



To: THA Housing Authority Staff
From: Michael Mirra, Executive Director
Date: June 27, 2020 *Michael Mirra*
Subject: Executive Emergency Action 12: Superseding Prior Actions re Residential and Commercial Tenant Rents, Rent Adjustments & Program Documentation, and Time Limits.

THA Board Resolution 2020-03-18(1) allows the Executive Director (or his designee) to take emergency actions during the COVID-19 pandemic that he deems necessary to ensure continued operations of Tacoma Housing Authority (THA) while protecting its employees, clients, vendors, partners and the community as a whole.

The purpose of this Executive Action is to update THA's policies to comply with state proclamations and to account for federal requirements detailed in the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The authorizations granted in this Executive Action supersede the following previous Executive Actions:

- **Executive Action 3:** Residential and Commercial Tenant Rent (Fees and Notices)
- **Executive Action 11:** Entering into Rent Repayment Plans with Commercial Tenants
- **Executive Action 5:** Emergency Coronavirus Hardship: Easing Rent Adjustments and Program Documentation
- **Executive Action 9:** A Moratorium on Time Limits for Voucher Participants

1. **TEMPORARY STATE & FEDERAL DIRECTIVES AND LAWS COVERING EVICTIONS & RENT INCREASES**

This Executive Action seeks to comply with the following state and federal directives and laws:

1.1 **State of Washington: Governor's Emergency Proclamation 20-19.2**

As a response to the pandemic, the Governor of the State of Washington, exercising his emergency powers, issued Proclamation 20-19.2. It imposed and extended a moratorium on residential evictions and other housing related practices. A copy of Proclamation 20-19.2 is attached. Among other directives, it imposes the following restrictions and requirements until 11:59 PM on August 1, 2020:

- “Landlords, property owners, and property managers are prohibited from serving or enforcing, or threatening to serve or enforce, any notice requiring a resident to vacate any dwelling or parcel of land occupied as a dwelling, including but not limited to an eviction notice, notice to pay or vacate, notice of unlawful detainer, notice of termination of rental, or notice to comply or vacate. This prohibition applies to tenancies or other housing arrangements that have

expired or that will expire during the effective period of this Proclamation. This prohibition applies unless the landlord, property owner, or property manager (a) attaches an affidavit attesting that the action is necessary to respond to a significant and immediate risk to the health, safety, or property of others created by the resident; or (b) provides at least 60 days' written notice of intent to (i) personally occupy the premises as a primary residence, or (ii) sell the property.”

- Landlords may not assess late fees for nonpayment or late payment of rent during the State of Emergency;
- “Except as provided in this paragraph, landlords, property owners, and property managers are prohibited from treating any unpaid rent or other charges related to a dwelling or parcel of land occupied as a dwelling as an enforceable debt or obligation that is owing or collectable, where such non-payment was as a result of the COVID-19 outbreak and occurred on or after February 29, 2020, and during the State of Emergency proclaimed in all counties in Washington State. This includes attempts to collect, or threats to collect, through a collection agency, by filing an unlawful detainer or other judicial action, withholding any portion of a security deposit, billing or invoicing, reporting to credit bureaus, or by any other means. **This prohibition does not apply to a landlord, property owner, or property manager who demonstrates by a preponderance of the evidence to a court that the resident was offered, and refused or failed to comply with, a re-payment plan that was reasonable based on the individual financial, health, and other circumstances of that resident; failure to provide a reasonable re-payment plan shall be a defense to any lawsuit or other attempts to collect.**” (emphasis in original).
- Landlords may not increase rent for residential tenants.
- Landlords may not increase rent for commercial tenants (if impacted by the pandemic). This prohibition does not apply to commercial rental property if rent increases were included in an existing lease agreement that was executed prior to February 29, 2020.

1.2 Federal Law: The Coronavirus Aid, Relief, and Economic Security Act

The Coronavirus Aid, Relief, and Economic Security Act or the CARES Act imposed a federal eviction moratorium for participants in rental programs covered by VAWA (34 U.S.C. § 12491(a)). This includes all of THA’s program participants. The federal eviction moratorium took effect on March 27, 2020 and extends for 120 days, until July 21, 2020.

The eviction moratorium restricts landlords during this period from filing new eviction actions for non-payment of rent, and also prohibits “charging fees, penalties, or other charges to the tenant related to such nonpayment of rent.” Sec. 4024(b). The federal moratorium also provides that a landlord may not evict a tenant after the moratorium

expires except on 30 days' notice—which may not be given until after the moratorium period.¹

The federal eviction moratorium does not prohibit evictions:

- that were filed before the moratorium took effect or that are filed after it sunsets;
- that involve non-covered tenancies;
- where the eviction is based on another reason besides either nonpayment of rent or nonpayment of other fees or charges.

