



**Washington State Auditor's Office**

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**Independence • Respect • Integrity**

# **Program Understanding**

## **Low-Income Housing**

## **Rental Assistance Programs**

**An understanding of low-income housing rental assistance programs  
and intergovernmental collaboration in Washington**

**August 14, 2014**

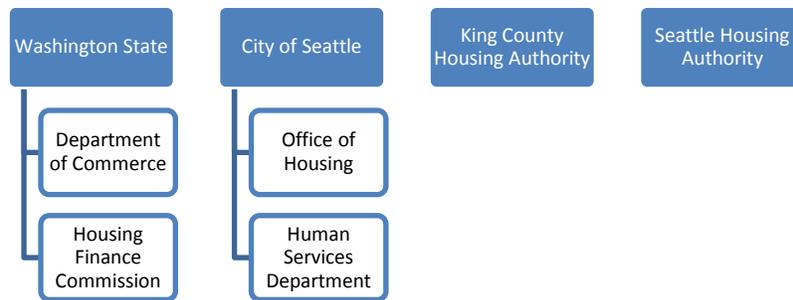
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## Introduction

Washington State has many affordable housing programs, administered by state agencies, counties, cities, and public housing authorities. Some of these affordable housing programs offer rental housing assistance to low-income households both directly, through rental vouchers and public housing options, or indirectly, by means of financing or subsidizing the development of affordable housing units.

As part of the Government Accountability Office’s (GAO) Intergovernmental Initiative on low-income housing, the Washington State Auditor’s Office reviewed rental assistance programs at five public entities: the Department of Commerce, the Washington State Housing Finance Commission, the City of Seattle, the King County Housing Authority, and the Seattle Housing Authority. The diagram below illustrates the jurisdictions we spoke to and their associated departments or agencies that provide rental assistance to low-income households.



In accordance with the “coordinated audit” workplan developed by GAO and several state and local auditors who volunteered to participate in the initiative, we completed the following steps:

1. Identified performance goals for low-income rental assistance at each level of government;
2. Produced an inventory of programs that address or impact those performance goals at each level of government;
3. Provided key data on those programs; and
4. Identified issues related to improving program outcomes.

Our methodology included interviewing program and executive staff at each agency, requesting data from each agency, researching information on the internet, and reviewing documents for the largest programs administered by each entity. This document details what we found by jurisdiction. For each agency and department, we report on their performance goals (Section I), programs (Sections II and III), and challenges and efforts to collaborate (Section IV).

GAO plans to include the data we gathered with similar data from other participating jurisdictions – including King County, Washington; Oregon State; Multnomah County, Oregon; Portland, Oregon; and the City and County of Denver—along with information on federal rental assistance programs to inform its future work and reports on intergovernmental collaboration to improve outcomes and to identify potential fragmentation, overlap and/or duplication of low-income housing rental assistance programs.

## Glossary and Terms

<b>AFRS</b>	Agency Financial Reporting System
<b>AHAB</b>	Washington State Affordable Housing Advisory Board
<b>AMI</b>	Area Median Income
<b>ARCH</b>	A Regional Coalition for Housing (eastern King County organization)
<b>CDBG</b>	Community Development Block Grant
<b>CEH</b>	King County Committee to End Homelessness
<b>CFG</b>	Combined Funders Group
<b>Collaboration</b>	Any joint activity that is intended to produce more public value than could be produced when organizations act alone. Collaboration is also commonly called “cooperation,” “coordination,” “integration,” or “networking.”
<b>Commerce</b>	Washington State Department of Commerce
<b>DSHS</b>	Washington State Department of Social and Health Services
<b>Duplication</b>	When two or more agencies or programs are engaged in the same activities or provide the same services to the same beneficiaries
<b>ESG</b>	Emergency Solutions Grant
<b>Fragmentation</b>	When more than one agency, or more than one organization within an agency, is involved in the same broad area
<b>GAO</b>	U.S. Government Accountability Office
<b>HA (PHA)</b>	Public Housing Authority
<b>HCV</b>	Housing Choice Voucher program (commonly called Section 8)
<b>HEN</b>	Housing and Essential Needs program
<b>HFC (WSHFC)</b>	Washington State Housing Finance Commission
<b>HMIS</b>	Homeless Management Information System (called Safe Harbors in King County)
<b>HOME</b>	HOME Investment Partnership program
<b>HOPWA</b>	Housing Opportunities for Persons with AIDS program
<b>HSD</b>	City of Seattle Human Services Department
<b>HTF</b>	Washington State’s Housing Trust Fund program
<b>HUD</b>	U.S. Department of Housing and Urban Development
<b>KCHA</b>	King County Housing Authority
<b>LIHTC</b>	Low Income Housing Tax Credit

<b>MTW</b>	Moving to Work (an authority granted by HUD to select public housing authorities, including both KCHA and SHA)
<b>NOFA</b>	Notification of Funding Availability
<b>O&amp;M</b>	Operations and Maintenance (may refer to specific program or general property management activities)
<b>OH</b>	City of Seattle Office of Housing
<b>Outcome measure</b>	Results of products or services delivered by the program
<b>Output measure</b>	Direct product and services delivered by a program over a period of time
<b>Overlap</b>	When there are programs that have similar goals, devise similar strategies and activities to achieve those goals, or target similar users.
<b>Performance goal</b>	Target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate
<b>Performance measure</b>	Indicator, statistic, or metric used to gauge program performance
<b>PHA (HA)</b>	Public Housing Authority
<b>PV</b>	Present Value (in reference to Low Income Housing Tax Credits)
<b>Rental assistance program for low-income households</b>	Any program or initiative with a primary goal of directly or indirectly subsidizing rents for low-income households. The scope of this review excludes programs that have short-term or temporary funding, temporary shelter programs, and programs targeted at special populations other than elderly and disabled households.
<b>RCW</b>	Revised Code of Washington (State law)
<b>RFP</b>	Request for Proposals
<b>SAO</b>	Washington State Auditor's Office
<b>SHA</b>	Seattle Housing Authority
<b>TANF</b>	Temporary Assistance for Needy Families
<b>USDA-RD</b>	U.S. Department of Agriculture - Rural Development
<b>VA</b>	U.S. Department of Veterans Affairs
<b>VASH (HUD-VASH)</b>	Veterans Affairs Supportive Housing
<b>WBARS</b>	Web-Based Annual Reporting System
<b>WSHFC (HFC)</b>	Washington State Housing Finance Commission

## Complete Program List

Click on the program name or page number below to view detailed information about the program.

Jurisdiction	Administering Agency	Program Name	Page
<b>Washington State</b>	Department of Commerce	Housing Trust Fund	58
		Housing Trust Fund Operations & Maintenance Fund Program	61
		Consolidated Homeless Grant	63
		Housing and Essential Needs Grant	67
	Housing Finance Commission	Low-Income Housing Tax Credit	70
		Multifamily Housing Bond with 4% Tax Credit Program	74
		Private Activity Bond Program – Non-profit Housing	77
<b>City of Seattle</b>	Office of Housing	Rental Housing Program	80
		Multifamily Property Tax Exemption Program	83
		Incentive Zoning Program	86
		Operating and Maintenance Fund	88
	Human Services Department	Seattle Housing Levy Rental Assistance Program	90
		Homeless Prevention Programs	80
		Rental Assistance Programs	96
		Rapid Re-Housing Programs	98
<b>County Housing Authority</b>	King County Housing Authority	General Housing Choice Vouchers (Section 8)	101
		Public Housing	104
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		Sponsor-Based Supportive Housing	109
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<b>City Housing Authority</b>	Seattle Housing Authority	Low Income Public Housing	123
		Moving to Work Tenant Based Housing Choice Vouchers	126
		Moving to Work Project Based Housing Choice <a href="#">Vouchers</a>	129
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## Chapter 1: State of Washington

### Section I. Jurisdiction Performance Goals

**Question 1.** HUD defines a low-income household as one earning 80% or below of the median income of that area. Does your jurisdiction's income eligibility differ from HUD's definition? If so, please provide.

No. Washington's definition of low-income household is consistent with HUD's. The state's definition of a low-income household is: a single person, family or unrelated persons living together whose adjusted income is less than 80% AMI, adjusted for household size, for the county where a housing assistance project is located.

While the state uses this definition, agencies may award funding to households that earn less than 80% AMI, for example, at 30%, 50%, and 60% AMI.

**Question 2.** HUD deems housing "affordable" if its cost—rent plus basic utilities—consumes no more than 30 percent of a household's income. HUD defines "worst case needs" as renters with incomes below 50 percent of the regional median income who do not receive government housing assistance and who either paid more than half of their income for rent or lived in severely inadequate conditions, or who face both of these challenges. Does your jurisdiction's definition of affordable housing differ from HUD's definition? If so, please provide.

No. Washington's definition of affordable housing is consistent with HUD's. Washington defines affordable housing as residential housing that is rented or owned by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed 30% of the household's monthly income.

Washington does not have a definition for "worst case need." However, the Housing Advisory Board defines "lowest income" as households with incomes below 30% AMI.

**Question 3.** Does your jurisdiction have one or more performance goals for a desired output for rental assistance to low-income households that relates to more than one program? If so, please provide.

Washington has the following output performance goals:

1. Decrease the number of homeless people by 10% (from 17,775 in 2013 to 16,000 by 2015).
2. Reduce the number of rent burdened households by 2015.
3. Increase the number of units created for low-income households (add 15,000 units of rental housing that is affordable to people making below 50% AMI by end of 2015).
4. Preserve 1600 units of existing subsidized housing that offers safe, decent, and affordable homes to households making 0-50% AMI by end of 2015.
5. Acquire 5,000 units of existing, affordable unsubsidized housing to expand the Housing Trust Fund portfolio by 2015.

**Question 4. Does your jurisdiction have one or more performance goals for a desired outcome for rental assistance to low-income households that relates to more than one program? If so, please provide.**

Washington's housing goal is to "coordinate, encourage, and direct, when necessary, the efforts of the public and private sectors of the state and to cooperate and participate, when necessary, in the attainment of a decent home in a healthy, safe environment for every resident of the state," as stated in the Washington Housing Policy Act (RCW 43.185B).

To obtain this goal, the legislature set the following objectives (in RCW 43.185B.009):

1. Develop an adequate and affordable supply of housing for all economic segments of the population, including the destitute
2. Identify and reduce the causal factors preventing the state from reaching its goals
3. Assist very low-income and special needs households who cannot obtain affordable, safe and adequate housing in the private market
4. Encourage and maintain home ownership opportunities
5. Reduce life-cycle housing costs while preserving public health and safety
6. Preserve the supply of existing affordable housing
7. Provide housing for special needs populations
8. Ensure fair and equal access to the housing market
9. Increase the availability of mortgage credit at low interest rates
10. Coordinate and be consistent with the goals, objectives, and required housing element of the comprehensive plan in the state's growth management act in RCW 36.70A.070

Through the Housing Policy Act, the Washington Legislature created the Affordable Housing Advisory Board. The Board is charged with serving as the Department of Commerce's principal advisory body on housing and housing-related issues. Commerce, through the Affordable Housing Program, is the primary state agency charged with developing and coordinating public and private resources targeted to meet the affordable housing needs of low-income households in the state of Washington. According to the 2010-2015 Housing Advisory Plan, the Board identified the following areas related to rental assistance (along with performance goals, outputs and outcomes) where policies adopted by the State can make the most difference in the next five years:

1. Decrease homelessness
2. Increase the supply, decrease the cost of affordable rental housing
3. Develop and preserve affordable housing through land use and infrastructure
4. Preserve existing affordable housing
5. Provide adequate supply of affordable housing for seniors
6. Provide special needs and supportive housing
7. Ensure adequate supply of workforce housing

## Section II. Program Inventory

### Question 5. What programs address or impact the performance goals identified in questions 3 and 4?

Agency	Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
Department of Commerce	Housing Trust Fund (HTF)	Commerce is the state agency responsible for providing assistance to low-income rental households. The department that oversees the HTF is in the process of updating its performance outcomes and measures for all programs. Current output goals include: <ul style="list-style-type: none"> <li>Number of affordable housing units created or preserved</li> </ul>	Draft outcomes include: <ul style="list-style-type: none"> <li>Affordable housing created or preserved</li> <li>Housing cost burden reduced</li> <li>Households stabilized</li> </ul>	Capital funding for the development and rehabilitation of low-income housing <a href="http://www.commerce.wa.gov/Programs/housing/TrustFund/Pages/default.aspx">http://www.commerce.wa.gov/Programs/housing/TrustFund/Pages/default.aspx</a>
	Operations & Maintenance (O&M)	See HTF information above	See HTF information above	Operating subsidy for HTF projects serving households ≤ 30% AMI <a href="http://www.commerce.wa.gov/Programs/housing/TrustFund/Pages/OperationsMaintenanceFund.aspx">http://www.commerce.wa.gov/Programs/housing/TrustFund/Pages/OperationsMaintenanceFund.aspx</a>
	Consolidated Homeless Grant (CHG)	Outputs are tracked but only outcomes have goals	<ul style="list-style-type: none"> <li>Reduction of homelessness by 50% from 2006 to 2015</li> <li>Clients remaining in homeless status less than 20 days</li> <li>&lt; 20% return to homelessness two years</li> </ul>	The CHG combines state homeless resources into a single grant opportunity for county governments and other designated entities, to serve households who are unsheltered, in temporary housing, or at-risk of becoming homeless. There are three programs within the

Agency	Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
			after program exit	CHG: <ul style="list-style-type: none"> <li>• Standard (rent assistance and facility support for homeless or at risk)</li> <li>• Ending Family Homelessness (rent assistance for homeless or at risk families enrolled in TANF)</li> <li>• Housing and Essential Needs (rent assistance for homeless or at-risk families that receive a HEN referral from DSHS)</li> </ul> <a href="http://www.commerce.wa.gov/Programs/housing/Homeless/Pages/ConsolidatedStateHomelessGrantProgram.aspx">http://www.commerce.wa.gov/Programs/housing/Homeless/Pages/ConsolidatedStateHomelessGrantProgram.aspx</a>
	Housing and Essential Needs (HEN)	Every eligible person housed	N/A	HEN may provide housing assistance to people referred by the Department of Social and Health Services. In addition to rent and utility assistance, HEN may cover costs of a person's essential needs such as personal hygiene and household cleaning supplies, laundry tokens, bus pass or gas card, etc.  <a href="http://www.commerce.wa.gov/Programs/housing/Homeless/Pages/HENsuccesstories.aspx">http://www.commerce.wa.gov/Programs/housing/Homeless/Pages/HENsuccesstories.aspx</a>
Housing Finance Commission	Low-Income Housing Tax Credit (LIHTC)	<ul style="list-style-type: none"> <li>• Increase the number of units created for low-income households</li> <li>• Provide the greatest public benefit using resources to maximizing public funds</li> </ul>	<ul style="list-style-type: none"> <li>• Provide effective, low-cost financing for housing and nonprofit facilities</li> </ul>	The LIHTC provides funding for the development costs of low-income housing by allowing an investor (usually the partners of a partnership that owns the housing) to take a federal tax credit equal to a percentage (up to 70% or 30% of PV depending on the credit type) of the cost incurred for development of the

Agency	Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
		<ul style="list-style-type: none"> <li>• Provide the most public benefit for the longest period of time</li> </ul>		<p>low-income units in a rental housing project. Development capital is raised by "syndicating" the credit to an investor or, more commonly, a group of investors. The amount of credit awarded to a project is based on the costs of developing the project and the number of qualified low-income units in the project.</p> <p><a href="http://www.wshfc.org/mhcf/9percent/index.htm">http://www.wshfc.org/mhcf/9percent/index.htm</a></p>
	Multifamily Housing Bond with 4% Tax Credit Program	<ul style="list-style-type: none"> <li>• Increase the number of units created for low-income households</li> <li>• Provide the greatest public benefit using resources to maximize public funds</li> <li>• Provide the most public benefit for the longest period of time</li> </ul>	<ul style="list-style-type: none"> <li>• Provide effective, low-cost financing for housing and nonprofit facilities</li> </ul>	<p>The program provides housing developers tax-exempt mortgages through the issuance of the Commission's private activity bonds for the acquisition, new construction, or rehabilitation of housing projects. These bonds may also be coupled with a 4% low income housing tax credit for qualified applicants, provided that more than 50% of the project costs are financed with bond proceeds.</p> <p><a href="http://www.wshfc.org/mhcf/4percent/index.htm">http://www.wshfc.org/mhcf/4percent/index.htm</a></p>
	501(c)(3) Bond Program – Nonprofit Housing	<ul style="list-style-type: none"> <li>• Increase the number of units created for low-income households</li> <li>• Provide the greatest public benefit using resources to maximize public funds</li> <li>• Provide the most public</li> </ul>	<ul style="list-style-type: none"> <li>• Provide effective, low-cost financing for housing and nonprofit facilities</li> </ul>	<p>This program is designed to finance the full range of senior living options provided by nonprofit organizations, from independent living through assisted living, continuing care retirement communities, group homes, and nursing homes. This program also provides financing for nonprofit-sponsored multifamily housing and housing for special-needs</p>

Agency	Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
		benefit for the longest period of time		<p>populations.</p> <p>The program provides tax-exempt mortgages through the issuance of the Commission's nonprofit 501(c)(3) housing bonds for the acquisition, new construction, or rehabilitation of housing projects owned by nonprofit organizations designated as such under section 501(c)(3) of the Internal Revenue Code.</p> <p><a href="http://www.wshfc.org/facilities/eligibility.htm">http://www.wshfc.org/facilities/eligibility.htm</a></p>

### Section III. A. Key Program Elements (Department of Commerce)

**Question 6. What are the key program data elements that describe the programs identified in audit question 5 above?**

See Appendix A

### Section III. B. Key Program Elements (Housing Finance Commission)

**Question 6. What are the key program data elements that describe the programs identified in audit question 5 above?**

See Appendix B

### Section IV. A. Program Outcomes (Department of Commerce)

**Question 7. What are the barriers to achieving the outputs and outcome performance goals identified in Section I?**

The primary barriers include constraints on existing funds and the availability of funding for capital and operating support. Additionally, over the past few years, the Legislature has become more prescriptive in its appropriation of funds. The Legislature has directed the HTF to fund specific projects that serve specific populations. These projects often require higher levels of capital and operating subsidies and may reduce opportunities for leveraging additional public funds.

There is an additional barrier posed when converting transitional or other temporary housing facilities into permanent housing facilities due to restrictions on use of the buildings or use of resources.

**Question 8. Are there challenges to establishing outcome measures for providing rental assistance to low-income households for your programs?**

For some programs, establishing outcome measures is a challenge because there are so many external factors over which Department of Commerce has no control, and because there are many intangible outcomes that are difficult to measure (e.g. increased housing affordability, greater household stability, improved health and education outcomes, etc.). As a result, Commerce focuses more on outputs (e.g. number of units created, number of jobs created), which are generally driven by funding levels and have become increasingly unpredictable due to budget challenges. Commerce continues to explore potential outcome measures that are meaningful and can be reliably measured.

For some programs, Washington State has aligned state funding outcome measures with broadly defined federal measures, but the specifics of how to calculate the federal measures has not been established. Washington is measuring performance by paying performance incentive funds to grantees using an interpretation of the federal measures, but there is a risk that when HUD releases the actual formula for calculating outcomes they will not align with the state formula currently in use.

**Question 9. Are there challenges to collecting data and monitoring the performance of the outcome measures for providing rental assistance to low-income households for the programs identified?**

Maintaining data quality and monitoring performance is an ongoing challenge that the state is investing additional staff and process improvements to address.

**Question 10. To what extent does your jurisdiction collaborate informally or formally with other levels of government to provide rental assistance to low-income households? What mechanisms are used to collaborate with other levels of government (e.g. task forces, intergovernmental working groups, informal meetings and discussions, mutual aid agreements)? What is your perception of its effect?**

The Department of Commerce uses various mechanisms to collaborate with other levels of government including advisory boards, combined processes, and regular meetings. The table below describes the various mechanisms Commerce uses, and a short description of each.

Mechanism	Level of Government	Description/Perceived Effect:
<b>Affordable Housing Advisory Board (AHAB)</b>	State and Local Government Agencies	<p>AHAB advises the Department of Commerce on housing and housing-related issues. AHAB has 22 members representing a variety of housing interests across the state. The Board provides updates to the Department of Commerce as well as to the Legislature.</p> <p>2013 Affordable Housing Update:  <a href="http://www.leg.wa.gov/documents/legislature/ReportsToTheLegislature/Affordable-Housing-Update-2013_43ba8043-d0c5-4f65-85a1-ebb6cc8f1673.pdf">http://www.leg.wa.gov/documents/legislature/ReportsToTheLegislature/Affordable-Housing-Update-2013_43ba8043-d0c5-4f65-85a1-ebb6cc8f1673.pdf</a></p> <p>Affordable Housing Advisor Board Information:  <a href="http://www.commerce.wa.gov/commissions/AffordableHousingAdvisoryBoard/Pages/default.aspx">http://www.commerce.wa.gov/commissions/AffordableHousingAdvisoryBoard/Pages/default.aspx</a></p>
<b>Housing Trust Fund Policy Advisory Team</b>	State and Local Government Agencies	<p>The Policy Advisory Team represents interest groups that comprise the low income housing development committee. The team serves as a subcommittee of the governor’s Affordable Housing Advisory Board (AHAB). The team periodically reviews administrative policies and procedures related to Housing Finance Unit programs and to make recommendations to the Housing Finance Unit, Commerce, and AHAB.</p> <p>Policy Advisory Team information:  <a href="http://www.commerce.wa.gov/Programs/housing/TrustFund/Pages/PolicyAdvisoryTeam.aspx">http://www.commerce.wa.gov/Programs/housing/TrustFund/Pages/PolicyAdvisoryTeam.aspx</a></p>

Mechanism	Level of Government	Description/Perceived Effect:
<p><b>Washington’s Interagency Council on Homelessness and State Advisory Council on Homelessness</b></p>	<p>HUD and Washington State Agencies</p>	<p>The Interagency Council is a forum for cross-agency coordination, collaboration, and planning necessary to implement the state’s homeless housing and assistance responsibilities.</p> <p>Letter establishing the Interagency Council on Homelessness: <a href="http://www.commerce.wa.gov/Documents/ICH-Governor-Letter.pdf">http://www.commerce.wa.gov/Documents/ICH-Governor-Letter.pdf</a></p> <p>The purpose of the State Advisory Council on Homelessness is to bring together representatives from a broad spectrum of public and private groups to: advise the Governor on developing and implementing a plan to end homelessness in Washington State; serve as a statewide planning and policy development resource for the Governor and the Affordable Housing Advisory Board; strengthen coordination statewide among programs to end homelessness in Washington State.</p> <p>State Advisory Council on Homelessness information: <a href="http://www.commerce.wa.gov/Documents/SACH-Operational-Policies-and-Procedures-DRAFT.pdf">http://www.commerce.wa.gov/Documents/SACH-Operational-Policies-and-Procedures-DRAFT.pdf</a></p>
<p><b>Combined Funders Group (CFG)</b></p>	<p>State and Local Government Agencies</p>	<p>There is ongoing coordination among a group of public funders with regard to funding and monitoring processes. The CFG has developed a common application and coordinates monitoring of co-funded projects.</p> <p>A CFG Monitoring Task Force meets quarterly to discuss monitoring and compliance issues.</p> <p>Commerce and WSHFC invested in a web-based annual reporting system (WBARS) that is used by all of their contractors and is shared with other public funders.</p> <p>Funders include: Department of Commerce, Washington State Housing Finance Commission, City of Seattle, King County, City of Tacoma, Pierce County, Snohomish County, City of Spokane, Spokane County, and the City of Bellingham. USDA, HUD and the Federal Home Loan Bank also participate in this group.</p>
<p><b>Coordinated Funding Awards</b></p>	<p>State, Federal, Local Government Funders</p>	<p>Commerce, through its Housing Trust Fund (HTF), coordinates with other state, federal, and local funders prior to making funding awards. Through HTF, Commerce also coordinates with other state programs, such as DSHS Developmental Disabilities Division, when considering projects that propose to serve their client population.</p> <p>Public funders have also agreed to a funding timeline which</p>

Mechanism	Level of Government	Description/Perceived Effect:
		provides funding in an efficient manner, saving developers money by not making them hold onto land while funding decisions are made.
<b>Monthly Meetings</b>	Public Funders in King County	Commerce participates in monthly meetings coordinated by the City of Seattle. Meetings include all of the public funders within King County (City of Seattle Office of Housing, King County, and A Regional Coalition for Housing), Commerce’s Housing Trust Fund, and WSHFC. The group discusses a wide variety of issues, including timing of applications and awards, specific projects, and other policy issues.

