

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

**Meeting of September 7, 2007, noon – 1 p.m.**

**Agenda** (attached as PDF)

- Inspection Self-Certifications
- Differences between the Mod Rehab and Project-based programs
- SHA's service expectations of building staff
- Move-outs

*Items in italics require follow-up.*

### **Inspections Self-Certifications**

*Handouts [attached as PDFs]:*

Initial Inspection Self-Certification form (available on SHA's website)

"A Good Place to Live" - HUD's publication on Housing Quality Standards (HQS) [available on HUD's website]

- As part of the move-in process building staff enters the unit to be leased to check the items listed on the Initial Self-Certification form are in acceptable condition.
- SHA also inspects all contracted units annually as well as newly contracted units.
- If a unit is new to the contract, building staff cannot self-certify the unit until it has passed an SHA inspection.
- SHA will soon begin quality control audit inspections on units that have recently been self-certified for a new move-in. Within a few weeks of a new move-in, the inspector supervisor will pull a sampling of recently leased units and contact building staff to arrange for the audit inspection.

### **Differences Between the Mod Rehab and Project-based Programs**

*Handout:* comparison chart (attached as PDF)

- **Funding:** Mod Rehab will have continued funding, but will not receive any new funding. Project-based will have continued funding and will occasionally receive new funding through a Request for Proposal process.
- **Population:** Mod Rehab, with one exception, serves only homeless individuals at 50% median income or less, depending on the building's other funding sources. Project-based serves both individuals and families at 30% median income or less with some Sound Families units for homeless families at 50% median income or less.
- **HQS Failures:** Even tenant-caused failures are the responsibility of the owner. The owner has the right to enforce quality upkeep standards under their leases, but if the unit fails repeatedly SHA can abate the unit but the tenant can remain in the unit paying only their portion and not SHA's portion. For Project-based, tenants can be held accountable for tenant-caused failures and SHA can stop the subsidy.
- **Policy:** SHA has HUD's Move to Work (MTW) status so there is some flexibility with Project-based policies, but Mod Rehab must adhere to HUD's policies.
- **Tenants:** Landlords determine who move into units, not SHA.

- **Social Services:** Agencies can require mandatory social services for all their tenants, SHA cannot.

## SHA's Service Expectations of Building Staff

*Handout:* excerpt from the Owner's Manual (attached as PDF following the agenda)

- SHA's expectations of building staff are the same for Mod Rehab and Project-based.
- Building staff is obligated under contract to gather all forms and assist tenants in filling them out for submission of complete packets. This is different from tenant-based expectations.
  - SHA can obtain verifications from Employment Security, Office of Support Enforcement, Social Security (except for new applications), and DSHS. However supporting documentation may still be required, e.g. a special review reporting that a change in TANF will take place in a future month must have a copy of the DSHS letter attached, as SHA's verification will only show the current month.
  - Building staff must request from employers (not from tenants) verification of employment when tenants start and stop jobs.
  - Asset verification is required only for those tenants with total assets over \$5,000.
  - Annual review packets contain instructions that tenants should submit them through their management office.
- Buildings are expressing difficulty in enforcing building-tenant cooperation.
  - SHA would not have grounds for legal enforcement without sending notices directly to the tenant.
  - SHA sends a copy of the annual review log to the building every month and every 50058 has the next anniversary date printed on it.
  - *Buildings are requesting that annual review packets be sent to them and just a letter sent to the tenant telling them to go to their management office to complete their annual review.*
  - Buildings are requesting to extend the annual review timeline longer than two weeks, however the timeline is actually already one month with a reminder being sent at two weeks. Also, HUD requires that forms be dated within a certain timeframe, information can become outdated if completed too far in advance, and forms are more likely to be lost over time.

