



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

June 28, 2023



AGENDA

TACOMA HOUSING AUTHORITY REGULAR BOARD OF COMMISSIONERS MEETING JUNE 28, 2023, 4:45 PM

902 South L Street, Tacoma, WA 98405, 2nd Floor Conference Room

ZOOM: <https://us02web.zoom.us/j/89904156257> / MEETING ID: 899 0415 6257

DIAL: (253) 215-8782

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - 3.1. Minutes of April 26, 2023—Regular Session
 - 3.2. Minutes of May 24, 2023—Regular Session
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. **FINANCE REPORT**
 - 6.1. Ratifying Cash Disbursement for May 2023
7. **PRESENTATION: Review of 2023 Goals and a Look Ahead to 2024**
8. **AGENCY MONTHLY REPORT**
9. **NEW BUSINESS**
 - 9.1 2023-06-28 (1) Update to the Koz on Market Property Based Subsidy Contract: Unit AMIs
 - 9.2 2023-06-28 (2) Koz at the Dome Property Based Subsidy Contract
 - 9.3 2023-06-28 (3) Extension of Project Based Voucher Contract Hillside Gardens
 - 9.5 2023-06-28 (4) Extension of Project Based Voucher Contract Eliza McCabe Townhouses
10. **EXECUTIVE SESSION**
 - 10.1 To review the performance of a public employee.
11. **COMMENTS FROM THE COMMISSIONERS**
12. **ADJOURNMENT**



TACOMA HOUSING AUTHORITY

MINUTES



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION WEDNESDAY, APRIL 26, 2023

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, April 26, 2023.

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 4:50 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Shennetta Smith	
Vice Chair Dr. Minh-Anh Hodge	
	Commissioner Stanley Rumbaugh
Commissioner Derek Young	
Commissioner Pastor Michael Purter	
STAFF	
April Black, Executive Director	
Sha Peterson, Executive Initiatives Officer	
Julie LaRocque, Interim Deputy Executive Director	
Richard Deitz, 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, Asset Management and Real Estate Development Director	
William Morse, Director/CIO	
Adam Ydstie, Policy, Innovation, and Evaluation Director	

Chair Smith declared there was a quorum present at 4:51 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, February 22, 2023. Commissioner Young moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT COMMITTEE—COMMISSIONER RUMBAUGH, COMMISSIONER YOUNG

The committee met last week and discussed The Rise. Commissioner Young thanked everyone who helped with The Rise incident. It was a lot of work, but it was amazing to watch and showed everything to the community. The committee also discussed James Center North and Hillsdale Heights updates.

FINANCE AND AUDIT COMMITTEE—VICE CHAIR HODGE AND COMMISSIONER YOUNG

The committee did not meet.

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 last week where staff presented their updates on projects and funding, including James Center North information. The committee also discussed Housing Hilltop and how the community came together to support The Rise. There was an outpour of love for the residents. Commissioner Purter thanked everyone who participated with assisting The Rise residents.

DIVERSITY, EQUITY, INCLUSION AND BELONGING COMMITTEE —CHAIR SMITH, VICE CHAIR HODGE

The committee meet on April 20th and looked at the Board By-Laws, recommendations by the Lindsay Group, and recommendations by the DEIB sub-committee. There are some additional items to add to the By-Laws including protocol for all staff members to have access to Board members for a way to build more thoughtful and meaningful relationships with Board members and for the Executive Director to address issues of equity and policing within the organization. Final recommendations will be provided to the Board in May. Chair Smith noted the great things the DEIB sub-committee is coming up with. Commissioner Hodge added that the committee wants to understand the roles and responsibilities of the Board.

6. AGENCY MONTHLY REPORT

6.1 OVERVIEW OF THA'S MOVING TO WORK (MTW) PROGRAM

Policy Manager Katie Escudero presented the Moving to Work program to the Board. There are three objectives: increase housing choice, increase economic independence, and reduce cost and achieve greater cost-effectiveness. THA is part of 39 initial MTW agencies and secured a 10-year contract in 2016 and up for renewal in 2028. Commissioner Young asked how much feedback THA receives during public comment. Not a lot, according to Eskudero but THA receives more feedback when it does targeted comments.

With our regulatory exemptions and single fund flexibility, in 2022, THA:

- Provided housing assistance to over 4,500 households
- Continued utilizing our efficiencies to serve customers in a more streamlined manner
- Continued to place property-based subsidies in seven different properties – preserving more than 352 affordable housing units.
- Resourced and supported the local homelessness response system
- Strategized new ways to engage landlords and support households in this competitive housing market
- In response to the tremendous impacts of the COVID-19 pandemic and the lifting of the eviction moratorium, THA's Property Management department focused on eviction prevention efforts to help keep residents who are at-risk of eviction housed

6.2 AGENCY HIGHLIGHTS FOR FEBRUARY AND MARCH

Executive Director (ED) Black highlighted a few things from the agency report. THA learned yesterday that The Rise construction will be completed by the end of next week, May 5. There are 15 residents who will not return to their units until the elevators are back online. There is not estimated time on when this will be finished. The Emergency Operations Committee will move out of emergency mode and have people return to their normal jobs.

There is a resolution to be presented to the Board tonight regarding the Resyndication of Hillside and Salishan. The team is excited to begin the work. Residents will help consulting. The Board received the summary of data from the waitlist opening. THA received 15k applications, majority from Tacoma and Pierce County. Staff will conduct lottery next Monday. Huge shout out to the team and Project Manager Jess Thompson. Commissioner Young noted that 15k applications is both shocking and depressing.

Client Support and Empowerment staff has been focused on resident engagement including daily activities. THA signed on as a partner with Black Home Initiative which targets the racial inequities at the core of the housing ecosystem in an effort to increase homeownership among black households.

The Washington state legislature session wrapped up last week and THA received \$2M of assistance for capital improvements for James Center North.

7. FINANCE REPORT

FINANCE

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

7.1 RATIFYING CASH DISBURSEMENT FOR FEBRUARY 2023

Commissioner Young moved to ratify the payment of cash disbursements totaling \$6,338,412 for the month of February 2023. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

7.2 RATIFYING CASH DISBURSEMENT FOR MARCH 2023

Commissioner Purter moved to ratify the payment of cash disbursements totaling \$6,736,822 for the month of March 2023. Commissioner Young seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

8. NEW BUSINESS

8.1 APPROVAL OF ACCOUNTS RECEIVABLE WRITE OFFS

RESOLUTION 2023-04-26 (1)

(Approval of Accounts Receivable Write Offs)

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

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess to the amount the owner is entitled to receive, and the owner has not repaid this amount to THA; and

WHEREAS, each individual included in this property owners write off has been notified of their debt and given the opportunity to pay prior to this resolution; now, therefore, be it

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

Authorizes THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

THA Write offs and Collections

Ledger #	Balance
LD-2018-039935	\$395.00
LD-2017-028837	\$833.00
LD-2017-028606	\$557.00
LD-2017-001253	\$676.00
LD-2017-037406	\$443.00
LD-2017-003388	\$450.00
LD-2017-013444	\$538.00
LD-2019-041984	\$747.00
LD-2017-010976	\$1,557.00
LD-2019-042671	\$966.00
LD-2017-021257	\$620.00
LD-2017-028340	\$1,304.00
LD-2017-006468	\$544.00
LD-2019-043987	\$752.00
LD-2017-028676	\$3,882.00*
	<hr/>
	\$14,264.00
Total THA for Write Off	\$3,882.00
Total THA to Collections	<u>\$10,382.00</u>

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

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

Motion approved: April 26, 2023

Shennetta Smith, Chair

8.2 SHILOH PBV VASH CONVERSION

RESOLUTION 2023-04-26 (2)

(Shiloh Baptist S. 13th & S. I street Supportive Housing project -- Conversion of HUD-VASH vouchers to Project Based VASH Vouchers)

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

WHEREAS, Shiloh Baptist S. 13th & S. I street project will provide 60 units of affordable housing; and

WHEREAS, Shiloh Baptist S. 13th & S. I street project will house very-low-income and extremely low-income households in our community; and

WHEREAS, THA has underutilized HUD-VASH vouchers available; and

WHEREAS, THA and the Department of Veterans Affairs Puget Sound Health Care System (American Lake Division) agree that the conversion of these HUD-VASH vouchers will provide an additional housing option for many homeless veterans in our community; now, therefore, be it

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

THA's Executive Director is authorized to approve the conversion of twenty (20) HUD-VASH vouchers to Project-Based VASH vouchers at Shiloh Baptist S. 13th & S. I street development.

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

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

Motion approved: April 26, 2023

Shennetta Smith, Chair

8.3 SHILOH PBV VASH AHAP

RESOLUTION 2023-04-26 (3)

(Shiloh Baptist Church -- Project Based VASH Voucher AHAP)

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

WHEREAS, Shiloh Baptist S. 13th & S. I street project will provide 60 units of affordable housing; and

WHEREAS, Shiloh Baptist S. 13th & S. I street project will house very-low-income and extremely low-income households in our community; and

WHEREAS, THA has underutilized HUD-VASH vouchers available; and

WHEREAS, THA and the Department of Veterans Affairs Puget Sound Health Care System (American Lake Division) agree that the conversion of these HUD-VASH vouchers will provide an additional housing option for many homeless veterans in our community; now, therefore, be it

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

THA's Executive Director is authorized to execute an Agreement to enter into a Housing Assistance Payment (AHAP) contract with Shiloh Baptist Church for its S. 13th & S. I street Supportive Housing project.

