



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

OCTOBER 23, 2024



**Tacoma
Housing
Authority**

REGULAR MEETING

BOARD OF COMMISSIONERS

OCTOBER 23, 2024

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, October 23, 2024, at 4:45 pm via Zoom and at 902 S L Street, Tacoma, WA 98405.**

<https://us02web.zoom.us/j/84158045665> | **Meeting ID:** 841 5804 5665 | **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.

I, Sha Peterson, certify that on or before 5 days prior to meeting, I faxed / EMAILED the preceding PUBLIC MEETING NOTICE before:

City of Tacoma	747 Market Street, Room 800 Tacoma, WA 98402	CityClerk@cityoftacoma.com
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	tips@q13fox.com
KSTW-TV/CW 11	1715 East Madison Street Seattle, WA 98122	cw11@kstwtv.com
KNKX	930 Broadway Tacoma, WA 98402	info@knkx.org
Tacoma News Tribune	2602 S. 38th Street, Suite A PMB3 Tacoma, WA 98409	newstips@thenewstribune.com

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

Sha Peterson
Executive Initiatives Officer

902 SOUTH L STREET, SUITE 2A | TACOMA, WASHINGTON 98405-4037

Phone 253-207-4400 | Fax 253-207-4440 | www.tacomahousing.org



AGENDA

TACOMA HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING OCTOBER 23, 2024, 4:45 PM

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

ZOOM: <https://us02web.zoom.us/j/84158045665> / MEETING ID: 841 5804 5665

DIAL: (253) 215-8782

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - 3.1. Minutes of September 25, 2024—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 September 2024
7. **AGENCY MONTHLY REPORT**
8. **NEW BUSINESS**
 - 8.1 2024-10-23 (1) Exit of RBC from Salishan IV LLC
 - 8.2 2024-10-23 (2) Exit of RBC from Salishan V LLC
 - 8.3 2024-10-23 (3) Exit of RBC from Salishan VI LLC
 - 8.4 2024-10-23 (4) Aviva Financing Actions
 - 8.5 2024-10-23 (5) Authority to Contract with Duotec
 - 8.6 2024-10-23 (6) Authority to Amend Service Contract with Holaday Parks
 - 8.7 2024-10-23 (7) Authority to Amend Service Contract with Great Floors
9. **COMMENTS FROM THE COMMISSIONERS**
10. **ADJOURNMENT**



TACOMA HOUSING AUTHORITY

MINUTES



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION

WEDNESDAY, SEPTEMBER 25, 2024

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, September 25, 2024.

1. CALL TO ORDER

Chair Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:55 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Derek Young	
Vice Chair Stanley Rumbaugh	
Commissioner Dr. Minh-Anh Hodge	Commissioner Michael Purter
Commissioner Shennetta Smith (arrived late)	
STAFF	
April Black, Executive Director	
Aley Thompson, Deputy Executive Director	
	Sha Peterson, Executive Initiatives Officer
Adam Ydstie, Policy, Improvement, and Evaluation Director	
Amber Prentice, Rental Assistance Director	
Cacey Hanauer, Client Support and Empowerment Director	
Ken Short, Asset Management and Real Estate Development Director	
Lynette Scott, Interim Human Resources Director	
Marquis Jenkins, Property Management Director	
Richard Deitz, Finance Director	
William Morse, Director/CIO	

Chair Young declared there was a quorum present at 4:56 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Young asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, August 28, 2024. Vice Chair Rumbaugh moved to adopt the minutes. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	0
Abstain:	0
Absent:	2

Commissioner Purter was not present, and Commissioner Smith arrived late.

Motion approved.

4. GUEST COMMENTS

Richard Bell, 6th Avenue Tenant

Richard stated that he has submitted a document to Civil Rights on the 6th of the month. He has not heard back, and he was asked to come to the Board to find out when he would hear back. He followed up with the Director of Property Management during the meeting.

Beverly Riling, E.B. Wilson Tenant

Beverly expressed her concern about a violent incident at EB Wilson and wants Tacoma Housing Authority (THA) to ensure her safety. She stated that THA is not permitting her to move and does not care about her safety. She followed up with the Director of Property Management during the meeting.

5. COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT COMMITTEE—VICE CHAIR RUMBAUGH, COMMISSIONER SMITH

The committee did not meet this month. Will report out next month.

FINANCE AND AUDIT COMMITTEE—CHAIR YOUNG, COMMISSIONER HODGE

The committee met to onboard Commissioner Purter to the workings of the Finance Committee. A budget preview was also provided, and the Finance Director shared that THA received positive news about the state audit, there were no findings.

COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—COMMISSIONER PURTER, COMMISSIONER SMITH

The committee did not meet this month.

EDUCATION, HOUSING SERVICES AND PARTNERSHIPS COMMITTEE—CHAIR YOUNG,
COMMISSIONER HODGE

The committee did not meet this month.

DIVERSITY, EQUITY, INCLUSION AND BELONGING COMMITTEE—COMMISSIONER HODGE,
COMMISSIONER SMITH

The committee met to discuss embedding THA’s DEIB priorities and CLPHA’s Racial Equity and Inclusion work into THA’s Agency Goals.

6. FINANCE REPORT

FINANCE

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

Vice Chair Rumbaugh asked about Crisis Residential Center services costs. Director Deitz clarified questions about disbursements made to the YMCA for services.

Vice Chair Rumbaugh asked what Tacoma Housing and Development Group (THDG) is paying for. Director Dietz stated that those amounts are typically minimal and that grants flow through THDG.

6.1 RATIFYING CASH DISBURSEMENT FOR AUGUST 2024

Commissioner Hodge moved to ratify the payment of cash disbursements totaling \$8,173,133 for the month of August 2024. Vice Chair Rumbaugh seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	0
Abstain:	0
Absent:	1

Motion approved.

7. AGENCY MONTHLY REPORT

Executive Director Black provided highlights from the Agency Report. She discussed the strategies that will be implemented at Housing Hilltop South to improve the leasing that is presently behind schedule. Strategies include rent concessions, increased advertising including banners, calling households on interest lists, and potentially providing referral incentives. Housing Hilltop North will be delivered by the end of September. THA will not begin leasing the North building until the South building is leased up.

Two of the three commercial tenants for Housing Hilltop South have been selected through a process that included community members and THA staff. A press release went out today. The future Commercial tenants are working with THA's AMRED department to get access to funds for tenant improvements (funds THA secured from grants and HUD). THA also signed an MOU with TUPAC for the space at the North building, that partnership is ongoing.

A ribbon at a Korean Women's Association (KWA) property called Tahoma Place is occurring this week and the building includes THA VASH vouchers. The property is 1-bedroom units for seniors. The property is located at 15th & Tacoma.

The Board will see a resolution and presentation about changes to THA's Waitlist this evening.

We continue to have some challenges with rent collection. The Client Support and Empowerment and Property Management departments are partnering on tenant outreach.

THA will be implementing a DEIB learning cohort for a group of THA staff to collectively engage in learning over the course of one year.

8. NEW BUSINESS

8.1 2024-09-25 (1), APPROVAL OF THA'S 2025 MTWS PLAN

Certifications of Compliance

Annual Moving to Work Plan Certifications of Compliance
U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan

Begins on next page.

CERTIFICATIONS OF COMPLIANCE

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF PUBLIC AND INDIAN HOUSING
Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work Plan

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chair or other authorized MTW PHA official if there is no Board of

Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (01/01/2025), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

(1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.

(2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.

(3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).

(4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d-1), the Fair Housing Act (42 USC 3601 et seq.), section 504 of the Rehabilitation Act of 1973 (29 USC 794), title II of the Americans with Disabilities Act of 1990 (42 USC 12131 et seq.), the Violence Against Women Act (34 USC 12291 et seq.), all regulations implementing these authorities; and other applicable Federal, State, and local fair housing and civil rights laws.

(5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.

(6) The Plan contains a signed certification by the appropriate State or local official (form HUD-50077-SL) that the Plan is consistent with the applicable Consolidated Plan, which includes any applicable fair housing goals or strategies, for the PHA's jurisdiction and a description of the way the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).

(7) The MTW PHA will affirmatively further fair housing in compliance with the Fair Housing Act, 24 CFR 5.150 et. seq, 24 CFR 903.7(o), and 24 CFR 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing requires meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with

civil rights and fair housing laws (24 CFR 5.151). The MTW PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

(8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975 and HUD's implementing regulations at 24 C.F.R. Part 146.

(9) In accordance with the Fair Housing Act and Act's prohibition on sex discrimination, which includes sexual orientation and gender identity, and 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not base a determination of eligibility for housing based on actual or perceived sexual orientation, gender identity, or marital status and will not otherwise discriminate because of sex (including sexual orientation and gender identity), will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing

(10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

(11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 75.

(12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

(13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment, 31 U.S.C. § 1352.

(14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

(15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

(16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain

documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.

(17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

(18) The MTW PHA will keep records in accordance with 2 CFR 200.334 and facilitate an effective audit to determine compliance with program requirements.

(19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

(20) The MTW PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 225 (Cost Principles for State, Local and Indian Tribal Governments) and 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), as applicable.

(21) The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of Housing Quality Standards, as defined in 24 CFR Part 982 or as approved by HUD, for any Housing Choice Voucher units under administration.

(22) The MTW PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.

(23) All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA and should be made available electronically, upon request.

MTW PHA NAME

MTW PHA NUMBER/PHA CODE

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

NAME OF AUTHORIZED OFFICIAL

TITLE

SIGNATURE

DATE

* *Must be signed by either the Chair or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chair or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.*

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0
Absent: 1

Motion approved: September 25, 2024

Derek Young, Chair

8.2 2024-09-235 (2), APPROVAL OF RECEIVABLE WRITE-OFFS

RESOLUTION 2024-09-25 (2)

(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 services to Public Housing and Housing Choice Voucher participants who discontinued housing assistance with debt owing to THA.

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

WHEREAS, each individual included in this tenant account write-off has been notified of their debt and given the opportunity to pay prior to this resolution.

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:

	Account #	Balance
Salishan Seven	t0026687	\$7,152.25
	t0026757	\$277.00
	t0026717	\$3,261.00
	t0026729	\$967.00
	t0026775	\$817.08
	t0026809	\$12.48*
		<u>\$12,486.81</u>
Total THA Write Off		<u>\$12.48</u>
Total THA to Collections		<u>\$12,474.33</u>

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0
Absent: 1

Motion approved: September 24, 2024

Derek Young, Chair

8.3 2024-09-25 (3), REVISION TO THA’S WAITLIST POLICY

RESOLUTION 2024-09-25 (3)

(Updating THA’s Waitlist Policies)

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

WHEREAS, the Administrative Plan relates to the administration of the Housing Choice Voucher Program and is required by HUD; and

WHEREAS, the Administrative Plan establishes 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, changes to the Administrative Plan must be approved by the THA Board of Commissioners; now, therefore, be it

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

Staff are authorized to adopt the following updates to the Administrative Plan to reflect the proposed policy changes.

Policy/Process Proposal	Applicable THA Policy Requiring Revision
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<p>Separate Waitlists</p>	<p>Chapter 4 “APPLICATIONS, WAITING LIST AND TENANT SELECTION”</p> <p>Clarify language throughout to ensure waitlist policies and procedures apply to both HCV and THA unit waitlists.</p> <p>4-II.B. “Organization of the Waiting List”</p> <p>Establish separate waitlists for vouchers and THA subsidized units, effective no sooner than November 1, 2024.</p>
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<p>Continuously Open</p>	<p>4-II.C. “Opening and Closing the Waiting List”</p> <p>Remove THA will select enough households to serve within 24 months.</p> <p>Add effective no sooner than November 1, 2024, THA’s waitlist will remain open until THA makes the decision to close it.</p>
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Frequent Purges or Application Expiration Date	<p>4-II.F. "Updating the Waiting List"</p> <p>Update language to specify if a pre-application is not updated and/or renewed within the THA-prescribed time frame (via client portal, email, or regular mail notification), the applicant may be removed from the list.</p>
Random Pulls	<p>4-III.C. "Selection Method"</p> <p>Update language to reflect all applicants will be placed on the waitlist (versus a lottery to place on waitlist) then randomly selected for an offer of assistance.</p>

Update Waitlist Preferences	<p>4-III.C. "Selection Method"</p> <p>Distinguish preferences by Priority 1 and Priority 2.</p> <p>Priority 1 represents groups served ahead of the waitlist:</p> <ul style="list-style-type: none"> - households impacted by federally declared disaster - families terminated due to funding - time-limited program participants - households exiting single-room occupancy supportive housing
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	<ul style="list-style-type: none">- unsuccessful voucher shoppers (ability to apply for a THA unit) <p>Priority 2 represents referrals received through the Continuum of Care from community partners who have entered into an MOU with THA. These households are served in tandem with households on the waitlist. At no time will THA accept more referrals than the number of households pulled from the waitlist.</p>
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Approved: September 25, 2024

Derek Young, Chair

Appendix A: Current Waitlist Practices and Challenges

THA's Current Waitlist Policies & Procedures

The following sections outline THA's current practices and policies regarding the waitlist.

The Waitlist Opening

Currently, THA only opens the waitlist when there are enough openings to ensure a new batch of applicants can be served within two years. As a result, every couple of years, for about two weeks, THA accepts applications to be added to our waitlist. The current waitlist is for any type of assistance: a voucher to rent on the private market or a unit at a THA property. We offer families the first available form of assistance.

There are times when we only accept waitlist applications for households that are a certain size. For instance, in 2021, we opened our waitlist to applicants whose households were composed of nine or 10 people. Waitlist applicants were limited to these households because we could anticipate enough openings in our larger units to ensure these households would be served within two years. In contrast, there are so many one- and two-person households currently waiting for assistance that THA has only opened the waitlist to accommodate these smaller households in 2015 and again in 2023.

The Lottery

Once the application window closes, we randomize the applications and select a pre-determined number of households to be added to the existing waitlist. In addition to being randomly selected to be added to the waitlist, households are also randomly assigned a number indicating their place on the current waitlist. In 2023, approximately 15,000 households applied to be added to the waitlist. To ensure everyone could be served within two years, THA could only place 1,825 households on the waitlist.

The Wait

Households who are selected are told they can expect to receive an offer of housing or a subsidy to rent on the private market within 18-24 months, sometimes longer. Waitlist applicants are required to update us if there is a change in their household composition or contact information.

Purging the Waitlist

People may find housing, leave the area, or no longer need THA assistance before they reach the top of the waitlist. As a result, we conduct waitlist purges so that the waitlist is up to date. A waitlist purge allows us to remove people who no longer need/want assistance.

Waitlist purges typically occur once a year or every other year. If a household does not respond when we conduct a waitlist purge, they will be removed and can reapply the next time we open the waitlist. If a household does not respond, they may petition to be re-instated through a reasonable accommodation request (for households with a disability) or by filing a written request within six months of being removed.

Offer of Assistance

THA maintains a consolidated waitlist. That means people seeking access to THA-owned properties and those who prefer a voucher to rent on the private market are served through the same waitlist. Households may turn down an initial offer of assistance once for a good cause (such as being in a lease). That is, a household may be offered a unit at a THA property but may pass on it to receive a voucher so that they can live closer to their child's school or their work.

Once a household is pulled from the waitlist, they are required to complete the full application packet. Households have 10 business days to return their application packet and additional documentation.

Waitlist Preferences

THA maintains certain waitlist preferences, allowing households to be served ahead of others on the waitlist. Preferences are set to meet local needs and funding requirements. For instance, if THA has a unit required to go to a homeless household, then we work to find an eligible family being served through Coordinated Entry (Pierce County's central access point for people experiencing homelessness). THA's current waitlist preferences include:

- Families impacted by a federally declared disaster.
- Families whose assistance was terminated (at no fault of their own) due to lack of funding.
- THA residents on the transfer list who need to move in the event of an emergency, to address disability-related needs, or those who are under- or over-housed.
- Homeless families served by Pierce County's Homeless System.
- Households exiting permanent supportive housing.
- Households who wish to get a voucher to move out of a THA property.

Limitations Posed by THA's Current Waitlist Approach

THA's waitlist policies were designed to house more people faster and limit the amount of time that people must sit on the waitlist. However, there are still ways in which our current approach could be improved to better serve the community and improve a family's likelihood of being housed in a timely manner once they are pulled from the waitlist. The following briefly summarizes a few major limitations that result from THA's current approach to waitlist management.

Outdated Reflection of Need

THA's waitlist is not reflective of the current housing need in our community. The current waitlist approach only serves families who need and seek out THA's assistance during the two-week period that the waitlist is open every couple of years. Even then, roughly 90% of the households that apply are not selected to be added to the waitlist. Over the two years that the waitlist remains closed, we have had no way of knowing how many more people need THA's assistance and how many who originally applied no longer need or want housing through THA.

False Sense of Available Resources

The last two times the THA waitlist was open to ALL household sizes was 2015 and again in 2023. Yet, THA is presented and listed as a housing resource. We are often the first resource people think of when facing housing challenges. Unfortunately, very few people have a chance to apply to the waitlist. Instead, many people who are referred to THA for assistance are met with the message that our waitlist is not open and will not be open for months, or possibly years.

Lack of Response

When a family is pulled from the waitlist, they must complete the full HUD (Housing and Urban Development) application and submit copies of IDs, birth certificates, social security cards, and documentation pertaining to their income within 10 business days. Recent data has shown that only *half* of the people pulled from the waitlist respond when they are notified and sent the full application packet. The lack of response may be that people no longer need assistance or they are unable to respond and submit the required documentation by the due date and instead opt not to return the packet. Regardless of the reason, this current approach has room for improvement.

