



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

MAY 28, 2025



**Tacoma
Housing
Authority**

REGULAR MEETING

BOARD OF COMMISSIONERS

MAY 28, 2025

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, May 28, 2025, at 4:45 pm via Teams and at 902 S L Street, Tacoma, WA 98405.**

Join Zoom Meeting

<https://us06web.zoom.us/j/82379297681?pwd=KUaDo7uaUF3ys9Sk28BgZ32wEMTp4L.1>

Meeting ID: 823 7929 7681 / Passcode: 405166 / 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
MAY 28, 2025, 4:45 PM

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

<https://us06web.zoom.us/j/82379297681?pwd=KUaDo7uaUF3ys9Sk28BgZ32wEMTp4L.1>

Meeting ID: 823 7929 7681 / Passcode: 405166 / 2532158782

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1. Minutes of April 23, 2025—Regular Session

3.2. Minutes of May 20, 2025—Special Session

4. GUEST COMMENTS

The Tacoma Housing Authority Board of Commissioners welcomes comments and feedback from members of the public. During the public comment period, comments are limited to three minutes per speaker, and there will not be a substantive response. Once each speaker is finished, their comment will be acknowledged and thanked, and then the Board will move onto the next speaker.

5. FINANCE REPORT

5.1 Ratifying Cash Disbursement for April 2025

6. MOTION

Approve revisions to THA BOC Resolution 2025-04-23 (1), Approval of Compliance with the Collective Bargaining Agreement with OPEIU

7. NEW BUSINESS

7.1 2025-05-28 (1) Authority to Contract with LMC for the Pre-Development of Salishan-Hillside Phase I Project

7.2 2025-05-28 (2) Interlocal Agreement with King County Housing Authority (KCHA)-Jurisdictional Agreement HCV Homeownership Program

8. EXECUTIVE SESSION

To review the performance of a public employee.

9. COMMENTS FROM THE COMMISSIONERS

10. ADJOURNMENT



TACOMA HOUSING AUTHORITY

MINUTES



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION
WEDNESDAY, APRIL 23, 2025

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA 98405 at 4:45 pm on Wednesday, April 23, 2025.

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 4:53 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 (arrived late at 4:54 pm) | |
| Commissioner Michael Purter | |
| 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 | |
| | Caroline Cabellon, Interim Director for Client Support and Empowerment |
| Ken Short, Asset Management and Real Estate Development Director | |
| Lauren Kirigin, Senior General Counsel | |
| Lynette Scott, Interim Human Resources Director | |
| Marquis Jenkins, Property Management Director | |
| Nando Ruiz, Associate Director of Rental Assistance | |
| | Priya Saxena, Strategic Advisor |
| Richard Deitz, Finance Director | |
| William Morse, Director/CIO | |

Chair Young declared there was a quorum present at 4:54 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, March 26, 2025. Vice Chair Rumbaugh moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

| | |
|-----------------|---|
| AYES: | 3 |
| NAYS: | 0 |
| Abstain: | 0 |
| Absent: | 1 |

Commissioner Hodge was not yet in attendance.

Motion approved: April 23, 2025

4. EXECUTIVE SESSION

The Board went into executive session at 5:09 pm for 1 hour and 4 minutes to review the performance of a public employee and came back into regular session at 6:05 pm. No decisions were made.

5. GUEST COMMENTS

Shantaa Watkins

Shantaa's situation with Tacoma Housing Authority (THA) started in July 2025. She submitted her change of circumstance, but it was not processed. In September, she was denied housing due to missing documentation. Struggling to get through to THA, she feels let down as she faces losing her housing. Executive Director Black assured her THA will follow up.

McKinley, Community advocate in Pierce County

McKinley's client has issues similar to Ms. Watkins. She submitted her intent to move form and VAWA, and Salishan confirmed receipt. The client, disabled from a car accident in February, is stressed and asked McKinley to share her experience. She requested an accommodation but faces challenges getting into Housing Hilltop since February, now April. Her rent of \$2,700 maxes out her \$2,900 voucher, leaving her homeless and desperate. Director of Asset Management and Real Estate Development, Ken Short will connect with her.

6. COMMITTEE REPORTS

None of the committees met this month.

7. FINANCE REPORT

FINANCE

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

6.1 RATIFYING CASH DISBURSEMENT FOR MARCH 2025

Vice Chair Rumbaugh moved to ratify the payment of cash disbursements totaling \$8,227,929 for the month of March 2025. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

| | |
|-----------------|---|
| AYES: | 4 |
| NAYS: | 0 |
| Abstain: | 0 |
| Absent: | 0 |

Motion approved: April 23, 2025

8. ACCEPT RESIGNATION OF THA COMMIBSSIONER

Vice Chair Rumbaugh moved to accept the resignation of THA Commissioner Shennetta Smith. Commissioner Hodge seconded. Vice Chair Rumbaugh thanked Shennetta Smith for her service to the Chair Young noted that serving on the Board takes a while. Commissioner Hodge will send her a note of thanks.

Upon roll call, the vote was as follows:

| | |
|-----------------|---|
| AYES: | 4 |
| NAYS: | 0 |
| Abstain: | 0 |
| Absent: | 0 |

Motion approved: April 23, 2025

9. AGENCY MONTHLY REPORT

Executive Director Black acknowledged the staff's work on the Moving to Work (MTW) presentation included in the packet, but due to time limitations, the presentation portion of the meeting will be omitted. Director of Policy, Innovation and Evaluation, Adam Ydstie, informed the Board that the presentation represents the efforts of the entire agency. Chair Young stated that the MTW report allows him to quickly review what THA has been and is currently working on, noting that the report has improved over the years. Commissioner Hodge concurred.

Executive Director Black mentioned that development activities are ongoing. THA is behind schedule on Housing Hilltop North, which remains a challenge. Staff are holding the Housing Hilltop partner accountable.

There are two upcoming partner ribbon-cutting events—Patsy Surh Place and Shiloh. Additionally, the report indicates that THA achieved 100% MTW utilization, which is a significant accomplishment. According to Executive Director Black, this reflects the staff's effective budget management to serve as many households as possible. Staff are also participating in various community events throughout the portfolio. Executive Director Black and Deputy Executive Director Aley Thompson will attend a roundtable tomorrow. Lastly, the week of May 5th is Affordable Housing Week, and THA is hosting an event on tenant protections under state law.

10. NEW BUSINESS

8.1 RESOLUTION 2025-04-23 (1), APPROVAL OF COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT WITH OPEIU

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

WHEREAS, the July 1, 2023 – June 30, 2026 Collective Bargaining Agreement between THA and OPEIU requires annual wage reopeners as specified in Schedule A, Annual Wage Increases; and

WHEREAS, OPEIU gave timely notice to THA to reopen negotiations for Schedule A, Annual Wage Increases; and

WHEREAS, THA and OPEIU have reached an agreement regarding a wage increase; ensuring compliance with the CBA; and

WHEREAS, OPEIU has signed the attached MOU; now, therefore, be it

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

1. In summary, allow:
 - a. A 2% across-the-board wage increase effective July 5, 2025.
 - b. A 2% increase to the top of the wage schedule effective July 5, 2025.
 - c. A one-time lump sum “Retention Payment” based on length of service with THA effective May 10, 2025:
 - 0-5 years of service = \$1,000
 - 5-10 years of service = \$1,250
 - 10-15 years of service = \$1,500
 - 15+ years of service = \$1,750
2. That this resolution shall take effect immediately upon its adoption and approval.

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

Upon roll call, the vote was as follows:

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

Motion approved: April 23, 2025

Derek Young, Chair

8.2 RESOLUTION 2025-04-23 (2), APPROVAL OF COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT WITH TRADES COUNCIL

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

WHEREAS, the July 1, 2023 – June 30, 2026, Collective Bargaining Agreement between THA and Trades Council requires annual wage reopeners as specified in Schedule A, Annual Wage Increases; and

WHEREAS, Trades Council gave timely notice to THA to reopen negotiations for Schedule A, Annual Wage Increases; and

WHEREAS, THA and Trades Council have reached an agreement regarding a wage increase; ensuring compliance with the CBA; and

WHEREAS, Trades Council has signed the attached MOU; now, therefore, be it

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

3. In summary, allow:
 - d. A 2% across-the-board wage increase effective June 7, 2025.
 - e. A 2% increase to the top of the wage schedule effective June 7, 2025.
 - f. A one-time lump sum “Retention Payment” based on length of service with THA effective May 10, 2025:
 - 0-5 years of service = \$1,000
 - 5-10 years of service = \$1,250
 - 10-15 years of service = \$1,500
 - 15+ years of service = \$1,750
4. That this resolution shall take effect immediately upon its adoption and approval.

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

Upon roll call, the vote was as follows:

AYES: 4
NAYS: 0
Abstain: 0

Absent: 0

Motion approved: April 23, 2025

Derek Young, Chair

8.3 RESOLUTION 2025-04-23 (3), AUTHORITY TO AMEND BRAWNER CONTRACT CO-2023-005341

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

WHEREAS, THA and JH Brawner and Company entered into a contract on 2/1/2023 for the Financial and Development Services for the Asset Repositioning of the Salishan HOPE VI Development; and

WHEREAS, the contract scope provides for Relocation planning with either THA or a relocation consultant; and

WHEREAS, Brawner and THA have negotiated terms of the relocation project management with DDV Consulting, LLC; now, therefore, be it

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

THA's Executive Director is granted the authority to amend the JH Brawner and Company CO-2023-005341 for an additional \$523,783.

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: 0

Motion approved: April 23, 2025

Derek Young, Chair

8.4 RESOLUTION 2025-04-23 (4), APPROVE PUBLIC RECORDS POLICY

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

WHEREAS, Tacoma Housing Authority (THA) is an agency under the Washington Public Records Act, Chapter 42.56 RCW (PRA). It is the policy of THA to disclose THA's public records in compliance with the PRA and any other applicable federal or state law; and

WHEREAS, Tacoma Housing Authority is a public housing authority and local government agency operating pursuant to Chapter 35.82 RCW. THA was established in 1940 to provide high-quality, stable, and sustainable housing and supportive services to people in need. THA develops and manages real estate, provides rental housing, helps families pay their rent in the private rental market, and delivers supportive services to help families succeed as “tenants, parents, students, wage earners and builders of assets who can live without assistance”; and

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

Approve Resolution 2025-04-23 (4) authorizing THA to establish procedures to follow to provide full access to public records.

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

Upon roll call, the vote was as follows:

| | |
|-----------------|---|
| AYES: | 4 |
| NAYS: | 0 |
| Abstain: | 0 |
| Absent: | 0 |

Motion approved: April 23, 2025

Derek Young, Chair

8.5 RESOLUTION 2025-04-23 (5), APPROVE PUBLIC RECORDS RETENTION POLICY

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

WHEREAS, Washington state law requires that all agencies appropriately retain, store, archive, and dispose of all public records in accordance with schedules approved by the Local Records Committee after the records no longer serve an active business purpose; and

WHEREAS, This Records Retention Policy establishes agency-wide policies and procedures for effective management of Tacoma Housing Authority (THA) records in accordance with Washington’s records retention laws; and

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

Approve Resolution 2025-04-23 (5) authorizing THA to establish agency-wide policies and procedures for effective management of THA records.

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: 0

Motion approved: April 23, 2025

Derek Young, Chair

8.6 RESOLUTION 2025-04-23 (6), REVISION TO THA POLICY HR-10.15 EMPLOYEE
RECOGNITION AND APPRECIATION

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

WHEREAS, the Tacoma Housing Authority needs to use funds in a manner consistent with the best use of public funds; and

WHEREAS, organizations need policies to adapt to changes in the business environment; and

WHEREAS, the Tacoma Housing Authority values its employees and endeavors to be a great employer; now, therefore, be it

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

The Board adopts the “Employee Recognition and Appreciation” policy in substantially the form set forth in the attached drafts, allowing for changes to format and procedures, and other changes pursuant to THA Policy G-01 on the Adoption, Amendment and Promulgation of Policies.

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: 0

Motion approved: April 23, 2025

Derek Young, Chair

8.7 RESOLUTION 2025-04-23 (7), REVISION TO THA POLICY F-30.05 REFRESHMENTS
AND NON-TRAVEL MEALS

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

WHEREAS, the Tacoma Housing Authority needs to use funds in a manner consistent with the best use of public funds; and

WHEREAS, organizations need policies to adapt to changes in the business environment; and

WHEREAS, the Tacoma Housing Authority values its employees and endeavors to be a great employer; now, therefore, be it

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

The Board adopts the “Refreshments and Non-Travel Meals” policy in substantially the form set forth in the attached drafts, allowing for changes to format and procedures, and other changes pursuant to THA Policy G-01 on the Adoption, Amendment and Promulgation of Policies.