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

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

Motion approved: April 26, 2023

Shennetta Smith, Chair

8.4 BRAWNER AND COMPANY FINANCIAL AND DEVELOPMENT SERVICES FOR ASSET REPOSITIONING SAL 1-3 AND HILLSIDE TERRACE

RESOLUTION 2023-04-26 (4)

(Brawner & Company, Financial & Development Services for the Asset Repositioning of Salishan One, Salishan Two, Salishan Three and Hillside Terrace)

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

Whereas, THA owns and manages and develops affordable rental housing in Tacoma; and

Whereas, THA is committed to developing additional residential housing in Tacoma to meet THA and community goals and need; and

Whereas, THA financial feasibility, predevelopment, preconstruction, financing and construction management are important tasks to be completed for all new development, acquisition and redevelopment projects; and

Whereas, Brawner & Company was selected through an interlocal agreement with Housing Opportunities of Southwest Washington via THA BOC Resolution 2022-04-27 (6) to provide financial feasibility and real estate development and redevelopment services; and

Whereas, the contract costs are paid through the development financing; now, therefore, be it

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

Approve Resolution 2023-04-26 (4) authorizing the execution of a contract with Brawner & Company for a not to exceed amount of \$3,000,000 for the re-syndication of Salishan 1, 2, 3 and Hillside Terrace.

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

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

Motion approved: April 26, 2023

Shennetta Smith, Chair

8.5 REVISE THA’S POLICY HR 35.01 TIME AWAY FROM WORK

RESOLUTION 2023-04-26 (5)

(Revise THA’s Policy HR 35.01 Time Away from Work)

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

WHEREAS, THA may have circumstances where employees would prefer to cash out versus use accrued vacation time; and

WHEREAS, vacation leave is worth 100% upon an employee’s exit from THA; and

WHEREAS, there is no financial impact to THA; now, therefore, be it

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

Authorize THA's Executive Director to revise THA Policy HR-35.01 Time Away from Work.

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

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

Motion approved: April 26, 2023

Shennetta Smith, Chair

8.6 PROVIDE SIX ADDITIONAL "REST AND WELLNESS" DAYS IN 2023

RESOLUTION 2023-04-26 (6)

(Provide Six (6) Additional "Rest and Wellness" Days in 2023)

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

WHEREAS, THA may provide additional paid time off; and

WHEREAS, THA will provide six (6) additional "Rest and Wellness" Days in 2023; and

WHEREAS, there is no financial impact to THA; now, therefore, be it

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

Authorize THA's Executive Director to provide six (6) additional "Rest and Wellness" Days in 2023.

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

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

Motion approved: April 26, 2023

Shennetta Smith, Chair

9. EXECUTIVE SESSION

The Board went into executive session at 5:42 pm for one hour and one minute to discuss with legal counsel representing the agency-on-agency litigation or potential litigation and to review the performance of a public employee. The Board came back into regular session at 6:43 pm.

10. COMMENTS FROM COMMISSIONERS

Commissioner Purter thanked ED Black and staff for everything they do. Vice Chair Hodge echoed the thanks.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:44 pm.

APPROVED AS CORRECT

Adopted: May 24, 2023

Shennetta Smith, Chair



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION WEDNESDAY, MAY 24, 2023

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, May 24, 2023.

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 4:49 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
	Chair Shennetta Smith
Vice Chair Dr. Minh-Anh Hodge	
Commissioner Stanley Rumbaugh	
Commissioner Derek Young	
	Commissioner Pastor Michael Purter
STAFF	
April Black, Executive Director	
Aley Thompson, Deputy Executive Director	
Julie LaRocque, Interim Deputy Executive Director	
Sha Peterson, Executive Initiatives Officer	
Sharrall Madden, Human Resources Director	
Richard Deitz, Finance Director	
Marquis Jenkins, Property Management Director	
	Cacey Hanauer, Client Support and Empowerment Director
Sandy Burgess, Asset Management and Real Estate Development Director	
William Morse, Director/CIO	
Adam Ydstie, Policy, Innovation, and Evaluation Director	
Jaime Gomez-Beltran, Property Management Associate Director	
Amber Prentice, Rental Assistance Director	

Vice Chair Hodge declared there was a quorum present at 4:50 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Rumbaugh was not in attendance at the April 26th meeting and there are only three commissioners present at this meeting. The April 26 minutes will be presented for adoption at the next Board meeting.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

There were no committee meetings held in May 2023.

6. PRESENTATION

Deputy Executive Director (DED) Aley Thompson and Policy, Innovation and Evaluation Director Adam Ydstie presented the 2023 Spring Payment Standards Analysis to the Board.

The aim is to reduce rent burden, increase housing choice, reduce unplanned relocation, and increase housing success.

It is too early to see the full impact of the January payment standards changes. The recommendation is to make no change to Tacoma Housing Authority's (THA) payment standards. Staff will carefully track HAP expenditures and utilization, reassess in the fall when the impacts of the January 2023 payment standards can be measured and the new FMRs are released, and explore options to streamline how quickly THA can implement a lower payment standard, while providing ample notice to households.

7. AGENCY MONTHLY REPORT

THA added 1,800 applicants to the waitlist opening and staff are already screening for eligibility. T

here were security concerns at Housing Hilltop so Walsh added security cameras and are monitoring to see if it alleviates the problem. Metro Parks also added security. Commissioner Rumbaugh asked for the scope of the problem. According to Interim Deputy Executive Director (DED) LaRocque there are drug activities and there is a general feeling of uneasiness. Director Burgess added that there have been no equipment and material theft. There was a drug dealing and one person drove through the fence. The legislation goes in effect July 1st according to Commissioner Rumbaugh. It is for arrest diversion or incarceration of openly using drugs. He hopes this will reduce these behaviors.

The Client Support and Empowerment team is working on summer programming and partnering with Metro Parks serving meals in the summer and providing programming at the sites. Commissioner Rumbaugh asked if THA provides jobs for these programs. According to Interim DED LaRocque and Director Madden everyone is welcome, and THA is starting to track how many residents apply. DED

Thompson also noted that THA had a job fair which was successful, and staff are developing metrics around that. Commissioner Rumbaugh requested a report on this in the future.

THA hired its new Rental Assistance Director Amber Prentice. Amber has been with THA over ten years and comes to THA with a lot of experience with operations and property management.

8. FINANCE REPORT

FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report. THA had to pay property assessment and paid for soil work in Hosing Hilltop. Total disbursements is at \$6,824,454. Total cash is at \$33.9M. Moving to Work Cash is zero currently and almost \$10.9M held by Housing and Urban Development (HUD). Total unrestricted cash is at \$10.7M.

7.1 RATIFYING CASH DISBURSEMENT FOR APRIL 2023

Commissioner Young moved to ratify the payment of cash disbursements totaling \$6,824,454 for the month of April 2023. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

9. NEW BUSINESS

8.1 INTERLOCAL AGREEMENT WITH PCHA FOR LEGAL SERVICES

RESOLUTION 2023-05-24 (1)

Interlocal Agreement with Pierce County Housing Authority for Legal Services

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

WHEREAS, Pierce County Housing Authority seeks to secure legal services to assist with employment law; and

WHEREAS, THA followed the Housing and Urban Development (HUD) procurement process 24 CFR 85.36; and THA's Procurement policy in procuring legal services with Gordon Thomas Honeywell, LLP; and

WHEREAS, PCHA wishes to use the services of Gordon Thomas Honeywell; and

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

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

Tacoma Housing Authority Executive Director is authorized to enter into an Intergovernmental Cooperative Purchase Agreement with Pierce County Housing Authority so that the housing authority may rely on THA's procurement of Gordon Thomas Honeywell, LLP for legal services.

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

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

Motion approved: May 24, 2023

Shennetta Smith, Chair

8.2 PROCUREMENT POLICY RE-WRITE

RESOLUTION 2023-05-24 (2)

Procurement Policy Re-Write

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

WHEREAS, Tacoma Housing Authority re-wrote the current procurement policy in 2016 by resolution 2019-12-14 (10); and

WHEREAS, THA wishes to revise and update THA Procurement Policy PCI-01; and

WHEREAS, THA wishes to seek the legal advisement of Stoel & Rives, LLP; now, therefore, be it

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

Tacoma Housing Authority is authorized to review, revise and update THA Procurement Policy PCI-01.

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

AYES: 3
NAYS: None

Abstain: None
Absent: 2

Motion approved: May 24, 2023

Shennetta Smith, Chair

8.3 RATIFY THE TRADES COUNCIL CONTRACT

RESOLUTION 2023-05-24 (3)

Ratify the Trades Council Contract

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

WHEREAS, on April 28, 2023, the maintenance staff of THA, voted to ratify the newly negotiated Collective Bargaining Agreement (CBA); and

WHEREAS, the revised agreement includes numerous improvements and updates, such as gender-neutral language, a new subcontracting section, a volunteer on-call backup list, updates to state law provisions, revisions to the cashout of accrued sick leave, and a new maintenance specialist wage scale; and

WHEREAS, the new effective date of the negotiated Collective Bargaining Agreement is June 1, 2023; and

WHEREAS, Trades Council Business Representative Manning Webb, after meeting with the membership of THA, has confirmed that all questions and concerns were addressed and that the membership voted in favor of the proposed tentative agreement; now, therefore, be it

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

1. That the Board of Commissioners, having reviewed the new Collective Bargaining Agreement (CBA), hereby ratify and approve the said agreement in its entirety.
2. That the Board acknowledges the collective efforts of all parties involved in the negotiation process, recognizing their commitment to promoting the welfare of the employees and the goals of the organization.
3. That the Board authorizes and the Executive Director to execute and deliver the CBA on behalf of the organization, and to take all necessary actions to implement the terms and conditions set forth in the agreement.
4. That this resolution shall take effect immediately upon its adoption.

