



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

June 24, 2020



Michael Mirra
Executive Director

TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Derek Young, Chair
Stanley Rumbaugh, Vice Chair
Dr. Minh-Anh Hodge
Dr. Arthur C. Banks
Shennetta Smith

REGULAR MEETING Board of Commissioners

WEDNESDAY, June 24, 2020

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold its Regular Meeting on **Wednesday, June 24, 2020, at 4:45 pm.**

Join Zoom Meeting

<https://us02web.zoom.us/j/6267029359> / Meeting ID: 626 702 9359 / Dial (253) 215-8782

The site is accessible to people with disabilities. Persons who require special accommodations should contact Sha Peterson (253) 207-4450, before 4:00 pm the day before the scheduled meeting.

I, Sha Peterson, certify that on or before June 19, 2020, I FAXED/EMAILED, the preceding PUBLIC MEETING NOTICE before:

City of Tacoma	747 Market Street Tacoma, WA 98402	fax: 253-591-5300 email: CityClerk@cityoftacoma.com
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	fax: 253-272-8226
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	email: tips@q13fox.com
KSTW-TV/CW 11	2211 Elliott Avenue, Suite 200 Seattle, WA 98121	
Tacoma News Tribune	1950 South State Tacoma, WA 98405	
The Tacoma Weekly	PO Box 7185 Tacoma, WA 98406	

and other individuals and organizations with residents reporting applications on file.

Sha Peterson
Executive Administrator



TACOMA HOUSING AUTHORITY

AGENDA

REGULAR BOARD OF COMMISSIONERS MEETING

June 24, 2020, 4:45 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/6267029359> / Mtg ID: 626 702 9359 / Dial 253 215 8782

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - 3.1 Minutes of May 27, 2020—Regular Meeting
4. **GUEST COMMENTS**
5. **COMMITTEE REPORTS**
6. **COMMENTS FROM THE EXECUTIVE DIRECTOR**
7. **ADMINISTRATION REPORTS**
 - 7.1 Finance
 - 7.2 Policy, Innovation and Evaluation
 - 7.3 Administrative Services
 - 7.4 Client Support and Empowerment
 - 7.5 Rental Assistance
 - 7.6 Property Management
 - 7.7 Real Estate Development
8. **NEW BUSINESS**
 - 8.1 2020-06-24 (1) Sell Right of Way Land in Salishan and Arlington to the City of Tacoma
 - 8.2 2020-06-24 (2) Amend THA's 2020 MTW Plan
 - 8.3 2020-06-24 (3) Hillside 1500 Exit of Alliant
 - 8.4 2020-06-24 (4) Updating THA's Administrative Plan: Transfer Waitlist Changes
9. **COMMENTS FROM THE COMMISSIONERS**
10. **EXECUTIVE SESSION**
 - 10.1 Real Estate Acquisition Prospect
11. **ADJOURNMENT**



TACOMA HOUSING AUTHORITY

MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, MAY 27, 2020

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via <https://us02web.zoom.us/j/6267029359> / Mtg ID: 626 702 9359 / Dial 253 215 8782 at 4:45 PM on Wednesday, May 27, 2020.

1. CALL TO ORDER

Chair Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:57 PM.

2. ROLL CALL

Upon roll call, those present and absent were as follows:

PRESENT	ABSENT
Commissioners	
Chair Derek Young	
	Vice Chair Stanley Rumbaugh
Commissioner Dr. Minh-Anh Hodge	
	Commissioner Dr. Arthur C. Banks
Commissioner Shennetta Smith	
Staff	
Michael Mirra, Executive Director	
Sha Peterson, Executive Administrator	
April Black, Deputy Executive Director	
Ken Shalik, Finance Director	
Toby Kaheiki, Human Resources Director	
Frankie Johnson, Property Management Director	
Kathy McCormick, Real Estate Development Director	
Sandy Burgess, Administrative Services Director	
Julie LaRocque, Rental Assistance Director	
Cacey Hanauer, Client Support & Empowerment Director	

Chair Young declared there was a quorum present @ 4:58 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Young asked for any corrections to, or discussion of the minutes for the Regular Session of the Board of Commissioners on Wednesday, April 22, 2020. Commissioner Hodge moved to adopt the minutes, Commissioner Smith seconded.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

Motion approved.

4. GUEST COMMENTS

There were no guest comments.

5. COMMITTEE REPORTS

Real Estate Development Committee—Vice Chair Rumbaugh

The Real Estate Development Committee met to discuss the development projects on Hilltop. Director McCormick also provided a recap on the development with Inland; a proposal is expected in late August or early September. Chair Young is interested in the partnership with Inland. Overall it sounds like a good plan. He added that of all THA projects, he believes the ones at Hilltop are critical.

Finance Committee—Commissioner Hodge and Chair Young

Nothing to report.

Education Committee—Commissioner Hodge

Commissioners Hodge and Smith met with Policy, Innovation and Evaluation Project Manager Jess Thompson. They discussed transferring the Children's Savings Account to a 529 account, which will provide an opportunity for families to participate in the college fund.

Citizen Oversight Committee—Commissioner Banks

Commissioner Banks was not in attendance.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) Michael Mirra directed the board to his report. ED Mirra noted how the state legislature appropriated funds to operate Arlington Drive Campus for Homeless Youth and Young Adults. He also noted the state's very large budget deficit

due to the economic shutdown during the pandemic. He reviewed the effort to preserve the appropriation.

The Arlington Drive construction is going well. ED Mirra and Commissioner Smith toured the site. According to Commissioner Smith the tour was great and Arlington Drive is COVID-19 ready. They also had a chance to go to the Crisis Residential Center, which was beautiful with big windows. Director McCormick and staff did a really good job. ED Mirra also gave a tour yesterday to the city mayor and council members.

ED Mirra reviewed the project to distribute sidewalk chalk to every THA residents in the family properties, with a warm invitation to children to spread the color around. Commissioner Smith is organizing residents at Salishan for the distribution. The Greater Tacoma Community Foundation provided the funds to buy the chalk and other supplies. There will also be special packets for residents at senior buildings containing bubbles.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the finance report. The goal by the end of the year is to show financials on the big screen using the new budget software. The first quarter reported this month is just a snapshot and does not provide a good representation of the financials. This quarter, THA is in a deficit situation but Director Shalik is not concerned. Although it shows a \$1M shortfall, there will be a \$5M surplus at the end of the year. He reviewed the various sources of income scheduled to arrive later. Director Shalik is not seeing any challenges. There are additional expenses in HAP, Administrative and Property Expenses due to COVID-19. THA is receiving additional funds from the Cares Act for COVID-19 expenses. Property expenses will increase this year but will be reimbursed with the Cares funding. THA has been receiving a decrease in rental income from its properties and it is increasing its share of rent for the voucher programs.

THA has not received waterfall payments since transitioning to Rental Assistance Demonstration (RAD). THA should have the funds within the next month and will be part of the cash position.

REAC is typically due to HUD by September, but due to COVID-19, HUD extended the deadline for financial submission to March 31, 2021, which is a 6-month extension. There is no start date for when the audit will happen.

THA remains in good cash position with stable balances. There is not a lot of Moving to Work (MTW) cash, which is normal. There is approximately \$3.5M sitting with HUD. Director Shalik will be drawing that down soon. Unencumbered cash is at \$6.8M, considered the sweet spot. Director Shalik believes THA can purchase properties with the Renew Tacoma development fee and waterfall payments. Chair Young is curious to find

out what COVID-19 will do for THA expenses. Director Shalik said finance created a tracker for COVID-19 expenses and will report on that next month.

Commissioner Hodge moved to ratify the payment of cash disbursements totaling \$5,181,190 for the month of April 2020. Commissioner Smith seconded.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

Motion Approved.

Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. CSE hired DaVonya Jackson as a new case worker. She worked with domestic violence victims and will be a great addition to the CSE team. Director Hanauer continues to be impressed with the fortitude of the CSE team. The team saw ten times more referrals and still continues to operate with a sense of humor, professionalism, and great attitude. CSE also tried a new onboarding process that made it less of an ad hoc process. Director Hanauer is focused on the Arlington Drive project.

Rental Assistance

Rental Assistance (RA) Director Julie LaRocque directed the board to her report. The RA team has been all about COVID-19 all day with regular work. THA is still at 100% utilization, and Project Based Vouchers are going well. RA is still working with Property Based Subsidy audits; Highland Flats and Crosspointe both requested extensions. Director LaRocque is hoping to report more next month. THA received 60 more mainstream vouchers a few months ago with a set aside of 18 vouchers for Non-elderly/Disabled. RA has not added the extra 75 Family Unification Program (FUP) vouchers to the chart. Those will be added for next month's report. There are already 26 shopping for the program. The project lease up strategy for The Rise has become a big project for the RA team. A memo is included with the RA report regarding the plan for that lease up. Director LaRocque wants to know how the board feels about the process. The main goal is to make the transfer list much smaller than it is, which is currently large due to people qualifying for one bedroom units and THA not having any. THA is taking this opportunity to transfer folks and rightsize them. The lease allows THA to oblige these families to move. Staff are looking for ways to make the move attractive. Staff is considering a plan that would offer people a choice of transfer to The Rise or a housing choice voucher. This may require up to 76 housing choice vouchers for folks not interested in moving to The Rise. Majority of the folks live in Salishan and have lived there for many years. Staff will begin contact with people next week and be cognizant of

being humane and considering family needs. The project involves a lot of different departments. Chair Young asked how the cost for the 76 households are broken out. According to Director LaRocque, it will be based on bedroom sizes and will increase utilization by a percentage or so. There are concerns with people leaving the program. THA may potentially be over utilized. She will have more cost information for the board next month.

ED Mirra noted that right sizing generally refers to an individual who is by themselves in a 2- or 3-bedroom apartment because the household got smaller. That is not a good use of that unit. The transfer can be hard on the person. It asks them not only to move but to give up a larger space they have grown accustomed to. THA's web site will soon allow people to view The Rise and the amenities it offers. Commissioner Hodge commented that it is unfortunate but something needs to be done. According to Director LaRocque this project started in January so staff have a headstart on things. Commissioner Smith thinks most of the anxiety will relate to the pandemic and asking people to shop for an apartment when they are scared to go out of their house. RA has a new landlord engagement specialist who will help people find places or landlords who have openings.

Property Management

Property Management (PM) Director Frankie Johnson directed the board to her report. The PM team has been all about COVID-19 all the time. It dominates PM because they have to be prepared in a lot of different ways. Maintenance continues to do sanitization rotation in senior buildings and common areas. The administration team has also been busy processing 76 hardships and are expecting more. PM is also making adjustments to annual certifications for June, July, and August to comply with the increase in rent moratorium.

PM had a successful period of recruitment for four positions for The Rise and Arlington. The first successful candidate is Sheri Tift who will be the property manager for both properties. Sheri comes from RA with a ton of knowledge and experience with leasing. PM also successfully hired two internal property specialists: Cindy Bergee for The Rise and Trina Atkins for Arlington. The maintenance technician position is still open, but there are three internal staff who applied. Interviews will be conducted next week. PM has been focused on team, health and well-being and Director Johnson continues to be impressed with her staff. They are providing what is needed while maintaining good humor. She is making sure to provide information and support for her staff.

PM continues to trend in positive directions with turns now taking under 20 days for this month. Yvonne Ginoulis and David Dailey have been hard at work helping stock supplies. Chair Young asked why there was a rise in emergency and urgent work orders completed per month, and asked if there is a pattern. Director Johnson will drill down and find out how those work orders relate and will provide the information to the board next month. Commissioner Smith asked what type of gear are provided for maintenance and if they are taking steps to protect themselves and clients. Commissioner Hodge asked if all employees are considered essential workers. Director Johnson responded that there is no

report of anyone being sick with COVID-19. Much of PM staff work is considered essential. THA is continuing to lease while following social distancing protocols and limiting unit showings to signing leases only. ED Mirra added that Tacoma Housing Authority in its entirety is essential but THA sent staff home for social distancing purposes.

ED Mirra asked how close THA is to providing a virtual tour of properties to show units. According to Director Johnson, Brandon Wirth is working on this with The Rise as a starting point and learning how to do it; he did something similar for the Crisis Residential Center. ED Mirra noted that the eviction moratorium expires next week but the Governor is likely to extend it. He asked if there have been lease violation behaviors that she attributes to an impunity tenants may feel knowing that they cannot be evicted. Director Johnson said nothing stood out.

Real Estate Development

Real Estate Development (RED) Director Kathy McCormick directed the board to her report. THA has been in an advisory role for Tacoma Community College regarding whether to master lease the property or develop it through their foundation. Staff are excited about it and also looking at options for further development at James Center North. Construction is going well at The Rise and Arlington and the project is ahead of schedule. Korsmo is being cautious regarding contractors who need to be scheduled back in. RED staff are working with Bob Fredrickson to find properties to purchase. Director McCormick has been talking with Pierce County and Kathi Littman regarding funding sources. Alyssa Torrez started this week replacing Chris Govella's position. Felicia Medlen has accepted a position with the City of Tacoma as their housing division manager. Director McCormick will start working with Human Resources to fill that role. RED staff are working on a lot of different projects at once and doing them very well. Staff morale is good and staff are working from home. Commissioner Smith noted that Director McCormick is doing a good job. RED finished all environmental evaluations with Gault and working with Marpac regarding replacing the roof. Community engagement process started, first with a survey and then reaching out to people. Due diligence was extended through the end of July.

Policy, Innovation and Evaluation

Deputy Executive Director (DED) Black announced that THA received news that the funding request from the Ballmer Group has been approved. THA asked for \$1M ask. It will receive \$800,000. The funds will help with Tacoma Schools Housing Assistance Program (TSHAP) and other projects. The Ballmer Group is excited to work with THA. DED Black thanked ED Mirra and Karen Bunce. ED Mirra added that THA will also receive \$400K from the Gates Foundation.

8. NEW BUSINESS

8.1 RESOLUTION 2020-05-27 (1) (Approval of Write Offs - SAL 7 & Section 8)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

WHEREAS, Tacoma Housing Authority (THA) provided housing services to Public Housing and Housing Choice Voucher participants who discontinued housing assistance with debt owing to THA; and

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess to the amount the owner is entitled to receive, and the owner has not repaid this amount to THA; and

WHEREAS, each individual included in this tenant account write off has been notified of their debt and given the opportunity to pay prior to this resolution; now, therefore, be it

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

Authorizes THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

THA Projects Write offs and to Collections		
THA - Salishan VII	Client #	Balance
	LD-2017-029921	\$ 2,263.50
	LD-2017-029915	\$ 1,073.68
		\$3,337.18
Section 8	Client #	Balance
	LD-2017-030827	\$ 24,050.00
	LD-2017-033119	\$ 714.00
	LD-2017-033408	\$ 280.00
		\$ 25,044.00
	Total THA for Write Off:	\$28,381.18
	Total THA to Collections:	\$28,381.18

Commissioner Hodge motioned to approve the resolution. Commissioner Smith seconded the motion.

AYES: 3
NAYS: None
Abstain: None

Absent: 2

Motion Approved: May 27, 2020

Derek Young, Chair

8.2 RESOLUTION 2020-05-27 (2)

(Approval to Establish a Guaranteed Education Tuition Master Scholarship Account and Transfer Funds Children's Savings Account Program's Funds)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

WHEREAS, Tacoma Housing Authority's Children's Savings Account (CSA) Program is currently undergoing redesign for expansion; and

WHEREAS, third-party evaluation and research from BERK Consulting has found that close to half of nationwide CSAs operate through a 529 program and its interviews with THA families, stakeholders and community partners suggest general interest in such a pre-paid tuition program and an easily accessible program for families to earn and save for their children's post-secondary education; and

WHEREAS, the Washington Student Achievement Council (WSAC) administers the state's 529 Guaranteed Education Tuition (GET) program and the guarantees that GET units will "keep pace with tuition increases at the state's highest-priced public university," thereby allowing dollars invested today to be worth equivalent to the future tuition cost of the state's most expensive public university, funds will help cover post-secondary educational expenses (including books, fees, supplies, technology, housing and food); and

WHEREAS, THA will be the custodian of the GET Master Account Scholarship and will set the rules for seed, match or incentive earnings as well as fund disbursement for CSA beneficiaries and families who enroll in the CSA will also establish their personal GET account; and

WHEREAS, WSAC will administer and manage the operations of both the THA Master Scholarship Account and family personal GET account; now, therefore, be it

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

The Executive Director is authorized to set up a Guaranteed Education Tuition (GET) Master Scholarship Account through the Washington Student Achievement Council for the purpose of administering the CSA program. As funders permit, THA is authorized to invest current and future funds raised for the CSA into this Master Scholarship Account. THA will open a Master Scholarship

Account by May 31, 2020, and initiate its initial GET unit purchase by June 25, 2020.

Comments:

Chair Young asked what the user experience will be and how much transition this will be for families. PIE Project Manager Amy Van responded that THA sees it as a lot of communication for the current education specialist and can leverage engagement capacity with the Washington Student Achievement Council (WSAC). The technological piece will be minimal because the WSAC has offered a lot of technical assistance. Commissioner Smith asked if 529 will be extended to all kids across age groups. According to Amy, THA hopes to first begin with the current population enrolled in the Children's Savings Account (CSA) and gradually expand it. Currently, not all Salishan students are eligible for the program. Over time, based on outcome and engagement, THA will offer it more widely to other properties and all THA families and kids enrolled at Tacoma Public Schools. Commissioner Hodge asked if the account is held at Heritage Bank. Amy confirmed that currently accounts are held at Heritage Bank for savings for kids K-5 who are CSA participants; accounts for secondary students are held with THA. Commissioner Hodge had a great conversation with Amy and thinks it's a win for THA and saves time and resources. According to ED Mirra, before the funders give their money to THA their money sits in their accounts with great returns. They will not be comfortable giving THA the money if the return is not good. ED Mirra posed a possible reply to the funders—Greater Education Tuition (GET) return is on average 5.5% and they can beat that and get 7% if it sits in the 529 account. According to the Director of College Savings Plan Luke Minor, the benefit of the 529 is that it is tax free and remains tax free. Commissioner Smith asked how user friendly it will be for residents and if there will be someone to walk them through it. Luke Minor assured that there will be a lot of collaboration and engagement with families. College Savings Plan continue to build online tools to engage families and there are numerous programs, materials, and support available. Chair Young sees the potential because it is something the College Savings Plan can do without THA having the need to create it.

Commissioner Smith motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

Motion Approved: May 27, 2020

Derek Young, Chair

9. COMMENTS FROM COMMISSIONERS

Commissioner Hodge thanked THA staff for an outstanding work and for their continued efforts to provide for the agency especially now. ED Mirra expressed the staff's gratitude to the board.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:49 PM.

APPROVED AS CORRECT

Adopted: June 24, 2020

Derek Young, Chair



TACOMA HOUSING AUTHORITY

Real Estate Development Committee

Chair Derek Young
Vice Chair Stanley Rumbaugh

Finance Committee

Chair Derek Young
Commissioner Minh-Anh Hodge

Citizen Oversight Committee

Commissioner Arthur C. Banks
Commissioner Shennetta Smith

Education Committee

Commissioner Minh-Anh Hodge
Commissioner Shennetta Smith



TACOMA HOUSING AUTHORITY

**COMMENTS FROM THE
EXECUTIVE DIRECTOR**



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: Michael Mirra, Executive Director
Date: June 18, 2020
Re: Executive Director's Monthly Report

This is my monthly report for June 2020. It supplements the departments' reports.

1. **ARLINGTON DRIVE APPROPRIATION**

I noted last month how the state's budget deficit may imperil money the state legislature already appropriated for our operation of the Arlington Drive Campus for Homeless Youth and Young Adults. I recounted our efforts to prevail on the legislature to preserve our money from cuts. At the Board meeting, I will update the Board on those efforts, and the results to date.

On Wednesday of this week, the first four homeless youth ages 12 to 17 years moved into Arlington Drive's Crisis Residential Center! That is a big milestone! It has been long coming, through lots of work by lots of people. More youth will be moving in shortly. The apartments for homeless young adults will be ready to receive them around Halloween.

2. **CONGRESIONAL BUDGET NEWS OF INTEREST TO THA**

Congress is working on two budget bills that affect THA. The first will be the fourth COVID-19 assistance bill. The house version of that bill has money for public housing authorities. The second bill is the mainline federal budget for 2021. Congress has to pass some sort of budget, or a continuing resolution, by October 1st, to avoid a governmental shutdown.

In an effort to anticipate Congress and plan our own budget we have been talking with our congressional delegation and our legislative liaison in Washington, D.C.. At the Board meeting, I will be report on what we have learned.

3. **THA's EQUITY, DIVERSITY AN INCLUSION PROJECT**

The Board knows from my emails to Commissioners and staff on the planning and discussions underway at THA to examine how equity, especially racial equity, shows in our workplace, our work for clients, and our advocacy. Department staff have been convening discussions. Those discussions have been challenging. Staff's willingness and ability to have those discussions are good signs for what this effort will require and whether we have it. The discussions have also produced good suggestions on how THA should proceed. At the Board meeting, I will report on steps to date.

4. **MISCELLANEOUS**

4.1 **CLPHA Summer Meeting June 24th and 25th: By Zoom**

The CLPHA Summer meeting will convene by zoom next week, on June 24th and 25th. This is the meeting that was originally set to convene in Seattle. Seattle

Housing Authority, King County Housing Authority and THA were to co-host. It will now convene remotely, and with a truncated agenda.

This zoom format also means that “attendance” will be easier. It is also free to all staff and Commissioners. To attend, you do have to register. I sent the Commissioners an email from CLPHA containing the link to register. I hope you will consider attending.

4.2 Sidewalk Chalk (and Bubbles) Project

We have now distributed sidewalk chalk to all apartments in all of THA's family properties, with an invitation to the children to spread the color around. Commissioner Smith and her children did the distribution at Salishan!

Photos of the artwork to date are starting to arrive. Here is a sampling:





TACOMA HOUSING AUTHORITY

**ADMINISTRATION
REPORTS**



TACOMA HOUSING AUTHORITY

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$5,769,633 for the month of May, 2020.

Approved: June 24, 2020

Derek Young, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of May 2020

		Check Numbers		Amount	Totals
		From	To		
A/P Checking Accounts					
Accounts Payable Checks	Check #'s	94,240	-	94,283	
Arlington CRC Checks	Check #'s	10,016	-	10,017	
Accounts Payable EFTs	EFTs	675	-	705	
Business Support Center				434,480	Program Support
Moving To Work Support Center				82,002	
Moving To Work Buildings (used by Support Center)				31,260	
Tax Credit Program Support Center				31,575	
Section 8 Programs				134,024	Section 8 Operations
KeyBank Building				37	Properties
Mr Mac Building				77	
Salishan 7				48,123	
Salishan Common Areas				316	
Arlington Crisis Residential Center				580,074	Development
Arlington Youth Campus-THA Costs				5,581	
HT 1500 Block				125	
Salishan Developer Fee				9,763	
Bus Development Activity				1,182	Client Support
Community Services MTW Fund				10,263	
AMP 9 - HT 1500 - Subsidy				1,556	
THA SUBTOTAL				1,370,438	Public Housing
Hillside Terrace 2 & 1500				2,743	Tax Credit Projects - Reimbursable
Bay Terrace I & II & Community Facility				168,572	
Renew Tacoma Housing				13,967	
Salishan 1 - Salishan 6				10,926	
TAX CREDIT SUBTOTAL (Operations & Development - billable)				196,208	1,566,646
Section 8 Checking Account (HAP Payments)					
SRO/HCV/VASH/FUP/NED	Check #'s	483,392	-	483,443	51,739
	EFTs	664	-	694	3,426,786
Payroll & Payroll Fees - ADP					
TOTAL DISBURSEMENTS					
					\$
					5,769,633

TACOMA HOUSING AUTHORITY

CASH POSITION - May 2020

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	4,279,312	0.30%
Section 8 Checking	2,950,821	0.30%
THA Affordable Housing Proceeds-Salishan	1,427,302	0.30%
THA Scattered Sites Proceeds	5,865,843	0.30%
FSS Escrows	216,978	0.30%
CSA Escrows	81,295	0.30%
Note Fund Account	102	0.30%
Credit Card Receipts	190	0.30%
Key Bank Security Deposits	3,641	0.30%
Relocation Account	5,011	0.30%
THA Investment Pool	336	0.30%
THDG - Tacoma Housing Development Group	1,061,278	0.30%
Salishan 7 Operations	1,598,344	0.30%
Salishan 7 Security Deposit	29,390	0.30%
Salishan 7 Replacement Reserve	380,451	0.30%
Salishan 7 Operating Reserve	202,941	0.30%
Highland Crest Operations	916,943	0.30%
Highland Crest Replacement Reserve	257,955	0.30%
Highland Crest Security Deposit	44,740	0.30%
Outrigger Operations	390,123	0.30%
Outrigger Replacement Reserve	181,129	0.30%
Outrigger Security Deposit	26,035	0.30%
Prairie Oaks Operations	138,078	0.30%
Prairie Oaks Replacement Reserve	29,208	0.30%
Prairie Oaks Security Deposit	4,994	0.30%
Payroll Account	4,748	0.30%
HOME STREET BANK		
James Center North Operations	583,079	0.00%
James Center North Security Deposit	56,801	0.00%
WASHINGTON STATE		
Investment Pool	\$ 1,522,625	0.50%
1. TOTAL THA CASH BALANCE	\$ 22,259,692	
Less:		
2. Total MTW Cash Balance	\$ 1,045,776	
<i>Less Minimum Operating Reserves</i>		
2.01 Public Housing AMP Reserves (4 months Operating Exp.)		
2.02 S8 Admin Reserves (3 months Operating Exp.)	726,000	
2.09 Less Total Minimum Operating Reserves	\$ 726,000	
2.1. MTW Cash Available (Lines 2-2.09)	\$ 319,776	
3. MTW Cash Held By HUD	\$ 3,830,683	

TACOMA HOUSING AUTHORITY

CASH POSITION - May 2020

4. Non MTW Cash Restrictions/Obligations			
<i>4.1 Non MTW Operational Restrictions</i>			
4.10 HUD Restricted - Lot and Property Sales		\$	7,293,145
4.101 Area 2B Sales Proceeds (Afford Hsg)	1,427,302		
4.102 Scattered Sites Proceeds (Afford Hsg)	5,865,843		
4.20 THA Property Accounts Reserved		\$	2,460,223
4.201 Security Deposit Accounts	165,601		
4.202 Highland Crest Operations Reserves	320,000		
4.203 Highland Crest Replacement Reserves	257,955		
4.204 James Center North Operations Reserves	230,000		
4.205 James Center North Capital	274,880		
4.206 Outrigger Operations Reserve	150,000		
4.207 Outrigger Replacement Reserves	181,129		
4.208 Prairie Oaks Operations Reserves	77,000		
4.209 Prairie Oaks Replacement Reserves	69,208		
4.210 Salishan 7 Operations Reserves	354,000		
4.211 Salishan 7 Replacement Reserves	380,451		
4.30 Rental Assistance Reserves		\$	916,822
4.301 Mod Rehab Operating Reserves	90,984		
4.302 VASH, FUP, MAIN & NED HAP Reserves	612,092		
4.303 FSS Escrows	213,746		
4.40 Prepaid Grants		\$	1,580,157
4.401 Gates Foundation	449,177		
4.402 Foundation for Tacoma Students	69,702		
4.403 THDG	1,061,278		
4.50 BFIM Buyout LOC Collateral-Potential Tax Credit Loss		\$	2,500,000
4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		\$	14,750,346
4.70 Agency Contracted or Budgeted Commitments Remaining		\$	-
	-		
	-		
4.99 Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)		\$	14,750,346
5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		\$	6,463,570
6. Development Advances - Project Reimbursement upon closing/draw		\$	207,003
6.01 Arlington Crisis Residential Center	-		
6.02 Arlington Youth Housing	64,295		
6.03 Court F LLLP (1800 Block)	142,708		



TACOMA HOUSING AUTHORITY

**POLICY, INNOVATION, AND
EVALUATION**



TACOMA HOUSING AUTHORITY

DATE: June 24, 2020

TO: THA Board of Commissioners

FROM: April Black
Deputy Executive Director
Director of Policy, Innovation and Evaluation

RE: Policy, Innovation and Evaluation Department Board Report

This report serves as Policy, Innovation and Evaluation's (PIE) bi-monthly report. The past two months have been busy focusing on Tacoma Housing Authority's (THA) response to the COVID-19 pandemic and racial injustices at the local and national level. We have been creating space to tackle both crises while supporting other agency work.

Related to COVID-19, PIE has been co-leading the Emergency Operations Committee work with Administration and you heard a report about the work to-date in Michael's report in May. Over the past month, we have moved into a new phase of work related to planning for "recovery." We are making these plans through a Re-open Committee consisting of staff and/or managers from every department in the agency. Karen Bunce from PIE is chairing this committee and the committee is a strong group of committed and smart employees. The group has been tasked with presenting plans that comply with the Governor's (and other regulatory) orders but have been given the leeway to present proposals that allow for a "new normal" for the agency. For example, not all staff will immediately return to the office, lobbies in our building will not be fully re-opened, we won't go back to in-person appointments unless they serve a true purpose for the customer and/or THA. The committee has been divided into five subcommittees focused on the following areas of our operations:

- Overall safety of staff, tenants, and visitors to THA properties and offices;
- Staff who do not regularly interface with the public in THA offices;
- Staff who do regularly interface with the public in THA offices;
- Staff who interface with the public/customers in their homes; and
- THA's public and shared spaces such as community rooms, computer labs and playgrounds.

Sha is leading the safety planning and produced the attached staging plan that outlines, at a high level, how we will phase in our operations and address safety. This staging plan will be used as a basis for the other work in our reopen planning.

June has been a month where the racial discrimination and injustice that has been existing in this country for centuries has become a national discussion. In the weeks following George Floyd's murder and the medical examiner results of Manuel Ellis' murder, THA attempted to strike a balance of giving staff time to grieve and participate in protests while adjusting work hours and operations to account for possible property damage should the protests take a turn in ways similar to protests across the country.

We are now moving to a place of action. We are beginning to look at how THA contributes to systemic racial inequities and how we can improve for our staff, customers and community. PIE's role in this work will be continued to be defined over the coming weeks but I anticipate it will involve, at the least, the following:

- Staff participation in agency-wide discussions about how we/they perceive the equity of the agency;
- Assisting in seeking community partner and THA customer feedback about their perceptions of the equity and accessibility of our programs and choices;
- Evaluation of THA's programs. In particular, we are evaluating the success of the Family Self-Sufficiency, the impact of the fixed-subsidies and time limits in the Housing Opportunity Program, the reasons why College Housing Assistance Program participants have lost their housing assistance, and how the Children's Savings Account Program could be more appealing and accessible to all THA families. It is likely that we will focus our evaluation efforts on other areas of the agency, as well. These will likely include mapping of where our voucher holders are living and who is being issued lease violation and eviction notices in our properties. More areas that need a light shined upon them will be identified through the staff, community partner and customer consultation efforts we will take on over the coming months.

The remainder of the report discusses the other work of the department related to THA's education projects, evaluation of programs, the status of redeveloping THA's website, updates on the marketing efforts for Arlington Apartments and The Rise, fundraising efforts and a preview of the changes we hope to make to our criminal background screening policies to increase access to our housing programs.

1. Tacoma Schools Housing Assistance Program (TSHAP)

In late May, Pierce County Human Services announced that they awarded the TSHAP service contract to Wellspring Family Services. This award was announced after a community committee review of all applications and oral presentations to the county's Document Fee Recording committee. Wellspring is based out of King County and are seasoned service providers of Coordinated Entry and rapid rehousing services. They are also experienced in working with King County school districts to provide housing and case management supports to McKinney-Vento families. Staff is excited to launch the next phase of the TSHAP implementation with this milestone achieved. We are extremely grateful for the hard work Pierce County staff has put forth to quickly move this stage forward.

PIE staff is in communication with Pierce County and Tacoma Public Schools (TPS) staff to address implementation once service contracts are finalized.

1.1. Tacoma Public Schools

- 1.1.1.** THA, TPS and Pierce County staff met in May to address how client data tracking and reporting will look like across the county's Homeless Management Information System (HMIS) and TPS eSchoolPlus data platform. The partners favored the role of THA to support and manage the data exchange process of matching TSHAP clients whose information is entered into HMIS with student profiles within eSchoolPlus. The partners derived to this conclusion after discussing the advantage that THA staff already have access to HMIS and eSchoolPlus, and the restraints TPS and Pierce County has regarding sharing identifiable client information across different sectors. THA PIE and CSE staff will develop a business process to coordinate the data matching process over the next few weeks.
- 1.1.2.** PIE staff continue to remain in communication with TPS liaison, Dr. Thu Ament to keep abreast with updates from the school district. The district shares that guidance in coming week by week from the federal and state level. The district is currently puzzling through defining credit obtainment for middle and high school students. Statewide, all school districts are seeing a significant engagement gap, with about 50% of students not connecting with their teachers. The Office of Superintendent of Public Instruction (OSPI) has created a task force to work through how to better connect with students who are not connecting or engaging with their teachers during COVID. In late April, TPS announced that teachers will be grading between now and June. Teachers will base grades based on what they were prior to the school shut down and whether students are completing their lesson packets. No student will see a reduction in grades. No student will receive a failing grade. Teachers will also be tracking attendance based on whether that student has connected with their teacher once per week. TPS is also beginning to do home visits in an attempt to track down students who have been unresponsive. At this point it is still unknown when school will resume "to normal," and what that structure will look like, and based on district insight, it does not seem likely students will return to their physical classrooms in the fall. A key priority continues to be a need for capital to invest in infrastructure for technology and internet.
- 1.1.3.** Covid-19 Response: PIE staff is working closely with CSE's education specialist, Marty Higgins, to amplify the community resources available to support student learning during COVID. THA's communication team sent a targeted email to all THA households with children in grade school age, directing them to TPS, and the Foundation for Tacoma Students resource pages, as well as theirs and Marty's contact information. Email outreach received a positive email-open rate (40%

opened the email) and 3% click rate within the first week. Staff will continue exploring and diversifying other ways to communicate and connect with families.

2. Children's Savings Account (CSA)

- 2.1.** Third party evaluation: Over the past few months, BERK has led the facilitation for THA staff on how it will create a logic model to guide ongoing performance metrics and activities connected to near-term and long-term outcomes. BERK will finalize its recommendations in a document for THA to consider by early July.
- 2.2.** PIE is continuing to work closely with the Washington Student Achievement Council (WSAC) to develop a 529 product that benefits families served by THA. THA successfully completed the enrollment form to establish its Guaranteed Education Tuition (GET) Program Master Scholarship Account by the end of May. THA will have until June 25th to purchase GET units at the current price (\$121 per unit). Unit rates are subject to change starting July 1, 2020. PIE staff, led by Karen Bunce, has begun outreaching to funders to seek their approval to allow their investments to be transferred to THA's GET Master Scholarship Account. PIE is also gathering the information it needs to explore the feasibility with Dream Ahead, a higher-risk college savings avenue also administered by WSAC.

3. THA Books Initiative

- 3.1.** THA has shared half of its Book Rich Environment (BRE) supplies with Tacoma Public Library (TPL). TPL will be facilitating reading activities at its library sites and providing BRE books for families to take home. They have also supplied our lunch sites with reading logs and activity books for families to take home.

4. College Housing Assistance Program (CHAP)

4.1. DOC-CHAP Proposal

THA has set aside 25 vouchers in anticipation of issuing them to students releasing from prison and enrolling at Tacoma Community College (TCC). Prior to launching the program, TCC requested a formal proposal from TCC and Department of Corrections (DOC) to outline the program operations, roles, and responsibilities for DOC-CHAP. The proposal is intended to demonstrate to THA how the CHAP partners plan to work together to mitigate/address the barriers justice-involved student will face in the housing market. Additionally, the proposal should outline the process by which a student is identified while incarcerated and onboarded into the program.

TCC and DOC submitted a proposal for DOC-CHAP to Tacoma Housing Authority (THA) on May 1, 2020. The proposal includes the following:

4.1.1. *Mixed Subsidy Model*

The partners propose a mixed-subsidy model. They have asked to keep 15 tenant based vouchers, but to redirect the funds of 10 vouchers to property based subsidy units or project based vouchers. In addition, the proposal requests THA to assist in finding properties and landlords as the partners have been unsuccessful.

4.1.2. *Landlord Mitigation Fund*

TCC has secured \$10,000 from the TCC Foundation to seed a landlord mitigation fund. This fund would be used to encourage landlords to reduce their screening criteria, assist with rent while the participant secures employment, and cover any additional cost or loss not covered by the security deposit. It is unclear who would own, manage, and oversee replenishment of this fund.

4.1.3. *Planning and Pilot Period*

The proposal requests a 4 month planning period in which the partners and THA will determine if there would be any success by issuing an RFP for property based subsidies or project based vouchers. Upon implementation the proposal suggests an 18 month pilot period to evaluate program operations and determine if one subsidy model proves more successful at ensuring a successful lease-up.

4.1.4. *Program Name*

As partners dedicated to social justice it is important to understand how language influences perceptions of programs and their clients, especially for people with past criminal histories. The partners unanimously agreed that the program should not be named or referred to as "DOC-CHAP". They recommend that we should adopt a program name, and "terms" that advocate for DOC-CHAP clients rather than spotlight the past they are striving to escape.

Over the last few weeks, staff from PIE and Rental Assistance (RA) have reviewed the proposal and are in the process of compiling a response with follow-up questions and some recommended modifications. The Landlord Engagement Specialist has been exploring if and how THA and TCC could gain access to the Landlord Liaison Project's housing bank and risk mitigation fund. This would help address the challenge of finding landlords willing to loosen screening criteria and also provide additional supports to assist tenants and landlords (additional services include 24/7 phone line, unit referrals, landlord outreach, managing the housing bank, mediation between case managers and landlords).