**Question 11. Are there perceived barriers or challenges to intergovernmental collaboration that impact your jurisdiction’s efforts to provide rental assistance to low-income households? If so, what are they and how do they impede collaboration between levels of government?**

Federal rules governing some programs, such as the Emergency Solutions Grant, are unnecessarily specific and inflexible, leading the state to contract those funds using separate contracts (as opposed to being rolled into state grant agreements).

It can be difficult to collaborate or have consensus on rural priorities because there is no centralized entity to represent rural interests and, furthermore, there are conflicting priorities among the state’s diverse rural areas.

**Question 12. Are there any steps that could be taken to enhance outcomes, improve collaboration, or gain program or process efficiencies where federal, state, and local programs providing rental assistance may overlap, be fragmented or be duplicative?**

Broadly improve funding flexibility, or grant exceptions to requirements for states with a rigorous framework that meets federal goals.

Housing programs in Washington have made extraordinary efforts to coordinate their policies, processes, and resources in order to maximize the effectiveness of the various public investments in meeting state and local priorities. Commerce is proud of the efforts in this area, and considers itself a model for others.

**Section IV. B. Program Outcomes (Housing Finance Commission)**

**Question 7. What are the barriers to achieving the outputs and outcome performance goals identified in Section I?**

The Housing Finance Commission (HFC) establishes output and outcome performance goals for each of its programs on an annual basis informed by prior results and predictions about future conditions. The barriers that impact HFC’s ability to meet the goals include market conditions, availability of tax credits and private activity bonds, interest rates, developer confidence, availability of other funding sources

from state and local governments, state legislative and Congressional actions, delays in federal funding and various other factors often beyond the agency’s control. Additionally, project delays caused by a lack of coordination with timing funding allocations, permitting requirements, or reporting requirements have caused rollovers or suspensions of HFC’s contribution to a project.

**Question 8. Are there challenges to establishing outcome measures for providing rental assistance to low-income households for your programs?**

The Housing Finance Commission establishes output and outcome performance goals for each of its programs on an annual basis informed by prior results and predictions about future conditions. The barriers that impact HFC’s ability to meet the goals include market conditions, availability of tax credits and private activity bonds, interest rates, developer confidence, availability of other funding sources from state and local governments, state legislative and Congressional actions, delays in federal funding, and various other factors often beyond the Commission’s control.

**Question 9. Are there challenges to collecting data and monitoring the performance of the outcome measures for providing rental assistance to low-income households for the programs identified?**

The Housing Finance Commission does not have challenges measuring its performance against its goals. Rather, HFC notes significant efforts to collaborate that have increased efficiency and ease of data collection and monitoring including the Public Funders Group and a Web-Based Annual Report System (WBARS) (both described in the next question).

**Question 10. To what extent does your jurisdiction collaborate informally or formally with other levels of government to provide rental assistance to low-income households? What mechanisms are used to collaborate with other levels of government (e.g. task forces, intergovernmental working groups, informal meetings and discussions, mutual aid agreements)? What is your perception of its effect?**

The Housing Finance Commission collaborates through interagency agreements and other collaborative efforts with other public funders for some of its programs. However, these collaborative efforts can be very difficult to maintain and create given the different laws and mandates different levels of government operate under. HFC has interagency agreements on inspections and monitoring of housing projects funded by a variety of public sources. It also has informal cooperative arrangements for which to coordinate funding of affordable housing projects.

Mechanism	Level of Government	Description/Perceived Effect:
<b>Combined Funders Group (CFG) joint applications, inspections and reporting</b>	HUD, USDA (Rural Development program), Washington State Housing Finance Commission and Department of Commerce, King County, Pierce	Affordable housing projects typically have five to seven funding sources, including public funding at multiple jurisdictional levels, as well as private non-profit funding. Traditionally, each funder required its own inspections, monitoring, and reporting. The HFC joined with other public funders to have one agency conduct inspections/monitoring activities and write a report for each project, which all other participating public funders accept.

Mechanism	Level of Government	Description/Perceived Effect:
	County, and Cities of Seattle, Tacoma, and Spokane	
<b>Web-Based Annual Reporting System (WBARS)</b>	Public funders (listed above), public housing authorities, low-income housing property owners	The Washington State Department of Commerce, with a grant from the MacArthur Foundation, approached the HFC to lead the development of and share in the cost of WBARS to streamline the reporting process required twice annually of approximately 1,800 low-income housing property owners. WBARS was designed specifically to interface directly with the four commonly used property management systems throughout the state, and collects only the information required by each participating funder. (Public housing authorities may use WBARS if LIHTC were used to fund a specific PHA project.) Property owners input necessary data, and WBARS automatically creates and sends reports to each funder, flagging issues of non-compliance for follow-up. WBARS replaced paper annual reports for up to 95% of housing projects, significantly reducing demands on staff to manage and review annual reports.

**Question 11. Are there perceived barriers or challenges to intergovernmental collaboration that impact your jurisdiction’s efforts to provide rental assistance to low-income households? If so, what are they and how do they impede collaboration between levels of government?**

Recent budgetary problems for all levels of government (federal, state, and local) have made interagency agreements and processes more difficult. HFC stated that the inability of Congress to take action on budgets and necessary reforms can be a major barrier. An additional challenge occurs when legislative actions are passed that conflict with existing funding procedures, timelines, and processes. Different funding cycles, legal requirements, lack of coordination at the federal level among agencies and a variety of other issues negate HFC’s ability to develop more such collaborative efforts.

**Question 12. Are there any steps that could be taken to enhance outcomes, improve collaboration, or gain program or process efficiencies where federal, state, and local programs providing rental assistance may overlap, be fragmented or be duplicative?**

The Housing Finance Commission stated that the most productive processes it generally uses to coordinate its programs and processes with other public funders are informal. These interactions are based on sharing information about applicants and proposed projects among public funders.

HFC stated that sometimes, different divisions within the same federal agency, such as HUD, have difficulty working cooperatively in addition to getting different federal agencies to cooperate. HFC states that there are also some federal agencies that have not changed or reformed their funding processes to be more user-friendly and effective. For example, the Commission states that it has participated for over

two years with USDA-RD in a process which is ostensibly to identify and reform the agency's programs and procedures but they have yet to change a single program or procedure in response to the suggestions and input from stakeholders and users across the nation.

## Chapter 2: City of Seattle

### Section I. Jurisdiction Performance Goals

**Question 1.** HUD defines a low-income household as one earning 80% or below of the median income of that area. Does your jurisdiction’s income eligibility differ from HUD’s definition? If so, please provide.

No. The City of Seattle’s definition of low-income household is consistent with HUD’s. However, a significant proportion of funding is governed by local policies that are more restrictive than federal policies.

**Question 2.** HUD deems housing “affordable” if its cost—rent plus basic utilities—consumes no more than 30 percent of a household’s income. HUD defines “worst case needs” as renters with incomes below 50 percent of the regional median income who do not receive government housing assistance and who either paid more than half of their income for rent or lived in severely inadequate conditions, or who face both of these challenges. Does your jurisdiction’s definition of affordable housing differ from HUD’s definition? If so, please provide.

No. The City of Seattle’s definition of affordable housing is consistent with HUD’s.

**Question 3.** Does your jurisdiction have one or more performance goals for a desired output for rental assistance to low-income households that relates to more than one program? If so, please provide.

While departments within the city have performance goals for each individual program, the jurisdiction does not have performance goals for rental assistance that relate to more than one program.

*Auditor’s Note:* The City’s homelessness prevention and affordable housing performance goals fall within the context of the City’s participation in the King County Committee to End Homelessness (CEH). CEH’s output goals include but are not limited to:

- Developing 4,500 new units and securing 5,000 existing units of affordable housing between 2005 and 2015
- Ensuring no net loss of affordable housing units due to market conversion or owner opt-out
- Decreasing number of chronically homeless people by 98% between 2005 and 2015
- Decreasing number of youth, young adults, individuals, and families that lose their house and experience “street homelessness” by 98% between 2005 and 2015

**Question 4.** Does your jurisdiction have one or more performance goals for a desired outcome for rental assistance to low-income households that relates to more than one program? If so, please provide.

While departments within the city have performance goals for each individual program, the jurisdiction does not have performance goals for rental assistance that relate to more than one program.

## Section II. Program Inventory

### Question 5. What programs address or impact the performance goals identified in questions 3 and 4?

Agency	Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
Office of Housing	Rental Housing Program	Units produced by affordability level, including: <ul style="list-style-type: none"> <li>• Housing Levy production goal: 239 units annually</li> <li>• HOME production goal: 38 units annually</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a mix of affordable rental housing, consistent with affordability requirements for each fund source, promoting housing opportunity and choice throughout the City.</li> <li>• Work collaboratively with other funders of affordable rental housing to ensure that the greatest number of quality affordable housing units are preserved or produced each funding round.</li> <li>• Contribute to countywide efforts to end homelessness by providing housing that serves individuals and families who are homeless or at risk of homelessness, including those with long or repeated periods of homelessness, criminal records, or other significant barriers to housing.</li> <li>• Provide a stable and healthy living environment where low-income individuals and families can thrive, with culturally relevant and linguistically competent services, and with access to education, employment, affordable transportation, and other opportunities and amenities.</li> <li>• Promote cost-effective sustainable</li> </ul>	The Office of Housing’s Rental Housing Program funds the development of affordable rental housing in Seattle.  <a href="http://www.seattle.gov/housing/development/default.htm">http://www.seattle.gov/housing/development/default.htm</a>

Agency	Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
			<p>design, construction, rehabilitation, and operations of affordable housing.</p> <ul style="list-style-type: none"> <li>• Promote preservation of affordable housing, and prevent displacement of low-income residents, through purchase and rehabilitation of existing housing.</li> <li>• Contribute to the revitalization of low-income communities through development and preservation of affordable housing, including mixed-income housing and housing opportunities for existing low-income residents at risk of being displaced by redevelopment and rising housing costs.</li> <li>• Contribute to the development of sustainable, walkable neighborhoods, particularly near high-capacity transit, giving low-income residents access to transportation, services and economic opportunity</li> </ul>	
	Multifamily Property Tax Exemption (MFTE) Program	<ul style="list-style-type: none"> <li>• Number of applications approved for income- and rent- restricted units</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage development of multifamily housing opportunities in Seattle</li> <li>• Stimulate construction of new multifamily buildings, and the rehabilitation of vacant or underutilized buildings</li> <li>• Increase supply of housing opportunities for moderate-wage workers</li> <li>• Assist in accomplishing the planning goals required under the Growth Management Act, by increasing the</li> </ul>	The MFTE promotes development of mixed-income buildings by providing owners of multifamily properties with a property tax exemption on residential improvements in exchange for income- and rent-restricting at least 20% of units. The maximum term of the tax exemptions is 12 years, with restrictions on incomes and rents running concurrently.

Agency	Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
			<p>supply of multifamily housing opportunities in urban growth centers</p> <ul style="list-style-type: none"> <li>• Contribute to neighborhood development and community revitalization</li> <li>• Preserve and protect buildings of historic and cultural significance</li> <li>• Encourage creation of both rental and homeownership housing for moderate wage workers</li> <li>• Encourage development of mixed-income housing</li> </ul>	<p><a href="http://www.seattle.gov/housing/incentives/mfte.htm">http://www.seattle.gov/housing/incentives/mfte.htm</a></p>
	<p>Incentive Zoning Program</p>	<ul style="list-style-type: none"> <li>• Output goals not pre-determined; performance varies depending on development market conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Serve Seattle’s moderate-wage workers through affordable housing development</li> </ul>	<p>Seattle allows developers to obtain bonus development capacity in certain locations. Generally, residential rental developers opting to obtain additional floor area in eligible zones must income- and rent-restrict a portion of units at no more than 80% AMI. Non-residential and high-rise residential developers seeking bonus development capacity can either provide the affordable housing or make a cash contribution to the City for low-income housing.</p> <p><a href="http://www.seattle.gov/housing/incentives/LandUseCode.htm">http://www.seattle.gov/housing/incentives/LandUseCode.htm</a></p>

Agency	Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
	Operations and Maintenance Fund	<ul style="list-style-type: none"> <li>220 units maintained over 2010-2016 Housing Levy</li> </ul>	<ul style="list-style-type: none"> <li>Provide financially stable and physically well-maintained housing that serves extremely low- or no- income residents.</li> </ul>	<p>The Levy-funded operating and maintenance fund provides a subsidy to housing that serves those with the highest needs and fewest resources — including the elderly, disabled and mentally ill, as well as veterans suffering from physical and/or mental trauma sustained during service — to fill the gap between operating income (rent) and expenses (utilities, maintenance, staff costs), and ensuring regular maintenance to preserve the City’s housing investment.</p> <p><a href="http://www.seattle.gov/housing/levy/default.htm">http://www.seattle.gov/housing/levy/default.htm</a></p>
	Seattle Housing Levy Rental Assistance Program	<ul style="list-style-type: none"> <li>Prevent homelessness or assist in finding housing for 605 households annually</li> </ul>	<ul style="list-style-type: none"> <li>Provide financial assistance and services to prevent homelessness</li> </ul>	<p>Rental assistance funded through the Levy helps low-income families and individuals at risk of homelessness who need help due to a family crisis such as job loss, illness, divorce or a death in the family. It is also used for Rapid Re-Housing, when families or individuals already have lost their homes.</p> <p><a href="http://www.seattle.gov/housing/levy/default.htm">http://www.seattle.gov/housing/levy/default.htm</a></p>

Agency	Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
Human Services Department	Eviction Prevention	N/A	<ul style="list-style-type: none"> <li>At-risk households receive rental and legal assistance and support services</li> </ul>	The City's prevention program provides rental and legal assistance and support services to households at imminent risk of becoming homeless. Eviction prevention services stabilize households and prevent families from entering emergency and/or transitional housing. HSD contracts with seven local not-for-profit organizations to administer direct assistance.
	General Rental Assistance	N/A	<ul style="list-style-type: none"> <li>At-risk or homeless individuals or families enter permanent rental housing and receive stabilization services</li> <li>At-risk households receive rental and legal assistance and support services</li> </ul>	The HSD's general rental assistance program provides direct assistance on behalf of very low-income households ( $\leq 50\%$ AMI) in order to stabilize housing. Assistance may be one-time or on-going. HSD contacts with five local not-for-profit organizations to administer direct assistance.
	Rapid Re-Housing	N/A	<ul style="list-style-type: none"> <li>Homeless individuals or families enter permanent housing and receive stabilization services</li> </ul>	HSD is a partner in a one-year Rapid Re-Housing pilot program along with several other public entities and numerous not-for-profit service providers. Rapid Re-Housing targets homeless, very low-income ( $\leq 50\%$ AMI) households and provides short-term rental subsidies (3-6 months).

### Section III. A. Key Program Elements (Office of Housing)

**Question 6. What are the key program data elements that describe the programs identified in audit question 5 above?**

See Appendix C

### Section III. B. Key Program Elements (Human Services Department)

**Question 6. What are the key program data elements that describe the programs identified in audit question 5 above?**

See Appendix D

### Section IV. A. Program Outcomes (Office of Housing)

**Question 7. What are the barriers to achieving the outputs and outcome performance goals identified in Section I?**

The Office of Housing’s self-described “success measures” include, but are not limited to, the following:

- Projects completed (units built or rehabilitated)
- Number of households served
- Serving appropriate income levels
- Smooth operation of housing units
- Physical condition of properties
- Compliance with regulations (for example, unit turnover time)
- Impact on wellbeing of individuals and communities served
- Cost-effectiveness of services for communities (for example, the cost of homelessness prevention compared to homeless shelters and transitional housing)

Barriers to providing affordable housing include the following:

Availability and flexibility of funding: The City of Seattle has more “low income housing dollars” than any other jurisdiction in the state, but that demand for affordable housing far outweighs the supply, and the need for housing continues to grow. The OH stated that it is successful in leveraging their limited funds (each OH dollar is typically matched with three additional dollars from other sources). However, because funds targeted toward people with the lowest level of income are very tight (particularly operating and services funding), it is more difficult to fund projects that reach the lowest income levels, the people most in need of affordable housing.

Political will: Currently, political will (and associated funding) leans toward increasing the supply of low-income housing by developing new buildings or acquiring and rehabilitating existing buildings. Funding is more limited for rehabilitation and recapitalization to preserve existing subsidized housing.

Inflexibility of federal funds: The OH offered examples of inflexible funding requirements that proved challenging:

- Any project that incorporates any amount of federal HOME funds (even a very small percentage of overall project costs) must comply with strict HOME fund-matching, monitoring and reporting requirements for the entire project.
- Federal CHODO (Community Housing Development Organization) requirements stipulate that a board of directors oversees CHODO-funded projects and that half of the directors must either live in the project or be low-income. However, it is difficult to find individuals with stated criteria that have the professional capability to steward these projects.
- While new developments may get funded using federal dollars, there is little funding for on-going operation and maintenance of those buildings.
- In one project that was funded with two federal sources, one allocated locally and one allocated directly from HUD, OH was not originally aware that two different environmental assessments were required. While the OH was informed that it could apply for a waiver to rely on the first environmental assessment, the waiver was not granted and OH had to pull its local federal source or receive a finding.

**Question 8. Are there challenges to establishing outcome measures for providing rental assistance to low-income households for your programs?**

OH staff did not report any challenges in establishing outcome measures. Because funds are tied to a set of performance, monitoring, and reporting requirements, OH does not have any need to establish additional outcome measures.

**Question 9. Are there challenges to collecting data and monitoring the performance of the outcome measures for providing rental assistance to low-income households for the programs identified?**

The OH's monitoring requirements increase with continued growth of its housing portfolio. OH currently oversees 12,000+ project units (not counting Multifamily Tax Exemption and Zoning Incentive projects) which typically require monitoring throughout 50-year contracts. The primary challenge is paying for adequate staffing to conduct monitoring. Federal funding is typically tied to developing projects rather than evaluation of projects.

OH staff did not mention any significant barriers to data collection, but did say that joint data collection and information sharing among entities in the Combined Funders Group has reduced their office's workload (see Question 10 for more detail).

**Question 10. To what extent does your jurisdiction collaborate informally or formally with other levels of government to provide rental assistance to low-income households? What mechanisms are used to collaborate with other levels of government (e.g. task forces, intergovernmental working groups, informal meetings and discussions, mutual aid agreements)? What is your perception of its effect?**

The Seattle Office of Housing engages in several formal and informal collaborative efforts, primarily with local public and non-profit organizations. The following table provides additional information about the OH's collaborative efforts.

Mechanism	Level of Government	Description/Perceived Effect:
<b>Bridge loan program</b>	City of Seattle Office of Housing	The bridge loan program is a revolving fund for short-term acquisition financing to assist non-profits in buying real estate in a timely manner to compete with the market.
<b>Working in parallel with other City offices in same program areas</b>	City of Seattle Human Services Department and others	The Office of Housing works on the “brick and mortar” side of affordable housing and housing assistance, while the HSD works on the “services side.” (OH’s relationship with HSD also includes a formal partnership, where OH provides levy funding for direct rental assistance to HSD for administration.) OH collaborates with other City offices on a variety of issue areas, such as program model (ex: transitional housing, homelessness prevention), sub-population (ex: youth, chronically homeless, mentally ill, etc.), land use, housing development type and location, code enforcement, and city-wide policy implementation.
<b>Combined Notice of Funding Available (NOFA)</b>	King County, Seattle Housing Authority, King County Housing Authority, United Way, ARCH, Building Changes, City of Seattle Human Services Department	The City of Seattle participates in the King County Homeless Housing Funder Group with five other public and private funders to announce a combined funding round. The intent of the combined NOFA is to provide streamlined application processes, reviews and awards to expedite providers’ ability to implement projects and house homeless households. A single application is used for all funders with the use of application addendums if needed for certain jurisdictions. Funders review applications together. <a href="http://www.seattle.gov/housing/development/NOFA2013/2013_CombinedNOFA.pdf">http://www.seattle.gov/housing/development/NOFA2013/2013_CombinedNOFA.pdf</a>
<b>Combined Funders Group (CFG) Collaborative Asset Management</b>	King County, Washington State Housing Finance Commission, Department of Commerce, ARCH, and Snohomish County	Funders in this group delegate physical inspection and desk monitoring responsibilities, and share the information with other funders on jointly funded projects.
<b>Committee to End Homelessness (CEH)</b>	City of Seattle, King County, Seattle Housing Authority, King County Housing Authority, suburban city representatives, private funders, non-profit advocacy	CEH is a coalition of public and private organizations that works together to create and implement the Ten-Year Plan to end homelessness in King County. More than 80 organizations participate in the CEH. <a href="http://www.cehkc.org/committees/default.aspx">http://www.cehkc.org/committees/default.aspx</a>

organizations and  
service providers,  
and numerous  
other interest  
groups

**Question 11. Are there perceived barriers or challenges to intergovernmental collaboration that impact your jurisdiction’s efforts to provide rental assistance to low-income households? If so, what are they and how do they impede collaboration between levels of government?**

OH staff did not report any challenges to intergovernmental collaboration at the local level, and noted that collaboration with federal agencies does not generally occur with the exception of the State administration of federal Low Income Housing Tax Credits.

OH staff noted a perception that, while the Seattle Mayor and City Council are responsive to and engaged with OH’s feedback, proposals, strategic plans, and needs regarding local funding sources and priorities, this attitude is not shared at the federal level. OH staff cited the Dedicating Opportunities to End Homelessness Initiative where HUD and the U. S. Interagency Council on Homelessness sought feedback from several communities, including Seattle, but then little was done with the communities’ response.

**Question 12. Are there any steps that could be taken to enhance outcomes, improve collaboration, or gain program or process efficiencies where federal, state, and local programs providing rental assistance may overlap, be fragmented or be duplicative?**

OH staff said that more funding flexibility would enhance their ability to develop low income housing units more efficiently and effectively (see Question 7 for more detail). In addition, they said that collaboration is a matter of efficiency, and that working with other public and private agencies allows for more resource sharing, innovative strategies, and better leveraging of limited available money.

OH staff added that a recent change in the process for selecting/funding projects at the state level has disrupted their established practices. Previously, jurisdictions used a competitive process to select projects, but during the last two biennia, legislators chose projects that should receive funding. Therefore, the application and selection process is less predictable, and makes long-range planning difficult for departments such as the OH.

## **Section IV. B. Program Outcomes (Human Services Department)**

**Question 7. What are the barriers to achieving the outputs and outcome performance goals identified in Section I?**

The department’s output and outcome performance goals include, but are not limited to, the following:

- Number of people housed
- Number of people that stay in housing for six months
- Length of time to get people in housing

HSD staff noted that the primary challenges in their work were related to the following:

Funding cycles: Programs and agencies have different funding sources or are on different funding cycles (differing fiscal years; the City's funding is based on calendar year) so coordinating funding and ensuring continuity of project support can be challenging.

Funding flexibility: Federal funding comes with the most restrictions, while city-sourced dollars are more flexible; however, most projects incorporate funding from several sources, and, for example, if any amount of federal money is used in a project, the entire project on the whole must meet federal requirements. HSD staff said that mixing federal dollars in a contract reduces the project's overall flexibility.

If funding restrictions were loosened, HSD staff said they would route money to diversion programs (keeping individuals stable and in housing) and would be able to:

- Use more creative approaches to housing people (by using more non-traditional housing options)
- Move people into housing faster
- Resolve issues more quickly and easily
- Mediate situations with less money or no money at all (by resolving issues that can precipitate homelessness, such as settling past debts with public housing authorities, providing clients with uniforms or work tools necessary to gain employment or remain employed, pay off health care debts, etc.)

In order to have flexible funding dollars at their disposal, HSD staff said they would have to provide specific and quantifiable outcomes, which is often difficult. Even more difficult is calculating the cost savings achieved by keeping individuals out of expensive intervention systems, such as emergency shelters.

The Housing and Essential Needs program, administered by the Department of Commerce, is one example of a flexible finding model; for example, HEN money can be used to pay rent assistance for non-traditional housing (ex: to homeowner where individual is couch-surfing) or making modifications to convert garages into living spaces. Locally, HEN is administered at the county level, through King County's contract with Catholic Community Services.

Affordability of housing: Another primary barrier in providing rental assistance is the high cost of rent in Seattle and the greater metropolitan area. The affordable housing stock in Seattle is shrinking. Housing is more affordable in Pierce County, south King County, and north Snohomish County, but providing housing to low-income individuals outside of the city limits creates additional challenges by distancing them from their work, school, community, and support services.

**Question 8. Are there challenges to establishing outcome measures for providing rental assistance to low-income households for your programs?**

HSD staff did not describe any challenges they encountered in establishing outcome measures. In a previous discussion related to project funding sources, they mentioned that funds are tied to set

project/program performance goals and measures, monitoring and reporting requirements, so HSD does not necessarily need to establish additional measures.