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

AYES: 3

NAYS: None
Abstain: None
Absent: 2

Motion approved: May 24, 2023

Shennetta Smith, Chair

10. SPECIAL RECOGNITION

Commissioner Hodge congratulated Interim DED LaRocque on her retirement. She has been with THA for thirteen and a half years and held different positions, most currently THA's Interim Deputy Executive Director. The next chapter for Director LaRocque will be focusing on being a great grandmother. Commissioner Hodge thanked her for everything she has done for THA. "You have just been wonderful, and I am grateful to you," stated Commissioner Rumbaugh. Interim DED LaRocque thanked the Board. "It's not as easy as you think," stated DED LaRocque. "There is a lot of thought and memories that goes with it." Commissioner Young thanked her and stated how she was always tolerant of his questions and always with a smile. DED LaRocque mentioned how THA has a great leadership team.

11. EXECUTIVE SESSION

The commissioners went into executive session at 5:48 pm for 20 minutes to review the performance of a public employee and came back into regular session at 6:09 pm.

12. COMMENTS FROM COMMISSIONERS

Commissioner Hodge thanked the staff for the excellent work they do every day.

13. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:10 PM.

APPROVED AS CORRECT

Adopted: June 28, 2023

Shennetta Smith, Chair



TACOMA HOUSING AUTHORITY

FINANCE REPORT



MOTION

Date: June 28, 2023

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$9,241,138 for the month of May 2023.

Approved: June 28, 2023

Shennetta Smith, Chair

TACOMA HOUSING AUTHORITY

CASH POSITION - Apr 2023

Account Name		Current Balance	Interest
HERITAGE BANK			
Accounts Payable		9,332,778	1.75%
Section 8 Checking		850,577	1.75%
THA Affordable Housing Proceeds-Salishan		1,997,903	1.75%
THA Scattered Sites Proceeds		5,964,113	1.75%
FSS Escrows		227,871	1.75%
FSS Forfeitures		6,567	1.75%
CSA Escrows		106,253	1.75%
Note Fund Account		104	1.75%
THA Investment Pool		342	1.75%
THDG - Tacoma Housing Development Group		1,084,382	1.75%
Salishan 7 Operations		1,303,684	1.75%
Salishan 7 Security Deposit		31,267	1.75%
Salishan 7 Replacement Reserve		599,299	1.75%
Salishan 7 Operating Reserve		206,341	1.75%
North Highland Operations		76,411	1.75%
North Highland Security Deposit		25,643	1.75%
Highland Crest Operations		902,829	1.75%
Highland Crest Replacement Reserve		370,191	1.75%
Highland Crest Security Deposit		40,303	1.75%
Outrigger Operations		680,001	1.75%
Outrigger Replacement Reserve		314,322	1.75%
Outrigger Security Deposit		26,281	1.75%
Prairie Oaks Operations		280,401	1.75%
Prairie Oaks Replacement Reserve		48,341	1.75%
Prairie Oaks Security Deposit		6,236	1.75%
Payroll Account		14,520	1.75%
HOME STREET BANK			
James Center North Operations		1,369,653	0.00%
James Center North Security Deposit		75,035	0.00%
WASHINGTON STATE			
Investment Pool		\$ 8,434,704	4.93%
1. TOTAL THA CASH BALANCE		\$ 34,376,351	
Less:			
2. Total MTW Cash Balance		\$ -	
<i>Less Minimum Operating Reserves</i>			
2.01 Public Housing AMP Reserves (4 months Operating Exp.)			
2.02 S8 Admin Reserves (3 months Operating Exp.)		726,000	
2.09 Less Total Minimum Operating Reserves		\$ 726,000	
2.1. MTW Cash Available (Lines 2-2.09)		\$ -	
3. MTW Cash Held By HUD		\$ 11,779,529	
4. Non MTW Cash Restrictions/Obligations			
4.1 Non MTW Operational Restrictions			
4.10 HUD Restricted - Lot and Property Sales		\$ 7,962,016	
4.101 Area 2B Sales Proceeds (Afford Hsg)	1,997,903		
4.102 Scattered Sites Proceeds (Afford Hsg)	5,964,113		
4.20 THA Property Accounts Reserved		\$ 12,734,353	
4.201 Security Deposit Accounts	204,763		
4.202 Highland Crest Operations Reserves	520,000		
4.203 Highland Crest Replacement Reserves	370,191		

TACOMA HOUSING AUTHORITY

CASH POSITION - Apr 2023

4.204 James Center North Operations Reserves (Debt Svc)	1,000,000		
4.205 James Center North Capital	262,935		
4.206 Outrigger Operations Reserve	150,000		
4.207 Outrigger Replacement Reserves	314,322		
4.208 Prairie Oaks Operations Reserves	177,000		
4.209 Prairie Oaks Replacement Reserves	48,341		
4.210 Salishan 7 Operations Reserves	750,000		
4.211 Salishan 7 Replacement Reserves	599,299		
4.212 North Highland Court Operations Reserves	50,000		
4.213 Housing Hilltop Loan Reserve	8,287,500		
4.30 Rental Assistance Reserves		\$ 935,854	
4.301 Mod Rehab Operating Reserves	78,937		
4.302 VASH, FUP, FYI, NED, EHV & MAIN HAP Reserves	516,226		
4.303 FSS & CSA Escrows	340,691		
4.40 Prepaid Grants		\$ 1,631,952	
4.401 TPS Interlocal (CS-2017-011)	215,409		
4.402 Balmer Foundation - Education Prog (CS-2020-005)	100,518		
4.403 College Spark (PI-2018-005)	52,848		
4.404 GTCF Grant (PI-2019-005)	128,794		
4.405 Ballmer Foundation - COVID Rent Assist (RA-2020-003)	50,000		
4.406 THDG	1,084,382		
4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		\$ 23,264,175	
4.70 Agency Contracted or Budgeted Commitments Remaining		\$ -	
	-		
	-		
4.99 Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)		\$ 23,264,175	
5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		\$ 11,112,176	
6. Development Advances - Project Reimbursement upon draw		\$ 56,768	
6.01 Housing Hilltop LLLP	56,768		

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of May 2023

		Check Numbers				
		From	To	Amount	Totals	
A/P Checking Accounts						
Accounts Payable Checks	Check #'s	96,553	-	96,629		
Accounts Payable ACHs	ACHs	2,002	-	2,086		
Business Support Center				849,619	Program Support	
Moving To Work Support Center				279,991		
Moving To Work Buildings (used by Support Center)				16,125		
Tax Credit Program Support Center				43,693		
Section 8 Programs				313,108	Section 8 Operations	
Alberta J Canada Bldg				297	Properties	
Salishan 7				30,288		
Saravida Building				40,389	Development	
James Center				743		
Hillsdale Heights				475		
Bus Development Activity				135		
Department of Commerce Funding for Crisis Residential Center				153,181	Client Support	
Community Services MTW Fund				21,655		
Education Private Grants (Gates, etc.)				2,600		
COT-Community Wellness Program				3,100		
AMP 6 - Scattered Sites				8	Public Housing	
THA SUBTOTAL				1,755,406		
Hillside Terrace 2 & 1500				3,961	Tax Credit Projects - Reimbursable	
Bay Terrace I & II & Community Facility				10,928		
Housing Hilltop LLLP				11,122		
Arlington Youth Campus				3,286		
Court F (The Rise)				1,562,537		
Renew Tacoma Housing				30,374		
Salishan 1 - Salishan 6				21,698		
TAX CREDIT SUBTOTAL (Operations & Development - billable)				1,643,906		3,399,312
Section 8 Checking Account (HAP Payments)						
SRO/HCV/VASH/FUP/NED	Check #'s	486,921	-	487,038	176,280	
	ACHs	30,691	-	31,663	4,211,749	\$ 4,388,029
Payroll & Payroll Fees - ADP						\$ 1,453,796
TOTAL DISBURSEMENTS						\$ 9,241,138



TACOMA HOUSING AUTHORITY

PRESENTATION



Review of 2023 Goals and A Look Ahead




**Report to THA Board of Commissioners
June 28, 2023**



Purpose of this review

- Review 2023 Long-Term Agency Goals
- Revise the Long-Term Goals
- Staff will use revised Long-Term Goals to begin setting 2024 Short-Term Goals
- 2024 Short-Term Goals will be used as a basis for creating the 2024 budget
- Board will review and approve updated goals and budget by the end of 2023

Preview of 2024 Planning



Review Long-term
goals, 2023 Goals,
Progress and Successes
with Board

Revise Goals for 2024
within departments

Finalize 2024 Goals and
Budget with Board

Review Process To-Date

- Reviewed long- and short-term goals with Leadership Team and staff Diversity, Equity, Inclusion, and Belonging (DEIB) Steering Committee.
- Held two Leadership meetings discussing proposed revisions to long and short-term goals.
- Staff DEIB Steering Committee spent time in two meetings discussing revisions to long- and short-term goals.
- Members from both teams had access to review and edit the “proposed revision” document.
- April incorporated most changes to the “working draft” document, but it is still **VERY MUCH** in ‘draft’ form. The document has also been reformatted for better ease of use.
- The “working draft” will be further edited based on Board feedback and discussion with each department in the agency.