4.2. CHAP Expansion to Koz at the Dome (Koz on Puyallup)

Koz at the Dome currently has two remaining units to lease up. In response to the slow lease-up, Koz began to market the remaining covered units to other colleges and the general public. Seven of the 64 covered units were leased up in response to the broader marketing.

Collectively, TCC and UW Tacoma referred over 100 students to the property. PIE staff will be working with the schools to try to identify why the majority of referrals to Koz at the Dome did not result in a lease. The education partners have shared some anecdotal feedback that students, especially those with children, did not find the kitchen was outfitted to their needs (kitchens include two burner cooktops, a microwave, and refrigerator), some students felt the area was unsafe, and some needed parking (there are only 8 parking spaces on site). PIE staff will work with the education partners to do a deeper dive into understanding how to measure and align supply and demand when it comes to student needs (like household size) and characteristics of Property Based Subsidies (PBS).

4.3. CHAP Program Alignment

In support of the program changes brought about with CHAP's expansion to Koz at the Dome, and DOC-CHAP, THA, TCC, UW Tacoma, and TPS have developed a Memorandum of Understanding (MOU) that outlines the roles and responsibilities of the education partners and THA. In addition, THA has finalized a program manual to formalize and operationalize all forms of CHAP (tenant based subsidy, PBS, DOC-CHAP). The previous program manual only captured operations for tenant based subsidies. The intent of the new program manual is to ensure equitable and consistent practice amongst all partners regardless of the type of subsidy being used.

PIE staff is finalizing a memo outlining proposed changes to the tenant based subsidy program requirements. This memo and accompanying score card will go out for community consult. The Board can expect to receive a Board Resolution regarding these changes to be presented at the August Board meeting.

4.4. CHAP Disenrollment Evaluation & Environmental Scan

THA received a \$25,000 grant from the Foundation for Tacoma Students to explore what factors impact student success once housing is secured. Internal data suggests that 40% of tenants using property based subsidies are not currently enrolled in school. Additionally, of all participants who have come through CHAP with a voucher, over half had their assistance ended due to no longer meeting eligibility requirements. PIE staff, in partnership with TCC, want to understand why, once housing is secured, students are unable to remain enrolled and/or make the progress required to remain on the program. Specifically, we want to determine if these outcomes reflect disparities in race, age (adult learners versus traditional aged students), and parenting status.

Identifying other factors impacting student success will help ensure CHAP's program requirements are aligned with students' real life circumstances. It will also help the education partners to explore if additional supports are needed.

PIE staff issued an RFP for an evaluation of causes of disenrollment and environmental scan to see what resources are available to address the causes identified. BERK Consulting was selected as the winner of the RFP. Their work will begin by early July and carry on through October. PIE staff will report back on the findings of their evaluation later in the year.

5. Third Party Evaluation for THA Education Projects

THA is had begun discussions with the Foundation for Tacoma Students (FFTS) regarding evaluation of THA's education projects. In late February staff from PIE and CSE met with staff at FFTS to brainstorm program performance metrics as well as potential approaches to evaluation. Our next step will be to enlist the help of a consultant to help facilitate further discussions and the development of a logic model.

6. Internal Evaluation of THA Programs

Policy, Innovation, and Evaluation (PIE) staff are in the draft review process for an evaluation on the Family Self Sufficiency (FSS) program which is operated by the Client Support and Empowerment department. This evaluation was called for in order to determine the success of THA's FSS program and recommend changes that can be made to the program as CSE is required to update its Action Plan per HUD guidance. This evaluation relied on current literature in self-sufficiency and data on FSS participants from OpenDoor. This evaluation produced eight recommendations, of which six were approved by CSE to consider implementing in THA's FSS program.

PIE staff are currently conducting a data driven evaluation on the Housing Opportunity Program. This evaluation was called for due to there being additional funds in the budget than was accounted for preceding the COVID-19 pandemic. This evaluation is being completed with guidance from the Rental Assistance (RA) department to ensure the outcomes mesh with the needs of the department. The HOP program and its participants are being analyzed via many different metrics for this evaluation such as change in earned wages, change in annual income, the market rent burden a HOP participant exits the program with, and also comparisons to the HCV program and PBV programs to analyze any potential racial disparities. Both reports will be shared with the Board at the August meeting.

7. Communications and Marketing

7.1. Website RFP

In late 2019, the PIE team audited our current website and found that it lacks many features commonplace in modern websites. Namely, it is not mobile-friendly or accessible to the audience our mission statement calls us to care for most: those in need.

Our website is difficult and sometimes impossible to use on a cell phone. Data shows that 74.3% of our 2019 waitlist applicants filled out their application on their smart phone. Low-income families are also more likely to use their smart phone as their only means of internet access. Our website is currently not equipped to help them. Another ripple effect of an inaccessible website is our front desk is flooded with callers saying they tried to find their answer on the website but couldn't.

On February 13, 2020, Cabinet approved a proposal allowing us to post an RFP seeking a redesigned website. This overhaul will give tacomahousing.org a much needed tune-up. We posted the RFP on April 20th with a deadline of May 20th. We received 17 applications and plan to select a contractor by early July. Our goal is to have a new website launched Q1 2021.

7.2. Marketing Updates

Brandon Wirth of the PIE team has been working closely with staff and community partners to develop the marketing collateral for Arlington Apartments and The Rise.

7.2.1. The Rise at 19th

The Rise has 14 units set aside for people with disabilities and 14 more units set aside for people exiting homelessness. We are working closely with Veterans Affairs to help house disabled or homeless military veterans. We will also use this new building to help families currently housed by THA move into apartments that are the right size for them. To help future residents we have created a website, therise19.com and a print collateral that displays the property, the surrounding neighborhood, and the on-site amenities.

With the start of Bay Terrace, our staff have created visual identities unique to each property. We do this in hopes that each property is vibrant, attractive, and distinct. For The Rise, we consulted frequently with the Hilltop Action Coalition on naming the property as well as early design direction for branding. Working internally, our communications manager and the Asset Management Committee created the following logo:



7.2.2. Arlington Apartments

The marketing and communications for Arlington Apartments involves an audience that is new to us at THA. Young people experiencing homelessness. We're working closely with BDS, YMCA of Greater Seattle, and Oasis Youth Center's Youth Council group to make sure that young people know about the warm and safe welcome we wish to offer them at Arlington Apartments in the fall. The Youth Council will help us establish our design and branding for future branding projects. We plan to market to future residents through a robust social media presence, bus advertisements, partner outreach materials, a website and more.

8. Status of Fundraising and Resource Development

THA has received \$2,118,132 to date in grants for 2020. This total does not include the \$792,000 18-month grant we are anticipating from the Ballmer Group to support the Education Project. While we are not actively pursuing programming grants due to COVID, we have received a few that we had applied for pre-COVID. The community has been great about providing support for our residents and clients with services and food. We continue to monitor funding for COVID related expenses and will be applying for reimbursement from the appropriate sources now that Pierce County has moved into Phase II.

9. Proposed Changes to THA's Use of Criminal History in its Screening Policies

This month's PIE report includes introduction and recommendations from its Opening Doors to Housing project. PIE's Opening Doors to Housing project included a review of THA's current criminal screening policies, research and evaluation and stakeholder consultation to recommend changes to THA's criminal screening policies for the agency, THA's Board and the community to consider for adoption. The recommendations intend to balance protecting the safety and wellbeing of THA's residents and THA's mission as a social justice agency.

Generally, a public comment period takes place before THA seeks Board approval to adopt new or revised policies. PIE is presenting its recommendations to the Board before the public comment period for the following reasons:

1. THA is requesting Board approval to take the recommendations and menu of options as presented out for public comment.
2. Policies concerning criminal justice issues come with a range of support and resistance. It is important for staff to inform its Board of these recommendations prior to presenting them to the community.
3. THA is also requesting assurance from the Board that if the recommendations are supported by the public, the Board would be willing to give them serious consideration.

The purpose of this report is to introduce the Board to the findings and recommendations and to request the Board's approval to take PIE's recommendations, alongside the menu of options, out for public comment.

9.1. Background

The Department of Housing and Urban Development (HUD) administers federal funding to public housing authorities to administer its Housing Choice Voucher (HCV) programs. This includes both tenant-based and project-based voucher programs which are governed under the same federal regulations unless otherwise noted. HUD does define some of its eligibility requirements which all public housing authorities must comply but provides much room for public housing authorities to establish their own standards for approving or denying assistance for housing applicants. As part of the eligibility review process, THA performs background screenings to ensure applicants are eligible for its programs in accordance with HUD regulations and THA's discretionary policies outlined in our Administrative Plan.

THA uses the background screening to review an applicant's credit, past rental history and criminal history to ensure it meets HUD's requirement which prohibits admission for anyone who may threaten the health safety and peaceful enjoyment by residents and those within the immediate vicinity. THA's standards to make these determinations have an impact on who can and cannot secure safe, decent and affordable housing in Tacoma.

It's been identified that a person's past criminal history comes with penalties beyond the ones imposed in a court of law. People with criminal histories do not have equal opportunity to secure jobs with living wages, access housing and other means that help a person provide for themselves and their families. This is especially true for people of color, especially Black people, who are unjustly policed and convicted at higher rates than any other demographic; and face harsher penalties and longer sentences. These have significant impacts on Black families and their communities which hinders their ability for economic mobility. This occurs even though Black people do not engage in criminal activity more than any other demographic group.

9.2. Goals of the Criminal Screening Policies Recommendations

Thus, PIE was tasked to perform a review of THA's criminal screening policies and develop recommendations to address the housing need and known disparities for people with criminal histories. PIE's recommendations seek to meet the following goals:

- Protect the health, safety and general well-being of residents and those within the immediate vicinity;

- Ensure that policies are nondiscriminatory and do not unnecessarily exclude applicants with a past criminal history;
- Ensure that THA's policies align with its social justice mission to alleviate disparate impacts for people of color, especially for Black families who are overrepresented.

With these goals in mind, PIE performed a literature review, data analysis of available THA data and stakeholder consultation to inform its final recommendations.

9.3. PIE's Recommendations for Revising THA's Criminal History Screening Policies

Attached is the full report of the research and evaluation that has informed this work. The report yields recommendations from THA's PIE department, with this work led by Ava Pittman. When discussing the recommendations and options with the public, THA will use the menu of options that show on the next page of this report.

9.4. PIE's Request of the Board

With this report, and the discussion at the Board meeting, PIE is requesting the Board's support to publicly share the full *Housing for All: Reducing Barriers to Housing for People with Criminal Records* report along with the menu of options. We will post both on our web site. Some stakeholders will receive a direct copy. We will then begin a public comment period with some targeted community consultation. Consultation will include:

- In person meetings with THA residents, if allowable under Governor's orders;
- Public meetings via Zoom;
- Direct communication with community leaders including:
 - Northwest Justice Project
 - City Council members
 - County Council members
 - State legislative representatives, including Jeannie Darneille and Laurie Jenkins

You would be able to expect the results of these consultations and final recommendations related to our criminal background screening policies in fall 2020.

Appendix E: Coronavirus Safety Plan & Approach

Reopening business and physical distancing measures.



The Department of Labor & Industries (L&I) requires Washington employers to provide a safe and healthy workplace and implement the Governor’s proclamation to ensure coronavirus prevention.

Plan	THA Stage 1 May 5-June 21	THA Stage 2 June 22-July 25 (as long as Pierce County has been approved by the state)	THA Stage 3 July 26-August 22 (as long as Pierce County has been approved by state)	THA Stage 4 August 23 (The New Normal) (as long as Pierce County has been approved by state)
PHYSICAL DISTANCING	<ul style="list-style-type: none"> As of June 8, all employees are required to wear face coverings and follow the Protective Masks Guidelines on the CoC Plan. Offices closed to the public. Limited number of staff physically return to work (25-50%) if physically distancing of 6 feet can be maintained. Non-client facing staff are encouraged to work from home. Public meetings held remotely. Client meetings held by phone or virtually. 6 feet social distancing at all times. Follow social distancing guidelines on the Workplace Safety Checklist. Essential travel only. Spread apart through staggered schedules, telework, and reduced capacity on-location based on <i>THA’s Physical Workspace Safety Matrix</i>. Arrange furniture in meeting rooms and lobbies to social distancing guidelines using cues. 	<ul style="list-style-type: none"> Continue to follow the Protective Masks Guidelines. Offices closed to the public. Limited number of staff physically return to work (25-50%) if physically distancing of 6 feet can be maintained. Non-client facing staff are encouraged to continue to work from home. Client meetings held by phone or virtually. Emergency food resources provided for clients at safe locations at properties (6 feet distance). Some internal meetings held in conference rooms with social distancing. 6 feet social distancing still adhered to by all staff. Computer labs at properties open by appointment only (2 people at a time). Masks to be worn when not in office/cubicle and/or when unable to stay 6 feet away from others. 	<ul style="list-style-type: none"> Continue to follow the Protective Masks Guidelines. Offices partially open to the public by appointment only. Limited number of staff physically return to work (25-50%) if physically distancing of 6 feet can be maintained. Provide flexible working options and telecommute based on agreement with supervisor. Non-client facing staff are encouraged to work from home. Social distancing will remain in place. Reconfigure workstations and offices so that staff do not face each other. Travel expanded to non-essential staff. Option to meet with clients and outside partners in person or virtually. Emergency food resources provided for clients at safe locations at properties (6 feet distance). 	<ul style="list-style-type: none"> Continue to follow the Protective Masks Guidelines. Offices now open to the public with limited number of guests in lobbies. Remain social distancing. Essential staff return to offices and sites up to 75% (split shift, telecommute). Provide flexible working options and telecommute based on agreement with supervisor. Non-client facing staff to telework through December 31, 2020. Community rooms at Senior & Disabled (S&D) buildings now open for resident and TRAC meetings. Community partners can host meetings in S&D community rooms. Partners will need to submit a plan to demonstrate social distancing. Computer labs at properties in full operation.

	<ul style="list-style-type: none"> • Mark public areas with social distancing cues. • Appoint a Coronavirus site supervisor at each property. • Use remote meeting options when possible. • Remove most of the chairs in breakrooms and discourage gatherings. • Increase ventilation in the buildings by opening windows and ensuring HVAC system is running properly. • Limit one person per agency vehicle. • Regulate the use of common areas with clear signage including maximum occupancy limits. • Remove magazines and toys from lobbies. • Staff to ensure all shared utensils are placed in the dishwasher after use. • 	<ul style="list-style-type: none"> • Follow social distancing guidelines on Workplace Safety Checklist. Install plexiglass shields at public counters. • Implement a reservation system to reduce crowds and text/call patrons when they can receive services. • Take drinking fountains out of service to eliminate high-touch points. Encourage staff, customers and guests to bring their own water bottles. • Provide and require sanitizing wipes for vending machine(s) and appliances to be wiped down after each use. • Reorganize public spaces (i.e., hallways) to support one-way traffic flow to reduce congestion points. • Limit entrances to one per building to improve screening. All exits will remain accessible. • In use/available signs by restrooms with glove dispenser. 	<ul style="list-style-type: none"> • Conference rooms open for meetings as long as capacity is limited to less than 50 persons and physical distancing of 6 feet is followed. • Return all chairs to kitchen. • Computer labs at properties open by appointment only (3 people at a time). • Community rooms in Family Properties open for gatherings up to 50 people. • Screen clients for illness before entering buildings using the THA Screening Form. Document name, date and contact information for all visitors and staff entering building. • Allow people to use drinking fountains. • Continue to provide sanitizing wipes for vending machine(s) and appliances. • Playgrounds at properties open for 20 or fewer people. Follow Metro Parks guidance for reopening playgrounds. • Open all entrances for employees. 	<ul style="list-style-type: none"> • Playgrounds at properties open to all. • Option to meet with clients in person or virtually.
LOCATION DISINFECTION & SANITATION	<ul style="list-style-type: none"> • Provide self-check stations with thermometers at all employee entrances. • Regularly sanitize common areas in employee work areas and public lobbies per CDC cleaning requirements. • Provide hand sanitizers at the top and bottom of stairwells, 	<ul style="list-style-type: none"> • Regularly sanitize common areas in employee work areas and public lobbies per CDC cleaning requirements. • Continue to provide hand sanitizers at the top and bottom of stairwells, building entrances, work areas, meeting spaces and lobbies. 	<ul style="list-style-type: none"> • Continue to regularly sanitize common areas in employee work areas and public lobbies per CDC cleaning requirements. • Continue to provide hand sanitizers at the top and bottom of stairwells, building entrances, work areas, meeting spaces and lobbies. 	<ul style="list-style-type: none"> • Continue to regularly sanitize common areas in employee work areas and public lobbies per CDC cleaning requirements. • Continue to provide hand sanitizers at the top and bottom of stairwells, building entrances, work areas, meeting spaces and lobbies.

	<p>building entrances, work areas, meeting spaces and lobbies.</p> <ul style="list-style-type: none"> • Promote and practice frequent hand washing by placing posters in restrooms and kitchen. • Staff to disinfect individual workspaces between each shift. • Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. • Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>. • Provide in use/available signs by restrooms with glove dispensers. 	<ul style="list-style-type: none"> • Promote and practice frequent hand washing. • Staff to disinfect individual workspaces between each shift. • Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. • Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>. 	<ul style="list-style-type: none"> • Promote and practice frequent hand washing. • Staff to disinfect individual workspaces between each shift. • Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. • Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>. 	<ul style="list-style-type: none"> • Promote and practice frequent hand washing. • Staff to disinfect individual workspaces between each shift. • Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. • Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>.
PPE UTILIZATION	<ul style="list-style-type: none"> • Employees not working alone will wear masks or face shields. • Employees working in senior disabled buildings will always wear masks. • Supply masks, hand sanitizer, and disinfectants. • Provide gloves outside restrooms and limit to one person. • Encourage people to use their own pens. • Supply tissues and trash cans. 	<ul style="list-style-type: none"> • Employees not working alone will wear masks or face shields. • Employees working in senior disabled buildings will always wear masks. • Supply masks, hand sanitizer, and disinfectants. • Continue to provide gloves outside restrooms and limit to one person. • Encourage people to use their own pens. 	<ul style="list-style-type: none"> • All visitors will be encouraged to wear cloth face coverings and do a wellness check prior to entering the building. THA will provide masks for those that do not bring their own. • Employees not working alone will wear masks or face shields. • Employees working in senior disabled buildings will always wear masks. • Supply masks, hand sanitizer, and disinfectants as available, upon request. • Continue to provide gloves outside restrooms and limit to one person. 	<ul style="list-style-type: none"> • Continue to encourage all visitors to wear cloth face coverings and do a wellness check prior to entering the building. THA will provide for those that do not bring their own. • Employees not working alone will continue to wear masks or face shields. • Employees working in senior disabled buildings will always wear masks. • Supply masks, hand sanitizer, and disinfectant as available, upon request. • Continue to provide gloves outside restrooms and limit to one person.

COVID-19 SAFETY & HAZARD TRAININGS	<ul style="list-style-type: none"> • Employees will take an initial, online COVID and prevention course. Supervisors will follow-up with staff check-ins and refresher training when needed. • Employees, supervisors, and COVID site supervisors will follow COVID safety checklists. • Prominently post DOH prevention posters in work areas, public areas, building entrances, kitchens and restrooms. • Post COVID safety plan and face mask guidelines in public areas and work areas. 			
COVID-19 EXPOSURE INCIDENT REPORTING & SYMPTOM MONITORING	<ul style="list-style-type: none"> • Require employees with COVID symptoms to stay home until cleared by a health assessment or quarantine for at least 14 days. • Employees to do a self-wellness check prior to going to work. • Monitor employee wellness on location. • Establish safe work plans for high risk employees. • Require ill or COVID exposed staff to report their condition to supervisor and follow health department guidelines. • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA's COVID Exposure Procedures and guidance from health department officials. 	<ul style="list-style-type: none"> • Require employees with COVID symptoms to stay home until cleared by a health assessment or quarantine for at least 14 days. • Employees to do a self-wellness check prior to going to work. • Monitor employee wellness on location. • Establish safe work plans for high risk employees. • Require ill or COVID exposed staff to report their condition to supervisor and follow health department guidelines. • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA's COVID Exposure Procedures and guidance from health department officials. • Employees that have been traveling or think they have been 	<ul style="list-style-type: none"> • Require employees with COVID symptoms to stay home until cleared by a health assessment or quarantine for at least 14 days • Employees to do a self-wellness check prior to going to work. • Monitor employee wellness on location. • Establish safe work plans for high risk employees. • Require ill or COVID exposed staff to report their condition to supervisor and follow health department guidelines. • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA's COVID Exposure Procedures and guidance from health department officials. • Employees that have been traveling or think they have been 	<ul style="list-style-type: none"> • Require employees with COVID symptoms to stay home until cleared by a health assessment or quarantine for at least 14 days • Employees to do a self-wellness check prior to going to work. • Monitor employee wellness on location. • Continue to establish safe work plans for high risk employees. • Require ill or COVID exposed staff to report their condition to supervisor and follow health department guidelines. • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA's COVID Exposure Procedures and guidance from health department officials. • Employees that have been traveling or think they have been

	<ul style="list-style-type: none"> Employees that have been traveling or think they have been exposed must quarantine for at least 14 days or be cleared by a health assessment prior to returning to the work site. COVID Site Supervisors appointed. Tasked with monitoring and reminding staff of social and physical distancing, wellness screening and facemask procedures. 	<p>exposed must quarantine for at least 14 days or be cleared by a health assessment prior to returning to the work site.</p> <ul style="list-style-type: none"> COVID Site Supervisors continue to monitor and remind staff of social and physical distancing, wellness screening and facemask procedures. 	<p>exposed must quarantine for at least 14 days or be cleared by a health assessment prior to returning to the work site.</p> <ul style="list-style-type: none"> COVID Site Supervisors continue to monitor and remind staff of social and physical distancing, wellness screening and facemask procedures. 	<p>exposed must quarantine for at least 14 days or be cleared by a health assessment prior to returning to the work site.</p> <ul style="list-style-type: none"> COVID Site Supervisors continue to monitor and remind staff of social and physical distancing, wellness screening and facemask procedures.
COMMUNICATION	<ul style="list-style-type: none"> Communicate to staff what is being done to mitigate the spread of COVID-19. Establish formal and informal routes of communication for staff to express concerns, questions, comments, and feedback. Notify staff of new workplace policies and changes prior to reopening and upon resuming operations. Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. 	<ul style="list-style-type: none"> Continue to communicate to staff what is being done to mitigate the spread of COVID-19. Address concerns, questions, comments, and feedback regarding COVID-19. Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. Communicate with clients and residents how THA is moving into Phase II. 	<ul style="list-style-type: none"> Continue to communicate to staff what is being done to mitigate the spread of COVID-19. Continue to address concerns, questions, comments, and feedback regarding COVID-19. Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. Communicate with clients and residents how THA is moving into Phase III. 	<ul style="list-style-type: none"> Continue to communicate to staff what is being done to mitigate the spread of COVID-19. Continue to address concerns, questions, comments, and feedback regarding COVID-19. Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. Communicate with clients and residents how THA is moving into Phase III.

Employee's COVID Prevention and Workplace Safety Checklist	
	Have you completed the required COVID Training?
	Are you wearing a mask and/or face shield when you are in the presence of other people and/or in senior/disabled buildings? Face masks are required when not working alone. Masks are encouraged but not required for visitors.
	Are you observing the new and reduced, maximum occupancy for your work area?
	Do you wash hands frequently and effectively when you arrive at work; leave your workspace for breaks; use the bathroom; before and after eating, drinking, or using tobacco products; and after touching any surface suspected of being contaminated?
	Do you ensure that you, your clients, and co-workers are always 6-feet apart?
	Are you taking breaks, performing activities and taking lunch in shifts to limit gatherings? Any time two or more persons must meet, ensure minimum 6-feet of separation.
	When using a THA vehicle are abiding by the limit of one person per vehicle?
	Do you host remote meetings whenever possible?
.	Did you contact clients to inquire about COVID-19 symptoms before making a house visit? While at the client did you wear PPE and maintain 6-feet when in a room with another or remove everyone from the room you are in?
	Before and after each use, do you sanitize your workspace, equipment, writing instruments, microwave, fridge, vending machine(s) and/or kitchen items?
	Before and after each use, do you sanitize the counters, protective partitions, writing instruments, computers, and chair handles after each client use?
	Are you asking clients and guests to observe social distancing measures when needed?
	Did you tell your supervisor when you are feeling ill? Or, have been exposed to COVID? Stay home if you are ill or exposed to COVID!
	Will you tell your supervisor if you have COVID or were exposed to someone who does?
	Do you wear protective gloves when sharing equipment or tools with co-workers or tenants?
	Have you read THA's COVID safety plan for personal protection equipment, on-location physical distancing, hygiene, sanitation, symptom monitoring, incident reporting, location disinfection procedures, COVID-19 safety training, exposure response procedures?
	Is the furniture arranged 6-feet apart for your clients, your meetings? Workspace?
	Are social distance markers posted on floors and seating in lobby & public seating area?
	Is the COVID prevention poster from DOH visibly posted in all public and workplace areas?
	Do you know the maximum capacity for your office? Work area? Meeting rooms?
	Do you have face masks, gloves, sanitizing supplies?
	Is hand sanitizer available in public and meeting areas?
	Do you know who your COVID Safety Supervisor is?

Supervisor's COVID Prevention and Workplace Safety Checklist	
	Have you and your staff read THA's COVID safety plan for personal protection equipment, on-location physical distancing, hygiene, sanitation, symptom monitoring, incident reporting, location disinfection procedures, COVID-19 safety training, and exposure response procedures?
	Have you and your staff completed THA's online COVID training? This is required.
	Do your employees have the <i>Employee's Covid Prevention and Workplace Safety Checklist</i> ?
	Have you marked floors and seating with 6-feet social distance cues?
	Are social distance notices and max capacity notices posted in visible areas for visitors and staff?
	Is the COVID prevention poster from DOH visibly posted in all public and workplace areas?
	Is the furniture arranged for social distancing in meeting and workspace 6-feet apart?
	Are your staff trained to enforce lobby or meeting room capacity and social distancing measures?
	Have you arranged for staggered or alternative work schedules to maintain a 50% capacity and/or 6-feet distance as outlined in the COVID Safety Plan?
	Do you monitor your staff for wellness at the beginning of on-site shifts? Required by RCW's.
	Will you report to the EOC when staff have COVID or have been exposed to someone who has it?
	Will you ensure that your staff go home if they are ill?
	Do you and your staff wear masks when not working alone? Masks are required. Visitors are encouraged, but not required to wear masks.
	Are your staff self-sanitizing workspace, equipment, writing instruments, before and after each use?
	Are your staff self-sanitizing workspace, equipment, writing instruments, before and after each client's use?
	Is hand sanitizer available in your work and meeting areas?
	Are sanitizing chemicals, masks, and gloves easily available in the staff work areas?
	Are the high touch public areas and bathrooms being sanitized by maintenance daily?
	Do you have alternative work options for high risk employees?
	Do you know who the COVID site supervisor is? This person is required by RCW's.
	Do you utilize remote meetings whenever possible?
	Do you set up outdoor work and break areas to accommodate social distancing; for example, ensure shaded break areas are large enough to allow a minimum distance of six feet between workers.
	Do you require your staff to screen clients for symptoms in advance of appointments or entering units?
	Do you remind staff about COVID workplace safety practices at dept. meetings?

Site Supervisor's COVID Workplace Safety Checklist	
	The following is required by L&I
	Did you post THA's COVID Safety Plan at entry doors, lobby, and work areas?
	Did you make sure staff have the Covid Prevention and Workplace Safety Checklist?
	Did you place social distance markers posted on floors and seating in lobby & public seating area?
	Did you post the social distance and DOH poster in visitors and staff areas?
	Did you post the COVID prevention poster from DOH visibly in all public and workplace areas?
	Did you arrange the furniture for social distancing? 6-feet apart?
	Did you post the max capacity notices in every work area?
	Did you train public facing staff to enforce lobby or meeting room capacity and social distancing measures?
	Do your staff know the max capacity for each workspace, conference rooms, computer labs, and community rooms?
	At the beginning of every shift, do you check staff for wellness? Required by L&I.
	Are all staff wearing masks when not working alone?
	Are staff self-sanitizing their workspace, equipment, writing instruments, before and after each use?
	Are staff self-sanitizing workspace, equipment, writing instruments, before and after each tenant use?
	Did you check that hand Sanitizer is stocked in public and staff areas? Contact Facilities Manager if empty.
	Did you stock sanitizing chemicals, masks, and gloves within easy access of staff work areas? Email orders to Facilities Manager.
	Are tissues and trash cans available throughout the worksite? Order from Facilities Manager as needed.
	Are the high touch public areas and bathrooms being sanitized by maintenance daily? Contact Facilities Manager when needed.
	Do you have a backup site supervisor to cover your absence?
	Do you report COVID exposures to the EOC?
	Do you report to the EOC when staff were exposed to an ill person or an exchange of body fluid at work?



**Tacoma
Housing
Authority**

Tacoma Housing Authority Is Considering Changes To Its Criminal Background Screening Policies: We Want Your Advice

June 12, 2020

Tacoma Housing Authority (THA) is considering changes to our current criminal screening policies. We would like your views and advice.

We screen for criminal history as part of our effort to determine if someone would be a good tenant. We do this for people seeking to live in THA properties. We also do it for persons seeking our rental assistance to pay the rent on someone else's housing.

We are considering some changes in our screening rules, for several reasons:

- As a way to predict if someone will be a problem, criminal history has limited value. Data and research suggest we may be screening out good people unnecessarily. Our report on this research is on THA's web site at: **[add link]** That research suggests changes may avoid these unnecessary exclusions, while still serving our most important purpose of keeping our housing safe.
- Criminal screening excludes persons of color, particularly black applicants, at a higher rate than others. If these exclusions are unnecessary, they are particularly unjust.
- These exclusions deprive families of the chance to reunite with a father, mother, child, or other relative.
- Data shows that depriving a person of housing will make re-offense more likely. Housing makes re-offense less likely, and makes the community safer.

Below we show:

- our current rules, including those that we cannot change because of HUD rules;
- our proposed changes;
- some other possible changes

We would be grateful to receive your comments or advice. We need them by **XX/XX/XXXX**.
Please send them to:

Ava Pittman
Planning and Policy Analyst
Tacoma Housing Authority
902 S. L Street
Tacoma, WA 98405
apittman@tacomahousing.org

HUD Prohibits Admission For:

THA must comply with HUD's requirements. These are policies we cannot make more lenient. In some cases, we expanded the exclusion in ways we do not propose to change.

Lifetime Ban	Anyone who must register as a lifetime sex offender
Lifetime Ban	Anyone who has ever manufactured methamphetamine in federally subsidized housing. <i>NOTE: THA expands this exclusion to deny admission of anyone who made meth anywhere, whether in or out of federally subsidized housing.</i>
Required Denial	<p>Anyone evicted from federally subsidized housing because of unlawful drug activity within the previous three years.</p> <p>Anyone who demonstrates a current, or pattern of drug or alcohol abuse that would threaten the health, safety and peaceful enjoyment of the premises by other residents and others in the immediate vicinity. <i>NOTE: THA interprets this to include anyone who is engaged in any such use of illegal drugs during the previous 12 months.</i></p> <p>Under HUD's rules THA can still rent to such persons if they show: (i) that they are currently participating in, (ii) have completed a supervised rehabilitation program; or (iii) successful rehabilitation. A family can also remove the family member if would cause the entire family to be denied housing.</p>

Of the rules that THA can control, we are considering the following changes:

1.	Reduce Criminal History Lookback Period Lookback period refers to the time THA will review for a disqualifying criminal history to determine whether to rent to a person. The review starts from the date THA is reviewing the application. It will look back to a specified length of time. (see options below).
Current	Review for criminal convictions or evictions for drug-related, violent or threatening behavior over the past five years
Proposed	For voucher programs only, no longer review for criminal history beyond those required by HUD. The voucher program is designed to have the private landlord chose the tenant.
Proposed	For THA's housing, look back 12 months from the date of the application review for a felony conviction for violent, drug-related or threatening criminal behavior. An applicant with such a conviction will receive an individualized review before THA decides whether to admit or deny the applicant.
Alternative	Require that the 12 month look back period be 12 months without incarceration .

2. Reduce the Scope of Criminal History Review A criminal conviction can be classified as a <i>felony</i> or a <i>misdemeanor</i> depending on the seriousness of the offense. A misdemeanor is a less serious offense, which can result in a jail time of up to one year and/or a fine of no greater than \$5,000. A felony is a more serious offense, which can result in significantly longer sentences and/or greater fines.	
Current	Review for criminal convictions, felony or misdemeanor , for violent, drug-related, or threatening offenses within the five-year lookback period
Proposed	Review for felony convictions for violent, drug-related, or threatening offenses within the one-year lookback period
<i>Alternative 1</i>	Review for all felony convictions for violent, drug-related, or threatening offenses within a five-year lookback period
<i>Alternative 2</i>	Review for all felony convictions within a five-year lookback period
<i>Alternative 3</i>	Review for all felony convictions within a one-year lookback period
<i>Alternative 4</i>	Review for all criminal convictions within a five-year lookback period
<i>Alternative 5</i>	Review for all criminal convictions within the one-year lookback period

3. Individualized Reviews	
Current	If THA denies an applicant, the applicant may request an informal review using THA's grievance process.
Proposed	Before THA decides about an applicant with a disqualifying criminal history, the applicant would meet with THA staff for an individualized review. The review is an opportunity to consider an applicant's individual circumstances and any mitigating circumstances. THA will base the final decision on the information presented and considered during the review. If THA denies the application, the applicant may still request an informal review of the denial through THA's grievance process. THA will withdraw the applicant of an applicant who fails to participate in the individualized review.

4. Automatic Case Management Referrals A THA staff member may refer a tenant to THA's Client Support and Empowerment staff. department for case management services. The services may come directly from THA staff or a service partner.	
Current	THA staff refers current tenants for services upon request or as needed to address issues relating to the family's ability to comply with program obligations.
Proposed	Automatic case management referral for applicants admitted with criminal histories through the individualized review process. Participation in services will be voluntary
Alternative	In such cases, or in some cases, require participation in services as a condition of tenancy.

5. Additions to Participating Families

Waitlist applicants are those THA pulls from the waitlist. Current THA families may request to add a family member to their household. New arrivals are not permitted to reside in the unit without THA's approval. The new arrival not need to go through the wait. But the new arrival and the newly composed family must meet the same eligibility requirements as waitlist list applicants.

Current	Screening requirements apply for both types of admissions, those from the waitlist and current tenants seeking to add a family member.
<i>Proposed</i>	Adopt the same new screening criteria to both types of new admissions.
Alternative	Adopt some more lenient screening criteria for family members who are joining current THA families.

Anyone denied due to their criminal history (except for HUD lifetime bans) are entitled to request an informal review. The informal review is a chance to meet with THA staff s as appeal of the denial.

We would be grateful to receive your comments or advice. We need them by **XX/XX/XXXX**.

Please send them to:

Ava Pittman
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902 S. L Street
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**Tacoma
Housing
Authority**

HOUSING FOR ALL: REDUCING BARRIERS TO HOUSING FOR PEOPLE WITH CRIMINAL RECORDS

An Analysis of THA's Criminal Background Checks and Eligibility with Proposed Recommendations for Revision

Last Revised June 12, 2020

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Glossary of Acronyms

In An Analysis of THA's Criminal Background Checks and Eligibility with Proposed Recommendations for Revision

ACOP	Admissions and Continued Occupancy Plan
BJS	Bureau of Justice Statistics
CHAP	College Housing Assistance Program
CSE	Client Support and Empowerment department
DOC	Department of Corrections
HANO	Housing Authority of New Orleans
HCV	Housing Choice Voucher
HOP	Housing Opportunity Program
HUD	Department of Housing and Urban Development
KCHA	King County Housing Authority
NAHRO	National Association of Housing Redevelopment Officials
NYCHA	New York City Housing Authority
OGC	Office of General Counsel
PCHA	Pierce County Housing Authority
PHA	Public Housing Authority
PIE	Policy, Innovation, Evaluation department
PM	Property Management department
PSH	Permanent Supportive Housing
RHA	Rental Housing Association of Washington
SHA	Seattle Housing Authority
THA	Tacoma Housing Authority
VASH	Veteran's Assistance Supportive Housing
WSIPP	Washington State Institute of Public Policy

1. EXECUTIVE SUMMARY

1.1 Background and Summary Recommendations

Tacoma Housing Authority (THA) envisions a future where everyone has an affordable, safe and nurturing home, where neighborhoods are attractive places to live, work, attend school, shop and play, and where everyone has the support they need to succeed as parents, students, wage earners and neighbors. THA's mission is to provide high quality, stable and sustainable housing and supportive services to people in need. It does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive, and just¹.

To fulfill that vision and that mission, THA attempts to make informed judgments about whether to admit or deny applicants for its housing. It seeks to balance its mission to house people who need the housing while keeping it safe and enjoyable by excluding those who pose an undue risk. Like most other landlords, THA's screening policies consider an applicant's criminal history as a sign of risk for this purpose. THA also uses screening policies for admission to its rental assistance programs that help clients pay the rent to private landlords on the private rental market.

This paper describes THA's review of these uses of criminal history. It recommends some changes to THA's screening policies. These recommendations arise from the review's answer to the following questions:

- to what extent is an applicant's criminal history a useful predictor of future tenant behavior;
- is excluding an applicant due to criminal history otherwise excluding a qualified tenant unnecessarily;
- does the use of criminal history as a screening criterion result in an undue and disproportionate exclusion of persons of color;
- the extent to which housing persons with criminal histories make a community, the justice-involved individual, and their families more successful;
- can changes to THA's screening policies make THA's housing more accessible to persons with a criminal history without incurring undue increased risk to the safety of its housing communities.

¹ THA's Statements of Visions, Mission and Values are linked [here](#).

To help answer these questions, THA consulted the following sources:

- the research literature;
- THA's current practices and the results;
- current practices of other public housing authorities, and the results;
- THA residents;
- THA staff;
- THA's Landlord Advisory Group;
- THA's liability insurance carrier.