## Move-outs

*Handout:* **Draft** of modified Move-out Notification form (attached as PDF)

- SHA is modifying the Move-out Notification form in an attempt to make the process more efficient. Previous attempts at this, such as requesting supporting documentation, are not working as planned as buildings are misusing the "Other" option on the current version of the form and not submitting supporting documentation is delaying processing.
- With the new form, if supporting documents are not attached, SHA will automatically recoup the move-out month HAP, even if "Keep HAP" is marked.
- For evictions, buildings should attach a copy of the sheriff's notice or the judgment.
- *Buildings are requesting to add an option for "Deceased" on the new form.*

**September 7, 2007**  
**Project Based / Mod Rehab Monthly Brown Bag**

**Agenda Items**

- Inspection Self Certifications
- Differences between Mod Rehab and Project-based programs
- SHA's service expectations of the building staff
- Feedback, comments, suggestions

**Handouts:**

- Initial Inspection Self-Certification
- A Good Place to Live! (HUD handbook)
- p. 10 of Owner's Manual
- Mod Rehab and Project Based comparison table
- Draft – Move out Notice

**Forms:**

Please print new forms from the website on a regular basis rather than making photocopies of existing forms. This ensures the quality of the forms as well as ensuring that you are using the most current version of a form.

If you have topics that you are interested in discussing during these meetings, please email your suggestions to at [jspeer@seattlehousing.org](mailto:jspeer@seattlehousing.org).

## Owner Responsibilities

*Obligations of the owner* are detailed in the Owner's Manual Getting the most out of the Section 8 project-based program (pp 10). Available at [http://www.seattlehousing.org/Housing/programs/section8/Manual\\_PBMR.pdf](http://www.seattlehousing.org/Housing/programs/section8/Manual_PBMR.pdf).

Owner Responsibility under the Project Based HAP Contract include:

1. Performing all management and rental functions for the Contract Units.
2. Enforcing tenant obligations under the lease.
3. Paying for utilities and housing services.
4. Collecting from the tenant:
  - a. Any security deposit;
  - b. The tenant Rent; and
  - c. Any charge for unit damage by the family
5. Gathering all documentation, such as Eligible Family certifications, that will enable SHA to determine the amount of the subsidy and tenant rent.

These same expectations are held for owners in the Mod Rehab Program.

This differs from Tenant Based Vouchers in that the expectation for Voucher Holders is that they are responsible for completing all paperwork and submitting required documents directly to the Housing Authority. For Project Based and Mod Rehab tenants, it is expected that the owner assist the tenant in completing paperwork and submitting required documents.

SHA obtains third party verifications from the Employment Security Department, Department of Social and Health Services (DSHS), and the Office of Support Enforcement.

**All other third party verifications are the responsibility of the building staff.**

*(owner includes any owner representative, ie agency / building staff)*

**Moderate Rehabilitation and Project-Based  
Initial Inspection Self-Certification**

Building Name: \_\_\_\_\_

New Resident: \_\_\_\_\_

Unit Number: \_\_\_\_\_

I, \_\_\_\_\_, building manager, certify that unit number \_\_\_\_\_ has been inspected by the Seattle Housing Authority within the last twelve months. I further certify that the following HUD Housing Quality Standards at 24 CFR 982.401 were met on the date that the new resident/participant first occupied the unit:

- ◇ The plumbing systems and sanitary facilities are in proper operating condition
- ◇ The dwelling unit provides adequate space and security for the family.
- ◇ The lock(s) to the unit are working properly
- ◇ The heating system is safe for heating the dwelling unit (and a safe cooling system, where present).
- ◇ The electrical fixtures and wiring ensure safety from fire.
- ◇ The electrical outlets are in proper operating condition.
- ◇ The dwelling unit is structurally sound.
- ◇ The ceilings, walls, and floors do not have any serious defects
- ◇ Elevators (if any) are working and safe.
- ◇ The dwelling unit and its equipment is in sanitary condition.
- ◇ The dwelling unit and its equipment is free of vermin and rodent infestation.
- ◇ The unit contains a working smoke detector.
- ◇ Lead Based Paint - The dwelling unit and common areas (including the exterior of the building, fences, storage buildings, garages, etc.) have no chipping, peeling, and/or chafing paint.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Rights of the owner

Owners have the right to hold tenants responsible for tenant-caused damage to a unit, not including normal wear-and-tear. Tenants may be required to pay for or repair damage they have caused.