Long-Term Goals:

INCREASE THE AMOUNT OF AVAILABLE HOUSING FOR LOW-INCOME FAMILIES

2023-2028	Progress	Recommended Changes
500 new units of housing through development or partnerships.	385 units fully funded and expected to be online before 2028.	No change.
200 units purchased.	35 units purchased to date.	Clarify language. This can be units prioritized for voucher holders through partnership, not just purchasing.
Rehabilitate or refinance at least 100 units.	Currently reviewing financing options.	No change.
2023	Progress	Recommended Changes
Develop homeownership options.	Assessment underway.	Set a clear and numeric goal and strategy once assessment is complete.

Short-Term Goals:

INCREASE THE AMOUNT OF AVAILABLE HOUSING FOR LOW-INCOME FAMILIES

2023	Progress	Recommended Changes for 2024
Focus efforts on projects that are financially feasible and/or can be accomplished with partners.	The 37 units added in 2023 through project-based voucher contracts came through relationship building with partners. The progress on Aviva Crossing is also being accomplished through this focus.	No change. Add a goal related to “Determine if Faircloth to RAD can be used as a financing tool.”
Focus on acquisitions.	The market and interest rates have changed since this goal was adopted.	Add “Focus on partnerships that prioritize voucher holders.”
Explore homeownership options.	Assessment underway.	Update once assessment is complete.
		Determine strategy to rehabilitate units in THA’s existing portfolio.

Proposed 2024 Goals:

INCREASE THE AMOUNT OF AVAILABLE HOUSING FOR LOW-INCOME FAMILIES

Long-term Goal	2024 Activities to Help Achieve Goal
Between 2023 and 2028, add at least 500 new units of affordable housing through development or partnerships.	We will focus efforts on projects that are financially feasible and/or can be accomplished with partners.
	Prioritize getting the Mercy parcel of Aviva Crossing to closing.
	Determine if Faircloth to RAD can be used as a financing tool.
Between 2023 and 2028, add at least 200 housing units that can be prioritized for voucher holders through THA acquisition and partnerships.	THA will focus on acquiring housing units to add to THA's portfolio and/or establishing partnerships with owners willing to prioritize voucher holders.
Rehabilitate and or refinance at least 100 units of existing housing to improve quality of life for tenants and long-term viability of the property.	Complete physical needs assessments within THA's portfolio.
	Complete the financial closing to resyndicate Hillside 2300 and Salishans 1-3.
	Establish a plan for maintaining THA portfolio.
	Establish per unit per year cost goals for each property in the portfolio.
By the end of 2023, develop a process or program for THA customers to purchase homes.	TBD

Long-Term Goals:

INCREASE HOUSING ACCESS AND STABILITY

2023	Progress	Recommended Changes
Maintain 98% occupancy rate or higher in THA's portfolio.	Occupancy as of June 1, 2023 is 95%.	Clarify that we will meet this goal by the end of 2025.
Maintain THA's MTW requirement to serve substantially the same number of households.	As of June 1, 2023, THA is at 95.8%.	No change
Decrease number of households paying more than 40% of their income for housing.	2023 YTD shows 29.3% of households paying more than 40% of income for housing.	Define the goal to be "no more than 25% of households paying more than 40% of income for housing."

Long-Term Goals *cont'd*:

INCREASE HOUSING ACCESS AND STABILITY

2023-2024	Progress	Recommended Changes
Increase percent of households able to secure housing with a voucher from 55% to 60%.	Data currently unavailable.	Will update as data is available.
2023-2025	Progress	Recommended Changes
Develop a strategy for measuring customer success.	No progress to date.	No change.

Short-Term Goals:

INCREASE HOUSING ACCESS AND STABILITY

2023	Progress	Recommended Changes
Transition HOP households to HCV.	This process will be complete by the end of 2023.	Remove for 2024.
Establish a regular payment standard review schedule.	This has been established.	No change.
Align with existing systems of care, housing and education partners to have a larger impact.	This activity is unclear.	Review and replace with a clearer goal/activity.
Redesign FSS and continue 2Gen.	In process.	Review and refine closer to end of 2023.
Create a comprehensive data system to better manage data.	In process with Yardi and Apricot conversions.	Make a long-term goal.

Proposed 2024 Goals:

INCREASE HOUSING ACCESS AND STABILITY

Long-term Goal	2024 Activities to Help Achieve Goal
By the end of 2025, achieve a 98% occupancy rate or higher in THA's managed portfolio.	By end of 2024, unit turn time will be 30 days or lower. Review and revise THA policies related to mobility vouchers. Review and revise THA policies related to unit transfers and how to resolve over housing.
Maintain THA's MTW requirement to serve substantially the same number of customers.	Closely monitor voucher utilization and issue vouchers on a regular schedule. Advocate for an adjustment to THA's StS denominator to account for underfunding in RAD units.
By 2028, decrease the number of households on THA programs paying more than 40% of their income for housing to no more than 25%.	Maintain a regular schedule for analysis to ensure THA's payment standards are keeping pace with the market, enabling households to secure housing. Expand THA's landlord engagement activities.
By 2025, increase the percentage of households able to secure housing with a voucher from 55% to 60%.	Maintain a regular schedule for analysis to ensure THA's payment standards are keeping pace with the market, enabling households to secure housing. Expand THA's landlord engagement activities.
By 2026, develop strategies for measuring customer (housing recipients, landlords, vendors, etc.) satisfaction and publish baseline data to improve customer experience.	Continue the redesign of the Family Self-Sufficiency (FSS) program and continue to support families with children in middle school and/or high school through the Two Generational Program (2Gen).
By 2025, create comprehensive data systems that connect the organization and better manage data, enabling us to make data-driven decisions and continually improve operations and programs.	Implement and refine new internal processes developed as part of the Yardi conversion to increase THA's operational efficiency and strengthen our internal control environment. Fully implement Apricot. Create a Data Governance Committee to review and refine all reports used for reporting and/or decision-making.

Long-Term Goals:

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

2023	Progress	Recommended Changes
Increase percentage of invoices paid within 30 days from date of invoice.	Invoices are currently caught up.	Move to short-term activity.
Review where and how we set goals related to use of Universal Design.	Progress has not been measured.	Keep but refine.
2023-2024	Progress	Recommended Changes
Increase percentage of minority and women-owned businesses receiving contracts with THA or with THA funds.	Still refining data systems to track and report these data.	No change.
2023-2025	Progress	Recommended Changes
Review THA policies and practices related to housing, procurement, and employment and revise them to make them more equitable.	A full report on progress will be provided by the end of 2023.	No change.

Short-Term Goals:

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

2023	Progress	Recommended Changes
Begin collecting data on the number of disadvantaged business enterprises receiving contracts with THA. Try attracting more of those businesses.	Work has begun. A full report on progress, using data that is available, will be provided by the end of 2023.	No change.
Review policies related to housing programs and services, procurement, and employment.	A full report on progress will be provided by the end of 2023.	Specify the policies and practices to be reviewed in 2024.
Raise awareness and increase understanding of the foundational definitions of DEIB.	A full report on progress will be provided by the end of 2023.	No change.
Develop an inclusive governance and collaboration structure and ensure THA's decision-making structures are audited through a DEIB lens.	A full report on progress will be provided by the end of 2023.	No change.

Proposed 2024 Goals:

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

Long-term Goal	2024 Activities to Help Achieve Goal
By 2025, increase the percentage (by number and dollars) of minority and women-owned businesses receiving contracts or direct purchase requisitions with THA and/or on projects paid for with THA funds	Begin collecting data on the number of disadvantaged business enterprises (including minority and women-owned businesses, Section 3 businesses, and veteran-owned businesses) receiving contracts with THA and/or on projects paid for with THA funds. We will also try to attract more of these businesses.
	Maintain a 90% on-time payment rate (30 days from receiving an approved invoice) to make it easier to do business with THA and to reduce the barriers to disadvantaged business enterprises.
	Review and revise THA's procurement policy and practices to make them more equitable and accessible.
By 2026, review THA policies and practices related to housing, procurement, and employment and revise them to make them more inclusive and equitable.	Provide at least one DEIB training and/or event for all staff and Commissioners, including guidance to help THA establish a common language framework for how we define and understand DEIB key terms.
	Develop an equity statement and equity policy for THA to follow in its work.
	Review and revise THA's HR policies to make them more equitable.
	Conduct an organizational and Board DEI audit using an audit mechanism agreed upon by the DEIB Steering Committee, THA Leadership Team, and THA Board.
In the next year, develop goals related to the use of Universal Design.	Create a tool for evaluation of high-impact decisions to assess racial social equity.
	Conduct a physical accessibility audit of all THA offices and common areas.