**Question 9. Are there challenges to collecting data and monitoring the performance of the outcome measures for providing rental assistance to low-income households for the programs identified?**

HSD staff characterized data collection as time consuming, but not a barrier. HSD stated that monitoring rental assistance programs requires a lot of desk monitoring, and data validation such as authenticating client income and the legitimacy of property owners (especially in non-traditional housing situations).

**Question 10. To what extent does your jurisdiction collaborate informally or formally with other levels of government to provide rental assistance to low-income households? What mechanisms are used to collaborate with other levels of government (e.g. task forces, intergovernmental working groups, informal meetings and discussions, mutual aid agreements)? What is your perception of its effect?**

The City of Seattle Human Services Department works with several other city departments, federal agencies, funders, and providers, described in more detail below. As mentioned above, the King County Committee to End Homelessness is the collaborative venue where regional output and outcome goals are set, funding priorities are established, and action plans are aligned among numerous entities.

Mechanism	Level of Government	Description/Perceived Effect:
<b>Working in parallel with other City offices in same program areas</b>	City of Seattle Office of Housing	The Department of Housing works on the “brick and mortar” side of affordable housing and housing assistance, while the HSD works on the “services side.”
<b>Combined Notice of Funding Available (NOFA)</b>	King County, Seattle Housing Authority, King County Housing Authority, United Way, Building Changes and other non-profit organizations, City of Seattle Office of Housing	The City of Seattle participates in the King County Homeless Housing Funder Group with six other public and private funders to announce a combined funding round. The intent of the combined NOFA is to provide streamlined application processes, reviews and awards to expedite providers’ ability to implement projects and house homeless households.  <a href="http://www.seattle.gov/housing/development/NOFA2013/2013_CombinedNOFA.pdf">http://www.seattle.gov/housing/development/NOFA2013/2013_CombinedNOFA.pdf</a>
<b>Coordinated Entry and Assessment system</b>	King County, Seattle Housing Authority, King County Housing Authority, Catholic Community Services (primary administrator), service providers	King County began using a Coordinated Entry and Assessment (CEA) system for at-risk or homeless families approximately one year ago. The CEA, operated by Catholic Community Services (CCS), is the single point of entry in King County for all housing and rental assistance programs. When a family contacts the CEA, CCS does a brief assessment, and places on a first-come-first-served waitlist from which all housing service providers draw. (The CEA does not include Section 8 services.)

Mechanism	Level of Government	Description/Perceived Effect:
		<p>The CEA was developed because of a HUD requirement. Prior to CEA, there was a lack of coordination which resulted in families having to navigate a maze of applications with duplicate information for various organizations that provided housing or rental assistance. In developing the CEA, the organizations created a shared database that makes information sharing among providers easier.</p> <p><a href="http://www.buildingchanges.org/images/documents/library/2012%20Roadmap%20for%20Coordinated%20Entry.pdf">http://www.buildingchanges.org/images/documents/library/2012%20Roadmap%20for%20Coordinated%20Entry.pdf</a></p>
<p><b>Committee to End Homelessness (CEH)</b></p>	<p>City of Seattle, King County, Seattle Housing Authority, King County Housing Authority, suburban city representatives, private funders, non-profit advocacy organizations and service providers, and numerous other interest groups</p>	<p>CEH is a coalition of public and private organizations that works together to create and implement the Ten-Year Plan to end homelessness in King County. HSD Director, Catherine Lester, serves on the CEH Interagency Council, where regional funding priorities are set. More than 80 organizations participate in the CEH. HSD staff said that the CEH was instrumental in “changing the way we do business,” by creating a space for collaborative strategic planning, whereas funders tended to operate “in their own silos” before the CEH began 8 years ago.</p> <p><a href="http://www.cehkc.org/committees/default.aspx">http://www.cehkc.org/committees/default.aspx</a></p>
<p><b>Rapid Re-Housing</b></p>	<p>Seattle Housing Authority, United Way, Building Changes, service providers</p>	<p>Seattle has adopted Rapid Re-Housing as the model for its “housing first” strategy, which provides homeless people permanent housing with access to services critical to stabilizing their lives. This includes education, job training, and finding treatment for a medical, mental health, or addiction problem.</p> <p><a href="http://www.seattle.gov/humanservices/emergencyservices/shelter/rapidrehousing.htm">http://www.seattle.gov/humanservices/emergencyservices/shelter/rapidrehousing.htm</a></p>
<p><b>Family Homelessness Initiative</b></p>	<p>Bill and Melinda Gates Foundation, United Way of King County, King County, Pierce County, Snohomish County, Building Changes</p>	<p>Begun in 2008, the Family Homelessness Initiative is a local planning process to reduce family homelessness in King County. King County conducted a landscape assessment, developed a strategic plan, and implemented that plan, which includes the following key changes: creating a Coordinated Entry and Assessment system, increasing homelessness prevention efforts, increasing speed in which families are moved to stable housing, focusing services on housing stability, and increasing collaboration within mainstream service systems.</p> <p><a href="http://www.gatesfoundation.org/What-We-Do/US-Program/Washington-State/Homelessness-and-Family-">http://www.gatesfoundation.org/What-We-Do/US-Program/Washington-State/Homelessness-and-Family-</a></p>

Mechanism	Level of Government	Description/Perceived Effect:
		<a href="#">Stability</a>
<b>Public Safety – Human Services Initiative / Center City Initiative</b>	Seattle City Departments of Parks and Recreation, Transportation, Neighborhoods, Health, and the Police Department	HSD works with multiple City departments on the issue of street homelessness. <a href="http://www.seattle.gov/humanservices/youth/crimeprevention/publicsafety.htm">http://www.seattle.gov/humanservices/youth/crimeprevention/publicsafety.htm</a> <a href="http://mayormcginns.seattle.gov/update-on-center-city-initiative/">http://mayormcginns.seattle.gov/update-on-center-city-initiative/</a>
<b>Grants administration</b>	U.S. Department of Housing and Urban Development	HSD reported that funding applications, monitoring, and reporting are the primary form of coordination with HUD. HSD mentioned coordination with HUD on the following grant programs administered at the City level: McKinney-Vento Act, Continuum of Care, Emergency Solutions Grants Program (ESG), Housing Opportunities for Persons with AIDS (HOPWA), and other programs. HSD also uses the HUD’s shared Homeless Management and Information System (HMIS), locally called Safe Harbors.

**Question 11.** Are there perceived barriers or challenges to intergovernmental collaboration that impact your jurisdiction’s efforts to provide rental assistance to low-income households? If so, what are they and how do they impede collaboration between levels of government?

The primary challenge in intergovernmental collaboration that HSD spoke about was the difficulty in coordinating with agencies and funding sources with differing funding cycles and requirements (see Question 7 for more detail).

**Question 12.** Are there any steps that could be taken to enhance outcomes, improve collaboration, or gain program or process efficiencies where federal, state, and local programs providing rental assistance may overlap, be fragmented or be duplicative?

HSD noted that more funding flexibility would enhance their ability to serve more homeless or at-risk people more quickly and easily (see Question 7 for more detail). HSD participates in multiple collaborative efforts (see Question 10 for more detail), and stated that some, the Committee to End Homelessness in particular, were instrumental in developing a cooperative approach to serving homeless and at-risk individuals, and aligning the work of numerous entities throughout the region.

## Chapter 3: King County Housing Authority

### Section I. Jurisdiction Performance Goals

**Question 1.** HUD defines a low-income household as one earning 80% or below of the median income of that area. Does your jurisdiction's income eligibility differ from HUD's definition? If so, please provide.

No. KCHA's definition of low-income household is consistent with HUD's.

**Question 2.** HUD deems housing "affordable" if its cost—rent plus basic utilities—consumes no more than 30 percent of a household's income. HUD defines "worst case needs" as renters with incomes below 50 percent of the regional median income who do not receive government housing assistance and who either paid more than half of their income for rent or lived in severely inadequate conditions, or who face both of these challenges. Does your jurisdiction's definition of affordable housing differ from HUD's definition? If so, please provide.

No. KCHA's definition of affordable housing is consistent with HUD's.

**Question 3.** Does your jurisdiction have one or more performance goals for a desired output for rental assistance to low-income households that relates to more than one program? If so, please provide.

- To return homeless families to stable housing
- To provide households with the ability to stay in stable housing after rental assistance ends
- To provide housing at rents affordable to individual households
- To have 90% or greater utilization
- To provide permanent supportive housing to formerly homeless individuals with mental health or other chronic behavioral health needs and/or high barriers to achieving and maintaining housing stability
- To address the needs of low barrier, low functioning homeless populations that require intensive services and ongoing rental subsidy support

**Question 4.** Does your jurisdiction have one or more performance goals for a desired outcome for rental assistance to low-income households that relates to more than one program? If so, please provide.

- To provide housing stability
- To provide and maintain quality affordable housing opportunities
- To reduce the number of homeless families in King County
- To address the needs of low barrier, low functioning homeless populations that require intensive services.

## Section II. Program Inventory

### Question 5. What programs address or impact the performance goals identified in questions 3 and 4?

Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
<b>General Housing Choice Vouchers</b>	MTW agreement requires that KCHA has at least 90% or higher utilization. KCHA's utilization is 103.9%	KCHA seeks to further its mission of providing quality affordable housing opportunities through the Section 8 HCV program.	General Housing Choice Vouchers are provided under KCHA's contract with HUD to provide housing for low income occupants. Generally, initial occupancy requirements target households with incomes below 50% AMI, based upon family size. Participants receive a voucher that can be used in the private rental housing market. <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv</a>
<b>Public Housing</b>	Ensuring that occupancy remains at 98% or above for all 2,032 Public Housing units.	Maintain affordable housing and reduce the number of homeless families in King County.	For low income persons. Public Housing units are owned by KCHA and operated under KCHA's MTW program agreement with HUD. KCHA receives operating and capital funding from HUD to offset a portion of the costs associated with program operations. <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph</a>
<b>Housing Access and Services Program</b>	As an MTW agency, KCHA is required to have 90% or great utilization. Currently, KCHA is at 103.9%	KCHA seeks to further its mission of providing quality affordable housing opportunities through the Section 8 program.	HASP is a subset of KCHA's Housing Choice Voucher program that helps people with developmental disabilities access Section 8 Vouchers. To be referred into the HASP program, the applicant must be prepared to be successful at independent or semi-independent living. <a href="http://www.kingcounty.gov/healthservices/DDD/services/housing/Section8.aspx">http://www.kingcounty.gov/healthservices/DDD/services/housing/Section8.aspx</a>

Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
			and <a href="http://www.hud.gov/offices/pih/programs/hcv/pwd/mainstream.cfm">http://www.hud.gov/offices/pih/programs/hcv/pwd/mainstream.cfm</a>
<b>Sponsor-based Supportive Housing</b>	To provide permanent supportive housing to formerly homeless individuals with mental health or other chronic behavioral health needs and/or high barriers to achieving and maintaining housing stability.	As an MTW, KCHA created this program to address the needs of low barrier, low functioning homeless populations that require intensive services and ongoing rental subsidy support. Housing stability is the primary goal.	A program created by KCHA using its MTW authority. Apartment units are master-leased by non-profit partners, and KCHA enters into contractual obligations with the non-profits to reimburse them for the lease payments. Program is geared toward the homeless.  <a href="http://www.kcha.org/housing/homeless/">http://www.kcha.org/housing/homeless/</a>
<b>Project-based Section 8 Contacts with HUD Multifamily Division</b>	Providing housing at rents affordable to individual households.	KCHA seeks to provide quality affordable housing for low income households.	HUD signs contracts with housing owners to provide rental assistance. There are many subsets of the program.  <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh">http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh</a>
<b>Low-Income Housing Tax Credits</b>	KCHA seeks to provide quality affordable housing for low income households.	Provision of housing affordable at tax credit restricted rent levels.	An indirect Federal program used to finance the development or redevelopment of affordable rental housing for low-income households. The LIHTC program provides incentives to equity partnerships to invest in acquisition and/or rehabilitation projects and maintain properties as affordable in exchange for tax credits over a 10-year term. Typically, following acquisition/rehab, either 20% of the units must be rent restricted and occupied by households with incomes at or below 50% AMI or 40% of the units must be rent-restricted and occupied by households at or below 60% AMI.

Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
			<a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/lihtc/basics">http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/lihtc/basics</a>
<b>Housing Purchased with Tax-Exempted Bonds</b>	KCHA seeks to provide quality affordable housing for low income households.	Provision of housing affordable at restricted rent levels.	Tax-free muni bonds are issued and the proceeds are used to purchase housing. The housing is geared towards individuals making ≤ 80% AMI.  <a href="http://www.kcha.org/housing/other/">http://www.kcha.org/housing/other/</a>
<b>Project-Based Section 8</b>	KCHA seeks to further its mission of providing quality affordable housing opportunities through the Section 8 program.	As an MTW agency, KCHA is required to have 90% or greater utilization.	Using KCHA's MTW authority, some HCV vouchers have been project-based to specific housing developments. Most of these developments are owned by KCHA, but some are owned by outside-entities. Some of these project-based vouchers are dedicated for specific uses, such as for transitional housing, such as for those coming out of incarceration.  <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/project">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/project</a>
<b>Rapid Re-Housing</b>	Number of McKinney-Vento students and their families stabilized in housing.  Ability to stay in stable housing after rental assistance ends.	KCHA seeks to further its mission to significantly reduce homelessness in the community.	This program uses MTW funding to provide case management as well as flexible short term rental and client assistance to homeless families referred by the Highline School District's McKinney-Vento coordinators. The program is intended to re-house households near their children's current schools, promoting housing and classroom stability and reducing District transportation costs.

### Section III. Key Program Elements

**Question 6.** What are the key program data elements that describe the programs identified in audit question 5 above?

See Appendix E

### Section IV. Program Outcomes

**Question 7.** What are the barriers to achieving the outputs and outcome performance goals identified in Section I?

A common barrier to providing affordable housing is the availability of funding.

**Question 8.** Are there challenges to establishing outcome measures for providing rental assistance to low-income households for your programs?

Many programs already have regulatory requirements built into the program. For example, by participating in the Low Income Housing Tax Credit Program, KCHA is required to provide measurements for already-established measures.

**Question 9.** Are there challenges to collecting data and monitoring the performance of the outcome measures for providing rental assistance to low-income households for the programs identified?

A challenge that KCHA faces with collecting data is asking for the right information. Collecting data is challenging because it is often difficult to determine whether the information collected answers the question sought after.

**Question 10.** To what extent does your jurisdiction collaborate informally or formally with other levels of government to provide rental assistance to low-income households? What mechanisms are used to collaborate with other levels of government (e.g. task forces, intergovernmental working groups, informal meetings and discussions, mutual aid agreements)? What is your perception of its effect?

KCHA’s efforts to collaborate have facilitated learning from other housing authorities and sharing its practices with other housing authorities, funders, legislators, and the general public. KCHA uses both informal and formal means to collaborate. It often joins other housing authorities to support issues that impact them collectively. Housing authorities use their combined strength and influence to support issues or write letters to the Legislature. The following text is broke up into two sections: informal means of collaboration and formal means of collaboration. Where possible, KCHA commented on the perceived effect of its efforts to collaborate or coordinate with other jurisdictions.

Mechanism	Level of Government	Description/Perceived Effect:
Meetings and Discussions	Police Departments, School Districts, and City Councils	KCHA collaborates with various local government departments and groups. Its work with multiple cities allows KCHA to use knowledge from one city and use it to benefit another.

Mechanism	Level of Government	Description/Perceived Effect:
<b>Regular Conversations</b>	Local MTW Housing Authorities	KCHA has regular meetings with the Seattle Housing Authority and the Tacoma Housing Authority. These three housing authorities meet to discuss issues related to their Moving to Work (MTW) authority.
<b>Regular Conversations</b>	Nationwide MTW Housing Authorities	KCHA has monthly phone conferences with MTW housing authorities across the United States. The purpose behind these conversations is to discuss changes in policies and to discuss other issues relevant to MTW PHAs. Housing authorities also meet in person once a year.
<b>Tours of Developments</b>	Nationwide MTW Housing Authorities	In an effort to promote collaboration, discuss leading practices, and increase public understanding, KCHA provides tours of its revitalization efforts in its Greenbridge development to funders, other housing authorities, and local politicians.  <a href="http://www.kcha.org/development/greenbridge/">http://www.kcha.org/development/greenbridge/</a>
<b>Coordinated Entry and Assessment system</b>	King County, City of Seattle, non-profit organizations	KCHA participates in a centralized intake or coordinated entry and uniform assessment of families. Prior to CEA, there was a lack of coordination which resulted in families having to find their way through a maze of applications with duplicate information from various organizations. After implementing the CEA, all public (and some private) funders such as King County, KCHA, Building Changes, and United Way of King County coordinate the program application process by requesting one application that includes information for all organizations. The CEA operates a common database that makes information sharing among providers easier and more efficient. The CEA assessment and evaluation process screens individuals or families, requiring only a comprehensive assessment once a household rises to the top of the common waitlist, and evaluates type of housing needed.  <a href="http://www.buildingchanges.org/images/documents/library/2012%20Roadmap%20for%20Coordinated%20Entry.pdf">http://www.buildingchanges.org/images/documents/library/2012%20Roadmap%20for%20Coordinated%20Entry.pdf</a>
<b>Combined Notice of Funding Availability (NOFA)</b>	King County, City of Seattle, Seattle Housing Authority, A Regional Coalition for Housing (ARCH), non-profit organizations	KCHA participates in the King County Homeless Housing Funder Group with six other public and private funders to announce a combined funding round. The intent of the combined NOFA is to provide streamlined application processes, reviews and awards to expedite providers' ability to implement projects and house homeless households.  <a href="http://www.seattle.gov/housing/development/NOFA2013/2013_CombinedNOFA.pdf">http://www.seattle.gov/housing/development/NOFA2013/2013_CombinedNOFA.pdf</a>
<b>Committee to</b>	King County, City	CEH is a coalition of public and private organizations that work

Mechanism	Level of Government	Description/Perceived Effect:
<b>End Homelessness (CEH)</b>	of Seattle, Seattle Housing Authority, non-profit organizations	together to implement the Ten-Year Plan to end homelessness in King County. KCHA collaborates with King County, City of Seattle, Seattle Housing Authority, Bill & Melinda Gates Foundation, Building Changes, United Way of King County suburban city representatives, and other groups. <a href="http://www.cehkc.org/committees/default.aspx">http://www.cehkc.org/committees/default.aspx</a>
<b>Association of Washington Housing Authorities (AWHA)</b>	Washington's Housing Authorities	KCHA collaborates with Washington's housing authorities by discussing best practices and common problems for financing and operations. AWHA provides a forum for influencing public policy and increasing the public's understanding of housing needs and solution. AWHA also facilitates additional cooperation and coordination with national organizations such as <b>National Association of Housing and Redevelopment (NAHRO)</b> , <b>Public Housing Authorities Directors Association (PHADA)</b> , and <b>Council of Large Public Housing Authorities (CLPHA)</b> . <a href="http://www.awha.org/">http://www.awha.org/</a>
<b>National Association of Housing and Redevelopment (NAHRO)</b>	National and Community Development Agencies (Housing Authorities)	NAHRO is a professional organization comprised of 23,000 national and community development agencies and officials throughout the United States. The organization provides opportunities for housing authorities to receive knowledge, resources, certifications, etc. for their work. KCHA participates in NAHRO's quarterly meetings and its regional chapters. <a href="http://www.nahro.org/">http://www.nahro.org/</a>
<b>Council of Large Public Housing Authorities (CLPHA)</b>	National Large Housing Authorities	CLPHA provides opportunities for housing authorities to share best practices and foster problem-solving. <a href="http://www.clpha.org/">http://www.clpha.org/</a>
<b>Council of Affordable Rural Housing (CARH)</b>	National Rural Housing Authorities	CARH provides housing authorities with the ability coordinate legislative representation for regulatory issues such as rental housing subsidies and managing properties. <a href="http://carh.org/">http://carh.org/</a>
<b>Program that focuses on students and families</b>	School Districts	Collaborative work promotes stability both in home life and student life, and works to reduce student homelessness.
<b>Prevention and Intervention Programs</b>	King County	Forensic Intensive Supportive Housing (FISH) and Forensic Assertive Community Treatment (FACT) – the FISH program is tailored to provide effective prevention and intervention

Mechanism	Level of Government	Description/Perceived Effect:
		<p>strategies for both non-veterans and veterans. FACT adapts treatment to criminal justice populations. While the program is administered by King County, KCHA provides vouchers to the program.</p> <p>FISH:  <a href="http://www.kingcounty.gov/healthservices/MHSA/CriminalJustice/FISH.aspx">http://www.kingcounty.gov/healthservices/MHSA/CriminalJustice/FISH.aspx</a></p> <p>FACT:  <a href="http://www.kingcounty.gov/healthservices/MHSA/CriminalJustice/FACT.aspx">http://www.kingcounty.gov/healthservices/MHSA/CriminalJustice/FACT.aspx</a></p>

**Question 11. Are there perceived barriers or challenges to intergovernmental collaboration that impact your jurisdiction’s efforts to provide rental assistance to low-income households? If so, what are they and how do they impede collaboration between levels of government?**

KCHA noted that there were several barriers or challenges to collaboration, which include:

Boundary Limitations: Housing authorities have limited boundaries and are only able to develop within their jurisdiction. The inability to combine funding makes it difficult to collaborate with another housing authority on joint projects.

Regional Complexity: Washington’s unique immigrant populations make it challenging for housing authorities to share common practices.

Competing Priorities: Jurisdictions each have individual priorities. Managing those priorities when collaborating is challenging. In addition, strong advocacy groups often vocalize their positions to the legislature and the public, sometimes making it difficult to collaborate. Additionally, working with multiple cities as a county housing authority makes it difficult to get support on a particular initiative, whereas a city housing authority might get support more easily. This is because as a county housing authority, they have to work with multiple city councils. If they were a city housing authority, they would only have to work with one city council.

While there are barriers and challenges, KCHA representatives mentioned that there are many characteristics that support collaborative and coordinated provision of low income housing rental assistance:

- Flexibility in programming, funding and approach to providing rental assistance
- A top-down culture of collaboration from the Executive Director of the organization and culture of wanting to help people throughout the region.

**Question 12. Are there any steps that could be taken to enhance outcomes, improve collaboration, or gain program or process efficiencies where federal, state, and local programs providing rental assistance may overlap, be fragmented or be duplicative?**

KCHA did not provide any suggestions for this question.

## Chapter 4: Seattle Housing Authority

### Section I. Jurisdiction Performance Goals

**Question 1.** HUD defines a low-income household as one earning 80% or below of the median income of that area. Does your jurisdiction's income eligibility differ from HUD's definition? If so, please provide.

No. SHA's income eligibility definition of low-income household is consistent with HUD's for the public housing program. However, SHA has admissions preferences for households  $\leq 30\%$  AMI and for homeless households.

**Question 2.** HUD deems housing "affordable" if its cost—rent plus basic utilities—consumes no more than 30 percent of a household's income. HUD defines "worst case needs" as renters with incomes below 50 percent of the regional median income who do not receive government housing assistance and who either paid more than half of their income for rent or lived in severely inadequate conditions, or who face both of these challenges. Does your jurisdiction's definition of affordable housing differ from HUD's definition? If so, please provide.

No. SHA's definition of affordable housing is consistent with HUD's.

**Question 3.** Does your jurisdiction have one or more performance goals for a desired output for rental assistance to low-income households that relates to more than one program? If so, please provide.

SHA does not have performance goals regarding outputs that relate to multiple programs. However SHA does project households served by program each year in its annual MTW plan, and reports actual households served by program in the annual MTW report.

**Question 4.** Does your jurisdiction have one or more performance goals for a desired outcome for rental assistance to low-income households that relates to more than one program? If so, please provide.

SHA strives for high utilization and occupancy rates across programs, but has different goals for each rental assistance program, as described in the following tables. In addition, SHA is responsible for meeting the statutory objectives of the MTW program, which relate to both the Public Housing and Housing Choice Voucher programs. These statutory objectives include: at least 75% of families assisted by SHA are very low income (96% of SHA households were very low income as of year-end 2013); SHA continues to serve substantially the same number of households as it would have without MTW status, and SHA continues to serve a comparable mix of households by family size as it would have without MTW status. SHA meets or exceeds each of the MTW statutory objectives.

