



# Moving to Work 2010 Annual Plan



October 12, 2009  
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# Seattle Housing Authority

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## Cover photos

Clockwise from upper left: Gardening party at Rainier Vista; resident of International Terrace; Youth Tutoring Program participant; U.S. Department of Housing and Urban Development Secretary Sean Donovan speaking at the Tamarack Place groundbreaking with U.S. Representative Jim McDermott and Rainier Vista resident Ed Frazier in the background; SHA maintenance staff and youth resident; Resident Action Council elections meeting.

Center: Rainier Vista Boys and Girls Club Drill Team performing at the Tamarack Place groundbreaking event.

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# I. Introduction and Executive Summary

This section provides an overview of the purpose and layout of this Plan and highlights major themes and priorities for the year.

## What is “Moving to Work”?

The Seattle Housing Authority (SHA or Seattle Housing) is one of about 30 housing authorities across the country participating in the U.S. Department of Housing and Urban Development (HUD) Moving to Work (MTW) program, which allows SHA to test innovative methods to improve housing services and to better meet local needs.<sup>1</sup> As a participant in MTW, SHA may propose and implement alternatives to federal regulations for certain issues spelled out in an agreement between HUD and SHA. Congress provided three statutory objectives for MTW:

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

Fiscal year 2010 will be SHA’s twelfth year in MTW. Each year SHA adopts a plan that describes activities planned for the following fiscal year. At the end of the year, SHA prepares a report describing its accomplishments. Beginning with this Plan, the format for the annual plan and report has been revised to accommodate new HUD requirements.

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<sup>1</sup> SHA refers to the program as “Moving To new Ways,” to keep the acronym and more accurately describe the intent of the program. For official purposes, such as this plan, the original name is used.

## Stakeholder involvement

As part of developing the MTW Plan and annual budget, SHA provides opportunities for public review and comment. All comments were taken into consideration before finalization of the Plan. Residents are notified of the public hearing and the availability of draft documents through *The Voice* (a monthly newspaper for SHA residents), a notice on rent statements, flyers in SHA buildings, and a letter to about 115 resident leaders. The public is informed via SHA’s free monthly e-mail newsletter, *Building Community*, which reaches about 1,300 subscribers, and through posting on [www.seattlehousing.org](http://www.seattlehousing.org) and an ad in the Seattle/King County newspaper of record, the *Daily Journal of Commerce*.

**Public hearing:** A public hearing was held on September 21, 2009. The draft plan and annual budget were presented and testimony taken, followed by a general question and answer period. At least 25 residents and members of the public attended, with thirteen providing verbal comments. Interpretation was provided in Somali and Cantonese.

**Resident leaders:** The Joint Policy Advisory Committee (JPAC), made up of resident who advise SHA on issues of concern to residents, discussed major plan activities and budget issues on September 14, 2009. More than 30 resident leaders participated. Interpretation was provided in Thai, Vietnamese, and Cantonese.

**Additional public comment:** SHA also received comments on the draft plan and budget from 10 residents in writing.

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## What is in this plan?

The Annual Plan follows a HUD-required format outlined in the 2008 Amended and Restated MTW Agreement between HUD and SHA.

*Section I: Introduction* provides an overview of the layout of this document and highlights of the agency's plan for the year.

*Section II: General housing authority operating information* provides an overview of SHA's housing portfolio, leasing rates, and waiting list information.

*Section III: Non-MTW related housing authority information* is not required by HUD and SHA has elected to leave it intentionally blank.

*Section IV: Long-term MTW plan* describes the Agency's long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement.

*Section V: Proposed MTW activities* provides HUD-required information detailing proposed uses of MTW authority, including evaluation criteria and specific waivers to be used.

*Section VI: Ongoing MTW activities* provides HUD-required information detailing previously HUD-approved uses of MTW authority, including evaluation criteria and specific waivers needed.

*Section VII: Sources and uses of funding* describes SHA's projected revenues and expenditures for 2010, local asset management program, and use of MTW block grant fungibility.

*Section VIII: Administrative information* provides HUD-required administrative information.

## Goals and objectives for 2010

SHA identified several goals and objectives for 2010 within the context of the agency's mission

and five year strategic plan, fiscal realities, and MTW's three primary objectives.

SHA's focus for 2010 MTW flexibilities is to evaluate the multitude of previously-approved MTW activities (listed in Section V). A small number of new MTW activities are proposed in the housing choice voucher program (outline in Section V). Below are highlights of SHA's 2010 goals and objectives for both MTW and non-MTW activities.

### Match SHA's housing resources with the needs of low-income families

#### *MTW activities*

- Explore waiting list options that would more efficiently meet applicants' housing needs.
- Distribute nearly 200 project-based vouchers to community housing providers to serve homeless individuals or families and provide a clear link between units of affordable housing and support services that are tailored to the individual needs of participants.
- Possibly lower the age of preference for SHA's elderly preference public housing communities from 62 to 55.
- Utilize MTW Block Grant funds to support the operation of selected local housing properties serving low-income households.
- Transition voucher program participants who receive less than \$50 per month in subsidy for six consecutive months off of the program in order to free up vouchers for extremely low-income households.

#### *Non-MTW activities*

- Pilot a project that provides financial incentives, for households that can, to move to market-rate housing and free up subsidies for homeless families.
- Lease 22 units of Jefferson Terrace to Public Health-Seattle King County to create a

medical respite facility for homeless people who need a safe place to heal after being treated at local hospitals.

- Create 22 additional units that meet Uniform Federal Accessibility Standards for people with disabilities, depending on federal funding.
- Create more smoke-free housing, including all new construction or substantially rehabbed units and possibly all or part of the Seattle Senior Housing Program (SSHP or Senior Housing).



83 units at Tamarack Place will come on line in late 2010

### **Rejuvenate SHA communities and extend the useful life of SHA's affordable housing stock**

#### ***MTW activities***

- Utilize MTW Block Grant funds toward capital needs in selected local low income housing properties.

#### ***Non-MTW activities***

- Continue to plan for the redevelopment of Yesler Terrace, including environmental review and relocation planning.
- Bring 83 new units on line in Tamarack Place, located in Phase II of Rainier Vista (71 units affordable to extremely low income families).
- Begin construction of 86 units at Lake City Village (51 units affordable to extremely low income families).

- Complete renovations at Bell Tower and begin renovations at Denny Terrace.
- Complete envelope (siding and windows) renovations at Schwabacher House, Reunion House, and Wills House in the Seattle Senior Housing Program. Begin renovations at Olmsted Manor and Nelson Manor.
- Explore opportunities to create new housing throughout Seattle, including Fort Lawton, Qwest Field North Lot, the Yesler Terrace and Holly Court neighborhoods, potential partnerships for a HUD Section 202 or Section 811 project, and a possible partnership with King County Metro in the Northgate area.

### **Promote healthy communities and stable families**

#### ***MTW activities***

- Implement Family Self-Sufficiency program (FSS) policy changes to improve FSS participant outcomes and increase program efficiencies.
- Utilize MTW Block Grant funds toward making appropriate services available to residents in local low income housing properties.

#### ***Non-MTW activities***

- The Job Connection will make at least 175 job placements with an average hourly wage of at least \$11.50, and at least 75 percent having benefits.
- Explore innovative ways to encourage and support economic security among SHA families, including implementing pilot programs in conjunction with the Seattle Asset Building Collaborative and the Seattle Jobs Initiative.
- Possibly partner with the Committee to End Homelessness to offer a financial incentive and asset-building services to residents who are

paying at or near market rate to move out of subsidized housing.

- Develop partnerships and increase funding to enhance community services, particularly for youth, and to address real and perceived safety concerns in SHA's large communities.
- SHA and its partners have submitted a number of applications for competitive grants which, if funded, will support exercise classes for seniors, pre-apprenticeship opportunities for those seeking to work in the trades, computer labs, and wireless Internet access in selected communities.
- Continue to support community building activities in SHA communities.



*NewHolly community members of all ages play a game of cricket in the Central Park of Phase III-Othello Station*



## Maximize SHA's limited resources to fulfill our mission

### *MTW activities*

- Establish a local system for measuring SHA's performance in lieu of HUD's Public Housing Assessment System.
- Add units to the Streamlined Low-income Housing Program, which allows SHA to simplify administrative procedures in communities that have both public housing and project-based vouchers.
- Reduce the frequency of required unit inspections and re-inspections for housing choice voucher holders and reexamine the public housing inspection protocol.

- Streamline income verification and rent calculations for voucher participants, including multi-year rent reviews of fixed-income households, simplified medical deductions, and increasing the threshold for counting income from assets.
- Continue to refine SHA's local asset management program.

### *Non-MTW activities*

- Continue extensive resource conservation efforts, focusing on resource-efficient toilets and light fixtures, weatherization improvements, and piloting solar usage.
- Improve preventive maintenance processes and reduce costs associated with making units ready to lease.
- Increase staff training and information technology capacity.
- Maintain high occupancy and utilization levels of existing housing resources.
- Develop a new three year strategic plan for the agency.



*South Shore Court, coming on line in late 2009, will feature solar water heaters for the 44-unit complex's laundry facilities*

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## II. General Housing Authority Operating Information

This section provides an overview of SHA's housing portfolio, leasing rates, and waiting list information.

### Mission statement

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

### Agency overview

Seattle Housing Authority is a public corporation, providing affordable housing to more than 26,500 people. Housing is provided in locations throughout Seattle through a variety of programs that include SHA operated housing, partner operated communities, and private rental housing.

Nearly 10,000 Seattle Housing residents are elderly or disabled and more than 8,500 are children. As of the beginning of 2009, 83 percent of households had annual incomes below 30 percent of area median income; the average income was \$13,115 per year.

In keeping with its mission, the agency supports a wide range of community services for residents, including employment services, case management, and youth activities.

Funding for SHA's activities come from a variety of sources including the MTW Block Grant (HUD) which SHA can use for a variety of activities in support of the agency's mission, special purpose HUD funds that can only be used for specific purposes, other government grants, tenant rents, and revenues from other activities.

### MTW Block Grant-funded housing

The majority of SHA's funding from HUD comes in the form of a block grant which combines the Public Housing operating fund, Public Housing capital fund, and MTW Housing Choice Voucher funding into one funding source for SHA to use toward its mission.

#### *Housing Choice Vouchers*

The Housing Choice Voucher program (HCV or vouchers), also known as Section 8, is a public/private partnership that provides vouchers (housing subsidies) to low-income families for use in the private rental housing market. Seattle Housing Authority administers more than 8,500 vouchers which are funded and regulated by HUD. Participants typically pay 30 to 40 percent of their household's monthly income for rent and utilities, depending on the unit they choose. Voucher subsidy is provided through a variety of means including:

- Tenant-based (tenants can take their voucher into the private rental market);
- Project-based (subsidy stays with the unit, property, or defined set of properties);
- Program-based (using MTW flexibility to provide unit-based subsidy that floats within a group of units or properties); and,
- Provider-based (SHA uses MTW flexibility to provide subsidy to service providers to master lease units and sublet to participants in need of highly-supportive housing).

#### *Public Housing*

The Low Income Public Housing program (public housing or LIPH) provides more than

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5,200 units in high-rises (large apartment buildings), scattered sites (small apartment buildings, single family housing); and in communities at NewHolly, Rainier Vista, High Point, and Yesler Terrace. HUD's MTW Block Grant provides funding to help costs exceeding rental income. Households typically pay 30 percent of their monthly income for rent and utilities. About 100 of these units are leased to service providers who use the units to provide transitional housing or services to residents.

Fourty units receiving public housing subsidy through SHA are units owned by non-profits and operated as traditional public housing.

## **Other HUD-funded housing**

### ***Special Purpose Vouchers***

SHA administers vouchers for special purposes such as housing veterans, welfare recipients, and people with disabilities. These vouchers are often awarded competitively and funding is provided outside of the MTW Block Grant.

### ***Moderate Rehab***

SHA administers HUD Section 8 Moderate Rehab funding for 759 units operated by partner non-profits serving extremely low-income individuals.

### ***Section 8 New Construction***

SHA operates 130 units of locally owned units that receive Section 8 New Construction funding and serve people with extremely low-incomes.

## **Local housing**

Local housing programs do not receive any MTW Block Grant fund operating subsidy. Some MTW Block Grant funds are occasionally used for capital improvements in local housing properties serving low-income residents.

## ***Senior Housing***

The Seattle Senior Housing Program (SSHP or Senior Housing) was established by a 1981 Seattle bond issue. It includes 23 apartment buildings throughout the city, totaling nearly 1,000 units at affordable rent levels for elderly and disabled residents. SHA receives no ongoing operating subsidy for this program except program-based housing choice vouchers.

SHA owns another 97 SSHP units in three buildings. These buildings have always been operated by partner non-profits and offer unique services to the residents.

## ***Tax Credit and Other Affordable Housing***

SHA operates more than 1,600 units of housing in townhomes and small apartment complexes throughout Seattle, including low- and moderate-income rental housing in the agency's redeveloped family communities (NewHolly, Rainier Vista, and High Point). These units do not receive ongoing operating subsidy, with the exception of project-based housing choice vouchers in selected units.

## **Changes in housing inventory**

SHA forecasts the following changes in housing resources between January 1, 2010 and December 31, 2010:

### **Housing choice vouchers**

No change to SHA's overall voucher authority is anticipated, although SHA will take advantage of any opportunities to apply for more vouchers.

### ***Units to receive new project-based voucher assistance***

Twenty Housing Choice Vouchers will be project-based at Rainier Vista Phase II North-Tamarack in 2010. Details of these units are provided in Appendix C.

Through two separate Notices of Funding Availability issued in partnership with the City of Seattle, 198 new project-based vouchers will be issued to projects which will be ready for occupancy in 2010. Fifty of these units will be High Point replacement vouchers. Details of the specific projects are not available, since the projects have not yet been chosen. Therefore, they will be described in the 2010 Annual Report.

SHA may also project-base vouchers in three SHA-owned affordable housing properties, which are not reflected in the chart above. Four units at Villa Park and 10 at Longfellow Creek apartments may receive project-based vouchers. SHA is considering converting 30 units in Phase III of NewHolly from public housing to project-based vouchers. These units were built with City of Seattle HOME funds. If SHA decides to move forward with this request, unit details will be provided to HUD at that time. Available information about these projects is provided in Appendix C.

## Public housing

At Rainier Vista, 51 new public housing units (described in Appendix B) are expected in 2010 when Tamarack Place comes on line.



*Tamarack Place, opening in 2010, will include 71 units affordable to households earning less than 30% AMI.*

In response to local needs and opportunities, SHA anticipates using MTW authority to change the use of 22 units on the seventh floor of Jefferson Terrace in late 2009 or early 2010. These units will be used for a medical respite

care program in conjunction with the Seattle-King County Ten-Year Plan to End Homelessness.

SHA is exploring the possibility of bringing some or all of the 993 units in the Senior Housing portfolio into the public housing program. Senior Housing has significant capital needs that cannot be met under the current financing structure, which relies exclusively on tenant rents for operating and capital reserves. Conversion to public housing would provide subsidy to keep the units affordable to extremely low-income seniors. SHA's MTW flexibility would allow the program to look and feel much the same as it does today, including the rent policy. SHA will evaluate all of the impacts of such a decision along with stakeholders, including the Senior Housing Rent Policy Advisory Committee. SHA will seek HUD approval if it is decided to move forward. This possible change is not reflected in Table 1: Changes in Housing Inventory.