Long Processing Time

When packets are returned, they often contain errors or are missing information. Staff work with clients to track down missing documents. On average it takes 76 days from when an initial packet is received until a voucher is issued. For THA units, that average is 126 days (units require

an additional set of paperwork to be completed after the HUD application). This is a significant problem because many forms expire after 120 and need to be re-submitted to remain current. Additionally, THA is penalized when units sit vacant for too long. It is important that the way we operate our waitlist and process files ensure families are housed in a timely manner and units do not sit empty for longer than 30 days.

Lack of Choice

Putting everyone on the same waitlist does not allow families to identify what type of assistance is most appropriate for their circumstances and needs. During our last wait list opening in April 2023, 49% of applicants stated they would prefer a voucher over a unit at a THA property, 47% stated no preference, and 4% stated a preference for a unit at a THA property. When a family is pulled from the waitlist, they are given the first available type of assistance. As a result, given the current preference for a voucher, we are finding that households offered a unit are less likely to respond to the offer of assistance or they turn down a unit once it's been assigned to them. THA's current waitlist policy does not allow us to offer units only to those who expressed a preference for one. Changing our policy will help give families more say over whether they are given a voucher or unit. Hopefully, this will also improve the response rate.

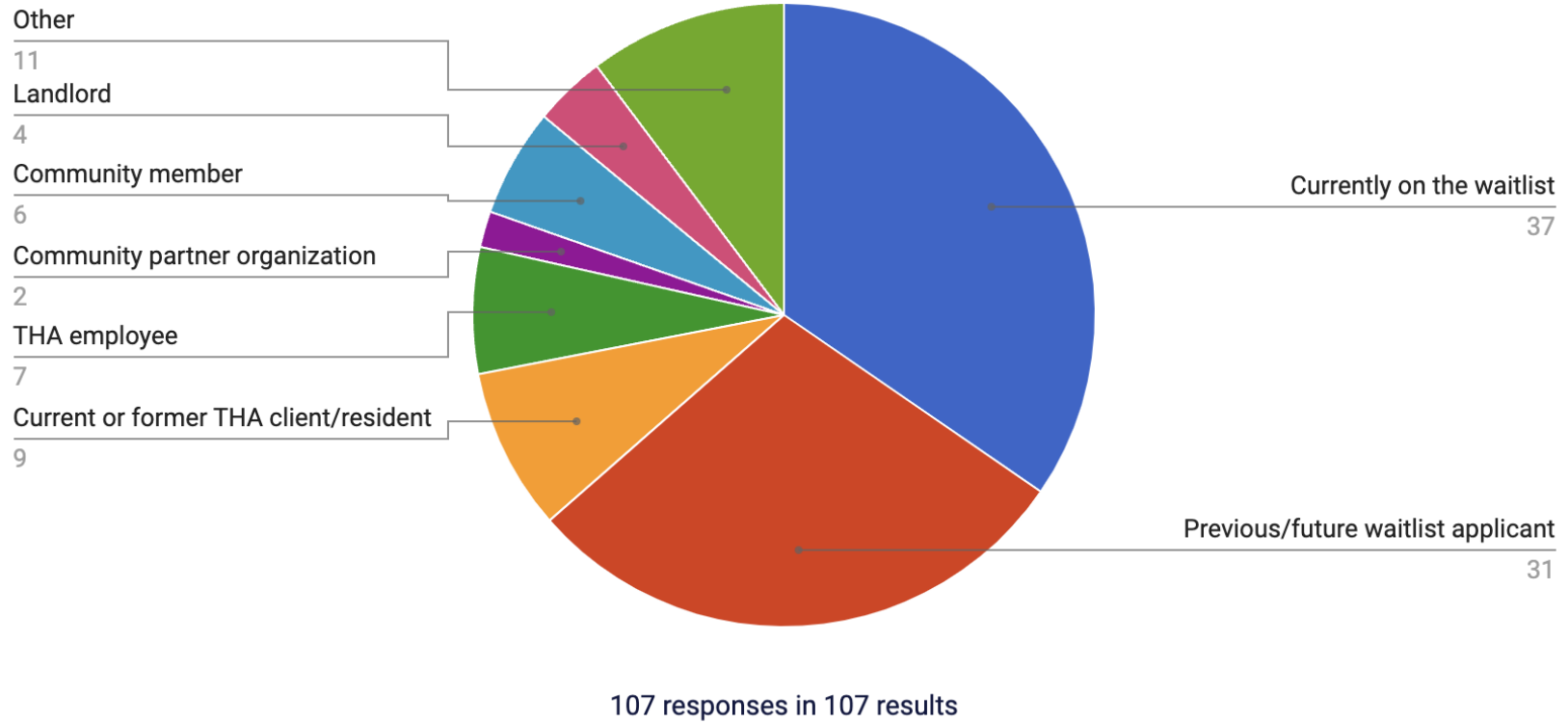
Confusing Waitlist Preferences

In some cases, THA's waitlist preferences do not align with actual housing needs and requests. For instance, THA allows households in one of our subsidized units to exercise Choice Mobility. That is, after one year of residency in a THA unit, the resident can request a voucher to rent on the private market. Currently, THA policy states for every five vouchers that become available we will issue four to households on the Choice Mobility list and one to a household on the waitlist. THA does not have enough people requesting Choice Mobility to justify such a large portion of our vouchers going to this group as opposed to the waitlist.

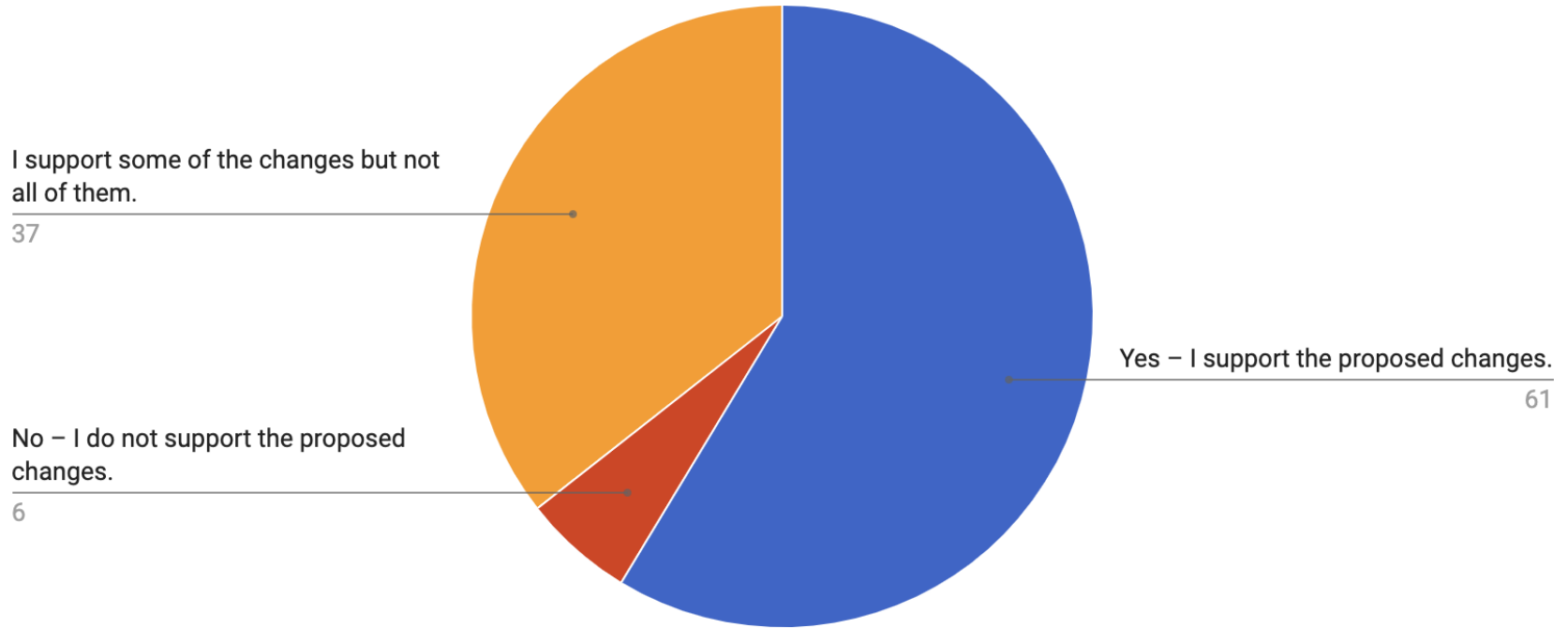
A waitlist preference means the household meeting that preference is served *before* households on the waitlist. THA has preferences to serve homeless families working with outside agencies, but we do not have a cap on the number of referrals. The current THA policy does not identify what mechanisms are in place to ensure families on the waitlist continue to be served while also allowing THA to maintain waitlist preferences. This can cause confusion for staff who are managing the waitlist and trying to ensure they are compliant with policies that do not always accurately reflect the demands for housing that we are trying to address.

Appendix B: Public Comment Summary

What is your relationship to Tacoma Housing Authority?

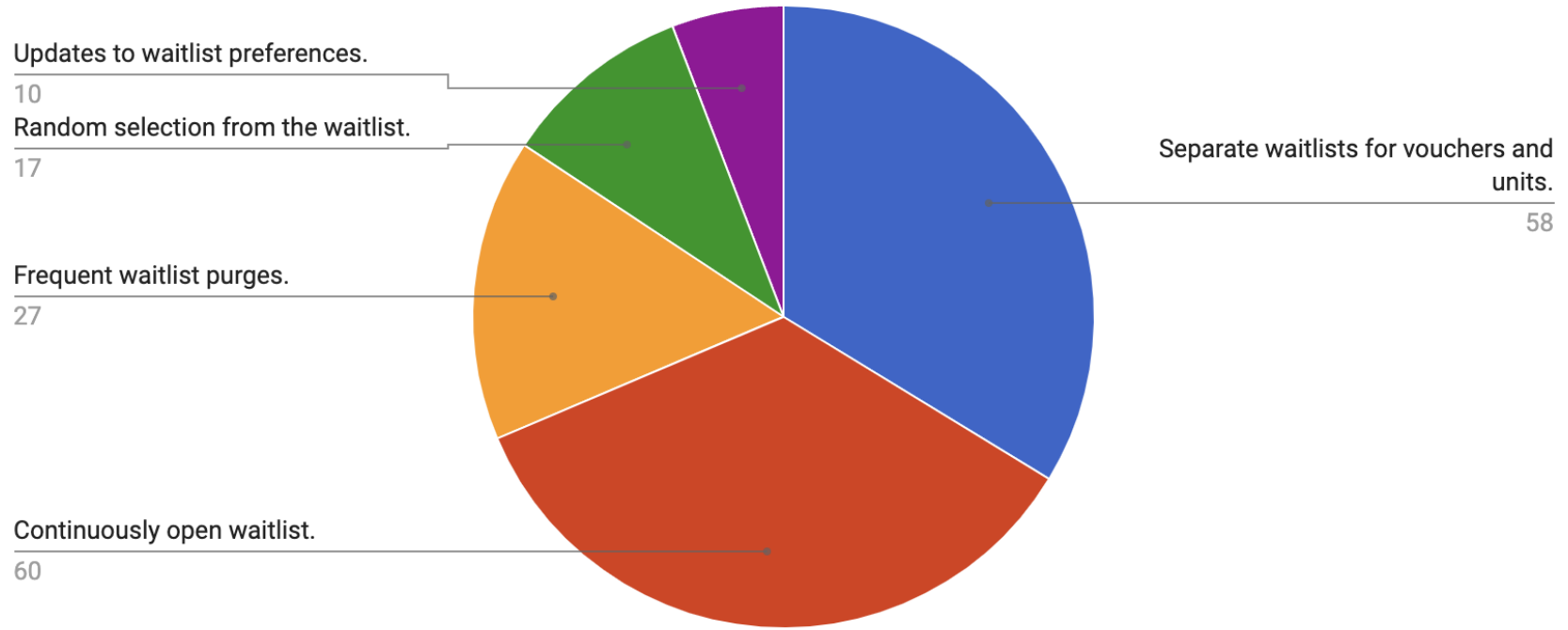


Do you support the proposed changes?



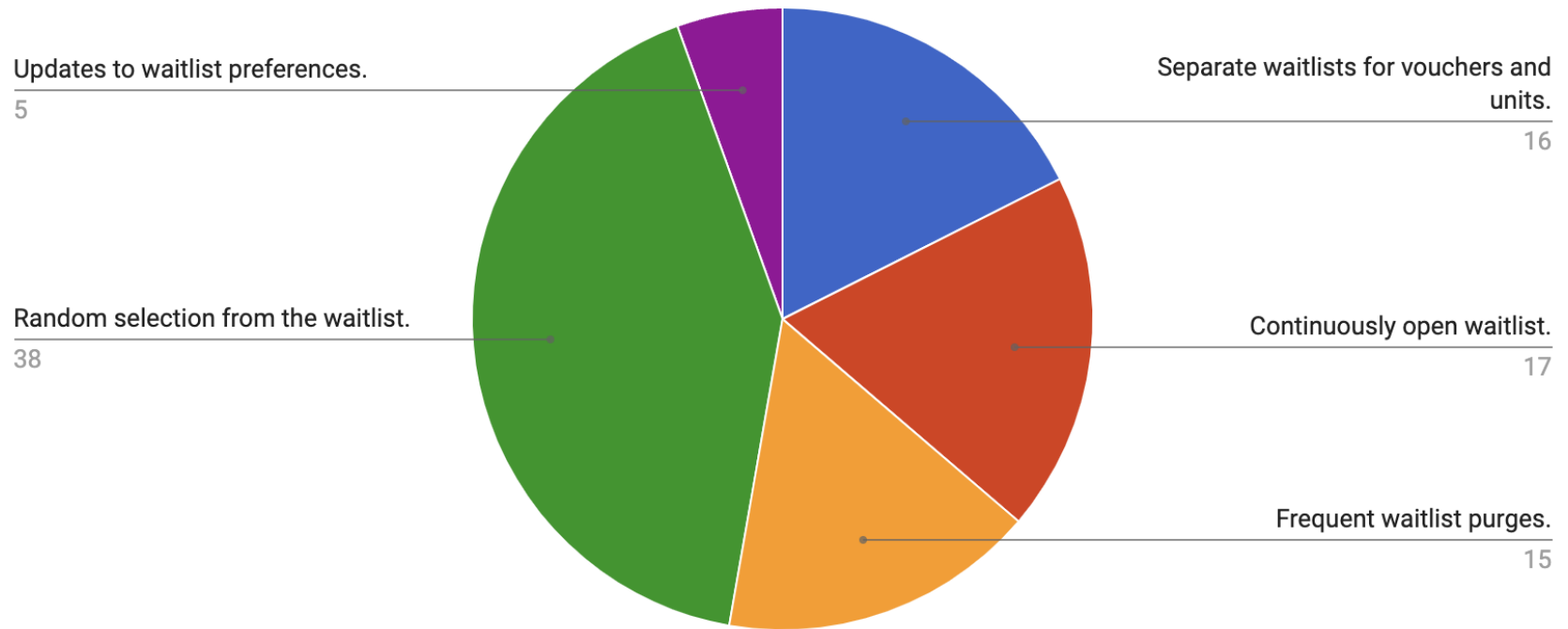
104 responses in 107 results

Of the proposed changes, what change are you most in support of:



172 responses in 107 results

Of the proposed changes, what change are you most concerned about or do not support:



91 responses in 107 results

What is your relationship to Tacoma Housing Authority?	If these changes are approved, what concerns do you want staff to address or mitigate as we prepare to implement the changes?
Community member	<p>I am concerned that people who have needed a voucher for years will be bypassed over people who were randomly selected shortly after applying for a voucher. I know it would be a VERY long waitlist if first come, first served, but I feel like everyone deserves a solid opportunity for the help they need if they are willing to wait long enough. I literally have friends who ended up homeless in Tacoma that had to relocate to other states to get a housing voucher. Multiple friends, not just one.</p> <p>Also, I think there should be a priority preference for people with a disabled person in their household (with some sort of documentation, of course). If an adult is disabled, they likely have a significantly reduced income compared to wage earners. Or if there is a significantly disabled child in the home (receiving SSI or a DDA client), that may very well affect whether or not a parent has to stay home to care for their child full-time because 99% of daycares will not provide care for a child with a significant disability.</p> <p>Thank you!</p>
Community member	<p>My main concern is folks who don't have phones or access to the internet being able to stay current with regular check-ins for the waitlist. There's also those who lose phones or are transient. Is there a way to add a case worker community org as an alternative contact?</p>
Community member	<p>So does this only apply to people that live in Tacoma? I have an apartment in south hill and I just got the papers and I'm getting ready to go to court and was wondering if u help people who already have apartment that are not on any assistance help them get on assistance</p>
Community member	<p>This seems to be a very ambitious undertaking that levels the odds of receiving assistance. As presented it sounds like a positive change for the community.</p>
Community partner organization	<p>Check-in requirements. Don't make being poor a fulltime job.</p>

What is your relationship to Tacoma Housing Authority?	If these changes are approved, what concerns do you want staff to address or mitigate as we prepare to implement the changes?
Community partner organization	I don't love the random selection from the waitlist. I don't think it's fair for some people to have waited for years for funding to not have priority over people who recently got on the waitlist.
Current or former THA client/resident	I have no concerns at the moment
Current or former THA client/resident	I've been on the wait-list since 2018, I didn't know I was removed if I wasn't selected , 4 years ago I had 6 months to find a unit for housing choice I've been homeless since 2015 ! I GAVE UP HOPE
Current or former THA client/resident	<p>My experience has looked like this:</p> <ol style="list-style-type: none"> 1. Eligible for Pierce County rental assistance. Waited and that never came through. 2. Because I owed 2 months rent, landlord neglected major repairs on property, then health department posted notice to leave because living conditions were unsafe 3. Because I could no longer live there per health department, the Multicultural Center who I was assigned to said I was no longer eligible for the rental assistance program. 4. After my work shift I had no place to sleep so I took a trash bag from work, cut the ends off and slept on the ground in a place I wouldn't be seen. <p>I did this for months. The waitlists are closed last time I checked.</p>
Current or former THA client/resident	Recommend updating income limits as it is hard for people to afford a place now
Currently on the waitlist	even though I have been on the waitlist since 2016, I'd like the opportunity to qualify to rent a property even with a low credit score and below poverty median. Finding someone to rent to me is so difficult and I wish I could just apply for a unit.
Currently on the waitlist	I am desperately hoping to get an apartment from the waiting list. I hope we can move soon.