## Section II. Program Inventory

### Question 5. What programs address or impact the performance goals identified in questions 3 and 4?

Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
<b>Low Income Public Housing</b>	97% utilization rate	Maintain and increase our housing stock and expand housing choices for people with low incomes.	The Housing Authority owns and operates residential buildings that serve eligible Public Housing residents. This program provides approximately 6,300 units of affordable housing in high rises, mixed income communities, small apartment buildings, and single family houses for households with maximum income of 80% AMI, but most households earn < 30% AMI.
<b>MTW Tenant Based Housing Choice Vouchers</b>	Maximize the number of households served with vouchers	Maintain and increase our housing stock and expand housing choices for people with low incomes.	Approximately 7,000 low income households (maximum income 80% AMI, but most households are below 30% AMI) receive vouchers for use in the private rental market.
<b>MTW Project Based Housing Choice Vouchers</b>	Maximize the number of households served with vouchers	Maintain and increase our housing stock and expand housing choices for people with low incomes.	Project-based subsidies are committed to a unit or property rather than a household, making the unit or property affordable to the various households that live there over time. Approximately 3,000 low income households receive rental assistance through a project-based voucher. SHA uses MTW flexibility to also provide assistance through program based vouchers, which float within a group of units or properties, and provider based vouchers that provide subsidy for nonprofit agencies to master lease units and sublet them to participants in need of highly supportive housing.
<b>Mainstream Disability Vouchers</b>	Maximize the number of households served with	Maintain and increase our housing stock and expand	Mainstream program vouchers enable families having a person with disabilities to lease affordable private housing

Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
	vouchers	housing choices for people with low incomes.	of their choice. Mainstream program vouchers also assist persons with disabilities who often face difficulties in locating suitable and accessible housing on the private market. Mainstream Disability Vouchers subsidize units in the private rental market for 75 disabled households.
<b>Tenant Protection Vouchers</b>	Maximize the number of households served with vouchers	Maintain and increase our housing stock and expand housing choices for people with low incomes.	Tenant protection vouchers assist housing authorities with relocation or replacement housing needs that result from the demolition or disposition of public housing units, as well as providing assistance to families in affordable properties when the owner decides to transition to market rate housing. SHA currently administers tenant protection vouchers for both households in expiring affordable rental properties in the private market and for participants impacted by SHA's redevelopment of Yesler Terrace. After one year, tenant protection vouchers become MTW vouchers (tenant-based and project-based MTW vouchers are described previously). At year-end 2013, SHA administered 181 tenant protection vouchers. SHA expects to receive 172 vouchers Tenant Protection for Phase II of Yesler Terrace redevelopment in 2014 and an additional 158 vouchers in 2015.
<b>Section 8 New Construction</b>	Maximize the number of households served	Maintain and increase our housing stock and expand housing choices for people with low incomes.	Section 8 New Construction subsidizes rents in 130 units. Maximum income is 80% AMI, but most households earn ≤ 30% AMI.
<b>Section 8 Moderate Rehabilitation</b>	Maximize the number of households served	Maintain and increase our housing stock and expand housing choices for people	The Section 8 Moderate Rehabilitation Single Room Occupancy program provides project-based rental assistance for nearly 800 homeless individuals

Program Name	Associated Performance Goal(s) for a Desired Output Identified in Section I	Associated Performance Goal(s) for a Desired Outcome Identified in Section I	Program Description
		with low incomes.	
<b>Seattle Senior Housing Program</b>	Maximize the number of households served	Provide additional supportive services and increase the supply of housing tailored to the needs of low-income seniors.	Originally developed with funding from a 1981 Seattle Senior Housing bond issue, SSHP units are designated for elderly and disabled households, serving households up to 80% AMI. Most SSHP units fall within the low income public housing program.
<b>Low Income Housing Tax Credit Housing</b>	Maximize the number of tax credits used	Maintain and increase our housing stock and expand housing choices for people with low incomes.	The tax credit program is a financing method for the development of affordable rental housing for low-income households. Also called workforce housing, approximately 700 straight tax credit units (units not receiving public housing subsidy) target households at 50-60% AMI. They are located throughout SHA's mixed income communities. Tax credits can also be used to finance affordable housing in conjunction with public housing and project-based voucher subsidy.

## Section III. Key Program Elements

**Question 6. What are the key program data elements that describe the programs identified in audit question 5 above?**

See Appendix F

## Section IV. Program Outcomes

**Question 7. What are the barriers to achieving the outputs and outcome performance goals identified in Section I?**

SHA staff said their primary agency-wide goal is “to serve more low-income and very low-income people,” and directed us to the SHA’s strategic plan online, which outlines the Authority’s strategic focus, guiding principles, and broad strategic directions and management goals. The SHA’s strategic directions for 2011-2015 are:

- Expand housing for low-income residents across Seattle by maintaining and expanding the supply of low-income housing stock.
- Expand housing access and choice across Seattle for low-income residents using Housing Choice Vouchers.
- Support housing participants as they strive to improve their lives and move toward success through education and employment.
- Provide additional supportive services and increase the supply of housing tailored to the needs of low-income seniors.
- Partner with others to create healthy, welcoming and supportive living environments in Seattle Housing Authority communities.

(From: [http://seattlehousing.org/news/pdf/Straegic\\_Plan\\_2011-2015\\_Adopted.pdf](http://seattlehousing.org/news/pdf/Straegic_Plan_2011-2015_Adopted.pdf))

SHA’s Moving to Work (MTW) authority requires certain outputs, including but not limited to:

- Serve the same (or greater) number of people as SHA would if were not a MTW site
- Maintain a balance of the household sizes served
- 75% of people served must be very low-income ( $\leq$  50% AMI)

SHA faces several challenges in achieving its goals, including:

Availability of funding for housing: Availability of funding is the primary barrier SHA faces in providing affordable housing to low-income people; demand exceeds supply of housing stock.

Poor economy: In a poor economy, people are more hesitant to exit SHA subsidized housing because of real or perceived job instability, and fewer rental housing options.

Rental market: When the rental market is tight, SHA has very low vacancy and turnover as households have fewer market-rate rental options because the rent cost gap is too great, even for fully employed people.

Quality of market rental housing: Often, the quality of SHA’s HOPE VI public housing units is higher than what individuals can find/afford in the rental market, so there is little incentive to move.

Renter backgrounds: All people who live in SHA housing are low-income, but some have additional challenges, such as a history of rental problems or past convictions, which make it difficult for them to rent housing on the open market.

Physical health and mental health challenges of clients: Some renters have additional challenges to achieving housing stability stemming from physical or mental health issues; providing additional support services to these clients is important in order for SHA to meet its housing goals.

Housing choice voucher-holder discrimination: Section 8 is a protected class in Seattle, so landlords may not discriminate against households who rely on housing vouchers; however, there are legal ways for landlords to work around this, for example by requiring a large up-front deposit.

Availability of funding for support services: Limited funding to pay for enough, high quality support services, such as physical and mental health services, that SHA residents rely on, is a challenge especially as the SHA population ages.

Finding constructive activities for youth: SHA communities typically have large youth populations, and developing and offering constructive activities for them is a challenge, especially during the summer months when they are not in school.

In addition, SHA staff discussed looming challenges, which may present real difficulties in providing adequate services to low-income individuals, and may impact HUD’s administration:

Aging client population: The United States faces a “complete crisis” in senior housing, and low-income seniors are especially vulnerable in their ability to age in place and access adequate health care and support services. SHA is not able to produce enough supportive senior housing to meet anticipated demand on its own, and notes that funding will ultimately have to come from the federal level. However, funding for housing and services has been cut repeatedly in the past, despite growing demand. SHA referred to the following report, *A Quiet Crisis in America*:  
[http://govinfo.library.unt.edu/seniorscommission/pages/final\\_report/finalreport.pdf](http://govinfo.library.unt.edu/seniorscommission/pages/final_report/finalreport.pdf).

Aging HUD staff: As the staff of HUD ages and retires, SHA anticipates “a huge loss of institutional knowledge,” including a wealth of practical experience of working in the field with homeless and low-income households.

**Question 8. Are there challenges to establishing outcome measures for providing rental assistance to low-income households for your programs?**

Most funding sources and programs require specific outputs and output measures (for example, see output goals associated with MTW authority in Question 1), so SHA does not necessarily need to establish additional outcome measures.

SHA staff noted that *establishing* outcome measures is not difficult, but setting reasonable goals can be, because *meeting* the goals is the challenge. SHA sets different goals for different people (depending on their individual situation and needs), so goal-setting is complex at best. Additionally, residents' outcomes can be impacted by many factors outside the SHA's control, such as the health of the economy and local housing market, and unpredictable events in residents' lives (health, job security, etc.).

**Question 9. Are there challenges to collecting data and monitoring the performance of the outcome measures for providing rental assistance to low-income households for the programs identified?**

SHA reports that it encounters several challenges in data collection and monitoring, including:

Financial cost of data collection: One challenge to sufficient data collection and monitoring is the high cost of staffing. SHA reports that, while HUD requires on-going monitoring, there is low federal investment in monitoring, so SHA must shoulder most of the costs of monitoring.

Human cost of data collection: In addition to financial cost, there is a "human toll" on the people from whom the data is collected, whose lives may be impacted by data collection efforts, and who have a right to privacy. Agencies such as HUD and SHA want evidence of program effectiveness to support their strategic planning, but having a control group to test this means withholding services from people in need. SHA must strike a balance between the value of such information and the cost of obtaining it.

Institutional privacy rules: Different institutions have differing privacy rules that SHA must work around to gather necessary information. For example, SHA is required to track student progress for children living in its Choice Neighborhoods because program goals are tied to neighborhood improvement and school performance measures. However, rules regarding student information in the Seattle Public School District required SHA to obtain a signed parental release form for each individual child. Nearly 25% of SPS students, roughly 20,000 in total, live in SHA housing.

Incentives for participation: When there are incentives in place for compliance with monitoring standards (such as landlord's ability to rent to Section 8 Voucher holders), SHA reports few problems with participation in monitoring efforts. However, when there are not incentives in place, lower participation makes it more difficult to gather information. For example, residents are not required to answer optional surveys.

Cultural barriers: Rental assistance clients will often times not provide information to the Housing Authority for several reasons including a distrust of government, lack of concern, or language barriers.

**Question 10.** To what extent does your jurisdiction collaborate informally or formally with other levels of government to provide rental assistance to low-income households? What mechanisms are used to collaborate with other levels of government (e.g. task forces, intergovernmental working groups, informal meetings and discussions, mutual aid agreements)? What is your perception of its effect?

The Seattle Housing Authority collaborates with numerous public, private, and not-for-profit entities in both formal and informal settings. Some of SHA’s collaborative efforts are agency-wide, while others are site-specific to meet the particular need of a housing community or sub-population.

Mechanism	Level of Government	Description/Perceived Effect:
<b>Youth programming</b>	City of Seattle Parks and Recreation; City of Seattle Neighborhoods Department, Seattle Police Department	SHA partners with City offices and non-profit groups (Seattle City Parks and Recreation, Seattle City Neighborhoods Department, Seattle Police Department, and health and community service providers) to provide constructive youth engagement and leadership development activities especially during the summer months. Examples of youth programming include internship programs, tutoring and homework help, sports and cultural programs.
<b>Veteran’s Affairs Supportive Housing</b>	HUD, Veteran’s Administration, King County Regional Veterans Initiative, 25 Cities Initiative (to end veteran homelessness), WA State Department of Veterans Affairs, non-profit groups	HUD and the VA have awarded HUD-VASH vouchers based on geographic need and public housing agency administrative performance. SHA collaborates during the allocation process for HUD-VASH vouchers. The allocation process is a collaborative approach that relies on multiple, coordinated data sets from the public housing authority, VA, and HUD. SHA also collaborates with the VA once the vouchers have been allocated to identify eligible participants, help them locate units, and provide support to maintain stability in their housing.
<b>Housing for Family Unification Program Clients</b>	Washington’s Department of Social and Health Services	SHA coordinates with Washington’s Department of Social and Health Services to provide housing options to households when stable housing is a primary reason for removing children from the home or the main barrier to family reunification.
<b>Community safety</b>	Seattle Police Department	SHA collaborates with the Seattle Police Department to assign officers to patrol SHA communities.  <a href="http://www.seattle.gov/police/precincts/southwest/docs/CPTMap.pdf">http://www.seattle.gov/police/precincts/southwest/docs/CPTMap.pdf</a>
<b>Medical Respite Program</b>	Seattle & King County Department of Public Health and Harborview Medical Center	This program operates out of SHA’s Jefferson Terrace Community. The program provides homeless individuals a safe place to recover from acute injury or illness. Short-term shelter, nursing and behavioral health services are the key elements of medical respite's recuperative care.

Mechanism	Level of Government	Description/Perceived Effect:
		<a href="http://www.kingcounty.gov/healthservices/health/personal/HCHN/respite.aspx">http://www.kingcounty.gov/healthservices/health/personal/HCHN/respite.aspx</a>
<b>P-Patch Community Gardens</b>	City of Seattle Department of Neighborhoods partners, local non-profit organizations	SHA, along with other agencies, support, develop, and manage community gardens throughout Seattle where individuals and groups grow fruit and vegetables for themselves and their communities. For P-Patches located at public housing sites (SHA housing), residents have priority in garden plot allotment.
<b>Weatherization programs</b>	City of Seattle's Office of Housing	SHA's weatherization program receives funds from the City of Seattle's Office of Housing. A typical project might receive funding for part of the cost for windows from the Office of Housing and the SHA would pay for the remainder of the cost.
<b>Targeted educational opportunities</b>	Area community colleges, Seattle University, Seattle Vocational Institute	Area community colleges, Seattle University, and the Seattle Vocational Institute provide training and educational opportunities in areas such as English as a Second Language, basic professional skills, and vocational skills to residents of SHA's communities.  <a href="http://www.seattlehousing.org/residents/education/other-resources/">http://www.seattlehousing.org/residents/education/other-resources/</a>
<b>Co-location of new library branches</b>	Seattle Public Libraries	As part of its community redevelopment plan, SHA coordinated with Seattle Public Libraries to open new library branches in SHA's High Point and New Holly neighborhoods.
<b>Breathe Easy Homes</b>	Seattle & King County Department of Public Health, University of Washington, non-profit organizations	SHA helped construct homes that help improve indoor air quality and decrease risk factors that cause asthma among low-income children. In addition to construction of homes, an environmental outreach program focuses on improving resident health.  <a href="http://www.seattlehousing.org/redevelopment/high-point/breathe-easy/">http://www.seattlehousing.org/redevelopment/high-point/breathe-easy/</a>
<b>Housing Development Consortium</b>	Membership includes dozens of organizations, including public housing authorities, for-profit and non-profit housing developers, service providers, designers and builders, legal and accounting firms, and more	The Housing Development Consortium (HDC) is the professional association for the local nonprofit affordable housing development and operating sector for King County. HDC offers members technical and policy expertise, public awareness and education programs, media relations assistance and sponsors events that raise the profile of affordable housing and who it serves. HDC facilitates ways for members to establish comprehensive strategies that promote and preserve affordable rental housing and expand homeownership opportunities.  <a href="http://www.housingconsortium.org/about-hdc/">http://www.housingconsortium.org/about-hdc/</a>

Mechanism	Level of Government	Description/Perceived Effect:
<b>Memorandums of understanding</b>	Child Protective Services	SHA collaborates with CPS and community partners when stable housing is a primary reason for removing children from the home or the main barrier to family reunification.
<b>Seattle Housing Levy</b>	City of Seattle Office of Housing	City of Seattle Office of Housing, King County, King County Housing Authority and the United Way of King County collaborate on awarding financing to project developers/owners using the City's Housing Levy.
<b>Senior housing programs</b>	City of Seattle Aging and Disability Services	Aging and Disability Services ensures that SHA buildings have access to a case manager available to meet face-to-face with residents for support service needs.  <a href="https://www.seattlehousing.org/residents/ForResidents/HealthSocialServices/healthandss.html">https://www.seattlehousing.org/residents/ForResidents/HealthSocialServices/healthandss.html</a>
<b>Yesler Terrace Cooperative Development Agreement</b>	City of Seattle Department of Planning and Development	The City of Seattle and SHA entered into a formal cooperative agreement outlining the roles and responsibilities of each entity regarding planning, financing, permitting, building, resident relocation, designation, management, and more of the Yesler Terrace redevelopment.  <a href="http://www.seattle.gov/council/attachments/2012yesler_bg/201206yesler05_agreement_exha3.6.pdf">http://www.seattle.gov/council/attachments/2012yesler_bg/201206yesler05_agreement_exha3.6.pdf</a>
<b>Community workforce agreements</b>	Labor unions, Workforce Development Council of Seattle-King County	SHA works with agencies to prepare individuals in their housing communities enter the workforce.
<b>Community health care and health education</b>	Neighborhood House, Puget Sound Neighborhood Health Centers	Puget Sound Neighborhood Health Centers operates medical and dental clinics in SHA communities, offering primary care services for families and dental care for youth. Neighborhood House provides culturally-sensitive training and tools to help diverse communities of people with limited resources attain their goals for health, self-sufficiency, financial independence and community building. These organizations hosted on-site sign-ups for health coverage through the Affordable Care Act.
<b>Networking, conversations and meetings</b>	Other MTW housing authorities	MTW housing authorities network with one another to discuss changes in housing policies and other relevant issues. Housing authorities also convene once a year.
<b>Housing support for survivors of domestic violence</b>	King County Housing Authority, Tacoma Housing Authority, Portland Housing Authority	Understanding that survivors of domestic violence often need to change locales in order to escape from abusers, SHA is developing reciprocal agreements with other housing authorities in the region to house relocated survivors.

Mechanism	Level of Government	Description/Perceived Effect:
<b>College preparation and support services</b>	College Bound Scholarship Program, Seattle Education Access, College Success Foundation, Washington Scholarship Coalition	SHA works with education organizations to prepare students in their housing communities to prepare for college and enroll in College Bound, a program that provides financial assistance for low-income students to attend post-secondary education.
<b>Committee to End Homelessness (CEH)</b>	City of Seattle, King County, King County Housing Authority, suburban city representatives, private funders, non-profit advocacy organizations and service providers, and numerous other interest groups	CEH is a coalition of public and private organizations that works together to create and implement the Ten-Year Plan to end homelessness in King County. SHA Executive Director Andrew Lofton serves on the CEH Interagency Council, which steers the Committee, sets funding priorities, and aligns organizations' work. <a href="http://www.cehkc.org/committees/default.aspx">http://www.cehkc.org/committees/default.aspx</a> The Rapid Re-Housing Consortium is facilitated through the CEH.
<b>Combined Notice of Funding Available (NOFA)</b>	King County, King County Housing Authority, United Way, Building Changes, City of Seattle Human Services Department	The SHA participates in the King County Homeless Housing Funder Group with five other public and private funders to announce a combined funding round. The intent of the combined NOFA is to provide streamlined application processes, reviews and awards to expedite providers' ability to implement projects and house homeless households. A single application is used for all funders with the use of application addendums if needed for certain jurisdictions. Funders review applications together. <a href="http://www.seattle.gov/housing/development/NOFA2013/2013_CombinedNOFA.pdf">http://www.seattle.gov/housing/development/NOFA2013/2013_CombinedNOFA.pdf</a>
<b>Combined Funders Group annual reporting system</b>	Washington State Housing Finance Commission, Department of Commerce, City of Seattle, City of Tacoma, King County, Snohomish County, City of Spokane	WBARS is an online system operated on behalf of the Washington State Housing Finance Commission and the Washington Department of Commerce that enables public funders, property owners and property managers to enter project-related data and maintain and view information related to compliance and asset management. It is intended to facilitate storage and compilation of this information, and its design reflects reporting and other legal requirements that apply to participating agencies with respect to such information.

Mechanism	Level of Government	Description/Perceived Effect:
<b>Utility assistance</b>	Seattle City Light, Seattle Public Utilities, Seattle Department of Transportation	SHA works with city-level departments to provide utility assistance to low-income households.

**Question 11. Are there perceived barriers or challenges to intergovernmental collaboration that impact your jurisdiction’s efforts to provide rental assistance to low-income households? If so, what are they and how do they impede collaboration between levels of government?**

SHA participates in numerous collaborative efforts with a variety of partner organizations (see Question 10). SHA mentioned that the Housing Authority’s status as a Moving to Work site is crucial to its ability to work collaboratively with other public, private, and non-profit entities. Having MTW authority “opens all sorts of doors,” and gives SHA the flexibility to be a “collaborating partner, not *just* a housing authority.”

Despite success with collaborating with other organizations, SHA experiences barriers to collaboration, including:

Funding availability: Funding is often a crucial aspect of collaborative projects, and limited funding can stymie further collaboration.

Differing regulatory controls in public agencies: SHA and Seattle City Light have similar goals in assisting low-income people with utilities payments, but differing regulations prevent collaboration in some SHA properties: Seattle City Light rules forbid people in public housing from participating in the utility assistance program.

Top-down approaches to collaboration: Public agencies can use differing styles of collaboration, which can be difficult for building cooperative partnerships. SHA staff noted that collaborative efforts are most successful when organizations have similar conceptions of the problem, and frameworks for approach.

Changes in leadership: Elections or other transitions in city leadership can change priorities in partnerships, or cause project delays.

**Question 12. Are there any steps that could be taken to enhance outcomes, improve collaboration, or gain program or process efficiencies where federal, state, and local programs providing rental assistance may overlap, be fragmented or be duplicative?**

SHA staff offered several suggestions for enhancing the agency’s outcomes, collaborative efforts, and effectiveness, including:

- Stabilize or increase funding for low-income housing, especially for low-income seniors: Limited financial resources, partially as a result of program funding cuts at the federal level, have hindered SHA's (and other public housing authorities) ability to meet the growing need for affordable housing. This is especially true for housing assistance for low-income seniors.
- Loosen privacy rules regarding education information: SHA believes a federal policy to loosen the privacy rules regarding sharing student and school performance data between public agencies would allow SHA to better work with the Seattle Public School District to collaboratively approach neighborhood needs and school performance.

## Appendix A: Department of Commerce Key Program Elements

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## Housing Trust Fund

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Department of Commerce
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<p>Per RCW 43.185.060:</p> <p>“Organizations that may receive assistance from the department under this chapter are local governments, local housing authorities, regional support networks established under chapter 71.24 RCW, nonprofit community or neighborhood-based organizations, federally recognized Indian tribes in the state of Washington, and regional or statewide nonprofit housing assistance organizations.”</p> <p>Eligible beneficiaries of HTF assistance include “persons and families with special housing needs and with incomes <math>\leq</math> 80% AMI for the county or standard metropolitan statistical area where the project is located. At least 30 percent of these monies used in any given funding cycle shall be for the benefit of projects located in rural areas of the state as defined by the department.”</p>
<b>C. How many people are served?</b>	Since the HTF began in 1989, the program has funded 1,306 projects for a total of 39,437 housing units. Of these, 33,548 are remaining in service and continue to be monitored for compliance. Based on annual reporting by projects, Commerce estimates that 70,000 households per year are served at these units.
<b>D. By what means is the rental assistance provided?</b>	Grants and Loans
<b>E. What is your jurisdiction’s fiscal year?</b>	July 1, 2012 – June 30, 2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$51.5 million
<b>G. Source(s) of funding and the name of funding program(s).</b>	State Capital Budget
<b>H. What is the funding mechanism?</b>	Competitive

<b>I. What is the source for the information on the funding?</b>	Washington State Legislature HTF budget information: <a href="http://www.ofm.wa.gov/budget13/detail/nl103.pdf">http://www.ofm.wa.gov/budget13/detail/nl103.pdf</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	The HTF is subject to audit by the State Auditor’s Office. In addition, Commerce has internal systems for tracking the allocation and expenditure of state funds. Budget and program staff meet together monthly to review program expenditures and projections against available funds.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	The Department of Commerce is unaware of any potential problems or limitations with the reliability of funding data.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	Commerce is the state agency responsible for providing assistance to low-income rental households. The Department is in the process of updating its performance outcomes and measures for all programs. Draft outcomes include: <ul style="list-style-type: none"> <li>• Affordable housing created or preserved</li> <li>• Housing cost burden reduced</li> <li>• Households stabilized</li> </ul>
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	Commerce is the state agency responsible for providing assistance to low-income rental households. The department is in the process of updating its performance outcomes and measures for all programs. Current outputs include: <ul style="list-style-type: none"> <li>• Number of affordable housing units created or preserved</li> </ul>
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	532 units of affordable housing created or preserved
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	Same as above reported program outputs: 532 units of affordable housing created or preserved
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	No
<b>Q. Does your jurisdiction plan to conduct any evaluations of this</b>	No

**program in the next year?**

**R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?**

The Department of Commerce did not indicate submission of reports or action plans for this program.

