



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES

### REGULAR SESSION

WEDNESDAY, JANUARY 26, 2022

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom at 4:45 PM on Wednesday, January 26, 2022.

#### 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 4:48 pm.

#### 2. ROLL CALL

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

PRESENT	ABSENT
<b>Commissioners</b>	
Chair Stanley Rumbaugh	
Vice Chair Shennetta Smith	
Commissioner Derek Young	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Pastor Michael Purter	
<b>Staff</b>	
April Black, Executive Director	
Sha Peterson, Executive Administrator	
Julie LaRocque, Interim Deputy Executive Director	
Rich Deitz, Interim Finance Director	
Barbara Tanbara, Interim Human Resources Director	
Marquis Jenkins, Interim Property Management Director	
Roberta Schur, Interim Real Estate Development Director	
Sandy Burgess, Administrative Services Director	
Aley Thompson, Interim Rental Assistance Director	
Cacey Hanauer, Client Support & Empowerment Director	
	Katie Escudero, Interim Policy, Innovation and Evaluation Director

Chair Rumbaugh declared there was a quorum present @ 4:49 pm and proceeded.

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, November 10, 2021.

Commissioner Hodge moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

**Motion approved.**

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, December 8, 2021. Vice Chair Smith moved to adopt the minutes. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

**Motion approved.**

### 4. GUEST COMMENTS

#### **Jo Davies**

Jo stated that she understands that things are progressing with the partnership with TUPAC and she applauds THA for doing this. She thinks it is very important that all organizations in Hilltop come together to support one another. If THA is in a place to accommodate TUPAC then it should do so. She commends THA in moving in this direction. Chair Rumbaugh asked Jo to stay tuned since this is still a pending issue, but he appreciates her comments.

#### **Pete and Tiffany Reyes**

Pete and Tiffany echoed what Jo said. They read the article regarding the Hilltop development, and both feel that access to art in Hilltop is important to the black and brown children in the neighborhood. As Hilltop residents, they have provided significant support for the direction Hilltop is going. Seeing their opinions reflected in the



neighborhood where they invest their life and effort is important. Chair Rumbaugh noted that THA has an obligation to provide housing for people unhoused and are trying to work something out with the competing interests. Tiffany asked when the change in direction occurred considering the two-year planning process. Chair Rumbaugh responded that THA just recently received the financial information that had been requested from TUPAC. Tiffany asked that THA continue to hold Hilltop resident opinions. Chair Rumbaugh stated that he would be the first one to agree that arts provide vibrancy to any neighborhood. Vice Chair Smith added that whatever decision THA decides, it would be to support starving artists.

Chair Rumbaugh encouraged the public to continue to comment on what THA is or is not doing. "The Board is here to serve as best we can," commented Chair Rumbaugh.

## **5. COMMITTEE REPORTS**

### ***Real Estate Development Committee—Chair Rumbaugh, Commissioner Young***

The committee met to discuss acquisitions, one being North Highland Court Apartments. The committee also met to go over pending work in progress and reviewed other proposals that may end up being of interest to THA.

### ***Finance Committee—Commissioner Hodge and Commissioner Young***

The committee did not meet.

### ***Education, Housing Services and Partnerships Committee—Vice Chair Smith, Commissioner Hodge***

The committee did not meet.

### ***Community Partnerships and Advocacy Committee—Vice Chair Smith, Commissioner Purter***

The committee did not meet, but Commissioner Purter hopes to meet within the next thirty days.

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

The Committee did not meet.

## **6. COMMENTS FROM THE EXECUTIVE DIRECTOR**

Executive Director (ED) April Black directed the board to her report. She appreciates the public's interest in the Housing Hilltop topic. She offered her apologies to the Board, staff and the community members in making an abrupt decision regarding Housing Hilltop without consulting with them first. When reviewing the financial and design packages, reducing space allowed for THA to add three additional units for low-income people and less of a risk. It became evident that this was a serious concern to members of the Hilltop community and council. THA had been in community dialogues for 2-3 years where THA hoped to add this performing arts space. ED Black has been in discussions with the city, and she has adequate assurance that THA will have financial risks

mitigated. She would like the Board's trust to continue these conversations, and if the financial concerns are resolved, if the Board is willing to continue to move forward with 10k sf space and not add the additional 3 units for affordable housing. Chair Rumbaugh noted that the discussions have been going on long before she became ED and the Board has never been an operational Board, participating in day-to-day operations, only for policy considerations. He added that ED Black does not need to apologize. Vice Chair Smith added that if THA does not follow through with the 10k for performing arts and only wants to provide the 5k to arts, THA should dedicate 5k to starving artists. This would be doing THA's due diligence.

