-Specific or Safe Harbor Waivers.
- (23) All attachments to the MTW Supplement have been and will continue to be available at all times and all locations that the MTW Supplement is available for public inspection. All required supporting documents have been made available for public inspection along with the MTW Supplement and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its MTW Supplement and will continue to be made available at least at the primary business office of the MTW PHA.

Housing Authority of the City of Yakima

WA042

MTW PHA NAME

MTW PHA NUMBER/HA CODE

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Robert Ponti

Chairman

NAME OF AUTHORIZED OFFICIAL

TITLE

5-4-23

SIGNATURE

DATE

** Must be signed by either the Chairperson or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chairperson or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.*

RESOLUTION 23-1024

**A RESOLUTION APPROVING SUBMISSION OF THE MOVE TO WORK
SUPPLEMENT TO THE
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)
BY THE HOUSING AUTHORITY OF THE CITY OF YAKIMA**

WHEREAS, the Housing Authority of the City of Yakima (YHA) was created to address the tremendous need for affordable housing, AND;

WHEREAS, in pursuit of that goal, YHA finds it necessary to participate in programs that allow the organization to strategize the use of federal dollars efficiently and effectively, in order to serve as many low income households as possible, AND:

WHEREAS, as part of this strategy, YHA applied for and was selected by HUD to participate in the Move to Work (MTW) Demonstration Expansion to design and test new ways of providing housing assistance and services to low income households, and as part of that process, created an MTW Supplement to the Annual Plan for submission to HUD, AND;

WHEREAS, YHA hereby certifies the aforementioned MTW Supplement to the Annual Plan is in compliance with the regulations set forth by HUD, substantially in the form attached.

NOW THEREFORE, be it resolved by the Board of Commissioners of the Housing Authority of the City of Yakima, in a special meeting, a quorum being present, does hereby approve the submission of the MTW Supplement to the Annual Plan.

PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF YAKIMA THIS 4th DAY OF MAY 2023


Chairman, Board of Commissioners

5-4-23

Date

Attest:



Secretary



Hardship Policy: 1.u. Standard Deductions (HCV)

Households must apply for all hardship types with the exception of automatic hardships given at the time of the triennial recertification. Hardships may last less than the timeframe listed below if a hardship time period overlaps with a triennial recertification. Approval will be for the following reasons only.

Automatic Hardships:

These hardships may be granted at the time of the triennial recertification for the following reasons.

1. A qualifying household's current gross income is at or exceeds an amount that is 10 percent less than their retrospective (prior actual 12-months) income.
2. YHA will provide medical and disability expense deductions to those households who successfully claim a hardship or grievance. Medical and disability expenses total more than the dollar equivalent of 15 percent of a qualifying household's gross annual income used for TTP purposes for each elderly/disabled household that demonstrates and certifies that their medical expenses exceed at least three percent of their gross income and have previously provided (or provide in the first year that this medical expense deduction is allowed), documentation of medical appointments, insurance premiums, prescriptions, and other medical bills that are out-of-pocket expenses not covered by their insurance. In other words, if an elderly/disabled household claims and qualifies for a medical and disability expense deduction and provides any/all of the documentation in the categories below that exceeds 3 percent of a qualifying household's gross annual income, YHA will provide the full amount of their **actual** medical and disability expense deduction as documented minus three percent of their gross annual income. Eligible expenses include:
 - (i) Unreimbursed medical expenses of any elderly family or disabled family; and
 - (ii) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus; and

Other Hardships:

- Awaiting approval for benefit income
- Such other situations and factors as determined by the agency to be appropriate, such as eviction, or termination of utilities.

Other circumstances: A household may request a hardship exemption for other circumstances not

outlined in this policy, such as the death of a family member that impacts the family's finances. YHA will consider these requests and appropriate remedies on a case-by-case basis and decisions will be made by a staff member at the supervisor level or higher.

Long Term Hardship:

1. Death of a household member.

Requesting A Hardship:

To request a hardship, the participant/resident must complete a Hardship Request form and attach the household's current income and proof of hardship. The form will be made available in an accessible format upon request as a reasonable accommodation. Current proof of all income for all current household members will be required. The request will be reviewed and the household notified of the approval or denial in a timely manner.

YHA will determine whether an approved hardship exists within 30 days after the request is received. Hardship requests may be denied for the following reasons:

- Failure to provide verification for loss or reduction of benefit income
- Failure to provide verification for eligibility of benefit income
- Failure to provide verification of increased expenses
- Family is not subject to eviction, utility shut off, or wage garnishment
- Failure to provide supporting documentation related to loss of income due to death in the family

The hardship request will be denied if the form is not accompanied by documentation of the hardship and/or the request does not meet the above criteria. In the case of hardship denials, the household will be sent a denial letter stating why they did not qualify. Prior to the expiration of the hardship, the household will be notified of their rent portion set at their last triennial recertification or new admission. Households may request a renewal of their hardship. The request will be treated as a new hardship request and undergo a new determination with current income.

If a household is approved for a hardship, and subsequently experiences another adverse event while still in hardship status, they may request an additional hardship. The request will be treated as a new hardship request and undergo a new determination with current income. There is no limit on the number of hardships that a household may receive. If a household is approved for a hardship, they are not required to report subsequent income increases during the period of their approved hardship.

Grievance Procedure:

If a client disagrees with a hardship determination, they will follow YHA's informal hearing process outlined in the Administrative Plan.

A family may request for second level review of denied hardship requests, which will be conducted by a staff member at the supervisor level or higher. The household must request a grievance review within and including ten (10) business days of the decision to deny or limit their hardship request.

If the request does not meet YHA hardship standards outlined above, YHA will resume the MTW activity. If the request meets the hardship standards outlined above, the agency will continue to provide an exemption from the MTW activity until the next reexamination. If a client requests an additional hardship following the expiration of a previous hardship (or for a hardship renewal), the request will be treated as a new hardship request and undergo a new determination based on current income and information.

Exemption Period:

If YHA determines that a financial or other hardship exists, the family will receive exemption from the MTW activity as stated below. The MTW activity will resume after expiration of the exemption period.

- 210 days for loss of benefits such as, but not limited to, Social Security (SS), SS Disability, SSI, Workman's Compensation, and other income as determined in 24 CFR 5.609(b) and (c) (4)(7)(8).
- 180 days for temporary reduction of benefits such as, but not limited to, Social Security (SS), SS Disability, SSI, Workman's Compensation, and other income as determined in 24 CFR 5.609(b) and (c) (4)(7)(8).
- 150 days for loss of income due to death by head, spouse, or co-head
- 90 days for increased expenses
- 60 days for break in approval of benefit income
- 30 days for all other circumstances

Activity	Activity: 1.u. - Standard Deductions (HCV)
Fiscal Year	FY 2023
Program	Voucher Program (HCV)
1. Impact on the agency's finances	<p>Among 20 households (4 percent) who are elderly and/or disabled households with no dependents with medical/disability expenses greater than \$2,518, the total value of \$99,067. Prior to their hardship appeals, YHA's standard medical/disability expense deduction will be provided to them totaling \$50,360 (50.8 percent). Following their successful hardship appeals with proof of actual medical/disability expenses, the full amount of their expense deductions will be provided at a total value of \$99,067 before the HAP calculations of 30 percent of monthly adjusted household income towards TTP are applied. Following these calculations, it will cost approximately \$14,612 for these 20 households, representing 30 percent of the difference between the automatic medical / disability expense provided by YHA and their previously reported medical/disability expenses prior to their successful hardship appeals of $(\\$99,067 - \\$50,360 = \\$48,707 \times .30 \text{ percent} = \\$14,612)$.</p> <p>For 88 households (18 percent) who are elderly and/or disabled households with no dependents with previously reported and verified medical / disability expenses, their medical/disability expense totals \$77,397 (averaging \$879.51) as compared with the \$221,584 (averaging \$2,518) in YHA's proposed standard deduction or an increase of 186 percent. This activity will cost a total of \$144,187 more, before the HAP calculations of 30 percent of monthly adjusted household income towards TTP are applied. Following these calculations, it will cost approximately \$43,256 for these households, representing 30 percent of the difference between their previously reported medical/disability expenses and the automatic medical / disability expense provided by YHA and $(\\$221,584 - \\$77,397 = \\$144,187 \times .30 \text{ percent} = \\$43,256)$.</p> <p>The net impact of this activity attributable to medical/disability expenses will be \$57,868 $(\\$14,612 + \\$43,256 = \\$57,868)$.</p> <p>In terms of the elderly/disabled household allowance independent of whether or not such household also has medical/disability expenses above three percent of the gross annual income, YHA is adopting the \$525 amount as adjusted by applicable inflation (as posted on HUD's website) and will be adjusted upward when the adjusted allowance reaches an increase of at least \$25. In other words, the first time that the \$525 elderly/disabled household allowance gets adjusted upward for inflationary reasons, the allowance will increase to \$550.</p> <p>In the first year of implementing the elderly/disabled household allowance portion of this MTW activity, it will cost an additional \$19,500 in HAP $(\\$525 - \\$400 = \\$125 \times 520 \text{ households} = \\$65,000 \times .30 \text{ percent} = \\$19,500)$.</p> <p>The total HAP cost of this activity attributable to medical/disability expenses and elderly/disabled allowance will be approximately \$77,368 $(\\$57,868 + \\$19,500 = \\$77,368)$.</p> <p>YHA anticipates that this streamlined activity will result in administrative cost savings.</p>

<p>2. Impact on the affordability of housing costs for affected families</p>	<p>None</p>
<p>3. Impact on the agency's waitlist(s)</p>	<p>None</p>
<p>4. Impact on the agency's termination rate of families</p>	<p>None</p>
<p>5. Impact on the agency's current utilization rate in the HCV program</p>	<p>None</p>
<p>6. Impact on meeting the MTW statutory goals of cost effectiveness, self-sufficiency and/or housing choice</p>	<p>None</p>
<p>7. Impact on the agency's ability to meet MTW statutory requirements</p>	<p>None</p>
<p>8. Impact on the rate of hardship requests and the number granted and denied as a</p>	<p>YHA anticipates that a considerable percentage of four percent of households who are elderly and/or disabled households with no dependents with previously reported and verified medical / disability expenses greater then \$2,518 will file a hardship request. Upon review and verification of their medical/disability expenses above \$2,518 all households' hardship requests will be granted and none will be denied.</p>

result of this activity

9. Impact on protected classes (and any disparate impact)

Provided below is YHA’s Impact Analysis of this activity has no associated disparate impact on protected classes.

Percentage of YHA's Assisted Households	Non-Elderly / Non-Disabled Households
100%	Non-Elderly,Non-Disabled Households With No Dependents
89%	Female Headed Households
11%	Male Headed Households
0%	Disabled Households
0%	Disabled Non-Elderly Households
0%	Disabled Elderly Households
0%	Elderly Non-Disabled Households
86%	Citizenship - EC
5%	Citizenship - EN
9%	Citizenship - IN
89%	White
5%	Black/African American
7%	American Indian/Alaska Native
1%	Asian
1%	Native Hawaiian/Other Pacific Islander
54%	Ethnicity - Non-Hispanic
46%	Ethnicity - Hispanic
89.1%	Family subsidy status under noncitizen rule: E
10.6%	Family subsidy status under noncitizen rule: P
0.2%	Family subsidy status under noncitizen rule: C
93%	Non-Disabled / Non-Elderly Households with Income
\$ 18,437	Average Annual Gross Income of All Non-Disabled Non-Elderly Households
22%	FSS participant now or in the last year
3%	Non-Disabled / Non-Elderly Households with Zero Income
Percentage of YHA's Assisted Households with Countable Medical/Disability Expenses Above \$2,518	Non-Elderly / Non-Disabled Households With Zero Reported Countable Income
100%	Non-Elderly,Non-Disabled Households With No Dependents
46%	Female Headed Households
54%	Male Headed Households
0%	Disabled Households
0%	Disabled Non-Elderly Households
0%	Disabled Elderly Households
0%	Elderly Non-Disabled Households
100%	Citizenship - EC
0%	Citizenship - EN

	0%	Citizenship - IN	
	100%	White	
	0%	Black/African American	
	0%	American Indian/Alaska Native	
	0%	Asian	
	0%	Native Hawaiian/Other Pacific Islander	
	77%	Ethnicity - Non-Hispanic	
	23%	Ethnicity - Hispanic	
	100%	Family subsidy status under noncitizen rule: E	
	0%	Family subsidy status under noncitizen rule: P	
	0%	Family subsidy status under noncitizen rule: C	
\$	-	Average Annual Gross Income	
	0%	FSS participant now or in the last year	
Comparison of Percentage of YHA's Assisted Households With Medical/Disability Expenses Above \$2,518 vs. Households Below \$2,518			Type of Household, etc.
	0%	Non-Elderly,Non-Disabled Households With No Dependents	
	-43%	Female Headed Households	
	43%	Male Headed Households	
	0%	Disabled Households	
	0%	Disabled Non-Elderly Households	
	0%	Disabled Elderly Households	
	0%	Elderly Non-Disabled Households	
	14%	Citizenship - EC	
	-5%	Citizenship - EN	
	-9%	Citizenship - IN	
	11%	White	
	-5%	Black/African American	
	-7%	American Indian/Alaska Native	
	-1%	Asian	
	-1%	Native Hawaiian/Other Pacific Islander	
	23%	Ethnicity - Non-Hispanic	
	-23%	Ethnicity - Hispanic	
	11%	Family subsidy status under noncitizen rule: E	
	-11%	Family subsidy status under noncitizen rule: P	
	0%	Family subsidy status under noncitizen rule: C	
	0%	Average Annual Gross Income	
	0%	FSS participant now or in the last year	

Activity: 2.a. - Payment Standards – Small Area Fair Market Rents (FMR) (HCV)

In order to qualify for a hardship exemption, households must meet all of the criteria listed below:

1. The household is in compliance with all the program rules and regulations.
2. The household does not owe YHA any money or is current with a re-payment agreement.
3. The household must be admitted to the program prior to July 1, 2023.
4. The household has not relocated on or after July 1, 2023.
5. The household must experience an increase of 5 percent or more in rent as a direct result of the MTW rent reform initiatives.
6. The household must request the hardship waiver within 10 business days from the date of the letter notifying them of change and giving the timeline in which to request an Informal Hearing or hardship review.
7. The household has not received a rent reform hardship relief for the Payment Standards application at interim recertification previously.

