



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

November 18, 2020



**Tacoma
Housing
Authority**

Executive Director
Michael Mirra

Board of Commissioners
Stanley Rumbaugh, Chair | Shennetta Smith, Vice Chair
Dr. Minh-Anh Hodge | Derek Young | Pastor Michael Purter

REGULAR MEETING **Board of Commissioners**

WEDNESDAY, NOVEMBER 18, 2020

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, November 18, 2020, at 4:45 pm.**

Zoom Meeting

Updated: <https://us02web.zoom.us/j/85023935854> Meeting ID: 850 2393 5854 / 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 October 22, 2020, I FAXED/EMAILED, the preceding PUBLIC MEETING NOTICE before:

City of Tacoma	747 Market Street Tacoma, WA 98402	fax: 253-591-5300 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	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

November 18, 4:45 PM

Join Zoom Meeting

Updated: <https://us02web.zoom.us/j/85023935854> Meeting ID: 850 2393 5854 / Dial: (253) 215-8782

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - 3.1 Minutes of October 28, 2020—Regular Meeting
4. **GUEST COMMENTS**
5. **COMMITTEE REPORTS**
6. **COMMENTS FROM THE EXECUTIVE DIRECTOR**
7. **ADMINISTRATION VERBAL REPORTS**
 - 7.1 Finance
 - 7.2 Policy, Innovation and Evaluation
 - 7.3 Client Support and Empowerment
 - 7.4 Rental Assistance
 - 7.5 Property Management
 - 7.6 Real Estate Development
8. **NEW BUSINESS**
 - 8.1 2020-11-18 (1) Approval of THA's 2021 Moving to Work Plan
 - 8.2 2020-11-18 (2) Approval of Revision to the Administrative Plan
 - 8.3 2020-11-18 (3) Authorize Issuance of Two Notes to Finance Acquisition of Pine Tree South and Redwood Juniper Apartments
9. **COMMENTS FROM THE COMMISSIONERS**
10. **EXECUTIVE SESSION, if any**
11. **ADJOURNMENT**



TACOMA HOUSING AUTHORITY

MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, OCTOBER 28, 2020

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom at 4:45 PM on Wednesday, October 28, 2020.

1. CALL TO ORDER

Chair Rumbaugh called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:58 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Stanley Rumbaugh	
	Vice Chair Shennetta Smith
Commissioner Derek Young	
Commissioner Dr. Minh-Anh Hodge (arrived late at 5:21 pm)	
Commissioner Pastor Michael Purter	
Staff	
Michael Mirra, Executive Director	
Sha Peterson, Executive Administrator	
April Black, Deputy Executive Director	
Ken Shalik, Finance Director	
Barbara Tanbara, Interim 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 @ 4:59 and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Rumbaugh asked for any corrections to, or discussion of the minutes for the Regular Session of the Board of Commissioners on Wednesday, September 23, 2020. Commissioner Young moved to adopt the minutes; Commissioner Purter seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	1

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

Real Estate Development Committee—Chair Rumbaugh, Commissioner Young

The committee did not meet in the past month but may meet before December to keep track of what is going on.

Finance Committee—Commissioner Hodge and Commissioner Young

The committee has not met in the last month.

Education Committee—Vice Chair Smith, Commissioner Hodge

Commissioners Hodge and Smith were not in attendance.

Citizen Oversight Committee—Vice Chair Smith, Commissioner Purter

ED Mirra and Commissioner Purter met and discussed community partnerships and next steps. Commissioner Purter will also meet with Commissioner Smith. He has a few observations regarding how to reach out to community partners to support THA's ongoing projects. He would also like to take them on a tour so they can see Arlington drive. Chair Rumbaugh is looking forward to it.

Diversity, Equity and Inclusion Committee—Vice Chair Smith, Commissioner Hodge

Commissioners Hodge and Smith were not in attendance.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) Michael Mirra directed the board to his report. His report has the data driven portion that are normally reported on the department reports. A few

directors may refer to some of them. The data shows that the departments are doing good work; they are meeting their metrics despite the challenges arising from the pandemic.

Discussions with legislators regarding Arlington Drive are going well. He recounted the substance of some of those discussions and the questions some legislators are raising. ED Mirra will provide the commissioners with a paper responding to those questions. The paper reviews the statutes and policy that assign to the state the responsibility for addressing the homelessness of young people. Chair Rumbaugh asked follow up questions about that responsibility.

Chair Rumbaugh wanted to know what THA is doing beyond juvenile court, emergency shelters and children coming out of foster care. Director Hanauer responded that THA's response is comprehensive. The Office of Homeless Youth is very close with the child welfare system to make sure there are enough placements for young people who may need it. Legally these young adults are the state's responsibility but whether or not the state upholds that responsibility is a different conversation. Chair Rumbaugh asked about engagements with schools. According to Director Hanauer, Community Youth Services staff are skilled with getting intersection points with young people. But it is not a comprehensive process.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the finance expense and cash reports. Third quarter financials will be provided next month. THA is in good shape for 2020. Expenditures were down a bit due to Covid. There are some ongoing operational expenses that were charged to Covid funds. THA is on good track for a surplus. Chair Rumbaugh asked how much was received from the Cares Act. Director Shalik responded that THA received \$1.7M, \$300k of which went out for hardship Housing Assistance Program (HAP) payments to back fill tenant rent payments who lost income due to the pandemic. Other parts of the funding paid for security, time staff spent working on emergency operations committee and other aspects of Covid operations. Chair Rumbaugh asked if the HAP supplements would end at the end of the year. According to Director Shalik, \$1.7M was received from Housing and Urban Development (HUD) and \$1.3M has been spent but THA has until December 2021 to expend it all. There is another pot of money from Pierce County that does expire December 31 of this year. According to Chair Rumbaugh it is now mandated in Pierce County that before an unlawful detainer case is heard, landlords and tenants need to engage with a mediator. Tenants will be represented by the housing justice project to work out a plan to resolve arrearages to keep people out of unlawful detainer court and off the streets. He asked if there is a way of linking THA tenants to that program and whether THA has budgeted any further amounts that might serve that program. Director Shalik responded that there have been no budget discussions, but when he and Director LaRocque discussed the 2021 budget, one that has worked in THA's favor this year is a carry over of HAP funds of \$3M to 2021. One idea is to put \$1.5M as a place holder

regarding eviction protection to assist tenants to maintain tenancy. Chair Rumbaugh asked if there is a way to identify clients who would benefit from the program. According to Director LaRocque this has been taking up much of staff time this past week. It is hard to tell so staff are operationalizing a process to reach out to landlords and voucher clients. Clients are reluctant to provide information because they don't want THA to know they have not paid their rent. Staff are trying to find an accurate number of what people need. THA needs to estimate this need in order to get Pierce County Cares Act money. This is a big job but staff are pushing through. THA's landlord engagement specialist has been encouraging landlords to reach out for dispute resolution. Chair Rumbaugh will provide ED Mirra a copy of the signed order.

THA has ample cash at this time. HUD is holding \$5M of THA's cash and Director Shalik has not done a draw down yet. He will draw down \$2M that HUD would owe THA. Unencumbered cash is at \$8.6M, which does not include \$3.2M still owed for developer fee for Renew Tacoma. Finance is working on the 2021 budget. This is the first year using the budget software and staff completed their budgets and did a great job. Because it is online, it is easy to make budget changes. Budget will be provided to the board in December for approval.

Director Shalik noted that the accountability audit has identified a procurement issue that might end up as a finding. It concerns whether a subcontractor of a THA contractor paid the right prevailing wage to subcontractor employees. It is not a large amount but not in the contracts. ED Mirra asked if it was because THA failed to adequately specify the requirement in its contract with the contractor. According to Director Burgess, when THA first contracted with the contractor it was following the prevailing wage rules but had some staff changes who failed to continue to do so. The new staff are attending L&I trainings. THA is putting a procurement person in the budget for next year. That person will be part of the solution.

Commissioner Young moved to ratify the payment of cash disbursements totaling \$5,022,071 for the month of September 2020. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	1

Motion Approved.

Policy, Innovation and Evaluation

Policy, Innovation and Evaluation (PIE) Director April Black directed the board to her report. PIE hired Katie Escudero who is coming from King County Housing Authority. Much of what PIE staff do affects THA operations. The challenges with rent arrearages

will be all hands on deck, and PIE staff are being pulled to help with this work and trying to keep new work off the desk of operational departments. The implementation of the Grievance Procedure, rewriting the Administrative Plan and tackling the Department of Corrections (DOC) College Housing Assistance Program continue to take a lot of staff time and attention, not just for PIE but also Rental Assistance and many other departments. THA needs to put a pause on these projects so staff can focus on the Pierce County funds project. There is a hard deadline of December 3. Chair Rumbaugh said that is understandable. He added that THA can modify the terms of the arrangement with DOC. There are alternatives for just using vouchers in conjunction with Tacoma Community College (TCC). He understands that everybody is overwhelmed at this time.

Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. CSE staff continue to see ten times more referrals every month than usual. Staff will rally to address rental arrearages. CSE staff are working on Arlington and feeling as optimistic as possible. Chair Rumbaugh asked if all residential units at Arlington have been filled. Director Hanauer responded that six were filled the first week. Staff are working with compliance and Property Management. Marquis Jenkins, THA's portfolio manager, has been exceptional. Director Hanauer is deeply grateful to her and her team. Chair Rumbaugh inquired how THA gets a potential resident and how a unit is filled. Director Hanauer responded that it is essentially the Y working with community partners to get referrals, doing initial screening, and kicking them to Property Management for the compliance process and paperwork. Marquis added that the Y does the assessment and THA does the backgrounds screening. Commissioner Young asked how long the process takes. Marquis responded that the tax credit process has been fast but it typically takes a couple of weeks, depending on the assessment piece. Director Hanauer stated that this was the piece staff are most worried about—getting young people credit eligible and paperwork ready takes effort. Chair Rumbaugh inquired about the criteria for screening. According to Director Hanauer, the Y is set-up to provide a relatively high level of service and making sure there is a good mix among the residents of levels of need.

Rental Assistance

Rental Assistance (RA) Director Julie LaRocque directed the board to her report. Director LaRocque is working on the budget with finance. Whatever we lease up at Arlington and The Rise on 19th increases THA's utilization. In addition, attrition really has stopped; people are not going off the program. Staff are working really hard to keep landlords up to date with information regarding the moratorium. Alexis Eykel has been doing a phenomenal job. Staff are doing the best they can to take care of the landlords so they can take care of THA clients.

Property Management

Property Management (PM) Director Frankie Johnson was not in attendance due to tenant issues. Director Black addressed the board on her behalf. PM continues to do really excellent work even during the pandemic. PM also continues to keep occupancy high, with unit turn over below 20 days. Staff are responding to emergency work orders and now are in the thick of two huge lease ups. Staff are working collaboratively across departments. Marquis is doing a really great job. Chair Rumbaugh inquired about The Rise lease up. According to Marquis, move ins will start the middle of November. Right now thirteen files have been pre-approved and there is another handful of files to be reviewed. She is going to meet with tenants to move. Staff are keeping their eyes on all special needs of families, children and Veteran's Affairs. Chair Rumbaugh asked about the consolidated waitlist. Director LaRocque thinks it has around 600 but she will get the exact number to Chair Rumbaugh. THA has not been pulling from the waitlist because THA has been over utilized.

Real Estate Development

Real Estate Development (RED) Director Kathy McCormick was not in attendance. RED Manager Roberta Schur addressed the board on her behalf. Staff are doing last minute punch list items for Arlington. The Rise is one month behind due to Covid-related delays, but staff expect certificate of occupancy in November. Coordination between departments has been great. THA is going with Banner Bank on the two Trees properties which will allow THA to pay existing loans. On the third property, THA will pay off the mortgage which is about \$1.7M. THA had \$2M in acquisition for this year in the budget so that will pay for it. There will be a resolution in November for Banner Bank. Chair Rumbaugh inquired about the tiny house village on THA property at South 60th Street. ED Mirra conveyed reports that installation and operation are going so well it served as an example to encourage the siting of a similar village at 6th and Orchard.