THA's review of its use of criminal history as a screening criterion arose from related discussions in Pierce County. In late 2016, the Center for Social Innovation, a national research and training project addressing racism and homelessness, invited Pierce County to take part in a research study to identify the nexus of race to homelessness in Pierce County. They call the project, Supporting Partnerships for Anti-Racist Communities (SPARC). It included interviews with people who have or are experiencing homelessness in Pierce County. During these interviews, participants voiced that their past criminal history was a barrier to securing housing. Nationally, research tells the same story that: people with conviction histories face discrimination in many facets of life, including housing.

In September 2017, the Vera Institute of Justice invited THA to participate with other public housing authorities in a new initiative, Opening Doors to Public Housing. The U.S Department of Justice funded this initiative. The initiative sought to help housing authorities assess how to safely increase access to stable housing for people with conviction histories. The Vera Institute of Justice provided THA with technical assistance, data from national research, and valuable substantive expertise in assessing that data.

THA's Department of Policy, Innovation & Evaluation (PIE) led this review. This paper conveys PIE recommended changes to THA's screening use of criminal history. In summary, this report concludes the following:

- (1) criminal history has a useful value in predicting future tenant misconduct;
- (2) while predictive, criminal history as a screening criterion does in fact unduly exclude persons who would be good tenants;
- (3) such exclusions, and the resulting denial of housing, increase the risk that a person will re-offend;

- (4) such exclusions not only harm the justice-involved person, but the consequences of a denial of housing are also felt by family members in their household who may not have a criminal history or any other risk factors; and
- (5) under THA's present screening policies, only 2% of applicants are excluded from housing or housing assistance due to their criminal history.

Based on these conclusions, this report includes the following recommendations:

- (1) THA should retain its use of criminal history as a screening criterion but should reduce the lookback periods and types of crimes used in the review.
- (2) THA should modify how criminal history is used as a reason for automatic exclusion.
- (3) THA should increase the use of individualized assessments of applications to consider mitigating factors.
- (4) THA should strengthen its support services for tenants to help them succeed as tenants; and,
- (5) THA should strengthen its lease enforcement efforts when problems do arise.

These adjustments would offer the following advantages:

- align THA with the findings from pertinent research;
- align THA with the practices of other peer housing providers;
- not unduly imperil the safety of THA's communities;
- make Tacoma safer by reducing recidivism among persons with criminal histories;
- promote the reunification and success of families of persons with criminal histories, especially families with children;
- promote important values of racial justice in Tacoma;
- correspond with the preponderance of views expressed by THA residents, staff, and landlord partners;

- align with the requirements and expectations of THA’s liability insurance carrier; and,
- align with the requirements of federal regulations governing these questions in federally-subsidized housing.

1.2 HUD Mandatory Screening Policies and THA’s Existing Policies

The Department of Housing and Urban Development (HUD) administers federal funding to local public housing authorities to administer its Housing Choice Voucher (HCV) program to pay rental subsidies so eligible families can afford decent, safe and sanitary housing. The HCV program includes both tenant-based and project-based voucher programs. Housing Authorities (PHAs) must comply with the applicable federal regulations that govern the HCV program. Those federal regulations impose both substantive and procedural requirements. In general, they require some exclusionary criteria. In other cases, they direct PHAs to make flexible, individualized assessments of mitigating factors. These regulations are far more protective for applicants than the private rental market by giving applicants elaborate procedural opportunities to contest any denial of housing or housing assistance. Here is an overview of the federal requirements pertinent to criminal history:

- HUD prohibits admission to its HCV programs for the following specific types of criminal activity:
 - lifetime sex registrants;
 - anyone who at any time has been convicted of manufacturing meth in federally-subsidized housing;
- HUD prohibits admission for the following types of drug and alcohol related activity but permits the PHA to consider “...whether such household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program, or has otherwise been rehabilitated successfully (42 U.S.C. 13661). For this purpose, the PHA may require the applicant or tenant to submit evidence of the household member's current participation in, or successful completion of, a supervised drug or alcohol rehabilitation program or evidence of otherwise having been rehabilitated successfully.:
 - persons evicted from federally-subsidized housing because of unlawful drug activity within the previous three years;
 - anyone whom the PHA determines to be currently engaging in illegal use of a drug or demonstrating a pattern of illegal drug or

alcohol use that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. *See* 24 CFR § 982.553.

- To allow PHAs to make these judgments, HUD’s regulations expressly allow them to “consider all relevant information such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances related to the disability of a family member, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.” *See* 24 CFR § 982.552.
- HUD regulations add the following circumstances for owners of PBV units to consider to develop tenant selection criteria “..the effect on the community of denial or termination of the failure of the responsible to take such action; the demand for assisted housing by families who will adhere to lease responsibilities; the extent to which the leaseholder has shown personal responsibility and taken all reasonable steps to prevent or mitigate the offend action; and the effect of the responsible entity’s action on the integrity of the program” *See* 24 CFR § 5.852.

The HUD Office of General Counsel relied on these regulations to conclude that the City of Seattle’s “Fair Chance²” ordinance appropriately exempted PHAs. *See* HUD OGC Memo to HUD Regional Counsel May 21, 2018. (“PHAs, after obtaining the mandatory written consent for release of criminal conviction records, **must** perform criminal background checks of applicants and residents, by obtaining criminal conviction records from law enforcement agencies.”)(page 2)(emphasis added).

- HUD’s guidance on the Application of Fair Housing Standards to the Use of Criminal Records by Providers of Housing give PHAs guidelines to follow so that policies are consistent with required Fair Housing and nondiscrimination laws.

HUD’s guidance on the applying Fair Housing standards says “[a] housing provider that imposes a blanket prohibition on any person with any conviction record – no matter when the conviction occurred, what the underlying conduct entailed, or what the convicted person has done since – will be unable to meet this burden [a policy that excludes person with priors convictions must be able to prove that such policy is necessary to achieve a substantial, legitimate, nondiscriminatory interest].”

² In August 2017, the City of Seattle passed the [Fair Chance Housing Ordinance](#) to prevent landlords from unfairly denying applicants housing based on criminal history.

- Before a PHA proposes to deny admission for criminal activity as shown by a criminal record, the PHA must provide the subject of the record and the applicant with a copy of the criminal record. The PHA must give the family an opportunity to dispute the accuracy and relevance of that record, in the informal review process.” 24 CFR § 982.553.
- Finally, all unsuccessful applicants may contest the denial using an elaborate and required grievance process internal to the PHA with an informal review. *See* 24 CFR §982.554 *et al.*

HUD’s regulations also give PHAs authority to adopt their own criteria for determining eligibility and suitability as long as they are consistent with HUD’s directives. THA has done this. Its policies show in its Administrative Plan which governs THA’s mainline programs: (1) its managed portfolio of housing and (2) its rental assistance programs which are the Housing Choice Voucher (HCV) and Housing Opportunity Program (HOP). THA’s Admissions and Continued Occupancy Plan (ACOP) which governs the programs and policies for THA’s public housing.

With these written policies, THA uses the following screening criteria (italicized text below indicates where THA policy is more stringent than HUD minimum requirements for denying housing assistance):

- (1) Anyone evicted from federally subsidized housing for drug-related criminal activity within the past *five* years;
- (2) Anyone convicted of producing methamphetamine in federally subsidized housing. *THA will deny assistance to any household that has ever been convicted of drug-related activity for the production or manufacture of methamphetamine in any housing, federally subsidized or not;*
- (3) Anyone who is subject to a *state sex offender registration* requirement, *whether or not they must register for life;*
- (4) Anyone that THA determines to be currently engaging in illegal use of a drug or demonstrates a pattern of illegal drug or alcohol use that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. *Currently engaged in is defined as any use of illegal drugs during the previous twelve months.*
- (5) *Anyone who has engaged in violent, drug-related, or threatening criminal behavior in the past five years. This criminal activity*

could be demonstrated by a conviction or eviction for these reasons; and

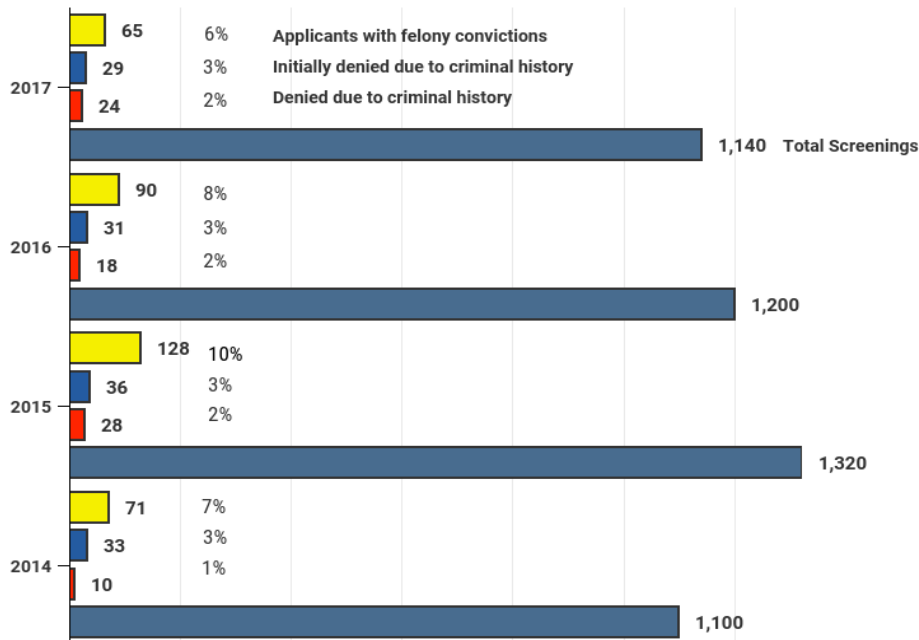
- (6) *THA reserves the right to deny assistance to households who have committed serious crimes more than 5 years ago. Examples of serious crimes include but are not limited to: homicide, a pattern of criminal activity, felony assault, arson, or any other crimes that could threaten the health, safety or right to peaceful enjoyment of other persons in the immediate vicinity.*

These policies apply to all new households applying for admission into THA portfolio programs, Housing Choice Voucher (HCV), and its Housing Opportunity Program (HOP). It also applies to existing households who wish to add a new household member. The latter group may include people that are returning to the community from incarceration and are attempting to reunify with family. If THA denies a household applicant because of a member's criminal history the household may move-in upon removing that household member.

THA's screening criteria does not apply to some of its specialty programs: THA's Veteran's Assistance Supportive Housing (VASH) Program or to THA's College Housing Assistance Program (CHAP). For these two programs, THA limits its review to the HUD mandatory denials. HUD has determined that any further screening would be an unnecessary barrier on the VASH program and THA's Board determined the same of CHAP in June 2017.

During PIE's analysis of THA's current criminal screening criteria, it was found that THA presently excludes only 2% of its applicants due to criminal history.

THA Criminal Screening Overview 2014-2017



Appendix C has further detailed THA’s acceptance and denial rates of applicants with criminal histories.

While THA’s denial rate is low, each person denied housing is another person at-risk of not receiving the support they need to successfully re-enter their community. Increasing access to housing for justice-involved individuals also has a positive effect on their families and their community. Tacoma’s City Council has declared a state of public health emergency due to the growing levels of homelessness. Addressing housing barriers is a fundamental piece in reducing homelessness in Tacoma. Modifying THA’s criminal screening policy is one strategy in a multi-prong effort to reduce homelessness.

The following section details PIE’s policy recommendations as to how THA may reduce barriers to housing for justice-involved individuals while ensuring THA residents’ right to live in safe, clean and enjoyable communities.

1.3 Policy Recommendations

PIE consulted widely to inform the recommendations in this report. PIE reviewed a broad range of social science and criminal justice reform research, analyzed internal applicant and client data and consulted with current residents, landlords, and THA staff.

PIE recommends the following: (See Table 3 for a chart summarizing these recommendations). In general, the recommendations would:

- (1) continue THA's consideration of criminal history of applicants;
- (2) narrow the type of criminal history that would automatically preclude admission,
- (2) expand the individualized assessment for certain types of criminal history and strengthen the process for that assessment;
- (4) strengthen THA's efforts to offer and arrange supportive services to help persons with criminal history succeed as tenants;
- (5) strengthen THA's rules and resources for lease enforcement.

1.3.1 *Recommendation 1: THA-Managed Portfolio*

- a) THA should continue to use the HUD mandatory denials. THA has no choice but to do this.
- b) THA should continue to check an applicant's criminal history as necessary to implement these recommendations.
- c) THA should reduce the criminal history review period of felony convictions for drug, violent, and threatening offenses from five years to the last 12 months from the date of application review.
- d) For applicants with the above convictions that fall within the proposed lookback period, THA should not admit or deny them based upon criminal history alone, but instead should require them to meet with an "Application Review Panel" before THA decides to admit or deny. If such an applicant fails to follow-through with the review process then THA should treat the application as "incomplete" under other application procedures.
- e) THA should form an Applicant Review Panel consisting of three THA staff members: one member from each of Property Management, Rental Assistance, and Client

Support & Empowerment departments. The panel may also include a volunteer THA resident who has overcome their own justice-involved challenges. The panel will meet once a month (or as needed) to review all applications flagged for review. Property Management will appoint a review panel leader to convene and manage the panel and ensure proper, confidential tracking of the panel's findings. The Application Review Panel must use Fair Housing guidelines and consider the following when deciding to admit or deny: 1) the nature and severity of an individual's conviction; 2) the amount of time that has passed since the criminal conduct occurred; 3) and other mitigating circumstances. Other mitigating circumstances may include completion of, or current participation in, a substance abuse rehabilitation program, participation in outside case management, personal references and any other mitigating circumstances that indicate the applicant does not pose a significant risk to THA residents, staff, or properties.

It's within Fair Housing's guidance³ to treat each applicant on a case-by-case basis to better ensure that a denial is warranted for a "legitimate, nondiscriminatory, business reason." Applicants will also be encouraged to bring supporting documentation and/or an advocate of their choice to support them during this review. This individualized assessment also aligns with HUD's directives. *See* Section 1.2 above.

1.3.2 Recommendation 2: Tenant-Based Rental Assistance Programs

- a) THA should continue to use the HUD mandatory denials as required.
- b) THA should no longer deny housing or assistance for any other criminal activity. Instead, THA will defer to the design of the rental assistance programs that recognizes participating landlords are responsible for screening and choosing their tenants. THA will share the research and recommendations of this report with its partner landlords to help ensure they are informed by data and best practices.

³ Office of General Counsel Guidance on Application of Fair Housing Act Standards to the Use of Criminal Records by Providers of Housing and Real Estate-Related Transactions. Linked [here](#).

1.3.3 Recommendation 3: *All New Admissions and New Adult Household Members Admitted Through the Applicant Review Panel are Referred to Client Support and Empowerment for review of Service Needs*

THA should refer all new admissions admitted through the Applicant Review Panel process to the Client Support and Empowerment (CSE) department for a voluntary assessment and arrangement of supportive services that may be helpful for a successful tenancy. THA should not require new admissions to participate in supportive services to obtain or retain housing. See Section 2.4.

1.3.4 Recommendation 4: *Designate an Applicant Liaison to Help Applicants with the Applicant Review Process*

THA should designate an “Applicant Liaison” to help justice-involved applicants correspond with the Application Review Panel; or when appealing a denial through THA’s Grievance Policy. The application process can be challenging as it requires several documents and information to be submitted. This may be further complicated if the applicant is also seeking other public benefits such as food or cash assistance. Vera’s evaluation of New York City Housing Authority’s pilot family reunification program (see Section 2.1.2 to learn more about this program) learned that applicants found the application process to be “difficult and confusing.” This was the second leading barrier resulting in applicant’s not completing the application process. In addition to a long and tedious application process, applicants complained of inconsistent and unclear communication from service providers and NYCHA. These communication failures compounded the lack of follow-through seen in these applicants.

Understanding these challenges, the role of the Applicant Liaison is to alleviate confusion and frustration throughout the application process. They are there to help with timeline expectations and helping applicants understand the requirements of the application. They do not serve as a required point-of-contact but offered to support applicants who elect to do so. Applicants will be encouraged to present documentation such as a certificate for completion of a rehabilitation program, recommendations from service providers, or other evidence that shows the applicant has made progress since their conviction.

1.3.5 Recommendation 5: *Ongoing Lease Enforcement*

To ensure THA residents and communities are aware of THA’s commitment to safety and THA’s ability to respond to crime and

nuisance in a swift and appropriate manner, THA should review and strengthen its policies, procedures, and resources necessary to address crime and nuisance more effectively as it arises on THA properties⁴. Presently, THA is working towards memorializing its accelerated hearing procedure for serious lease violations that threaten others. This accelerated schedule allows THA to fast track the termination of tenancy processes in instances outlined in THA's grievance procedures⁵.

The accelerated grievance policies should be memorialized before implementation of any final approved changes to the criminal screening procedures. Although this language is currently included in THA's leases, memorializing it into the Administrative Plan will allow THA to lawfully enforce this policy. This may reassure residents that worry about THA's ability to swiftly remove residents that pose a threat to the health, safety or peaceful right to enjoyment in THA's communities. THA recognizes that in these cases the procedural requirements for its own grievance process and state unlawful detainer proceedings will always test the patience of neighbors who generally want THA to evict more quickly.

⁴ THA is reviewing its Renew Tacoma lease which is used for THA properties. The review intends to clarify policies and strength the language around lease enforcement. Residents and staff may find relief that THA will update its procedures to address crime and nuisance.

⁵ To review THA's current grievance procedures, click [here](#).

Table 1. Benefits of Proposed Recommendations

Benefits	Criminal justice reform is a bi-partisan goal at the local, state, and national level – as reforms are taking place in housing, employment, and within the criminal justice system.
	Housing is an integral part of a coordinated effort for successful re-entry. As a response, the City Council of Seattle unanimously adopted the Fair Chance Ordinance after a comprehensive analysis of the racial equity barriers to housing and employment. This included the recommendation to completely remove the lookback period ⁶ .
	By narrowing the scope of criminal history screening, THA can serve more households and keep families together.
	Stable housing improves health, employment, and educational outcomes for individuals re-integrating into their communities. This impact also reaches the individuals' families.
	Paves the way for local housing providers and other public housing authorities to adopt similar policies reducing discrimination against those with a criminal history, reducing the disproportionate exclusion of applicants of color, and increasing access to housing.

Table 2. Risks of Proposed Recommendations

Risks	Residents will have mixed reactions to the recommendations. Some will strongly oppose them.
	Housing assistance programs for people exiting incarceration show greater success when supportive services are integrated into the housing itself, or the program THA makes supportive services available but participation is voluntary. While supportive services would help potential residents achieve successful tenancy, residents exiting incarceration may not utilize them..
	If the recommended changes admit a resident who turns out to be a problem, it takes THA longer to evict than traditional landlords. It takes THA and other PHAs longer because their governing laws require them to show good cause to justify a termination of a tenancy. Additionally, under most circumstances, residents are entitled to an administrative hearing even in advance of court. This prolongs the eviction process. This may further traumatize victims in THA properties.

⁶ Initially, the proposed legislation included a two-year lookback period for screening for criminal history. However, the FARE Coalition and many formerly incarcerated community members advocated at City Council hearings to remove the condition completely. The initial proposal would “inherently impact the most vulnerable residents—those charged with low level crimes, and those experiencing homelessness and cycling in and out of municipal court and county jails.” Linked [here](#).

Table 3: Comparison of HUD Mandatory, Current THA and Proposed Policies

Lifetime Bans	Tenant-Based Assistance	THA Portfolio
HUD Mandatory	(a) Lifetime ban: Individuals convicted of manufactured or producing methamphetamine on the premises of federally assisted housing.	
	(b) Lifetime ban: Sex offenders subject to a <u>lifetime</u> registration requirement under a State sex offender registration program.	
THA Current Policy	(a) Same as HUD	
	(b) Expands criteria to exclude anyone at any date subject to sex offender registration of <u>any duration</u> .	
PIE Proposed Changes	No Proposed Changes	
Drug-Related Activity	Tenant-Based Assistance	THA Portfolio
HUD Mandatory	(a) Anyone evicted from federally-subsidized housing for drug-related criminal activity within the past three years;	
	(b) Anyone convicted of producing methamphetamine in federally-subsidized housing;	
	(c) Anyone that the PHA determines to be currently engaging in illegal use of a drug or demonstrates a pattern of illegal drug or alcohol use that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.	
THA Current Policy	(a) Same as HUD	
	(b) Expands criteria to include denial for the production or manufacturing of meth <u>anywhere, whether in or out of federally-subsidized housing</u> .	
	(c) THA determines that this means anyone who is currently engaged in any use of illegal drugs <u>during the previous 12 months</u> .	
PIE Proposed Changes	No Proposed Changes	

Criminal Activity	Tenant-Based Assistance	THA Portfolio
HUD Mandatory	(a) <i>Permits</i> PHAs to prohibit admission of a household to the program if the PHA determines that any household member is currently engaged in, or has engaged in during a reasonable time before admission: (1) drug-related criminal activity; (2) violent activity; (3) other criminal activity which may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity or staff or contractors of the PHA.	
THA Current Policy	(a) THA uses its permitted discretion to define these criteria as anyone who has engaged in violent, drug-related, or threatening criminal behavior in the <u>past five (5) years</u> . THA reserves the right to deny assistance for households who have committed serious crimes more than 5 years ago.	
PIE Proposed Changes	<u>Remove the five (5) year lookback</u> period and no longer review for criminal history beyond the HUD mandated denials.	Anyone with a felony conviction for violent, drug-related or threatening criminal behavior within the last 12 months from the date of application review <i>will be subject to an individualized review before a decision to admit or deny is made.</i>

2. PURPOSES AND SUPPORT FOR PROPOSED RECOMMENDATIONS

All recommendations are data informed. Pertinent studies and literature are summarized and cited where relevant. The recommendations will serve the following purposes:

THA's first priority is that residents and neighbors are safe and enjoy living in, or next to THA's communities. The safety and enjoyment of THA's residents need a special emphasis because they have low-incomes and rely on the THA subsidy. This means that, if they have a troublesome or threatening neighbor, they cannot protect themselves by moving out. They rely on THA to make a reasonable judgment about whom to admit. One way THA does this is by reviewing an applicant's criminal history.

The following subsections review the role of using criminal history as a predictive measure of recidivism more generally, the use of a criminal background screening in predicting tenant suitability more specifically, and the role that housing plays in reducing recidivism.

2.1 Past Criminal History Has A Value in Predicting Recidivism, But it is Limited

Available research and literature report that past criminal conduct does not predict a person's prospects as a successful tenant with enough assurance to merit the extent of current screening practices.

Recidivism is one of the most fundamental concepts in the study and practice of criminal justice. Recidivism, while having varying definitions across studies and reports, generally refers to the return to the criminal justice system. A return to the criminal justice system can include being re-arrested, re-convicted, or re-incarcerated. Policy makers may consider recidivism studies to inform their policy decisions. One of the primary questions policymakers seek to answer is:

"How long does it take for an individual with a prior criminal record and no subsequent criminal involvement to be of no greater risk than persons of the same age in the general population?"

In hopes of better understanding how to measure risk regarding people who have engaged in a criminal offense, THA reviewed the findings from a widely cited report, "Redemption in the Presence of Widespread Criminal Background Checks⁷." The report follows a cohort of individuals

⁷ Blumstein, A., & Nakamura, K. (2009). Redemption in the Presence of Widespread Criminal Background Checks. *Criminology*, 327-359.

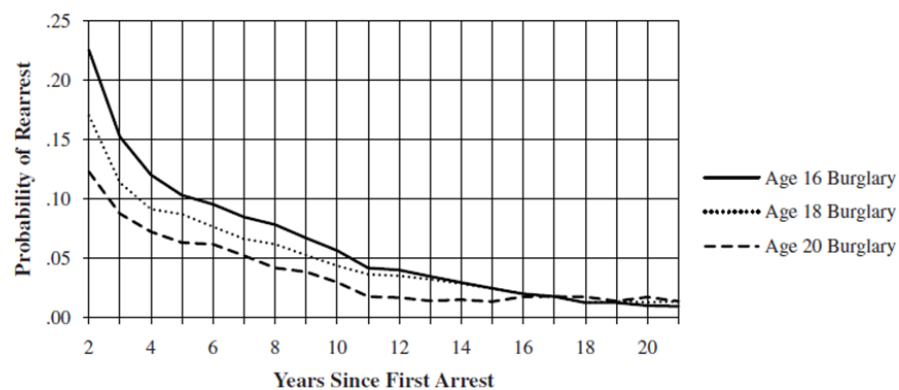
throughout New York State who were arrested for (1) burglary; (2) aggravated assault; and (3) robbery in 1980. They follow the cohort over a span of 20 – 25 years. To measure risk, this report labels this measurement as the “hazard rate.” The hazard rate refers to the probability, over time, that someone who has not engaged in criminal behavior since their initial offense will be arrested for a new offense. In the following graphs the hazard rate is shown as $h(t)$.

The graph below displays the differences between offense type and age at the time of the first arrest. Blumstein and Nakamura’s (2009) findings demonstrate that a younger age at the time of first arrest is correlated with a higher hazard rate than those who were older during their first offense.

CRIMINAL BACKGROUND CHECKS

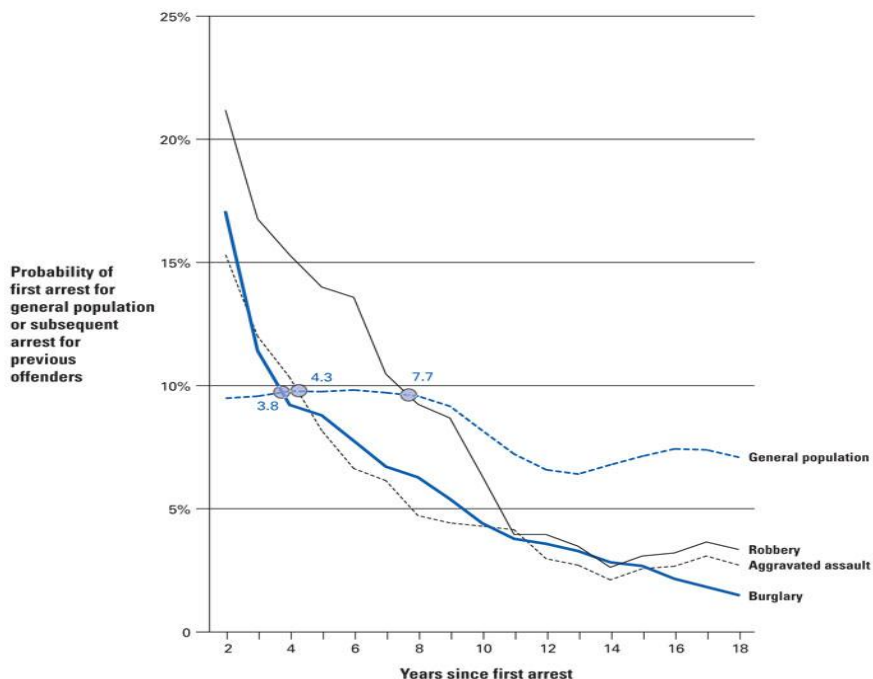
337

Figure 1a. Hazard Rate $h(t)$: Age 16, 18, 20 Burglary



The following graph from the Department of Justice builds upon the work of Blumstein and Nakamura’s findings by looking at two factors: (1) age at the time of the 1980 (first) arrest; and (2) type of crime committed at the time of the first arrest.

The probability of new arrests for offenders declines over the years and eventually becomes as low as the general population.



The chart⁸ shows the likelihood of this cohort being re-arrested compared to the general population. For those whose first arrest was for burglary at the age of 18, they reach the same hazard rate of the same-aged general population within 3.8 years. Those arrested at 18 for aggravated assault reach the general population's hazard rate within 4.3 years and those arrested for robbery take longer at 7.7 years. The numbers align with other generalizations found in criminal justice literature that younger age and offense type are correlated with their likelihood to re-offend. For all groups the likelihood of re-offense declines over time.

While these reports explain how past criminal behavior predicts future criminal behavior, there are some limitations when relying on recidivism statistics that are worth nothing⁹.

William Rhodes¹⁰ provides an analysis of how differing definitions can skew recidivism data. In Rhodes' analysis, Rhodes uses the Bureau of

⁸ Blumstein, A., & Nakamura, K. (2009). 'Redemption' in an Era of Widespread Criminal Background Checks. *National Institute of Justice (NIJ) Journal* (263), 10-17. Linked [here](#).

⁹ Rhodes, W., Gaes, G., Luallen, J., Kling, R., Rich, T., & Shively, M. (2016). Following Incarceration, Most Released Offenders Never Return to Prison. *Crime & Delinquency*, 62(8), 1003–1025. Linked [here](#). Zhu, J. (201) Know More: Recidivism. Restore Justice Website. Linked [here](#). Butts, J.A., Schiraldi, V. (2018). Recidivism Reconsidered: Preserving the Community Justice Mission of Community Corrections. Harvard Kennedy School: Program in Criminal Justice Policy and Management. Linked [here](#)

¹⁰ Rhodes, W., Gaes, G., Luallen, J., Kling, R., Rich, T., & Shivley, M. (2014). Following Incarceration, Most Released Offenders Never Return to Prison. *Crime and Delinquency*, 1003 - 1025.

Justice Statistics (BJS) special report. The BJS report contains some discouraging statistics. BJS reports that 5 in 6 state prisoners will be arrested at least once during the 9-year follow-up. The report relies on re-arrests rather than returns to prison or court, or new convictions. Rhodes brings attention to BJS's methodology which causes high-risk offenders to be overrepresented in the overall statistical results. The BJS does acknowledge this variance and shares that 23% of this sample group are responsible for nearly half of the re-arrests that occurred within this 9-year follow up. Rhodes's analysis of the BJS data concludes that 2 out of 3 prisoners actually never return to prison.

However, given these variances and limitations, there are some consistencies found throughout the criminal justice literature.

1. For those who will return to prison, most will do so within the first three years¹¹;
2. Age is a reliable predictor – younger offenders show higher rates of recidivism¹²;
3. Previous criminal history increases the likelihood of re-offending¹³;
4. Property crime offenders are the most likely to re-offend and be re-incarcerated for the same offenses versus those incarcerated for violent offenses, who are more likely to be re-incarcerated for less serious offenses¹⁴;
5. Serious violent offenses such as rape, murder, and arson show the lowest recidivism rates¹⁵;
6. Repeat offenders are typically re-incarcerated for less serious crimes¹⁶.

¹¹ Alper, M., Durose, M. R., & Markman, J. (2018). 2018 Update on Prisoner Recidivism: A 9-year Follow-up Period (2005-2014). Washington, D.C.: Bureau of Justice Statistics. Linked [here](#). Evans, M. (2010). Recidivism Revisted. Olympia: Washington State Department of Corrections. Linked [here](#). Knoth, L., Wanner, P., & He, L. (2019). Washington State recidivism trends: FY 1995–FY 2014. (Document Number 19-03-1901). Olympia: Washington State Institute for Public Policy. Linked [here](#).

¹² Knoth, L., Wanner, P., & He, L. (2019). Washington State recidivism trends: FY 1995–FY 2014. (Document Number 19-03-1901). Olympia: Washington State Institute for Public Policy. Linked [here](#). Also see Section 2.1.1 footnote 1.

¹³ E.K. Drake, S. Aos, & R. Barnoski (2010). Washington's Offender Accountability Act: Final report on recidivism outcomes. Olympia: Washington State Institute for Public Policy, Document No. 10-01-1201. Linked [here](#).

¹⁴ Previously cited BJS report. Brinkman, L. O. (2010). The Sentencing Project: State Recidivism Studies. The Sentencing Project. Linked [here](#).

¹⁵ Previously cited. BJS report. See footnote 5.

¹⁶ See footnote 5.

7. In fact, individuals being released from incarceration are 10x more likely to become homeless than the general population.¹⁷
8. Pre and post-incarceration homelessness is a predictor of re-incarceration.

Described above are some of the factors that help predict whether or not a person will re-offend. Other factors include unemployment or low wages¹⁸, anti-social behaviors, dysfunctional peers, and lack of medical coverage which can exacerbate another risk factor -- current substance abuse¹⁹. The following sections describe the role of housing in helping justice-involved individuals successfully re-integrate and promote positive outcomes that benefit them, which in turn benefits the community at large. Other sections in the report shed some light on the protective factors that aid in discontinuation as well.

In short, the research shows there is no single factor in predicting recidivism.

2.2 Exiting Incarceration into Stable Housing Helps Reduce the Likelihood of Recidivism

As noted above, many exiting prisons are also at increased risk of homelessness. Homelessness itself can reduce access to healthcare coverage (including treatment for mental health and substance abuse disorders), employment and education. Numerous reports show that recidivism is most likely within the first year of release²⁰. Given the barriers people exiting incarceration face upon release, higher recidivism rates within the first year of release strongly suggest the importance of creating equal access to housing.

The examples below reveal how stable housing helps produce positive outcomes for high-needs individuals experiencing homelessness.

¹⁷ Yette, E., & Evans, M. (2011). Offenders on the Earned Release Date Housing Voucher Program. Washington State Department of Corrections. Linked [here](#). Couloute, L. (2018). Nowhere to Go: Homelessness among formerly incarcerated people. Prison Policy Initiative. Linked [here](#). Letter from Shaun Donovan, Secretary, United States Department of Housing and Urban Development, to Public Housing Authority Executive Directors (June 17, 2011), Linked [here](#).

¹⁸ Landon, M. (2015). *Of Jobs and Jail: Outcomes for Washington State Property Offenders*. Olympia: Washington State Statistical Analysis Center. Linked [here](#).

¹⁹ Shah, M. F., Black, C., & Felver, B. (2013). *Achieving Successful Community Re-Entry upon Release from Prison*. Washington State Department of Social and Health Services. Linked [here](#).

²⁰ Washington State Sentencing Guidelines Commission. Review of the Sentencing Reform Act FY 2019. Linked [here](#).

2.3 Examples From Evaluations of Permanent Supportive Housing (PSH)

“Permanent supportive housing is a successful and proven programmatic and housing intervention, while Housing First is a framework that can and should be used within permanent supportive housing, as well as in other program models, and as a community-wide framework for ending homelessness²¹.” The Housing First model theorizes that providing immediate and safe housing helps stabilize the individual who may then choose to access the services made available to them in Permanent Supportive Housing environments. The PSH model combines housing with voluntary services for people experiencing chronic homelessness and complex needs. The following subsections highlight the positive impact that housing provides for high-needs individuals who are exiting the streets into housing with supportive services. The following examples consist of studies of individuals with behavioral issues and substance abuse disorders, although not all will have criminal histories.

2.3.1 Evaluation of Seattle’s Downtown Emergency Service Center

Daniel Malone’s report, “*Assessing Criminal History as a Predictor of Future Housing Success for Homeless Adults with Behavioral Health Disorders*”²² delivers findings from Seattle’s Downtown Emergency Service Center that offers context as to how housing correlates with discontinuation of criminal activity and returns to the criminal justice system. Malone found that while 51% of their permanent support housing participants had a criminal record, 72% of all participants were successful in their housing program. 70% of those with criminal histories were successful. The difference in outcomes between those with criminal histories and those without were not statistically significant—concluding that participants with a criminal history were just as successful as those without. In his report, Malone defines success as retaining supportive housing for at least two years or transitioning to a stable housing situation.

Other factors had a higher predictive value, such as a younger age at move-in, current substance abuse issues, and a more extensive record of drug and property crimes. Once all variables were adjusted for participants with a known criminal background – younger age at move-in remained the only variable associated with housing failure. As a predictor of criminal behavior, likelihood declines as the previously incarcerated grow older. Malone

²¹ USICH. (2014). Implementing Housing First in Permanent Supportive Housing. United States Interagency Council on Homelessness. Linked [here](#).

²² Malone, D. K. (2009). Assessing Criminal History as a Predictor of Future Housing Success for Homeless Adults with Behavioral Health Disorders. *Psychiatric Services*, 60(2), 224-230. Linked [here](#).

concludes keeping individuals with criminal records out of housing may be unnecessarily restrictive.

2.3.2 *Evaluation of Returning Home: Supportive Housing for Individuals releasing from Ohio Prisons with Behavioral Health Disabilities and Risk of Housing Insecurity*

Funded primarily by the Ohio Department of Rehabilitation and Correction, the Urban Institute conducted a quasi-experimental study to explore the impact of single-site and scattered supportive housing from nine providers for 121 people released from 13 state prisons in Ohio.²³ The housing providers provided a range of different services. The study included a comparison group of 118 participants who qualified for the program but were not selected. The study's findings concluded that participants receiving supportive housing were 40% less likely to be re-arrested within 1 year and 61% less likely to be reincarcerated within 1 year compared with the rates for the comparison group.

A closer look into the treatment group compared housing participants who were re-arrested and those who were not. They found that individuals who secured housing closer to their release from prison were less likely to be re-arrested. The evaluation also concluded that scattered housing and single-site housing did not show any difference in outcome. This may indicate that the housing providers were successful in matching participants to appropriate program/supportive services.

2.3.3 *Evaluation of New York City Housing Authority's Family Reunification Program*

The New York City Housing Authority (NYCHA) piloted a family reunification program that allowed recently released individuals to move in with family residing in NYCHA properties. Those who were eligible and chose to enroll in the pilot program were required to engage with case managers. The pilot participants were required to stay crime-free for two years before they were able to join the lease.

Vera's final evaluation of NYCHA's reentry pilot found that of the 108 total participants less than a handful of participants had been convicted of a new criminal charge while on the program. At the time of evaluation (May 2017), there were 85 active participants. None of the 85 participants committed a new crime during the

²³ Fontaine J. (2014). *The Role of Supportive Housing in Successful Reentry Outcomes for Disabled Prisoners*. Cityscape: A Journal of Policy Development and Research 15(3): 53–75. Linked [here](#).

evaluation period. Many participants reported a sense of purpose and pride as they were able to reconnect with families and contribute positively to the household.²⁴ During this evaluation period, 20 participants fulfilled the two-year program requirement. In May 2017 – 6 of the 20 participants were successfully added to the lease with 10 in process. Vera also found that 14 participating households saw annual income increases by an average of 61%.