As previously stated in "*Units to receive new project-based voucher assistance*," SHA may seek to convert up to 30 public housing units in Phase III of NewHolly to project-based housing choice vouchers in order to improve the financial stability of this property. SHA will seek HUD approval if it is decided to move forward. Table 1: Changes in Housing Inventory does not reflect this potential activity.

## ***Disposition and demolition activity***

In addition to the potential conversion of public housing units in NewHolly Phase III to project-based vouchers, SHA may seek HUD approval for the disposition of vacant land at Lake City Village and Rainier Vista Phase II to limited partnerships and/or for for-sale housing as part of these HOPE VI redevelopments. SHA may also request dispositions outlined in prior year plans if not already requested in 2009.

## Local housing

In addition to the 20 project-based voucher and 51 public housing units previously mentioned, Rainier Vista's Tamarack Place will include 12 new workforce housing units in 2010. No other new units are anticipated in this portfolio, with the possible exception of High Point replacement units.

SHA may sell or transfer ownership of selected locally-funded properties in this portfolio to the

non-profit partners that currently operate them. As SHA continues to reposition its assets to advance its mission and strategic priorities, the agency may also dispose of locally-funded parcels. None of these possibilities are reflected in Table 1: Changes in Housing Inventory.

**Managed by SHA for other owners:** In 2009 SHA worked to transition management of several properties back to their owners.

**Table 1: Changes in housing inventory**

Housing Program	2008 year end (actual)	2010 beginning (projected)	2010 year end (projected)
<b>MTW Block Grant-funded housing</b>			
Housing Choice Vouchers tenant-based	5,597	5,444	5,231
Housing Choice Vouchers project-based – partner-owned	1,857	2,008	2,201
Housing Choice Vouchers project-based – SHA-owned	326	326	346
Housing Choice Vouchers program-based – SHA-owned	150	150	150
Housing Choice Vouchers provider-based	65	65	65
<i>Housing Choice Voucher subtotal</i>	<i>7,845</i>	<i>7,993</i>	<i>7,993</i>
Low-Income Public Housing *	5,223	5,216	5,267
Low-Income Public Housing – partner-owned	40	40	40
<i>Public Housing subtotal</i>	<i>5,263</i>	<i>5,256</i>	<i>5,307</i>
<b>MTW Block Grant-funded Housing Total</b>	<b>13,108</b>	<b>13,249</b>	<b>13,300</b>
<b>Other HUD-funded housing</b>			
Housing Choice Vouchers special purpose	556	542	542
Section 8 New Construction	130	130	130
Section 8 Moderate Rehab	759	759	759
<b>Other HUD-funded Housing Total</b>	<b>1,445</b>	<b>1,431</b>	<b>1,431</b>
<b>Local housing</b>			
Seattle Senior Housing Program *	993	993	993
Seattle Senior Housing Program – operated by partners	97	97	97
Tax credit housing (without unit-based subsidy)	539	629	661
Other affordable housing	844	813	813
<b>Local Housing Total</b>	<b>2,473</b>	<b>2,532</b>	<b>2,564</b>
Managed by SHA for other owners	37	6	6
<b>Total Housing**</b>	<b>16,550</b>	<b>16,705</b>	<b>16,768</b>

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

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

## Major capital activities

### MTW Block Grant funds

None of SHA's 2010 capital activities utilize 30 percent or more of capital funding provided by HUD through SHA's MTW Block Grant.

Activities using the most significant portions of this source are \$2.8 million for Yesler Terrace redevelopment planning and about \$3 million in debt service for the three phases of homeWorks through the Capital Fund Financing Program (CFFP).

### Other Federal capital funds

#### *American Recovery and Reinvestment Act*

In 2009 SHA received \$45 million in American Recovery and Reinvestment Act (ARRA) funding for several significant and much-needed capital activities including infrastructure work and rental housing development at Rainier Vista, renovation of Bell Tower and Denny Terrace, and rental housing construction at Lake City Village. Work on these projects will continue in 2010. These funds are outside of MTW and follow ARRA reporting requirements.

### *Competitive Federal development/redevelopment funding*

If Congress approves redevelopment funds (such as HOPE VI, Choice Neighborhoods Initiative, or Sustainable Communities Initiative) SHA may submit funding applications. Based on the final funding criteria and other information available at the time, SHA may seek funds from any or all of these sources. Possible projects include:

- existing SHA properties located at or near Holly Court and in the Yesler Terrace neighborhood and
- partnership opportunities including a transit-oriented project led by King County Metro in the Northgate area and the redevelopment of the North Lot.

In addition, SHA has put out a Request for Qualifications to secure a development partner in hopes of obtaining HUD Section 202 or 811 funding in 2010. The site for the potential 202/811 project has not yet been selected.

### Leasing information

The following table represents actual and projected utilization rates for vouchers and occupancy rates for SHA-operated housing.

**Table 2: Actual and projected leasing rates**

<b>HOUSING PROGRAM</b>	<b>2008 (actual)</b>	<b>2009 (projected-updated)</b>	<b>2010 (projected)</b>
Housing Choice Vouchers-MTW	96%	98%	98%
Housing Choice Vouchers-Non-MTW	96%	98%	98%
Low Income Public Housing	97%	97%	97%
Local Housing	95%	96%	96%

### Anticipated leasing issues

#### *Housing choice vouchers*

Due to higher than budgeted voucher utilization in 2009, SHA's 2010 voucher leasing efforts will

be focused on project-based commitments and special purpose vouchers.

#### *Public housing*

Aging units in Yesler Terrace and the agency's two villages require significant work at turn

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over, creating longer than desired vacant days in those units. Jefferson Terrace and Westwood Heights continue to experience high turn over and take longer to fill due to the unique attributes of applicants on their waiting lists.

### ***Local housing***

The Senior Housing Program continues to maintain a high occupancy rate which is expected to remain above 98 percent in 2010. However, if funding is obtained to allow for elevator repairs, there may be a significant increase in vacancies due to the fact that many residents will not be able to access the upper floors while a building's only elevator is being renovated.

Several Other Affordable Housing properties continue to struggle to keep units leased. Location, unit sizes, older housing stock, and rental market conditions account for the majority of unit turndowns. While SHA continues to expand marketing efforts and maintain the properties well, significant increases in occupancy rates are not expected in 2010.

## **Waiting list information**

### **Waiting list strategies**

Seattle Housing Authority's waiting list strategies vary to match the needs of different properties and housing programs. Applicants may be, and often are, on multiple waiting lists at the same time.

### ***Housing choice vouchers***

A single tenant-based waiting list is maintained by SHA. A list of 4,000 applicants was established through a lottery in 2008. Project-based Housing Choice Voucher properties operate their own site-specific waiting lists.

### ***SHA-operated housing***

Site-specific waiting lists are offered for all of SHA's affordable housing properties. The three largest communities (NewHolly, High Point, and Rainier Vista) operate waiting lists on-site. All other waiting lists are maintained centrally, by program, to maximize efficiencies and choice. The waiting lists for Senior Housing and public housing in traditional communities are purged on an ongoing basis through the use of Save My Spot, a system that allows applicants to check in monthly by phone or computer to indicate their continued interest in housing opportunities with SHA.

### **Anticipated waiting list changes**

#### ***Housing choice vouchers***

The tenant-based Housing Choice Voucher waiting list has been closed since 2008. SHA does not anticipate opening the list in 2010 unless the current waiting list (projected to have 1,450 applicants as the beginning of the year) is depleted faster than expected. However, as new project-based properties open in 2010, more waiting list options will become available to potential tenants.

#### ***SHA-operated housing***

Given the current economic climate and SHA's low vacancy rates, waiting lists are expected to grow for most SHA operated properties in 2010. In the month of September 2009, SHA received more than 900 new applications. With the exception of selected bedroom sizes at NewHolly, SHA's waiting lists remain open.

The following is a summary of the number of applicants on waiting lists for SHA-operated housing as of September 30, 2009 (note that there can be overlap among lists as applicants are allowed to apply for multiple programs):

- 
- Public housing - 5,350
  - HOPE VI (all housing programs) - 14,800
  - SSHP - 600
  - Other affordable housing - 2,900

A number of potential improvements to waiting list processes were outlined in SHA's HUD-approved 2009 MTW Annual Plan. These changes, if not implemented in 2009, may be pursued in 2010. Possible changes include:

- piloting no waiting list in selected communities or unit types;
- offering applicants eligible for studios and one-bedroom units the opportunity to indicate their preference;

- moving applicant choice to the end of the application process;
- creating program-specific waiting lists for service-enriched public housing unit or revising other policies such as revised suitability criteria to enable applicants' housing needs to be best met;
- amending policies to define conditions under which waiting lists may be closed; and
- amending policies or procedures to support implementation of the Ten-Year Plan to End Homelessness.

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### III. Non-MTW Housing Authority Information

This section is optional and SHA has elected to leave this section blank.

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## IV. Long-term MTW Plan

This section describes the Agency's long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement.

### Strategic planning

Late in 2009 and in the first half of 2010, Seattle Housing Authority will undertake a strategic planning process to set the agency's direction for the next three to five years. The process will engage staff, residents, key stakeholders and other community members in considering the key questions facing the Housing Authority and exploring solutions that allow the agency to meet its mission in the best and most efficient ways possible.

As staff and board members move through the process, key elements of the MTW plan will be

integrated so that the strategic plan that ultimately gets adopted by the Board of Commissioners is synonymous with the MTW Plan.

The goals of the planning process are to identify a set of key strategic questions, analyze the agency's strengths and weaknesses, incorporate stakeholder assessments of the agency's success in reaching its goals and coalesce an understanding both within and outside the agency around strategic focus for the next three years. SHA's long-term MTW plan will be provided in the 2011 MTW Annual Plan.

## V. Proposed MTW Activities: HUD approval requested

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

In 2010 SHA is requesting HUD approval of five new activities using MTW flexibility. Under the 2008 amended and restated MTW agreement between HUD and SHA, a number of details regarding how SHA will evaluate the success of MTW activities are now required and are provided below.

SHA's focus for the MTW Activities outlined in this section is to create staff capacity within the Housing Choice Voucher program to pursue self-sufficiency policies and initiatives in future years.

MTW Activity #	Housing Choice Voucher – Rent policy
<p>⊙ HR-2010-01</p>	<p><b>The 180-day End of Participation “clock” due to income will start when a family’s Housing Assistance Payment (HAP) reaches \$50 or less.</b>            When a household’s HAP reaches \$50 or less, they are eligible to continue on the program for 180 days. During those 180 days, if their income decreases or housing costs increases such that their HAP is greater than \$50, they will be fully reinstated. However, if HAP is not increased, their program participation will end and their voucher will be made available for another household. HUD regulations require that the 180-day end of participation (180-day EOP) clock starts when HAP reaches \$0.</p>

**MTW statutory objective impact**     **Housing choice:** SHA will be able to provide vouchers to families with extremely low incomes as vouchers are made available through this policy.

**Schedule**     SHA will implement this policy in 2010.

Outcome Measures	Metric	Baseline	Benchmark	Results
	# families reaching 180-day EOP with a HAP between \$1 and \$50	0 households with HAP between \$1 and \$50 are required to end participation	21 of vouchers freed up annually due to policy	To be reported in 2010 Report
	Families reaching 180-day EOP who return to the waiting list	10% of families who reach 180-day EOP with \$0 HAP since 1./1/08 returned to an SHA public housing or HCV waiting list within one year of EOP	The % of families who reach 180-day EOP and returning to an SHA public housing or waiting list within one year will be less than or equal to 10%.	To be reported in 2010 Report
	HAP impact	Average annual HAP of households affected by this policy = \$6,600	Additional HAP paid due to this policy will be no more than \$181,000.	To be reported in 2010 Report

**Hardship policy** For families impacted by this initiative who experience a significant change in family circumstances (such as layoffs, medical crisis, or similar) within the 12 months following end of participation, SHA will allow the family to be placed on the closed HCV waitlist.

**Impact analysis** Over the last three years, an average of 25 families meet this criteria annually. The impact on these households will be an effective rent increase (HAP decrease) of between \$1 and \$50 per month. These households will also no longer be eligible for HAP even if their income goes down after the 180 days.

SHA anticipates that there will be an increase in overall HAP of about \$181,000 based on the following difference between current average HAP of households affected by this policy ( \$6,600) and projected HAP of new move ins (\$187,500).

**Progress to Date** Scheduled for implementation in 2010.

**Data sources** Elite data system. Maintaining a list of households who reach the 180-day EOP.

**Authorizations Cited** MTW Agreement: Attachment C (D)(2)(a) and (c).

⊙ **HR-2010-02** **SHA will increase the threshold for calculating asset income to an amount up to \$50,000.**

HUD policy calls for a specified percent (currently .2%) of household’s financial assets (e.g. savings accounts) above \$5,000 are assumed as income and including in the rent calculation. SHA will forego verifying assets and imputing income unless the household declares assets at a higher amount (up to \$50,000).

**MTW statutory objective impact** **Efficiency:** Reduce staff time spent requesting and verifying asset documentation, and in calculating income from assets.

**Schedule** SHA will implement this policy in 2010.

Outcome Measures	Metric	Baseline	Benchmark	Results
	Value of staff time	Value of staff time spent on asset verification annually = \$29,250 (based on 453 households declaring assets in 2009)	Net value of staff time saved will be at least \$21,150 (Total value of staff time saved minus increase in HAP (decrease in TTP) .	To be reported in 2010 Report
	HAP impact and value of staff time	Total Tenant Payment (TTP) based on asset income in 2009 = \$8,100		

**Hardship policy** No participants will be negatively impacted by this policy; therefore. However, if a tenant’s HAP is reduced due to this policy and the tenant requests a hardship, SHA will hold the increase HAP to hold the tenant harmless from this policy.

**Impact analysis** Participants’ total tenant payment (TTP) will remain the same or decrease.

2009 HCV Participants with Assets used in TTP Calculation

<i>Current households with assets</i>	<i>Total current asset value</i>	<i>Annual imputed income from assets</i>	<i>Current annual TTP based on asset income</i>	<i>Projected annual tenant TTP savings (HAP increase)</i>
453	\$2,923,938	\$27,060	\$8,117	\$8,117

Progress to Date Baseline time study near completion. Scheduled for implementation in 2010.

Data sources Elite data system.

Authorizations Cited MTW Agreement: Attachment C (D)(2)(a) and (3)(b). Specific waivers: 24 CFR 5.609 (b)(3).

⊙ **HR-2010-03 Streamlined medical deduction.**  
SHA will provide medical deductions based on a standardized schedule.

MTW statutory objective impact **Efficiency:** Reduce staff time verifying and calculating medical expenses.

Schedule Implementation scheduled for 2010.