8. NEW BUSINESS

8.1 RESOLUTION 2020-10-28 (1) (Update to Payment Standards)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the THA Executive Director to increase THA's payment standards.

WHEREAS, HUD sets fair market rents annually; and

WHEREAS, The housing authority sets payment standards based on market and participant data; and

WHEREAS, New payment standards will go into effect January 01, 2021; now, therefore, be it

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

The Board authorizes THA's Executive Director to set THA's payment standards for studios at 90% of the 2021 HUD Fair Market Rents and maintain the current payment standards for all other bedroom sizes.

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

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion Approved: October 28, 2020

Stanley Rumbaugh, Chair

**8.2 RESOLUTION 2020-10-28 (2)
(Utility Allowance Update)**

WHEREAS, Utility allowances must be reviewed annually; and

WHEREAS, PHAs must revise utility allowances if they change more than ten percent; and

WHEREAS, Changes to the utility allowances must be approved by the Board of Commissioners; now, therefore, be it

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

Authorizes THA to maintain all bedroom size utility allowances, effective January 01, 2020.

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion Approved: October 28, 2020

Stanley Rumbaugh, Chair

8.3 RESOLUTION 2020-10-28 (3)
(Agency-wide Special Recognition Award, Additional Holiday and Vacation Cash Out Exception)

WHEREAS, The agency has an established and defined Variable Pay policy; and

WHEREAS, Section 7.2.3 (c) of the Variable Pay policy authorizes the Executive Director to provide an agency-wide Special Recognition Award; and

WHEREAS, The agency has an established and defined holiday policy; and

WHEREAS, In recognition of great work done by staff in 2020, one extra paid holiday would be appropriate; and

WHEREAS, There are additional personal costs employees are incurring in reporting to work and/or equipping their homes to conduct THA work from home; and

WHEREAS, It is more difficult for staff to take accrued leave during this time and some employees have accrued more leave than they are eligible to carry over into 2021; and

WHEREAS, In response to these greater expenses and large accrued annual leave balances, an additional flexible vacation cash-out option is necessary; 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 provide a \$1,000 one-time Special Recognition Award to all eligible staff, declare October 30, 2020 as an additional paid holiday, and provide staff with a more flexible vacation cash-out option through June 2021, all as described above.

Comments: A couple of things struck Chair Rumbaugh. We enjoy good relationships with unions and collective bargaining is collaborative. An organization that can go beyond that, providing some relief for people experiencing financial issues due to unavailability of childcare and a day off to collect oneself, particularly in troubling times and without mandate -- says a lot about an organization. He is pleased that THA can offer this kind of relief. He

thinks this is appropriate, not just because of the work that has been done, but in conditions that are not good. He is resolutely in favor of the resolution. Commissioner Hodge agrees but wanted to know if the extra Friday is just for this year due to Covid. Human Resources Interim Director Tanbara confirmed that the additional day off is just this one time. Commissioner Purter stated that it is a blessing that all the hard working men and women will receive some assistance during this time.

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

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	1

Motion Approved: October 28, 2020

Stanley Rumbaugh, Chair

8.4 RESOLUTION 2020-10-28 (4)
(Updating THA's Administrative Plan: Informal Review and Informal hearings)

WHEREAS, The Administrative Plan relates to the administration of informal review and informal hearing policies and is required by 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, 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 16, related to the administration of the informal review and informal hearing policies in the ways described in this resolution.

Commissioner Young motioned to approve the resolution. Commissioner Purter seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion Approved: October 28, 2020

Stanley Rumbaugh, Chair

8.5 RESOLUTION 2020-10-28 (5)
(Continued Moratorium on Time Limit End of Participation Program Exits)

WHEREAS, THA has four time-limited rental assistance programs: Housing Opportunity Program (HOP), Child Housing Opportunity Program (CHOP), tenant-based College Housing Assistance Program (CHAP) and Family Unification Program Youth (FUPY); and

WHEREAS, Each time-limited program has participants scheduled to reach the end of their program participation before December 31, 2021; and

WHEREAS, Program participants have been significantly impacted by the COVID-19 pandemic and need to receive rental assistance through 2021; 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 and implement the COVID-19 Executive Action 12.1 allowing for a continued moratorium on time limit-driven program exits through December 31, 2021.

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: None
Abstain: None
Absent: 1

Motion Approved: October 28, 2020

Stanley Rumbaugh, Chair

9. COMMENTS FROM COMMISSIONERS

Commissioner Purter stated that after listening to the reports and resolutions, he is proud to come on to this board. He had no idea of all the hard work that takes place to make things happen. “It is a privilege and an honor to be part of an organization that is helping people. Like Michael said, some benefit and some don’t.”

Chair Rumbaugh stated that when he came on the board twenty-three years ago, he didn’t know what THA was. “We all have our awakening when you see the scope of what is going on.”

Commissioner Hodge thanked ED Mirra for his spectacular leadership that produced spectacular results. “It is a wonderful opportunity to work and learn from you.”

ED Mirra stated that he sent the commissioners an invitation to participate in the CLPHA meeting in November by Zoom. According to Chair Rumbaugh, he will be out of state. and unable to attend the November meeting.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:17 PM.

APPROVED AS CORRECT

Adopted: November 18, 2020

Stanley Rumbaugh, Chair



TACOMA HOUSING AUTHORITY

Real Estate Development Committee

Chair Stanley Rumbaugh
Commissioner Derek Young

Finance Committee

Commissioner Derek Young
Commissioner Minh-Anh Hodge

Community Partnerships Committee

Vice Chair Shennetta Smith
Commissioner Pastor Michael Purter

Education Committee

Vice Chair Shennetta Smith
Commissioner Minh-Anh Hodge

Diversity, Equity and Inclusion Committee

Vice Chair Shennetta Smith
Commissioner Minh-Anh Hodge



TACOMA HOUSING AUTHORITY

**COMMENTS FROM THE
EXECUTIVE DIRECTOR**



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: Michael Mirra, Executive Director
Date: November 15, 2020
Re: Executive Director's Monthly Report

This is my monthly report for November 2020. It supplements the departments' verbal written reports. With the Board's approval, the departments will not submit written reports until January.

1. **ARLINGTON DRIVE: EFFORT TO PRESERVE STATE FUNDING FOR ITS SERVICES**

THA's priority for the state legislative session that begins in January is to preserve the state's funding for the services at Arlington Drive Campus for Homeless Youth and Young Adults. Our discussions with legislators continue. I attach a paper we wrote responding to questions some legislators have raised asking about the state's role and responsibility when a young person is homeless. I also attach a sheet reprinting recent emails THA received from young people experiencing homelessness. These emails remind us of Arlington Drive's importance.

2. **PRE-SCHOOL BEZOS ACADEMY AT SALISHAN**

I am very pleased to report on a preliminary but very exciting proposal we have received from the Bezos Academy. The Bezos Academy is considering the Salishan Family Investment Center (FIC) as a site to establish a Montessori pre-school, fully at its expense and tuition free to families. Its commitment would last for at least 10 years and represent over that time a \$15 million investment. Such a use of the FIC has long been a THA aspiration.

The Bezos Academy and THA are assessing this prospect. We have had two meetings at the FIC with representatives of the Bezos Academy. Commissioner Smith helped host the first meeting. The second meeting included Bezos architects as well as Director Johnson, Jannette Simon, Salishan Association Manager, Byron Williams, CSE Program Supervisor, and Barb Pearsall, Salishan Property Manager. Both meetings went very well. THA's Asset Management Committee is reviewing the preliminary proposal to prepare its recommendation.

We have opened a project to assess this prospect and, if both parties commit to it, to get it done. I attach a copy of the project description. This will require Board approval for the long-term agreements. We hope to bring them to the Board in December.

3. **STAFF THANKS FOR THE BOARD**

Last month the Board authorized three benefits for staff to acknowledge their hard work and to help them and their families manage the pandemic and the extra costs it is imposing:

- \$1,000 Special Recognition Award;
- October 30th this year as an extra paid holiday;
- expanded ability to cash out accrued vacation leave.

I attach my email to staff announcing the Board's action. In that email, I noted that the Board feels lucky with our staff. I also attach a sample of the emails I received from staff in reply. Those emails state how the staff feels lucky with our Board.



**Tacoma
Housing
Authority**



ARLINGTON DRIVE CAMPUS for HOMELESS YOUTH and YOUNG ADULTS in Tacoma



State Funding for its Services

Last Revised November 5, 2020

The Arlington Drive Campus for Homeless Youth and Young Adults in Tacoma is now fully open, 3 months ahead of schedule! A description is attached. The description also explains its importance to young people and to vital civic interests of education, child welfare, mental health, community safety, reducing dependence on public services, equity, and public health. THA is funding the housing and property management operations. The campus now needs continued state funding for the supportive services its young people need. To leverage the federal, local and private investments, Arlington Drive's young people need \$2 million a year from the state Office of Homeless Youth (OHY) to support their success. The 2020 legislature appropriated funds at that rate for the portion of the current year the campus would be open (\$1.25 million for 7 months). Arlington Drive now needs the 2021 legislature to continue funding at that same rate for the full biennium (\$4 million). This paper explains the legal and policy reasons why providing this continued funding is a customary part of a well-established state responsibility for homeless young people.

Planning Arlington Drive, designing it, financing it, and building it has been the work over four years of city, county, and state partners, financial investors, and a wide array of community members, including young adults who have experienced homelessness. The City of Tacoma, Pierce County, the State of Washington and THA contributed millions toward the cost of construction.

Hey my names [REDACTED] & I'm looking for help asap I don't know what to do or where to turn. I have no place to stay and have no cash for a place to rent. I've tried asking everyone I know for help and I have noone,, I'm 19 years old and I have a lil bit of mental health with anxiety attacks, being in a social group I get very closterfobic, I have PTSD I get bad flash backs, & I also have bad health ... So it don't help that I have no help at all and I'm staying in a [t]ent outside and the weather is very bad condition and I don't have very many things no clothes or stuff to clean up and shower with . I'm very in a bad state of mind with this whole homeless thing. I hope to hear from you with maybe some sort of good news. Thank you & god bless. [sic]

- email to THA [November 5, 2015]

Most of the capital financing came from private sources – tax credit investors and commercial debt, which the Tacoma Housing Authority (THA) raised. THA also contributed the land, and its real estate development and construction management expertise. THA will contribute the funding to make the rents affordable and for the property management services. Philanthropic funders are paying for move-in and living expenses of the residents, who arrive with nothing. THA also provides housing vouchers that young adults will take with them when they “graduate” from the campus. Critically, CYS and the Y will provide their premier supportive services essential to Arlington Drive’s success. Funding for those services must continue to come from the state’s Office of Homeless Youth.

Cities and counties are not able to fund these services, even with the extra taxing resources the legislature gave them.¹ Funding these supportive services has long been a state responsibility. The main reasons for this show below. Altogether, they explain why the extent of homelessness among Washington’s population of young people imperils statewide interests in ways that require responses that only the state can provide. A homeless 13-year old needs, and under state law, should and, under state law, may expect the same consideration without regard to whether her home county has the local wealth or political will to finance the services she needs. In this way, the homelessness of young people and the need for a state response resembles the need for state responsibility to battle forest fires, in whatever county they ignite. The legislature recognized this and placed that firefighting responsibility in the Department of Natural Resources. *See* RCW 74.04.015.

I am 21 years old, birthday was in April. I am currently unemployed but seeking work, trying to get onto TANF but waiting on my pregnancy to be verified through them. Baby is 21 weeks, due date will be December 1st. It's only me. I have no criminal history, thank you so much for taking the time to help me, it means so much. (*sic*)

- email to THA [July 22, 2020]

The widespread homelessness of young people is its own kind of wildfire burning through Washington counties. It too needs a state response. Fortunately, the legislature created and funded the OHY for that very purpose. Continued state funding through the OHY for Arlington Drive’s services fits that purpose exactly, for the following reasons.