Overall, the example provides enough evidence to conclude that housing increases a person's likelihood to successfully remain in housing and access services that help treat their behavioral issues.

2.4 PIE Review of Past and Current THA Residents to Determine the Correlation Between the Presence of Criminal History and Housing Outcomes

A review of current and past THA residents did not show any meaningful relationship between past criminal history and un/successful tenancy. PIE examined this relationship in several ways.

PIE reviewed THA households that had a criminal history at admission between 2014 – 2017. For these clients, PIE reviewed account notes, open/closed cases, and violations and verified if participants were still active participants.

PIE reviewed to see if participants with open cases/concerns²⁵, particularly those related to nuisance/criminal behavior, had a criminal history at admission.

PIE reviewed participants who were terminated or evicted for any reason. Due to reporting limitations, this primarily included participants who had been terminated since 2016. A small portion were terminated for criminal or criminal-related behavior, and not all had a criminal history at admission.

Finally, PIE reviewed for criminal history at admission for residents with known/documented behavioral issues; or were in the process of being terminated. The findings are below.

Overall, violations or evictions due to crime or nuisance were a relatively small portion of the total violations (7% of 284, or 19). Of these violations and evictions, one-third, or 6 of the 19, had some sort of criminal history

²⁴ Bae, J., diZerega, M., Kang-Brown, J., Shanahan, R., & Subramanian, R. (2017). *An Evaluation of the New York City Housing Authority's Family Reentry Pilot Program*. New York: The Vera Institute of Justice. Linked [here](#).

²⁵ Cases/concerns are opened by THA staff for several reasons, including problematic behavior meriting written documentation.

at admission. PIE reviewed THA residents who were terminated from program with known problematic behavior. PIE found similar results. Those with criminal history at admission made up approximately one-third (1/3 with criminal history; 1/3 without; and 1/3 with unknown history) of groups with reported nuisance, crime, or evictions. While crime and nuisance were a minor cause for recorded violations and evictions, participants with a criminal history were disproportionately represented among these instances and suggest some level of correlation between criminal history at admission and problematic behaviors.

One thing to note is that the definition of criminal history used in this analysis was applied much more broadly than THA's screening criteria for criminal history. The criminal screening criteria used in this analysis included those whose felony convictions were beyond THA's five-year lookback; and those with minor misdemeanors such as driving with a suspended license.

Account notes for residents with a criminal history show that the main causes for crime-related violations or terminations primarily include but are not limited to unauthorized guests or drug-related activity. PIE is unable to compare this data to expected, or normal rates of crime or nuisance and cannot conclude whether or not this lends to an increase of crime and nuisance in housing. THA did not have data available that could work as a comparison to PIE's analysis of THA clients with known criminal histories.

2.5 Housing Helps Strengthen Protective Factors That Reduce Recidivism, Makes the Community Safer, and Reduces Public Costs

Housing provides a safe place that people can call home, rest their heads and feel safe and secure. When those basic physiological needs are met then people can strive to improving their safety needs such as employment, treatment, education and so on²⁶. Housing is an essential piece to anyone's stability and especially for those who are reintegrating after a period of incarceration. Housing is foundational to keeping a job²⁷, maintaining health, establishing/maintaining pro-social relationships and pursuing educational opportunities – all protective factors that help reduce recidivism.

²⁶ Based on Maslow's Hierarchy of Needs. A description is linked [here](#).

²⁷ For example, in a 2012 report "Employment Outcomes Associated with Rapid Re-Housing assistance for Homeless DSHS Clients in Washington State" DSHS Rapid Rehousing clients were almost 50 percent more likely than the comparison group to be employed during the quarter they received assistance. Over a span of a year, they were 25 percent more likely than the comparison group to be employed.

2.5.1 *The Relationship between Stable Housing and Protective Factors That Help Reduce Recidivism*

Washington's Department of Commerce prepared a report, *"Achieving Successful Community Re-Entry Upon Release from Prison: Housing and Medical Assistance as Keys to Reduced Recidivism and Improved Employment Outcomes."* This report followed a cohort of individuals for a 12-month period post-incarceration. Some of their key findings were that: (1) those who were previously incarcerated and receiving housing assistance were more likely to have Medicaid coverage, which also allowed them to access treatment for substance abuse disorders and that within this group participation was relatively high (38% vs. an average of 28%); (2) and those with Medicaid coverage were less likely to be re-incarcerated. The report found that for those who were housed in a permanent destination (PSH, renting their own unit—with or without subsidy, or permanently living with friends or family) had lower rates of recidivism, felony convictions and re-arrests compared to their housing insecure cohorts (emergency shelters or transitional housing). The permanently housed group saw a recidivism rate of 3% while those with housing insecurities saw recidivism rates up to 9% during the 12-month follow-up period.

Another Washington State DOC report examined the employment outcomes of property offenders found that employment has a positive effect on recidivism, but also discovered that higher wages are a better indicator²⁸. Another report found that losing housing had a greater impact on job loss, than losing a job was to housing loss²⁹. Timing of employment post incarceration was also important, and one study found that those who found employment, particularly in the first two months, were less likely to recidivate³⁰.

2.5.2 *Providing Housing for Previously Incarcerated Individuals Reduces Public Costs*

The Washington State Institute of Public Policy (WSIPP), a non-partisan public research group, evaluated the effectiveness of housing supports for people returning to their communities from prison. They concluded that housing supports offer a \$3.75-\$1 benefit-cost ratio. This means that for every dollar invested in

²⁸ Landon, M. (2015). *Of Jobs and Jail: Outcomes for Washington State Property Offenders*. Olympia: Washington State Statistical Analysis Center. Linked [here](#).

²⁹ Desmond, M., & Gershenson, C. (2016). *Housing and Employment Insecurity among the Working Poor*. Oxford University Press for Society for the Study of Social Problems. Linked [here](#).

³⁰ Visher, C., Debus, S., Yahner, J. (2008) *Employment after Prison: A Longitudinal Study of Releases in Three States*. Linked [here](#).

housing supports the state sees a return of \$3.75 in savings from reduced future crime and reduced use of public services.³¹ More importantly, WSIPP concluded that housing supports significantly reduced recidivism for violent offenders. Another Seattle study found that the annual cost to house 95 tenants in PSH was 53% less than the annual service costs when that same group was homeless. This same group decreased their use of emergency rooms and costs declined by 73% two years after this group was housed.³²

2.5.3 *Increasing Access to Housing for Justice-Involved Individuals Promotes Family Reunification and Success, Especially for Families with Children*

Incarceration creates a ripple effect not only hurting the individual, but their families and their communities. The disparities seen in the criminal justice system means that poor children, and especially poor children of color, are more vulnerable to those negative ripple effects. Neighborhoods with disproportionate rates of incarceration are destabilized as social and family networks are disrupted and face higher rates of crime and poor health outcomes. These neighborhoods tend to have high-rates of poverty and are very likely to be predominantly Black. These settings make incarceration intergenerational and the statistics show that children with an incarcerated parent are also 6x more likely to become incarcerated themselves. They may even experience justice-system involvement earlier in life and more frequently.³³ Because of the racial disparities in incarceration rates, Black children are disproportionately affected.

Families of those serving time may experience emotional and financial hardship throughout the duration of a loved one's incarceration which continue into their release. Incarceration weakens family ties and may reduce total household income, especially when the incarcerated individual is the breadwinner. Children of incarcerated adults often experience behavioral problems – “with boys of fathers behind bars displaying more delinquency and aggression and girls exhibiting more internalizing behaviors and attention problems.”³⁴ Children who have at least one parent incarcerated are much more likely to experience

³¹ Washington State Institute for Public Policy (2018). Housing assistance without services: adult criminal justice. Olympia. Linked [here](#).

³² Washington Low-Income Housing Association. Myths and Fact of Homelessness in Washington State. Linked [here](#).

³³ Linked [here](#).

³⁴ Prison Fellowship. (2017). FAQs about children of prisoners. Retrieved from [here](#).

physical, mental and academic problems than those whose parents have never been incarcerated.

Studies have shown that access to housing and employment help reduce recidivism. And for those exiting prison, many will rely on their friends and family for support³⁵. Many of those family members will live in public housing. They will not only rely on family and friends for housing, but these social networks are their strongest links to employment as well³⁶. Strong relationships with pro-social family and friends deter individuals from re-offending. These relationships may also aid in higher employment rates and reduced substance use³⁷. Studies have found that when for children who aren't able to live with their parent's post-incarceration stable housing was key in keeping regular and frequent communication³⁸. The newly added family members also report a greater sense of worth and satisfaction.

In 2016, Washington DOC launched the Parenting Inside Out program, an evidence-based, cognitive-behavioral program designed to help incarcerated parents reestablish contact with their children while they're behind bars and learn effective parenting skills to use release. It was modeled after a program first launched within the Oregon DOC facilities. The program had 359 participants who reported to have some role in parenting their children in the past and expected such a role in the future. After one year of participation, participants were less likely to have been re-arrested (32% to 41%) and reported substantially less substance abuse (66% reduction one year after prison). Participants also reported more family contact and were more likely to be involved in their children's lives. Participants also had lower scores in depression, parental stress than their non-participating peers. Participants were also more likely to use positive reinforcement. For parents who were sentenced under the Parenting Sentence Act³⁹ preliminary results after three years of participation show significant decreases in recidivism as compared to similar

³⁵ Keene, D., Rosenberg, A., Schlesinger, P., Guo, M., Blankenship, K., (2017) Navigating Limited and Uncertain Access to Subsidized Housing After Prison. Linked [here](#).

³⁶ Breanne Pleggenkuhle, Beth M. Huebner & Kimberly R. Kras (2015): Solid Start: supportive housing, social support, and reentry transitions, *Journal of Crime and Justice*. Linked [here](#). Also see footnote 24.

³⁷ Fontaine, J., & Biess, J. (2012). *Housing as a Platform for Formerly Incarcerated Persons*. Urban Institute. Linked [here](#).

³⁸ Elhage, A., (2018). Factors That Shape Parent-Child Reunification After a Parent is Released From Prison. Institute for Family Studies. Linked [here](#).

³⁹ Learn more about Washington's Parenting Sentencing Alternatives [here](#).

groups⁴⁰. This sentencing alternative requires parents to continue to serve their sentence in conjunction with community supervision and treatment/support services. While the outcomes demonstrate that providing parental coaching support to incarcerated individuals promote better parenting, it also highlights how positive relationships with family help reduce recidivism⁴¹.

PIE's proposals to reduce the use of criminal history as a screening criterion supports family reunification for people who have finished serving their time and are seeking to live with family members who are currently living in THA properties or receiving THA's rental assistance. The proposed decrease of the lookback period would do this. The proposal to base the lookback criteria on date of conviction vs date of release also promotes family reunification. *See* Section 3.5.

3. REDUCING HOUSING BARRIERS FOR JUSTICE-INVOLVED INDIVIDUALS

Those who have been incarcerated experience barriers when seeking housing. Yet, housing is essential in addressing any risk factors that would increase their likelihood of being reincarcerated. The following describes the barriers to housing justice-involved individuals face when seeking affordable housing. The following barriers are also likely to be in addition to other common factors among justice-involved individuals such as lower wages, poor credit and disabilities.

3.1 The Use of Background Checks in Private and Unsubsidized Housing

Landlords commonly rely on background checks to identify “good tenants.” A good tenant is someone who can fulfill the three main obligations of a tenant: (1) pay rent on time; (2) take care of the property; or (3) treat neighbors and staff well. Landlords rely on background checks to predict future behavior.

As with most landlords, THA's screening process includes more than just a criminal background check. It also includes a review of past rental history, credit history, and references. PIE's survey of THA's landlords discovered that some landlords find that past rental history, income, and credit are better indicators than criminal history for determining suitability. PIE's survey also showed that 60% of respondents would consider an applicant with a criminal history. The report, “*Landlord Attitudes Toward Renting to Released Offenders*,” supported by the

⁴⁰Aguiar, C. (2015). Research in brief: Preliminary felony recidivism outcomes of the Community Parenting Alternative. Spokane: Washington State Institute for Criminal Justice. Linked [here](#).

⁴¹ Parenting Inside Out Outcome study. Linked [here](#).

Department of Housing and Urban Development, uncovered similar findings⁴².

While this reveals some optimism around landlords' opinions toward applicants with criminal histories, opinions can vary. A 2018 survey of over 4,000 Seattle landlords found that only 16.6% have ever rented to a person with a criminal history and that 40% disagreed that Seattle's Fair Chance at Housing ordinance could be effective⁴³. Whereas, about 27% of the landlords responded more positively saying they strongly agreed that the ordinance could be effective and the remaining two-thirds were neutral. The report concluded that negative associations with Seattle's housing ordinances often resulted from misconceptions, feelings that Seattle misplaced responsibility onto landlords for affordable housing issues, and the extra burden created by these ordinances.

Within this climate, applicant screening poses several problems. Unfavorable marks, such as poor credit, past evictions and/or criminal history reduce a person's chances of finding housing. Repeated denials become expensive because housing seekers must pay application fees each time. Additionally, those with weak rental histories are also more likely to be low-income. They compete with households with stronger histories or higher incomes in a market that already lacks a sufficient affordable housing stock. As a result, low-income housing seekers with weak histories end up in areas of low opportunity with poorer housing quality and higher crime rates. This does little to adequately support their re-entry and rehabilitation if they are recently released from prison or jail.

Tenant screening also does not reveal important details about a person. Past difficulties may be a result of domestic violence and/or disability status, or poverty. PIE seeks to propose policy change to reduce housing barriers for those needing extra support that can be found in federally-assisted housing.

The report, "*Background Checks and Social Effects: Contemporary Residential Tenant-Screening Problems in Washington State*" further details the challenges of housing seekers with criminal histories in Washington⁴⁴. It discusses the limitations of using background screenings to judge an applicant's likelihood of being a good tenant. It also describes that it is not uncommon that background screenings contain misleading or

⁴² Clark, L. *Landlord Attitudes Toward Renting to Released Offenders*. 71(1). Linked [here](#).

⁴³ Crowder, K. (2018). *Seattle Rental Housing Study: Final Report*. Seattle: University of Washington Center for Studies in Demography and Ecology. Linked [here](#).

⁴⁴ Dunn, E., & Grabchuk, M. (2010). *319 Background Checks and Social Effects: Contemporary Residential Tenant-Screening Problems in Washington State. Seattle: Seattle Journal for Social Justice. Linked [here](#).

inaccurate information. Often, there are not reasonable remedies to correct mistakes commonly found in screening reports.

3.2 Legal Opinions Regarding A Landlord’s Duty to Protect Its Tenants from Harm

Housing providers often believe they will be found liable for harm caused by a tenant and that the presence of a criminal history is a reliable predictor that a tenant would do so. As reported in the Seattle Housing report referenced in Section 3.1 nearly 75% of surveyed landlords felt Seattle’s Fair Chance ordinance would jeopardize their current residents’ safety. This is a common belief that leads to denials of those with criminal history based on misconceptions of a landlord’s duty to protect tenants from harm.

The NYU Journal of Legislation and Public Policy published an article, “*Tenant Screening in an Era of Mass Incarceration: A Criminal Record is No Crystal Ball*”⁴⁵ gives an analysis on what the law says about a landlord’s duty to protect their tenants from harm. The authors conclude that Washington State does not have clear guidance on the scope of that legal duty. And, that since criminal history is not a reliable predictor of successful tenancy that simply renting to a person with a criminal history should not make Washington landlords liable for harm against their tenants. A review of Washington’s Residential Landlord-Tenant Act does not explicitly impose a duty to protect tenants from harm caused by another tenant. *See* Chap. 59.18 RCW.

The authors cite a court case which found that denying applicants with criminal histories because landlords believe they are likely to harm others are based upon “unfounded fear, speculation and prejudice.”⁴⁶ The authors find that the courts’ view on questions of liability often align with sociological studies concluding that the presence of a criminal background alone is not a reliable predictor of a tenant’s risk to cause harm to other tenants.

3.3 Housing Barriers in Pierce County

Pierce County has, on average, 19,750 arrests and 1,150 individuals admitted to prison every year out of a population of 876,000 people. In the

⁴⁵ Ehman, M., & Reosti, A. (2015). Tenant Screening in an Era of Mass Incarceration: A Criminal Record is No Crystal Ball. *N.Y.U Journal of Legislation and Public Policy*, 1-27. Linked [here](#).

⁴⁶ “In one such case, a city tried to argue that it was justified in refusing to issue a permit to an agency that facilitated the reentry of federal offenders into society because occupants of that residence were more likely to commit crimes than a person who had never been convicted of a crime.” Note: The city was unable to support its claims.

last year, 1,140 people exited prison to Pierce County, less than 0.13% of the County's population.

THA worked closely with Pierce County's Human Services Programs and was provided data that can speak to the relationship between a criminal history and success of securing housing within Pierce County.

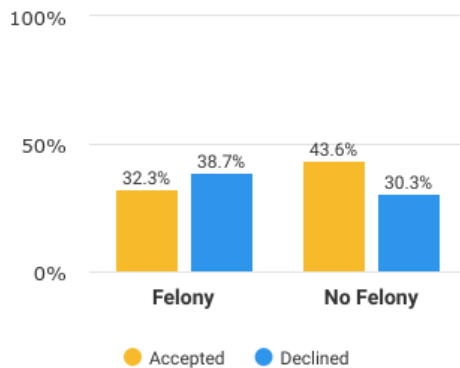
Pierce County funds multiple housing programs throughout its jurisdiction. These programs make up Pierce County's Coordinated Entry system. This system is an entry point for households that are experiencing homelessness in Pierce County. At the first point of contact, Coordinated Entry will screen households to determine eligibility. After determining eligibility, a "Diversion" trained staff member initiates an exploratory conversation with the individual or family to brainstorm solutions and options. Diversion is a process that encourages households to come up with their own solutions to their housing crises. The diversion process identifies temporary barriers or one-time solutions that can assist a family to overcome the obstacle they face in order to stabilize. For those unable to discover housing solutions through the diversion process, they are referred to a longer term housing program – this may be Rapid Rehousing programs or family shelters.

Using Pierce County data, the following discussion and graphs illustrate the effects on households when there is a member that has a critical felony or a history of police interactions⁴⁷.

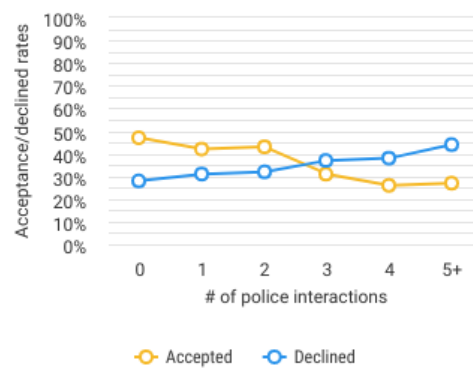
The first graph demonstrated the relationship between police interactions and acceptance into a housing program once referred by Coordinated Entry. During the initial intake, households are asked how many police interactions they've had in the last five years. Answers are self-reported by the respondent. Questions about police interactions are phrased to ask about the number of arrests/bookings and pick-ups. The following chart shows that the higher the number of police interactions, the lower the rates of referral acceptance. Referral acceptance rates refer to the rate at which referrals made by Coordinated Entry to housing service providers are either accepted or denied. The numbers do not total 100 percent as it only accounts for outcomes that resulted in a denial or acceptance rather than other outcomes such as cancelled, placed on a waiting list, etc.

⁴⁷ Critical felonies are felony convictions for arson, sex offenses and manufacturing meth.

Felony convictions correlate with referral acceptance rates

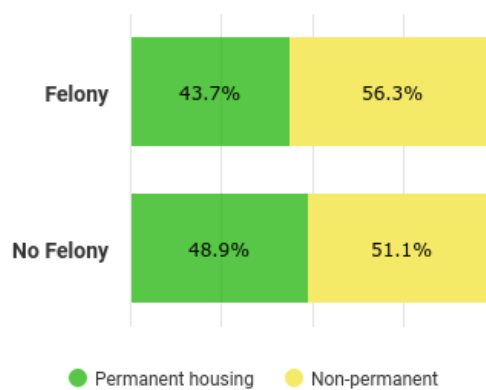


Police interactions correlate with referral acceptance rates

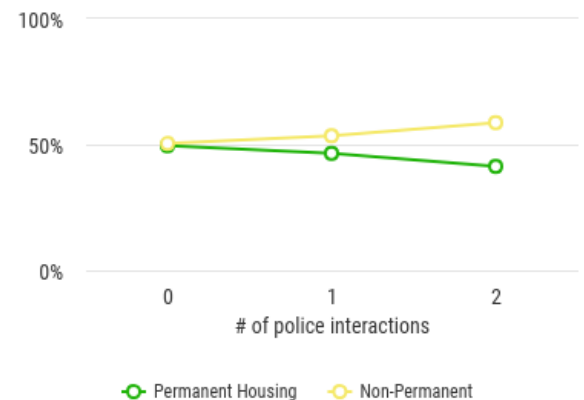


Based on the initial assessment, Coordinated Entry may refer the family to partner housing providers. These housing providers may be rapid rehousing service providers (which entail securing housing out in the private market) or may be a family shelter (temporary housing). The following graphs show the relationship between felony conviction and number of police interactions on the destination type (permanent versus non-permanent housing) upon exit from the Coordinated Entry system.

Felony conviction effects on exit destination type



Police interactions effect on exit destination type



In these graphs, along both dimensions, the effect of criminal history on housing can be observed. From these graphs it's apparent that a prior

felony conviction corresponds to a decreased acceptance rate into referred housing programs. The same happens for those who report a higher number of police interactions.

The line graph on the right shows a similar trend – households with a prior felony conviction or more interactions with police correspond with a decreased likelihood of finding permanent housing through the homeless housing system.

3.4 A Requirement to Participate in Supportive Services Is an Additional Barrier to Housing

This section seeks to explain why PIE’s recommendation does not include a requirement to participate in supportive services. Requiring services is not a current THA practice, nor an industry best practice.

Yet, participation in services or not participating can be a factor in the individualized assessment PIE is recommending. PIE’s proposed recommendation for an Application Review Panel is similar to THA’s current Informal Review Process. The biggest difference being that those going through the Informal Review Process have already been denied housing and are seeking to appeal that denial. Presenting evidence of rehabilitation – which may include receiving case management or participating in treatment is helpful to overturn that denial. Yet, decisions to overturn a denial will not likely be based solely on the condition that the applicant must start or continue to receive services to be admitted. This is also true when THA clients are appealing a recommendation to terminate their assistance. THA staff that conduct these reviews strongly oppose requiring participation in services.

3.4.1 *This Practice Cannot Be Applied in A Consistent, Nondiscriminatory Manner.*

THA staff also brought to light that requiring supportive services creates an inconsistent and inequitable practice. The circumstances that resulted in a conviction vary and each person may benefit from different interventions. It is a discriminatory process when one client may be required to attend a rehabilitation group; while another may have no appropriate or required remedy for their past conviction. This standard cannot be applied equitably and is likely to violate Fair Housing standards. This is especially true if the conviction is a result of a person’s disability or other protected class status. It is also true that not all applicants with a past conviction come with a need to access supportive services. There are also individuals who through parole or probation are connected with a DOC officer and may have largely addressed their needs.

Ultimately, this is a practice that will create a discriminatory practice that targets persons with particular convictions.

3.4.2 This Practice Does Not Align with the Goals of Reducing Barriers to Housing.

To require a person to participate is inconsistent with reducing barriers to housing. Supportive services may be a financial or logistical burden for clients which diminishes their ability to be successful in meeting this requirement to keep their housing. THA should not impose additional requirements that may jeopardize a person's housing, especially for those who already face high barriers and may have no other housing options.

An alternative housing model such as Housing First operates similarly. The Housing First model serves those who are experiencing chronic homelessness and likely need services to address behavioral health problems. Even within this high-needs population, Housing First does not require participants to engage in supportive services to receive or keep housing. "Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life."⁴⁸ Research supports the Housing First theory and finds that Housing First participants find better results when participants lead when, how and where they will access services. Findings also note that for low-to-fixed income households that private market vouchers increased housing stability and contact with case managers, while the intensity of treatment did not.⁴⁹ Further research shows that for those with substance abuse disorders housing is correlated with the participant's willingness to enter treatment programs to address substance abuse disorders.

HUD's regulations permit PHA's to make exceptions to its mandatory denial of housing for anyone currently engaging in illegal use of a drug or demonstrating a pattern of illegal drug or alcohol use, when the applicant can provide evidence that they are participating in or have completed a supervised drug or alcohol rehabilitation program. In that, HUD permits a conditional admittance to housing as an exception to a mandated denial. There

⁴⁸ National Alliance to End Homelessness. Fact Sheet: Housing First, April 2016. Linked [here](#).

⁴⁹ Gulcur, L., Stefancic, A., Shinn, M., Tsemberis, S., Fischer, S.N. (2003). Housing, Hospitalization and Cost Outcomes for Homeless Individuals with Psychiatric Disabilities Participating in Continuum of Care and Housing First Programmes. *Journal of Community & Applied Social Psychology* 13: 171-186. Linked [here](#).

is no language that permits a PHA to deny or terminate assistance if the new admit fails to continue their rehabilitation.

3.5 Shorter Lookback Periods Will Help Reduce Barriers to Housing When Housing is Most Crucial

Housing providers and public housing authorities have different methods as to when an applicant's lookback period begins. A lookback period refers to the period of time that will be reviewed for the presence of criminal history for determining eligibility for assistance. The lookback period begins from the date the application is being reviewed to a specified date determined by the PHA. For some, the lookback goes back to the most recent date of conviction (the date the person was found guilty). Other PHAs will lookback to the date of release (the date the person was released from incarceration).. PIE examined the options of a lookback period based on the date of release vs. the date of conviction. The date of the offense will precede a person's time served; whereas the date of release begins after the person has served their time. PIE's recommendation is to begin at the date of offense. The following subsections provide context for this proposal.

3.5.1 Application Review Based on Date of Release

While PIE's recommendation is to begin the lookback period based on the date of conviction. PIE recognizes that a lookback period based on the date of release comes with some benefits as follows:

1. The purpose of a lookback period is to judge a person's success in living without re-offense or without causing problems as a tenant. The only meaningful time to judge that is after the person is released.
2. This is the most common practice of other housing authorities, even those with lenient lookback periods. They have not seen an increase in crime or nuisance applying this practice.
3. While it increases the threshold of those who will be subject for review it would not automatically result in more denials. Yet, it also means that everyone exiting incarceration will be subject to an individualized review.

A lookback period based on the date of release comes with screening advantages, but disadvantages for the individual and their family.

A lookback period based on the date of release also comes with some disadvantages. Many families may not fully understand THA policies and procedures especially ones that are discretionary. Generally, families are already hesitant to allow family members with a criminal history to reside in their homes due to common criminal screening policies that have denied applicants admission⁵⁰. In Vera's review of NYCHA's Family Reunification program, there was widespread distrust and assumptions that the program was a tactic to identify unauthorized residents and evict families for lease violations⁵¹. Although THA may loosen its criminal screening criteria, an individualized review may still be too ambiguous and families may still hesitate to notify THA that they'd like to add a family member with a criminal history.

This forces families to choose between their housing and supporting a family member. HANO hosted a public comment session back when it was considering changes to their criminal screening policies. During this session one resident said, "I have a son coming home (from prison). He's going to need somewhere to stay. And guess what? I'm going to take a risk with my son because I don't want him to go back to jail. So, I'm going to take a risk if I have to hide him in the closet or put him under the bed or put him on the roof. I'm going to do it."⁵² This resident's comment shows the painful position families are placed in when they're forced to choose between their housing and their family member with a criminal history.

Sometimes this means that previously incarcerated individual are left to fend for themselves or that families assume the risk of housing an unauthorized resident.

3.5.2 *Application Review Based on Date of Conviction of the Most Recent Felony*

If incarcerated, a felony conviction will require a minimum of a year to be served. Thus, the date of conviction for those exiting incarceration will fall before the proposed lookback period of one year. This means that at the time of release most applicants will be eligible for housing despite their criminal history. This does not provide a sufficient period of time to pass to demonstrate non-offending behavior. However, it does allow the individual to immediately join their families post incarceration. As described in

⁵⁰ Landon, M. (2015). *Of Jobs and Jail: Outcomes for Washington State Property Offenders*. Olympia: Washington State Statistical Analysis Center. Linked [here](#).

⁵¹ (Bae, diZerega, Kang-Brown, Shanahan, & Subramanian, 2016)

⁵² [Audio from Housing Authority of New Orleans Board Meeting, March 29, 2016](#)

Section 2.1.4, families are a primary source of support and a key reason why people stay out of prison.

PIE proposes this standard for the following reasons:

1. People who have served their time should be truly free and fully welcomed back into society.
2. People who are exiting need a soft landing. People are expected to rebuild their lives after exiting, but are cut off from tools and resources that enable them to do so. Incarceration can be long and traumatizing, the first year out is a critical time as basic needs must be met.
3. Given the nature of THA's waiting list, it is unlikely recently released people who are seeking housing independently would receive an offer of housing within the year of being released. It may be unlikely that they are on THA's waiting list at all. This is because those being released from prison would have served more than one year of time, and likely several years. This time spent incarcerated would hinder their ability to apply and/or maintain an active status on THA's waiting list. It would also require an opportune circumstance where a person receives an offer of housing within that timeline.
4. In the event an applicant is immediately joining an existing household, research shows that immediate interventions post-release reduces the likelihood that one would become homeless or recidivate.
5. There is still a review for suitability. THA uses other criteria that are better indicators of successful tenancy such as past rental history, debts owed, and credit checks.
6. Older individuals benefit greatly from this practice. The likelihood of recidivism drops drastically as people age. This practice allows them to find a soft landing upon release without interruption.
7. It is easier for families to understand and feel comfortable with THA's criminal screening criteria. This makes the process of adding a family member exiting incarceration easier less intimidating and lessens the likelihood of and risk involved when families house unauthorized guests.

3.5.3 *Other Considerations: Date of Release v. Conviction*

The reader will notice that a lookback period based on the date of release reduces the length of time available for criminal history review. Most notably, the charts in section 2.1 shows results from a study that demonstrates it would take several years for someone who was arrested before they pose the same risk of arrest as the general population. This chart was included because it was the only available data of its type. There are a number of factors to take into consideration when looking at recidivism data including the tough on crime policies from earlier decades which led to the U.S. being the most incarceration nation in the world and the racial disparities between White and Black men.

PIE did not weigh this data as heavily because recent literature is more relevant to the question of using criminal background screenings in housing. As discussed in the following section racial disparities are well-documented within the justice system demonstrating that Black men are more likely to be arrested, receive longer sentences and be re-arrested. There is also pertinent data in Section 2 of the report showing people who are housed after release are less likely to be re-arrested. These findings weighed in comparison with each other show that there is inadequate data to show whether a longer lookback period is necessary. Instead, the data shows a shorter lookback period is more closely aligned with THA's social justice mission since it attempts to de-value data skewed by racial injustices in the criminal justice system and support people exiting that system.

4. **REDUCE UNDUE AND DISPROPORTIONATE EXCLUSION OF PERSONS OF COLOR**

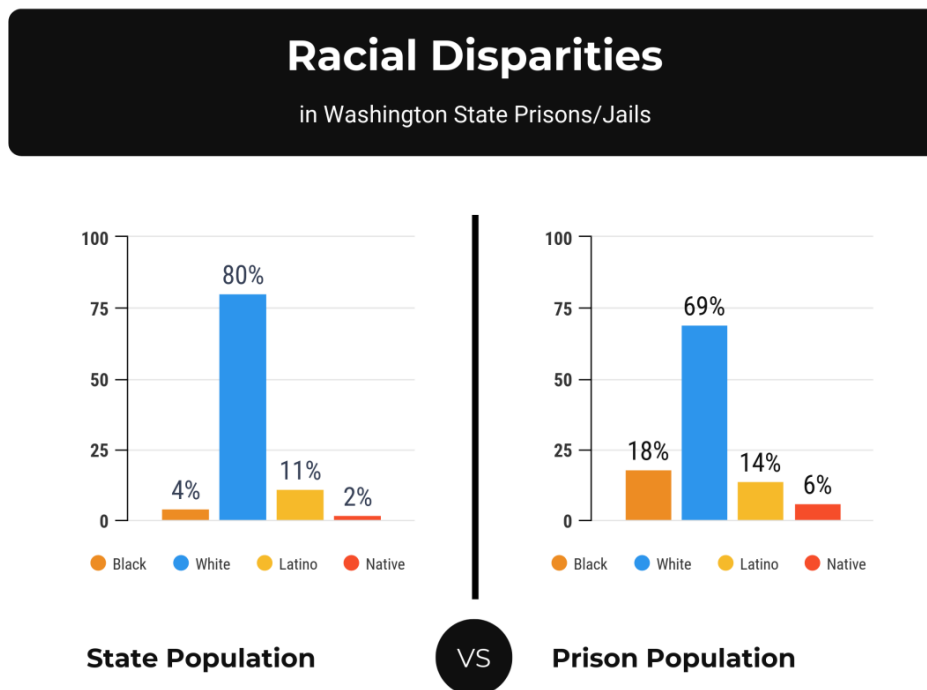
It is well documented that Black men are more likely to be incarcerated than White men⁵³. Black men are also more likely to be stopped by the police, detained pretrial, charged with more serious crimes and sentenced more harshly.⁵⁴ Washington's current incarceration practices also reflect a significant impact on minority communities. Collectively, Blacks (4%), Latinos (11%) and Natives (2%) make up less than 17% of Washington State's population. However, they disproportionately make up 38% of Washington's jail and prison population (Blacks are 18%, Latinos 14%, and Natives 6% of the total population incarcerated in a state correctional facility)⁵⁵. This means that housing policies that restrict access based on criminal history will disproportionately exclude these

⁵³ Bureau of Justice Statistics, National Prisoner Statistics, 2008-2018. Linked [here](#).

⁵⁴ Vera Institute of Justice. Incarceration Trends in Washington Fact Sheet. December 2019.

⁵⁵ Prison Policy Initiative. 2018. Racial and ethnic disparities in prisons and jails in Washington. Linked [here](#).

persons of color. Similar disparities are found in the homeless data which is noted to be a pathway to incarceration⁵⁶. Overall, the disproportionate rate of incarceration among Black men results in disproportionate negative effects on their families and their communities.



5. ALIGN THA WITH BEST PRACTICES AND PEER HOUSING ORGANIZATIONS

PIE has consulted with several housing authorities about their criminal screening procedures. PIE has also reviewed:

1. The criminal screening policies of regional partners and housing authorities who have worked with or recently started working with Vera under the same technical assistance grant.
2. Unison Housing's (formerly Adams County Housing Authority) white paper on their outcomes of their criminal screening reforms⁵⁷. Unison Housing was an agency featured on a national conference call hosted by

⁵⁶ Prison Policy report find that there are higher rates of unsheltered homeless for Black men (124 per 10,000) vs (82 for Hispanic men and 81 for White men)

⁵⁷ Unison Housing Partners. (2017, September). Criminal Screening Standards Case Study. Linked [here](#).

National Association of Housing and Redevelopment Officials (NAHRO) to talk through Fair Housing and criminal screening policies⁵⁸.

3. The written policies of THA's closest regional partners: Pierce County Housing Authority (PCHA), Seattle Housing Authority (SHA) and King County Housing Authority (KCHA).

Appendix B: Summary of Regional Housing Authority Policies & Vera Cohorts includes a chart summarizing the criminal screening policies of local PHAs and PHAs who are working with or have worked with Vera under the same technical assistance grant.

According to PCHA's Admin Plan and ACOP, it has a one-year lookback period for all felony convictions, or if recently incarcerated, one year from the release date. Pierce County's screening practices do not include an automatic individualized review and those who fall below the noted threshold are denied admission. However, all applicants for federally-assisted housing may appeal and request an informal review. PIE's conversations with the Pierce County Housing Authority found that they do not find criminal history to be a predictor of successful tenancy. In 2016, Pierce County reduced their screening criteria from a five-year lookback to a one-year lookback and saw no increases in eviction, nuisance, or criminal behavior in any of their properties. Their policy has been implemented for three years, providing enough time for informal evaluation that shows the changes did not lead to an increase in crime-related problems. There is some discussion to remove the screening of criminal history altogether given the initial results.

Both SHA and KCHA noted that their past criminal screening policies disqualified many of the homeless applicants on their waiting list. In response, KCHA's now screens only for HUD mandated denials for applicants who are entering programs in which supportive services are tied to the subsidy. However, for both traditional voucher programs and project-based programs, applicants with any sexual offense are subject to denial. KCHA's screening criteria for all other applicants do not have a defined lookback period. Instead, KCHA considers the seriousness of the offense and how much time has passed since the offense. All applicants are notified upon the discovery of unfavorable information and are given the opportunity to discuss their situation. After that meeting, KCHA follows up with a decision to approve or deny. If denied, applicants may request an informal hearing to appeal.

In 2008, SHA approved major changes to its criminal screening policies, revising the lookback period which had ranged up to 10 years for some offenses. The

⁵⁸ LiFari, P. F., Guerin, Z., Gurjal, T., & Hsu, J. (2017, September 19). Case Study: Reducing Barriers to Housing through HUD's Criminal Records Guidance. Washington, DC: National Association of Housing and Redevelopment Officials. Recorded briefing available for purchase [here](#).

changes reduced the lookback period to one year for all offenses except sexual offenses. Under the new rules, anyone subject to a registration requirement as a sexual offender will be denied. SHA's ACOP includes language that recognizes that criminal screenings are a useful tool for establishing suitability, but also serves as a barrier to affordable housing and family reunification. Their policies for public housing also state that applicants with a criminal history will be offered an opportunity for an individualized review before a final decision is made. All three regional partners have not had reported issues due to their criminal screening policies, although it should be noted that formal evaluations have not been conducted.

