



# **TACOMA HOUSING AUTHORITY**

## **BOARD OF COMMISSIONERS**

### **BOARD PACKET**

**NOVEMBER 9, 2022**



# TACOMA HOUSING AUTHORITY

## AGENDA REGULAR BOARD OF COMMISSIONERS MEETING November 9, 2022, 4:45 PM

Zoom: <https://us02web.zoom.us/j/87268443994> / Meeting ID: 872 6844 3994 / Dial: (253) 215-8782

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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
  - 3.1 Minutes of October 7, 2022—Special Session
  - 3.2 Minutes of October 14, 2022—Special Session
  - 3.3 Minutes of October 26, 2022—Regular Meeting
- 4. GUEST COMMENTS**
- 5. COMMITTEE REPORTS**
  - 5.1 Real Estate Development Committee
  - 5.2 Finance and Audit Committee
  - 5.3 Community Partnerships and Advocacy Committee
  - 5.4 Education, Housing, Services and Partnerships Committee
  - 5.5 Diversity, Equity, Inclusion and Belonging Committee
- 6. AGENCY MONTHLY REPORT**
  - 6.1 Presentation: Overview of THA's housing programs
  - 6.2 Agency Report
- 7. FINANCE REPORT**
  - 7.1 Ratifying Cash Disbursements for October 2022
- 8. NEW BUSINESS**
  - 8.1 2022-11-09 (1) Sunsetting the College Housing Assistance Program
- 9. EXECUTIVE SESSION, if any**
- 10. COMMENTS FROM THE COMMISSIONERS**
- 11. ADJOURNMENT**



**Tacoma  
Housing  
Authority**

**Executive Director**  
April Black

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

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## **REGULAR MEETING Board of Commissioners**

### **NOVEMBER 9, 2022**

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, November 9, 2022, at 4:45 pm via Zoom and at 902 South L Street, Tacoma, WA 98405.**

<https://us02web.zoom.us/j/87268443994> / Meeting ID: 872 6844 3994 / Dial: (253) 215-8782

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

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I, Sha Peterson, certify that on or before November 3, 2022, I FAXED/EMAILED, the preceding PUBLIC MEETING NOTICE before:

<b>City of Tacoma</b>	747 Market Street, Room 800 Tacoma, WA 98402	<a href="mailto:CityClerk@cityoftacoma.com">CityClerk@cityoftacoma.com</a>
<b>Northwest Justice Project</b>	715 Tacoma Avenue South Tacoma, WA 98402	
<b>KCPQ-TV/Channel 13</b>	1813 Westlake Avenue North Seattle, WA 98109	<a href="mailto:tips@q13fox.com">tips@q13fox.com</a>
<b>KSTW-TV/CW 11</b>	1715 East Madison Street Seattle, WA 98122	<a href="mailto:cw11@kstwtv.com">cw11@kstwtv.com</a>
<b>KNKX</b>	930 Broadway Tacoma, WA 98402	<a href="mailto:info@knkx.org">info@knkx.org</a>
<b>Tacoma News Tribune</b>	2602 S. 38 <sup>th</sup> Street, Suite A PMB3 Tacoma, WA 98409	<a href="mailto:newstips@thenewstribune.com">newstips@thenewstribune.com</a>
<b>The Tacoma Weekly</b>	2599 Pacific Highway E Fife, WA 98424	

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

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Sha Peterson  
Executive Initiatives Officer



## **TACOMA HOUSING AUTHORITY**

# **MINUTES**



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES SPECIAL SESSION FRIDAY, OCTOBER 7, 2022

The Commissioners of the Housing Authority of the City of Tacoma met in Special Session via Zoom on Friday, October 7, 2022, at 12:00 pm to discuss with legal counsel potential litigation.

### 1. INTERVIEW OF

Commissioner Rumbaugh called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 12:03 pm.

### 2. ROLL CALL

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

PRESENT	ABSENT
<b>Commissioners</b>	
	Chair Shennetta Smith
	Vice Chair Dr. Minh-Anh Hodge
Commissioner Stanley Rumbaugh	
	Commissioner Derek Young
Commissioner Pastor Michael Purter	
<b>Staff</b>	
April Black, Executive Director	
Sha Peterson, Executive Initiatives Officer	
	Julie LaRocque, Interim Deputy Executive Director
	Jorge Perez, Finance Director
	Sharrall Madden, Interim Human Resources Director
Aley Thompson, Interim Rental Assistance Director	
	Marquis Jenkins, Property Management Director
	Cacey Hanauer, Client Support and Empowerment Director
	Sandy Burgess, Administrative Services Director
	William Morse, Director/CIO
	Adam Ydstie, Policy, Innovation, and Evaluation Director

Commissioner Rumbaugh declared there was a quorum present at 12:04 pm and proceeded.

### **3. EXECUTIVE SESSION**

The Board went into executive session at 12:04 pm for 25 minutes to discuss with legal counsel potential litigation and came back into regular session at 12:29 pm.

### **4. ADJOURNMENT**

There being no further business to conduct, the meeting ended at 12:29 pm.

**APPROVED AS CORRECT**

**Adopted:** November 9 2022

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Shennetta Smith, Chair



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES SPECIAL SESSION FRIDAY, OCTOBER 14, 2021

The Commissioners of the Housing Authority of the City of Tacoma met in Special Session via Zoom on Friday, October 14, 2022, at 12:00 pm to discuss with legal counsel potential litigation.

### 1. INTERVIEW OF

Chair Smith called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 12:06 pm.

### 2. ROLL CALL

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

PRESENT	ABSENT
<b>Commissioners</b>	
Chair Shennetta Smith	
	Vice Chair Dr. Minh-Anh Hodge
	Commissioner Stanley Rumbaugh
Commissioner Derek Young	
Commissioner Pastor Michael Purter	
<b>Staff</b>	
April Black, Executive Director	
Sha Peterson, Executive Initiatives Officer	
	Julie LaRocque, Interim Deputy Executive Director
	Jorge Perez, Finance Director
	Sharrall Madden, Interim Human Resources Director
Aley Thompson, Interim Rental Assistance Director	
	Marquis Jenkins, Property Management Director
	Cacey Hanauer, Client Support and Empowerment Director
Sandy Burgess, Administrative Services Director	
	William Morse, Director/CIO
	Adam Ydstie, Policy, Innovation, and Evaluation Director

Chair Smith declared there was a quorum present @ 12:07 pm and proceeded.

### **3. EXECUTIVE SESSION**

The board went into executive session at 12:10 pm for 20 minutes to discuss with legal counsel potential litigation and came back into regular session at 12:30 pm.

### **10. ADJOURNMENT**

There being no further business to conduct, the meeting ended at 12:30 pm.

**APPROVED AS CORRECT**

**Adopted:** November 9, 2022

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Shennetta Smith, Chair





# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, OCTOBER 26, 2022

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA 98405 at 4:45 PM on Wednesday, October 26, 2022.

### 1. CALL TO ORDER

Chair Smith called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:46 pm.

### 2. ROLL CALL

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

PRESENT	ABSENT
<b>Commissioners</b>	
Chair Shennetta Smith	
Vice Chair Dr. Minh-Anh Hodge	
Commissioner Stanley Rumbaugh	
Commissioner Derek Young	
	Commissioner Pastor Michael Purter
<b>Staff</b>	
April Black, Executive Director	
Sha Peterson, Executive Initiatives Officer	
Julie LaRocque, Interim Deputy Executive Director	
Jorge Perez, Finance Director	
Sharrall Madden, Human Resources Director	
Aley Thompson, Interim Rental Assistance Director	
Marquis Jenkins, Property Management Director	
Cacey Hanauer, Client Support and Empowerment Director	
Sandy Burgess, Administrative Services Director	
William Morse, Director/CIO	
Adam Ydstie, Policy, Innovation, and Evaluation Director	

Chair Smith declared there was a quorum present @ 4:47 pm and proceeded.

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

Chair Smith asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, September 28, 2022. Commissioner Rumbaugh moved to adopt the minutes. Commissioner Young seconded.

Upon roll call, the vote was as follows:

AYES:	2
NAYS:	None
Abstain:	1
Absent:	1

<b>Motion approved.</b>
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### 4. GUEST COMMENTS

#### **Shannon King, 6<sup>th</sup> Avenue Apartments**

According to Shannon, people who are not on the 6<sup>th</sup> Avenue lease are entering the building and staying. ED Black asked her to meet with Property Management Director Marquis Jenkins.

#### **Susan Johnson, 6<sup>th</sup> Avenue Apartments**

Susan also resides at the 6<sup>th</sup> Avenue Apartments and informed the Board that her car has been stolen. She called the police and security, but nothing was resolved. Her grandkids see drug dealings going on and no longer want to visit her. She isn't happy in her building and would rather sleep in her car. Security does not respond timely. Chair Smith thanked her for bringing her comments to the Board.

#### **Lacie Ricci, THA Housing Navigator**

Lacie introduced herself as THA's new housing navigator, connecting clients with housing providers. There are currently 196 available units, but rents are exceptionally high and becoming a challenge for clients. They are unable to find decent housing with the current rates.

### 5. COMMITTEE REPORTS

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

The committee met a week ago and discussed Housing Hilltop, challenges THA is facing driven by rising housing rates. Otherwise, things are going along as expected. THA is taking a pass on Olympic Village.

#### ***Finance and Audit Committee—Vice Chair Hodge and Commissioner Young***

The committee met at the beginning of the week and discussed Housing Hilltop and the cost. The committee will be watching this closely. They are concerned about the rising

and escalating costs. They want to make sure the reserves are what they are. THA had the exit conference which came out very clean. The auditors had all good things to say about THA. Vice Chair Hodge added that it was a very short audit, and the highlight was compliments to Comptroller Duane Strom and staff.

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

The committee did not meet.

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

The committee met early last week and discussed hiring and Section 3 hiring requirements. Client Support and Empowerment Director Cacey Hanauer is leading this effort. Walsh selected Section 3 and MWBE as subs for Housing Hilltop. Agency priorities have been shared by Intergovernmental Affairs Manager Nicholas Carr. THA held a site visit with Congressman Kilmer.

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

The committee did not meet.

## **6. PRESENTATION: RENTAL MARKET ANALYSIS AND PAYMENT STANDARD REVISIONS**

Interim Rental Assistance Director Aley Thompson presented the 2022 fall payment standards analysis. They appreciated the comments from the housing partners. Data Analyst Daniel Stutman worked tirelessly with THA's internal data. Commissioner Rumbaugh asked if THA is going to increase budgetary allowances to \$1.6M, where the funds would come from. Director Thompson stated that THA will have difficult budget discussions. They are optimistic about the Housing and Urban Development (HUD) increase. There are a lot of things to do to increase Housing Assistance Program (HAP) costs. Vice Chair Hodge added that these are unprecedented times in the housing market and feels the increase is reasonable. They would like to know how to absorb the cost. Chair Smith added that people cannot use vouchers because they cannot afford the rent. Executive Director (ED) April Black stated that staff have been reviewing this internally and contemplating as staff craft the 2022 budget.

## **7. AGENCY MONTHLY REPORT**

ED Black highlighted parts of her report. Hilltop Lofts will bring 57b units of affordable housing. Units will be leased shortly. The project was built by Horizon Housing and owned by THA. There will also be new computer labs at the site. Staff identified sources of grant funding so tenants have access to computers, internet and printers. THA is actively pulling people from the waitlist. Client Support and Empowerment (CSE), in partnership with Information Technology (IT) and others selected Apricot as the new case management system. Implementation will be in 12 weeks.

## 8. FINANCE REPORT

### Finance

Finance Department (FD) Director Jorge Perez directed the board to the finance report.

#### 8.1 Ratifying Cash Disbursements for September 2022

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$6,757,153 for the month of September 2022. Vice Chair Hodge seconded.

Upon roll call, the vote was as follows:

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

**Motion Approved.**

## 9. NEW BUSINESS

### 9.1 HOUSING AUTHORITY OF THE CITY OF TACOMA RESOLUTION 2022-10-26 (1) (HOUSING HILLTOP)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the lease of Authority property to Housing Hilltop LLLP, authorizing loans to Housing Hilltop LLLP, approving the execution and delivery of documents relating to the acquisition, construction, financing, and operation of an affordable rental housing project within the City of Tacoma, Washington initially to be known as Housing Hilltop, and determining related matters.

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

Section 1. Recitals and Findings. The Board of Commissioners (the “Board”) of the Housing Authority of the City of Tacoma (the “Authority”) finds and determines that:

(a) Statutory Authorization. The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof” (RCW 35.82.070(2)); (ii) “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project and . . . to establish and

revise the rents or charges therefor” (RCW 35.82.070(5)); (iii) “make and execute contracts and other instruments, including but not limited to partnership agreements” (RCW 35.82.070(1)); (iv) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040); (v) “make . . . loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing or refinancing of land, buildings, or developments for housing for persons of low income” (RCW 35.82.070(19)); and (vi) issue bonds, notes or other obligations for any of its corporate purposes (RCW 35.82.020(11) and 35.82.130). The phrase “housing project” is defined by RCW 35.82.020 to include, among other things, “any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income.”

(b) The Partnership. Pursuant to the authority provided by RCW 35.82.070(1) and Resolution No. 2018-11-14(1) of the Authority adopted November 14, 2018, the Authority caused Housing Hilltop LLLP (the “Partnership”) to be formed by filing a certificate of limited partnership with the Washington Secretary of State on November 16, 2018, and executing a Limited Partnership Agreement for Housing Hilltop LLLP dated as of November 15, 2018, with Tacoma Housing Development Group, a Washington nonprofit corporation (the “Initial Limited Partner”), for purposes including acquiring (by ownership or long-term lease), developing, constructing, equipping, operating, managing and maintaining one or more rental housing projects in Tacoma, Washington. RBC-Housing Hilltop, LLC, a Delaware limited liability company, or one or more of its affiliates (the “Investor Limited Partner”), and RBC Community Investments Manager II, Inc., a Delaware corporation, or one or more of its affiliates (the “Special Limited Partner” and, together with the Investor Limited Partner, the “Investors”) are willing to be limited partners in the Partnership and to make capital contributions to the Partnership. In connection with the admission of the Investors as limited partners of the Partnership, it is necessary to amend and restate the Partnership’s original partnership agreement, and to execute and deliver certain other agreements, certificates and documents relating to the Partnership and the Project (as defined below).

(c) The Project. The Authority owns land located at or around 1011 and 1111 South L Street, Tacoma, Washington. The Partnership intends to develop an affordable rental housing project on such land, to be known as Housing Hilltop, and to consist of approximately 231 dwelling units, functionally related and subordinate facilities, and ground floor commercial space, all to provide housing for low-income persons within the Authority’s service area (the “Project”). In connection with the financing for the Project, the Authority will lease the Project to the Partnership and the Partnership will provide the Authority with an option and right of first refusal to acquire the Partnership’s interest in the Project. The Authority anticipates that the Partnership will sublease a portion of the space within the Project to the Authority, for use or sub-lease as commercial space.

(d) Sources of Financing. The total cost of the Project is anticipated to be approximately \$118,200,000, which will be financed by the Partnership with numerous sources of public and private funds, including: a loan in the approximate amount of \$70,000,000 of proceeds of tax-exempt and taxable bonds issued by the Authority to JPMorgan Chase Bank, N.A. (the “Bank”), of which approximately \$52,000,000 is expected to be repaid with capital contributions from the Investor Limited Partner and/or other sources; one or more loans from the Authority in the approximate aggregate amount of \$21,500,000 (a portion of which is expected to be derived from proceeds of loans from the City of Tacoma, Washington (the “City”), Tacoma Community Redevelopment Authority (“TCRA”), the County (as hereinafter defined), and/or Commerce (as hereinafter defined)); a loan from Amazon.com NV Investment Holdings LLC or an affiliate thereof (“Amazon”) in the approximate amount of \$22,500,000; capital contributions in the approximate amount of \$50,625,000 from the Investors; and capital contributions from the Authority in the approximate amount of \$100. The Project may also be eligible to receive proceeds of one or more Housing Trust Fund loans or grants from the Washington State Department of Commerce (“Commerce”) and one or more loans from Pierce County, Washington (the “County”), which financial support may not be available until after the closing of other financing sources, and which may be made available directly to the Partnership or to the Authority and used by the Authority to fund a loan to the Partnership.