Hardship relief for households who qualify and receive waiver approval would pay their portion of rent based on the calculation under HUD regulations prior to YHA's implementation of this MTW activity, until their next reexamination / recertification or relocation. At the next reexamination / recertification, or relocation, whichever comes first, the household will automatically be subject to the payment standards set by YHA at that time.

Each household is only eligible for one term of relief for the payment standards initiative.

Activity	Activity 2.a. Payment Standards-Small Area Fair Market Rents (SAMFR) (HCV)
Fiscal Year	FY 2023
Program	Voucher Program (HCV)
1. Impact on the agency's finances	Historically, YHA has had voucher lease-up rates in the mid to high 90s (e.g. 95 – 100 percent) with Housing Assistance Payment (HAP) budget utilization rates in the high 90s to over 100 percent, with very little HAP reserves available each year. In order for YHA to increase the number of families served, maintaining affordable income to housing cost burdens overall, ensuring good housing quality stock and providing opportunities to lease in opportunity areas, utilizing SAFMRs as the basis for YHA's payment standards within the 80% to 150% range, in conjunction with its "rent reasonableness" system is intended to help achieve these goals. Over time, the use of SAFMR-based payment standards that are more finely attenuated to submarkets within YHA's service area, will result in relatively greater HAP expenditures in some areas and relatively lower HAP expenditures in other areas, with modest HAP cost savings.
2. Impact on the affordability of housing costs for affected families	None
3. Impact on the agency's waitlist(s)	Over time, this activity is intended to enable YHA to serve more eligible households from its waiting list by maximizing the use of limited Federal HAP funding efficiently and effectively, but also by helping some families to become self-sufficient from the voucher program.
4. Impact on the agency's termination rate of families	None
5. Impact on the agency's current utilization rate in the HCV program	None
6. Impact on meeting the MTW statutory goals of cost effectiveness, self-sufficiency and/or housing choice	This activity increases YHA's ability to meet the statutory goals of housing choice and self-sufficiency. This activity will allow YHA to adopt and implement a reasonable policy to establish payment standards based upon applicable Small Area Fair Market Rents (SAFMRs). YHA may use this flexibility to establish payment standards for grouped ZIP code areas between 80% and 150% of the applicable SAFMRs, based on a range of voucher programmatic outcomes, private market unassisted rents, census data, etc., or may establish payment standards for each ZIP code within its jurisdiction. Among the geographic considerations in

	<p>grouping SAFMRs, YHA may explore the use of school districts.</p> <p>This activity will increase the YHA’s ability to encourage self-sufficiency and increase housing choices for HCV participants by utilizing mobility counseling and Small Area Fair Market Rent (SAFMR) payment standards.</p> <p>YHA’s goal is to utilize a comprehensive approach to expand housing opportunities for HCV participants and to increase landlord participation in the HCV Program. Ultimately, the YHA will provide HCV participants with information about housing opportunity areas and bargains. This will be done through SAFMRs and the provision/access to information to families with neighborhood data and information to exercise their choices about where to live. YHA will increase housing choices for HCV participants to live in areas of opportunity based on Payment Standards between 80% and 150% of the SAFMRs. Through the measures above, YHA plans to increase housing choice and opportunities and deconcentrating poverty for HCV participants in neighborhoods that have access to jobs, good schools, healthcare, a healthy environment, healthy foods, safe neighborhoods, and transportation services.</p>
<p>7. Impact on the agency’s ability to meet MTW statutory requirements</p>	<p>None</p>
<p>8. Impact on the rate of hardship requests and the number granted and denied as a result of this activity</p>	<p>None</p>
<p>9. Impact on protected classes (and any disparate impact)</p>	<p>This activity is expected to have no disparate impact on protected classes.</p>

Activity	3.b. Alternative Reexamination Schedule for Households (HCV)								
Fiscal Year	FY 2023								
Program	Voucher Program (HCV)								
<p>1. Impact on the agency's finances</p>	<p>This activity is expected to reduce administrative costs and to be budget and revenue neutral in Housing Assistance Payments. By going to triennial reexaminations for elderly and disabled households with fixed-incomes, YHA estimates that over a three-year period, annual reexaminations will be reduced as follows.</p> <p>In 2022, approximately 35 percent of voucher families leased meet the definition of applicable households for triennial reexaminations:</p> <ul style="list-style-type: none"> • the head of household, co-head, and/or spouse is elderly or disabled, • the only current income in the household is fixed income (e.g., social security, pension), and • there are no minors in the household. <p>In 2022, across all programs and household types (regular vouchers), YHA's transactions were made up of:</p> <table data-bbox="727 1220 1317 1360"> <tr> <td>Other Change Of Unit</td> <td style="text-align: right;">2%</td> </tr> <tr> <td>New Admissions and Port-Ins</td> <td style="text-align: right;">8%</td> </tr> <tr> <td>Annuals</td> <td style="text-align: right;">50%</td> </tr> <tr> <td>Interims</td> <td style="text-align: right;">39%</td> </tr> </table> <p>For active participants, "interim recertifications" are for households with decreased income and FSS participants with increased income.</p> <p>HUD's "Housing Choice Voucher Program Administrative Fee Study" (August 2015) found that the average time PHAs spent on annual recertifications was 3.0 hours per voucher per year for elderly households and 2.4 hours per voucher per year for non-elderly disabled households. Annual recertifications include preparing for and scheduling recertification, conducting interviews, verifying income and household composition,</p>	Other Change Of Unit	2%	New Admissions and Port-Ins	8%	Annuals	50%	Interims	39%
Other Change Of Unit	2%								
New Admissions and Port-Ins	8%								
Annuals	50%								
Interims	39%								

reviewing Enterprise Income Verification (EIV), and calculating total tenant payment and housing assistance payment. Based on this study, and the scope of YHA's proposed activity/waiver, we anticipate significant administrative cost efficiencies.

Triennial reexaminations for the elderly and disabled households with fixed-incomes who qualify, where YHA will not apply Cost of Living Adjustments from applicable sources of fixed-income on their lease anniversary between triennial reexaminations will result in our agency forgoing that income in their Total Tenant Payment calculations, and there will be increased HAP expenditures as follows.

Combining both years and averaging them together, the increased tenant rent contribution under the existing non-MTW income and rent method was \$73,598 per year. It is estimated to increase HAP expenditures by \$147,196 over the two-year period, when YHA does not make any COLA adjustments at the annual lease anniversary during years 2 and 3 of the triennial reexamination period.

The amount of increased HAP funds (above) that YHA spent on behalf of qualifying households under triennials where COLAs in two out of the three years would not be counted at their lease anniversaries, would be reduced as a result of capturing all of their current and anticipated income in the third year of triennial reexaminations. Compared to the current system, these would be temporary increased HAP expenditures. Then the above cycle would repeat itself.

Households on fixed incomes through Social Security received an 8 percent Cost of Living Adjustment due to inflationary costs, and in 2021 the COLA was 1 percent.

Because of HUD's unique HAP renewal funding inflation factor in FY 2023 which is greater than YHA's slowing growth rate in rent increases in 2022, YHA has a significant amount of HAP and HAP Reserves with which to work in 2023 that will be applied to this activity.

<p>2. Impact on the affordability of housing costs for affected families</p>	<p>None. Qualifying elderly and disabled will be allowed to retain more of their annual COLAs without those increased funds being taxed/counted in their Total Tenant Payment two out of the three years.</p>
<p>3. Impact on the agency's waitlist(s)</p>	<p>None</p>
<p>4. Impact on the agency's termination rate of families</p>	<p>None</p>
<p>5. Impact on the agency's current utilization rate in the HCV program</p>	<p>None</p>
<p>6. Impact on meeting the MTW statutory goals of cost effectiveness, self-sufficiency and/or housing choice</p>	<p>This activity will increase YHA's ability to meet the statutory goals of cost-effectiveness.</p>
<p>7. Impact on the agency's ability to meet MTW statutory requirements</p>	<p>None</p>
<p>8. Impact on the rate of hardship requests and the number granted and denied as a result of this activity</p>	<p>This is the initial year of implementation. The YHA expects a hardship rate up to 0%.</p>
<p>9. Impact on protected classes (and any disparate impact)</p>	<p>This activity is expected to have no disparate impact on protected classes.</p>

Activity: COHORT 4.1. Waiver of Mandatory Initial Inspection (HCV)

Narrative. Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative.

Description:

YHA may eliminate the requirement for an initial inspection under certain circumstances.

Agency goals for MTW Activity:

Through this activity, YHA's ability to retain and attract new landlords who want long-term tenants with low turnover would be improved through this activity. YHA would be positioned to overcome the perception that a PHA may be a hassle with which to do business and help deal with landlords' perceived risk of having a voucher client.

The safe harbors under cohort 4.1 are structured in a way that we believe are meaningful but measured. HUD's requirement that one of the three conditions must be met in order to eliminate the initial inspection (listed below), will result in opening up opportunities for a greater number of first-time and existing landlords to consider leasing under YHA's voucher program. In terms of retaining greater percentages of existing landlords participating in our voucher program, the criteria that a unit must have passed an HQS inspection (or equivalent inspection) within the previous three years, will provide the right incentive for them.

- i. One of the following must be met to eliminate the initial inspection: a) the unit is less than five years old (as demonstrated by a certificate of occupancy, provided by the landlord); b) the unit passed an HQS inspection (or equivalent inspection) within the previous three years; or c) the unit is located in a census tract with a poverty rate below 10 percent.
- ii. The participant must be able to request an interim inspection (agencies may not seek a Safe Harbor Waiver on this safe harbor).
- iii. This activity only applies to initial inspections. Units must still have regular inspections according to the agency's schedule.
- iv. HQS inspection standards must not be altered as found at 24 CFR 982.401 (agencies may not seek a Safe Harbor Waiver on this safe harbor).

YHA's service area does not have a tremendous number of affordable units that are less than five years old. However, there are a few non-profit developers that have built new units within the last five years that would also benefit from this cohort-specific activity. There are not many census tracts in our service area with poverty rates below 10%, but YHA will certainly educate and market property owners in these areas about the benefits of this option. In terms of HUD's measured approach, voucher participants will still be able to request an interim inspection for YHA's inspection and enforcement measures, if applicable.

MTW Statutory Objectives. Which of the MTW statutory objectives does this MTW activity serve?