The Housing Authority of New Orleans (HANO) and Housing Catalyst in Fort Collins, Colorado report favorable findings after revising their criminal screening policies. Both agencies implemented policies that look different from each other but that determine eligibility by reviewing the type of offense(s), the number of occurrences, and includes levels of review and approval for denials. For registered sex offenders, HANO's screening matrix shows that forcible sex offenses are subject to review indefinitely. Non-forcible offenses are subject to further review within three years of conviction or one year of release. For these same offenses, Housing Catalyst requires extensive evidence of rehabilitation and supervisor approval for admission. Both agencies have not reported any significant rise in evictions, crime or administrative burden.

At the community's request, HANO also captures denial data and releases this data to the public every six months. This includes capturing how many applicants went through the review process, how many were denied, and the reason for denial. Adopting a similar evaluation tool can aid THA post implementation and revisit the policy if the data shows it is necessary. THA should also consider tracking other demographic information such as age, race, and gender to review for adverse effects for those populations. Additional data can be tracked for evaluation purposes to affirm THA's decision to revise its criminal screen policies; or appropriately revise. THA can use data such as length of housing retention, recorded history of concerns and violations, and if evicted the case of eviction.

This will help THA analyze the effects of criminal history at admission and success rates as THA tenants. THA can also capture the current baseline of staff reported concerns and violations relating to criminal activity and nuisance; and develop a tool to track resident complaints. This data can be reviewed to watch for increases in staff and resident reported events of criminal activity and nuisance. THA should track the level of crime at the property-level given that crimes may be committed by residents without criminal histories or guests of residents. THA currently works closely with the local police and fire departments and collects the number of service calls for crime-related activities. However, other factors, such as design of the properties, security and management are not as easily tracked and analyzed as factors of resident success.

HANO's biggest challenge is convincing private landlords to adopt similar policies but offering education to landlords could be helpful in addressing that. Unison Housing in Colorado did release their first-year results after revising their criminal screening policies and found that they denied fewer people for criminal history without adverse impacts from the policy changes⁵⁹. HANO also released quarterly reports and since implementation in 2016 has only denied one person for criminal history so far⁶⁰.

PIE's recommendations also follow the lead of recent legislation and implementation of local ordinances. In 2018, Washington State Legislature passed the Washington Fair Chance Act⁶¹ and the City of Seattle's implemented its Fair Chance Ordinance.⁶² The Washington Fair Chance Act sought to address the disparate and discriminatory impacts of incarceration as it pertains to employment. This Act has implemented "ban-the-box" type policies which ban employers from asking about criminal history during the application phase. After an applicant has been found otherwise qualified, an employer may run a criminal background screening. However, the employer must have policies and procedures in place to appropriately deny an otherwise qualified applicant due to their criminal history. An employer must demonstrate a legitimate business reason for denial based on past criminal history.

These recommendations also consider the City of Seattle's Fair Housing Ordinance which found screening for criminal history to be an unnecessary barrier in determining if an applicant would be a suitable tenant. The ordinance bans landlords from conducting criminal background screenings, although with an exception for public housing authorities who are governed by federal regulations that mandate such screenings. The ordinance also permits all housing providers to check for registry requirements for applicants convicted of a sex offense – however, simply appearing in a registry search is not enough to deny tenancy. In all cases, a landlord must prove a "legitimate business reason" for denying tenancy based on registry requirements.

Although there are differences in how public housing authorities and other community partners implement criminal screening policies, there is one consistent standard in their policies and practices: use of an individualized review has been adopted and has been prioritized prior to a decision to approve or deny. This allows employers and housing providers to assess each individual and determine whether they would be a suitable candidate.

⁵⁹ Unison's white paper linked [here](#).

⁶⁰ Out of a total of 43 panel review requests between August 17, 2016 through August 31, 2018.

⁶¹ Passed by Washington State Legislature in 2018 – Washington Fair Chance Act, RCW Chapter 49.94. [Linked here](#).

⁶² Seattle, Washington, Municipal Code art. 3.14.931. Linked [here](#).

6. **REDUCE THE USE OF STAFF TIME SPENT ON INFORMAL REVIEWS**

PIE's recommendations should save THA staff time, and therefore money. But they will require time and money for initial implementation.

PIE reviewed applicant screening reports dating back to 2014. THA screens over 1,000 applicants (new clients and add-ons⁶³) each year. Since 2014, 10% of applicants had felony records. THA initially denied 3% of them due to criminal history. Individualized informal reviews reversed some of those initial denials. In sum, THA denies two percent of applicants each year because of criminal history. This equates to about 20 applicants per year.

Under the proposed recommendations to review for felony convictions within the last year, THA can expect to spend only a few hours a year conducting individualized reviews. To estimate how many applications would require an individualized review under the proposed policy, PIE counted the number of screenings from each year through 2014 – 2017 that had a conviction within a year of the application review date. This was an average of 3-4 screenings per year. Based on staff feedback the average informal review takes about an hour and a half – THA's proposed individualized review process would be the same in process and structure.

On the next page, the following tables depict a comparison of staff time needed between the current informal review policy vs. the proposed individualized review policy.

⁶³ New clients are households applying for admission into THA housing programs. Add-ons in this case are when the Head of Household submits a request to have a member added to their household.

Table 4. Comparison of Staff Time Spent on Denials: Current v Proposed Policy

Current Policy	Average # of applications w/criminal history within 5 years of review date per year		Average staff time conducting informal reviews per review	Average total informal reviews performed per year	Total staff time per year
	32		1.5 hours	11	16.5 hours
Proposed Policy	Estimated applications w/convictions within a year of application review date per year		Estimated staff time conducting reviews per review	Estimated total reviews required per year	Estimated total staff time per year
	Properties	HCV	1.5 hours	3	4.5 hours
	3	4			

In 2019, there were 9 requests for informal reviews. Table 4 shows an estimate of 11 informal reviews performed per year. Under the proposed policy, the estimated number of applications that would require an individualized review is 3, far less than the number of informal reviews THA has conducted in the past. Additionally, the estimates include tenant-based voucher applications which will no longer be subject to criminal screenings beyond the HUD mandated.

Overall, PIE's proposals should save staff time. However, initial implementation will require additional hours of staff training to convene and train the Application Review Panel. Since the individualized review requires careful discretion of THA staff, PIE anticipates that a half-day training may be beneficial. During the community consultation period, PIE will seek guidance and best practices from the Fair Housing Center, Northwest Justice Project, and other housing authorities.

PIE's recommendations include a required referral to THA's Client Support and Empowerment (CSE) department for anyone who was admitted through the individualized review process. PIE consulted with CSE's caseworker who noted that follow-up per referral requires 1.5 hours. PIE estimates this would require the same amount of staff time as the proposed individualized review process. However, there are some who may accept case management. PIE consulted with some of CSE's case workers in THA properties. They noted their current work keeps them busy but felt confident they could manage the extra work. Given the varying needs for each person it's difficult to estimate the extra required time.

The Property Management department has initiated their own project to strengthen its lease enforcement procedures. This is work they are already doing and have worked in according to their timeline and capacity. PIE is not requesting any additional time beyond their current work.

In September 2017, NAHRO hosted a webinar, “Case Study: Reducing Barriers to Housing through HUD’s Criminal Records Guidance.” The webinar featured Peter LiFari, now Executive Director of Unison Housing Partners who shared Unison’s journey through reducing its barriers for those with criminal histories. He shared that staff had some initial fears. After a year of implementation, they’ve shared positive findings resulting in decreased administrative time processing denials, an increase of households admitted into housing and no significant increase of tenant damage, crime or evictions⁶⁴. Other housing authorities that have implemented similar policies report decreased staff time spent on denials and have not reported an increase of crime or evictions on their properties.

See Appendix C: FY 2014 – 2017 THA Denials Summary.

7. THA CONSULTATIONS

Through June and July of 2018, PIE consulted with its THA residents, THA staff, landlords who participate in THA’s rental assistance programs, social service providers, and its liability insurance carrier. THA advertised and hosted meetings at each property that THA owns and manages. PIE staff met with the staff of the Property Management department and the Rental Assistance. THA discussed the matter in the quarterly meetings of the THA Landlord Advisory Group.

THA also surveyed residents, staff and landlords. During the staff and community meetings, THA distributed surveys. It also surveyed landlords with an online survey. The survey included mostly open-ended questions, with one multiple-choice regarding preferred lookback periods. PIE received 32 completed surveys (out of 67 total meeting participants) from residents and 15 completed surveys from Property Management staff. Graphs in this section show the survey results. 89 landlords responded to the on-line survey.

In general, THA staff and residents shared similar concerns about the proposal’s potential for increasing crime and nuisance on the properties. Both groups also recognize that housing assistance is important to the individual and household in maintaining stability. Landlords shared some of their practices with THA in how they conduct criminal background screenings. Social service providers generally favored changes that made THA’s housing more accessible to persons with criminal histories. THA’s liability insurance carrier expressed strong concerns

⁶⁴ Both the Housing Authority of New Orleans (HANO) and Unison Housing (formerly Adams County Housing Authority) tracked their outcomes since updating their policies – both agencies show a decrease in staff time and report no increases in evictions or terminations

about relaxing the criminal screening for sex offenses. It stated that if THA made such a change, it would have to review the terms of THA's coverage.

7.1 Resident Consultation

Below is a summary of the primary views from THA residents:

1. Residents understand that housing is an important component in rehabilitation.
2. The present level of crime and nuisance concern residents.
3. THA's inability to respond to crime and nuisance in a timely manner concerns residents.

Throughout all the THA housing sites, residents expressed mixed sentiments. They recognize that housing is important to rehabilitation. They are grateful to receive housing assistance despite their own past. Many did not feel comfortable imposing restrictions on who can and cannot receive housing assistance. Some residents do not see criminal history as a measure of whether an individual would be a good neighbor and believe people deserve second chances. While compassionate to the need for housing, residents also expressed that they do not wish to see any increase of crime and nuisance. They also wondered if THA was the appropriate place for housing for those exiting incarceration. Residents want to know that persons exiting incarceration had a proven time of stability and rehabilitation.

"Clean up current problems first" was a common reaction across several THA property sites. Some residents feel that crime and nuisance are already a significant problem on THA properties, including loud noises, excessive guest traffic, smoking in units, panhandling, etc. Residents do not want to see changes that would add to existing issues. Many residents (and staff) note that it is not always the actual resident that is the direct source of the problem, but often their guests. *"Guests with histories bring old friends."*

Residents complained that the *"eviction process is horrible"*. They think the rules, policies and procedures governing eviction means it takes too long to evict and is enabling. Residents noted that the level of service from contracted security companies vary among the security officers. Some residents noted that crime and nuisance begin once THA staff leave for the day. They suggest THA have 24/7 on-site management.

How residents perceive crime and nuisance vary across different populations. THA has seven buildings designated for people identified as elderly or disabled; and five properties designated for family housing.

Understandably, residents are concerned about acts of violence (physical and sexual), drug use/distribution and theft. Family sites expressed concern for issues concerning youth related crimes such as vandalism, loitering, etc. Senior sites expressed concern regarding nuisances (which may lead to criminal acts) such as smoking in units, frequency of unknown guests and their access to the building, drug use and distribution, and behaviors that may stem from untreated mental health issues.

Although residents expressed these concerns about present levels of crime and nuisance, many also expressed support for THA increasing access to housing assistance for those with criminal histories. *“I don’t know their background, and I don’t want to know, I just want to be safe”* was a common sentiment expressed by many. Ultimately, THA residents rely on THA to maintain the peace, safety and security on THA properties.

7.2 Staff Consultation

Property Management expressed the same concerns as THA residents. Property Management staff are more concerned about resident behavior than Rental Assistance. As property managers they work directly with residents while Rental Assistance has a more administrative relationship with clients.

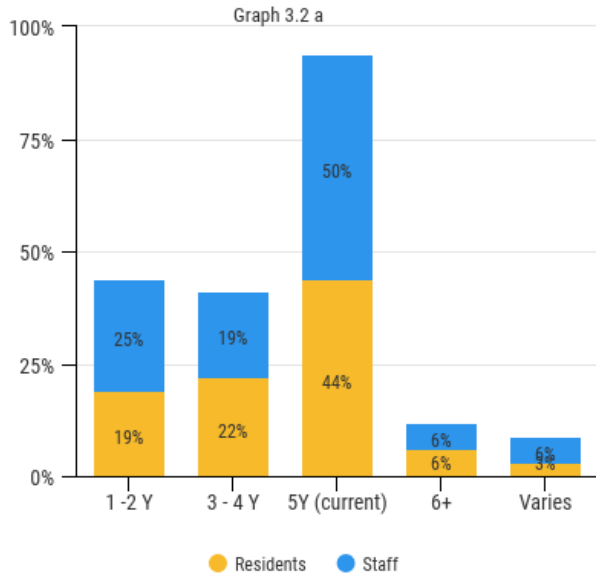
Property Management knows that individuals need extra support to address problematic behavior. They wonder if THA has the capacity to provide that support.

In many cases, disruption comes from the guests of residents. Some residents are vulnerable to feel obligated to their friends or family who do not have housing. Their guests may disrupt the pleasant environment THA seeks to establish in its properties.

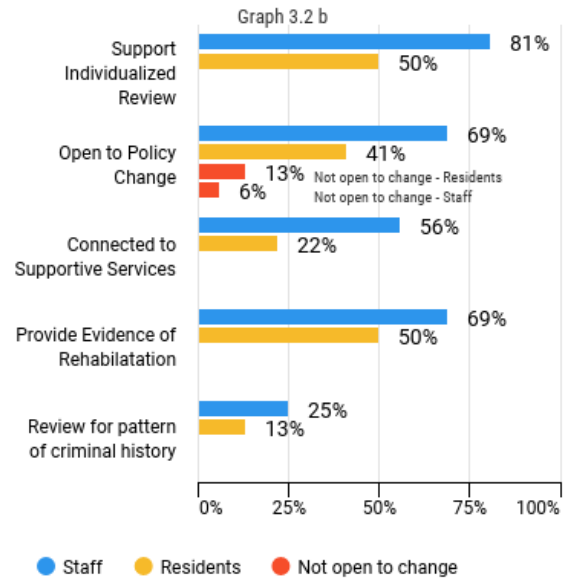
Staff and residents expressed varied views on a lookback period. *See Graph 3.2a.* Many favor keeping a lookback period of five years. Other staff recognize that while they strongly support the need for effective screening policies, they also recognize that such policies do not necessarily require a longer lookback periods for criminal history.

The following graphs show general support of staff and residents for reducing barriers for applicants with criminal histories. As part of their support, residents expect that applicants with criminal histories will be connected to supportive services, demonstrate rehabilitation (employment, school, certification of completion of treatment programs, etc.), and do not have a pattern of criminal behavior. Graph 3.2c shows the criminal offenses that are of most concern to residents and staff.

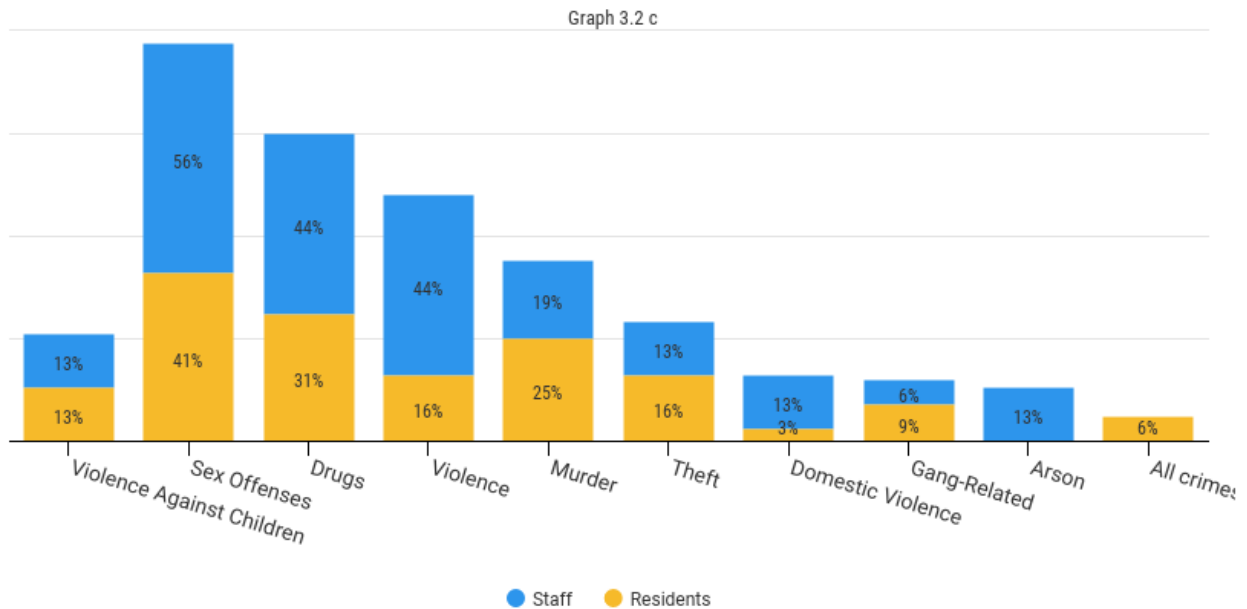
What is a reasonable lookback period?



General Support to Reduce Barriers



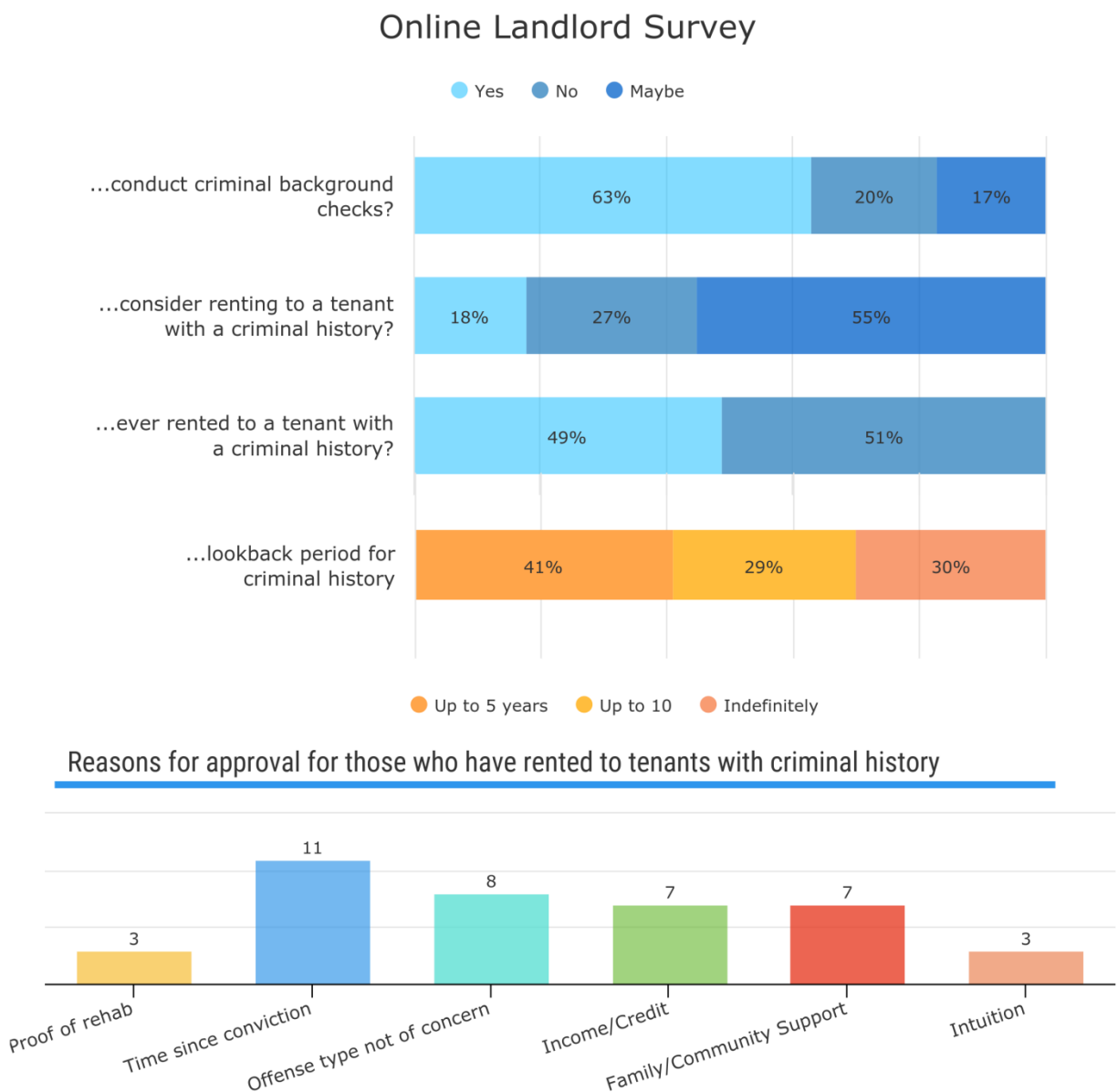
Crimes of Concern



7.3 Landlord Consultation

PIE consulted with landlords who participate in THA's rental assistance programs. PIE did this in two ways: (1) A short online survey which received a total of 87 responses⁶⁵. (2) a convening of a regularly scheduled meeting with a small group of THA landlords who makeup THA's Landlord Advisory Group.

THA asked these landlords about their current criminal screening practices. The following graphs summarize the responses.



⁶⁵ Mailing list included 782 landlords. 352 opened the e-mail and 121 clicked the email to the survey.

The results show that most landlords run a background check for applicants; although there is much more variation in how far back a landlord will consider a conviction. 41% of landlords use a lookback period of five years.

The results show that landlords will consider renting to applicants with criminal histories; 49% responded that they already do so; only 27% responded that they would not rent to applicants with a criminal history. Landlord practices may also reflect the policies of the screening services available to them. A prominent one is the screening service offered by the Rental Housing Association of Washington (RHA) a statewide nonprofit that provides education and assistance for over 5,300 members (landlords). Its professional screening service is its primary member benefit. This service screens credit history, eviction history, past residences and criminal conviction and arrest records within the last seven years. Washington's Residential Landlord-Tenant Act⁶⁶ allows landlords to screen for a variety of details, including sex offender registration requirements and criminal history. The Act requires that they provide the findings to the applicant and have the opportunity to respond.

THA's survey asked landlords "what led you to approve the application for tenancy" of someone with criminal history. The responses were open-ended. Many landlords stated that enough time passed between the conviction and the date of application. They also listed other factors such as good credit/income, strong rental history, family/community support. Many respondents also considered the nature of offense and decided it was not a business concern to deny the application.

The survey asked landlords to list the crimes in a criminal history that concerned them the most. One property manager reported that it had no limit on the lookback period for violent crimes, property damage crimes and fraud. A 5-year lookback period was common for other offenses such as DUIs and drug offenses. Nearly all respondents cited crimes of violence, drug possession/distribution; property damage and theft to be major concerns.

The survey asked landlords a final open-ended question inviting advice or questions. It elicited a wide variety of comments. Many were positive expressions of interest to help others and offering balanced advice to THA. This advice includes revising THA's criminal screening policies to align with Fair Housing guidance; and consider other mitigating factors before denying an application because of criminal history.

⁶⁶ RCW59.18.030(5)

Some landlords reported that they weigh other factors, such as credit, employment/rental history and family support as more influential than criminal history. Many landlords stated that renting to households with criminal history carries higher risk because of potential changes in income or lack of real rehabilitation. Quite a few respondents stated that THA should help cover costs associated with those risks. Some landlords advised THA to implement policies that were more restrictive than what THA currently uses. One landlord explained that he interviews applicants. Another landlord expressed that it is important to have a more individualized approach to the review of applications with a criminal history and offered to help provide guidance to other landlords that work with THA to ensure fair and nondiscriminatory criminal screening practices.

7.4 Community Consultation

In August, PIE received the following feedback regarding the proposed changes from the Homeless Provider Group of service providers in Pierce County:

This group favored clearer and more precise language around what would be considered behaviors that “may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.”

An experienced psychologist in the group requested THA to “...clarify that drug use is prohibited within THA properties, owned or subsidized, but drug use in other locations does not fall under this rule unless: listed or specified behaviors [THA to include those specific behaviors in its written policies] do threaten As a retired psychologist, I can attest to the difficulty and unreliability of efforts to predict future behaviors. Also, I note that, if none of those listed behaviors have actually occurred within the previous twelve months, the most likely prediction is that risk of recurrence is low.”⁶⁷

Some expressed opposition to the HUD mandated exclusion of applicants who were convicted or evicted for the production of meth in any housing, anywhere.

7.5 Liability Insurance Carrier Consultation

Families, seniors, and adults with disabilities live within THA properties. They are considered to be vulnerable populations. THA’s first priority to provide a safe and peaceful community for its residents.

⁶⁷ Letter from Allen W. Ratcliffe, Ph.D., Volunteer Community Advocate, to Michael Mirra, THA Executive Director, 2019-08-28

HUD's requirements already place lifetime bans for admission to federally-subsidized housing for anyone subject to a lifetime registration for a sex offense. Not everyone convicted of a sex offense is subject to a lifetime registration. Some are limited to ten or fifteen years. The type of offense determines the length of duty to register. Research on sex offenders tells us that not all pose a risk to the community. For this reason, PIE considered the possibility of admitting those who are subject to a time-limited registration requirement and classified by local law enforcement to be a low or moderate risk. Those who are determined to be a low to moderate risk are given level 1 and level 2 classifications.

However, admitting sex offenders is a highly charged proposal. It elicits strong opposition. THA must also consider whether it would risk incurring liability for harm. With this in mind, PIE consulted its insurance carriers to hear more about the potential risks to THA.

Appendix A: Insurance and Risk Considerations of Housing Sexual Offenders on THA Properties details the costs and risks if THA chose to adopt a policy that would admit registered offenders.

Ultimately, THA's insurance carriers strongly oppose a proposal to soften the exclusion of persons who register as sex offenders. They inform THA that if THA adopted such a policy, they would review the terms of THA's coverage. That would pose a significant annual expense to THA. It would also require substantial additional policy and procedural changes.

Based on these findings, PIE did not move forward on this proposal to consider admission for level 1/level 2 registered sex offenders.

8. SUMMARY OF PURPOSES AND SUPPORT FOR PROPOSED RECOMMENDATIONS

The United States is the world's leader in incarceration. Persons coming out of prison face enormous barriers to self-sufficiency. This disproportionately affects people of color, particularly black men and their families. PIE supports policies that reduce those barriers and allows access to housing, employment, education, and family bonds that are essential to reducing recidivism. People exiting incarceration have served their time and should be allowed to rebuild their lives. The national research and stories of men and women throughout the nation tell the story that a conviction record keeps individuals out of housing and becomes a significant barrier to addressing stability, self-sufficiency and safety. The policies that keep these households out of housing have an impact on their success. *"A prison sentence is not the only debt one has to repay. For a lot of people, it's a*

*debt that can't be repaid, a permanent status that we live with forever.*⁶⁸ The research literature on criminal justice widely discusses this permanent branding as a modern day “scarlet letter” that ex-offenders must wear. Society asks them to show their rehabilitation while also giving them little opportunity to do so.

Yet, it is THA’s priority to reasonably protect its current residents from anyone who poses an undue threat the health, safety or peaceful enjoyment of their home. The criminal justice literature does indicate that people with past criminal history are at-risk to re-offend. While housing does reduce the risk of recidivism, it does not eliminate it. In this, there is some risk that they may do so within THA’s communities.

However, PIE’s literature review and discussions with other housing authorities indicate that criminal history is not a strong predictor of whether someone will be a good tenant. In this, PIE proposes to lower, but not eliminate, these barriers to housing. THA can still rely on its other suitability criteria to help make decisions to admit or deny.

Criminal reform is a bi-partisan effort recognizing that communities are safer when everyone has access to housing.

Fair Housing regulations, and even the opinions of the court, indicate that broad generalizations are unwarranted and are often rooted in fear and prejudice. Local and national laws and regulations are changing and are moving away from the notion that criminal history is a reliable predictor of a person’s future behavior.

PIE recommends accepting all of the proposed changes to THA policies and practices as outlined in Section 1.3 of this report.

9. NEXT STEPS

In May 2020, THA’s Cabinet and Executive Director will review these proposals. They will decide which of the recommendations to convey to the THA Board of Commissioners.

PIE would present these options to THA’s board in the June 2020 meeting, seeking its approval to present the recommendations to the public for a 30-day public comment period.

In July 2020, THA will post the recommendations the Board supports, with this report, on THA’s web-site inviting comment. THA will also convene a public meeting(s) and invite THA residents, other stakeholders and the general public to

⁶⁸ Deputy Director of ACLU’s Campaign for Smart Justice speaks on the lifetime debt of incarceration despite being more than 18 years removed from prison. See Cobb, B. (2018). *18 Years Removed from Prison, and I’m Still a ‘Returning Citizen’*. ACLU Campaign for Smart Justice. Retrieved from [here](#).

offer their comments. THA will also meet with community service providers and legal services to solicit their views and advice.

In August and early September, THA staff will adjust the proposals as appropriate to account for the comments THA receives.

At the September 2020 Board meeting, Staff will present a final recommendation to the THA Board of Commissioners for its review and approval.

DRAFT

Appendix A: Insurance and Risk Considerations of Housing Sexual Offenders on THA Properties

To: Ava Pittman, Policy and Planning Analyst; and
Policy Report about Sexual Offender Tenancy
From: Risk Management
Date: May 1, 2019
Subject: Insurance and Risk Considerations of Housing Sexual Offenders on
THA Properties

INSURANCE AND EXPOSURES

Philadelphia Insurance insures THA with \$1 million of sexual abuse and molestation coverage. We asked our broker and insurance underwriters about insuring THA if we were to house Level 2 and Level 3 sex offenders on THA properties. Philadelphia Insurance sent this answer.

“We do not like these exposures and it makes us uncomfortable as these individuals would be housed with other tenants in their complexes who are either seniors and families with children. It sounds like the insured has not committed to this but if they decide to move forward we would like to know details and would probably have loss control go out to make sure their controls are tight. Currently abuse coverage is excluded in the umbrella and we would not entertain providing any abuse coverage into the excess if they decided to move forward with a program like this.”

Our broker, Alliant Insurance Services, a national level broker, gave us this advice about approaching Philadelphia and the exposure of housing sex offenders.

“I’m sharing input from Philadelphia about the possibility of THA housing sex offenders. Their response is important to evaluate. Philadelphia is a very specialized market for affordable housing risks and we are pleased to have them as a proactive partner for THA. We want them to remain aware of any new risks THA is considering as a way to incorporate their considerations into your risk management decisions.

Please let us know if THA is still evaluating housing sex offenders. We'll need to keep Philly aware of your decision."

We would have to comply with Philadelphia's "tight controls" to maintain our basic \$1million sexual abuse policy if we were to house sex offenders. Philadelphia will monitor our compliance. Examples of controls:

- Plans and educational programs to address issues before they happen.
- Training that teaches staff to prevent, recognize and react responsibly to child sexual abuse
- Presentations and workshops on mistreatment required for all staff
- A vulnerable persons neglect policy
- Procedures to protect residents from known risks
- Procedures to quickly react to complaints and risks
- Procedures for a person found to be a current health or safety risk to others that person

Follows are examples that demonstrate how two other organizations perceive exposure to sexual abuse claims.

1. HARRP, our past underwriter, provided no sexual abuse or molestation coverage except for a very restricted policy for vicarious liability.
2. THA received a community builder grant from the City of Tacoma in 2018. The required \$2million of sex molestation coverage to have the community builder grant. THA had \$1million of coverage. The city would not relax their requirement of \$2million although they've relaxed other kinds of insurance requirements. THA, therefore, had to acquire an extra \$1million in coverage. We could get a policy for 6 community builder employees. The cost is \$900 per year.

Follows are six reasons why sexual abuse and molestation exposures are distinguished from others.

1. **Increased Statute of Limitations:** We are seeing legislation across the country to increase the statute of limitations around sexually related crimes both from a civil and criminal standpoint. In Washington, HB1234 eliminates the statute of limitation for certain felony sexual abuse and molestation offenses. This is laudable from the standpoint of criminal proceedings and protecting victims, but it makes it harder for organizations to defend themselves against civil suits for accusations of negligence that result in improper sexual conduct. Nonprofits can find themselves accused of negligence if they were in anyway involved in the care of the person, even if they were completely unaware of the abuse. The more time between the alleged bad act and the time that a claim is made, the more there is staff turnover, the more records are lost or destroyed (records retention guidelines are increasingly less than the applicable statute of limitations), the more memories fade and even the possibly that the nonprofit has ceased operations. What the nonprofit is left with is an accusation from a plaintiff and not much in the way of witness corroboration or documentation.
2. **Inflation of Jury Awards:** Increasingly, juries are not finding the offender as the most responsible party. They are increasingly sophisticated and know the person who commits the improper sexual conduct probably has no money. It has become common for the bad actor to be allocated 10–15% of the responsibility for the sexual molestation or improper sexual conduct, with the remaining majority of responsibility awarded against an organization who had oversight of the victim or property involved in the improper sexual conduct.

The fear of losing a lawsuit and having to pay an exorbitant award leads many insurance companies and nonprofits to opt for settlement as opposed to fighting a civil lawsuit. Often the consideration of actual negligence of the organization has less relevance than it should otherwise have in the decision to settle. This

phenomenon leads to predatory lawyers filing law suits that would not otherwise be filed in the hopes of getting a quick settlement.

3. **Cost to defend:** Abuse or molestation claims often require the hiring of experts and specialized legal representation which is very costly. Claims related to abuse or molestation acts can incur high costs, including settlements, judgments and other obligations. Once you add in defense costs, the policy's limit can quickly erode. This is especially true if the claim requires special defense experts. THA now has a \$1Million sexual abuse policy
4. **Me Too Movement:** This movement led to the introduction of 261 bills in 32 states to encourage reporting of sex-related offenses and make it harder to silence victims by adding restrictions on confidentiality and testimony provisions in settlement agreements. These new laws include measures to eliminate or greatly limit nondisclosure agreements that prohibit transparency, require mandatory reporting in cases of sexual harassment or sexual assault of children and also measures that change the "severe and pervasive" legal standard of sexual harassment so that a single incident of harassment could be sufficient to satisfy the standard.
5. **Definitions of Sexual Abuse and Molestation:** Definitions are broad. Great American Insurance Group gives these definitions. This is relevant because the ambiguous expands the range of our exposure to claims and management errors. Definitions include:
 - Physical abuse, such as sexual or other bodily harm;
 - Non-physical abuse, such as verbal, emotional or mental abuse;
 - Any actual, threatened or alleged act; and
 - Errors, omission or misconduct.

Examples of abuse claims encountered by Great American Insurance Group, an A+ A.M. Best rated company:

- Group home placement of a child with older youths resulted in rape
- Counselor inappropriately touched a developmentally challenged adult client
- One tenant assaulted another tenant in one of our insured facilities
- Improper contact occurred between two male toddlers
- Teenage client ran away with a 20-year-old counselor

6. Injury: Sexual abuse and molestation injuries are considered permanent. Permanent injuries have higher settlements and are more expensive to settle.

OTHER CONSIDERATIONS

What is THA's Duty to Protect Tenants from Risks? A landlord has a duty to protect residents from known risks, or risks that the landlord should have been able to recognize. If a person is found to be a current health or safety risk to others that person will not be protected by [fair housing discrimination laws](#). A landlord also assumes some responsibility and potential liability, for the conduct of its tenants. If he knows of unlawful, obnoxious or other behavior that amounts to an ongoing nuisance, the landlord is required to take steps to protect other tenants, and indeed other people, who are affected by his tenant's unreasonable conduct. This includes evicting the offender, if necessary.

Administrative Infrastructure for Known Conditions: Administrative infrastructure is not in place to support behavior change or expeditious removal of a tenant who is impacting other tenant's safety or well-being.

Does CSE and PM staff feel they have the tools to support an assault victim or support an offender who's threatening others or struggling with recovery?

What actions will THA take if neighbors feel threatened or scared? Feelings don't allow for lease enforcement.

THA doesn't evict quickly. What happens if THA can't evict a sex offender, or any tenant, whose impact on the community is de-stabilizing? Or harmful?

Experience at 6th Ave and other properties show us the challenges of lease enforcement for disruptive behaviors. Behavior that has no tangible evidence – the he said, she said kinds of behaviors – is even more challenging to address.

Prioritizing Community Safety: THA's social justice mission is important. At the same time, tenants live with the risks and exposures inherent in the decisions made by management and operations. Our more vulnerable tenants are impacted by our policies and their neighbors. How likely is it that our tenants will be exposed to harm or impacted if THA opens its properties to Level 2 and Level 3 sex offenders?

Here are two examples. In 2019, a 3rd party agency expressed concern to THA staff that certain senior and disabled tenants at 6th avenue are being exploited by young disabled tenants for money, drugs, and favors (reported in 2019). Very young children are regularly unsupervised as documented by security reports and staff. Questions came up for THA staff after the grooming incident of the 5 young girls at a THA property. The groomer nearly completed an offense and was masterful.

Women, and children, experience higher rates of sexual assault than men. Women have strong feelings about sexual offenses and offenders. It would be good to see how the THA women, tenants and staff feel about the possibility of a sexual offender as tenant.

- How will a single mother handle the idea that a sex offender lives in the unit next to her and her children? A neighbor for an unlimited time? Without any particular protections? Without a voice in the matter and without the resources to choose another home?
- How will female staff feel about working alone in a building? De-escalating a client who's angry about tenancy is different than dealing with a person intent on rape. That's a different psychological perspective.

- Will THA have the capacity to match the sexual offender to a community with the least likelihood of harm?

The following is taken directly from a fact sheet issued by The Center for Sexual Offender Management.

