



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, APRIL 27, 2022

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom at 4:45 pm on Wednesday, April 27, 2022.

1. CALL TO ORDER

Commissioner Hodge 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 |
|---|--|
| Commissioners | |
| | Chair Stanley Rumbaugh |
| | Vice Chair Shennetta Smith |
| Commissioner Derek Young | |
| Commissioner Dr. Minh-Anh Hodge | |
| Commissioner Pastor Michael Purter | |
| Staff | |
| April Black, Executive Director | |
| Sha Peterson, Executive Administrator | |
| Julie LaRocque, Interim Deputy Executive Director | |
| Jorge Perez, Finance Director | |
| Richard Deitz, Interim Finance Director | |
| | Sharrall Madden, Interim Human Resources Director |
| Frankie Johnson, Property Management Director | |
| Marquis Jenkins, Interim Property Management 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 |

Commissioner Hodge declared there was a quorum present @ 4:49 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Hodge motioned to amend the minutes for the Study Session of the Board of Commissioners for Friday, October 8, 2021. It is a scrivener's error, with no substantive changes. Commissioner Young moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Commissioner Hodge asked for any corrections to or discussion of minutes for the Study Session of the Board of Commissioners for Friday, March 18, 2022. Commissioner Young moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Commissioner Hodge asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, March 23, 2022. Commissioner Young moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

Real Estate Development Committee—Chair Rumbaugh, Commissioner Young

The committee met a couple of weeks ago to discuss updates to Housing Hilltop financing and changes that are necessary. There will be a project financing packet to present to the board.

Finance Committee—Commissioner Hodge and Commissioner Young

The committee met with the new Finance Director, Jorge Perez and discussed Housing Hilltop financing and next steps for tenant rent debts. There were a number of options. Staff will pull together cost benefit scenarios, and the committee will provide additional information at the May Board meeting.

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

Commissioner Hodge was unable to attend the meeting, but Executive Director Black provided an update. The committee discussed the Housing Opportunity Program (HOP) community feedback, policy changes and resolution coming to the Board tonight. The committee also discussed College Housing Assistance Program (CHAP) update. Staff are working with colleges and institutions and will have a follow-up discussion with Tacoma Community College and University of Washington Tacoma in the next week.

There are three out of five THA staff members on the Salishan Association Board. Staff are looking at THA's Diversity Equity and Belonging and questioning whether staff should be the majority voice governing the association. Staff will continue to have discussions regarding members of the Board.

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

The committee met last week. THA created videos of various THA properties, and Commissioner Purter noted how brilliantly it has been put together. He added that although THA provided credit to those who put the video together, credit was not given to the committee that came up with the idea. This video project will be a model that other agencies will start utilizing and the committee should receive recognition for it. ED Black recognized the commissioners' continued participation, ideas and contributions.

Diversity, Equity and Inclusion Committee—Vice Chair Smith, Commissioner Hodge
ED Black's report includes an update from The Lindsay Group.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) April Black directed the board to her report. She thanked Sha Peterson for her ongoing support of the Board and Tacoma Housing Authority (THA) as a whole. She also thanked the Board for all time and commitment they provide to THA.

The Board sub-committee meetings are very time consuming, taking away from other commitments of the Board. Finally, she thanked THA staff. The Board reports detail the work staff do in support of our community.

Highlights of Department Reports

- **Diversity, Equity and Inclusion (DEI) Work**

ED Black thanked Katie Escudero for her efforts on The Lindsay Group (TLG) feedback and improvements to the report, making it more understandable to staff. DEI discussions have started with each department and conversations are going well. The Leadership Team is receiving critical feedback and creative ideas. There will be a Board retreat May 17 at 4 pm.

- **Fiscal Year 2023**

ED Black submitted letters of support of Tacoma Community College Student Housing Center, Asian Pacific Cultural Center Renovations and Expansion, and Foundation for Tacoma Students Shared Childcare Center. She asked that the Board advocate for these requests.

- **New Partnership with Seattle Credit Union**

ED Black thanked Karen Bunce for her work on this project. Seattle Credit Union will provide a 24-hour ATM at Salishan. Staff held a kickoff meeting a couple of weeks ago and Seattle Credit Union was very enthusiastic and will be sharing their logo to be more Tacoma specific.

- **Moving to Work (MTW)**

Ed Black thanked Christine Nguyen for her work on this project. Christine was able to take a lengthy report and put it into bullet points.