## Housing Trust Fund Operations & Maintenance Fund Program

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Washington State Department of Commerce
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	All organizations with projects receiving or having received HTF funding as allowed in the HTF Guidelines and Procedure Handbook Chapter 202.1, Eligible Applicants:  “The Grantor will fund HTF projects that have units targeted to extremely low-income households (30 percent and below of area median income), seasonal farm worker projects, and projects for persons with special needs (including disabilities and homelessness).”
<b>C. How many people are served?</b>	1,290 units or approximately 1,935 people
<b>D. By what means is the rental assistance provided?</b>	Grants
<b>E. What is your jurisdiction’s fiscal year?</b>	July 1, 2012 – June 30, 2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$5.6 million
<b>G. Source(s) of funding and the name of funding program(s).</b>	Document recording fees
<b>H. What is the funding mechanism?</b>	Competitive
<b>I. What is the source for the information on the funding?</b>	RCW 36.22.178  Agency Financial Reporting System (AFRS)
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	Commerce has internal systems for tracking the allocation and expenditure of state funds. In addition, budget and program staff meet monthly to review program expenditures and projections against available funds. Information is also subject to audits conducted by the State Auditor’s Office.

<p><b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b></p>	<p>The Department of Commerce is unaware of any potential problems or limitations with the reliability of funding data.</p>
<p><b>L. Program performance goal(s) for providing rental assistance to low-income households.</b></p>	<p>The Department of Commerce did not indicate any performance goals.</p>
<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<p>The Department of Commerce did not indicate any performance measures.</p>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>The Department of Commerce did not indicate any program outputs.</p>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>The Department of Commerce did not indicate any program outcomes.</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>No</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>No</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>The Department of Commerce did not indicate submission of reports or action plans for this program.</p>

## Consolidated Homeless Grant

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Washington State Department of Commerce
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	Households must be living outside, living in temporary homeless housing, or at imminent risk of eviction. Income for households without minors must be below 30% AMI, and income for households with minors must be below 50% AMI.
<b>C. How many people are served?</b>	65,430 in 2013
<b>D. By what means is the rental assistance provided?</b>	Grants to not-for-profits and some local governments
<b>E. What is your jurisdiction's fiscal year?</b>	July 1, 2012 – June 30, 2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$16.5 million
<b>G. Source(s) of funding and the name of funding program(s).</b>	Document recording fees authorized by <a href="#">RCW 43.185C</a> , individually referred to as: <ul style="list-style-type: none"> <li>• Washington State Home Security Fund</li> <li>• Affordable Housing for All Fund</li> <li>• Transitional Housing Operating and Rent Account</li> <li>• Homeless Housing Program</li> </ul>
<b>H. What is the funding mechanism?</b>	Formula and performance based grants
<b>I. What is the source for the information on the funding?</b>	<p>Surcharges (document-recording fees):</p> <ul style="list-style-type: none"> <li>• Affordable Housing for All Surcharge (RCW 36.22.178)</li> <li>• Home Security Fund Surcharge (RCWs 36.22.179 and 36.22.1791)</li> <li>• Other surcharges imposed (RCW 43.185C)</li> </ul> <p>Agency Financial Reporting System (AFRS)</p>
<b>J. Does your jurisdiction take any steps to verify</b>	Monitoring of sample expenditures based a risk assessment. Information is also subject to audits conducted by the State Auditor's

<b>and validate its funding data?</b>	Office.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	Local governments directly retain and manage their portion of homeless fees, and report their use to the state, so there less direct accounting of the use of those funds.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	<ol style="list-style-type: none"> <li>1. Reduction of homelessness by 50% from 2006 to 2015</li> <li>2. Clients remaining in homeless status &lt; 20 days</li> <li>3. Less than 20% return to homelessness two years after program exit</li> </ol>
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	<p>Performance measures collected by Department of Commerce for all homelessness reduction programs:</p> <ul style="list-style-type: none"> <li>• Total households served</li> <li>• Total households exited</li> <li>• Exits to stably housed</li> <li>• Rate of exits to stably housed</li> <li>• Exits to stably housed – unsubsidized</li> <li>• Rate of stable exits that were unsubsidized</li> <li>• Exits with earned income</li> <li>• Rate of exits with earned income</li> <li>• Exits with increased overall income</li> <li>• Rate of exits with increased overall income</li> <li>• Exits with increased earned income</li> <li>• Rate of exits with increased earned income</li> <li>• Exited and prior living situation (PLS) was unsheltered</li> <li>• Rate of exits where PLS was unsheltered</li> <li>• Exited and PLS was institutional</li> <li>• Rate of exits where PLS was institutional</li> <li>• Average days in program for households exiting to stable destination</li> <li>• Average says in any temporary housing situations for all exiting households</li> <li>• Average days in any temporary housing situation for households exiting to a stable destination</li> <li>• Total households enrolled this period (1/1/13 – 12/31/13)</li> <li>• New households enrolled this period</li> <li>• Rate of new households this period</li> <li>• Exited two years ago to stable housing</li> <li>• Exited two years ago to stable housing and since returned to a homeless housing program</li> <li>• Rate of return to homelessness</li> </ul>

<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• 65,430 people served</li> <li>• Decrease in count of homeless by 19% since 2006.</li> </ul> <p>Summary of 2011-2012 performance by housing type:</p> <ul style="list-style-type: none"> <li>• <b>Traditional housing:</b> 59% exit to permanent housing; 8.2% return to homelessness within one year after exit to permanent housing</li> <li>• <b>Homeless Prevention and Rapid Re-Housing:</b> 66% exit to permanent housing; 6.1% return to homelessness within one year after exit to permanent housing</li> <li>• <b>Emergency Shelter:</b> 14% exit to permanent housing; 13.7% return to homelessness within one year after exit to permanent housing</li> </ul>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• Decrease the count of homeless individuals</li> <li>• Provide permanent housing to prevent reentry into homelessness</li> </ul>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>The Ending Family Homelessness Pilot: Rapid Re-Housing for TANF Families (Jan. 2014):  <a href="http://www.dshs.wa.gov/pdf/ms/rda/research/11/203.pdf">http://www.dshs.wa.gov/pdf/ms/rda/research/11/203.pdf</a></p> <p>Homelessness in Washington State: 2013 Annual Report on the Homeless Grant Programs:  <a href="http://www.commerce.wa.gov/Documents/Commerce-Homelessness-in-Washington-State-2013.pdf">http://www.commerce.wa.gov/Documents/Commerce-Homelessness-in-Washington-State-2013.pdf</a></p> <p>Ten-Year Homeless Plan: 2012 Annual Report:  <a href="http://www.leg.wa.gov/documents/legislature/ReportsToTheLegislature/Ten-Year-Homeless-Plan-2012_144ef9f8-f048-4c63-8054-5693139af198.pdf">http://www.leg.wa.gov/documents/legislature/ReportsToTheLegislature/Ten-Year-Homeless-Plan-2012_144ef9f8-f048-4c63-8054-5693139af198.pdf</a></p> <p>Washington State’s Housing and Essential Needs Program: Impacts on Housing Status, Use of Food Assistance, Arrests, Incarcerations, and Health Outcomes (Jan. 2013):  <a href="http://www.dshs.wa.gov/pdf/ms/rda/research/11/186.pdf">http://www.dshs.wa.gov/pdf/ms/rda/research/11/186.pdf</a></p> <p>Impact of Housing Assistance on Short-Term Homelessness Among TANF, Disability Lifeline, and Basic Food Recipients with Recently Recorded Spells of Homelessness (Sept. 2011):  <a href="http://www.dshs.wa.gov/pdf/ms/rda/research/11/165.pdf">http://www.dshs.wa.gov/pdf/ms/rda/research/11/165.pdf</a></p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this</b></p>	<p>No</p>

**program in the next year?**

**R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?**

Annual Homeless Report:

<http://www.commerce.wa.gov/Documents/Commerce-Homelessness-in-Washington-State-2013.pdf>

## Housing and Essential Needs Grant

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Washington State Department of Commerce
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>• Temporarily unable to work due to disability (determined by DSHS) AND</li> <li>• Homeless or at imminent risk of homelessness</li> </ul>
<b>C. How many people are served?</b>	8,859 in 2013
<b>D. By what means is the rental assistance provided?</b>	Grants to not-for-profits and some local governments
<b>E. What is your jurisdiction's fiscal year?</b>	July 1, 2012 – June 30, 2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$29.5 million
<b>G. Source(s) of funding and the name of funding program(s).</b>	State General Fund
<b>H. What is the funding mechanism?</b>	Formula
<b>I. What is the source for the information on the funding?</b>	None given
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	Commerce has internal systems for tracking the allocation and expenditure of state funds. Budget and program staff meet together monthly to review program expenditures and projections against available funds. Grantees are monitored at varying levels based on a risk assessment, and individual client records in the Homeless Management Information System are cross-checked with requested reimbursement amounts to ensure that the reimbursements requested are consistent with the number of people served. Information is also subject to audits conducted by the State Auditor's Office.

<p><b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b></p>	<p>The Department of Commerce is not aware of potential problems or limitations with the reliability of funding data.</p>
<p><b>L. Program performance goal(s) for providing rental assistance to low-income households.</b></p>	<p>Every eligible person housed</p>
<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<p>Cost per person housed</p>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>8,859 people housed</p>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>100% of eligible people who requested assistance housed</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>Homelessness in Washington State: 2013 Annual Report on the Homeless Grant Programs:  <a href="http://www.commerce.wa.gov/Documents/Commerce-Homelessness-in-Washington-State-2013.pdf">http://www.commerce.wa.gov/Documents/Commerce-Homelessness-in-Washington-State-2013.pdf</a></p> <p>Washington State’s Housing and Essential Needs Program: Impacts on Housing Status, Use of Food Assistance, Arrests, Incarcerations, and Health Outcomes (Jan. 2013):  <a href="http://www.dshs.wa.gov/pdf/ms/rda/research/11/186.pdf">http://www.dshs.wa.gov/pdf/ms/rda/research/11/186.pdf</a></p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>No</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>Annual Homeless Report:  <a href="http://www.commerce.wa.gov/Documents/Commerce-Homelessness-in-Washington-State-2013.pdf">http://www.commerce.wa.gov/Documents/Commerce-Homelessness-in-Washington-State-2013.pdf</a></p>

# Appendix B: Housing Finance Commission Key Program Elements

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## Low-Income Housing Tax Credit

### Key Data Elements

<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Washington State Housing Finance Commission
<b>B. Eligibility requirements</b>	<p>Projects eligible for housing tax credits must meet low-income occupancy threshold requirements to meet minimum federal requirements. Each low-income housing unit must be rent-restricted, with the maximum gross rent not to exceed rent limits established by federal guidelines. Project owners may elect one of the following two thresholds:</p> <ul style="list-style-type: none"><li>• 20-50 Rule: At least 20% of the units must be rent restricted and occupied by households with incomes at or below 50% of the HUD-determined AMI (adjusted for household size)</li><li>• 40-60 rule: At least 40% of the units must be rent restricted and occupied by households with incomes at or below 60% of the HUD-determined AMI (adjusted for household size)</li></ul> <p>However, to be competitive in the program, the average project serves 100% of the occupants at 60% AMI or the majority at 60% AMI in combination with a percentage of lower income occupants.</p> <p>Projects are required to meet a minimum threshold under the applicable program policy and meet Readiness Criteria, and if necessary, compete for financing.</p> <p>Allocation criteria for selecting borrowers and projects:</p> <ol style="list-style-type: none"><li>1. Fully funded projects</li><li>2. Rehabilitation versus new construction</li><li>3. Special needs populations</li><li>4. Housing need in that geographic area</li><li>5. Coordination with local government</li><li>6. Low or no displacement and relocation</li><li>7. Meet Evergreen Sustainable Development Standard</li></ol> <p>Other points may be awarded for:</p> <ul style="list-style-type: none"><li>• Increasing the percentage of units set aside for lower-income populations</li><li>• Projects that are at risk of being converted to market rate housing</li><li>• Every year beyond the initial 15 years of restricted rents for low-income units</li></ul>

	<p>To be eligible for consideration under the LIHTC program, a proposed project must:</p> <ul style="list-style-type: none"> <li>• Be a residential rental property;</li> <li>• Commit to one of two possible low-income occupancy threshold requirements;</li> <li>• Restrict rents, including utility charges, in low-income units;</li> <li>• Operate under the rent and income restrictions for 30 years or longer, pursuant to written agreements with the agency issuing the tax credit;</li> <li>• Score a minimum of 30 points on the competitive scoring process; and</li> <li>• Meet other minimum requirements outlined in the program guidelines</li> </ul> <p>While projects must meet minimum eligibility requirements, only projects with the highest score during the competitive scoring process receive funding.</p>
<b>C. How many people are served?</b>	The number of people served in any given year or funding round depends on market conditions; the applications received; and size, location, and configuration of the approved projects. WSHFC estimates that approximately 2,661 people were/or will be served by the projected funded in FY2013.
<b>D. By what means is the rental assistance provided?</b>	The LIHTC program is an incentive program created to encourage the construction or rehabilitation of buildings for low-income residents by providing equity in the project. Tax credits provide owners and investors with a dollar-for-dollar reduction in their tax liability. The credit is available for a ten-year period and the amount of credit awarded to a project is based on the costs of developing the project and the number of qualified low-income units in the project.
<b>E. What is your jurisdiction's fiscal year?</b>	July 1, 2012 – June 30, 2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$15.5 million for CY2013 (state population of 6,897,012 multiplied by \$2.25 per capita). The credit amount allocated to a project can be taken by the investor each year for 10 years, so the 10-year value of the LIHTC was \$155,182,770.
<b>G. Source(s) of funding and the name of funding program(s).</b>	Federal Tax Code (Section 42); allocation of tax credit authority annually, at a per-capita rate adjusted periodically for inflation
<b>H. What is the funding mechanism?</b>	Tax credits allocated via a competitive application process per year.

I. <b>What is the source for the information on the funding?</b>	Federal Tax Code Section 42 – Low-Income Housing Credit: <a href="http://www.irs.gov/pub/irs-drop/rr-04-82.pdf">http://www.irs.gov/pub/irs-drop/rr-04-82.pdf</a>
J. <b>Does your jurisdiction take any steps to verify and validate its funding data?</b>	Funding data is confirmed by both the IRS and the Washington State Department of Commerce. Funding is also validated through an IRS filing (Form 8038).
K. <b>Do you know of any potential problems or limitations with the reliability of the funding data?</b>	Congress is currently considering tax reform and some of the proposed reforms would do away with the LIHTC program and Private Activity Bonds and 501(c)(3) bonds, which the WSHFC uses to finance affordable housing and other community facilities. WSHFC stated that they have no reason to believe that there are any problems with the funding data.
L. <b>Program performance goal(s) for providing rental assistance to low-income households.</b>	<p>Contribute to the production of affordable rental housing by providing tax credit incentives to finance the gap between project costs and available financing.</p> <p>Output goals include:</p> <ol style="list-style-type: none"> <li>1. Utilize 100% of each year’s per capita and National Pool credit;</li> <li>2. Monitor progress of 100% of carryover allocation projects;</li> <li>3. Review and process 100% of requested transfers within 60 days of receipt of complete transfer packet;</li> <li>4. Issue final allocations to 100% of projects with all Placed in Service requirements satisfied on time; and</li> <li>5. Review and process 100% of applications for tax credit/bond financed projects.</li> <li>6. 1,000 low- and moderate- income households will have affordable rental housing as a results of the financing program</li> <li>7. Fifty percent of the units financed in the program will serve households earning &lt; 50% AMI or meet another identified program goals.</li> <li>8. 95% of carryover projects will perform with specified timelines during the program year.</li> </ol>
M. <b>Program performance measures for providing rental assistance to low-income households.</b>	<p>Number of units created for various subgroups (including seniors, disabled, the formerly homeless, and low-income households)</p> <ol style="list-style-type: none"> <li>1. Number of low- and moderate- income households that have affordable rental housing as a results of the financing program</li> <li>2. Percent of the units financed in the program that serve households earning &lt; 50% AMI or meet another identified program goal.</li> <li>3. Percent of carryover projects that perform with specified timelines during the program year.</li> </ol>
N. <b>Reported program output(s) for providing rental assistance to low-</b>	<ul style="list-style-type: none"> <li>• 20 projects in 12 counties competed for funding</li> <li>• \$172 million in tax credits (federal housing credits are allocated for</li> </ul>

<p><b>income households for FY2013.</b></p>	<p>10 years; this figure reflects the 10-year total)          WSHFC estimates that these projects will service approximately 2,661 individuals when occupied.</p>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• 1,267 units created or preserved (473 for seniors)</li> </ul> <p>WSHFC estimates that these projects will service approximately 2,661 individuals when occupied.</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>No, there have not been any program evaluations during the past five years. However, WSHFC reviews the program guidelines annually and makes adjustments in the guidelines and criteria for funding in recognition of changing market conditions, changes sought by stakeholders and participants, adjustments by other public funders, and problems with the guidelines and criteria identified by HFC staff.</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>See above for information about annual review of program guidelines.</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>WSHFC 2013 Annual Report:  <a href="http://www.wshfc.org/admin/2013annualreport.pdf">http://www.wshfc.org/admin/2013annualreport.pdf</a></p> <p>30 Years of Statewide Impact:  <a href="http://www.wshfc.org/admin/2013impactreport.pdf">http://www.wshfc.org/admin/2013impactreport.pdf</a></p> <p>GAO Evaluation of Low Income Housing Tax Credits:  <a href="http://www.gao.gov/assets/660/650622.pdf">http://www.gao.gov/assets/660/650622.pdf</a></p>

## Multifamily Housing Bond with 4% Tax Credit Program

Key Program Elements	
<p><b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b></p>	<p>Washington State Housing Finance Commission</p>
<p><b>B. Eligibility requirements</b></p>	<p>Projects must set aside 20% of the units for occupancy by persons earning &lt; 50% AMI; or 40% of the units for occupancy by persons earning &lt; 60% AMI.</p> <p>Additional requirements include:</p> <ul style="list-style-type: none"> <li>• Location: Washington State or used to benefit Washington State residents</li> <li>• Cooperative financing</li> <li>• Bond financing</li> <li>• Prevent displacement; if inevitable, rental buildings subject to the Landlord-Tenant Act must submit and receive approval of a relocation plan for existing tenants from the local government</li> <li>• Accessibility for persons with disabilities</li> <li>• For projects financed with tax-exempt authority subject to the Unified Volume Cap (ceiling on the aggregate amount of private activity bonds that can be issued), 40% or more of the units in the project must be occupied by persons having incomes &lt; 60% AMI (adjusted for family size); or 20% or more of the units must be occupied by persons earning &lt; 50% AMI (adjusted for family size); or a very low-income option provided by federal regulations for some programs</li> <li>• For projects financed with tax-exempt authority not subject to the Unified Volume Cap, the Commission has established various low-income set-aside options</li> </ul> <p>Applicants must meet certain minimum threshold criteria and points to receive an allocation of Private Activity Bond Authority. At certain times, the allocation process can become competitive based on market conditions. When this happens, applicants usually provide more affordable housing than the minimum requirements.</p>
<p><b>C. How many people are served?</b></p>	<p>Approximately 5,147 people will be served by the units financed in 2013. The number of people served in any given year or funding round depends on market conditions; the applications received; and size, location and configuration of approved projects.</p>

D. <b>By what means is the rental assistance provided?</b>	Bonds and tax credits to housing developers
E. <b>What is your jurisdiction's fiscal year?</b>	July 1, 2012 – June 30, 2013
F. <b>Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	The 2013 calendar year private activity bond cap available for WSHFC programs was \$167.7 million to be further allocated by the WSHFC between this program and the first-time homebuyer mortgage program. Because other eligible uses of the private activity bond cap were underutilized in 2013, the State's unused remainder of \$628.7 million was re-allocated to the WSHFC for carry-forward use over the following three years; of this, \$328.7 million was allotted to this program.
G. <b>Source(s) of funding and the name of funding program(s).</b>	<ul style="list-style-type: none"> <li>• Federal Tax Code: allocation of tax credit authority annually, at a per-capita rate adjusted periodically for inflation</li> <li>• Private Activity Bond Authority: allocated to the states on a per-capita basis that is adjusted periodically for inflation</li> <li>• RCW 43.180.200(5)(a)</li> </ul>
H. <b>What is the funding mechanism?</b>	Allocate private activity bond cap through a competitive process
I. <b>What is the source for the information on the funding?</b>	<p>Multifamily Housing Home Page:  <a href="http://www.wshfc.org/mhcf/index.htm">http://www.wshfc.org/mhcf/index.htm</a></p> <p>Tax Credit/Bond Program Policies:  <a href="http://wshfc.org/mhcf/4percent/2014TaxCreditBondPolicies.pdf">http://wshfc.org/mhcf/4percent/2014TaxCreditBondPolicies.pdf</a></p>
J. <b>Does your jurisdiction take any steps to verify and validate its funding data?</b>	Funding data is adjusted by both the IRS and the Washington State Department of Commerce. Funding is also validated through an IRS filing (form 8038).
K. <b>Do you know of any potential problems or limitations with the reliability of the funding data?</b>	<p>Congress is currently considering tax reform and some of the proposed reforms would eliminate the LIHTC program, Private Activity Bonds, and 501(c)(3) bonds, which the WSHFC uses to finance projects.</p> <p>WSHFC does not report any problems with the funding data.</p>
L. <b>Program performance goal(s) for providing rental assistance to low-income households.</b>	Finance 500 units of affordable rental housing or issue \$133,250 million in tax-exempt bonds in FY2013.
M. <b>Program performance measures for providing rental assistance to low-</b>	<ol style="list-style-type: none"> <li>1. Number of low and moderate income households that have affordable rental housing as a result of the financing program</li> <li>2. Per unit cost savings for each project financed.</li> </ol>

<b>income households.</b>	
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	<ul style="list-style-type: none"> <li>• \$200 million in bonds issued</li> <li>• \$206 million in tax credits issued</li> <li>• 14 projects funded statewide</li> </ul>
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	<ul style="list-style-type: none"> <li>• 2,451 rental housing units created or preserved (1,355 for seniors)</li> </ul> <p>WSHFC estimates that these projects will service approximately 5,147 individuals when occupied.</p>
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	No
<b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b>	An evaluation is scheduled to be completed by a bond cap advisory group.
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	<p>WSHFC 2013 Annual Report:  <a href="http://www.wshfc.org/admin/2013annualreport.pdf">http://www.wshfc.org/admin/2013annualreport.pdf</a></p> <p>30 Years of Statewide Impact:  <a href="http://www.wshfc.org/admin/2013impactreport.pdf">http://www.wshfc.org/admin/2013impactreport.pdf</a></p>

## Private Activity Bond Program – Non-profit Housing

Key Program Elements							
A. <b>The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Washington State Housing Finance Commission						
B. <b>Eligibility requirements</b>	<ul style="list-style-type: none"> <li>• Must be a non-profit organization that has housing as a purpose in its articles and/or bylaws</li> <li>• Must have a 501(c)(3) determination letter from the IRS</li> </ul>						
C. <b>How many people are served?</b>	Unavailable as the number of people served is variable from year to year based on market conditions. However, the Commission made 1,405 units available in FY 2013.						
D. <b>By what means is the rental assistance provided?</b>	Bond financing						
E. <b>Fiscal Year</b>	July 1, 2012 – June 30, 2013						
F. <b>Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	<p>There is no restriction on the amount of private activity, tax-exempt bonds the Commission can issue for this program. This program cannot be combined with the Housing Credit Program.</p> <p>WSHFC issued non-profit bonds as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Non-profit housing:</td> <td style="text-align: right;">\$164,650,000</td> </tr> <tr> <td>Non-profit facilities</td> <td style="text-align: right;"><u>\$ 54,236,000</u></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$218,886,000</b></td> </tr> </table>	Non-profit housing:	\$164,650,000	Non-profit facilities	<u>\$ 54,236,000</u>	<b>Total</b>	<b>\$218,886,000</b>
Non-profit housing:	\$164,650,000						
Non-profit facilities	<u>\$ 54,236,000</u>						
<b>Total</b>	<b>\$218,886,000</b>						
G. <b>Source(s) of funding and the name of funding program(s).</b>	Federal tax code						
H. <b>What is the funding mechanism?</b>	Bond financing through an application process						
I. <b>What is the source for the information on the funding?</b>	<p>WSHFC Nonprofit Housing Bonds:  <a href="http://www.wshfc.org/housing/index.htm">http://www.wshfc.org/housing/index.htm</a></p> <p>Federal Tax Code Section 42 – Low-Income Housing Credit:  <a href="http://www.irs.gov/pub/irs-drop/rr-04-82.pdf">http://www.irs.gov/pub/irs-drop/rr-04-82.pdf</a></p>						
J. <b>Does your jurisdiction take any steps to verify</b>	Funding data is adjusted by both the IRS and the Washington State Department of Commerce. Funding is also validated through an IRS						

