

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

**Meeting of March 7, 2008, noon – 1 p.m.**

**Agenda**

- Section 8 Waitlist Opening
- Criminal Background Changes

**Open Discussion**

- Please remember to discuss the contents of the Statement of Family Responsibility and the Tenancy Addendum with all participants at lease signing, as it explains obligations not listed in the landlord's lease.
- SHA's Section 8 Waitlist will open on 3/25/08 for two weeks. Selection will be on a lottery basis, so there is no advantage to submitting an application on the first day. Applications will be available for download from our website starting on 3/25/08 and they will be accepted by mail only. Please contact Nancy White at 239-1523 for further information.
- Lately there has been an influx of criminal background checks indicating "duplicate records." This means that a thumbprint needs to be provided for the individual background check. The PB/MR team supervisor also runs a national check in these cases.
- Please contact the PB/MR team in cases where PB/MR participants give the landlord less than 20 days notice because they need to move into LIPH ASAP, as we may be able to double-subsidize for a short time period.
- Some building managers have expressed concern that it feels as though they are doing work in triplicate with SHA and the participants' caseworkers. If the building manager has requested information from a third party, such as an employer, please indicate so on the paperwork submitted to SHA and then send a copy to SHA once it is received from the third party. SHA will not request the information again from that third party. Some participants do not fully understand the role of SHA, so it is beneficial for them to be able to work with their caseworker and/or building manager. Also, many PB/MR participants do not have a caseworker, so the building manager is the only person available to them for assistance with their housing paperwork.
- SHA publishes an electronic "Bulletin" that is sent to tenant-based landlords. PB/MR landlords should also soon begin receiving this or you can email the PB/MR team to be added to the distribution list.
- The PB/MR team does not need copies of 10 day and 3 day notices that landlords issue to PB/MR participants unless the landlord is moving forward with compliance enforcement in cases where several notices of been issued and the participant will be evicted, in which case the landlord should send all notices together at one time.
- There has been much discussion in the community about the proposed changes to SHA's criminal background screening, but these changes will affect tenant-based Section 8 only. For PB/MR level 3 and class A felony sex offenders are never admitted, as well as those who have been convicted of meth production in a subsidized unit. If an applicant has repeated violations in their criminal history the PB/MR team may ask for a supportive services plan before proceeding with the application.
- The PB/MR team is still in the process of reviewing policies and procedures to increase efficiency and communication with partners. We will never make a change without at least announcing it at a brown bag,

emailing our list of contacts, and/or posting it on our website. Please contact us if there is something in particular that is frustrating to you and you have a suggestion on how to relieve it.

- **Changed:** The Drug/Damage form, Statement of Family Responsibility, and Lead-based Paint disclosure are no longer needed for transfers. The SHA checklist has been updated to reflect this and will soon be posted on our website, so please download and begin using the new checklist. These forms will also be removed from the Transfer packet on our website.
  - **Proposed:** Combine Special Reviews with the Annual Reviews if they occur within a certain time period of the AR, such as one to three months.
  - **Proposed:** New employment does not have to be reported until after a certain trial period, such as one month.
  - **Proposed:** Only do Special Reviews for decreases in income and household composition changes. SHA did not always do SR's for income increases and we may determine not to do them in the future, which will also decrease the need for repayment agreements.
  - **Proposed:** Allow the applicant to sign the rent worksheet instead of completing a Personal Declaration Form at the time of move in if circumstances haven't changed.
- Trusts may be treated as an asset or as income, depending on the circumstances. Generally, if the participant does not have access to the funds and does not receive distributions, then it is an asset, but if the participant is receiving regular distributions (such as the administrator giving a monthly sum for groceries), then it is treated as income.