



U.S. Department of Housing and Urban Development

Seattle Regional Office
Seattle Federal Office Building
Office of Public Housing
909 First Avenue, Suite 360
Seattle, WA 98104-1000

November 30, 2021

Lowel Krueger, Executive Director
Yakima Housing Authority
P. O. Box 1447
Yakima, WA 98907

Dear Mr. Krueger:

This letter is to inform you that the Yakima Housing Authority (YHA) Annual Plan (Plan) submission for the fiscal year beginning January 1, 2022, is approved. This approval of the Plan does not constitute an endorsement of the strategies and policies outlined in the Plan. In providing assistance to families under programs covered by this Plan YHA will comply with the rules, standards and policies established in the Plan, as provided in 24 CFR Part 903 and other applicable regulations.

The submitted documents must be made available for review and inspection at the principal office of the public housing agency during normal business hours. Additionally, PHAs are strongly encouraged to post the template submission and all plan elements on their website, if applicable.

If you have any questions, please feel free to contact me at Ann.M.Becker@hud.gov.

Sincerely,

**ANN
BECKER**

Digitally signed by: ANN BECKER
DN: CN = ANN BECKER C = US
O = U.S. Government OU =
Department of Housing and
Urban Development
Date: 2021.11.30 10:04:22 -08'00'

Ann Becker
Portfolio Management Specialist
Office of Public Housing

RESOLUTION 21-976

A RESOLUTION APPROVING THE 2022 ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE CITY OF YAKIMA

WHEREAS, the Housing Authority of the City of Yakima, is mandated by the U.S. Dept. of Housing and Urban Development to submit an annual and five year plan , and

WHEREAS, the Housing Authority of the City of Yakima has prepared the plan in accordance with the requirements of the Quality Housing and Work Responsibility Act of 1998.

NOW THEREFORE, be it resolved by the Board of Commissioners of the Housing Authority of the City of Yakima, in a regular meeting, a quorum being present, does hereby adopt the 2022 annual plan.

PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF YAKIMA THIS 22nd DAY OF SEPTEMBER 2021.

DocuSigned by:


Robert Ponti

Chairman, Board of Commissioners

9/28/2021

Date

Attest:


Secretary

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																														
A.1	<div style="display: flex; justify-content: space-between;"> <div> PHA Name: Housing Authority of the City of Yakima PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2022 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) 1,263 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </div> <div> PHA Code: WA042_____ </div> </div> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p>Yakima Housing Authority Administrative Office 810 North 6th Avenue Yakima, Washington 98902</p> <p>YHA website at www.yakimahousing.org</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 20%;">Program(s) not in the Consortia</th> <th style="width: 20%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																								
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B.	Annual Plan.				
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>The Housing Authority increased the initial HAP contract and additional extension for PBV's from 15 to 20 years and updated and revised its eligibility requirements for the Emergency Housing Voucher program.</p>				
B.2	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. Not applicable.</p>				
B.3	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe: The Housing Authority received two findings. The first finding was due to understated assets and net income as a result of new development (a component unit of the Housing Authority). The second finding was due to the SEFA being understated as a result of a new loan. The Housing Authority outlined in its Corrective Action Plan that it would meet monthly with its fee accountants to discuss new developments, loans, etc. resulting from these findings.</p>				
B.4	<p>Civil Rights Certification</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. See attached.</p>				
B.5	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. See attached.</p>				

B.6	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p>The Housing Authority has made progress in meeting the mission and goals in its 5-Year Plan in the following ways:</p> <ul style="list-style-type: none"> • Continue to maintain a "high performance rating in SEMAP – <i>The Housing Authority currently has a "high" performance rating in SEMAP.</i> • Maintain a leasing or authorized budget authority utilization rate of not less than 98% for Section 8 – <i>The Housing Authority's Section 8 utilization for calendar year 2021 is 102.57%.</i> • Increase Section 8 vouchers through requests for incremental and/or special needs vouchers – <i>The Housing Authority received an award of 75 Emergency Housing Vouchers and is working with the VA to apply of an incremental increase in VASH.</i> • Grow the home ownership program, utilizing Section 8 vouchers, for not less than 10 families – <i>The Housing Authority has developed a home ownership program and is working in connection with development to create home ownership opportunities for its residents.</i> • Continue to house homeless through 100 project-based vouchers with our community partners – <i>The Housing Authority has set aside 100 project-based vouchers for housing homeless throughout Yakima County.</i> • Continue to lease all remaining 93 VASH vouchers in connection with the Veteran's Affairs Office – <i>The Housing Authority has currently leased 78 VASH vouchers and is working with the Veteran's Affairs Office to lease the remaining vouchers.</i> • Lease the five Mainstream vouchers in coordination with the Spokane Housing Authority – <i>The Housing Authority currently is administering 115 mainstream vouchers and the Spokane Housing Authority ported the remaining mainstream vouchers it administered in coordination with the Yakima Housing Authority.</i> • Work with our community partners to establish the Foster Youth Initiative – <i>The Housing Authority created an MOU with its community partners and has currently received eight referrals and has issued five vouchers.</i> • Preserve the Family Self-Sufficiency program for at least 125 families on Section 8 – <i>The Housing Authority currently has 137 families enrolled in the program.</i> • Establish Supportive Employment to augment the Family Self-Sufficiency program – <i>The Housing Authority established supportive employment and currently has 20 individuals enrolled in the program.</i> • Maintain compliance with all applicable program requirements – <i>The Housing Authority received two findings during the most recent audit for FY2020, as outlined in Section B.3.</i>
B.7	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. See attached.</p>

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. [\(24 CFR §903.23\(4\)\(e\)\)](#)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. [\(24 CFR §943.128\(a\)\)](#)

B. Annual Plan. All PHAs must complete this section. [\(24 CFR §903.11\(c\)\(3\)\)](#)

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

☐ **Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA's jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the

applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(1) and 24 CFR §903.7(a)(2)(i)). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (24 CFR §903.7(a)(2)(ii))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)(3)(4)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define "significant amendment/modification", HUD will consider the following to be "significant amendments or modifications": a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark "yes" for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark "no." (24 CFR §983.57(b)(1) and Section 8(13)(C) of the United States Housing Act of 1937.

☐ **Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

B.3 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.11(c)(3), 24 CFR §903.7(p))

B.4 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

B.5 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

B.6 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

B.7 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low-income, very low-income, and extremely low-income families.

Public reporting burden for this Information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Archie Matthews, the ONDS Manager
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Authority of the City of Yakima

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

City of Yakima


Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

The plan targets households with income under 50% of MFI, expanding housing opportunities with areas
outside of poverty and minority concentrations.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will
prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Archie Matthews	Office of Neighborhood Development Services Manager
Signature 	Date 9/23/21

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Y Annual PHA Plan for the PHA fiscal year beginning 01/2022, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the City of Yakima
PHA Name

WA042

PHA Number/HA Code

☒ Annual PHA Plan for Fiscal Year 2022

☐ 5-Year PHA Plan for Fiscal Years 20__ - 20__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official
Robert Ponti

Title Board Chair

Signature
DocuSigned by:

Robert Ponti

D9A22A0BE00D4F9...