- **CSE Summer Programs**

CSE is deep into summer programing, partnering with KBTC and the Grand Cinema.

- **Housing Hilltop**

There are pending decisions that will be going to the Board regarding financing, population to be served, 3rd party management, investor and lender solicitation, final name and design and Section 3 hiring goals.

Commissioner Purter thanked ED Black for doing an amazing job on all THA projects taking place during regular duty time. Commissioner Young appreciates how straight forward the MTW report is.

Roberta Schur shared the Housing Hilltop designs. During the design discussions, it came up that the building should reflect the history and culture of MLK. The Board is excited to see the images. Next step is to solicit feedback from staff and the community. The Board of Commissioners approved moving forward with the

submitted designs. These designs will also be presented at the Spring Crawl on Saturday, May 7th.

ED Black introduced THA's new Finance Director, Jorge Perez. Director Perez thanked ED Black for trusting him in the team. The Commissioners welcomed Director Perez. They are looking forward to working with him.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Interim Director Richard Deitz directed the board to the finance report.

Total Cash is down \$770k; main changes were Moving to Work (MTW) Cash which dropped \$600k from prior month. Cash held by Housing and Urban Development (HUD) is up \$400k. Total Unencumbered is unchanged which is quite unusual.

Commissioner Young moved to ratify the payment of cash disbursements totaling \$6,397,941 for the month of March 2022. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

8. NEW BUSINESS

8.1 RESOLUTION 2022-04-27 (1) (Approval of Property Based Subsidy Contract Extension – Crosspointe Apartments)

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

WHEREAS, THA has been providing Property Based Subsidy housing assistance payments to Crosspointe Apartments since 2019; and

WHEREAS, Crosspointe Apartments houses low-income households and homeless and near homeless students; and

WHEREAS, Failure to extend this contract may lead to a loss of affordable housing units; now, therefore, be it

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

THA's Executive Director is authorized to negotiate, and if those negotiations are successful, to execute an extension to the Crosspointe Apartments Property Based Subsidy contract through 2029.

**SEVENTH AMENDMENT
to the
PROPERTY-BASED SUBSIDY CONTRACT with CWD Investments I LLC
at
HIGHLAND FLATS APARTMENTS**

APRIL 2022

The HOUSING AUTHORITY OF THE CITY OF TACOMA, WASHINGTON, a municipal corporation/political subdivision of the State of Washington, (referred to as "THA") and CWD INVESTMENTS I LLC and JGD Investments, LLC, Washington limited liability companies ("Owner") agree as follows:

THA and Owner are parties to a contract effective March 20, 2019, for the provision of providing affordable housing to low-income students ("Agreement"). They agree to the following amendments to that contract as denoted by the redlining below:

3. TERM OF AGREEMENT

This Agreement is effective as of the Effective Date. Unless the parties terminate the Agreement earlier pursuant to its terms, the initial term of this Agreement is seven (7) years (the "Term"). The parties may renew or modify this Agreement by agreement in writing. Any extension must comply with MTW Requirements.

THA and Owner agree to extend the contract term through October 31, 2029. This extends the contract term from seven (7) years to eleven (11) years.

All the other terms and conditions of the CONTRACT shall remain unchanged.

TACOMA HOUSING AUTHORITY

April Black

CWD Investments

Chad Duncan

ITS: Executive Director

Date: _____

ITS: Member and Manager

Date: _____

JGD Investments I, LLC

John Duncan
ITS: Manager

Date: _____

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

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

Motion Approved: April 27, 2022

Stanley Rumbaugh, Chair

8.2 RESOLUTION 2022-04-27 (2)
(Approval of Property Based Subsidy Contract Extension – Highland Flats Apartments)

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

WHEREAS, THA has been providing Property Based Subsidy housing assistance payments to Highland Flats Apartments since 2018; and

WHEREAS, Highland Flats Apartments houses low-income households and homeless and near homeless students; and

WHEREAS, Failure to extend this contract may lead to a loss of affordable housing units; now, therefore, be it

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

THA's Executive Director is authorized to negotiate, and if those negotiations are successful, to execute an extension to the Highland Flats Apartments Property Based Subsidy contract through 2029.