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¹ The legislature gave counties and cities two taxing resources pertinent to this discussion. Each is either insufficient in amount or inapplicable to the services at Arlington Drive. The **first** resource is SHB1406 (RCW 82.14.540). It allows counties and cities to retain a portion of the state’s sale tax and to use it for “(i) Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385; or (ii) Funding the operations and maintenance costs of new units of affordable or supportive housing.” RCW 82.14.540(6)(a). It is not clear that this would allow the funding of the services at Arlington Drive. In any case, even if all the funds generated by this measure were given to Arlington Drive the amounts for Pierce County (\$1 million) or Tacoma (\$850,000) would not cover the \$2 million that Arlington Drive needs annually. The **second** taxing resources is the 1/10th of 1% sales tax that RCW 82.14.460 allows counties and cities to impose but “solely for the purpose of providing for the operation or delivery of chemical dependency or mental health treatment programs and services and for the operation or delivery of therapeutic court programs and services. For the purposes of this section, “programs and services” includes, but is not limited to, treatment services, case management, transportation, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service.” RCW 82.14.460(3). Most of the services at Arlington Drive would not fit this definition either.

1. STATE LAW ASSIGNS A RESPONSIBILITY FOR HOMELESS YOUNG PEOPLE TO THE STATE

State law makes clear that serving and housing homeless youth and young people is a state responsibility. *See* Homeless Youth Prevention and Protection Act, RCW 43.330.700 to .720.

“The prevention and reduction of youth and young adult homelessness and protection of homeless youth is of key concern to the state.” RCW 43.330.700(1).

For this purpose, the legislature created and funds the OHY. RCW 43.330.705. OHY has a comprehensive responsibility to lead efforts to serve homeless youth and young adults:

“The office of homeless youth prevention and protection programs is responsible for leading efforts under this subchapter to coordinate a spectrum of ongoing and future funding, policy, and practice efforts related to home-less youth and improving the safety, health, and welfare of homeless youth **in this state.**” RCW 43.330.705(3)(emphasis added).

Hello! My name is [REDACTED] and I am currently 20 weeks pregnant and couch surfing in Tacoma. I was told by my OB/GYN that I should reach out and look into Housing assistance/low income housing. To be frank I am super new to all of this and don't really know what I am doing haha, plus with Covid going around I'm unaware if services like these are still running. If you can help me, or at least steer me in the right direction you have no idea how much i would appreciate it. Thank you so much for taking the time to read this, I hope you have a wonderful day.

- email to THA [July 19, 2020]

This state responsibility sharpened in 2019. SSB 6560 of that year directed OHY, with DCYF, to plan “to ensure” that no publicly funded system of care discharges an unaccompanied youth into homelessness:

“The department of children, youth, and families and the office of homeless youth prevention and protection programs must jointly develop a plan to ensure that, by December 31, 2020, no unaccompanied youth is discharged from a publicly funded system of care into homelessness. The plan must specify actions that state agencies will need to take, any necessary statutory and funding legislative action, and the assignment of those specific state agency actions to effectuate all parts of the plan.” RCW 43.330.720(2).

To fulfill this responsibility to homeless young people, the state needs Arlington Drive.

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2. THE STATE ASSUMED A RESPONSIBILITY FOR HOMELESS YOUNG PEOPLE FOR GOOD REASONS

The state has assumed this responsibility for homeless young people for good reasons. Here are the main ones:

2.1 Homelessness of Young Persons Imperils Key State Interests

- *Public Safety and Avoiding Dependency on Public Services*
The legislature recognizes that the homelessness of youth and young adults imperils not only their lives but key public concerns and values, including public safety and avoiding the long-term use of public benefits:

“(1) The legislature finds that every night thousands of homeless youth in Washington go to sleep without the safety, stability, and support of a family or a home. This population is exposed to an increased level of violence, human trafficking, and exploitation resulting in a higher incidence of substance abuse, illness, and death. . . .

“(2) Successfully addressing youth and young adult homelessness ensures that homeless youth and young adults in our state have the support they need to thrive and avoid involvement in the justice system, human trafficking, long-term, avoidable use of public benefits, and extended adult homelessness.”
RCW 43.330.700 (emphasis added).
- *Education*
Homelessness imperils the state’s ability to fulfill its responsibility to educate all its youth.
- *Public Health*
The COVID-19 pandemic has shown that housing is necessary, not only for personal health and safety, but also for public health and safety. The Governor’s repeated proclamations responding to the pandemic make this clear. *See Evictions and Related Housing Practices*, Governor Proclamation No. 20-19.4 (October 14, 2020). This is especially true for homeless young people. Most traditional shelters are not open to them, or these shelters are not safe for them. Young people then find shelter and safety in groups, with no prospect for social distancing, hygiene, or guidance. They face still greater risks when they trade sex for shelter.
- *Equity*
Arlington Drive is a necessary state investment in the more equitable future for Washington that the legislature contemplates. Nearly half of homeless youth and young adults are persons of color. Nearly half are LGBTQ. Unless redirected, these young lives will perpetuate these disparities into an adult population of persons living lives of such disadvantage.

These disparities arise from deeply imbedded discriminatory practices and conditions. The legislature has declared “that such discrimination threatens not only the rights and proper privileges of its inhabitants but menaces the institutions and foundation of a free democratic state.” RCW 49.60.010. Addressing these practices is “an exercise of the police power of the state for the protection of the public welfare, health, and peace of the people of this state, and in fulfillment of the provisions of the Constitution of this state concerning civil rights.” *Id.* To get this done, the state needs facilities like Arlington Drive.

2.2 Homeless Young People Roam from County to County

Homeless young people need the state’s attention without regard to what may or may not be available in their home county. This is true not just for legal reasons stated in the previous section. It is also true because of some facts about the homelessness of young people. The main fact is that these young people roam from county to county.

Hello. My name is K [REDACTED]. I am twenty years old, and have a mental disability. Because of my disability I don't usually work more than 30 hours a week, but would like to get a place to live. Would you be able to help me.

- email to THA [August 3, 2020]

No single city or county alone can serve its own population of homeless young. As a result, these young people roam, looking for services not available in their home communities. Here are three examples.

- Comprehensive Life Resources reports that **30%** of the young people it has served in its Tacoma shelter and day center since April 1, 2020 have come from outside Pierce County.
- For the last three years Community Youth Services (CYS) has been operating a Crisis Residential Center (CRC) in Tacoma in a single-family home THA provided for the purpose. About **12%** of those homeless youth came from Kitsap County.
- CYS runs a facility in Thurston County. It reserves some of its beds for Pierce County youth.

This means that Arlington Drive in Pierce County will be an important resource not only for Pierce County young people but also for those from other counties, in two ways. **First**, by serving Pierce County youth and keeping them at home, Arlington Drive will free up shelter beds and other services those youth presently use in other counties. **Second**, Arlington Drive will serve youth from other counties.

This multi-county dimension of the crisis requires a state response.

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2.3 Coordination, Best Practices, and Data

The legislature charged OHY with important coordination and data responsibilities that only the state can provide. These include:

- *Planning and Coordination*

“The office of homeless youth prevention and protection programs is responsible for leading efforts under this subchapter to coordinate a spectrum of ongoing and future funding, policy, and practice efforts related to homeless youth and improving the safety, health, and welfare of homeless youth in this state.”

RCW 43.330.705(3)

- *Data and Best Practices*

“The office of homeless youth prevention and protection programs shall (a) gather data and outcome measures, (b) initiate data-sharing agreements, (c) develop specific recommendations and timelines to address funding, policy, and practice gaps within the state system for addressing the five key components in RCW 43.330.700, (d) make reports, (e) increase system integration and coordinate efforts to prevent state systems from discharging youth and young adults into homelessness, (f) develop measures to include by county and statewide the number of homeless youth, dependency status, family reunification status, housing status, program participation, and runaway status, and (g) develop a comprehensive plan to encourage identification of youth experiencing homelessness, promote family stability, and eliminate youth and young adult homelessness.”

RCW 43.330.705(5).

Hello My Name is M [REDACTED]
[REDACTED] i am 20 years old
and im contacting you today
because my mom Recently just
kicked me out onto the streets
last month and really need help
Trying to get on with housing
or section 8 its getting harder
everyday trying to find
somewhere to lay my head and
always worried about getting
killed or robbed by someone i
don't know. i just recently
started my new job at Fred
Myers in university Place and
they are very big on hygiene
and appearance and i'm really
not trying to loose my job
because i'm not up to dress
code standards. Please and
Information or assistance will
help me. (sic)

- email to THA [June 29,
2020]

“(1) The office of homeless youth prevention and protection programs shall identify data and outcomes measures from which to evaluate future public investment in homeless youth services.

“(2) By December 1, 2016, and in compliance with RCW 43.01.036, the office of homeless youth prevention and protection programs must submit a report to the governor and the legislature to inform recommendations for funding, policy, and best practices in the five priority service areas identified in RCW 43.330.700 and present recommendations to address funding, policy, and practice gaps in the state system.

“(3) Recommendations must include, but are not limited to: Strategies to enhance coordination between providers of youth homelessness programs and the child welfare system, and strategies for communities to identify homeless youth and ensure their protection and referral to appropriate services, including family reconciliation and transition to dependent status for minors.”
RCW 43.330.706.

- *Funding and Fund Distribution Management*

“(i) The office of homeless youth prevention and protection programs may distribute grants to providers who serve homeless youth and young adults throughout the state.

“(ii) The grants must fund services in the five key components in RCW 43.330.700.

“(iii) The grants must be expended on a statewide basis and may be used to support direct services, as well as technical assistance, evaluation, and capacity building.”
RCW 43.330.710(1)(b)(1).

3. **State Law Directs OHY How To Do This Work; Arlington Drive Matches Those Directives Exactly**

The legislature has identified what homeless youth and young adults needs. It has directed OHY to plan on ways to get it done. Arlington Drive matches each of those directives exactly by providing each of the listed services:

- “HOPE centers”
RCW 43.330.710(2)(a);
- “Crisis Residential centers”
RCW 43.330.710(b);
- “Independent youth housing program”
RCW 43.330.710(2)(d);
- Provide “support [homeless youth and young adults] need to thrive and avoid involvement in the justice system, human

I am writing on behalf of my nephew A■■■■■■■■■■. Aaron has been homeless off and on for several months. He is in desperate need of housing. We just spoke with J■■■■■■■■■■ from Greater Lake (where A■■■■■■■■■■ was just hospitalized in September.) J■■■■■■■■■■ said we could go online and apply for A■■■■■■■■■■ to live at the Arlington Youth Campus. Can you help? I am glad to help him with the process if pointed in the right direction.

Thank you so much for your help. (sic)

J■■■■■■■■■■

- email to THA [October 14, 2020]

trafficking, long-term, avoidable use of public benefits, and extended adult homelessness.” RCW 43.330.700(2);

- Provide “appropriate, relevant, and readily accessible services [that] is critical for addressing one-time, episodic, or longer-term homelessness among youth and young adults, and keeping homeless youth and young adults safe, housed, and connected to family.” RCW 43.330.700(3);
- “Stable housing”. RCW 43.330.700(5)(a);
- “Family Reconciliation”: RCW 43.330.700(5)(b);
- Foster “[p]ermanent connections” with adults, including family members, employers, landlords, teachers, and community members, with whom they can maintain connections and from whom they can receive ongoing, long-term support to help them develop the skills and experiences necessary to achieve a successful transition to adulthood”: RCW 43.330.700(5)(c).
- “Education and employment: RCW 43.330.700(5)(d);
- “Social and emotional well-being”. RCW 43.330.700(5)(e).

Arlington Drive will provide all of this, as the legislature intended.

4. Stable State Serving Funding Allows for the Local Investment in Building Facilities

OHY’s stable funding for homeless youth and youth adult services allows local communities like Tacoma and Pierce County, and organizations like THA and its private investors and lenders, to invest and take on the programmatic and financial risks to build something as ambitious as Arlington Drive. They all committed a total of nearly \$18 million. The State contributed another \$5 million. None of these partners or investments would have been possible, or wise, without the long range and stable commitment of service dollars that only OHY offers. This is why THA and its partners, in assuming these financial risks, sought and relied on the legislature’s willingness to fund Arlington Drive services, as it did in 2020. That same reliance has allowed Arlington Drive to open and receive young people..

For all these reasons, the Crisis Residential Centers around the state are funded exclusively through the Office of Homeless Youth.