Date

9/28/2021



“Committed to Safe and Affordable Housing”

**Yakima Housing Authority
Resident Advisory Board Meeting Minutes
September 15, 2021
5:00 P.M.**

Residents Present

Noemi Cisneros, Section 8

Staff Present

Lowel Krueger
Carlos Reyes
Becky Mares
Sally Shelton

Call to order 5:06 p.m.

Review of the 2022 Annual Plan

- The plan is for fiscal year 2022 and it begins January 2022
- The purpose of the plan is to inform HUD, the families YHA serves, and members of the public what YHA’s goals, mission and objectives for serving the needs of low-income, very low and extremely low-income families
- It is an HCV only (Housing Choice Voucher/Section 8) plan, as YHA is an HCV only housing authority since the public housing conversion in 2013
- The first section is PHA information – YHA’s legal name (Housing Authority of the City of Yakima) and PHA code WA42; WA signifies Washington State, and 42 signifies that YHA was the 42nd housing authority in the state of Washington
- Inventory is the number of HCV vouchers YHA currently administers (1,263) including all specialty vouchers, (Veterans Administration Supportive Housing, Mainstream, Non Elderly Disabled, and a handful of Foster Youth Initiative Vouchers)
- Availability of information shows the address of the YHA administration office at 810 N. 6th Avenue where the plan is held, and copies can be requested; the plan is also posted on the YHA website www.yakimahousing.org and can be reviewed by anyone who is interested
- Section B Relates to revisions to the Section 8 administrative policy, and there have been two
- An increase to the initial HAP contract and additional extension for Project Based vouchers, initially YHA was limited to 15 years; since then, HUD increased it to 20 years
- The eligibility requirements were updated to include the Emergency Housing Voucher (EHV) program
- YHA was awarded 75 EHV, and is receiving referrals from both Kittitas and Yakima Counties
- EHV apply to the homeless, and 38 vouchers have been issued so far
- New activities – YHA implemented project based vouchers at Chuck Austin Place, but currently there is no plan to do more
- Section B.3 is related to YHA’s most recent Fiscal Year audit, and YHA received two findings
- The first relates to an understating of assets and net income, specifically related with Chuck Austin Place

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- The consultant assisting with the financials did not realize the timing of the investor to the component unit, and over \$1 million was missed
- The second finding was related to the Schedule of Federal Expenditures that was understated by a few hundred thousand dollars related to a new loan
- YHA has described corrective action that will be taken going forward; YHA has now scheduled regular meetings with the consultant to share new information about new developments, and loans as a result of these findings
- Civil rights certification – YHA's Board Chairperson signs this form
- Certification by State or Local Officials – Archie Mathews at the Office of Neighborhood Development Services signs this form
- Under section B.6 - The progress report describes the goals that were outlined in the 5 year plan and reviews YHA's progress in achieving them
- Continue to maintain high performance rating in SEMAP – YHA currently has a high performance rating in SEMAP, and there are a number of factors to achieving that designation
- Maintain a leasing or authorized budget authority utilization of not less than 98% for Section 8; YHA's Section 8 utilization is at 102.57% for calendar year 2021
- Increase Section 8 vouchers through requests for incremental and/or special needs vouchers – YHA has utilized as many vouchers as possible through leasing, and has been awarded 75 EHV, and is also working with the Veterans Administration to add another 20 VASH vouchers
- Grow the homeownership program – YHA has developed a homeownership program and continues to work with its Development department to create opportunities for YHA residents
- Continue to house homeless through 100 project based vouchers with Community partners - YHA has 100 vouchers scattered throughout the community with YWCA, Next Step Housing, and Washington Families Fund
- Continue to lease all remaining 93 VASH vouchers-VASH voucher utilization is higher than the 78 listed with the addition of Chuck Austin PI, and YHA will continue to utilize them
- Lease the five Mainstream vouchers in coordination with the Spokane Housing Authority – YHA originally began the program in partnership with Spokane Housing Authority, and they have ported those vouchers; YHA is currently administering 115 Mainstream vouchers through its own award
- Foster Youth Initiative – A MOU is in place to facilitate community partnerships and YHA has eight referrals, with five vouchers issued
- Preserve the FSS Program for at least 125 families on Section 8 - YHA currently has 137 families on the FSS program
- Establish Supportive Employment to augment FSS – The Supportive Employment program has been created and there are 20 participants currently enrolled in the program
- Maintaining compliance – YHA did have two findings previously explained
- RAB Comments – each year, YHA reviews the annual plan with the RAB members; there is also a public hearing scheduled for September 22nd at 3:30 p.m. where additional comments can be submitted
- Certification by State or Local officials- the city of Yakima is an entitlement City, and YHA must be in compliance with the City of Yakima's Consolidated plan, and this must be certified by Archie Mathews at the Office of Neighborhood Development Services
- Civil rights certification – that is signed off by YHA's board chair as previously discussed
- Two resolutions that show the changes to the Section 8 Administrative plan have already been adopted by the YHA board of commissioners (21-973 and 21-959)
- E.D. Krueger asked if there were any questions; Ms. Cisneros had no questions, but said she would review the information YHA provided, as there was a lot to absorb

Review, con't

- E.D. Krueger explained that a public comment meeting will be held on September 22, 2021; and she is welcome to attend; follow up with Becky or Carlos with questions is also ok

Moving to Work

- Information was sent out to YHA residents regarding the program
- As a housing authority, YHA is one of the few that lacks the Moving to Work designation
- YHA is currently in the process of submitting an application
- Public comments are being accepted throughout September
- The application that will be submitted to HUD will be related to Landlord Incentives
- The Landlord Incentives will assist YHA in better partnerships with landlords, and make it easier for Section 8 participants to find housing
- The MTW status allows greater flexibility and allows better service to clients; the FSS program is very restrictive currently, as is Section 8
- There is a copy on the YHA website www.yakimahousing.org; and residents can reach out for more information
- MTW has been around for 10-15 years
- There were originally 39 housing authorities to achieve MTW status, and now there are significantly more; HUD's goal is to add another 100 housing authorities to MTW program
- YHA's application will be submitted to HUD in mid-October

Next RAB Meeting November 17, 2021**Adjourn 5:32 p.m.**

Respectfully submitted by:

Sally Shelton,
Recording Secretary

RESOLUTION 20-955
REVISING THE SECTION 8 ADMINISTRATIVE PLAN OF THE HOUSING
AUTHORITY OF THE CITY OF YAKIMA

WHEREAS, The Yakima Housing Authority (YHA) is required to periodically revise its Section 8 Administrative Plan to remain in compliance with HUD regulations; and

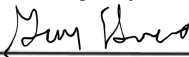
WHEREAS, to further its mission of affordable housing, especially in areas where a great need exists; and

WHEREAS, In an effort to streamline efficiencies in business processes, the Yakima Housing Authority has found it necessary to update and revise portions of the Section 8 Administrative Plan. Specifically- Chapter 17- Project-Based Vouchers (PBV) and Rental Assistance Demonstration Units (RAD) to add provisions under the Housing Opportunity Through Modernization Act of 2016— Housing Choice Voucher (HCV) and Project Based Voucher Implementation; Additional Streamlining Changes including the contract term of the initial HAP contract and additional extension increases from up to 15 years to up to 20 years.