	<b>Metric</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Results</b>
Outcome Measures	Staff time to calculate medical expenses.	Average time to verify and calculate medical expenses under HUD methodology is 3.5 hours (2009 value = \$51,511)	Average time to verify and calculate medical expenses under new policy will be 1 hour (2009 value = \$14,174)	To be reported in 2010 Report
	HAP impact	Average annual tenant rent deduction due to medical deduction under HUD methodology = \$432 per tenant	Average annual HAP in report year due to medical deduction policy will be no more than \$432 per tenant (after factoring in value of staff time saved)	To be reported in 2010 Report

Hardship policy Hardship waiver will be available for any resident whose rent is increased by more than \$50 per month as a result of this initiative which will include opportunity for review of all medical expenses.

Impact analysis SHA intends for this policy to be close to revenue neutral for the agency. Complete impact analysis to be submitted to HUD under separate cover when policy details are finalized.

Progress to Date Baseline time study near completion. Implementation scheduled for 2010.

Data sources Reports through querying Elite Data system. Time study is underway to gather additional data and confirm baseline. Post-policy implementation will be conducted. Actual value of staff time savings will be calculated utilizing each year's average staff

costs and actual medical deductions.

Authorizations Cited MTW Agreement: Attachment C (D)(2)(a) and (3)(b). Specific waivers: 24 CFR 5.611 (a)(a)(3)(i).

MTW Activity #	Housing Choice Voucher - Inspections		
Ⓞ HI-2010-05	<b>Self-certification by landlords of correction of minor failed inspection items.</b> When a rental unit fails an HQS inspection for non-safety related HQS deficiencies, landlords will have the ability to self-certify in writing that the corrections have been done. SHA will conduct quality control inspections on a sampling of units that pass under landlord self-certification. Participants can request an inspection at any time.		
MTW statutory objective impact	<b>Efficiency:</b> Decreasing the required re-inspections by allowing landlords to self-certify that they have completed repairs on minor fail items.		
Schedule	Implementation scheduled for 2010.		
Outcome Measures	Metric	Baseline	Benchmark
	Staff time	Average staff time per re-inspection is 30 minutes (including drive time). Baseline annual re-inspections is 2898 units with failed items	Staff time on re-inspections is reduced.
	Participant-requested inspections	1% of all participants request an inspection in a year	No more than 1% of participants in units that were self-certified will request inspection
Progress to Date	Baseline time study near completion. Implementation scheduled for 2010.		
Data sources	Elite data system - data selection by fail type.		
Authorizations Cited	MTW Agreement: Attachment C (D)(5). Specific waivers: 24 C.F.R. 982.404(a)(3)		

## VI. Ongoing MTW Activities: HUD approval previously granted

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

### Background

SHA has made an effort to include all previously approved MTW activities. Any exclusions are unintentional and should be considered continuously approved. If additional previously approved activities are discovered, SHA will add them to subsequent plans or reports.

It should be noted that throughout the first ten years in MTW, HUD requirements as to how and when to seek approval for MTW activities fluctuated. Some MTW flexibilities were requested outside of the annual Plan (e.g. streamlined acquisition process) or were considered implicit (e.g. using MTW Block Grant funds to allow residents in local housing

programs to participate in SHA-sponsored social services). In other cases, SHA needed only state in very broad terms its intention to implement an MTW activity. For example, creation of local project-based housing choice voucher policies was in SHA's 2000 MTW Annual Plan along with a listing of the policy goals. These policies were not detailed in prior plans, but have been broken out in the following matrix.

In many cases, MTW activities appear in multiple plans. The date included in the chart is the first date the activity was mentioned in an approved plan. The terms Multi-Program, Public Housing and HCV in the matrix below identify the program(s) to which the activity applies.

SHA #	MTW Activity Name	Multi-Program	Public Housing	HCV	MTW Initiative Description	MTW Statutory Objective	Implementation Status
1	Admissions: admit felons under certain conditions			2005	Allow Class B and Class C felons to be admitted into project-based HCV and Mod Rehab units where there are adequate supportive services on a case by case basis.	Housing choice	Implemented.
2	Admissions: eligibility criteria		2008		Unique eligibility criteria for specific units or properties, such as service enriched units.	Housing choice	Implemented.
3	Admissions: expedited waiting list		2004		Allow applicants referred by selected partners (primarily transitional housing providers) to receive expedited processing and receive the "next available unit."	Housing choice	Implemented.
4	Admissions: limit eligibility for applicants in subsidized housing			2008	Implement limits or conditions for tenants living in subsidized housing to participate in the HCV program.	Cost effectiveness	Policy adopted; implementation on hold

SHA #	MTW Activity Name	Multi-Pro-gram	Public Housing	HCV	MTW Initiative Description	MTW Statutory Objective	Implementa-tion Status
5	Admissions: no waiting list		2008		Pilot filling units without a waiting list	Cost effectiveness; Housing choice	Under development.
6	Admissions: partners maintain own waiting lists		2000	2000	Allow partners to maintain waiting lists for partner-owned and/or operated units (traditional LIPH units; service provider units; project-based units, etc.) and use own eligibility and suitability criteria	Cost effectiveness; Housing choice	Implemented.
7	Admissions: program-specific waiting lists		2000		Operate separate waiting lists for specific programs such as service enriched units.	Cost effectiveness; Housing choice	On hold - site-based waiting lists meet current needs.
8	Admissions: repayment agreements			2008	Provide voucher assistance to households owing SHA money from prior tenancy under specific circumstances.	Housing choice	Implemented.
9	Admissions: special issuance vouchers			2003	Establish a "special issuance" category of vouchers to address circumstances where timely issuance of vouchers can prevent homelessness or rent burden.	Housing choice	Implemented.
10	Admissions: streamlined eligibility verification			2009	Streamline eligibility verification standards and processes.	Cost effectiveness	Under development.
11	Admissions: voucher distribution through service provider agencies			2000 ; 2002	Up to 30% of SHA's tenant-based vouchers may be made available to local nonprofits, transitional housing providers, and divisions of local government that provide direct services for use by their homeless clients without regard to their client's position on SHA's waiting list.	Housing choice	Implemented.
12	Agency units for housing		1999 Agreement		Make units available residential units for service-enriched housing by partner agencies.	Housing choice; Cost effectiveness	Implemented.

SHA #	MTW Activity Name	Multi-Program	Public Housing	HCV	MTW Initiative Description	MTW Statutory Objective	Implementation Status
13	Agency units for services		1999 Agreement		Make units available residential units as office space for community activities, management use, and partner agencies providing services in and around the community.	Cost effectiveness	Implemented.
14	Block Grant for Local Low Income Housing and Residents	1999 Agreement			Use Block Grant flexibility to support local low-income housing programs and enable residents of local housing programs to access SHA-sponsored services.	Cost-effectiveness; Self-sufficiency	Implemented.
15	Combined program management		2008	2008	Combined program management for project-based vouchers and public housing in communities operating both subsidy types.	Cost-effectiveness	Implemented.
16	Definition of elderly		2008		Change definition of elderly for HUD-designated elderly preference public housing from 62 to 55.	Housing choice	Under development.
17	Down payment assistance		2004	2004	Allocate MTW Block Grant funds to offer a local down payment assistance program.	Housing choice; Self-sufficiency	Implemented.
18	Energy protocol		2000		Employ a cost-benefit approach for resource conservation in lieu of HUD-required energy audits every five years.	Cost-effectiveness	Implemented.
19	FSS escrow accounts		2007	2007	Use local policies for determining escrow calculation, deposits, and withdrawals.	Self-sufficiency; Cost effectiveness	Under development.
20	FSS participation contract		2007	2007	Locally designed contract terms including lengths, interim goals, extensions, and graduation requirements.	Self-sufficiency; Cost effectiveness	Under development.
21	FSS program incentives		2007	2007	Provide incentives to FSS participants who do not receive escrow deposits.	Self-sufficiency	Under development.
22	FSS selection preferences		2007	2007	Up to 100% of FSS enrollments may be selected by local preferences.	Self-sufficiency; Cost effectiveness	Under development.
23	FSS structure of PCC committee		2007	2007	Restructure Program Coordinating Committee (PCC) to better align with program goals and local resources.	Cost effectiveness	Under development.

SHA #	MTW Activity Name	Multi-Program	Public Housing	HCV	MTW Initiative Description	MTW Statutory Objective	Implementation Status
24	Grievance procedures		2008	2008	Modify grievance policies to require tenants to remedy lease violations and be up to date in their rent payments before granting a grievance hearing for proposed tenancy terminations.	Cost-effectiveness	Under development.
25	Inspections: cost-benefit approach		1999	1999	Employ a cost-benefit approach to property inspections in lieu of HUD requirements for comprehensive annual inspections.	Cost-effectiveness	Implemented in LIPH. HCV implementation scheduled in 2010.
26	Inspections: Fines for no-shows			2005	Impose fines on the landlord or participant for failing to be present at scheduled inspections.	Cost effectiveness	On hold.
27	Inspections: SHA owned properties			2000	Allow SHA staff, rather than a 3rd party entity, to complete HQS inspection of SHA owned properties	Reduce Costs and achieve greater Cost effectiveness	Implemented.
28	Lease term for public housing units with Tax Credit overlay		2009		Allow leases of less than one year.	Cost effectiveness	Under development.
29	Local Asset Management Program	2000			Use asset management principles to optimize housing and services.	Cost effectiveness	Implemented.
30	Local performance standards in lieu of HUD measures		1999		Develop locally relevant performance standards and benchmarks to evaluate the agency performance in lieu of HUD's Public Housing Assessment System (PHAS)	Cost-effectiveness	Additional approval from HUD required prior to implementation.
31	MTW Block Grant	1999			Combine eligible public housing operating and capital funds and tenant-based assistance into a single fungible budget.	Cost effectiveness; Housing choice; Self-sufficiency	Implemented.
32	Operating reserve	1999			Maintain an operating reserve consistent with sound management practices.	Cost-effectiveness	Implemented.
33	Payment standard: over 120% FMR			2002	If certain market triggers or other guidelines are met, payment standard may exceed 120% of Fair Market Rent (FMR)	Housing choice	Implemented.
34	Payment standard: SROs			2003	SHA uses the studio payment standard for SRO units.	Housing choice	Implemented.

SHA #	MTW Activity Name	Multi-Pro-gram	Public Housing	HCV	MTW Initiative Description	MTW Statutory Objective	Implementa-tion Status
35	Pet-free environments		2009		Establish pet-free environments in connection with selected service enriched housing.	Housing choice	On hold.
36	Program-based vouchers			2007	Allocate floating voucher subsidy to a defined group of units or properties.	Housing choice	Implemented
37	Project-based: % of vouchers that may be project-based			2000 ; 2008	Raise the percentage of vouchers that may be project-based above HUD limits (25% limit set in 2000, may raise limit per 2008 plan)	Housing choice; Self-sufficiency	Implemented.
38	Project-based: 30% rent cap			2000	Project-based participants can not pay more than 30% of their adjusted income for rent and utilities.	Housing choice	Implemented.
39	Project-based: applications			2000	Streamline applications process for project-based HCV units.	Cost effectiveness	Implemented.
40	Project-based: assets in rent calculation			2000	Only calculate income on assets declared as valuing \$5000 or more	Cost-effectiveness	Implemented.
41	Project-based: competitive allocation process			2004	Commit vouchers to the City's competitive process for housing funding.	Cost-effectiveness	Implemented.
42	Project-based: contract term			2000	Make annual commitments renewable for up to 40 years.	Housing choice	Implemented.
43	Project-based: eligible unit types			2000	Modify the types of housing accepted under a PBS8 contract - allows shared housing and transitional housing	Housing choice; Cost effectiveness	Implemented.
44	Project-based: exit vouchers			2000; 2005	Housing choice is offered at the beginning of the admissions process (by nature of site-specific waiting lists); exit vouchers are not offered.	Housing choice; Cost effectiveness	Implemented.
45	Project-based: HAP contracts			2000	Modify the HAP contract to ensure consistency with MTW changes and add tenancy addendum	Cost effectiveness	Implemented.
46	Project-based: non-competitive allocation of assistance			2000	Allocate project-based subsidy non-competitively to SHA controlled units.	Housing choice; Cost effectiveness	Implemented.

SHA #	MTW Activity Name	Multi-Program	Public Housing	HCV	MTW Initiative Description	MTW Statutory Objective	Implementation Status
47	Project-based: payment standards			2004	Allow higher than Voucher Payment Standard for SHA-operated project-based units if needed to support the project budget while still taking into account rent reasonableness)	Cost effectiveness	Implemented.
48	Project-based: subsidy cap in replacement units			2004	Cap subsidy at levels affordable to households at 30% AMI in project-based HOPE VI replacement units where SHA also contributed capital to write-down the unit's affordability to that level.	Cost-effectiveness	Implemented.
49	Project-based: unit cap per development			2000	Waive the 25% cap on the number of units that can be project-based for transitional, supportive or elderly housing programs and/or sites with fewer than 20 units	Housing choice	Implemented.
50	Project-based: unit inspections			2000	Modify inspection rules to allow owners to conduct their own construction/rehab inspections; allows the management entity to complete initial inspections (rather than SHA); implements inspection sampling at annual review	Cost effectiveness	Implemented.
51	Provider-based vouchers			2007 ; revised 2008	Provide vouchers to selected agencies to couple with intensive supportive services. The agency master leases units and subleases to tenants.	Housing choice; Self-sufficiency	Implemented.
52	Rent burden: include exempt income			2000	Exempt income included in rent burden analysis even though not included in rent calculation.	Housing choice	Implemented.
53	Rent Reasonableness			2006	Allows SHA to streamline rent reasonable determinations.	Cost effectiveness	Under development.
54	Rent Reasonableness at SHA owned units			2000	Allows SHA staff to perform Rent Reasonable determination for SHA owned properties	Cost effectiveness	Implemented.
55	Rent: 2 year limit on rent ceiling		2005		After two years at the rent ceiling, tenant's rent is calculated as 30% of adjusted gross income.	Self-sufficiency	Implemented.

SHA #	MTW Activity Name	Multi-Program	Public Housing	HCV	MTW Initiative Description	MTW Statutory Objective	Implementation Status
56	Rent: absolute minimum rent		2000		Tenants pay a minimum rent (\$50 or more) even if rent calculation and/or utility allowance would normally result in a lower rental payment or even reimbursement.	Self-sufficiency; Cost effectiveness	Implemented.
57	Rent: absolute minimum rent			2003	Require an absolute minimum rent, even for \$0 income households.	Self-sufficiency; Cost effectiveness	Under development.
58	Rent: every third year rent reviews for fixed-income households		2000	2008	Rent reviews conducted for households exclusively on fixed-incomes (SS/SSI/pensions) only every three years	Cost-effectiveness	Implemented in LIPH. HCV implementation scheduled in 2010.
59	Rent: impute income from public benefits		2005		Impute income from public benefits (TANF, SSI) to calculate rent for tenants who appear to be eligible but have not applied and been denied	Self-sufficiency; Cost effectiveness	Implemented.
60	Rent: partners develop separate rent policies		2005		Allow partner providers and HOPE VI communities to develop separate rent policies that are in line with program goals	Cost-effectiveness	Implemented.
61	Rent: rent cap			2000	Rent cap calculated on 40% of Gross Rent, up from the 40% of adjusted rent standard	Housing choice	Implemented.
62	Rent: streamlined for fixed income		2009		Further streamline rent policy and certification process for fixed income households.	Cost-effectiveness	Under development.
63	Rent: streamlined rent policy for partnership units		2009		Allow non-profit partners operating public housing units to implement simplified rent policies.	Cost-effectiveness	Under development.
64	Rent: studio vs. 1 bedroom		2005		Differentiate rents for studios vs. 1 bedroom units	Housing choice	Under development.
65	Rent: TANF rent calculation			2006	Impute TANF income if household appears eligible and has not documented ineligibility. TANF not counted toward income if family is sanctioned.	Self-sufficiency; Cost effectiveness	Implemented.