And in all these ways, the \$2 million of OHY funding that Arlington Drive now needs every year (\$4 million per biennium) fits a well-established legal and policy structure for the state’s role in serving Washington State’s homeless young people.

Arlington Drive is now open and receiving homeless young people. They will come from the streets. The police will bring them. They will come from the juvenile justice system, from foster care, or from mental health facilities. They will come from sex trafficking or trading sex for shelter. They will come because their family told them to leave home. Or they will come when they make the plausible judgment that the streets are safer than home. They will come needing Arlington Drive’s high-quality services for physical health problems, mental health challenges, addictive behaviors, and the relief from trauma.

Arlington Drive, its safety, its expert services, its lovely design, and its warm welcome, will give these young people exactly what they need when they need it - a second chance: a second chance at an adolescence and an adulthood; a second chance at an education, a livelihood, and a family; and a second chance at a life without exploitation, impoverishment, and fear. Arlington Drive, and these young lives, are a very smart investment for the state's funding that make these second chances possible.

The state's service funding makes all this possible. The state's funding is also necessary for Arlington Drive to meet state licensing requirements. Without that service funding, Arlington Drive, having taken in these young people, would then have to ask them to leave and would turn others away. This would be a calamity not only for them and for the expert staff assembled at Arlington Drive. It would also squander the investment that built Arlington Drive, including the state's \$5 million.

"Hello,
I'm 13 and I've had a CHINS petition for out-of-home placement, which is ending next week (after being granted 11 months ago.)
I've spent 4 months in a CRC shelter this year, and I'm trying to find another one that I can stay at instead of having to go back to my abusive mother's house.
I'm looking for any resources available for this kind of situation. I saw that the Arlington Drive CRC was opened in June, and I was wondering if I would be able to check in.
Thank you"

- email to THA [August 20, 2020]

CONTACTS:	Michael Mirra Tacoma Housing Authority mmirra@tacomahousing.org (253) 651-3289	Derek Harris Community Youth Services dharris@communityyouthservices.org (360) 918-7870	Mark Putnam Y's Social Impact Center mputnam@seattlemca.org (206) 999-6153
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**Tacoma
Housing
Authority**



Arlington Drive Campus for Homeless Youth and Young Adults: Sample Emails to Tacoma Housing Authority from Homeless Young People

November 16, 2020

I am 21 years old, birthday was in April. I am currently unemployed but seeking work, trying to get onto TANF but waiting on my pregnancy to be verified through them. Baby is 21 weeks, due date will be December 1st. It's only me. I have no criminal history, thank you so much for taking the time to help me, it means so much. (sic)

- email to THA [July 22, 2020]

Hello! My name is [REDACTED] and I am currently 20 weeks pregnant and couch surfing in Tacoma. I was told by my OB/GYN that I should reach out and look into Housing assistance/low income housing. To be frank I am super new to all of this and don't really know what I am doing haha, plus with Covid going around I'm unaware if services like these are still running. If you can help me, or at least steer me in the right direction you have no idea how much i would appreciate it. Thank you so much for taking the time to read this, I hope you have a wonderful day.

- email to THA [July 19, 2020]

"Hello,

I'm 13 and I've had a CHINS petition for out-of-home placement, which is ending next week (after being granted 11 months ago.)

I've spent 4 months in a CRC shelter this year, and I'm trying to find another one that I can stay at instead of having to go back to my abusive mother's house.

I'm looking for any resources available for this kind of situation.

I saw that the Arlington Drive CRC was opened in June, and I was wondering if I would be able to check in.

Thank you"

- email to THA [August 20, 2020]

Hello My Name is [REDACTED] i am 20 years old and im contacting you today because my mom Recently just kicked me out onto the streets last month and really need help Trying to get on with housing or section 8 its getting harder everyday trying to find somewhere to lay my head and always worried about getting killed or robbed by someone i don't know. i just recently started my new job at Fred Myers in university Place and they are very big on hygiene and appearance and i'm really not trying to loose my job because i'm not up to dress code standards. Please and Information or assistance will help me. (sic)

- email to THA [June 29, 2020]

Hello. My name is [REDACTED]. I am twenty years old, and have a mental disability. Because of my disability I don't usually work more than 30 hours a week, but would like to get a place to live. Would you be able to help me.

- email to THA [August 3, 2020]

I am writing on behalf of my nephew [REDACTED]. [REDACTED] has been homeless off and on for several months. He is in desparate need of housing. We just spoke with J [REDACTED] from [REDACTED] (where [REDACTED] was just hospitalized in September.) J [REDACTED] said we could go online and apply for [REDACTED] to live at the Arlington Youth Campus. Can you help? I am glad to help him with the process if pointed in the right direction.

Thank you so much for your help. (sic)

[REDACTED]

- email to THA [October 14, 2020]

So I don't know exactly how to do this but my name is [REDACTED] Im not sure if I'm graduating this year but I'm 17 and just found out I'm pregnant I work at McDonald's idk how much more I need to tell you but I would appreciate it if you would email me back thank you for your time (sic)

- email to THA [November 8, 2020]



Tacoma Housing Authority

Project Database

PROJECT DETAIL

PROJECT: Pre-School Bezos Academy at Salishan **PROJECT No:** CS-2020-011
PRINT DATE: November 15, 2020 **STATUS:** Open

Department: Client Support and Empowerment **Start Date:** November 15, 2020

Strategic Objective: Housing and Supportive Services **Due Date:** December 31, 2021 OR ☐ Ongoing

Assigning Person: Michael Mirra **Close Date:**

Project Manager: Michael Mirra

Project Summary

The Bezos Academy is proposing to establish a Montessori pre-school at the Family Investment Center of Salishan, fully at its expense. Such a use of the FIC has long been a THA aspiration. This project will assess the proposal and, if it works, get it done.

Performance Measure	Results	Grade
Make an informed judgment on whether to commit to the partnership with the Bezos Academy that would have it establish a Montessori pre-school at the Salishan FIC.		
In making this decision, adequately consult and account for the views of the Salishan community and community partners, including the community child care providers in Tacoma.		
Establish a Montessori pre-school at Salishan that shows the following: (1) a lovely design, inside and out; (2) financially and operationally feasible for THA; (3) principally serving low-income Salishan residents; (4) fully enrolled; (5) well received by the community; (6) staff that are (i) recruited from the community, especially Salishan, (ii) racially diverse, and (iii) paid as well as comparable positions at TPS, with benefits.		
The experience of establishing a Montessori pre-school at Salishan results		

<p>in an enjoyable and strong collaboration between the Bezos Academy and THA to allow for discussions of further partnerships (e.g, establishing a pre-school at other THA propoerties, e.g James Center North, Hilltop Lofts), expanding the Salishan site to the whole FIC, extending the services to other ages and other hours).</p>		
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Tacoma Housing Authority Project Database

Date: November 15, 2020

PROJECT: Pre-School Bezos Academy at Salishan **PROJECT #:** CS-2020-011

Assigning Person: Michael Mirra **Start Date:** November 15, 2020 **Close Date:**

Project Manager: Michael Mirra **Due Date:** December 31, 2021

Ongoing: No

Full Project Description

The Bezos Academy is proposing to establish a Montessori pre-school at the Family Investment Center of Salishan, fully at its expense. Such a use of the FIC has long been a THA aspiration. This project will assess the proposal and, if it is acceptable, get it done.

THA has long recognized that child care and pre-school education are important for THA's hopes for its client population. The lack of high quality, accessible, and affordable child care is a primary barrier to employment and wage progression. High quality pre-school is valuable for the advantage it offers to children and their education prospects, especially low-income children, many of whom enter kindergarten behind in their learning.

In response, THA has sought to bring child care and pre-school to its portfolio of properties. It has a project open for that purpose. CS-2017-021. As part of those efforts, THA built a HeadStart Classroom into its Bay Terrace Community Building for the Tacoma Public Schools. It is TPS's only HeadStart program outside a school building. It has been a big success for both THA and TPS. THA's long range plan for Salishan was to turn the FIC into an early childhood development center and the region's largest pre-school and child-care provider. We had thought that these plans must await the construction of THA's new community building next to the Tanbara Medical Clinic. We would move our staff and activities presently at the FIC into the new building and find a provider to operate the FIC as a pre-school and child care center. There is no present schedule for the construction of that new community building.

In November 2020, a representative of the Bezos Academy contacted THA. This is a nonprofit arm of the Bezos Foundation, endowed by Jeff Bezos of Amazon. Mr. Bezos created the Bezos Academy to

establish and fund Montessori pre-schools around the country to serve primary low income families. It has \$2 billion for the purpose.

It would commit to the following for its chosen sites:

- it would pay for everything (all internal improvements to make the site suitable, all operation expenses, including teacher and staff salaries, supplies, food service, etc.)
- it would hire all teacher and staff and be responsible for all management;
- tuition is completely free to families;
- about the first 50% of the slots are reserved for low-income families; the remainder of the slots are also available to families up to 400% of the poverty line;
- it would commit to a site for at least 10 years with the expectation of extending the commitment beyond 10 years if it goes well.

The Bezos Academy is interested in choosing the Salishan FIC as one of its sites. The Bezos Academy heard about THA and its Education Project. It is interested in Salishan for the following reasons:

- Its research showed that the Eastside of Tacoma is an underserved low-income community;
- The TPS data show that large percentages of children entering Lister, Roosevelt, and Blix Elementary Schools do so unprepared for school;
- It heard about THA as an innovative housing authority. In particular, it heard about THA's Education Project.
- It heard about the Salishan community as the type of diverse, low-income population it seeks to serve.
- It heard about the new Arlington Drive Campus for Homeless Youth and Young Adults and that the young adults living there will include parents.

The elements of this project include the following:

- help the Bezos Academy determine if the FIC is suitable for its purpose;
- introduce the Bezos Academy to the community discussions long underway in Tacoma among child-care providers. Project CS-2017-021 has managed THA's part in those discussions. This project will help the Bezos Academy join those discussions and become part of the local child care provider community. This will help the Bezos Academy and THA account for the views and concerns of that community in their own planning for the FIC and beyond;
- consider the effect of the proposal on present uses of the FIC and whether we can find and afford other locations for those uses;
- lead to an informed THA decision about whether to commit to the Bezos Academy at the FIC;
- negotiate and execute a lease and agreement;

- participate in the design work for the FIC, and approve it;
- help market the pre-school among THA's clients;
- monitor the pre-schools 'performance under the lease and agreement.

After the FIC pre-school is established, the Bezos Academy expressed a willingness to discuss future elaborations on its partnership with THA (e.g, creating a site at James Center North, Hilltop Lofts, expanding throughout the whole FIC once we build our community building, expanding to child care for other ages).

From: [Michael Mirra](#)
To: [THA All](#)
Cc: [THA Commissioners](#)
Subject: \$1,000 SRA, cash out of accrued vacation time, and Friday as a paid holiday - all in thanks
Date: Wednesday, October 28, 2020 8:26:44 PM
Attachments: [image001.png](#)
[Executive Action 13 - Vacation Cash-Out Exception- 2020-10-28.pdf](#)
[ED Board Report 2020-10-28.pdf](#)

Dear THA Staff:

I am pleased to report a decision the THA Board made this evening about you, and why. You already know from my email of October 17th of its decision to make Friday of this week, October 30th, an extra paid holiday. The Board reaffirmed that decision tonight. It also made two other decisions. Altogether, the Board decided or reaffirmed the following:

1. \$1,000 Special Recognition Award for all eligible staff;
2. temporary change to the vacation cash-out rules to make it easier to cash out more of it;
3. Friday, October 30, 2020, as an additional paid THA holiday.

Here are some details:

1. Special Recognition Award

THA will add \$1,000, less required taxes, to the November 6th pay check of eligible staff as a Special Recognition Award. THA's policy that governs such things is [THA Policy HR-20.35 Variable Pay](#). Section 7.2.1 of that policy tells us that staff are eligible to receive this award if all the following are true:

- have successfully passed New Hire Probation (this applies to all employees hired on or before 6/27/20); and,
- must be a currently employed, regular status, benefit-eligible employee; and,
- must not have received a formal disciplinary notice in the past six (6) months.