Housing Choice and cost effectiveness

<p>Cost implications. What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.</p>	<p>Decreased expenditures</p>
<p>Different policy by household status/family types/sites? Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?</p>	<p>The MTW activity applies to all assisted households</p>
<p>Household Status. Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?</p>	<p>Both new admissions and currently assisted households. However, this activity only applies to initial inspections</p>
<p>Family Types. Does the MTW activity apply to all family types or only to selected family types?</p>	<p>The MTW activity applies to all family types</p>
<p>Location. Depending on if responses are being provided for a public housing (PH) or HCV activity, the agency will either see questions applicable to PH or HCV.</p> <p>For HCV activities: Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?</p>	<p>For HCV activities: The MTW activity applies to specific properties with project-based vouchers. limited to higher performing landlords/property management companies.</p>
<p>Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?</p>	<p>No</p>
<p>Does this MTW activity require a hardship policy?</p>	<p>No</p>
<p>Does the MTW activity require an impact analysis?</p>	<p>Yes</p>

Activity: COHORT 4.2. Front-end Vacancy Loss Payment (HCV – Tenant-Based Assistance)

<p>Narrative. Describe the MTW activity, the MTW agency’s goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative.</p>	<p><i>Description:</i></p> <p>To incentivize a landlord’s initial or continued participation in the HCV program, YHA will make additional payments to the landlord in circumstances where the previous tenant was not an HCV participant.</p> <p>This activity will enable YHA to provide an important financial inducement for some first-time landlords’ perceived risk of voucher holders / participants and for some existing and previous landlords that had a bad experience of a voucher participant leaving their unit without proper written notice or had their participation in the voucher program terminated by YHA for violation of their family obligations and/or a voucher-assisted household who was evicted through the court system but did not leave on time.</p> <p>To incentivize a landlord’s initial or continued participation in the HCV program, YHA would be able to make additional payments to the landlord in circumstances where the previous tenant was not an HCV participant. YHA’s payments made to a landlord will be equal or lesser than one month of the contract rent, which will be made to the landlord when the next HAP contract is executed between them and our agency.</p> <p>The agency must update its Administrative Plan to reflect the vacancy loss policy (agencies may not seek a Safe Harbor Waiver on this safe harbor).</p> <p><i>Agency goals for MTW Activity:</i></p> <p>This waiver supports Yakima Housing Authority’s larger goal of using MTW flexibility to increase housing choice.</p>
<p>MTW Statutory Objectives. Which of the MTW statutory objectives does this MTW activity serve?</p>	<p>Housing Choice</p>
<p>Cost implications. What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.</p>	<p>Increased expenditures</p>
<p>Different policy by household status/family types/sites? Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?</p>	<p>The MTW activity applies to all assisted households</p>
<p>Household Status. Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?</p>	<p>Currently assisted households</p>
<p>Family Types. Does the MTW activity apply to all family types or only to selected family types?</p>	<p>The MTW activity applies to all family types</p>

<p>Location. Depending on if responses are being provided for a public housing (PH) or HCV activity, the agency will either see questions applicable to PH or HCV.</p> <p>For HCV activities: Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?</p>	<p>For HCV activities: The MTW activity applies to all tenant-based units and units with project-based vouchers *</p>
<p>Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?</p>	<p>No</p>
<p>Does this MTW activity require a hardship policy?</p>	<p>No</p>
<p>Does the MTW activity require an impact analysis?</p>	<p>Yes</p>
<p>Custom Questions: Custom questions are tailored to each MTW activity.</p>	
<p>Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program)?</p>	<p>To all units</p>
<p>What is the maximum payment that can be made to a landlord under this policy?</p>	<p>One month of contract rent (upon releasing into YHA's voucher program).</p>
<p>How many payments were issued under this policy in the most recently completed PHA fiscal year?</p>	<p>N/A</p>
<p>What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?</p>	<p>N/A</p>

Activity: 4.c. – Other Landlord Incentives - New Landlord Incentive (HCV)

<p>Narrative. Describe the MTW activity, the MTW agency’s goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative.</p>	<p><i>Description:</i></p> <p>YHA is considering the offer a HAP incentive payment of \$1,000 to new landlords, upon the execution of a new HAP contract for an MTW tenant-based HCV participant.</p> <p>New landlords would be incentivized to begin participating in the program, not continue participation. New landlords would be eligible for this payment yearly, based on a new contract with a new tenant. A “new landlord” would be defined as a landlord who has not rented to a tenant-based voucher participant within the past twelve (12) months. The landlord would not be eligible for the \$1,000 incentive HAP payment if the contract is executed for a transfer of units with the same landlord, or if the contract is executed due to a lease renewal or change. Additionally, properties owned or managed by YHA would be ineligible for this incentive. Authority for this incentive is provided by HUD through PIH 2022-18.</p> <p><i>Agency goals for MTW Activity:</i></p> <p>The goal of this activity is to incentivize landlords to continue their participation in the HCV program. The New Landlord Incentive payments are part of a larger landlord incentives initiative to increase the supply of affordable housing, maintain quality landlords and units, and increase housing options in areas of opportunity. The New Landlord Incentive `will offer compensation when landlords keep units available during the Request for Tenancy Approval and inspection process (a deterrent for some landlords) and also encourage landlords to seek out additional voucher tenants rather than relying on the open market.</p>
<p>MTW Statutory Objectives. Which of the MTW statutory objectives does this MTW activity serve?</p>	<p>Housing choice</p>
<p>Cost implications. What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.</p>	<p>Increased expenditures</p>
<p>Different policy by household status/family types/sites? Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?</p>	<p>New admissions and currently assisted households</p>
<p>Household Status. Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?</p>	<p>The MTW activity applies to all family types</p>

Family Types. Does the MTW activity apply to all family types or only to selected family types?	MTW activity applies to all family types
Location. Depending on if responses are being provided for a public housing (PH) or HCV activity, the agency will either see questions applicable to PH or HCV. For HCV activities: Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?	For HCV activities: This activity will apply to units in YHA's service area. In these zip codes, YHA will offer an increased payment standard due to higher cost rental units, fewer voucher holders living in these areas, and opportunities available to residents in the area. PHA staff review these areas annually.
Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?	No
Does this MTW activity require a hardship policy?	No
Does the MTW activity require an impact analysis?	No

Custom Questions: Custom questions are tailored to each MTW activity.	
Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program)?	<input checked="" type="checkbox"/> To all units [No follow-up questions]
Maximum payment to the landlord is \$?	\$1,000
How many payments were issued under this policy in the most recently completed PHA fiscal year? ___ [number of payments]	N/A
What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?	N/A

Activity: 4.c. – Other Landlord Incentives - Existing Landlord Incentive (HCV)

Narrative. Describe the MTW activity, the MTW agency’s goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative.

Description:

YHA is considering the offer of a one-time \$500 incentive HAP payment to existing landlords who execute a new HAP contract for an MTW tenant-based HCV participant. An “existing landlord” would be defined as a landlord who has rented to a tenant-based voucher participant at any time within the past twelve (12) months. The landlord would not be eligible for the \$500 incentive HAP payment if the contract is executed for a transfer of units with the same landlord, or if the contract is executed due to a lease renewal or change. Additionally, properties owned or managed by YHA would be ineligible for this incentive HAP payment. Authority for this incentive is provided by HUD through PIH 2022-18.

Agency goals for MTW Activity:

The goal of this activity is to incentivize landlords to continue their participation in the HCV program. The Existing Landlord Incentive payments are part of a larger landlord incentives initiative to increase the supply of affordable housing, maintain quality landlords and units, and increase housing options in areas of opportunity. The Existing Landlord Incentive will offer compensation when landlords keep units available during the Request for Tenancy Approval and inspection process (a deterrent for some landlords) and also encourage landlords to seek out additional voucher tenants rather than relying on the open market.

MTW Statutory Objectives. Which of the MTW statutory objectives does this MTW activity serve?

Housing choice

Cost implications. What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased expenditures

Different policy by household status/family types/sites? Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

New admissions and currently assisted households

Household Status. Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?

The MTW activity applies to all family types

Family Types. Does the MTW activity apply to all family types or only to selected family types?

MTW activity applies to all family types

<p>Location. Depending on if responses are being provided for a public housing (PH) or HCV activity, the agency will either see questions applicable to PH or HCV.</p> <p>For HCV activities: Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?</p>	<p>For HCV activities: Existing landlords who execute a new HAP contract for an MTW tenant-based HCV participant. An “existing landlord” would be defined as a landlord who has rented to a tenant-based voucher participant at any time within the past twelve (12) months. The landlord would not be eligible if the contract is executed for a transfer of units with the same landlord, or if the contract is executed due to a lease renewal or change. Additionally, properties owned or managed by YHA would be ineligible for this incentive HAP payment.</p>
<p>Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?</p>	<p>Yes</p>
<p>Does this MTW activity require a hardship policy?</p>	<p>No</p>
<p>Does the MTW activity require an impact analysis?</p>	<p>No</p>

<p>Custom Questions: Custom questions are tailored to each MTW activity.</p>	
<p>Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program)?</p>	<p><input checked="" type="checkbox"/> To all units [No follow-up questions]</p>
<p>Maximum payment to the landlord is \$?</p>	<p>The payment amount will be a one-time payment of \$500.</p>
<p>How many payments were issued under this policy in the most recently completed PHA fiscal year? ___ [number of payments]</p>	<p>N/A</p>
<p>What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?</p>	<p>N/A</p>

Activities - 10.c. Alternative Family Selection Procedures (HCV) & 10.e. Policies for Addressing Increases in Family Income (HCV)

All households participating in an MTW eligible program may submit a hardship exemption request.

Households may qualify for a hardship exemption if one of the following criteria is met:

1. Households may qualify for a hardship exemption if the total shelter costs exceed 50 percent of the gross monthly income used to determine household's rent and subsidy.

Total shelter costs are defined as rent and utilities paid by the household.

While all households qualify to request a hardship exemption, generally those having the following criteria will not qualify for an exemption:

- a. Amount of subsidy reduction for mixed families
- b. Additional amount a household has chosen to pay above the payment standard for an HCV assisted unit.

Households receiving zero assistance may not qualify to receive a rent reduction even if the circumstances that qualified them for an automatic phase-in continue. However, if the household experiences a change in circumstances that would result in a HAP payment to owner within the 180-day period, the continuing phase-in hardship and rent reduction will be reviewed at that time.

Applying for a Hardship Exemption

All hardship exemption requests must be made in writing and submitted to YHA's office. Requests must be received by the 15th of each month to be eligible for a revised rent effective on the first of the next month. Hardship exemption requests / adjustments will not be retroactive.

Only hardships expected to last longer than 90 calendar days will be considered.

Households applying for a hardship exemption are strongly encouraged to include the following documents / verifications with their request, as applicable:

- For households who have recently lost earned income – proof of application for unemployment;
- For households with children – proof of application for TANF and / or child support;
- Proof of application through WorkSource;
- Proof of application / participation in one of the PHA's self-sufficiency programs;
- Proof of application for low-income energy assistance through an external community agency.

Determination of Hardship Exemptions

A hardship committee with representatives from the YHA staff will review hardship requests on a monthly basis. The committee has the authorization to implement an agreed upon exemption remedy. If the committee cannot reach consensus regarding a hardship request, the majority vote will rule.

The committee will consider each household's circumstances on a case-by-case basis. The committee will have a menu of remedies to reduce a qualifying household's rent burden. These choices may include, but are not limited to, the following:

- Set tenant rent to \$0 for a specific period of time. This option would not include a utility reimbursement to the family.
- Extend a utility reimbursement for a specific period of time.
- Cap total shelter costs to not exceed 50 percent of gross monthly income or other appropriate percentage for a specific period of time.
- Reduce the amount of tenant rent.
- Remove minimum tenant rent for a specific period of time.
- A household's rent amount may result in a credit or utility reimbursement payment however the amount the households receive will never be more than the utility allowance for their unit.
- Any combination of the above remedies.

The hardship exemptions will be granted to eligible households for a minimum of 3 months and a maximum of 12 months. Households may apply for another exemption once their exemption expires.

In cases when the committee recommends denial of a hardship request, the Director or Assistant Director of Rent Assistance or designee will make the final determination. In extraordinary cases, the hardship committee may make a final recommendation to the Director or Assistant Director of Rent Assistance who will have final approval when circumstances call for a deviation from hardship policy.

Notice of Hardship Exemption or Denial of Exemption

In cases when the committee grants a hardship exemption, the PHA will notify the owner and the family of the effective date, the new HAP payment and tenant rent, and the expiration date of the exemption.

If the hardship exemption is denied, the family will be notified of a decision in writing within 15 business days of the determination.