<b>and validate its funding data?</b>	filing (Form 8038). HFC submits a report to the Department of Commerce on the Private Activity Bond Cap.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	Congress is currently considering tax reform and some of the proposed reforms would do away with the LIHTC program and Private Activity Bonds and 501(c)(3) bonds, which the WSHFC uses to finance projects. WSHFC did not report any problems with the funding data.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>Finance 500 units of affordable rental housing or issue \$133,250 million in tax-exempt bonds</li> </ul>
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	<ol style="list-style-type: none"> <li>Number of low and moderate income households that have affordable rental housing as a result of the financing program</li> <li>Per unit cost savings for each project financed.</li> </ol>
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	<ul style="list-style-type: none"> <li>Financed or refinanced 1,405 units of housing for a total of \$164,650,000 in bonds issued</li> </ul>
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	<ul style="list-style-type: none"> <li>Financed or refinanced 1,405 units of housing for a total of \$164,650,000 in bonds issued.</li> </ul>
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	No
<b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b>	No
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	<p>WSHFC 2013 Annual Report:  <a href="http://www.wshfc.org/admin/2013annualreport.pdf">http://www.wshfc.org/admin/2013annualreport.pdf</a></p> <p>30 Years of Statewide Impact:  <a href="http://www.wshfc.org/admin/2013impactreport.pdf">http://www.wshfc.org/admin/2013impactreport.pdf</a></p>

# Appendix C: City of Seattle Office of Housing Key Program Elements

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## Rental Housing Program

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	City of Seattle Office of Housing
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<p>Eligibility depends on the source of funding for each individual project. Each source of funding has its own associated rules and requirements.</p> <p>Residents are only eligible for housing if they are &lt; 80% AMI. Most sources of funding set resident eligibility requirements at 30%, 50%, or 60% AMI.</p> <p>Additionally, the program requires that the building follows fair housing rules and fund source restrictions.</p>
<b>C. How many people are served?</b>	Approximately 400 units produced annually (over 12,000 units in total)
<b>D. By what means is the rental assistance provided?</b>	Capital funding for acquisition, rehabilitation and/or new construction
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	Approximately \$27 million
<b>G. Source(s) of funding and the name of funding program(s).</b>	<ul style="list-style-type: none"> <li>• Seattle Housing Levy Rental Preservation and Production Program</li> <li>• Incentive zoning fees in lieu/bonus funds</li> <li>• Federal HOME program</li> <li>• Federal CDBG program</li> <li>• Other fund sources</li> </ul>
<b>H. What is the funding mechanism?</b>	50-year regulatory agreement, covenant, deed of trust
<b>I. What is the source for the information on the funding?</b>	<p>Housing Funding Policies:  <a href="http://www.seattle.gov/housing/levy/docs/HousingLevy_AFPlan_FundingPolicies_2014.pdf">http://www.seattle.gov/housing/levy/docs/HousingLevy_AFPlan_FundingPolicies_2014.pdf</a></p> <p>Rental Housing Program NOFA:  <a href="http://www.seattle.gov/housing/development/default.htm">http://www.seattle.gov/housing/development/default.htm</a></p>
<b>J. Does your jurisdiction take any steps to verify</b>	Internal auditing procedures

<b>and validate its funding data?</b>	
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	No. Funding is tracked by City financial management data system and agency project management data system with periodic reconciliation.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>• Provide a mix of affordable rental housing, consistent with affordability requirements for each fund source, promoting housing opportunity and choice throughout the City.</li> <li>• Work collaboratively with other funders of affordable rental housing, to ensure that the greatest number of quality affordable housing units are preserved or produced each funding round.</li> <li>• Contribute to countywide efforts to end homelessness by providing housing that serves individuals and families who are homeless or at risk of homelessness, including those with long or repeated periods of homelessness, criminal records, or other significant barriers to housing.</li> <li>• Provide a stable and healthy living environment where low-income individuals and families can thrive, with culturally relevant and linguistically competent services, and with access to education, employment, affordable transportation, and other opportunities and amenities.</li> <li>• Promote cost-effective sustainable design, construction, rehabilitation, and operations of affordable housing.</li> <li>• Promote preservation of affordable housing, and prevent displacement of low-income residents, through purchase and rehabilitation of existing housing.</li> <li>• Contribute to the revitalization of low-income communities through development and preservation of affordable housing, including mixed-income housing and housing opportunities for existing low-income residents at risk of being displaced by redevelopment and rising housing costs.</li> <li>• Contribute to the development of sustainable, walkable neighborhoods, particularly near high-capacity transit, giving low-income residents access to transportation, services and economic opportunity.</li> </ul>
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	<p>Number of units produced by affordability level, including:</p> <ul style="list-style-type: none"> <li>• Housing Levy production goal: 239 units annually</li> <li>• HOME production goal: 38 units annually</li> </ul>
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	<ul style="list-style-type: none"> <li>• 432 units in 2013</li> </ul>

<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>Provided affordable housing for 432 low-income households</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<ul style="list-style-type: none"> <li>• Annual program evaluations: <a href="http://www.seattle.gov/housing/planning/default.htm">http://www.seattle.gov/housing/planning/default.htm</a></li> <li>• Periodic city, state, and federal audits</li> </ul>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<ul style="list-style-type: none"> <li>• Annual program evaluations: <a href="http://www.seattle.gov/housing/planning/default.htm">http://www.seattle.gov/housing/planning/default.htm</a></li> <li>• Periodic city, state, and federal audits</li> </ul>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>2014-2018 City of Seattle Human Services Department Draft Consolidation Plan Highlights: <a href="http://www.seattle.gov/humanservices/community_development/conplan/plan/2014-2018CityOfSeattleConPlanHighlights08-27-13.pdf">http://www.seattle.gov/humanservices/community_development/conplan/plan/2014-2018CityOfSeattleConPlanHighlights08-27-13.pdf</a></p> <p>2013 Report of Accomplishments: Seattle Housing Levy Report: <a href="http://www.seattle.gov/housing/levy/docs/SeattleHousingLevyReport_2013.pdf">http://www.seattle.gov/housing/levy/docs/SeattleHousingLevyReport_2013.pdf</a></p>

## Multifamily Property Tax Exemption Program

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	City of Seattle Office of Housing
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>Projects must be located in a residential targeted area</li> <li>At least 20% of units must be rent-restricted and available only to households with incomes &lt; 65%, 75%, and 85% AMI (for studios, one-bedrooms, and two-bedrooms, respectively).</li> </ul>
<b>C. How many people are served?</b>	At end of FY2013: <ul style="list-style-type: none"> <li>2,600 income- and rent-restricted units were operating</li> <li>Over 1,000 additional units are under development</li> </ul>
<b>D. By what means is the rental assistance provided?</b>	Twelve-year property tax exemption based on the value of residential improvements
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	Not applicable as there is no budgeted funding. Including all active projects, this program has a combined tax exemption of \$3.6 million.
<b>G. Source(s) of funding and the name of funding program(s).</b>	City of Seattle exempted tax revenue
<b>H. What is the funding mechanism?</b>	Tax exemption
<b>I. What is the source for the information on the funding?</b>	Multifamily Property Tax Exemption Program: <a href="http://www.seattle.gov/housing/incentives/mfte.htm">http://www.seattle.gov/housing/incentives/mfte.htm</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	The City of Seattle stated this was not applicable and did not mention any steps to verify or validate this funding data.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	The City of Seattle did not report any known problems or limitations with reliability of the data.
<b>L. Program performance goal(s) for providing</b>	<ul style="list-style-type: none"> <li>Encourage the development of multifamily housing opportunities within the city of Seattle.</li> </ul>

<p><b>rental assistance to low-income households.</b></p>	<ul style="list-style-type: none"> <li>• Stimulate the construction of new multifamily buildings, and the rehabilitation of vacant or underutilized buildings.</li> <li>• Increase the supply of housing opportunities for moderate-wage workers.</li> <li>• Assist in accomplishing the planning goals required under the Growth Management Act, by increasing the supply of multifamily housing opportunities in urban growth centers.</li> <li>• Contribute neighborhood development and community revitalization.</li> <li>• Preserve and protect buildings of historic and cultural significance.</li> <li>• Encourage the creation of both rental and homeownership housing for moderate wage workers.</li> <li>• Encourage the development of mixed-income housing.</li> </ul>
<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<ul style="list-style-type: none"> <li>• Number of projects utilizing tax exemption out of total number of permitted projects</li> <li>• Number of housing units produced, by affordability level and unit size</li> <li>• Span between restricted and market-rate rents</li> </ul>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• 41 applications approved, comprising a total of 693 income- and rent-restricted units</li> </ul>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>19 projects began receiving exemption and providing set-aside units (2,017 units total, 424 rent-restricted).</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>2012 Seattle City Auditor audit:  <a href="https://wayback.archive-it.org/3241/20131221183304/https://www.seattle.gov/audit/2012.htm#MFTE-FinalReport2012">https://wayback.archive-it.org/3241/20131221183304/https://www.seattle.gov/audit/2012.htm#MFTE-FinalReport2012</a></p> <p>2013 Seattle Planning Commission report:  <a href="http://www.seattle.gov/Documents/Departments/SeattlePlanningCommission/MFRewrite/PlanningCommissionMFTERecommendationsApril252013.pdf">http://www.seattle.gov/Documents/Departments/SeattlePlanningCommission/MFRewrite/PlanningCommissionMFTERecommendationsApril252013.pdf</a></p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<ul style="list-style-type: none"> <li>• Trimester reports to City Council</li> <li>• Annual report to City Council</li> <li>• Annual report to Washington State Department of Commerce</li> <li>• Audit follow-up reports</li> <li>• Policy evaluation and legislative proposal</li> </ul>
<p><b>R. Has your jurisdiction</b></p>	<ul style="list-style-type: none"> <li>• <a href="http://www.seattle.gov/housing/incentives/MFTE2013report.pdf">http://www.seattle.gov/housing/incentives/MFTE2013report.pdf</a></li> </ul>

**submitted any reports or action plans to their funding source in the last year?**

- Response to 2012 audit (available on request)
- Trimester reports to City Council (available on request)
- Materials for City Council program review (available on request)
- Annual report to Washington State Department of Commerce (available on request)

## Incentive Zoning Program

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	City of Seattle Office of Planning and Development City of Seattle Office of Housing
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	Development projects in certain neighborhoods and zoning classifications where incentive zoning is allowed under the Land Use Code
<b>C. How many people are served?</b>	<ul style="list-style-type: none"> <li>Approximately 50 income- and rent-restricted units approved in 2013.</li> <li>Cash contributions of about \$30 million collected cumulatively since 2001.</li> </ul>
<b>D. By what means is the rental assistance provided?</b>	Additional residential or non-residential floor area beyond normal height restrictions in exchange for a small percentage of units as affordable housing or in exchange for a cash contribution to the City for low-income housing.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	Not applicable as the program provides additional floor area rather than funding.
<b>G. Source(s) of funding and the name of funding program(s).</b>	Not applicable as the program provides additional floor area rather than funding.
<b>H. What is the funding mechanism?</b>	Not applicable as the program provides additional floor area rather than funding.
<b>I. What is the source for the information on the funding?</b>	Not applicable as the program provides additional floor area rather than funding.
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	Not applicable as the program provides additional floor area rather than funding.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	Not applicable as the program provides additional floor area rather than funding.

<p><b>L. Program performance goal(s) for providing rental assistance to low-income households.</b></p>	<p>Performance varies depending on development market conditions.</p> <ul style="list-style-type: none"> <li>• Serve Seattle’s moderate-wage workers through affordable housing developed using this program</li> </ul>
<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<ul style="list-style-type: none"> <li>• Number of projects utilizing incentive zoning out of total number of permitted projects</li> <li>• Number of rent-restricted units produced</li> <li>• Amount of cash contributions received</li> </ul>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• \$6.6 million cash received during 2013</li> <li>• All funds fully committed to affordable housing projects via competitive process by end of year</li> <li>• Covenants signed for 14 on-site production units</li> </ul>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>The City of Seattle reported no separate outcome measures.</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>This program will be undergoing extensive legislative review in 2014. Multiple consultant reports are currently being prepared.</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>This program will be undergoing extensive legislative review in 2014. Multiple consultant reports are currently being prepared.</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>Incentive Zoning Permit Analysis (available upon request)</p> <p>Monthly Incentive Zoning Development Report (available upon request)</p>

## Operating and Maintenance Fund

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Seattle Housing Levy Operating and Maintenance Fund City of Seattle Office of Housing
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>• Projects must be receiving Levy capital funds</li> <li>• Residents must be below 30% AMI</li> </ul>
<b>C. How many people are served?</b>	<ul style="list-style-type: none"> <li>• 633 residents in supported units in 2013</li> </ul>
<b>D. By what means is the rental assistance provided?</b>	20-year O&M subsidy commitment to eligible buildings; annual funding based on gap between operating income and expenses.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$1.3 million supported 633 units under contract from prior Housing Levies; \$2 million available for new 20-year funding commitments
<b>G. Source(s) of funding and the name of funding program(s).</b>	Seattle Housing Levy
<b>H. What is the funding mechanism?</b>	20-year contract with building owner
<b>I. What is the source for the information on the funding?</b>	Housing Levy Administrative and Financial Plan: <a href="http://www.seattle.gov/housing/levy/docs/HousingLevy_AFPlan_FundingPolicies_2014.pdf">http://www.seattle.gov/housing/levy/docs/HousingLevy_AFPlan_FundingPolicies_2014.pdf</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	Quarterly fund balance reports produced by Finance Unit staff
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	None
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	220 units over the current 7-year Housing Levy (2010-2016)

<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<ul style="list-style-type: none"> <li>• Compliance with regulatory agreement and loan terms</li> <li>• Satisfactory annual inspection of properties</li> </ul>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• Funds awarded to two new developments, totaling 110 units</li> </ul>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>Funding to support operation of 633 units provides financially stable and physically well-maintained housing that serves extremely low- or no- income residents.</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>Periodic city, state, and federal audits</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>Periodic city, state, and federal audits</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>Seattle Housing Levy Report:  <a href="http://www.seattle.gov/housing/levy/docs/SeattleHousingLevyReport_2013.pdf">http://www.seattle.gov/housing/levy/docs/SeattleHousingLevyReport_2013.pdf</a></p>

## Seattle Housing Levy Rental Assistance Program

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Seattle Housing Levy Rental Assistance Program City of Seattle Office of Housing Non-profit community-based agencies
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	Households below 50% AMI that are homeless or at risk of homelessness
<b>C. How many people are served?</b>	Over 600 per year
<b>D. By what means is the rental assistance provided?</b>	Competitive selection of non-profit community-based agencies who administer funds
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$850,000
<b>G. Source(s) of funding and the name of funding program(s).</b>	Seattle Housing Levy
<b>H. What is the funding mechanism?</b>	City contracts with community-based non-profit agencies
<b>I. What is the source for the information on the funding?</b>	Housing Levy Administrative and Financial Plan: <a href="http://www.seattle.gov/housing/levy/docs/HousingLevy_AFPlan_FundingPolicies_2014.pdf">http://www.seattle.gov/housing/levy/docs/HousingLevy_AFPlan_FundingPolicies_2014.pdf</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	Internal auditing procedures
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	The City is not aware of potential problems or limitations. Data is reported by contracting agencies, and confirmed through annual monitoring by City staff.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>Prevent 605 households from becoming homeless or assisted in finding housing annually</li> </ul>

<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<ul style="list-style-type: none"> <li>• Number of households receiving assistance</li> <li>• Number of households stably housed at end of assistance</li> <li>• Number of households stably housed six months after end of assistance</li> </ul>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• 600 households received assistance</li> <li>• 89% of households stably housed at end of assistance</li> <li>• 85% of households stably housed six months after end of assistance</li> </ul>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>The City of Seattle’s Human Services Department monitors outcomes for this program, not the Office of Housing.</p> <ul style="list-style-type: none"> <li>• 516 people placed in to permanent housing (HSD does not differentiate between outputs and outcomes)</li> </ul>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>Periodic city, state, and federal audits</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>Periodic city, state, and federal audits</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>2013 Report of Accomplishments: Seattle Housing Levy Report: <a href="http://www.seattle.gov/housing/levy/docs/SeattleHousingLevyReport_2013.pdf">http://www.seattle.gov/housing/levy/docs/SeattleHousingLevyReport_2013.pdf</a></p>

# Appendix D: City of Seattle Human Services Department Key Program Elements

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## Homeless Prevention Programs

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	<p>The Human Services Department funds the following not-for-profit organizations to provide direct assistance to low-income households :</p> <ul style="list-style-type: none"> <li>• YMCA of Greater Seattle</li> <li>• Wellspring Family Services</li> <li>• Solid Ground Washington</li> <li>• YWCA of Seattle-King County-Snohomish County</li> <li>• Muslim Housing Service</li> <li>• Neighborhood House, Inc.</li> </ul>
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>• Seattle residence</li> <li>• &lt; 50% AMI</li> <li>• Imminent risk of housing loss</li> </ul>
<b>C. How many people are served?</b>	502
<b>D. By what means is the rental assistance provided?</b>	Direct assistance on behalf of specific households
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$561,407
<b>G. Source(s) of funding and the name of funding program(s).</b>	<ul style="list-style-type: none"> <li>• Housing Levy</li> <li>• HSD General Fund</li> <li>• Emergency Solutions Grant (ESG)</li> </ul>
<b>H. What is the funding mechanism?</b>	Competitive
<b>I. What is the source for the information on the funding?</b>	<p>Seattle Housing Levy: <a href="http://www.seattle.gov/housing/levy/">http://www.seattle.gov/housing/levy/</a></p> <p>Human Services Investment Plan:  <a href="http://www.seattle.gov/humanservices/documents/HSD_CSSSH_Investment_Plan_FINAL_062712.pdf">http://www.seattle.gov/humanservices/documents/HSD_CSSSH_Investment_Plan_FINAL_062712.pdf</a> (see page 40)</p> <p>Emergency Solutions Grant: <a href="https://www.onecpd.info/esg">https://www.onecpd.info/esg</a></p>

<p><b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b></p>	<p>HSD tracks households served and funding is paid based on this data. HSD requires verification of household sizes and lease agreements so the non-profit agencies keep records of verification of all rental units on file.</p>
<p><b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b></p>	<p>HSD did not report any problems with the reliability of its funding data.</p> <p>However, HSD staff stated that the department does not track housing success past 6 months after program exit. Data on the length of time, housing stability of rental assistance, and geographic issues (e.g. people moving to areas away from supports) are not available after 6 months.</p>
<p><b>L. Program performance goal(s) for providing rental assistance to low-income households.</b></p>	<p>Program performance goals (number of homeless households served and moved in to permanent housing) are based on amount of total funding available.</p>
<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<p>Number of homeless households placed in to permanent housing</p>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• 502 homeless people placed in to permanent housing (HSD does not differentiate between outputs and outcomes)</li> </ul>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• 502 homeless households placed in to permanent housing (HSD does not differentiate between outputs and outcomes)</li> </ul>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>Yes for one project; No for four projects</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>Yes for three projects; No for two projects</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>2013 Annual Action Plan: <a href="http://www.seattle.gov/humanservices/community_development/consolidated/2013_Annual_Action_Plan.pdf">http://www.seattle.gov/humanservices/community_development/consolidated/2013_Annual_Action_Plan.pdf</a></p> <p>2012 Committee to End Homelessness Annual Report:</p>

[http://cehkc.org/DOC\\_reports/CEH\\_Annual\\_Report\\_2012.pdf](http://cehkc.org/DOC_reports/CEH_Annual_Report_2012.pdf)

2013 Committee to End Homelessness Annual Report:

[http://cehkc.org/DOC\\_reports/CEH\\_Annual\\_Report\\_2013.pdf](http://cehkc.org/DOC_reports/CEH_Annual_Report_2013.pdf)

## Rental Assistance Programs

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	The Human Services Department funds the following not-for-profit organizations to provide direct assistance to low-income households: <ul style="list-style-type: none"> <li>• Neighborhood House, Inc.</li> <li>• Interim Community Development Association</li> <li>• YWCA of Seattle-King County-Snohomish County (two projects)</li> </ul>
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>• Seattle residence</li> <li>• &lt; 50% AMI</li> <li>• Homeless or imminent risk of housing loss</li> <li>• Enrolled in case management services</li> <li>• Must be referred</li> <li>• Ready to move into permanent rental housing</li> <li>• Able to afford market rent (through income or subsidy)</li> </ul>
<b>C. How many people are served?</b>	516
<b>D. By what means is the rental assistance provided?</b>	Direct assistance on behalf of specific households
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$281,662
<b>G. Source(s) of funding and the name of funding program(s).</b>	HSD General Fund and Seattle Housing Levy
<b>H. What is the funding mechanism?</b>	Competitive
<b>I. What is the source for the information on the funding?</b>	Seattle Housing Levy: <a href="http://www.seattle.gov/housing/levy/">http://www.seattle.gov/housing/levy/</a> Human Services Investment Plan: <a href="http://www.seattle.gov/humanservices/documents/HSD_CSSSH_Investment_Plan_FINAL_062712.pdf">http://www.seattle.gov/humanservices/documents/HSD_CSSSH_Investment_Plan_FINAL_062712.pdf</a> (see page 40)
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	HSD's funding for projects is paid based on the number of households served. HSD requires verification of household sizes and lease agreements and keeps records of verification of all rental units on file.

<p><b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b></p>	<p>HSD did not report any problems with the reliability of its funding data.</p> <p>However, HSD staff stated that the department does not track housing success past 6 months after program exit. Data on the length of time, housing stability of rental assistance, and geographic issues (e.g. people moving to areas away from supports) are not available after 6 months.</p>
<p><b>L. Program performance goal(s) for providing rental assistance to low-income households.</b></p>	<p>Program performance goals (number of homeless households served and moved in to permanent housing) are based on amount of total funding available.</p>
<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<p>Number of homeless households placed in to permanent housing</p>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• 516 people placed in to permanent housing (HSD does not differentiate between outputs and outcomes)</li> </ul>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• 516 people placed in to permanent housing (HSD does not differentiate between outputs and outcomes)</li> </ul>
<p><b>P. Have there been any program evaluations done in the past 5 years?</b></p>	<p>No; one project is new</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>Yes for two projects; No for two projects</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>2013 Annual Action Plan: <a href="http://www.seattle.gov/humanservices/community_development/plan/action/2013_Annual_Action_Plan.pdf">http://www.seattle.gov/humanservices/community_development/plan/action/2013_Annual_Action_Plan.pdf</a></p> <p>2012 Committee to End Homelessness Annual Report: <a href="http://cehkc.org/DOC_reports/CEH_Annual_Report_2012.pdf">http://cehkc.org/DOC_reports/CEH_Annual_Report_2012.pdf</a></p> <p>2013 Committee to End Homelessness Annual Report: <a href="http://cehkc.org/DOC_reports/CEH_Annual_Report_2013.pdf">http://cehkc.org/DOC_reports/CEH_Annual_Report_2013.pdf</a></p>

## Rapid Re-Housing Programs

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	The Human Services Department funds the following not-for-profit organizations to provide direct assistance to low-income households: <ul style="list-style-type: none"> <li>• YWCA of Seattle-King County-Snohomish County</li> <li>• Wellspring Family Services</li> <li>• El Centro de la Raza</li> <li>• YWCA of Seattle-King County-Snohomish County</li> <li>• Solid Ground Washington</li> </ul>
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>• Homeless families/households</li> <li>• ≤ 50% AMI</li> </ul>
<b>C. How many people are served?</b>	123
<b>D. By what means is the rental assistance provided?</b>	Direct assistance on behalf of specific households
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$ 518,419
<b>G. Source(s) of funding and the name of funding program(s).</b>	HSD General Fund
<b>H. What is the funding mechanism?</b>	Competitive
<b>I. What is the source for the information on the funding?</b>	Seattle Housing Levy: <a href="http://www.seattle.gov/housing/levy/">http://www.seattle.gov/housing/levy/</a> Human Services Investment Plan: <a href="http://www.seattle.gov/humanservices/documents/HSD_CSSSH_Investment_Plan_FINAL_062712.pdf">http://www.seattle.gov/humanservices/documents/HSD_CSSSH_Investment_Plan_FINAL_062712.pdf</a> (see page 40)
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	HSD's funding for projects is paid based on the number of households served. HSD requires verification of household sizes and lease agreements and keeps records of verification of all rental units on file.
<b>K. Do you know of any potential problems or limitations with the</b>	HSD did not report any problems with the reliability of its funding data.