(f) Additional Findings. The Board finds and determines that the Project likely would not be developed as housing for individuals and families of low income unless the Partnership was formed and the Investors committed to make capital contributions to the Partnership. The Board further finds that the loans to be made by the Authority to the Partnership are important for the feasibility of the Project. The Authority wishes to undertake those steps as may be necessary, reasonable and/or advisable for it to serve as general partner of the Partnership and developer of the Project, and to obtain the various funding sources on behalf of the Project described above, and to make such funds available to the Partnership. The financial assistance to be provided by the Authority pursuant to this resolution is necessary to support the poor and infirm.

Section 2. Approval of Transaction Documents. The Authority is authorized to continue as a general partner of the Partnership and to provide development services to the Partnership. The Authority’s Executive Director, Deputy Executive Director, and their respective designees (each, an “Authorized Officer” and, collectively, the “Authorized Officers”), and each of them acting alone, are authorized and directed to execute, deliver and, if applicable, file (or cause to be executed and delivered and, if applicable, filed) on behalf of the Authority (acting on its own behalf, or as the general partner of the Partnership) (i) those documents listed in Exhibit A (collectively, the “Transaction Documents”) in such forms as any Authorized Officer may approve (with the understanding that an Authorized Officer’s signature on a Transaction Document shall be construed as the Authority’s approval of such Transaction Document); and (ii) any other documents reasonably required to be executed by the Authority

or the Partnership to carry out the transactions contemplated by the Transaction Documents. The Authorized Officers (and each of them acting alone) are further authorized and directed to take any other action and to execute such other documents as may be required to be taken or executed by the Authority, on behalf of itself or in its capacity as the general partner of the Partnership, under the provisions of or as necessary to carry out the transactions contemplated by the Transaction Documents (including the amendment of any such documents if necessary to further the purposes thereof or resolve ambiguities therein). The Authorized Officers (or their designee), and each of them acting alone, are authorized and directed, without further Board approval, to take such actions on behalf of the Authority as are required to be taken by the general partner of the Partnership.

Section 3. Authorization to Lend Money. The Authority is authorized to lend to the Partnership up to \$24,000,000 of available Authority funds (which may include, without limitation, funds received from the City, TCRA, the County, and/or Commerce), all pursuant to the Transaction Documents listed in Exhibit A under the heading “Housing Authority Loan Documents” (collectively, the “Housing Authority Loan Documents”). The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to determine the source (or sources) of funds for each loan contemplated under the Housing Authority Loan Documents. Each loan is intended to be in addition to the loan of Authority bond proceeds to the Partnership authorized by a separate resolution (the “Bond Resolution”).

Section 4. Approval of Housing Authority Capital Contribution; Development Deficit/Operating Deficit Loans. The Authority is authorized to make capital contributions or additional development deficit and/or operating deficit loans to the Partnership, in any case from available Authority funds, and all pursuant to the Transaction Documents listed in Exhibit A under the heading “Partnership Documents”; provided, however, that subject to Section 10 of this resolution, the cash portion (if any) of any capital contribution of the Authority to the Partnership payable on or before the date of admission of the Investors as limited partners of the Partnership, shall not exceed \$500,000. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to determine the source (or sources) of funds for such capital contributions and/or loans contemplated under the Transaction Documents.

Section 5. Approval of Real Estate Encumbrances. In furtherance of its statutory authority to provide decent, safe and sanitary living accommodations for persons of low income, the Authority is authorized to: (i) lease to the Partnership, for a term not exceeding 100 years, the land on which the Project is located, all improvements located on such land, and the Authority’s interest in all personal property located on such land and in such improvements; (ii) encumber the Authority’s interest in the Project and the land on which it is to be located (including its fee interest therein) pursuant to the covenant agreements, regulatory agreements, the extended use agreements, a landlord’s consent for the benefit of

the Bank, and other encumbrances that are Transaction Documents; and (iii) cause the Partnership to encumber the Partnership's interest in the Project and the land on which the Project is to be located (including its leasehold interest therein) and certain other property of the Partnership pursuant to the Transaction Documents.

Section 6. Tax Credit Documents. The Authorized Officers (and each of them acting alone) are authorized on behalf of the Authority (acting on its own behalf and/or as general partner of the Partnership) to execute, deliver and/or file (or cause to be delivered and/or filed) all documents deemed necessary or appropriate to allow the Partnership to qualify for and obtain federal low-income housing tax credits in connection with the Project including, without limitation: the filing of one or more applications with the Washington State Housing Finance Commission (the "Commission"); the execution of all necessary and related documents, including without limitation regulatory agreements, declarations and restrictive covenants; the making of determinations required by Section 42(m)(2)(D) of the Internal Revenue Code of 1986, as amended; and the making of certifications with respect to the Project and the Partnership of the type described in Treasury Regulation § 1.42-8(b)(4)(i).

Section 7. Assignments. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (acting on its own behalf and/or as general partner of the Partnership) to execute and deliver one or more instruments (i) assigning to the Partnership the Authority's rights, if any, under construction contracts, architect's contracts, the geotechnical consultant contracts and other development contracts, as such rights pertain to the development of the Project and (ii) assigning to lenders and others the Partnership's interests in such contracts.

Section 8. Supplemental Authorization. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (acting on its own behalf and/or as general partner of the Partnership) to: (i) determine that any document authorized by this resolution is, at the time such document otherwise would be executed, no longer necessary or desirable and, based on such determination, cause the Authority and/or the Partnership not to execute or deliver such document; (ii) execute and deliver and, if applicable, file (or cause to be delivered and/or filed) any government forms, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein and/or further the acquisition, development, financing, construction, and leasing of the Project; (iii) cause the Authority and/or the Partnership to expend such funds as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution; and (iv) notwithstanding any other Authority resolution, rule, policy, or procedure, to create, accept, execute, send, use, and rely upon such tangible medium, manual, facsimile, or electronic documents, records and signatures under any security procedure or platform, as in such Authorized Officer's judgment may be necessary or desirable to give effect to this resolution



and to consummate the transactions contemplated herein. Without limiting the scope of such authorization, such documents may include lease-up and marketing agreements, company management services agreements, development agreements, construction guaranty agreements, repayment guarantees, cash pledge agreements, environmental indemnity agreements, property management agreements, architect agreements, contractor agreements, housing assistance payment contracts, irrevocable consents and appointments of attorneys for service of process.

Section 9. Execution of Duties and Obligations. The Board authorizes and directs the Authority's Executive Director to cause the Authority (whether acting on its own behalf or in its capacity as the general partner of the Partnership) to fulfill the Authority's duties and obligations, and cause the Partnership to fulfill the Partnership's duties and obligations under the Transaction Documents.

Section 10. Increase in Authority Participation. The Authorized Officers, and each of them acting alone, are authorized to decrease the principal amount of any loan or capital contribution authorized by this resolution by any amount, and to increase the principal amount of any loan by or capital contribution from the Authority by an amount up to \$500,000 more than the maximum principal amount for the loan or capital contribution stated in this resolution. The Board directs the Executive Director to report to the Board if the total amount borrowed by or contributed to the Partnership for the Project exceeds the aggregate maximum principal amount stated in this resolution and the Bond Resolution for all loans and capital contributions by the Authority to the Partnership.

Section 11. Acting Officers Authorized. Any action required by this resolution to be taken by the Executive Director of the Authority may, in such person's absence, be taken by the Deputy Executive Director of the Authority.

Section 12. Changes to Titles or Parties. While the titles of and parties to the various Transaction Documents listed in Exhibit A hereto may change, no change to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce and perform the documents in their final form.

Section 13. Ratification and Confirmation. All actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution (including, without limitation, the formation of the Partnership and the selection of the Investors) are ratified and confirmed.

Section 14. 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 the Housing Authority of City of Tacoma at an open public meeting thereof this 26<sup>th</sup> day of October, 2022.

**EXHIBIT A**  
**TRANSACTION DOCUMENTS**

**Partnership Documents**

- Amended and Restated Agreement of Limited Liability Limited Partnership among the Authority, the Investor Limited Partner, the Special Limited Partner and the Initial Limited Partner;
- Development Agreement between the Partnership and the Authority;
- Purchase Option and Right of First Refusal Agreement between the Partnership and the Authority, and consented to by the Investor Limited Partner and the Special Limited Partner;
- Tax representation letter from the Authority;
- Reimbursement and Assignment Agreement between the Partnership and the Authority;

**Bond Loan Documents**

- Loan Agreement between the Authority and the Partnership;
- Construction and Permanent Loan Agreement between the Partnership and the Authority;
- Promissory Note (Tax-Exempt) by the Partnership payable to the Authority and indorsed to the Bank;
- Promissory Note (Taxable) by the Partnership payable to the Authority and indorsed to the Bank;
- Leasehold Deed of Trust, Security Agreement, Assignment of Leases and Rents and Fixture Filing from the Partnership in favor of the Bank;
- Lessor's Estoppel Certificate, Consent and Agreement among the Partnership, the Authority, and the Bank;
- Environmental Indemnity Agreement made by the Partnership and the Authority in favor of the Bank;
- Replacement Reserve and Security Agreement between the Partnership and the Bank;
- Completion Guaranty made by the Authority in favor of the Bank;
- Payment Guaranty made by the Authority in favor of the Bank;
- Assignment of Loan Documents by the Authority and acknowledged by the Partnership in favor of the Bank;
- Collateral Assignment of Rights to Tax Credits and Partnership Interests by the Partnership and the Authority in favor of the Bank;
- Collateral Assignment and Pledge of Developer Fees and Security Agreement by the Authority and acknowledged by the Partnership in favor of the Bank;
- Assignment of Management Agreement and Consent and Subordination of Manager by the Partnership and FPI Management, Inc. in favor of the Bank;

- Assignment of Construction and Design Agreements by the Partnership in favor of the Bank;
- Contractor's Consent to Assignment of Construction Contract by Walsh Construction Co./Washington in favor of the Bank;
- UCC-1 Financing Statement naming the Partnership, as debtor, and the Bank, as secured party;
- UCC-1 Financing Statement naming the Partnership and the Authority, as debtors, and the Bank, as secured party;
- Borrower Administrative Questionnaire by the Partnership;
- Rate Lock Confirmation and Agreement by the Partnership in favor of the Bank;
- Rate Lock Guaranty by the Authority in favor of the Bank;
- Regulatory Agreement between the Authority and the Partnership;
- Federal Tax Exemption Certificate and Agreement between the Authority and the Partnership;

#### **Amazon Loan Documents**

- Loan Agreement between the Partnership and Amazon;
- Promissory Note by the Partnership payable to Amazon;
- Leasehold Deed of Trust, Security Agreement, Assignment of Leases and Rents and Fixture Filing, from the Partnership in favor of Amazon;
- Affordable Housing Covenant Agreement by the Partnership in favor of Amazon;
- Environmental Indemnity Agreement made by the Partnership and the Authority for the benefit of Amazon;
- Limited Guaranty by the Authority in favor of Amazon;
- UCC-1 Financing Statement naming the Partnership, as debtor, and Amazon, as secured party;

#### **TCRA Loan Documents**

- Affordable Housing Development Agreement between TCRA and the Authority;
- Promissory Note by the Authority payable to TCRA;
- Leasehold Deed of Trust and Security Agreement from the Partnership in favor of TCRA;
- Regulatory Agreement by the Partnership in favor of TCRA;

#### **City Loan Documents**

- Affordable Housing Development Agreement between the City and the Authority;
- Promissory Note by the Authority payable to the City;
- Leasehold Deed of Trust and Security Agreement from the Partnership in favor of the City;

- Regulatory Agreement by the Partnership in favor of the City;

#### **Housing Authority Loan Documents**

- Omnibus Loan Agreement between the Partnership and the Authority;
- Promissory Note (Housing Hilltop – Omnibus Loan #1) by the Partnership in favor of the Authority;
- Promissory Note (Housing Hilltop – Omnibus Loan #2) by the Partnership in favor of the Authority;
- Promissory Note (Housing Hilltop – Omnibus Loan #3) by the Partnership in favor of the Authority;
- Promissory Note (Housing Hilltop – Omnibus Loan #4) by the Partnership in favor of the Authority;
- Promissory Note (Housing Hilltop – Omnibus Loan #5) by the Partnership in favor of the Authority;
- Leasehold Deed of Trust, Assignment of Rents and Leases, Security Agreement and Fixture Filing (Omnibus Loan – Housing Hilltop) from the Partnership in favor of the Authority;
- Hazardous Substances Warranty/Indemnity Agreement between the Partnership and the Authority;

#### **Commerce Documents**

- One or more Specific Terms and Conditions, Housing Trust Fund Contract between the Washington State Department of Commerce (“Commerce”) and the Authority or the Partnership, together with the Housing Trust Fund (HTF) General Terms and Conditions attached thereto;
- One or more Promissory Note by the Authority or the Partnership payable to Commerce;
- One or more Leasehold Deed of Trust by the Partnership and/or the Authority in favor of Commerce;
- One or more Low Income Housing Covenant Agreement by the Partnership and/or the Authority in favor of Commerce;

#### **County Documents**

- Loan Agreement between the County and the Authority;
- Promissory Note by the Authority payable to the County;
- Leasehold Deed of Trust and Security Agreement from the Partnership in favor of the County;
- Regulatory Agreement by the Partnership in favor of the County;

#### **Real Estate Documents**

- Lease Agreement between the Authority and the Partnership;
- Memorandum of Lease Agreement between the Authority and the Partnership;
- Commercial Space Sublease between the Authority and the Partnership;

- Parking Easement Agreement by the Authority and agreed to and consented to by the Partnership and The Alberta J. Canada LLLP;
- Priority and Subordination Agreement among the Authority, the Partnership, the Bank, Amazon, TCRA, the City, the Commission, Commerce (if applicable), and the County (if applicable);
- Subordination and Intercreditor Agreement among the Bank, Amazon, and the Partnership;

#### **Miscellaneous Documents**

- Regulatory Agreement (Extended Use Agreement) among the Commission, the Authority and the Partnership;
- LIHTC/HUD Management Agreement for Housing Hilltop Apartments, together with Addendum to Property Management Agreement, each between the Partnership and FPI Management, Inc.;
- AIA Document 141-2014 Standard Form of Agreement Between Owner and Design-Builder between the Partnership and Walsh Construction Co./Washington, together with one or more amendments thereto;
- Professional Services Contract between the Authority and J.H. Brawner & Company.

#### **CERTIFICATE**

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

1. That the attached Resolution 2022-10-26 (1) (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a regular meeting of the Authority held at the regular meeting place on October 26, 2022 (the “Meeting”), and duly recorded in the minute books of the Authority;

2. That the public was notified of access options for remote participation in the Meeting [www.tacomahousing.org](http://www.tacomahousing.org); and;

3. That the Meeting was duly convened, held, and included an opportunity for public comment, in all respects in accordance with law, and to the extent required by law, due and proper notice of the Meeting was given; that a quorum was present throughout the Meeting, and a majority of the members of the Board of Commissioners of the Authority present at the Meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 26<sup>th</sup> day of October, 2022.

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APRIL BLACK, Secretary and Executive Director  
of the Authority

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

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

**Motion Approved:** October 26, 2022

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Shennetta Smith, Chair

**9.2 HOUSING AUTHORITY OF THE CITY OF TACOMA  
RESOLUTION 2022-10-26 (2)  
(HOUSING HILLTOP BOND FINANCING)**

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma providing for the issuance of two series of revenue bonds of the Authority in the aggregate the principal amount of not to exceed \$72,000,000, the proceeds of which will be used to make a loan to Housing Hilltop LLLP, a Washington limited liability limited partnership of which the Authority is the sole general partner, to provide part of the funds with which to finance the construction and equipping of an approximately 231-unit multifamily housing facility to be known as the Housing Hilltop, to provide housing for low income persons in the City of Tacoma, Washington; determining the forms and terms of the bonds; authorizing the execution and delivery of a loan agreement providing for the repayment of the loan, a regulatory agreement governing the use of the project, and other bond and loan documents; providing for the sale and delivery of the bonds to JPMorgan Chase Bank, N.A.; authorizing and directing appropriate officers of the Authority to execute such other documents as are useful or necessary to the purposes of this resolution; and determining related matters.