Owners have the right and the obligation to select tenants using the same standards they apply to all applicants for their rental units, and may deny applicants who do not meet their standard screening criteria.

Owners do not have an automatic right to participate. In rare cases, owners may not be allowed to work with the program. Owners may be barred from participating because they have breached leases with participating tenants or violated relevant laws or program rules. In most cases, owners may not rent project-based units to relatives.

## Obligations of the owner

### 1 Gather and submit tenant documentation as required.

Owners must gather and submit all tenant documentation to SHA, including necessary forms and packets that SHA will mail to the owner, as required.

### 2 Screen all applicants for suitability.

Owners should screen prospective Section 8 tenants just as they would screen unassisted tenants.

### 3 Allow SHA to inspect the unit.

Owners must allow SHA to inspect the unit to ensure that it complies with HUD's Housing Quality Standards. Owners must also allow the unit to be inspected at the request of the tenant or SHA.

### 4 Make timely repairs to keep the property in good condition.

Owners are required to keep the unit in good condition and ensure that it complies with Housing Quality Standards. Owners must make all necessary repairs in a reasonable time period, or, if damage is caused by the tenant, notify the tenant that it is his or her responsibility to pay for or repair the damage.

### 5 Collect the tenant's portion of the rent.

Owners are responsible for collecting the tenant's portion of the rent. The Seattle Housing Authority will not collect rent from the tenant.

### 6 Abide by the lease (with the tenant) and the HAP Contract (with SHA).

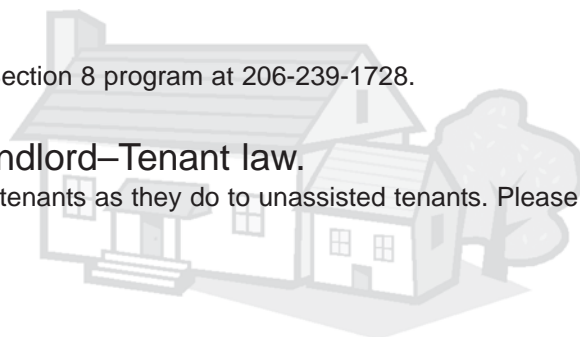
Owners must comply with the lease signed with the tenant and the Housing Assistance Payments Contract signed with SHA. If you have any questions about these terms, contact the Section 8 program at 206-239-1648.

### 7 Comply with federal fair housing laws.

If you have questions about federal fair housing laws, contact the Section 8 program at 206-239-1728.

### 8 Abide by the obligations of Washington State Landlord–Tenant law.

Under state law, owners have the same responsibilities to assisted tenants as they do to unassisted tenants. Please read the Washington State Landlord–Tenant law on page 21.





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## PROJECT BASED MOVE OUT NOTIFICATION

TENANT NAME: \_\_\_\_\_

BUILDING: \_\_\_\_\_ UNIT #: \_\_\_\_\_

MOVE OUT DATE: \_\_\_\_\_

\_\_\_\_\_ 20-DAY NOTICE  
(Provide a copy of 20-day notice)

\_\_\_\_\_ ABANDONMENT  
(Provide a copy of notice to tenant)

\_\_\_\_\_ LESS THAN 20-DAY NOTICE  
(Provide a copy of notice)

\_\_\_\_\_ EVICTION  
(Provide a copy of final eviction notice)

ADDITIONAL COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

HAP ISSUES:

\_\_\_\_\_ BUILDING WILL KEEP HAP FOR  
MOVE OUT MONTH

\_\_\_\_\_ BUILDING OWES PRORATED  
HAP TO SHA FOR MOVE OUT MONTH

If left blank AND/OR if supporting documentation is not attached to this Move Out Notification, SHA will automatically prorate the HAP for the move out month.

HUD regulations at 24 CFR 983.351 state that *Except for discretionary vacancy payments in accordance with 983.352, the PHA may not make any housing assistance payment to the owner for any month after the month when the family moves out of the unit (even if household goods or property are left in the unit).*

By signing below, I certify that the information provided on this form is consistent with HUD regulations.

BUILDING REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

Office use only:

Supporting documentation attached:  YES  NO