<b>reliability of the funding data?</b>	However, HSD staff stated that the department does not track housing success past 6 months after program exit. Data on the length of time, housing stability of rental assistance, and geographic issues (e.g. people moving to areas away from supports) are not available after 6 months.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	Program performance goals (number of homeless households served and moved in to permanent housing) are based on amount of total funding available.
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	Number of homeless households placed in to permanent housing
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	<ul style="list-style-type: none"> <li>• 123 homeless people placed in to permanent housing (HSD does not differentiate between outputs and outcomes)</li> </ul>
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	<ul style="list-style-type: none"> <li>• 123 homeless people placed in to permanent housing (HSD does not differentiate between outputs and outcomes)</li> </ul>
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	Yes for one project; No for three projects (one project is new)
<b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b>	Yes for three projects; No for one project
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	<p>2013 Annual Action Plan: <a href="http://www.seattle.gov/humanservices/community_development/plan/action/2013_Annual_Action_Plan.pdf">http://www.seattle.gov/humanservices/community_development/plan/action/2013_Annual_Action_Plan.pdf</a></p> <p>2012 Committee to End Homelessness Annual Report: <a href="http://cehkc.org/DOC_reports/CEH_Annual_Report_2012.pdf">http://cehkc.org/DOC_reports/CEH_Annual_Report_2012.pdf</a></p> <p>2013 Committee to End Homelessness Annual Report: <a href="http://cehkc.org/DOC_reports/CEH_Annual_Report_2013.pdf">http://cehkc.org/DOC_reports/CEH_Annual_Report_2013.pdf</a></p>

## Appendix E: King County Housing Authority Key Program Elements

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## General Housing Choice Vouchers (Section 8)

Key Data Elements	
<p><b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b></p>	<p>U.S. Department of Housing &amp; Urban Development (HUD)</p>
<p><b>B. Eligibility requirements for providing rental assistance to low-income households.</b></p>	<p>General Housing Voucher program eligibility:</p> <ol style="list-style-type: none"> <li>1. Qualify as a family</li> <li>2. Annual Income that doesn't exceed 80% AMI</li> <li>3. Qualify as citizens or noncitizens with eligible immigrant status</li> <li>4. SSN for each family member</li> <li>5. Fails to conform to certain subsidy standards</li> <li>6. Sign consent forms</li> <li>7. Do not owe rent to any housing authority</li> <li>8. Did not fail to reimburse any HA for claims paid to an owner for rent, damages or vacancy payments</li> <li>9. Qualify for certain local preferences</li> <li>10. Have not breached an agreement with any HA to pay amounts owed</li> <li>11. Have not engaged in abusive, violent or threatening behavior toward a HA staff member</li> <li>12. Have not been illegally using a controlled substance</li> <li>13. Have not given the HA reasonable cause to believe that a family member abuses alcohol</li> <li>14. Does not include any family member subject to a lifetime registration requirement under a State sex offender registration program</li> <li>15. Have not been convicted of manufacturing or producing methamphetamine on premises of federally assisted housing</li> <li>16. Have not previously been denied eligibility to a HA program or evicted from public housing</li> <li>17. Have no record of criminal activity that would be judged as having an adverse effect on health, safety, or welfare of property, residents or HA employees</li> <li>18. Do not have a conflict of interest</li> <li>19. Have not misrepresented any material fact during application process</li> <li>20. Does not qualify as a student enrolled in higher education</li> </ol>
<p><b>C. How many people are served?</b></p>	<p>General voucher program: 14,643. Portable vouchers that originate under other housing authorities (port-ins): 7,286</p>

<b>D. By what means is the rental assistance provided?</b>	Households pay a portion of the contract rent to the landlord, based on their income. Subsidy payments for remaining contract rent due are paid to the landlord.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$79.3 million
<b>G. Source(s) of funding and the name of funding program(s).</b>	HUD Housing Choice Voucher subsidy
<b>H. What is the funding mechanism?</b>	Block grant based on contract with HUD
<b>I. What is the source for the information on the funding?</b>	HUD Office of Housing Choice Voucher website at <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	KCHA runs internal calculations to verify numbers.  KCHA's financial data is subject to annual audits by the State Auditor's Office. The Washington State Auditor's Office completes an annual review of KCHA's financial statements and periodically completes a Single Audit.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	No known issues with the reliability of the data. Data is subject to annual Congressional appropriations.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>• KCHA aims to lease 275 vouchers above its HUD allocated Annual Contributions Contract (ACC)</li> <li>• KCHA aims to have a lease-up rate (vouchers successfully leased/vouchers issued) greater than 85%</li> <li>• KCHA aims to have less than 25% of its voucher households paying more than 40% of their income to rent</li> </ul>
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>• Number of vouchers over-leased</li> <li>• Shopping success rate</li> <li>• Percentage of rent burden</li> </ul>
<b>N. Reported program output(s) for providing rental assistance to low-</b>	<ul style="list-style-type: none"> <li>• KCHA over-leased 355 Section 8 vouchers</li> <li>• KCHA's shopping success rate was 86.2%</li> <li>• 19.6% of KCHA's Section 8 households paid &gt;40% of their income</li> </ul>

<p>income households for FY2013.</p>	<p>toward rent</p>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• KCHA served more households in the community</li> <li>• KCHA’s vouchers issued were successfully leased</li> <li>• KCHA’s households were paying a reasonable amount of rent</li> </ul>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>Other than annual reports submitted to the HUD, there have been no evaluations.</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>Annual reports submitted to HUD</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>MTW 2013 Annual Report (submitted to HUD 3/31/2014):  <a href="http://www.kcha.org/Portals/0/PDF/Board/2014_04_Board_Packet_2_Attachment_1.pdf">http://www.kcha.org/Portals/0/PDF/Board/2014_04_Board_Packet_2_Attachment_1.pdf</a></p>

## Public Housing

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	U.S. Department of Housing & Urban Development (HUD)
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	Eligibility is based on criteria as set forth in the Public Housing Admissions and Occupancy Plan (ACOP). Participants cannot exceed 80% AMI at intake.
<b>C. How many people are served?</b>	4,038
<b>D. By what means is the rental assistance provided?</b>	Households pay rent based upon their income. Subsidy payments from HUD are made directly to the housing authority to cover a portion of operating and capital costs.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	<ul style="list-style-type: none"> <li>• Operating Fund: \$7.4 million (out of \$9.0 million of eligibility)</li> <li>• Capital Fund Program: \$4.4 million</li> <li>• Tenant rental &amp; other income: \$5.5 million</li> <li>• MTW funds: \$2.1 million for program support &amp; \$9.2 million for capital projects</li> </ul>
<b>G. Source(s) of funding and the name of funding program(s).</b>	<ul style="list-style-type: none"> <li>• HUD Operating Fund Subsidy</li> <li>• HUD Capital Fund Program (CFP)</li> <li>• MTW, which is (sourced from HCV block grant)</li> </ul>
<b>H. What is the funding mechanism?</b>	Formula grant, but funding has been reduced below formula levels as Congress has not appropriated sufficient funding
<b>I. What is the source for the information on the funding?</b>	HUD Public Housing: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/ph">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/ph</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	<p>KCHA submits a funding request based on a HUD formula. KCHA then compares requests to actual funding.</p> <p>KCHA's financial data is subject to annual audits by the State Auditor's Office. The Washington State Auditor's Office completes an annual review of KCHA's financial statements and periodically completes a Single Audit.</p>

<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	KCHA stated that funding data is subject to annual Congressional appropriations. An SAO review of audit findings over the last two years found no significant issues with the limitation or reliability of funding data. The agency did not bring to our attention any issues with reliability of the data.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	Maintain occupancy at or above 98% for all units
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	Continually measure occupancy and keep all waiting lists as “fresh” as possible.
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	<ul style="list-style-type: none"> <li>• Occupancy was measured at 98.2% for 2013</li> <li>• 517 units were vacated and re-housed during 2013</li> </ul>
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	Reduced homelessness in King County by housing 242 families who self-reported that they were homeless at the time of housing.
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	A HUD Monitoring Review was conducted in 2013. Local HUD office staff examined a sampling of resident files. Files were examined to determine that rent calculations were correct and all applicable program paperwork was in the file. Two minor findings were identified and corrected in all resident files. Internal file audits are completed by regional staff on an on-going basis.
<b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b>	Internal file audits performed by senior and regional management and/or Compliance Department.
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	None

## Housing Access and Services Program

Key Data Elements	
<p><b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b></p>	<p>King County Housing Authority U.S. Department of Housing &amp; Urban Development (HUD)</p>
<p><b>B. Eligibility requirements for providing rental assistance to low-income households.</b></p>	<p>Must meet the Social Security definition of disabled. Applicants must also meet General Housing Choice Voucher program eligibility as follows:</p> <ol style="list-style-type: none"> <li>1. Qualify as a family</li> <li>2. Annual Income that doesn't exceed 80% AMI</li> <li>3. Qualify as citizens or noncitizens with eligible immigrant status</li> <li>4. SSN for each family member</li> <li>5. Fails to conform to certain subsidy standards</li> <li>6. Sign consent forms</li> <li>7. Do not owe rent to any housing authority</li> <li>8. Did not fail to reimburse any HA for claims paid to an owner for rent, damages or vacancy payments</li> <li>9. Qualify for certain local preferences</li> <li>10. Have not breached an agreement with any HA to pay amounts owed</li> <li>11. Have not engaged in abusive, violent or threatening behavior toward a HA staff member</li> <li>12. Have not been illegally using a controlled substance</li> <li>13. Have not given the HA reasonable cause to believe that a family member abuses alcohol</li> <li>14. Does not include any family member subject to a lifetime registration requirement under a State sex offender registration program</li> <li>15. Have not been convicted of manufacturing or producing methamphetamine on premises of federally assisted housing</li> <li>16. Have not previously been denied eligibility to a HA program or evicted from public housing</li> <li>17. Have no record of criminal activity that would be judged as having an adverse effect on health, safety, or welfare of property, residents or HA employees</li> <li>18. Do not have a conflict of interest</li> <li>19. Have not misrepresented any material fact during application process</li> <li>20. Does not qualify as a student enrolled in higher education</li> </ol>

<b>C. How many people are served?</b>	1,907
<b>D. By what means is the rental assistance provided?</b>	Households pay a portion of the contract rent to the landlord, based upon their income. Subsidy payments for remaining contract rent due are paid to the landlord.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$2.2 million
<b>G. Source(s) of funding and the name of funding program(s).</b>	HUD Housing Choice Voucher subsidy
<b>H. What is the funding mechanism?</b>	Grant based on contract with HUD
<b>I. What is the source for the information on the funding?</b>	HUD Mainstream Voucher website: <a href="http://www.hud.gov/offices/pih/programs/hcv/pwd/mainstream.cfm">http://www.hud.gov/offices/pih/programs/hcv/pwd/mainstream.cfm</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	KCHA verifies the number of vouchers for which they are funded.  KCHA's financial data is subject to annual audits by the State Auditor's Office. The Washington State Auditor's Office completes an annual review of KCHA's financial statements and periodically completes a Single Audit.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	KCHA stated that annual funding could be reduced if Congress reduced HCV funding. Their financial data is subject to annual audits by the State Auditor's Office.  An SAO review of audit findings over the last two years found no significant issues with the limitation or reliability of funding data. The agency did not bring to our attention any issues with reliability of the data.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	These are the same as the General Section 8 program.  <ul style="list-style-type: none"> <li>• KCHA aims to lease 275 vouchers above its HUD allocated Annual Contributions Contract (ACC)</li> <li>• KCHA aims to have a lease-up rate (vouchers successfully leased/vouchers issued) greater than 85%</li> <li>• KCHA aims to have less than 25% of its voucher households paying more than 40% of their income to rent</li> <li>• <i>Specific to HASP:</i> Target HASP to homeless households</li> </ul>

<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<ul style="list-style-type: none"> <li>• Number of vouchers over-leased</li> <li>• Shopping success rate</li> <li>• Percentage of rent burden</li> <li>• Percentage of homeless households referred</li> </ul>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• KCHA over-leased 355 Section 8 vouchers</li> <li>• KCHA's shopping success rate was 86.2%</li> <li>• 19.6% of KCHA's Section 8 households paid less than 40% of their income toward rent</li> <li>• 63% of referrals were homeless</li> </ul>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• KCHA served more households in the community</li> <li>• KCHA's vouchers issued were successfully leased</li> <li>• KCHA's households were paying a reasonable amount of rent</li> </ul>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>None</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>None</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>None</p>

## Sponsor-Based Supportive Housing

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	King County Housing Authority administers this program locally using HUD-sourced MTW funds
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<p>Each project has its own unique set of outreach, eligibility, engagement, and intake procedures and criteria based upon the target population and the service funding associated with the project. At a minimum, participants must meet the following Federal subsidy requirements:</p> <ol style="list-style-type: none"> <li>1. May not be bound to “lifetime registration” under any state sex offender registration program</li> <li>2. May not ever have been convicted of manufacturing or producing methamphetamine in federally assisted housing</li> <li>3. Must be below &lt; 80% AMI</li> <li>4. Must be a U.S. citizen or have legal immigration status</li> </ol>
<b>C. How many people are served?</b>	153
<b>D. By what means is the rental assistance provided?</b>	Non-profits provide direct rental assistance, KCHA reimburses non-profits
<b>E. What is your jurisdiction’s fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$1.3 million
<b>G. Source(s) of funding and the name of funding program(s).</b>	MTW, sourced from HUD HCV subsidy
<b>H. What is the funding mechanism?</b>	HCV block grant
<b>I. What is the source for the information on the funding?</b>	<p>Funding for this program is out of general MTW cash flow; HUD Moving to Work Block Grant information:</p> <p><a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/ph/mtw/faq#3">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/ph/mtw/faq#3</a></p>

<p><b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b></p>	<p>KCHA stated that they complete internal calculations to verify the funding data.</p> <p>KCHA’s financial data is subject to annual audits by the State Auditor’s Office. The Washington State Auditor’s Office completes an annual review of KCHA’s financial statements and periodically completes a Single Audit.</p>
<p><b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b></p>	<p>An SAO review of audit findings over the last two years found no significant issues with the limitation or reliability of funding data. The agency did not bring to our attention any issues with reliability of the data.</p>
<p><b>L. Program performance goal(s) for providing rental assistance to low-income households.</b></p>	<ul style="list-style-type: none"> <li>• KCHA aims to provide 137 sponsor-based subsidies annually.</li> <li>• Participating individuals become housed and maintain housing stability.</li> </ul>
<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<ul style="list-style-type: none"> <li>• Number of subsidies used</li> <li>• Length of stay in housing</li> <li>• Positive exits from program</li> </ul>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>KCHA provided subsidies to house 153 individuals in 2013.</p>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>KCHA served high barrier, high need homeless individuals in permanent supportive housing.</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>2010 South King County Housing First pilot evaluation:  <a href="http://www.csh.org/wp-content/uploads/2012/09/KCHA-Housing-First-Report.pdf">http://www.csh.org/wp-content/uploads/2012/09/KCHA-Housing-First-Report.pdf</a></p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>None</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>None</p>

## Project-Based Section 8 Contacts with HUD Multifamily Division

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	U.S. Department of Housing & Urban Development (HUD)
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	Section 8 property owners must use the extremely low-income limit (30% AMI).
<b>C. How many people are served?</b>	210 households
<b>D. By what means is the rental assistance provided?</b>	Households pay a portion of the contract rent to the landlord, based upon their income. Subsidy payments for remaining contract rent due are paid to the landlord.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$1.1 million. (Four new properties were acquired at the very end of 2013 and are not included.)
<b>G. Source(s) of funding and the name of funding program(s).</b>	HUD Division of Multifamily Housing
<b>H. What is the funding mechanism?</b>	Grant based on contract with HUD
<b>I. What is the source for the information on the funding?</b>	HUD Multifamily Housing: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh">http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	KCHA completes a monthly reconciliation of HAP (Housing Assistance Payment) contract receipts.  KCHA's financial data is subject to annual audits by the State Auditor's Office. The Washington State Auditor's Office completes an annual review of KCHA's financial statements and periodically completes a Single Audit.

<p><b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b></p>	<p>KCHA stated funding data is subject to annual Congressional appropriations. Their financial data is subject to annual audits by the State Auditor's Office.</p> <p>An SAO review of audit findings over the last two years found no significant issues with the limitation or reliability of funding data. The agency did not bring to our attention any issues with reliability of the data.</p>
<p><b>L. Program performance goal(s) for providing rental assistance to low-income households.</b></p>	<p>Rental assistance provided in compliance with HUD requirements.</p>
<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<p>Periodic reviews by HUD's contract management agent.</p>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>Units were rented to low-income households in accordance with HUD requirements.</p>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>Rents were set at levels affordable to individual households based on HUD requirements.</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>Program evaluations, if any, would be completed by Contract Management Services (CMS) (HUD's contract management agent for the HUD's Multifamily Project Based Section 8 program)</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>Contract Management Services provides advance notice for their monitoring activities. CMS has not provided notice of specific dates for monitoring activities for FY2014.</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>None</p>

## Low-Income Housing Tax Credits

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Administered in Washington State by the Washington State Housing Finance Commission
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	Maximum income is 60% AMI (some lower limits depending on overlay of WSHFC requirements which vary property by property). Applicant must also meet individual property screening requirements for credit, suitability and other standard rental criteria.
<b>C. How many people are served?</b>	3,490 households
<b>D. By what means is the rental assistance provided?</b>	Indirect federal subsidy to developers through tax credits
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	Approximately \$19 million in annual tax credits for FY2013
<b>G. Source(s) of funding and the name of funding program(s).</b>	Indirect federal subsidy through tax credits. Property ownership receives investor equity to underwrite development cost of the property.
<b>H. What is the funding mechanism?</b>	Indirect federal subsidy through sale of tax credits
<b>I. What is the source for the information on the funding?</b>	IRS Form 8609 for individual properties.
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	Verified by annual financial audit (property by property audit).  KCHA's financial data is subject to annual audits by the State Auditor's Office. The Washington State Auditor's Office completes an annual review of KCHA's financial statements and periodically completes a Single Audit.
<b>K. Do you know of any potential problems or</b>	No known limitation on reliability of data.

<p><b>limitations with the reliability of the funding data?</b></p>	<p>In 2010, external auditors found that some of KCHA’s external tax credit partners did not have adequate internal controls over accounting. The report noted that partners corrected any noted errors. Since then, auditors have not found any deficiencies in internal controls.</p>
<p><b>L. Program performance goal(s) for providing rental assistance to low-income households.</b></p>	<p>Compliance with LIHTC program requirements which allows investors to receive tax credits.</p>
<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<p>Compliance with LIHTC program requirements ensures rents are set at required affordability levels and low-income apartments are made available for qualified low-income households.</p>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>100% compliance with delivery of anticipated tax credits.</p>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>Quality affordable rental units provided for over 3,490 qualified low-income households in 2013.</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>Program evaluations, if any, would be completed by the Washington State Housing Finance Commission at the state level or by Congress at the federal level.</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>WSHFC reviews and monitors program compliance annual. Compliance reports due to WSHFC by 1/31 of each year (for prior year).</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>No reports required to be sent to investors receiving tax credits.</p>

## Housing Purchased with Tax-Exempt Bonds

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	King County Housing Authority administers this program locally
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	50% of the units for households at or below 80% AMI made available at time of occupancy (per RCW requirement). Applicants must meet individual property screening requirements for credit, suitability, and other standard rental criteria.
<b>C. How many people are served?</b>	Approximately 1,700 households
<b>D. By what means is the rental assistance provided?</b>	No direct rental assistance provided (nor any rental operating subsidies received by KCHA). Apartments are rent-controlled; rental rates are set by KCHA and are generally below market.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	Estimated tax benefit for bond holders is approximately \$1.5 million for FY2013.
<b>G. Source(s) of funding and the name of funding program(s).</b>	Indirect subsidy through the issuance of tax-free bonds (tax exemption on interest income on bonds payments received bond holders).
<b>H. What is the funding mechanism?</b>	Indirect subsidy; bond holders receive tax exemption on interest payments.
<b>I. What is the source for the information on the funding?</b>	Individual bond holders tax returns
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	Determined by individual bond holders.  KCHA's financial data is subject to annual audits by the State Auditor's Office. The Washington State Auditor's Office completes an annual review of KCHA's financial statements and periodically completes a Single Audit.

<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	No known limitation on reliability of data.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	Compliance with RCW statutory and applicable IRS requirements which allows investors to receive tax credits.
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	Compliance with program requirements ensures rents are set at required affordability levels and low-income apartments are made available for qualified low-income households for a majority of the units within each property.
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	100% compliance with state and IRS requirements.
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	Quality affordable rental units provided for an estimated 1,700 households in 2013.
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	KCHA estimates annually the number of households served in its MTW report: <a href="http://www.kcha.org/Portals/0/PDF/Board/2014_04_Board_Packet_2_Attachment_1.pdf">http://www.kcha.org/Portals/0/PDF/Board/2014_04_Board_Packet_2_Attachment_1.pdf</a>
<b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b>	Affordability evaluation determined annually at time of budget preparation.
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	No reports required to be sent to bond holders receiving tax exemption on bond interest payments.

## Project-Based Section 8

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	U.S. Department of Housing & Urban Development (HUD)
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<p>General Housing Voucher program eligibility:</p> <ol style="list-style-type: none"> <li>1. Qualify as a family</li> <li>2. Have a head of household who is at least 18 years of age</li> <li>3. Qualify as citizens or noncitizens with eligible immigrant status</li> <li>4. Have annual income that doesn't exceed 60% AMI</li> <li>5. Be current residents of a Public Housing Redevelopment property</li> <li>6. Have a Social Security Number for each family member</li> <li>7. Sign consent forms</li> <li>8. Not owe rent to any housing authority</li> <li>9. Not have failed to reimburse any HA for claims paid to an owner for rent, damages or vacancy payments</li> <li>10. Not have breached an agreement with any HA to pay amounts owed</li> <li>11. Not have engaged in abusive, violent or threatening behavior toward a HA staff member</li> <li>12. Not have previously been denied eligibility to a HA program or evicted from public housing</li> <li>13. Not have been illegally using a controlled substance</li> <li>14. Not have given the HA reasonable cause to believe that a family member abuses alcohol</li> <li>15. Not include any family member subject to a lifetime registration requirement under a State sex offender registration program</li> <li>16. Not have been convicted of manufacturing or producing methamphetamine on premises of federally assisted housing</li> <li>17. Not have record of criminal activity that would be judged as having an adverse effect on health, safety, or welfare of property, residents or HA employees</li> <li>18. Not have a conflict of interest</li> <li>19. Not have misrepresented any material fact during application process</li> <li>20. Not qualify as a student enrolled in higher education</li> </ol>
<b>C. How many people are served?</b>	5,365
<b>D. By what means is the rental assistance provided?</b>	Households pay a portion of the contract rent to the landlord, based upon their income. Subsidy payments for remaining contract rent due are paid to the landlord.

<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	The amount of budgeted funding, \$635,000 (mostly for support services) is included as part of General Housing Choice Voucher program. Some additional assistance is given to certain sites using MTW resources.
<b>G. Source(s) of funding and the name of funding program(s).</b>	HUD HCV subsidy & some MTW funding
<b>H. What is the funding mechanism?</b>	Grant based on contract with HUD
<b>I. What is the source for the information on the funding?</b>	HUD Housing Choice Voucher Program Guidebook: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv/forms/guidebook">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv/forms/guidebook</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	KCHA runs internal calculations to verify numbers.  KCHA's financial data is subject to annual audits by the State Auditor's Office. The Washington State Auditor's Office completes an annual review of KCHA's financial statements and periodically completes a Single Audit.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	KCHA stated that funding data is subject to annual Congressional appropriations. Their financial data is subject to annual audits by the State Auditor's Office.  An SAO review of audit findings over the last two years found no significant issues with the limitation or reliability of funding data. The agency did not bring to our attention any issues with reliability of the data.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	<ol style="list-style-type: none"> <li>1. KCHA aims to lease 275 vouchers above its HUD allocated Annual Contributions Contract (ACC)</li> <li>2. KCHA aims to have a lease-up rate (vouchers successfully leased/vouchers issued) greater than 85%</li> <li>3. KCHA aims to have less than 25% of its voucher households paying more than 40% of their income to rent</li> </ol>
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	<ul style="list-style-type: none"> <li>• Number of vouchers leased</li> <li>• Percentage of rent burden</li> <li>• Utilization rates</li> </ul>
<b>N. Reported program output(s) for providing rental assistance to low-</b>	<ul style="list-style-type: none"> <li>• Number of vouchers leased</li> <li>• Number of unit months used</li> <li>• Number of people housed</li> </ul>

<p><b>income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• Number of subsidy terminations</li> <li>• Number of families who leave the program for positive reasons</li> </ul>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<ul style="list-style-type: none"> <li>• Fewer homeless households</li> <li>• Family’s ability to find units in low poverty areas</li> <li>• Positive reasons a family leaves the program</li> <li>• Lowering a family’s rent burden</li> </ul>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>None</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>None</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>Annual MTW Reports and MTW Plans submitted to HUD:  <a href="http://www.kcha.org/Portals/0/PDF/Board/2014_04_Board_Packet_2_Attachment_1.pdf">http://www.kcha.org/Portals/0/PDF/Board/2014_04_Board_Packet_2_Attachment_1.pdf</a></p>

## Rapid Re-Housing

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	King County Housing Authority
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	McKinney-Vento homeless families with elementary school aged children in the Highline School District
<b>C. How many people are served?</b>	Estimated 40-60 families
<b>D. By what means is the rental assistance provided?</b>	Contractor provides short-term rental assistance to enrolled families.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$40,000
<b>G. Source(s) of funding and the name of funding program(s).</b>	Funding for this program is out of general MTW cash flow; Moving to Work "Block Grant" information: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/ph/mtw/faq#3">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/ph/mtw/faq#3</a>
<b>H. What is the funding mechanism?</b>	Funding for this program is out of general MTW cash flow
<b>I. What is the source for the information on the funding?</b>	Funding for this program is out of general MTW cash flow
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	KCHA runs internal calculations to verify numbers.  KCHA's financial data is subject to annual audits by the State Auditor's Office. The Washington State Auditor's Office completes an annual review of KCHA's financial statements and periodically completes a Single Audit.