Long-Term Goals:

MAKE THA A GREAT PLACE TO WORK

2023	Progress	Recommended Changes
Increase THA retention from 79% to 85%.	A full report on progress will be provided by the end of 2023.	Refine goal after assessing 2023 data.
Increase number of THA residents and low-income Tacomans hired into THA jobs and THA-funded work.	A full report on progress will be provided by the end of 2023.	Separate into two goals.
Increase the number and percentage of THA staff earning a housing wage.	A full report on progress will be provided by the end of 2023.	Refine goal after assessing 2023 data.
2023-2024	Progress	Recommended Changes
Develop a strategy for measuring staff satisfaction and publish baseline data.	A full report on progress will be provided by the end of 2023.	No change.

Short-Term Goals:

MAKE THA A GREAT PLACE TO WORK

2023	Progress	Recommended Changes
Focus on equitable hiring, improving retention, and increasing the number of THA customers and residents hired by THA and its partners.	A full report on progress will be provided by the end of 2023.	Refine goal to make it clearer.
There will be a greater percentage of THA staff being paid a housing wage (\$32/hour)	A full report on progress will be provided by the end of 2023.	Refine goal to make the activities clearer.

Proposed 2024 Goals:

MAKE THA A GREAT PLACE TO WORK

Long-term Goal	2024 Activities to Help Achieve Goal
By 2025, develop and implement formal and informal strategies for measuring staff satisfaction and publish baseline data.	<p>Conduct two Employee Satisfaction surveys through a third-party vendor.</p> <p>Investigate strategies for measuring staff satisfaction through one-on-one meetings, stay interviews, short online surveys, etc.</p>
Increase THA retention from 79% to 85%.	<p>Enhance THA's workplace environment by implementing the Surgeon General's framework on Five Essentials for Workplace Mental Health & Well-being over the next year. This goal involves fostering supportive policies, establishing systems of accountability, and nurturing compassionate leadership. The objective is to achieve a 15% improvement in overall employer satisfaction by June 2024, thus making THA a highly esteemed workplace that values and promotes the health, well-being, and growth of all its employees.</p> <p>Implement a new performance evaluation system and agency-wide training program that improves employee performance and retention.</p> <p>Work towards decreasing turnover rates by 10% within the next nine months, to foster a stable workforce and reduce hiring costs. This will be achieved through the implementation of employee engagement initiatives such as mentorship programs and employee recognition systems.</p> <p>Complete the core implementation of Yardi in 2023 and begin phase 2, which will entail both deploying additional secondary features and maximizing Yardi's use at THA. Implementation of this system should improve ease of work.</p>

Proposed 2024 Goals cont'd:

MAKE THA A GREAT PLACE TO WORK

Long-term Goal	2024 Activities to Help Achieve Goal
Increase the number of THA residents and low-income hired into THA jobs.	Establish systems for counting lived experience when considering whether candidates meet job qualifications. Conduct hiring outreach events within its housing portfolio and surrounding communities.
At least 25% of new hires on the Housing Hilltop construction site will be THA residents and/or low-income individuals.	In 2023, in collaboration with Walsh Construction, THA began tracking the hiring of its residents and low-income individuals with an intent to significantly increase their representation in the workforce. THA is actively developing partnerships to increase such hires by 15% over the next two years
All full-time THA staff will earn a housing wage. (Housing wage is defined on the amount someone would need to earn to afford to rent a 2 bedroom. Data on this wage is published annually by the Washington Low Income Housing Alliance.)	Work collaboratively with the two unions representing THA staff to negotiate equitable wages. Prioritize paying housing wages when budgeting on an annual basis.
The racial, ethnic, and gender diversity of THA's customers will be reflected in its staff.	By December 2023, focus on creating and implementing an equitable hiring plan with the aim of increasing diversity hiring by 15%. This will be achieved through effective collaboration with HR and hiring managers.

Next Steps



Tentatively agree on revisions to 2024 agency goals



Draft 2024 budget using revised goals



Finalize 2024 goals/budget by end of 2023



TACOMA HOUSING AUTHORITY GOALS

LONG-TERM GOALS & OBJECTIVES

In addition to our mission to provide high-quality housing and supportive services to people with low incomes, with a focus on those facing the greatest marginalization, we set goals, metrics, and strategies to support the four goals:

INCREASE THE AMOUNT OF AVAILABLE HOUSING FOR LOW-INCOME FAMILIES

In the next 5 years:

- Add at least 500 new units of affordable housing through development or partnerships.
- Purchase at least 200 housing units that can be prioritized for voucher holders.
- Rehabilitate and or refinance at least 100 units of existing housing to improve quality of life for tenants and long-term viability of the property.

In the next year, develop a process or program for THA customers to purchase homes.

INCREASE HOUSING ACCESS & STABILITY

- Maintain a 98% occupancy rate or higher in THA's portfolio.
- Maintain THA's MTW requirement to serve substantially the same number of customers.
- In the next year, decrease the number of households on THA programs paying more than 40% of their income for housing.
- In the next 2 years, increase the percent of households able to secure housing with a voucher from 55% to 60%.
- Within 3 years, develop a strategy for measuring customer (housing recipients, landlords, vendors, etc.) satisfaction and publish baseline data.

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

- In the next year, in an effort to increase accessibility and ease of doing business with THA, increase the number and percentage of THA invoices paid within 30 days from the date of invoice and work to reduce the barriers to disadvantaged business enterprises.
- In the next year, review where and how to set goals related to the use of Universal Design.
- In the next 2 years, increase the percentage (by number and dollars) of minority and women-owned businesses receiving contracts or direct purchase requisitions with THA and/or on projects paid for with THA funds.
- In the next 3 years, review THA policies and practices related to housing, procurement, and employment and revise them to make them more equitable.

MAKE THA A GREAT PLACE TO WORK

- In the next year, increase THA retention from 79% to 85%.
- In the next year, increase the number and hours worked of THA residents and low-income Tacomans hired into THA jobs and THA-funded work.
- In the next year, increase the number and percentage of THA staff earning a housing wage.
- Within two years, develop a strategy for measuring staff satisfaction and publish baseline data.

SHORT-TERM GOALS & OBJECTIVES

In 2023, THA will continue to respond to the community's needs while leveraging MTW flexibility to:

INCREASE THE AMOUNT OF AVAILABLE HOUSING FOR LOW-INCOME FAMILIES

We will focus efforts on projects that are financially feasible and/or can be accomplished with partners.

THA will focus on acquiring housing units to add to THA's portfolio.

THA will explore ways it can use MTW flexibility to make homeownership options available to its customers.

INCREASE HOUSING ACCESS & STABILITY

Transitioning HOP households to the traditional HCV voucher helps deepen affordability for households whose rents would have been unaffordable if their incomes decreased.

THA has established a regular schedule for analysis to ensure THA's payment standards are keeping pace with the market, enabling households to secure housing.

THA is aligning with existing systems of care, housing, and education partners to have a larger impact among THA residents and those most likely to face a housing crisis.

THA will continue the redesign of the Family Self-Sufficiency (FSS) program and continue to support families with children in middle school and/or high school through the recently implemented Two Generational Program (2Gen).

THA is creating a comprehensive data system that connects the organization and better manages data, enabling us to make data-driven decisions and continually improve operations and programs.

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

THA will begin collecting data on the number of disadvantaged business enterprise, including minority and women-owned businesses, Section 3 businesses, and veterans-owned businesses receiving contracts with THA and/or on projects paid for with THA funds. We will also try to attract more of those businesses.

THA will review THA policies and practices related to housing programs and services, procurement, and employment; revise them to make them more equitable; and establish a consistent review cycle thereafter.

THA will raise awareness and increase understanding of the foundational definitions and principles of diversity, equity, inclusion, and belonging for THA staff, leadership, and Board of Commissioners realize better communication and provision of housing and support services.

THA will develop an inclusive governance and collaboration structure to establish and move forward THA's strategies and priorities; establish regular review cycles to ensure THA's decision-making structures are audited through a DEIB lens.

MAKE THA A GREAT PLACE TO WORK

THA will focus on equitable hiring, improving retention and increasing the number of customers and low-income Tacoma residents hired by THA and its partners.

There will be a greater percentage of THA staff being paid housing wage—the hourly wage needed to afford a two-bedroom unit in Tacoma. As of the writing of this report, a 2-bedroom apartment in Tacoma required a full-time wage of \$32 per hour.



TACOMA HOUSING AUTHORITY GOALS

WORKING DRAFT OF LONG TERM GOALS AND 2024 ACTIVITIES

In addition to our mission to provide high-quality housing and supportive services to people with low incomes, with a focus on those facing the greatest marginalization, we set goals, metrics, and strategies to support four 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.

THA will aim to complete these goals in a manner that is collaborative and inclusive between the respective departments assigned to the work, the Leadership Team, staff, and the Board and staff DEIB steering committees.