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

Upon roll call, the vote was as follows:

| | |
|-----------------|---|
| AYES: | 4 |
| NAYS: | 0 |
| Abstain: | 0 |
| Absent: | 0 |

Motion approved: April 23, 2025

Derek Young, Chair

11. COMMENTS FROM COMMISSIONERS

Commissioner Hodge commended the staff for their achievements and efforts. Commissioner Purter appreciated ED Black's updates and praised the staff's work and attitude, also acknowledging the other commissioners. Vice Chair Rumbaugh thanked the staff for their service, and Chair Young expressed gratitude for their time.

12. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:40 pm.

APPROVED AS CORRECT

Adopted: May 28, 2025

Derek Young, Chair



BOARD OF COMMISSIONERS MEETING MINUTES

SPECIAL SESSION
TUESDAY, MAY 20, 2025

The Commissioners of the Housing Authority of the City of Tacoma met in Special Session via Zoom, on Tuesday, May 20, 2025, at 8:00 am to review the performance of a public employee.

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 8:04 am.

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 | |
| STAFF | |
| April Black, Executive Director | |
| | Aley Thompson, Deputy Executive Director |
| Sha Peterson, Executive Initiatives Officer | |
| Woodson Baldwin, IT Support Supervisor | |
| | Amber Prentice, Rental Assistance Director |
| | Caroline Cabellon, Interim Director for Client Support and Empowerment |
| | Ken Short, Asset Management and Real Estate Development Director |
| | Lauren Kirigin, Senior General Counsel |
| | Lynette Scott, Interim Human Resources Director |
| | Marquis Jenkins, Property Management Director |
| | Nando Ruiz, Associate Director of Rental Assistance |
| | Priya Saxena, Strategic Advisor |

Chair Young declared there was a quorum present at 8:05 am and proceeded.

3. EXECUTIVE SESSION

The Board went into Executive Session at 8:05 am for 55 minutes to review the performance of a public employee and came back into regular session at 8:50 am.

4. NEW BUSINESS

THA BOC Resolution 2025-05-20 (1)

(Approval of a Three-Month Extension of the Executive Director Employment Agreement)

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

WHEREAS, On October 8, 2021, THA Commissioners voted to appoint April Black to the position of THA's Executive Director; and

WHEREAS, April Black commenced duties as THA's Executive Director immediately upon Board appointment pending negotiation and approval of an Executive Director Employment Agreement; and

WHEREAS, On May 25, 2022, the THA Board of Commissioners approved April Black's Executive Director Employment Agreement for a three year term effective May 25, 2022 until May 24, 2025; and

WHEREAS, The Chair of the Board of Commissioners, Derek Young, in partnership with THA's Employment Counsel, has begun negotiations with April Black regarding the renewal of Executive Director Employment Agreement; and

WHEREAS, The Chair of the Board of Commissioners, Derek Young, proposes and recommends that the Commission: (1) approve extending the term of the Executive Director Employment Agreement for three (3) months, from May 24, 2025 until August 24, 2025, to allow the parties to engage in further discussions related to the renewal of the Executive Director Employment Agreement by approving the Addendum attached to this Resolution as Exhibit A; and (2) authorize Chair Young to finalize and sign the Addendum.

It is now therefore, resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

The Commission has voted to (1) approve the Addendum to the Executive Director Employment Agreement (Exhibit A) extending the term of the Executive Director Employment Agreement for three (3) months, from May 24, 2025 to August 24, 2025; and (2) approve that Derek Young, Board Chair, is authorized to sign and execute the Addendum to the Executive Director Employment Agreement

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: | 0 |

Motion approved.

5. ADJOURNMENT

There being no further business to conduct, the meeting ended at 8:53 am.

APPROVED AS CORRECT

Adopted: May 28, 2025

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



TACOMA HOUSING AUTHORITY

FINANCE REPORT



MOTION

Date: May 28, 2025

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$9,403,965 for the month of April 2025.

Approved: May 28, 2025

Derek Young, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of April 2025

| | Check Numbers | | From | To | Amount | Totals | |
|--|---------------------|---------|-----------------------|---------|----------------------|--------|------------------------------------|
| | From | To | | | | From | To |
| | A/P Checking | | SAL 7 Checking | | THDG Checking | | |
| Checks | 97,774 | - | 97,833 | - | - | 10,326 | - |
| Wire/EFT | 102 | - | 111 | - | - | - | - |
| ACHs | 3,884 | - | 3,962 | 189 | - | 196 | - |
| Business Support Center | | | | | 1,137,805 | | |
| Moving To Work Support Center | | | | | 186,477 | | |
| Moving To Work Buildings (used by Support Center) | | | | | 11,938 | | Program Support |
| Tax Credit Program Support Center | | | | | 39,336 | | |
| Support Center Allocation | | | | | 24,540 | | |
| Section 8 Programs | | | | | 219,972 | | Section 8 Operations |
| Arlington Crisis Residential Center | | | | | 20 | | |
| Hillsdale Heights | | | | | 46 | | |
| Highland Crest Apts | | | | | 24 | | |
| James Center | | | | | 446 | | Property Operations |
| Outrigger | | | | | 10 | | |
| Salishan 7 | | | | | 16,350 | | |
| Alberta J Canada Bldg | | | | | 127 | | |
| Housing Hilltop LLLP | | | | | 163,231 | | |
| Education Program - THDG | | | | | 573 | | |
| Hilltop Redevelopment - THDG | | | | | 15,588 | | THDG |
| THDG - General | | | | | 3,450 | | |
| James Center | | | | | 2,738 | | |
| Hillsdale Heights | | | | | 7,290 | | |
| HUD CPF Grant - Housing Hilltop | | | | | 48,266 | | Development |
| Hillside Terrace & Salishan Resyndication | | | | | 81,050 | | |
| Bus Development Activity | | | | | 25,056 | | |
| CS General Business Activities | | | | | 200 | | |
| SAFE/TRAC | | | | | 42 | | |
| Department of Commerce Funding for Crisis Residential Center | | | | | 186,079 | | Client Support |
| Community Services MTW Fund | | | | | 1,434 | | |
| AMP 6 - Scattered Sites | | | | | 11 | | |
| AMP 9 - HT 1500 - Subsidy | | | | | 166 | | Public Housing |
| THA SUBTOTAL | | | | | 2,172,265 | | |
| Hillside Terrace 2 & 1500 | | | | | 2,056 | | |
| Bay Terrace I & II & Community Facility | | | | | 12,715 | | |
| Housing Hilltop LLLP | | | | | 21,686 | | |
| Arlington Youth Campus | | | | | 2,500 | | Tax Credit Projects - Reimbursable |
| Court F (The Rise) | | | | | 2,652 | | |
| Renew Tacoma Housing | | | | | 19,431 | | |
| Salishan 1 - Salishan 6 | | | | | 11,990 | | |
| Tax Credit Property Allocations | | | | | 7,119 | | |
| TAX CREDIT SUBTOTAL (Operations & Development - billable) | | | | | 80,147 | | 2,252,412 |
| Section 8 Checking Account (HAP Payments) | | | | | | | |
| SRO/HCV/WASH/FUP/NED/EHV/MSV | Check #'s | 489,596 | - | 489,695 | 196,660 | | |
| | ACHs | 53,339 | - | 54,290 | 5,203,489 | \$ | 5,400,149 |
| Payroll & Payroll Fees - ADP | EFT | 24 | - | 27 | | \$ | 1,751,404 |
| TOTAL DISBURSEMENTS | | | | | | \$ | 9,403,965 |



TACOMA HOUSING AUTHORITY



Date: May 28, 2025

To: THA Board of Commissioners

From: Richard Deitz
Director of Finance

Re: Finance Department Board Report

1. FINANCIAL STATEMENT

I present the April 2025 disbursement reports for your approval.

The Finance Department is submitting the financial statement for the period ending March 31, 2025. This report provides a snapshot of our current financial position and offers an early assessment of areas that may require additional attention. Given the short timeframe, these financials are susceptible to significant variances due to timing factors and temporary anomalies. We carefully evaluate these fluctuations as we project our year-end financial outlook based on available data.

Ongoing funding and regulatory challenges at all levels of government continue to create unforeseen impacts on THA, adding complexity to financial forecasting. The heightened uncertainty makes it increasingly challenging to ensure accurate projections. As circumstances evolve throughout the year, we will adjust our expectations and update our financial projections accordingly.

As illustrated in the financial statement, the agency continues to do well. We are projecting a surplus at year-end of \$2,362,136, which can be seen on *Line 50 – Surplus/(Deficit) before Capital Expenditures* of the financials. Due to the factors noted above, this projection will change.

General themes and notable items are addressed below.

- *Line 1, HAP reimbursements* – This category is directly related to our MTW and special-purpose voucher spending. In prior years, timing differences led to significant temporary variances in this area; that is not the case this year. We anticipate that we will have some savings in administrative and tenant service expenses that will result in THA drawing down less MTW funds over the course of the year. THA recently received the 2025 MTW funding notice, which will provide just under \$2.6 million in additional recurring MTW HAP income above what was budgeted. This will result in THA needing to pull less from MTW reserves in 2025 than was planned.
- *Line 2 – Section 8 Admin fee earned* – THA was under budget at the end of Q1 due to timing differences. We anticipate that THA will be over budget by the end of Q2, and actuals will slowly come in line with budget over the remainder of the year.
- *Line 3 – Community Services* – The 2025 included \$90 thousand related to a ROSS grant that THA was not awarded. An increase in the FSS grant partially offsets this shortfall.
- *Line 4 – Public Housing Subsidy* – THA allocates traditional public housing operating subsidies to this line, which is currently running under budget. Additionally, funding from the HUD grant for the Housing Hilltop commercial space is coded here, but it was not

included in the 2025 budget. While no additional funds have been received yet, we anticipate receiving a portion of the outstanding balance by year-end. However, the amount may fluctuate significantly due to timing factors.

- *Line 6 – Other Government Grants* – The majority of the revenue for this category is associated with a multi-year grant that follows the state's fiscal year. The long-term forecast has been reduced to reflect a possible reduction in the State's next biennial budget.
- *Line 7 – Tenant Revenue - Other* – Dwelling rent is lower than expected primarily due to revenue shortfalls at North Highland and Highland Crest.
- *Line 10 – Other Revenue* – A disproportionate amount of grant revenue was recognized in the first quarter. This timing difference will be resolved over the course of the year.
- *Line 13 – Investment Income* – THA's interest income will fall significantly once the first half of the THA loan to Housing Hilltop LLLP is funded. This has not occurred yet, so THA has benefited from the additional interest revenue.
- *Lines 15 – 25 – Administrative Expense* – As in previous years, nearly all categories under Administrative Expenses are running under budget, except for *Line 22—Other Administrative Expenses*, which exceeds budget projections. This overage is due to several factors. Some development work originally budgeted under *Line 23—Due Diligence – Perspective Development* is being accounted for in *Line 22 - Other Administrative Expenses*. Additionally, this category includes the Du and Associates contract, which saw significant activity early in the year. Certain costs related to the Housing Hilltop HUD grant, referenced in *Line 4 - Public Housing Subsidy*, also contribute to the overage. Like the corresponding revenue, these grant-related expenses were not included in THA's budget.
- *Lines 26 – 29 – Tenant Service* – The Tenant Service area is under budget for each area for the first quarter, and we anticipate this trend will continue. We currently do not have plans to refill all vacant MTW-funded positions, which will lead to further savings.
- *Lines 31 – 35 – Ordinary Maintenance and Operations* – This category is significantly over budget primarily due to maintenance and unit-turn costs at our third-party managed properties.
- *Lines 36 – 40 General Expenses* – Several minor timing issues have led to underspending in this area at the close of Q1. As these issues are resolved, we expect the year-end figures to align with the budget.
- *Line 43 – Sec 8 HAP Payments* – The overage in this category is tied to higher utilization and increased costs of MTW HAP. We will be closely monitoring this area and adjusting utilization to prepare for the additional Mercy/Aviva Crossing PBV units coming online and the potential need to eventually absorb the EHV vouchers into the MTW program.
- *Lines 51 – 54 Capital Transactions* – The 2025 budget included a large number of large capital transactions that have not occurred.

2. INVESTMENTS

Surplus funds are invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank are at 2.54%. The Washington State Local Government Investment Pool currently provides a return rate of 4.40%.

3. AUDIT

The Washington State auditors have yet to confirm a start date for the 2024 audit. They will likely conduct the Single Audit alongside the financial audit before concluding with the Accountability Audit, covering 2023 and 2024. The entrance conference will be scheduled once the auditors officially announce their start date.