Currently on the waitlist	I have been on the waitlist since 2014?? I would definitely be ill
Currently on the waitlist	I think the people who have a voucher should be able to move if needed because the voucher gives the person to move anytime when needed if there in a complicated situation there should be a way you can override the voucher and give them one so that they can easily move without complicating things
Currently on the waitlist	I would like for my application to proceed as swiftly as possible. Thanks.
Currently on the waitlist	I would like for the section 8 voucher holders to be able to find a place to live without looking and searching for places its not very easy to look for apartments while on section 8 because most landlords do not accept section 8
Currently on the waitlist	I would like to see the housing authority to answer the phone often and take messages from people . Also I would like to see shorter waiting lists then usual

Currently on the waitlist	I'll hope these changes are approved.
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<p>Currently on the waitlist</p>	<p>If someone is on the wait list they should not have to re sign up. I'm 55 years old a Washingtonian and a citizen of the United States. So why am I still living in my car? Two years going on three!!! I am ashamed to be from this greedy fluid state and until we take care of our own back yard how can we be spending on anything else. We are human beans and this right here will destroy the entire world. I'm not asking for you making these decisions for a miracle...it's the humanity and Washington state better start dealing with this issue cause it can be better. It must be better and who's checking all these non profits? Books?? Funds??? Where are all these funds going. Not to us the homeless or I'd be housed. Stop playing with lives and start with your own community's! You are causing my health to crumble and your actions are directly the reason I'm in constant pain depression and becoming ill . I'm not going to sugar cote for the government and States course of blame on this issue with homelessness. Each day you make it larger. If people keep doing something and nothing good changes than your all insane and should be fired! I m looking for a job and believe you me I would do some real work. Stop funding what don't work and stop making these buildings for all the low income. Make houses duplexes and spread us out.!! Like shall shan. I want to breath not be in a closed up building. I need a yard to work in . All these programs are designed to keep us comfortable not bring us out of poverty. I want help out of your so called generosity so I can take care of me and mines. Now what?? Can I get a job...a job that can afford this state that I'm native too.??? Thank you</p>
<p>Currently on the waitlist</p>	<p>Just to sselect more people wjo are in need alot fastwr</p>
<p>Currently on the waitlist</p>	<p>I have been on the wait list do no where lam need all the help i can det</p>
<p>Currently on the waitlist</p>	<p>make sure people get notified to these changes when they go in effect like multiple attempts to the waitlisters</p>
<p>Currently on the waitlist</p>	<p>My concern is frequently opening the waitlist myself and my children have been on the wait list since 2018, would family's just applying get seniority over those who have waited over five years?</p>
<p>Currently on the waitlist</p>	<p>Please hurry! We would be able to stay at our current addresses if we had vouchers to help us with our current rent. This would free up your waitlist and save us the distress and costs of moving, especially when the housing isn't even available.</p>

Currently on the waitlist	Staff should keep in contact with applicants for updates on changes
Currently on the waitlist	The time you're given to get in the documents they require like myself I've waited 3 years to be called and my father and myself are living together he has cancer and I'm working to make sure I am able to stay fed and sheltered because I've been homeless for 5 years. My father or myself weren't able to fill out the pdf paperwork correctly from what she told me and were put back in the waiting list because she says we didn't do it in time. We stay in Seattle and I have no transportation nor am I able to bring my sick father in to do the paperwork so now we're struggling.

Currently on the waitlist	The wait-list for housing should be made easy for person that needs it
Currently on the waitlist	There is a need for help with grandparents raising grand children due to death prison or abuse and neglect drugs mainly...it's hard as a grandparents on a fixed income to take care of a grand child correctly with not much money and most of us are retired and have 1 bed room apartments now in a big need for 2 bed room but can not afford it...
Currently on the waitlist	There shouldn't be a waiting list for senior citizens that pay the taxpayers money. People been on waiting list over 10 years and still waiting. Those changes need to be dealt with.
Landlord	I have a concern for the frequent purges and that those effected may not be able to navigate a timely response to notifications due to various crisis in which the live under.
Landlord	It is not that I am concerned but I am interested in learning more about the reasons and benefits of this method.
Landlord	Random selection is unfair to applicants who have been on the waitlist for a long period, and to those who have been waiting to join the waitlist for a long period.

Other	Helping families that want to be added to wait-list that show documentation of being homeless such as staying at motels there really families that are using there own money from welfare to stay in motels and no family help noone
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Other	<p>Hi - I'm a Pierce County resident and regular volunteer for your non-profit partner organizations that serve people experiencing homelessness. I admire the courage you showed in your Jan 12 letter to the Pierce County Homeless Coalition, admitting you only open the housing list every two years could not have been easy.</p> <p>I support the continuously open list, but by your admission there is not even close to enough housing available, so more needs to be done.</p> <p>While I'm not sure how the THA housing list relates to the Coordinated Entry program, I think Tacoma needs to work with Pierce County and the non-profit partners to develop a single page white paper on the short and long term housing crisis in Pierce County. Then you and your partners need to use that white paper to lobby our elected officials and the general public to build more affordable housing.</p> <p>Don't bury the headline, which to me is something like "Someone experiencing homelessness for just two days is at severe risk for addiction, trafficking, violence, or death by exposure. Our current wait time for housing is over two YEARS."</p>
Other	<p>I've been homeless since 11/22 and have no idea what is going on, no one has updated me on housing and I am disabled and my mother who is in her 70's was homeless with me and she had to leave to live her sister in California</p>

Other	<p>Stop helping so many who have 15 kids! Why not start helping our aging communities! My aunt was on wait list for 5 years who makes just over 700\$ a month on disability! She can't work! Never has worked! Was denied housing because you help "families" ! Why does someone need to be homeless to get help! She needs a small 55 or older community.. she don't do well with places with kids.. make people go to work! Get a job! If they can make babies they can work!</p>
Previous/future waitlist applicant	<p>A 60 year old single man who is on SSI (limited income) needs assistance with permanent housing. Would this proposed changes give him a favorable outcome? Thank you</p>

Previous/future waitlist applicant	Back in April when the wait-list opened, I had applied whiley kids and I were in a home but a few days later we ended up homeless and in a family shelter and we weren't selected. I think if there were emergency vouchers for situations like this, I think it would helpful and less stressful on families. I know it's tricky with funding being limited but I think it would help a lot. Thank you for letting us share our thoughts.
Previous/future waitlist applicant	Continuous open waitlist Frequent purging
Previous/future waitlist applicant	I am a senior low income we are the new coming homeless. Being priced out high rent.soon my rent will be with yearly increases more than I get on social security. Do more for seniors that are on or want need to be on the waiting list I didn't get to be on the waiting list.last year due to many had a exceeded the limit to apply.
Previous/future waitlist applicant	I am not in favor of the random selection from the waitlist. This basically comes down to luck. With all things equal it means someone could be pulled after a short wait, while others could be passed time and time again. People should be able to move up the list given that have stayed active. It is frustrating that given two households with same needs and in theory one could spend a month on the list while the other could spend years.
Previous/future waitlist applicant	I do not think an open waitlist is the right answer. I believe that this would just create more of a delay and people actually getting the housing that they need. I do believe something needs to be done to make sure that people are still qualified, and willing to participate in the program. I've gotten on the waitlist once and I'm currently waiting to get on again the first time that I was on the waitlist by the time I became eligible I wasn't meeting the financial criteria and now that I really need help I have nowhere to turn to you

<p>Previous/future waitlist applicant</p>	<p>I don't really have a concern with any of the possible changes. I do worry that the unhoused sometimes have trouble with keeping their contact information updated or can be difficult to reach and I would want that to be considered before removing anyone from the list. And if I use my own example of a previous homeless person who became disabled and unable to work but now has housing but still looks to something that might be better suited for myself because of the longevity and stability of the housing authority I wonder about my own needs. We live in such a competitive housing market and I worry about my landlord selling the property to someone not interested in low income housing and would want to be considered for housing with the housing authority even though my current needs are met but not if it meant someone had to sleep outside at night. It is such a complex issue and I pray for everyone working on it.</p>
<p>Previous/future waitlist applicant</p>	<p>I feel we should still be ranked because it's not fair to have someone on the wait-list two years and someone comes along one day and signs up and gets housing assistance before the person that has been waiting for their opportunity to get help. I like the separation of public housing and housing choice vouchers. In my opinion they should have been separate years ago. I'm pleased with list remaining open. I also support purging the list because too many people don't keep their information up to date or they secure housing, don't inform you, and they're taking up precious space on the list and wasting your time. It appears the wait-list preferencing will be more fair. I'm hoping single people will be treated equally to families. We all need help and we're all scared about tomorrow with these insane rental prices.</p>
<p>Previous/future waitlist applicant</p>	<p>I have been trying to get housing for 6 years an I still haven't been selected it's a very stressful an sometimes Im like should I even apply cause I probably won't get picked so I think it will help out</p>
<p>Previous/future waitlist applicant</p>	<p>I think the biggest issue has been, people who REALLY NEED on the waitlist cant get on, due to the lottery and random selection. I understand there is ALOT of people who need the help but I'm sorry there MUST be some priority list for people who are in more of a desperate need, for example i myself was homeless and no family to help with my child and i was a single parent. There was no other help or resources so even though this isn't intended to serve as a emergency housing, this is often mostly the only option for most. So i wasn't able to get on this list long ago cuz of the lottery.</p>

Previous/future waitlist applicant	I was on the list they said I got kicked off because I didn't respond to some mail, THAT I NEVER Received! So I'm on a list to be put on the list I never got they said they sent! Now I have to wait I was on the list and my name should of been called I was on the list 8 years that so not fare
Previous/future waitlist applicant	I would rather the THA pull applications in the order of the date applicants applied. To me, that's more fair than a random pull. Random pulls could skip over those who's been waiting longer than other applicants. For example, if someone's only been on the waiting list for 2 months gets approved before a person that's been waiting over a year is unfair to me. Random selections are still "lottery" draws in my opinion.
Previous/future waitlist applicant	<p>STOP PUTTING RACE ON APPLICATIONS</p> <p>DISABLED PEOPLE SINGLE NEED HELP TO SENIOR</p> <p>IVE APPLIED NUMOURSE TIME NEVER GOT DRAW FOR IT</p> <p>BRENDA LOOMIS I WORKED MY WHOLE LAST 5 YRS NEEDING HELP NEER HAVE BEEN LETTING HOMELESS IN THE APARTMENTS DANGEROUS FOR INNOCENT LIVE ON HILLTOP SCARED DAILY CAR DAMAGED SHOOTINGS AREA BAD NEED SAFETY STOP ONLY HELP FAMILY AND HOMELESS LOTTERY IS THE WAY</p>
Previous/future waitlist applicant	Thank you for let me know this information. I want to be on the wait-list. But I don't know how to put my name on the list. Hopely let me know. Thank you very much!
Previous/future waitlist applicant	The thought of a lottery is not good in my opinion because I have been on the PSHA waitlist for almost 9 yrs and need help so badly because i am 66 yrs old and still have to work for a living. My income does not meet the requirements and I have to work 2 jobs to survive. I need some relief and help. Soon I cannot work and then I am homeless. After working all my life.

Previous/future waitlist applicant	There ought to be an uqger limit, such that, despite not being selected from the continuously open wait-list, an applicant should be selected or prioritized or favored for having applied for such an extended amount of time...(a maximum waiting period).
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Previous/future waitlist applicant	They all sound like good ideas. It would be nice if you didn't just address families in your announcements. It gives individuals the idea that they don't matter and none of this is for them.---that--go individuals are out of luck--go live in your car, if you have one.
Previous/future waitlist applicant	Well for one, how about port ins? I had lost my section 8 when I moved to Washington on Oct. 2020 because of COVID related situations. I used up all my extensions including the additional extensions I was given due to no one (ie managers, landlords) not being able to answer so I could schedule an appointment because they do not accept walk ins. I am currently just bouncing around friends and family, and if not that, sleeping in a vehicle that doesn't work that my aunt had given me to use with my now 3 month old baby. It's been stressful especially with a newborn who was admitted even for rsv. And when released just back to the car. So, with that said, where does this type of situation fall on and how can we be helped especially because it isn't our fault that we lost out on something we didn't neglect as far as porting in but wasn't successful because we weren't able to get a hold of people to actually get the answers we inquire or be helped to know if we are able to live there because there are vacancies and they do accept subsidies such as section 8?
THA employee	<p>1.) I think the frequent waitlist purges are necessary but we should be aware of the harm this could have on those who are unhoused. Unhoused individuals often don't have access to a phone or a reliable phone and it can be harmful to require this population to frequently notify THA that they'd like to stay on the waitlist.</p> <p>2.) One concern I have with a random selection from the waitlist is that it is based on equality, not equity. While I do think that everyone should get a chance to receive subsidized housing, I think it's important for THA to strive for equity and look at still housing households based on priority. There are a lot of different housing situations. Those living on the streets, in vehicles, with family/friends. etc. and not all of those living situations are equally detrimental to a families wellbeing.</p>
THA employee	<p>I LOVE these changes including 'Updates to waitlist preferences' but form would only allow 3 choices. That being said I am asking clarification for "Random":</p> <p>I can't support what I don't understand. How is "Random" defined? I read through the summary and a little further down. I don't see where it is explained how Random will be defined, other than being able to pull Households who could fit certain programs, or funding requirements, which was mentioned elsewhere. Is that how you mean it?</p> <p>If the explanation was in the sentences themselves, I wasn't getting it.</p>

	Michele C. from RA
THA employee	Random selection from waitlist is not fair approach, unless everyone has applied at the same time. It disadvantages folks who have been waiting for a long time already. The other updates, especially continuously open waitlist and frequently waitlist purges, will help keep to the more current or interested applicants to the top. - All in my opinion.

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0
Absent: 1

Motion approved: September 25, 2024

Derek Young, Chair

8.4 2024-09-25 (4), INTERLOCAL COOPERATION AGREEMENT WITH PIERCE COUNTY HOUSING AUTHORITY

RESOLUTION 2024-09-25 (4)

(Interlocal Cooperation Agreement with Pierce County Housing Authority)

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

Whereas, state law allows governmental agencies to execute Interlocal Cooperation Agreements (ICAs) to allow for ways to better serve their communities; and

Whereas, the Tacoma Housing Authority (THA) and the Pierce County Housing Authority (PCHA) have used ICAs to good advantage to allow discrete uses of voucher assistance in each other's jurisdiction and to share functions when it is efficient to do so; and

Whereas, THA and PCHA customers will benefit from the removal of jurisdictional boundaries; now, therefore, be it

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

The Executive Director is authorized to execute an Interlocal Cooperation Agreement with the Pierce County Housing Authority in substantially the form set forth in the attached draft.

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

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	0
Abstain:	0
Absent:	1

Motion approved: September 25, 2024

Derek Young, Chair

9. COMMENTS FROM COMMISSIONERS

Commissioner Hodge commented on Executive Director Black's appearance on TV Tacoma, and thanked ED Black for making THA look good. Commissioner Hodge also gave praise to staff especially finance for the clean audit.

Commissioner Rumbaugh mentioned that Tacoma Public Utilities (TPU) is soliciting ideas about the Cushman station site. He hopes affordable housing may be considered there. Commissioner Rumbaugh suggested that THA should be involved in learning more about the site. ED Black responded that THA has been engaged in some conversations.

Commissioner Smith thanked staff for their hard work.

10. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:31 pm.

APPROVED AS CORRECT

Adopted: September 25, 2024

Derek Young, Chair



**Tacoma
Housing
Authority**

Real Estate Development Committee

Vice Chair Stanley Rumbaugh
Commissioner Minh-Anh Hodge

Finance Committee

Chair Derek Young
Commissioner Michael Purter

Community Partnerships and Advocacy Committee

Commissioner Michael Purter
Commissioner Shennetta Smith

Education, Housing, Services and Partnerships Committee

Chair Derek Young
Commissioner Minh-Anh Hodge

Diversity, Equity and Inclusion Committee

Commissioner Minh-Anh Hodge
Commissioner Shennetta Smith



TACOMA HOUSING AUTHORITY

FINANCE REPORT



MOTION

Date: October 23, 2024

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$7,543,552 for the month of September 2024.