ED Black has been advised by TUPCAC that 5k will not be adequate for the performing arts space they need. She has been talking with TUPAC as a provider because they were identified by the community as a strong community partner. Commissioner Purter asked that ED Black continue to talk with the city and revisit discussions. He wants THA to fulfill its promise to the community. Commissioner Young added that the discussions pre-dates ED Black. He is fine with her continuing conversations with the city. He also added that putting a large space with a single organization is risky. Commissioner Hodge stated that THA's mission is to establish affordable housing. She advocates for THA to do everything it can to keep its promise to the community. She agreed that the Board does not get involved with day-to-day operations, but when this kind of critical issues happen, everybody needs to be involved. She added that it is not fair for the ED to receive the brunt of the negative comments. Commissioner Young, agreed. "This is a conversation we need to have as a board. We need to be careful on how far and deep we go on those conversations," replied Commissioner Young. ED Black will continue to work with the city and THA staff. The Board fully supports ED Black's continued discussions with the city.

The Diversity, Equity and Inclusion work has started. THA's consultant, The Lindsay Group (TLG) will be doing an assessment of the organization, reviewing all data available and looking at processes. TLG recommends that THA use the February 4<sup>th</sup> Study Session as strategy DEI work. Chair Rumbaugh approved.

The homeless encampment in the Hilltop property has increased growth which is impacting businesses in the area. They are now moving to the parking lot available for Alberta J Canada and THA is receiving 3-4 complaints a day regarding safety. THA has been advised that TPD cannot enforce removal of belongings without a trespass order. ED Black is planning on signing a no trespass order. Chair Rumbaugh hears city complaints regularly and there is a tremendous amount of property destruction, harassment, graffiti and trashing of neighborhoods. He does not like the idea of displacing people already on the streets, but THA has reached out to the homeless groups and contacts have been made for housing. He is inclined strongly to go ahead with the no trespass order. Commissioner Young does not want to be bullying people unhoused but believes it will either happen now or in six months. Vice Chair Smith agrees with the no trespass order. She added that there are no great things happening in the encampment and THA needs to make sure staff are safe. She works with homeless population and there are a lot of resources to get them off the street.

THA's vaccination mandate went into effect January 14<sup>th</sup> and THA approved some reasonable accommodations. This was not easy, but an important decision for THA. ED Black is sorry staff left due to the decision. She thanked the commissioners for their support moving forward with the mandate.

THA received notice from CLPHA yesterday to sign a letter to congress asking to maintain housing in the package which has significant cuts.

ED Black reminded the Board that THA staff have been going into the offices on some regular schedule, especially maintenance, inspectors and property management. Lobbies have been closed and staff that can work full time from home have been doing so. THA hopes to reopen lobbies and have more staff go to work once the first-floor remodel is complete. That decision happened before Omicron and ED Black has been talking with the health department on how to monitor a reopening and staff returning to the office. The advice is to look for three consecutive weeks of declined cases and inform staff to do a soft reopen schedule. ED Black has been hearing desire from the Board to open lobbies and she wants to make THA more accessible to customers. Chair Rumbaugh responded that THA will have to wait it out a bit longer. He added that the amount of work on ED Black's report is a massive undertaking by staff that is going extremely well.

## **7. ADMINISTRATIVE REPORTS**

### **Finance**

Finance Department (FD) Interim Director Rich Deitz directed the board to the finance report. Financials for year-end looks good according to Director Deitz. THA had a couple of staff turnover but finance on pace to get everything done. Cash Position is at \$27.6M, down from October. Moving to Work (MTW) Cash held by Housing and Urban Development (HUD) is down \$1.5M from prior month which is moving in the right direction. Unencumbered is down \$3M from prior month due to Saravida, insurance premium and a few more expenses for tax credit properties. THA will get cash back in December in excess of a million.

