

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

Meeting of October 05, 2007, 11:00am-1:00pm

Agenda

- Introducing new training tools
- Q & A

SHA will be posting new training tools for Project-based Program on our website in the future for agencies to be able to train new staff while waiting for the next available SHA training.

Project-based forms packet can be obtained at SHA website; each process has its own checklist. <http://www.seattlehousing.org/Housing/programs/section8/projbasedforms.html>

Project-based roles:

- **Voucher:** tied to units listed on the Exhibit A in Housing Assistance Payment (HAP) contacts, not tied to households.
- **Porchlight:** certify eligible households and administer HAP
- **Landlord:** enforce lease and gather all documentation, such as eligibility certifications, that will enable Porchlight to determine the amount of the subsidy and tenant rent as stated in the HAP contract.

Employment verification: The employment verification start date would be the date the tenant started working, not the date the tenant reported income or effective date.

Application:

Do not move anyone in before application is approved. The earliest SHA can pay subsidy is the date the application is approved by SHA.

- Application forms must dated within 60 days of receipt by SHA.
- PorchLight's goal is to respond to applications within 5 business days of receipt.
- New move-in packets must be submitted within 60 days of the application approval date
- If an application is denied, Porchlight will send a letter to the applicant and the landlord with the reason for denial and SHA will not pay a subsidy on that household.
- All timelines apply to **complete** packets only.
- Porchlight may request additional information for incomplete packets via email or may return the incomplete packets to the landlord to be re-submitted when complete.

The Applicant Rent Worksheet emailed with the application approval is an *estimate* of the rent, the building may contact the tenant to give them the estimate rent amount once received from SHA. Application forms cannot be left blank, all fields need to be filled in.

New Move-in:

- Initial Inspection Self-Certification: landlord signs off on the condition of the unit prior to move-in, but unit must have passed an SHA HQS inspection within the past year.
- 50058: document Porchlight creates and transmits to HUD containing the household's certification information including composition, income, and rent portions.
- 581: lease amendment Porchlight creates and sends to both the participant and the landlord detailing rent portions.
 - PorchLight will occasionally attach a second page to the lease amendment that contains crucial information such as why the participant's rent portion takes effect on a certain date
- Anytime there's a change to household income or composition, supporting documents need to be provided.
- Lease Agreement- always list the contract rent amount on lease, not the tenant's portion.

Special Reviews:

- If the tenant tells you about a change in income or household composition.
- Make appointment with tenant as soon as possible to complete the Special Review packet.
- Reference previous 50058 for status.
- Send for 3rd party verifications but still submit packet within 10 days of the change. If the building holds on the packet waiting for verification to come back, it might be late and the building will be held responsible to make up the increase in tenant's rent portion.
- The PL-385 form must be completed with the name of head of household in the first section, not with name of other household member that has the change.

Annual Reviews:

- SHA sends out Project-based Annual Review letter to the tenants 105 days before the effective date.
- Either a log or Annual Review letters are sent to the building.
- Packets are being sent to tenants for some buildings, other buildings requested that the packets not be included with the Annual Review letter.
- The tenant should make an appointment with the appropriate building staff to complete the Annual Review packet and provide supporting verification of income/assets.
- Annual Review packet and supporting documents must be submitted to Porchlight by the due date stated on Annual Review letter.

Transfers:

- Moving from one unit to another unit within the same building is a transfer. Prior approval from SHA is not necessary.
- Building staff will have to review vacancies for a project-based unit that accommodates household's occupancy standard.
- Conduct a walk-through of unit and sign-off on the initial inspection self-certification
- Make appointment to complete Transfer packet and new Lease (if it becomes apparent that the income or household composition has changed then complete a special review packet must be completed as well).
- Submit transfer packet to PorchLight.

Correcting Misconceptions:

- Asking applicant/tenant to provide their own income verifications is not 3rd party verifications
- Obtaining 3rd party verifications is an obligation of the landlord as described in the Project-based HAP contract
- Social Service agencies are not responsible for completing certification packets, unless the HAP contract is with them.
- Applicants should not move in prior to Porchlight approval, the landlord will not receive subsidy for that time.
- If a tenant reports a change to the landlord within the timeframe, but the landlord does not report it to Porchlight within the timeframe, the landlord will experience a HAP impact, not the tenant

Q & A:

- When does SHA need verification of employment?
If the person has begun new employment or stopped employment within the previous 6 months; please submit the completed Employment Verification form.
- To project earnings from temporary employment: SHA will average the last 4 quarters of employment.
- Will an applicant be denied if they owe SHA money?
Yes.
- Are the rent amount on leases determined by SHA?
Leases should state the contract rent, not just the tenant's rent portion.
- Can you transfer the voucher to another unit?
Voucher subsidy is attached to the unit, however unit substitution is allowed and must be coordinated with the Section 8 Contracts Coordinator, and must be inspected prior to adding to the contract.
- Will SHA add a section to the Owner's Corner for 3rd party verification forms?
Yes.
- Section 8 Admin Plan requires SHA to deny an applicant who has been terminated for previous failure to recertify. If you do get a denial letter for this reason, please submit a service plan which will enable us to reconsider the denial.
If the applicant was previously terminated for fraud, SHA will not be able to approve application for 5 years.
- Special Reviews: If participant is zero income and begins to receive income, the participant will only receive 30 days notice of rent portion increase.
- Form packets are online at Owner's Corner.
- Mod Rehab buildings' process is different from Project-based. Request for Mod Rehab training separately from Project-based.
- An applicant who wants to move from one Mod Rehab building to another Mod Rehab building will maintain their homeless status. HUD looks at status upon program entry.
- Project-based requirement- under 30% median income except for Sound Families who must be under 50% AMI.

