

---

**SEATTLE HOUSING AUTHORITY  
REGULAR BOARD BRIEFING**

---

**LOCATION**                      Held via Teleconference Line  
Microsoft Teams  
(206) 257-3799; Phone Conference ID 853 830 054#  
[Click here to join the meeting](#)  
Listen in: Jesse Epstein Conf Rm, 1<sup>st</sup> Floor, SHA Central Office

**DATE**                              April 10, 2023, 4:30pm - 6:00pm

**BOARD ATTENDEES**              Paul Purcell, Board Chair                      Dr. Paula Houston  
Gerald Smiley, Vice-Chair                      Rita Howard  
Sally Clark    Twyla Minor  
Robert Crutchfield

---

**DISTRIBUTION**                      SHA Board of Commissioners; Cabinet

---

**Commissioner Roll Call**

**AGENDA:**

**Briefing Items**

- **Resolution No. 5257:** HCV Admin Plan Revisions (20 min)
- **Resolution No. 5258:** Jackson Park Village Disposition (15 min)
- **Resolution No. 5259:** Yesler Site HUD Disposition (15 min)

Commissioners roll call was given at 4:33 p.m. The Briefing was held via teleconference with an in-person option at the SHA Central Office. Commissioners Dr. Houston and Smiley were absent from the Briefing.

## **Review 04/17/23 Regular Board Meeting Agenda and Updates**

### **Resolution No. 5257 – HCV Admin Plan Revisions**

Executive Director Rod Brandon introduced HCV Compliance & Policy Manager Mark LaBrayere to present Resolution No. 5257 to the Board.

The HCV Administrative Plan establishes local policies for the administration of the HCV Program in accordance with HUD requirements, states discretionary SHA policy locally and the MTW activities that have been adopted by SHA. This plan is formally adopted and approved by the Board.

Resolution No. 5257 adopts the proposed updated Administrative Plan which incorporates four main categories of updates:

1. Non-substantive language updates and clarifications.
2. Adding new policies and language required by HUD or other statutes.
3. Establish implementing policy for new or updated MTW activities.
4. Policy changes recommended by HCV.

The non-substantive language updates consist of gendered language removal and language clarification. The substantive requirements that are HUD mandated are a description of mandatory tool usage from the enterprise income verification (EIV) system. This is something that HCV already does but is showing up for the first time in the Admin Plan as a set of clearly delineated requirements. There is a new section adding required foreclosure policies. These are policies resulting from recent regulatory action. There is also an expansion of requirements for remote informal reviews. Again, most of these are already being met, but it is just a new standard of requirements set out by HUD. We are also updating the record keeping regarding debts owed to conform with standard reporting requirements. It should be noted that this is an action to conform with HUD standards, but it is not necessarily HUD required, but it is matching with those HUD standards, which falls within that same category. Self-certifications of income must be signed by the person whose income is being certified. We have always required certification for any self-certifying income or other information. Previously it was the head of household and now it is explicit that is required. The person whose information is being certified must sign the self-certification form.

Under a new, or updated MTW activities, there is one that is being implemented in this Plan, and that is a pre-inspections procedure. Again, this is an MTW activity that was previously approved in the 2023 MTW Annual Plan. This is the language that implements that activity, and it allows HCV to inspect units before we receive a request for tenancy approval. This is a process that occurred with our Emergency Housing vouchers, and we are looking to extend it to the rest of our Voucher Program as it has proved highly successful at increasing the speed with which participants are able to lease up.

The final elements are three recommended policy changes. The first is an update on how we determine voucher sizes, and it is to make clear that, for purposes of determining household size, we will include children that are expected to join the household, but not yet a part of the household. So, if a family is expecting a child either through birth or through an adoption process, but that child is not yet a part of the household, and they are currently searching for a unit, we would include that child as part of their voucher size. This is something that frequently has been granted as an exception in the past, and we are looking to make it a formal policy to make clear that we are including those potential children in the voucher (bedroom) size determination.