Commissioner Young moved to ratify the payment of cash disbursements totaling \$7,319,627 for the month of December 2021. Vice Chair Smith seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

**Motion Approved.**



## **Policy, Innovation and Evaluation**

Policy, Innovation and Evaluation (PIE) representative Jess Thompson directed the board to the PIE report. PIE has two new staff members—Christine who is doing policy analysis and working on the MTW plan, and Daniel who is doing data analysis, OpenDoor and transition to Yardi. PIE submitted the MTW plan and had site visit with HUD. The visit went well, and staff received positive feedback. PIE is also working on the Housing Opportunity Program (HOP) report to look at how participants are with traditional vouchers. Staff are preparing for public comments and proposed changes. PIE is still working on opening doors which had a slight delay due to staff changes. Christine is working with Rental Assistance (RA) and Client Support and Empowerment (CSE) to pull everything together to do application review panel to implement policy changes. Daniel is one of the co-chairs for the data governance committee. The group is working to bring together shared understanding to get everything ready for the transition to Yardi and standardizes the process in using data to get informed decision making. PIE staff are also working with the Foundation for Tacoma Students for an education assessment. This is providing THA an opportunity with anchor institutions to understand THA's work with education and aligning it with their priorities. THA received the first report from Temple University Hope Center evaluating College Housing Assistance Program (CHAP). The PIE team is working with RA to talk with Pioneer Human Services regarding vouchers for people in corrections and ironing out details. PIE plans on coming to the Board next month with a proposal.

## **Client Support and Empowerment**

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. CSE's report represents a ton of work from the team while maintaining a sense of humor, willingness to do the hard conversations and showing up every day. Director Hanauer has learned a lot from her team. There have been a lot of attention on residents to be part of the program 2Gen Byron launched. Chair Rumbaugh asked how the outreach was handled. According to Director Hanauer, it is a testament to staff and how staff asked folks what they needed day in and day out. Stephanie, Gary and Rob built momentum to get folks out of their units. They started this at family properties and will slowly build out from there and launch it at Salishan in the spring/summer. Vice Chair Smith noted that she has not heard of any programs at Salishan where there are a lot of teenagers who can benefit from the program. Director Hanauer will chat with Vice Chair Smith offline to discuss the posted community builder position for Salishan with a focus on youth. The CSE team has made a lot of partnerships across the portfolio. Contracts are in good shape and the team found new funding to prevent pulling from HOP dollars.

## **Rental Assistance**

Rental Assistance (RA) Interim Director Aley Thompson directed the board to their report. Utilization remains strong at 99%, and the dip is not a concern. They thanked the inspections team who have been keeping up with tenants. RA made it more flexible to do self-certifications and the team was able to conduct 400 inspections and self-certifications

to keep THA compliant. Vice Chair Smith and CSE staff had a meeting regarding a shared model to improve response time to clients and help balance work amongst staff. THA partnered with Housing Connector this year to help voucher holders secure units and strengthen relationships with landlords. RA opened the waitlist to large families and saw great benefits. This month, THA showed five Emergency Housing Vouchers (EHV) housed and has increased to thirteen since the last report. Director Thompson thanked Program Manager Amber Prentice and her team prioritizing sixty (60) referrals, working closely with the families and collaborating with service partners. It is a lot of work, but exciting to see the results. THA will begin accepting referrals in February for youth 18-24 years old who left foster or is at risk of being homeless. The team will be working with community youth partners to operationalize the program. Vice Chair Smith appreciates Aley and Adam for taking the time to explain the process with housing specialist. She appreciates staff trying to find a remedy to make sure tenants are contacted in a timely manner. She is looking forward to seeing how the process is progressing.

## **Property Management**

Property Management (PM) Interim Director Marquis Jenkins directed the board to her report. THA has remained at 98% occupancy and received \$340k in late rent funds and anticipate receiving additional funds. The team continue to connect with rental resources. PM is hiring an evictions specialist to help households with rent and funds. THA will not serve notices until April, which will provide time for additional tenants to apply for late rent funds in February, as well as eviction prevention. There were 116 move outs in 2021.

## **Real Estate Development**

Real Estate Development (RED) Interim Director Roberta Schur directed the board to her report. The RED team completed The Rise project and rehabilitation of the 902 building. The team did several acquisition activities, worked on James Center North, secured funding for Shilo and is working with HAC with Echo District. THA recently received an award for Arlington Youth Campus for innovation.

## **8. NEW BUSINESS**

### **8.1 RESOLUTION 2021-01-26 (1)**

#### **Approving the Execution of a Contract with Yardi Systems, Inc.**

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma relating to systems management; approving the terms of an agreement with Yardi Systems, Inc.; and, authorizing and directing the Executive Director of the Authority to enter into that agreement and carry out its terms.

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

. Recitals and Findings.