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

Section 15. Recitals and Findings. The Board of Commissioners (the “Board”) of the Housing Authority of the City of Tacoma (the “Authority”) finds and determines:

(a) Statutory Authorization. The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part

thereof” (RCW 35.82.070(2)); (ii) “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project” (RCW 35.82.070(5)); (iii) issue bonds, notes or other obligations for any of its corporate purpose (RCW 35.82.020(11) and RCW 35.82.130); (iv) “make . . . loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing or refinancing of land, buildings, or developments for housing for persons of low income” (RCW 35.82.070(19)); (v) “make and execute contracts and other instruments, including but not limited to partnership agreements” (RCW 35.82.070(1)); and (vi) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040). The phrase “housing project” is defined by RCW 35.82.020 to include, among other things, “any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income.” Under the Uniform Electronic Transactions Act (chapter 1.80 RCW), each governmental agency of the State of Washington “shall determine whether, and the extent to which, a governmental agency will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use and rely upon electronic records and electronic signatures” (RCW 1.80.170).

(b) The Borrower. Pursuant to the authority provided by the Housing Authorities Law, and Resolution No. 2018-11-14(1) of the Authority adopted November 14, 2018, the Authority caused Housing Hilltop LLLP (the “Borrower”) to be formed by filing a certificate of limited partnership with the Secretary of State of the State of Washington on November 16, 2018, and executing a Limited Partnership Agreement for Housing Hilltop LLLP dated as of November 15, 2018, with Tacoma Housing Development Group, a Washington nonprofit corporation, for purposes including acquiring (by ownership or long-term lease), developing, constructing, equipping, operating, managing and maintaining one or more rental housing projects in Tacoma, Washington.

(c) Issuance of Bonds Necessary and Advisable and in the Best Interests of the Authority. The Borrower (i) has applied to the Authority for financial assistance in the principal amount of up to \$72,000,000 for the purpose of providing part of the funds with which to finance the construction and equipping an approximately 231-unit affordable housing project to be known as Housing Hilltop (the “Project”) to be located in the City of Tacoma, Washington to provide housing for low-income persons within the Authority’s area of operation, and (ii) requested that the Authority issue and revenue bonds of the Authority in two series in the aggregate principal amount of not to exceed \$72,000,000, for the purpose of assisting the Borrower in financing the Project. It is necessary and advisable, important for the feasibility of the Project, and in the best interest of the Authority to issue bonds in an aggregate principal amount of not to exceed \$72,000,000, the proceeds of which will be used to make a loan to the Borrower for the purposes described herein.

. Definitions. As used in this resolution, the following terms have the following meanings:

“Assignment of Construction and Design Agreements” means the Assignment of Construction and Design Agreements to be executed by the Borrower, relating to assignment to the Bank of certain of the Borrower’s rights under certain agreements relating to the design and construction of the Project, including any supplements or amendments thereto made in conformity therewith.

“Assignment of Developer Fees” means the Collateral Assignment and Pledge of Developer Fees and Security Agreement to be executed by the Authority, and acknowledged by the Borrower, for the benefit of the Bank, relating to assignment to the Bank of certain of the Authority’s rights to receipt payments under the Development Agreement to be entered into by the Authority and the Borrower pertaining to development of the Project, including any supplements or amendments thereto made in conformity therewith.

“Assignment of Loan Documents” means the Assignment of Loan Documents (Collateral Assignment in Part and Absolute Assignment in Part) to be executed by the Authority and acknowledged by the Borrower, relating to assignment to the Bank of the Authority’s rights under certain of the Loan Documents, including any supplements or amendments thereto made in conformity therewith.

“Assignment of Management Agreement” means the Assignment of Management Agreement and Consent and Subordination of Manager to be executed by the Borrower and FPI Management, Inc., in its capacity as the property manager for the Project, relating to assignment to the Bank of certain of Borrower’s interests in the management agreement with respect to the Project, including any supplements or amendments thereto made in conformity therewith.

“Assignment of Tax Credits and Partnership Interests” means the Collateral Assignment of Rights to Tax Credits and Partnership Interests to be executed by the Borrower and the Authority (in its capacity as general partner of the Borrower), relating to assignment to the Bank of certain rights of the Authority and the Borrower under the Borrower’s governing documents, including any supplements or amendments thereto made in conformity therewith.

“Authority” means the Housing Authority of City of Tacoma, a public body corporate and politic duly organized and existing under and by virtue of the laws of the State of Washington.

“Authorized Officers” means the Authority’s Executive Director, the Authority’s Deputy Executive Director, and their respective designees.

“Bank” means JPMorgan Chase Bank, N.A., as Registered Owner of the Bonds, and any subsequent Registered Owner thereof.



“Bank Loan Agreement” means the Construction and Permanent Loan Agreement between the Authority and the Borrower, and assigned by the Authority to the Bank, setting forth certain covenants and conditions relating to the Loan, including any supplements or amendments thereto made in conformity therewith.

“Board” means the Board of Commissioners of the Authority.

“Bonds” means, together, the Series 2022A Bond and the Series 2022B Bond.

“Bond Fund” means the Authority’s Revenue Bond Fund, 2022 (Housing Hilltop).

“Bond Loan Agreement” means the Loan Agreement between the Authority and the Borrower providing for, evidencing and securing the obligation of the Borrower to repay the Loan, including any supplements or amendments thereto made in conformity therewith.

“Bond Registrar” means the Executive Director of the Authority.

“Borrower” means Housing Hilltop LLLP, a Washington limited liability limited partnership of which the Authority is the sole general partner.

“Borrower Administrative Questionnaire” means the Borrower Administrative Questionnaire establishing the Bank’s procedures for reviewing the Borrower’s instructions for disbursement of Draw proceeds, prepayments, selection of interest rate options, and other matters, including any supplements or amendment thereto made in conformity therewith.

“City” means the City of Tacoma, Washington.

“Code” means the Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

“Deed of Trust” means the Leasehold Deed of Trust, Security Agreement, Assignment of Leases and Rents and Fixture Filing under which the Borrower will be the grantor and the Bank will be the beneficiary, encumbering the Borrower’s leasehold interest in the real property and improvements and personal property constituting the Project, including any supplements or amendments thereto made in conformity therewith.

“Draws” means incremental draws on the Bonds.

“Environmental Indemnity Agreement” means the Environmental Indemnity Agreement to be executed by the Borrower and the Authority in favor of the Bank relating to environmental claims with respect to the Project, including any supplements or amendments thereto made in conformity therewith.

“General Revenues” means the rent, fees and other revenues of the Authority from any source, except those revenues which are now or in the future prohibited from being used for the purpose of paying the Authority’s obligations under the Guaranty or the Environmental Indemnity Agreement under the provisions of any law, regulation, contract or covenant, resolution or deed of trust (including restrictions relating to funds available to the Authority under the U.S. Housing Act of 1937).

“Guaranty” means, together, the Completion Guaranty executed by the Authority guaranteeing certain of the Borrower’s obligations with respect to construction of the Project, and the Payment Guaranty executed by the Authority guaranteeing certain of the Borrower’s obligations with respect to the Loan, including any supplements or amendments thereto made in conformity therewith.

“Lessor’s Estoppel Certificate” means the Lessor’s Estoppel Certificate, Consent and Agreement to be executed by the Borrower, the Authority and the Bank, relating to the lease of the Project to the Borrower by the Authority, including any supplements or amendments thereto made in conformity therewith.

“Loan” means the loan from the Authority to the Borrower of the proceeds of Draws on the Bonds.

“Loan Documents” means, collectively, the Bond Loan Agreement, the Bank Loan Agreement, the Deed of Trust, the Environmental Indemnity Agreement, the Lessor’s Estoppel Certificate, the Notes, the Assignment of Construction and Design Agreements, Assignment of Developer Fees, the Assignment of Loan Documents, the Assignment of Management Agreement, the Assignment of Tax Credits and Partnership Interests, the Borrower Administrative Questionnaire, the Replacement Reserve Agreement, the Rate Lock Documents, any related UCC Financing Statements and any other documents relating to the Loan executed by the Borrower.

“Notes” means, together, the promissory notes evidencing the Loan.

“Project” means, depending upon the context, (1) the construction and equipping of a multifamily rental housing project consisting of 231 dwelling units and Functionally Related and Subordinate facilities, located in the vicinity of 1011 and 1111 South L Street, Tacoma, Washington, or (2) the Housing Hilltop multifamily rental housing project so constructed and equipped.

“Proposal Letter” means the Summary of Indicative Terms and Conditions dated August 4, 2022, prepared by the Bank setting forth certain of the terms under which the Bank may purchase the Bonds, as it may be amended and supplemented, and any commitment letter issued pursuant or supplemental thereto.

“Rate Lock Documents” means, together, the Rate Lock Confirmation and Agreement executed by the Borrower for the benefit of the Bank, and the Rate

Lock Guaranty executed by the Authority for the benefit of the Bank guaranteeing certain of the Borrower's obligations with respect to the Rate Lock Confirmation and Agreement, including any supplements or amendments thereto made in conformity therewith

"Registered Owner" means the registered owner of the Bonds, registered as such on the registration books maintained by the Bond Registrar.

"Regulatory Agreement" means the Regulatory Agreement to be executed by the Borrower and the Authority, governing the use of the Project, including any supplements or amendments thereto made in conformity therewith.

"Replacement Reserve Agreement" means the Replacement Reserve and Security Agreement to be executed by the Borrower and the Bank, relating to the creation and funding of a replacement reserve account for the Project, including any supplements or amendments thereto made in conformity therewith.

"Series 2022A Bond" means the Revenue Bond, Series 2022A (Housing Hilltop) (Tax-Exempt), of the Authority, issued pursuant to, under the authority of and for the purposes provided in this resolution.

"Series 2022B Bond" means the Revenue Bond, Series 2022B (Housing Hilltop) (Taxable), of the Authority, issued pursuant to, under the authority of and for the purposes provided in this resolution.

"Tax Certificate and Agreement" means the Tax Certificate and Agreement to be executed by the Borrower and the Authority in connection with the Series 2022A Bond, including any supplements or amendments thereto made in conformity therewith.

All other capitalized terms used but not defined herein shall have the meanings assigned to them in the Bond Loan Agreement.

. Authorization of Bonds and Application of Proceeds. The Authority shall issue and sell the Bonds in a combined principal amount not to exceed \$72,000,000 for the purpose of making a loan to the Borrower to provide financing for a portion of the costs of the Project and, and the option of the Borrower, costs of issuing the Bonds. All proceeds from Draws on the Bonds shall be lent to the Borrower for those purposes.

. Description of Bonds. The Series 2022A Bond shall be called the Housing Authority of the City of Tacoma Revenue Bond, Series 2022A (Housing Hilltop) (Tax-Exempt); shall be in a principal amount not to exceed \$62,000,000; shall be dated its date of delivery; and shall be numbered R-1. The Series 2022B Bond shall be called the Housing Authority of the City of Tacoma Revenue Bond, Series 2022B (Housing Hilltop) (Taxable); shall be in a principal amount not to exceed \$10,000,000; shall be dated its date of delivery; and shall be numbered R-1. At the applicable maturity, the remaining outstanding principal balance and

accrued interest on each Bond shall be due and payable in full. The Authorized Officers, and each of them acting alone, are authorized to determine and approve the final terms of the Bonds. The Bonds shall bear interest payable on such dates and at such rates (which may include variable rates based on secured overnight financing rates and/or the prime rate and/or a fixed rate or rates), shall mature at such times and in such amounts, shall have such prepayment and/or redemption provisions and shall have such other provisions consistent with the purposes of this resolution as are set forth in the Bonds and the Loan Documents. The authentication of the Bonds by the Bond Registrar and the execution of the Loan Documents by any Authorized Officer shall be conclusive evidence of approval by the Authority of the terms set forth therein.

. Draws on the Bonds. The Board authorizes the Authorized Officers, and each of them acting alone, as authorized signors for the Authority, in its capacity as general partner of the Borrower, and their respective designees, to make Draws on the Bonds in such amounts and at such times as they may determine, those Draws to be made in accordance with the terms and provisions set forth herein, in the Bonds, and in the Loan Documents. Draws shall be recorded in such form as the Borrower and the Bank may agree. Draws on the Series 2022A Bond shall be limited to an aggregate principal amount of \$62,000,000, and Draws on the Taxable Bond shall be limited to an aggregate principal amount of \$10,000,000. In the event that the Authority that it is in the best interest of the Authority or the Borrower to convert one Bond or both Bonds into fully funded obligation(s), the Authority is authorized to draw the Draws which have not been drawn to date (the "Remaining Authorized Amount") on such Bond(s), and to take any other action and to execute such other documents as may be required to be taken or executed by the Authority, on behalf of itself or as general partner of the Borrower, in connection therewith (including, without limitation, execution of agreements relating to the deposit and investment of such Remaining Authorized Amount prior to application to pay costs of the Project).

. Bond Register; Registration and Transfer of Bonds. The Bonds shall be issued only in registered form as to both principal and interest and shall be recorded on books or records maintained for the Bonds by the Bond Registrar (the "Bond Registers"). The Executive Director of the Authority shall serve as Bond Registrar for the Bonds. The Bond Registers shall contain the name and mailing address of the Registered Owner of each Bond. The Bond Registrar is authorized, on behalf of the Authority, to authenticate and deliver the Bonds in accordance with the provisions of the Bonds and this resolution, to serve as the Authority's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this resolution.

The Bonds may not be transferred by the Bank without the prior written consent of the Authority (which consent shall not be unreasonably withheld), except that the Bank may assign or transfer the Bonds to a successor to the business and assets of the Bank or to an affiliate of the Bank, in any such case upon completion and delivery to the Authority of the assignment form and

certificate of transferee attached to such Bond. The Bond Registrar shall not be obligated to exchange or transfer any Bond during the five days preceding any principal or interest payment date, prepayment date or the maturity date.

. Payment of Bonds. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America and shall be paid by check mailed to arrive on or before each payment date, or in immediately available funds delivered on or before each payment date, to the Registered Owner at the address appearing on the Bond Register on the date payment is mailed or delivered. Upon the final payment of principal of and interest on a Bond, the Registered Owner shall surrender that Bond at the principal office of the Bond Registrar in Tacoma, Washington, for destruction or cancellation in accordance with law.

. Bond Fund; Security for the Bonds. The Bond Fund is hereby established as a special fund of the Authority designated the Housing Authority of the City of Tacoma Revenue Bond Fund, 2022 (Housing Hilltop). The Bond Fund shall be drawn upon for the sole purpose of paying the principal of, and interest and premium, if any, on, the Bonds. The Authority irrevocably obligates and binds itself to set aside and pay into the Bond Fund from amounts owed or paid by the Borrower under the Loan Documents, amounts sufficient to pay principal of, and interest and premium, if any, on, the Bonds when due, all of which amounts are pledged to the payment of the Bonds. Payment of the Bonds shall be further secured by the Loan Documents and the Guaranty.

Upon the issuance of the Bonds, the Authority shall cause the Loan Documents to be executed by the Borrower for the benefit of the Authority and/or the Bank, as applicable, and the Authority shall assign certain of its rights under the Loan Documents to which it is a party to the Bank, as security for the Authority's payment of the principal of, premium, if any, and interest on the Bonds. The Authority shall retain its rights under the Regulatory Agreement and certain rights under the Bond Loan Agreement as described therein. Upon that assignment, the Bank shall collect, on behalf of the Authority and the Bond Fund, the principal and interest payments received under the Loan Documents, and shall apply the same to the payment of the principal of and interest on the Bonds, and the Authority shall have no obligation to make principal and interest payments on the Bonds except from those payments collected by the Bank on the Authority's behalf.