NOW THEREFORE, be it resolved that the Housing Authority of the City of Yakima, in a regular meeting, a quorum being present, does hereby adopt the attached revision to the Section 8 Administrative Plan.

PASSED AND ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF YAKIMA BOARD OF COMMISSIONERS THIS 28th DAY OF OCTOBER 2020.

DocuSigned by:



Vice-Chairman, Board of Commissioners

11/3/2020

Date

Attest:


Secretary

Yakima Housing Authority
Adopted by Commission:
Effective:

Project-based Vouchers and RAD

PBV program is subject to the regulations at 24 CFR part 983, which includes regulations governing policies and procedures that are not specified in this Administrative Plan.

In addition to the policies and procedures stated below, and other PBV regulations stated at 24 CFR part 983, YHA's PBV program is subject to most of the requirements of the Housing Choice Voucher Program, as specified in this Administrative Plan and in other HUD regulations.

Description of the YHA PBV Program Commitment and Priorities [24 CFR 983.5]

YHA's PBV program is designed to ensure that PBV assistance is used to support goals that could not be equally achieved through the use of tenant-based voucher assistance. YHA's PBV program is committed to the following priorities:

1. Expand the supply of affordable housing and increase the affordable housing choices of residents within the jurisdiction
2. Support projects which further revitalize neighborhoods, promote the deconcentration of poverty and generally provide increased housing and economic opportunities.
3. Work with the community to identify and serve populations with particular housing needs, including but not limited to the provision of supportive services to promote self-sufficiency and supportive housing for families with disabilities.
4. Preserve affordable housing stock in the community served by YHA

YHA will periodically issue a Request for Proposals (RFP) for the PBV Program to owners and developers of existing, newly constructed, or rehabilitated multi-family housing. The RFP and selection process will be administered in compliance with the YHA Procurement Policy. Sites will be selected according to the criteria set forth in this chapter of the YHA Administrative Plan.

YHA will enter into a one- to fifteen-year HAP contract with the owner(s) of existing housing or newly constructed or rehabilitated housing selected under the Program criteria. The YHA may agree to enter into an extension at the time of the initial HAP contract term or any time before expiration of the contract, for an additional term of up to 15 years if the YHA determines an extension is appropriate to continue providing affordable housing for low-income families. A HAP contract extension may not exceed 15 years. YHA may provide for multiple extensions; however, in no circumstance may such extensions exceed 15 years, cumulatively. Extensions after the initial extension are allowed at the end of any extension term provided that not more than 24 months prior to the expiration of the previous extension contract, the YHA agrees to extend the term, and that such extension is appropriate to continue providing affordable housing for low-income families or to expand housing opportunities. Extensions after the initial extension term shall not begin prior to the expiration date of the previous extension term. Subsequent extensions are subject to the same limitations described in this paragraph. Any extension of the term must be on the form and subject to the conditions prescribed by HUD at the time of the

Yakima Housing Authority
Adopted by Commission:
Effective:

Project-based Vouchers and RAD

Term of HAP contract. (24 CFR 983.206)

15-year initial term. The YHA may enter into a HAP contract with an owner for an initial term of up to 15 years for each contract unit. The length of the term of the HAP contract for any contract unit may not be less than one year, nor more than 15 years. In the case of YHA-owned units, the term of the initial HAP contract shall be determined in accordance with §983.59.

YHA Policy

The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis.

Extension of term.

At the time of the initial HAP contract term or any time before expiration of the HAP contract, the YHA may extend the term of the contract for an additional term of up to 20 years if the YHA determines an extension is appropriate to continue providing affordable housing for low-income families. A HAP contract extension may not exceed 20 years. YHA may provide for multiple extensions; however, in no circumstances may such extensions exceed 20 years, cumulatively. Extensions after the initial extension are allowed at the end of any extension term, provided that not more than 24 months prior to the expiration of the previous extension contract the YHA agrees to extend the term, and that such extension is appropriate to continue providing affordable housing for low-income families or to expand housing opportunities. Extensions after the initial extension term shall not begin prior to the expiration date of the previous extension term.

Subsequent extensions are subject to the same limitations. All extensions must be on the form and subject to the conditions prescribed by HUD at the time of the extension. In the case of YHA-owned units, any extension of the term of the HAP contract must be agreed upon by the YHA and the independent entity approved by HUD [24 CFR 983.59(b)(2)].

YHA Policy

When determining whether or not to extend an expiring PBV contract, the YHA will consider several factors including, but not limited to:

- The cost of extending the contract and the amount of available budget authority;
- The condition of the contract units;
- The owner's record of compliance with obligations under the HAP contract and lease(s);
- Whether the location of the units continues to support the goals of deconcentrating poverty and expanding housing opportunities; and
- Whether the funding could be used more appropriately for tenant-based assistance.

Yakima Housing Authority
Adopted by Commission:
Effective:

Project-based Vouchers and RAD

to RAD authority, except where explicitly noted below, MTW agencies may modify these or other requirements of the PBV program if the activity is approved in its MTW Plan. All other RAD Requirements listed below or elsewhere in PIH 2013-32 rev 3 shall apply to MTW agencies.

A. PBV Project Selection

1. **PBV Percentage Limitation.** Covered Projects do not count against the percentage limitation applicable to the PBV program. To implement this provision, HUD is waiving section 8(o)(13)(B) of the Act as well as 24 CFR § 983.6 with respect to Covered Projects. As a result, the YHA that is administering RAD PBV assistance does not take the RAD PBV into consideration when calculating the percent limitation for any non-RAD PBV actions that are subject to the percent limitation. In other words, RAD PBV is excluded from both the numerator and the denominator when calculating the percent that may be project-based for non-RAD PBV.
2. **Cap on the Number of PBV Units in Each Project.** There is no cap on the number of units that may receive PBV assistance in each project. To implement these provisions, HUD is waiving section 8(o)(13)(D) of the Act, as well as related provisions of 24 CFR §§ 983.56, 983.257(b), 983.262(a) and (d).
3. **Owner Proposal Selection Procedures.** HUD is waiving 24 CFR § 983.51. With respect to site selection standards, HUD requires compliance with the site selection standards as set forth in PIH 2013-32 rev 3.
4. **Site selection – Compliance with PBV Goals, section 8(o)(13)(C)(ii) of the Act and 24 CFR § 983.57(b)(1) and (c)(2).** HUD waives these provisions having to do with deconcentration of poverty and expanding housing and economic opportunity, for the existing site.

B. PBV Contract Terms

1. **Length of Contract.** Covered projects shall have an initial HAP Contract term of at least 15 years (up to 20 years upon request of the Project Owner and with approval by the administering Voucher Agency). To implement this provision, HUD is specifying alternative requirements for section 8(o)(13)(F) of the Act (which establishes a maximum term of 15 years) as well as 24 CFR § 983.205(a) (which governs contract term). Project Owners are required to make available for occupancy by eligible tenants the number of assisted units under the terms of the contract and may not reduce the number of assisted units without HUD approval. Any HUD approval of

RESOLUTION 21-959
A RESOLUTION REVISING THE SECTION 8 ADMINISTRATIVE PLAN OF
THE HOUSING AUTHORITY OF THE CITY OF YAKIMA

WHEREAS, The Housing Authority of the City of Yakima (YHA) is required to periodically update its Section 8 Administrative Plan to remain in compliance with Federal Regulations; and

WHEREAS, The YHA is required to reexamine each family's income and composition at least annually, and adjust the family's level of assistance accordingly; and.