- 1.1 RCW 35.82.070 authorizes housing authorities to “make and execute contracts and other instruments” including, without limitation, to “arrange or contract for the furnishing by an person or agency, public or private, of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants thereof.”
- 1.2 The Housing Authority of the City of Tacoma (“Tacoma Housing Authority” or “Authority”) has substantial needs for application software for real property and asset management, data and records management, and for financial systems, all to better serve its low and moderate-income housing community and other services through the various programs administered by the Authority. Older software systems are in need of redevelopment or replacement.
- 1.3 The Authority has engaged in a multi-year effort to identify and procure necessary system software, cloud services, support and training, including installation, maintenance and service of hardware and software. That effort has included evaluation by Authority-wide personnel of many vendors, services and programs, and government service providers under federal and local programs.
- 1.4 The Federal Government, through its General Services Administration (“GSA”) has entered a contract with Yardi Systems, Inc. (“Yardi”), and consistent with its Procurement Policy, the Authority may contract with Yardi under governmental joint purchasing programs. In that regard, Pierce County has urged the Authority to collaborate with its neighbor housing authority, the Pierce County Housing Authority. And, the Pierce County Housing Authority has already procured comparable systems from Yardi.
- 1.5 Separately, under RCW 39.04.280, the Yardi package of services and programs is clearly a unique and sole source for the Authority’s current demands and needs, for eligibility under authority for a sole source procurement and for the special and unique market conditions for these services and products.
- 1.6 The Board of Commissioners hereby determines that it is in the best interest of the Authority to enter an agreement with Yardi Systems Inc., substantially in the form attached to this Resolution for the programs and services set out in that agreement.

Authorization of Agreement and Execution Thereof. The Board of Commissioners of the Authority approves the agreement with Yardi Systems, Inc. in substantially the form attached hereto as Exhibit A (the “Agreement”) and authorizes and directs the Executive Director of the Authority to execute and deliver the Agreement on behalf of the Authority and to delivery and carry out the terms of the Agreement on behalf of the Authority.

. Acting Officers Authorized. Any action required by this resolution to be taken by the Executive Director of the Authority may in her absence be



taken by the duly authorized Deputy Executive Director or interim Deputy Executive Director of the Authority.

Ratification and Confirmation. 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.

Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Commissioners of [Name of Housing Authority] at an open public meeting thereof this 26th day of January 2022.

TACOMA HOUSING AUTHORITY

By \_\_\_\_\_  
Stanley Rumbaugh, Chair,  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Executive Director/Secretary

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

AYES: 5  
NAYS: None  
Abstain: None  
Absent: None

**Motion Approved:** January 26, 2022

\_\_\_\_\_  
Stanley Rumbaugh, Chair

**8.2 RESOLUTION 2022-01-26 (2)**  
**(Authorization for Acquisition of the North Highland Court**  
**Apartments by Condemnation or Negotiated Purchase in Lieu**  
**Thereof)**

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

**Whereas**, there is a critical shortage of modestly priced rental housing in the City of Tacoma; and

**Whereas,** the Housing Authority of the City of Tacoma (“THA” or “the Housing Authority”) is charged with addressing pursuant to its mission of providing quality affordable housing opportunities equitably distributed within the City of Tacoma; and

**Whereas,** it is a goal of local government and the Housing Authority to further fair housing in the region affirmatively, in part through preservation of existing affordable housing opportunities in areas with significantly appreciating housing costs; and

**Whereas,** North Highland Court Apartments (the “Property”) is a 35-unit apartment complex located at 3015 N Highland Street, Tacoma, Washington, in an area of Tacoma where rents are increasingly unaffordable to low-income households; and

**Whereas,** RESOLUTION 2021-6-23 (2) previously authorized THA to acquire this property at a lower price, but subsequent appraisals have estimated the value of the Property to be approximately \$6,200,000.00; and

**Whereas,** RCW 35.82.070(2) provides, in part, that a housing authority shall have the power to acquire housing projects within its area of operations, and RCW 35.82.070(5) authorizes a housing authority to acquire real property by exercise of the power of eminent domain or by purchase in lieu of exercise of the power of eminent domain; and

**Whereas,** acquisition of the Property by the Housing Authority will serve the mission of the Housing Authority and the housing goals of the region through an approach that is considerably less expensive than constructing the same number of new housing units; now, therefore, be it

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

**Section 1:** Acquisition of the Property by the Housing Authority is necessary to preserve and provide housing for persons of low income that is equitably distributed in various areas of its operations.