Approved: October 23, 2024

Derek Young, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of September 2024

	Check Numbers						Totals			
	From	To	From	To	From	To				
					Amount					
	A/P Checking		SAL 7 Checking		THDG Checking					
Checks	97,424	-	97,454	-	1,015	-	1,019	10,277	-	10,287
Wire/EFT	43	-	51	-	-	-	-	-	-	-
ACHs	3,306	-	3,432	-	131	-	140	-	-	-
Business Support Center							767,367			
Moving To Work Support Center							74,044			
Moving To Work Buildings (used by Support Center)							14,726			Program Support
Tax Credit Program Support Center							27,533			
Support Center Allocation							20,927			
Section 8 Programs							70,747			Section 8 Operations
Arlington Crisis Residential Center							858			
James Center							4,668			Property Operations
Salishan 7							22,763			
Education Program - THDG							1,792			
THDG - General							3,400			THDG
James Center							11,281			
Hillsdale Heights							475			Development
Bus Development Activity							36			
CS General Business Activities							7,269			
Department of Commerce Funding for Crisis Residential Center							202,924			
Community Services MTW Fund							4,004			Client Support
COT-Community Wellness Program							22,818			
AMP 6 - Scattered Sites							17			
AMP 9 - HT 1500 - Subsidy							2,639			Public Housing
THA SUBTOTAL							1,260,286			
Hillside Terrace 2 & 1500							393			
Bay Terrace I & II & Community Facility							3,269			
Housing Hilltop LLLP							24,336			
Arlington Youth Campus							3,233			Tax Credit Projects - Reimbursable
Court F (The Rise)							882			
Renew Tacoma Housing							10,664			
Salishan 1 - Salishan 6							18,636			
Tax Credit Property Allocations							11,518			
TAX CREDIT SUBTOTAL (Operations & Development - billable)							72,932			1,333,218
Section 8 Checking Account (HAP Payments)										
SRO/HCV/WASH/FUP/NED/EHV/MSV	Check #'s	488,814	-	488,967			204,624			
	ACHs	46,810	-	47,742			4,725,012			\$ 4,929,636
Payroll & Payroll Fees - ADP	EFT	9	-	10						\$ 1,280,698
TOTAL DISBURSEMENTS										\$ 7,543,552



TACOMA HOUSING AUTHORITY



Date: October 23, 2024

To: THA Board of Commissioners

From: Richard Deitz
Director of Finance

Re: Finance Department Board Report

1. FINANCIAL STATEMENT

I present the September 2024 disbursement reports for your approval.

The Finance Department is submitting the financial statement for the period ending June 30, 2024. This is the mid-year report, reflecting the agency's performance for the first half of the year.

As illustrated in the financial statement, the agency continues to do well and will end the year in a solid financial position. We are projecting a surplus at year-end of \$1,426,948, which can be seen on *Line 50 – Surplus/(Deficit) before Capital Expenditures* of the financials. Once capital expenditures are taken into account, as displayed on *Line 55 – THA Surplus/(Deficit)*, the projected year-end surplus is reduced to \$1,078,976. I want to draw your attention to a few areas that deserve additional discussion. These areas are addressed below.

Notable Line Items

- *Line 1, HAP reimbursements* – We are currently running ahead of budget due to the additional MTW funding received in June, resulting in THA having a significant amount of MTW cash on hand. By the end of the year, our funding will be more in line with our actual MTW spending, which is currently running slightly above what was budgeted.
- *Line 2 – Section 8 Admin fee earned* – HUD's administrative fee rate and proration are higher than anticipated, resulting in higher-than-expected administrative fee income. We also received additional administrative fees related to 2023 in February and July. The July amount was \$605,182, which is why we predict that we will be even further over budget by yearend. *Line 6 – Other Government Grants* – The majority of *Other Government Grants* is related to the Department of Commerce grant for the Arlington Campus. The overage is primarily the result of timing differences in when the costs are incurred. This grant follows the State reporting cycle, which uses a June 30th year-end. We anticipate this category will be more in line with the budget by the end of the year.
- *Line 8 – Tenant Revenue – Other* – Each of the properties has higher than anticipated Tenant Revenue – Other. The largest of these variances is related to move-out charges at Salishan 7.
- *Line 10 – Other Revenue* – This line item comprises several revenue sources, including non-governmental grant revenue. We typically recognize revenue for these grants after we have incurred the related expenses; however, when specific requirements are met, we recognize the revenue when the funds are received. This was the case for a large private grant, which has led to revenue above what was budgeted and would be anticipated based on Agency spending.
- *Line 12 – T/C Waterfall Payments* – The properties have effectively controlled their expenses; however, the tenant revenue is below projections, resulting in a lower-than-

anticipated operating income. Collections continue to be a challenge, further reducing the properties' ability to provide cash flow to THA. The cash flow is anticipated to increase with the rent increases that went into effect on September 1st.

- *Line 13 – Investment Income* – Interest income is higher than budgeted due to higher than anticipated interest rates.
- *Lines 15 – 25 – Administrative Expense* – Every line except Legal under Administrative Expense was under budget as of the end of June. The most significant dollar variance relates to salaries and benefits. We anticipate this variance to decrease significantly by the end of the year for two reasons. The first is that we budgeted for special recognition awards (SRA), but the program was not in use for the first half of the year. The second is that THA provided staff with an across-the-board increase of 3% in July, which was not included in the 2024 budget. There is also a notable variance in internal management fees, which are interdepartmental fees that do not impact the Agency's financial health. The Yardi conversion is running under budget which is the primary factor leading to savings in *Office Expense*. THA also did not use contract services as much as planned in the first half of the year, leading to *Other administrative* expenses being below the budgeted amount.
- *Lines 26 – 29 – Tenant Service* – In total, the Tenant Service area is almost right on budget. The *Tenant Service – Other* area is over budget as a result of a timing issue that will resolve itself before the year's end. This overage is offset by salary savings resulting from vacancies and the SRA program not being in use for the first half of the year.
- *Lines 31 – 35 – Ordinary Maintenance and Operations* – This category is over 10% over budget due to staffing costs being over budget. Salishan 7 and all of the third-party managed properties are over budget in maintenance staffing costs. As is expected with increased maintenance staff costs, there is also an overage in materials. Savings in the *Contract Maintenance* line offset some of these overages. Maintenance staffing costs also appear higher because an employee who was budgeted and previously charged to *Administrative Salaries* is now being reflected in *Maintenance Salaries* to align with their current scope of work.
- *Line 36 – Protective Services* – Protective services have historically been charged based on the time the security guard spends at each location. While we thought the new security company could provide us with this information, they could not. While waiting for the information, we charged all of the protective service costs to THA. Once it was clear that the security company could not provide the information, we allocated the expenses to the properties, which is why the current quarter is negative.
- *Line 38 – Other General Expense* – There are two primary factors driving the overage in this area. The first is that Spinnaker recognized bad debt related to the properties they manage, which was far greater than what was budgeted. The second is a settlement that was reimbursed by insurance in July. This reimbursement is why the end-of-the-year projection is actually slightly below the total expenses at the end of June.
- *Line 47 – Debt Service Principal Pymt/Loan Payoffs* – THA paid off the James Center Enterprise loan and partially paid down the James Center WSHFC loan with restricted sales proceeds. An additional payment on the WSHFC loan is expected to be required at the time of the sale of the Mercy parcel. The reserve appropriation for these payments is shown on *Line 49 – Reserve Appropriations – Operations/Debt*.
- *Line 51 – Capitalized Items/Development Projects* – In 2024, we budgeted four million for property acquisitions, but at this point, it seems unlikely that we will acquire a property in 2024. Other smaller projects and purchases are in process that should increase overall spending by yearend.

- *Line 53 – Capital Grants/Sale of Property* – THA initially anticipated closing on the Mercy and front commercial parcel in 2024. We still anticipate closing on the Mercy parcel in 2024; however, the price has been reduced to offset increased infrastructure costs.

2. INVESTMENTS

Surplus funds are invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank are at 3.00%. The Washington State Local Government Investment Pool currently provides a return rate of 5.40%.

3. AUDIT

The 2023 Financial Statement and Federal Single audit were completed in September. It was another clean audit, and the auditors sent a special thank you to Duane Strom and Gus Ramos for their assistance. The accountability audit is currently scheduled to begin in December.

4. BUDGETS

We presented a very early budget draft to the Finance Committee on September 23rd. Work continues to further align the budget with the Agency's priorities. We will present budget resolutions during the Board of Commissioners meeting on December 11th. Material related to the 2025 budget will be available in the Board packet.

5. YEAR-END UPDATE

No update at this time.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	June-24				Thru 12/31/2024			
	CURRENT QTR ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
OPERATING RECEIPTS								
1	HUD grant - Section 8 HAP reimbursement	26,572,588	39,899,354	36,116,961	10.47%	73,379,000	72,904,879	0.65%
2	HUD grant - Section 8 Admin fee earned	1,526,330	3,250,349	2,919,787	11.32%	7,186,000	5,839,573	23.06%
3	HUD grant - Community Services	106,262	106,262	122,500	-13.26%	245,915	245,000	0.37%
4	HUD grant - Public Housing subsidy	3,146	6,410	6,150	4.23%	12,300	12,300	0.00%
5	HUD grant - Capital Fund Operating Revenue	0	0	7,050	-100.00%	14,100	14,100	0.00%
6	Other Government Grants	721,257	1,312,966	1,157,500	13.43%	2,425,000	2,315,000	4.75%
7	Tenant Revenue - Dwelling rent	855,548	1,702,667	1,726,623	-1.39%	3,522,000	3,453,245	1.99%
8	Tenant Revenue - Other	45,499	128,411	97,832	31.26%	245,000	195,664	25.21%
9	Management Fee Income	890,487	1,787,830	1,875,088	-4.65%	3,618,000	3,750,175	-3.52%
10	Other Revenue	462,283	1,387,148	1,051,863	31.88%	2,512,000	2,103,726	19.41%
11	Other Revenue - Developer Fee Income	0	0	0	N/A	200,000	0	N/A
12	Other Revenue - T/C Waterfall Payments	251,088	456,518	937,500	-51.30%	1,425,000	1,875,000	-24.00%
13	Investment income	241,533	476,491	388,120	22.77%	881,508	776,240	13.56%
14	TOTAL OPERATING RECEIPTS	31,676,021	50,514,405	46,406,973	8.85%	95,665,823	93,484,902	2.33%
OPERATING EXPENDITURES								
<i>Administrative Expenses</i>								
15	Administrative Salaries	2,549,815	5,385,238	5,799,147	-7.14%	11,558,000	11,499,299	0.51%
16	Administrative Personnel - Benefits	855,016	1,721,794	1,942,186	-11.35%	3,555,000	3,857,674	-7.85%
17	Audit Fees	0	0	56,700	-100.00%	113,400	113,400	0.00%
18	Management Fees	165,160	335,585	415,650	-19.26%	676,000	831,299	-18.68%
19	Office Expense	606,555	1,316,931	1,810,914	-27.28%	2,897,000	3,621,828	-20.01%
20	Legal	82,910	176,508	175,750	0.43%	377,000	351,500	7.25%
21	Travel/Training	89,677	136,789	291,600	-53.09%	287,300	583,200	-50.74%
22	Other administrative expenses	663,063	1,277,062	1,450,764	-11.97%	2,758,000	2,901,528	-4.95%
23	Due diligence - Perspective Development	9,533	33,854	275,000	-87.69%	250,000	550,000	-54.55%
24	Contingency	0	0	52,500	-100.00%	105,000	105,000	0.00%
25	Total Administrative Expenses	5,021,729	10,383,761	12,270,210	-15.37%	22,471,700	24,414,727	-7.96%

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	CURRENT MTH ACTUAL	June-24			Thru 12/31/2024			
		YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
Tenant Service								
26	Tenant Service - Salaries	409,690	866,534	948,100	-8.60%	1,798,500	1,896,199	-5.15%
27	Tenant Service Personnel - Benefits	162,012	324,960	342,008	-4.98%	649,900	684,016	-4.99%
28	Tenant Service - Other	917,413	1,467,753	1,355,956	8.24%	2,685,000	2,711,911	-0.99%
29	Total Tenant Services	1,489,115	2,659,247	2,646,064	0.50%	5,133,400	5,292,127	-3.00%
Utilities								
30	Total Project Utilities	114,124	242,568	240,298	0.94%	476,000	480,595	-0.96%
Ordinary Maintenance & Operations								
31	Maintenance Salaries	288,377	605,235	437,923	38.21%	1,204,000	875,870	37.46%
32	Maintenance Personnel - Benefits	76,490	149,113	143,030	4.25%	310,000	288,205	7.56%
33	Maintenance Materials	52,269	124,980	95,189	31.30%	230,200	190,379	20.92%
34	Contract Maintenance	160,107	379,381	462,632	-17.99%	757,200	925,263	-18.16%
35	Total Routine Maintenance	577,242	1,258,709	1,138,774	10.53%	2,501,400	2,279,717	9.72%
General Expenses								
36	Protective Services	(21,796)	34,069	16,260	109.53%	41,000	32,520	26.08%
37	Insurance	161,157	311,447	330,068	-5.64%	670,300	660,136	1.54%
38	Other General Expense	689,365	855,457	240,251	256.07%	810,648	480,501	68.71%
39	Interest Expense	140,073	277,541	299,252	-7.26%	571,668	567,866	0.67%
40	Total General Expenses	968,799	1,478,514	885,831	66.91%	2,093,616	1,741,023	20.25%
41	TOTAL OPERATING EXPENSES	\$ 8,171,009	\$ 16,022,799	\$ 17,181,176	-6.74%	\$ 32,676,116	\$ 34,208,189	-4.48%
Nonroutine Expenditures								
42	Ext. Maint/Fac Imp/Casualty Loss (Proceeds)	225,964	315,837	48,250	554.58%	62,662	96,500	-35.07%
43	Sec 8 HAP Payments	14,552,228	28,941,970	28,729,951	0.74%	61,222,132	59,112,400	3.57%
44	Total Nonroutine Expenditures	14,778,192	29,257,807	28,778,201	1.67%	61,284,794	59,208,900	3.51%
45	TOTAL EXPENDITURES	22,949,201	45,280,606	45,959,377	-1.48%	93,960,910	93,417,089	0.58%
46	OPERATING SURPLUS/(DEFICIT)	8,726,820	5,233,799	447,596	1069.31%	1,704,913	67,814	2414.12%
47	Debt Service Principal Pymt/Loan Payoffs	(2,419,925)	(2,508,922)	(1,964,374)	27.72%	(2,779,578)	(3,928,748)	-29.3%
48	Surplus/Deficit Before Reserve Appropriations	6,306,895	2,724,877	(1,516,778)	-279.65%	(1,074,665)	(3,860,934)	-72.17%
49	Reserve Appropriations - Operations/Loan Payoff	0	2,326,613	750,000		2,501,613	1,500,000	
50	Surplus/Deficit Before Capital Expenditures	6,306,895	5,051,490	(766,778)		1,426,948	(2,360,934)	
51	Capitalized Items/Development Projects	(28,108)	(28,108)	(2,237,500)	-98.74%	(525,000)	(4,475,000)	-88.27%
52	Reserve for Replacement	(87,926)	(87,926)	(87,926)	0.00%	(172,972)	(175,852)	-1.64%
53	Revenue - Capital Grants/Sale of Property	0	0	2,027,500	-100.00%	100,000	4,055,000	-97.53%
54	Reserve Appropriations - Capital	5,267	5,267	2,000,000	-99.74%	250,000	4,000,000	-93.75%
55	THA SURPLUS/(DEFICIT)	6,196,128	4,940,723	935,296		1,078,976	1,043,214	

TACOMA HOUSING AUTHORITY

CASH POSITION - August 2024

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	5,285,491	3.00%
Section 8 Checking	8,285,143	3.00%
THA Scattered Sites Proceeds	5,870,549	3.00%
FSS Escrows	129,040	3.00%
FSS Forfeitures	60,944	3.00%
Note Fund Account	107	3.00%
THDG - Tacoma Housing Development Group	1,012,983	3.00%
Salishan 7 Operations	1,723,949	3.00%
Salishan 7 Security Deposit	32,563	3.00%
Salishan 7 Replacement Reserve	716,869	3.00%
Salishan 7 Operating Reserve	213,134	3.00%
North Highland Operations	337,522	3.00%
North Highland Security Deposit	29,676	3.00%
North Highland Capital Reserve	411,352	3.00%
Highland Crest Operations	1,192,745	3.00%
Highland Crest Replacement Reserve	435,597	3.00%
Highland Crest Security Deposit	39,936	3.00%
Outrigger Operations	713,455	3.00%
Outrigger Replacement Reserve	384,630	3.00%
Outrigger Security Deposit	26,159	3.00%
Prairie Oaks Operations	73,307	3.00%
Payroll Account	33,326	3.00%
HOME STREET BANK		
James Center North Operations	498,068	0.00%
James Center North Security Deposit	79,362	0.00%
WASHINGTON STATE		
Investment Pool	\$ 9,093,892	5.40%
1. TOTAL THA CASH BALANCE	\$ 36,679,801	
Less:		
2. Total MTW Cash Balance	\$ 4,107,872	
<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)	\$ 3,381,872	
3. MTW Cash Held By HUD	\$ 7,800,482	
4. Non MTW Cash Restrictions/Obligations		
<i>4.1 Non MTW Operational Restrictions</i>		
4.10 HUD Restricted - Lot and Property Sales	\$ 5,870,549	
4.101 Scattered Sites Proceeds (Afford Hsg)	5,870,549	
4.20 THA Property Accounts Reserved	\$ 13,196,343	
4.201 Security Deposit Accounts	207,697	
4.202 Highland Crest Operations Reserves	520,000	
4.203 Highland Crest Replacement Reserves	435,597	
4.204 James Center North Operations Reserves (Debt Svc)	1,000,000	
4.205 James Center North Capital	209,391	
4.206 Outrigger Operations Reserve	150,000	

TACOMA HOUSING AUTHORITY

CASH POSITION - August 2024

4.207	Outrigger Replacement Reserves	384,630		
4.208	Salishan 7 Operations Reserves	750,000		
4.209	Salishan 7 Replacement Reserves	716,869		
4.210	North Highland Court Operations Reserves	50,000		
4.211	North Highland Capital Reserve	411,352		
4.212	Housing Hilltop Loan Reserve	8,287,500		
4.213	Prairie Oaks Operations Reserve	73,307		
4.30	Rental Assistance Reserves		\$	1,076,308
4.301	Mod Rehab Operating Reserves	71,440		
4.302	VASH, FUP, FYI, NED, EHV & MAIN HAP & AF Reserves	814,884		
4.303	FSS Escrows	189,984		
4.40	Prepaid Grants		\$	1,273,351
4.401	TPS Interlocal (CS-2017-011)	133,368		
4.402	College Spark (PI-2018-005)	52,848		
4.403	GTCF Grant (PI-2019-005)	70,739		
4.404	Ballmer Foundation - COVID Rent Assist (RA-2020-003)	3,413		
4.405	THDG	1,012,983		
4.60	Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		\$	21,416,552
4.70	Agency Contracted or Budgeted Commitments Remaining		\$	-
		-		
		-		
4.99	Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)		\$	21,416,552
5.	THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		\$	11,155,377
6.	Development Advances - Project Reimbursement upon draw		\$	310,521
6.01	Housing Hilltop LLLP	310,521		



TACOMA HOUSING AUTHORITY

AGENCY MONTHLY REPORT



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: April Black, Executive Director
Date: October 23, 2024
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.