WHEREAS, the YHA has found it necessary to update and revise a portion of the Section 8 Administrative Plan, specifically, Chapter 11-I.B., streamlined annual reexaminations, pursuant to 24 CFR 982.516 (b), to allow streamlining of the income determination process for family members with fixed sources of income, as permitted by HUD; and

WHEREAS, Chapter 11-I.C Scheduling Annual Reexaminations and Chapter 11-I.D Conducting Annual Reexaminations have both been updated from annual reexaminations being completed by reexamination interviews to being conducted by mail, and Chapter 11-I.E, Determining Ongoing Eligibility of Certain Students was added.

NOW THEREFORE, be it resolved that the Housing Authority of the City of Yakima, in a special meeting, a quorum being present, does hereby adopt the attached revised Section 8 Administrative Plan.

PASSED AND ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF YAKIMA BOARD OF COMMISSIONERS THIS 24th DAY OF FEBRUARY 2021.

DocuSigned by:

Bob Ponti

Chairman, Board of Commissioners

Attest:

[Signature]
Secretary

2/26/2021

Date

RESOLUTION 21-973
APPROVING THE ADDITION OF A TEMPORARY POLICY SUPPLEMENT TO
THE SECTION 8 ADMINISTRATIVE PLAN OF
THE HOUSING AUTHORITY OF THE CITY OF YAKIMA FOR
EMERGENCY HOUSING VOUCHERS

WHEREAS, The Housing Authority of the City of Yakima (YHA) is required to periodically update its Section 8 Administrative Plan to remain in compliance with Federal Regulations; and

WHEREAS, On May 5, 2021 HUD issued Notice PIH 2021-15, describing HUD's process for the allocation of Emergency Housing Vouchers (EHV) and set forth the operating requirements for PHA's to administer them; and,

WHEREAS, the YHA has found it necessary to update and revise the Section 8 Administrative Plan, to allow for the addition of a temporary policy supplement to facilitate the implementation of EHV specifically.

NOW THEREFORE, be it resolved that the Housing Authority of the City of Yakima, in a regular meeting, a quorum being present, does hereby adopt the attached temporary policy supplement update to the Section 8 Administrative Plan.

PASSED AND ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF YAKIMA BOARD OF COMMISSIONERS THIS 28th DAY OF JULY 2021.



Chairman, Board of Commissioners

Attest:



Secretary

8/5/21

Date

Temporary Policy Supplement

EMERGENCY HOUSING VOUCHERS (EHVs)

INTRODUCTION

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

PHAs may not project-base EHVs; EHVs are exclusively tenant-based assistance.

All applicable nondiscrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and PHA policies for administering EHVs. The policies outlined in this chapter are organized into seven sections, as follows:

Part I: Funding

Part II: Partnering Agencies

Part III: Waiting List Management

Part IV: Family Eligibility

Part V: Housing Search and Leasing

Part VI: Use of Funds, Reporting, and Financial Records

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs.

PART I: FUNDING

TPS-I.A. FUNDING OVERVIEW

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering emergency housing vouchers (EHVs) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other PHA programs or vouchers. The PHA must maintain separate financial records from its regular HCV funding for all EHV funding.

Housing Assistance Payments (HAP) Funding

ARP funding obligated to the PHA as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV administrative expenses or for the eligible uses under the EHV services fee.

The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHA for the EHVs on a calendar year (CY) basis commencing with CY 2023. The renewal funding allocation will be based on the PHA's actual EHV HAP costs in leasing, similar to the renewal process for the regular HCV program. EHV renewal funding is not part of the annual HCV renewal funding formula; EHVs are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.

Administrative Fee and Funding

The following four types of fees and funding are allocated as part of the EHV program:

- **Preliminary fees** support immediate start-up costs that the PHA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:
 - \$400 per EHV allocated to the PHA, once the consolidated annual contributions contract (CACC) is amended.
 - This fee may be used for any eligible administrative expenses related to EHVs.
 - The fee may also be used to pay for any eligible activities under EHV service fees (TPS-I.B).

- **Placement fees/expedited issuance reporting fees** will support initial lease-up costs and the added cost and effort required to expedite leasing of EHV's:
 - \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in Public Housing Information Center–Next Generation (PIC–NG) system within 14 days of voucher issuance or the date the system becomes available for reporting.
 - Placement fees:
 - o \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or
 - o \$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.
 - o HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.
 - Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.
- **Ongoing administrative fees**, which are calculated in the same way as the standard HCV program:
 - PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
 - Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.
- **Services fees**, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I.B):
 - The fee is allocated once the PHA's CACC is amended to reflect EHV funding.
 - The amount allocated is \$3,500 for each EHV allocated.

TPS-I.B. SERVICE FEES

Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:

- Housing search assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses
- Other eligible uses such as moving expenses or tenant-readiness services

The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA's administrative plan.

PHA Policy

The eligible uses for service fees include:

Housing search assistance, which may include activities such as, but not limited to, helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household's disability-related needs, providing transportation and directions, assisting with the completion of rental applications and PHA forms, and helping to expedite the EHV leasing process for the family.

Application fees/non-refundable administrative or processing fees/refundable application deposit assistance. The PHA may choose to assist the family with some or all these expenses.

Holding fees are fees an owner requests that are rolled into the security deposit after an application is accepted but before a lease is signed. The PHA may cover part or all of the holding fee for units where the fee is required by the owner after a tenant's application has been accepted but before the lease signing. The PHA and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is at fault for not entering into a lease.

Security deposit assistance. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. The PHA may pay the security deposit assistance directly to the owner or may pay the assistance to the family. If paid to the family, the PHA will require documentation that the family paid the security deposit.

Utility deposit assistance/utility arrears. The PHA may provide utility deposit assistance for some or all of the family's utility deposit expenses. Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. The PHA may pay the utility deposit assistance directly to the utility company or may pay the assistance to the family. If paid to the family, the PHA will require documentation the family paid the utility deposit. The PHA will require the utility supplier or family to return the utility deposit assistance to the PHA at such time the deposit is returned by the utility supplier (less any amounts retained by the utility supplier). In addition, some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities. The PHA may also provide the family with assistance to help address these utility arrears to facilitate leasing. Utility deposit assistance returned to the PHA will be used for either services fee eligible uses or other EHV administrative costs, as required by HUD.

Owner recruitment and outreach for EHV's. The PHA may use the service fee funding to conduct owner recruitment and outreach specifically for EHV's. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments.

Owner incentive and/or retention payments. The PHA may make incentive or retention payments to owners that agree to initially lease their unit to an EHV family and/or renew the lease of an EHV family.

Payments will be made as a single payment at the beginning of the assisted lease term (or lease renewal if a retention payment). Owner incentive and retentions payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is reasonable.

Moving expenses (including move-in fees and deposits). The PHA may provide assistance for some or all of the family's reasonable moving expenses when they initially lease a unit with the EHV. The PHA will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking.