**Section 2:** The Board of Commissioners hereby authorizes the Executive Director (i) to give notice to the current owner of the Property of the Housing Authority’s intention to acquire the Property by eminent domain if it is unsuccessful in acquiring the Property on satisfactory terms through negotiation and purchase in lieu of condemnation; and (ii) subject to the terms below, to acquire the Property by condemnation through exercise of the Housing Authority’s power of eminent domain, if it is unsuccessful in acquiring the

Property on satisfactory terms through negotiation with and purchase from the owner in lieu of condemnation.

**Section 3:** The Executive Director is hereby vested with the authority, and with discretion in the exercise of such authority, to negotiate the terms of an agreement to purchase for the Property at a price of approximately Six Million Two Hundred Thousand Dollars (\$6,200,000) and to pay into the purchase escrow the earnest money deposit for the purchase of the Property.

**Section 4:** If the Executive Director is successful in negotiating the terms of an agreement for the purchase of the Property, then the Executive Director is authorized and directed to execute the same. Following reviewing the results of inspection of the Property and other due diligence, and prior to any earnest money becoming nonrefundable to the Housing Authority, the Executive Director shall make a recommendation to the Board of Commissioners as to whether to proceed with closing the purchase of the Property. If the Executive Director recommend proceeding and the Board of Commissioners approves of the same, then the Executive Director shall be authorized to take any and all actions necessary to close on the purchase of the Property on the terms approved by the Board of Commissioners.

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

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

**Motion Approved:** January 26, 2022

\_\_\_\_\_  
Stanley Rumbaugh, Chair

**8.3 RESOLUTION 2022-01-26 (3)**  
**(Interlocal Agreement with Pierce County Housing Authority for Grievance and Hearing Officer)**

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

**WHEREAS**, Pierce County Housing Authority seeks to secure a consultant to assist with grievance and Hearing Officer services; and



**WHEREAS**, THA followed the Housing and Urban Development (HUD) procurement process 24 CFR 85.36 and THA's Procurement policy in procuring financial consultation services with Ballard Law Office, Gerri Kornblut, Esq, and Goodstein Law Group PLLC; and

**WHEREAS**, PCHA wishes to use the services of Ballard Law Office, Gerri Kornblut, Esq, and Goodstein Law Group PLLC to provide grievance and hearing officer services; and

**WHEREAS**, Chapter 39.34 RCW (The Interlocal Cooperation Act) permits public agencies to cooperate and exercise joint powers in carrying out their public purposes, includes the purchase of goods and services; now, therefore be it

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

The Executive Director is authorized to enter into an Intergovernmental Cooperative Purchasing Agreement with Pierce County Housing Authority so that housing authority may rely on THA's procurement of Ballard Law Office, Gerri Kornblut, Esq, and Goodstein Law Group PLLC for grievance and hearing officer services.

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

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

**Motion Approved:** January 26, 2022

\_\_\_\_\_  
Stanley Rumbaugh, Chair

**8.4 RESOLUTION 2021-01-26 (4)**  
**(Revising THA's Administrative Plan: Foster Youth to Independence Program)**

**WHEREAS**, the Administrative Plan relates to the administration of THA's voucher programs 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**, THA was awarded 75 Foster Youth to Independence Vouchers (FYI); and

**WHEREAS**, THA must update its Administrative Plan to administer the FYI program;

**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 adding the following chapter for the administration of the FYI program:

## **CHAPTER 21 – FOSTER YOUTH TO INDEPENDENCE (FYI)**

### **INTRODUCTION**

This document is meant to guide staff in administering the Foster Youth to Independence (FYI) program. The Foster Youth to Independence (FYI) initiative makes Housing Choice Voucher (HCV) assistance available to Public Housing Agencies (PHAs) in partnership with Public Child Welfare Agencies (PCWAs). Through this targeted allocation, HUD is investing in local, cross-system collaborative efforts to prevent and end homelessness among youth with a current or

prior history of child welfare involvement. The success of this effort requires that community partners coordinate effectively to identify, target, and connect eligible youth

at-risk of or experiencing homelessness to housing and related supports. This notice calls for PHAs, PCWAs, and continuums of care (CoCs) to work together to determine the most appropriate intervention for each young person. Under FYI, PHAs provide housing assistance on behalf of:

- youth at least 18 years and not more than 24 years of age (have not reached their 25th birthday) who left foster care; or
- will leave foster care within 90 days, in accordance with a transition plan described in Section 475(5)(H) of the Social Security Act; and
- are homeless or are at risk of becoming homeless at age 16 or older.

