

Chapter 3

ALLOCATING SHA'S VOUCHERS: TYPES OF VOUCHERS

SPECIAL ISSUANCE VOUCHERS

[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

SHA MOVE TO WORK CONTRACT dated January 13, 1999

SHA shall make its inventory of Housing Choice Vouchers available to eligible participants through the following avenues of distribution:

1. General public waiting list;
2. Project-Based Voucher Program;
3. Agency-Based Voucher Program; and
4. Special issuances.

This chapter describes each distribution method, primarily focusing on special issuances, and assigns target percentages for utilization in each method. It also discusses special purpose vouchers offered by HUD from time to time for specific families. The issuance process for special purpose voucher programs (i.e., Welfare to Work, Family Unification Program, Mainstream Disability Vouchers, etc.) is described in Chapter 4.

A. General Public Waiting List: Tenant-Based Vouchers

SHA shall maintain a waiting list to ensure that any eligible family can receive consideration for housing assistance in a fair, non-discriminatory, and predictable manner. The procedures for establishing this waiting list are described in Chapter 4, including the policies creating priority consideration and the order of selection from that waiting list (local preferences) for families with certain characteristics.

B. Project-Based and Agency-Based Voucher Programs

SHA recognizes that it is only one participant in a network of housing and service providers serving very low-income and extremely low-income families in the Seattle/King County area, and promotes the coordination of services among community resources when it can do so in a fair, open and non-discriminatory manner. To this end, SHA in 2000 established its Project-Based Voucher Program and in 2002 expanded the Agency-Based Voucher Program. Both programs are consistent with the authority to modify HUD regulations conferred by the Move to Work Agreement between HUD and SHA dated January 13, 1999 and the annual Move to Work Plans dated July 17, 2000 and July 27, 2001.

SHA's Project-Based Program is described in Chapter 5 of this Plan. SHA's Agency-Based Voucher Program is described in Chapter 6.

C. Special Issuances

SHA shall have the authority to issue vouchers to eligible families in response to specific situations or opportunities outside of the general public waiting list, Project-Based Program, or Agency-Based Program, when such issuances are consistent with SHA's mission, are made in response to specific community needs, and are consistent with the provisions of this Plan. Standard categories of special issuances include:

1. Vouchers used in the Seattle Senior Housing Program, described below;
2. Vouchers issued to residents of SHA housing as an accommodation for a person with a disability, upon referral by SHA's ADA Committee and approval by the Executive Director, described below;
3. Exit vouchers issued to residents of SHA's Project-Based Voucher Program and Section 8 "Mod. Rehab." units whose household size increases beyond HQS occupancy standards, when no replacement unit is available in the building, as described in Chapter 5;
4. Vouchers issued at the discretion of the Executive Director for cases of special urgency, described below;
5. In the period between January 1, 2003 and December 31, 2004 a special one-time issuance shall be made for up to 65 residents of the Morrison Hotel who must relocate prior to the start of a major building renovation, as described below; and
6. Up to 10 vouchers per year for three years, for a home-ownership program targeting public housing residents, under the terms of a ROSS grant, or other such home-ownership program as may be established by the SHA Commissioners in the future.

The category of special issuances does not include vouchers provided to SHA by HUD for specific residents of HUD-subsidized properties subject to conversion of one kind or another (pre-payment, opt-out, etc.). These are discussed separately below.

D. Seattle Senior Housing Program (SSHP) [SHA Board Resolution 4699 dated June 16, 2003 regarding rent policy for the Seattle Senior Housing Program]

The SSHP rent policy passed by the SHA Board on June 16, 2003 calls for approximately 15 percent (150) of the 1,000 SSHP units to be occupied by residents assisted with tenant-based vouchers.

Eligibility for an SSHP voucher

To be eligible for an SSHP voucher, a household must:

1. Be a current resident of an SSHP building or on the waiting list for an SSHP building;
2. Have an adjusted annual income under 30 percent of area median income as established by HUD, based on family size; and
3. Meet all other requirements for a voucher described in Chapter 2 of this Administrative

Plan.

SSHP Voucher Issuance

SHA shall issue a voucher to an SSHP applicant or resident when SHA management has reason to believe the total number of vouchers in the SSHP program will fall below 150 vouchers within a few months.

Selection Criteria for New SSHP Voucher Issuances

SHA shall offer vouchers to eligible residents or SSHP applicants in the following order of priority:

1. Current residents who are most rent burdened, from the lowest income up to 30 percent of Area Median Income; and
2. Applicants on an SSHP waiting list with income under 30 percent of Area Median Income, in order of the date and time of their application for an SSHP unit.

Contract Rent/Payment Standard for SSHP Vouchers

The rent to owner (contract rent) for voucher holders in SSHP shall be lower of the SHA payment standard less the appropriate utility allowance for tenant-paid utilities, or a reasonable rent for the unit based on comparable unassisted units in the private market.