SHA #	MTW Activity Name	Multi-Program	Public Housing	HCV	MTW Initiative Description	MTW Statutory Objective	Implementation Status
66	Rent: Tenant Trust Accounts		2000; 2005 revised		A portion of working public housing residents' income may be deposited in an escrow account for use toward self-sufficiency purposes.	Self-sufficiency	Implemented.
67	Rent: tenant-based self-sufficiency incentives			2005	Rent policies to foster self-sufficiency among employable households, including income disregards proportional to payroll tax; allowances for employment-related expenses; intensive employment services coupled with time limits; locally-defined hardship waiver for tenants on minimum rent.	Self-sufficiency	Under development.
68	Self-sufficiency requirement		1999 / 2001	1999 / 2001	All households receiving subsidy from SHA (public housing, voucher) in HOPE VI communities must participate in self-sufficiency activities	Self-sufficiency	Implemented.
69	Service enriched housing		2001	2001	With the help of key partners, SHA may develop supportive housing communities.	Housing choice	Implemented.
70	Streamlined acquisitions		1999 Agreement		Acquire properties without prior HUD approval, provided that HUD site selection criteria are met.	Cost-effectiveness	Implemented.
71	Streamlined admissions and recertifications			2009	SHA may streamline admissions and recertification processes for provider-based, project-based and mod rehab programs.	Cost effectiveness	Under development.
72	Streamlined demo/dispo process		2000		Utilize a streamlined demolition/disposition protocol negotiated with the Special Applications Center.	Cost-effectiveness	Implemented.
73	Streamlined mixed-finance closings		2000		Utilize a streamlined process for mixed-finance closings.	Cost-effectiveness	Implemented.
74	Utility allowance: frequency of utility allowance updates		2009		SHA may revise the schedule for reviewing and updating utility allowances due to fluctuations in utility rates to no more than annually.	Cost-effectiveness	Under development.
75	Utility allowance: local benchmark		2009		SHA may develop ne benchmarks for "a reasonable use of utilities by an energy conservative household" - the standard by which utility allowance are calculated.	Cost-effectiveness	Under development.

SHA #	MTW Activity Name	Multi-Program	Public Housing	HCV	MTW Initiative Description	MTW Statutory Objective	Implementation Status
76	Utility allowance: schedule		2008	2008	SHA may change utility allowances on a schedule different for current residents and new move ins	Cost-effectiveness	Under development.
77	Utility allowance: self-sufficiency and resource conservation		2005; 2008		Change utility allowance where metering permits to encourage self-sufficiency and resource conservation	Cost-effectiveness	Under development.
78	Utilization goals			2003	Utilization defined by use of budget authority.	Cost effectiveness	Implemented
79	Conditional housing		2000		Housing program for those who do not currently quite meet SHA's minimum LIPH qualifications		Current needs being met via "Agency units "
80	Construction contract		1999; 2005		Locally-designed form of construction contract that retains HUD requirements while providing more protection for SHA.	Cost-effectiveness	Not currently exercising this MTW flexibility.
81	Design guidelines		1999 Agreement		SHA may establish reasonable, modest design guidelines, unit size guidelines and unit amenity guidelines for development and redevelopment activities.	Cost-effectiveness; Housing choice	MTW flexibility not currently necessary to implement this initiative.
82	Designate LIPH units for specific purposes/populations		2000; 2001		SHA designates properties/units for specific purposes such as elderly or smoke-free.	Housing choice	MTW flexibility not currently necessary to implement this initiative.
83	Investment policies	1999			SHA may replace HUD investment policies with Washington State investment policies.	Cost effectiveness	Not currently exercising this MTW flexibility.
84	Local lease		2001		SHA may implement its own lease, incorporating industry best practices	Cost-effectiveness	Not currently exercising this MTW flexibility, except where specifically noted above.

SHA #	MTW Activity Name	Multi-Program	Public Housing	HCV	MTW Initiative Description	MTW Statutory Objective	Implementation Status
85	Local preferences		2002	2002	SHA may establish local preferences for federal housing programs.	Housing choice	MTW not currently necessary to implement this initiative.
86	Obligation and expenditure timelines	1999 Agreement			SHA may establish timelines for the obligation and expenditure of MTW funds.	Cost effectiveness	No longer permissible by HUD.
87	FSS: Partner with City	1999			Partner with the City of Seattle to share responsibilities and resources for a new integrated FSS program.	Self-sufficiency; Cost effectiveness	Not currently exercising this MTW flexibility.
88	Procurement policies		1999		Adopt alternative procurement system that is competitive, and results in SHA paying reasonable prices to qualified contractors	Cost-effectiveness	Not currently exercising this MTW flexibility.
89	Related non-profit contracts	2004			SHA may enter into contracts with any related nonprofit.	Cost-effectiveness	Not currently exercising this MTW flexibility.
90	Rent: rent freezes		2000		Voluntary rent policy freezes rent in two year intervals		Not currently exercising this MTW flexibility.
91	Admissions: site-based waiting lists		1999		Applicants can choose from several site-specific and/or next available waiting lists.	Housing choice	MTW flexibility not necessary to implement this initiative.
92	SJI preference + time limits		1999		Preference for Seattle Jobs Initiative participants coupled with time limits	Self-sufficiency; Cost effectiveness	Not currently exercising this MTW flexibility.
93	Rent: TANF rent calculation		2000		Calculate TANF participant rent on 25% of gross income.		Not currently exercising this MTW flexibility.
94	Total Development Cost limits		1999?		Replace HUD's Total Development Cost limits with reasonable limits that reflect the local market place for quality construction.	Cost-effectiveness	Not currently exercising this MTW flexibility.
95	Wage rate monitoring		1999		simplified process for monitoring the payment of prevailing wages by contractors	Cost-effectiveness	Not currently exercising this MTW flexibility.

## VII. Sources and Uses of Funding

This section describes SHA's projected revenues and expenditures for 2010, local asset management program, and use of MTW block grant fungibility.

### Sources and uses of MTW funds

The table below summarizes the MTW sources of funds in the revised budget for Calendar Year (CY) 2009 and projected for the Calendar Year (CY) 2010 budget. The CY 2009 budget has been revised from the adopted budget to reflect actual HUD funding.

**Table 3: Projected Sources - MTW Funds**

	<b>CY 2009 Budget</b>	<b>CY 2010 Budget</b>	<b>Percent Change</b>
Dwelling Rental Income	\$10,959,000	\$11,086,000	1.2%
Investment and Interest Income	347,000	323,000	(6.9%)
Other Income	1,394,000	1,435,000	2.9%
MTW Block Grant <sup>1</sup>	104,997,000	110,698,000	5.4%
<i>LIPH Operating Block Grant</i>		17,838,000	
<i>Transfer to limited partners</i>		(2,383,000)	
<i>HCV Block Grant</i>		81,493,000	
<i>Capital Block Grant</i>		13,750,000	
One-Time MTW Capital Adj.	6,000,000	0	--
<b>Total Sources-MTW</b>	<b>\$123,697,000</b>	<b>\$123,542,000</b>	<b>(0.1%)</b>

<sup>1</sup> The approved 2009 Plan did not include a breakout of the MTW Block Grant as required for this Plan.

Notes:

- **Dwelling Rental Income** is relatively flat. Increased revenue resulting from use of the third party income verification program is offset by a decrease of rental income due to current economic conditions. Tenants are losing their jobs and those still working are requesting special reviews as their incomes have decreased.
- **Investment and Interest Income** is projected to decrease slightly from 2009 due to current market conditions; while there is a slight increase in investment earnings, there is a larger decrease in bond interest due to lower bond balances.
- The increase in **Other Income** is from the general fee increases for laundry services and building antenna sites.
- The total **MTW Block Grant** funding amount for 2010 is relatively flat from the 2009 revised budget figure, including one-time 2009 MTW Capital funds. The 2010 capital funding level of the MTW Block Grant will be down by approximately \$6 million from 2009. This is a result of the **One-Time MTW Capital Adjustment** in SHA's funding cycle for the capital funding in 2009, which was due to a change in the timing of SHA's fiscal year. This decrease, however, is anticipated to be offset with increases in the Housing Choice Voucher and Low Income Public Housing funding levels. In 2010 and future years SHA will budget half of one Federal Fiscal Year (FFY) and half of the following FFY capital grant amounts.

- The Low Income Public Housing (LIPH) Operating and Housing Choice Voucher (HCV) contributions to the **MTW Block Grant** are expected to increase by at least five percent over the 2009 year end funding level. For 2010 the LIPH Operating funding is expected to be funded at or near 100 percent of eligibility, something that has not happened since 2002. In 2009 the final funding proration of 99.1 percent for HCV, along with an HCV annual adjustment factor of 6.6 percent, exceeded the 2009 budget estimates and resulted in an approximately \$1.4 million increase in

revenue over the adopted budget. HUD's 2010 proposed Fair Market Rent rate increase for Seattle is averaging 6.9 percent. Although this is a good indicator of what the funding rate might be for 2010, it should be noted that the annual adjustment factor (AAF) for 2010 has not yet been published by HUD and HUD's AAF formula is computed differently from the local Fair Market Rent rate. A five percent increase in MTW HCV funding has been conservatively projected for 2010.

The table below shows planned expenditures by line item for CY 2009 and CY 2010.

**Table 4: Projected Expenses - MTW Funds**

	<b>CY 2009 Budget</b>	<b>CY 2010 Budget</b>	<b>Percent Change</b>
Program Operations and Administration	\$20,667,000	\$23,252,000	12.5%
Housing Assistance Payments	65,599,000	66,081,000	0.7%
Utilities	4,707,000	5,743,000	22.0%
Maintenance and Contracts	10,583,000	10,593,000	0.1%
Development and Capital Projects	13,526,000	9,969,000	(26.3%)
Capital Equipment	507,000	450,000	(11.2%)
<b>Total Expenses-MTW<sup>2</sup></b>	<b>\$115,589,000</b>	<b>\$116,088,000</b>	<b>0.4%</b>
Transfers to Local Low Income Housing and Development Activities <sup>3</sup>	4,457,000	5,032,000	12.2%
Contribution to Reserves <sup>4</sup>	3,651,000	2,422,000	(29.1%)
<b>Total Expenses and Transfers-MTW</b>	<b>\$123,697,000</b>	<b>\$123,542,000</b>	<b>0.4%</b>

<sup>2</sup> In order not to double count expenditures in deriving agency-wide 2010 expenditures, use the Total MTW Expense line and add the Total Non-MTW Expense line from the Non -MTW Uses table.

<sup>3</sup> Transfers are from MTW Block Grant to local low-income housing and related activities.

<sup>4</sup> Budgeted reserves for 2009 were \$150,000; the higher reserves expected for 2009 result from increased MTW revenues in 2009 that initially budgeted.

Notes:

- **MTW Program Operations and Administrative** expense are proposed to increase approximately 12 percent. This increase is due in part to:
- \$367,000 – is due to a shift from ROSS grant funding to MTW funding to continue Community Services programs related to self-sufficiency.

- \$393,000 – is due to moving Community Service related expenses from the limited partnerships' books to SHA books to gain administrative efficiencies. This treatment has no programmatic or bottom-line effect (transfers to the limited partnerships were reduced by a matching amount).
- \$384,000 – is proposed as part of the strategic initiatives to enhance information

technology (IT) capacity to perform key development and maintenance activities, including reviewing replacement alternatives for our property management software; and improving vacate tracking, performance reporting, and internet capacity for our public web site.

- \$700,000 – is due to a reallocation of a portion of Housing Area Administrator expenses to shared direct costs in MTW.
- \$600,000 – is attributable to general inflation from 2009 to 2010.
- \$100,000 – results from moving the Senior Property Manager for High Point from limited partner funds to general partner funds.
- \$135,000 – represents funds added for expanded staff training and a comprehensive training plan.
- \$212,000 – is for expanded summer youth training and activities, primarily at New Holly and High Point.
- **Housing Assistance Payment** changes are due to several factors. First, the 2009 adopted budget figure exceeds what is projected to be actually spent in 2009, so the comparison with 2010 understates the expected increase in HAP payments. Voucher utilization has increased from the budgeted average of 97 percent to an average of 98 percent for 2009. An average utilization of 98 percent is budgeted for 2010. The Voucher Payment Standard (VPS) increase that took effect in 2009 will be effective throughout the year in 2010. Less attrition among HCV participants is occurring due to economic conditions. SHA has ceased issuing tenant-based vouchers as of late summer 2009 in order to manage utilization and obligations for new 2010 project-based vouchers.



*The mixed-income High Point community is a HOPE VI redevelopment managed by SHA's Impact Property Management division*

- **Utilities** expenses in the MTW portfolio show an increase of 22 percent due to a combination of rate increases and an error in 2009 that resulted in not budgeting several utilities in LIPH. Without this error, the overall increase would be a little less than 10 percent. Of particular significance is an increase in the City of Seattle Solid Waste rates. For 2010 the City dump rates have more than doubled. In addition, the cost of procuring additional containers for organic composting also contributed to the increase.
- 2010 **Maintenance and Contract** expenses are virtually flat with 2009. Security costs were reduced slightly for community police teams through a negotiated reorganization of services. Increased costs are projected for additional pest control and a new elevator service agreement.
- The reduction in MTW **Development and Capital Projects** reflects reduced funding for development pipeline projects and use of Block Grant capital funds in support of Other Program capital needs. In the 2010 budget SHA is newly funding some of the backlog of minor repair, replacement, and rehabilitation projects with an allowance allocated to each portfolio. In addition, funding for the Yesler Terrace redevelopment effort in 2010 is included in

the capital funds, as is the annual debt service costs for homeWorks.

- The **Capital Equipment** budget of \$450,000 includes funding to pursue consolidation of

property management software and to procure and upgrade required information technology hardware and software.

## Sources and uses of other funds

SHA operates a number of housing programs that are part of SHA's Primary Government, but not part of the Consolidated MTW Budget, including the Seattle Senior Housing Program, the Local Housing Fund Special Portfolio, Non-MTW Section 8, and HOPE VI revitalization and community services grants. SHA also operates Impact Property Management (IPM) and Impact Property Services (IPS), which manage and maintain housing for SHA, tax credit properties, and other property owners.

The following table summarizes sources of funds projected for these activities.