In this report 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.

IT Security Update

As the Yardi project progresses into Phase II alongside other initiatives, such as performance analytics aimed at improving THA's data management and reporting capabilities, THA has also sustained its focus on bolstering the security and safety of its systems.

Two projects are of particular note.

This past summer, THA upgraded its outdated firewalls to advanced Cisco Meraki technology, ensuring seamless integration with THA's existing onsite network. These new systems, alongside the entire network, are managed entirely in the cloud through a single interface. This upgrade not only saves staff time and lowers maintenance costs but also provides THA with cutting-edge features only available in these next-generation firewalls.

Moreover, THA has taken over direct management of the various network connections at all of our various office locations. This change will not only cut costs but will enhance support and prevent Internet outages, which had been an issue with THA's last provider. Since THA is now fully cloud-based, reliable Internet access is essential.

In October, THA began a NIST 800-171 security audit with Summit Security, the agency's outsourced security partner. The Board adopted NIST 800-171 security policies three years ago. Federal compliance with this framework is necessary for handling controlled unclassified information (CUI), which THA manages in its 50058 submissions and other electronic exchanges it has with HUD.

This is the second such audit the agency has conducted. These audits are essential to help THA identify issues and continue to make iterative improvements with the agency's security posture. Much progress has been made over the last three years, but as with IT in general, the work is never done. For example, NIST 800-171 framework itself has just been updated to Rev 3 which THA will need to evaluate and adopt over the next year.

The agency conducts NIST 800-171 audits annually. Going forward, IT plans to have an external audit every two years and will conduct its own audit in the intervening years.

Security and protecting our community continue to be a focus for THA. Our efforts have been recognized as THA has been asked to speak on this topic at the national CLPHA CIO conference several times to help other agencies reasonably meet these requirements.

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INCREASE THE AMOUNT OF AFFORDABLE HOUSING FOR LOW INCOME FAMILIES

Housing Hilltop

Construction

- *Both buildings are now complete*

Budget

- *Currently tracking to finish the project approximately 250k under budget.*
- *Approximately \$1,000,000 in contingency remains. THA is considering several betterments to increase the safety and accessibility of the buildings which will impact the final contingency amount.*

Commercial Space

- *North Building Commercial Space*
 - *We have a signed MOU with TUPAC. They are now putting together a business expansion plan and fundraising plan to show their readiness to lease and complete tenant improvements.*

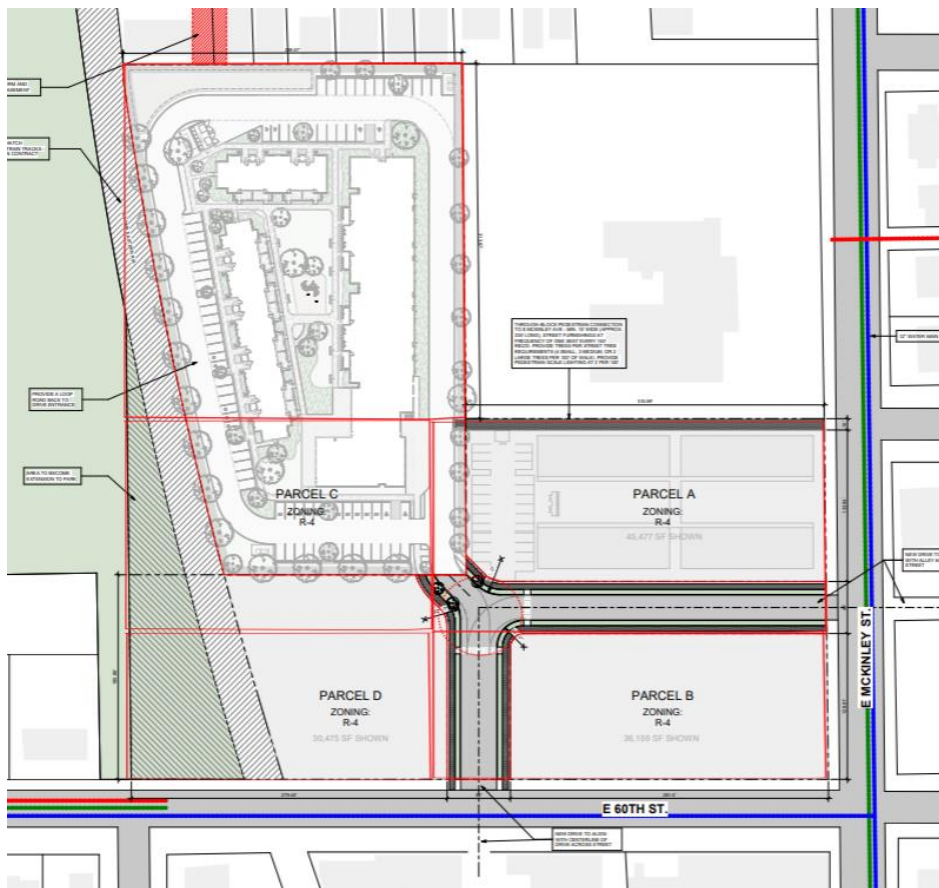
- **South Building Commercial Space**

- *Jan Parker Cookery and Lavonne’s Room have begun their space design.*
- *The HVAC contract has been awarded to DuoTec with a projected finish by the end of the year.*
- *THA is aiming to procure additional contractors for finishing out the commercial space by the end of the year.*

Residential Leasing of South Building

On Oct 7, 2024, FPI reported 34 occupied units and 29 pending applications for the south building. These numbers mean that the building is conditionally leased at 67%. An additional 31 approved applications are needed for the building to be 100% leased.

Hillsdale Heights



- *Bridge Meadows (parcel C) has submitted their HTF application.*
- *Bridge Meadows is confirming with the City when the pre-application meeting will be held.*
- *THA has identified an interested partner to buy Parcels A, B & D. More detailed conversations with this partner are forthcoming.*
- *THA is procuring a new appraisal for Parcels A, B & D and hopes to have this completed by the end of the year.*
- *Habitat for Humanity has backed out of the development group for this project. The remaining partners are still engaged and continue to move forward.*
- *All remaining development partners are planning to meet week of 10/14 to discuss next steps.*

Salishan & Hillside 2300 Resyndication

- *The Partnership formation is complete with official Certificate of LLLP received from the State of Washington.*
- *Proposals are being collected for the appraisal, survey, environmental, seismic and zoning.*
- *THA continues to identify and pursue funding opportunities.*
- *Brawner has presented the first draft of the project scope to THA. THA is currently reviewing this information and gathering feedback to provide back to Brawner.*

Aviva



Site

- *Utility work began in August*
- *THA is pursuing \$1.8 million in County funds to help support the predevelopment work*
- *THA will begin working on the CHIP 2025 application*

Koz (lot 1)

- *Closing pushed, now expected in Q1 2025*
- *Planning 215 units of housing affordable at 70-80% AMI*

Mercy (lot 4)

- *Ground lease has been executed*
- *Business terms are being negotiated*

- *Neighbor relations have been well maintained while we coordinate the signature of multiple easements though timing remains tight and will have some impacts on Mercy's budget*
- *Expected to break ground 11/24.*
- *Planning 129 units of housing affordable at 30-60% AMI.*

Lot 3

- *Early terms negotiation underway with Related Northwest. They are targeting 150 units at 60% AMI*

Leasing Activities in Commercial Space

Rents from THA-owned commercial space is an important source of unrestricted income. Asset Management concluded the leasing of two spaces at JCN. The largest pad at JNC, despite very challenging circumstances, was leased at market rate. The 120-day vacancy period was much shorter than anticipated. The former, long-term tenant terminated their lease because of proximity to the construction activity at Aviva Crossing and the loss of parking. Walsh construction, working on the Mercy project at Aviva Crossing, signed a lease in the front retail building which filled an extended vacancy. At Alberta J. Canada, Asset management is developing terms for the significant modification of two commercial lease, Love by the Slice and Sound Outreach in consultation with the asset management committee.

Capital Improvements Work

THA acquired North Highland Apartments, a 35-unit apartment building, in 2022. Having gained the final WSHFC grant payment, Asset management is coordinating the completion of eight major capital projects at North Highland. Projects include roof replacement, exterior repainting, water heater replacements, electrical panel and wiring replacement, replacement of fire alarm system, restriping and resealing the parking lot, replacing the monument sign, and refreshing the landscape. The projects will be paid from the replacement reserves.

INCREASE HOUSING ACCESS AND STABILITY

We are on track to implement the wait list changes the Board approved in September. **We will open the waitlist on November 14th**. An interdepartmental workgroup has been hard at work ensuring we configure the new system, train staff, and provide useful, translatable, guides for the community to reference.

Our Policy, Improvement & Evaluation department continues to track national policy change, including HOTMA, and creating appropriate work plans and schedules to ensure we are compliant, and our Admin Plan is updated, as needed.

We have submitted the 2025 MTW Plan this month to HUD as is required.

The Rental Assistance, Finance, and Policy, Improvement & Evaluation Departments have been working collaboratively to analyze our Utility Allowances & Payment Standards. We will come to the December meeting with recommendations.

September was another busy month for the CSE team, as we work closely with Property Management and Rental Assistance to support clients in their housing stability and increasing access to resources to help them thrive. Below you will see some data about CSE's efforts to support housing access and stability. For future reference, we will report some standard key performance indicators monthly, and some quarterly. The primary reason for some data being reported quarterly is that we rely on partners to provide a good deal of support on site at THA properties. Those partners need time to gather and report on their data, and then we need to do our own reporting on top of that. The quarterly cadence will allow for a more robust data set.

In September, Client Support and Empowerment (CSE):

- Received 170 new referrals from Property Management and Rental Assistance
 - 60 of these were for the warm outreach program we are working on with Property Management. This program has PM and CSE each reaching out to families who are two months behind in rent via phone, email or a door knock instead of a standard letter.
 - Referrals were for crisis intervention, employment assistance, family self-sufficiency, general services, housing stability, and for new move-ins.

- Provided:
 - 377 housing services
 - Housing services include things like housing search assistance, housing applications, food assistance, furniture support, rental/utility assistance, landlord mediation and lease violations.
 - 7 education services
 - Education services include GED/high school completion, post-secondary education support and post-secondary job training.
 - 66 employment services
 - Employment services include employment assessments, employment education, interview skills, job search, resume support, and training.

Staff in CSE and Property Management also held two town halls in the last month, helping strengthen relationships between THA staff and residents and allowing for more communication opportunities. The town halls just started this year and have seen an increase in tenant participation as well as improved relationships across the board.

On September 11th, THA hosted a contingency of federal officials from HUD, HHS, and USICH, as well as both the Governor and First Lady Inslee, several young people with lived experience, The Raikes Foundation, the Campion Foundation, the State of WA Department of Commerce's Office of Homeless Youth, Legal Counsel for Youth and Children, A Way Home WA, the YMCA Social Impact Center and several others. The meeting was titled "Learning Session on Washington State's Progress to Reduce and End Youth and Young Adult Homelessness" and the primary focus was to highlight the state's efforts to and progress toward ending the youth/young adult (YYA) homelessness crisis. In the last 8 years WA state has reduced YYA homelessness by more than 40%, showing the state as a leader in the nation. Arlington Drive was highlighted as a top tier solution and is the reason THA was asked to host. Marquis Jenkins, from Property Management opened the meeting and welcomed the crowd and did a wonderful job highlighting the great work at THA.

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

In 2025, we will embed our DEIB principles throughout our work and not report on this work separately. Attached you will see a draft of the ways we are planning for systemic impact. We are using the draft goals within the attached document as a guide for our 2025 budget planning and for setting SMART goals that we'll report on next year.

MAKE THA A GREAT PLACE TO WORK

Open Enrollment

THA open enrollment for benefits will occur October 28 through November 25.

HR has been communicating about changes in benefits for 2025. The value of the benefits will be the same or slightly better than last year, but there will be a change in how employees access their vision coverage.

Benefits Fair

THA is holding a benefits fair and vaccination clinic on October 30th.

Finalizing Details for the Employee Appreciation Event

The Employee Appreciation Committee is putting the finishing touches on the Employee Appreciation event scheduled for December 6th at STAR Center. Our plans include partnering with a vegan caterer to offer diverse culinary options. The organizing committee is enthusiastic about replicating the success of previous events, aiming to foster stronger bonds among staff members.

Safety Enhancements with Breakaway Lanyards

The Executive Initiatives Officer procured breakaway lanyards for THA staff, a move that promises to enhance safety by minimizing the risk of snagging incidents. A forthcoming announcement will detail the distribution process for the new lanyards and the proper disposal methods for the old ones.

Accessibility Audit and Conference Room Chairs

The Accessibility Audit's recommendations are currently under review, which will influence our decision-making process regarding the selection of conference room chairs. Our goal is to ensure maximum accessibility before we proceed with the acquisition of new chairs for FIC and BT facilities.

Launch of the THA Apparel Store

In response to staff interest, the Executive Initiatives Officer is collaborating closely with our vendor to launch the THA apparel store. The store's opening, eagerly anticipated for next week, is a testament to our commitment to meeting staff preferences and enhancing their sense of belonging to the THA community.

Popcorn Wednesday

Popcorn Wednesday on October 2nd was a resounding success, all thanks to the dedicated committee's efforts. The event saw a great turnout, offering staff a delightful break and a chance to mingle.

A LOOK AHEAD: NOVEMBER/DECEMBER BOARD FOCUS

We are proposing to cancel the November Board meeting. The meeting is scheduled just three weeks after the October Board meeting. The meeting date also coincides with the November Council of Large Public Housing Authorities (CLPHA) meeting in Washington DC. Three commissioners will be at that meeting.

The December Board meeting will focus on the 2025 agency goals and budget.

ADVOCACY ITEMS

- Working with SSHA3P and Rep. Mari Leavitt to identify the reality of costs savings to unit development (leading to increased units) if implementing a state sales tax rebate for housing developers.
- Preparing for an upcoming meeting with State Treasurer's office to discuss new potential programs that could be offered through the Washington State Housing Finance Commission.

- Continuing work with Tim Walter at King County Housing Authority (KCHA) to identify new acquisition financing and funding tools we can help to create.
- Connecting Tacoma City Councilmember Sadalge with former colleagues to push the city to adopt the state's program for affordable housing and infrastructure.
- Reforming our Hillside Heights involvement while trying to keep the federal earmark viable.
- Setting meetings with state legislators to advocate for a) 2300/Sal re-syndication and b) future housing development feasibility with partners.

Tacoma Housing Authority

Connecting our work to improved diversity, equity, inclusion, and belonging

A Brief History of Unfair Housing Practices

Like every city in America, Tacoma has a history of unfair housing practices. Our Black, Indigenous, Latine, and Southeast Asian neighbors have faced decades of housing discrimination. Redlining, racially restrictive covenants, and exclusionary single-family zoning denied people of color a fair chance to housing access and stability. And the consequences of that systematic discrimination are still with us today.¹

For example, Black and mixed-race people have the highest ratio of rent and ownership burden—meaning their housing costs take up 40 percent or more of their income—compared to other racial or ethnic groups. Between 1990 and 2010, Black households were one of the few racial groups to lose ownership of their homes and become renters.² And although housing discrimination began with race, it also affects immigrants, refugees, LGBTQIA+ people, and other historically marginalized communities because of our intersectional and diverse identities.³

It is well known that LGBTQIA+ people face unfair treatment in housing access and stability.⁴ A study found that in 35 states, about half of LGBTQIA+ people owned their homes, compared to 70% of non-LGBTQIA+ adults.⁵ Immigrants, especially those of color, also face housing discrimination, but it is not as well documented. However, we know that racial marginalization intersects with anti-immigrant xenophobia and that both have grown over the past decade. Additionally, research shows that in the 1990s and early 2000s, Hispanic households were more likely to be offered subprime mortgages, even when they qualified for better loans, compared to white homebuyers.⁶

¹ Analysis of Systemic Disparities in Achievable Housing Options, City of Tacoma, November 2021. Prepared by Uncommon Bridges (formerly BDS Planning) and ECONorthwest

² U.S. Census, American Community Survey (ACS), 2015-2019 (5-year survey)

³ *Intersectionality* is a term coined by Kimberlé Crenshaw in 1989 ([Demarginalizing the Intersection of Race and Sex: A Black Feminist Critique of Antidiscrimination Doctrine, Feminist Theory and Antiracist Politics \(uchicago.edu\)](#)). It is a framework that examines how multiple aspects of a person's identity (i.e., race, gender, socioeconomic status) impacts their access to privilege and opportunities, or how they are marginalized.