I am sorry that this means temporary and new hire probationary employees are not eligible.

2. Vacation Cash-Out

[THA Policy HR-35.01 Time Away from THA](#) tells us the regular rules for cashing out accrued vacation time. In general those rules state that “[e]mployees may not carry over more than forty (40) days (320 hours) of vacation time from one calendar year to the next. In the event that unforeseen circumstances beyond the employee’s control prevented him or her from taking vacation during the year, accrued time in excess of forty (40) days (320 hours) up to a maximum of five (5) days shall be cashed out as of December 31st of each year.”

Tonight, the Board granted a temporary exception to these regular rules in order to allow eligible staff to cash out more of their accrued vacation time, as follows:

- all Regular full-time THA employees are eligible for this exception; new hire probationary employees are not eligible;
- this exception is available starting now until June 30, 2021;
- each eligible staff person may use this exception only once;
- eligible employees may cash out up to 50% of their accrued vacation balance, less any future pending vacation requests;
- a maximum of 100 accrued vacation hours may be cashed out;
- must leave a remaining balance after cash-out of at least 40 hours;
- in addition to this Vacation Cash-out Exception, employees remain eligible to use the regular vacation cash-out option under the regular policy.

Some further details show in the attached Executive Action #13.

3. Additional Paid Holiday on Friday, October 30th

As a reminder, this Friday, October 30th, (this year only) will be an additional paid holiday. We encourage all employees to take this time to unwind and enjoy a long weekend!

I hope you already know the Board’s reasons for offering these three measures to you. It wishes to thank you. The Board knows that working at THA can be challenging even in normal times. Part of that challenge comes from the nature of the work, its pace, what it asks of us, and what it asks us to

do for our clients. Part of the challenge comes from our own ambitions. We are an uncommon housing authority in ways that are, usually, meaningful and reaffirming.

The Board also wishes to acknowledge what it means to do this work during a pandemic. It knows that the work, as hard as it sometimes can be, is even harder now. Doing this work now requires an extra measure of stamina and resolve. It means not only working, but also being a home school teacher, a child care provider, or a care aid for parents. It may mean doing without the lost income of a partner, yet sometimes with greater expenses to bear. It surely means that home life and work life have blurred into each other even more than before. All this is on top of the general anxiety of living through a pandemic, and leading a family through it.

Yet, despite all this, you are getting the work done, and with your customary focus, flexibility, flair, and good humor. Tonight the Board noted how you are meeting all our main measures of the work. I attach my report to the Board this month. It notes your achievements. *E.g.* voucher utilization rate of 100%, occupancy rate of 99%; unit turn times at 17 days; portfolio operating below Per Unit Per Year budgets; properties looking as good as they do; twice daily sanitizing of the properties; emergency and urgent work orders done on time; Arlington Drive and The Rise construction getting done on time or before time and on budget or below budget, or both, and each project looking lovely; managing the complex purchase of three large properties; responding to an ever increasing number of calls for support from clients who are also feeling the stress; treating all clients with such care and respect; clean financial audits; writing budgets; continued improvement in OpenDoor and other IT systems; paying landlords on time and in full on behalf of thousands of voucher clients; adjusting those payments to account for the effects of the pandemic on family income; risk management; asset management; compliance; HR and the extra effort to help staff cope; and the hundreds of other steps it takes to manage something as complex as a housing authority through something as daunting as a pandemic. I also appreciate how you are caring for each other. That may be as meaningful as anything else.

I began and ended my Board report with words that fit here: “This data, and related information, show that THA staff, despite a pandemic and many personal challenges, continue to do hard work in ways that are impressive and effective. . . . In all these ways, THA is indeed lucky with its staff: how focused

they are on the mission, how they talented they are, and why they do this work.”

I know that, in serving clients (both inside and outside THA) and community partners, you are not often situated to receive appropriate thanks. On behalf of a Board of Commissioners that admires you, please accept these three measures of appreciation.

Thank you.

Michael

Michael Mirra

he/him

Executive Director

Tacoma Housing Authority

902 South L Street, Tacoma, WA 98405

(253) 207-4429

(253) 651-3289 CELL

mmirra@tacomahousing.org

www.tacomahousing.net



"Housing Tacoma Forward"

Speak up for your community and yourself by participating in the 2020 census. Learn more and get started at 2020census.gov.

SAMPLE EMAILS FROM THA STAFF re SPECIAL RECOGNITION AWARDS (November 15, 2020)

From: Dana Duncan <dduncan@tacomahousing.org>

Sent: Thursday, October 29, 2020 3:26 PM

To: Michael Mirra <MMirra@tacomahousing.org>

Subject: RE: \$1,000 SRA, cash out of accrued vacation time, and Friday as a paid holiday - all in thanks

Dear Michael and the THA Board,

Thank you, Thank you, Thank you!

This couldn't come at a better time for me and my family. I am thankful that I work for an agency that recognizes it's employees in the ways that you have outlined below.

Many thanks,

Dana Duncan

Housing Specialist

Tacoma Housing Authority

From: Stephanie Foe <SFoe@tacomahousing.org>

Sent: Monday, November 2, 2020 8:27 AM

To: Michael Mirra <MMirra@tacomahousing.org>; April Black <ablack@tacomahousing.org>

Cc: Valarie Peaphon <Valarie@OPEIU8.ORG>

Subject: Appreciation

Good Morning Michael and April,

I realize how busy we all are so I won't take up to much of your time.

I just wanted to let you know that the OPEIU members do appreciate all that the THA EOC, Cabinet and Board of Commissioners have done to assist them during this crazy time. The steps that THA has taken help enable them to not only work productively but to take care of their families as well.

Working together we will get through this pandemic stronger.

Thank you and stay healthy,

Stephanie

Stephanie Foe

Senior Accountant

Tacoma Housing Authority

(253) 207-4426

sfoe@tacomahousing.org

From: Shauna Thompson <sthompson@tacomahousing.org>

Sent: Thursday, October 29, 2020 9:43 AM

To: Michael Mirra <MMirra@tacomahousing.org>

Subject: RE: \$1,000 SRA, cash out of accrued vacation time, and Friday as a paid holiday - all in thanks

Wow this is amazing! You can truly see how the board appreciates THA Employees! Although I won't be receiving it because my first day was 8/3/2020, this is still another sign that I decided to work for the best agency ever! Thank you for making this place such an amazing place to work!

Shauna Thompson

Office Assistant- Rental Assistance

Tacoma Housing Authority

Office: 253-682-6206

Cell: 253-719-3489

Fax: 253-207-4454

From: David Dailey <ddailey@tacomahousing.org>

Sent: Thursday, October 29, 2020 9:37 AM

To: Michael Mirra <MMirra@tacomahousing.org>

Subject: RE: \$1,000 SRA, cash out of accrued vacation time, and Friday as a paid holiday - all in thanks

Thank you from me and the team! THA always seems to go the extra mile.

From: Regina Rios <rrios@tacomahousing.org>

Sent: Thursday, October 29, 2020 8:33 AM

To: Michael Mirra <MMirra@tacomahousing.org>

Subject: Re: \$1,000 SRA, cash out of accrued vacation time, and Friday as a paid holiday - all in thanks

Thank you to all involved with the decision-making process and the Commissioners for the final approval.

You are all appreciated.

Regina Rios

Property Manager

Family Properties

rrios@tacomahousing.org

C-253.720.4200

From: Vickie Stark <vstark@tacomahousing.org>

Sent: Thursday, October 29, 2020 7:34 AM

To: Michael Mirra <MMirra@tacomahousing.org>

Subject: RE: \$1,000 SRA, cash out of accrued vacation time, and Friday as a paid holiday - all in thanks

Thank you Michael and BOC. THA has gone above and beyond to recognize staff and clients during these unprecedented times. It reaffirms how fortunate and thankful I am to belong to the THA family.

Most appreciative,

Vickie

From: Evangeline Anderson <EAnderson@tacomahousing.org>

Sent: Thursday, October 29, 2020 7:18 AM

To: Michael Mirra <MMirra@tacomahousing.org>

Subject: RE: \$1,000 SRA, cash out of accrued vacation time, and Friday as a paid holiday - all in thanks

Good Morning Michael. Your kind words and the appreciation from the Board mean so much. Don't get me wrong, the SRA is great but, for me, the kinds words mean more, so thank you and have a good restfull weekend too. 😊😊



TACOMA HOUSING AUTHORITY

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$5,333,423 for the month of October, 2020.

Approved: November 18, 2020

Stanley Rumbaugh, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of October 2020

		Check Numbers		Amount	Totals
		From	To		
A/P Checking Accounts					
Accounts Payable Checks	Check #'s	94,484	- 94,529		
Arlington CRC Checks	Check #'s	10,025	- 10,026		
Accounts Payable ACHs	ACHs	12	- 55		
Business Support Center				623,869	Program Support
Moving To Work Support Center				56,467	
Moving To Work Buildings (used by Support Center)				118,040	
Tax Credit Program Support Center				16,907	
Section 8 Programs				17,218	Section 8 Operations
KeyBank Building				277	Properties
Salishan 7				11,882	
Alberta J Canada Bldg				536	
Arlington Crisis Residential Center				139,907	Development
James Center				6,358	
Hilltop Redevelopment				2,005	
Hillsdale Heights				5,573	
Bus Development Activity				34,161	Client Support
CS General Business Activities				5	
Department of Commerce Funding for Crisis Residential Center				32,579	
Community Services MTW Fund				15,340	
Education Private Grants (Gates, etc.)				18	
Education-Local Gov't Grants (County, City)				4	
COT-Community Wellness Program				2	
HUD-ROSS Svc Coord				2	
HUD-FSS Grant				9	Public Housing
AMP 9 - HT 1500 - Subsidy				727	
THA SUBTOTAL				1,081,884	
Hillside Terrace 2 & 1500				4,088	Tax Credit Projects - Reimbursable
Bay Terrace I & II & Community Facility				8,485	
Arlington Youth Campus				35	
Renew Tacoma Housing				21,242	
Salishan 1 - Salishan 6				9,308	
TAX CREDIT SUBTOTAL (Operations & Development - billable)				43,160	1,125,043
Section 8 Checking Account (HAP Payments)					
SRO/HCV/VASH/FUP/NED	Check #'s	483,690	- 483,753	78,992	
	ACH	1	- 1,065	3,376,253	\$ 3,455,246
Payroll & Payroll Fees - ADP					\$ 753,134
TOTAL DISBURSEMENTS					\$ 5,333,423

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

		September-20				Thru 12/31/2020		
		CURRENT QTR ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
OPERATING RECEIPTS								
1	HUD grant - Section 8 HAP Reimbursement	10,265,757	32,220,937	37,593,158	-14.29%	46,961,249	50,124,210	-6.31%
2	HUD grant - Section 8 Admin Fee Earned	2,095,254	4,899,317	3,016,020	62.44%	5,732,423	4,021,360	42.55%
3	HUD grant - Community Services	63,181	181,449	214,247	-15.31%	241,932	285,662	-15.31%
4	HUD grant - Public Housing Subsidy	27,976	64,756	0	100.00%	86,341	0	100.00%
5	HUD grant - Capital Fund Operating Revenue	0	300,000	600,075	-50.01%	300,000	800,100	-62.50%
6	Other Government Grants	0	78,369	120,717	-35.08%	104,492	160,956	-35.08%
7	Tenant Revenue - Dwelling Rent	679,020	2,014,936	2,017,166	-0.11%	2,686,581	2,689,554	-0.11%
8	Tenant Revenue - Other	33,431	104,003	116,100	-10.42%	138,671	154,800	-10.42%
9	Management Fee Income	653,230	1,950,195	2,018,606	-3.39%	2,600,260	2,691,475	-3.39%
10	Other Revenue	102,706	3,632,838	3,568,898	1.79%	4,218,608	4,758,531	-11.35%
11	Other Revenue- Developer Fee Income	0	549,018	2,998,800	-81.69%	4,156,244	3,998,400	3.95%
12	Investment Income	23,226	64,836	43,553	48.87%	86,448	58,070	48.87%
13	TOTAL OPERATING RECEIPTS	13,943,781	46,060,654	52,307,339	-11.94%	67,313,249	69,743,118	-3.48%
OPERATING EXPENDITURES								
Administrative Expenses								
14	Administrative Salaries	1,629,897	5,023,887	5,823,674	-13.73%	6,998,516	7,764,898	-9.87%
15	Administrative Personnel - Benefits	608,327	1,843,284	2,268,961	-18.76%	2,577,712	3,025,281	-14.79%
16	Audit Fees	40,468	41,948	54,390	-22.88%	72,520	72,520	0.00%
17	Management Fees	82,295	249,636	305,110	-18.18%	406,813	406,813	0.00%
18	Office Expense	304,892	958,165	1,244,062	-22.98%	1,357,553	1,658,749	-18.16%
19	Legal	95,436	212,154	213,428	-0.60%	282,872	284,570	-0.60%
20	Travel/Training	298	7,188	330,657	-97.83%	79,584	440,876	-81.95%
21	Other Administrative Expenses	436,194	1,195,655	1,553,270	-23.02%	1,744,207	2,071,027	-15.78%
22	Due Diligence - Perspective Development	25,802	144,634	712,500	-79.70%	592,845	950,000	-37.60%
23	Contingency	0	0	78,750	-100.00%	0	105,000	-100.00%
24	Total Administrative Expenses	3,223,609	9,676,551	12,584,801	-23.11%	14,112,622	16,779,734	-15.89%