4. BUDGETS

Work has begun on implementing the Yardi budget platform, Forecast IQ. The system has some limitations, which may lead us to explore alternate solutions or create workarounds to mitigate their impact.

5. YEAR-END UPDATE

There is no update at this time.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

| | | March-25 | | | | Thru 12/31/2025 | | |
|--------------------------------|--|-----------------------|------------------------|-------------------|----------------|---------------------|--------------------|----------------|
| | | CURRENT QTR ACTUAL | YEAR TO DATE ACTUAL | BUDGETED YTD | VARIANCE | PROJECTED ACTUAL | BUDGETED | VARIANCE |
| OPERATING RECEIPTS | | | | | | | | |
| 1 | HUD grant - Section 8 HAP reimbursement | 19,016,528 | 19,016,528 | 19,415,378 | -2.05% | 76,076,000 | 78,075,620 | -2.56% |
| 2 | HUD grant - Section 8 Admin fee earned | 1,262,143 | 1,262,143 | 1,553,999 | -18.78% | 6,215,994 | 6,215,994 | 0.00% |
| 3 | HUD grant - Community Services | 49,420 | 49,420 | 83,979 | -41.15% | 255,747 | 335,915 | -23.87% |
| 4 | HUD grant - Public Housing subsidy | 509 | 509 | 2,300 | -77.87% | 609,200 | 9,200 | 6521.74% |
| 5 | HUD grant - Capital Fund Operating Revenue | 0 | 0 | 3,525 | -100.00% | 14,100 | 14,100 | 0.00% |
| 6 | Other Government Grants | 542,580 | 542,580 | 531,250 | 2.13% | 1,990,000 | 2,125,000 | -6.35% |
| 7 | Tenant Revenue - Dwelling rent | 1,035,104 | 1,035,104 | 1,103,866 | -6.23% | 4,400,000 | 4,415,464 | -0.35% |
| 8 | Tenant Revenue - Other | 63,168 | 63,168 | 48,938 | 29.08% | 210,000 | 195,750 | 7.28% |
| 9 | Management Fee Income | 956,756 | 956,756 | 1,019,917 | -6.19% | 3,923,000 | 4,079,669 | -3.84% |
| 10 | Other Revenue | 822,298 | 822,298 | 534,260 | 53.91% | 2,106,000 | 2,137,040 | -1.45% |
| 11 | Other Revenue - Developer Fee Income | 0 | 0 | 175,000 | N/A | 700,000 | 700,000 | N/A |
| 12 | Other Revenue - T/C Waterfall Payments | 421,270 | 421,270 | 771,500 | -45.40% | 2,786,000 | 3,086,000 | -9.72% |
| 13 | Investment income | 191,852 | 191,852 | 88,798 | 116.06% | 474,000 | 355,190 | 33.45% |
| 14 | TOTAL OPERATING RECEIPTS | 24,361,627 | 24,361,627 | 25,332,709 | -3.83% | 99,760,041 | 101,744,942 | -1.95% |
| OPERATING EXPENDITURES | | | | | | | | |
| Administrative Expenses | | | | | | | | |
| 15 | Administrative Salaries | 2,713,826 | 2,713,826 | 3,142,629 | -13.64% | 11,127,000 | 12,757,922 | -12.78% |
| 16 | Administrative Personnel - Benefits | 849,915 | 849,915 | 1,097,791 | -22.58% | 3,536,000 | 4,404,122 | -19.71% |
| 17 | Audit Fees | 0 | 0 | 31,000 | -100.00% | 124,000 | 124,000 | 0.00% |
| 18 | Management Fees | 128,785 | 128,785 | 190,036 | -32.23% | 618,000 | 760,143 | -18.70% |
| 19 | Office Expense | 661,667 | 661,667 | 710,055 | -6.81% | 2,617,000 | 2,840,220 | -7.86% |
| 20 | Legal | 70,622 | 70,622 | 106,950 | -33.97% | 427,800 | 427,800 | 0.00% |
| 21 | Travel/Training | 58,242 | 58,242 | 146,428 | -60.22% | 546,000 | 585,713 | -6.78% |
| 22 | Other administrative expenses | 778,876 | 778,876 | 684,039 | 13.86% | 3,236,000 | 2,736,157 | 18.27% |
| 23 | Due diligence - Perspective Development | 6,500 | 6,500 | 287,500 | -97.74% | 1,000,000 | 1,150,000 | -13.04% |
| 24 | Contingency | 0 | 0 | 26,250 | -100.00% | 105,000 | 105,000 | 0.00% |
| 25 | Total Administrative Expenses | 5,268,433 | 5,268,433 | 6,422,678 | -17.97% | 23,231,800 | 25,891,077 | -10.27% |

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

| | March-25 | | | | Thru 12/31/2025 | | | |
|--|--|------------------------|---------------------|---------------------|---------------------|----------------------|----------------------|----------------|
| | CURRENT MTH ACTUAL | YEAR TO DATE ACTUAL | BUDGETED | VARIANCE | PROJECTED ACTUAL | BUDGETED | VARIANCE | |
| Tenant Service | | | | | | | | |
| 26 | Tenant Service - Salaries | 431,427 | 431,427 | 492,442 | -12.39% | 1,726,000 | 1,999,313 | -13.67% |
| 27 | Tenant Service Personnel - Benefits | 148,344 | 148,344 | 186,825 | -20.60% | 593,000 | 751,242 | -21.06% |
| 28 | Tenant Service - Other | 615,089 | 615,089 | 629,209 | -2.24% | 2,516,836 | 2,516,836 | 0.00% |
| 29 | Total Tenant Services | 1,194,860 | 1,194,860 | 1,308,476 | -8.68% | 4,835,836 | 5,267,391 | -8.19% |
| Utilities | | | | | | | | |
| 30 | Total Project Utilities | 117,765 | 117,765 | 117,978 | -0.18% | 471,912 | 471,912 | 0.00% |
| Ordinary Maintenance & Operations | | | | | | | | |
| 31 | Maintenance Salaries | 300,031 | 300,031 | 261,702 | 14.65% | 1,125,000 | 1,061,040 | 6.03% |
| 32 | Maintenance Personnel - Benefits | 73,783 | 73,783 | 82,240 | -10.28% | 295,000 | 331,415 | -10.99% |
| 33 | Maintenance Materials | 60,917 | 60,917 | 47,596 | 27.99% | 199,000 | 190,880 | 4.25% |
| 34 | Contract Maintenance | 305,693 | 305,693 | 214,191 | 42.72% | 953,000 | 856,763 | 11.23% |
| 35 | Total Routine Maintenance | 740,424 | 740,424 | 605,728 | 22.24% | 2,572,000 | 2,440,098 | 5.41% |
| General Expenses | | | | | | | | |
| 36 | Protective Services | 5,045 | 5,045 | 4,669 | 8.05% | 18,677 | 18,677 | 0.00% |
| 37 | Insurance | 139,649 | 139,649 | 171,464 | -18.56% | 685,857 | 685,857 | 0.00% |
| 38 | Other General Expense | 84,675 | 84,675 | 103,054 | -17.83% | 412,216 | 412,216 | 0.00% |
| 39 | Interest Expense | 109,020 | 109,020 | 133,427 | -18.29% | 512,830 | 512,830 | 0.00% |
| 40 | Total General Expenses | 338,388 | 338,388 | 412,615 | -17.99% | 1,629,580 | 1,629,580 | 0.00% |
| 41 | TOTAL OPERATING EXPENSES | \$ 7,659,870 | \$ 7,659,870 | \$ 8,867,475 | -13.62% | \$ 32,741,128 | \$ 35,700,058 | -8.29% |
| Nonroutine Expenditures | | | | | | | | |
| 42 | Ext. Maint/Fac Imp/Casualty Loss (Proceeds) | 6,411 | 6,411 | 31,128 | -79.40% | 124,512 | 124,512 | 0.00% |
| 43 | Sec 8 HAP Payments | 15,930,421 | 15,930,421 | 15,807,681 | 0.78% | 64,301,774 | 64,301,774 | 0.00% |
| 44 | Total Nonroutine Expenditures | 15,936,833 | 15,936,833 | 15,838,809 | 0.62% | 64,426,286 | 64,426,286 | 0.00% |
| 45 | TOTAL EXPENDITURES | 23,596,703 | 23,596,703 | 24,706,284 | -4.49% | 97,167,414 | 100,126,344 | -2.96% |
| 46 | OPERATING SURPLUS/(DEFICIT) | 764,924 | 764,924 | 626,424 | 22.11% | 2,592,627 | 1,618,598 | 60.18% |
| 47 | Debt Service Principal Pymt/Loan Payoffs | (57,098) | (57,098) | (378,848) | -84.93% | (1,515,391) | (1,515,391) | 0.0% |
| 48 | Surplus/Deficit Before Reserve Appropriations | 707,827 | 707,827 | 247,577 | 185.90% | 1,077,236 | 103,207 | 943.76% |
| 49 | Reserve Appropriations - Operations/Loan Payoff | 0 | 0 | 321,225 | | 1,284,900 | 1,284,900 | |
| 50 | Surplus/Deficit Before Captial Expenditures | 707,827 | 707,827 | 568,802 | | 2,362,136 | 1,388,107 | |
| 51 | Capitalized Items/Development Projects | 0 | 0 | (4,227,000) | -100.00% | (16,908,000) | (16,908,000) | 0.00% |
| 52 | Reserve for Replacement | (42,681) | (42,681) | (42,681) | 0.00% | (170,723) | (170,723) | 0.00% |
| 53 | Revenue - Capital Grants/Sale of Property | 0 | 0 | 1,277,500 | -100.00% | 5,362,600 | 5,110,000 | 4.94% |
| 54 | Reserve Appropriations - Capital | 0 | 0 | 3,099,500 | -100.00% | 12,393,500 | 12,398,000 | -0.04% |
| 55 | THA SURPLUS/(DEFICIT) | 665,146 | 665,146 | 676,121 | | 3,039,513 | 1,817,384 | |

TACOMA HOUSING AUTHORITY

CASH POSITION - March 2025

| Account Name | Current Balance | Interest |
|--|----------------------|----------|
| HERITAGE BANK | | |
| Accounts Payable | 3,644,179 | 2.54% |
| Section 8 Checking | 5,675,948 | 2.54% |
| THA Scattered Sites Proceeds | 5,963,980 | 2.54% |
| FSS Escrows | 110,592 | 2.54% |
| FSS Forfeitures | 63,912 | 2.54% |
| Note Fund Account | 109 | 2.54% |
| THDG - Tacoma Housing Development Group | 986,984 | 2.54% |
| Salishan 7 Operations | 1,773,851 | 2.54% |
| Salishan 7 Security Deposit | 32,431 | 2.54% |
| Salishan 7 Replacement Reserve | 770,617 | 2.54% |
| Salishan 7 Operating Reserve | 216,526 | 2.54% |
| North Highland Operations | 59,164 | 2.54% |
| North Highland Security Deposit | 23,845 | 2.54% |
| North Highland Capital Reserve | 417,893 | 2.54% |
| Highland Crest Operations | 1,297,810 | 2.54% |
| Highland Crest Replacement Reserve | 466,310 | 2.54% |
| Highland Crest Security Deposit | 40,502 | 2.54% |
| Outrigger Operations | 707,464 | 2.54% |
| Outrigger Replacement Reserve | 416,697 | 2.54% |
| Outrigger Security Deposit | 25,883 | 2.54% |
| Payroll Account | 24,670 | 2.54% |
| HOME STREET BANK | | |
| James Center North Operations | 793,874 | 0.00% |
| James Center North Security Deposit | 79,537 | 0.00% |
| WASHINGTON STATE | | |
| Investment Pool | \$ 9,344,072 | 4.40% |
| 1. TOTAL THA CASH BALANCE | \$ 32,936,850 | |
| Less: | | |
| 2. Total MTW Cash Balance | \$ - | |
| <i>Less Minimum Operating Reserves</i> | | |
| 2.01 Public Housing AMP Reserves (4 months Operating Exp.) | | |
| 2.02 S8 Admin Reserves (3 months Operating Exp.) | 726,000 | |
| 2.09 Less Total Minimum Operating Reserves | \$ 726,000 | |
| 2.1. MTW Cash Available (Lines 2-2.09) | \$ - | |
| 3. MTW Cash Held By HUD | \$ 8,443,225 | |
| 4. Non MTW Cash Restrictions/Obligations | | |
| <i>4.1 Non MTW Operational Restrictions</i> | | |
| 4.10 HUD Restricted - Lot and Property Sales | \$ 5,963,980 | |
| 4.101 Scattered Sites Proceeds (Afford Hsg) | 5,963,980 | |
| 4.20 THA Property Accounts Reserved | \$ 13,127,426 | |
| 4.201 Security Deposit Accounts | 202,199 | |
| 4.202 Highland Crest Operations Reserves | 520,000 | |
| 4.203 Highland Crest Replacement Reserves | 466,310 | |
| 4.204 James Center North Operations Reserves (Debt Svc) | 1,000,000 | |
| 4.205 James Center North Capital | 96,211 | |
| 4.206 Outrigger Operations Reserve | 150,000 | |