As required by statute, an FYI voucher issued to such a youth may only be used to provide housing assistance for the youth for a maximum of 36 months.

In addition to providing up to 36 months of rental assistance, youth must be provided supportive services to assist the young person on their path to self-sufficiency.

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

This chapter describes HUD regulations and THA policies for administering FYI's. The policies outlined in this chapter are organized into four sections, as follows:

Part I: Funding

Part II: Partnership Agreement

Part III: Waiting List Management

Part IV: Family Eligibility

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

## **PART I: FUNDING**

### **I.A. FUNDING OVERVIEW**

HUD made available \$20 million under the Foster Youth to Independence Competitive NOFA (FR-6400-N-41), announced on January 19, 2021. Administrative fees and funding for the costs of administering FYIs and other eligible expenses defined in Notice 2020-28.

## **PART II: PARTNERSHIP AGREEMENT**

### **II.A. WASHINGTON STATE DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES (DCYF), PIERCE COUNTY ALLIANCE (PCA), COMPREHENSIVE LIFE RESOURCES (CLR), & TACOMA/LAKEWOOD/PIERCE COUNTY CONTINUUM OF CARE (CoC)**

The PHA must enter into a partnership agreement with a PCWA. This partnership must assist the PHA in using assistance under this notice.

#### THA Policy

THA entered into an MOU with *Washington State Department of Children, Youth and Families (DCYF), Pierce County Alliance (PCA), Comprehensive Life Resources (CLR) and Tacoma/Lakewood/Pierce County Continuum of Care (CoC)*.

### **II.B. REFERRALS**

#### **DCYF Agency Referrals**



The primary responsibility of DCYF under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. DCYF must provide supporting documentation to the PHA of the referring agency's verification that the family meets the initial eligibility criteria for FYI assistance.

#### THA Policy

DCYF in partnership with PCA and CLR will establish and implement a system to identify FYI-eligible youth and provide written certification to THA the youth qualify as a FYI-eligible youth based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and the Foster Youth to Independence Competitive Program Notice of funding Availability.

### **PART III: WAITING LIST MANAGEMENT**

#### **III. A. HCV WAITING LIST**

The PHA, upon receipt of a referral(s) from the DCYF, PCA or CLR of an eligible youth, must compare the name(s) with youth already on the PHA's HCV waiting list. Any youth on the PHA's HCV waiting list that matches with the DCYF, PCA or CLR referral must be assisted in order of their position on the waiting list in accordance with PHA admission policies. Any youth certified by DCYF, PCA or CLR as eligible and not on the HCV waiting list must be placed on the waiting list (pending HCV eligibility determination). If the PHA has a closed HCV waiting list, it must reopen the waiting list and place on the waiting list an FYI applicant youth who is not currently on the PHA's HCV waiting list. The PHA may reopen the waiting list to accept an FYI eligible youth without opening the waiting list for other applicants. The requirements at 24 CFR 982.206 for giving public notice when opening and closing the waiting list apply.

#### THA Policy

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

### **PART IV: FAMILY ELIGIBILITY**

#### **IV.A. OVERVIEW**

DCYF, PCA or CLR determines whether the individual or family the eligibility criteria described in Notice PIH 2021-26 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program.

#### **IV.B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY**

In order to be eligible for an FYI voucher, an individual or family must meet eligibility criteria:

- Has attained at least 18 years and not more than 24 years of age;
  - Left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act; and
  - Is homeless or is at risk of becoming homeless at age 16 or older.
- Eligibility is not limited to single persons. PHAs may not exclude pregnant or parenting youth from service, because excluding families with children would violate the Fair Housing Act. Thus, any pregnant or parenting youth who otherwise meets the definition of youth must be served by the grantee.

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

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

**Motion Approved:** January 26, 2022

\_\_\_\_\_  
Stanley Rumbaugh, Chair

## 9. COMMENTS FROM COMMISSIONERS

Vice Chair Smith thanked THA staff for their hard work, which was echoed by all Commissioners.

## 10. EXECUTIVE SESSION

The Board went into executive session at 6:24 pm for 15 minutes to discuss potential litigation against the agency. No action was taken. The Board came back into regular session at 6:31 pm.

## 11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:32 pm.

**APPROVED AS CORRECT**

**Adopted:** February 23, 2022

\_\_\_\_\_  
Stanley Rumbaugh, Chair