

HOUSING AUTHORITY OF THE CITY OF SEATTLE

MANUAL OF OPERATIONS

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**SUBJECT:** Seattle Senior Housing Program – Housing Choice Voucher Program

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**SCOPE:** All Seattle Senior Housing Program applicants and residents.

**POLICY:** To contribute to the financial stability of the Senior Housing Program and to ensure continued access to the program for applicants and residents with incomes between zero and 30 percent of area median income (AMI). Tenant-based Housing Choice Vouchers may be issued to applicants and residents who would otherwise be “rent burdened” as defined as having an income to rent ratio that exceeds 40 percent, as a result of applying the SSHP rent policy.

Section 8 subsidy in SSHP is integral to the overall financial viability of the program if it is to continue to serve a substantial number of households with very low income. Vouchers bring SSHP within reach of those who can not afford the lowest tiered, flat rent. To the degree that voucher resources are available, SHA will maintain a level of voucher assistance that supports the sustainable distribution of rents (see L15.1-1 Exhibit 4).

SSHP residents who hold a Housing Choice Voucher and receive a Section 8 subsidy will be excluded from the SSHP Rent Policy; their rent will be calculated according to rules for the tenant-based Housing Choice Voucher program (see Section 8 Administrative Plan).

**IMPLEMENTING POLICY:**

The number of Housing Choice Vouchers to be made available to SSHP as an option to address the needs of applicants and residents who are “rent burdened” shall be determined through the Asset Management Team, taking into account the overall supply of Section 8 resources. The initial level of voucher assistance available to applicants and residents is 150 tenant-based vouchers.

The issuance of vouchers shall be in accordance with the Section 8 Administrative Plan. The Administrative Plan shall detail the eligibility criteria, resident and landlord participation rules, and method of determining the gross rent from which the tenant paid portion and rent to owner is established.

SHA is the owner of the SSHP properties and the SSHP Senior Property Manager is the designated owner representative or landlord for purposes of the Section 8 program. Since both Section 8 and SSHP are programs administered by the Seattle Housing Authority, it shall be the responsibility of PorchLight and Housing Operations to ensure the application of rules is consistent with the Section 8 Administrative Plan and this policy. Staff shall not perform their duties in a manner that would lead to the perception of preferential treatment for SHA as compared to other participating landlords.

As the number of vouchers within the program drop below the established level of voucher assistance for SSHP, PorchLight shall confirm the availability of vouchers to replace those needed to maintain the

established level of assistance, and the SSHP Senior Property Manager shall have the authority to offer those vouchers to potentially eligible residents or applicants. As a general guide, existing residents with incomes well below 30% AMI may be considered first. Residents shall be considered in order from those with the lowest incomes to 30% AMI. SSHP Applicants who would be "rent burdened" based on the lowest rent tier may be considered second for an available Housing Choice Voucher. Such applicants shall be considered in order by date and time of their application and SSHP priority.