⁴ Levy et. al., "A Paired-Testing Pilot Study of Housing Discrimination against Same-Sex Couples and Transgender Individuals," June 2017 ([2017.06.27_hds_lgt_final_report_report_finalized_0.pdf \(urban.org\)](#))

⁵ Romero et. al., "LGBT People and Housing Affordability, Discrimination, and Homelessness". April 2020. [LGBT People and Housing Affordability, Discrimination, and Homelessness - Williams Institute \(ucla.edu\)](#)

⁶ Cornelissen and Pack, "Immigrants' Access to Homeownership in the United States: A review of barriers, discrimination, and opportunities," June 2023. Joint Center for Housing Studies, Harvard University. [Immigrants' Access to Homeownership in the United States: A Review of Barriers, Discrimination, and Opportunities \(harvard.edu\)](#).

THA has the ability—and the responsibility—to help correct these injustices. That is why we aim to create more affordable housing with a focus on what will have the biggest impact on communities of color. It is why we seek to incorporate our residents’ voices in making decisions about our housing programs. And it’s why we lead this work through a lens of race; because of the deep, persistent, and intentional action of governments to discriminate against people of color. **It is simple: when government creates inequities, government must fix them.**

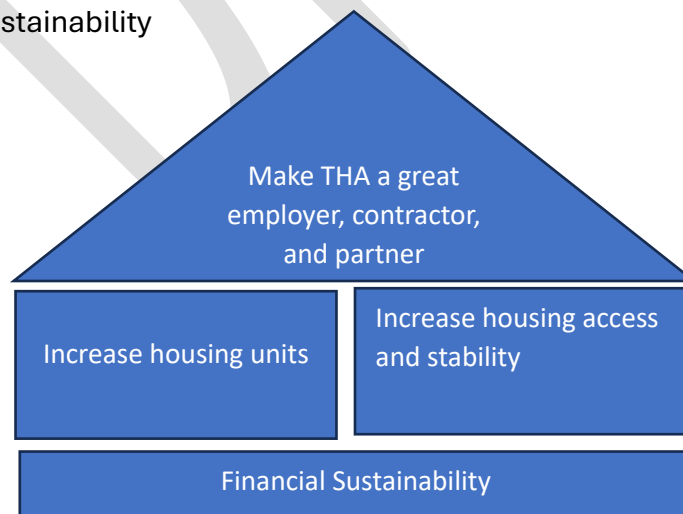
At THA, we believe housing is a human right. Everyone deserves fair access to safe, stable, and affordable housing. This is why we commit to the work of embedding diversity, equity, inclusion, and belonging (DEIB) principles in all our programs.

To successfully embed DEIB principles in our work and correct the injustices of housing discrimination, we are creating a learning and practice culture for our employees, leaders, and Board of Commissioners. We’ll learn from our past so that we can contribute to a future where someone’s race or the zip code where they were born does not predict their future. We are using DEIB principles to inform each of our focus areas. Those focus areas and examples of our DEIB efforts are below. We are also aligning our work with the Council of Large Housing Authorities (CLPHA). This will make sure our work has both local and national impact. CLPHA’s racial equity initiative has four areas of focus, those are attached as an appendix at the end of this document. Our goals are affixed with footnotes to show alignment with CLPHA’s efforts.

We will continue striving to repair the harms caused by systemic housing discrimination. We have more work to do, and we are proud to do this work with you.

We have four primary focus areas of our work:

- Increase housing units
- Increase housing access and stability
- Make THA a great employer, contractor, and partner
- Financial sustainability



Increase Housing Units

There is not enough affordable housing in Tacoma. We will continue to make large investments in procuring, building, and maintaining affordable housing. However, the legacy of housing discrimination still means your zip code predicts your life expectancy. Because of this, we'll take a data-informed approach to help us decide when, where, and how to invest our housing dollars. Our goal is to increase the amount of affordable housing and ensure units are placed strategically throughout Tacoma.

We will develop action plans that allow us to focus on how we:

- **Distribute Subsidies:** We will explore the benefits and financial feasibility of implementing Small Area Fair Market Rents (SMFRs) to determine the subsidy level we offer in low-, medium-, and high-opportunity neighborhoods.⁷
- **Acquire Land and Housing:** We will craft a clear strategy that directs where we will make investments and acquire land and housing. This will involve determining whether or how much we invest in low- and medium-opportunity neighborhoods or whether we will prioritize our efforts in high-opportunity neighborhoods. By investing in low- and medium-opportunity neighborhoods we encourage stability and belonging where communities of color already reside. This means advocating for public investment where divestment has occurred over time to improve access to high quality food, schools, health care, transportation, etc for people living in lower opportunity neighborhoods.

And by investing in high-opportunity neighborhoods we increase access to areas within Tacoma with improved environmental factors, higher access to economic opportunity, and increased livability. ([REI II.c.iii](#))

- **Invest in Customer Experience and Housing Quality:** We will conduct regular housing inspections and identify necessary repairs. To maintain safe properties, improve livability for neighbors, and the financial viability of our properties we will issue compliance notices for each of our leases. As temperatures rise across our region, we will develop cooling plans for all properties to ensure our residents remain safe and comfortable during heat waves. And we will include residents in the creating scopes of work for rehabilitating properties (with an immediate focus on Hillside Heights 2300 and Salishan 1-3). ([REI II.c.iii](#))

⁷ Tacoma Housing Authority uses the City of Tacoma's Equity Index definitions of high-, medium-, and low-opportunity neighborhoods. More information can be found at [Equity Index - City of Tacoma](#).

- **Develop housing that meets the needs of our community.** We will use data to determine the types of housing most needed by our community and seek the least restrictive funding sources and development partners to build housing. ([REI II.c.iii](#))

Increase Housing Access and Stability

Communities of color have lower access to housing and housing stability. To do our part in remedying these inequities, we will set data-driven goals that allow us to identify disparate impacts that people of color communities face align our advocacy with systems changing efforts.

When we talk about access, we are thinking about the customers on our waiting lists and other community members in need of housing. Some examples include:

- Regularly analyzing the amount of subsidy we provide to voucher holders to ensure THA is paying enough to make vouchers holders competitive in the rental market without households needing to pay more than 30% of their income toward rent. Monitor if there are disparities based on race and/or ethnicity. ([REI IV.a](#))
- Assist voucher holders in finding housing. Monitor if there are any disparities based on race and/or ethnicity and focus advocacy efforts to address these disparities. ([REI IV.a](#))
- Analyze data to ensure our waiting list and new program admissions reflect the racial and ethnic diversity of the households most in need (i.e., identify if any populations are being missed with marketing and/or if policies are leading to disparate impacts). ([REI IV.a](#))
- Make investments and coordinate partnerships to provide services that help stabilize households once they've found a place to live . ([REI II.b](#))
- Advocate for more money to build, buy, and subsidize housing for low-income households. ([REI II.c.iii](#))
- Support programs like the Black Home Initiative that focus on making homeownership and wealth building accessible to households that have been historically marginalized. ([REI II.c.ii](#))

When we talk about stability, we are focused on making sure that current customers can keep their subsidized housing until they no longer need housing assistance. We also want customers on our housing programs to gain more economic security. Some examples of our housing stability work include:

- Offer supportive services to all households at risk of eviction. ([REI II.c.i](#))
- Consistently apply lease enforcement actions across the THA portfolio to ensure customers can live in safe, affordable housing.
- Regularly survey THA customers about their satisfaction with THA housing and programs. ([REI II.a](#))
- Connect households in need of mental and physical health care to service providers. ([REI II.c.i](#))
- Help households age in place.
- Invest in programs that help households build savings and improve credit scores. ([REI II.c.ii](#))
- Invest in programs that help households seek educational and job opportunities to help them increase earned income. ([REI II.c.ii](#))
- Help households navigate homeownership resources so they can purchase a home when they are ready. ([REI II.c.ii](#))

THA is a great employer, contractor, and partner

We will set measurable goals and targets for all staff. This will allow us to measure customer and systems impacts, celebrate staff success, and ensure our funds are being focused on areas having the greatest impact on our customers. Clear expectations, measurable goals and data will allow THA to be a more equitable employer.

As an Employer, THA will:

- Provide annual Learning and Practice opportunities for staff to learn about THA's role in furthering diversity, equity, inclusion, and belonging in the workplace and our community. ([REI I.a](#))

- Rewrite THA policies so they are clearer and easy for staff and managers to understand.
- Revamp the performance evaluation process so staff know how performance is measured. We will embed data measures that can be tracked throughout the year by both the staff members and managers.
- Embed training and career planning within all performance evaluations. We want to see the diversity of our customers reflected in our staff and managers. ([REI I.b](#))
- Create a staff recognition program that is predictable and celebratory.
- All staff will earn an hourly wage that would allow them to afford to rent a 2-bedroom apartment in Tacoma. THA has a diverse workforce asked to serve Tacomans facing housing crises. We do not want THA staff facing housing and food insecurity while trying to provide services to its customers. We also cannot fight a housing crisis by creating jobs that require more affordable housing. ([REI I.b](#))
- Complete biennial equity analysis of staff salaries.
- Create avenues for employees to share feedback to make THA a great place to work.

As a contractor, THA will ensure:

- 100% of all contracts and MOUs will have clear scopes of work that specify the metrics that will be used to determine if expectations have been met.
- There will be an increase in the number of contracts executed with minority and women owned businesses. (MWBE)
- There will be an increase in the amount of total dollars and percentage of total dollars spent agencywide with MWBE businesses.

As a community partner, THA will ensure:

- Include THA customers in agency planning and use customer feedback to guide how THA decides what services to offer and/or bring onsite. ([REI II.a](#))

- When selecting partners to provide services on THA sites, tenants will be included in the selection process. ([REI II.a](#))
- Where onsite services are not feasible, THA will market partner activities that help our customers in these ways.
- THA will co-host at least two meetings per year with Metro Parks Tacoma (MPT) and Tacoma Public Schools (TPS) to hear from families about their youth programming needs. To make systems work well for all Tacoma families, not just THA families, THA will document the feedback and will take the lead on working directly with the partners to address feedback. We will also work collaboratively with MPT, TPS, and other community partners to create culturally-appropriate programs. ([REI II.b](#))
- THA will meet with TPS and MPT monthly to share upcoming events and information with the goal of removing barriers for THA families and getting information to families early. ([REI II.b](#))
- THA will have a board-level decision-making tool that examines DEIB impacts before making agencywide decisions. ([REI I.c](#))
- THA is implementing a data management system that allows us to collect and analyze data to measure the impact and outcomes of our work, as well as any potential disparate impacts on historically marginalized groups. ([REI IV. a](#))
- THA will provide advocacy and education about the ways systems can improve access to housing, economic equality, racial justice, and systemic violence.

Financial Sustainability

None of our work is possible without financial sustainability. A strong financial position allows us to put our values in action. We are committed to using our financial resources to house families in quality, stable properties, improve their well-being, and be a great employer, contractor, and community partner.

We will implement a financial sustainability strategy so that:

- No households need to be taken off housing subsidy due to budget shortfalls.
- All full-time employees earn a housing-wage.

- Contractors who submit complete invoices will be paid in 30-days.
- External funding resources support non-housing programs, where possible.
- We are not using reserves to pay for ongoing operations.

DRAFT

Appendix I: CLPHA Racial Equity Planning Process

Racial Equity and Inclusion (REI) Mission Statement

CLPHA recognizes and acknowledges the history of government sponsored barriers in systemically disenfranchising Black, Indigenous, people of color (BIPOC) communities, from fair housing access. CLPHA strives to promote housing equity for all residents served so that race no longer predicts housing access, quality, or ownership. This work is intentionally led through a lens of race because of the deeply entrenched and persistent nature of racial disparities in systems across the U.S. To counter this past, CLPHA is committed to promoted justice, authentic resident engagement, and centering the voices of BIPOC residents in decision about their lives and communities. CLPHA's goal is to identify, advocate, and support data driven solutions that are equitably funded to counter historical disinvestment, and provide real opportunities for wealth building, financial security, and quality of life for all residents.

Recommendations reflect three key areas of focus: building capacity to understand race equity and inclusion principles at the CLPHA and PHA levels; addressing social determinants of health and engaging residents and partners outside of the housing sector; and establishing policy advocacy positions as a collective body that are informed by the understanding of equity and inclusion.

The Way Forward: Recommendations for Next Steps

I. Build Capacity to Understand Racial Equity

- a) Provide ongoing education on history of systemic discrimination and racism in the housing sector and present day impacts and equip staff with training on strategies for reducing disparities and promoting housing equity for residents.
- b) Strengthen opportunities for diversity, equity, and inclusion of the CLPHA workforce at both the Board and individual PHA levels through leadership and professional development, mentoring, and creation of safe spaces via hosting of online meetings and conference tracks for affinity groups.
- c) Utilize and tailor racial equity impact assessment (REIA) tools for systemically examining how different racial ethnic groups are impacted by current and proposed actions and decisions to minimize unanticipated harm. Utilize REIA as a standard practice in review of federal and local policies, both within and outside the housing sector, to more effectively advocate for beneficial changes.

II. Expand Residential Engagement and Cross-Sector Partnerships

- a) Expand community engagement strategies that center the voices of residents in decision-making about services and programs that share their lives, countering long standing histories of exclusions.
- b) Expand cross-sector partnerships and collaboration to sectors and organizations that serve PHA residents to address inequitable community conditions and access through leverage, influence, service provision, and investment.
- c) Focus on the four strategic pillars of housing equity:
 - i. Resident programs, services, and resources to support housing self-sufficiency, stability, and sustainability
 - ii. Wealth building to create opportunities for upward economic mobility
 - iii. Community investments to improve the built environment while addressing the marginalization and isolation of residents
 - iv. DEI capacity building through education, peer learning, best practices, and research

III. Leverage Collective Power of CLPHA and Membership for Policy Advocacy

- a) Leverage the influence of CLPHA and members in collectively raising awareness about needs and concerns of BIPOC residents and advocating for changes that eliminate inequities
- b) Advocate for holistic federal approach to analysis / consideration of correlative impacts of policies beyond the housing sector that also impact PHAs

IV. Gather, Share, Analyze, and Disaggregate Data

- a) Routinely collect, share, disaggregate, and analyze data by race / ethnicity to be utilized in strengthening advocacy and planning efforts, and shared with the membership in planning programmatic and operational work.



TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1



RESOLUTION 2024-10-23(1)

Date: October 23, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Exit of RBC from Salishan IV LLC

This resolution would authorize the execution and delivery of certain agreements and documents related to Salishan Four LLC.

BACKGROUND

A resolution of the Board of Commissioners providing for the acquisition of membership interest in Salishan Four LLC and/or the acquisition of the Salishan Four affordable rental housing project.

RECOMMENDATION

Authorizing the execution and delivery of certain agreements and other documents with respect to such acquisitions and/or assumptions and providing for other matters related to Salishan Four LLC.



HOUSING AUTHORITY OF THE CITY OF TACOMA

RESOLUTION 2024-10-23 (1)

A RESOLUTION OF BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF TACOMA PROVIDING FOR THE ACQUISITION OF MEMBERSHIP INTERESTS IN SALISHAN FOUR LLC AND/OR THE ACQUISITION OF THE SALISHAN FOUR AFFORDABLE RENTAL HOUSING PROJECT, AUTHORIZING THE ASSUMPTION, AMENDMENT AND/OR RESTRUCTURING OF OBLIGATIONS PERTAINING TO SALISHAN FOUR, AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN AGREEMENTS AND OTHER DOCUMENTS WITH RESPECT TO SUCH ACQUISITIONS AND/OR ASSUMPTIONS, AND PROVIDING FOR OTHER MATTERS RELATED THERETO.

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

Section 1. The Board of Commissioners (the “Board”) of the Housing Authority of the City of Tacoma (the “Authority”) hereby makes the following findings and determinations:

(a) The Authority seeks to encourage the provision of long-term housing for low-income persons residing within Tacoma, Washington (the “City”).

(b) 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” (RCW 35.82.070(2)); (ii) “make and execute contracts and other instruments” (RCW 35.82.070(1)); and (iii) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040).

(c) The Authority formed Salishan Four LLC (the “Company”) on December 19, 2005, and has served as the Company’s managing member at all times. AHC SALISHAN, L.L.C., or its successor and/or assign is the investor member of the Company (the “Investor Member”) and RBC TAX CREDIT MANAGER II, INC. (the “Special Member”), or its successor and/or assign is the special member of the Company. Pursuant to a Lease Agreement dated as of June 28, 2007, by and between the Authority and the Company, as previously amended and supplemented, the Company has a leasehold interest in the land and buildings comprising the Salishan Four affordable rental housing project located at 1727 East 44th Street, Tacoma, Washington (the “Project”). The Company has claimed federal low-income housing tax credits (“LIHTCs”) with respect to the Project. The compliance period with respect to such LIHTCs has expired or will soon expire. The Investor Member and the Special Member have expressed their desire to transfer their membership interests to or at the direction of the Authority, or to allow the Authority to acquire the Company’s interests in the Project.

(d) Based on the need to preserve affordable rental housing opportunities within its area of operation and other matters, the Board deems it necessary to proceed with the transactions described in this resolution.