FOURTH AMENDMENT
to the
PROPERTY-BASED SUBSIDY CONTRACT with CWD Investments I LLC
at
HIGHLAND FLATS APARTMENTS

FEBRUARY 2022

The HOUSING AUTHORITY OF THE CITY OF TACOMA, WASHINGTON, a municipal corporation/political subdivision of the State of Washington, (referred to as "THA") and CWD INVESTMENTS I LLC, a Washington limited liability company ("Owner") agree as follows:

THA and Owner are parties to a contract effective October 31, 2018, for the provision of providing affordable housing to low income students ("Agreement"). They agree to the following amendments to that contract as denoted by the redlining below:

2. TERM OF AGREEMENT

This Agreement is effective as of the Effective Date. Unless the parties terminate the Agreement earlier pursuant to its terms, the initial term of this Agreement is seven (7) years (the "Term"). The parties may renew or modify this Agreement by agreement in writing. Any extension must comply with MTW Requirements.

THA and Owner agree to extend the contract term through 2029. This extends the contract term from seven (7) years to eleven (11) years.

8. TENANCY

8.1 Lease

The tenant lease between the Owner and each Family (the "Lease") must be approved by THA. It shall comply with all THA requirements, MTW requirements and the laws of Tacoma, the State of Washington and the United States. The Lease shall be substantially in the form of Exhibit D. The term of the Lease shall be for one year and Owner is prohibited from renewing the Lease for more than two (2) additional consecutive lease terms for a maximum duration of three (3) years, unless waived by change in THA policy or a THA Executive Action in response to a natural disaster or pandemic. Tenants shall be notified of this limitation in their Lease. NOTE: This three year limit does not apply to the occupancy of Previous Tiki Residents who occupancy one of the seven (7) initial vacancies pursuant to section 7.1.2. The Lease shall require all Tenants to obtain renters' insurance and provide proof of the same to the Owner

All the other terms and conditions of the CONTRACT shall remain unchanged.

TACOMA HOUSING AUTHORITY

CWD Investments

April Black
ITS: Executive Director

Chad Duncan
ITS: Member and Manager

Date: _____

Date: _____

JRO Ventures I, LLC

JGD Investments I, LLC

Josh Obendorf
ITS: Manager

John Duncan
ITS: Manager

Date: _____

Date: _____

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

Upon roll call, the vote was as follows:

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

Motion Approved: April 27, 2022

Stanley Rumbaugh, Chair

8.3 RESOLUTION 2022-04-27 (3)
(Approval of Revision to THA's Administrative Plan: Local Preferences)

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

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 seeks to fill units set aside for homeless households in its portfolio with referrals from Pierce County's Coordinated Entry System; 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 adding the following chapter for the administration of the local preferences:

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 offer a preference to eligible homeless households referred by Pierce County's Coordinated Entry system for its homeless set aside units.**
- 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 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.

When conducting a waitlist pull to fill units that are set-aside for specific populations (such as homeless families, families with children, senior and/or disabled families etc.) THA may contact each family to determine if they qualify for the unit based on their household composition prior to conducting a waitlist pull. If the family does not meet the specified set aside for the vacant unit or does not respond within 10 business days, THA may skip over the family. This process

prevents THA from selecting applicants from the waitlist who are not eligible for the available unit(s).

THA will provide 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. **This includes filling units that are set-aside for specific populations.** 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 and FYI.

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.

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.

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

Upon roll call, the vote was as follows:

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

Motion Approved: April 27, 2022

8.4 RESOLUTION 2022-04-27 (4)
(Extension of Project Based VASH Voucher Contract: Parkland Manor)

WHEREAS, THA has provided project-based housing assistance to Parkland Family Vista LLC's Parkland Manor property since 2012; and

WHEREAS, Parkland Family Vista LLC provides housing for low income, chronically homeless Veterans in the community; and

WHEREAS, a ten year extension will allow THA and Parkland Family Vista LLC to continue to provide housing assistance to low income, chronically homeless Veterans; and

WHEREAS, Failure to extend this contract would lead to a loss of affordable housing units; 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 execute an extension of THA's PBVASH Voucher Contract with Parkland Family Vista LLC for ten (10) years:

CONTRACT EXTENSION AGREEMENT
to the
HOUSING CHOICE VOUCHER PROGRAM
VETERANS ADMINISTRATION SUPPORTIVE HOUSING
(VASH)
PROJECT-BASED ASSISTANCE
HOUSING ASSISTANCE PAYMENT CONTRACT FOR PARKLAND
MANOR

March 21, 2022

The HOUSING AUTHORITY OF THE CITY OF TACOMA, WASHINGTON, a municipal corporation/political subdivision of the State of Washington, (referred to as "THA") and Parkland Family Vista LLC (referred to as "GRANTEE") agree as follows:

1. THA and GRANTEE are parties to a ten-year (10) contract dated January 5, 2012, for the provision of project-based voucher assistance for the property of Parkland Manor on behalf of THA ("CONTRACT"). They agree to the following Contract Extension Agreement to that contract.