TACOMA HOUSING AUTHORITY

CASH POSITION - March 2025

| | | | |
|---|-----------|----------------------|--|
| 4.207 Outrigger Replacement Reserves | 416,697 | | |
| 4.208 Salishan 7 Operations Reserves | 750,000 | | |
| 4.209 Salishan 7 Replacement Reserves | 770,617 | | |
| 4.210 North Highland Court Operations Reserves | 50,000 | | |
| 4.211 North Highland Capital Reserve | 417,893 | | |
| 4.212 Housing Hilltop Loan Reserve | 8,287,500 | | |
| 4.30 Rental Assistance Reserves | | \$ 850,504 | |
| 4.301 Mod Rehab Operating Reserves | 23,241 | | |
| 4.302 VASH, FUP, FYI, NED, EHV & MAIN HAP & AF Reserves | 652,759 | | |
| 4.303 FSS Escrows | 174,504 | | |
| 4.40 Prepaid Grants | | \$ 1,171,842 | |
| 4.401 TPS Interlocal (CS-2017-011) | 78,176 | | |
| 4.402 College Spark (PI-2018-005) | 52,848 | | |
| 4.403 GTCF Grant (PI-2019-005) | 53,835 | | |
| 4.404 THDG | 986,984 | | |
| 4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50) | | \$ 21,113,753 | |
| 4.70 Agency Contracted or Budgeted Commitments Remaining | | \$ - | |
| | - | | |
| | - | | |
| 4.99 Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70) | | \$ 21,113,753 | |
| 5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99) | | \$ 11,823,097 | |
| 6. Development Advances - Project Reimbursement upon draw | | \$ 148,719 | |
| 6.01 Housing Hilltop LLLP | 148,719 | | |

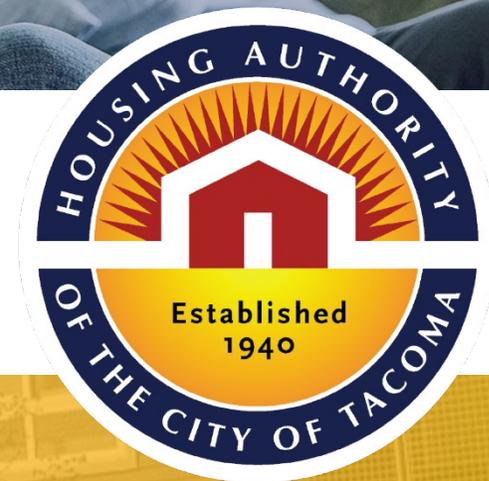


TACOMA HOUSING AUTHORITY

AGENCY MONTHLY REPORT



THA's Housing Programs & Who We Serve



May 28, 2025



THA Housing Programs

THA helps people pay rent in the private market through many different types of housing programs

- **Special Purpose Voucher Program** - over **800 households** subsidized with 7 different SPV programs each year

Special purpose vouchers serve specific populations that include homeless veterans, families reunifying with children, foster youth, non-elderly disabled households, families fleeing domestic abuse and households at risk of homelessness

- **Project-Based subsidies** - over **600 households** subsidized each year.

THA partners with 23 different non-profit housers and organizations to serve low income Tacomans. Many partners identify applicants through Pierce County's Coordinated Entry system



Guadalupe Vista owned by Catholic Community Services

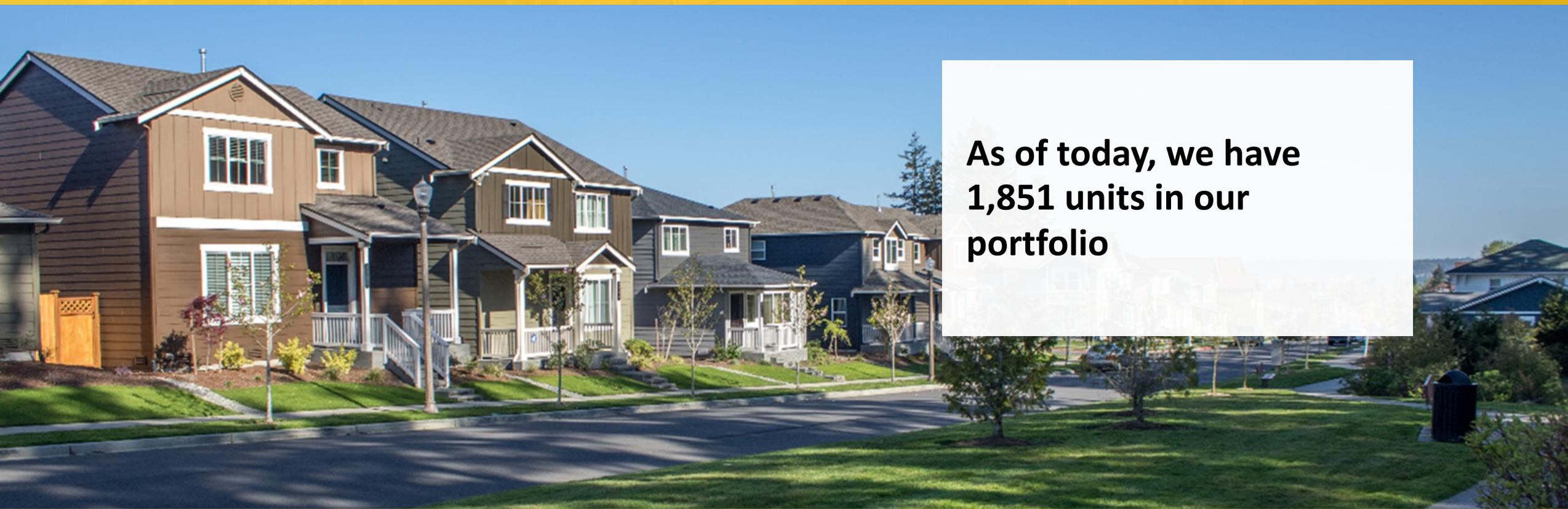
THA Housing Programs

- **Property-Based subsidies** - more than **400 households** receive subsidy each year
THA partners with 9 individual private property housers to serve low income Tacomans, homeless college students, and Medicaid eligible households
- **Housing Choice Voucher** – HUD’s traditional tenant-based voucher program assists over **2,600 households** each year
- **Mod-Rehab SRO program** - **70 households** are receiving subsidy each year
- **Homeownership program** – **18** homeowners are receiving assistance toward a mortgage



Crosspoint owned by CWD Investments

THA Housing Programs



**As of today, we have
1,851 units in our
portfolio**

THA Housing Programs



Bay Terrace Apartments & Townhomes

1,416 units owned and managed by THA

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

THA Housing Programs



Outrigger Apartments - Available to voucher holders

435 affordable units owned by THA and managed by 3rd party management companies

- North Highland Court – 35 units
- Highland Crest Apartments – 72 units
- Outrigger Apartments – 49 units
- Alberta J Canada – 48 units
- Housing Hilltop – 231 units

THA Housing Programs



THA invests \$900,000 into Pierce County's Rapid Rehousing Program

- Dedicated investment to housing for families with children and unaccompanied young adults aged 18-24. This provides funding for rental assistance, minimal administrative costs, and other types of flexible assistance including Rapid Rehousing, diversion, and prevention.

Who We Serve



11,317
People
in Tacoma



5,138
Total
households



1,851
Households
living in THA
properties



2,612
Voucher holders
rent from THA
landlord partners

Of the households receiving assistance from THA:

38%
of household
members are 18
or younger

31%
of household
members are
elderly or disabled

81%
of households
qualify as extremely
low income

Who We Serve



\$22,400 Average income at admission
(2024)



\$1,005 Average monthly subsidy paid in
2024 in THA's voucher programs

Community Need for Housing

THA launched a new, continuously open waiting list in November 2024.

- **More than 5,000 households** applied in the first 24 hours.
- **More than 9,000 households** joined the waitlist by December.

- 53% of applicants listed a **Pierce County** address
 - 34% of applicants have a **Tacoma** address
 - 19% of applicants live in **Pierce County outside of Tacoma**
- 22% of applicants listed a **King County** address
- 8% of applicants listed an **out-of-state** address

- **Any applicant can now join our waitlist at any time**
 - In the past, THA would open our waitlist for a limited time & accept a limited number of applicants

Community Need for Housing

- **46%** of waitlist applicants identified themselves as homeless.
- **29%** identified as disabled.
- **62%** are 1-2 person households, qualifying for a one-bedroom.
 - Of these households, the majority do NOT identify as elderly or disabled.
 - **39%** identify as disabled.
 - **14%** identified as elderly.

| Household Size | Applicants | % of total |
|----------------|------------|------------|
| 1 | 3,243 | 40% |
| 2 | 1,828 | 23% |
| 3 | 1,188 | 15% |
| 4 | 770 | 10% |
| 5 | 491 | 6% |
| 6 | 282 | 3% |
| 7 | 151 | 2% |
| 8 | 76 | <1% |
| 9 | 29 | <1% |
| 10 | 9 | <1% |

Waitlist Applicants by Income

\$13,000

Median
annual income
for applicants

\$18,867

Average annual
income for
applicants

| Household Size | Average Annual Income |
|----------------|-----------------------|
| 1 | \$13,595 |
| 2 | \$18,223 |
| 3 | \$20,738 |
| 4 | \$24,919 |
| 5 | \$26,960 |
| 6 | \$32,737 |
| 7 | \$31,640 |
| 8 | \$33,043 |
| 9 | \$29,784 |
| 10 | \$38,937 |

Strategies For Serving More Households

Increase access to affordable units through Project-Based Vouchers, Property-Based Subsidy, Housing Choice Voucher MOU's, and apply for future allocations of Special Purpose Vouchers.

- THA completed Housing Hilltop adding **231 units** of affordable housing
- THA executed new Project-Based Voucher HAP Contracts for Exley & St. Helens adding **26 units**
- THA executed new Project-Based Voucher HAP contracts for **55 units** of VASH Project-Based units by for Shilo, KWA, and LIHI
- THA executed an MOU with Cornus House to set aside **10 units** specifically for FYI voucher holders
- Mercy Housing's Aviva Crossing will add **129 Project-Based units** in 2026. This property will include a total of **500 new housing units**
- THA awarded Related NW Parcel A at Aviva Crossing projected to add **150–192 affordable housing units** aimed at housing students, workforce population & small families

Strategies For Serving More Households

Advocacy & Program Development

- Support public policy to make development of housing easier in the community
- Explore pathways to homeownership programs
- Continue to help households build assets and wealth through FSS and asset building programming
- Advocate for the preservation of existing funding and seek additional funding



Questions?



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: April Black, Executive Director
Date: May 28, 2025
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 April. The agency updates are categorized as they relate to our long-term goals:

1. Enhance Our Financial Resilience and Sustainability
2. Add More Affordable Housing Throughout Tacoma and Pierce County
3. Invest in Housing Stability and Community Vitality
4. Serve as a Great Employer, Contractor, and Community Partner

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

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ENHANCE OUR FINANCIAL RESILIENCE AND SUSTAINABILITY

Financial Sustainability updates are included in the Finance update.

ADD MORE AFFORDABLE HOUSING THROUGHOUT TACOMA AND PIERCE COUNTY

Housing Hilltop

Construction

- North and South building improvements for security, including installation of additional cameras throughout the two buildings, and alleyway painting are all complete.
- Tenant improvements for HVAC and electrical installation for the South Building commercial spaces is now complete.
- Additional tenant improvements are being considered with consultation from Brawner.
- The 11-month warranty walk for the South building is scheduled for May.

Commercial Space

- Jan Parker
 - Moving forward with La Union as architect.
 - Business is working with local funding partners to help fill funding gaps based on initial architect and contractor feedback.
 - Staff are working with Jan Parker and her architect to determine construction timeline and a potential lease start date. Currently her business is scheduled to open in March 2026.
 - Jan Parker is currently reviewing the lease.
- Lavonne's Room
 - Tenant is working on completing business preparations to prepare for opening.
 - Tenant is projecting to open their business in the next few weeks.
- Empty Commercial Space
 - THA is reviewing a proposal for the 3rd commercial space at Housing Hilltop South.
 - THA is in the process of hiring a commercial broker to lease the space at Housing Hilltop North.