The Registered Owner shall not charge the Authority, in its capacity as issuer of the Bonds, and, in such capacity, the Authority shall not be obligated to pay to the Registered Owner, any fees for or costs of collection and application of principal and interest payments under the Loan Documents or the Bonds, including any fees for or costs of collecting such payments or exercising the power of sale or any other power under the Deed of Trust, nor shall the Authority be obligated to pay for the application of such payments to the payment of principal of and interest and premium, if any, on the Bonds. If Bonds are is

assigned and transferred to a new Registered Owner, the security interest in the Loan Documents shall be assigned to such new Registered Owner, and such new Registered Owner shall have the rights to carry out all of the duties of the prior Registered Owner as set forth in this resolution, including the duty to collect principal, interest and premium, if any, payments under the Loan Documents and apply the same to the payment of principal of, and interest and premium, if any, on the Bonds.

The Authority pledges its General Revenues to the payment of its obligations under the Guaranty and the Environmental Indemnity Agreement, subject to release in accordance with the respective terms thereof. The Authority reserves without limitation the right to issue other obligations, the principal of and interest on which are to be paid from the General Revenues on a parity of lien with obligations of the Authority under the Guaranty and the Environmental Indemnity Agreement. At its option, the Authority may pledge any revenues that comprise a portion of the General Revenues to the payment of other obligations, such payments to have priority over the payments to be made under the Guaranty and the Environmental Indemnity Agreement with respect to that portion of the General Revenues so pledged.

The Bonds shall not be a debt of the City, the State of Washington or any political subdivision thereof, and each Bond shall so state on its face. Neither the City, the State of Washington nor any political subdivision thereof (except the Authority from the sources described herein) shall be liable for payment of the Bonds nor in any event shall the principal of and interest on the Bonds be payable out of any funds or assets other than those pledged to that purpose by the Authority herein. The Authority has no taxing power.

Neither the Authority (except to the extent of the pledge of its General Revenues to the payment of its obligations under the Guaranty) nor any of the Commissioners, officers or employees of the Authority shall be personally liable for the payment of the Bonds.

. Form and Execution of Bonds. The Bonds shall be in a form consistent with the provisions of this resolution and state law, shall bear the manual or facsimile signatures of the Chair of the Board and the Executive Director of the Authority and shall be impressed with the seal of the Authority or shall bear a facsimile thereof. A Bond shall not be valid or obligatory for any purpose, or entitled to the benefits of this resolution, unless the Bond bears a Certificate of Authentication manually signed by the Bond Registrar stating: "This Bond is the fully registered Revenue Bond, Series 2022[A/B] (Housing Hilltop) [(Tax-Exempt)/(Taxable)], of the Authority described in the Bond Resolution." A minor deviation in the language of such certificate shall not void a Certificate of Authentication that otherwise is substantially in the form of the foregoing. The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this resolution.

If any officer whose facsimile signature appears on the Bonds ceases to be an officer of the Authority authorized to sign bonds before the Bond bearing his or her facsimile signature is authenticated or delivered by the Bond Registrar or issued by the Authority, the Bond nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be binding on the Authority as though that person had continued to be an officer of the Authority authorized to sign bonds. A Bond also may be signed on behalf of the Authority by any person who, on the actual date of signing of the Bond, is an officer of the Authority authorized to sign bonds, although he or she did not hold the required office on the date of issuance of the Bonds.

. Lost, Stolen or Destroyed Bonds. In case a Bond shall be lost, stolen or destroyed after delivery to the Registered Owner, the Bond Registrar may execute and deliver a new Bond of like date and tenor to the Registered Owner upon the Registered Owner paying the expenses and charges of the Authority and upon filing with the Bond Registrar evidence satisfactory to the Bond Registrar that such Bond was actually lost, stolen or destroyed and of the Registered Owner's ownership thereof, and upon furnishing to the Authority with indemnity reasonably satisfactory to the Authority.

. Preservation of Tax Exemption for Interest on the Series 2022A Bond. Subject to the next succeeding paragraph, the Authority covenants that it will take all actions necessary to prevent interest on the Series 2022A Bond from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Series 2022A Bond or other funds of the Authority treated as proceeds of the Series 2022A Bond at any time during the term of the Series 2022A Bond that would cause interest on the Series 2022A Bond to be included in gross income for federal income tax purposes. The Authority also covenants that, to the extent arbitrage rebate requirements of Section 148 of the Code are applicable to the Series 2022A Bond, it will take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Series 2022A Bond, including the calculation and payment of any penalties that the Authority has elected to pay as an alternative to calculating rebatable arbitrage, and the payment of any other penalties if required under Section 148 of the Code to prevent interest on the Series 2022A Bond from being included in gross income for federal income tax purposes (but only from amounts received by the Authority from the Borrower as payments for those purposes).

The Bond Loan Agreement shall require the Borrower to reimburse the Authority for all costs to the Authority of its compliance with the covenants contained in this section, and the Authority shall not be required to expend any funds, other than such amounts to be reimbursed or other money received under the terms of the Bond Loan Agreement, in so complying.

The Authority and the Borrower intend that the proceeds of the Series 2022A Bond be allocated, or deemed allocated, on a *pro rata* basis, to the

residential portion of each building in the Project so that each building and the land on which it is located will have been financed 50% or more by the proceeds of the Series 2022A Bond for the purpose of complying with Section 42(h)(4)(B) of the Code.

. Approval of Sale of Bonds to Bank. It is anticipated that the Bank will offer to purchase the Bonds under the terms and conditions contained in this resolution and the Proposal Letter. The Board finds that such offer is in the best interest of the Authority, and therefore approves the offer to purchase the Bonds under the terms and conditions in this resolution and the Proposal Letter. The Bonds will be delivered to the Bank with the approving legal opinion of Foster Garvey P.C., municipal bond counsel of Seattle, Washington, regarding the Bonds.

. Authorization of Documents and Execution Thereof. The Board authorizes the Authorized Officers, and each of them acting alone, to negotiate and approve the Regulatory Agreement, the Guaranty, the Environmental Indemnity Agreement, the Tax Certificate and Agreement, and the other Loan Documents. The Board authorizes and approves the execution and delivery of, and the performance by the Authority of its obligations contained in the Bonds, the Guaranty, Environmental Indemnity Agreement, the Tax Certificate and Agreement, the other the Loan Documents to which it is a party, and this resolution and the consummation by the Authority of all other transactions contemplated by this resolution in connection with the issuance of the Bonds. The Board authorizes and directs the Authorized Officers, and each of them acting alone, to execute on behalf of the Authority and deliver the Regulatory Agreement, the Guaranty, the Environmental Indemnity Agreement, the Tax Certificate and Agreement, and the other Loan Documents to which the Authority is a party, and such financing statements and other documents, instruments and agreements as may be necessary or desirable in connection with the issuance of the Bonds or required by the Bank as a condition to purchasing the Bonds. The Board further authorizes the Authorized Officers, and each of them acting alone, to do everything necessary or appropriate for the issuance, execution and delivery of the Bonds to the purchaser thereof, and to execute and deliver any other documents that may be useful or necessary to ensure the proper use and application of the proceeds from the sale of the Bonds.

. Authorization of Borrower Documents and Execution Thereof. The Board authorizes and directs the Authorized Officers, and each of them acting alone, to negotiate, execute and deliver, on behalf of the Authority in its capacity as general partner of the Borrower, the Loan Documents, the Regulatory Agreement, the Tax Certificate and Agreement, and such other documents, instruments and agreements as may be necessary or desirable in connection with the issuance of the Bonds, the Loan to the Borrower, and the other transactions contemplated by this resolution.

. Reimbursement. For purposes of applicable Treasury Regulations, the Borrower and the Authority are authorized to advance such funds as may be



necessary for the Project and the financing thereof, which expenditures may be reimbursed with proceeds of the Bonds. It is intended that this resolution shall constitute a declaration of official intent to reimburse expenditures for the Project made before the issue date of issuance of the Series 2022A Bond from proceeds of the Series 2022A Bond, for the purposes of Treasury Regulations Sections 1.103-8(a)(5) and 1.150-2.

. Acting Officers Authorized. Any action authorized or directed by this resolution to be taken by the Executive Director of the Authority, may in his or her absence be taken by a duly authorized Deputy Executive Director of the Authority or any other employee of the Authority that has been designated by the Executive Director or the Board to act in the Executive Director's absence. Any action authorized or directed by this resolution to be taken by the Chair of the Board may, in the absence of such person, be taken by the duly authorized acting Chair of the Board.

. Supplemental Authorization. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to: (i) determine that any document authorized by this resolution is, at the time such document otherwise would be executed, no longer necessary or desirable and, based on such determination, cause the Authority not to execute or deliver such document; (ii) execute and deliver and, if applicable, file (or cause to be delivered and/or filed) any government forms, applications, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein; (iii) cause the Authority to expend such funds as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution; and (iv) notwithstanding any other Authority resolution, rule, policy, or procedure, to create, accept, execute, send, use, and rely upon such tangible medium, manual, facsimile, or electronic documents, records and signatures under any security procedure or platform, as in such Authorized Officer's judgment may be necessary or desirable to give effect to this resolution and to consummate the transactions contemplated herein.

. Changes to Titles or Parties. While the titles of and parties to the various documents described herein may change, no change to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce and perform the documents in their final form.

. 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.

. Severability. If any provision in this resolution is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provision of this

resolution and shall in no way affect the validity of the other provisions of this resolution or the Bonds.

. 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 the Housing Authority of City of Tacoma at an open public meeting thereof this 26<sup>th</sup> day of October, 2022.

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

Upon roll call, the vote was as follows:

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

**Motion Approved:** October 26, 2022

\_\_\_\_\_  
Shennetta Smith, Chair

**9.3 RESOLUTION 2022-10-26 (3)**  
**(Update to Payment Standards)**

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

**WHEREAS**, HUD sets fair market rents annually; and

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

**WHEREAS**, new payment standards will go into effect January 01, 2023 or sooner for Special Purpose Vouchers; now, therefore, be it  
***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

The Board authorizes THA's Executive Director to set THA's payment standards at:

- 105% of the 2023 HUD Fair Market Rents for zero to three bedroom units;
- 100% of the 2023 HUD Fair Market Rents for units four bedrooms and larger; and
- up to 120% of the 2023 HUD Fair Market Rents for Emergency Housing Voucher and VASH program participants for all bedroom sizes.

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

Upon roll call, the vote was as follows:

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

**Motion Approved:** October 26, 2022

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Shennetta Smith, Chair

**9.4 RESOLUTION 2022-10-26 (4)**  
**(One-Time, Pandemic Late Rent Assistance for THA Households)**

**WHEREAS**, Households served by THA's federal housing programs have been significantly impacted by the COVID-19 pandemic; and

**WHEREAS**, 571 households in THA's portfolio have accumulated \$1,092,751.94 in late rent and other fees since March 1, 2020; and

**WHEREAS**, an additional 32 active households that transferred to another property or moved out of THA's portfolio with a voucher accumulated \$60,600.47 in debt since March 1, 2020; and

**WHEREAS**, these past debts bring the total owed to a THA portfolio property by active THA clients to \$1,153,352.41; and

**WHEREAS**, local late rental assistance funds are no longer receiving applications; and

**WHEREAS**, efforts to collect these late rent balances and the potential turnover they create within THA's portfolio are estimated to expend more than 19,000 hours of staff time; 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 apply up to \$1,165,000 in unrestricted reserve funds to address late rent and other fee balances in THA's portfolio.

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

Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: 1  
Absent: 1

**Motion Approved:** October 26, 2022

---

Shennetta Smith, Chair

## **11. COMMENTS FROM COMMISSIONERS**

Commissioner Young thanked staff for all their hard work and great presentations. Commissioner Rumbaugh added that the detail and thought on the presentation were very clear. Vice Chair Hodge also thanked the staff; she particularly liked the format of the presentation, which was compelling and engaging. Lastly, Chair Smith is grateful for everyone who serve THA and April as THA's executive director. She also thanked Lacie Ricci.

## **12. ADJOURNMENT**

There being no further business to conduct the meeting ended at 6:06 pm

**APPROVED AS CORRECT**

**Adopted:** November 9, 2022

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Shennetta Smith, Chair



**Tacoma  
Housing  
Authority**

**Executive Director**  
April Black

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

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**Real Estate Development Committee**

Commissioner Stanley Rumbaugh  
Commissioner Derek Young  
April Black  
Sandy Burgess  
Richard Deitz  
Julie LaRocque

**Finance and Audit Committee**

Commissioner Derek Young  
Vice Chair Minh-Anh Hodge  
April Black  
Jorge Perez  
Duane Strom  
Julie LaRocque

**Community Partnerships and Advocacy Committee**

Chair Shennetta Smith  
Commissioner Pastor Michael Purter  
April Black  
Nick Tolley  
Marquis Jenkins  
Julie LaRocque

**Education, Housing, Services and Partnerships Committee**

Chair Shennetta Smith  
Vice Chair Minh-Anh Hodge  
April Black  
Katie Escudero  
Jess Thompson  
Aley Thompson  
Julie LaRocque

**Diversity, Equity, Inclusion and Belonging Committee**

Chair Shennetta Smith  
Vice Chair Minh-Anh Hodge  
Cacey Hanauer  
Sharrall Madden  
Marquis Jenkins  
Katie Escudero  
Jess Thompson  
Aley Thompson  
Julie LaRocque



**TACOMA HOUSING AUTHORITY**

## **AGENCY MONTHLY REPORT**



# THA's Housing Programs



November 9, 2022





# Who we serve: We assist renters in the private rental market.

**We help people pay rent in the private market.**

- We assist more than **2,900 households with tenant-based subsidies** each year
  - Special purpose vouchers serve specific populations that include homeless veterans, families reunifying with children, foster youth, non-elderly disabled households, homeless college students and households at risk of homelessness
- We assist **600 households with project-based subsidies** each year.
  - These partnerships with non-profit partners serve low income Tacomans, including those exiting corrections, fleeing DV and many partners fill units via Coordinated Entry



*Guadalupe Vista owned by Catholic Community Services*



# Who we serve: We assist renters in the private rental market.

- We assist more than **350 households with property-based subsidies** each year.
- These partnerships with private property owners serve Medicaid households with assisted living, homeless college students and low income Tacomans



*Cascade Park Vista owned by Cascade Park Homes*

**Who we serve: We own and manage housing and real estate.**



**As of today, we have  
1,587 units in our  
portfolio**



# Who we serve: We own and manage housing and real estate.



*Bay Terrace Apartments & Townhomes*

## **1,416 units owned and managed by THA**

- 1-bedrooms to 5-bedrooms midrise apartments and townhomes across 16 locations
- 353 units at 7 different properties for senior/disabled households
- 116 homeless set-aside units
- 48 market rate units (available to voucher holders)

# Who we serve: We own and manage housing and real estate.



*Outrigger Apartments - Available to voucher holders*

## **171 affordable units purchased by THA**

- North Highland Court – 35 units
- Highland Crest Apartments – 72 units
- Prairie Oaks – 15 units
- Outrigger Apartments – 49 units

# Who we serve & community need



**10,793**

**People**  
in Tacoma



**4,393**

**Households**  
Receive THA assistance to  
pay rent to private &  
non-profit landlords



**1,586**

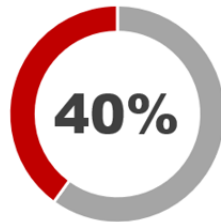
**Households**  
Live in THA properties



**740**

**Financed Units**  
THA helped other  
non-profits finance  
or develop

## Children & Youth



of people we help are  
children & youth, age 18  
& younger. THA serves  
more than 3,400  
school-age children.

## Elderly & Disabled



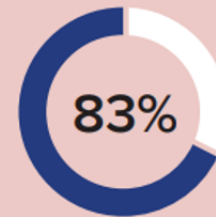
of people we help are  
elderly and/or disabled.  
They live on very limited  
income. On average, their  
household income is  
\$14,560 per year.

