

Seattle Housing Authority
Notes on the Project-Based and Mod Rehab Programs Brown Bag Meetings

First meeting: March 2, 2007, noon – 1 p.m.

Jodi Speer, SHA Occupancy Supervisor, welcomed attendees and pointed out that SHA's Project-Based program now encompasses over 2,000 housing units. (Another 724 units are in the Mod Rehab program.) The team works with some 25 agencies on over 110 separate contracts. Jodi said that the Brown Bag meetings, of which this was the first, are intended to be an informal place for all to share best practices, supply updates, make suggestions and address individual issues one-on-one. The Brown Bag meetings are also intended to help answer questions and ultimately to improve processes. Questions that come up at meetings or that are sent in via e-mail will be added to the FAQ (see below).

Notes from these Brown Bag meetings will be made available in a section of the SHA Web site, along with FAQ; that section will be called "Owners Corner." Participants and other providers will be sent the URL (the Web address) to Owners Corner, but members of the public will not have access to Owners Corner.

Five members of the SHA Project-based team introduced themselves and summarized their job responsibilities:

Gerry Nelson – Contract coordination
Michelle Batten – Transfers
Lily Hong – Project-Based caseload
Katie Ta – Annual reviews
Pete Barboa – Third-party verifications

The Project-Based area of the Seattle Housing Authority Web site is being revised to be more user-friendly. Brochures for the program have been printed and also posted on the SHA Web site. Agencies and service providers who would like a supply of the printed brochures, please contact Jodi. The Owners Manual and most needed forms are already available on the site.

Other information provided at the meeting:

- One participant at the first Brown Bag requested an overview of "vacancy loss." Vacancy loss training for Plymouth Housing was discussed.
- Third-party verifications are run for everyone. SHA is not allowed to ask about SS, so properties will have to request that information.
- *Web site feedback:* It usually takes a long time to find things. (This is being addressed.)

- All projects are now listed on the Web site. Attendees were asked to check the information and to let Jodi or Gerry know of any changes.
- Brown Bag meetings will be held at noon the first Friday of every month at PorchLight.

The next Brown Bag meeting will be at PorchLight at noon Friday, April 6.