2. EXECUTIVE ACTION

During the duration of the state and federal directives and laws, THA will do or not do the following:

2.1 Residential and Commercial Tenant Rent (Fees and Notices)

- THA waives all late fees for unpaid rent that became due after February 29, 2020.
- THA will not issue any termination notices based upon the nonpayment of rent that became due after February 29, 2020. All unpaid rent remains owing.

2.2 Commercial Tenants: Rent Repayment Plans

- Rents remain due and continue to accrue. THA will attempt to work with its commercial tenants who are experiencing rent hardships due to business closure or loss of income resulting from the pandemic and who have contacted their respective property management companies or THA staff seeking relief.
- THA will enter into repayment agreements with its commercial tenants to add a portion of the total outstanding rent to the future rent due under the lease.
- The portion to be deferred, the due date of the first payment and the duration of the repayment agreement will depend on the amount owing, the remaining lease term, and the tenant's financial capacity and ability to remain open or re-open under the Governor's directives.
- The repayment term agreement may not last beyond the shorter of the expiration of the lease term or five (5) years.

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¹ National Housing Law Project. *Summary and Analysis of Federal CARES Act Eviction Moratorium*. April 28, 2020. <https://www.nhlp.org/wp-content/uploads/2020.03.27-NHLP-CARES-Act-Eviction-Moratorium-Summary.pdf>

2.3 Residential Tenants: Rent Repayment Plans

- Rents and other charges not waived remain due and continue to accrue.
- Property Management shall use its regular protocol for repayment agreements to govern arrearages in rent and other charges not waived. That protocol directs the terms of the repayment agreements, including the eligibility criteria, amounts to be paid and schedule, and duration of the agreement.
- THA may seek to terminate a tenancy for failure to comply with a repayment agreement.

2.4 Residential Tenants and Rental Assistance Clients: Emergency Coronavirus Hardship Adjustments to Ease Rent and Program Documentation Requirements

The temporary rent and HAP adjustments permitted by Executive Action 5 will expire. THA will not pay hardship adjustments beyond August 1, 2020. This means THA will not process hardship adjustments beyond July 20th. Instead, eligible tenants and clients suffering a loss of income may seek rent relief through THA's normal change of circumstance policies, with the following changes to make it easier to get the adjustment:

- THA's normal change of circumstance policies require THA to reduce an eligible household's share of the rent only when they report an income loss greater than 20%. THA will waive the 20% rule and will process changes of any amount.
- THA will permit clients and tenants to self-certify income loss.
- For purposes of determining eligibility, rent subsidy levels and other elements of the program, THA will waive the requirement for clients to immediately furnish documentation provided by third parties. Such documentation includes government issued identification, Social Security Numbers and documentation of eligibility for unemployment benefits.

2.5 Residential Tenants: Prohibition on Most Evictions

- THA will not serve any notice to terminate a tenancy for nonpayment of rent or other charge, unless it is for a failure to comply with a repayment agreement.
- THA will not serve any notice to terminate a tenancy or seek a writ of restitution for others reasons unless the eviction is necessary to respond to a significant and immediate risk to the health, safety, or property of others created by the resident. In such a case, the notice must attach an affidavit attesting to this necessity. Staff will confer with THA's attorneys to discuss and prepare such a notice and affidavit.

2.6 Rental Assistance Clients: Continued Moratorium on Time Limits

- THA will continue paying housing assistance payments (HAP) for households beyond their normal time limit expiration date to December 1, 2020. This applies to the Housing Opportunity Program, Child Housing Opportunity Program, Family Unification Program Youth and College Housing Assistance Program. THA originally aligned this extension with the State's eviction moratorium. In response to the economic crisis and to reduce the administrative burden resulting from proclamation extensions, THA will cease time limit exits for the duration of 2020.
- THA's Final HAP payment for these extended households will be December 1, 2020.

This policy change is effective immediately and until further notice.