## Extremely Low-Income Renters



of the families that THA  
help have "extremely low"  
income. For an average  
family of four, this is  
\$30,450 or less each year  
in total household income.

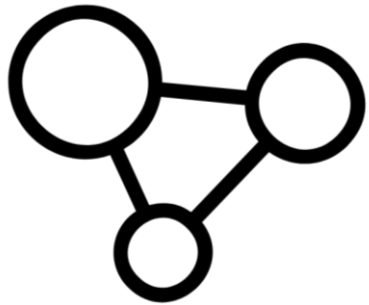
## Affordable Rent Gap



or higher of rental housing  
in Tacoma is not affordable  
to very or extremely low-  
income households. To  
afford a 2-bedroom  
apartment in Tacoma  
requires a full-time wage of  
\$32 per hour (\$67k/year).

# Who we serve: We dedicate housing subsidies to households experiencing homelessness.

THA has dedicated more than **1,500 subsidies** to serve households at immediate risk of or who are currently experiencing homelessness. We do this by:



**Leveraging partnerships with existing service systems** including the VA, Child Welfare, and the Continuum of Care.

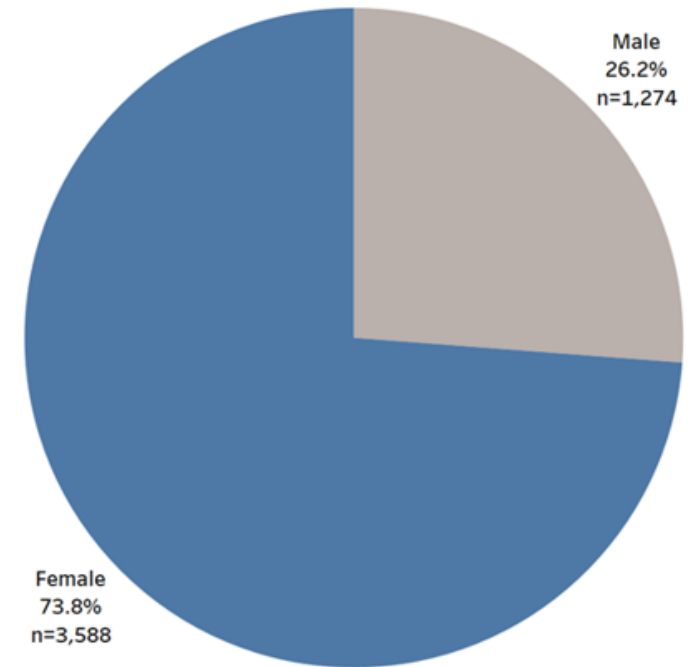
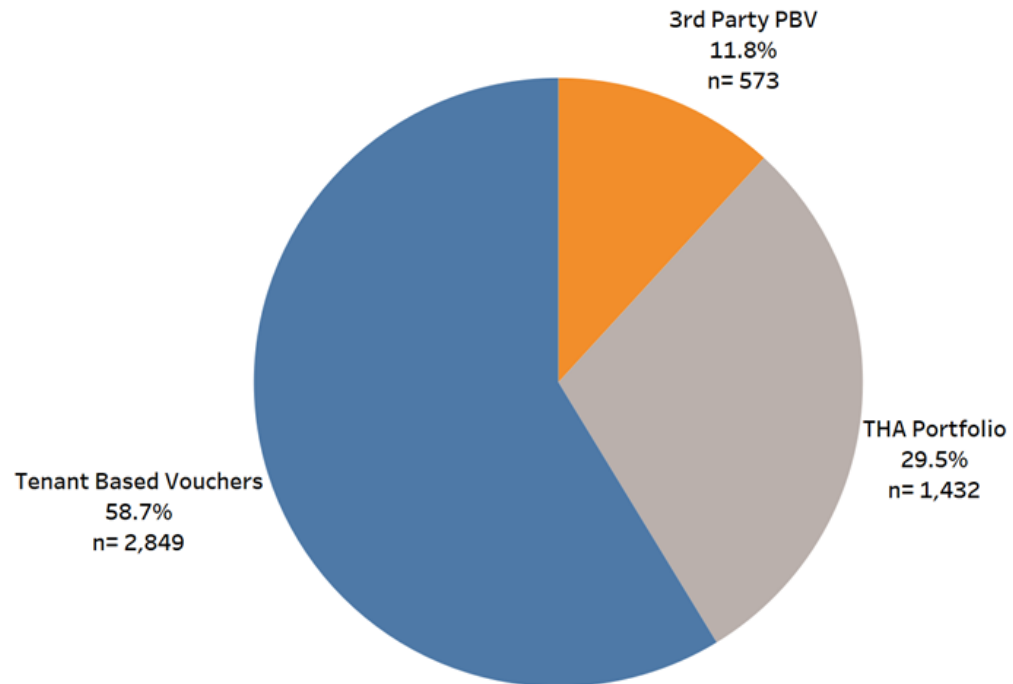


**Dedicating THA-owned or subsidized units** to households exiting homelessness.



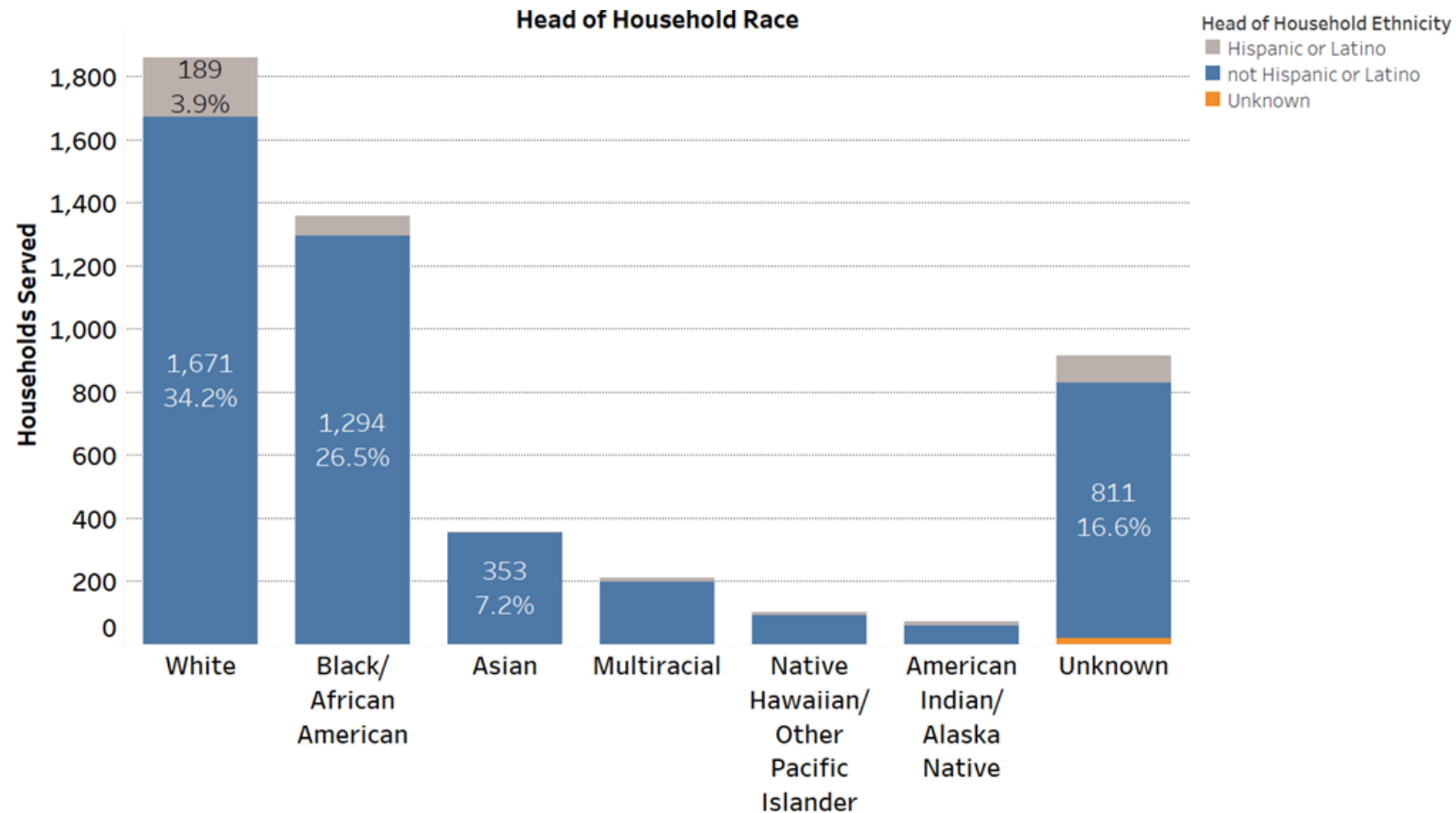
**Seeking out new funding opportunities and testing new approaches** that aim to scale our collective impact.

# Who we serve: 2021 Resident Characteristics Report



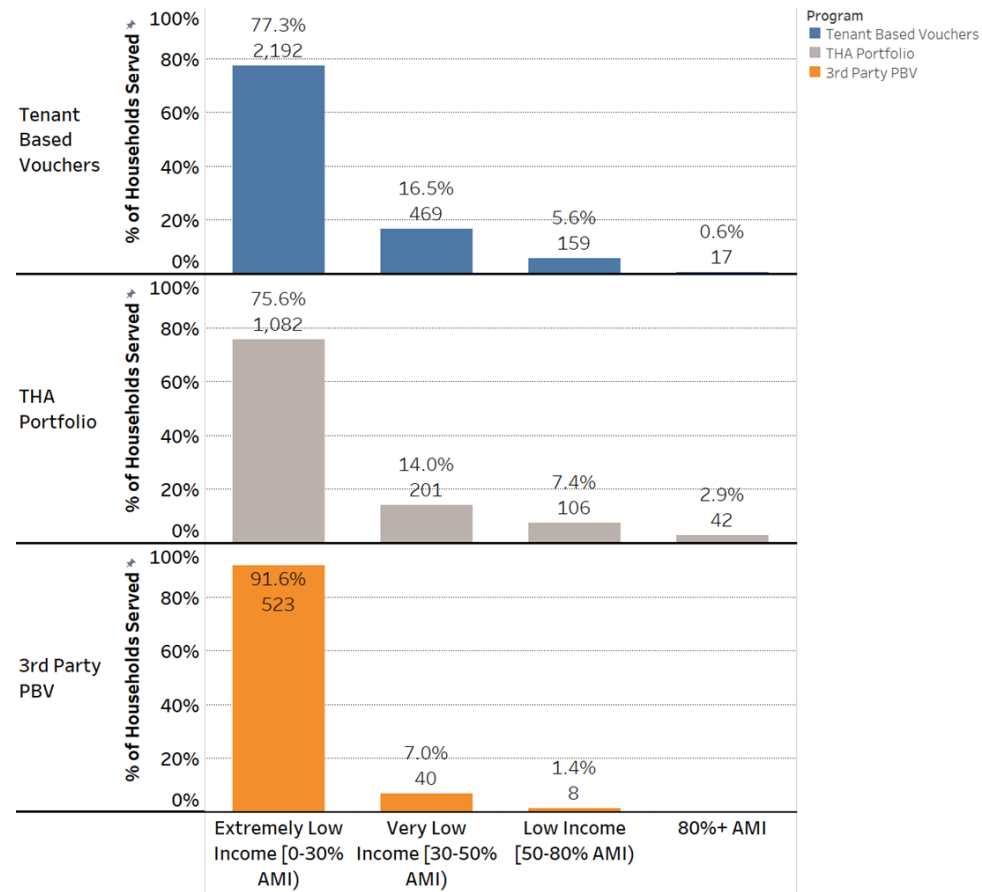


# Who we serve: 2021 Resident Characteristics Report



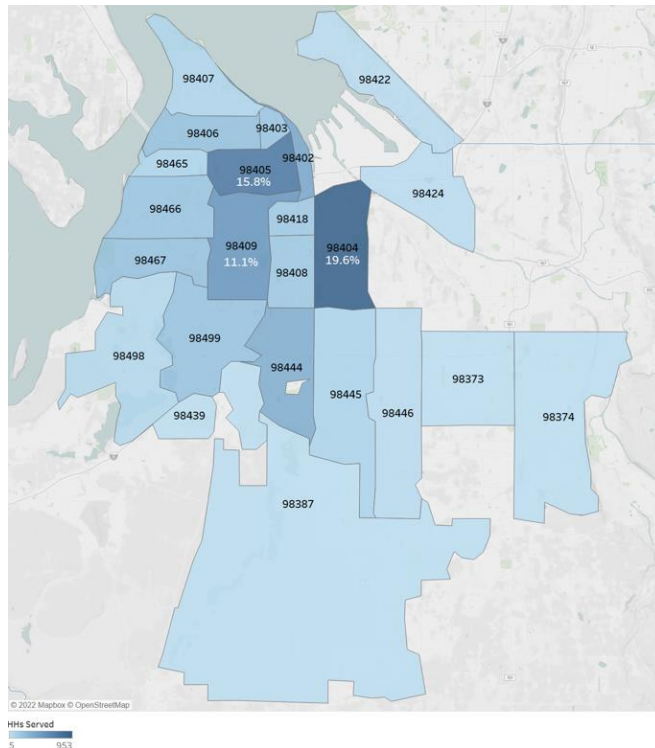


# Who we serve: 2021 Resident Characteristics Report

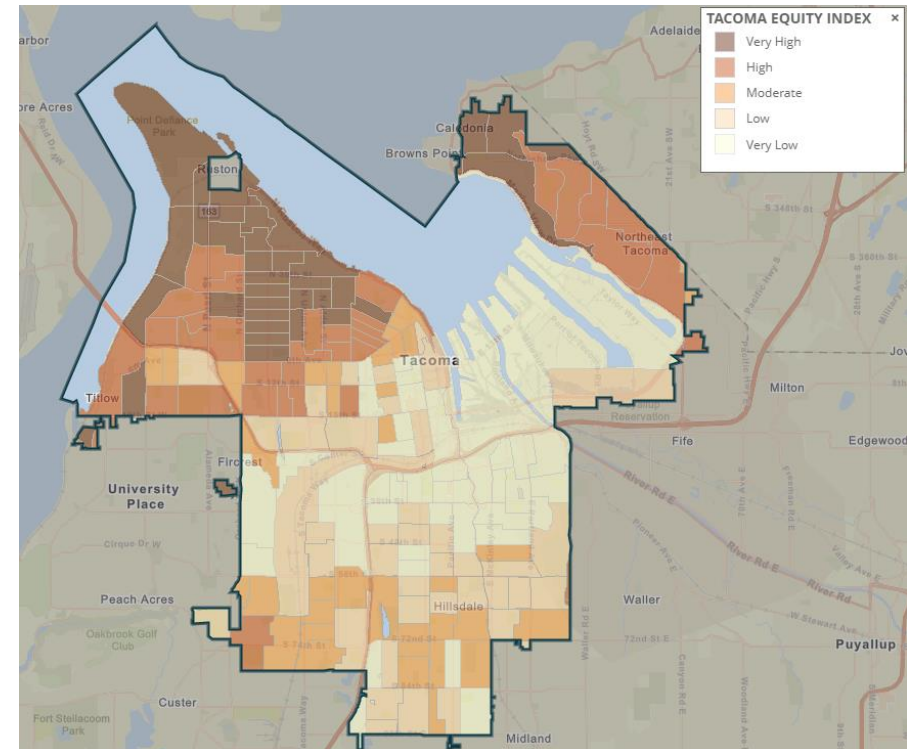


# Who we serve: 2021 Resident Characteristics Report

Where THA households live



Tacoma Equity Map



# Who we serve: 2021 Resident Characteristics Report

Tacoma Equity Index (3 groups)	Tenant Based Vouchers	THA Portfolio	3rd Party PBV	Combined Total
High	19% (n= 384)	3% (n= 47)		<b>11%</b> (n= 431)
Moderate	19% (n= 377)	9% (n= 127)	11% (n= 65)	<b>14%</b> (n= 569)
Low	62% (n= 1,221)	88% (n= 1,258)	89% (n= 505)	<b>75%</b> (n= 2,984)
Subtotal	<b>100%</b> (n= 1,982)	<b>100%</b> (n= 1,432)	<b>100%</b> (n= 570)	<b>100%</b> (n= 3,984)

Distributio..