Tenant-readiness services. The PHA may use fees to help create a customized plan to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears.

Essential household items. The PHA may use services fee funding to assist the family with some or all of the costs of acquiring essential household items such as tableware, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries.

Renter's insurance if required by the lease. The PHA may choose to assist the family with some or all this cost.

Any services fee assistance that is returned to the PHA after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the PHA's EHV program ends must be remitted to HUD.

PART II: PARTNERING AGENCIES

TPS-II.A. CONTINUUM OF CARE (CoC)

PHAs that accept an allocation of EHVs are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of EHVs.

PHA Policy

The PHA has entered into an MOU with *Local Continuum of Care (Yakima County), and Partnering Service Providers (Yakima Neighborhood Health Services, YWCA Yakima, and Consistent Care Services)*. See Exhibit TPS-1 for a copy of the MOU.

TPS-II.B. OTHER PARTNERING ORGANIZATIONS

The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as victim services providers (VSPs) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the PHA and CoC.

PHA Policy

The PHA has added *HopeSource for the Kittitas county* to the MOU between the PHA and CoC. See Exhibit TPS-1 for a copy of the MOU.

TPS-II.C. REFERRALS

CoC and Partnering Agency Referrals

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHVs. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

PHA Policy

The CoC or partnering agency must establish and implement a system to identify EHV-eligible individuals and families within the agency's caseload and make referrals to the PHA. The CoC or other partnering agency must certify that the EHV applicants they refer to the PHA meet at least one of the four EHV eligibility criteria. The PHA will maintain a copy of the referral or certification from the CoC or other partnering agency in the participant's file along with other eligibility paperwork. Homeless service providers may, but are not required to, use the certification form found in Exhibit TPS-2 of this chapter. Victim services providers may, but are not required to, use the certification form found in Exhibit TPS-3 of this chapter when identifying eligible families who qualify as victims of human trafficking.

As part of the MOU, the PHA and CoC or other partnering agency will identify staff positions to serve as lead EHV liaisons. These positions will be responsible for transmission and acceptance of referrals. The CoC or partnering agency must commit sufficient staff and resources to ensure eligible individuals and families are identified and determined eligible in a timely manner.

The PHA liaison responsible for acceptance of referrals will contact the CoC or partnering agency liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than five business days from the date the CoC or partnering agency receives this notification, the CoC or partnering agency liaison will provide the PHA with a list of eligible referrals including the name, address, and contact phone number for each adult individual who is being referred; a completed release form for each adult family member; and a written certification for each referral indicating they are EHV-eligible.

Offers of Assistance with CoC Referral

The PHA may make an EHV available without a referral from the CoC or other partnering organization in order to facilitate an emergency transfer under VAWA in accordance with the PHA's Emergency Transfer Plan (ETP) in Chapter 16.

The PHA must also take direct referrals from outside the CoC if:

- The CoC does not have a sufficient number of eligible families to refer to the PHA; or
- The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the PHA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agencies (or the PHA and CoC cannot identify any such alternative referral partner agencies), HUD may permit the PHA on a temporary or permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV program in lieu of or in addition to direct referrals in those circumstances.

PART III: WAITING LIST MANAGEMENT

TPS-III. A. HCV WAITING LIST

The regulation that requires the PHA to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Chapter 4 does not apply to PHAs operating the EHV program. Direct referrals are not added to the PHA's HCV waiting list.

The PHA must inform families on the HCV waiting list of the availability of EHVs by, at a minimum, either by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

PHA Policy

The PHA will post information about the EHV program for families on the PHA's HCV waiting list on their website. The notice will:

- Describe the eligible populations to which EHVs are limited

- Clearly state that the availability of these EHVs is managed through a direct referral process

- Advise the family to contact the CoC (or any other PHA referral partner, if applicable) if the family believes they may be eligible for EHV assistance

The PHA will ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities in accordance with Chapter 2. The PHA will also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) in accordance with Chapter 2.

TPS-III.B. EHV WAITING LIST

The HCV regulations requiring the PHA to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHVs available, the PHA must maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

Further, the EHV waiting list is not subject to PHA policies in Chapter 4 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

TPS-III.C. PREFERENCES

HCV Waiting List Preferences

If local preferences are established by the PHA for HCV, they do not apply to EHV. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV in accordance with Notice PIH 2021-15.

PHA Policy

The PHA has a preference for victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking for the regular HCV program, the PHA must refer any applicant on the waiting list that indicated they qualified for this preference to the CoC or the applicable partnering referral agency. The CoC or partnering referral agency will determine if the family is eligible (based on the qualifying definition for EHV assistance for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking or another eligible category as applicable) for an EHV

EHV Waiting List Preferences

With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. The PHA may, however, choose to not establish any local preferences for the EHV waiting list.

PHA Policy

No local preferences have been established for the EHV waiting list.

PART IV: FAMILY ELIGIBILITY

TPS-IV.A. OVERVIEW

The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

TPS-IV.B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY

In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:

- Homeless as defined in 24 CFR 578.3;
- At risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

As applicable, the CoC or referring agency must provide documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance. The PHA must retain this documentation as part of the family's file.

TPS-IV.C. PHA SCREENING

Overview

HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, PHA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular HCV screening criteria in Chapter 3 in doing so.

Mandatory Denials

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.

PHA Policy

While the PHA will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms, the PHA will first notify the family of the limited EHV grounds for denial of admission as part of the notice of denial that will be mailed to the family.

Permissive Denial

Notice PIH 2021-15 lists permissive prohibitions for which the PHA may, but is not required to, deny admission to EHV families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for EHV families.

If the PHA intends to establish permissive prohibition policies for EHV applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration.

PHA Policy

In consultation with the CoC, the PHA will apply permissive prohibition to the screening of EHV applicants. Determinations using permissive prohibitions will be made based on an individualized assessment of relevant mitigating information in accordance with policies in Section 3-III.E.

The PHA will establish the following permissive prohibitions:

If the PHA determines that any household member is currently engaged in, or has engaged in within the previous 12 months:

Violent criminal activity

Other criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity

If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program within the previous 12 months.

If the family engaged in or threatened abusive or violent behavior toward PHA personnel within the previous 12 months.

The PHA will also deny assistance to household members already receiving assistance from another program in accordance with Section 9.h. of Notice PIH 2021-15.

Prohibitions based on criminal activity for the eligible EHV populations regarding drug possession will be considered apart from criminal activity against persons (i.e., violent criminal activity).

In compliance with PIH 2021-15, the PHA **will not** deny an EHV applicant admission regardless of whether:

Any member of the family has been evicted from federally assisted housing in the last five years;

A PHA has ever terminated assistance under the program for any member of the family;

The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;

The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;

The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA;

The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with 24 CFR 982.553(a)(3);

The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity.

TPS-IV.D. INCOME VERIFICATION AT ADMISSION

Self-Certification at Admission

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, PHA policies related to the verification of income in Section 7-I.B. do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

PHA Policy

Any documents used for verification must be the original (not photocopies) and dated within the 60-day period prior to admission. The documents must not be damaged, altered, or in any way illegible.

Printouts from webpages are considered original documents.

Any family self-certifications must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified.