		September-20				Thru 12/31/2020		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	Tenant Service							
25	Tenant Service - Salaries	247,562	758,453	873,626	-13.18%	1,101,271	1,164,834	-5.46%
26	Tenant Service Personnel - Benefits	98,523	291,390	366,210	-20.43%	433,520	488,280	-11.21%
27	Relocation Costs	0	1,440	1,995	-27.82%	1,920	2,660	-27.82%
28	Tenant Service - Other	148,788	365,124	277,568	31.54%	486,832	370,090	31.54%
29	Total Tenant Services	494,873	1,416,407	1,519,398	-6.78%	2,023,543	2,025,864	-0.11%
	Utilities							
30	Total Project Utilities	72,841	265,101	318,566	-16.78%	393,468	424,754	-7.37%
	Ordinary Maintenance & Operations							
31	Maintenance Salaries	76,973	232,877	196,658	18.42%	310,503	262,211	18.42%
32	Maintenance Personnel - Benefits	26,332	78,856	64,867	21.57%	105,141	86,489	21.57%
33	Maintenance Materials	18,906	87,631	96,308	-9.01%	116,841	128,410	-9.01%
34	Contract Maintenance	98,228	351,948	427,550	-17.68%	469,264	570,067	-17.68%
35	Total Routine Maintenance	220,439	751,312	785,383	-4.34%	1,001,749	1,047,177	-4.34%
	General Expenses							
36	Protective Services	7,339	29,416	63,150	-53.42%	49,221	84,200	-41.54%
37	Insurance	55,660	169,030	195,551	-13.56%	245,373	260,734	-5.89%
38	Other General Expense	109,677	397,094	329,224	20.62%	489,459	438,965	11.50%
39	Interest Expense	138,104	408,412	398,993	2.36%	544,549	531,990	2.36%
40	Total General Expenses	310,780	1,003,952	986,917	1.73%	1,328,603	1,315,889	0.97%
41	TOTAL OPERATING EXPENSES	\$ 4,322,542	\$ 13,113,323	\$ 16,195,064		\$ 18,859,985	\$ 21,593,418	
	Nonroutine Expenditures							
42	Ext. Maint/Fac Imp/Casualty Loss	0	0	34,575	-100.00%	0	46,100	-100.00%
43	Sec 8 HAP Payments	10,700,644	31,925,305	32,293,088	-1.14%	43,017,073	43,057,450	-0.09%
44	Total Nonroutine Expenditures	10,700,644	31,925,305	32,327,663	-1.24%	43,017,073	43,103,550	-0.20%
45	TOTAL EXPENDITURES	15,023,186	45,038,628	48,522,726	-7.18%	61,877,058	64,696,968	-4.36%
46	OPERATING SURPLUS/(DEFICIT)	(1,079,405)	1,022,026	3,784,613	-73.00%	5,436,191	5,046,150	7.73%
47	Debt Service Principal Payments	0	(37,345)	(56,246)	-33.60%	(73,128)	(74,994)	-2.49%
48	Surplus/Deficit Before Reserve Appropriations	(1,079,405)	984,681	3,728,367	-73.59%	5,363,063	4,971,156	
49	Reserve Appropriations - Operations	0	0	0	#DIV/0!	0		
50	Fund transfer to Properties - COVID-19 expense	(94,277)	(327,689)	0		(400,000)	0	
51	Surplus/Deficit Before Capital Expenditures	(1,173,682)	656,992	3,728,367		4,963,063	4,971,156	
52	Capitalized Items/Development Projects	(845,172)	(3,492,975)	(7,896,750)	-55.77%	(6,450,881)	(10,529,000)	-38.73%
53	Reserve for Replacement	(43,163)	(129,488)	(129,488)	0.00%	(172,650)	(172,650)	0.00%
54	Revenue - Capital Grants/Sale of Property	1,288,396	3,876,452	4,370,250	-11.30%	4,978,591	5,827,000	-14.56%
55	Reserve Appropriations - Capital	0		0				
56	THA SURPLUS/(DEFICIT)	(730,458)	910,982	72,380		3,318,123	96,506	

TACOMA HOUSING AUTHORITY

CASH POSITION - October 2020

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	6,104,401	0.30%
Section 8 Checking	3,260,715	0.30%
THA Affordable Housing Proceeds-Salishan	1,967,444	0.30%
THA Scattered Sites Proceeds	5,873,187	0.30%
FSS Escrows	217,250	0.30%
CSA Escrows	81,397	0.30%
Note Fund Account	102	0.30%
Credit Card Receipts	334	0.30%
Key Bank Security Deposits	644	0.30%
Relocation Account	5,005	0.30%
THA Investment Pool	337	0.30%
THDG - Tacoma Housing Development Group	953,640	0.30%
Salishan 7 Operations	1,670,159	0.30%
Salishan 7 Security Deposit	29,426	0.30%
Salishan 7 Replacement Reserve	410,948	0.30%
Salishan 7 Operating Reserve	203,195	0.30%
Highland Crest Operations	1,036,450	0.30%
Highland Crest Replacement Reserve	272,260	0.30%
Highland Crest Security Deposit	46,973	0.30%
Outrigger Operations	450,641	0.30%
Outrigger Replacement Reserve	199,745	0.30%
Outrigger Security Deposit	23,665	0.30%
Prairie Oaks Operations	225,439	0.30%
Prairie Oaks Replacement Reserve	31,756	0.30%
Prairie Oaks Security Deposit	6,958	0.30%
Payroll Account	4,777	0.30%
HOME STREET BANK		
James Center North Operations	752,643	0.00%
James Center North Security Deposit	56,801	0.00%
WASHINGTON STATE		
Investment Pool	\$ 1,524,320	0.19%
1. TOTAL THA CASH BALANCE	\$ 25,410,614	
Less:		
2. Total MTW Cash Balance	\$ 429,446	
<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)	\$ -	
3. MTW Cash Held By HUD	\$ 7,339,976	

TACOMA HOUSING AUTHORITY

CASH POSITION - October 2020

4. Non MTW Cash Restrictions/Obligations			
<i>4.1 Non MTW Operational Restrictions</i>			
4.10 HUD Restricted - Lot and Property Sales		\$	7,840,632
4.101 Area 2B Sales Proceeds (Afford Hsg)	1,967,444		
4.102 Scattered Sites Proceeds (Afford Hsg)	5,873,187		
4.15 HUD Restricted - CARES Act (Covid-19)		\$	401,964
4.151 Unspent CARES Act Funding	401,964		
4.20 THA Property Accounts Reserved		\$	2,525,056
4.201 Security Deposit Accounts	164,467		
4.202 Highland Crest Operations Reserves	320,000		
4.203 Highland Crest Replacement Reserves	272,260		
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	199,745		
4.208 Prairie Oaks Operations Reserves	77,000		
4.209 Prairie Oaks Replacement Reserves	71,756		
4.210 Salishan 7 Operations Reserves	354,000		
4.211 Salishan 7 Replacement Reserves	410,948		
4.30 Rental Assistance Reserves		\$	1,014,629
4.301 Mod Rehab Operating Reserves	121,767		
4.302 VASH, FUP, MAIN & NED HAP Reserves	677,954		
4.303 FSS Escrows	214,907		
4.40 Prepaid Grants		\$	2,392,255
4.401 TPS Interlocal (CS-2017-011)	168,665		
4.402 Gates Foundation (CS-2017-028)	10,948		
4.403 UWPC - Strong Families	55,509		
4.404 Balmer Foundation - Education (CS-2020-005)	361,204		
4.405 College Sparks (PI-2018-005)	89,421		
4.406 GTCF Grant (PI-2019-005)	195,065		
4.407 Foundation for Tacoma Students (PI-2019-009)	25,770		
4.408 Gates - THA Education Program (PI-2020-006)	400,450		
4.409 Kresge Foundation - CHAP Prog (RA-2019-009)	131,583		
4.410 THDG	953,640		
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)		\$	16,674,535
4.70 Agency Contracted or Budgeted Commitments Remaining		\$	-
	-		
	-		
4.99 Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)		\$	16,674,535
5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		\$	8,306,632
6. Development Advances - Project Reimbursement upon closing/draw		\$	319,939
6.01 Arlington Crisis Residential Center	-		
6.02 Arlington Youth Housing	117,784		
6.03 Court F LLLP (1800 Block)	202,155		



TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-11-18 (1)

Date: November 18, 2020
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Approval of THA's 2021 Moving to Work Plan

This resolution would authorize revisions to Tacoma Housing Authority's (THA) Executive Director to submit THA's 2021 Moving to Work (MTW) Plan.

Background

THA must submit an annual MTW Report and Plan to Housing and Urban Development (HUD). The Report describes how THA is performing as an MTW agency and the Plan describes existing activities and any new activities that the agency wishes to propose to HUD.

Each year, THA may propose new MTW activities intended to meet the statutory goals of the MTW program:

- Reduce costs and achieve greater cost effectiveness in federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low-income families.

MTW "activities" are best described as new things THA wishes to do that require waiving HUD regulations.

2021 MTW Plan

For 2021, THA is proposing one new activity and proposing several changes to existing activities that will allow for more flexibility in the administration of the Housing Choice Voucher (HCV) program during times of emergency or crisis.

New Activity: Modernizing HCV/Project Based Vouchers (PBV) Briefings

This new activity seeks to change the way THA conducts briefings. Currently, HUD requires all public housing authorities to conduct in-person briefings to share important information about the HCV program to all newly admitted households. Households must complete the briefing before they can be issued a voucher.

THA proposes to conduct briefings using any of the following methods: e-learning software, virtual oral briefings or webcasts. THA will ensure that oral briefings remain equally accessible to persons with limited English proficiency and disabilities that hinder their ability to access or participating in the required briefings.

This activity will allow THA to adopt briefing methods that respond to the needs of newly admitted families and the agency as needed to provide timely briefings that allow for timely voucher issuance without delays due to scheduling, mobility or other impacting circumstances that would hinder the families ability to attend a briefing or THA's ability to provide a briefing. This activity will also further streamline THA processes as it moves towards digital operations which intend to improve the overall efficiency of program administration.

Changes to Existing Activities: Emergency Operations

In this plan, THA proposes some amendments to existing activities that will allow THA to be more flexible in times of crisis. We propose changes to the way we accept income verifications, our recertification schedules, program time limits and Housing Quality Standards (HQS) procedures during a state of emergency. An emergency may be a national or local disaster, emergency or other situation that affects the health and/or safety of our clients, staff and the public.

Beyond changes that will allow for more flexibility in the administration of our rental assistance and changing the way we conduct briefings, there are no significant changes in the 2021 MTW Plan.

Any changes to the MTW Plan that are approved by the board and HUD will be updated in THA's Administrative Plan.