INCREASE AND MAINTAIN THE AMOUNT OF AVAILABLE HOUSING FOR LOW-INCOME FAMILIES

Long-term Goal	2024 Activities to Help Achieve Goal
Between 2023 and 2028, add at least 500 new units of affordable housing through development or partnerships.	<i>We will focus efforts on projects that are financially feasible and/or can be accomplished with partners.</i>
	<i>Prioritize getting the Mercy parcel of Aviva Crossing to closing.</i>
	<i>Determine if Faircloth to RAD can be used as a financing tool.</i>
Between 2023 and 2028, add at least 200 housing units that can be prioritized for voucher holders through THA acquisition and partnerships.	<i>THA will focus on acquiring housing units to add to THA's portfolio and/or establishing partnerships with owners willing to prioritize voucher holders.</i>
Rehabilitate and or refinance at least 100 units of existing housing to improve quality of life for tenants and long-term viability of the property.	<i>Complete physical needs assessments within THA's portfolio.</i>
	<i>Complete the financial closing to resyndicate Hillside 2300 and Salishans 1-3.</i>
	<i>Establish a plan for maintaining THA portfolio.</i>
	<i>Establish per unit per year cost goals for each property in the portfolio.</i>
By the end of 2023, develop a process or program for THA customers to purchase homes.	<i>TBD</i>

INCREASE AND MAINTAIN HOUSING ACCESS & STABILITY

Long-term Goal	2024 Activities to Help Achieve Goal
By the end of 2025, achieve a 98% occupancy rate or higher in THA's managed portfolio.	By end of 2024, unit turn time will be 30 days or lower.
	Review and revise THA policies related to mobility vouchers.
	Review and revise THA policies related to unit transfers and how to resolve over housing.
Maintain THA's MTW requirement to serve substantially the same number of customers.	Closely monitor voucher utilization and issue vouchers on a regular schedule.
	Advocate for an adjustment to THA's StS denominator to account for underfunding in RAD units.
By 2028, decrease the number of households on THA programs paying more than 40% of their income for housing to no more than 25%.	Maintain a regular schedule for analysis to ensure THA's payment standards are keeping pace with the market, enabling households to secure housing.
	Expand THA's landlord engagement activities.
By 2025, increase the percentage of households able to secure housing with a voucher from 55% to 60%.	Maintain a regular schedule for analysis to ensure THA's payment standards are keeping pace with the market, enabling households to secure housing.
	Expand THA's landlord engagement activities.
By 2026, develop strategies for measuring customer (housing recipients, landlords, vendors, etc.) satisfaction and publish baseline data to improve customer experience.	THA will continue the redesign of the Family Self-Sufficiency (FSS) program and continue to support families with children in middle school and/or high school through the Two Generational Program (2Gen).
By 2025, create comprehensive data systems that connects the organization and better manages data, enabling us to make data-driven decisions and continually improve operations and programs.	Implement and refine new internal processes developed as part of the Yardi conversion to increase THA's operational efficiency and strengthen our internal control environment.
	Fully implement Apricot.
	Create a Data Governance Committee to review and refine all reports used for reporting and/or decision-making.

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

Long-term Goal	2024 Activities to Help Achieve Goal
By 2025, increase the percentage (by number and dollars) of minority and women-owned businesses receiving contracts or direct purchase requisitions with THA and/or on projects paid for with THA funds	<i>THA will begin collecting data on the number of disadvantaged business enterprise, including minority and women-owned businesses, Section 3 businesses, and veterans-owned businesses receiving contracts with THA and/or on projects paid for with THA funds. We will also try to attract more of those businesses.</i>
	<i>Maintain a 90% on time payment rate (30 days from receiving an approved invoice) to make it easier to do business with THA and to reduce the barriers to disadvantaged business enterprises.</i>
	<i>THA will review and revise its procurement policy and practices to make them more equitable and accessible.</i>
By 2026, review THA policies and practices related to housing, procurement, and employment and revise them to make them more inclusive and equitable.	<i>THA will provide at least one DEIB training and/or event for all staff and Commissioners, including guidance to help THA establish a common language framework for how we define and understand DEIB key terms.</i>
	<i>THA will develop an equity statement and equity policy for the organization to follow in its work.</i>
	<i>THA will review and revise its HR policies to make them more equitable.</i>
	<i>THA will conduct an organizational and Board DEI audit using an audit mechanism agreed upon by the DEIB Steering Committee, THA Leadership Team, and THA Board.</i>
	<i>THA will create a tool for evaluation of high-impact decisions to assess racial social equity.</i>
In the next year, develop goals related to the use of Universal Design.	<i>THA will conduct a physical accessibility audit of all THA offices and common areas.</i>

MAKE THA A GREAT PLACE TO WORK

Long-term Goal	2024 Activities to Help Achieve Goal
By 2025, develop and implement formal and informal strategies for measuring staff satisfaction and publish baseline data.	THA will conduct two Employee Satisfaction surveys through a third-party vendor.
	Investigate strategies for measuring staff satisfaction through one-on-one meetings, stay interviews, short online surveys, etc.
Increase THA retention from 79% to 85%.	THA aims to enhance its workplace environment by implementing the Surgeon General's framework on Five Essentials for Workplace Mental Health & Well-being Framework over the next year. This goal involves fostering supportive policies, establishing systems of accountability, and nurturing compassionate leadership. The objective is to achieve a 15% improvement in overall employer satisfaction by June 2024, thus making THA a highly esteemed workplace that values and promotes the health, well-being, and growth of all its employees.
	In 2024, implement a new performance evaluation system and agency wide training program that improves employee performance and retention.
	To foster a stable workforce and reduce hiring costs, THA will work towards decreasing turnover rates by 10% within the next nine months. This will be achieved through the implementation of employee engagement initiatives such as mentorship programs and employee recognition systems.
	THA will complete the core implementation of Yardi in 2023 and will begin phase 2 which will entail both deploying additional secondary features and maximizing Yardi's use at THA. Implementation of this system should improve ease of work.

Increase the number of THA residents and low-income hired into THA jobs.	<i>THA will establish systems for counting lived experience when considering whether candidates meet job qualifications.</i>
	<i>THA will conduct hiring outreach events within its housing portfolio and surrounding communities.</i>
At least 25% of new hires on the Housing Hilltop construction site will be THA residents and/or low-income individuals.	<i>In 2023, in collaboration with Walsh Construction, has begun tracking the hiring of its residents and low-income individuals with an intent to significantly increase their representation in the workforce. THA is actively developing partnerships to increase such hires by 15% over the next two years</i>
All full-time THA staff will earn a housing wage. (Housing wage is defined on the amount someone would need to earn to afford to rent a 2 bedroom. Data on this wage is published annually by the Washington Low Income Housing Alliance.)	<i>THA will work collaboratively with the two Unions representing THA staff to negotiate equitable wages.</i>
	<i>THA will prioritize paying housing wages when it is budgeting on an annual basis.</i>
The racial, ethnic, and gender diversity of THA's customers will be reflected in its staff.	<i>By December 2023, focus on creating and implementing an equitable hiring plan with the aim of increasing diversity hiring by 15%. This will be achieved through effective collaboration with HR and hiring managers.</i>



TACOMA HOUSING AUTHORITY

AGENCY MONTHLY REPORT



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: April Black, Executive Director
Date: June 28, 2023
Re: Agency Monthly Report

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 May 2023. 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.

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INCREASE THE AMOUNT OF AFFORDABLE HOUSING FOR LOW INCOME FAMILIES

Housing Hilltop

Housing Hilltop is progressing very well with a clean and safe construction site. Relations are going well in the neighborhood, even as we've had to close the street for certain periods, as well as have an early construction start a few days during May. Security patrols continue, and workers have been redirected to other parts of the North site on occasion to avoid potential threats of danger from illegal activity in the neighborhood.

At the end of May, we were 18% complete with construction, and we had spent 12% of our contingency. Contingency was expended primarily on additional design work prior to construction, as well abatement of hazardous materials, contaminated soil, and security cameras, controlled door access, conduit for internet infrastructure, and security patrols.

Aviva Crossing/James Center North

Design work at James Center North continues, defining new boundary lines for the lots for sale and lease to Koz and Mercy. In addition, we are identifying sources of funding for relocation of power, water and stormwater infrastructure on the site. We anticipate starting the work to upsize the sewer for the site this Fall, and Koz anticipates starting construction in August, 2024, with Mercy following, with a construction start of October, 2024. The Mercy project is Pierce

County's highest priority for local funding as well as for the tax credit application round in November of this year.

North Highland Court

We anticipate closing on \$4,850,000 in financing from the State Housing Trust Fund this month. This funding will reimburse THA for the acquisition funding we provided for North Highland Court (35 units), as well as paying off a portion of the Banner Bank loan, and setting aside funding for replacement reserves.

Partner Housing Projects

KWA is under construction at 15th and Tacoma Avenue, with 88 units. THA assisted in securing funding for this project, as well as providing vouchers. Construction is expected to be completed by September of 2024.

Shiloh anticipates closing on the financing for New Life Housing next month, with an August 1 construction start date. THA assisted in securing the financing for these 60 units, and provided vouchers as well.

Improving Existing Properties

THA staff, along with the Brawner group, continue to analyze the feasibility of resyndication of Salishans 1, 2 and 3, and Hillside Terrace. This work is analyzing ways to reduce our operating expenses in order to support debt and equity for the rehabilitation of these properties. We are also assessing the amount and type of rehabilitation needed on the properties.

Update on Homeownership Options

Staff have been working closely with local partners to better understand the landscape around homeownership resources and opportunities for low-income buyers. One of the places THA is engaging most is with the Black Homeownership Initiative. This initiative focuses on the decades long discriminatory housing practices and the impact those practices have had on the wealth gap in this state and region. The ultimate goal of the BHI in Washington state is to generate 1,500 new Black first-time low-to-moderate income homeowners in the next five years in South Seattle, South King County and North Pierce County. THA is involved in the planning and resource generation as this initiative takes off.