The PHA will incorporate additional procedures to remind families of the obligation to provide true and complete information in accordance with Chapter 14. The PHA will address any material discrepancies (i.e., unreported income or a substantial difference in reported income) that may arise later. The PHA may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, the PHA will terminate the family's assistance in accordance with the policies in Chapter 12.

Recently Conducted Income Determinations

PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as:

- The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and
- The family certifies there has been no change in income or family composition in the interim.

PHA Policy

The PHA will accept income calculations and verifications from third-party providers provided they meet the criteria outlined above.

The family certification must be made in a format acceptable to the PHA and must be signed by all adult family members whose information or status is being verified.

At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR 982.516 and PHA policies in Chapter 11.

EIV Income Validation

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;
- Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- Resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, PHAs must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search in accordance with PHA policies in Chapter 3.

If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program in accordance with Chapter 12.

TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION

For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

PHA Policy

The PHA will admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with policies in Chapter 7 within 180 days of admission. The PHA may provide an additional 60-day extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If the PHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

TPS-IV.F. AGE AND DISABILITY VERIFICATION

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

PHA Policy

The PHA will accept self-certification of date of birth and disability status if a higher form of verification is not immediately available. The certification must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified. If self-certification is accepted, within 90 days of admission, the PHA will verify the information in EIV or through other third-party verification if the information is not available in EIV. The PHA will note the family's file that self-certification was used as initial verification and include an EIV printout or other third-party verification confirming the applicant's date of birth and/or disability status.

If the PHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

TPS-IV.G. INCOME TARGETING

The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and PHA policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

PHA Policy

The PHA will not include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

PART V: HOUSING SEARCH AND LEASING

TPS-V.A. INITIAL VOUCHER TERM

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

PHA Policy

All EHV's will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

TPS-V.B. HOUSING SEARCH ASSISTANCE

The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.

At a minimum, housing search assistance must:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods;
- Provide transportation assistance and directions to potential units;
- Conduct owner outreach;
- Assist with the completion of rental applications and PHA forms; and
- Help expedite the EHV leasing process for the family

PHA Policy

As identified in the MOU between the PHA and CoC, the following housing search assistance will be provided to each EHV family:

The PHA will:

Conduct owner outreach in accordance with policies in Chapter 13

Provide directions to potential units as part of the EHV briefing packet

Expedite the EHV leasing process for the family to the extent practicable and in accordance with policies in this chapter

At least every 30 days, conduct proactive check-ins via email and telephone with families who are searching with an EHV and remind them of their voucher expiration date

The CoC will:

Help families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods

Provide transportation assistance to potential units

Assist the family with the completion of rental applications and PHA forms

TPS-V.C. HQS PRE-INSPECTIONS

To expedite the leasing process, PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

PHA Policy

To expedite the leasing process, the PHA may pre-inspect available units that EHV families may be interested in leasing to maintain a pool of eligible units. If an EHV family selects a unit that passed a HQS pre-inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval, the unit may be approved provided that it meets all other conditions under 24 CFR 982.305.

The family will be free to select his or her unit.

When a pre-inspected unit is not selected, the PHA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for any required reinspections.

TPS-V.D. INITIAL LEASE TERM

Unlike in the standard the HCV program, EHV voucher holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy in Section 9-I.E., Term of Assisted Tenancy.

TPS-V.E. PORTABILITY

The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to EHV's. Exceptions are addressed below.

Nonresident Applicants

Under EHV, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of PHA policy in Section 10-II.B.

Billing and Absorption

A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV's under its own ACC.

- If the EHV family moves under portability to another PHA that administers EHV's under its own ACC:
 - The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so).
 - If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit.
 - Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
- If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

Family Briefing

In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family.

The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

PHA Policy

In addition to following PHA policy on briefings in Chapter 5, as part of the briefing packet for EHV families, the PHA will include a written notice that the PHA will assist the family with moves under portability.

For limited English proficient (LEP) applicants, the PHA will provide interpretation services in accordance with the PHA's LEP plan (See Chapter 2).

Coordination of Services

If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services and assistance that will be made available to the family.

PHA Policy

For EHV families who are exercising portability, when the PHA contacts the receiving PHA in accordance with Section 10-II.B. Preapproval Contact with Receiving PHA, the PHA will consult and coordinate with the receiving PHA to ensure there is no duplication of EHV services and assistance, and ensure the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.

Services Fee

Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families.

For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving PHA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:

- If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA, regardless of whether the receiving PHA bills or absorbs.
- If the receiving PHA administers EHV, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.
- If the receiving PHA does not administer EHV, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

Placement Fee/Issuance Reporting Fee

If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuing reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.

TPS-V.F. PAYMENT STANDARDS

Payment Standard Schedule

For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for EHV. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payments standards for EHV, HUD has provided other regulatory waivers:

- Defining the “basic range” for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).
- Allowing a PHA that is not in a designated Small Area FMR (SAFMR) area or has not opted to voluntarily implement SAFMRs to establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.
 - The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

PHA Policy

The PHA will not establish a higher payment standard amount for EHV. The PHA will use the same payment standards for HCV and EHV.

Rent Reasonableness

All rent reasonableness requirements apply to EHV units, regardless of whether the PHA has established an alternative or exception EHV payment standard.

Increases in Payment Standards

The requirement that the PHA apply increased payment standards at the family's first regular recertification on or after the effective date of the increase does not apply to EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

PHA Policy

The PHA will not establish an alternative policy for increases in the payment standard. PHA policy in Section 11-III.B. governing increases in payment standards will apply to EHV.

TPS-V.G. TERMINATION OF VOUCHERS

After September 30, 2023, a PHA may not reissue EHV when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under a HAP contract) leaves the program for any reason, the PHA may not reissue that EHV to another family unless it does so no later than September 30, 2023.

If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be reissued to another family.

All EHV under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason.

An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to EHV that are being reissued upon turnover after assistance to a family has ended. However, HUD may direct PHAs administering EHV to cease leasing any unleased EHV if such action is determined necessary by HUD to ensure there will be sufficient funding available to continue to cover the HAP needs of currently assisted EHV families.

PART VI: USE OF FUNDS, REPORTING, AND FINANCIAL RECORDS

EHV funds allocated to the PHA for HAP (both funding for the initial allocation and HAP renewal funding) may only be used for eligible EHV HAP purposes. EHV HAP funding obligated to the PHA may not be used for EHV administrative expenses or the other EHV eligible expenses under this notice. Likewise, EHV administrative fees and funding obligated to the PHA are to be used for those purposes and must not be used for HAP.

The appropriated funds for EHV are separate from the regular HCV program and may not be used for the regular HCV program but may only be expended for EHV eligible purposes. EHV HAP funds may not roll into the regular HCV restricted net position (RNP) and must be tracked and accounted for separately as EHV RNP. EHV administrative fees and funding for other eligible expenses permitted by Notice PIH 2021-15 may only be used in support of the EHV and cannot be used for regular HCVs. EHV funding may not be used for the repayment of debts or any amounts owed to HUD by HUD program participants including, but not limited to, those resulting from Office of Inspector General (OIG), Quality Assurance Division (QAD), or other monitoring review findings.

