



EXECUTIVE DIRECTOR

Ashley Lommers-Johnson

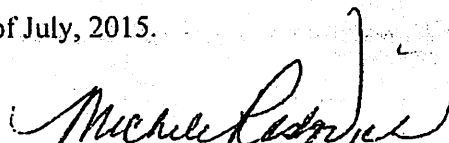
COMMISSIONERS
Maddy Metzger-Utt
John Mierke
George Perez, Jr.
Michele Rastovich
Lyle Ryan
Todd Taylor

NOTICE OF SPECIAL MEETING

Notice is hereby given that the Board of Commissioners of the Housing Authority of the City of Everett, Washington will hold a Special Meeting at 12:30 PM on Monday, July 20th, 2015 at the Housing Authority's main office located at 3107 Colby Avenue, Everett, Washington.

The Agenda for the Special Meeting is attached to this Notice.

Dated this 16th day of July, 2015.


Michele Rastovich, Board Chair



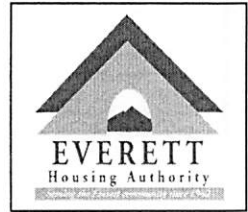
**Special Meeting of the
Board of Commissioners
of the
Housing Authority of the City of Everett**

**Date: Monday, July 20, 2015
Time: 12:30 p.m.
Location: EHA Main Office
3107 Colby Ave.
Everett, WA 98201**

**AGENDA
Special Meeting**

<u>Roll Call</u>	
<u>Items for Individual Consideration</u>	
<u>1)</u>	Resolution No. 1392 Revising Housing Choice Voucher Program Administrative Plan to Amend Specified Discretionary Applications, Waiting List, and Tenant Selection Policies (Wendy Westby)
<u>Adjournment</u>	

Everett Housing Authority does not discriminate on the basis of disability in the administration of, or access to, its programs or activities. Requests for assistance or accommodations can be arranged by contacting Chris Neblett at (425) 303-1186, or chrisn@evha.org.



Memorandum

TO: EHA's Board of Commissioners
FROM: Wendy Westby, Director of HCV Program
SUBJECT: Waiting List Opening and Revision of HCV Admin Plan
DATE: May 12, 2015

In order to maintain Voucher utilization at the maximum level, the waiting list for the HCV program and three Project-based Voucher properties (Grandview, Bakerview, and Pineview) will be opened to new applicants between Tuesday, July 21st and Friday, July 31st. In keeping with one of the agency's budget objectives for 2015-16 - realizing operational cost savings from our technological investments - applications will only be accepted electronically, via Yardi's Housing Café Internet portal. This will provide applicants with the convenience of not having to apply in person, although the front lobby area will be equipped with computers and staff who can help those in need of assistance. Applicants will receive confirmation that their applications have been received, and subsequent notification of their preliminary eligibility, via the email they provide when creating an account with Housing Café.

In order to manage the applications process exclusively within an Internet-based system, and to expedite the selection of eligible applicants as Vouchers become available, it is necessary to revise certain discretionary policies within the HCV Administrative Plan. Proposed changes, contained in the exhibit to Resolution No. 1392, include the exclusive use of a two-step applications process, notifying applicants of preliminary eligibility via email only, and placement on the waiting list in date and time order of application, rather than by lottery. I will be available to answer any questions related to the proposed changes to policy.

Recommended Action: Approve proposed revisions to the HCV Administrative Plan, as specified in Resolution No. 1392 and its accompanying exhibit.

Resolution No. 1392

Revising Housing Choice Voucher Program Administrative Plan to Amend Specified Discretionary Applications, Waiting List, and Tenant Selection Policies

WHEREAS, Federal Regulations require the Housing Authority of the City of Everett ("EHA") to have an Administrative Plan ("Plan") for the Housing Choice Voucher ("HCV") program; and

WHEREAS, the Plan must be updated and changed from time to time as program regulations and community needs change; and

WHEREAS, in order to accelerate the process for serving and housing new applicants, EHA will utilize Yardi's Housing Café, an Internet-based system, to receive applications, manage the waiting list, and select eligible applicants for the HCV program; and

WHEREAS, in order to implement this programmatic change, it is necessary to amend portions of EHA's discretionary policies relating to the applications, waiting list, and tenant selection processes;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EVERETT:

Section 1. That the revisions to sections 4-I.B, 4-I.D, and 4-III.C of the HCV Administrative Plan, contained in the attached Exhibit "A," are hereby approved and adopted.

Section 2. This Resolution shall become effective immediately.

Adopted by the Board of Commissioners of the Housing Authority of the City of Everett this 20th day of July 2015.

Chair, Board of Commissioners

Attest:

Secretary

Section 4-I.B of HCV Admin Plan (p. 4-3) -- Current:

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

EHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Families may obtain application forms from the PHA's office during normal business hours. Families may also request – by telephone, e-mail, fax or by mail – that an application be mailed to them via first class mail. Completed applications must be returned to the PHA by mail, by fax, as an attachment to an e-mail, or submitted in person at a designated site during normal business hours. Applications must be complete in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will reject the application and notify the family of denial.

Proposed Revision to "EHA Policy"

EHA Policy

EHA will utilize a two-step process. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Applications will be available on the EHA Housing Café website. Only electronic applications will be accepted. Applications must be complete in order to be accepted by the PHA for processing and be submitted during the open waiting period. If an application is incomplete, the PHA will reject the application and notify the family of denial via e-mail.

Section 4-I.D of HCV Admin Plan (p. 4-5) -- Current:

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

EHA Policy

If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 60 calendar days of receiving a complete application. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

Eligible for Placement on the Waiting List

EHA Policy

The PHA will send written notification of the preliminary eligibility determination within 60 calendar days of receiving a complete application via email.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to a random sort and any preference(s) for which they qualify when their complete application is received by the PHA.

Proposed Revision to "EHA Policy"

Ineligible for Placement on the Waiting List

EHA Policy

Exhibit "A" to Resolution No. 1392 re HCV Administrative Plan Changes eff. July 2015

If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification *via e-mail* of the ineligibility determination within 60 calendar days of receiving a complete application. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

Eligible for Placement on the Waiting List

EHA Policy

The PHA will send written notification *via e-mail* of the preliminary eligibility determination within 60 calendar days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to a random sort and any preference(s) for which they qualify when their complete application is received by the PHA.

Section 4-III.C of HCV Admin Plan (p. 4-14) -- Current:

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

EHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to random sort placement established by the PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested

in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

Proposed Revision to "EHA Policy"

EHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to ***date and time of application***. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.