Section 2. Acquisition of Membership Interests and Project. The Authority is authorized to acquire all or any portion of the membership interests of the Investor Member and/or the Special Member in the Company, whether by gift from such Investor Member or upon payment to such Investor Member. Alternatively, all or any portion of the membership interests of the Investor Member and/or the Special Member in the Company may be transferred to Tacoma Housing Development Group (“THDG”), or another assignee of the Authority. Further, the Authority may acquire the Company’s leasehold interest in the Project in lieu of (or subsequent to) acquiring the member interests in the Company and cause the Company to terminate its leasehold interest in the Project (or otherwise transfer the project to the Authority). The Board hereby delegates to the Authority’s Executive Director, the Chair of the Board, and their respective designees (each, an “Authorized Officer” and, collectively, the “Authorized Officers”), and each of them acting alone, the authority to determine, in their discretion, whether, when, and in what sequence, to proceed with the Authority’s acquisition of the membership interests of the Investor Member and/or the Special Member, transfer to THDG or another assignee of the Authority of the membership interests of the Investor Member and/or Special Member, and/or acquisition by the Authority of the Company’s leasehold interest in the Project.

Section 3. Assignment, Amendment and/or Transfer Documents. The Authorized Officers, and each of them acting alone, are authorized in their discretion to cause the Authority and the Company to enter into such transfer agreements, assignment and assumption agreements, amendments and restatements to the Second Amended and Restated Operating Agreement of the Company (as previously amended and/or supplemented to date) and other agreements, as are deemed necessary or desirable by any Authorized Officer to properly evidence the transfer of the membership interests to the Authority and/or THDG or other transferee, or their respective designees, or to evidence the transfer of the Project to the Authority. Without limiting the foregoing authority, the Authority is authorized (acting on its own behalf and/or as the Company’s managing member) to enter into (i) assignment and assumption agreements with any lender that has made a loan with respect to the Project including, without limitation, the Washington State Department of Commerce, the Tacoma Community Redevelopment Authority, and Pierce County; (ii) one or more agreements with the Washington State Housing Finance Commission assuming responsibility for complying with the extended use agreement for the Project; and (iii) one or more agreements with the United States of America, Secretary of Housing and Urban Development assuming responsibility for complying with a use agreement and other agreements for the Project. An Authorized Officer’s execution of any instrument contemplated by this Section 3 will constitute conclusive evidence of their approval of the terms thereof and the approval by the Authority of such terms.

Section 4. Purchase Price and Other Expenditures. The Authority is authorized (acting on its own behalf and/or as the Company’s managing member) to pay to the Investor Member, the Special Member, the Company, and/or their respective designees, the amount necessary to acquire the Investor Member’s and/or the Special Member’s interests in the Company, or to acquire the Company’s interest in the Project. In addition to payments authorized pursuant to the preceding sentence, the Authority is authorized to expend such

additional funds as are necessary to pay for all governmental filing fees, application fees, registration fees, real estate excise taxes, Washington State Housing Finance Commission fees, and other costs relating to the actions authorized by this resolution.

Section 5. Amended and Restated Operating Agreement; Termination of Company. If the Authorized Officers, or any of them, determine that it is in the Authority's interests to cause the Authority and/or THDG or another designee to acquire membership interests in the Company, then the Authority is authorized to enter into, and to cause the Company to enter into, an amended and restated limited operating agreement (the "Operating Agreement") for the Company in a form approved by the Authorized Officer executing the Operating Agreement. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to execute and deliver the Operating Agreement. An Authorized Officer's execution of the Operating Agreement will constitute conclusive evidence of such officer's approval of the terms thereof and the approval by the Authority of such terms. Once the Authority and/or THDG or another designee are the only member(s) of the Company, and such transfer has been approved by all relevant lenders and parties with the right to enforce transfer restrictions, the Authorized Officers, and each of them acting alone, are hereby delegated the discretionary authority to cause the Company to transfer the Project to the Authority. Once the Company's interest in the Project is terminated, the Authority shall cause the Company to be unwound and shall cause liquidating distributions to be made by the Company. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (acting on its own behalf, and as managing member of the Company, as applicable) to execute, deliver and, if applicable, file (or cause to be delivered and/or filed) any and all documents necessary to liquidate and terminate the Company.

Section 6. Supplemental Authorization. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (acting on its own behalf, and as managing member of the Company, as applicable) to execute, deliver and, if applicable, file (or cause to be delivered and/or filed) any affidavits, certificates, letters, documents, agreements, instruments and government forms that such Authorized Officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 7. Ratification and Confirmation. All actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 8. 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 duly authorized acting Executive Director of the Authority.

Section 9. 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 the City of Tacoma at an open public meeting held on October 23, 2024.

HOUSING AUTHORITY OF THE CITY OF
TACOMA

Chair, Board of Commissioners

ATTEST:

Executive Director

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting 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 2024-10-23(1) (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on October 23, 2024 (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 [via the Authority’s website]; and

4. 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 on October 23, 2024.

HOUSING AUTHORITY OF THE CITY OF
TACOMA

April Black, Executive Director

Resolution 2



RESOLUTION 2024-10-23(2)

Date: October 23, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Exit of RBC from Salishan V LLC

This resolution would authorize the execution and delivery of certain agreements and documents related to Salishan Five LLC.

BACKGROUND

A resolution of the Board of Commissioners providing for the acquisition of membership interest in Salishan Five LLC and/or the acquisition of the Salishan Four affordable rental housing project.

RECOMMENDATION

Authorizing the execution and delivery of certain agreements and other documents with respect to such acquisitions and/or assumptions and providing for other matters related to Salishan Five LLC.



HOUSING AUTHORITY OF THE CITY OF TACOMA

RESOLUTION 2024-10-23 (2)

A RESOLUTION OF BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF TACOMA PROVIDING FOR THE ACQUISITION OF MEMBERSHIP INTERESTS IN SALISHAN FIVE LLC AND/OR THE ACQUISITION OF THE SALISHAN FIVE AFFORDABLE RENTAL HOUSING PROJECT, AUTHORIZING THE ASSUMPTION, AMENDMENT AND/OR RESTRUCTURING OF OBLIGATIONS PERTAINING TO SALISHAN FIVE, AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN AGREEMENTS AND OTHER DOCUMENTS WITH RESPECT TO SUCH ACQUISITIONS AND/OR ASSUMPTIONS, AND PROVIDING FOR OTHER MATTERS RELATED THERETO.

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

Section 1. The Board of Commissioners (the “Board”) of the Housing Authority of the City of Tacoma (the “Authority”) hereby makes the following findings and determinations:

(a) The Authority seeks to encourage the provision of long-term housing for low-income persons residing within Tacoma, Washington (the “City”).

(b) 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” (RCW 35.82.070(2)); (ii) “make and execute contracts and other instruments” (RCW 35.82.070(1)); and (iii) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040).

(c) The Authority formed Salishan Five LLC (the “Company”) on January 16, 2007, and has served as the Company’s managing member at all times. AHC SALISHAN II, L.L.C., or its successor and/or assign is the investor member of the Company (the “Investor Member”) and RBC TAX CREDIT MANAGER II, INC. (the “Special Member”), or its successor and/or assign is the special member of the Company. Pursuant to a Lease Agreement dated as of June 26, 2008, by and between the Authority and the Company, as previously amended and supplemented, the Company has a leasehold interest in the land and buildings comprising the Salishan Five affordable rental housing project located at 1728 East 44th Street, Tacoma, Washington (the “Project”). The Company has claimed federal low-income housing tax credits (“LIHTCs”) with respect to the Project. The compliance period with respect to such LIHTCs has expired or will soon expire. The Investor Member and the Special Member have expressed their desire to transfer their membership interests to or at the direction of the Authority, or to allow the Authority to acquire the Company’s interests in the Project.

(d) Based on the need to preserve affordable rental housing opportunities within its area of operation and other matters, the Board deems it necessary to proceed with the transactions described in this resolution.

Section 2. Acquisition of Membership Interests and Project. The Authority is authorized to acquire all or any portion of the membership interests of the Investor Member and/or the Special Member in the Company, whether by gift from such Investor Member or upon payment to such Investor Member. Alternatively, all or any portion of the membership interests of the Investor Member and/or the Special Member in the Company may be transferred to Tacoma Housing Development Group (“THDG”), or another assignee of the Authority. Further, the Authority may acquire the Company’s leasehold interest in the Project in lieu of (or subsequent to) acquiring the member interests in the Company and cause the Company to terminate its leasehold interest in the Project (or otherwise transfer the project to the Authority). The Board hereby delegates to the Authority’s Executive Director, the Chair of the Board, and their respective designees (each, an “Authorized Officer” and, collectively, the “Authorized Officers”), and each of them acting alone, the authority to determine, in their discretion, whether, when, and in what sequence, to proceed with the Authority’s acquisition of the membership interests of the Investor Member and/or the Special Member, transfer to THDG or another assignee of the Authority of the membership interests of the Investor Member and/or Special Member, and/or acquisition by the Authority of the Company’s leasehold interest in the Project.

Section 3. Assignment, Amendment and/or Transfer Documents. The Authorized Officers, and each of them acting alone, are authorized in their discretion to cause the Authority and the Company to enter into such transfer agreements, assignment and assumption agreements, amendments and restatements to the Second Amended and Restated Operating Agreement of the Company (as previously amended and/or supplemented to date) and other agreements, as are deemed necessary or desirable by any Authorized Officer to properly evidence the transfer of the membership interests to the Authority and/or THDG or other transferee, or their respective designees, or to evidence the transfer of the Project to the Authority. Without limiting the foregoing authority, the Authority is authorized (acting on its own behalf and/or as the Company’s managing member) to enter into (i) assignment and assumption agreements with any lender that has made a loan with respect to the Project including, without limitation, Citicorp USA, Inc., Tacoma Community Redevelopment Authority, Pierce County, Washington, and the Washington State Department of Commerce; (ii) one or more agreements with the Washington State Housing Finance Commission assuming responsibility for complying with the extended use agreement for the Project; and (iii) one or more agreements with the United States of America, Secretary of Housing and Urban Development assuming responsibility for complying with a use agreement and other agreements for the Project. An Authorized Officer’s execution of any instrument contemplated by this Section 3 will constitute conclusive evidence of their approval of the terms thereof and the approval by the Authority of such terms.

Section 4. Purchase Price and Other Expenditures. The Authority is authorized (acting on its own behalf and/or as the Company’s managing member) to pay to the Investor Member, the Special Member, the Company, and/or their respective designees, the amount necessary to acquire the Investor Member’s and/or the Special Member’s interests in the Company, or to acquire the Company’s interest in the Project. In addition to payments authorized pursuant to the preceding sentence, the Authority is authorized to expend such

additional funds as are necessary to pay for all governmental filing fees, application fees, registration fees, real estate excise taxes, Washington State Housing Finance Commission fees, and other costs relating to the actions authorized by this resolution.

Section 5. Amended and Restated Operating Agreement; Termination of Company. If the Authorized Officers, or any of them, determine that it is in the Authority's interests to cause the Authority and/or THDG or another designee to acquire membership interests in the Company, then the Authority is authorized to enter into, and to cause the Company to enter into, an amended and restated limited operating agreement (the "Operating Agreement") for the Company in a form approved by the Authorized Officer executing the Operating Agreement. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to execute and deliver the Operating Agreement. An Authorized Officer's execution of the Operating Agreement will constitute conclusive evidence of such officer's approval of the terms thereof and the approval by the Authority of such terms. Once the Authority and/or THDG or another designee are the only member(s) of the Company, and such transfer has been approved by all relevant lenders and parties with the right to enforce transfer restrictions, the Authorized Officers, and each of them acting alone, are hereby delegated the discretionary authority to cause the Company to transfer the Project to the Authority. Once the Company's interest in the Project is terminated, the Authority shall cause the Company to be unwound and shall cause liquidating distributions to be made by the Company. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (acting on its own behalf, and as managing member of the Company, as applicable) to execute, deliver and, if applicable, file (or cause to be delivered and/or filed) any and all documents necessary to liquidate and terminate the Company.

Section 6. Supplemental Authorization. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (acting on its own behalf, and as managing member of the Company, as applicable) to execute, deliver and, if applicable, file (or cause to be delivered and/or filed) any affidavits, certificates, letters, documents, agreements, instruments and government forms that such Authorized Officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 7. Ratification and Confirmation. All actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 8. 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 duly authorized acting Executive Director of the Authority.

Section 9. 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 the City of Tacoma at an open public meeting held on October 23, 2024.

HOUSING AUTHORITY OF THE CITY OF
TACOMA

Chair, Board of Commissioners

ATTEST:

Executive Director

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting 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 2024-10-23(2) (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on October 23, 2024 (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 [via the Authority’s website]; and

4. 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 on October 23, 2024.

HOUSING AUTHORITY OF THE CITY OF
TACOMA

April Black, Executive Director

Resolution 3



RESOLUTION 2024-10-23(3)

Date: October 23, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Exit of RBC from Salishan VI LLC

This resolution would authorize the execution and delivery of certain agreements and documents related to Salishan Six LLC.

BACKGROUND

A resolution of the Board of Commissioners providing for the acquisition of membership interest in Salishan Four LLC and/or the acquisition of the Salishan Six LLC affordable rental housing project.

RECOMMENDATION

Authorizing the execution and delivery of certain agreements and other documents with respect to such acquisitions and/or assumptions and providing for other matters related to Salishan Six LLC.



HOUSING AUTHORITY OF THE CITY OF TACOMA

RESOLUTION 2024-10-23 (3)

A RESOLUTION OF BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF TACOMA PROVIDING FOR THE ACQUISITION OF MEMBERSHIP INTERESTS IN SALISHAN SIX LLC AND/OR THE ACQUISITION OF THE SALISHAN SIX AFFORDABLE RENTAL HOUSING PROJECT, AUTHORIZING THE ASSUMPTION, AMENDMENT AND/OR RESTRUCTURING OF OBLIGATIONS PERTAINING TO SALISHAN SIX, AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN AGREEMENTS AND OTHER DOCUMENTS WITH RESPECT TO SUCH ACQUISITIONS AND/OR ASSUMPTIONS, AND PROVIDING FOR OTHER MATTERS RELATED THERETO.

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

Section 1. The Board of Commissioners (the “Board”) of the Housing Authority of the City of Tacoma (the “Authority”) hereby makes the following findings and determinations:

(a) The Authority seeks to encourage the provision of long-term housing for low-income persons residing within Tacoma, Washington (the “City”).

(b) 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” (RCW 35.82.070(2)); (ii) “make and execute contracts and other instruments” (RCW 35.82.070(1)); and (iii) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040).

(c) The Authority formed Salishan Six LLC (the “Company”) on December 31, 2007, and has served as the Company’s managing member at all times. RBC SALISHAN VI LLC, or its successor and/or assign is the investor member of the Company (the “Investor Member”) and RBC TAX CREDIT MANAGER II, INC. (the “Special Member”), or its successor and/or assign is the special member of the Company. Pursuant to a Lease Agreement dated as of October 15, 2008, by and between the Authority and the Company, as previously amended and supplemented, the Company has a leasehold interest in the land and buildings comprising the Salishan Six affordable rental housing project located at 1729 East 44th Street, Tacoma, Washington (the “Project”). The Company has claimed federal low-income housing tax credits (“LIHTCs”) with respect to the Project. The compliance period with respect to such LIHTCs has expired or will soon expire. The Investor Member and the Special Member have expressed their desire to transfer their membership interests to or at the direction of the Authority, or to allow the Authority to acquire the Company’s interests in the Project.

(d) Based on the need to preserve affordable rental housing opportunities within its area of operation and other matters, the Board deems it necessary to proceed with the transactions described in this resolution.

Section 2. Acquisition of Membership Interests and Project. The Authority is authorized to acquire all or any portion of the membership interests of the Investor Member and/or the Special Member in the Company, whether by gift from such Investor Member or upon payment to such Investor Member. Alternatively, all or any portion of the membership interests of the Investor Member and/or the Special Member in the Company may be transferred to Tacoma Housing Development Group (“THDG”), or another assignee of the Authority. Further, the Authority may acquire the Company’s leasehold interest in the Project in lieu of (or subsequent to) acquiring the member interests in the Company and cause the Company to terminate its leasehold interest in the Project (or otherwise transfer the project to the Authority). The Board hereby delegates to the Authority’s Executive Director, the Chair of the Board, and their respective designees (each, an “Authorized Officer” and, collectively, the “Authorized Officers”), and each of them acting alone, the authority to determine, in their discretion, whether, when, and in what sequence, to proceed with the Authority’s acquisition of the membership interests of the Investor Member and/or the Special Member, transfer to THDG or another assignee of the Authority of the membership interests of the Investor Member and/or Special Member, and/or acquisition by the Authority of the Company’s leasehold interest in the Project.

Section 3. Assignment, Amendment and/or Transfer Documents. The Authorized Officers, and each of them acting alone, are authorized in their discretion to cause the Authority and the Company to enter into such transfer agreements, assignment and assumption agreements, amendments and restatements to the Second Amended and Restated Operating Agreement of the Company (as previously amended and/or supplemented to date) and other agreements, as are deemed necessary or desirable by any Authorized Officer to properly evidence the transfer of the membership interests to the Authority and/or THDG or other transferee, or their respective designees, or to evidence the transfer of the Project to the Authority. Without limiting the foregoing authority, the Authority is authorized (acting on its own behalf and/or as the Company’s managing member) to enter into (i) assignment and assumption agreements with any lender that has made a loan with respect to the Project including, without limitation, the Tacoma Community Redevelopment Authority, Columbia State Bank, and the Washington State department of Commerce; (ii) one or more agreements with the Washington State Housing Finance Commission assuming responsibility for complying with the extended use agreement for the Project; and (iii) one or more agreements with the United States of America, Secretary of Housing and Urban Development assuming responsibility for complying with a use agreement and other agreements for the Project. An Authorized Officer’s execution of any instrument contemplated by this Section 3 will constitute conclusive evidence of their approval of the terms thereof and the approval by the Authority of such terms.

