

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

Brown Bag Meetings Notes

Meeting of May 4, 2007, noon – 1 p.m.

Agenda

- Annual review process
- Open discussion

Items in italics will require follow-up.

Annual Review Process

Two handouts, Annual Review Instructions and Project-based Monthly Annual Review Log

Purpose: Streamlining Project-based annual review process and involving the buildings more in the process

- Feedback from the buildings was that they prefer to be more involved in the annual review process.
- Because project-based will use the same automated system in the future as Mod Rehab currently does, SHA wants to update the current manual system to increase efficiency and prepare the buildings for the future change.
- While tenants are ultimately responsible for their certification, it is in the building's best interest to help them comply to reduce turnover and ensure receipt of subsidy. The benefits of the building being involved are already seen with the Mod Rehab buildings, as they receive automatic notifications from the system when the certification is incomplete.
- Effective September 2007, SHA will no longer include return envelopes in the annual review packets that are mailed to tenants to reinforce the instructions that state to submit the review through the building.
- A sample of Annual Review Log SHA uses internally was distributed to determine if it would be helpful for the buildings to receive a copy. The log would be sent once a month before the letters are sent to the tenants; copies of the initial Annual Review notices would not be sent to the buildings – a copy of all subsequent notices to the tenant would be sent to the buildings.
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- In addition to the log that was distributed, SHA has another version that includes the household composition and existing income sources which the buildings indicated would be more helpful than the sample format.
- Consensus in the meeting was positive, so SHA will begin sending the log effective for September 2007 reviews (if the updated format is completed by IT in time).
- Mod rehab buildings will continue to receive the automatic notifications, not the log.
- One building offered the suggestion that requiring in the lease that the tenant must provide the building with copies of what they send to SHA has been helpful for them.
- SHA can obtain income verification for DSHS, Employment Security, and Child Support, but the building will still need to provide some verifications, i.e. zero-income and any changes to employment that occurred in the previous six months.

- SHA suggested that receiving a Change in Household Conditions form with the annual review if something has changed would be helpful in prioritizing processing.
- The project-based team was recently given authority to certify citizenship at the time of application if the building already has obtained it in conjunction with their own internal procedures. This will reduce the number of tenants who have to declare twice because of procedural differences. SHA policy continues to be that applicants will not be asked to declare citizenship status until the first annual review. *The log will indicate which tenants need to certify citizenship for their annual.*
- The Mod Rehab annual review packet will soon be available on the website.
- “Annual Review” has been added back into the SHA Checklist on the website.

Open Discussion

- If a Mod Rehab building receives a missing/incomplete notification, it is only necessary to fax the missing item(s), not the entire packet.
- *Mod rehab buildings requested that a “Received” email be sent when they send in packets before they receive the “Reviewed” email.*
- *Buildings requested interim review and transfer instructions.*
- A “transfer” is when a tenant moves from one subsidized unit to another subsidized unit within the same building. If the tenant is moving to another subsidized unit in another building, it is a new application.
- Mod rehab participants can transfer units because homelessness is a requirement for “program” entry, not continuing eligibility and should submit the homelessness verification with indication of a transfer on it.
- *Buildings requested to remove “Please provide two months of pay stubs” from the employment section of the Change in Household Conditions form.*
- If an increase in income is reported within the ten-day requirement, the tenant’s rent portion will not increase for 30 days if going from zero-income to income and 60 days if going from one income to a higher income.
- Follow-up on vacancy loss: SHA is working on the backlog.
- Move-outs will be one of the topics for the next Brown Bag.

Thanks to all who attended! We look forward to seeing you all next month!

The next brown bag meeting will be Friday, June 1, 2007