

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

**Meeting of August 3, 2007, noon – 1 p.m.**

**Agenda items:**

Future Brown Bag Meetings  
Vacancy Loss  
Revised Forms  
Open Discussion/Feedback

*Items in italics require follow-up.*

**Future Brown Bag Meetings**

The Project-Based/Mod Rehab team began holding “brown bag” meetings in 2007 in an effort to improve communication, increase efficiency, and because they were helpful in the past. We have presented the meetings in an open format asking buildings what topics they would like to discuss, but suggestions and turnout have been minimal. Some possible options we have discussed for future meetings are:

- Scheduling specific trainings for small groups
- Alternating months for Brown Bags for Mod Rehab buildings and Project-Based buildings

**Vacancy Loss**

Separate handouts [attached in PDF] for Project-Based and Mod Rehab: draft worksheets with two lines for each tenant (one line for the building and one for SHA’s use when processing the claim) were provided. One handout covering simplified instructions for both programs was also made available [attached in PDF].

- Vacancy losses that have already been submitted are expected to be complete by the end of August.
- The deadline for vacancy loss submissions for both Project-Based and Mod Rehab is the end of the quarter following the quarter in which the loss occurred.
- For both programs it is helpful if one of the worksheets is used, or a similar worksheet if your agency already has one that it’s using.
- Mod Rehab: There is no specific HUD form to be used, but whatever format is submitted must have a signature on it to certify the information is correct and accurate. The claim period starts the day after the tenant moves out and can go through the end of the following month, but the building cannot keep the move-out month HAP.
- Project-Based: A separate HUD Form 52671 must be submitted for each individual tenant. The claim period starts the day the unit is ready to rent (does not include the time it takes the building to clean/repair the unit after the tenant moves out) and can go through the end of the following month and the building can keep the move-out month HAP if submitted within 60 days of the move-out.

## **Revised Forms on Web Site**

- The new move-out notification form has instructions on which move out reason to select and what documentation should be submitted along with the notice.
- The new Project-Based SHA Checklist has updated contact information.
- The SHA-PL-385 Change of Income or Household Conditions form no longer has the “two months of pay stubs” printed in the Employment section.
- The forms on the Project-Based web site are now separated into the individual process packets, e.g. all the forms needed for a transfer will be included in one PDF document. Because there are so many different types of income and different buildings use different forms, the income verification forms will not be included in each process packet. SHA may post a separate packet that just contains all the income verification forms available.

## **Feedback on Recent Changes**

- For Project-Based, if a tenant signs the Declaration of Citizenship as a U.S. citizen at move-in (as a part of the regular application process followed by the building), they will not be required to sign it again at their annual review.
- Project-Based buildings are given one week to submit missing application items before the application is returned.
- *Buildings are requesting the AR log include the deadline given to the tenant to submit the packet.*
- Our planning process to move forward with a document imaging system for Project Based may require participation from buildings to identify stress points. We have already pressed the need to be able to email the documents instead of just faxing.
- *SHA's IT department is still working on getting the existing document imaging system to send “application received” notifications so that buildings do not have to repeatedly fax a packet or wait for the next notification in the process before knowing it was sent properly.*
- An updated training session will be held soon for all Mod Rehab buildings.
- If a Mod-Rehab participant is moving from one building to another, the old building should not submit a move-out notification. Doing so creates an “end of participation” so that the system does not notify us the new move-in packet was received because the participant is not active.
- *Mod-Rehab buildings are requesting SHA provide a blank piece of paper with just a bar code on it for ID and SSN cards.*
- SHA's accounting department has converted to a new system and it may be a couple of months before PorchLight adapts, so please speak up if an issue regarding an applicant's debt arises that you feel should have been resolved.



Mod Rehab Vacancy Loss 1st 2007

	A	B	C	D	E	F	G	H	I	J
1	Last Name, First, Apartment #	Move-out Date	Date Unit Re-rented	No of days vacant Not to exceed 60	Contract Rent	Daily Contract Rent Contract rent divided by no. days in m/o month	Multiply D x F	Multiply G by 0.80	HAP Retained Yes / No	Calculate Vacancy Loss
2										
3										
4	Armstrong, Mary	2/14/2007	4/1/2007	14	\$542	\$19.36	\$271	\$217		\$469
5	#22			31		\$17.48	\$542	\$434	\$182	
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21	Totals			45			\$ 813.00	\$ 651.00		\$ 469.00
22	Daily Vacancy Loss Reimbursement									
23	31/day month	\$								
24	30/day month	\$								
25	28/day month	\$								
26	29/day month	\$								
27										

Landlord Validation Signature

Date



**PorchLight – Community Services of Seattle Housing Authority**  
907 NW Ballard Way, Suite 200, Seattle WA 98107

Phone 206-239-1728  
Fax 206-239-1770

TTD: 1-800-545-1833, ext. 589 TDD  
WEB: [www.seattlehousing.org](http://www.seattlehousing.org)



## **Vacancy Loss Simplified:**

Deadline to submit for both Project Based & Mod Rehab:

- The end of the calendar quarter following the quarter in which the vacancy occurred.

### **Mod Rehab:**

Eligible Vacancy loss claim period:

- Begins the day following the move out date
- Ends the last day of the following month.

Requirements for submitting a Vacancy loss claim:

- Submit completed Vacancy Loss Request Invoice / Worksheet to PorchLight

### **Project Based:**

Eligible Vacancy loss claim period:

- Begins the day the unit is ready to re-rent
- Ends the last day of the month following the move out month

Requirements for Vacancy Loss Claim:

- Submit completed Vacancy Loss Request Invoice / Worksheet to PorchLight
- Form 52671-C showing the calculation of the claim amount