The draft plan can be viewed by following this link:

http://www.tacomahousing.net/sites/default/files/moving_to_work_-_2021_mtw_plan_-_2020-10-14.pdf

Recommendation

Approve Resolution 2020-11-18 (1) authorizing THA's Executive Director to submit the Housing Authority of the City of Tacoma's Fiscal Year 2021 Moving to Work (MTW) Plan.



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-11-18 (1)

Certifications of Compliance

Annual Moving to Work Plan Certifications of Compliance **U.S Department of Housing and Urban Development, Office of Public and Indian Housing**

Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan*

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (TACOMA HOUSING AUTHORITY) listed below, as its Chairman or other authorized TACOMA HOUSING AUTHORITY official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the TACOMA HOUSING AUTHORITY Plan Year beginning (01/01/2021), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1)The TACOMA HOUSING AUTHORITY published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the TACOMA HOUSING AUTHORITY conducted a public hearing to discuss the Plan and invited public comment.
- (2)The TACOMA HOUSING AUTHORITY took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
- (3)The TACOMA HOUSING AUTHORITY certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4)The TACOMA HOUSING AUTHORITY will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- (5)The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.

(6)The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the TACOMA HOUSING AUTHORITY's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan.

(7)The TACOMA HOUSING AUTHORITY will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the TACOMA HOUSING AUTHORITY is required to submit an AFH, and that AFH has been accepted by HUD, the TACOMA HOUSING AUTHORITY will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.

(8)The TACOMA HOUSING AUTHORITY will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.

(9)In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the TACOMA HOUSING AUTHORITY will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.

(10)The TACOMA HOUSING AUTHORITY will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

(11) The TACOMA HOUSING AUTHORITY will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

(12)The TACOMA HOUSING AUTHORITY will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

(13)The TACOMA HOUSING AUTHORITY will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

(14)The TACOMA HOUSING AUTHORITY will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

(15)The TACOMA HOUSING AUTHORITY will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

(16)The TACOMA HOUSING AUTHORITY will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the TACOMA HOUSING AUTHORITY will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.

(17)With respect to public housing and applicable local, non-traditional development the TACOMA HOUSING AUTHORITY will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

(18)The TACOMA HOUSING AUTHORITY will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

(19)The TACOMA HOUSING AUTHORITY will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

(20)The TACOMA HOUSING AUTHORITY will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 200.

(21)The TACOMA HOUSING AUTHORITY will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.

(22)All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the TACOMA HOUSING AUTHORITY in its Plan and will continue to be made available at least at the primary business office of the TACOMA HOUSING AUTHORITY.

Housing Authority of the City of Tacoma
PHA Name

WA005
PHA Number/HA Code

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

Stanley Rumbaugh
Name of Authorized Official

Chair
Title

November 18, 2020

Signature

Date

*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

Resolution 2



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-11-18 (2)

Date: November 18, 2020
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Approval of Revision to the Administrative Plan

This resolution would authorize revisions to Tacoma Housing Authority's (THA) Administrative Plan.

Background

All public housing authorities must adopt a written Administrative Plan that establishes local policies for administration of the program in accordance with Housing and Urban Development (HUD) requirements. The Administrative Plan and any revisions of the plan must be formally adopted by THA's Board of Commissioners.

THA is proposing revisions to the Administrative Plan clarifying its existing policies on its methods for selecting applicants from the waitlist. The revisions make clarifying changes to its selection process for special admissions. Special admissions are different from general waitlist applicants. Special admissions are applicants who have been approved to participate in a program for which THA has received a special allocation of vouchers. These applicants may be placed and selected from the waitlist during periods of time when the waitlist is closed. Special admission programs include: Veteran's Affairs Supportive Housing (VASH), Family Unification Program (FUP), Children's Housing Opportunity Program (CHOP), College Housing Assistance Program (CHAP), Non-Elderly Disable (NED) and Mainstream vouchers.

The changes proposed make no changes to the existing policies and procedures but clarify the language currently used in the Administrative Plan.

Recommendation

Authorize revisions to the selection method policies in THA's Administrative Plan as outlined in Resolution 2020-11-18 (2).



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-11-18 (2) **(Approval of Revision to the Administrative Plan)**

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

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

THA's Executive Director is authorized to revise THA's Administrative Plan Chapter 4 related to the selection process for special program admissions from THA's waitlist.

Approved: November 18, 2020

Stanley Rumbaugh, Chair

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families receive assistance from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences that the family qualifies for. The source of HCV funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(c)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit families that are not on the waiting list, or without considering the family's position on the waiting list. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

THA Policy³

The PHA administers the following types of targeted funding:

Family Unification Program (FUP) Vouchers

Veterans Administration Supportive Housing (VASH) Vouchers

³ Addition of the College Housing Assistance and Children's Housing Opportunity Programs to this list was approved by the BOC on January 28, 2015.

Non-Elderly Disabled (NED) Vouchers

College Housing Assistance Program (150 HOP Vouchers)

Children's Housing Opportunity Program (20 HOP Vouchers)

~~Other HUD special program vouchers~~

~~MTW McCarver Elementary School Initiative~~

~~[Attachment C Section C.2., C.10., D.1.b, and D.3.b. MTW Agencies are permitted to do this through recent HUD authorization. This authorization allows MTW agencies to use Section 8 and 9 funds for uses beyond those authorized in Sections 8 and 9, provided those activities continue to serve families at or below 80% area median income (AMI) and meet one of the three MTW statutory purposes.]~~

~~THA will use its MTW authority to provide rental assistance for eligible families with students at McCarver for the duration of their enrollment at the school. THA will begin with serving up to 50 families and assess the results on stability and educational outcomes. THA believes that increased housing stability should show in better school performance.~~

~~THA will integrate two key components as a part of this initiative: (1) condition this rental assistance on the parents' commitment to their children's education and cooperation with the school. THA will provide support through its community partners to help parents do this; (2) THA also will ask the School District to complement this investment of housing dollars into McCarver School with its own reciprocal investment of resources and reform to make McCarver as excellent a school as leading edge school practices can make it.~~

~~Throughout a family's participation in the project their compliance with program requirements will be monitored by a case worker assigned to that family. If a family has difficulty meeting the requirements, the case worker will provide additional support. Should the family be determined to be unable or unwilling to comply with the requirements, their participation will be ended and the voucher will be granted to another qualifying family. Should a family drop out of the program for any reason, their voucher will be granted to another qualifying family.~~

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

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4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

THA Policy

THA will select all households by date and time of application. There will only be preferences for the following:

- The Executive Director will, at his discretion, identify when, and if, to make a set number of HOP subsidies available in response to a federally-declared disaster. When these vouchers are made available, households that can document that they have been displaced by a presidentially declared Major Disaster Declaration (MDD) will be eligible for this preference. Displaced households will be able to apply, even if the waiting list is closed, and receive this emergency preference. In order to qualify the applicant must provide evidence that the family resided in the disaster area before occurrence. Eligibility will be verified by Tacoma Housing Authority. To demonstrate need the applicant may provide, as verified by FEMA, an assessment of damage to their property showing their pre-disaster residence is either uninhabitable or inaccessible. Applicant should provide documentation demonstrating a lack of, or insufficient insurance coverage to meet housing needs. Applicants must also meet PHA program eligibility requirements.
- The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.
- THA will offer a preference to the Families in Transition program
- THA will also offer preferences for RAD exits, PBV exits, displacement due to disaster, and transfers.
- 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. As of July 1, 2020 THA may

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offer a Housing Choice Voucher subsidy to households on the transfer waitlist for the following reasons:

Emergency Transfer
Reasonable Accommodation
Over-housed
Under-housed

Until a comprehensive transfer waitlist policy revision is completed, households that refuse a Housing Choice Voucher offer will remain on THA's transfer list.

This processing method will work as follows: All applicants will be required to place their application in a drop-box located outside THA's administrative offices.

Applications will be logged into the system there will be a lottery after the application period ends.

- THA will provide ~~an admission preference for "Mainstream Voucher Targeted Funding"~~ a special programs preference. This preference is given to applicants who have been approved to participate in a program for which THA has received a special allocation of vouchers.

When the waitlist is suspended or closed, applications from households who are being referred for these targeted or special assistance programs will continue to be accepted and placed on the waitlist. These applications will be processed in the order the referral was received from the partner agencies.

These targeted or special assistance programs are as follows:

- **Veterans Administration – Supportive Housing (VASH)**

This program serves veterans experiencing homelessness. Households are referred by caseworkers at the Veteran's Administration and must be actively engaged in case management services with the VA to be eligible.

- **Youth & Family Special Programs**

These programs serve families with children who are homeless, at risk of homelessness, at risk of separation as a result of poor living conditions, exiting THA-recognized emergency shelters or transitional housing, and survivors of domestic violence. Referrals are made from supportive service providers and government child welfare agencies that are operating under a written agreement with THA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants. Examples include Family Unification Program, CHOP.

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- **College Housing Assistance Program**

This program serves students who are homeless or at risk of homelessness who are enrolled in post-secondary education. Referrals come from higher education institutions that are operating under a written agreement with THA.

- **Voucher Programs for Non-Elderly & Disabled Households**

THA administers a limited number of NED Vouchers which are utilized to serve households whose head, co-head or spouse is non-elderly and disabled who are transitioning from a nursing home or other healthcare institution. Referrals are made from agencies operating under a written agreement with THA and providing services to households.

THA administers a limited number of Mainstream Vouchers which are utilized to serve households with a disabled adult household member under the age of 62. For this allocation, the head, co-head or spouse does not have to have a disability. Qualifying applicants will be offered these vouchers in the following order:

1) Current residents in THA owned units with a disabled adult household member under the age of 62, but only during a specified time period designated by THA, determined by agency need.

2) Current applicants on THA's waitlist with a disabled adult household member under the age of 62, but only during a specified time period designated by THA, determined by agency need.

3) Applicants referred by:

A consortium of partnering agencies that are operating under a written agreement with THA to provide services to participants. Referral applicants must have a disabled adult household member under the age of 62, and meet at least one of the following criteria:

- transitioning out of institutional and other segregated settings
- at serious risk of institutionalization
- previously experienced homelessness and currently a client in a permanent supportive housing or rapid rehousing program
- currently experiencing homelessness or at risk of experiencing homelessness during a specified time period designated by THA, determined by agency need.

- for non-elderly persons with disabilities transitioning out of institutional and other segregating settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. Said preference must be documented by a reliable source (i.e.,

institution, medical or behavioral health provider, Department of Social and Health Services, or supportive services partner).

- ~~In addition to regular openings, THA will occasionally have limited openings for placement onto its Consolidated Wait List. These limited openings will target specific populations based on a funding source or a specific family size based on THA owned property unit availability. The goal will be to have a suitable pool of applicants that would have a maximum of 24 months waiting time to receive assistance. As a result of this, THA may limit the number of successful applicants based on this wait time criterion. This will allow THA to serve successful applicants in a reasonable time frame. Successful applicants may also be offered alternate assistance due to THA managing a consolidated waitlist which includes tenant based subsidies as well as property based subsidies. An applicant will be considered for admission to any program for which they are eligible until such time that documentation is presented that establishes a client ineligible for a housing program(s).~~

Any public notice announcing a waiting list opening and application procedure will be simple, direct, and clear but with sufficient detail to inform applicants of the time and place to apply, any limitations on who may apply, and any other information the applicant may need to successfully submit the application. The notification process will also comply with HUD fair housing requirements, such as adopting suitable means to assure that the notice reaches eligible individuals with disabilities and those with limited-English proficiency.

- THA will select from the waitlist after the lottery in a sequential manner. Only those with a preference mentioned above will be eligible to be pulled before those on the waitlist.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

THA is not required to follow the HUD Income Targeting Requirements of its MTW programs. For MTW programs, at least 75% of new admissions for the HCV and Public Housing Program will have incomes at or below 50% AMI.