Lease Up

- South Building
 - Construction is complete and fully occupied.
- North Building
 - Lease up is currently underway and still behind schedule. THA, Brawner, Du, and FPI collaborating to minimize impact of lost credits.
 - On May 1, 2025, there were a total of 171 occupied units at Housing Hilltop:
 - South - 92 occupied, 2 vacant
 - North - 79 Occupied, 58 vacant
 - Lease Up Risks and Loses
 - Due to the pace of lease up, credit delivery in the South building resulted in a loss of approximately 74k.
 - Current projections, which have the North building 100% occupied by July 31st, will result in a credit loss of approximately 18k.
 - The lease up pace and delinquency issues have also resulted in cash flow shortages which THA is funding as loans.

- Cash flow and other issues may also result in delays with conversion to permanent financing. Calculations are currently underway to project various scenarios.

Aviva Crossing



Site

- Utility work began in August 2024.
- THA is pursuing \$1.8 million in county funds to help support the predevelopment work.
- THA is working with legal counsel and Related NW on formalizing a MOU for Parcel A.
- Easements held by neighbors restricting Aviva Crossing development due to height limits and parking claims has been resolved.
- James Center South has a new buyer that wants to clean up the reciprocal parking agreement between JCN and JCS.
- The EPA Grant to help fund the stormwater infrastructure work is in a public comment period until May 10. Next step will be contracting for funds.

- Mercy has selected Walsh to perform the site infrastructure work. Work is underway and is expected to end in October.

Koz (Lot 1)

- The updated purchase and sale agreement (PSA) has been executed with new dates reflecting Koz's later timeline
- Koz is expected to break ground by end of August 2025.
- Staff are working with Mercy and Walsh on coordinating upcoming construction activities

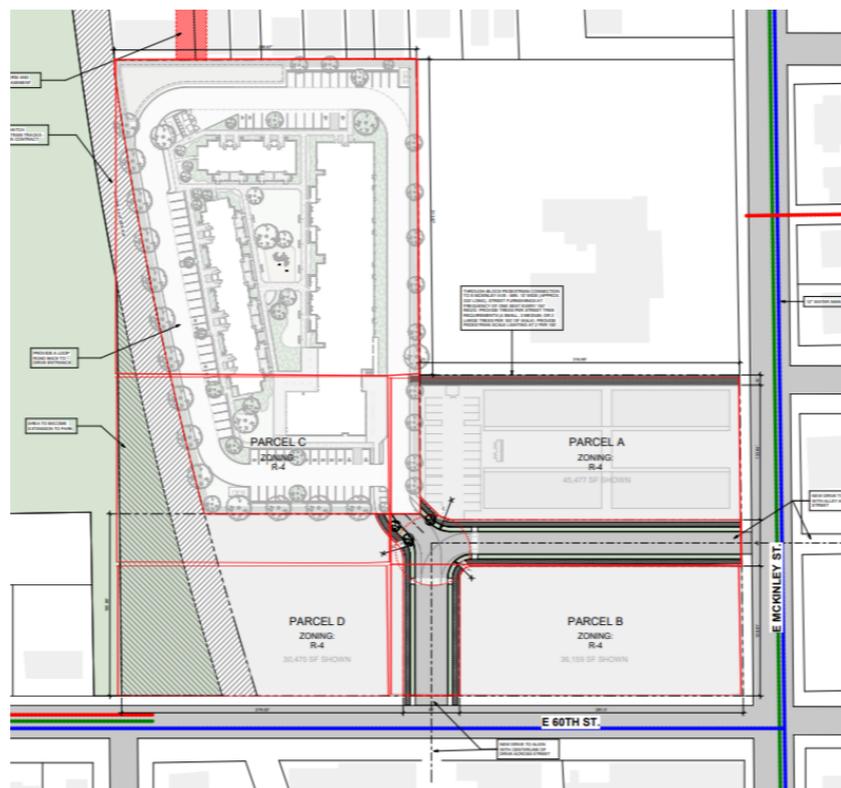
Mercy (Lot 4)

- Construction is underway with an estimated completion date of April 2026.

Related Northwest (Lot 3)

- Staff are targeting 150 units at 60% and 50% AMI.
- Negotiations in process for the purchase of the parcel.
- Working with legal counsel and Brawner on MOU negotiations.

Hillsdale Heights



- Bridge Meadows has been awarded a conditional 9% LIHTC for 2025. They were not awarded the CHIP funds but are in the running for State and City funds to be announced over the next 1-2 months.
- Pre-application meeting with the city is complete.
- THA continues detailed conversations with partners on land sale. Bridge Meadows, Louis Rudolph Homes and Eloise's Cooking Pot are fully engaged and working together on the development of the entire site. Initial proposal has been received from Eloise's Cooking Pot includes 36 housing units at 30-60% AMI. A proposal from Louis Rudolph Homes includes 52 homeownership units at 120% AMI.
- THA is working with development partners on impacts of spending bill changes.
- THA has procured a Critical Areas Report based on the city's feedback on visual site inspection. This report is expected to be completed in the coming weeks.

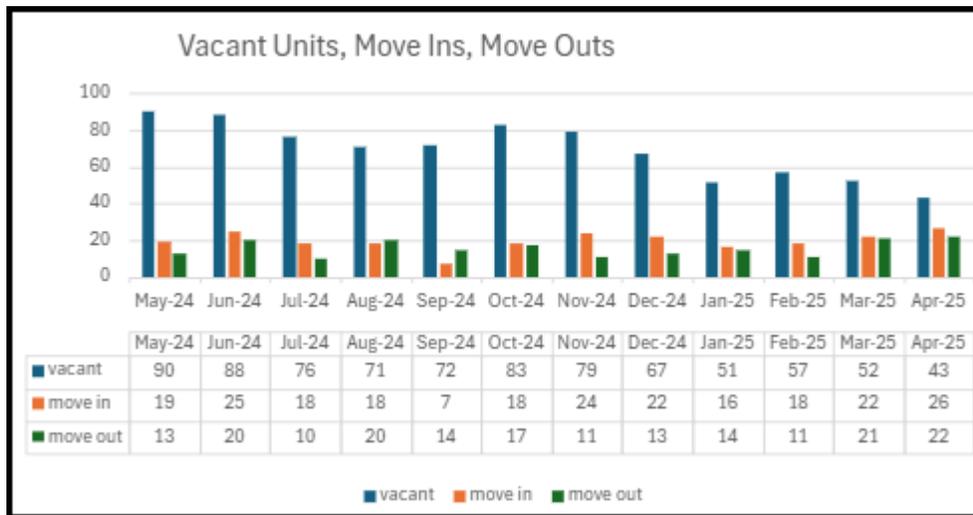
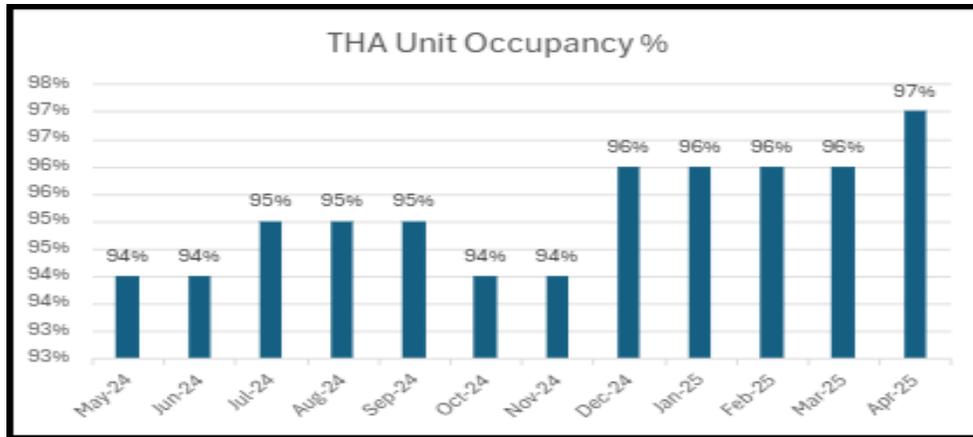
Salishan & Hillside 2300 Resyndication

- Environmental inspections are ongoing with the help of Property Management.
- Energy and Water audits are scheduled for May. Each property will have an analysis complete to help identify any savings programs that can be implemented into the project.
- The zoning scope is being procured and will be occurring within the next 2 months.
- THA continues to identify and pursue funding opportunities.
 - More detailed discussions progressing with TPU and Commerce
- The first draft of Owner's program/scope has been reviewed, and THA is working with Brawner on implementing those comments into the program.
- InkBuilt was selected as the architect for the project. LMC is working towards negotiating a contract with InkBuilt. A pre-construction contract with LMC is expected to be signed next month.
- InkBuilt has performed a few initial property inspections and is working with LMC on initial designs.
- THA, Brawner, LMC, and 1Drop are collaborating together as part of a community stakeholders feedback group to maximize MWSBE and Section 3 participation throughout the project. The first meeting took place the first Friday of April with the following meeting scheduled for mid-May.
- THA is working with Brawner and a relocation consultant for coordinating tenant moves during the construction process. This will include possible right-sizing of units wherever possible.

INVEST IN HOUSING STABILITY AND COMMUNITY VITALITY

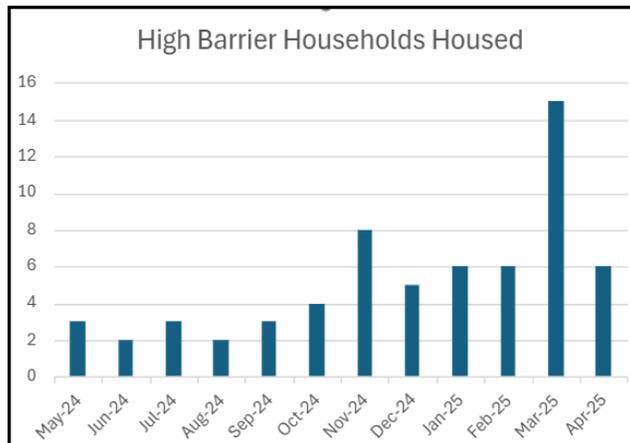
THA Unit Occupancy Progress

Occupancy rates are rising, with April seeing the most move-ins. However, move-outs are increasing and may continue through summer. Staff are working hard to fill units with eligible applicants.



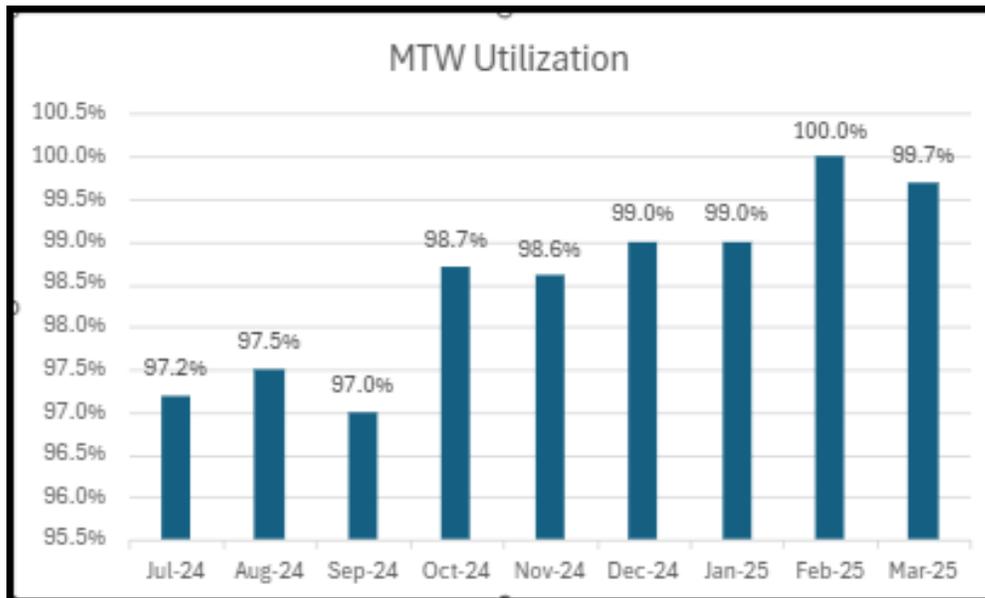
Serving High Barrier Households

The Housing Navigation team helped 7 households submit rental applications, processed 7 inspection requests, and housed 6 high-barrier households.



Overall Program Utilization

Utilization is good but we expect to see a decrease as THA reserves vouchers for Aviva Crossing's future PBV commitment in 2026.