Additionally, we recently met with the Homeownership Coordinator at the Washington Homeownership Resource Center (WHRC). She talked to staff about a new portal the WHRC is developing where potential homebuyers at any stage of "readiness" can access resources and

counseling as they move toward their goal of owning a home. This “one stop shop” will follow customers along their journey and continually connect them with the most appropriate resources to meet their needs as they progress. Once the portal is up and running, we will add a link to in on the THA website and connect families to WHRC.

INCREASE HOUSING ACCESS AND STABILITY

Portfolio Occupancy

The Portfolio occupancy for the month is at 95%. The Maintenance and eligibility teams continue to collaborate and work to improve both unit turn times and leasing of the units. Work with contractors for a portion of the unit turns and an updated waitlist should assist in this area.

Serving Substantially the Same Number of Families

MTW utilization dipped to 95.8% this month. Rental Assistance added 16 units to existing PBV contracts and is in the process of executing HAP contracts. We expect utilization to exceed 96% next month. We also expect 8 units to come online for VASH participants as result of a partnership with the VA and a private developer who converted a motel into studios. Before August, Rental Assistance expects to receive a Property Based Subsidy application in response to an open RFP. If successful, this potential partnership (with an existing partner) would add over 70 units in Q3.

Supporting Existing Residents



Over the last several years, THA’s focus on building community, supporting the expressed needs and interests of residents, and bringing targeted resources and activities has increased significantly. In that vein, we supported residents at Bay Terrace in a Bingo Night on May 17th, where 25 folks showed up to build community together. We also offered a food pantry at Bay Terrace the fourth Friday of the month, and it was so useful residents asked us to bring it back

more often. Starting in May, the food pantry is now happening on the second and fourth Friday of each month, service more than 25 residents per week. The Mobile Kitchen Health Food Demonstration also took place May 3rd and 28 folks showed up to learn how to cook a healthy meal for their families.

We also have heard from families that they would like to have more opportunities for their children to participate in Summer programming. So, we created a Summer Event Schedule on our website where families can go to find opportunities at THA properties throughout the Summer. Additionally, in collaboration with YMCA Summer Camps, are offering ten free spots for children to attend a combination of daily or overnight Summer Camps through the Y. So far, eight families have signed up!

The CSE Team worked together with 11 community partners and local businesses to hold Eastside Connect 2023 in Salishan on Friday, May 19th. Trish Mozo coordinated the event, which included participation from: MDC, Career Team, Salishan Association, Tacoma Community College, Nasim Landscape, ProLogistix, THA's Human Services Department, and many others. We welcomed 19 potential job seekers from the Salishan community; we look forward to increasing engagement based on resident feedback in the future. Huge kudos to Trish for the coordination work, Salishan Community Builder Rob McAfee for his support of the event and all of the other team members who lent their hands to this event.

Additionally on the 19th, the FSS crew held an orientation at the Family Investment Center. The team welcomed 21 residents from across the portfolio and voucher holders. From that orientation, the FSS team received 12 potential enrollees! Huge kudos to FSS Community Advocates Sharon Fletcher-Jackson, Leslie Mintaraga, Kristine Coman, Sound Outreach Financial Coach Kenan Hadzic and Program Supervisor Robert Lewis for their engaging presentation and teamwork!

Over the past 2 years, the Washington Student Achievement Council (WSAC) has been working with CSE staff to develop an interactive online dashboard to allow our Children's Savings Account (CSA) program to have more efficiency and ease in monitoring, tracking and managing scholarship awards by way of its Guaranteed Education Tuition (GET) program. In 2021, THA moved the administering of the CSA from Heritage Bank to the state's Guaranteed Education Tuition (GET) program. We are pleased to share that we are currently testing the dashboard which WSAC hopes to have go live in the fall this year. The online dashboard features the ability for THA as the administrator of funds to easily enroll students into the program, award students funds, and track the allotment and disbursement of funds. The dashboard will allow us to shift away from paper enrollment, removing a barrier of communication and confusion for families. Currently all students living on THA's family properties age 18 and younger are eligible to enroll in the CSA program.

Community Collaboration

CSE is participating in the Pierce County Local Planning Area (LPA) work group to create its 2023-25 strategic plan. The mission of the PC LPA is: "to work collaboratively to assist low-income families to become economically self-sustaining. Through partnerships between government, business and community organizations, the LPA works to ensure the quality, efficiency and effectiveness of services to reduce poverty in our community, while attempting to remove duplication of resources." THA is participating in the workgroup around two of the four strategic goals, specifically: Goal #2 - Collaborate with our partners to provide comprehensive services to customers, and Goal #3 - Provide services to families with a two-generation lens.

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

The update in section is from the staff DEIB Steering Committee. I appreciate the thoughtful and impactful work being done by this volunteer committee.

The DEIB Staff Steering Committee is excited to provide bi-monthly updates starting in June as part of the Board reports. These updates encompass the work the committee has accomplished over the previous two months, some of which are outward-facing events and communications with THA staff, and others which are internal brainstorming and advising within the committee and to specific departments and Leadership Team seeking our feedback and partnership.

DEIB steering committee updates (May/June):

- The DEIB steering committee initiated a newsletter for all staff in which its first issue will be released in June, ahead of the Juneteenth holiday. The goal of the newsletter is to highlight key cultural events and holidays that occur throughout the year and share a unique perspective written from staff. We are also building out our own Sharepoint site so staff can learn more about committee updates, find helpful resources/links related to diversity, equity, and inclusion, and to feature a calendar that includes upcoming voluntary webinar or training opportunities.
- We created a Communications Work Group to support the development of THA All messages to engage staff and consistently share our learnings as a committee.
- Throughout May and June, the committee weighed in with Leadership Team on the development of the annual THA agency goals and provided feedback on the position description for a dedicated DEIB Senior Advisor position. We also provided feedback to the HR department, advising on stay interviews and evaluation criteria.

- The DEIB steering committee chair and co-chair have been participating in Leadership Team meetings & the Board DEIB subcommittee meetings at a regular schedule. We have also instituted a rotating schedule so members of the steering committee can attend the Leadership Team meetings once a month.
- DEIB steering committee members have attended two UWT trainings focused on advancing racial equity in the workplace. Members have also rotated attending the different offerings for the WA State 2023 DEI Empowerment Conference, held on Wednesdays from June 7 to June 28. We'll have an in-person retreat in July where we will discuss action steps we want to initiate after the trainings and discuss priorities for the remainder of 2023.

MAKE THA A GREAT PLACE TO WORK

Improving Retention

The Human Resources department is proposing a policy revision to enhance retention and support for employees separating due to retirement or disability. The revision introduces tiered sick leave cash-outs based on years of service, ranging from 25% to 100% of accrued leave, capped at 960 hours. This amendment aims to recognize and incentivize long-term commitment to Tacoma Housing Authority. You will see this amendment in the July Board packet.

THA Resident and Low-Income Hiring

In response to Commissioner Rumbaugh's request during our last board meeting for an update on the hiring of Tacoma Housing Authority residents, the Human Resources department has compiled the following information below.

In 2023, we have welcomed 18 new employees this year, 7 (or approximately 39%) have attested to having a household income below the 80% AMI. Furthermore, one of these seven employees from low-income households (representing about 14% of this subgroup, or around 5.5% of all new hires) is also currently a THA resident. Our team remains committed to providing equal employment opportunities and an inclusive workforce.

At Housing Hilltop, Walsh Construction and their subcontractors are highly focused on hiring Section 3 and Targeted Section 3 workers. In the month of May more than 41% of all hours worked on the job site were worked by Section 3 workers, and 7% of the total hours were worked by Targeted Section 3 workers. These numbers far exceed HUD's expectation of 25%

and 5%, respectively. This is excellent work by Walsh and by THA staff supporting residents who are interested in working on job sites.

Improving Leave Administration

Our Human Resources department has recently partnered with Trüpp, a women-owned business, to enhance our Leave Administration processes. With their specialized expertise, Trüpp will safeguard our compliance with all relevant legal requirements while minimizing risk and increasing efficiency in managing leaves of absence. This includes FMLA, state and local protected leave, paid sick leave, and military leave. This partnership aims to expedite employees' return to work and streamline leave requests, protected leave balance, manager training, and end-to-end process tracking. Leveraging Trüpp's advanced system, we foresee an improved, transparent, and trusted leave management process.

A LOOK AHEAD: JULY BOARD FOCUS

Our July Board meeting will be focused on a mid-year budget review.

ADVOCACY ITEMS

Moving to Work (MTW) Update

We are working actively on MTW contract reauthorization with SHA and KCHA, with a focus on a marketing/education strategy to communicate the realities of how MTW's efficiently utilize their funding to help more people, more flexibly, in their service areas. This will be developed to directly counter the narrative that has been pushed by the Center for Budget and Policy Priorities in DC.

- Senator Murray and her Appropriations staff have been willing to take this on, but are seemingly hesitant to push too hard without understanding the conflicts between HUD, MTW agencies, Congressional advocates for MTWs, and those who are adamantly opposed to MTWs.
- We will continue to work with SHA and KCHA to develop our own communications strategy in the hopes that we eventually push the message regionally, then nationally, to build support and confidence among legislators that our MTW status is warranted and deserves long runways and accurate recognition for our successes.

