



TACOMA HOUSING AUTHORITY
BOARD OF COMMISSIONERS

BOARD PACKET

MAY 27, 2026



REGULAR MEETING

BOARD OF COMMISSIONERS

MAY 27, 2026

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, May 27, 2026, at 4:45 pm via Zoom and at 902 South L Street, Tacoma, WA 98405.**

Join Zoom Meeting

<https://us06web.zoom.us/j/82613317599?pwd=vykJRaM3U34tQex8UHqWDSMUETeuw5.1>

Meeting ID: 826 1331 7599 | **Passcode:** 199381 | **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, the Public Meeting Notice was mailed/emailed 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
Records and Public Disclosure Manager



TACOMA HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING

MAY 27, 2026, 4:45 PM

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

Join Zoom Meeting

<https://us06web.zoom.us/j/82613317599?pwd=vykJRaM3U34tQex8UHqWDSMUETeuw5.1>

Meeting ID: 826 1331 7599 / Passcode: 199381 / Call: (253) 215-8782

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- 3.1. Minutes of March 25, 2026—Regular Session
- 3.2. Minutes of April 3, 2026—Special Session
- 3.3. Motion to Approve Board Subcommittee Changes

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. COMMITTEE REPORTS

- 5.1. Real Estate Development Committee
- 5.2. Finance and Audit Committee
- 5.3. Community Partnerships and Advocacy Committee
- 5.4. Education, Housing, Services, and Partnerships Committee

6. FINANCE REPORT

- 6.1. Ratifying Cash Disbursement for March 2026
- 6.2. Ratifying Cash Disbursement for April 2026

7. AGENCY UPDATES

- 7.1. Agency Report
- 7.2. Agency Presentation: Highlights of THA's Rental Assistance Programs

8. NEW BUSINESS

- 8.1. 2026-05-27 (1) Accounts Receivable Write-Offs – Tenants
- 8.2. 2026-05-27 (2) Updating THA's Administrative Plan Policy on Repayment Agreements
- 8.3. 2026-05-27 (3) Updating THA's Property Management Policies for Termination of Tenancy and Repayment Agreements

9. EXECUTIVE SESSION

To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

10. COMMENTS FROM THE COMMISSIONERS

11. ADJOURNMENT



TACOMA HOUSING AUTHORITY

MINUTES



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION WEDNESDAY, MARCH 25, 2026

The Commissioners of the Housing Authority of the City of Tacoma (THA) met in Regular Session at 902 South L Street, Tacoma, WA 98405 at 4:45 pm on Wednesday, March 25, 2026.

1. CALL TO ORDER

Chair Rumbaugh called the meeting to order at 4:53 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Stanley Rumbaugh	
Vice Chair Minh-Anh Hodge	
	Commissioner Athena Dunn
	Commissioner Derek Young
Commissioner Ronelle Jones	

Chair Rumbaugh declared there was a quorum present at 4:54 pm and proceeded.

3. APPROVAL OF MINUTES AND MOTION

3.1 APPROVAL OF MINUTES

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, February 25, 2026. Commissioner Jones moved to adopt the minutes. Vice Chair Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

None of the sub-committees met.

6. FINANCE REPORT

FINANCE

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

6.1 RATIFYING CASH DISBURSEMENT FOR FEBRUARY 2026

Commissioner Jones proposed ratifying the payment of cash disbursements totaling \$9,030,082 for February 2026, which was seconded by Vice Chair Hodge. Moving to Work (MTW) and Housing and Urban Development (HUD) funds are both down. However, Non-MTW Restricted cash has increased to \$10.3M compared to last month. Overall financials remain strong: operating receipts are \$3M over budget and THA is spending less than expected in most categories.

Upon roll call, the vote was as follows:

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

Motion approved.

7. AGENCY MONTHLY REPORT

7.1 AGENCY REPORT

Executive Director (ED) Black began with positive news: Tacoma Housing Authority (THA) recently received three new grants, including \$10,000 from Sequoia and \$45,000 from Ben B. Cheney Foundation. THA has ended negotiations with Allied and will continue partnering with FPI to manage Housing Hilltop. The Salishan Rehab Project is progressing, with the first residents now moving into their updated homes. Congresswoman Marilyn Strickland's staff visited the property to see the improvements firsthand, and several staff members toured Aviva Crossing as well.

ED Black thanked Commissioners Rumbaugh, Dunn, and Jones, along with Communications and Marketing Manager Nick Tolley, for attending the CLPHA conference in Washington, DC with her. She asked the commissioners to pay attention to HUD's proposed changes highlighted in the report,

particularly those affecting housing and eligibility. THA plans to submit a public comment regarding these changes, which could impact mixed-status families' housing stability. The HUD public comment period is open until April 22nd.

Chair Rumbaugh mentioned that HUD's secretary held regressive views about housing authorities and their functions, making it difficult to address upcoming issues over the next few years. Commissioner Jones remarked on ED Black's strong representation on the commission, saying, "We are represented very well. Our numbers might not match larger agencies, but we must tackle the challenges ahead." Chair Rumbaugh also noted that ED Black's presentation was well received. ED Black reminded the commissioners of an upcoming Special Session for THA on April 3rd, with more information to be shared soon.