Rent Reasonable Determination for SSHP Units

SHA may make a single rent reasonable determination for each SSHP building once annually, based on market comparables for unassisted units, using rent survey data. New lease-ups of vouchers in SSHP buildings shall use the most recent building-based rent reasonable figure.

Voucher Mobility

Residents of SSHP who have a voucher may move out of their SSHP unit and take their voucher with them.

Other Administrative Issues for SSHP Vouchers

The administration of all other aspects of SSHP vouchers shall be the same as for any tenant-based voucher, as described in this Administrative Plan.

E. Morrison

In 2001 SHA sold the Morrison to the Downtown Emergency Services Center (DESC) after an extensive public process that engaged all community stakeholders. As a continuation of that sale agreement, SHA may make available up to 65 vouchers for the purpose of relocating Morrison

residents during a major building renovation to which DESC committed as part of that public process.

F. Executive Director Discretion

The SHA Board delegates to SHA's Executive Director or his designee the discretion to offer a Housing Choice Voucher to an eligible, extremely low income family facing immediate displacement through no fault of their own, provided funding is available and the special circumstances are documented. Examples include:

1. City condemnation of a building for reasons of violation of health and safety codes (not city agency redevelopment plans), when the building provides housing or shelter to extremely low-income households, and the city requests SHA's assistance in relocating the occupants;
2. SHA purchase of a commercial building that happens to provide housing or shelter to extremely low-income households, which does not meet minimum building codes or is otherwise unsuitable for residential use; and
3. Vouchers issued to residents of SHA housing units as an accommodation for a disability, upon referral by the SHA ADA Committee with approval by the Executive Director.
4. In the event of a declared national disaster, the Executive Director is authorized to adopt and implement procedures that provide a preference for disaster victims that supersedes the preferences described above. Such procedures shall be adopted in consultation with the Board, but shall not require the Board's approval.*

All special issuances by Executive Director discretion shall be justified in writing by the PorchLight Director and approved in advance by the SHA Executive Director. SHA shall maintain a chronological record of such issuances.

G. Vouchers Provided by HUD for Specific Residents of Specific Units

From time to time HUD requests that SHA apply for and issue vouchers to residents living in specific properties. In such cases, SHA shall issue vouchers to the specified families without regard to its waiting list or percentage allocation policies described in this Chapter.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

1. A family displaced because of demolition or disposition of a public or Indian housing project (includes relocation vouchers for SHA HOPE VI redevelopment projects);
2. A family residing in a multi-family rental housing project when HUD sells, forecloses or demolishes the project; and
3. For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990, a family residing in a project covered by a Project-Based

* Per Resolution No. 4801, adopted September 19, 2005

Voucher Program HAP Contract at or near the end of the HAP contract term.

H. Merging Certificates and Vouchers

Consistent with the Move to Work Agreement dated January 13, 1999, page 7 of the Appendix (“Statement of Authorizations”), SHA has the authority to continue operating the original Certificate Program until such time as it merges the original Certificate and Voucher programs into a single SHA Move to Work voucher program.

SHA has elected to maintain current participants in the Certificate Program, as long as they remain in their unit under the Certificate contract, until such time as they can be transferred to the Housing Choice Voucher Program without creating a rent burden for them. Rent burden is defined for this purpose as having to pay more than 40 percent of adjusted monthly income for rent and utilities. Monthly income shall include income treated as exempt for the purposes of calculating rent.

I. Percentage Allocation of Vouchers

Percentage Refers to Total Vouchers Leased

The percentage allocations provided below refer to the percentage of vouchers leased up (both in Seattle and ported out), not total vouchers currently unused and available for leasing.

Flexibility in Directing New Voucher Issuances

The percentage allocations provided below are intended to establish guidelines for SHA’s entire Housing Choice Voucher portfolio, to be achieved over time by directing new voucher issuances toward one category or another. With the exception of the minimum percentage of vouchers to be issued through the general public waiting list, the percentage allocations are guidelines and their achievement is not mandatory at any time.

The PorchLight Director shall decide to increase or decrease new issuances in the various categories of allocation based on:

1. The most effective strategy for achieving target levels of utilization; and
2. Other agency or community needs.

Allocation Percentages/Numbers

SHA shall use the following guidelines in allocating its vouchers by the different strategies described:

Program/Allocation Method	Percentage of Vouchers
General public waiting list	Minimum of 35%
Agency-Based Vouchers	Maximum of 30%
Project-Based Vouchers	Maximum of 25%
Special issuances	Maximum of 10%
TOTAL	100%

Additional Constraints:

At least one-half of tenant-based vouchers available to SHA in any fiscal year (including special purpose vouchers) shall be offered to applicants on the general public waiting list.