Cc: Derek Young, THA Chair



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

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**PROCLAMATION BY THE GOVERNOR
EXTENDING AND AMENDING 20-05, 20-19, and 20-19.1**

20-19.2

Evictions and Related Housing Practices

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout the state of Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06 through 20-53 and 20-55 through 20-57, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, continues to broadly spread throughout Washington State; and

WHEREAS, the COVID-19 pandemic is causing a sustained global economic slowdown, and an economic downturn throughout Washington State with unprecedented numbers of layoffs and reduced work hours for a significant percentage of our workforce due to substantial reductions in business activity impacting our commercial sectors that support our state's economic vitality, including severe impacts to the large number of small businesses that make Washington State's economy thrive; and

WHEREAS, many of our workforce expected to be impacted by these layoffs and substantially reduced work hours are anticipated to suffer economic hardship that will disproportionately affect low and moderate income workers resulting in lost wages and potentially the inability to pay for basic household expenses, including rent; and

WHEREAS, the inability to pay rent by these members of our workforce increases the likelihood of eviction from their homes, increasing the life, health and safety risks to a significant percentage of our people from the COVID-19 pandemic; and

WHEREAS, tenants, residents, and renters who are not materially affected by COVID-19 should and must continue to pay rent, to avoid unnecessary and avoidable economic hardship to landlords, property owners, and property managers who are economically impacted by the COVID-19 pandemic; and

WHEREAS, under RCW 59.12 (Unlawful Detainer), RCW 59.18 (Residential Landlord Tenant Act), and RCW 59.20 (Manufactured/Mobile Home Landlord-Tenant Act) residents seeking to avoid default judgment in eviction hearings need to appear in court in order to avoid losing substantial rights to assert defenses or access legal and economic assistance; and

WHEREAS, on May 28, 2020, in response to the COVID-19 pandemic, the Washington Supreme Court issued Amended Order No. 25700-B-625 and ordered that courts should begin to hear non-emergency civil matters. While appropriate and essential to the operation of our state justice system, the reopening of courts could lead to a wave of new eviction filings, hearings, and trials that risk overwhelming courts and resulting in a surge in eviction orders and corresponding housing loss statewide; and

WHEREAS, the Washington State Legislature has established a housing assistance program in RCW 43.185 pursuant to its findings in RCW 43.185.010 “that it is in the public interest to establish a continuously renewable resource known as the housing trust fund and housing assistance program to assist low and very low-income citizens in meeting their basic housing needs;” and

WHEREAS, it is critical to protect tenants and residents of traditional dwellings from homelessness, as well as those who have lawfully occupied or resided in less traditional dwelling situations for 14 days or more, whether or not documented in a lease, including but not limited to roommates who share a home; long-term care facilities; transient housing in hotels and motels; “Airbnbs”; motor homes; RVs; and camping areas; and

WHEREAS, a temporary moratorium on evictions and related actions throughout Washington State at this time will help reduce economic hardship and related life, health, and safety risks to those members of our workforce impacted by layoffs and substantially reduced work hours or who are otherwise unable to pay rent as a result of the COVID-19 pandemic; and

WHEREAS, a temporary moratorium on evictions and related actions will reduce housing instability, enable residents to stay in their homes unless conducting essential activities or employment in essential business services, and promote public health and safety by reducing the progression of COVID-19 in Washington State; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Washington State Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim that a State of Emergency continues to exist in all counties of Washington State, that Proclamation 20-05 and all amendments thereto remain in effect, and that Proclamations 20-05, 20-19, and 20-19.1 are amended to temporarily prohibit residential evictions and temporarily impose other related prohibitions statewide until 11:59 p.m. on August 1, 2020, as provided herein.

I again direct that the plans and procedures of the *Washington State Comprehensive Emergency Management Plan* be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the *Washington State Comprehensive Emergency Management Plan* and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Washington State Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

ACCORDINGLY, based on the above noted situation and under the provisions of RCW 43.06.220(1)(h), and to help preserve and maintain life, health, property or the public peace, effective immediately and until 11:59 p.m. on August 1, 2020, I hereby prohibit the following activities related to residential dwellings and commercial rental properties in Washington State:

- Landlords, property owners, and property managers are prohibited from serving or enforcing, or threatening to serve or enforce, any notice requiring a resident to vacate any dwelling or parcel of land occupied as a dwelling, including but not limited to an eviction notice, notice to pay or vacate, notice of unlawful detainer, notice of termination of rental, or notice to comply or vacate. This prohibition applies to tenancies or other housing arrangements that have expired or that will expire during the effective period of this Proclamation. This prohibition applies unless the landlord, property owner, or property manager (a) attaches an affidavit attesting that the action is necessary to respond to a significant and immediate risk to the health, safety, or property of others created by the resident; or (b) provides at least 60 days' written notice of intent to (i) personally occupy the premises as a primary residence, or (ii) sell the property.
- Landlords, property owners, and property managers are prohibited from seeking or enforcing, or threatening to seek or enforce, judicial eviction orders involving any dwelling or parcel of land occupied as a dwelling, unless the landlord, property owner, or property manager (a) attaches an affidavit attesting that the action is necessary to respond to a significant and immediate risk to the health, safety, or property of others created by the resident; or (b) shows that at least 60 days' written notice were provided of intent to (i) personally occupy the premises as a primary residence, or (ii) sell the property.
- Local law enforcement are prohibited from serving, threatening to serve, or otherwise acting on eviction orders affecting any dwelling or parcel of land occupied as a dwelling, unless the

eviction order clearly states that it was issued based on a court's finding that (a) the individual(s) named in the eviction order is creating a significant and immediate risk to the health, safety, or property of others; or (b) at least 60 days' written notice were provided of intent to (i) personally occupy the premises as a primary residence, or (ii) sell the property.