The PHA must comply with EHV reporting requirements in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as outlined in Notice PIH 2021-15.

The PHA must maintain complete and accurate accounts and other records for the program and provide HUD and the Comptroller General of the United States full and free access to all accounts and records that are pertinent the administration of the EHV in accordance with the HCV program requirements at 24 CFR 982.158.

Memorandum of Understanding – Emergency Housing Vouchers (EHV)

This Memorandum of Understanding (MOU) has been created and entered into on July 1st, 2021, by the Public Housing Authority (Housing Authority of the City of Yakima), Local Continuum of Care (Yakima County), and Partnering Service Providers (Yakima Neighborhood Health Services, YWCA Yakima, and Consistent Care Support Services).

Housing Authority of the City of Yakima (YHA)
810 North 6th Avenue
Yakima, Washington 98902

Yakima County (YC)
Department of Human Services
128 N 2nd Street, Rm 102
Yakima, Washington 98901

Yakima Neighborhood Health Services (YNHS)
PO Box 2605
Yakima, Washington 98907

YWCA Yakima (YWCA)
818 West Yakima Avenue
Yakima, Washington 98902

Consistent Care Support Services (CCSS)
14090 Summitview Avenue, Suite 106
Yakima, Washington 98901

BOCC Agreement

166-2021

Yakima County, WA

I. Introduction and Goals

- a. EHV's will be administered in Yakima County through referrals from the Coordinated Entry system (for households experiencing homelessness), or through direct referrals from Yakima YWCA (for households fleeing domestic violence). Coordinated Entry referrals will be made by the Yakima County match and referral agent, supplemented on a monthly basis by referrals from case conferencing done by the Coordinated Entry Provider Team. Providers who wish to refer clients directly to the match and referral agent in between Coordinated Entry Provider Team meetings may do so by ensuring the household is enrolled in Coordinated Entry and submitting their HMIS unique ID via the Yakima County CE Emergency Housing Voucher Referral Form.
- b. YHA administers the Housing Choice Voucher (HCV) program for Yakima County and will provide the same staff and support as it joins with the Local CoC and partnering

agencies to administer EHV. Given the emergency nature of the vouchers allocated, YHA intends to prioritize issuance of EHV from referrals made by YC and YWCA (for DV).

- c. Identification of staff positions who will serve as lead EHV liaisons.

Lead HCV Liaison:

Amanda Delp, Section 8 Department Supervisor
Housing Authority of the City of Yakima
amanda.delp@yakimahousing.org

Lead CoC Liaison:

Lance Larsen, Homeless Program Analyst
Yakima County
lance.larsen@co.yakima.wa.us

Service Provider Liaisons:

Annette Rodriguez, Homeless Services Director
Yakima Neighborhood Health Services
annette.rodriguez@ynhs.org

Dr. Paul Vose, Director of Client Support Services
Consistent Care Support Services
paul@consistentcare.org

Service Provider DV Liaison:

Daisy Martinez, Housing Case Manager
YWCA Yakima
dmartinez@ywcayakima.org

II. Define the populations eligible for EHV assistance to be referred by YC and YWCA.

1. Adults (18 and over) experiencing literal homelessness, per the HUD definition:
 - a. Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. Has a primary nighttime residence that is a public or private place not meant for human habitation;
 - ii. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or

iii. Is exiting an institution where they have resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

2. At risk of homelessness,
3. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or
4. Were recently homeless or have a high risk of housing instability

III. Services to be provided to eligible EHV families

1. Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers.
2. Partnering service providers will support YHA in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with YHA.
3. YHA will establish windows of time for EHV applicants to complete intake interviews for EHV.
4. Partnering service providers will provide housing search assistance for eligible individuals and families.
5. Partnering service providers will provide counseling on compliance with rental lease requirements.
6. Partnering service providers will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
7. Partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable.

IV. YHA Roles and Responsibilities

1. Coordinate and consult with YC in developing the services and assistance to be offered under the EHV services fee.
2. Accept direct referrals for eligible individuals and families through YC Coordinated Entry System.
3. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
4. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
5. Designate a staff to serve as the lead EHV liaison.
6. Comply with the provisions of this MOU.

V. YC Roles and Responsibilities

1. Designate and maintain a lead EHV liaison to communicate with YHA.

2. Refer eligible individuals and families to YHA using the community's coordinated entry system.
3. Connect YHA to case managers at service agencies who can support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to YHA (i.e., self-certifications, birth certificate, social security card, etc.), and assess for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
4. Attend EHV participant briefings when needed.
5. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
6. Identify and engage case managers at service agencies who could provide supportive services to EHV families. (While EHV participants are not required to participate in services, YC should assure that services are available and accessible.)
7. Comply with the provisions of this MOU.

VI. YNHS and CCSS Roles and Responsibilities

1. Commit two staff to support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to YHA (i.e., self-certifications, birth certificate, social security card, etc.), and assess for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
2. Commit two staff to provide supportive services to EHV families.
3. Comply with the provisions of this MOU.

VII. YWCA Roles and Responsibilities

1. Refer individuals and families who are currently housed but are fleeing domestic violence.
2. Commit one staff to support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to YHA (i.e., self-certifications, birth certificate, social security card, etc.), and assess for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
3. Commit one staff to provide supportive services to EHV families.
4. Comply with the provisions of this MOU.

VIII. Program Evaluation

YHA, YC, YNHS, YWCA and CCSS agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random 4 assignment procedures.

Signed by:

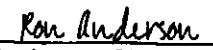
YAKIMA HOUSING AUTHORITY



Lowell Krueger, Executive Director

DATED:

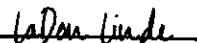
6/25/2021

BOARD OF COUNTY COMMISSIONERS


Ron Anderson, Chairman


Amanda McKinney, Commissioner

YAKIMA NEIGHBORHOOD HEALTH SERVICES



LaDon Linde, Commissioner

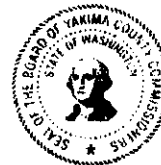

Rhonda Hauff, CEO

DATED: JUL 06 2021

Attest:

DATED:


Julie Lawrence, Clerk of the Board
Linda Kay O'Hara, Deputy Clerk of the Board



YWCA YAKIMA



Cheri Kilty, Executive Director

Approved as to Form:


Deputy Prosecuting Attorney

DATED:

CONSISTENT CARE SUPPORT SERVICES


Dr. Paul Vose, Director of Client Support Services

DATED:

Signed by:

YAKIMA HOUSING AUTHORITY


Lowell Krueger, Executive Director

DATED:

6/25/2021

YAKIMA NEIGHBORHOOD HEALTH SERVICES


Rhonda Hauff, CEO


DATED:

YWCA YAKIMA


Cheri Kilty, Executive Director

DATED:

CONSISTENT CARE SUPPORT SERVICES



Dr. Paul Vose, Director of Client Support Services

DATED:

BOARD OF COUNTY COMMISSIONERS

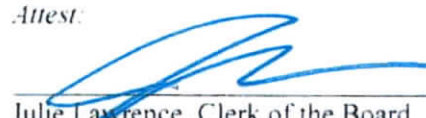

Ron Anderson, Chairman


Amanda McKinney, Commissioner


LaDon Linde, Commissioner


DATED: JUL 06 2021

Attest:


Julie Lawrence, Clerk of the Board
Linda Kay O'Hara, Deputy Clerk of the Board



Approved as to Form:


Deputy Prosecuting Attorney

Signed by:

YAKIMA HOUSING AUTHORITY


Lowell Krueger, Executive Director

DATED: 6/25/2021

YAKIMA NEIGHBORHOOD HEALTH SERVICES


Rhonda Hauff, CEO


DATED: June 24, 2021

YWCA YAKIMA


Cheri Kilty, Executive Director

DATED:

CONSISTENT CARE SUPPORT SERVICES


Dr. Paul Vose, Director of Client Support Services

DATED:

BOARD OF COUNTY COMMISSIONERS



Ron Anderson, Chairman


Amanda McKinley, Commissioner


LaDon Linde, Commissioner

DATED: JUL 06 2021

Attest:


Julie Lawrence, Clerk of the Board
Linda Kay O'Hara, Deputy Clerk of the Board



Approved as to Form:


Deputy Prosecuting Attorney

Signed by:

YAKIMA HOUSING AUTHORITY


Lowell Krueger, Executive Director

DATED:

6/25/2021

YAKIMA NEIGHBORHOOD HEALTH SERVICES

Rhonda Hauff, CEO

DATED:

YWCA YAKIMA

Cheri Kilty, Executive Director

DATED:


CONSISTENT CARE SUPPORT SERVICES



Dr. Paul Vose, Director of Client Support Services

DATED: 6/24/2021

BOARD OF COUNTY COMMISSIONERS



Ron Anderson, Chairman



Amanda McKinney, Commissioner

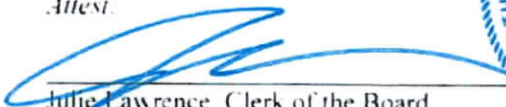


LaDon Linde, Commissioner

DATED:

JUL 06 2021

Attest:



Julie Lawrence, Clerk of the Board
Linda Kay O'Hara, Deputy Clerk of the Board



Approved as to Form:

Deputy Prosecuting Attorney

Signed by:

YAKIMA HOUSING AUTHORITY


Lowell Krueger, Executive Director

DATED: 6/25/2021

YAKIMA NEIGHBORHOOD HEALTH SERVICES

Rhonda Hauff, CEO

DATED:

YWCA YAKIMA


Cheri Kilty, Executive Director

DATED: 6/24/2021

CONSISTENT CARE SUPPORT SERVICES

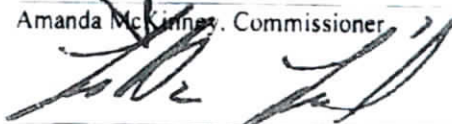
Dr. Paul Vose, Director of Client Support Services

DATED:

BOARD OF COUNTY COMMISSIONERS



Ron Anderson, Chairman


Amanda McKinney, Commissioner


LaDon Linde, Commissioner

DATED: JUL 06 2021

Attest.


Julie Lawrence, Clerk of the Board
Linda Kay O'Hara, Deputy Clerk of the Board



Approved as to Form:

Deputy Prosecuting Attorney

Memorandum of Understanding – Emergency Housing Vouchers (EHV)

This Memorandum of Understanding (MOU) has been created and entered into on July 1st, 2021, between the Public Housing Authority (Housing Authority of the City of Yakima) and Local Continuum of Care (HopeSource).

Housing Authority of the City of Yakima (YHA)
P.O. Box 1447
Yakima, WA 98907

HopeSource (HS)
700 E Mountain View Avenue, Suite 500
Ellensburg, WA 98926

I. Introduction and Goals

- a. EHV's will be administered through referrals from the Coordinated Entry system administered by HS for Kittitas County (for households experiencing homelessness). Coordinated Entry referrals will be made by the HS Coordinated Entry program and referred to YHA. Providers who wish to refer their homeless clients will do so through Kittitas County Coordinated Entry operated by HS.
- b. YHA administers the Housing Choice Voucher (HCV) program for Kittitas County and will provide the same staff and support as it joins with the Local CoC and partnering agencies to administer EHV's. Given the emergency nature of the vouchers allocated, YHA intends to prioritize issuance of EHV's from referrals made by HS.
- c. Identification of staff positions who will serve as the lead EHV liaisons.

Lead HCV Liaison:

Amanda Delp, Section 8 Supervisor
Housing Authority of the City of Yakima
amanda.delp@yakimahousing.org

Lead CoC Liaison:

Mark Hollandsworth, Director of Operations
HopeSource
mhollandsworth@hopesource.us

II. Define the populations eligible for EHV assistance to be referred by HS.

EHV eligibility is limited to individuals and families who have been referred by Coordinated Entry and are, as defined by HUD requirements:

- Homeless;
- At-risk of homelessness;
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking;
- Recently/formerly homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.
 - Includes individuals or families who:
 - Currently reside in rapid rehousing, approaching the end of assistance, and not able to maintain stable housing
 - Currently residing in permanent supportive housing and participating in a moving on initiative

Prioritization for services will be:

1st Priority: Category 1 Literally Homeless

2nd Priority: Category 4 Fleeing/Attempting to Flee Domestic Violence

Veterans are the highest priority within each of the categories above.

3rd Priority: Category 2 Imminent Risk of Homelessness

4th Priority: Category 3 Homeless under other Federal Statutes

III. Services to be provided to eligible EHV families

1. Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers.
2. Partnering service providers will support YHA in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with YHA.
3. YHA will establish windows of time for EHV applicants to complete intake interviews for EHV.
4. Partnering service providers will provide housing search assistance for eligible individuals and families.
5. Partnering service providers will provide counseling on compliance with rental lease requirements.
6. Partnering service providers will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
7. Partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable.

IV. YHA Roles and Responsibilities

1. Coordinate and consult with HS in developing the services and assistance to be offered under the EHV services fee.
2. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.
3. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
4. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
5. Designate a staff to serve as the lead EHV liaison.
6. Comply with the provisions of this MOU.

V. HS Roles and Responsibilities

1. Designate and maintain a lead EHV liaison to communicate with YHA.
2. Operate Coordinated Entry system and respond to applicants within 48 hours.
3. Determine whether families and individuals are eligible for the EHV program.
4. Refer eligible individuals and families to YHA using the community's coordinated entry system.
5. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to YHA (i.e., self-certifications, birth certificate, social security card, etc.).
6. Attend EHV participant briefings when needed.
7. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
8. Identify and provide supportive services to EHV families by developing a housing stability plan. (While EHV participants are not required to participate in services, the CoC should assure that services are available and accessible.)
9. Comply with the provisions of this MOU.

VI. Third Party Entity Roles Responsibilities

No third-party entities will participate in this MOU. HS will refer all households from Coordinated Entry as the only operating homeless provider. All other service providers assisting households in Kittitas County must first place the household into Coordinated Entry before providing services.

VII. Program Evaluation

YHA and HS agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random 4 assignment procedures.

Signed by:

HOUSING AUTHORITY OF THE CITY OF YAKIMA




Lowel Krueger, Executive Director



Date

HOPESOURCE



Susan Grindle, CEO

06 / 24 / 2021

Date