**Table 5: Projected Sources – Other Programs**

	<b>CY 2009 Budget</b>	<b>CY 2010 Budget</b>	<b>Percent Change</b>
Dwelling Rental Income	\$12,592,000	\$12,859,000	2.1%
Investment and Interest Income	2,504,000	1,428,000	(43.0%)
Other Income	10,896,000	10,042,000	(7.8%)
Non-MTW Section 8 Grants	9,823,000	9,276,000	(5.6%)
	2,789,000	7,299,000	161.7%
Capital Sources:			
ARRA funds awarded*		28,145,000	--
ARRA funds requested		18,014,000	--
Other Capital	17,943,000	2,686,000	(85.0%)
Other Revenues for HOPE VI Projects		35,240,000	--
Prior Year Capital Sources	61,023,000	17,100,000	(72.0%)
<b>Total Sources-Other Programs</b>	<b>\$117,570,000</b>	<b>\$142,089,000</b>	<b>20.9%</b>

\* Some grants are preliminary awards.

Notes:

- Overall, 2010 **Dwelling Rental Income** is expected to increase 2.1 percent over the 2009 level. Special Portfolio rental revenue increased merely one half of a percent over 2009, whereas Senior Housing increased 4.2 percent. The Senior Housing rent formula takes account of prior year increases in Social Security payments and changes in the Consumer Price Index. Senior Housing also bases Housing Choice Voucher rent increases on an updated rent reasonableness review. Other changes include relocation of tenants from the Baldwin Apartments and

closure of that property in 2010. The Douglas Apartments, consisting of 44 tax credit units, will be returned for use as a limited partnership in 2010 after an extensive renovation.

- The decrease in **Investment and Interest Income** is due primarily to an accounting change made in 2009 in recording interest income from component units on a cash, rather than accrual basis. Thus, 2010 expected revenues are down from the 2009 adopted budget level, and the 2009 income will be considerably less than budgeted. This change was made as the accrual method of

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recording the interest on SHA loans to the limited partnerships substantially overstates realistic expectations of funds to be received.

- The decrease in **Other Income** is due to the facts that the last payment of the homeWorks Developer Fees will be received in 2009, and that “for-sale” marketing revenues have declined as a result of real estate market conditions.
- The **Non-MTW Section 8** subsidy decrease that was expected due to the transfer of 55 Welfare to Work and 33 Special Purpose Vouchers to MTW has not occurred but is still being actively pursued. In addition, HUD re-benchmarked 445 Non-MTW vouchers to a lower per unit per month value leading to a \$1 million reduction in anticipated revenue when compared to the 2009 adopted budget. Part of the overall reduction was offset by the receipt of an additional 53 vouchers awarded for Veterans Affairs Supportive Housing during late 2009.
- **Grants** represents HOPE VI grant funds and community and supportive services grants budgeted to be used in each year and drawn down from HUD accounts. HOPE VI capital grant usage for the redevelopment of Lake City Village increased from \$2 million in 2009 to \$6.5 million in 2010. HOPE VI funds for Rainier Vista will be fully expended in 2009. Community and Supportive Services includes increased spending in the Sound Families program and the Seattle Asset Building Initiative which offsets the loss of the ROSS Service Coordination funds for 2008 and 2009. Overall these grants are flat.
- **Capital Sources** outside the MTW Capital Block Grant are reflected above to provide a more complete picture of the scope of SHA’s development, rehabilitation, and asset management programs.

- **Other Capital** includes \$1.3 million in reserves from the Seattle Senior Housing Program for asset preservation projects, reserves from the Local Housing Special Portfolio, and reserves from the limited partnerships. A number of grants have been awarded from the American Recovery and Reinvestment Act (ARRA):
  - \$17,070,000 in formula funding, which is being used for rehabilitation of Bell Tower, towards the completion of Tamarack Place at Rainier Vista and towards completion of infrastructure work at Rainier Vista North.
  - \$10,000,000 as a competitive grant that will be used for Rainier Vista North rental housing, along with other leverage funds and bond financing.
  - \$375,000 from the Department of Social and Health Services to develop a respite care facility on one floor of Jefferson Terrace.
  - \$700,000 to be funded through King County for Brownfield cleanup at sites near High Point.
  - \$8,014,000 to be used for rental housing at the Lake City Village HOPE VI redevelopment.
  - \$10,000,000 for the major rehabilitation of Denny Terrace.



*The 220-unit Denny Terrace will receive much-needed repairs and upgrades with the help of ARRA funds*

- The HOPE VI projects are funded from a variety of fund sources represented in the table above as **Other Revenues for HOPE VI Projects**. The 2010 budget represents financing for Lake City Village and Rainier Vista North rental housing. Not all of these sources will be spent in the coming year. Also included are scattered site proceeds from previous years that will be used for Rainier Vista II – Tamarack rental housing.
- **Prior Year Capital Sources** represents financing from prior years that will provide

funding for multi-year projects. For 2010 the figure represents Tamarack finances that became available in 2009. The principal reasons for the reduction in prior year sources from 2009 are the completion of High Point South infrastructure and rental housing, homeWorks Phase III, and of Rainier Vista Phase II - Tamarack infrastructure.

**Table 6: Projected Expenses – Other Programs**

	<b>CY 2009 Budget</b>	<b>CY 2010 Budget</b>	<b>Percent Change</b>
Program Operations and Administration	\$17,874,000	\$17,319,000	(3.1%)
Non-MTW Housing Assistance Payments	8,841,000	7,999,000	(9.5%)
Utilities	1,942,000	2,134,000	9.9%
Maintenance and Contracts	6,509,000	7,089,000	8.9%
Community and Supportive Services Grants	803,000	791,000	(1.5%)
Capital and Non-Routine Projects	11,873,000	11,894,000	0.2%
HOPE VI	52,611,000	56,800,000	8.0%
homeWorks	10,838,000	0	--
<b>Total Expenses-Other</b>	<b>\$111,291,000</b>	<b>\$104,026,000</b>	<b>(6.5%)</b>

Notes:

- **Program Operations and Administration** expenses in the Other Programs portfolio shows a decrease from 2009. It is the result of reduction in financing expense and for-sale property marketing efforts, and a shift in staffing levels associated with the winding down of redevelopment at High Point and the conclusion of the homeWorks rehabilitation effort. Offsetting some of this reduction is increased development activity associated with funding received through ARRA sources.
- The **Non-MTW Housing Assistance Payments** subsidy decreased due to HUD re-benchmarking the 445 Non-MTW

vouchers to a lower value. Part of the overall reduction was offset by the receipt of an additional 53 vouchers awarded for Veterans Affairs Supportive Housing in late 2009.

- **Utilities** cost increases are due to higher utility rates as discussed in the MTW section.
- **Maintenance and Contracts** for Other Programs increased due to increased vacate costs in the Senior Housing portfolio. Also in CY 2010, SHA incorporated the Campus of Learners facility revenue and expenses into the budget for the first time.
- **Community and Supportive Services Grants** decreased due to the expiration of

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one ROSS grant and HUD's shift to issuing new grants through a lottery process rather than through a competitive process. Several smaller grants for 2010, including increased spending for the Sound Families program and funding for the Seattle Asset Building Initiative, help offset the reduction in ROSS funding.

- **Capital and Non-Routine** expenses in 2010 primarily reflect the spending of ARRA funds on several projects, including the completion of Bell Tower and the major rehabilitation of Denny Terrace.
- The increase in **HOPE VI** reflects the completion of High Point infrastructure and rental housing and the completion of HOPE VI spending on Rainier Vista Phase I in 2009. In 2010 spending is expected at: Rainier Vista Phase II, with the completion of Tamarack Place, the completion of the remaining infrastructure, and the start of the rental housing; and the start of construction at Lake City Village, including completion of the infrastructure and initiation of housing construction;
- The drop in **homeWorks** is because the four-year program was completed in 2009.

### Sources and uses of the COCC

SHA has not created a Central Office Cost Center as described in HUD's Asset Management requirements. Instead SHA is using an indirect services fee which complies with the federal Office of Management and Budget (OMB) Circular A-87 requirements. The indirect cost plan is described in more detail in SHA's Local Asset Management Program (LAMP). Attachment 2 of Appendix A shows the details of the indirect service costs and the derivation of the indirect services fee.

### Cost allocation or fee-for-service approach

As describe above, SHA has developed an indirect services fee in compliance with OMB Circular A-87 requirements. The fee is more comprehensive than HUD's asset management system. HUD's asset management system and fee for service focuses only on a fee for service at the Low Income Public Housing (LIPH) property level. SHA's LAMP is much broader and includes local housing and other activities not found in traditional HUD programs. SHA's indirect services fee (ISF) is based on anticipated indirect costs for the fiscal year. Per the requirements of OMB Circular A-87, the ISF is determined in a reasonable and consistent manner based on total units and leased vouchers. Thus, the ISF is calculated as a per-housing-unit or per-leased-voucher fee per month charged to each program. Please see the Local Asset Management Program in Appendix A to review SHA's Indirect Cost Plan.

### Single-fund flexibility

SHA established a MTW Block Grant Fund under the original MTW Agreement and continues to use single-fund flexibility under the First Amendment to the MTW Agreement. SHA flexibility to use MTW Block grant resources to support its array of low-income housing services and programs is central to the agency's Local Asset Management Program (LAMP). SHA's LAMP addresses the entire SHA operation and MTW Block Grant funds. SHA exercises its authority to move MTW funds and project cash flow among projects and programs as the agency deems necessary to further its mission and cost objectives.

SHA analyzes its housing, rental assistance, service, administrative, and capital needs on an annual basis through the budget process to determine the level of service and resource needs to meet SHA's strategic objectives. MTW flexibility to allocate MTW "Block Grant"

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revenues among the Authority's housing and administrative programs enables SHA to balance the mix of housing types, services, capital investments and administrative support to different low-income housing programs and different groups of low-income residents. It enables SHA to tailor resource allocation to best achieve our cost objectives and therefore maximize our services to low-income residents and applicants having a wide diversity of circumstances, needs, and personal capabilities.

For 2010 the MTW Block Grant will enable SHA to address some our most urgent capital needs in

the Seattle Senior Housing Program by augmenting local program funds with MTW Block Grant monies. The MTW Block Grant also continues to provide interim financing and support for development activities; to augment resources to maintain an appropriate service level in our public housing communities; to support management improvements through technology systems development; and provide resources for capital repairs at SHA local portfolio sites.

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## Section VIII – Administrative Information

This section provides documentation of Board of Commissioners action regarding this plan and describes agency-directed evaluations of MTW, if any.

### SHA Board of Commissioners resolutions

- Board Resolution adopting this 2010 MTW Annual Plan
- Certification of Compliance with Regulations
- Board Resolution adopting the SHA 2010 budget

### Agency-Directed Evaluations

SHA is not currently engaged in any agency-wide evaluations of its MTW program.

RESOLUTION NO. 4941

RESOLUTION APPROVING THE 2010 MOVING TO WORK  
ANNUAL PLAN

WHEREAS, the Department of Housing and Urban Development (HUD) has selected the Housing Authority of the City of Seattle (SHA) to participate in the Moving to Work Program (MTW) to design and test new ways of providing housing assistance and services to low-income households; and

WHEREAS, the SHA locally refers to this program as Moving To new Ways (MTW) to more accurately describe the intent of this opportunity; and

WHEREAS, as a participant in MTW, SHA is required to develop an MTW Annual Plan for each fiscal year that outlines the annual budget and the activities that will be pursued that year; and

WHEREAS, the MTW Annual Plan for Fiscal Year 2010 (Plan) must be submitted to HUD by October 17, 2009, to enable SHA to fully use its MTW flexibility; and

WHEREAS, the complete draft Plan was made available for public comment from August 28 to September 28, 2009 on SHA's website and in hard copy form; and

WHEREAS, a public hearing on the Plan was held on September 21, 2009, and comments pertinent to the MTW demonstration have been addressed in the Plan; and

WHEREAS, a Board Resolution approving the Plan and certifying that the Plan complies with MTW agreement requirements must be included in the Plan:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Seattle as follows:

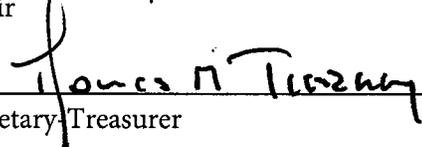
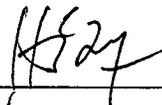
1. The Board of Commissioners approves the 2010 MTW Annual Plan and authorizes the Executive Director to complete the Plan document.
2. The Board of Commissioners certifies that the Public Hearing Requirement has been met and authorizes the Chair of the Board to execute the attached HUD Certification of Compliance with Regulations.

ADOPTED by a majority of members of the Board of Commissioners and signed by me in open session in authentication of its passage this 12<sup>th</sup> day of October, 2009.

CERTIFIED BY:

Chair

Secretary/Treasurer



**Certifications of Compliance with Regulations:  
Board Resolution to Accompany the Annual Moving to Work Plan**

Acting on behalf of the Board of Commissioners of the Seattle Housing Authority (SHA), as its Chairman, I approve the submission of the Annual Moving to Work Plan for SHA fiscal year beginning January 1, 2010 hereinafter referred to as "the Plan", 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 Plan and implementation thereof:

1. SHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that SHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan;
3. SHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. SHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require SHA's involvement and maintain records reflecting these analyses and actions.
5. SHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. SHA 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.
7. SHA 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.
8. SHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
9. SHA 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 and implementing regulations at 49 CFR Part 24.
10. SHA 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.
11. SHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).

Certifications of Compliance with Regulations:

Board Resolution to Accompany the Annual Moving to Work Plan

Page 2 of 2

12. SHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing SHA 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.
14. SHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. SHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
16. SHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
17. SHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
18. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of SHA and at all other times and locations identified by SHA in its Plan and will continue to be made available at least at the primary business office of SHA.

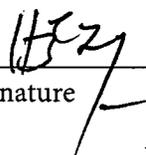
Seattle Housing Authority  
PHA Name

WA001  
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).