Section 4. Purchase Price and Other Expenditures. The Authority is authorized (acting on its own behalf and/or as the Company’s managing member) to pay to the Investor Member, the Special Member, the Company, and/or their respective designees, the amount necessary to acquire the Investor Member’s and/or the Special Member’s interests in the Company, or to acquire the Company’s interest in the Project. In addition to payments authorized pursuant to the preceding sentence, the Authority is authorized to expend such

additional funds as are necessary to pay for all governmental filing fees, application fees, registration fees, real estate excise taxes, Washington State Housing Finance Commission fees, and other costs relating to the actions authorized by this resolution.

Section 5. Amended and Restated Operating Agreement; Termination of Company. If the Authorized Officers, or any of them, determine that it is in the Authority's interests to cause the Authority and/or THDG or another designee to acquire membership interests in the Company, then the Authority is authorized to enter into, and to cause the Company to enter into, an amended and restated limited operating agreement (the "Operating Agreement") for the Company in a form approved by the Authorized Officer executing the Operating Agreement. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to execute and deliver the Operating Agreement. An Authorized Officer's execution of the Operating Agreement will constitute conclusive evidence of such officer's approval of the terms thereof and the approval by the Authority of such terms. Once the Authority and/or THDG or another designee are the only member(s) of the Company, and such transfer has been approved by all relevant lenders and parties with the right to enforce transfer restrictions, the Authorized Officers, and each of them acting alone, are hereby delegated the discretionary authority to cause the Company to transfer the Project to the Authority. Once the Company's interest in the Project is terminated, the Authority shall cause the Company to be unwound and shall cause liquidating distributions to be made by the Company. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (acting on its own behalf, and as managing member of the Company, as applicable) to execute, deliver and, if applicable, file (or cause to be delivered and/or filed) any and all documents necessary to liquidate and terminate the Company.

Section 6. Supplemental Authorization. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (acting on its own behalf, and as managing member of the Company, as applicable) to execute, deliver and, if applicable, file (or cause to be delivered and/or filed) any affidavits, certificates, letters, documents, agreements, instruments and government forms that such Authorized Officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 7. Ratification and Confirmation. All actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 8. 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 duly authorized acting Executive Director of the Authority.

Section 9. 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 the City of Tacoma at an open public meeting held on October 23, 2024.

HOUSING AUTHORITY OF THE CITY OF
TACOMA

Chair, Board of Commissioners

ATTEST:

Executive Director

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting 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 2024-10-23(3) (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on October 23, 2024 (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 [via the Authority’s website]; and

4. 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 on October 23, 2024.

HOUSING AUTHORITY OF THE CITY OF
TACOMA

April Black, Executive Director

Resolution 4



RESOLUTION 2024-10-23 (4)

Date: October 23, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Aviva Financing Actions

This resolution will authorize Tacoma Housing Authority (THA), to amend the existing lease of Authority property to Mercy Housing Northwest; make a loan to MHNW 25 Aviva 4 LLLP; negotiate, execute, and deliver documents relating to the Aviva Crossing 4% affordable housing development; and determine related matters.

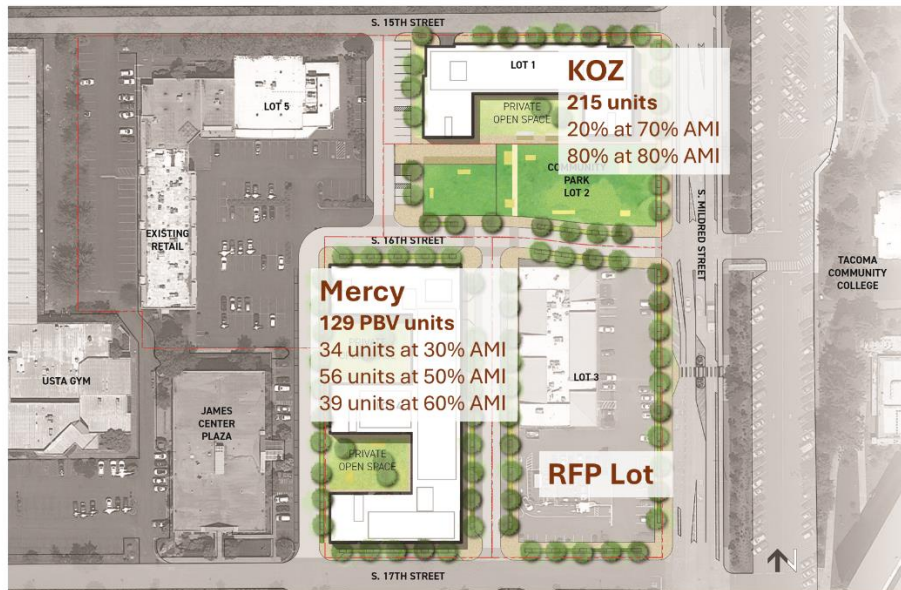
BACKGROUND

THA has partnered with Mercy Housing Northwest (the “Sponsor”) in connection with the development of the Aviva Crossing site, located at James Center North, 1622 S Mildred Street, in Tacoma, Washington. The Sponsor will develop a 129-unit affordable housing project which will serve individuals and families between 30% and 60% AMI. In addition to numerous public funding sources and both 4% and 9% tax-credit awards, the property will be further subsidized by THA-provided Project Based Vouchers.

As the first of three developers to break ground at Aviva Crossing, the Sponsor has taken the lead on the design and implementation of infrastructure improvements that will enable subsequent development. For 2025 site-wide sewer upgrades and for new stormwater infrastructure that will support three of the five THA-owned parcels at Aviva, THA will contribute a portion of the costs including a \$1,000,000 loan (the “Loan”) to the 4% tax credit entity (the “Partnership”). Total project costs for the 2025 infrastructure work is projected to be approximately \$8 million.

The 4% tax-credit portion of Mercy Aviva Crossing will consist of 79 units (the “Project”) and will be owned and operated by the Partnership and located on land leased to the Sponsor by THA. In addition to a ground lease payment of \$100,000, THA will receive a developer fee of \$770,000. THA is currently negotiating terms including interest on the Loan of 5.95% simple interest, a 40-year term with an early repayment trigger at refinance, and a second refusal right to the Sponsor to acquire the Project following the end of the 15-year tax credit compliance period.

Site Development Plan



Areas Benefiting from Upgrades or Realignment

Sewer

Stormwater



RECOMMENDATION

Approve Resolution 2024-10-23 (4).



RESOLUTION 2024-2024-10-23 (4)

(Aviva Financing Actions)

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF TACOMA, authorizing the amendment of the existing lease of Authority property to Mercy Housing Northwest; authorizing a loan to be made to MHNW 25 Aviva 4 LLLP; approving the negotiation, execution and delivery of documents relating to the Aviva Crossing 4% affordable housing development; 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); and (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)). 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 Project. Mercy Housing Northwest, a Washington nonprofit corporation (the “Sponsor”) formed MHNW 25 Aviva 4 LLLP, a Washington limited liability limited partnership (the “Partnership”) to participate in the development, acquisition, construction, equipping, and financing of an affordable housing development consisting of approximately 79 units of affordable housing (the “Project”). The Authority owns the fee simple interest in the land on which the Project is to be located. To facilitate the Partnership’s development of the Project, the Authority and the Sponsor entered into a Ground Lease Agreement dated as of August 1, 2024 (the “Ground Lease Agreement”), and a memorandum thereof (the “Memorandum of Ground Lease”), which Ground Lease Agreement and Memorandum of Ground Lease may be amended in connection with the financial closing for the Project. The land lease and certain encumbrances on the Authority’s interest on the land on which the Project will be located, and other property in the vicinity thereof, are necessary to facilitate the development of the Project, are necessary to support the poor and infirm, are important for the feasibility of the Project, and are necessary to enable the Authority to carry out its powers and purposes under the Housing Authorities Law.

(c) The Loan. The Sponsor has requested that the Authority make a loan to the Partnership in the principal amount not to exceed \$1,000,000 (the “Loan”) to finance a portion of the cost of the Project and related infrastructure improvements. The Authority has determined that it is in the best interest of the Authority to provide the Loan to the Partnership. The financial assistance to be provided by the Authority pursuant to this resolution is necessary to support the poor and infirm. The Board further finds that the Loan to is important for the feasibility of the Project and is necessary to enable the Authority to carry out its powers and purposes under the Housing Authorities Law.

Section 2. Approval of Transaction Documents. The Authority’s Executive Director, the Chair of the Board, and their respective designees (each, an “Authorized Officer” and, collectively, the “Authorized Officers”), and each of them acting alone, are authorized and directed to negotiate, execute, deliver and, if applicable, file (or cause to be executed and delivered and, if applicable, filed) on behalf of the Authority (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 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 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).

Section 3. Authorization to Lend Money; Authorization for Housing Authority Loan Documents. The Authority is authorized to lend to the Partnership up to \$1,000,000 of available Authority funds to provide financing for the development and construction of the Project and related infrastructure improvements, all pursuant to the terms of 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 to determine the principal amount of the Loan, the terms of the Loan, and the source(s) of the Loan (subject to the limitations set forth herein), which terms shall be set forth in the Housing Authority Loan Documents.

Section 4. Approval of Amendment of Ground Lease and 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) negotiate, execute, deliver and, if applicable, file an amendment to the Ground Lease and, if necessary or appropriate, an amendment to the Memorandum of Ground Lease; (ii) encumber the Authority’s interest in land on which the Project is to be located (including its fee interest therein) pursuant to certain covenant agreements, regulatory agreements, extended use agreements, and other similar encumbrances; and (iii) encumber the Authority’s interest in property in the vicinity of the land on which the Project is to be located with certain easements and other encumbrances necessary or desirable for the construction and operation of the Project (the documents referred to in subsections (i), (ii), and (iii) are collectively referred to as the “Real Estate Documents”); provided, however, the foregoing authorization does not include any encumbrance that provides the grantee or beneficiary the right or potential right to foreclose on (whether by judicial foreclosure, non-judicial foreclosure, deed in lieu, or otherwise), terminate, or otherwise vacate by any means all or any portion of the Authority’s interest in such land, improvements, or property.

Section 5. 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; and (iii) 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.

Section 6. Execution of Duties and Obligations. The Board authorizes and directs the Authority's Executive Director to cause the Authority to fulfill the Authority's duties and obligations under the Transactions Documents and other instruments authorized by this resolution, and to perform or cause to be performed such other acts as they shall consider necessary or advisable in order to give effect to this resolution and the transactions contemplated herein.

Section 7. Acting Officers Authorized. Any action authorized or required by this resolution to be taken by the Authority's Executive Director may, in such person's absence, be taken by the acting Executive Director of the Authority.

Section 8. Changes to Titles or Parties. While the titles of and parties to the Transaction Documents 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 9. Ratification and Confirmation. All actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 10. 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 the City of Tacoma at an open public meeting held on October 23, 2024.

HOUSING AUTHORITY OF THE CITY OF TACOMA

Chair, Board of Commissioners

ATTEST:

Executive Director

Exhibit A
Transaction Documents

Development Documents

- Joint Development Agreement between the Sponsor and the Authority.

Housing Authority Loan Documents

- Loan Agreement between the Authority, as lender, and the Partnership, as borrower
- Promissory Note by the Partnership for the benefit of the Authority
- Deed of Trust, Assignment of Rents and Leases, Security Agreement and Fixture Filing by the Partnership in favor of the Authority
- Hazardous Substance Warranty/Indemnity Agreement by the Partnership for the benefit of the Authority
- Regulatory Agreement between the Partnership and the Authority

Real Estate Documents

- First Amendment to Ground Lease Agreement and, if applicable, memorandum thereof;
- Condominium Declaration for Mercy Aviva Crossing, a Condominium by the Sponsor, as declarant, and the Authority;
- Ground Lessor Estoppel Certificate by the Authority
- Priority and Subordination Agreement among the Washington State Housing Finance Commission, JPMorgan Chase Bank, N.A., the Washington State Department of Commerce, Pierce County, Tacoma Community Redevelopment Authority, the Partnership, the Sponsor and the Authority
- Regulatory Agreement (Extended Use Agreement) between the Washington State Housing Finance Commission, the Partnership, and the Authority
- Amendment No. 1 to Declaration of Reciprocal Easements for James Center North by the Authority
- Storm Drainage Maintenance Agreement
- Partial Termination of Easement Agreement and Declaration of Restrictive Covenants and/or Amended and Restated Easement Agreement and Declaration of Restrictive Covenants
- Partial Termination of Declaration of Sanitary Sewer Easement by the Authority.

Subsidy Documents

- Agreement to Enter into a Housing Assistance Payments Contract between the Partnership and the Authority
- Project-Based Voucher Housing Assistance Payment Contracts between the Partnership and the Authority
- Consents to Assignment of Section 8 Project-Based Voucher Program Agreement to Enter Into a Housing Assistance Payments (PBV AHAP) Contract and Project-Based Voucher Housing Assistance (PBV HAP) Contract as Security for Financing by the Authority and acknowledged by the Partnership.

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting 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 2024-10-23 (4) – Aviva Financing Actions, (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on October 23, 2024 (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 <https://www.tacomahousing.org/about/board/meeting-schedule/>; 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 on October 23, 2024.

HOUSING AUTHORITY OF THE CITY OF
TACOMA

April Black, Executive Director

Resolution 5



RESOLUTION 2024-10-23 (5)

Date: October 23, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Authority to contract with DuoTec

This resolution would allow Tacoma Housing Authority (THA) to enter into a contract with DuoTec for \$211,928.00 for the installation of HVAC at Housing Hilltop's Commercial Space

BACKGROUND

This contract is to install HVAC to Housing Hilltop's Commercial space. THA reached out to three vendors to quote this work. After evaluating the bids, THA has decided to move forward with DuoTec for the project. Their comprehensive proposal demonstrates a strong understanding of the requirements and preferences, and it aligns with the needs of the commercial space.

RECOMMENDATION

Approve THA to enter into a contract with DuoTec for \$211,928.00, for the installation of HVAC to Housing Hilltop's Commercial space.



RESOLUTION 2024-10-23 (5)

Authority to Contract with DuoTec

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

WHEREAS, THA secured quotes for the installation of HVAC at Housing Hilltops Commercial Space; and

WHEREAS, THA evaluated each quote for the most responsible and reasonable; and

WHEREAS, THA chose DuoTec as the contractor for this work; and

WHEREAS, THA's Procurement Policy requires Board Approval for contracts greater than \$150,000 when previously authorized by a Board approved budget; now, therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that: THA is approved to enter into a contract with DuoTec for \$211,928.00.

Approved: October 23, 2024

Derek Young, Chair

Resolution 6



RESOLUTION 2024-10-23 (6)

Date: October 23, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Authority to Amend THA's Service Contract with Holaday Parks

This resolution would allow Tacoma Housing Authority (THA) to enter into a contract amendment with Holaday Parks for additional services.

BACKGROUND

THA entered into a contract with Holaday Parks for HVAC maintenance and Repair in 2020 for \$250,000.00. This Amendment is to add Arlington Youth Campus and The Rise @ 19th to the service contract and also seeks to add an additional \$255,320.00. The new contract total is \$505,320.00.

RECOMMENDATION

Approve THA to amend the current contract with Holaday Parks to add Arlington Youth Campus and The Rise @ 19th Properties to the Service Agreement, and to add additional funds of \$255,320.00.



RESOLUTION 2024-10-23 (6)

Authority to Amend Service Contract with Holaday Parks

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

WHEREAS, THA entered into a contract with Holaday Parks in 2020 for HVAC maintenance and service at THA properties; and

WHEREAS, THA now seeks to add Arlington Youth Center and The Rise @ 19th properties to the existing Agreement; and

WHEREAS, THA seeks to add an additional \$255,320.00 to the contract value, bringing the total contract to \$505,320.00; and

WHEREAS, THA's Procurement Policy requires Board Approval for contracts greater than \$150,000 when previously authorized by a Board approved budget; now, therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that: THA is approved to enter into a Service Contract Amendment with Holaday Parks for an additional \$266,320.00.

Approved: October 23, 2024

Derek Young, Chair

Resolution 7



RESOLUTION 2024-10-23 (7)

Date: October 23, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Authority to Amend THA's Service Contract with Great Floors

This resolution would allow Tacoma Housing Authority (THA) to enter into a contract amendment with Great Floors.

BACKGROUND

THA entered into a contract with Great Floors in October 2022 for unit turns for THA's taxable and non-taxable properties. The contract value was \$150,000. This Amendment is to seek Board Approval to extend the contract through December 2025 and add funds to the contract to cover projected flooring costs through 2025.

RECOMMENDATION

Approve THA to amend the current contract with Great Floors by adding an additional \$750,000 to bring the contract total to \$900,000.



RESOLUTION 2024-10-23 (7)

Authority to Amend Service Contract with Great Floors

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

WHEREAS, THA entered into a contract with Great Floors in 2022 for unit turn work at THA Properties; and

WHEREAS, THA seeks to add an additional \$750,000 to the contract value, bringing the total contract to \$900,000; and

WHEREAS, THA's Procurement Policy requires Board Approval for contracts greater than \$150,000 when previously authorized by a Board approved budget; now, therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that: THA is approved to enter into a Service Contract Amendment with Great Floors for an additional \$750,000.

Approved: October 23, 2024

Derek Young, Chair