

**Seattle Housing Authority
Project-Based and Mod Rehab Programs**

Brown Bag Meetings Notes

Meeting of April 6, 2007, noon – 1 p.m.

Agenda

1. **Vacancy loss**
2. **Timelines**
3. **Open discussion**

Items in italics will require follow-up.

1. Vacancy Loss (Two handouts, one for Project-based and one for Mod Rehab)

Purpose: Determine issues to address in a more formal vacancy loss training.

Mod Rehab

- Vacancy Loss is paid from move-out date through the end of the next month for up to 60 days or until the next move-in, whichever comes first.
- Use the actual number of days in the month to calculate a prorate.
- If building opts to keep the HAP for the move-out month, they can only request vacancy loss for the following month, maximum 31 days.

Project-Based

- The 60 days begin the day the unit is ready to rent, not at date vacated like mod-rehab. For example, Ted moved out on the 31st, but the unit was being cleaned for the next three days, you can request loss starting on the 4th.
- A separate Special Claims for Regular Vacancies (HUD-52671-C) form needs to be submitted for each unit.
- If building opts to keep the HAP for the move-out month, they cannot receive vacancy loss in addition – it's one or the other.

General

- If building opts to keep the HAP for the move-out month and a new person moves in prior to the end of the month, SHA will automatically re-coup the HAP from the day of the new tenant's move-in.
- SHA's turnaround time for processing vacancy loss requests was originally 30 days, but due to current staff size, quarterly is more realistic.

2. Timelines (One handout)

Purpose: HUD and SHA policies include strict timelines. Because mod-rehab is on our document imaging system the timelines are automatically enforced by the system, but Project-based needs to be just as strict with timelines for compliance purposes and to prepare the buildings for when Project-based converts to the document imaging system.

Special Reviews

- If they are not submitted by the 10th of the month, the adjustment will be delayed until the following month.
- If the change results in an increase in the tenant rent, SHA gives 30 days' notice. However, if the special is not submitted in a timely manner, SHA may not give the 30 day notice.
- The standard third party verifications SHA conducts are not always current to the date, so it is helpful if the building/tenant provides verification of the change so that the adjustment can be processed promptly.

Annual Reviews

- The first notice is sent 105 days in advance and a copy is sent to the building.
- *Feedback from the building is that receiving copies of the subsequent notices would be helpful. The PB/MR team will look into this and follow up.*

Move-outs

- Move out notices should be submitted within 30 days of the building's documentation, not the tenant's notice. This is a requirement that has not been enforced in the past, but will be in the future.
- A standard 20-day notice to vacate is for month's end.
- The vacate date is the date the tenant moved out, **not** the date the building collected the keys from the tenant.
- If the tenant moves out after month's end, the building should provide verification of the reason. SHA does enforce this.

General

- Submitting Annual Reviews or Special Reviews in incomplete batches rather than as complete packets can actually delay the process.
- SHA encourages the buildings to have the tenants submit reviews through the building.
- *Mod Rehab buildings are not always receiving confirmation emails. They usually receive special review confirmations, but ARs, NMIs, and application e-mails are sporadic. When submitting a new application, the building should fax it again until they receive the receipt confirmation email. Jodi will meet with document imaging support and document at what points the system should send emails.*

3. Open Discussion

Move-in packets must be submitted within 60 days of the application approval per HUD guidelines.

Some building auditors are requesting copies of SHA's income verifications, other auditors accept the 50058. Jodi will investigate the possibility of SHA's providing the copies.

The Mod Rehab training sessions that occurred in the past would be helpful to re-instate.

The PB/MR Web site updates are slow, but are occurring. The buildings are encouraged to check it occasionally for updated forms: <http://www.seattlehousing.org/Housing/programs/section8/projbased.html>

The next Brown Bag meeting will be at PorchLight at noon Friday, May 4.