Rental Assistance Demonstration (RAD) Update

Related to this is our recent visit to the RAD Collaborative meeting in Cleveland, OH. While searching for answers to our questions regarding using our Faircloth units and increasing our RAD rent allocations, we were able to connect with MTW Collaborative and HUD representatives to discuss our Substantially the Same (StS) calculations and how we feel it is not representative of our agency's efficiency or overall use of funding. We have follow up calls and conversations to discuss these issues in the coming weeks directly with HUD staff.

- The proposed StS calculation changes double as a perfect case study example to use in our new marketing efforts on MTW Contract extension discussed above.

Federal Funding Update

The update below is from the Council of Large Public Housing Authorities (CLPHA). It is information as of June 22, 2023. We will be continuing to follow all federal budget news.

Both the House and Senate Appropriations Committees recently issued their 302(b) allocations for the full fiscal year 2024 (FY24) budget. The 302(b) allocations establish the cap on spending for each of the 12 appropriations bills including the Transportation, Housing and Urban Development, and Related Agencies (THUD) Subcommittee.

The Senate's THUD FY24 302(b) allocations issued today are set at \$88.091 billion, whereas the House's allocations are \$65.208 billion, resulting in a \$23 billion discrepancy between the two chambers. Senate appropriators agreed to keep FY24 funding for nondefense discretionary programs at fiscal year 2023 (FY23) levels, which is consistent with the recently passed Fiscal Responsibility Act. However, House appropriators decided to set their FY24 THUD topline allocations 25 percent below FY23 levels.

Given the large discrepancy between funding allocations, funding negotiations over the coming months are expected to be fraught with great contention. CLPHA will provide additional insights on the FY24 HUD budget in the coming weeks as we await release of the respective THUD subcommittee appropriations bills by both chambers.



TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1



RESOLUTION 2023-06-28 (1)

Date: June 28, 2023

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Update to the Koz on Market Property Based Subsidy Contract: Unit AMIs

Tacoma Housing Authority (THA) is a party to a Property Based Subsidy Housing Assistance Payment contract for units at Koz on Market Street Apartments. This resolution would increase the area median income (AMI) eligibility for up to three units at the property.

BACKGROUND

THA and Market Street Property Owner LLC are parties to a Property Based Subsidy Contract executed in 2019. This contract provides housing assistance payments for 52 units at Koz on Market Street Apartments. These units serve low-income college students referred from Tacoma Community College and the University of Washington Tacoma. This contract is part of THA's College Housing Assistance Program which is currently sunsetting. The contract expires at the end of 2023 and THA plans to renegotiate the eligibility criteria for the households served. Those negotiations will begin this quarter.

In advance of any contract changes and to address leasing concerns at the property, the Owner has requested to switch the AMI eligibility for up to 3 units at the property from 30% AMI to 50% AMI. With approval of this resolution, THA will continue to subsidize the majority of units for households at or below 30% of AMI. The remainder of the units serve households at 40% or 50% of AMI.

RECOMMENDATION

Approve Resolution 2023-06-28 (1) authorizing THA's Executive Director to amend the Property Based Subsidy Housing Assistance Payment contract with Market Street Property Owner LLC to increase the AMI eligibility on up to three units.



RESOLUTION 2023-06-28 (1)

(Update to the Koz on Market Property Based Subsidy Contract: Unit AMIs)

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

WHEREAS, ; THA has been providing Property Based Subsidy Housing Assistance Payments to Koz on Market Street Apartments since 2019; and

WHEREAS, ; Koz on Market Street Apartments houses low-income households and homeless and near homeless students; and

WHEREAS, ; Increasing the area median income limits on select units may address leasing concerns; now, therefore, be it

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

THA's Executive Director is authorized to amend the Property Based Subsidy Housing Assistance Payment contract with Market Street Property Owner LLC to increase the AMI eligibility on up to three units.

Approved: June 28, 2023

Shennetta Smith, Chair

Resolution 2



RESOLUTION 2023-06-28 (2)

Date: June 28, 2023

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Update to the Koz at the Dome Property Based Subsidy Contract: Unit AMIs

Tacoma Housing Authority (THA) is a party to a Property Based Subsidy Housing Assistance Payment contract for units at Koz at the Dome. This resolution would increase the area median income (AMI) eligibility for up to ten units at the property.

BACKGROUND

THA and Dome Property Owner, LLC are parties to a Property Based Subsidy Contract executed in 2020. This contract provides housing assistance payments for 64 units at Koz at the Dome Apartments. These units serve low-income college students referred from Tacoma Community College and the University of Washington Tacoma. This contract is part of THA's College Housing Assistance Program which is currently sunsetting. The contract expires at the end of 2023 and THA plans to renegotiate the eligibility criteria for the households served. Those negotiations will begin this quarter.

In advance of any contract changes and to address leasing concerns at the property, the Owner has requested to switch the AMI eligibility for up to 10 units at the property from 30% or 40% AMI to 50% AMI. With approval of this resolution, THA will continue to subsidize the majority of units for households at or below 30% of AMI. The remainder of the units serve households at 40% or 50% of AMI.

RECOMMENDATION

Approve Resolution 2023-06-28 (2) authorizing THA's Executive Director to amend the Property Based Subsidy Housing Assistance Payment contract with Dome Property Owner, LLC to increase the AMI eligibility on up to 10 units.



RESOLUTION 2023-06-28 (2)

(Update to the Koz at the Dome Property Based Subsidy Contract: Unit AMIs)

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

WHEREAS, THA has been providing Property Based Subsidy Housing Assistance Payments to Koz at the Dome Apartments since 2020; and

WHEREAS, Koz at the Dome Apartments houses low-income households and homeless and near homeless students; and

WHEREAS, Increasing the area median income limits on select units may address leasing concerns; now, therefore, be it

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

THA's Executive Director is authorized to amend the Property Based Subsidy Housing Assistance Payment contract with Dome Property Owner LLC to increase the AMI eligibility on up to three units.

Approved: June 28, 2023

Shennetta Smith, Chair

Resolution 3



RESOLUTION 2023-06-28 (3)

Date: June 28, 2023

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Extension of Project-Based Voucher Contract: Eliza McCabe Townhouses

This resolution would extend the Project Based Voucher Housing Assistance Payment Contract for Mercy Housing Washington VI, L.P.'s property Eliza McCabe Townhouses for up to twenty (20) years.

BACKGROUND

Tacoma Housing Authority (THA) has subsidized Mercy Housing Washington VI, L.P.'s property Eliza McCabe Townhouses through PBV assistance since August 1, 2013. The project currently provides PBV housing assistance to 10 units at this property all with affordable rents. The original PBV HAP contract will expire on July 31, 2023.

RECOMMENDATION

Authorize an extension of THA's PBV HAP contract with Mercy Housing Washington VI, L.P. for up to twenty (20) years. With this extension, THA will provide project-based housing assistance for 10 units at Eliza McCabe Townhouses. All other terms of the original HAP contract will remain in effect.



RESOLUTION 2023-06-28 (3)

Extension of Project-Based Voucher Contract: Eliza McCabe Townhouses

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

WHEREAS, THA has provided project-based voucher assistance to Mercy Housing Washington VI, L.P.'s property Eliza McCabe Townhouses since 2013; and

WHEREAS, Eliza McCabe provides housing for low-income families in the community; and

WHEREAS, an extension up to 20 years will allow THA and Eliza McCabe Townhouses to continue to provide housing assistance to low-income families in the community; and

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

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

The Board authorizes an extension of THA's PBV HAP Contract with Mercy Housing Washington VI, L.P. for up to twenty (20) years.

Approved: June 28, 2023

Shennetta Smith, Chair

Resolution 4



RESOLUTION 2023-06-28 (4)

Date: June 28, 2023

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Extension of Project-Based Voucher Contract: Hillside Gardens

This resolution would extend the Project Based Voucher Housing Assistance Payment Contract for Mercy Housing Washington VIII, L.P.'s property Hillside Gardens for up to twenty (20) years.

BACKGROUND

Tacoma Housing Authority (THA) has subsidized Mercy Housing Washington VIII, L.P.'s property Hillside Gardens through PBV assistance since September 1, 2013. The project currently provides PBV housing assistance to 8 units at this property all with affordable rents. The original PBV HAP contract will expire on August 30, 2023.

RECOMMENDATION

Authorize an extension of THA's PBV HAP contract with Mercy Housing Washington VIII, L.P. for up to twenty (20) years. With this extension, THA will provide project-based housing assistance for 8 units at Hillside Gardens. All other terms of the original HAP contract will remain in effect.



RESOLUTION 2023-06-28 (4)

Extension of Project-Based Voucher Contract: Hillside Gardens

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

WHEREAS, THA has provided project-based voucher assistance to Mercy Housing Washington VIII, L.P.'s property Hillside Gardens since 2013; and

WHEREAS, Hillside Gardens provides housing for low-income families in the community; and

WHEREAS, an extension up to 20 years will allow THA and Hillside Gardens to continue to provide housing assistance to low-income families in the community; and

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

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

The Board authorizes an extension of THA's PBV HAP Contract with Mercy Housing Washington VIII, L.P. for up to twenty (20) years.

Approved: June 28, 2023

Shennetta Smith, Chair