Activity	Activity: 10c Alternative Family Selection Procedures
Fiscal Year	FY 2023
Program	Voucher Program (HCV)
1. Impact on the agency's finances	<p>YHA's average FSS escrow amount per household upon graduation is \$8,736, but the range is from \$0 to \$35,572. As such, individual FSS household's escrow amounts upon graduation are variable. It is difficult to estimate the level of participation in YHA's MTW Self-Sufficiency program will be by non-elderly / non-disabled households with zero income as well as the extent of their FSS escrow account amounts at time of graduation. YHA is using its average FSS escrow amount per household at graduation under its MTW proposed escrow account (\$5,515), times approximately three percent of its non-elderly / non-disabled FSS participants (22 households) for a total of \$121,341 in FSS escrow outlays.</p> <p>YHA anticipates that the increased administrative costs from providing FSS supportive services to non-elderly / non-disabled households in the first several years will decrease in subsequent years relative to the amount of administrative costs non-FSS staff spend on these households' reporting zero income and/or relative to administrative costs following termination of housing assistance due to those who chose to refuse participation in YHA's FSS program and supportive services.</p>
2. Impact on the affordability of housing costs for affected families	None, during the time they receive voucher-assistance.
3. Impact on the agency's waitlist(s)	Participation in a self-sufficiency program is a condition of eligibility for new admissions who are non-elderly and/or non-disabled. For those who choose non-participation, it would result in denial of admission and termination of housing assistance to participants, following consultation with the family about the supportive services / information and referral offered under the Family Self-Sufficiency Program With MTW Flexibility. Up to three percent of YHA's non-elderly / disabled households may be denied admission to its voucher program for this reason, if applicable.
4. Impact on the agency's termination rate of families	Participation in a self-sufficiency program is a condition of continued occupancy for existing residents and participants who are non-elderly and/or non-disabled. For those who choose non-participation, it would result in denial of admission and termination of housing assistance to participants, following consultation with the family about the supportive services / information and referral offered under the Family Self-Sufficiency Program With MTW Flexibility. Up to three percent of YHA's non-elderly / disabled households may have their housing assistance terminated in its voucher program for this reason, if applicable.
5. Impact on the agency's current utilization rate in the	Up to three percent of YHA's non-elderly / disabled households may have their housing assistance denied or terminated in its voucher program for this reason, if applicable.

HCV program																			
6. Impact on meeting the MTW statutory goals of cost effectiveness, self-sufficiency and/or housing choice	None																		
7. Impact on the agency's ability to meet MTW statutory requirements	None																		
8. Impact on the rate of hardship requests and the number granted and denied as a result of this activity	<p>A hardship policy will be developed and adopted in accordance with MTW guidance prior to the implementation of the activity. YHA anticipates that a considerable percentage of three percent of non-elderly / non-disabled households with zero reported countable income will file a hardship request. Upon review, a modest percentage of households will qualify for a hardship due to a disability or extenuating circumstance with the remainder being compelled to participate in the MTW Self-Sufficiency program and supportive services or face termination of their housing assistance.</p>																		
9. Impact on protected classes (and any disparate impact)	<p>Provided below is YHA's Impact Analysis of this activity has no associated disparate impact on protected classes.</p> <table border="0" data-bbox="391 1476 1284 1864"> <thead> <tr> <th data-bbox="391 1476 618 1549">Percentage of YHA's Non-Elderly / Non-Disabled Households</th> <th data-bbox="930 1528 1284 1549">Non-Elderly / Non-Disabled Households</th> </tr> </thead> <tbody> <tr> <td data-bbox="594 1566 643 1587">100%</td> <td data-bbox="667 1566 1182 1587">Non-Elderly, Non-Disabled Households With No Dependents</td> </tr> <tr> <td data-bbox="602 1608 634 1629">89%</td> <td data-bbox="667 1608 906 1629">Female Headed Households</td> </tr> <tr> <td data-bbox="602 1650 634 1671">11%</td> <td data-bbox="667 1650 889 1671">Male Headed Households</td> </tr> <tr> <td data-bbox="610 1692 626 1713">0%</td> <td data-bbox="667 1692 846 1713">Disabled Households</td> </tr> <tr> <td data-bbox="610 1734 626 1755">0%</td> <td data-bbox="667 1734 959 1755">Disabled Non-Elderly Households</td> </tr> <tr> <td data-bbox="610 1776 626 1797">0%</td> <td data-bbox="667 1776 911 1797">Disabled Elderly Households</td> </tr> <tr> <td data-bbox="610 1818 626 1839">0%</td> <td data-bbox="667 1818 954 1839">Elderly Non-Disabled Households</td> </tr> <tr> <td data-bbox="594 1860 643 1881">86%</td> <td data-bbox="667 1860 797 1881">Citizenship - EC</td> </tr> </tbody> </table>	Percentage of YHA's Non-Elderly / Non-Disabled Households	Non-Elderly / Non-Disabled Households	100%	Non-Elderly, Non-Disabled Households With No Dependents	89%	Female Headed Households	11%	Male Headed Households	0%	Disabled Households	0%	Disabled Non-Elderly Households	0%	Disabled Elderly Households	0%	Elderly Non-Disabled Households	86%	Citizenship - EC
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0%	Elderly Non-Disabled Households																		
86%	Citizenship - EC																		

		5%	Citizenship - EN
		9%	Citizenship - IN
		89%	White
		5%	Black/African American
		7%	American Indian/Alaska Native
		1%	Asian
		1%	Native Hawaiian/Other Pacific Islander
		54%	Ethnicity - Non-Hispanic
		46%	Ethnicity - Hispanic
		89.1%	Family subsidy status under noncitizen rule: E
		10.6%	Family subsidy status under noncitizen rule: P
		0.2%	Family subsidy status under noncitizen rule: C
		93%	Non-Disabled / Non-Elderly Households with Income
\$	18,437		Average Annual Gross Income of All Non-Disabled Non-Elderly Households
		22%	FSS participant now or in the last year
		3%	Non FSS Participants - Non-Disabled / Non-Elderly Households with Zero Income
	Percentage of of YHA's Non-Elderly / Non-Disabled Households with Zero Income		Non-Elderly / Non-Disabled Households With Zero Reported Countable Income
		100%	Non-Elderly,Non-Disabled Households With No Dependents
		46%	Female Headed Households
		54%	Male Headed Households
		0%	Disabled Households
		0%	Disabled Non-Elderly Households
		0%	Disabled Elderly Households
		0%	Elderly Non-Disabled Households
		100%	Citizenship - EC
		0%	Citizenship - EN
		0%	Citizenship - IN
		100%	White
		0%	Black/African American
		0%	American Indian/Alaska Native
		0%	Asian
		0%	Native Hawaiian/Other Pacific Islander
		77%	Ethnicity - Non-Hispanic
		23%	Ethnicity - Hispanic
		100%	Family subsidy status under noncitizen rule: E
		0%	Family subsidy status under noncitizen rule: P
		0%	Family subsidy status under noncitizen rule: C
\$	-		Average Annual Gross Income

Comparison of Percentage of YHA's Assisted Households With Medical/Disability Expenses Above \$2,518 vs. Households Below \$2,518	0% FSS participant now or in the last year	Type of Household, etc.
	0%	Non-Elderly, Non-Disabled Households With No Dependents
	-43%	Female Headed Households
	43%	Male Headed Households
	0%	Disabled Households
	0%	Disabled Non-Elderly Households
	0%	Disabled Elderly Households
	0%	Elderly Non-Disabled Households
	14%	Citizenship - EC
	-5%	Citizenship - EN
	-9%	Citizenship - IN
	11%	White
	-5%	Black/African American
	-7%	American Indian/Alaska Native
	-1%	Asian
	-1%	Native Hawaiian/Other Pacific Islander
	23%	Ethnicity - Non-Hispanic
	-23%	Ethnicity - Hispanic
	11%	Family subsidy status under noncitizen rule: E
	-11%	Family subsidy status under noncitizen rule: P
	0%	Family subsidy status under noncitizen rule: C
	0%	Average Annual Gross Income
	0%	FSS participant now or in the last year

Hardship Policy - 10.e. Policies for Addressing Increases in Family Income (HCV)

All households participating in an MTW eligible program may submit a hardship exemption request.

Households may qualify for a hardship exemption if one of the following criteria is met:

1. Households may qualify for a hardship exemption if the total shelter costs exceed 50 percent of the gross monthly income used to determine household's rent and subsidy.

Total shelter costs are defined as rent and utilities paid by the household.

While all households qualify to request a hardship exemption, generally those having the following criteria will not qualify for an exemption:

- a. Amount of subsidy reduction for mixed families
- b. Additional amount a household has chosen to pay above the payment standard for an HCV assisted unit.

Households receiving zero assistance may not qualify to receive a rent reduction even if the circumstances that qualified them for an automatic phase-in continue. However, if the household experiences a change in circumstances that would result in a HAP payment to owner within the 180-day period, the continuing phase-in hardship and rent reduction will be reviewed at that time.

Applying for a Hardship Exemption

All hardship exemption requests must be made in writing and submitted to YHA's office. Requests must be received by the 15th of each month to be eligible for a revised rent effective on the first of the next month. Hardship exemption requests / adjustments will not be retroactive.

Only hardships expected to last longer than 90 calendar days will be considered.

Households applying for a hardship exemption are strongly encouraged to include the following documents / verifications with their request, as applicable:

- For households who have recently lost earned income – proof of application for unemployment;
- For households with children – proof of application for TANF and / or child support;
- Proof of application through WorkSource;
- Proof of application / participation in one of the PHA's self-sufficiency programs;
- Proof of application for low-income energy assistance through an external community agency.

Determination of Hardship Exemptions

A hardship committee with representatives from the YHA staff will review hardship requests on a monthly basis. The committee has the authorization to implement an agreed upon exemption remedy. If the committee cannot reach consensus regarding a hardship request, the majority vote will rule.

The committee will consider each household's circumstances on a case-by-case basis. The committee will have a menu of remedies to reduce a qualifying household's rent burden. These choices may include, but are not limited to, the following:

- Set tenant rent to \$0 for a specific period of time. This option would not include a utility reimbursement to the family.
- Extend a utility reimbursement for a specific period of time.
- Cap total shelter costs to not exceed 50 percent of gross monthly income or other appropriate percentage for a specific period of time.
- Reduce the amount of tenant rent.
- Remove minimum tenant rent for a specific period of time.
- A household's rent amount may result in a credit or utility reimbursement payment however the amount the households receive will never be more than the utility allowance for their unit.
- Any combination of the above remedies.

The hardship exemptions will be granted to eligible households for a minimum of 3 months and a maximum of 12 months. Households may apply for another exemption once their exemption expires.

In cases when the committee recommends denial of a hardship request, the Director or Assistant Director of Rent Assistance or designee will make the final determination. In extraordinary cases, the hardship committee may make a final recommendation to the Director or Assistant Director of Rent Assistance who will have final approval when circumstances call for a deviation from hardship policy.

Notice of Hardship Exemption or Denial of Exemption

In cases when the committee grants a hardship exemption, the PHA will notify the owner and the family of the effective date, the new HAP payment and tenant rent, and the expiration date of the exemption.

If the hardship exemption is denied, the family will be notified of a decision in writing within 15 business days of the determination.

Activity: 10.d. Modify or Eliminate the Contract of Participation (HCV)

Narrative. Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative.

Description:

Key modifications to the Contract of Participation (HCV) are as follows:

Mandatory Participation - Participation in its FSS Program with MTW Flexibility will be a mandatory condition of eligibility for new admissions and a condition of continued occupancy for existing residents and participants who are non-elderly and/or non-disabled. Non-participation would result in denial of admission and termination of housing assistance to participants, following consultation with the family about the supportive services / information and referral offered under the he Family Self-Sufficiency Program With MTW Flexibility.

YHA proposes making participation in the Family Self-Sufficiency Program With MTW Flexibility, mandatory for any non-elderly or non-disabled individuals with zero income. These persons will be given a preference ahead of elderly and disabled persons on the FSS waiting list as the goal of the Family Self-Sufficiency Program With MTW Flexibility, to get those individuals the tools they need to become self-sufficient. Tenants will be placed on the Family Self-Sufficiency Program With MTW Flexibility waiting list until a slot becomes available.

- **Adult Requirements** - All non-elderly and non-disabled individuals with zero income, are required to actively pursue activities to achieve economic self-sufficiency with a goal of employment for a minimum of 32 hours per week or the annual earned income for the year of participation.

Description - Participation in a self-sufficiency program for non-elderly and non-disabled individuals with zero income, is a condition of eligibility for new admissions and a condition of continued occupancy for existing residents and participants. All non-elderly and non-disabled individuals with zero income, would be required to actively pursue activities to achieve economic self-sufficiency. The head of the household is required to develop a self-sufficiency plan that identifies goals and objectives for each household member required to participate in the mandatory program and is held accountable for progress of all household members.

New Admissions - New admissions households including households porting from another jurisdiction will be provided one year from the date of the initial lease up in Yakima County to become compliant with requirements.