How Common Are Sex Crimes? Sex crimes are unfortunately fairly common in the United States. It is estimated that one in every five girls and one in every seven boys are sexually abused by the time they reach adulthood. One in six adult women and one in 33 adult men experience an attempted or completed sexual assault.

How likely is it that an offender will reoffend? About 12 to 24% of sex offenders will reoffend

Are Some Offenders More Likely to Reoffend than Others? Some offenders are more likely to reoffend than others. Professionals use science-based assessments to estimate the likelihood that someone may reoffend....

Who Are the Victims? Anyone can be a victim of sexual assault, but women and girls are especially at risk. Females are more than six times as likely as males to be victims of sexual assault. Children are particularly vulnerable. Approximately 67% of all victims of reported sexual assaults are under the age of 18, and more than half of these victims are under the age of 12. Approximately one in four girls and one in seven boys are sexually assaulted before the age of 18.

Who Are Offenders Likely to Target? About 69% of sexual offenses are committed by someone the victim knows — either a family member, friend, intimate partner, or acquaintance. About 27% of offenders are strangers.

Ratios: There aren't many locations that accept sex offenders. Will THA communities have a disproportionate number of SO's in our communities? Does that condition increase the likelihood that a tenant or staff will be victimized by a reoffender?

OPTIONS

Are there other ways that THA can lower the housing barrier for sex offenders that present less risk to vulnerable tenants and our liability? For example:

- Partner with Pioneer House to expand their housing program for sex offenders
- Allow vouchers
- Establish a new housing program with a partner

Sources: WA St. Legislature, Non-Profits Insurance Alliance, Great American Insurance Group, Alliant Insurance Services, Philadelphia Insurance, Ken LaMance, Attorney at Law, LegalMatch Law Library; Insurance Journal West, WSCAP, HUD, NMHC, and NAA

Appendix B: Summary of Regional Housing Authority Policies & Vera Co-horts

The Administrative Plan refers to policies that govern a housing authority’s voucher programs—both tenant-based and project-based. The Admissions and Continued Occupancy Policies (ACOP) refers to policies that govern a housing authority’s public housing programs. “Regional Housing Authority” refer to other public housing authorities within the state of Washington. “Vera Co-horts” are public housing authorities that applied for and received technical assistance from the Vera Institute of Justice during the same period as THA. The table follows on the next page.

DRAFT

Housing Authority	Approval Date	Lookback Period	Individualized Review?	Felony/Misdemeanor
Bremerton Housing	2018	ACOP: 5 years; Admin: 3 years	Unknown	Unclear
Pierce County Housing	2016	Admin/ACOP: Within the last year	N	Felony only
Vancouver Housing		5 years	Unknown	Felony only
Seattle Housing Authority	2019	ACOP: 2 years (Limited to eviction from federally assisted housing for drug-related activity drug or violent criminal activity; abuse of alcohol or drugs) Admin: HUD mandated only.	Y	Felony only
New Orleans (HANO)	2016	Lookback is 10 years for multiple offenses. 3 years of conviction date or 1 year of release from date of screening. Very serious offenses have indefinite lookback periods. If there are 2+ convictions for certain crimes, date of review is 10 years from screening date.	Y	Both for certain crime categories

Housing Catalyst (formerly known as Fort Collins (CO)	2012	Determined by category based on type of criminal offense. Crimes in higher categories that occurred more than five years will shift applicant to next lower category. ⁶⁹	Y	Unclear
King County Housing	2012	ACOP: Discretionary Changed language in ACOP to allow for individual review of criminal history. Admin: 12 months	Y	

⁶⁹ (1)Approval: Traffic/DUI offenses. (2) Requires supervisor approval to **deny**. Theft, Mischief, Trespassing and related crimes. (3)Drug-related & Violent crimes require supervisor approval to **approve** applications. Considers mitigating circumstances.

Housing Authority	Approval Date	Lookback Period	Individualized Review?	Felony/Misdemeanor
Bremerton Housing	2018	ACOP: 5 years; Admin: 3 years	Unknown	Unclear
Pierce County Housing	2016	Admin/ACOP: Within the last year	N	Felony only
Vancouver Housing		5 years	Unknown	Felony only
Seattle Housing Authority	2019	ACOP: 2 years (Limited to eviction from federally assisted housing for drug-related activity drug or violent criminal activity; abuse of alcohol or drugs) Admin: HUD mandated only.	Y	Felony only

New Orleans (HANO)	2016	<p>Lookback is 10 years for multiple offenses. 3 years of conviction date or 1 year of release from date of screening.</p> <p>Very serious offenses have indefinite lookback periods.</p> <p>If there are 2+ convictions for certain crimes, date of review is 10 years from screening date.</p>	Y	Both for certain crime categories
Housing Catalyst (formerly known as Fort Collins (CO)	2012	<p>Determined by category based on type of criminal offense. Crimes in higher categories that occurred more than five years will shift applicant to next lower category.⁷⁰</p>	Y	Unclear

⁷⁰ (1) Approval: Traffic/DUI offenses. (2) Requires supervisor approval to **deny**. Theft, Mischief, Trespassing and related crimes. (3) Drug-related & Violent crimes require supervisor approval to **approve** applications. Considers mitigating circumstances.

King County Housing	2012	ACOP: Discretionary Changed language in ACOP to allow for individual review of criminal history. Admin: 12 months	Y	
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Housing Authority	Approval Date	Lookback Period	Individualized Review?	Felony/Misdemeanor
Providence Housing	2017	5 years (for violent or drug-related criminal activity) ⁷¹	Y	Felony only
Kearney Housing (NE)*		3 years for drug-related or violent offenses.	Unknown	Felony only
Asheville Housing*	2017	5 years for homicide; 4 years for serious offenses; At least 2 offenses within 3 years for misdemeanor possession of marijuana; patterns of theft, prostitution; misdemeanor harassment	Unknown	Unclear Violent/Drug-related offenses
Philadelphia Housing*	2018	ACOP: Drug-Related/Violent crimes 3 year review. Others, varies by crime ranging from 10 years to 3 years	Unknown	Both

Fresno Housing Authority	2019	3 years for drug-related and other crimes. Violent crimes up to 7 years. ⁷²	Unknown	Felony only
Oklahoma City Housing*	2019	ACOP: 5 years Admin: 3 years;	Unknown	Unclear
Lafayette Housing*	2012	7 Years for 1 felony; 1 year for 1 misdemeanor; date of conviction	Unknown	Both
San Diego Housing*	2019	ACOP: 5 years Admin: 3 years;	Unknown	Unclear

⁷¹ Part of new Vera cohort (9/2018). In 2017, board approved changes to Admin/ACOP. Board docs indicate that one board member suggests a shorter lookback, as well as groups within the local community.

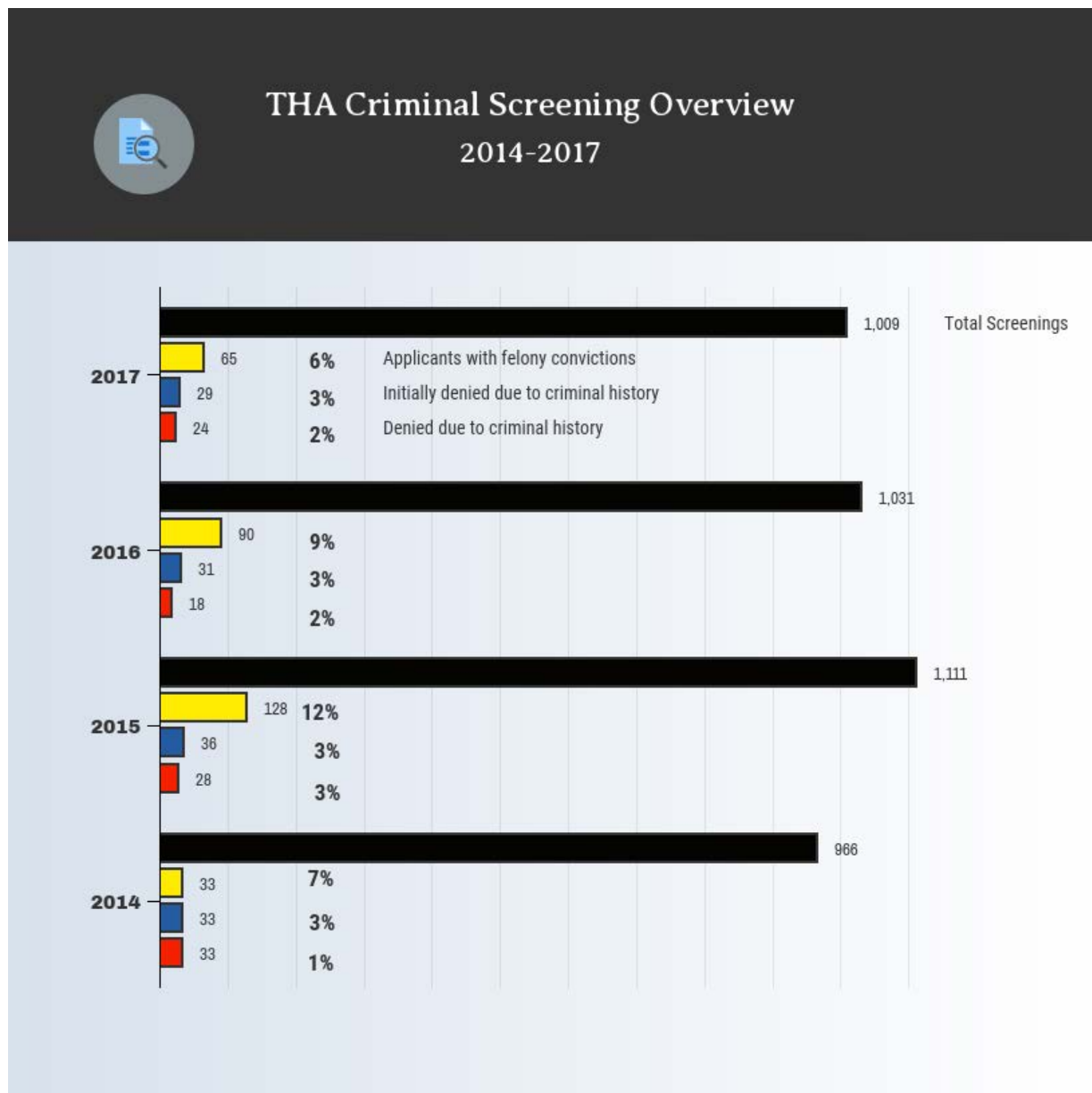
* Indicates that the housing authority is receiving, has received or will receive technical assistance under the same grant as THA.

⁷² In addition to reducing lookback period from 5 to 3 years, language was added to Admin Plan to consider pilot program for housing access and reentry pilot program that may allow formerly incarcerated individuals to reunite with their families in public housing while receiving supportive services.

Appendix C: THA Denials Summary 2014 – 2017

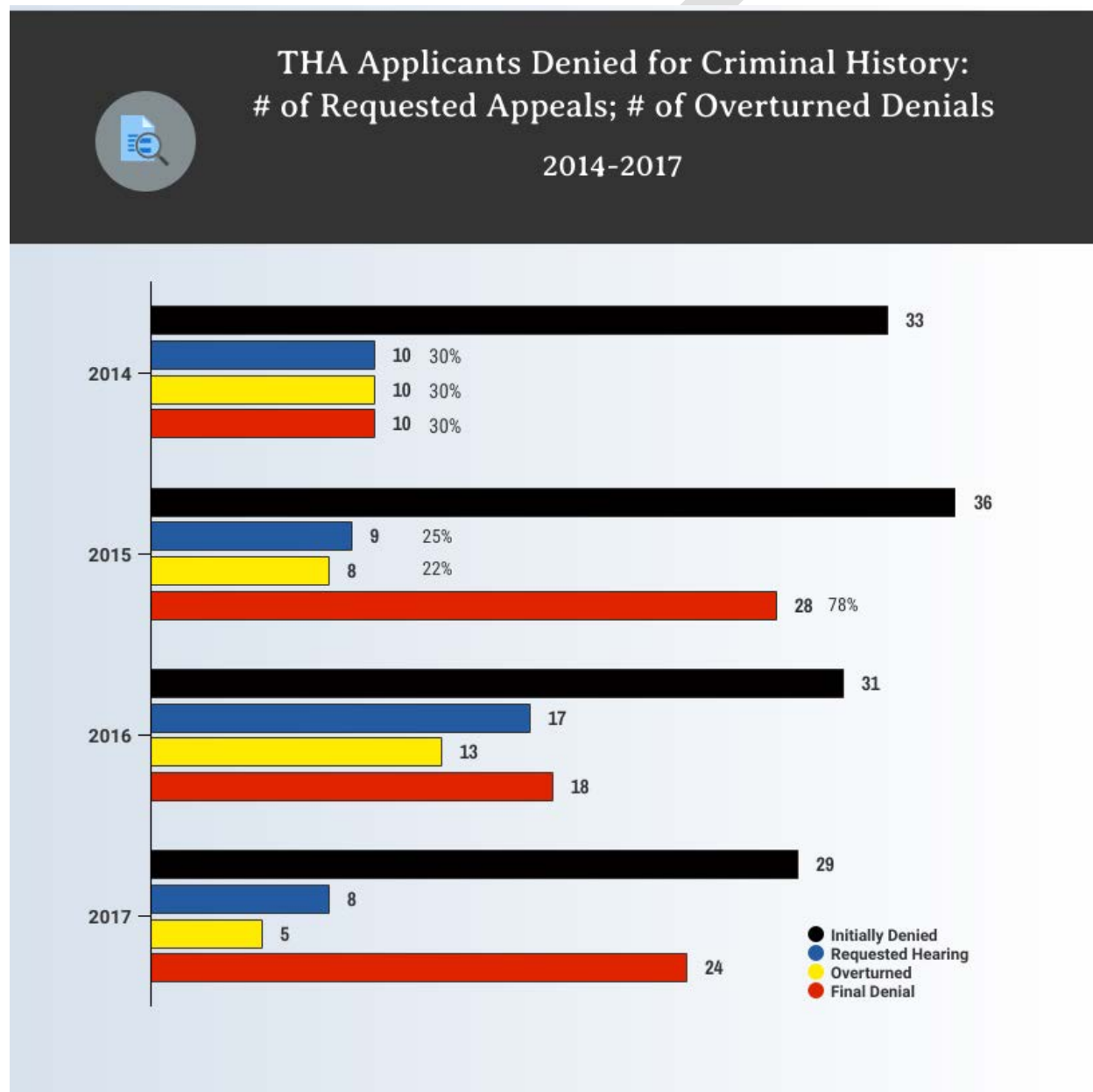
Graph: THA Criminal Screening Overview for 2014 – 2017

This graph shows the number of applicant screenings completed for each year from 2014 – 2017; how many screenings disclosed a felony conviction; how many of those applicants were initially denied due to criminal history under THA’s current policies; and how many were ultimately denied admission due to criminal history.



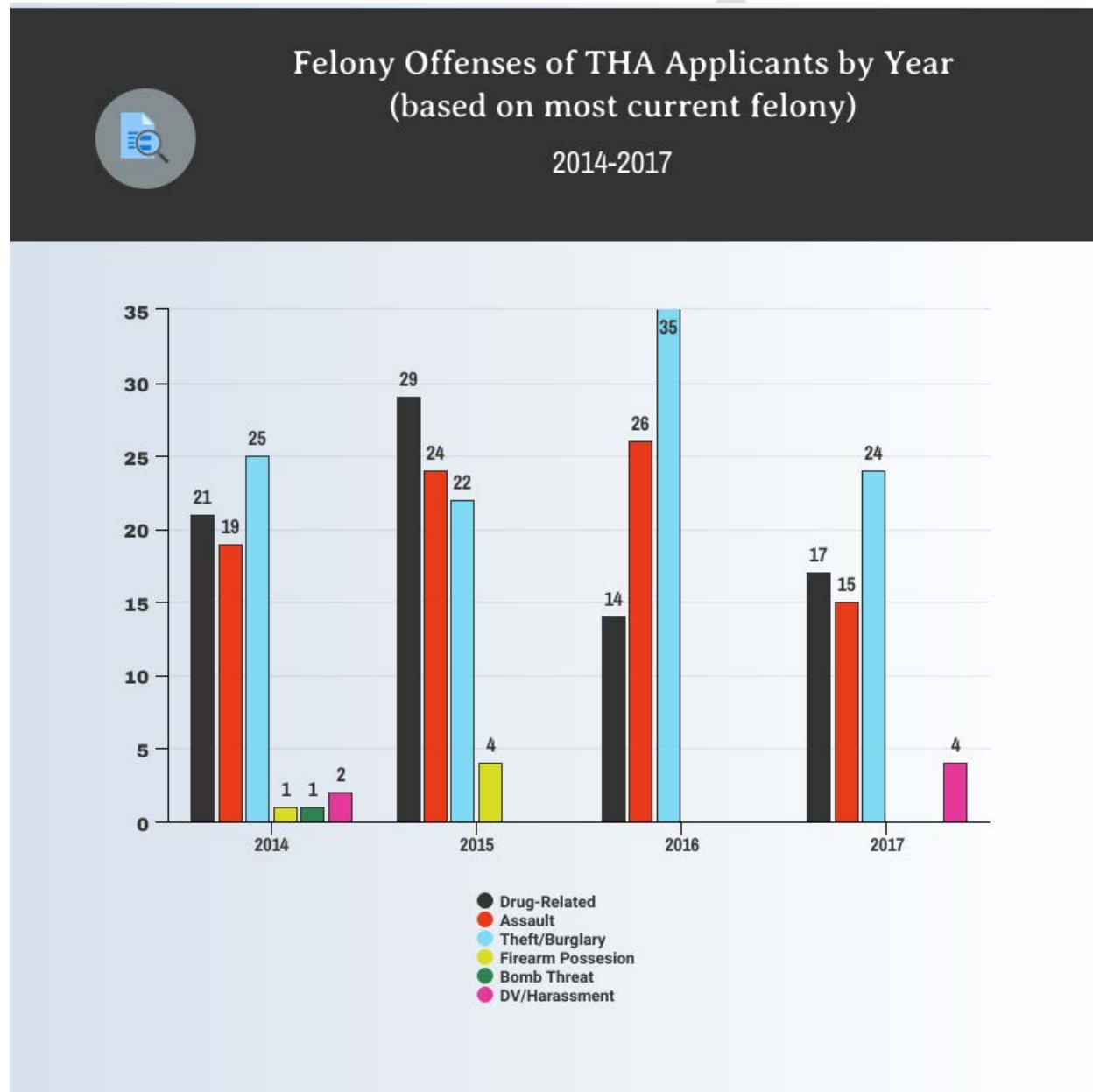
Graph: Applicants Initially Denied Due to Criminal History

This graph breaks down the category from above, “*applicants initially denied due to criminal history*” to show how many within that category requested an informal hearing (an applicant’s right to appeal an initial denial); the number of denials that were overturned (of those who went through the informal hearing process); and the number of applicants ultimately denied housing due to their criminal history. This final stat includes those who went through a hearing and their denial was upheld or those who were initially denied and never sought an appeal. All stats are a % of the corresponding totals from ‘applicants initially denied due to criminal history’ from the graph above.



Graph: Felony Offenses of THA Applicants by Year (based on their most current felony conviction)

Although THA's policies do not explicitly call out felony convictions as the basis for denials, in the past years, staff has been reviewing for applications that show a felony conviction within the five year lookback period. PIE reviewed all available screenings (based on available information) to identify the most common offense types among THA applicants. This helps determine if THA should take an offense-type based approach to its screening policies.





TACOMA HOUSING AUTHORITY

ADMINISTRATIVE SERVICES



TACOMA HOUSING AUTHORITY

DATE: June 24, 2020

TO: THA Board of Commissioners

FROM: Sandy Burgess
Director of Administrative Services

RE: Administrative Services Department Monthly Board Report

The Administration Department is overdue on Board reports. In order to catch up, this report covers both Year End property financial expenses overview for 2019, as well as First Quarter (Q1) property financial expenses for 2020.

1. ASSET MANAGEMENT REPORT

The Asset Management metrics contained in this report indicate a positive trend in the operating expenses in the portfolio for 2020, as compared to 2019. When compared to budgeted Per Unit Per Year (PUPY) operating expenses, only 20% of the portfolio was operating within in budget in 2019. In the first quarter of 2020, however, 75% of the portfolio is operating within budgeted PUPY operating expenses.

1.1 Property Financial Overview for 2019 Year End

The information in this section is focused on the Operating Expenses across the residential portfolio for Year End 2019. Per Unit Per Year (PUPY) expenses are the main data point analyzed by Asset Management, in cooperation with Property Management and Finance. 2019 PUPY expenses are analyzed below against budget.

Chart 1 and Chart 2 and the corresponding **Tables 1 and 2** represent the per unit per year (PUPY) expenditures for each property at of the end of 2019 compared to the budgeted PUPY for the same period.

- Chart 1 and Table 1 show the detailed breakout of each of the Renew Tacoma properties. Five of the nine properties ended the year over their budgeted PUPY by more than \$200.00, with the largest variance occurring at K Street.
 - K Street exceeded its projected PUPY due to a fire panel issue that required extra THA staff and security hours during an extended fire watch which added additional maintenance costs as well.
 - 6th Ave was over budget in the following categories: maintenance contracts, protective services and legal fees which accounted for \$52,000 in actual line item costs over the projected budget.

- Four other Renew Tacoma properties were over the expected PUPY, but by smaller dollar deviations as shown in Table 1.
- E. B. Wilson, Wright Street, Ludwig Apartments and G Street performed better than budget on expenditures.
- Chart 2 and Table 2 shows that 16 properties in the THA portfolio have exceeded the 2019 budgeted PUPY by \$200.00 or more. The properties that are over budget in most cases are due to higher than expected maintenance costs, outside contractors, legal fees and collection loss.
- Highland Crest was the one property that decreased their projected expenditures compared to budget forecasts.
- Outrigger expenditure increases were the result of a roof leak in two units that required major repairs and relocation of residents that increases the actual maintenance costs. Regardless of the unanticipated expenses, Outrigger still ended the year with the second lowest PUPY in terms of costs per unit across the THA portfolio.
- The most expensive properties in the portfolio to operate are Prairie Oaks and Salishan Three, One, Two and Four, in that order. For Prairie Oaks, these high costs can be attributed to low number of apartments (15) and unit damage repair costs, and high turnover. These unit turns caused the maintenance contracts to exceed budget by \$15,000
 - Salishan One through Four's increased costs can be attributed in part also to a high unit turnover rate. In 2019, there were forty-two move outs across the four properties. This increased legal costs that are associated with evictions, unit damage, and bad debt losses. By comparison in 2018, Salishan One through Four had only sixteen move outs.

Chart 1

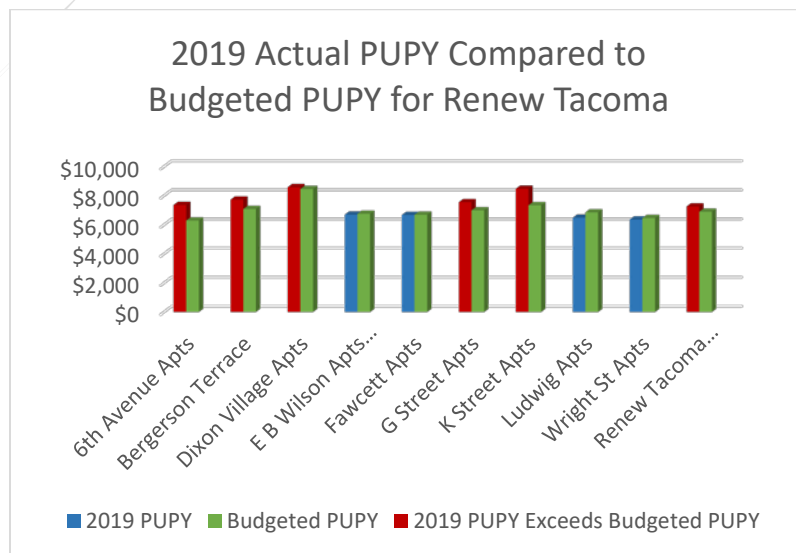


Chart 2

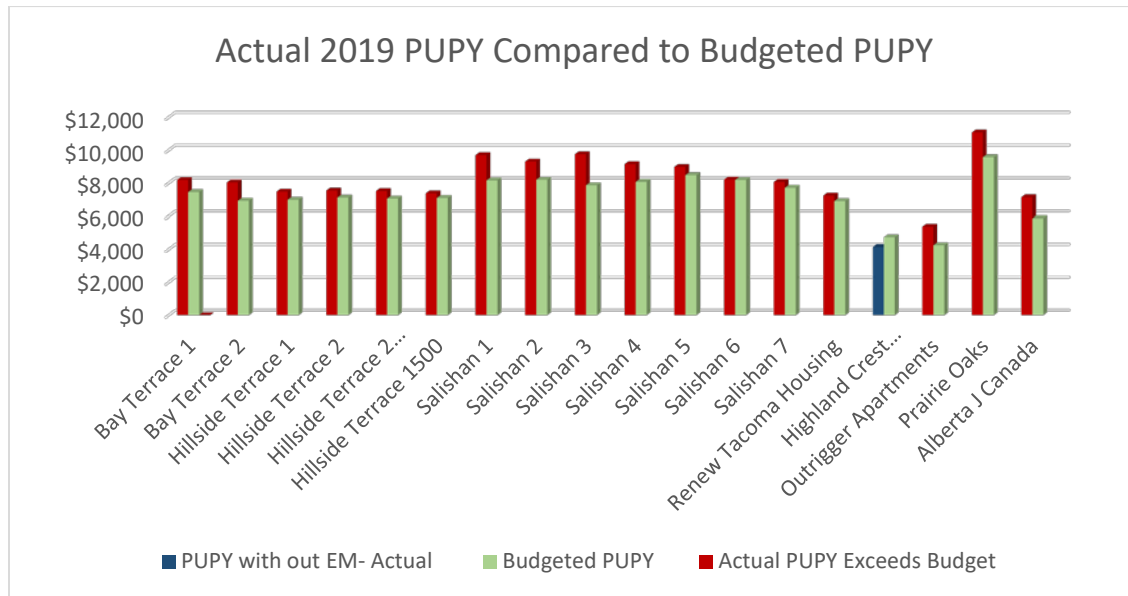


Table 1 – Renew Tacoma Actual PUPY Compared to Budgeted PUPY

Property	PUPY*	Budgeted PUPY	Difference
6th Avenue	\$7,358	\$6,287	\$1,071
Bergerson Terrace	\$7,727	\$7,081	\$646
Dixon Village Apts	\$8,583	\$8,456	\$126
E B Wilson Apts	\$6,693	\$6,751	(\$58)
Fawcett Apts	\$6,670	\$6,688	(\$18)
G Street Apts	\$7,550	\$6,993	\$557
K Street Apts	\$8,473	\$7,338	\$1,135
Ludwig Apts	\$6,481	\$6,850	(\$369)
Wright St	\$6,358	\$6,458	(\$100)
All Renew Tacoma	\$7,258	\$6,898	\$360

Table 2 – Portfolio Actual PUPY Compared to Budgeted PUPY

Property	PUPY*	Budgeted PUPY	Difference
Bay Terrace 1	\$8,184	\$7,446	\$738
Bay Terrace 2	\$8,031	\$6,923	\$1,108
Hillside Terrace 1	\$7,471	\$6,979	\$492
Hillside Terrace 2	\$7,540	\$7,112	\$428
Hillside Terrace 2 (Combined)*	\$7,511	\$7,051	\$460
Hillside Terrace 1500	\$7,369	\$7,087	\$282
Salishan 1	\$9,694	\$8,157	\$1,537
Salishan 2	\$9,303	\$8,196	\$1,107
Salishan 3	\$9,748	\$7,860	\$1,888
Salishan 4	\$9,143	\$8,065	\$1,078
Salishan 5	\$8,977	\$8,478	\$498
Salishan 6	\$8,210	\$8,183	\$27
Salishan 7	\$8,063	\$7,707	\$356
Renew Tacoma Housing	\$7,233	\$6,898	\$335
Highland Crest Apartments	\$4,150	\$4,735	(\$585)
Outrigger Apartments	\$5,377	\$4,245	\$1,132
Prairie Oaks	\$11,074	\$9,570	\$1,504
Alberta J Canada	\$7,139	\$5,871	\$1,269

- PUPY Without Extraordinary Maintenance Costs
- Hillside 1 and 2 were combined into Hillside Terrace 2 after the Rental Assistance Demonstration (RAD) conversion.

Table 3 shows the actual cash flow at the close of the year compared to the 2019 budgeted cash flow.

- Eleven properties had more than \$20,000 in reduced actual cash flow from budget projections by the end of the year.
- One reason for this reduced cash flow can be attributed to more move outs and unit turns in 2019 than the prior year. This was especially true for Salishan One through Four, but was true for all of Salishan as a whole. In 2018, all of Salishan had 34 move outs or 5.3% of the total units which vacated, were repaired and released. In 2019, there were 62 move outs or 10% of the total units that turned. This turnover rate has a cascading effect on maintenance materials, outside contractors, legal fees in the case of

evictions and lost rent. The line item costs in legal fees, maintenance salaries, and maintenance contracts overages at Salishan One through Four amounted to \$272,000 in combined costs that exceeded the budget in 2019.

- The 2019 REAC inspections that occurred at Salishan One, Three, and Four increased the costs of maintenance billing, materials purchased, and the utilization of outside contractors to accomplish unit turns as staff focused on REAC repairs.
- Staff expects that the Salishan and Hillside Terrace cash position will improve in 2020 after the RAD conversion.

Table 3 – 2019 Cash Flow Compared to Budgeted Cash Flow

Properties	2019 Actual Cash Flow	THA Budgeted Cash Flow	Difference
Bay Terrace 1	\$52,185	\$80,872	(\$28,687)
Bay Terrace 2	\$63,325	\$115,617	(\$52,291)
Hillside Terrace 1	-\$29,247	\$19,691	(\$48,938)
Hillside Terrace 2	\$46,985	\$63,890	(\$16,905)
Hillside Terrace 2* (Combined)	\$17,737	\$83,581	(\$65,844)
Hillside Terrace 1500	\$75,351	\$72,586	\$2,765
Salishan 1	\$31,211	\$183,791	(\$152,580)
Salishan 2	\$41,199	\$179,203	(\$138,005)
Salishan 3	\$85,932	\$247,778	(\$161,846)
Salishan 4	\$38,524	\$105,228	(\$66,704)
Salishan 5	\$22,378	\$12,217	\$10,160
Salishan 6	\$38,000	\$46,577	(\$8,577)
Salishan 7	\$431,221	\$405,606	\$25,615
Renew Tacoma Housing	\$522,260	\$661,241	(\$138,981)
Highland Crest Apartments	\$356,212	\$273,452	\$82,760
Outrigger Apartments	\$110,229	\$193,445	(\$83,216)
Prairie Oaks	\$17,406	-\$4,134	\$21,540
Alberta J. Canada	-\$1,059	\$47,308	(\$48,367)

*Hillside 1 and 2 were combined into Hillside Terrace 2 after the RAD conversion.

2. Property Financial Overview for the First Quarter of 2020

The information in this section is focused on the Operating Expenses across the residential portfolio for the first quarter of 2020. Per Unit Per Year (PUPY) expenses are the main data point analyzed by Asset Management, in cooperation with Property Management and Finance.

Chart 1 and 2 and the corresponding **Tables 1 and 2** represent the per unit per year (PUPY) expenditures for each property as of March 31, 2020 compared to the budgeted PUPY for the same period. **Chart 1 and Table 1** show the detailed PUPY for each of the nine properties that make up Renew Tacoma.

- Eight of the nine properties in Renew Tacoma are performing better than budget on expenses. 6th Avenue's expense overages largely occurred in maintenance materials, labor, and maintenance contracts.
- There are ten properties that have decreased their actual expenditures compared to budget at the end of the first quarter. The properties that are performing under budget are Bay Terrace 1, Salishan 1, 3, 4, 5, 6, 7, Renew Tacoma, Highland Crest and Prairie Oaks.
- There are five properties that are over their budgeted PUPY by \$200.00 or more.
- The most expensive properties in the portfolio to operate on a per unit basis are Prairie Oaks and Salishan Two. It is important to note that while the PUPY is high at Prairie Oaks, the actual expenditures were under budget by 12% at the end of Q1. Prairie Oaks high PUPY to some extent is unavoidable and due to the low number of units (15) which make the property very expensive to operate on a per unit basis.
- Salishan Two costs can be attributed to a \$17,000 increase in labor, materials, and outside contractors for maintenance items. The property also had non-recurring compliance monitoring fees in January associated with the RAD conversion.
- Outrigger had one-time expenses pertaining to tree trimming, bed bug extermination treatments, and flooring installation that occurred at the beginning of the year.
- Alberta J. Canada also had slightly higher outside maintenance costs by \$4,000 due to extermination treatments and flooring costs.
- Hillside 1500 had small expenses over the budgeted numbers, but due to the small number of units at 1500, this impacts the PUPY in a marked way.

Chart 1

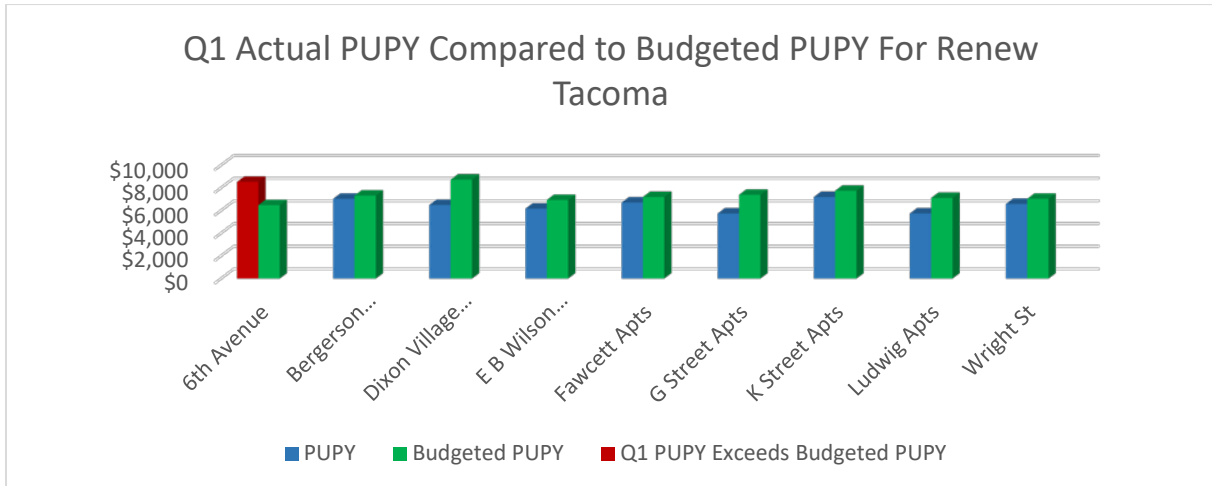


Chart 2

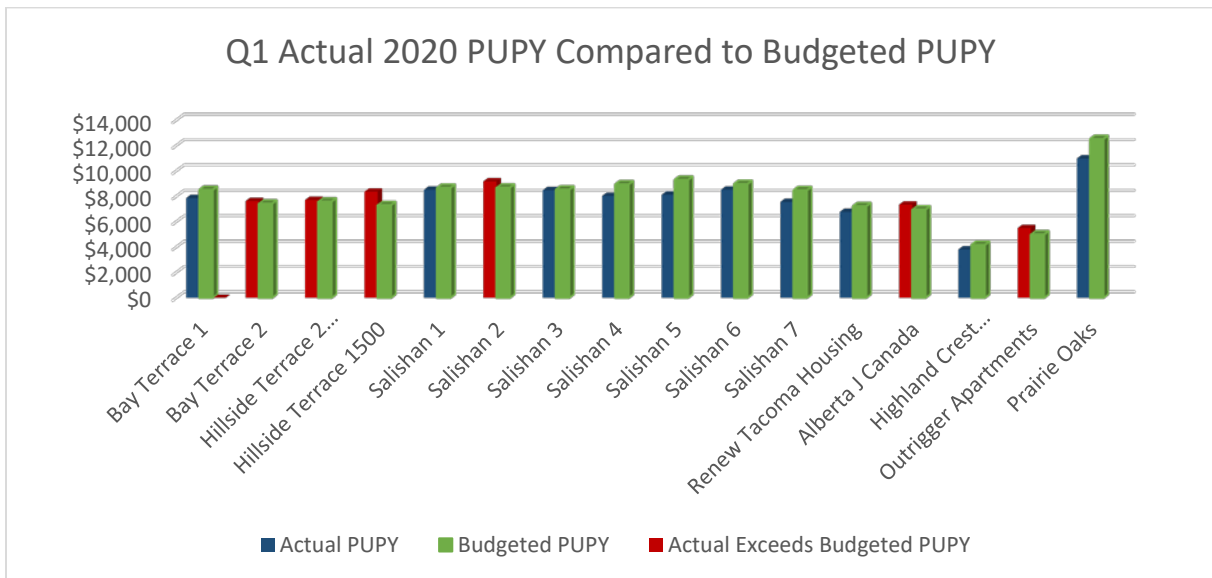


Table 1- Q1 Actual PUPY Compared to Budgeted PUPY for Renew Tacoma Properties

Property	PUPY	Budgeted PUPY	Difference
6 th Avenue	\$8,529	\$6,475	\$2,054
Bergerson Terrace	\$7,036	\$7,315	(\$279)
Dixon Village Apts	\$6,490	\$8,726	(\$2,236)
E B Wilson Apts	\$6,163	\$6,929	(\$766)
Fawcett Apts	\$6,705	\$7,193	(\$488)
G Street Apts	\$5,740	\$7,386	(\$1,646)
K Street Apts	\$7,188	\$7,741	(\$553)
Ludwig Apts	\$5,741	\$7,109	(\$1,368)
Wright St	\$6,584	\$7,034	(\$450)
All Renew Tacoma	\$6,766	\$7,212	(\$446)

Table 2 – Portfolio Actual PUPY Compared to Budgeted PUPY

Property	PUPY*	Budgeted PUPY	Difference
Bay Terrace 1	\$8,307	\$8,503	(\$196)
Bay Terrace 2	\$7,626	\$7,419	\$207
Hillside Terrace 2 (Combined)	\$7,710	\$7,578	\$132
Hillside Terrace 1500	\$8,362	\$7,298	\$1,064
Salishan 1	\$8,513	\$8,661	(\$148)
Salishan 2	\$9,172	\$8,675	\$497
Salishan 3	\$8,479	\$8,520	(\$41)
Salishan 4	\$8,025	\$8,935	(\$910)
Salishan 5	\$8,114	\$9,292	(\$1,178)
Salishan 6	\$8,517	\$8,961	(\$444)
Salishan 7	\$7,552	\$8,469	(\$917)
Renew Tacoma Housing	\$6,766	\$7,212	(\$446)
Alberta J Canada	\$7,341	\$6,949	\$392
Highland Crest Apartments	\$3,810	\$4,166	(\$356)
Outrigger Apartments	\$5,495	\$4,991	\$504
Prairie Oaks	\$10,980	\$12,509	(\$1,529)
Average	\$8,095	\$8,294	(\$199)

- PUPY Without Extraordinary Maintenance Costs

Table 3 shows the 2019 and first quarter of 2020 Property PUPY. This data is intended to show trends in expenses year over year. This data shows that nine properties are trending down from the 2019 PUPY expenditures. The properties that are reducing expenditures from the prior year are highlighted in gold in Table 3.