Yusuf Cabdi  
Name of Authorized Official

Board Chair - Seattle Housing Authority  
Title

  
Signature

October 12, 2009  
Date

SUBSTITUTE RESOLUTION NO. 4939

RESOLUTION APPROVING SEATTLE HOUSING AUTHORITY'S  
COMBINED OPERATING AND CAPITAL BUDGET  
FOR CALENDAR YEAR 2010

WHEREAS, the Board of Commissioners (Board) has reviewed the combined operating and capital budget for the Seattle Housing Authority (SHA) as proposed by the Executive Director for Calendar Year 2010, and believes the proposed expenditures are necessary and reasonable for the efficient and effective operation of the Housing Authority for the purposes of housing low-income families and individuals;

WHEREAS, the SHA Board of Commissioners authorized the Executive to sign and he did sign the Amended and Restated Moving to Work Agreement (MTW Amended Agreement) extending SHA's contract for participation in HUD's MTW Demonstration Program through 2019;

WHEREAS, under the MTW Program, SHA is granted the flexibility to combine its Housing Choice Vouchers, Capital and Public Housing funds into a single block grant to be used for purposes under Sections 8 and 9 of the Housing Act of 1937 and for other low income housing purposes;

WHEREAS, the MTW operating revenue projections are consistent with SHA's MTW funding calculation and the annual contributions contracts;

WHEREAS, the proposed expenditures are consistent with the guidance set forth in the SHA Strategic Plan 2005 - 2010 which was adopted by the Board in May 2005;

WHEREAS, this Calendar Year 2010 Budget serves as a part of SHA's Moving To new Ways Plan on which there was a public hearing held September 21, 2009 and for which public comments were received through September 28, 2009;

NOW, THEREFORE, BE IT RESOLVED, that the CY 2010 Proposed Seattle Housing Authority Budget for operations and capital expenditures, excluding depreciation, be approved:

SHA Operating and Capital Expenditures	CY 2010 Budget
Operating Budget	\$66,130,000
Choice-Based Payments/HAPS	\$74,080,000
Total Routine Operating Expense	<u>\$140,210,000</u>
Grant Expenditures	\$790,000
Capital and Non-routine Expenditures	<u>\$79,110,000</u>
Total Combined Budget	<u>\$220,110,000</u>

BE IT FURTHER RESOLVED, that the CY 2010 Adopted Budget shall include the above authorization and the following changes and corrections to the CY 2010 Proposed SHA Budget Book:

- (1) Revisions to the preliminary operating and capital budgets for the fourteen limited partnerships as finalized with the approval of each limited partnership;
- (2) Any technical adjustments to the final count of full-time equivalent positions (FTE's);
- (3) Any necessary technical corrections or changes; and,
- (4) Any Board adopted amendments to the 2010 Proposed Budget as may be approved by the Board as amendments to this Resolution 4939

The CY 2010 Adopted Budget, consistent with this resolution and in the form prescribed by HUD, shall be submitted to HUD sixty days prior to the start of the new fiscal year. The CY 2010 Adopted Budget book shall be available on SHA's public website and provided to the Board of Commissioners not later than December 31, 2009; and,

BE IT FURTHER RESOLVED, that the CY 2010 combined Seattle Housing Authority operating and capital budget incorporates the CY 2010 MTW budgeted income and expenditures;

BE IT FURTHER RESOLVED, that the Board acknowledges and approves that the CY 2010 combined Seattle Housing Authority operating and capital budgets have been prepared consistent with the Authority's Local Asset Management Program (LAMP) included in the 2010 MTW Plan, in accordance with requirements of the MTW Amended Agreement;

BE IT FURTHER RESOLVED, that in SHA's capacity as General Partner and Managing Agent for fourteen tax credit limited partnerships, the Board approves submittal of preliminary operating and capital budgets to the limited partnerships, and recognizes that the budgets are subject to the approval of each limited partnership.

BE IT FURTHER RESOLVED, as required by Section 6(c)(4) of the US Housing Act of 1937, the Board of Commissioners certify that, in directing the actions herein, all proposed changes and expenditures will be consistent with the provisions of law, the Annual Contributions Contract, and the MTW Amended Agreement, and the Commissioners further certifies, to the best of their knowledge and advice, that:

- (1) All regulatory and statutory requirements have been met;
- (2) The Public Housing Authority (PHA) has sufficient operating reserves and bridge financing to meet the working capital needs of its developments;
- (3) Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income tenants and participants;
- (4) The budget indicates a source of funds adequate to cover all proposed expenditures;

(5) The PHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f);

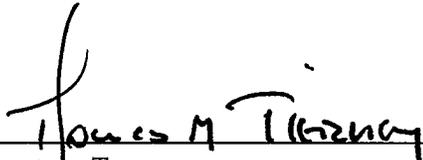
(6) The PHA will comply with the requirements for access to records and audits;

ADOPTED by a majority of all members of the Board of Commissioners and signed by me in open session in authentication of its passage this 12th of October 2009.

  
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Chair

CERTIFIED BY:

  
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Secretary-Treasurer

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# Appendix A – Local Asset Management Program

## I. Introduction

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

## II. Framework for SHA’s Local Asset Management Program

### A. Mission and Values

SHA was established by the City of Seattle under State of Washington enabling legislation in 1939. SHA provides affordable housing to about 26,000 low-income people in Seattle, through units SHA owns and operates or for which SHA serves as the general partner of a limited partnership and as managing agent, and through rental assistance in the form of tenant-based, project-based, and provider-based vouchers. SHA is also an active developer of low-income housing to redevelop communities and to rehabilitate and preserve existing assets. SHA operates according to the following Mission and Values:

#### ***Our Mission***

*Our mission is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with low-income.*

#### ***Our Values***

*As stewards of the public trust, we pursue our mission and responsibilities in a spirit of service, teamwork, and respect. We embrace the values of excellence, collaboration, innovation, and appreciation.*

SHA owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of NewHolly and Rainier Vista in Southeast Seattle, High Point in West Seattle, and Yesler Terrace in Central Seattle. In the past fifteen years, SHA has undertaken redevelopment or rehabilitation of three of our four family communities and 21 of our public housing high-rise buildings, using mixed financing with low-income housing tax credit limited partnerships.

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

### B. Overarching Policy and Cost Objectives

SHA’s mission and values are embraced by our employees and ingrained in our policies and operations. They are the prism through which we view our decisions and actions and the cornerstone to which we

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return in evaluating our results. In formulating SHA’s Local Asset Management Program (LAMP) our mission and values have served as the foundation of our policy/cost objectives and the key guiding principles that underpin SHA’s LAMP.

Consistent with requirements and definitions of OMB Circular A-87, SHA’s LAMP is led by three overarching policy/cost objectives:

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

### C. Local Asset Management Program – Eight Guiding Principles

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

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

We recognize that different funding sources carry different requirements for eligibility and different rules for operations, financing, and sustaining low-income housing units. It is SHA’s job to make funding and administrative differences as invisible to tenants/participants as we can, so low-income people are best able to navigate the housing choices and rental assistance programs SHA offers. We also consider it SHA’s job to design our housing operations to bridge differences among programs/fund sources, and to promote consolidated requirements, wherever possible. It is also incumbent on us to use our own and MTW authority to minimize administrative inefficiencies from differing rules and to seek common rules, where possible, to enhance cost effectiveness, as well as reduce the administrative burden on tenants.

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

An important corollary is SHA’s involvement in a community-wide network of public, non-profit,

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and for-profit housing providers, service and educational providers, and coalitions designed to rationalize and maximize housing dollars – whatever the source – and supportive services and educational/training resources to create a comprehensive integrated housing + services program city and county-wide. So, not only is SHA’s LAMP designed to create a cohesive whole of SHA housing programs, it is also intended to be flexible enough to be an active contributing partner in a city-wide effort to provide affordable housing and services for pathways out of homelessness and out of poverty.

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

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

- Annual budgets developed by on-site property managers and reviewed and consolidated into portfolio requests by area or housing program managers;
- Adopted budgets at the property and/or community level that include allocation of subsidies, where applicable, to balance the projected annual budget – this balanced property budget becomes the basis for assessing actual performance;
- Monthly property-based financial reports comparing year-to-date actual to budgeted performance for the current and prior years;

Quarterly portfolio reviews are conducted with the responsible property manager(s) and the area or housing program managers, with SHA’s Asset Management Team.

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

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

A key element of SHA’s LAMP is the Asset Management Team (AM Team) comprised of upper and property management staff from housing operations, asset management, property services, executive, legal, finance and budget, community services, communications, and rental assistance. This interdisciplinary AM Team meets weekly throughout the year and addresses:

- All critical policy and program issues facing individual properties or applying to a single or multiple portfolios, from rent policy to smoke-free buildings to rules for in-home businesses;
- Portfolio reviews and follow-up, where the team convenes to review with property management staff how well properties are operating in relation to common performance measures (e.g. vacancy rates; turnover time); how the property is doing in relation to budget and key reasons for deviations; and property manager projections and/or concerns about the future;

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

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

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

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

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

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

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

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

- Most services are supported from public and private grants and many of these don't allow indirect cost charges as part of the eligible expenses under the grant;

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

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

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

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

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

This approach, rather than an indirect cost approach, is preferred where services can be differentiated on a clear, uniform, and measureable basis. This is true for information technology services and for Fleet Management services. The costs of information technology services are distributed based on numbers of personal computers, "thin clients", and printers; the fees differentiate the operating costs of these equipment items and provide incentives for shared equipment use for printers and use of the lower cost thin client computers.

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

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schedule, and replacement with the most appropriate vehicle technology and conservation features.

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

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

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

#### **A. Comprehensive Operations**

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

- We apply our indirect service fees to all our housing and rental assistance programs;
- We expect all our properties, regardless of fund source, to be accountable for property-based management, budgeting, and financial reporting;
- We exercise MTW authority to assist in creating management and operational efficiencies across programs and to promote applicant and resident-friendly administrative requirements for securing and maintaining their residency; and,
- We use our MTW block grant flexibility across all of SHA's housing programs and activities to create the whole that best addresses our needs at the time.

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

#### **B. Project-based Portfolio Management**

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

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management practices and policies. Please refer to the section above to review specific elements of our project-based accountability system.

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

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

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

## **C. Cost Allocation Approach**

### ***Classification of Costs***

Under OMB Circular A-87, there is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost be treated consistently in like circumstances, either as a direct or an indirect cost. Consistent with OMB Circular A-87 cost principles, SHA has identified all of its direct costs and segregated all its costs into pools, as either a direct or an indirect cost pool. We have further divided the indirect services pool to assign costs as “equal burden” or hard housing unit based, as described below.

### ***Cost Objectives***

OMB Circular A-87 defines cost objective as follows: *Cost objective means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.* The Cost Objectives for SHA’s LAMP are the three overarching policy/cost objectives described earlier:

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

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

### ***SHA Direct Costs***

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

- Contract costs readily identifiable with delivering housing assistance to low-income families.
- Housing Assistance Payments, including utility allowances, for vouchers
- Utilities
- Surface Water Management fee
- Insurance
- Bank charges
- Property-based audits
- Staff training
- Interest expense
- Information technology fees
- Portability administrative fees
- Rental Assistance department costs for administering Housing Choice Vouchers including inspection activities
- Operating costs directly attributable to operating SHA-owned properties
- Fleet management fees
- Central maintenance services for unit or property repairs or maintenance
- Central maintenance services include, but are not limited to, landscaping, pest control, decorating and unit turnover
- Operating subsidies paid to mixed income, mixed finance communities
- Community Services department costs directly attributable to tenants services
- Gap financing real estate transactions
- Acquisition costs
- Demolition, relocation and leasing incentive fees in repositioning SHA-owned real estate
- Homeownership activities for low-income families
- Leasing incentive fees
- Certain legal expenses
- Professional services at or on behalf of properties or a portfolio, including security services

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- Extraordinary site work
  - Any other activities that can be readily identifiable with delivering housing assistance to low-income families
  - Any cost identified for which a grant award is made. Such costs will be determined as SHA receives grants
  - Direct Finance staff costs
  - Direct area administration staff costs

### ***SHA Indirect Costs***

OMB Circular A-87 defines indirect costs as *those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.* SHA's indirect costs include, but are not limited to:

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

### ***SHA Indirect Service Fee – Base, Derivation and Allocation***

SHA has established an Indirect Services Fee (IS; ISF) based on anticipated indirect costs for the fiscal year. Per the requirements of OMB Circular A-87, the ISF is determined in a reasonable and consistent manner based on total units and leased vouchers. Thus, the ISF is calculated as a per-housing-unit or per-leased-voucher fee per month charged to each program. Please see Attachment 2 to review SHA's Indirect Services Fee Plan.

### ***Equitable Distribution Base***

According to OMB Circular A-87, *the distribution base may be (1) total direct costs (excluding capital expenditure), (2) direct salaries and wages, or (3) another base which results in an equitable distribution.* SHA has found that unit count and leased voucher is an equitable distribution base when compared to other potential measures. Testing of prior year figures has shown that there is no material financial difference between direct labor dollar allocations and unit allocations. Total units and leased vouchers are a far easier, more direct and transparent, and more efficient method of allocating indirect service costs than using direct labor to distribute indirect service costs. Direct labor has other complications because of the way SHA charges for maintenance services. Using housing units and leased vouchers removes any

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distortion that total direct salaries and wages might introduce. Units leased vouchers is an equitable distribution base which best measures the relative benefits.

### ***Derivation and Allocation***

According to OMB Circular A-87, where a grantee agency's indirect costs benefit its major functions in varying degrees, such costs shall be accumulated into separate cost groupings. Each grouping shall then be allocated individually to benefitted functions by means of a base which best measures the relative benefits. SHA divides indirect costs into two pools, "Equal Burden" costs and "Hard Unit" costs. Equal Burden costs are costs that equally benefit leased voucher activity and hard, existing housing unit activity. Hard Unit costs primarily benefit the hard, existing housing unit activity.

Before calculating the per unit indirect service fees, SHA's indirect costs are offset by designated revenue. Offsetting revenue includes 10 percent of the MTW Capital Grant award, a portion of the developer fee paid by limited partnerships, laundry revenue and antenna revenue.

A per unit cost is calculated using the remaining net indirect costs divided by the number of units and the number of leased vouchers. For the 2010 budget, the per unit per month (PUM) cost for housing units is \$52.10 and for leased vouchers is \$21.21.

### ***Annual Review of Indirect Service Fee Charges***

SHA will annually review its indirect service fee charges in relation to actual indirect costs and will incorporate appropriate adjustments in indirect service fees for the subsequent year, based on this analysis.

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

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

- SHA determined to implement an indirect service fee that is much more comprehensive than HUD's asset management system. HUD's asset management system and fee for service is limited in focusing only on a fee for service at the Low Income Public Housing (LIPH) property level. SHA's LAMP is much broader and includes local housing and other activities not found in traditional HUD programs. SHA's LAMP addresses the entire SHA operation.
- SHA has defined its cost objectives at a different level than HUD's asset management program. SHA has defined three cost objectives under the umbrella of the MTW program, which is consistent with the issuance of the CFDA number and with the First Amendment to the MTW Agreement. HUD defined its cost objectives at the property level and SHA defined its cost objectives at the program level. Because the cost objectives are defined differently, direct and indirect costs will be differently identified, as reflected in our LAMP.
- HUD's rules are restrictive regarding cash flow between projects, programs, and business activities. SHA intends to use its MTW resources and regulatory flexibility to move its MTW

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funds and project cash flow among projects without limitation and to ensure that our operations best serve our mission, our LAMP cost objectives, and ultimately the low-income people we serve.

- HUD intends to maintain all maintenance staff at the property level. SHA's LAMP reflects a cost-effective balance of on-site and central maintenance services for repairs, unit turnover, landscaping, and asset preservation as direct costs to properties.