CSE Referral Data for April 2025:

| | | |
|---|-------------------------------------|---|
| <p>Total Referrals: 119</p> | <p>Types of Referrals Received:</p> | <p>CSE staff provided 955 Types of Services to clients. *This data comes from services provided indicated in staff's case note entries. Note that staff often provide more than 1 service per client interaction, and the services may be in addition to the reason for the initial CSE referral.</p> |
| <ul style="list-style-type: none"> 32 East Portfolio | <p>38 Housing Stability</p> | <p>567 Housing Stability Services</p> |
| <ul style="list-style-type: none"> 54 West Portfolio | <p>24 new Move-Ins</p> | |
| <ul style="list-style-type: none"> 33 Voucher Holders | <p>34 General Services</p> | <p>23 Education Services</p> |
| | <p>17 Crisis Intervention</p> | <p>41 Behavioral Health & Physical Well Being Services</p> |
| | <p>5 FSS & 2Gen</p> | <p>87 Income, Asset Building, Financial Coaching Services</p> |
| | <p>1 Employment Assistance</p> | <p>237 Employment Services</p> |
| <p>CSE Staff made 718 outreach attempts:</p> <ul style="list-style-type: none"> 338 successful contacts were made with the client (staff was able to reach the client 47% of the time they attempted outreach) | | |

Late Rent Outreach in Partnership with Property Management (PM)

Of the 77 households who received outreach regarding late rent in April, 48 do NOT appear in May's 30-day notices list. This means that 62% of households who received outreach from PM & Client Support and Empowerment (CSE) from the month prior were able to resolve their late rent and avoid receiving official 30-day notices the following month.

National Alliance of Resident Services in Affordable and Assisted Housing (NAR-SAAH) Training

On May 6-7, Dr. Samuel Little, Founding President & CEO of NAR-SAAH, and Yolanda Little, Special Projects Director, visited THA from Baltimore, MD to provide a 2-day training to the Tenant Representatives Action Coalition (TRAC) resident council and other THA residents who are interested in learning about resident leadership opportunities. 41 residents, representing 12 different THA communities, attended the training. THA staff who support TRAC were also attendance.

Residents received training in:

- Becoming a changemaker in subsidized housing
- The history of the resident empowerment movement
- Resident council management and development of passion projects
- Working effectively with Tacoma Housing Authority employees and community partners

Maintenance completed several projects across the portfolio including Boulder installation along Portland Avenue in front of Arlington and new speed bumps at the property. This helps with prevention of property damage due to auto accidents.

NSPIRE inspections have begun at many of the properties with Salishan 2,3,5 and 6 being completed in the same week. The PM is working hard to address any deficiencies pointed out in the report. Upcoming will be inspections at the Rise and Hillside 2300.

The Tacoma Measure 1 eviction ban has now been lifted for wintertime evictions. THA's property management team is now enforcing any judgements for evictions of nonpayment of rent for households without children. The ban for households with children ends on 6/20/25. These increased evictions have had an impact on our unit turn operations due to the increase in volume. The PM team, in coordination with the rental assistance eligibility team are working hard to prepare the units and move in new eligible occupants from our waitlist.

SERVE AS A GREAT EMPLOYER, CONTRACTOR, AND COMMUNITY PARTNER

- All THA employees are completing annual Fair Housing training this month.
- Snack and Chat conversations with new and newly promoted employees are going well. The feedback received is positive. They all spoke highly of THA and their departments.
- 2 positions have been filled, and there are currently 3 open positions.
- Researching voluntary benefits such as WA 529, Washington Education Savings Plan to offer our employees this year.
- The Employee Appreciation Committee is finalizing arrangements for the mid-year celebration; an event aimed at fostering camaraderie and recognizing the hard work of staff members. The team is exploring ways to enhance the experience by securing a third food truck to provide a wider variety of cuisines. However, difficulties remain in finding a suitable vendor that meets logistical and budgetary requirements. Despite these hurdles, the committee remains optimistic about delivering a memorable celebration that reflects THA's commitment to valuing its employees.
- Preparations for the end-of-the-year celebration have also commenced, which will be held at the Greater Tacoma Convention Center—a venue chosen for its accessibility and capacity to accommodate the staff and their guests. This annual event is not only a time for reflection on organizational achievements but also an opportunity to strengthen team bonds and show appreciation for the collective efforts that drive THA's goals forward.
- The Employee Appreciation Committee's first Bagel Monday event was held recently, marking the start of informal gatherings intended to boost morale and provide a welcoming atmosphere for casual interaction among team members. The event featured an assortment of bagels along with deli meats, spreads, and other accompaniments. While attendance was modest, those who participated expressed positive feedback regarding the food selections. Plans are underway to increase awareness and participation for upcoming Bagel Monday events.

A LOOK AHEAD

Our June Board meeting will be focused on our Phase 1 Annual Planning.

ADVOCACY

Federal Budget

We are continuing to wait for the federal fiscal year 2026 budget process to mature before we know what challenges we might face next year. The biggest challenge we face today is related to our Emergency Housing Voucher program (EHV). This program was initially funded through 2030. We recently learned funding will run out in 2026. There has been no formal guidance from HUD about how they intend to continue to serve the 50,000-60,000 households on this program. THA has 113 households receiving emergency housing vouchers. We have reached out to our Congressional representatives about this issue and have alerted the City and County. Our priority is to find a solution to keep these families housed.

The letter from housing industry groups to Congress is attached.

Below are some details about the federal budget. None of the proposals below have been finalized.

Administration Budget

On May 2, 2025, the administration released its budget proposal. This proposal included:

- \$26.718 billion decrease to Public Housing, Tenant-based Rental Assistance Program, Project-based Rental Assistance, Housing for the Elderly, and Housing for Persons with Disabilities.
- Elimination of the HOME Investment Partnership Program and the Community Development Block Grant.
- \$196 million decrease to the Family-Self Sufficiency Program.

The proposed budget also calls for the overhaul and transformation of federal assistance programs by:

- Moving these programs into a state-based formula grant. This would allow states to design their own programs based on their unique needs and preferences.
- Placing a two-year cap on rental assistance for able-bodied adults.
- Ensuring the majority of rental assistance is provided to older adults and people with disabilities.

While these proposals are concerning, the budget and program changes will require Congressional approval. We are awaiting the House and Senate proposals.

“One Big Beautiful Bill Act”

The House “One Big Beautiful Bill Act” did not include proposals for the HUD programs. It did however some proposals that will impact our work and THA customers. Below are the highlights provided by Covino Smith & Company:

- The House Ways and Means Committee preserved the tax-exempt status of municipal bonds.
- The measure includes some provisions of the *Affordable Housing Credit Improvement Act of 2025* to strengthen the Low-Income Housing Tax Credit (LIHTC) Program by expanding the reimbursement rate, increasing the number of projects that can be built using private activity bonds, and accelerating the construction of low-income housing development in rural communities according to AHCIA sponsors. Specifically, the bill would increase the volume of tax-credits available for low-income housing by 12.5 percent and lower the private activity bond (PAB) financing threshold from 50 percent to 25 percent through calendar year (CY) 2029.
- The bill includes a provision to permanently extend the increased individual alternative minimum tax exemption amounts and exemption phase-out thresholds.
- The Ways and Means Committee’s provisions would renew the Opportunity Zones (OZ) program and provide for a new round of designations, which may generate an additional \$100 billion in investment over the coming decade and provide enhancements for distressed rural communities.
- The Judiciary Committee would authorize \$81.4 billion to support immigration enforcement and deportation efforts.
- The measure would provide \$650 million to support the facilitation and implementation of the section 287(g) program as well as \$787 million to support state and local participation in efforts to end “the presence of criminal gangs and transnational criminal organizations throughout the United States, combating human smuggling and trafficking networks, supporting immigration enforcement activities.” It would also provide \$950 million to compensate states and political

subdivisions of a state, such as local governments, to incarcerate certain undocumented persons.

- The Committee on Education and Workforce recommendations would reduce the deficit by \$330 billion through changes to federal student aid, loan programs, Pell Grant eligibility, and accountability for institutions of higher education to be overseen by the U.S. Department of Education.
- There are important considerations for individual taxpayers.
 - The proposal would eliminate federal income taxes on tipped wages and overtime pay for tax years 2025 through 2028, hoping to fulfill President Trump’s campaign promises.
 - It would provide some targeted tax relief for middle- and low-income seniors through an additional \$4,000 deduction.
 - Other provisions of interest include allowing full deductibility of auto loan interest for American-made vehicles, repealing the 1099-K reporting rule for gig workers, and increasing the 1099-MISC reporting threshold to \$2,000.
 - The measure proposes a temporary increase to the Child Tax Credit (CTC), raising the credit to \$2,500 per child for tax years beginning after December 31, 2025, and before December 31, 2028. After that period, the credit would revert to the \$2,000 per child level previously established by the TCJA, indexed annually for inflation. The measure would add new requirements for the CTC, including a mandate that parents provide a Social Security number issued either to a U.S. citizen or national or under a provision of the *Social Security Act* related to lawful employment in the United States. It would also allow income from 501(d) organizations to be treated as earned income for the purposes of the CTC.
 - Another \$500 deduction for dependents would be made permanent but not indexed for inflation.
 - To support working families, the bill would strengthen the Paid Family and Medical Leave Credit established under the TCJA, expand Section 529 education savings accounts, increase the Employer-Provided Childcare

Credit, and enhance support for small businesses that provide childcare services.

- It would also preserve the mortgage interest deduction at its current levels.
- The measure pursues a number of new requirements or reforms for federal safety net programs.
 - The measure would impose new Medicaid work requirements on able-bodied adults beginning by December 31, 2026, which will potentially reduce access and increase administrative burdens for state and local governments.
 - It would reduce the federal Medicaid match for certain states that offer coverage to undocumented persons.
 - Medicaid beneficiaries would likely need to absorb new out-of-pocket costs, which may result in increased costs to hospitals and clinics resulting from uncompensated care.
 - The bill would delay cuts to Medicaid Disproportionate Share Hospital (DSH) payments.
 - With regard to the Supplemental Nutrition Assistance Program, the measure seeks to increase the state and local administrative cost share from 50 to 75 percent, require a new benefit cost share for state governments, and expand work requirements for certain SNAP program recipients.

Beginning in FY 2028, states with payment error rates between 6 percent and 8 percent would pay for 15 percent of SNAP, states with error rates between 8 percent and 10 percent would pay for 20 percent and those with error rates above 10 percent are on the hook for 25 percent of benefits.

Effects of Measure 1

We have met with City Council members about the impacts of Tacoma's Measure 1 tenant protections. In response to a meeting with Councilmember Sarah Rumbaugh, we produced the attached document. The Council will be able to start revising the law in November 2025. We will continue providing relevant information and advocate for changes.



May 19, 2025

The Honorable Susan Collins
Chair
Committee on Appropriations
United States Senate
Washington, D.C. 20510

The Honorable Patty Murray
Vice Chair
Committee on Appropriations
United States Senate
Washington, D.C. 20510

The Honorable Tom Cole
Chairman
Committee on Appropriations
United States House of Representatives
Washington, D.C. 20515

The Honorable Rosa L. DeLauro
Ranking Member
Committee on Appropriations
United States House of Representatives
Washington, D.C. 20515

Dear Chair Collins, Vice Chair Murray, Chairman Cole, and Ranking Member DeLauro:

We, the Council of Large Public Housing Authorities (CLPHA), Public Housing Authorities Directors Association (PHADA), National Association of Housing Redevelopment Officials (NAHRO), National Alliance to End Homelessness (NAEH), Center on Budget and Policy Priorities (CBPP), National Low Income Housing Coalition (NLIHC), the Moving-to-Work (MTW) Collaborative, and the National Housing Law Project (NHLP) write to Congress concerning the future of the Emergency Housing Voucher (EHV) Program.

We urge Congress to provide adequate funding and flexibilities in the final FY26 Transportation-Housing and Urban Development (THUD) Appropriations Bill to ensure that current households served by the EHV program do not lose the critical assistance they rely on.

Background on the EHV program

The Emergency Housing Voucher (EHV) program, authorized by Congress in 2021, represents one of the most significant federal investments in addressing homelessness in recent history. With \$5 billion in funding, the program created 70,000 vouchers to assist individuals and families who are homeless, at risk of homelessness, fleeing domestic violence, or transitioning out of homelessness. EHV's have proven to be a lifeline for some of the nation's most vulnerable populations, including young children, seniors, and people with disabilities—by providing immediate access to stable housing and supportive services. The program's success was driven, in part, by flexible funding that enabled PHAs to offer landlord incentives, pay security and utility deposits, and support tenants with housing search assistance. Strong coordination between PHAs and Continuum-of-Care partners ensured a streamlined referral and eligibility process, helping households move quickly from crisis to stability.