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary

termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

THA Policy

The PHA will monitor progress in meeting the MTW income targeting requirement throughout the calendar year. Very low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Order of Selection

The PHA system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list PHAs are required to use targeted funding to assist only those families who meet the specified criteria, and PHAs are not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

THA Policy

THA will utilize a lottery system for selecting off its waitlist. Applicants will be pulled off the voucher waitlist after the lottery is run. In most instances, the person at the top of the lottery list will be the next person selected. THA will retain the right to issue a voucher or to allow placement on the waitlist for someone not currently on the voucher waitlist. In these instances, it must be documented in the tenant file why the household was issued a voucher outside of the lottery waitlist. THA will monitor income targeting limits to ensure that at least 75% of all families are at 50% of AMI or below.

The Consolidated Waitlist was established by date/time of application and waitlist pulls will be in that order.

Resolution 3



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-11-18 (3)

Date: November 18, 2020

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Re: Banner Bank Financing for Acquisition of Pine Tree Harbor Tacoma Apartments and Redwood Juniper Apartments and Use of Authority Funds to Acquire Conifer South Apartments

This resolution would authorize Tacoma Housing Authority (THA) to issue two notes to finance the acquisition of the Pine Tree Harbor and Redwood Juniper properties and authorize the use of THA funds to acquire Conifer South.

Background

The Housing Authority of the City of Tacoma (“THA”) is currently the Administrative Managing Member of: (i) Conifer South Tacoma Apartments, LLC, which owns the Conifer South Apartments (the “Conifer Project”) located at 5235 South Warner Street, Tacoma, Washington, (ii) Pine Tree Harbor Tacoma Apartments, LLC, which owns the Pine Tree South Apartments (the “Pine Tree Project”) located at 2501 South G Street, Tacoma, Washington, and (iii) Redwood Juniper Tacoma Apartments, LLC, which owns the Redwood Juniper Apartments (the “Redwood Project,” collectively with the Conifer Project and the Pine Tree Project, the “Projects,” and each, a “Project”) located at 3015 North Pearl Street, Tacoma, Washington. The operating agreement applicable to each such limited liability company provides THA with a right of first refusal with respect to the Project owned by such entity.

THA’s Board of Commissioners authorized THA’s exercise of such rights of first refusal by a motion approved at a special meeting held on July 7, 2020, and further authorized the acquisition of the Projects by Resolution No. 2020-07-22(1) adopted on July 22, 2020.

Banner Bank (the “Bank”) has proposed to extend financing for the acquisition of Pine Tree Project and the Redwood Project, which financing will be evidenced by two separate notes of the Authority, with a combined principal amount of up to \$14,000,000. The Bank has proposed either a five or fifteen-year term for each note. The interest rate for the financing would be fixed prior to the issuance of the notes, at a rate per annum determined as set forth in the Bank’s September 2, 2020, proposal letter. The financing would be secured by two deeds of trust: one encumbering the Redwood Project, and one encumbering the Pine Tree Project.

Recommendation

Approve Resolution No. 2020-11-18 (3).



TACOMA HOUSING AUTHORITY

RESOLUTION 2020-11-18 (3)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the issuance of two notes of the Authority to finance the acquisition of the Pine Tree South Apartments and Redwood Juniper Apartments; authorizing expenditure of Authority funds, including to pay the costs of acquiring the Conifer South Apartments; and determining related matters.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF TACOMA, as follows:

Section 1. The Board of Commissioners (the "Board") of the Housing Authority of the City of Tacoma (the "Authority") finds and determines that:

(a) The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) "acquire . . . and operate housing projects" (RCW 35.82.070(2)); (ii) "make and execute contracts and other instruments" (RCW 35.82.070(1)); (iii) delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper" (RCW 35.82.040); and (iv) issue bonds, notes or other obligations for any of its corporate purpose (RCW 35.82.020(11) and RCW 35.82.130). The phrase "housing project" is defined by RCW 35.82.020 to include, among other things, "any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income."

(b) The Authority is the Administrative Managing Member of Conifer South Tacoma Apartments, LLC (the "Conifer LLC"), pursuant to that certain Second Amended and Restated Operating Agreement dated as of March 16, 2005 (the "Conifer Operating Agreement"), among Conifer South Management, LLC, the Authority, and Key Community Development (the "Investor Member"). The Conifer LLC owns the Conifer South Apartments (the "Conifer Project") located at 5235 South Warner Street, Tacoma, Washington. Section 8.7 of the Conifer Operating Agreement grants the Authority a right of first refusal to acquire the Conifer Project.

(c) The Authority is the Administrative Managing Member of Pine Tree Harbor Tacoma Apartments, LLC (the "Pine Tree LLC"), pursuant to that certain Second Amended and Restated Operating Agreement dated as of March 16, 2005 (the "Pine Tree Operating Agreement"), among Pine Tree Harbor Management, LLC, the Authority, and the Investor Member. The Pine Tree LLC owns the Pine Tree South Apartments (the "Pine Tree Project") located at 2501 South G Street, Tacoma, Washington. Section 8.7 of the Pine Tree Operating Agreement grants the Authority a right of first refusal to acquire the Pine Tree Project.

(d) The Authority is the Administrative Managing Member of Redwood Juniper Tacoma Apartments, LLC (the "Redwood LLC"), pursuant to that certain Second Amended and Restated Operating Agreement dated as of March 16, 2005 (the "Redwood Operating

Agreement”), among Redwood Harbor Management, LLC, the Authority, and the Investor Member. The Redwood LLC owns the Redwood Juniper Apartments (the “Redwood Project,” collectively with the Conifer Project and the Pine Tree Project, the “Projects” and each, a “Project”) located at 3015 North Pearl Street, Tacoma, Washington. Section 8.7 of the Redwood Operating Agreement grants the Authority a right of first refusal to acquire the Redwood Project.

(e) At a meeting held on July 7, 2020, the Board approved a motion authorizing the Authority to exercise the rights of first refusal to acquire the Conifer Project, the Pine Tree Project, and the Redwood Project, and authorized the Authority’s Executive Director to do all things necessary or desirable on the Authority’s behalf to exercise such rights of first refusal. At a meeting held on July 22, 2020, the Board adopted Resolution No. 2020-07-22(1), authorizing the Authority to obtain each of the Projects and to assume the responsibilities of the Conifer LLC, the Pine Tree LLC, and the Redwood LLC pertaining to the federal-low income housing tax credit program administered by the Washington State Housing Finance Commission.

(f) Banner Bank (the “Bank”) has proposed to extend financing evidenced by two notes issued by the Authority on the terms set forth in this resolution, to provide money for the purpose of financing a portion of the costs of acquiring the Pine Tree Project and Redwood Project, as described in a proposal letter dated September 2, 2020, and amended October 2, 2020 (as it may be further amended and supplemented, and any commitment letter issued pursuant or supplemental thereto the “Bank Proposal Letter”).

(g) The Board determines that it is necessary and advisable and in the best interest of the Authority to issue two promissory notes in the combined principal amount not to exceed \$14,000,000 to the Bank, each to evidence a loan to finance a portion of the costs of acquiring the Pine Tree Project and the Redwood Project.

(h) The Board determines that it is necessary and advisable and in the best interest of the Authority to pay the purchase price of the Conifer Project from funds of the Authority available therefor.

(h) Adoption of this resolution, and authorizing Authority action relating to the acquisition and financing of housing projects, and to the Projects specifically, are part of the routine business of the Board transacted at open public meetings.

Section 2. The Board declares each Project to be a “housing project” of the Authority for purposes of the Housing Authorities Law.

Section 3. The Authority shall issue two promissory notes (together, the “Notes” and each, a “Note”), in the combined principal amount of not to exceed \$14,000,000 for the purpose of financing a portion of the costs of acquiring the Pine Tree Project and the Redwood Project. One Note shall be secured by a deed of trust encumbering the Pine Tree Project, and the other Note shall be secured by a deed of trust encumbering the Redwood Project. The Notes shall bear interest payable on such dates and at the rate described in the Bank Proposal Letter, shall mature at such time, shall have such prepayment or redemption provisions and shall have such other

provisions consistent with the purposes of this resolution as are set forth in the Bank Proposal Letter. The Authority finds that the fixing of the interest rate described in the Proposal Letter is in the best interest of the Authority. The interest rate on the Notes shall be subject to adjustment upon the occurrence of an event of default as described in the Notes and the Loan Documents (as hereinafter defined). If a Note is not paid when properly presented at its maturity date, the Authority shall be obligated to pay interest on such Note at then-applicable default rate of interest thereon from and after the maturity date until such Note, both principal and interest, is paid in full.

The Authority's Executive Director, the Chair of the Board, and their respective designees (each, an "Authorized Officer" and, collectively, the "Authorized Officers"), and each of them acting alone, are authorized to determine and approve the final terms of the Notes. The execution of the Notes, or any instrument delivered in connection therewith, by any Authorized Officer shall be conclusive evidence of approval of the terms set forth therein on behalf of the Authority.

The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to negotiate, execute, deliver and file (or cause to be executed, delivered and filed) the following agreements in connection with the Notes (collectively, the "Loan Documents"):

- Two Term Loan Agreements, each between the Authority and the Bank;
- The Notes, each issued by the Authority payable to the Bank;
- A Deed of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing, from the Authority in favor of the Bank, encumbering the Pine Tree Project;
- A Deed of Trust, Assignment of Leases and Rents, Security Agreement and Fixture Filing, from the Authority in favor of the Bank, encumbering the Redwood Project;
- Two Indemnity Agreements, each from the Authority in favor of the Bank;
- Two Replacement Reserve Agreements, each between the Authority and the Bank;
- Two Notices of Final Agreement, each executed by the Authority and the Bank;
- Two Assignments of Housing Assistance Payment Contract, from the Authority in favor of the Bank, together with consents to such assignments;
- One or more priority and subordination agreement, if required by the Bank; and
- Two Borrower Consents and Authorizations, each made by the Authority.

The Authorized Officers (and each of them acting alone) are further authorized and directed to take any other action and to execute such other documents as may be required to be taken or executed by the Authority, under the provisions of or as necessary to carry out the transactions contemplated by the Loan Documents (including the amendment of any such documents if necessary to further the purposes thereof or resolve ambiguities therein).

It is anticipated that the Bank will offer to purchase each Note at a price of par under the terms and conditions contained in the Bank Proposal Letter and this resolution, including payment of certain closing costs enumerated in the Bank Proposal Letter. The Board finds that such offer is in the best interest of the Authority, and hereby authorizes the Authorized Officers (and each of them acting alone) to accept such offer on behalf of the Authority.

Section 4. The Authorized Officers (and each of them acting alone) are authorized and directed to take any other action and to execute such other documents as may be required to be

taken or executed by the Authority in connection with the assignment of the project-based Section 8 rental assistance for each Project to the Authority.

Section 5. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to: (i) determine that any document authorized by this resolution is, at the time such document otherwise would be executed, no longer necessary or desirable and, based on such determination, cause the Authority not to execute or deliver such document; (ii) execute and deliver and, if applicable, file (or cause to be delivered and/or filed) any government forms, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein and/or further the acquisition, development, financing, construction, and leasing of the Projects; (iii) cause the Authority to pay the purchase price for each Project that is not financed with proceeds of the Notes (including, without limitation, the full purchase price for the Conifer Project) from funds of the Authority available therefor; and (iv) cause the Authority to expend such funds as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution.

Section 6. While the titles of and parties to the Loan Documents may change, no change to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce and perform the documents in their final form.

Section 7. The Board authorizes and directs the Authority's Executive Director to cause the Authority to fulfill the Authority's duties and obligations under the Loan Documents.

Section 8. 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.

Section 9. This resolution shall be in full force and effect from and after its adoption and approval.

Approved: November 18, 2018

Stanley Rumbaugh, 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. 2020-11-18(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 November 18, 2020 (the “Meeting”), and duly recorded in the minute books of the Authority;

2. That in accordance with RCW 43.06.220, and 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) adoption of the Resolution is necessary and routine action of the Board of Commissioners of the Authority;

3. The public was notified of access options for remote participation in the Meeting via the Authority’s website and email to stakeholders; and

4. The Meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of the Meeting was given; that a quorum was present throughout the Meeting through telephonic and/or internet means of remote access, and a majority of the members of the Board of Commissioners of the Authority present at the Meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of November, 2020.

Michael Mirra, Executive Director of the Authority