Table 3 – Actual PUPY Comparison

Property	2019 PUPY*	2020 Q1 PUPY
Bay Terrace 1	\$8,184	\$8,307
Bay Terrace 2	\$8,031	\$7,626
Hillside Terrace 1	\$7,471	Combined
Hillside Terrace 2	\$7,540	Combined
Hillside Terrace 2 (Combined)*	\$7,511	\$7,710
Hillside Terrace 1500	\$7,369	\$8,362
Salishan 1	\$9,694	\$8,513
Salishan 2	\$9,303	\$9,172
Salishan 3	\$9,748	\$8,479
Salishan 4	\$9,143	\$8,025
Salishan 5	\$8,977	\$8,114
Salishan 6	\$8,210	\$8,517
Salishan 7	\$8,063	\$7,552
Renew Tacoma Housing	\$7,233	\$6,766
Average	\$8,320	\$8,095

*2019 PUPY without extraordinary maintenance cost but includes collection loss

Table 4 shows the actual cash flow at the close of the first quarter compared to the budgeted cash flow.

- Only one property, Salishan 2 had more than 20k in reduced actual cash flow from budget projections by the end of the first quarter.
- The first quarter may not be a good indicator of cash in subsequent months, as the timing of insurance payments and utility bills may even out budget variances both positive and negative in subsequent quarters.

Table 4 – Q1 Cash Flow Compared to Budgeted Cash Flow

Properties	2020 Actual Cash Flow*	Q1 THA Budgeted Cash Flow	Difference
Bay Terrace 1	\$30,557	\$33,398	(\$2,841.00)
Bay Terrace 2	\$44,945	\$49,966	(\$5,021.00)
Hillside Terrace 2 (Combined)	\$49,642	\$47,687	\$1,955.00
Hillside Terrace 1500	\$16,741	\$19,243	(\$2,502.00)
Salishan 1	\$82,583	\$80,512	\$2,071.22
Salishan 2	\$54,553	\$80,082	(\$25,529.49)
Salishan 3	\$82,777	\$79,199	\$3,577.88
Salishan 4	\$91,866	\$70,661	\$21,205.20
Salishan 5	\$66,334	\$47,416	\$18,918.62
Salishan 6	\$34,801	\$31,057	\$3,743.69
Salishan 7	\$107,492	\$84,283	\$23,208.71
Renew Tacoma Housing	\$354,353	\$274,014	\$80,339.00
Alberta J Canada	\$42,208	\$14,660	\$27,548.00
Highland Crest Apartments	\$104,799	\$9,296	\$95,503.00
Outrigger Apartments	\$55,025	\$58,207	(\$3,182.00)
Prairie Oaks	\$11,455	\$6,535	\$4,920

*Due to a change in accounting software producing the data, Cash Flow above does not include debt and RR payments but includes interest payments and extraordinary maintenance. Cash Flow in prior reports was the cash amount after debt and RR but before extraordinary maintenance.



TACOMA HOUSING AUTHORITY

**CLIENT SUPPORT
& EMPOWERMENT**



TACOMA HOUSING AUTHORITY

DATE: June 24, 2020

TO: THA Board of Commissioners

FROM: Cacey Hanauer
Director of Client Support & Empowerment

RE: Client Support & Empowerment Department Monthly Board Report

1. STRATEGIC OBJECTIVE: HOUSING AND SUPPORTIVE SERVICES

Tacoma Housing Authority (THA) will provide high quality housing, rental assistance and supportive services. Its supportive services will help people succeed as tenants, parents, students, wage earners and builders of assets who can live without assistance. It will focus this assistance to meet the greatest need.

2. DIRECTOR'S COMMENT

2020 has been a remarkably difficult year for Client Support and Empowerment (CSE) and THA, along with the rest of the world. In this way, May has been no exception. The continued systemic and pointed assault on the black community has intensified our work and impacts the lives of our black staff and clients. Staff in this department have shown courage, vulnerability and an unreasonable amount of fortitude in these difficult times. While day-to-day work continues, the dedication of CSE and THA staff cannot be overstated and they are owed a massive debt of gratitude.

This month THA secured service contracts with the Department of Commerce and sub-contracts with the YMCA of Greater Seattle and Community Youth Services. This is a monumental bit of progress as all agencies are situated to begin billing the state for service funding. Community Youth Services has begun to move into the Crisis Residential Center and expects to have young people staying there mid-June. The YMCA has completed interviews for their Program Director who will begin soon and who will be responsible for hiring a full team of staff within six weeks.

CSE's Director has made a commitment to reinvent the CSE Board of Commissioners report, ensuring inclusion of new useful metrics for the Board of Commissioners to review on a monthly basis. The Coronavirus pandemic and subsequent reprioritization of needs has led to little progress on that front. The CSE team will resume conversations in June and will have an update regarding the progress in reimagining a useful report at June's

Board meeting. We are hopeful we can get back on track to present a new report in January of 2021. I thank the Board's patience and grace.

3. PROGRAM UPDATES

Amidst the chaos of the world, CSE continues to virtually meet with residents and voucher holders, connecting folks with critical resources and supporting their well-being. Like in April, CSE saw a ten-fold increase in referrals relative to May of 2019. Staff have also worked diligently to ensure that folks have access to food throughout the pandemic. The table below shows a small fraction of the support provided this month:

Referrals received	77
Individuals connected to resources	424
Food deliveries to THA portfolio residents	2,194

Northwest Harvest was a critical partner in March and April, ensuring that folks in THA's Senior and Disabled buildings received boxes of non-perishable food and boxed meals. Unfortunately, their corporate sponsor ended their donation, meaning THA had to find new resources to supplement food delivery. Residents and CSE staff worked closely together to secure donations from St. Leo's Food Bank and Bikers Against Statewide Hunger to ensure that households and families continued to have access to food. These two partnerships will continue through at least May and June. CSE is also working closely with the Tacoma Farmer's Market who will help to get fresh produce to THA residents in the Senior and Disabled properties.

Staffing

In May CSE welcomed our newest Case Worker, DaVonya Jackson. DaVonya has begun to settle in with the team and, in the words of her supervisor, Robert "she's already a superstar." Her arrival at THA is exciting for several reasons, including her experience working with survivors of domestic violence and in rapid rehousing, along with the fact that CSE now has a full staff of Case Workers. DaVonya's addition to the team allowed CSE the opportunity to test out our new onboarding process. Case workers, program specialists, and program supervisors collaborated to strengthen the department's onboarding process. Highlights of the new process include assigning new caseworkers a CSE buddy. This buddy will support the new staff member and aid them in learning the ropes at THA. This new process also provides a clear set of first day, week and month tasks and recommends critical and timely meetings to be set up for the staff member within the first weeks and months of employment at THA.

Sadly, CSE prepared to say goodbye to long time staff member Nicole Meshesha. Nicole has been a valued member of the CSE team for more than nine years. Nicole is pursuing a role in long-term training and apprenticeship programs and where she can focus on a more specific scope of services. Her perspective, creativity and dedication are going to be missed. The department was able to quickly post the position internally, confident that there was ample talent at THA to fill this position.

CSE selected Kye Hillig as the new Program Supervisor. Kye has worked at THA for 3 years supporting residents in our seven Senior and Disabled Buildings and has been a valued member of the THA family, stepping up to support several formal and ad-hoc committees, supporting new staff, and being the sole Case Worker for more than 350 of THA's highest needs units. Learning from Kye and Caroline's (Kye's predecessor) experience CSE will hire two folks in place of his one position to hedge against burnout and to ensure that clients in THA's Senior and Disabled properties have sufficient support. CSE is working closely with HR to hire for these two positions.



TACOMA HOUSING AUTHORITY

RENTAL ASSISTANCE



TACOMA HOUSING AUTHORITY

DATE: June 24, 2020

TO: THA Board of Commissioners

FROM: Julie LaRocque
Director of Rental Assistance

RE: Department Monthly Board Report

1. STRATEGIC OBJECTIVE: HOUSING AND SUPPORTIVE SERVICES

Tacoma Housing Authority (THA) will provide high-quality housing, rental assistance, and supportive services. Its supportive services will help people succeed as tenants, parents, students, wage earners and builders of assets who can live without assistance. It will focus this assistance to meet the greatest need.

2. DIRECTOR'S COMMENT

COVID19 is the main topic of concern at the writing of this report. Below is a chart detailing the work that has been completed by Rental Assistance. During these months, we have continued to pay landlords without interruption. The department continues to issue vouchers, complete virtual briefings, perform initial inspections and house clients on the program. The staff have adapted quickly to the changes necessary to comply with Governor Inslee's Proclamations.

The additional stress of the George Floyd and Manny Ellis tragedy is weighing heavily on staff. Many emotions are coming out. The Rental Assistance department is committed to continue with these discussions and not allow this topic to fall off the radar. We have added this discussion as a regular part of our staff meetings. Staff have discussed fears for family and children as well as have discussed incidents our staff have been victim to and the extra worries they have for their children.

Rental Assistance continues to have a minimum number of staff at the office. Staff have adjusted well to working from home. We have taken this opportunity to utilize technology in ways we have not considered before. Our clients are embracing the changes in a positive manner as well.

Rental Assistance continues to plan for upcoming lease-ups for The Rise on 19 and Arlington Drive. The project to right size families on our transfer waiting lists by moving them into the Rise is starting now to ensure we can get the many families in the correct size units. We will also take this opportunity to right-size other families as units open at the site. This project will allow us to serve more people from the waitlist when we need to backfill units after right-sizing. This will require the offer of vouchers and moving expenses to complete this project.

3. RENTAL ASSISTANCE DEPARTMENT REPORTS

3.1 Covid-19 Operations

While working from home, staff have reacted nimbly to an onslaught of policy and operational changes due to the Coronavirus. The changes we implemented respond to the needs of our clients, landlords, and operations and ensure our compliance with new rules enacted by the State of Washington and Housing and Urban Development (HUD). We have stopped time-limited program exits, provided for more flexibility for required documentation, extended voucher shopping times, conducted online briefings, completed paperwork via DocuSign, processed Coronavirus hardships, and adjusted our policies and procedures for processing rent increases. These are just a handful of ways the department is changing the way we do our work because of the pandemic. We are grateful to our team for their dedication and patience.

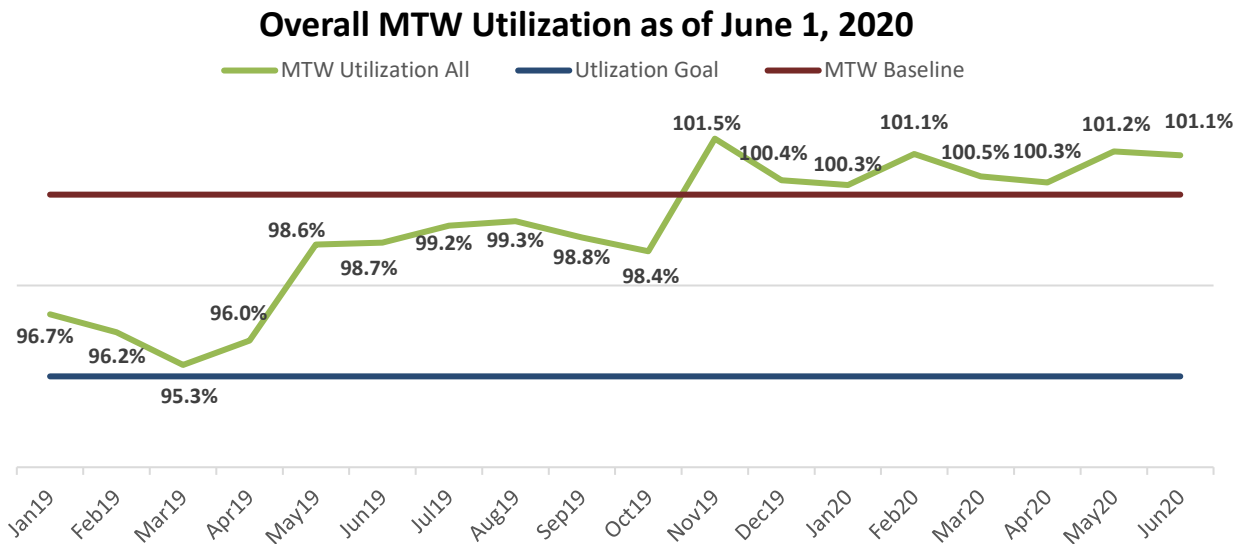
Since the Governor's Stay Home Stay Healthy order was enacted, staff received over 300 loss of income forms and conducted the necessary follow up.

	3/21 Through Reporting Date	3/24 Through Reporting Date		
	THA's "Normal" COC Form (income loss)	THA's "COVID-19" COC Form (income loss)	Total reporting an income loss	THA's "COVID-19" COC Form FINANCIAL HARDSHIP NOT LOSS OF INCOME
HOP	1	31	32	34
Voucher	40	124	164	51
Property	29	104	133	58
Total	70	259	329	143

Staff processed 364 Hardship HAP Adjustments that will provide additional assistance to 99 clients through August. Additionally, our team processed 159 Rent Freeze Adjustments that will prevent 67 clients from experiencing a rent increase through August.

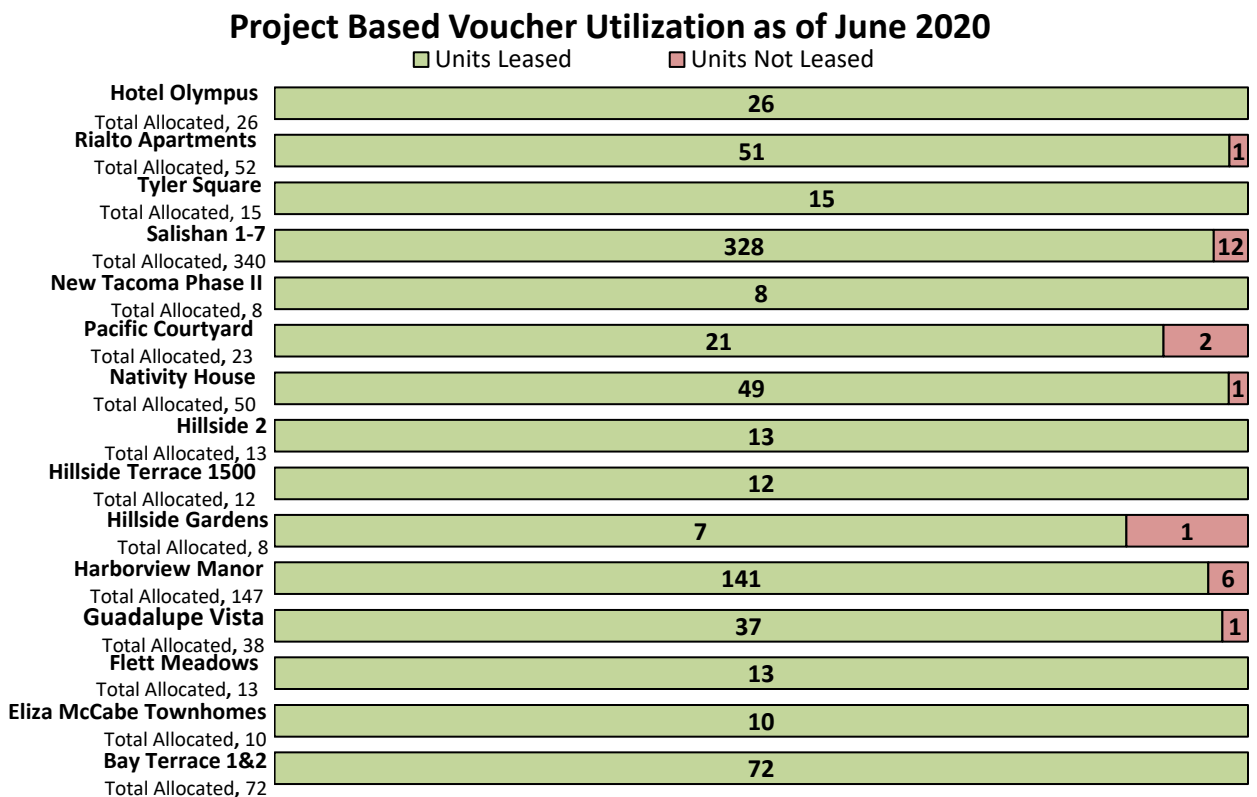
3.2 Overall Utilization

The overall Housing Choice Voucher utilization is reported at 101.1% as of June 1, 2020. THA receives a report on utilization quarterly for Rapid Rehousing (RRH) and Property Based Subsidies (PBS). Therefore, averages are used to forecast utilization to the current date for these specific programs. As new information is reported for both RRH and PBS, this utilization report is updated accordingly.



3.3 Project Based Vouchers

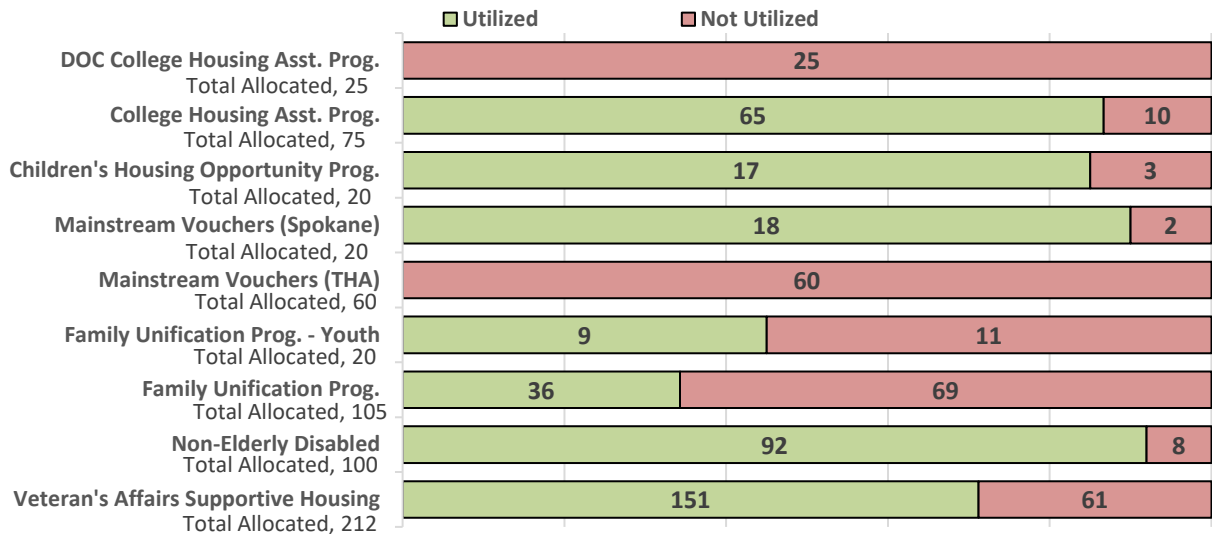
THA continues to have strong utilization with project-based vouchers. Rental Assistance staff are in regular contact with (MDC) to ensure the vacancies are filled at Pacific Courtyard. There are six (6) vacancies at Harborview Manor which is uncharacteristic for this property. We are in touch with site management and believe there were delays in referrals due to the COVID pandemic coupled with several move-outs at the property. As of the board meeting, one unit has been filled, and there are two pending referrals with three additional referrals expected. There are no concerns with these vacancies as this property has a long history of being fully utilized filling vacancies quickly.



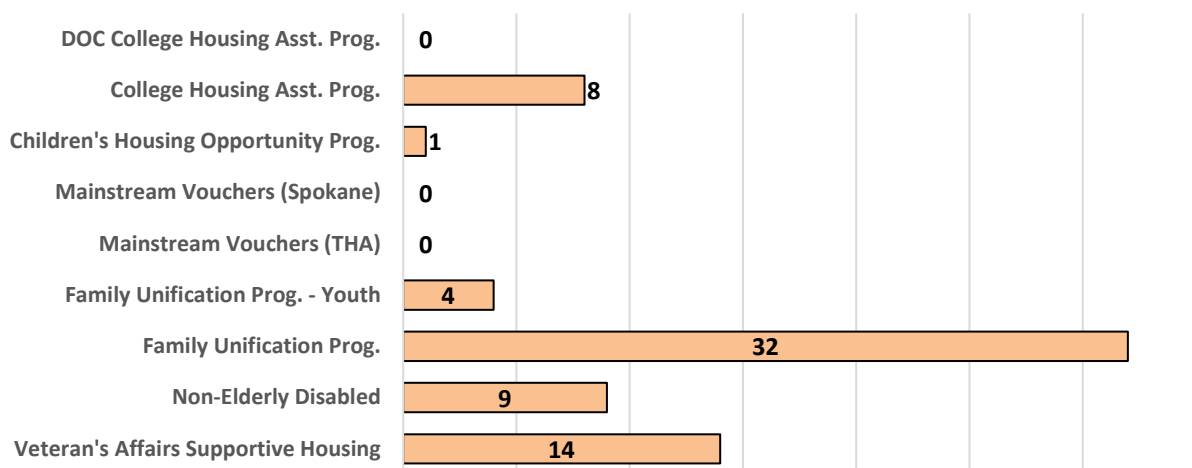
3.4 Special Programs & Property Based Subsidies

Below is a breakdown of the utilization of THA's special programs. The chart below has been updated to include shoppers for each program. The Department of Corrections program with Tacoma Community College (TCC) continues to hold 25 vouchers for use. This program is still in the early stages and vouchers have not been utilized. Please refer to the PIE's report for an update.

Special Program Utilization as of June 2020



Special Program Shoppers as of June 2020



It has been an incredibly busy month for Rental Assistance's Special Programs team. Staff continues to work closely with Veteran's Affairs (VA) to utilize the available Housing Choice Voucher (HCV) Veteran's Affairs Supportive Housing (VASH) vouchers. This collaboration continues despite THA offices being closed and VA staff adjusting the way they meet with clients. The conversion of Property Based Vouchers (PBV) VASH to HCV VASH with The Rise lease-up will help increase the utilization of these vouchers. THA and the VA are in the final stages of a draft MOU related to

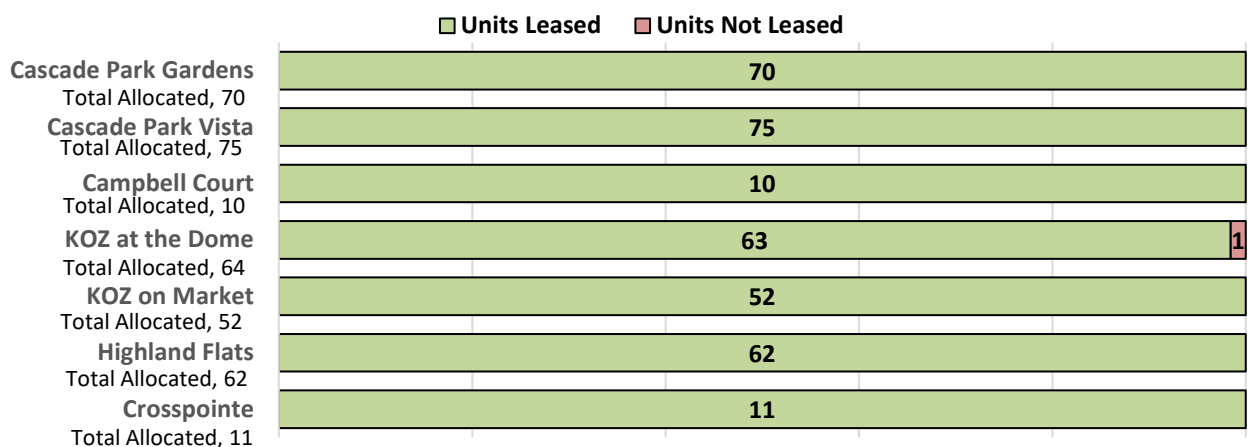
the conversion of the vouchers, services to be offered on-site at the property, and specific unit designation. The VA is confident it will be able to fill all eighteen (18) units designated for the veteran population helping THA to meet several property set-aside requirements for lease-up.

Due to caseload reassignments in Rental Assistance, the College Housing Assistance Program (CHAP) is assigned to a different housing specialist. Meetings are scheduled with PIE and TCC/UW-Tacoma staff to ensure a smooth transition and continued utilization of these subsidies. Should all current shoppers lease-up this program will be close to full utilization.

THA has received over 25 referrals from DCYF for the new award of Family Unification Program (FUP) vouchers. Some of these referrals are included in the shoppers report above. Rental Assistance staff are working hard to process and issue vouchers to these applicants. Communication with DCYF remains strong.

THA started to accept referrals for the award of 60 Mainstream Non-elderly & Disabled (NED) vouchers in early June. We expect that both DSHS and Pierce County will refer five families each month until all 60 are utilized. From our communications with these partners, meeting these numbers will not be an issue and we will be at full utilization within six (6) months.

Property Based Subsidy Utilization as of June 2020



THA has partnerships with four Property Based Subsidy owners representing more than 350 units across seven properties.

Koz at the Dome began pre-leasing in January 2020. This is THA's 2nd partnership with Koz Development. This property has set aside units for the University of Washington Tacoma (UWT) and TCC students at risk of homelessness. We began subsidizing these units in February. The property is 98% leased.

We continue to work with Highland Flats and Crosspointe Apartments regarding their compliance issues. We received the final response regarding compliance from Highland Flats. This month we will send the owner our final audit findings. We anticipate proceeding with corrective action by August. This will include but will not be limited to recouping subsidies paid for ineligible

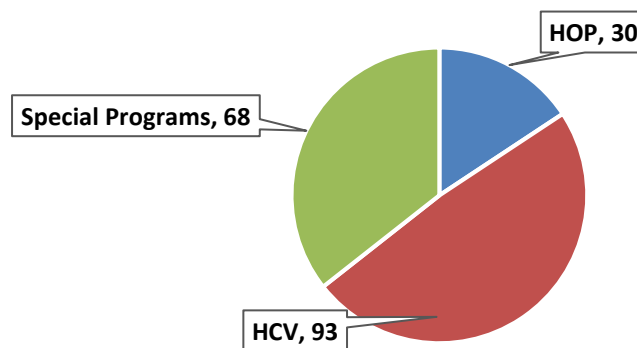
households. As of the date of this report, we are beginning a complete file audit of Crosspointe and Koz on Market. We will follow the same process at Highland Flats, allowing the owner to cure any findings, conducting a final review, and taking corrective action if necessary.

3.5 Shoppers Report

The chart provided below shows a breakdown of the number of current shoppers by program. A shopper is a client who has a voucher and is looking for a unit. Clients may or may not be housed during this process. The shoppers in the chart below include clients new to the program from the waiting list and clients moving from one unit to another.

As of June 2020, there are 191 total clients shopping, up from 182 the previous month. These numbers should increase with the addition of the new Mainstream, FUP, and VASH vouchers.

Current Number of Shoppers as of May 2020



3.6 Leasing & Waitlist Management

THA's transfer waitlist is populated with clients that are currently occupying an unsuitable unit either because of their needs or due to occupancy standard differences. This month, Leasing started the process of interviewing nearly 100 households on the transfer waitlist to find suitable candidates for the lease-up at The Rise. This month's Board Resolution from Rental Assistance seeks to change THA's Administrative Plan to offer over and under-housed households on the transfer waitlist the opportunity to use a HCV. Transferring over-housed households to The Rise and offering them HCV subsidies will free up larger units (mostly at Salishan) and will allow THA to house more people.

Rental Assistance will work with PIE to develop and propose changes to the transfer waitlist policies and management practices during the second half of 2020. The goals of this project are to maintain a short transfer list, to right-size households as quickly as possible and to use technology to track, monitor, and engage with households.

There are 2,000 households on THA's Consolidated Waitlist. THA is not currently offering HOP vouchers to households on the waitlist (see section 3.1). Leasing continues to pull households to fill vacancies within THA's portfolio.

3.7 Landlord Engagement & Renter's Readiness

The Landlord Engagement Specialist is working on keeping the Landlord Advisory group moving forward. The group has been extremely helpful with puzzling through ways to address changes to rental rules during the COVID-19 pandemic. We continue to have growing interest from the group

in expanding the Renter's Readiness program to include current tenants who are having difficulties with their landlord or are currently not expected to be offered a renewal of their lease. There is also interest from the Landlord Advisory Group to establish a training for landlords to be well-versed in the current laws and ordinances, as well as a refresher on Fair Housing.

The Renters readiness course is now available virtually through Zoom. We are expecting more interest in this class during the COVID 19 school closure.



TACOMA HOUSING AUTHORITY

PROPERTY MANAGEMENT



TACOMA HOUSING AUTHORITY

Date: June 24, 2020

To: THA Board of Commissioners

From: Frankie Johnson
Director of Property Management

Re: Property Management Monthly Board Report

1. STRATEGIC OBJECTIVE

Tacoma Housing Authority (THA) will manage its properties so they are safe, efficient to operate, good neighbors, attractive assets to their neighborhoods and places where people are happy to live.

2. DIRECTOR'S COMMENTS

The focus for the month of May has been compliance. Compliance covers several areas for the team, starting with the admin staff in Property Management (PM). From careful compliance with the Governor's guidelines for no rent increases to compliance with the Stay Home order.

The admin team continues to work with families that have been financially impacted by Coronavirus, to provide hardship waivers for the second month in a row.

The Governor's Stay Home order also required compliance with social distancing in our common areas. In April, furniture was removed from the lobbies in our senior buildings in order to promote social distancing and discourage social gathering. The maintenance team continues to sanitize offices and common spaces to ensure these areas are as clean as possible.

While we work on the front line, we are also working behind the scenes with recruitment for Arlington and The Rise at 19th. In April's report, we announced the hire of the new Property Manager, Sherri Tift. This month, we would like to share that we have now successfully filled the two vacant positions of Property Specialists.

Trina Atkins has accepted the position at Arlington. Trina comes to us from the Property Specialist role working with leasing. Trina assisted in helping PM to reach leasing goals of 4 days or less for the last 5 months. Trina's background with Metropolitan Development Council (MDC) has prepared her for the role of working with youth and young adults at Arlington. We are excited to have Trina onboard and eagerly welcome her to Arlington!

Cindy Bergee was selected as Property Specialist for The Rise at 19th. Cindy has been with THA for more than 10 years, working with Project-Based Section 8 for Salishan. Cindy has maintained a caseload of 300+ families, working with transfers, reasonable accommodations and varied reports of income changes. This work has more than prepared Cindy for the task at hand with helping to 'right-size' the portfolio's transfer list of over and under-housed families. We are very excited to have Cindy join the Rise team and welcome her with open arms!

We are closing in on completely staffing for both new properties. Interviews were completed for the final opening of Maintenance Technician this month. We will be announcing the selection in next month's board report.

We continue to hold on all in-unit routine work orders, focusing only on the those emergent and urgent needs to enter units. In addition, our unit inspections are still on hold. The team is carefully planning for the flood of routine work orders, expected in late June or July, depending on the Governor's direction on the Stay Home order.

Turn numbers continue to be impressive. The average turn time for May was 13 days, despite social distancing and massive sanitization obligations. The team is performing at optimum levels and truly deserve a vote of thanks and appreciation for getting the job done well!

With consultation from TRAC, the additional security patrol, contracted to reinforce social distancing at the senior properties, ended on May 31st, in alignment with the Stay Home order.

On May 25th, the country was hit with the shock of the news of the death of George Floyd. The use of excessive force by the police, and the delay in an arrest, sent shockwaves throughout for everyone.

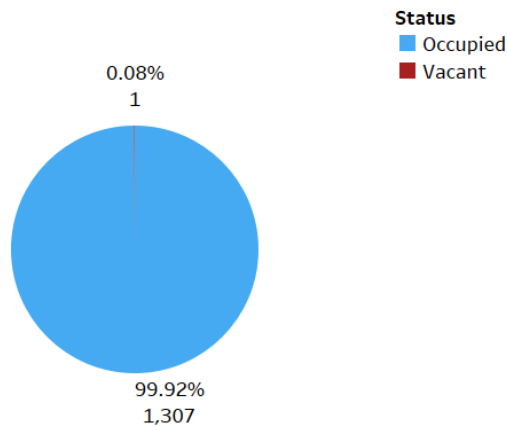
The outrage over the incident has left THA swirling with emotions. Staff reactions and responses to protests in and around the city have taken priority and created an atmosphere requiring us to check in with everyone to see what they may need. Much emphasis has been on staff health and well-being now. We know how impactful these challenges have been for all, including our team and their families. We continue to provide time, resources and a listening ear.

In many ways, this is one of the most difficult times ever for the agency and the country. We are taking one day at a time. Unfortunately, there is no blueprint for how to handle all that we have in front of us now. But we are here. We will continue to provide support for our tenants and staff.

3. OCCUPANCY OVERVIEW

3.1 Occupancy

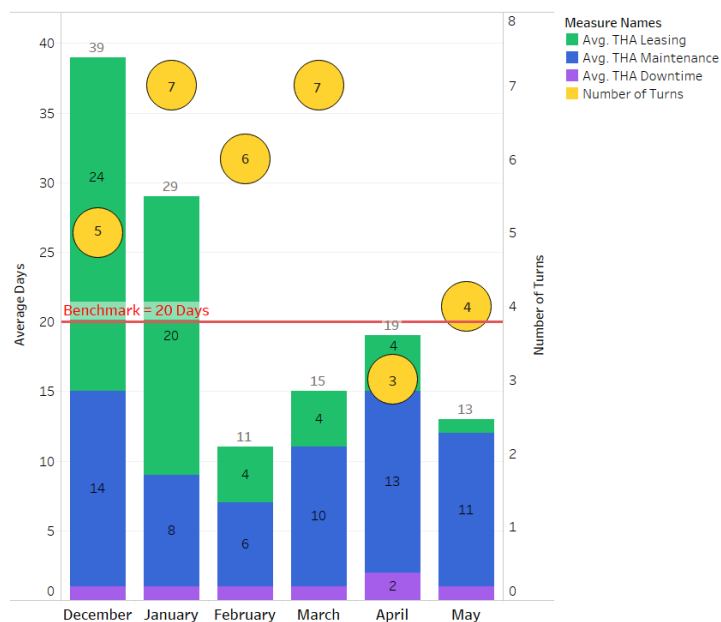
For the month of May



Unit Occupancy is reported as of the first day of the month. The chart above reflects THA's current portfolio for the month of May with an occupancy percentage of **99%**, an average maintained consistently for last 17 months.

3.2 Vacant Unit Turn Status

As of month, ending May 31, 2020

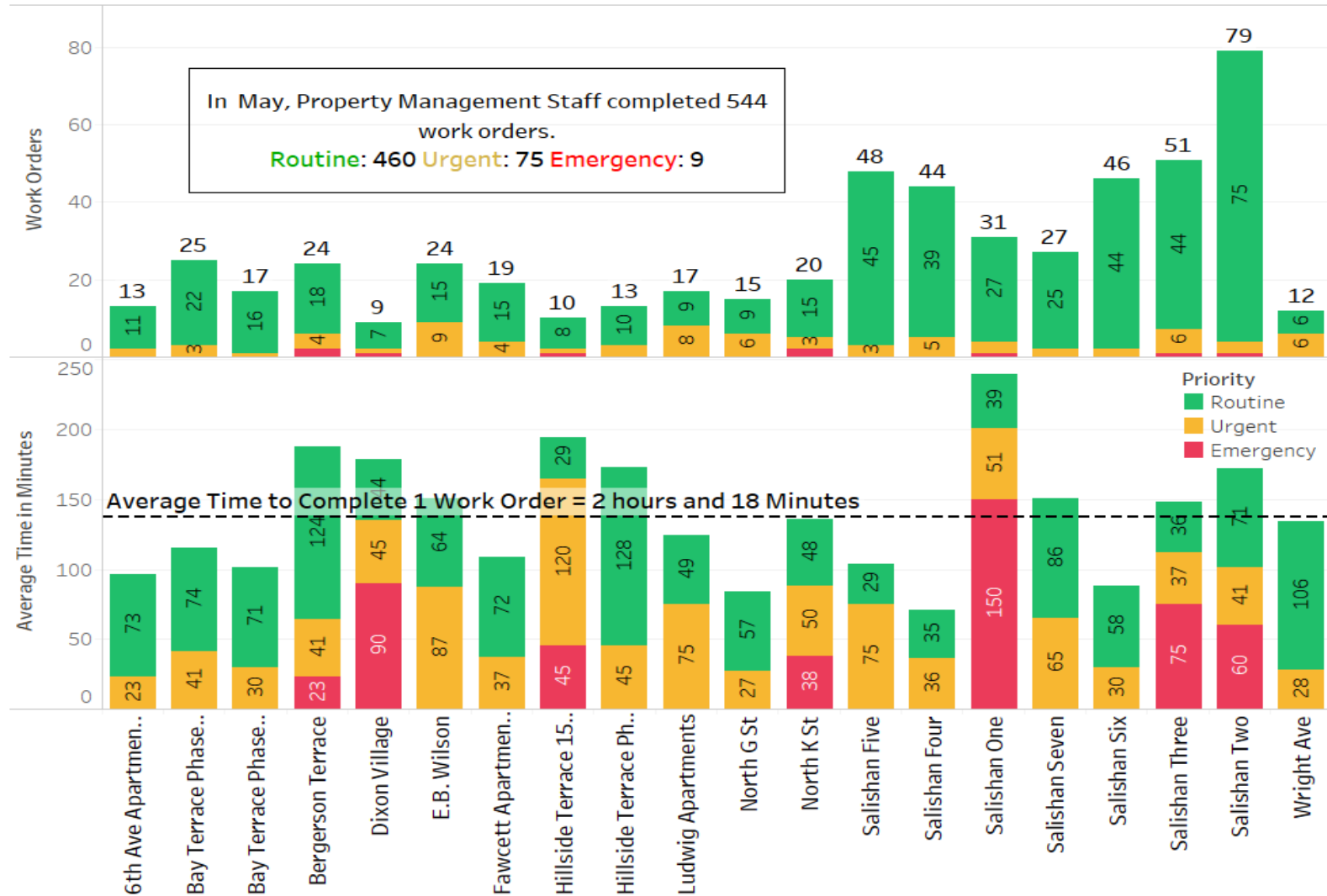


This data reflects the continued effort of the Turn and Leasing teams to reduce the total turn days to our target of 20 days or less. The Turn numbers for the repair and make ready portion of unit turns for May met the goal of 17 days with an average of 13 days.