2. EXTENSION OF CONTRACT TERM

2.1 The original ten-year (10) contract effective date began January 5, 2012. THA and GRANTEE agree to extend this existing contract by an additional ten years (10) beginning January 5, 2022 and expiring on January 5, 2032.

3. CONTRACTED UNITS

3.1 Exhibit A

The parties to this contract executed a First Amendment to the original contract on November 23, 2018, and a Second Amendment to the original contract on May 19, 2019. These Amendment identify the units that THA provides payment for in the form of project-based voucher assistance. For the purposes of this Contract Extension Agreement to that contract, Exhibit A below identifies the contracted project-based units.

THA and GRANTEE agree the following units receive THA's project-based voucher payment:

| Unit Number | Unit Size |
|----------------|--------------|
| B104 | 1 |
| B202 | 3 |
| C109 | 1 |
| C208 | 2 |

3.2 Tacoma Housing Authority agrees to pay HAP on the units listed in Section 3.1 of this Contract Extension Agreement in accordance with the original CONTRACT. All future adjustments in Rent to Owner will be pursuant to the requirements of and provisions set forth in the HAP Contract and all previous Amendments.

4. All the other terms and conditions of the CONTRACT shall remain unchanged.

[Signatures Follow]

TACOMA HOUSING AUTHORITY

**PARKLAND FAMILY VISTA
LLC**

April Black
Executive Director

Mieko Gray
Interim CEO

Date: _____

Date: _____

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

Upon roll call, the vote was as follows:

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

Motion Approved: April 27, 2022

Stanley Rumbaugh, Chair

8.5 RESOLUTION 2022-04-27 (5)
(Extension of Project Based VASH Voucher Contract: Pacific Courtyard)

WHEREAS, THA has provided project based housing assistance to MDC's Pacific Courtyard property since 2012; and

WHEREAS, MDC provides housing for low income, chronically homeless Veterans in the community; and

WHEREAS, a ten year extension will allow THA and MDC to continue to provide housing assistance to low income, chronically homeless Veterans; and

WHEREAS, Failure to extend this contract would lead to a loss of affordable housing units; 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 execute an extension of THA's PBVASH Voucher Contract with MDC for ten (10) years:

CONTRACT EXTENSION AGREEMENT
to the
HOUSING CHOICE VOUCHER PROGRAM
VETERANS ADMINISTRATION SUPPORTIVE HOUSING
(VASH)
PROJECT-BASED ASSISTANCE
HOUSING ASSISTANCE PAYMENT CONTRACT FOR PACIFIC
COURTYARD

March 21, 2022

The HOUSING AUTHORITY OF THE CITY OF TACOMA, WASHINGTON, a municipal corporation/political subdivision of the State of Washington, (referred to as "THA") and Metropolitan Development Council (referred to as "GRANTEE") agree as follows:

5. THA and GRANTEE are parties to a ten-year (10) contract dated January 26, 2012, for the provision of project-based voucher assistance for the property of Pacific Courtyard on behalf of THA ("CONTRACT"). They agree to the following Contract Extension Agreement to that contract.

6. EXTENSION OF CONTRACT TERM

6.1 The original ten-year (10) contract effective date began January 26, 2012. THA and GRANTEE agree to extend this existing contract by an additional ten years (10) beginning January 26, 2022 and expiring on January 26, 2032.

7. CONTRACTED UNITS

7.1 Exhibit A

The parties to this contract executed a First Amendment to the original contract on May 8, 2019. This Amendment identifies the units that THA provides payment for in the form of project-based voucher assistance. For the purposes of this Contract Extension Agreement to that contract, Exhibit A below identifies the contracted project-based units.

THA and GRANTEE agree the following units receive THA's project-based voucher payment:

| Unit Number | Unit Size |
|-------------|-----------|
| A5 | 2 |
| A7 | 1 |
| C3 | 1 |
| C6 | 1 |
| D2 | 1 |
| D7 | 1 |
| E2 | 1 |
| F6 | 1 |

7.2 Tacoma Housing Authority agrees to pay HAP on the units listed in Section 3.1 of this Contract Extension Agreement in accordance with the original CONTRACT. All future adjustments in Rent to Owner will be pursuant to the requirements of and provisions set forth in the HAP Contract and all previous Amendments.