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

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

### ***Balance Sheet Accounts***

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

- Accounts Receivable
- Notes Receivable
- Accrued Interest Receivable
- Leases
- Fixed Assets
- Reserves
- Advances
- Restricted Investments
- Notes Payable – short term
- Deferred credits
- Long Term Liabilities
- Mortgages
- Bonds

### **Enclosures:**

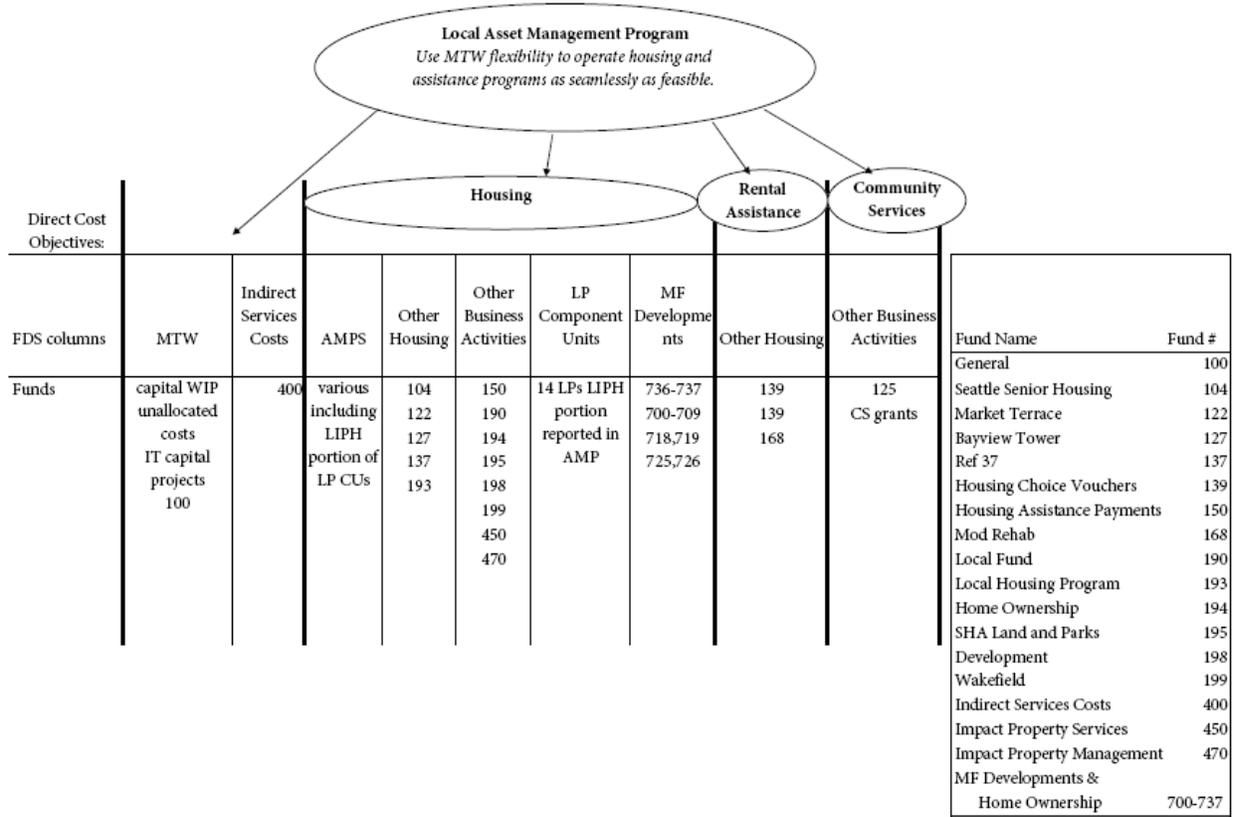
**Attachment 1: Structure of SHA's LAMP and FDS Reporting**

**Attachment 2: 2010 Indirect Services Fee Plan**

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

## Appendix A – Attachment 1

### SHA Cost Objectives, FDS Reporting Structure, and SHA Funds



## Appendix A – Attachment 2

### Indirect Services Fee Allocation Plan CY 2010 Budget

Organizational Unit	2010 Estimated Budget	Equal Burden Units	Hard Units
Executive	\$1,668,474	\$1,668,474	
Development & Asset Management	637,522		637,522
Finance	3,104,779	3,104,779	
Housing Operations	1,394,084		1,394,084
Rental Assistance	74,708	67,294	7,414
Human Resources (allocated based on staff)	1,466,311	453,800	1,012,511
<b>Total</b>	<b>\$8,345,878</b>	<b>\$5,294,347</b>	<b>\$3,051,531</b>
Percentage	100%	63%	37%
Less Indirect Revenues	-2,541,090		
Remaining Overhead to allocate PUM	\$5,804,788	\$3,682,364	\$2,122,424
Units		14,469	5,725
PUM cost		\$21.21	\$30.89
PUM cost to Equal Burden Units			\$21.21
PUM fee to Hard Units			\$52.10

INDIRECT REVENUES	2010 Budget
Capital Grant Revenue	\$1,375,000
10% of Developer Fee Cash	54,000
Management Fees Paid by Others	972,614
Laundry Fee Revenue	100,904
Antenna Fee Revenue	38,572
<b>Total Fixed Revenues</b>	<b>\$2,541,090</b>

UNIT SUMMARY	Total
Housing Units	5,725
Total Vouchers	8,535
Leased Vouchers @ 98% utilization	8,364
Total Mod Rehab	760
Divide by two for work equivalency	380
<b>Total Units</b>	<b>14,469</b>

		<b>Indirect Services Rate</b>	
<b>INDIRECT SERVICE FEES</b>		Equal Burden Units	\$ 21.21
		Hard Units	\$ 52.10
Development Number/Fund Number	Units	2010 Budget	
<b>Low Income Public Housing</b>			
00001 Yesler Terrace	553	345,749	
00009 Jefferson Terrace	277	173,187	
00013 Olive Ridge	105	65,649	
00015 Bell Tower	119	74,402	
00017 Denny Terrace	221	138,175	
00023 Westwood Heights	130	81,279	
00037 Jackson Park Village	41	25,634	
00038 Cedarvale Village	24	15,005	
00031 Tri-Court	87	54,394	
00041 Holly Court	97	60,647	
00050 Scattered Sites A	60	37,513	
00051 Scattered sites A-5+	121	75,652	
00052 Scattered sites B	61	38,139	
00053 Scattered sites B-5+	112	70,025	
00054 Scattered sites C	78	48,767	
00055 Scattered sites C-5+	128	80,029	
00056 Scattered sites D	91	56,895	
00057 Scattered sites D-5+	73	45,641	
00081 Longfellow Creek	43	26,885	
00082 Wisteria Court	20	12,504	
00086 High-Rise Rehab Phase I LP	704	440,158	
00087 Seattle High-Rise LP	686	428,904	
00088 Seattle High-Rise Rehab III LP	586	366,381	
<b>Other Housing Programs</b>			
00104 - Seattle Senior Housing Program	954	596,330	
00137 - Ref 37	2	1,250	
00139 - Rental Assistance	8,364	2,128,673	
00168 - Mod Rehab	380	96,708	
00193 - Local Housing Program	352	220,079	
<b>Total</b>	<b>14,469</b>	<b>5,804,654</b>	

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### LIMITED PARTNERSHIP UNITS AND RESTRICTED FEE UNITS

Excludes units managed by outside property management firms and non-profit partners.

Includes limited partnership units and properties with a restricted management fees.

Note: CY 2010 Management Fees increased by 5.5% equal to Central Office cost increase included in fee calculation.

<b>Fund - Description</b>	<b>Units</b>	<b>CY 10 Mgt Fee</b>
00073 Holly Park (NewHolly)	305	191,305
00076 Othello (NewHolly)	96	60,920
00079 Desdemona (NewHolly)	219	140,083
00080 Escallonia ( Rainier Vista)	184	118,409
00089 Tamarack (Rainier Vista)		0
00083 High Point North	344	215,828
00085 High Point South	<u>256</u>	<u>138,311</u>
TOTAL HOPE VI LIMITED PARTNERSHIPS	1,404	864,855
121 Shirley Bridge	6	3,709
127 Bayview Tower (mgt. fees limited by HUD)	100	49,374
722 Ravenna School Apartments	37	20,737
729 Ritz Apartments	30	18,387
735 Alder Crest Apartments	36	15,552
292 Douglas Apartments	<u>44</u>	--
TOTAL RESTRICTED FEE	253	107,758
Total	1,657	972,614

## Appendix A – Attachment 3

### Matrix: HUD's Tables 7.1 and 7.2 Definition of Direct and Indirect/Fee Expense vs. SHA Local Asset Management Program (LAMP)

Low Income Public Housing	
Fee/Indirect Expense per HUD	Fee/Indirect Expense per SHA LAMP
<ul style="list-style-type: none"> <li>* Actual personnel costs for individuals assigned to the following positions:                Executive Direct and support staff                Human resources staff                Regional managers                Corporate legal staff                Finance, accounting and payroll staff                 IT staff including help desk                Risk management staff                Centralized procurement staff                Quality control staff, including QC inspections</li> <li>* Purchase and maintenance of COCC arrangements, equipment, furniture and services</li> <li>* Establishment, maintenance, and control of an accounting system adequate to carryout accounting/bookkeeping for the AMPs</li> <li>* Office expense including office supplies, computer expense, bank charges, telephone, postage, utilities, fax and office rent related to the general maintenance and support of COCC</li> <li>* The cost of insurance related to COCC buildings, equipment, personnel to include property, auto, liability E&amp;O and casualty.</li> <li>* Work with auditors for audit preparation and review of audit costs associated with the COCC.</li> <li>* Central servers and software that support the COCC (not projects)</li> <li>* Commissioners' stipend and non-training travel.</li> <li>* Commissioners' training that exceed HUD standards</li> <li>* The cost of a central warehouse, unless, with HUD approval, the Agency can demonstrate that the costs of maintaining this warehouse operation, if included with the costs of the goods purchased, are less than what the project would otherwise incur if the goods were obtained by on-site staff.</li> </ul>	<ul style="list-style-type: none"> <li>* Actual personnel costs for individuals assigned to the following positions:                Executive Direct and support staff                Human resources staff                 Corporate legal staff                Finance, accounting and payroll staff, except non-supervisory accounting staff (considered front line bookkeepers)                Separate IT Fee for Service                Risk management staff                Centralized procurement staff</li> <li>* Purchase and maintenance of Indirect Services ("IS") arrangements, equipment, furniture and services</li> <li>* Establishment, maintenance, and control of an accounting system adequate to carryout accounting/bookkeeping for the AMPs</li> <li>* Office expense including office supplies, computer expense, bank charges, telephone, postage, utilities, fax and office rent related to the general maintenance and support of IS.</li> <li>*                 * Work with auditors for audit preparation and review of audit costs associated with the IS.</li> <li>* Central servers and software that support the IS (not projects)</li> <li>* Commissioners' stipend and non-training travel.</li> <li>* Commissioners' training that exceed HUD standards</li> <li>* The cost of a central warehouse, unless, with HUD approval, the Agency can demonstrate that the costs of maintaining this warehouse operation, if included with the costs of the goods purchased, are less than what the project would otherwise incur if the goods were obtained by on-site staff.</li> </ul>

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### Direct Expenses per HUD

- \* Actual personnel costs of staff assigned directly to AMP sites
  
- \* Repair & maintenance costs, including  
Centralized maintenance provided under fee for service (IPS)  
Maintenance supplies  
Contract repairs e.g. heating, painting, roof, elevators on site  
Make ready expenses, including painting and repairs, cleaning, floor replacements, and appliance replacements;  
Preventive maintenance expenses, including repairs and maintenance, as well as common area systems repairs and maintenance  
Maintenance contracts for elevators, boilers, etc.  
  
Other maintenance expenses, Section 504 compliance, pest
- \* Utility costs
- \* Costs related to maintaining a site-based office, including IT equipment and software license allocations.
- \* Advertising costs specific to AMP, employees or other property
- \* PILOT
- \* All costs of insurance for the AMP
- \* Professional services contracts for audits, rehab and inspections specific to the project.
  
- \* Property management fees, bookkeeping fees, and asset management fees.
- \* Certain litigation costs.
- \* Audit costs (may be prorated)
- \* Vehicle expense
- \* Staff recruiting and background checks, etc.
- \* Family self-sufficiency staff and program costs
  
- \* Commissioners' training up to a limited amount as provided by HUD

### Direct Expenses per SHA LAMP

- \* Actual personnel costs of staff assigned directly to AMP sites
- \* Area management site costs allocated to AMPs w/in area
- \* Direct procurement staff
- \* Repair & maintenance costs, including  
Centralized maintenance provided under fee for service (IPS)  
Maintenance supplies  
Contract repairs e.g. heating, painting, roof, elevators on site  
Make ready expenses, including painting and repairs, cleaning, floor replacements, and appliance replacements;  
Preventive maintenance expenses, including repairs and maintenance, as well as common area systems repairs and maintenance  
Maintenance contracts for elevators, boilers, etc.  
  
Other maintenance expenses, Section 504 compliance, pest
- \* Utility costs
- \* Costs related to maintaining a site-based office, including IT equipment and software license allocations.
- \* Advertising costs specific to AMP, employees or other property
- \* PILOT
- \* All costs of insurance for the AMP
- \* Professional services contracts for audits, rehab and inspections specific to the project. Inspector costs are allocated to the projects as a direct cost.
- \* Property management fees, bookkeeping fees, and asset management fees.
- \* Certain litigation costs.
- \*  
\* Separate Fleet Fee for Service
- \* Staff recruiting and background checks, etc.
- \* Family self-sufficiency staff and program costs
- \* Commissioners' training up to a limited amount as provided by HUD
- \* Building rent

## Housing Choice Vouchers

Fee/Indirect Expense per HUD	Fee/Indirect Expense per SHA LAMP
<ul style="list-style-type: none"> <li>* A share of the personnel costs for HCV staff assigned to the COCC.</li> <li>* Establish, maintain and control an accounting system adequate to carryout accounting/bookkeeping for the HCV program</li> <li>* General maintenance of HCV books and records</li> <li>* Supervision by COCC management staff of overall HCV program operations</li> <li>* Procurement</li> <li>* Preparation of monitoring reports for internal and external use.</li> <li>* Preparation, approval and distribution of HCV payments, not HAP</li> <li>* COCC staff training, and ongoing certifications related to HCV program.</li> <li>* Travel for COCC staff for training, etc. related to HCV program</li> <li>* COCC staff attendance at meetings with landlords, tenants, others regarding planning, budgeting, and program review.</li> <li>* Work with auditors and audit preparation.</li> <li>* Indirect cost allocations imposed on the HCV program by a higher level of local government.</li> <li>* Hiring, supervision and termination of front-line HCV staff.</li> <li>* Preparation and submission of HCV program budgets, financial reports, etc. to HUD and others.</li> <li>* Monitoring and reporting on abandoned property as required by states.</li> <li>* Investment and reporting on HCV proceeds.</li> <li>* Storage of HCV records and adherence to federal and/or state records retention requirements.</li> </ul>	<ul style="list-style-type: none"> <li>* A share of the personnel costs for HCV staff assigned to Indirect Services ("IS"). Some executive staff costs allocated to IS.</li> <li>* Establish, maintain and control an accounting system adequate to carryout accounting/bookkeeping for the HCV program</li> <li>* General maintenance of HCV books and records</li> <li>* Supervision by IS management staff of overall HCV program operations</li> <li>* Centralized Procurement staff</li> <li>* Preparation of monitoring reports for internal and external use.</li> <li>* Preparation, approval and distribution of HCV payments, not HAP</li> <li>* IS staff training, and ongoing certifications related to HCV program. Certifications are an ongoing cost of keeping trained staff.</li> <li>* Travel for IS staff for training, etc. related to HCV program</li> <li>* IS staff attendance at meetings with landlords, tenants, others regarding planning, budgeting, and program review.</li> <li>* Work with auditors and audit preparation.</li> <li>* Indirect cost allocations imposed on the HCV program by a higher level of local government.</li> <li>* Hiring, supervision and termination of front-line HCV staff.</li> <li>* Preparation and submission of HCV program budgets, financial reports, etc. to HUD and others.</li> <li>* Monitoring and reporting on abandoned property as required by states.</li> <li>* Investment and reporting on HCV proceeds.</li> <li>* Storage of HCV records and adherence to federal and/or state records retention requirements.</li> </ul>



<b>Fee/Indirect Expense per HUD</b>	
*	Development and oversight of office furniture, equipment and vehicle replacement plans.
*	Insurance costs for fidelity or crime and dishonesty coverage for COCC employees based on a reasonable allocation method.
*	Commissioners' stipend and non-training travel.
*	Commissioners' training that exceed HUD standards

<b>Fee/Indirect Expense per SHA LAMP</b>	
*	Development and oversight of office furniture, equipment and vehicle replacement plans.
*	Insurance costs for fidelity or crime and dishonesty coverage for IS employees based on a reasonable allocation method.
*	Commissioners' stipend and non-training travel.
*	Commissioners' training that exceed HUD standards

<b>Direct Expenses per HUD</b>	
*	Actual personnel costs of staff assigned directly to HCV program
*	Travel & training for HCV program personnel
*	Prep, approval and distribution of HCV HAP disbursement
*	Legal fees directly related, including tenant and landlord enforcement.
*	Background reports on tenants, landlords, etc.
*	Bank charges
*	Telephone
*	Advertising costs specific to HCV, including applicants, landlords and employees
*	Postage for HAP checks.
*	HCV office furniture and IT equipment
*	Service Agreements re furniture
*	Insurance for auto and equipment
*	Insurance for fidelity or crime for front-line staff.
*	Direct costs of collection activities related to fraud. Indirect cost of fraud collections are a management fee cost.
*	Preparing and maintaining tenant and landlord files, etc. including unit inspections.
*	Public relations expenses related to maintaining positive relationships between the local community, landlords and tenants.