The second is an update to our policy surrounding when interim reviews become effective. This is a continuation of a policy that was held over COVID through the COVID waivers that we are looking to extend more permanently. What this change does is for interims that result in a decrease in income, that review will be effective on the 1st of the month after the change is reported. This is a change from a requirement that a decrease must be reported in the first 10 days of the month to be effective the following month, so it accelerates the timetable. A household will always get the benefit of that decrease at the start of the next month after they report it, no matter when during the month they reported it in. There are further discussions about other changes to the interim review timeline that would require a longer review process. In the meantime, we wanted to make sure that we were able to continue this policy for the benefit of the participants.

The final recommended change is on when we reduce the size of a voucher. This is for households that are currently leased in a unit when they experience a household composition change that should result in them having a smaller voucher size. We will notify that family that they qualify for a smaller voucher amount than they did previously at their annual review, and then that change will take effect the following year at their next annual review. This is a change from a policy where we inform a household when the change occurs that at their next annual review, their household size or their voucher size will be decreased. The previous policy allowed for as little as two- or three-months' notice that a voucher size was being decreased, and particularly in the current environment where rent increases have a six-month notice period and leases are being signed six months in advance. It did not give households enough time to react to that voucher size change. This policy always gives them at least a full year to plan for that change.

### **Resolution No. 5258 – Jackson Park Village Disposition**

Executive Director Rod Brandon introduced Development Director Terry Galiney to present Resolution No. 5258 to the Board.

Resolution No. 5258 authorizes SHA to apply to HUD for disposition of all 41 units at the Jackson Park Village Apartments from the Public Housing Program, and to request Tenant Protection Vouchers as part of the disposition process. The building is in poor condition and is slated for redevelopment by SHA next year. SHA intends to replace all existing units as well as add additional affordable units at the site as part of that redevelopment. HUD approval will allow SHA to secure more suitable housing for the current residents now and to receive replacement vouchers that are financially more beneficial than public housing subsidies, which SHA can use to redevelop the site as affordable housing for low-income

households. The site will be transferred via long-term lease to an entity owned and controlled by SHA that will later undertake the redevelopment.

Due to the condition of the building, tenants will be relocated to other affordable housing in SHA's portfolio, with a goal of relocating families with children during summer and outside of the school year. All households will be provided with relocation assistance and relocated to comparable, safe, and habitable dwelling units that are appropriate for the household's family size. SHA has been and will continue to be engaged with our tenants throughout the entire planning process.

**Resolution No. 5259 – Yesler Site HUD Disposition**

Mr. Brandon introduced Development Director Terry Galiney to present Resolution No. 5259 to the Board.

Resolution No. 5259 authorizes the Executive Director to apply to HUD for the disposition of approximately 0.63 acres at Yesler Terrace, designated for the development of a hotel. The land area represents the southwest portion of Block 7, located north of Yesler Way and east of I-5. According to the terms of the PSA, the land is currently scheduled to be sold to YT Seattle LLC, an entity of Prospera Hotels, on May 31, 2023. Since HUD has a Declaration of Trust on the property, SHA must get HUD approval to sell the land to carry out the CNI mixed-income redevelopment program. This is done through the disposition process.

Prospera Hotels was selected as the development partner in March 2021 and the Purchase and Sale Agreement was fully executed in August 2021. Prospera Hotels is in the design and permitting process for an 11-story hotel with parking and 1 level of public and service spaces.

Commissioner Purcell then asked the Board if there were any questions, or comments pertaining to the Briefing. After hearing none, Commissioner Clark moved for adjournment, that being seconded by Commissioner Howard. The April 10, 2023, Regular Board Briefing was adjourned at 5:19 p.m. after a vote of the majority of the Board (4 yes; 0 no; 0 abstentions.)

---

Secretary-Treasurer