If a new admission household is not compliant with requirements prior to submission of a Request for

Tenancy Approval (RFTA), they must meet with a case worker and develop a plan. YHA will not approve a RFTA until the household has developed a plan and executed the Contract.

If a member of a household claims self-employment and is establishing a new business, they must provide documentation required by local, state or federal law of the creation and/or existence of the business.

Case Coordination – To assist in the client’s successful completion of their Contract of Participation, coordinators will assist the family in the development of an individual training and services plan and assure that program participants are linked to supportive services they need to achieve their economic self-sufficiency goals.

The agency is authorized to modify the terms of or eliminate the FSS Contract of Participation (HUD–52650), in lieu of a local form. The agency may modify the terms of the Contract of Participation to align with adjustments made to its MTW FSS Program using MTW flexibility. Further, the agency may discontinue use of the Contract of Participation and instead employ a locally-developed agreement that codifies the terms of participation.

- i. Agency must review FSS Guidance.*
- ii. The agency must execute a Contract of Participation, or other locally developed agreement, that is at least five years but not more than ten years, with each participant participating in their FSS program.
- iii. The agency, if implementing an FSS program, even with MTW modifications, must have an up to date, approved FSS Action Plan in accordance with 24 CFR 984.201 that incorporates all modifications to the FSS program approved under the MTW Contract.*
- iv. The agency must not require MTW FSS Program participation as a condition for housing subsidy for elderly and disabled families.*
- v. If the agency requires MTW FSS Program participation as a condition for housing subsidy, an impact analysis must be developed and adopted in accordance with MTW guidance prior to the implementation of the activity.*
- vi. If the agency requires MTW FSS Program participation as a condition for housing subsidy, a hardship policy must be developed and adopted in accordance with MTW guidance prior to the implementation of the activity.*
- vii. The agency must not make MTW FSS Program participation mandatory for individuals that do not meet the definition of an eligible family at section 23(n)(3) of the 1937 Act, and those exempted from the Community Service Requirement under section 12(c)(2)(A), (B), (D) and (E) of the 1937 Act.*
- viii. If an agency terminates the housing subsidy or

	<p>tenancy of a family for alleged violation of mandatory MTW FSS Program participation, the family will be entitled to a hearing under the agency's Grievance Procedure (24 CFR part 966, subpart B) or the HCV informal hearing process (24 CFR part 982.555).*</p> <p>ix. The agency must not use income increases during participation in the MTW FSS Program to change a family's eligibility status for purposes of participation in the MTW FSS Program or for the receipt public housing or HCV assistance.*</p> <p><i>Agency goals for MTW Activity:</i> The goal of this activity is to increase participation by non-elderly / non-disabled households in YHA's FSS Program with MTW Flexibility by making it a mandatory condition of eligibility for new admissions and a condition of continued occupancy for existing residents and participants who are non-elderly and/or non-disabled. By providing families with supportive services / information and referral offered under the he Family Self-Sufficiency Program With MTW Flexibility, YHA plans to enhance their ability to improve their education, employment, earnings and self-sufficiency.</p>
<p>MTW Statutory Objectives. Which of the MTW statutory objectives does this MTW activity serve?</p>	<p>Self-sufficiency</p>
<p>Cost implications. What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.</p>	<p>Cost neutral</p>
<p>Different policy by household status/family types/sites? Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?</p>	<p>All non-elderly and non-disabled households</p>
<p>Household Status. Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?</p>	<p>Both new admissions and currently assisted households</p>
<p>Family Types. Does the MTW activity apply to all family types or only to selected family types?</p>	<p>All non-elderly and non-disabled households</p>

<p>Location. Depending on if responses are being provided for a public housing (PH) or HCV activity, the agency will either see questions applicable to PH or HCV.</p> <p>For HCV activities: Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?</p>	<p>For HCV activities:</p> <p>This activity applies to all tenant-based units and properties with project-based vouchers.</p>
<p>Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?</p>	<p>Yes</p> <p>YHA must review FSS Guidance.</p> <p>YHA must not require MTW FSS Program participation as a condition for housing subsidy for elderly and disabled families.</p> <p>YHA must execute a Contract of Participation, or other locally developed agreement, that is at least five years but not more than ten years, with each participant participating in their FSS program.</p> <p>YHA, if implementing an FSS program, even with MTW modifications, must have an up to date, approved FSS Action Plan in accordance with 24 CFR 984.201 that incorporates all modifications to the FSS program approved under the MTW Contract.</p>
<p>Does this MTW activity require a hardship policy?</p>	<p>Yes.</p> <p>A hardship policy will be developed and adopted in accordance with MTW guidance prior to implementation. Participation in the family-self sufficiency program is not mandatory for individuals that do not meet the definition of an eligible family at section 23(n)(3) of the U.S. Housing Act of 1937 (1937 Act) and those exempted from the Community Service Requirement under section 12(c)(2)(A), (B), (D) and (E) of the 1937 Act.</p> <p>If housing subsidy or tenancy is terminated for alleged violation of mandatory Self- Sufficiency Program participation, the family will be entitled to a hearing under YHA’s HCV appeals hearing process.</p> <p>Income increases during a family’s participation in the MTW Self-Sufficiency Program will not change a family’s eligibility status for purposes of participation in the Family Self-Sufficiency Program With MTW Flexibility or for the receipt of HCV assistance.</p>
<p>Does the MTW activity require an impact analysis?</p>	<p>Yes</p>

Activity	Activity: 10.e. Policies for Addressing Increases in Family Income (HCV)
Fiscal Year	FY 2023
Program	Voucher Program (HCV)
1. Impact on the agency's finances	<p>YHA's average FSS escrow amount per household upon graduation is \$8,736, but the range is from \$0 to \$35,572. As such, individual FSS household's escrow amounts upon graduation are variable. It is difficult to estimate the level of participation in YHA's MTW Self-Sufficiency program will be by non-elderly / non-disabled households with zero income as well as the extent of their FSS escrow account amounts at time of graduation.</p> <p>Based on YHA's MTW escrow account design, we estimate a 37 percent reduction/cost savings per household at the time of graduation from the MTW FSS program. On average, YHA estimates a reduction / cost savings per household of \$3,221 per household or total annual savings of approximately \$80,513.05.</p> <p>Based on YHA's MTW escrow account design, we estimate a 62 percent reduction/cost savings per household (-\$2,324) for those that do not graduate from the program. at the time of graduation from the MTW FSS program. However, for the time being the assumption on the percentage of FSS households that do not graduate from the program remains the same as before participation in MTW, such this would be a budget neutral figure.</p>
2. Impact on the affordability of housing costs for affected families	None
3. Impact on the agency's waitlist(s)	None
4. Impact on the agency's termination rate of families	None
5. Impact on the agency's current utilization rate in the HCV program	None
6. Impact on meeting the MTW statutory goals of cost	None

effectiveness, self-sufficiency and/or housing choice																																																																
7. Impact on the agency's ability to meet MTW statutory requirements	None																																																															
8. Impact on the rate of hardship requests and the number granted and denied as a result of this activity	This is hard to predict. However, 100 percent of FSS participants would have a lower escrow account under this MTW escrow account design than YHA's existing FSS escrow account.																																																															
9. Impact on protected classes (and any disparate impact)	<p>There would be no impact or disparate impact on protected classes:</p> <table border="0"> <tr> <td colspan="3">FSS Participants</td> </tr> <tr> <td>Female</td> <td>Y</td> <td>95%</td> </tr> <tr> <td>Male</td> <td>N</td> <td>5%</td> </tr> <tr> <td colspan="3">Citizenship</td> </tr> <tr> <td></td> <td>EC</td> <td>90%</td> </tr> <tr> <td></td> <td>EN</td> <td>10%</td> </tr> <tr> <td colspan="3">Disabled</td> </tr> <tr> <td></td> <td>N</td> <td>100%</td> </tr> <tr> <td></td> <td>Y</td> <td>0%</td> </tr> <tr> <td colspan="3">White</td> </tr> <tr> <td></td> <td>Y</td> <td>90%</td> </tr> <tr> <td></td> <td>N</td> <td>10%</td> </tr> <tr> <td colspan="3">Black</td> </tr> <tr> <td></td> <td>Y</td> <td>96%</td> </tr> <tr> <td></td> <td>N</td> <td>4%</td> </tr> <tr> <td colspan="3">American Indian/Alaska Native</td> </tr> <tr> <td></td> <td>Y</td> <td>8%</td> </tr> <tr> <td></td> <td>N</td> <td>92%</td> </tr> <tr> <td colspan="3">Asian</td> </tr> <tr> <td></td> <td>Y</td> <td>0</td> </tr> <tr> <td></td> <td>N</td> <td>100%</td> </tr> </table>	FSS Participants			Female	Y	95%	Male	N	5%	Citizenship				EC	90%		EN	10%	Disabled				N	100%		Y	0%	White				Y	90%		N	10%	Black				Y	96%		N	4%	American Indian/Alaska Native				Y	8%		N	92%	Asian				Y	0		N	100%
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	Native Hawaiian/Other Pacific Islander	Y	0%
		N	100%
	Ethnicity	Y	68%
		N	32%



"Committed to Safe and Affordable Housing"

**Yakima Housing Authority
Board Meeting Minutes
April 26, 2023, 3:30 PM
810 N. 6th Avenue
Yakima, WA**

Commissioners Present

Bob Ponti
Abby Bailey Grim
Linda Orozco
Nick Marquez*
JC Alvarado*

Others Present

Reyna Valdovinos*/Central Washington
Disability Resources

Staff Present

Lowel Krueger
Sheri McLaughlin*
Monica Rubin*
Susan Wilson*
Chanelle Murphy*
Carlos Reyes*
Amanda Delp*

Staff Absent

Manuel Olivas
Elsa Mendez

*Attended virtually (Zoom)

<https://us02web.zoom.us/j/84468047867?pwd=WTlsaFlsZlBxdDIUVVVnTWWh3UmNTdz09>

CALL TO ORDER – Chairman Ponti called the meeting to order at 3:31 p.m.

PUBLIC HEARING – Move to Work Supplement, Executive Director Lowel Krueger

- Chairman Ponti opened the MTW Public Hearing at 3:37 p.m.
 - A presentation was held for the Resident Advisory Board on April 18, 2023
 - A separate hearing will be held for the impact analysis, hardship policy, and safe harbor waivers
 - Outreach was done to landlords, as YHA is a landlord cohort and wants to encourage and expand landlord participation in its Section 8 program, and provide additional opportunities for residents
 - The program was rebranded as the Community Empowerment Program
- Review of Waivers -
- Activity 1.u. – standard deductions – allows YHA to alter what it provides for deduction in two instances medical costs and child care, and the intent is to make it easier for YHA to administer, and make it easier for residents to understand what those costs are
 - The elderly/disabled household deduction is \$400
 - Activity C.1.j – alternative utility allowance, allowing YHA to create a utility schedule for all Housing Choice Voucher units based on bedroom size, and location; key for YHA is that it also allows site based utility allowance, which is helpful for YHA owned units
 - Typically utility studies are based on an entire service area; sites with energy conservation measures (i.e. water saving appliances, LED lighting) which typically are not considered by the general study
 - C.1.n utility reimbursement- eliminates utility reimbursements payments greater than the total tenant payment; follow up on utility payments are time consuming for staff (based on a staff survey)
 - 2.a.- payment standards small area fair market rents – YHA is proposing this as a way to expand opportunities in its community and will be applied for areas where the payment standard does not meet the cost of rent, and this will expand the areas residents can rent in
 - YHA specifically targeted zip codes 98908 and 98903 (West Valley), and 98942 (Selah)