Despite this success, the future of the EHV program is now in jeopardy. On March 6, 2025, HUD announced that PHAs would receive their final Housing Assistance Payment (HAP) renewal allocation, most of which is expected to be depleted by the end of Calendar Year 2026. Just weeks later, HUD directed PHAs to stop issuing new EHV by April 9 and to manage program costs using remaining service fees and HAP funds.

This marks an unexpectedly early sunset of a program that was originally authorized through September 2030. Sharp increases in market rents have raised voucher costs and caused program funds to be exhausted more quickly than anticipated. As of April 2025, nearly 60,000 EHV remain in use, supporting households that will be at risk of homelessness if additional federal funding is not provided. The Department of Housing and Urban Development (HUD) estimates that \$1.1 billion is needed in annual funding to continue assistance for these remaining EHV households.

The looming expiration of the EHV program threatens to increase homelessness and destabilize vulnerable families. Public housing authorities (PHAs) are struggling to absorb these families under existing voucher programs due to a lack of funding and the threat of the agency going into shortfall. Even if some PHAs are able to continue to issue vouchers to EHV families under a different program, this will be at the expense of eligible individuals and families still on the waiting list. Urgent action is needed to sustain this critical housing resource and prevent thousands from being pushed back into crisis.

What is the current population of EHV households?

According to HUD's EHV dashboard, 59,142 EHV are currently under lease across the country. The majority of these households include children under the age of 5, older adults, individuals with disabilities, or domestic violence victims.

Why is EHV sunseting earlier than the expected date of September 2030?

The main reason that the program is close to exhausting its funding is that rents have risen in recent years at the fastest pace in decades, causing the cost of helping people to rent safe, stable housing to be higher than expected. EHV have the highest utilization and success rate of any type of tenant-based rental assistance, so the program is not ending due to inefficiency or ineffectiveness.

What will happen if additional EHV funding is not provided?

- **Many PHAs would have no choice but to terminate assistance for people who still need help to keep a roof over their heads.** PHAs generally do not have the budget authority to transition EHV households into their regular HCV program and would risk going into a shortfall if they attempted to continue housing these families at current funding levels.
- **The end of funding for EHV would lead to widespread evictions and default on obligations to landlords.** If assistance were terminated for families currently in the EHV program, many would be unable to pay rent, leading to widespread evictions that harm tenants and create financial and administrative burdens for property owners. These evictions cost landlords time and money, disrupt rental income, and can damage tenant-landlord relationships. More significantly, ending assistance would represent a federal default on commitments made to landlords, undermining trust in the EHV

program, the broader HCV program, and in the federal government's reliability. This erosion of confidence could discourage landlords from participating in voucher programs altogether, further shrinking the supply of affordable housing.

- **Transitioning EHV households to other programs would delay assistance for other people who urgently need help and may have been waiting for years.** Rental assistance reaches fewer than 1 in 4 households in need, so nearly all programs have long waiting lists. If PHAs or other agencies try to absorb EHV families into other voucher or rental assistance portfolios, this will be at the expense of eligible families on the waiting list that will be forced to wait even longer for housing assistance.
- **The loss of EHV can be expected to increase homelessness:** Tenants who lose assistance may be unable to pay the rent and face eviction, causing severe hardship and long-term harmful impacts on children and families. The EHV program has proven to be a worthwhile investment, helping 70,000 households from its inception who would otherwise be homeless or at risk of homelessness find stable housing.

Funding the EHV program was, and remains, the right thing to do, and is a smart use of federal dollars. It would be more expensive to rehouse or provide services for these individuals after becoming homeless again than it would to keep them housed with additional EHV funding.

How can you help?

To ensure continued housing stability for the 60,000 vulnerable households currently assisted through the Emergency Housing Voucher (EHV) program, we respectfully request that Congress provide sufficient resources to ensure these families don't lose assistance in 2026 and beyond and preserve the federal investment already made in the program.

In addition, we urge the inclusion of statutory language in the FY 2026 Transportation, Housing and Urban Development (THUD) Appropriations bill to:

- Authorize the use of Tenant Protection Vouchers (TPVs) to provide ongoing rental assistance to transition households off the EHV program;
- Permit Public Housing Agencies (PHAs) to use remaining EHV service fee balances to support Housing Assistance Payments (HAP); and
- Allow non-Moving to Work (non-MTW) PHAs to access reserves to continue serving at-risk families.

Without these critical provisions and continued investment, PHAs will face major funding shortfalls in 2027, putting thousands of households at risk of losing their homes. Families who were previously at risk of homelessness and found stability through the EHV program could once again face housing insecurity.

Signed,



Sunia Zatterman, *Executive Director*, CLPHA



Josh Meehan, *President*, MTW Collaborative



Shamus Roller, *Executive Director*, NHLP



Mark Thiele, *Executive Director*, NAHRO



Renee Willis, *President and CEO*, NLIHC



Tim Kaiser, *Executive Director*, PHADA



Will Fischer, *Director of Housing Policy*, CBPP



Ann Oliva, *CEO*, NAEH

Updates for Councilmember Rumbaugh

May 16, 2025

Background about portfolio

The data reflected in this document accounts for 1416 of THA's housing units. All households included in the data set are on income-based rent, paying no more than 30% of their household income for rent and utilities.

Households may request changes to their rent at any time during their tenancy to ensure their rent is affordable at 30% of their income. Below are details of when THA will change the household rent:

Rent Increases

THA will not perform interim increases in rent between regularly scheduled recertifications, except :

- When an additional family member with income is added to the household
- When "Zero income" families report new income.

Rent Decreases

THA will reduce tenant rent when there has been a decrease in household income of 20% or more.

Changes reported before the 20th of the month take effect the following month following reporting.

Rent Collection as of March 31, 2025

| Rent Collection | January | February | March | April |
|---|----------------|-----------------|--------------|--------------|
| % of Households Paid in Full | 57% | 58% | 64% | 66% |
| % of Households Owing 1 Month of Rent (or less) | 18% | 19% | 17% | 17% |
| % of Households Owing 1+ Months of Rent | 25% | 23% | 19% | 17% |

2025 To Date: Warm Outreach Referrals

THA’s Property Management and Client Services teams work collaboratively to provide warm outreach referrals to residents who have fallen behind in their rent. In the first quarter of 2025, THA:

- Received 39 new late rent referrals for 29 distinct households.
- Provided a total of 983 warm outreach attempts to new and existing clients who owe late rent.
- This late rent outreach has led to a 9% increase in the percentage of households who are paying their rent in full between January and April (57% up to 66%).

Additional Portfolio impacts

- When households are being evicted from our units we see significant damage. On average we are seeing unit turn costs increase from approximately \$5,000 prior to Measure 1 to \$10,000 since the eviction ban has been in place.
- We are seeing residents, once evicted, leaving their units with more debt. This is because they are allowed to stay in the unit longer and continue to accumulate debt while waiting for the eviction ban to lift. This will increase barriers when trying to find housing and trying to pay off these debts post eviction.
- We are seeing an increase in abandoned units across our portfolio. For example, we may receive a judgment for a household in February but, we are unable to post the writ for eviction until April 1st. We are finding several units abandoned before the writ is posted. This creates a situation where squatters can enter the unit, animals are left behind and this impacts our customers on the waitlist who are waiting longer for a unit that could have been turned for a new occupant.

39 Households Under Eviction as of March 2025

- **Total rent owing: \$325,834**

| Last Rent Payment Received ** | Date Judgement Received | Total Rent Owing as of 3/1/25 | Students in Household? ** |
|-------------------------------|-------------------------|-------------------------------|---------------------------|
| 2/12/2024 | 1/6/2025 | 3,321.21 | Yes |
| 9/12/2024 | 1/14/2025 | 11,349 | Yes |
| 7/26/2024 | 11/25/2024 | 9,236 | No |
| 3/7/2024 | 10/31/2024 | 6,236 | Yes |
| 6/25/2024 | 1/9/2025 | 17,831 | No |
| 2/27/2024 | 1/24/2025 | 3,880 | Yes |

| | | | |
|-------------------------------------|------------|-----------|-----|
| 4/1/2024 | 12/12/2024 | 2,121 | No |
| 10/19/2023 | 1/29/2025 | 1,759.10 | Yes |
| 5/6/2023 | 11/18/2024 | 2,914.09 | Yes |
| 3/2/2024 | 9/25/2024 | 8,332.66 | Yes |
| 5/7/2024 | 2/26/2025 | 10,226.87 | No |
| 10/8/2024 | 1/28/2025 | 3,164.57 | No |
| 10/11/2022 | 2/26/2025 | 13,688 | No |
| 8/4/2023 | 9/24/2024 | 22,752 | No |
| 11/6/2023 | 10/1/2024 | 5,042 | No |
| 7/19/2023 | 10/24/2024 | 6,268 | Yes |
| 6/7/2023 | 11/20/2024 | 3,056.88 | No |
| 6/10/2024 | 12/6/2024 | 2,024 | No |
| 12/18/2023 | 10/4/2024 | 4,141 | No |
| 7/26/2023 | 8/14/2024 | 7,659.32 | Yes |
| 8/7/2023 | 1/15/2025 | 2,168.88 | No |
| 10/4/2023 | 12/3/2024 | 1,570 | Yes |
| 12/5/2023 | 2/19/2025 | 1,573 | Yes |
| 6/1/2023 | 2/3/2025 | 18,103 | Yes |
| 11/16/2019 | 11/18/2024 | 28,487 | Yes |
| No payments, moved in 10/2021 | 8/21/2024 | 2,679 | Yes |
| 8/4/2023 | 1/21/2025 | 5,316 | Yes |
| 9/17/2024 | 3/5/2025 | 525 | yes |
| 7/29/2020 | 10/4/2024 | 7,957 | Yes |
| 12/13/2024 | 2/28/2025 | 715 | Yes |
| 3/20/2024 | 12/9/2024 | 10,106 | Yes |
| 9/12/2023 | 8/28/2024 | 14,465.26 | Yes |
| 4/4/2024 | 10/21/2024 | 11,364 | No |
| 11/8/2023 | 9/4/2024 | 5,955.24 | Yes |
| 2/28/2024 | 12/5/2024 | 12,068.15 | Yes |
| 7/2/2024 | 11/25/2024 | 6,469 | Yes |
| 3/11/2021 | 1/24/2025 | 20,040 | Yes |
| 9/17/2024 | 10/3/2024 | 5,629 | Yes |
| 5/26/2023 | 10/22/2024 | 6,716 | Yes |
| 2/26/2023 | 1/30/2025 | 18,925 | No |

Total: 325,834

Measure 1 Examples

Resident A – Eviction based on failure to comply with program income review requirements, nonpayment of rent, and allowing unauthorized individuals to reside in the unit.

All households renting a subsidized housing unit must update their income and sign new paperwork to remain eligible for subsidy. These are requirements of THA's funders, including HUD and the IRS. These requirements are clearly stated in each tenant's lease agreement.

- This tenant did not complete program income review, as required. After multiple attempts to obtain the tenant's income information and review paperwork, THA initiated eviction proceedings. As part of the resolution established by the court, the tenant completed their 2022 annual income recertification in spring of 2023. The tenant also represented to the court their agreement that they would complete on-time recertifications in the future.
- Pierce County courts have ruled that evictions resulting from a tenant's failure to recertify are subject to the winter ban. Certification is a requirement annually for the tax credit program.
- Tenant failed to recertify in 2024, in violation of their court-filed agreement.
- On 3/29/2024, THA issued a 30-day notice to the tenant that their subsidy would be terminated.
- On 7/29/2024, THA issued a 30-day notice to pay or vacate. THA also had to issue a 3-day notice to the tenant for allowing unauthorized individuals to reside in their unit.
- After a hearing, the court issued a writ of restitution on 01/24/2025.
- Physical Eviction is scheduled for 6/20/2025 (Children in household). As of May 2025, the tenant owes \$32,772.00 in unpaid rent, plus attorney fees in the amount of \$1,500.00.
- During this time, the household has caused significant unit damage that will result in an insurance claim for remodel of the unit once it is back in our possession.

Resident B – Eviction based on nonpayment of rent, family with children, missed time frame and allowed to stay another year.

- This tenant's monthly rent is \$75.
- On 5/30/24, THA issued a 30-day notice to pay or vacate for nonpayment of rent
- The court held a show cause hearing on 8/14/24. The tenant did not appear. The court issued a judgment and writ of restitution.
- THA posted the writ on 8/21/24
- The tenant was to vacate on 8/29/24
- The tenant did not vacate, and the sheriff's office was unable to perform physical eviction before school started again.
- The physical eviction has been on hold since Aug/Sept 2024 (10 months) due to school aged children in the household.
- During this time, the household has caused significant damage to the unit that will result in a costly unit turn.