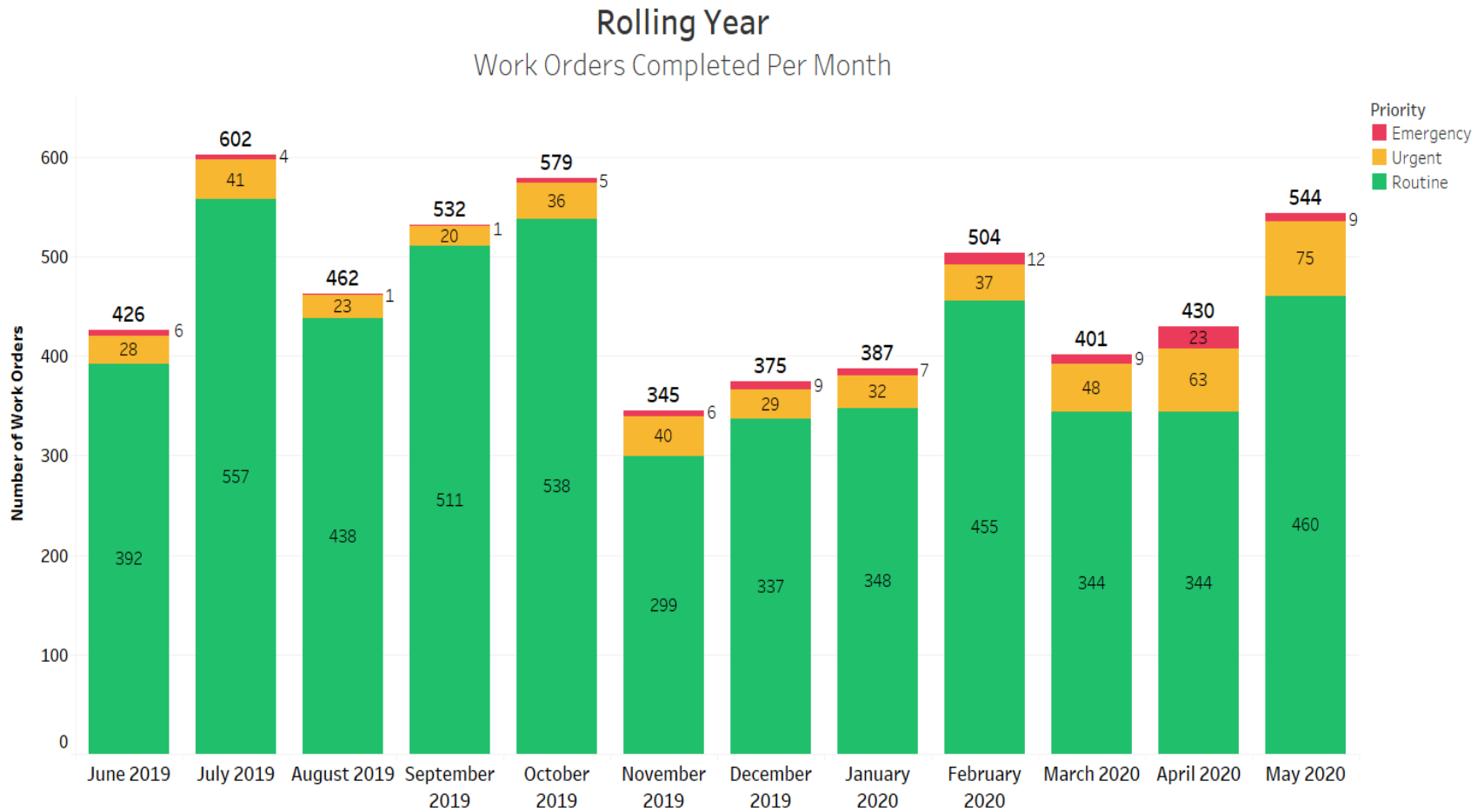
Leasing was exceptional again this month! Despite the challenges of closed offices, teleworking and social distancing, the team shattered the goal of 3 days by 67%, with an average of 1 day for leasing.

For the fifth month in a row, the key-to-key numbers have exceeded the projected goal of 20 days, with an average of 17 days over the 5-month period.

3.3 Work Orders

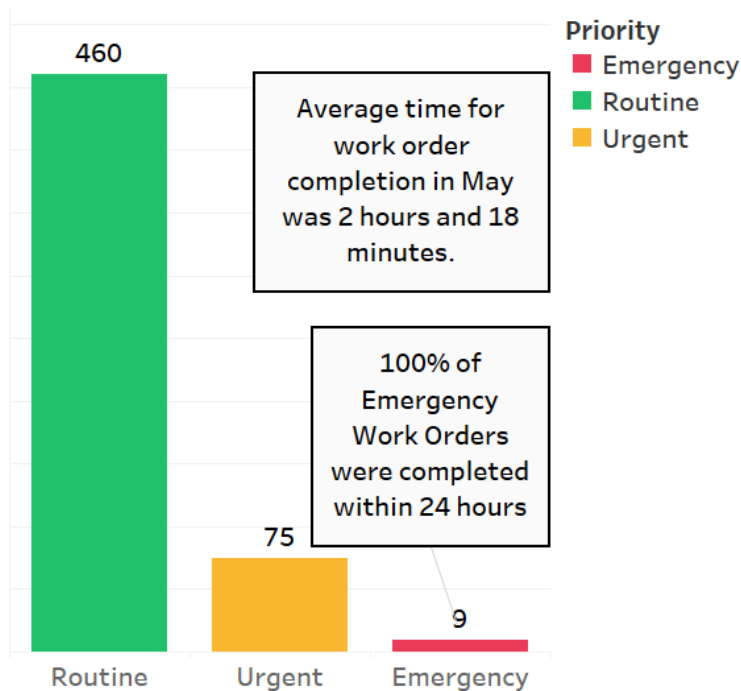


3.4 Total Work Orders



Total Work Orders

May 2020



In the month of May, 100% of the 9 emergency work orders were completed within 24 and 75 urgent work orders completed within 72 hours. The average work order completion time across the portfolio decreased slightly this month from 2 hours and 59 minutes to 2 hours and 18 minutes. Although we continue to see work order time increase due to additional preparation and care related to assessing general health of tenants prior to unit entry and extra safety precautions, we are getting more efficient as we grow in knowledge. PM continues to hold all routine work orders, due to Covid-19, electing to place priority to enter units needing emergent and urgent work only.

Processes that PM has implemented in effort to improve customer service during Coronavirus pandemic are:

- Prioritize emergency and urgent work orders during the Coronavirus pandemic until the Stay Home order is lifted. Assess routine to confirm status;
- Improve communication with the tenants to inquire general health of all members. Communicate delays with procurement, due to limits on availability of stock;
- Close work orders within 48 hours of completion; and
- Temporary HOLD on routine work orders until further notice.



TACOMA HOUSING AUTHORITY

REAL ESTATE DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: June 24, 2020

TO: THA Board of Commissioners

FROM: Kathy McCormick
Director of Real Estate Development

RE: Real Estate Development Department Monthly Board Report

1. SALISHAN/HOPE VI

1.1 Phase II Construction

Area 2A, Community Core Development

Staff continue to explore options and partnerships to complete the Salishan Core. While Bates is interested in an Eastside presence, they are undertaking several large capital projects at this time. Because their funding is linked to the State, Bates doesn't believe it would be able to raise the capital dollars needed to pay for a building.

1.2 Sale of Salishan Lots

Tacoma Housing Authority (THA) received an offer from TAC Build LLC to purchase the 7 lots designated for market rate rental units. TAC Build LLC is owned by Michael Hopkins, local Master of Built Environment (MBE) firm. THA and TAC Build LLC have signed a Purchase and Sale Agreement. THA received Housing and Urban Development (HUD) approval at the end of February. We are working toward closing which is expected to occur in Q2 2020. TAC Build is awaiting information from the City of Tacoma Planning before they can finalize their designs. Depending on how long it takes to get feedback from the City, closing may move to Q3.

2. NEW DEVELOPMENT

2.1 The Rise on 19th Redevelopment

Scope

The redevelopment of 1800 Hillside Terrace will incorporate a single building with 4-stories of affordable housing. The housing units are programmed as follows:

The Rise on 19th			
	1-BR	2-BR	TOTAL
Low Income	24	12	36
Homeless	8	6	14
Disabled	8	6	14
TOTAL	40	24	64

A set-a-side of 20% of the units will serve individuals with disabilities and an additional 20% set-a-side will serve individuals and small families experiencing homelessness.

Financing

The total development cost is currently budgeted at \$22,285,582.

On June 26, 2019, the closing for financing for The Rise was completed.

The agreement with TCRA to use a CDBG grant to fund off-site right-of-way work has been executed. This grant will be with THA and loaned to the Partnership per the THA Master Loan Agreement executed at closing.

Construction

Marpac mobilized beginning July 1, 2019. Overall the project is 51% complete and tracking slightly early for completion schedule. MEP&F rough-in and inspections are being finalized to prepare for drywall activities. Exterior siding has begun, and the roof is installed.

Marpac and all sub-contractors are following the Governor's COVID-19 directive indicating affordable housing construction as an essential business activity. There are approximately 50 workers on site.

Social Equity Goals

Marpac has exceeded their goals for Minority and Women Owned Businesses; however, they have been unable to achieve the Section 3 project goals. Section 3 goals focus on creating jobs for and filling new jobs with extremely low income and underserved persons. Staff is working with Marpac to change this trend, although it is more challenging in this climate as most sub-contractors have teams from prior jobs and construction is slowing down a bit, which means the demand for new employees is not as strong as it was a few years ago.

		
Social Equity Criteria	Project Goal	Bid Results
Section 3 Business Utilization	10%	0%
MWBE Contracting	18%	29.54%
* MWBE percentages includes Marpac as MBE		

3. OTHER PROJECTS

3.1 James Center North

3.1.1 Background

THA purchased James Center North (JCN) because it offers a unique opportunity to acquire a property that is attractive to public and private developers. It is positioned to be redeveloped to provide both market rate and affordable rental housing in a mixed-use setting that is adjacent to a transit center and within walking distance of grocery stores, parks and Tacoma Community College (TCC).

3.1.2 Capital Improvements

Minor capital repairs will be completed on an as needed basis to keep the property functioning. The goal to limit the capital investment into the buildings prior to redevelopment is being re-evaluated in light of THA's agreement to keep some of the buildings leased for another five to ten years. Electrical access is being installed to allow food trucks to operate on a semi-permanent basis.

3.1.3 Leasing

Although CB Danforth continues to market the available property, COVID has affected leasing prospects. CB Danforth is surveying current tenants at the property to determine if they will have challenges paying rent, plan to seek a loan or funding through CARES and if not, why not. Eight (8) tenants are currently delinquent on rent for various amounts. Of those eight, four have indicated they have applied for and expect to receive, Covid-related rent assistance from state or federal funds. Most businesses at James Center are small retailers, services and restaurants who are adversely impacted by the pandemic. Property management and leasing staff continue to stay in close contact with all tenants and are prepared to work with them for repayment of rent options

Shoebox NW (Jimmy John's) has stated they will cease to attempt sub leasing the property since vacating it prior to Covid closures. They will also cease to pay rent. This is a lease violation and the tenant is still responsible for rent. Legal action is being initiated.

3.1.4 Predevelopment

Community outreach associated with the master plan has officially been completed. Ongoing communication with neighbors and businesses in the area is continuing as opportunities arise.

THA is coordinating with Tacoma Community College (TCC) to explore master lease options for student housing at James Center North (JCN). THA

expects this exploration to extend through the fall. A formal decision from TCC regarding their participation in the redevelopment of JCN is expected to be made by the end of May 2020. Their consultant, SCION has completed a market analysis to understand the demand for student housing. As part of this analysis, SCION offered some alternative development structures. For example, the TCC Foundation would purchase the land and enter into a turnkey development. The Foundation would own the property and this would become an income producing asset for the Foundation. This is a new approach and THA staff are reviewing the partnership documents from other Community Colleges who have used this route. Most of these Colleges have been in California or Oregon.

THA has completed the design guidelines for this project. Ankrom Moisan has drafted façade and site improvement concepts that could be installed on the buildings THA plans to hold for the next five to ten years. These improvements would activate the site and bring more modern touches to the exterior of the building. Staff believe this will help with leasing the remaining vacant spaces.

Enterprise Community Partner staff have been updated with the financial impacts of the Covid pandemic and how it relates to the performance of James Center North. Currently, JCN has adequate revenue to continue paying interest due on the acquisition loan. Enterprise is aware the first principal payment may be affected by current loss of revenue. If THA expects to be unable to sell land and receive adequate revenue prior to the date due in fall of 2021 Enterprise will be notified to explore repayment alternatives.

3.1.5 Operating Performance

Property cash flow is steady and work orders are minimal. Previously identified capital improvement repair items are being addressed regularly. Repair costs are consistent with feasibility estimates.

3.2 New Look (aka Alberta J. Canada) Capital Planning and Resyndication

Staff has begun the process of decoupling the parking lot from the Alberta J. Canada (AJC) partnership. This action is to provide land for a new housing development in the future. AJC has approximately 15 residents that require parking and they will be allocated spaces at the parking lot behind Key Bank.

3.3 Arlington Drive Youth Campus

3.3.1 Crisis Residential Center

The Crisis Residential Center is substantially complete. Community Youth Services (CYS) plans to open operations mid-June. The opening date is subject to the final inspection that will be conducted by the State.

Staff are in the process of finalizing all the payments and reconciling the budget. There are a few punch items to be completed. CYS has been a stellar partner during the construction of the CRC.

3.3.2 Arlington Apartments

Work is progressing and Korsmo projects substantial completion by November 3rd, which is six weeks ahead of the original completion schedule. There have been some delays due to COVID; however, Korsmo appears to take it in stride and is continuing to have crews showing up for work.

Korsmo tracks the amount of contracts let to local, minority, women and small businesses. Altogether, 54% of the construction contract is being completed by companies meeting these definitions. Small, women and minority owned businesses received 18% of the construction contract. These targets are below the goals established for this project.

In an effort to increase contracting to SMWBE goals, Korsmo hosted several sub-contractor forums.

KORSMO	Contract Amounts	Results	Goals
Local	\$10,581,399	36%	30%
Minority	\$2,299,038	8%	14%
Women	\$255,686	1%	8%
Small	\$2,749,519	9%	5%
Total	\$13,416,626		

3.3.4 Hillsdale Heights Micro Shelter Village

THA has contracted with the City of Tacoma to allow approximately one acre of the 6.5 acres available at THA's Hillsdale Heights property located at East 60th and McKinley Avenue for a temporary Tiny House Village. The Village would consist of 53 tiny houses for the purpose of housing individuals experiencing homelessness. The City will be responsible for management of the Village site including security, hygiene, neighborhood outreach and case management for its residents for a period of thirty-six months. To ensure that the Village is well-run and effective, the City shall contract with a reputable organization experienced in the establishment and management of tiny house villages, such as the Low Income Housing Institute. The temporary land use agreement will provide much needed space at a time when the state and nation face a homelessness crisis that is compounded with the COVID-19 pandemic.

4. DEVELOPMENT PIPELINE PROJECTS

4.1 Hilltop Lofts and THA Owned Properties' Master Development Plan

There were two layers of community engagement for this project. THA hosted four (4) homework groups and three (3) design labs. The homework groups reviewed the findings from the 2016 Housing Hilltop process and looked at macro level issues. Invitees included some neighborhood residents and those representing businesses, community organizations, and institutions in the Hilltop. The Design Labs were larger community events where specific design elements were addressed (i.e., the resident experience; exterior; community space). In addition, the community engagement specialists conducted outreach to traditionally under-represented communities to gather their input. Based on the feedback from these sessions, as well as input from staff and the THA internal design working group, a concept plan has been identified for the four buildings as well as activating the alley. The final plan calls for 237 units of housing in a mix of studio, 1-, 2- and 3-bedroom units. Each building has at least one floor of commercial uses; two of the buildings could have two floors of commercial use if sufficient interest is generated to support the commercial square footage. Three of the buildings are 6-stories and one is 4-stories tall. Approximately 84 on-site parking spots have been identified as well. The final draft of the Hilltop Community Framework plan will be distributed to commissioners at the February meeting.

THA staff continue to negotiate with Inland Development about options to develop three parcels in the Hilltop. Inland Development is a Spokane based, for profit, affordable housing developer. They have an excellent reputation for developing high quality multifamily housing and ensuring it is well manage.

Funding for a permanent supportive housing project on the Mr Mac site has been secured. The last source to be awarded was the 9% tax credits. Funds had already been awarded by the City of Tacoma, Pierce County and Housing Trust Fund (HTF). The City, County and HTF application was a joint submission of THA and Horizon Housing Alliance. Horizon was the sole applicant for the tax credits and were the second highest scorer for the 2020 9% tax credit round.

Staff is negotiating with Horizon Housing Alliance for the land lease and special limited partner role. These documents will be brought to the board for approval in the fall of 2020. We are working toward an early fall 2020 closing on Hilltop Lofts.

4.1.1 City of Tacoma 311 Mobilization

RED has a contract with the City of Tacoma to conduct outreach with community partners to adopt the City's 311 code enforcement hotline. We held a number of events in late 2019 however, there has not been much engagement in 2020 due to loss of staff and the COVID-19 crisis. Hopefully we will be able to continue our engagement activities by late spring/early summer. We hired a new person for this position, Alyssa Torrez; she started

the last week of May. We are meeting with City staff to discuss our plan for the balance of the year.

4.2 Hilltop Eco District

Staff has been working with a small group of community leaders for the past eight months to set the foundation for creating an Eco District in the Hilltop. The Eco District framework is based on three Imperatives—Equity, Resilience and Climate Protection. The working group has added three additional imperatives—Economic Development & Jobs, Affordable Housing and Culture. THA is working with an expanded group of residents to set an equity intention prior to holding a Lunch & Learn event for other organizational partners. The goal of the working group is for the Eco District to create a set of standards and metrics for future development in the Hilltop. This is an outgrowth of the community engagement work done for THA's four parcels.

To help build community on the Hilltop, THA and HAC are co-sponsoring bi-monthly events (Hilltop Happenings). The first was held on September 14 in People's Park. It was both a celebration of students' return to school and a Reclamation of the Park after recent troubling events. In November we invited a member of the Puyallup Tribe to talk about the Native American culture. On January 11, 2020, we had a story teller, Zelda Foxall, come share the story of Claudette Colvin, a young civil rights activist in the 1950s. This was held at 950 Gallery where attendees also had the opportunity to see Dionne Bonner's exhibit "A Pioneering Spirit: The Fight for Liberty and Freedom".. In March we held a Census 2020 focuses event at the WA State Historical Museum where attendees were able to see the Men of Change exhibit. The Eco District work has been on "pause" due to the COVID-19 crisis. Now that things are starting to re-open, we will start planning events/community discussions to continue this work. Given the conversations around equity, there is a renewed sense of urgency to empower Hilltop residents to shape the neighborhood's development.

4.3 Shiloh Baptist Church

RED staff have been meeting with Pastor Christopher since early 2019 to discuss the possibility of helping Shiloh redevelop their non-church land. They have 5 single family homes. Two of the homes have been subdivided to assist 12 individuals with housing. In September 2019, staff made a presentation to the church's senior leadership to discuss what was possible on the site, explain the development process and present the terms of a Memorandum of Understanding (MOU). Shiloh signed the MOU in October. THA will be acting as a development consultant in this transaction. It is anticipated that they will be able to increase the number of households served to approximately thirty households based on a massing study. This does not maximize what is possible on the sites as we want to make sure the housing developed will not be a financial burden to the church and within their capacity to own and manage with as little compliance as possible needed (i.e., no tax

credits). We applied for \$85,000 of predevelopment funds to Impact Capital on behalf of Shiloh to pay for the feasibility studies and early design work in March. We issued an RFP for A&E work in February. Applications were due March 18; Five proposals were received. The proposal submitted by Schemata Workshop was selected. The funds from Impact Capital should be ready to access in July which will enable us to begin design work.

4.4 Gault School Site

On January 7, 2020, THA entered into a Letter of Interest with Tacoma Public Schools for the acquisition of the Gault School site. Due to complications with doing business and conducting community engagement during the CoVid-19 pandemic, on March 30, 2020, the Letter of Interest was amended to extend the date by which the first phase of community engagement must be complete to June 15th and defined a date by which THA must enter into a PSA to July 15th, should THA choose to enter into a PSA. THA is in the initial due diligence phase. THA is working with BDS Planning & Urban Design to coordinate the first-phase community engagement work. THA, TPS and BDS conducted the community engagement “kick-off” meeting on March 24, 2020. BDS is engaging the community through multiple methods such as social media, stakeholder interviews, flyers to solicit engagement and web surveys. Virtual focus groups will be held on June 16th and June 23rd. THA is participating in recurring meetings with the representatives of the entities that are parties to the Interlocal Agreements related to the Gault School pool. The parties are on the same page and share the goal to work together to dissolve and/or request release of covenants that impede forward progression of the Gault School acquisition by THA. TPS’s legal counsel is engaged to work on resolution in accordance with the parties’ recommendations.

5. Renew Tacoma Housing LLLP

The Department of Ecology’s *No Further Action-Likely* letters for K and Wright Streets require the installation of vapor mitigation systems at each of the sites, the filing of Environmental Restrictive Covenants and long-term monitoring.

Wright Street’s Environmental Restrictive Covenant will encumber a portion of the adjacent property. THA executed a settlement agreement with the owner and compensated them \$75,000 for the loss in value resulting from encumbering a portion of their property with the filing of the Environmental Restrictive Covenant.

Cascade Radon, Inc. completed the installation of the vapor mitigation systems at both sites. The consultant completed the DOE-required reporting. The Environmental Restrictive Covenants need to be filed and then the investor will release the \$548,000 in escrow and \$3,452,000 in developer fee. Should there fail to be significant progress by the end of June, THA is proposing to seek political intervention.

6. Tenant Improvement

6.1 902 First Floor TI

The project is currently on hold as the Asset Management Committee is considering alternative options for expanded office space and considerations related to COVID to accommodate the growing number of THA staff. THA programming is experiencing growth and the staff required to support that growth necessitates the consideration of available options including using remote, telework and/or shared office space. In light of the opportunities for telework, the lease option with the owners of Chelsea Heights is ruled out. The 902 First Floor TI will proceed with a design that will accommodate staffing considerations in a safe and healthy environment.



TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-06-24 (1)

Date: June 24, 2020

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Re: Approval to Sell Right of Way Land in Salishan and Arlington to the City of Tacoma

This resolution authorizes Tacoma Housing Authority's Executive Director to execute agreements to sell land in the Right of Way in the Salishan and Arlington properties to the City of Tacoma for the City's improvements for pedestrians.

Background

THA owns five (5) parcels on the East side of Portland Avenue that will be affected by the City's proposed pedestrian improvement project. Two of these parcels are at the Arlington Drive Youth Campus site (apartments and vacant land) and three (3) parcels are part of Salishan Division 1. Currently, these parcels are part of the existing right of way (ROW); however, the City needs to own the land in order to fulfill the ownership requirements of the improvement funding. The City has made an offer to THA to purchase these parcels under threat of condemnation. The proposed purchase price is based on market value for the property.

In addition to the land that will be sold as part of the ROW dedication, the City is also requesting parts of two parcels, adjacent to the Bus Stop on Portland Ave and easements for improvements to the bus stop. Payment for these easements will be provided as well.

THA staff consulted with legal counsel as well as applicable funders and the limited partners involved in the respective partnerships.

Details of the Offer and proposed development:

- Documents from the City include two (2) separate offers.
 - One offer is to purchase land at the North and South Corners of 40th and Portland Avenue in Salishan Division 1 as well as an Easement in Salishan Division 1 and the Arlington Youth Campus Apartments next to the bus stop along Portland Ave. The offer is for \$22,000.
 - The other offer is for land North of the bus stop along Portland for a sales price of \$18,900

See the Table below for additional detail:

Offer 1 (File #5, 6)

Location	Parcel Number(s)	Property	Price	Ownership
Intersection of 38 th /Portland/Arlington Driveway	6950000035	AYC Apts	\$14,680	Deed
Lot 3 on Portland Ave	6950000036	AYC lot 3 (vacant)	\$4,164	Deed
Bus Stop along Portland Ave*	6950000035	AYC Apts	\$28	Easement

Offer 2 (File #7, 9, 10)

Location	Parcel Number(s)	Property	Price	Ownership
NE corner Portland/40 th	5003642370 , 5003642350	Salishan Div. 1	\$9,741, \$7,659	Deed
SE corner Portland/40 th	5003642390	Salishan Div. 1	\$1,488	Deed
Bus stop along Portland Ave*	5003642370	Salishan Div. 1	\$89	Easement

*Note: Bus stop easement overlaps 2 parcels (Apts and Sal Div. 1) and payment is split between the two offers

- 1. Amount (determined by third party appraiser)**
 - o Salishan-\$22,000.
 - o Arlington Youth Campus - \$18,900
- 2. Proposed timeline of sale**
 - o Projected to close within three (3) months
- 3. Use** – Right of Way pedestrian improvements, primarily to accommodate for a two foot recovery zone.
- 4. Design-** See Attachment B
- 5. Construction Activities-**Aerial wire pulling. No planned ground disturbance. (true if they are putting in sidewalks?)

Next steps:

- THA, the Partnership, Housing and Urban Development (HUD) and all other funders will execute an omnibus amendment in order to release the land to be dedicated to the City, to reflect consent to the property transfer and grant of the easement, and to update the legal description of the land leased to the Partnership's once this sale occurs.

With the approval of this resolution, THA will begin negotiating the sale with The City of Tacoma. THA will also coordinate an omnibus amendment to update the legal descriptions for the parcels in question.

Recommendation

Approve Resolution 2020-06-24(1) authorizing THA's Executive Director to execute the sale of the land detailed in the City of Tacoma purchase offers in files numbered, 5,6,7,9,10 respectively and update the corresponding legal descriptions with all parties involved.



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-06-24 (1)

(Sell Right of Way Land in Salishan and Arlington to the City of Tacoma)

WHEREAS, Tacoma Housing Authority (THA) has received an offer under threat of condemnation from the City of Tacoma for the purchase of land in Salishan and Arlington; and

WHEREAS, The City of Tacoma intends to make pedestrian improvements in the Right of Way (ROW); and

WHEREAS, the improvements will benefit THA properties as well as the Eastside Community by providing better pedestrian access; and

WHEREAS, THA would complete this transaction in its role as landowner and General Managing Member of the LLLP's that own the respective rental housing projects. The limited partners and others who are party to the transaction are amenable to these sales and the proposed improvements; and

WHEREAS, The sale will be negotiated with the City of Tacoma; 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 negotiate and execute documents necessary to complete this transaction.

Approved: June 24, 2020

Derek Young, Chair

Resolution 2



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-06-24 (2)

Date: June 24, 2020

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Re: Approval to Amend THA's 2020 MTW Plan

This resolution would authorize Tacoma Housing Authority's (THA) Executive Director to submit to HUD an amendment to Tacoma Housing Authority's 2020 Moving to Work (MTW) Plan.

Background

THA's portfolio includes units with Low-Income Housing Tax Credits (LIHTC) combined with Section 8 Project-Based (PBV) assistance. THA's PBV/LIHTC units are subject to the requirements and restrictions under both programs. The proposed MTW amendment is to specifically address the student eligibility requirements under both programs which have different criteria for determining a student's eligibility for initial and ongoing assistance. This change would waive the HUD PBV requirements and restrictions. THA cannot change the LIHTC requirements and restrictions.

It was identified during an Arlington Youth Campus (AYC) planning session that the student rule imposed an unnecessary barrier for admission and future program participation. Ideally, AYC applicants or residents would not be denied or terminated for being a student, but THA does not have the flexibility to exempt them from the LIHTC student rule.

However, THA may request Housing and Urban Development (HUD) approval to waive HUD's student eligibility rules. Doing this would eliminate the additional barrier requiring students to meet two sets of eligibility criteria. The proposed MTW amendment also seeks HUD's approval to apply this waiver for all of THA's owned and managed PBV/LIHTC units to ensure property and program consistency.

Both HUD and LIHTC have implemented a set of criteria to limit a student's eligibility to live in the assisted housing. The primary purpose is to address incidents of children of wealthy parents receiving federal housing assistance. The following table provides a comparison of the student eligibility requirements for HUD and LIHTC programs.

	HUD	LIHTC
	If all three are true, student rule applies:	
Household Composition	Independent Students (applying for assistance on their own)	Any student(s) in household
Enrollment Status	Full and part-time	Full-time
Educational Institutions	Higher-ed (excluding graduate school and job training programs less than one year)	All educational institutions (excluding job training programs)
	If at least one is true, student rule <u>does not</u> apply:	
Household Composition	If student is a member of their parents' household	If student is a member of an otherwise eligible household
Age Exemptions	24 years and older (or emancipated minors)	No age exemptions
Family status Exemption	Students with a spouse or dependent(s) are exempt	Same as HUD
Veteran/Active Duty Exemption	Yes	No
Foster Care Exemption	Is involved, or was involved at any time since the age of 13	Involved at any time
Homeless/Unaccompanied Youth Exemption	Yes	No
Recipient of Benefits Exemption	No	Students are exempt if they are receiving benefits under Title IV of SSA (e.g. TANF)
	Other student eligibility requirements:	
Frequency of Verification	Student eligibility must be re-verified at annual recertifications.	Students must always meet eligibility requirements.
Ongoing Eligibility	If found ineligible but in good standing, the family may stay in the unit and pay market rent.	If found ineligible the household must vacate the LIHTC unit.
International Students	Ineligible, unless a member of an otherwise eligible household then rent is prorated.	Must be a member of an otherwise eligible household.
Other	If student does not meet any of the above, then they must income-qualify based on their and their parent's income.	No other provisions or exemptions.

The student eligibility requirements offer opportunities for students who are truly in need to be eligible for assistance. At face value, having two sets of criteria should further ensure that only students in need would qualify for assistance. However, the LIHTC student eligibility requirements are more

restrictive than HUD's and it is highly unlikely that a student would be eligible under LIHTC, but not HUD.

Recommendation

Approve Resolution 2020-06-24 (2) authorizing the Executive Director to submit an amendment to the Housing Authority of the City of Tacoma's Fiscal Year 2020 Moving to Work Plan.



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-06-24 (2) **(Approval to Amend THA's 2020 MTW Plan)**

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

WHEREAS, The MTW Plan is required by HUD; and

WHEREAS, The purpose of the MTW Plan is to establish local goals and objectives for the fiscal year; and

WHEREAS, THA seeks to remove unnecessary barriers for students applying for assistance within THA's portfolio; and

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

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

THA's Executive Director is authorized to submit this amendment to THA's 2020 MTW Plan.

Approved: June 24, 2020

Derek Young, Chair

Resolution 3



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-06-24 (3)

Date: June 24, 2020

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Re: Authorization to acquire limited partner and investor member interests of the Hillside Terrace 1500 Block Limited Partnership

This resolution would authorize Tacoma Housing Authority (THA), acting together with Tacoma Housing Development Group (THDG), to acquire the investor interests of the Hillside Terrace 1500 Block Limited Partnership.

Background

In 2005 THA participated in the formation of Hillside Terrace 1500 Block Limited Partnership (the "LIHTC Entity") to develop and operate a low-income housing project that would qualify for federal low-income housing tax credits ("LIHTC"). THA is the general partner of the LIHTC Entity. Alliant Capital ("Alliant") owns all the limited partner interests in the LIHTC entity.

The period during which the tax credits can be claimed has expired. THA holds an option to purchase the LIHTC entity's leasehold interest in the land and buildings comprising a low-income housing project known as Hillside Terrace 1500 Block. The option period began at the end of the tax credit delivery period and runs for four years beyond the tax credit compliance period.

Alliant has agreed to transfer the limited partner interests in the LIHTC entity to THA and THDG for \$65,000. By purchasing Alliant's limited partner interest, THA can cause the LIHTC entity to remain in place while controlling the partner interests.

Recommendation

Approve Resolution No. 2020-06-24 (3).



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-06-24 (3)

(Authorization to acquire limited partner interests of the Hillside Terrace 1500 Block Limited Partnership)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma to acquire the investor interests in Hillside Terrace 1500 Block Limited Partnership, authorizing the execution and delivery of certain agreements and other documents with respect to the acquisition of such interests, and providing for other matters properly related thereto.

WHEREAS, The Housing Authority of the City of Tacoma (the “Authority”) seeks to encourage the provision of long-term housing for low-income persons residing within the City of Tacoma, Washington (the “City”); and

WHEREAS, RCW 35.82.070 authorizes the Authority, among other things, to “prepare, carry out, acquire, lease and operate housing projects,” to “provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof,” to “lease or rent any dwellings... buildings, structures, or facilities embraced in any housing project,” and to “make and execute contracts and other instruments, including but not limited to partnership agreements”; and

WHEREAS, Pursuant to the authority provided by RCW 35.82.070, the Authority participated in the formation of, and is the general partner of Hillside Terrace 1500 Block Limited Partnership (“LIHTC Entity”); and

WHEREAS, Alliant Capital (“Alliant”) owns all the limited partner interests in the LIHTC entity; and

WHEREAS, Alliant is willing to exit the partnership and to transfer its investor interests in the LIHTC Entity to the Authority (and/or an affiliate of the Authority), so long as the Authority agrees to pay Alliant \$65,000 for the purchase of such investor interests; and

WHEREAS, the Board finds and determines that the Authority can obtain greater control of the LIHTC Entity if it acquires such investor interests from Alliant, and that such greater control is in the best interests of the Authority and the persons it serves; now therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

1. The Authority’s Executive Director and Deputy Executive Director (each, an “Authorized Officer” and, collectively, the “Authorized Officers”), and each of them acting alone, are authorized on behalf of the Authority to negotiate with Alliant regarding the Authority’s acquisition of Alliant’s interests in the LIHTC Entity.
2. The Authority is authorized to acquire all of Alliant’s interests in the LIHTC Entity and the Authority is authorized to pay Alliant up to \$65,000 of available Authority funds in connection with the acquisition of Alliant’s interests in the LIHTC Entity.

3. Each Authorized Officer is authorized on behalf of the Authority (in its individual capacity and/or in its capacity as the LIHTC Entity's general partner) with respect to any acquisition to be made pursuant to this resolution to: (i) execute, deliver and file (or cause to be executed, delivered and filed), to the extent required by law, such agreements, certificates, documents and instruments as are necessary or appropriate in each Authorized Officer's discretion to give effect to this resolution and to consummate such acquisition; and (ii) take any other action that each Authorized Officer deems necessary and advisable to give effect to this resolution and consummate the transactions contemplated herein.
4. Each Authorized Officer is authorized on behalf of the Authority (in its individual capacity and/or in its capacity as the LIHTC Entity's general partner) to cause Alliant to transfer all of its interests in the LIHTC Entity to the Authority and/or an affiliate of the Authority, including but not limited to Tacoma Housing Development Group.
5. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.
6. This resolution shall be in full force and effect from and after its adoption and approval.

Approved: June 24, 2020

Derek Young, Chair

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director of the Housing Authority of the City of Tacoma (the “Authority”) and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 2020-06-24 (3) (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on the 24th day of June, 2020 (the “Meeting”), and duly recorded in the minute books of the Authority.

2. Pursuant to the proclamations of the Governor of the State of Washington, as extended by the leadership of the Washington State Senate and House of Representatives, (a) the Meeting was not conducted in person, (b) one or more options were provided for the public to attend the Meeting remotely, including by telephone access, which mean(s) of access provided the ability for all persons attending the meeting remotely to hear each other at the same time, and (c) the public was notified of the access options for remote participation via the Authority’s website.

3. The Meeting was duly convened and held in all respects in accordance with law, a quorum was present throughout the Meeting (whether in person or through telephonic and/or internet means of remote access), and the Resolution was passed by a vote of ____ commissioners voting in favor of passage, ____ commissioners voting against passage, and ____ commissioners abstaining.

IN WITNESS WHEREOF, I have hereunto set my hand this 24th day of June, 2020.

Michael Mirra, Executive Director of the Authority

Resolution 4



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.



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