- Landlords, property owners, and property managers are prohibited from assessing, or threatening to assess, late fees for the non-payment or late payment of rent or other charges related to a dwelling or parcel of land occupied as a dwelling, and where such non-payment or late payment occurred on or after February 29, 2020, the date when a State of Emergency was proclaimed in all counties in Washington State.
- Landlords, property owners, and property managers are prohibited from assessing, or threatening to assess, rent or other charges related to a dwelling or parcel of land occupied as a dwelling for any period during which the resident's access to, or occupancy of, such dwelling was prevented as a result of the COVID-19 outbreak.
- Except as provided in this paragraph, landlords, property owners, and property managers are prohibited from treating any unpaid rent or other charges related to a dwelling or parcel of land occupied as a dwelling as an enforceable debt or obligation that is owing or collectable, where such non-payment was as a result of the COVID-19 outbreak and occurred on or after February 29, 2020, and during the State of Emergency proclaimed in all counties in Washington State. This includes attempts to collect, or threats to collect, through a collection agency, by filing an unlawful detainer or other judicial action, withholding any portion of a security deposit, billing or invoicing, reporting to credit bureaus, or by any other means. **This prohibition does not apply to a landlord, property owner, or property manager who demonstrates by a preponderance of the evidence to a court that the resident was offered, and refused or failed to comply with, a re-payment plan that was reasonable based on the individual financial, health, and other circumstances of that resident; failure to provide a reasonable re-payment plan shall be a defense to any lawsuit or other attempts to collect.**
- Landlords, property owners, and property managers are prohibited from increasing, or threatening to increase, the rate of rent for any dwelling, parcel of land occupied as a dwelling. Except as provided below, this prohibition also applies to commercial rental property if the commercial tenant has been materially impacted by the COVID-19, whether personally impacted and is unable to work or whether the business itself was deemed non-essential pursuant to Proclamation 20-25 or otherwise lost staff or customers due to the COVID-19 outbreak. This prohibition does not apply to commercial rental property if rent increases were included in an existing lease agreement that was executed prior to February 29, 2020 (pre-COVID-19 state of emergency).
- Landlords, property owners, and property managers are prohibited from retaliating against individuals for invoking their rights or protections under Proclamations 20-19, 20-19.1, 20-19.2, or any other state or federal law providing rights or protections for residential dwellings. Nothing in this order prevents a landlord from seeking to engage in reasonable communications with tenants to explore re-payment plans in accordance with this order.

Terminology used in these prohibitions shall be understood by reference to Washington law, including but not limited to RCW 49.60, RCW 59.12, RCW 59.18, and RCW 59.20. For purposes of this Proclamation, a “significant and immediate risk to the health, safety, or property of others created by the resident” (a) is one that is described with particularity, and cannot be established on the basis of the resident’s own health condition or disability; (b) excludes the situation in which a resident who may have been exposed to, or contracted, the COVID-19, or is following Department of Health guidelines regarding isolation or quarantine; and (c) excludes circumstances that are not urgent in nature, such as conditions that were known or knowable to the landlord, property owner, or property manager pre-COVID-19 but regarding which that entity took no action.

FURTHERMORE, it is the intent of this order to prevent a potential new devastating impact of the COVID-19 outbreak – that is, a wave of statewide homelessness that will impact every community in our State. To that end, this order further acknowledges, applauds, and reflects gratitude to the immeasurable contribution to the health and well-being of our communities and families made by the landlords, property owners, and property managers subject to this order.

ADDITIONALLY, I want to thank the vast majority of tenants who have continued to pay what they can, as soon as they can, to help support the people and the system that are supporting them through this crisis. The intent of Proclamation 20-19, and all amendments and extensions thereto, is to provide relief to those individuals who have been impacted by the COVID-19 crisis. I strongly encourage landlords and tenants to communicate in good faith with one another, and to work together, on the timing and terms of payment and repayment solutions that all parties will need in order to overcome the severe challenges that COVID-19 has imposed for landlords and tenants alike.

Violators of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5).

Signed and sealed with the official seal of the state of Washington on this 2nd day of June, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State