8. All the other terms and conditions of the CONTRACT shall remain unchanged.

TACOMA HOUSING AUTHORITY

**METROPOLITAN
DEVELOPMENT COUNCIL**

April Black
Executive Director

Mieko Gray
Interim CEO

Date: _____

Date: _____

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

Upon roll call, the vote was as follows:

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

Motion Approved: April 27, 2022

Stanley Rumbaugh, Chair

8.6 RESOLUTION 2022-04-27 (6)

**INTERGOVERNMENTAL COOPERATIVE PURCHASING
AGREEMENT WITH HOUSING OPPORTUNITIES OF SW
WASHINGTON (HOSWWA) TO PROCURE REAL ESTATE FINANCIAL
SERVICES.**

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

Whereas, the Tacoma Housing Authority seeks to secure a consultant to assist in Real Estate Financial Services; and

Whereas, THA has previously utilized inter-local, cooperative purchasing agreements within- and out-of-state public agencies; and

Whereas, the real estate financial services needed by THA are available through the Housing Opportunities of SW Washington (HOSWWA) through a competitively bid contract with J.H. Brawner & Company; 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, including the purchase of goods and services; and

Whereas, the THA routinely enters into Intergovernmental Cooperative Purchasing Agreements with other public agencies in order to reduce the cost of contracts and supplies; and

Whereas, the Housing Opportunities of SW Washington (HOSWWA) has used competitive bidding procedures which are substantially the same as THA's to obtain a reasonable and fair price for the Real Estate Financial Services needed by THA and is willing to enter into an Intergovernmental Cooperative Purchasing Agreement allowing THA to piggyback on their existing contract at a comparable price.

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

The Executive Director is authorized to sign an Intergovernmental Cooperative Purchasing Agreement with the Housing Opportunities of SW Washington (HOSWWA) substantially in the form attached for the purpose of securing the services of J.H. Brawner & Company to provide financial analysis and real estate development services.

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

Upon roll call, the vote was as follows:

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

Motion Approved: April 27, 2022

Stanley Rumbaugh, Chair

8.7 RESOLUTION 2022-04-27 (7)
(Sunsetting the Housing Opportunity Program)

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

WHEREAS, the Administrative Plan relates to the administration of the Housing Opportunity Program (HOP) 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, Tacoma Housing Authority's Housing Opportunity Program (HOP)'s flat subsidy and 5 year time limit has demonstrated less successful programmatic outcomes in comparison to the Housing Choice Voucher program (HCV); and

WHEREAS, Tacoma Housing Authority seeks to improve the likelihood of securing housing and achieving self-sufficiency for the households served; and

WHEREAS, Tacoma Housing Authority aims to align the Child Housing Opportunity Program (CHOP) with national best practices around child reunification; and

WHEREAS, staff consulted a wide array of program participants, landlords and community members; 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 Chapters 15, 17, and 18, related to the Housing Opportunity Program in the following ways:

| Policy Proposal | Administrative Plan Section Requiring Revision |
|---|---|
| <p>INTENT TO SUNSET PROGRAM</p> <p>Effective May 1, 2022, THA will no longer issue new HOP subsidies. HOP households (excluding CHAP) will no longer be subject to the five-year time limit.</p> <p>Using a phased implementation plan (see New Section: Chapter 18 PART XXV SUNSETTING THE HOUSING OPPORTUNITY PROGRAM in THA's Administrative Plan) HOP households will be transferred to the HCV program if and when they have a qualifying event that requires THA to end their current HOPP contract (i.e., relocation, move, or port).</p> <p>Remaining households will stay on HOP and be subject to the same rules and rent calculations used for the Housing</p> | <p>CHAPTER 18- HOUSING OPPORTUNITY PROGRAM</p> <p>New Section –</p> <p>PART XXV SUNSETTING THE HOUSING OPPORTUNITY PROGRAM (HOP)</p> |