- Physical eviction will take place after 6/20/25, current rent owed to date is \$7,584.32 and \$1,500 in attorney's fees.

Resident C – Eviction based on nonpayment of rent, family with children, unit abandonment.

- On 5/10/24, THA issued a 30-day notice to pay or vacate due to nonpayment of rent
- The court held a show cause hearing on 6/18/24, at which the tenant did not appear. The court issued a judgment and writ of restitution.
- THA posted the writ on 7/26/24
- Due to household having a child in the unit, the physical eviction cannot be scheduled until after 6/20/25.
- On 9/7/24, a neighboring tenant reported maggots coming from upstairs unit. The tenant had abandoned the unit without informing property staff. A deceased dog was found in crate.
- On 9/13/24, - THA took possession of the unit, the client left with a balance of \$13,890.34.

Resident D – Eviction based on drug use on the property, disturbances, smoking,

- On 6/13/24, THA issued a : 60-day notice after having already issued ten 10-day notices to comply or vacate.
- The court held a show cause hearing on 9/30/24. The tenant failed to appear. The court issued a writ of restitution.
- On 11/22/24, the tenant asked the court to stay the writ. The court granted the request and stayed the writ through 4/1/2025 ex parte, despite the fact that the basis for the eviction was drug-related activity nuisance, to which the cold weather ban does not apply per TMC 1.100.060(4). On 4/2/25, the physical eviction took place. The tenant owes \$4,402.

Resident E – Eviction based on nonpayment of rent, court awarded 90-day repayment.

- On 10/22/2024, THA issued a 30-Day notice to pay or vacate.
- As of 11/27/2024, THA had not received any payment.
- The court held a hearing on 2/20/2025. During that hearing, the tenant agreed to pay the outstanding balance (\$4,571) in full within 90 days. No payments have been received. Judgment received due to defaulted repay agreement.
- Eviction on hold until school age ban is lifted on 6/20/25. Tenant continues to reside in the unit with an outstanding balance totaling \$10,457.18. The tenant has been openly sharing with neighbors “THA can't evict me until June 2025” and has been causing a general nuisance to the property without concern for consequences.



TACOMA HOUSING AUTHORITY

MOTION

Amended THA BOC Resolution 2025-04-23 (1),
Approval of Compliance with the Collective Bargaining
Agreement with OPEIU



MOTION

Date: May 28, 2025

To: THA Board of Commissioners

MOTION

This motion is for the Board to approve Amended Resolution 2025-04-23(1).

INTENT

The purpose of the motion is to clarify, via Amended Resolution 2025-04-23(1), that the across-the-board wage increase and one-time lump sum “Retention Payment” approved by this Board in April 2025, following wage opener negotiations between THA and the Office and Professional Employees International Union, Local 8 (OPEIU), apply to both represented and non-represented staff.

IMPLEMENTATION

For employees represented by OPEIU and non-represented employees, THA will implement the following increases:

- A 2% across-the-board wage increase effective July 5, 2025
- A 2% increase to the top of the wage schedule effective July 5, 2025
- A one-time lump sum “Retention Payment” based on length of service with THA effective May 10, 2025:
 - 0-5 years of service = \$1,000
 - 5-10 years of service = \$1,250
 - 10-15 years of service = \$1,500
 - 15+ years of service = \$1,750

COST

We estimate that the total one-time payments for OPEIU and non-represented staff will be approximately \$168,000. The across-the-board wage increase percentage described above was incorporated into the 2025 budget. The related savings will offset roughly half of the cost of the one-

time payments in 2025. Even with this increase, staffing costs are projected to remain well under budget for 2025.

RATIONALE

THA has historically allowed wage increases agreed upon between it and OPEIU to also apply to non-represented staff. In addition, we have historically sought this Board's approval for wage increases for both represented and non-represented staff.

Upon review of this Board's Resolution 2025-04-23(1) approving wage increases for OPEIU-represented employees, we discovered that, in fact, non-represented staff were not included in the resolution. This omission was inadvertent.

We strongly recommend that the Board approve Amended Resolution 2025-04-23(1). It is a modest increase that adequately accounts for budget uncertainties that THA faces next year while also investing in THA's primary asset: its staff. This increase helps to acknowledge the hard work of non-represented staff to the same extent that it is already acknowledging OPEIU-represented staff, which would promote fairness within the organization in alignment with THA's mission and goal of making THA a great place to work.

Approved: May 28, 2025

Derek Young, Chair



AMENDED RESOLUTION 2025-04-23 (1)

Date: May 28, 2025

To: THA Board of Commissioners

From: Lynette Scott
Human Resources Director

Re: Compliance with the Collective Bargaining Agreement with OPEIU and allowance for increases to the same extent for non-represented staff

This resolution would authorize the Executive Director to sign the Memorandum of Understanding (MOU) to comply with Schedule A, Annual Wage Increase of the Collective Bargaining Agreement (CBA) between the Tacoma Housing Authority (“THA”) and the Office and Professional Employee International Union Local 8 (“OPEIU”), and it would also allow increases to the same extent for non-represented staff.

BACKGROUND

On March 31, 2025, representatives from THA and OPEIU met for wage reopener negotiations as required by Schedule A of the Collective Bargaining Agreement between THA and OPEIU. Attached is a Memorandum of Understanding (MOU) showing the details of the wage reopener negotiations. This Agreement will allow:

- A 2% across-the-board wage increase effective July 5, 2025.
- A 2% increase to the top of the wage schedule effective July 5, 2025.
- A one-time lump sum “Retention Payment” based on length of service with THA effective May 10, 2025:
 - 0-5 years of service = \$1,000
 - 5-10 years of service = \$1,250
 - 10-15 years of service = \$1,500
 - 15+ years of service = \$1,750

RECOMMENDATION

Approve Resolution 2025-04-23 (1) authorizing the Executive Director to sign the Memorandum of Understanding (MOU) to comply with the CBA between THA and OPEIU, and to allow increases to the same extent for non-represented staff.



AMENDED RESOLUTION 2025-04-23 (1)

(Approval of Compliance with the Collective Bargaining Agreement with OPEIU and allow increases to the same extent for non-represented staff)

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

WHEREAS, the July 1, 2023 – June 30, 2026 Collective Bargaining Agreement between THA and OPEIU requires annual wage reopeners as specified in Schedule A, Annual Wage Increases; and

WHEREAS, OPEIU gave timely notice to THA to reopen negotiations for Schedule A, Annual Wage Increases; and

WHEREAS, THA and OPEIU have reached an agreement regarding a wage increase; ensuring compliance with the CBA; and

WHEREAS, OPEIU has signed the attached MOU; and

WHEREAS, the Board of Commissioners finds that the salary increase for OPEIU and non-represented staff reached in the agreement with OPEIU as described in the accompanying memo is fair and reasonable and that it would serve THA's interests; now, therefore, be it

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

1. In summary, allow for all OPEIU represented and non-represented staff:
 - a. A 2% across-the-board wage increase effective July 5, 2025.
 - b. A 2% increase to the top of the wage schedule effective July 5, 2025.
 - c. A one-time lump sum "Retention Payment" based on length of service with THA effective May 10, 2025:
 - 0-5 years of service = \$1,000
 - 5-10 years of service = \$1,250
 - 10-15 years of service = \$1,500
 - 15+ years of service = \$1,750
2. That this resolution shall take effect immediately upon its adoption and approval.

Approved: May 28, 2025

Derek Young, Chair



TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1



RESOLUTION 2025-05-25 (1)

Date: May 25, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Authority to enter into a Pre-development contract with LMC for the Salishan-Hillside Phase I Renovation project.

This resolution would allow THA's Executive Director to execute a pre-development contract with LMC Construction for Construction Management services for the Salishan-Hillside Phase I Renovation project.

BACKGROUND

Salishan-Hillside Phase I, LLLP is seeking to enter into a pre-development contract with LMC for construction management services. The pre-development contract will cover the planning phase of the Salishan-Hillside Phase I renovation project. LMC and their subcontractor, 1Drop, were competitively selected as the General Contractor and Construction Management team. The pre-construction phase includes scheduling, pricing, sub-contractor bidding and negotiations, as well as the pre-purchasing of heat pumps and windows as part of a broader grant opportunity Tacoma Housing Authority received from Washington State's Department of Commerce. The total amount of the contract will be \$4,000,000, of which \$3,500,000 is earmarked for purchasing the heat pumps and windows to meet Commerce expenditure timelines. The remaining \$500,000 will cover the contractor's preconstruction management costs.

THA will sign the contract with the Washington State Department of Commerce prior to LMC ordering the materials outlined above.

THA's Board of Commissioners approved Resolution 2024-08-28 (3) which authorizes the Executive Director to enter into contracts and agreements for the Salishan-Hillside Phase 1 project.

RECOMMENDATION

Approve THA's Executive Director to enter into a contract with LMC for the Pre-development of the Salishan-Hillside Phase I Renovation Project.



RESOLUTION 2024-05-25 (1)

(Authority to Enter Into a Contract with LMC for the Pre-development of the Salishan-Hillside Phase 1 Renovation Project)

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

WHEREAS, THA Board of Commissioners approved Resolution 2024-08-28 (3), which authorized THA's Executive Director to enter into contracts and Agreements for the Salishan-Hillside Phase I project; and

WHEREAS, Washington State's Department of Commerce provided THA with a grant for \$3,500,000 to purchase heat pumps and windows; and

WHEREAS, LMC Construction pre-construction costs are estimated to be \$500,000; and

WHEREAS, THA is seeking to enter into a pre-development contract with LMC Construction for the planning phase of the Salishan-Hillside Phase I project; now, therefore, be it

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

THA's Executive Director is granted the authority to execute into a contract with LMC Construction for \$4,000,000.

Approved: May 25, 2025

Derek Young, Chair

Resolution 2



RESOLUTION 2025-05-28 (2)

Date: May 28, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Interlocal Agreement with King County Housing Authority (KCHA) - Jurisdictional Agreement HCV Homeownership Program

This resolution would allow Tacoma Housing Authority (THA) to enter into an interlocal agreement with King County Housing Authority (KCHA) that enables KCHA's Housing Choice Voucher (HCV) Homeownership Program participants to utilize their vouchers in THA's jurisdiction.

BACKGROUND

Washington State law allows local governments to agree to cooperate to better serve their communities. These agreements are called Interlocal Cooperation Agreements (ICA). One use of such agreements allows agencies to share functions or to engage in activities in each other's jurisdictions.

King County Housing Authority (KCHA) approached Tacoma Housing Authority (THA) with a proposal to execute an interlocal agreement that allows KCHA's Housing Choice Voucher (HCV) Homeownership Program participants to utilize their vouchers in THA's jurisdiction. The intent is to enable participants to access homes in neighboring communities while minimizing the administrative burden and costs associated with the portability process.

THA staff requested KCHA provide more information about the volume of anticipated home purchases and potential unintended impacts on THA customers. KCHA anticipates no more than

three to five closings this year given the long lead time to purchase a home and cannot anticipate how many buyers may seek out homes in THA's jurisdiction. In addition, KCHA committed to monitoring and reporting out how many participants purchase homes in THA's jurisdiction on an annual basis. Finally, should THA decide to implement its own homeownership program in the future, KCHA offered to share their policies, key documents, and lessons learned to support THA's efforts.

Given these responses and the fact that this agreement does not make THA responsible for any administrative duties, services, or financial obligations, THA staff are supportive of this agreement.

RECOMMENDATION

Approve Resolution 2025-05-28 (2) authorizing THA's Executive Director to enter THA into an interlocal agreement with KCHA that allows KCHA's HCV Homeownership Program participants to utilize their vouchers in THA's jurisdiction.



RESOLUTION 2025-05-28 (2)

(Interlocal Agreement with King County Housing Authority (KCHA) - Jurisdictional Agreement HCV Homeownership Program)

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, King County Housing Authority (KCHA) is operating a local Housing Choice Voucher (HCV) Homeownership program; and

WHEREAS, KCHA desires to support its HCV Homeownership Program participants in utilizing their homeownership vouchers in neighboring communities like Tacoma while minimizing burdensome portability regulations on both KCHA and Tacoma Housing Authority (THA); and

WHEREAS, THA requires Board approval to enter into an interlocal agreement that allows KCHA HCV Homeownership Program participants to utilize their vouchers in THA's jurisdiction; now, therefore, be it

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

THA's Executive Director is authorized to enter into an interlocal agreement with KCHA that allows KCHA's HCV Homeownership Program participants to utilize their vouchers in THA's jurisdiction.

Approved: May 28, 2025

Derek Young, Chair