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MTW Supplement, con't

- C2.d.- rent reasonableness – YHA has had to utilize a 3rd party (Yakima Neighborhood Health) for units it owns and operates to determine if charged or increased rents are reasonable; this eliminates the need for a 3rd party-subject and reduces the costs of bringing in a 3rd party, and is subject to audit review
- 3.b.alternative reexamination schedule – this allows for elderly and disabled with fixed income i.e. social security, and allows YHA to go from annual reexaminations to every 3 years, reducing paperwork for YHA staff and residents, and residents were in very much in favor of this at the Resident Advisory Board meeting
- The activities only apply to HCV, and not the specialty vouchers, such as VASH, FYI, NED, Mainstream or EHV
- Chairman Ponti asked what happens with CPI driven increases that significantly drive up Social Security payments – E.D. Krueger explained that these will be adjusted at the their annual or triannual reexamination, and there is a hardship opportunity and will be reviewed during the Impact Analysis
- Section 8 Supervisor Delp explained that due to payment standard increases each year, that softens any negative impact on tenants as, due to higher payment standards, the calculations will be reasonable and not a huge jump
- C.3 – reexaminations/3.d. self-certifications of assets – this allows YHA to raise the amount that an individual can self-certify assets (up to \$50,000); and this was also favorable to the RAB members, as it alleviates the need for staff to collect all the 3rd party documents and is easier on residents as well
- Cohort specific – 4.1 waiver of mandatory initial inspection – YHA won't have to perform an initial inspection, if the unit is within a certain age, (5 years), such as YHA's tax credit units or Next Step Housing units; YHA already has vouchers at some sites and is familiar with the property
- 4.2 – front end vacancy loss payment (HCV tenant bases assistance) – This allows YHA to incentivize new or existing landlords, by paying up to 1 months payment standard to encourage them to participate
- 4.c. other landlord incentives (new landlord incentive)– allows 1 time payment of \$1,000 to new landlords
- 4.c-other landlord incentives –(existing landlord incentive) allows a 1 time payment of \$500 to existing landlords who executive a new HAP contract for an MTW tenant based HCV participant
- C.5.A prequalifying inspection - this provides a greater opportunity for pre-qualifying units by performing a pre-inspection to determine if the unit qualifies under Housing Quality Standards (HQS) or what needs to be done to get it to that condition and meet both the residents and landlords needs up front
- C.5 Housing Quality Standards/5.c.third party requirement –these allow YHA to perform inspections in house on its own units; typically a third party must do the inspections, and YHA has used Yakima Neighborhood Health and there is a cost to do so
- C.5.d alternative inspection schedule – this allows YHA to go to a 3 year inspection, similar to annual recertifications, under certain circumstances
- 9 C.a increase in PBV program cap – There is a 20% limitation in the overall number of vouchers in the HCV program that can be project based; this allows YHA to increase that to 50%, and gives flexibility to project base whether in its own units or in units of YHA partners
- C.9.c elimination of PBV selection process for PHA owned projects without improvement, development or replacement – Such as the plan for PBV at Fruitvale Housing, an RFP process is required to increase PBV, which is labor intensive; but for YHA owned units this additional effort is eliminated for PBV increases
- C.9.f Increase PBV HAP contract length – this increases length of HAP contract
- 10.c- alternative family selection procedures – more specific to Family Self-Sufficiency and provide greater flexibility for those with zero income; YHA currently works with these residents on survivability statements, and this allows YHA to enroll them in FSS. Formerly YHA wasn't able to require enrollment in FSS, but these are the families that would benefit from the opportunity from a program such as FSS
- 10.e policies for addressing family income, also specific to the FSS program– FSS Supervisor Reyes explained restructuring the way participants accrue their savings accounts, as currently it is

MTW Supplement, con't

- contingent upon participant's having any sort of earned income, and the monthly calculations are complex, as it takes a lot of factors into it. The process has been very fixed by HUD regulation, as to where their baseline income and other factors sit upon enrollment. In terms of the savings, which is the primary incentive of the FSS program, if participants enroll already employed, with a good income, they can't accrue any savings under the current process
To restructure the savings accrual process, savings would not start until the participant has a a \$300 dollar change in their income, and they have set a maximum limit for the program, in order to expand the number of families they can assist in the program
- Eventually, they will be looking at a goal based program to establish certain metrics that participants would complete, with an incentive for each completed goal, so it would no longer be based strictly on income from when participants enroll to the end of the program
- 17.c.1 Yakima Valley preservation scattered sites, if YHA has the resources available, MTW flexibility allows use of HAP dollars to help with gap financing or rehab of properties
- Rehabilitation of Fair Ave – YHA Family Housing financing there allows YHA to do gap financing for rents, originally from the RAD conversion, (contingent upon HUD approval), and allow YHA to adjust the amount of the subsidy that the property receives
- After the hearings conclude, a special Board Meeting will be held May 4th to adopt a resolution to allow YHA to submit the MTW Supplement to HUD
- This allows time to incorporate public comments, and any changes and before submission to HUD
- Chairman Ponti asked if there was any public comment and finding none, he closed the hearing at 4:07 p.m.

AUDIENCE PARTICIPATION

- Reyna Valdovinos, the COVID 19 program advocate for Central Washington Disability Resources was present; she works with people experiencing homelessness, and looking for assistance to help them get into housing, and also looking for resources for people in Grant County, or other areas as her agency covers five counties, (Grant, Chelan, Yakima, Kittitas and Douglas)
- Works with people experiencing homelessness, and she is looking for assistance to assist people get into housing or resources for people in Grant County or other areas, they cover 5 counties - Grant, Chelan, Yakima, Kittitas and Douglas counties, and looking for available resources
- E.D. Krueger explained that YHA's service area covers Yakima and Kittitas Counties, Grant County Housing Authority covers Grant County, and the Douglas County Housing Authority covers Chelan County; he also said it is important to know if her clients are receiving, or in line to receive any type of benefit, i.e. a voucher or an Emergency Housing Voucher program
- Yakima Neighborhood Health is a great resource for services outside of YHA's assistance
- Ms. Valdovinos explained that it is a complex system to navigate in order to apply for housing, and find resources and services for her clients
- E.D. Krueger noted that YHA has Ms. Valdovinos' contact information, and staff will follow up with her to discuss systems that may help her assist clients

PUBLIC HEARING – Impact Analyses, Hardship Policies

Safe Harbor Waivers

Opened hearing at 4:13pm

- E.D. Krueger introduced two documents -Impact Analyses – consultants used data from YHA systems to determine what affect there would be from the waivers
- Waivers – Activity 1.s elimination of deduction, in 2022, approximately 35% voucher families leased met the definition of an applicable household for triennial reexaminations – and the impact of #2 is 1.7% of households had medical or disability expenses deductions over the replacement value would be able to file hardship, and have their documented expenses counted towards their medical and disability expense deductions
- 3.B alternative reexamination schedule- In 2022, across all programs and household types, (regular vouchers) YHA's transactions were made up of other change of unit 2%, new admissions/ports 8%, annuals 50%, and interims 39%. Combining both years, and averaging them together, the increased

Hardship Policies, con't

- tenant rent contribution on the existing non-MTW income and rent method was \$73,598 annually, estimated to increase the HAP by \$147,000 over the two year period. Expenditures when YHA doesn't make any COLA adjustments at those annuals
- Ultimately, the impact is generally none, allowing qualified elderly and disabled to retain more of their annual COLA two out of the three years
- 1.u standard deductions – the replacement value of unreimbursed medical and disability expenses of any elderly or disabled family is based on the average for all applicable households with such expenses over the 3% threshold of each households gross income, and is designed to be budget neutral
- If all applicable households over that threshold request a hardship and receive it, the anticipated HAP expense would be approximately \$86,000 per year (or 1.1% of 2022 HAP)
- Ultimately YHA views the hardship as none, as a hardship can be requested
- He noted that it will be interesting to see if, upon implementation, how many will request hardship variances or if they have been tailored well enough; he also noted that if there are certain waivers that YHA finds to not work, waivers can be updated, as they can be changed annually
- 2.A – payment standards SAMFRs –Although YHA viewed the impact as none, it will be very beneficial as clients could ask to return to what the former payment standard, and it potentially would be higher, allowing clients to rent a higher cost unit than where they were before
- 10c alternative family selection procedures– YHA is proposing that enrollment in FSS be made mandatory for zero income clients – they can request a hardship waiver if they so choose
- 10.e policies for addressing increases in family income – this waiver allows different options than being income specific and the effect of this is in conjunction with YHA's other MTW activities, such as the small area fair market rent based payments, all affected households are expected to continue to have reasonable income to housing cost burdens within the 40% threshold for initial tenancies and they tried to compensate, taking 30% and giving some variances

Hardship Policies

- 1.u standard deductions – other potential for hardships, and how to request a hardship itself, and the process and the grievance process itself
- These, upon HUD approval, will be part of YHA's Admin plan and HUD may request some recommendations also
- 3.B alternative reexamination schedule for households – (triannual) if household enrolled in triennial reexaminations no longer meets the criteria, they will return to annual reexaminations
- 2.a Payment standards for small area fair market rents –as previously indicated, clients could return to the former payment standard if it is creating a hardship
- Chairman Ponti asked if there any difference in this grievance policy and the current grievance policy
- E.D. Krueger explained that it works slightly different, with more back and forth
- The point of the hardship policy is to ensure, and why HUD requires it, is to provide assistance households with unique circumstances, as they don't work the same way for everyone
- Chairman Ponti asked for any comments and finding none, the public hearing was closed at 4:24PM

CONSENT AGENDA

Commissioner Orozco motioned to approve the consent agenda; Vice-Chairperson Bailey Grim seconded; all present were in favor, and the motion carried

BOARD ACTION ITEMS:

- None today, however, E.D. Krueger noted that Resolution 23-1024 approving the submission of the Move to Work Supplement to HUD would be brought before the board at the special board meeting on May 4th

Legislative Update

State level

- E.D. Krueger discussed the wrap up from Jessica Fortescue; the session did end

State level, con't

- A special session is likely, as the legislature failed to approve a controversial bill related to drug possession; two years ago, the Washington State Supreme court updated the law to make drug possession a felony, and put in a temporary stop gap measure, which ends as of June 30th, and the legislature will be called back to work through that
- There have been some leadership changes; budgets were finalized
- Capital budget summary – for affordable housing, Housing Trust Fund set at \$400 million, of that \$162.7 million is for competitive awards, \$95 million is for Apple Health and homes, \$45.3 million is for specific housing projects, \$40 million for homeownership, \$25 million housing and \$25 million for the preservation of affordable housing units for low income families,
- Additional investments in affordable housing – shelters \$170 million and for weatherization \$24 million
- What was passed for affordable housing and homelessness –HB 1042 use of existing buildings for residential purposes passed;
- HB1046 – Expanding housing supply by authorizing public housing authorities to finance certain affordable housing developments; strongly supported by King County Housing Authority, as they had specific ideas related to this
- HB1 110 Middle housing - also passed
- SB 5256 –Makes the Child Welfare Housing assistance program a permanent program; AWAH strongly supported this and testified in support of it; there is an initial budget allocation
- The bill passed, and was on its way to the Governor's desk, but needed a budget amount to go with it, and that was decreased a couple million dollars, and they are hoping to address resources for implementation at the next session
- SB 5045 incentivizing rental of accessory dwelling units for low income households passed; SB 5290 Consolidating local permit review process also passed
- HB 1167 Requiring the Department of Commerce administrative grant process didn't pass
- HB 1517 /SB 5566 – Transit oriented development bill didn't pass
- HB 1388; HB 1389 – Rent control didn't pass
- HB 1111 – Housing benefit districts didn't pass

Federal level

- The focus is on the debt ceiling, and there is a possibility of a vote in the house later today to put limitations on growth on some discretionary programs (HUD falls within this) going forward
- E.D. Krueger has discussed this with Representative Newhouse and staff (he is out of appropriations) and gave a tour of Chuck Austin Place to his staffer Ben the first week of April, in order to discuss CAP, and the Housing and Credit improvement act
- Ben had a memo already created and E.D. Krueger is keeping him in the loop

Commissioner Alvarado exited the meeting at 4:30 p.m.

- Discussions were also held with Senator Cantwell and her staff and it was introduced in the last session

Ms. Valdovinos exited the meeting at 4:32 p.m.

MTW Expansion

- As YHA has completed the public hearings, the next step is a resolution that will be brought before the board at a special board meeting May 4th at 3:30 p.m. to approve the submission to HUD
- He learned at the MTW Conference in April that HUD could potentially take up to a year to approve the submission, and since most of the MTW office was present, and concerns were relayed to them over the timing
- Part of the delay on their side was to hire and train staff
- In preparation of that, YHA is working with consultant to update the Section 8 Admin policy to incorporate the MTW Supplement, and then YHA will need to work through implementation and staff training, as it changes how YHA administers the program

Software Conversion

- YHA has participated in two meetings
- Legal counsel for both agencies have reviewed the contract, and points were discussed for clarity, finalizing negotiations
- E.D. Krueger has the contract, he will review with the board one more time, staff is on board and the plan is to get the conversion done prior to year-end S
- The annual subscription fees are about \$62,000, slightly more than the current vendor; it contains cloud based services, which the current software does not
- The Procure to Pay system is also included, and is an additional \$5,000 and allows YHA to go to paperless procurement and signing checks, which is a good investment for YHA
- One time fees for implementation are just under \$83,000, including another \$3,000 for the Procure to Pay, which can be paid using HAP dollars under MTW
- The finalization for quotes for services outside the scope – discussion were held with other vendors, with one quote in, and a conversation scheduled with another vendor in order to have the best pricing comparison
- E.D. Krueger recommended a budget of up to \$150,000 to provide a buffer for hours used
- Yardi provides the ability to incorporate the MTW components that the current vendor doesn't provide and he feels this is a worthy investment

The board approved E.D. Krueger signing the contract for the software conversion

Sunnyside Housing Authority

- E.D. Krueger, along with HR Representative Rasmussen and Sunnyside Housing Authority E.D. Kimbrough recently met and reviewed what a future organizational chart would look like as a combined entity
- There is now a new proposed organizational chart for the joint meeting next week
- Benefit structure tables can now be created between the two organizations for further discussion

Finance Director Recruitment

- A meeting with recruiter scheduled for next week
- At the last update, there were several candidates, but none of them had been referred to YHA

Special board meeting May 4th at 3:30 p.m.