| Policy Proposal | Administrative Plan Section Requiring Revision |
|--|--|
| <p>Choice Voucher Program. The effective date of the new rent calculation and rule change will be determined when a qualifying event triggers a recertification (i.e., annual recertification, landlord requested rent change, or change in household composition).</p> <p>All HOP households are expected to be subject to the new rent calculation and program rules no later than December 31, 2023</p> | |
| <p>HOP TRANSFERS TO HCV</p> <p>Current shoppers and HOP households that move, relocate, or port-out will be transferred to the Housing Choice Voucher (HCV) program in a phased approach based on the following <u>proposed</u> timeline:</p> <ul style="list-style-type: none"> • Beginning June 1, 2022, all active shoppers on HOP, CHOP, CHOP FRC, & CHAP will be re-briefed and issued an HCV. • Beginning July 1, 2022, current HOP households who move, relocate, or request to port-out (events that warrant a new voucher to be issued) will be transitioned to HCV at the effective date of those actions. | <p><i>New Section –</i></p> <p>18.XXV.A HOP TRANSFERS TO HCV</p> |
| <p>HOP RENT RECALCULATION & RULE CHANGE</p> <p>Current HOP households who do not move or relocate will remain on the HOP program to ensure they do not experience a disruption to their housing. The family's share of rent and THA's housing assistance payment (HAP) will be recalculated based on the household's income (see Chapter 6 Part III of the Administrative Plan). These households will also be subject to the same rules used for the Housing Choice Voucher (HCV) program in a phased approach based on the following <u>proposed</u> timeline:</p> <ul style="list-style-type: none"> • Beginning July 1, 2022, landlord requested rent changes and household composition changes will trigger a recalculation and rule change at the effective date of those actions. • Beginning September 1, 2022, all other households will undergo rent recalculation and rule change at the date of their next recertification. | <p><i>New Section –</i></p> <p>18.XXV.B HOP RENT RECALCULATION & RULE CHANGE</p> |

| Policy Proposal | Administrative Plan Section Requiring Revision |
|---|---|
| <p>HARDSHIP FOR HOUSEHOLDS WHOSE HAP WILL DECREASE</p> <p>Households that will experience a decrease in THA's housing assistance payment (HAP) at the time at the time they transfer to the HCV program or undergo an income-based rent recalculation will have a three-month grace period during which THA's HAP will not change.</p> <p>If the household's new share of the rent exceeds the contract rent, they will be subject to receive zero HAP for up to six months under the new program rules (see 12-I.B. FAMILY NO LONGER REQUIRES ASSISTANCE [24 CFR 982.455]), yet they will still receive their previous HAP for the first three months of the six-month period. If the household's circumstances change during that, they may request an interim recertification to have the HAP reinstated.</p> | <p><i>New Section –</i></p> <p>18.XXV.C HARDSHIP FOR HOUSEHOLDS WHOSE HAP WILL DECREASE</p> |
| <p>CHOICE MOBILITY</p> <p>Effective, May 1, 2022, households exercising Choice Mobility will be offered a Housing Choice Voucher.</p> | <p>17-VII.C. CHOICE MOBILITY</p> <p>17-XI.F. CHOICE MOBILITY</p> |
| <p>RENTING FROM RELATIVES</p> <p>THA will seek authorization to expand our authorization from the 2014 MTW plan to allow HCV households to rent from relatives when:</p> <ul style="list-style-type: none"> • A household cannot lease up because of poor credit • A household would rely on the relative to help with childcare • A household with poor rental history has remediated the root causes of for the bad rental history • A household cannot lease because of poor criminal history that has shown proper rehabilitation | <p>Chapter 15 PART IV: SHARED HOUSING [24 CFR 982.615 through 982.618] 15- IV.A. OVERVIEW</p> |

| Policy Proposal | Administrative Plan Section Requiring Revision |
|---|--|
| <p>CHILDREN’S HOUSING OPPORTUNITY PROGRAM REQUIREMENTS</p> <p>Effective May 1, 2022, THA will no longer require that participants in the Children’s Housing Opportunity Program (CHOP) and Family Recovery Court (CHOP FRC) meet non-housing related requirements for continued eligibility. These households will be held to the same program requirements as households in the Family Unification Program (FUP).</p> | <p>Chapter 18 PARTXXIII: FAMILY OBLIGATIONS 18-XVI.B. FAILURE TO COMPLY</p> |

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

Upon roll call, the vote was as follows:

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

Motion Approved: April 27, 2022

Stanley Rumbaugh, Chair

8.8 RESOLUTION 2022-04-27 (8)
(Approval of Project-based Voucher Contracts)

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

WHEREAS, Pioneer Human Services is the highest scoring respondent and will be awarded up to 25 project based vouchers; and

WHEREAS, Pioneer Human Services is an established, qualified service provider for people exiting corrections; and

WHEREAS, The effective date of each contract will be up the discretion of the Executive Director; and

WHEREAS, Each contract will be negotiated with the property and will be in effect for up to fifteen years (15); 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 execute Project Based Voucher (PBV) Housing Assistance Payment (HAP) contracts with Pioneer Human Services.