<p><b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b></p>	<p>KCHA stated that funding data is subject to annual Congressional appropriations. Their financial data is subject to annual audits by the State Auditor's Office.</p> <p>An SAO review of audit findings over the last two years found no significant issues with the limitation or reliability of funding data. The agency did not bring to our attention any issues with reliability of the data.</p>
<p><b>L. Program performance goal(s) for providing rental assistance to low-income households.</b></p>	<ul style="list-style-type: none"> <li>• Return homeless families to stable housing</li> <li>• Reduce McKinney-Vento transportation costs to school district</li> </ul>
<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<ul style="list-style-type: none"> <li>• Number of McKinney-Vento students and their families stabilized in housing</li> <li>• Ability to stay in stable housing after rental assistance ends</li> </ul>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>New program began in November 2013. No outputs available in 2013.</p>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>New program began in November 2013. No outcomes available in 2013.</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>None</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>Yes. KCHA expects an initial evaluation of the pilot in November 2014.</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>2014 KCHA Moving to Work Annual Plan:  <a href="http://www.kcha.org/Portals/0/PDF/Board/2013_09_Board_Packet_2_Attachment_2.pdf">http://www.kcha.org/Portals/0/PDF/Board/2013_09_Board_Packet_2_Attachment_2.pdf</a></p>

## Appendix F: Seattle Housing Authority Key Program Elements

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## Low Income Public Housing

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Seattle Housing Authority
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	Households must earn < 80% AMI to be eligible for the Low Income Public Housing program. SHA has an admissions preference for households that are homeless or ≤ 30% AMI. Households are also evaluated on the following: <ul style="list-style-type: none"> <li>• General suitability</li> <li>• Resident history</li> <li>• Criminal history</li> <li>• Immigration status</li> </ul>
<b>C. How many people are served?</b>	6,300 households (point in time, rather than annual total)
<b>D. By what means is the rental assistance provided?</b>	Assistance is provided through an affordable rent. Unit rents are calculated based on approximately 30% of household income (adjusted for deductions, utility assistance, etc.).
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$27.3 million total operating budget
<b>G. Source(s) of funding and the name of funding program(s).</b>	SHA is one of 39 agencies selected for Moving to Work status, which allows the agency to receive public housing operating and capital funds combined with Housing Choice Voucher rental assistance from HUD in one MTW Block Grant. The MTW status allows SHA to distribute funding flexibly between programs. The MTW Block Grant funds operating costs, including rental assistance, for low income public housing. Other sources of funding (tax credits, Choice Neighborhoods, Seattle Office of Housing, etc.) are used for redevelopment and renovation to maintain the units.
<b>H. What is the funding mechanism?</b>	Formula grant, defined within SHA's MTW Agreement, distributed as a block grant due to MTW status. The MTW block grant includes Public Housing operating and capital funding and Housing Choice Voucher funding.

<p><b>I. What is the source for the information on the funding?</b></p>	<p>2013 SHA Budget:  <a href="http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf">http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf</a></p> <p>2013 HUD Public Housing Operating Fund information:  <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/ph/am/of/opfnd2013">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/ph/am/of/opfnd2013</a></p>
<p><b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b></p>	<p>The data is audited annually by an independent accounting firm. In addition, the State Auditor selects certain rental assistance programs each year for accountability and compliance audits.</p>
<p><b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b></p>	<p>No problems or limitations once data is received. However, SHA and other housing authorities generally operate through 75% of the year before current year funding levels are confirmed.</p>
<p><b>L. Program performance goal(s) for providing rental assistance to low-income households.</b></p>	<p>SHA aims for a utilization rate (percentage of units leased at a given point in time) of 97% for its public housing stock.</p>
<p><b>M. Program performance measures for providing rental assistance to low-income households.</b></p>	<p>97% occupancy rate at year end 2013</p>
<p><b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>6,295 public housing units reported in MTW 2013 Report.</p>
<p><b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b></p>	<p>6,082 households served at year end through the public housing program.</p>
<p><b>P. Have there been any program evaluations conducted in the past 5 years?</b></p>	<p>The Office of the General Counsel and HUD's MTW Office conduct annual site visits to evaluate SHA's programs. In addition, the annual MTW report evaluates the success of MTW activities in the Public Housing and Housing Choice Voucher programs.</p>
<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>C. Ray Baker &amp; Associates, Inc. will conduct an evaluation of the Moving to Work program for all MTW agencies, including SHA in 2014. The evaluation will assess whether SHA is in compliance with its MTW agreement.</p>

**R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?**

2014 MTW Plan: <http://www.seattlehousing.org/news/mtw/2014/>

2013 MTW Plan: <http://www.seattlehousing.org/news/mtw/2013/>

2013 MTW Report:  
<http://www.seattlehousing.org/news/mtw/2013Report/>

## Moving to Work Tenant Based Housing Choice Vouchers

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Seattle Housing Authority
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<p>Households must earn <math>\leq 50\%</math> AMI to be eligible for the Housing Choice Voucher Program when first issued a voucher. SHA has an admissions preference for households that are homeless or <math>\leq 30\%</math> AMI. Households are also evaluated on the following:</p> <ul style="list-style-type: none"> <li>• Criminal history</li> <li>• Immigration status</li> <li>• Debt owed to SHA or other housing authority</li> <li>• Previous termination from the program</li> </ul> <p>A rental unit is eligible for the Housing Choice Voucher Program if it meets three criteria: it is properly zoned, it is rent-reasonable, and it passes an inspection based on the U.S Department of Housing and Urban Development's Housing Quality Standards. Any landlord willing to work within the guidelines of the Housing Choice Voucher Program is eligible to participate, as long as they are in good standing with Seattle Housing Authority.</p> <p>For more information, see <a href="http://www.seattlehousing.org/residents/pdf/HCVP_AP_Chapter_2.pdf">http://www.seattlehousing.org/residents/pdf/HCVP_AP_Chapter_2.pdf</a></p>
<b>C. How many people are served?</b>	7,000 households
<b>D. By what means is the rental assistance provided?</b>	Household's portion of the rent is calculated based on roughly 30% of household income (adjusted for deductions, utility assistance, etc.). SHA pays the remainder of the rent due to the landlord in the form of a Housing Assistance Payment (HAP).
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$76.1 million in total housing assistance payments for both tenant-based and project-based vouchers

<b>G. Source(s) of funding and the name of funding program(s).</b>	HUD MTW Block Grant
<b>H. What is the funding mechanism?</b>	Formula grant, as defined in the MTW Agreement, distributed as a block grant
<b>I. What is the source for the information on the funding?</b>	2013 SHA Budget: <a href="http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf">http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf</a>  Office of Housing Choice Vouchers: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	The data is audited annually by an independent accounting firm. In addition, the State Auditor selects certain rental assistance programs each year for accountability and compliance audits.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	None
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	SHA strives to maximize the number of households served with vouchers.
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	A total of 8,287 households served with MTW vouchers in 2013: <ul style="list-style-type: none"> <li>• 5,445 households with tenant-based vouchers</li> </ul> The utilization rate for tenant-based vouchers was 91%.
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	5,971 tenant-based MTW vouchers served (to 5,445 households)
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	5,445 households served with tenant-based vouchers
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	The Office of the General Counsel and HUD's MTW Office conduct annual site visits to evaluate SHA's programs. In addition, the annual MTW report evaluates the success of MTW activities in the public housing and Housing Choice Voucher programs (see Question R).

<p><b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b></p>	<p>C. Ray Baker &amp; Associates, Inc. will conduct an evaluation of the Moving to Work program for all MTW agencies, including SHA in 2014. The evaluation will assess whether SHA is in compliance with its MTW agreement.</p>
<p><b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b></p>	<p>2014 MTW Plan: <a href="http://www.seattlehousing.org/news/mtw/2014/">http://www.seattlehousing.org/news/mtw/2014/</a></p> <p>2013 MTW Plan: <a href="http://www.seattlehousing.org/news/mtw/2013/">http://www.seattlehousing.org/news/mtw/2013/</a></p> <p>2013 MTW Annual Report: <a href="http://www.seattlehousing.org/news/mtw/2013Report/">http://www.seattlehousing.org/news/mtw/2013Report/</a></p>

## Moving to Work Project Based Housing Choice Vouchers

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Seattle Housing Authority
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<p>SHA provide project-based Housing Choice Voucher assistance in projects owned by:</p> <ol style="list-style-type: none"> <li>1. Seattle Housing Authority;</li> <li>2. Non-profit housing providers;</li> <li>3. For-profit housing providers; and</li> <li>4. Other housing authorities in the Seattle Metropolitan Area.</li> </ol> <p>Households must earn <math>\leq</math> 50% AMI to be eligible for the Housing Choice Voucher Program when first issued a voucher. SHA has an admissions preference for households that are homeless or <math>\leq</math> 30% AMI. Households are also evaluated on the following:</p> <ul style="list-style-type: none"> <li>• Criminal history</li> <li>• Immigration status</li> <li>• Debt owed to SHA or other housing authority</li> <li>• Previous termination from the program</li> </ul> <p>For more information, see <a href="http://www.seattlehousing.org/residents/pdf/HCVP_AP_Chapter_5.pdf">http://www.seattlehousing.org/residents/pdf/HCVP_AP_Chapter_5.pdf</a>.</p>
<b>C. How many people are served?</b>	3,000 households
<b>D. By what means is the rental assistance provided?</b>	Household's portion of the rent is calculated based on roughly 30% of household income. SHA pays the remainder of the voucher payment standard for the unit based on bedroom size
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$76.1 in total housing assistance payments for both tenant-based and project-based vouchers
<b>G. Source(s) of funding and the name of funding program(s).</b>	HUD MTW Block Grant

<b>H. What is the funding mechanism?</b>	Many of SHA's project based vouchers are allocated competitively in a coordinated process with other local funders through the Combined Funders NOFA and City of Seattle RFP.
<b>I. What is the source for the information on the funding?</b>	2013 SHA Budget: <a href="http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf">http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf</a>  Office of Housing Choice Vouchers: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	The data is audited annually by an independent accounting firm. In addition the State Auditor selects certain rental assistance programs each year for accountability and compliance audits.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	None
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	SHA strives to maximize the number of households served with vouchers.
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	A total of 8,287 households served with MTW vouchers in 2013: <ul style="list-style-type: none"> <li>• 2,842 households with project-based vouchers.</li> </ul>
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	3,089 project-based vouchers (including program and provider-based vouchers) at year end 2013
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	2,842 households with project-based vouchers at year end 2013
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	The Office of the General Counsel and HUD's MTW Office conduct annual site visits to evaluate SHA's programs. In addition, the <a href="#">annual MTW report</a> evaluates the success of MTW activities in the public housing and Housing Choice Voucher programs.
<b>Q. Does your jurisdiction plan to conduct any</b>	C. Ray Baker & Associates, Inc. will conduct an evaluation of the Moving to Work program for all MTW agencies, including SHA in 2014.

<b>evaluations of this program in the next year?</b>	The evaluation will assess whether SHA is in compliance with its MTW agreement.
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	2014 MTW Plan: <a href="http://www.seattlehousing.org/news/mtw/2014/">http://www.seattlehousing.org/news/mtw/2014/</a>  2013 MTW Plan: <a href="http://www.seattlehousing.org/news/mtw/2013/">http://www.seattlehousing.org/news/mtw/2013/</a>  2013 MTW Report: <a href="http://www.seattlehousing.org/news/mtw/2013Report/">http://www.seattlehousing.org/news/mtw/2013Report/</a>

## Mainstream Disability Vouchers

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Seattle Housing Authority
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	Only a family that includes a disabled person and is income-eligible may receive a mainstream program voucher.
<b>C. How many people are served?</b>	75 households
<b>D. By what means is the rental assistance provided?</b>	Household's portion of the rent is calculated based on roughly 30% of household income (adjusted for deductions, utility assistance, etc.). SHA pays the remainder of the rent due to the landlord.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$493,674 in housing assistance payments for Mainstream Disability Vouchers
<b>G. Source(s) of funding and the name of funding program(s).</b>	HUD program-specific award
<b>H. What is the funding mechanism?</b>	Housing authorities apply for funding in response to NOFAs
<b>I. What is the source for the information on the funding?</b>	2013 SHA Budget: <a href="http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf">http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf</a>  Office of Housing Choice Vouchers: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	The data is audited annually by an independent accounting firm. In addition the State Auditor selects certain rental assistance programs each year for accountability and compliance audits.

<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	None
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	SHA strives to maximize the number of households served with vouchers.
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	SHA served 72 households with Mainstream Disability Vouchers in 2013 (a utilization rate of 96%).
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	72 Mainstream Disability Vouchers administered in 2013
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	72 households served with Mainstream Disability Vouchers in 2013.
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	The Office of the General Counsel conducts annual site visits to evaluate SHA's programs. While they could review the Mainstream Disability program, they have not done so in recent years.
<b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b>	The program is evaluated annually by an independent accounting firm.
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	N/A

## Tenant Protection Vouchers

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Seattle Housing Authority
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	The family's annual income (gross income) cannot be more than the HUD-established very low-income limit or low-income limit for the area. In the case of mortgage prepayments, moderate income families may be eligible for assistance.
<b>C. How many people are served?</b>	200 households
<b>D. By what means is the rental assistance provided?</b>	Household's portion of the rent is calculated based on roughly 30% of household income (adjusted for deductions, utility assistance, etc.). SHA pays the remainder of the rent due to the landlord.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$431,633 in housing assistance payments for tenant protection vouchers. Tenant protection vouchers are not allocated consistently from year to year and SHA often receives sudden notice when a previously affordable building in the private market decides to convert to market rate, making it difficult to project a consistent budget for this type of voucher.
<b>G. Source(s) of funding and the name of funding program(s).</b>	HUD program-specific award
<b>H. What is the funding mechanism?</b>	Housing authorities apply for tenant protection vouchers once HUD approves plans for redevelopment or removal of units or receives tenant protection vouchers when a landlord in the jurisdiction opts out of an affordable housing program.
<b>I. What is the source for the information on the funding?</b>	2013 SHA Budget: <a href="http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf">http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf</a>  Conversion Vouchers: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv/conversion">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/hcv/conversion</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding</b>	The data is audited annually by an independent accounting firm. In addition the state auditor selects certain rental assistance programs

<b>data?</b>	each year for accountability and compliance audits.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	None
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	SHA strives to maximize the number of households served with vouchers.
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	SHA served 181 households with Tenant Protection Vouchers at year end 2013
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	181 Tenant Protection Vouchers at year end 2013
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	181 households served with Tenant Protection Vouchers at year end
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	The Office of the General Counsel conducts annual site visits to evaluate SHA's programs.
<b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b>	The program is evaluated annually by an independent accounting firm.
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	N/A

## Section 8 New Construction

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Seattle Housing Authority
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	Section 8 rental subsidies are provided to project owners on behalf of families that are eligible low-income families whose annual incomes do not exceed either 50% or 80% AMI. (Maximum eligible income for Section 8 New Construction depends on the year that the agency signed the regulatory agreement with HUD. SHA's Section 8 New Construction program includes both 50% and 80% maximum income properties.) However, SHA has an admissions preference for households that are homeless or at or below 30% AMI. Tenant selection is the responsibility of the owner of an assisted mortgaged property. Families must also be citizens of the United States or noncitizens who have achieved certain eligible immigration status.
<b>C. How many people are served?</b>	130 households
<b>D. By what means is the rental assistance provided?</b>	Household's portion of the rent is calculated based on roughly 30% of household income. SHA pays the remainder of the voucher payment standard for the unit based on bedroom size.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$942,000 in total operating budget
<b>G. Source(s) of funding and the name of funding program(s).</b>	HUD program-specific award
<b>H. What is the funding mechanism?</b>	HUD phased out the program in 1983 so it does not fund new units, but many buildings still receive funding through existing contracts.
<b>I. What is the source for the information on the funding?</b>	2013 SHA Budget: <a href="http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf">http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf</a> Section 8 Program background information: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/rfp/s8bkinfo">http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/rfp/s8bkinfo</a>

	Section 8 Renewal Policy: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/mfhsec8">http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/mfhsec8</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	The data is audited annually by an independent accounting firm. In addition the state auditor selects certain rental assistance programs each year for accountability and compliance audits.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	None
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	SHA aims for a utilization rate of 97% for its housing stock.
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	SHA served 129 households with Section 8 New Construction in 2013 (a utilization rate of 99%).
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	130 Section 8 New Construction units at year end 2013
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	129 households served with Section 8 New Construction units at year end
<b>P. Have there been any program evaluations in the past 5 years?</b>	The Office of the General Counsel conducts annual site visits to evaluate SHA's programs.
<b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b>	The program is evaluated annually by an independent accounting firm.
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	N/A

## Section 8 Moderate Rehabilitation

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Seattle Housing Authority
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	Very low-income families (i.e. families with incomes < 50% AMI) and low-income families (i.e. families with incomes < 80% AMI).
<b>C. How many people are served?</b>	800 individuals
<b>D. By what means is the rental assistance provided?</b>	Household's portion of the rent is calculated based on roughly 30% of household income. SHA pays the remainder of the voucher payment standard for the unit based on bedroom size.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$4.7 million in housing assistance payments
<b>G. Source(s) of funding and the name of funding program(s).</b>	HUD program-specific award
<b>H. What is the funding mechanism?</b>	HUD phased out the program in 1991 so it does not fund new units, but buildings with existing contracts continue to receive housing subsidy.
<b>I. What is the source for the information on the funding?</b>	2013 SHA Budget: <a href="http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf">http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf</a>  Moderate Rehabilitation: <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/ph/modrehab">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in_dian_housing/programs/ph/modrehab</a>
<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	The data is audited annually by an independent accounting firm. In addition the state auditor selects certain rental assistance programs each year for accountability and compliance audits.

<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	None.
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	SHA aims for a utilization rate of 97% for its housing stock.
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	SHA served 733 households with Section 8 Mod Rehab at year end 2013 (a utilization rate of 97%).
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	759 Section 8 Mod Rehab units at year end 2013
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	733 households served with Section 8 Mod Rehab units at year end
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	The Office of the General Counsel conducts annual site visits to evaluate SHA's programs.
<b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b>	The program is evaluated annually by an independent accounting firm.
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	N/A

## Seattle Senior Housing Program

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Seattle Housing Authority
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	<p>Seattle Senior Housing Program families are limited to households whose sole member, head, or spouse is either (1) at least 62 years of age, or (2) a person with a physical handicap, mental handicap or disability. No household member may be younger than 18. Households must have an annual income of at least \$8,070 and make no more than 80% AMI. Households are also evaluated on the following:</p> <ul style="list-style-type: none"> <li>• General suitability</li> <li>• Resident history</li> <li>• Criminal history</li> <li>• Immigration status</li> </ul>
<b>C. How many people are served?</b>	At least 994 annually
<b>D. By what means is the rental assistance provided?</b>	Assistance is provided through an affordable rent. Based on their income, SSHP households pay one of four rent tiers.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$5.4 million total operating budget
<b>G. Source(s) of funding and the name of funding program(s).</b>	Most SSHP buildings are now funded with public housing subsidy through the MTW Block Grant. Tenant rental income also contributes to the SSHP budget.
<b>H. What is the funding mechanism?</b>	HUD formula grant distributed as the MTW Block Grant for most units' current operating and capital expenses. Some SSHP buildings have tax credit funding. In addition, some vouchers are located in SSHP buildings that do not receive public housing subsidy.
<b>I. What is the source for the information on the funding?</b>	<p>2013 SHA Budget:  <a href="http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf">http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf</a></p> <p>2013 HUD Public Housing Operating Fund information:  <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in">http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_in</a></p>

<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	The data is audited annually by an independent accounting firm. In addition the state auditor selects certain rental assistance programs each year for accountability and compliance audits.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	None
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	SHA aims for a utilization rate of 97% for its housing stock.
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	SHA served 959 households in Seattle Senior Housing Program units at year end 2013 (a utilization rate of 96%).
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	994 Seattle Senior Housing Program units at year end 2013
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	959 households served with Seattle Senior Housing Program units at year end 2013.
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	The Office of the General Counsel and HUD’s MTW Office conduct annual site visits to evaluate SHA’s programs.
<b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b>	The program is evaluated annually by an independent accounting firm.
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	2014 MTW Plan: <a href="http://www.seattlehousing.org/news/mtw/2014/">http://www.seattlehousing.org/news/mtw/2014/</a> 2013 MTW Plan: <a href="http://www.seattlehousing.org/news/mtw/2013/">http://www.seattlehousing.org/news/mtw/2013/</a> 2013 MTW Report: <a href="http://www.seattlehousing.org/news/mtw/2013Report/">http://www.seattlehousing.org/news/mtw/2013Report/</a> Annual SSHP Report to City Council

## Low Income Housing Tax Credit Housing

Key Data Elements	
<b>A. The agency in your jurisdiction that administers the program, and if different, the entity that provides the assistance.</b>	Seattle Housing Authority
<b>B. Eligibility requirements for providing rental assistance to low-income households.</b>	Households must have 50%-60% AMI. Households are also evaluated on the following: <ul style="list-style-type: none"> <li>• General suitability</li> <li>• Resident history</li> <li>• Criminal history</li> <li>• Immigration status</li> </ul>
<b>C. How many people are served?</b>	700 households
<b>D. By what means is the rental assistance provided?</b>	Residents who live in straight tax credit units do not receive any federal subsidy. They pay a flat rent and the utility allowance is not part of the rent calculation. Residents' gross rent cannot exceed the maximum allowable rent limit set by Washington State Housing Finance Commission.
<b>E. What is your jurisdiction's fiscal year?</b>	CY2013
<b>F. Budgeted funding, if any, for providing rental assistance to low-income households for FY2013 in dollars.</b>	\$14.4 million total operating budget
<b>G. Source(s) of funding and the name of funding program(s).</b>	Private equity investors finance development costs. Tenant rental income goes into the operating budget. Vouchers may also be located in tax credit properties.
<b>H. What is the funding mechanism?</b>	The WSHFC receives housing tax credits from the IRS and awards them to developers of affordable housing projects, who sell these credits to investors to raise money for their projects.
<b>I. What is the source for the information on the funding?</b>	2013 SHA Budget: <a href="http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf">http://www.seattlehousing.org/news/pdf/Budget_2013_Adopted.pdf</a>  Low-Income Housing Tax Credit: <a href="http://www.novoco.com/low_income_housing/lihtc/federal_lihtc.php">http://www.novoco.com/low_income_housing/lihtc/federal_lihtc.php</a>

<b>J. Does your jurisdiction take any steps to verify and validate its funding data?</b>	The data is audited annually by an independent accounting firm. In addition the state auditor selects certain rental assistance programs each year for accountability and compliance audits.
<b>K. Do you know of any potential problems or limitations with the reliability of the funding data?</b>	None
<b>L. Program performance goal(s) for providing rental assistance to low-income households.</b>	SHA aims for a utilization rate of 97% for its housing stock.
<b>M. Program performance measures for providing rental assistance to low-income households.</b>	SHA served 689 households in straight tax credit units at year end 2013 (a utilization rate of 97%).
<b>N. Reported program output(s) for providing rental assistance to low-income households for FY2013.</b>	711 straight tax credit units at year end 2013
<b>O. Reported program outcome(s) for providing rental assistance to low-income households for FY2013.</b>	689 households served with straight tax credit units at year end.
<b>P. Have there been any program evaluations conducted in the past 5 years?</b>	The Office of the General Counsel conducts annual site visits to evaluate SHA's programs.
<b>Q. Does your jurisdiction plan to conduct any evaluations of this program in the next year?</b>	The program is evaluated annually by an independent accounting firm.
<b>R. Has your jurisdiction submitted any reports or action plans to their funding source in the last year?</b>	N/A