<b>Direct Expenses per SHA LAMP</b>	
*	Actual personnel costs of staff assigned directly to HCV program
*	Travel & training for HCV program personnel
*	Prep, approval and distribution of HCV HAP disbursement
*	Legal fees directly related, including tenant and landlord enforcement.
*	Background reports on tenants, landlords, etc.
*	Bank charges
*	Telephone
*	Advertising costs specific to HCV, including applicants, landlords and employees
*	Postage for HAP checks.
*	HCV office furniture and IT equipment
*	Service Agreements re furniture
*	Insurance for auto and equipment
*	Insurance for fidelity or crime for front-line staff.
*	Direct costs of collection activities related to fraud. Indirect cost of fraud collections are a management fee cost.
*	Preparing and maintaining tenant and landlord files, etc. including unit inspections.
*	Public relations expenses related to maintaining positive relationships between the local community, landlords and tenants. Communications department charges for this.



<b>Direct Expenses per HUD</b>	
*	Professional service contracts related to direct services for HCV.
*	Commissioners' training expenses up to a limited amount provided by HUD

<b>Direct Expenses per SHA LAMP</b>	
*	Professional service contracts related to direct services for HCV.
*	Commissioners' training expenses up to a limited amount provided by HUD
*	Building rent

## Appendix B – New public housing units

The following is a description of new public housing units to be added during 2010 by development.

Rainier Vista Phase II South – Tamarack						
	Public Housing			Other Affordable– Tax Credit		
Structure Type	1 Bedroom	2 Bedrooms	3 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms
Row	0	2	0	0	0	1
Walk Up	0	0	2	1	3	1
Elevator	15	32	0	8	18	0
Subtotal	15	34	2	9	21	2
Total	51			32 (20 of these units will have project-based voucher assistance. See Appendix C.)		
Accessible Features	Seventy-five of the 83 units will have level visitable entries, restrooms on the first floor. All units will have 36 inch front doors. Nine of the public housing units will be UFAS compliant accessible. One of the ground related three bedroom units will be made accessible to provide diversity of accessible unit sizes and types.					

## Appendix C – New project-based voucher units

The following is a description of new project-based housing choice voucher units to be added during 2010 by project.

### 2010 commitments

SHA has committed project-based voucher assistance to the projects listed below.

Tamarack Place (Tamarack Place Limited Partnership)						
<b>Project description</b>	Tamarack Place will be an 83 unit complex located in Rainier Vista Phase II South. All 83 units will be part of a tax credit limited partnership, of which SHA is the general partner.					
<b>Total units in property</b>	<b>Project-based units</b>					
	<b>Studios</b>	<b>1 Bedroom</b>	<b>2 Bedrooms</b>	<b>3 Bedrooms</b>	<b>4 Bedrooms</b>	<b>Total</b>
83	0	5	13	2	0	20

To be determined by City of Seattle NOFA process						
<b>Project description</b>	SHA has allocated 198 vouchers to be project-based in 2010 via the City of Seattle's competitive Notice of Funding Availability (NOFA) process. The results will be reported in SHA's 2010 Annual Report.					
<b>Total units in property (ies)</b>	<b>Project-based units</b>					
	<b>Studios</b>	<b>1 Bedroom</b>	<b>2 Bedrooms</b>	<b>3 Bedrooms</b>	<b>4 Bedrooms</b>	<b>Total</b>
To be determined (TBD)	TBD	TBD	TBD	TBD	TBD	198

### Potential 2010 commitments

SHA is considering providing project-based voucher assistance at the properties listed below. Final decisions will be reported in SHA's 2010 Annual Report.

Longfellow Creek (Seattle Housing Authority)						
<b>Project description</b>	Longfellow Creek is an 83-unit complex in West Seattle. Twenty units in this property receive public housing subsidy. With the addition of ten project-based vouchers, the project will be more financially viable, able to serve more extremely low-income, and still remain mixed income.					
<b>Total units in property</b>	<b>Project-based units</b>					
	<b>Studios</b>	<b>1 Bedroom</b>	<b>2 Bedrooms</b>	<b>3 Bedrooms</b>	<b>4 Bedrooms</b>	<b>Total</b>
83	0	10	0	0	0	0

<b>NewHolly Phase III (Desdemona Limited Partnership)</b>						
<b>Project description</b>	Phase II of NewHolly currently includes 163 public housing units and 56 straight tax credit units. Thirty of the public housing units were constructed with City of Seattle HOME funds rather than HUD funds.					
<b>Total units in property</b>	<b>Project-based units</b>					
	<b>Studios</b>	<b>1 Bedroom</b>	<b>2 Bedrooms</b>	<b>3 Bedrooms</b>	<b>4 Bedrooms</b>	<b>Total</b>
219	0	0	30	0	0	30

<b>Villa Park (Seattle Housing Authority)</b>						
<b>Project description</b>	Villa Park, located in Southeast Seattle, is 43 units serving households earning less than 50 percent of area median income. Because this project does not receive any operating subsidy, there is often a budget gap. By project-basing four vouchers here, the property will be more financially viable and it will make the units affordable to households at or below 30 percent of area median.					
<b>Total units in property</b>	<b>Project-based units</b>					
	<b>Studios</b>	<b>1 Bedroom</b>	<b>2 Bedrooms</b>	<b>3 Bedrooms</b>	<b>4 Bedrooms</b>	<b>Total</b>
43	0	0	0	3	1	4

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## Appendix D – Seattle 2009 Area Median Income

The following table provides HUD-defined 2009 income limits for the Seattle-Bellevue area. The information is provided for reference, as percentages of Area Median Income are referred to frequently throughout this Plan.

### 2009 Seattle-Bellevue HUD Income Limits

Household Size	Area Median Income (AMI)	Low Income	Very Low Income	Extremely Low Income
	100% of AMI	80% of AMI	50% of AMI	30% of AMI
1 person	\$59,000	\$44,800	\$29,500	\$17,700
2 people	\$67,400	\$51,200	\$33,700	\$20,250
3 people	\$75,900	\$57,600	\$37,950	\$22,750
4 people	\$84,300	\$64,000	\$42,150	\$25,300
5 people	\$91,000	\$69,100	\$45,500	\$27,300
6 people	\$97,800	\$74,250	\$48,900	\$29,350
7 people	\$104,500	\$79,350	\$52,250	\$31,350
8 people	\$111,300	\$84,500	\$55,650	\$33,400

<http://www.huduser.org/Datasets/IL/IL09/wa.pdf> (9/30/09)

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## Appendix E – Other information required by HUD

This appendix includes documents required by HUD in the Annual Plan to certify information and request funding.

### HUD-required certifications

- Certification of Payments to Influence Federal Transactions (Form HUD-50071)
- Disclosure of Lobbying Activities (Form SF-LLL)

### Funding allocation forms

- Annual Statement/Performance and Evaluation Report - Capital Fund Program, Replacement Housing Factor and Capital Fund Financing Program for Federal Fiscal Year 2009 (HUD-50075.1)
- Annual Statement/Performance and Evaluation Report - Capital Fund Program, Replacement Housing Factor and Capital Fund Financing Program for Federal Fiscal Year 2010 (HUD-50075.1)  
Note: these amounts are estimated and will be revised when the final allocation is made in 2010.

Note: Documentation regarding Calculation of Operating Subsidy and Calculation of Allowable Utilities Expense Level will be provided separately and per HUD requirements.

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

Seattle Housing Authority

Program/Activity Receiving Federal Grant Funding

Moving to Work Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

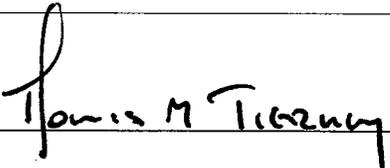
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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)

Name of Authorized Official	Title
Thomas M. Tierney	Executive Director
Signature	Date (mm/dd/yyyy)
	10/13/2009

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> B a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> A a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> A a. initial filing b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4C	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Seattle Housing Authority 120 Sixth Avenue N., P.O. Box 19028 Seattle, WA 98109  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>  HUD, Office of Public and Indian Housing	<b>7. Federal Program Name/Description:</b>  Moving to Work, Public Housing, Capital Grant  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b> WA19P00150109, WA19R00150109, WA19R00150209	<b>9. Award Amount, if known:</b> \$ 12,603,647	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): NOTE: SHA is not involved in lobbying activities pursuant to 31 U.S.C. 1352.	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): Not applicable	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Thomas M Tierney</u> Print Name: <u>Thomas M. Tierney</u> Title: <u>Executive Director</u> Telephone No.: <u>(206) 615-3500</u> Date: <u>10/13/2009</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: WA19R00150209 Date of CFFP:		FFY of Grant: 2009 FFY of Grant Approval: 2009		
PHA Name: Seattle Housing Authority						
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost	Obligated	Total Actual Cost <sup>1</sup> Expended
Line	Summary by Development Account	Original	Revised <sup>2</sup>			
1	Total non-CFFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration			\$287,657		
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2009	
PHA Name: Seattle Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: WA19R00150209 Date of CFFP:	FFY of Grant Approval: 2009	
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		
		<input type="checkbox"/> Revised Annual Statement (revision no: )	
		<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		Expended
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$287,657	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
James M. Liberty		Date 1/6/2010	
		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.





Part I: Summary		FFY of Grant: 2009 FFY of Grant Approval: 2009	
PHA Name: Seattle Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: WA19R00150109 Date of CFFP:	
Type of Grant	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Revised <sup>2</sup>	Total Actual Cost <sup>1</sup> Expended
		Original	Obligated
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration	\$1,163,627	
16	1495.1 Relocation Costs		
17	1499 Development Activities <sup>4</sup>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2009	
PHA Name: Seattle Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: WA19R00150109 Date of CFFP:	FFY of Grant Approval: 2009	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Development Account			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$1,163,627	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Louis M. Library		Date 1/6/2010	
		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.





Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
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U.S. Department of Housing and Urban Development  
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 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009 FFY of Grant Approval: 2009	
PHA Name: Seattle Housing Authority		Grant Type and Number Capital Fund Program Grant No: WA19P00150109 Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending:	<input type="checkbox"/> Performance and Evaluation Report	<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration	\$11,152,363	
16	1495.1 Relocation Costs		
17	1499 Development Activities <sup>4</sup>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2009	
PHA Name: Seattle Housing Authority	Grant Type and Number Capital Fund Program Grant No: WA19P00150109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2009	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$11,152,363	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director <i>James M. Tice</i>		Signature of Public Housing Director	
Date 1/6/2010		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.





Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

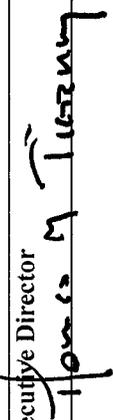
U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary		Grant Type and Number		FFY of Grant: 2010 FFY of Grant Approval: 2009	
PHA Name: Seattle Housing Authority		Capital Fund Program Grant No: Replacement Housing Factor Grant No: WA19R00150110			
		Date of CFFP:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:				<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration			\$1,163,627	
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
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U.S. Department of Housing and Urban Development  
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<b>Part I: Summary</b>		FFY of Grant: 2010 FFY of Grant Approval: 2009	
PHA Name: Seattle Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: WA19R00150110 Date of CFFP:		
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		
	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )		
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup> Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$1,163,627	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Date 1/6/2010	Signature of Public Housing Director
			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
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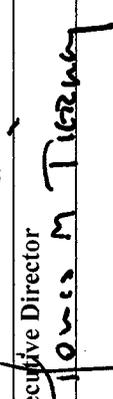
U.S. Department of Housing and Urban Development  
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Part I: Summary		Grant Type and Number		FFY of Grant: 2010	
PHA Name: Seattle Housing Authority		Capital Fund Program Grant No: WA19P00150110		FFY of Grant Approval: 2009	
Date of CFFP:		Replacement Housing Factor Grant No:			
Type of Grant		Reserve for Disasters/Emergencies			
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Revised Annual Statement (revision no: )			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Obligated	Total Actual Cost <sup>1</sup>	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs			\$11,152,363	
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
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<b>Part I: Summary</b>		FFY of Grant: 2010 FFY of Grant Approval: 2009	
PHA Name: Seattle Housing Authority	Grant Type and Number Capital Fund Program Grant No: WA19P00150110 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup> Obligated      Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$11,152,363	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Date 1/6/2010	Signature of Public Housing Director
			

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Annual Statement/Performance and Evaluation Report  
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Part I: Summary		Grant Type and Number		FFY of Grant: 2010	
PHA Name: Seattle Housing Authority		Capital Fund Program Grant No: Replacement Housing Factor Grant No: WA19R00150210		FFY of Grant Approval: 2009	
		Date of CFFP:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:				<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Obligated	Total Actual Cost <sup>1</sup>	Expended
		Original	Revised <sup>2</sup>		
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	\$287,657			
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
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<b>Part I: Summary</b>		FFY of Grant: 2010 FFY of Grant Approval: 2009	
PHA Name: Seattle Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: WA19R00150210 Date of CFFP:		
Type of Grant		<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$287,657	
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24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date 1/6/2010		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
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