To: April Black, Executive Director
From: Katie Escudero, Interim Director of PIE
Jess Thompson, Project Manager II
Date: February 8, 2022
Re: Re-entry Housing Proposal (DOC-CHAP voucher set-aside)

Background

Over the past few years Tacoma Community College (TCC) and Tacoma Housing Authority (THA) have held discussions around expanding the College Housing Assistance Program (CHAP) to serve students who began their post-secondary studies in prison and intended to continue their education at TCC upon release. This expansion was proposed because TCC was one of three schools in the state to administer the Second Chance Pell Grant Pilot Program at the Mission Creek Corrections Center for Women (MCCCW) and the Washington Corrections Center for Women (WCCW). This provided a unique opportunity to serve justice-involved students interested in pursuing an Associate's or Bachelor's degree.

However, as CHAP ramped up and went from serving 75 households with tenant-based subsidies to serving nearly 300 with the addition of property-based subsidies, the expansion to serve students exiting the Department of Corrections (DOC) was delayed. As TCC worked in collaboration with Corrections Education and Re-entry staff to develop program plans and proposals, a couple of external evaluations were being conducted which raised a few red flags about participants' experiences and outcomes on CHAP. Specifically, we were learning that the majority of students who applied and were accepted to CHAP were never successful at leasing up. Additionally, many of the participants were being exited from the program for being unable to meet program requirements. Expanding the program to students releasing from prison would require that the program would be designed in a way that required robust supports and supportive landlords.

Though TCC, DOC, and THA continued to explore DOC-CHAP, the COVID pandemic brought about a major disruption. The potential challenges and barriers that were already coming up in conversations around DOC-CHAP were only magnified as staff had to begin to take into consideration what program administration would look like if solely online and what would the student experience be like if it allows for only virtual participation (from a population that might not have the equipment or technical literacy required). THA was left questioning if we wanted to be in a position to terminate assistance in cases where someone was a good tenant, abiding by the conditions of their community

supervision (if they were under supervision to begin with), but are unsuccessful on the academic front despite their best efforts.

In the end, the PIE team assessed this approach and determined it inadvisable to move forward with DOC-CHAP for the following reasons:

- Corrections Education programs are intended to graduate a person prior to release. We have not been able to get figures on how many people exit midway through their post-secondary career.
- This population is already eligible to participate in the CHAP program. The definition of homelessness includes students exiting a correctional facility without a housing plan. We have not been able to determine the value of offering these vouchers in a separate, standalone program.
- The re-entry navigators at the college serve all two-year schools in the county. We do not believe it is wise to limit eligibility to only students attending TCC. Additionally, we were advised by subject matter experts at the Vera Institute that a partnership with a technical college might be more appealing to participants.
- More generally, CHAP is not demonstrating positive outcomes for the general student population. We do not advise expanding a program that has not proven successful, especially with a population that faces even greater systemic barriers.
- As a result of COVID, college coursework and processes have largely moved online. This presents an additional barrier as it requires the technical know-how and experience to navigate a predominately online educational experience. People exiting prison may not have the necessary skills to participate in online education effectively and successfully without supplemental support and resources.

Partnership Exploration

Once PIE determined that DOC-CHAP, as originally envisioned, might not be the best approach, staff consulted with the housing department of DOC. PIE staff were interested in learning about other potential referral pathways and more immediate ways to utilize these subsidies while getting clearer on the needs and barriers of the diverse populations exiting the criminal justice system. Despite a shared interest in serving this population, PIE staff did not feel the partnership was a strong fit for the following reasons:

- DOC was primarily interested in housing support for the time in which the individual is under their case management or supervision. Whereas THA aims to provide longer term housing support that stabilizes households and provides opportunities to strive towards long-term goals, such as education and good wage-earning jobs.
- Re-entry navigators only provide case management for 12-18 months. After that period, the participant does not receive access to case management.

- Given the lessons learned from CHAP and other “boutique” programs, it was important to THA staff that a program and partnership in this arena be led by the service provider with THA doing what we do best – providing the housing dollar. We sought to quickly get something stood up, but it became clear that THA would need to lean in heavily to design something new for a relatively small population.

PBV Proposal

PIE and Rental Assistance (RA) staff have been discussing alternative approaches to serving people exiting or having recently exited corrections.