- This was already discussed

Mask Requirement

- YHA staff had previously required staff to wear a mask when meeting with clients; however, the medical requirement has been released, and YHA would like to release staff due to that also
- Employees always have the option to wear masks if they choose

The board approved removing the requirement

Zillah Gardens/Rainier Vista Acquisition, Development Director Susan Wilson

- The portfolio acquisition summary was shared; as previously discussed, Pioneer village in Toppenish, and the Meadows (a 40 unit elderly complex in Yakima) and the Meadows Annex (an expiring tax credit property) were also included
- Pioneer village went to a different buyer, so it is removed from the portfolio acquisition
- E.D. Krueger and Development Director Wilson toured the Meadows, and it was determined that it was not the right fit for YHA, due to the age (built in 1977), condition (much rehab needed) and the price, as the most funding through a 4% wouldn't be enough for the amount of rehab it needs
- Rainier Vista, Zillah Gardens and the Meadows Annex (Built in 1994, 20 one bedroom units) are still in play
- They will be touring the Meadows Annex tomorrow and she is hopeful it is in better condition
- Tax credits are expiring and the WSHFC asked specifically for YHA to acquire it

Acquisition, con't

- The memo is the same one provided to the WSHFC; YHA wasn't eligible for the land acquisition funding, but it is eligible for critical preservation funds, WSHFC is committing to \$4 million for the acquisition; she has firmed up numbers for Yakima Federal, they are providing \$6.4 million
- However, funding will require a YHA investment of \$800,000 from the board reserve for acquisition to cover the gap; she noted that at the Meadows Annex, the rents are very low, with a lot of room for improvement with the tax credit rents as they are below the tax credit rents
- She noted that the YHA investment of \$800,000 is necessary for the acquisition
- The plan is, after acquisition, to prepare for permanent financing under the 4% bond program with additional sources
- YHA is on the WSHFC's list for bond allocation in 2024; they are aware of YHA's plans and are willing to commit to transfer approximately \$1 million of critical preservation funds into long term financing to contribute to permanent financing, and the \$800,000 will be repaid upon permanent financing
- She noted that things can change; but she and E.D. Krueger are comfortable that this can be done
- There is an opportunity with Rainier Vista to get a 221D3 HUD guaranteed loan with a slightly lower interest rate; HTF has funds for 4% bond applicants, and they have discussed use of HOME Consortium with Yakima County and they are excited to include funds once they develop their policies
- Yakima Valley Farmworker will provide weatherization to both Zillah properties
- A deferred fee of \$1 million (the total fee is \$1.7 million due to the size of the project) is in the budget, with \$700,000; HUD has energy efficiency funds and is working on getting them out, and she is hoping the timing is good to utilize some of those funds
- A minimum of \$6.3 million from the 4% tax credit equity – all together provides \$45,000 per unit excluding weatherization funds for unit rehab, as some may need more, some may need less
- Some potential risks are interest rate sensitivity for the 4% bond, but that could fluctuate before permanent financing and a risk to receiving the 4% bond allocation, and that could be mitigated by requesting a specific allocation and the timing of the energy efficiency is also a risk
- The Meadows Annex is located in a QCT, which means YHA would get a 30% basis boost for acquiring it, boosting the credit slightly on a 4%; they could request HOME funds from the City of Yakima
- The cities of Yakima and Zillah is part of the Consortium that was formed for a direct allocation of Yakima County HOME Consortium dollars, and they are working to put together policies for an open application process
- The official feasibility period ended Monday 4/24, an amendment was signed until tomorrow to provide an opportunity to report to the board; she needs to follow up with Foster Garvey to prepare a feasibility waiver
- If approved by YHA's board, she will be submitting the application to HUD for the HAP assignment, specifically for Rainier Vista by the second week in May; she hopes to close by August
- E.D. Krueger calculated that YHA has about \$3.7 million; Chairman Ponti said that if the deal falls through, YHA is committed at about \$100,000 and Development Director Wilson agreed
- Getting to the purchase and sale agreement for Meadows Annex would be another \$50,000 in earnest money, so closer to \$150,000, and she has limited YHA paid due diligence costs up to now, until she could discuss it with the board
- If the deal crashes, and won't close, they cannot kick YHA out of the deal until the HAP assignment is in hand
- Commissioner Orozco noted that in regards to the \$800,000, it would be repaid with permanent financing, WSHFC critical preservation funding would provide about \$1.5 million; she clarified that WSHFC understands it is a work in progress, and they are on board with preservation of the properties, she feels YHA will get what it is asking for as long as it is reasonable, and that is why she felt comfortable putting in the \$1.5 million; E.D. Krueger agreed, and doesn't feel the \$1.5 million is unreasonable
- Commissioner Orozco further clarified that YHA would potentially receive \$1 million; E.D. Krueger explained that the development fee would be \$1.7 million, and out of that \$1 million is deferred
- As there is cash flow, from the property, over time, it would be paid out; \$700,000 would be received after construction

Acquisition, con't

- He noted that the deferred development fee is subject to change up to the day of closing on any development
- Chairman Ponti asked the board members what their thoughts are on 4% bonds, with the current state of inflation E.D. Krueger reminded them that they are municipal bonds, which are very competitive with taxable bonds, and there isn't much of a gap in rates, in a low interest environment
- There is a difference right now, and Municipal bonds have a pretty healthy market for interest and typically YHA would do private placement, placing Municipal bonds with places like Banner Bank
- He is concerned if interest rates continue to rise; he is hopeful it will flatten out and decrease
- Private placement has about 10 years before potential refinancing; being locked into that while interest rates dive is a concern
- Development Director Wilson feels the largest risk are the individual funding sources; the properties operate as they are, and the \$800,000 investment leverages \$10.5 million from private funding, and WSHFC and YHA could make good on the Yakima Federal loan right now, giving YHA 5 years to convert to permanent, and they feel any hiccups could be absorbed
- E.D. Krueger wanted to make sure the conversation was held with the board prior to moving forward
- Chairman Ponti asked Commissioner Marquez if he had any comments
- Commissioner Marquez discussed a trend of moving funds from small banks into short term treasury 1 -3 months at 5% interest and there is a lot of conversation around moving funds from small banks into the top 4 or 5 larger banks that could be considered related to YHA's funds and look at it from a risk perspective due to concerns around the current economy; E.D. Krueger said he is happy to discuss that, but it is a separate conversation
- Vice-Chairperson Bailey-Grim discussed looking at it in depth; E.D. Krueger explained YHA's bank is Banner Bank, and followed up with YHA's representative regarding finalized agreements related to YHA; she wasn't able to pull them up, and additional follow up is necessary, where YHA exceeds FDIC limits, it is still good, and she indicated this arrangement is the same for any local government entity; Banner doesn't see any undue risks
- The auditors will ask the very same questions; E.D. Krueger suggested revisiting the issue again at the next regularly scheduled board meeting
- Chairman Ponti asked about the total cost for rehab; Development Director Wilson said including acquisition and rehab, it is \$225 per unit, all in for permanent financing with rehab and she agreed it is approaching new construction
- She noted that the real impetus is that it is preserving affordable housing, and the owner erased the subsidy on Zillah Gardens, and YHA would like to prevent that on the other two properties
The board approved moving forward
- Chairman Ponti asked YHA staff to limit their reporting to critical issues, due to time, and there were none
- E.D. Krueger discussed a personal issue with a family member that will require his time going forward, and how it may impact his schedule going forward
- YHA staff is also aware
- He expressed his appreciation for the support he has received from everyone
- Chairman Ponti said the board extends their and continued support

ADJOURNMENT: Chairman Ponti adjourned the meeting at 5:14 p.m.

Respectfully submitted by:

Sally Shelton, Recording Secretary

Secretary, Lowell Krueger





“Committed to Safe and Affordable Housing”

**Yakima Housing Authority
Board Meeting Minutes
May 24, 2023, 3:30 PM
810 N. 6th Avenue
Yakima, WA**

Commissioners Present

Bob Ponti
Linda Orozco*
JC Alvarado*

Others Present

Ron Fechtner/Loveridge*
Chris Dunlap-Gordon/Loveridge*
Ann Strand/SAO*

Staff Present

Carlos Reyes
Manuel Olivas*
Susan Wilson*
Chanelle Murphy*
Amanda Delp*

Commissioners Absent

Abby Bailey Grim (excused)
Nick Marquez (excused)

Staff Absent

Lowel Krueger
Elsa Mendez

*Attended virtually (Zoom)

<https://us02web.zoom.us/j/84468047867?pwd=WTlsaFlsZlBxdDIUVVVnTWWh3UmNTdz09>

CALL TO ORDER – Chairman Ponti called the meeting to order at 3:30 p.m.

- Chairman Ponti noted that Commissioner Marquez was driving, and was excused from participating, as a quorum was present; Commissioner Marquez exited the meeting at 3:32 p.m.
- Chairman Ponti announced that Executive Director Krueger would not be in attendance due to a personal issue related to his family
- He expressed condolences on behalf of the YHA Board members
- He noted that some items under the Executive Directors report would be held due to this

LOVERIDGE HUNT 2022 ENTRANCE AUDIT CONFERENCE, Ron Fechtner/Chris Dunlap-Gordon

- Mr. Fechtner described receipt of initial information -BDO work papers and Schedule of Expenditures of Federal Awards (SEFA) information in order to choose the correct program or programs for testing this year under uniform guidance; follow up with Finance Director Murphy and BDO is planned to ensure understanding of the SEFA
- He noted that their preliminary thought is the testing of the Housing Choice Voucher program, as last year they tested most of the USDA-RD programs
- Once things are firmed up they will officially choose a program
- The other area that is a new standard are in respect to the leases and he has worked with Finance Director Murphy and Kelly/BDO regarding leases that have impacted YHA (third party leases); preliminary papers are being reviewed to ensure the new standard is being implemented correctly
- Mr. Dunlap-Gordon encouraged the board members to contact the audit team if there are any questions or concerns
- Mr. Fechtner noted that the goal is to have the audit wrapped up by the end of June, with the exit conference planned for July or August depending upon how things go
- He noted he will touch base with E.D. Krueger and the board for unusual occurrences, or if responses aren't forthcoming, but that is not anticipated and has not occurred in the past

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Loveridge, con't

- Chairman Ponti asked Ms. Strand if she had any comments; she expressed her thanks at being included to listen in
- Mr. Fechtner asked the board to report any occurrences that are cause for concern; the board members had nothing to report
- Mr. Dunlap-Gordon asked about the potential merger of two housing authorities; Chairman Ponti explained that this is very preliminary, discussions are on-going and have not reached the point yet to bring a plan back to the board for any type of action
- He further explained that himself and Vice-Chairperson Bailey Grim have been attending the discussions, and Marty Miller/ORFH is acting as moderator, as he understands how to navigate USDA-RD; working with them will be a necessary part of the process
- He noted that several obstacles exist, and the process is complex, and statutes must be considered
- A working group has been created to formulate a plan and a reasonable timeline, once those are created, the matter will be brought back before the board; it is very preliminary at this stage, and several entities are involved, such as municipalities, and funders

Mr. Fechtner, Mr. Dunlap-Gordon and Ms. Strand exited at 3:40 PM

Audience Participation – none

CONSENT AGENDA

Commissioner Orozco motioned to approve the consent agenda; Commissioner Alvarado seconded; all present were in favor, and the motion carried

BOARD ACTION ITEMS:

Resolution 23-1025 –Adopting an Exposure Control Plan for the Housing Authority of the City of Yakima – FSS Supervisor Carlos Reyes

- The plan formalizes the practice of offering the Hepatitis B vaccine to employees who may be exposed to bloodborne pathogens during the course of their employment
- It is completely voluntary, but allows the opportunity for employees to become vaccinated against Hepatitis B, if they choose
- YHA has offered this to employees for some time, and the ECP formalizes it in policy form