3%

89%

# Strategies For Serving More Households

## **Increase The Number of Physical Units**

- Add at least 500 units of affordable housing through development or partnerships
- Purchase apartment complexes and make rents affordable to renters & make units available to households searching for housing with vouchers
- Continued investment in Landlord Engagement & Housing Navigation

# Strategies For Serving More Households

## **Increase The Number of Vouchers & Their Value in the Market**

- Compete for Special Purpose Vouchers
- Increase payment standards to help increase housing success
- Invest voucher dollars into housing that could be made immediately available to households in housing crisis

# Strategies For Serving More Households

## **Advocacy & Program Development**

- Support public policy to make development of housing easier in the community
- Advocate for the preservation of existing funds as well seek additional funding
- Explore whether THA can subsidize homeownership purchases (help households build assets and wealth)





# Questions?



# TACOMA HOUSING AUTHORITY

**To:** THA Board of Commissioners  
**From:** April Black, Executive Director  
**Date:** November 9, 2022  
**Re:** Agency Monthly Report

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## THA's Mission

We provide high quality, stable and sustainable housing and supportive services to people in need. It does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive and just.

On the following pages you will find our agency highlights for the month of October. The agency updates are categorized as they relate to our long-term goals:

- Increase the amount of available housing for low-income families
- Increase housing access and stability
- Embed principles of diversity, equity, inclusion and belonging (DEIB) in THA's program, culture, and priorities
- Make THA a great place to work

Every person at THA contributes to our work and is integral to fulfilling our mission. This report represents just a small percentage of the work our team does in service to our community.

This November report is shortened since our October Board meeting was just two weeks ago.



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<b>Increase the amount of Affordable Housing for low income families .....</b>	<b>2</b>
<b>Increase Housing access and Stability .....</b>	<b>4</b>
<b>Embed principles of diversity, equity, inclusion, and belonging (DEIB) in THA's programs, culture, and priorities .....</b>	<b>6</b>
<b>Make THA A great place to work.....</b>	<b>6</b>
<b>A Look Ahead: December Board Focus .....</b>	<b>7</b>

## INCREASE THE AMOUNT OF AFFORDABLE HOUSING FOR LOW INCOME FAMILIES

BY 2028, ADD AT LEAST 500 NEW UNITS OF AFFORDABLE HOUSING THROUGH DEVELOPMENT OR PARTNERSHIP

### *Housing Hilltop*

Housing Hilltop is THA's next development project. It will include 231 units of affordable housing and 13,000 square feet of commercial space prioritized for local BIPOC businesses. The property is along S L Street between S 10<sup>th</sup> and Earnest S Brazill St. At the November meeting, we will provide an update about closing on financing.

### *Hilltop Lofts*

Hilltop Lofts is a new 57-unit permanent supportive housing apartment complex in the Hilltop. Tenants of this building will be referred by coordinated entry and will be exiting homeless into housing. The project is owned by Horizon Housing on THA land. THA will place 57 vouchers in the project to make it deeply affordable to households exiting homelessness.

The project is opening this month and should be fully leased by December 31<sup>st</sup>. Some THA staff toured the building on November 2<sup>nd</sup> and it is well-designed and beautiful.

Some pictures are on the following page.



Exterior of building



Close up of the mural on the south side of the building



Interior of an accessible unit



Interior of a unit

### *Seeking Project Based Voucher & Property Based Subsidy Partners*

This month Rental Assistance released an RFP seeking competitive proposals to subsidize existing units to serve low-income households. The solicitation was posted on THA's website: <https://www.tacomahousing.org/topics/property-subsidies/>

**Running Total of Units 2022-2028:**

Project	Location	Owner	THA's Role	Number of units	Status
Hilltop Lofts	Earnest S Brazill and MLK Way	Horizon Housing	-Land lease -Project Based Vouchers	57	Leasing up now
Housing Hilltop	S L St and S 11 <sup>th</sup>	THA	Owner/Developer	231	Breaking ground in November
New Life Housing	S I St between S 12 <sup>th</sup> and S 13 <sup>th</sup> St	Shiloh Baptist Church	-Helped secure financing -Project Based Vouchers	60	Fully funded
South 15 <sup>th</sup> and Tacoma	S 15 <sup>th</sup> and Tacoma Ave	Korean Women's Association	-Project Based Vouchers	88	Fully funded
			<b>Total Completed</b>	57	
			<b>Total fully funded</b>	379	

**INCREASE HOUSING ACCESS AND STABILITY**

**MAINTAIN A 98% OCCUPANCY RATE OR HIGHER IN THA'S PORTFOLIO**

Staff have been busy supporting residents through both good and hard times. FSS staff led an in-person FSS information session at Tyler House, where many residents live with THA subsidy. The event was well attended and we hope to see an uptick in enrollment as a result. Additionally, staff supported residents at Salishan as they faced gun violence and collective trauma. THA staff went door to door, offering support and provided an opportunity for community engagement via a town hall at the Family Investment Center.

Martha Matthias also supported residents at the high-rise buildings by bringing COVID booster clinics to three of the seven buildings. The other four buildings will have clinics in the coming weeks.

CSE staff partnered with several providers including Tacoma Community House and HAC to bring Halloween on the Hill to the Hilltop. Staff dressed in a construction theme and handed out books and candy, as well as advertised open THA positions and Section 3 opportunities. Staff throughout the agency donated candy to the event, as we were told to expect more than 600 kids!



Program Supervisor, Byron Williams has been working with the Tacoma Public Schools to develop a funding strategy for increased summer activities at THA properties, particularly Salishan. After several conversations, TPS has agreed to pay for \$30,000 in contracts with Club Z to provide summer social emotional learning and tutoring each summer for the next two years, totaling \$60,000 in support! This helps bring needed and requested resources to Salishan and certainly helps THA's budget.

#### MAINTAIN THA'S MTW REQUIREMENTS TO SERVE SUBSTANTIALLY THE SAME NUMBER OF CUSTOMERS

THA's overall utilization rate is 98%. Emergency Housing Voucher utilization increased by 5% this month to 47%. Our goal is 56% utilization by year end. We are partnering with DCYF to come up with creative ways to engage youth in the new Foster Youth to Independence program. Our utilization is presently 9%.

In the month of October, we served 663 customers in our lobby at the Administrative building, averaging 41 visitors per day.

Hilltop Lofts 57 units of permanent supportive housing is actively leasing, 40 households have been referred to the property.

#### EMBED PRINCIPLES OF DIVERSITY, EQUITY, INCLUSION, AND BELONGING (DEIB) IN THA'S PROGRAMS, CULTURE, AND PRIORITIES

BY THE END OF 2025, INCREASE THE PERCENTAGE (BY NUMBER AND DOLLARS) OF MINORITY AND WOMEN-OWNED BUSINESSES RECEIVING CONTRACT OR DIRECT PURCHASE REQUISITIONS WITH THA AND/OR ON PROJECTS PAID FOR WITH THA FUNDS

CSE, HR, AMRED and PIE have continued to meet about Section 3, developing a plan for organization and hiring. We hope to have a job posted within a month!

You will find some flyers attached.

BY THE END OF 2026, REVIEW THA POLICIES AND PRACTICES RELATED TO HOUSING, PROCUREMENT, AND EMPLOYMENT AND REVISE THEM TO MAKE THEM MORE EQUITABLE

This month, the Board will be asked to vote on sunseting the College Housing Assistance Program. Through ongoing evaluations of this program, we saw disproportionate impacts on subgroups of students. The equity issues spurred a deeper review of the program that led to this recommendation. You will see more details about the analysis in the Board resolution contained within this packet.

#### MAKE THA A GREAT PLACE TO WORK

BY THE END OF 2023, INCREASE THA RETENTION FROM 79% TO 85%

#### IT Security Enhancements

THA IT continues to roll out security enhancements to help the agency be a safe place to work in the virtual world. Since the security program began a little more than a year ago, the agency has made great strides to protect the agency from the outside. Recent enhancements have focused on protecting the agency from incidents that might happen from the inside. Examples include restricting certain functions to those who have a business need, increasing the ability



for the agency to trace back issues should they occur, and helping staff recognize the sensitive data they may be working with so they can treat it with extra care.

This work is on-going with efforts that will continue for the foreseeable future.

### **Windows 11 Software Rollout**

In order to ensure our staff have access to the latest tools and protection, THA IT is rolling out the latest version of Windows 11 this month. This version of the Windows operating system, which has been out for more than a year, offers significant productivity improvements and security enhancements, while not making so many changes as to be a barrier to use. To help staff acclimate to the new software, THAT IT produced a short video to introduce the biggest changes. Departments will be rollout out in waves so the IT support team can best assist anyone with challenges.

Staff in IT and CSE participated in the much-anticipated Apricot kickoff! This database will ensure that CSE's work is captured easily and support our work and outcomes across the board. Implementation will take approximately six months.

### **BY THE END OF 2024, DEVELOP A STRATEGY FOR MEASURING STAFF SATISFACTION AND PUBLISH BASELINE DATA**

To support staff professional development, several CSE staff recently attended conferences. Two staff attended a conference in Washington D.C. called the National Summer Learning Association Conference, where they were asked to talk about THA's Summer Programming and partnerships. Another member of staff attended a mandatory conference held by one of our funders, and the FSS team attended a virtual two-day conference about FSS. This is time and money well spent as an investment in our team and their long-term development.

### **A LOOK AHEAD: DECEMBER BOARD FOCUS**

Our December Board meeting will be focused on our 2023 agency budget review and adoption.

In Partnership With:

Housing Hilltop LLLP



**WALSH**  
CONSTRUCTION CO.

BUILDING COMMUNITIES, EMPOWERING PEOPLE | [www.walshconstruction.com](http://www.walshconstruction.com)



Housing Hilltop - North Building  
1101 S L St.

## Housing Hilltop Project

Bid Documents Available (BXWA): 8/18/22

**Bids Due: 9/14/22 2:00pm**



Housing Hilltop - South Building  
1120 S 11th St.

### PROJECT DESCRIPTION:

Two (2) new construction, affordable housing buildings consisting of 231 total units (North: 137 : South 94)

- Commercial/Tenant spaces provided on Level 1
- Structured Parking provided within building.
- Cost Efficient Design Construction

### PROJECT GOALS:

Section 3 Best Effort Goals:

- Section 3 Worker: 25% or more of all labor hours worked
- Targeted Section 3 Worker: 5% or more of all labor hours worked.

MBE/WMBE Best Effort Goals:

- MBE: 14% of the construction spend
- WMBE: 8% of the construction spend

### PROJECT CONTACTS:

Nathan Connaway, Project Manager: (206) 547-4008  
[nconnaway@walshconstruction.com](mailto:nconnaway@walshconstruction.com)

Joe Grim, Senior Project Manager: (206) 547-4008  
[jgrim@walshconstruction.com](mailto:jgrim@walshconstruction.com)

### SCOPES BIDDING:

- [Survey/Layout](#)
- [Scaffolding](#)
- [Final Cleaning](#)
- [Demolition & Abatement](#)
- [Structural Concrete](#)
- [Gypcrete](#)
- [Polished & Sealed Concrete](#)
- [Masonry](#)
- [Metals](#)
- [Wood Framing](#)
- [Finish Carpentry & Doors](#)
- [Waterproofing](#)
- [WRB & Window Install](#)
- [Siding & Trim](#)
- [Roofing](#)
- [Insulation](#)
- [Firestopping](#)
- [Storefront System](#)
- [Window Supply](#)
- [OH Doors](#)
- [Mirrors & Glazing](#)
- [GWB & Metal Framing](#)
- [Flooring](#)
- [Wall Coverings](#)
- [ACT](#)
- [Painting](#)
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- [Trash Chute](#)
- [Trash Compaction Equipment](#)
- [Residential Appliances](#)
- [Casework](#)
- [Countertops](#)
- [Window Treatments](#)
- [Elevator](#)
- [Earthwork](#)
- [Utilities](#)
- [Asphalt Paving & Patching](#)
- [Striping & Wheel Stops](#)
- [Site Concrete](#)
- [Pavers](#)
- [Landscaping & Irrigation](#)
- [Misc. Exterior Specialties](#)

### Documentation on BXWA:

click on Posted Projects, General Contractors, Project Areas, WA, Walsh Construction, Projects Bidding.

Username: **walsh**

Password: **safety**

BXWA: <http://bxwa.com/>

#### PORTLAND, OREGON

2905 SW 1st Avenue  
Portland, OR 97201  
☎ 503.222.4375 | ☎ 503.274.7676  
ORCCB147267/WALSHCC962LD

#### SEATTLE, WASHINGTON

315 5th Ave South, Suite 600  
Seattle, WA 98104  
☎ 206.547.4008 | ☎ 206.547.3804  
WALSHCC990D1

#### TACOMA, WASHINGTON

1102 Broadway, Suite 501  
Tacoma, WA 98402  
☎ 253.572.4245 | ☎ 206.547.3804  
WALSHCC990D1

#### VANCOUVER, WASHINGTON

656 Officers Row  
Vancouver, WA 98661  
☎ 360.314.1160 | ☎ 503.274.7676  
ORCCB147267/WALSHCC962LD



# HOUSING HILLTOP

## WORK NEEDED

- Masonry
- Wood Framing
- Carpentry
- Roofing
- Insulation
- Painting
- Landscaping & Irrigation
- Flooring
- And more!

**WE'RE LOOKING FOR  
WORKERS AND  
MINORITY-OWNED  
BUSINESSES INTERESTED IN  
WORKING ON MULTIPLE  
PROJECTS IN THE HILLTOP!**

## INTERESTED? CONTACT

**Jason White: 206-949-3060**

**Trish Mozo:**

**tmozo@tacomahousing.org**

## Housing Hilltop LLLP







**TACOMA HOUSING AUTHORITY**

## **FINANCE REPORT**



# TACOMA HOUSING AUTHORITY

## **Motion**

Adopt a consent motion ratifying the payment of cash disbursements totaling \$6,653,427 for the month of October 2022.