Our proposal is to partner with a service provider that has housing units that can be dedicated to the re-entry population. Leases at the property will be time limited to ensure unit turnover. However, residents who have been successful in the program but unable to compete on the rental market without housing assistance, will be offered a move-on voucher to rent on the private rental market. If the changes to HOP are approved, staff anticipate that an HCV move-on voucher will help minimize the financial burden associated with renting in Tacoma. Additionally, we are seeking a service provider that will continue to provide some support and limited case management to participants who have moved out.

PIE and RA staff recommend using the set-aside subsidies in this way for the following reasons:

- The proposal addresses immediate and long-term housing options.
- Supportive services and case management is already available and not time limited.
- Income-based subsidies help ensure people recently exiting jail or prison who are not yet employed can afford rent. It also provides some cushion should they want to pursue post-secondary pathways or job training.
- With a move-on voucher, households should be able to transition to the private market without experiencing a significant increase in rent.
- Participants can build rental history, reducing a barrier to renting on the private market.
- The interested service provider has an established referral source and currently takes referrals from DOC, TCC, and other agencies working with people exiting corrections.

We have released an RFP for up to 25 project-based vouchers set to close March 4, 2022. We have at least one interested party that we expect to respond to the RFP.

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

Upon roll call, the vote was as follows:

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

Motion Approved: April 27, 2022

Stanley Rumbaugh, Chair

8.9 RESOLUTION 2022-04-27 (9)
(Remote Work Program for flexibility)

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

WHEREAS, During the pandemic, following state guidelines and for the safety of all employees, the agency has required employees to remote work and maintain great customer service; and

WHEREAS, This policy will provide a framework for establishing, evaluating and authorizing remote work arrangements where advantageous and appropriate.

WHEREAS, The proposed policy will positively impact THA's work culture and enhance work/life balance.

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

THA's Executive Director is authorized to adopt a new Remote Work Program.

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

Upon roll call, the vote was as follows:

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

Motion Approved: April 27, 2022

Stanley Rumbaugh, Chair

**8.10 RESOLUTION 2022-04-27 (10)
(Emergency Mitigation Services)**

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

WHEREAS, On November 6, 2021, THA staff notified interested potential vendors and publicly advertised on (Washington Electronic Business Solutions (WEBS) for Emergency Mitigation Services: Fire, Water and Smoke Damage; and

WHEREAS, Three firms submitted proposals by the deadline of November 30, 2021; and

WHEREAS, The highest scoring responsible and responsive proposal was Quality Restoration; and

WHEREAS, We received documentation the business is now doing business as Next Level Restoration, LLC, (d/b/a ServPro) and we will be signing under this name; and

WHEREAS, There will be two contracts signed: one for the taxable properties in the amount of \$150,00 and the other for non-taxable properties (Salishan Seven and the four units at Hillside 1500 block; and

WHEREAS, ServePro is an approved vendor with our insurance carrier (Philadelphia); 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 execute a contract with Next Level Restoration, LLC (d/b/a as ServPro) one in the amount of \$50,000 for non-taxable properties and \$150,000 for taxable properties for a total of \$200,000.

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

Upon roll call, the vote was as follows:

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

Motion Approved: April 27, 2022

Stanley Rumbaugh, Chair

9. COMMENTS FROM COMMISSIONERS

Commissioner Purter thanked ED Black and THA staff for their work providing services to THA customers during the pandemic. Commissioner Young added that the Board report says a lot and, he appreciates THA's reputation in the community. Commissioner Hodge echoed the comments from Commissioners Purter and Young and thanked staff for their hard work. She had an opportunity to attend the 14th Annual Destiny Award and the Walk on Hilltop with Derek Kilmer in April. She is proud of how ED Black handled herself. She also thanked Sha Peterson for her efforts in making sure everything is in order. Commissioners Young and Purter echoed her thanks.

10. EXECUTIVE SESSION

The Board went into executive session at 6:09 pm for 36 minutes to discuss (1) pending legal claim, and (2) evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The Board came back to regular session at 6:45 pm.

Commissioner Young made a motion related to the pending legal claim to the extent that the insurance is able to meet an agreeable amount to the settlement, Executive Director April Black or Administrative Services Director Sandy Burgess is authorized to sign a contract on behalf of Tacoma Housing Authority. Commissioner Purter seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved: April 27, 2022

Stanley Rumbaugh, Chair

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:46 pm.

APPROVED AS CORRECT

Adopted: May 25, 2022



Stanley Rumbaugh, Chair