Commissioner Orozco motioned to approve Resolution 23-1025; Commissioner Alvarado seconded; all present were in favor, and the motion carried

Resolution 23-1026 – Authorizing the Acquisition of Meadows Annex – Development Director Susan Wilson

- Meadows Annex is a 20 unit property, with expiring tax credits; this resolution authorizes YHA to enter into the purchase and sale agreement
- A letter of interest was signed already
- Commissioner Orozco asked if this acquisition was part of the acquisition discussed at the last meeting; Development Director Wilson noted it was the 3rd piece of the acquisition that was previously discussed at the April 24th board meeting

Commissioner Orozco motioned to approve Resolution 23-1026; Commissioner Alvarado seconded; all present were in favor, and the motion carried

Resolution 23-1027 – Milroy + Scattered Sites (Project) Development Director Susan Wilson

- The Development team is preparing funding applications for the Milroy site and the resolution provides authorization to enter into agreements for that funding (Housing Trust Fund and 9% tax credit) planned for this fall

Commissioner Orozco motioned to approve Resolution 23-1027; Commissioner Alvarado seconded; all present were in favor, and the motion carried

Board Action, con't

Resolution 23-1028 – Authorizing a Pre-Development Loan in the Amount of \$70,000 for Milroy + Scattered Sites, Development Director Susan Wilson

- The pre-development loan is for the application
- The procurement for the architect has been completed for the basic schematics, along with an environmental report, and survey as they try to keep costs very low
- Due to the timeline, E.D. Krueger and Finance Director Murphy felt it was best to go to a pre-development loan, rather than go through Impact Capital
- Funding is not anticipated in this round, but it will carry over to next year, and this will limit the amount of work that will need to be done when the funding is approved
Commissioner Alvarado motioned to approve Resolution 23-1028; Commissioner Orozco seconded; all present were in favor, and the motion carried

Resolution 23-1029 - Amendment to Resolution 22-1005 to Increase the use of the Board Designated Reserve from \$220,000 to \$270,000 for the Release of the Toppenish Property from USDA-RD Valley 7, Development Director Susan Wilson

- This has been in process for over a year; and since the time of approval of Resolution 22-1005 approving the \$220,000, RD revised the appraisal with an increased value of \$270,000
- All the funds will be deposited into the Valley 7 replacement reserves, it has increased by \$50,000
- Commissioner Orozco asked if any other issues had been overlooked as this had been that would be as significant of an amount; Development Director Wilson said it was only the revision from first draft to second draft
Commissioner Alvarado motioned to approve Resolution 23-1029; Commissioner Orozco seconded; all present were in favor, and the motion carried

Resolution 23-1030 –Authorizing Funding of up to \$50,000 for Earnest Money Deposit for the Acquisition of Meadows Annex Apartments, Yakima, WA ,Development Director Susan Wilson

- Per the previous discussion – this is for the \$50,000 earnest money deposit and will go toward the purchase price
- Once the financing is nailed down completely with Yakima Federal, a final resolution will be brought before the board (June) with the total acquisition cost as this resolution only provides for the purchase and sale agreement
Commissioner Alvarado motioned to approve Resolution 23-1030; Commissioner Orozco seconded; all present were in favor, and the motion carried

REPORT OF THE EXECUTIVE DIRECTOR

Due to the absence of Executive Director Krueger, reporting was done by FSS Supervisor Carlos Reyes

MTW Expansion

- YHA has completed all the required public hearings for the MTW supplement that outlines the activities YHA plans for its MTW status
- The MTW Supplement has been submitted to HUD, along with an updated Annual Plan; YHA is waiting for direction from HUD, whether more information is necessary, or if it is approved
- Once YHA receives approval from HUD, MTW can be implemented

Software Conversion

- YHA is moving forward with its software conversion to Yardi, with several kick off calls scheduled to get an idea of the rollout
- Weekly calls have been scheduled and they will begin June 5
- A projected completion is set for the end of November; full conversion is scheduled by the first of December
- YHA has begun to submit initial reports and requested information related to properties and accounts to Yardi

Sunnyside HA, Chairman Ponti

- Another meeting will be held on June 7th; Chairman Ponti noted that information will likely be brought back to the board at the June board meeting
- He also noted that a fully formed plan is necessary to be able to answer questions from residents, media and the staff
- Marty Miller/ORFH is acting as moderator, as he has expertise working with USDA – RD

Board Member Resignation

- Commissioner Alvarado has submitted his resignation from the YHA
- The nominating committee considered 3 applications on May 22, and a candidate has been chosen
- The candidate will be considered for appointment at the June 6th City Council meeting
- Chairman Ponti expressed his appreciation for Commissioner Alvarado's service to YHA
- Commissioner Alvarado thanked the YHA board and staff

DEPARTMENT REPORTS

Development, Development Director Susan Wilson

- Fruitvale is approximately 18% complete with framing of the first floor in progress
- There is a delay on the electrical equipment
- Lease up was discussed with the Housing Supervisor
- Development Director Wilson reviewed security measures at the construction site
- Harmony Park rehab – tree removal, landscaping, and pouring new sidewalks is in process this week
- Mini-Splits for the family units were delayed, and are due June 15th; Construction Coordinator Dan Durand is doing prevailing wage interviews and is taking progress photos
- Cosecha II.3 – The project has moved to construction drawings with SMR; they plan to be out to bid in October
- Rainier Vista/Zillah Gardens/Meadows Annex acquisition- the request for assignment of the HAP contract has been submitted to HUD for Rainier Vista and they acknowledged receipt; she noted this could take up to 90 days
- In the meantime, the Development team is working with Yakima Federal on the financing, and also with the Washington State Housing Finance Commission to get their portion underwritten and the project is moving forward; she noted the final contribution needed from YHA will be determined
- That resolution, along with the required resolutions from Yakima Federal will be presented at the June Board meeting
- Valley 7 playground installations are complete and are an improvement from the former ones
- Disposition of the Linda Vista office – RD denied her proposal, due to a misunderstanding over the application; RD believed it was for the disposition of the entire Linda Vista site
- The disposition was only for the .38 parcel for the office; a survey and legal description was submitted, which RD didn't consider, but that has now been corrected
- Development staff are preparing the Housing Trust Fund and tax credit applications for Milroy Park
- Holst Architecture (from Portland) had the highest score and was selected, they had the first meeting today
- She noted there were 9 responses to the RFP which is not typical, and it was difficult to choose, but Holst scored the highest

Finance, Finance Director Chanelle Murphy

- Net income and cash flow look good for most of the projects
- There was a small net loss for Toppenish Family Housing, but she noted it is an improvement from the prior year
- As of April, cash flow is negative for Yakima Affordable, due to annual inspections; it's a similar trend for this time last year and cash flow is anticipated to be positive in the next few months
- The annual cost per unit is \$8,705, which remains within budget
- The tax credit financial audit is complete with no findings and the exit conference will likely be conducted at the June board meeting

Finance, con't

- The draft ACFR (the new acronym for the CAFR) and SEFA have been forwarded to Loveridge and the governmental audit is in full swing; she is hoping to have that wrapped up before the end of June in order to submit the ACFR to GFOA by July 1st
- She will be working through several major reporting requirements over the next few months, including the State Auditor annual submission (due next week) and the WBARS submission that is due June 30
- There is still an open position for Accounting Clerk; two candidates have declined and a 3rd round of interviews is planned for June
- Overall AR realization is sitting at 89%
- Year to date average HAP utilization remains at 105% with 1,240 vouchers leased as of April 1st

Section 8, Section 8 Supervisor Amanda Delp

- Voucher issuance is the main focus of the department
- Emergency Housing vouchers are getting closer to full utilization
- After full utilization, EHV vouchers will still be issued and older ones will transfer to the Housing Choice Voucher program, helping both programs
- Mainstream vouchers are at about 80% utilization, and once full utilization is reached, additional vouchers can be requested, which is the goal
- The HCV dashboard still shows a zero leasing potential, she feels that is inaccurate, as there hasn't been that big of a jump for it to drop to zero, and voucher issuance continues
- An employee at Chuck Austin Place will transfer to Section 8 after a replacement is hired, but the department is still technically one person short
- EHV - 75 were awarded, and according to the EHV dashboard, there are 81 leased and she believes there is a discrepancy there
- Landlord Liaison position – this is a new position and once a suitable candidate is hired, the new program will be built
- She is working with HR to create job description for the position, and can use MTW funding
- There is also Mainstream funding that can be used for the position, and to build the program, while alleviating some of the work load for her current staff

Family Self-Sufficiency, FSS Supervisor Carlos Reyes

- The Department is looking at expansion of resident services for Fruitvale, and how to blend some of their programs, such as Mainstream
- YHA's Supportive Employment program is Medicaid funded, and they are looking into expanding the program for supported housing for Fruitvale Housing
- FSS had 3 new enrollments for the month of May and are currently at 127 participants
- The main focus for the past few weeks has been to finalize the files for 7-9 graduates and a graduation ceremony will be held on June 7th at the CAP gym
- Graduates of the financial literacy program, Women Rise Up, a one year program in conjunction with Heritage, will also be recognized at the graduation
- Staff, graduates and their families will be invited to attend, and the Yakima Herald Republic will be notified and a previous program participant is set to be a speaker at the graduation
- Supported Employment staff is working with approximately 12 individuals to ensure that SES participants have the opportunity to join FSS
- CAP residents are receiving assistance from SES staff as they work to become employed, receiving job coaching and attending job fairs
- Also related to CAP, The Resident Services Coordinator has done a great job connecting residents with resources
- Events at CAP have included a weekly Whole Health class, Alcoholics Anonymous and Narcotics Anonymous meetings, and three on site haircut events for residents
- A Visual Navigator program was also held at the site, to provide phones and tablets to any veteran in need

FSS, con't

- A barbecue was held at CAP, in conjunction with OIC, (who has space at the site), and FSS Supervisor Reyes noted that resident participation in the events has significantly increased over time
- CAP continues to receive donations, from small cash donations and other items, and the community support is very much appreciated
- The Women Rise Up Financial Literacy classes just wrapped up and were specifically related to changes the residents have seen, from growing savings accounts to reduction of debt, as they learned to budget, and what they have gained from attending the classes
- A participant provided testimony about increasing her credit score significantly, and the partnership with Heritage has been a great benefit

Housing, FSS Supervisor Carlos Reyes

- Vacancy review – YHA staff has families prepared to lease most of these units
- Chuck Austin Place has no vacancies, but two are anticipated by months end
- Valley 7 has three vacancies ,but again, YHA staff is working with families and leasing is in process
- Valley 7 has no families on the wait list for the Cowiche/Tieton area and advertising and outreach are planned
- Nueva has no vacancies, but one is anticipated by months end
- There are no vacancies at Mariposa
- 20 out of 76 beds at Cosecha are currently occupied
- At Cosecha II, 76 out of 96 beds are occupied; he noted that the grower is paying for all the beds
- At Cosecha II.2, 74 out of 80 beds are occupied, and YHA is being compensated for all beds by the grower

Maintenance, Maintenance Supervisor Manuel Olivas

- The Maintenance staff is preparing for upcoming unit turns
- Pioneer Plaza annuals have just wrapped up
- Annuals were suspended temporarily to allow staff to prepare for a WSHFC inspection at Nueva; they are doing health and safety inspections for 38 units, which is time consuming
- The inspection schedule is June 13 at Nueva and June 14 at Cosecha II.2
- He described the difficulty in getting tenants to call in work orders at times
- Grounds is turning on all water systems, and reconfigured one whole site with new valves and pipes
- He noted that some YHA water systems are 30+ years old, and getting parts is difficult
- A new automatic filtration system is being installed at Harvest Plaza with a new pad being poured
- Work orders are constant, with several requests for A/C repairs due to the heat
- Move outs are right on track – they are turning units as fast as they can for Housing to lease them
- Move outs are being prioritized, as tax credit units are completed first for quick turnaround; a couple units will require significant work
- Maintenance staff had to address a slab on grade water line break at Harvest Plaza, where a copper pipe was leaking under the slab; research is being done on upgrading pipes where needed
- There was a major leak recently in the upper valley, but it was repaired fairly quickly


Other

- FSS Supervisor Reyes discussed follow up by YHA staff with Ms. Valdovinos/Central Washington Disability Resources, who attended the last meeting

ADJOURNMENT: Chairman Ponti adjourned the meeting at 4:38p.m.

Respectfully submitted by:

Sally Shelton, Recording Secretary



Carlos Reyes on behalf of Secretary, Lowell Krueger

In consultation with the RAB and tenants, YHA considered any comments at the public hearing. There is no additional analysis of comments or decisions made based on the public hearing.