Approved: November 9, 2022

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Shennetta Smith, Chairperson

**TACOMA HOUSING AUTHORITY**  
**Cash Disbursements for the month of October 2022**

		Check Numbers				
		From	To	Amount	Totals	
<b>A/P Checking Accounts</b>						
Accounts Payable Checks	Check #'s	96,055	-	96,118		
Accounts Payable ACHs	ACHs	1,495	-	1,567		
Business Support Center				668,771		
Moving To Work Support Center				98,338		Program Support
Moving To Work Buildings (used by Support Center)				99,120		
Tax Credit Program Support Center				38,861		
Section 8 Programs				112,093		Section 8 Operations
Alberta J Canada Bldg				298		Properties
North Highland Court Apts				680		
Prairie Oaks Operations				1,788		
Salishan 7				15,700		
Arlington Youth Campus				2,206		
THDG - General				939		THDG
Saravida Building				206		
James Center				1,000		
Hilltop Redevelopment				2,946		
Hillsdale Heights				950		
Bus Development Activity				7,338		
Department of Commerce Funding for Crisis Residential Center				100,718		Client Support
Community Services MTW Fund				11,481		
Education Private Grants (Gates, etc.)				250		
Education-Local Gov't Grants (County, City)				381		Public Housing
AMP 6 - Scattered Sites				134		
AMP 9 - HT 1500 - Subsidy				1,434		
THA SUBTOTAL				1,165,630		
Hillside Terrace 2 & 1500				2,031		Tax Credit Projects - Reimbursable
Bay Terrace I & II & Community Facility				5,686		
Housing Hilltop LLLP				482,214		
Arlington Youth Campus				1,895		
Court F (The Rise)				4,492		
Renew Tacoma Housing				30,371		
Salishan 1 - Salishan 6				16,973		
TAX CREDIT SUBTOTAL (Operations & Development - billable)				543,664		1,709,294
<b>Section 8 Checking Account (HAP Payments)</b>						
SRO/HCV/VASH/FUP/NED	Check #'s	486,171	-	144,222		
	ACHs	23,747	-	3,831,846	\$	3,976,068
<b>Payroll &amp; Payroll Fees - ADP</b>					\$	968,065
<b>TOTAL DISBURSEMENTS</b>					\$	6,653,427

# TACOMA HOUSING AUTHORITY

## CASH POSITION - Sep 2022

Account Name	Current Balance	Interest
<b>HERITAGE BANK</b>		
Accounts Payable	9,456,913	0.27%
Section 8 Checking	4,254,038	0.27%
THA Affordable Housing Proceeds-Salishan	1,977,935	0.27%
THA Scattered Sites Proceeds	5,904,503	0.27%
FSS Escrows	255,927	0.27%
CSA Escrows	123,730	0.27%
Note Fund Account	103	0.27%
THA Investment Pool	338	0.27%
THDG - Tacoma Housing Development Group	1,102,590	0.27%
Salishan 7 Operations	1,711,230	0.27%
Salishan 7 Security Deposit	30,845	0.27%
Salishan 7 Replacement Reserve	554,506	0.27%
Salishan 7 Operating Reserve	204,278	0.27%
North Highland Operations	49,245	0.27%
North Highland Security Deposit	18,901	0.27%
Highland Crest Operations	1,749,701	0.27%
Highland Crest Replacement Reserve	344,469	0.27%
Highland Crest Security Deposit	40,784	0.27%
Outrigger Operations	667,025	0.27%
Outrigger Replacement Reserve	285,566	0.27%
Outrigger Security Deposit	25,676	0.27%
Prairie Oaks Operations	281,585	0.27%
Prairie Oaks Replacement Reserve	43,873	0.27%
Prairie Oaks Security Deposit	6,805	0.27%
Payroll Account	12,364	0.27%
<b>HOME STREET BANK</b>		
James Center North Operations	1,405,021	0.00%
James Center North Security Deposit	75,035	0.00%
<b>WASHINGTON STATE</b>		
Investment Pool	\$ 1,537,798	2.56%
<b>1. TOTAL THA CASH BALANCE</b>	<b>\$ 32,120,784</b>	
Less:		
<b>2. Total MTW Cash Balance</b>	<b>\$ -</b>	
<i>Less Minimum Operating Reserves</i>		
2.01 Public Housing AMP Reserves (4 months Operating Exp.)		
2.02 S8 Admin Reserves (3 months Operating Exp.)	726,000	
2.09 Less Total Minimum Operating Reserves	\$ 726,000	
<b>2.1. MTW Cash Available (Lines 2-2.09)</b>	<b>\$ -</b>	
<b>3. MTW Cash Held By HUD</b>	<b>\$ 10,820,401</b>	
<b>4. Non MTW Cash Restrictions/Obligations</b>		
<i>4.1 Non MTW Operational Restrictions</i>		
4.10 HUD Restricted - Lot and Property Sales	\$ 7,882,438	
4.101 Area 2B Sales Proceeds (Afford Hsg)	1,977,935	
4.102 Scattered Sites Proceeds (Afford Hsg)	5,904,503	
4.20 THA Property Accounts Reserved	\$ 4,267,246	
4.201 Security Deposit Accounts	179,145	
4.202 Highland Crest Operations Reserves	520,000	
4.203 Highland Crest Replacement Reserves	344,469	

# TACOMA HOUSING AUTHORITY

## CASH POSITION - Sep 2022

4.204	James Center North Operations Reserves (Debt Svc)	1,000,000		
4.205	James Center North Capital	262,686		
4.206	Outrigger Operations Reserve	150,000		
4.207	Outrigger Replacement Reserves	285,566		
4.208	Prairie Oaks Operations Reserves	177,000		
4.209	Prairie Oaks Replacement Reserves	43,873		
4.210	Salishan 7 Operations Reserves	750,000		
4.211	Salishan 7 Replacement Reserves	554,506		
4.30	Rental Assistance Reserves		\$	1,157,606
4.301	Mod Rehab Operating Reserves	135,799		
4.302	VASH, FUP, FYI, NED, EHV & MAIN HAP Reserves	642,150		
4.303	FSS & CSA Escrows	379,657		
4.40	Prepaid Grants		\$	1,897,338
4.401	TPS Interlocal (CS-2017-011)	224,852		
4.402	Balmer Foundation - Education Prog (CS-2020-005)	224,655		
4.403	College Spark (PI-2018-005)	59,838		
4.404	GTCF Grant (PI-2019-005)	170,233		
4.405	Kresge Foundation - CHAP Program (RA-2019-009)	65,170		
4.406	Ballmer Foundation - COVID Rent Assist (RA-2020-003)	50,000		
4.407	THDG	1,102,590		
4.60	Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		\$	15,204,628
4.70	Agency Contracted or Budgeted Commitments Remaining		\$	-
		-		
		-		
4.99	Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)		\$	15,204,628
5.	THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		\$	16,916,157
6.	Development Advances - Project Reimbursement upon closing/draw		\$	3,407,263
6.01	Housing Hilltop LLLP	3,407,263		



**TACOMA HOUSING AUTHORITY**

**NEW BUSINESS**



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2022- 11 - 09 (1)

**Date:** November 9, 2022  
**To:** THA Board of Commissioners  
**From:** April Black, Executive Director  
**Re:** Sunsetting the College Housing Assistance Program (CHAP)

*This resolution would sunset the College Housing Assistance Program (CHAP) through transfer to the Housing Choice Voucher program (HCV) and through program attrition.*

### **Background**

The College Housing Assistance Program (CHAP) was developed in 2014 as a partnership between Tacoma Community College (TCC) and Tacoma Housing Authority (THA). In 2019, CHAP expanded to include students at University of Washington, Tacoma (UWT). As of June 2022, CHAP is comprised of 75 tenant-based vouchers and nearly 200 property-based subsidies.

The tables below show the current program requirements:

Tenant Based Vouchers (75)	Property Based Subsidies (197)
<p><b>Time Limit:</b> Up to 5 years.</p> <p>There is a moratorium on time limits. It is set to expire at the end of 2022.</p>	<p><b>Time Limit:</b> Varies.</p> <p><i>Highland Flats and Crosspointe:</i> 2 lease renewals (3 years total tenancy)</p> <p><i>Koz Properties:</i> 3 lease renewals (4 years total tenancy)</p> <p><i>As of Oct 2022, THA notified the properties that we will no longer have limits on the number of lease renewals a tenant may have.</i></p>
<p><b>Non-Housing Related Program Requirements:</b></p> <p>To maintain eligibility, participants must remain enrolled part-time and making academic progress. Students are permitted one – two quarters off.</p> <p><i>There is a moratorium on non-housing related program requirements. It is set to expire at the end of 2022.</i></p>	<p><b>Non-Housing Related Program Requirements:</b></p> <p><i>Highland Flats and Crosspointe:</i> None.</p> <p><i>Koz Properties:</i> To maintain eligibility, participants must remain enrolled part-time and making academic progress. Students are permitted one – two quarters off.</p> <p><i>There is a moratorium on non-housing related program requirements. It is set to expire at the end of 2022.</i></p>

CHAP was designed to “house students who are homeless or at serious risk of homelessness” in hopes that “CHAP will boost student retention and success”. However, recent evaluations and a review of THA administrative data have shown that less than 20% of those housed with a voucher (or 5% of those who are accepted into CHAP) have achieved successful educational outcomes while housed through the program.

Affordable housing would ideally allow them to reduce their non-school workload to give greater attention and time to completing their degree. However, reducing one’s workload and income brings with it an exceptional level of risk. If participants do not remain enrolled and/or making academic progress, they risk losing their rental assistance. These participants are incredibly vulnerable to any negative change in circumstance, and it is unclear just how many participants have entered back into homelessness or disenrolled from college upon being removed from/exiting the program.

Knowing that CHAP is a program intending to serve students whose basic needs are not met (as demonstrated by the housing instability that brought them to the program and quantitative evaluations completed to-date), we have been reflecting on whether post-secondary enrollment requirements and academic-based performance metrics are fair and equitable measures of success. How can CHAP incentivize continued post-secondary enrollment and completion while at the same time not punish participants who struggle to make progress, especially student groups that have historically been marginalized in higher education? When students lose rental assistance for not maintaining eligibility, is the program unintentionally recreating the very problem that it is attempting to solve?

Lastly, external factors such as the global pandemic and an increasingly competitive rental market have introduced unexpected obstacles and disruptions to students’ lives. The challenging rental market and lack of affordable housing has exacerbated Tacoma’s homelessness crisis and made securing housing, even with a subsidy, even more challenging than when the program was originally developed and implemented. The larger community impact from these external forces has also called on THA to examine our role as a housing provider, developer, and landlord. In this context we are faced with challenging questions regarding how we can most effectively leverage our role to help our clients achieve long-term and sustainable success so that once they exit our programs, they are less likely to return to the homelessness system or face severe market rent burdens/housing insecurity.

Though we cannot deny that CHAP has been an incredibly valuable resource for many students and helped hundreds of students secure affordable housing, it is with this larger context in mind that THA’s Policy, Innovation, and Evaluation (PIE) staff have identified the following concerns regarding the continuation of CHAP:

### Equity

***CHAP is the only program that requires participants take on financial debt or additional financial responsibilities to gain access to our assistance.***

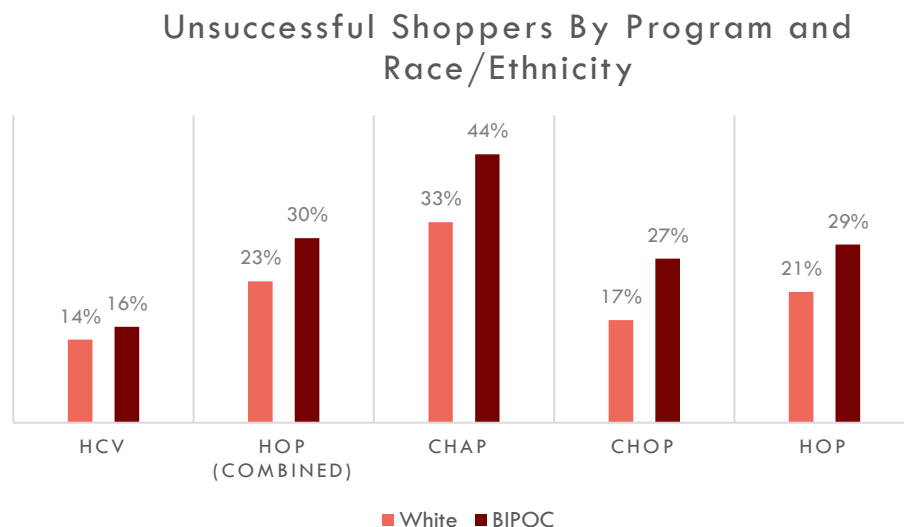
CHAP differs from other programs in that as long as someone is and remains a paying client of our partners, they not only gain access to housing, but they also jump ahead of thousands of other



households in the community who are on our waitlist. This element of the program puts limitations on students' choice should they want to pursue a program at another post-secondary institution.

***CHAP has shown inequitable lease-up patterns among the populations served.***

Findings from a report from the external research partner, Hope Center<sup>1</sup>, have indicated that TCC students with stronger academic profiles were more likely to be successful at securing housing. Males and African American students were less likely to secure housing. When compared to other THA programs, CHAP participants show the highest rate of unsuccessful shoppers and the greatest disparity when disaggregating by race/ethnicity. This reinforces the possibility that CHAP may not necessarily *remove* barriers but is perpetuating inequitable access for students with social capital.



***CHAP prioritizes students over other community members in equal need of housing.***

The last time THA opened its waitlist, we received 12,000 applications. Yet only 1,500 were chosen (by a lottery) to be added to the waitlist. These households often wait 2+ years for housing. If CHAP was shown to improve/accelerate a household's ability to achieve self-sufficiency and economic mobility, the efficacy and impact of the program may justify prioritization of the student population. However, from recent evaluation findings, that does not appear to be the case.

Additionally, we have worked with the state to uncover post-secondary participation rates among THA's residents. Over half of household members aged 18-49 have completed some college but did not earn a credential. The average number of credits completed is 67 – an AA degree requires at least 90 credits. This has motivated THA to explore if and how we can streamline access to post-secondary re-engagement in hopes of supporting these households attain their post-secondary goals.

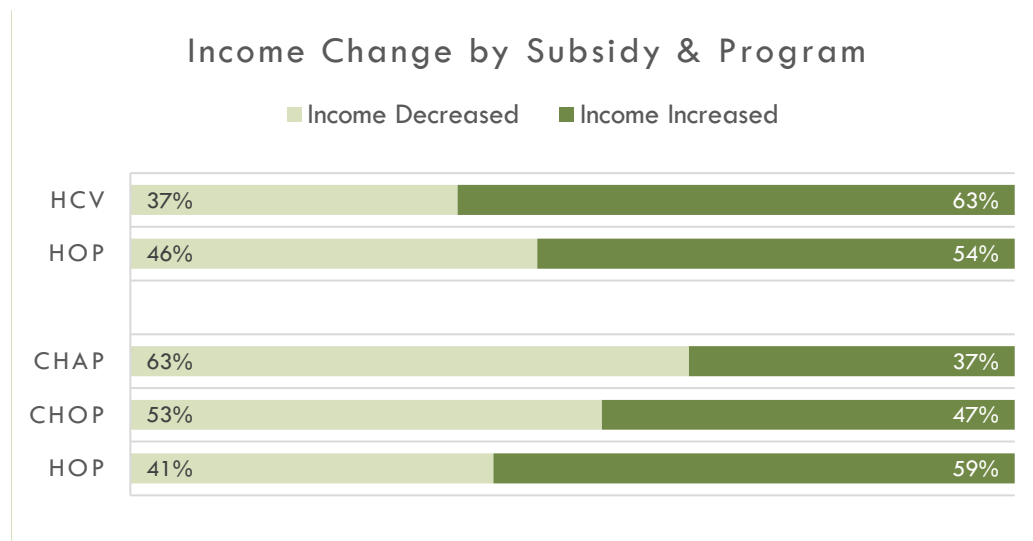
<sup>1</sup> [https://hope.acquiadev.temple.edu/sites/hope/files/media/document/CHAP\\_FirstLook\\_Brief-2.pdf](https://hope.acquiadev.temple.edu/sites/hope/files/media/document/CHAP_FirstLook_Brief-2.pdf)

## Program Design & Performance

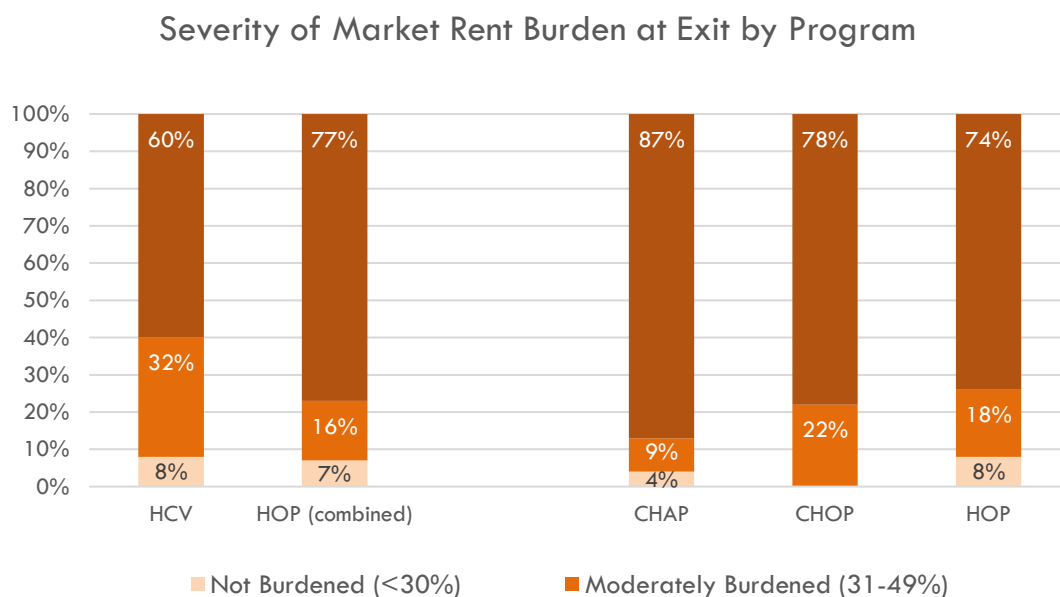
### ***CHAP produces negative externalities related to graduation and completion.***

Students have reported taking classes they don't need to maintain their housing. This is especially concerning if it leads to exhausting their financial aid and/or accruing additional student loan debt. Further, given how the rental market has changed in the past few years, we cannot be confident that students can readily afford market rate rents upon graduation.

