



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-06-24 (4)

Date: June 24, 2020
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Revising THA's Administrative Plan: Transfer Waitlist Changes

This resolution would allow THA to make changes to the transfer waitlist policies and would change Tacoma Housing Authority's (THA) Administrative Plan Chapter 4 & 10

Background and Summary Recommendations

Tacoma Housing Authority (THA) has a long transfer waitlist that consists of households who must move or seek to move for the following reasons:

1. Reasonable Accommodation
2. Emergency Transfer
3. Over-housed¹
4. Under-housed²
5. Choice Mobility

The majority of households on THA's transfer waitlist are over-housed (62%). A single person may be living in a 2 or 3 BR unit because his or her children have moved out. That is not a good use of that unit. Relocating or "right-sizing" these households to appropriately sized units allows THA to house more people. These households wait for transfers because THA does not have enough smaller units to accommodate them.

Over the next year, THA's Policy, Innovation and Evaluation department will rewrite the agency's [Administrative Plan](#). The Rental Assistance and Property Management departments will propose comprehensive changes to the agency's transfer waitlist policies.

In the interim, The Rise at 19th is THA's newest 64-unit building scheduled for completion in the fall of 2020. THA seeks to use the transfer waitlist to fill many of the one and two-bedroom units.

¹ The family no longer qualifies for the bedroom size in which they are living based on the occupancy standards because they do not need the space.

² The family no longer qualifies for the bedroom size in which they are living based on the occupancy standards because they need more space.

THA currently offers households on its transfer waitlist a unit in accordance with the agency's existing transfer waitlist policies. Emergency and Reasonable Accommodation transfers may be offered a Housing Choice Voucher (HCV) subsidy. Over and under-housed households remain on the waitlist for a unit offer.

THA seeks to change its policies to offer over and under-housed households the option of being assisted with a voucher. Rental Assistance recommends that the agency assist these households with an HCV subsidy rather than a Housing Opportunity Program (HOP) subsidy. That would preserve the same level of affordability they enjoy in the unit they are leaving. This would help to incentivize households to accept the vouchers and move out of their unit.

Until a comprehensive transfer waitlist policy revision is completed, Rental Assistance recommends that if a household refuses an HCV offer, they will remain on the transfer waitlist.

Recommendation

Authorize THA's Executive Director to make program changes to the transfer waitlist policies as outlined in resolution 2020-06-24 (4). This would change THA's Administrative Plan Chapter 4 & 10.

THA's Board of Commissioners, upon receiving the report of the Rental Assistance Committee, shall also review the use of the transfer waitlist and

Resolved by the Board of Commissioners of the Housing Authority of the City of Toronto, that:

THA's Executive Director is authorized to revise THA's Administrative Plan Chapter 4 and 10, related to the Transfer Waitlist in the following ways:

Policy Program	Administrative Plan Chapter
THA will allow those on the transfer waitlist to be served ahead of those on the regular waitlist in accordance with Chapter 12 of THA's ACP.	4-10 10-10 10-10
As of July 1, 2020 THA will offer a Housing Choice Voucher subsidy to households on the transfer waitlist for the following reasons: <ul style="list-style-type: none">• Emergency Transfer• Reasonable Accommodation• Over-housed• Under-housed	
Until a comprehensive transfer waitlist policy revision is completed, households that refuse a Housing Choice Voucher offer will remain on THA's transfer list.	



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-06-24 (4)

(Updating THA's Administrative Plan: Transfer Waitlist Changes)

WHEREAS, The Administrative Plan relates to the administration of THA's Transfer Waitlist and is required by Housing and Urban Development (HUD); and

WHEREAS, The purpose of the Administrative Plan is to establish policies for carrying out programs in a manner consistent with HUD requirements and local goals and objectives contained in THA's Moving to Work plan; and

WHEREAS, THA's transfer waitlist is long; and

WHEREAS, THA seeks to "right-size" families in order to serve more people; and

WHEREAS, Offering an HCV vouchers may incentivize households to move out using the voucher rather than waiting for a right-sized unit. That will free up the unit to house a household that needs it. It will also reduce the size of the transfer waitlist; and

WHEREAS, Changes to the Administrative Plan must be approved by THA Board of Commissioners; now, therefore, be it

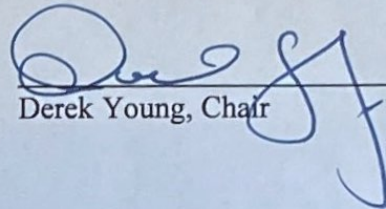
Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:

THA's Executive Director is authorized to revise THA's Administrative Plan Chapter 4 and 10, related to the Transfer Waitlist in the following ways:

Policy Proposal	Administrative Plan Section Requiring Revision
<p><i>THA will allow those on the transfer waitlist to be served ahead of those on the regular waitlist in accordance with Chapter 12 of THA's ACOP.</i></p> <p>As of July 1, 2020m THA may offer a Housing Choice Voucher subsidy to households on the transfer waitlist for the following reasons:</p> <ul style="list-style-type: none"> • Emergency Transfer • Reasonable Accommodation • Over-housed • Under-housed <p>Until a comprehensive transfer waitlist policy revision is completed, households that refuse a Housing Choice Voucher offer will remain on THA's transfer list.</p>	<p>4-III.C. SELECTION METHOD</p>

Policy Proposal	Administrative Plan Section Requiring Revision
<p><i>THA seeks an enhanced transfer policy that allows families to access the program that best fits their individual circumstances by combining the public housing transfer list and the list of HCV movers who are having difficulties finding a unit that meets their needs on the private rental market. This combined transfer list will be managed as outlined in Chapter 12 of THA's Admissions and Continued Occupancy Policy (ACOP).</i></p> <p>As of July 1, 2020, THA may offer a Housing Choice Voucher subsidy to household on the transfer waitlist for the following reasons:</p> <ul style="list-style-type: none"> • Emergency Transfer • Reasonable Accommodation • Over-housed • Under-housed <p>Until a comprehensive transfer waitlist policy revision is completed, households that refuse a Housing Choice Voucher offer will remain on THA's transfer list.</p>	<p>10-I.C. MOVING PROCESS</p>

Approved: June 24, 2020



 Derek Young, Chair