When looking at how CHAP participants compare to participants in other programs, CHAP students were least likely to experience an increase in their income between the time they entered the program and the time they exited the program.



Related, when compared to other programs, CHAP showed the highest rate of severe market rent burden upon exit from program.



***CHAP is not outperforming the existing emergency response system, Coordinated Entry.***

A greater proportion of student households were able to secure housing through Coordinated Entry (CE). 86% of the college students served through CE were served through diversion. The diversion pathway is for people who may need minimal case management and/or their housing barrier(s) can be addressed through short-term or one-time assistance (e.g., security deposit assistance, eviction prevention, etc.). Longer term affordable housing subsidies administered by THA may not be the most fitting form of housing assistance for this particular population. *See Appendix A for more information.*

## Summary of Public Comment

After internal stakeholder consultation, research, and analysis, THA developed a set of questions to accompany the HOP report and recommendations and posted them for public comment from February 7, 2022 – March 11, 2022.

During public comment we were seeking input on whether CHAP should remain as it is, maintain CHAP as a program for homeless TCC and UW Tacoma students but modify the program to eliminate barriers, or pivot and explore other approaches to support homeless students.

During this comment period, Policy, Innovation, and Evaluation (PIE) engaged with the public in the following ways:

- Posted notice of the public comment period on THA’s website and through multiple postings on THA’s social media accounts.
- Emailed notification to all THA staff.
- Emailed and texted notification of proposed changes to all CHAP households housed with a voucher.
- Fielded a multiple-choice survey for any member of the public to share their preferences.
- Hosted two virtual public forums for members of the community to learn about the proposed changes and ask questions.
- Presented the research and proposed changes to the following stakeholder groups:
  - Northwest Justice Project
  - Tacoma Pierce County Coalition to End Homelessness
  - Continuum of Care Executive Committee
  - Tacoma Urban League
  - THA’s Landlord Advisory Committee
  - DCYF and the Family Recovery Court
  - Tacoma Community College
  - University of Washington, Tacoma
  - The REACH Center
  - Northwest Education Access
  - Clover Park Technical College
  - Pierce College

- Collected general comments and questions via email.

Here is a link to the information we shared during this public comment process:

<https://www.tacomahousing.org/news/notice-of-proposed-changes-to-the-housing-opportunity-program/>

37 comments were submitted to the THA website for public comment.

<b>Which group do you represent?</b>	<b>Count</b>
HOP Participant	24
CHAP or CHOP Participant	5
Other THA Client	1
Representative of a Community Organization/Partner/Non-Profit	2
Tacoma Community Member	3
THA Employee	1
(blank)	1
<b>Total</b>	<b>37</b>

Overall, the written comments we received were split on whether to continue CHAP as a program for TCC and UWT or pivot to find new approaches to serving college students. Approximately 1/3 of respondents did not weigh in on CHAP.

Comments from current CHAP participants were very much in support of maintaining CHAP and leaving it as it is. These comments largely reflected a significant amount of fear on the part of students that any change could result in an end to their rental assistance. Several comments questioned the data presented on CHAP and claimed we cannot have reliable data because as a participant they are still midway through their program. However, the data used to assess CHAP was looking at lease-up rates and comparing households that had exited the program to those on HOP, CHOP, and HCV. (Current participants were not included in exit data. Since the program has been operating for almost 10 years, THA was able to use data from past participants to analyze program exits and impact).

Further conversation with community organizations and other post-secondary institutions highlighted that housing insecurity is not limited to the two schools we currently partner with. Concerns were raised that the program does not address the needs of people wanting to go to school who need to secure housing first. Some community members suggested different types of programs or pathways to support participants taking different educational paths. However, developing more partnerships and additional formulations of the program would significantly increase the administrative burden associated with the program. CHAP is already so complex that many participants are uncertain of what type of assistance they receive and what program requirements they are held to.

For instance, while holding a public forum regarding the changes being proposed for HOP (and CHAP and CHOP), several CHAP participants who use property-based subsidies attended. Many were unaware that CHAP has two different types of subsidies and they wanted to know how the changes would impact their

housing. PBS clients are faced with a 3-4 year time limit which many expressed was not enough to support their long-term educational goals (nationally, the average time to complete a two-year degree is 5.6 years)<sup>2</sup>. To continue to receive assistance they would have to become homeless or near-homeless to re-apply. To further complicate program discussions with participants is the fact that PBS clients are not THA clients. They benefit from THA's subsidy without becoming a THA client. Therefore, when clients contact THA with questions about their situation, we are not always able to assist them, which can cause additional frustration and confusion.

### Summary of Feedback from TCC and UWT

For the past two years, THA staff and the Hope Center have consistently shared evaluation feedback with both TCC and UWT. Additionally, THA staff met with both institutions in 2021 to discuss the findings and to capture their concerns and recommendations for the program. This input has been integral in THA's decisions around the HOP subsidy model.

Understandably, TCC and UWT are not supportive of the recommendation to sunset CHAP. CHAP has served as a valuable resource to students enrolled in their programs. Though CHAP has added extra work and administrative challenges for existing college staff, it has largely operated as a program exclusively in service to students enrolled in these two institutions. The nature of the program and partnerships makes it a challenge for THA to develop alternative approaches or proposals that will be met with the same level of support by the institutions. Expanding access to other post-secondary institutions or students more generally will limit the resources for these two schools and adds in an additional layer of administrative complexity. Deepening THA's investment in Coordinated Entry limits our resources to households that are literally homeless and young adults who are at risk of homelessness, thus reducing supports to students who are near-homeless. Shifting focus to re-engaging and streamlining access for existing THA households means asking the colleges to invest time and resources into a population that is not currently enrolled, thus putting a strain on resources and supports available to tuition-paying students.

Additionally, feedback from the institutions included underscoring the impact of a college degree on labor market participation and wage-earning potential. THA staff and leadership do not deny the value of a degree. It is what motivates us to center the needs of our clients and propose avenues in which we could use post-secondary institutions' support in improving college access and completion rates of the recent and future high school graduates as well as the 1,600 household members who, on average, have earned enough credits to be more than halfway through a two-year degree program. Yet, however much we stand by the value of a college

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<sup>2</sup> Source: Doug Shapiro, Afet Dundar, Phoebe Khasiala Wakhungu, Xin Yuan, Angel Nathan, and Youngsik Hwang, *Time to Degree: A National View of the Time Enrolled and Elapsed for Associate and Bachelor's Degree Earners* (Herndon, VA: National Student Clearinghouse Research Center, 2016).  
<https://nscresearchcenter.org/wp-content/uploads/SignatureReport11.pdf>

credential, we cannot in good faith promote housing as a human right while at the same time condition housing supports on post-secondary enrollment and academic progress.

Given THA staff have been unable to develop an alternative model that continues to prioritize TCC and UWT students while addressing the equity concerns cited in this resolution, Dr. Harrell of TCC and Dr. Edwards Lange of UWT have requested that we dissolve the partnership. While it is our hope that collaboration is possible in the future, under the leadership of Foundation for Tacoma Students, THA staff respect this request.

While we are disappointed that we could not find a path forward for our partnership, all data available to THA points to the need to sunset this program, as designed, and focus our resources on providing housing first.

## Recommendation

The College Housing Assistance Program has housed hundreds of students since its inception and has been recognized as an innovative approach to addressing housing insecurity amongst students not only locally, but nationally. The recent findings do not undermine that CHAP has had profound impacts on people's lives throughout its many years in operation. And THA must consider the findings and concerns coupled with the changing external environment in determining a path forward for the program. For the reasons presented above, staff recommend sunsetting CHAP.

This recommendation not only takes into consideration larger, systemic forces that challenge the program's ability to produce positive outcomes but also aligns with THA's shift in how we approach our role in the education space. In late 2021, THA signed on to support updated educational goals set by The Foundation for Tacoma Student (FFTS) – a highly qualified backbone organization well equipped to convene various community partners and anchor institutions. The updated goal is to get 70% of Tacoma Public Schools students earning a college degree, technical certificate, or gain a good-earning wage within six years of high school graduation. As the largest landlord in Tacoma, we have a unique role to play when it comes to connecting our households to post-secondary pathways. Additionally, we have 1,600 household members between the ages of 18 and 49 who have completed some college yet never earned a credential. The shift in how we see our role in the education space is one where we are striving to center our existing households and support their efforts to pursue a post-secondary education and/or pathways to build assets and achieve self-sufficiency.

### ***Tenant-Based Vouchers***

For the 75 tenant-based vouchers, staff recommend absorbing current clients into the Housing Choice Voucher (HCV) program. This aligns with the recommendations that were approved in April 2022 to convert all fixed subsidy households to an income-based

subsidy. Transitioning CHAP participants to the HCV program would subject them to the same rules as other households on HCV. This means they will not be subject to time-limits nor risk losing their housing because they have graduated, transferred to another school, or are no longer enrolled in school.

Since this transition will result in deeper subsidies and a greater investment on THA's part to ensure participants remain stably housed, these vouchers will not be recycled when participants exit the program.

For new customers seeking assistance, THA will refer TCC to direct students facing homelessness to Coordinated Entry, like we do all other prospective customers. Based on the data provided in Appendix A, we believe this will serve as an effective resource and one that students can access even if they need to disenroll for a time or transfer institutions.

### ***Property Based Subsidies***

The property-based subsidy portion of CHAP is governed through THA's contracts with the properties. THA has proposed the following to our property partners:

Effective immediately:

- Remove lease renewal limits at all properties.
- Remove all non-housing related program requirements at properties for which lease renewals are conditioned on enrollment and academic progress.
- Extend the Koz on Market contract, set to expire Jan 1, 2023, an additional year. (This will bring both Koz contracts into alignment. Both Koz contracts would then be set to expire on January 1, 2024.)

By the end of March 2023, inform THA which option the property would like to propose moving forward:

1. Convert the property-based subsidy to a project-based voucher (PBV).
  - a. The transition would happen through attrition.
  - b. PBV tenants would be clients of THA.
  - c. Rent would be based on the tenant's income, calculated by THA, and recertified at regular intervals and/or when the household has a change in income.
  - d. Propose how tenants will be selected. THA proposes two potential options but the owners might have alternatives. THA's options include:

- i. Referrals would come from THA's waitlist and/or Coordinated Entry.
    - ii. Owners will select tenants based on their own marketing plan and refer the future tenants to THA. This marketing plan will be shared with and reviewed by a neutral third party to determine that it is compliant with fair housing law and does not inadvertently discriminate against families with children, the elderly, or result in any other form of disparate impact towards other protected classes.
  - e. No payments will be made on vacant units.
2. Continue with the property-based subsidy model, but open units to all low-income Tacomans.
  3. Continue with the property-based subsidy model and submit an affirmative marketing plan that prioritizes students (or other populations).
    - a. This marketing plan will be shared with and reviewed by a neutral third party to determine that it is compliant with Fair Housing law and does not inadvertently discriminate against families with children, the elderly, or result in any other form of disparate impact towards other protected classes.
  4. Choose not to renew the contract with THA when the contract expires. At that point, all Property Based Subsidy tenants would be eligible for a tenant-based voucher to rent on the private rental market.

We strongly encourage our two property owner partners to talk with the colleges as they consider their options and propose a path forward. The properties will work with THA to determine a feasible transition timeline. THA recognizes that there are still unhoused students on the CHAP waitlist. We ask that the properties coordinate with the colleges to help serve the remaining students on the waitlist during the time leading up to the program modifications.





# TACOMA HOUSING AUTHORITY

## **RESOLUTION 2022-11-09 (#) (Sunsetting the College Housing Assistance 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 College Housing Assistance Program (CHAP) 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 is charged with designing, testing, and evaluating innovative approaches to serving additional populations; and

**WHEREAS**, Tacoma Housing Authority has a responsibility to address when programs are not operating as intended or demonstrate inequitable outcomes; and

**WHEREAS**, Tacoma Housing Authority seeks to sunset the College Housing Assistance Program (CHAP); and

**WHEREAS**, Tacoma Housing Authority seeks to ensure current CHAP households are able to remain stably housed and are provided adequate time to achieve self-sufficiency; and

**WHEREAS**, staff consulted a wide array of program participants, landlords and community members,

**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 18 and 19, related to the College Housing Assistance Program in the following ways:

Policy Proposal	Administrative Plan Section Requiring Revision
<p><b>INTENT TO SUNSET PROGRAM</b></p> <p>Effective immediately, THA will no longer admit new participants to CHAP. Current CHAP households will no longer be subject to the five-year time limit or non-housing related program requirements.</p> <p>Following the phased implementation plan for converting households with a HOP subsidy to the Housing Choice Voucher program (HCV) (see Chapter 18 PART XXV SUNSETTING THE HOUSING OPPORTUNITY PROGRAM in THA's Administrative Plan), CHAP households who have a HOP subsidy will be transferred to the HCV program when they have a qualifying event that requires THA to end their current HOPP contract (i.e., relocation, move, or port).</p>	<p>Chapter 18 - PART XXV SUNSETTING THE HOUSING OPPORTUNITY PROGRAM (HOP)</p> <p>Chapter 19- COLLEGE HOUSING ASSISTANCE PROGRAM</p>
<p><b>COLLEGE HOUSING ASSISTANCE PROGRAM REQUIREMENTS</b></p> <p>Effective immediately, THA will no longer require that participants in the College Housing Assistance Program (CHAP) meet non-housing related requirements for continued eligibility.</p>	<p>Chapter 18 PARTXXIII: FAMILY OBLIGATIONS</p> <p>18-XVI.B. FAILURE TO COMPLY</p>

**Approved: November 9, 2022**

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Shennetta Smith, Chair

## Homeless College Students: Comparison of Wait Times and Housing Success

### CHAP at TCC

The College Housing Assistance Program (CHAP) is intended to help address student homelessness and housing insecurity. CHAP housing support includes:

- 75 vouchers to rent on the private rental market
- Nearly 200 subsidized apartment units located near the TCC and UWT campuses (0-2bdrm)

**294**

TCC students applied to CHAP in  
2020 – 2021

**16%**

were housed (n=45)

**115**

Average days between applying and  
move in date

**201**

Average days between applying and  
move in with a voucher

**50**

Average days between applying and  
move into PBS unit

### Coordinated Entry

CE is Pierce County's entry point for homeless households to access housing and supportive services. Service providers engage in a creative conversation with the household to assess their needs and best-fit housing support from the options below:

- Diversion
- Rapid rehousing (RRH)
- Permanent supportive housing (PSH)
- THA homeless set-aside units
- Emergency housing vouchers

**175**

college students entered CE in  
2020 – 2021

**26%**

were housed (n=46)

**41**

Average days between creative  
conversation and diversion move in

**191**

Average days between  
creative conversation and PSH move in

**88**

Average days between creative  
conversation and RRH move in

## Top causes of housing insecurity

17%	Family crisis
16%	Domestic violence
15%	Loss of income
13%	Eviction

## Resources used by college students in Coordinated Entry

86%	Diversion
13%	RRH
2%	PSH