7.2 PRESENTATION: THA'S PROPERTY MANAGEMENT PROGRAMS

ED Black provided highlights from the presentation:

- THA has 1,416 units that are owned and managed by THA's Property Management Department
- THA has two property portfolios—THA Owned and Managed and Third Party Managed
- THA operates different programs in their units including Tax Credit, Project Based Vouchers, and Unsubsidized Units
- 77% of households THA serves are less than 30% median income

Director Marquis Jenkins encouraged the commissioners to view the properties and videos from staff. Chair Rumbaugh appreciates the breakdown of the presentation. Director Jenkins thanked Denise Day, David Dailey and staff for their work.

8. NEW BUSINESS

8.1 2026-03-25 (1), NORTH HIGHLAND COURT APPLICATION FOR FUNDING

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

WHEREAS, the Housing Authority of the City of Tacoma (THA) seeks to encourage the provision of long-term housing and for low-income persons residing within the City of Tacoma, Washington; and

WHEREAS, RCW 35.82.070(2) provides that a housing authority may "prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof..."; and

WHEREAS, the property at 3015 N Highland Street, Tacoma, referred to as North Highland Court, has identified capital needs in excess of reserves that will need to be addressed maintain the quality and condition of the property; now, therefore, be it

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

THA is authorized to seek and use any funds awarded by the Washington State Department of Commerce 2026 Housing Preservation Program to fund capital improvements at North Highland Court, a THA-owned, third party-managed property.

CERTIFICATE

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

1. That the attached Resolution 2026-03-25 (1) – North Highland Court Application for Funding, (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on March 25, 2026 (the “Meeting”), and duly recorded in the minute books of the Authority;

2. That the public was notified of access options for remote participation in the Meeting: <https://www.tacomahousing.org/about/board/meetings/>; and

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

IN WITNESS WHEREOF, I have hereunto set my hand on March 25, 2026.

HOUSING AUTHORITY OF THE CITY OF TACOMA

April Black, Executive Director

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

Upon roll call, the vote was as follows:

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

Motion approved: March 25, 2026

Stanley Rumbaugh, Chair

8.2 2026-03-25 (2), THA ADMINISTRATIVE PLAN CHANGES TO WAITLIST PREFERENCES

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

WHEREAS, HUD allows PHA to develop local preferences for their waitlist to address local housing needs; and

WHEREAS, THA is seeking to update two of the agency’s waitlist preferences in order to address housing instability that may arise from potential losses to funding in federal funding and property resyndication; now, therefore, be it

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

THA’s waitlist preferences are updated such that households participating in programs that are at risk of being terminated and households who are impacted by the rehabilitation of their unit may be granted priority.

Related Topic	Original Policy/Process	Proposed Change
Local Preferences	<p>Families Terminated Due to Funding The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.</p>	<p>Families Terminated Due to Funding The PHA will offer a preference to any family that has been terminated <u>or is at risk of being terminated</u> from HCV <u>and other federally funded programs managed by THA due to insufficient program funding.</u></p>
Local Preferences	<p>THA Tenants on the Transfer/Choice Mobility Waitlist THA will allow those on the transfer waitlist to be served ahead of those on the regular waitlist. As they become available, THA will offer a voucher or unit to households on the transfer waitlist (families are not required to accept the HCV).</p>	<p>THA Tenants on the Transfer/Choice Mobility Waitlist THA will allow those on the transfer waitlist to be served ahead of those on the regular waitlist. As they become available, THA will offer a voucher or unit to households on the transfer waitlist (families are not required to accept the HCV). <u>Households on the list due to the rehabilitation of their unit may be granted priority over other households on the Transfer/Choice Mobility waitlist.</u></p>

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

Upon roll call, the vote was as follows:

AYES: 3

NAYS: 0
Abstain: 0
Absent: 2

Motion approved: March 25, 2026

Stanley Rumbaugh, Chair

9. COMMENTS FROM COMMISSIONERS

None.

10. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:35 pm.

APPROVED AS CORRECT

Adopted: May 27, 2026

Stanley Rumbaugh, Chair



BOARD OF COMMISSIONERS MEETING MINUTES

SPECIAL SESSION FRIDAY, APRIL 3, 2026

The Commissioners of the Housing Authority of the City of Tacoma met in Special Session via Zoom and at 902 South L Street, Tacoma, WA 98405, on Friday, April 3, 2026, at 2:00 pm to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

1. CALL TO ORDER

Chair Rumbaugh called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 2:01 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Stanley Rumbaugh	
Vice Chair Minh-Anh Hodge	
Commissioner Derek Young	
Commissioner Athena Dunn	
	Commissioner Ronelle Jones

Chair Rumbaugh declared there was a quorum present at 2:02 pm and proceeded.

3. EXECUTIVE SESSION

The Board went into executive session at 2:03 pm for 15 minutes to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. They came back into regular session at 2:18 pm. No decisions were made during the executive session.

4. MOTION

Chair Rumbaugh moved to deem non-binding and to overturn a February 27, 2026, Decision on Formal Hearing issued by Hearings Officer Carolyn A. Lake regarding Anthony Johnson pursuant to Section 18.8.2 of THA's Property Management Policies.

Commissioner Dunn moved to approve the motion. Commissioner Young seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved. The Senior General Counsel is to promptly notify the tenant in writing of the Board's decision. Once the tenant is notified, the Executive Director or their designee may proceed with enforcing the 3-day notice as provided by law.

5. ADJOURNMENT

There being no further business to conduct, the meeting ended at 2:20 pm.

APPROVED AS CORRECT

Adopted: May 27, 2026

Stanley Rumbaugh, Chair



MOTION

Date: May 27, 2026

To: THA Board of Commissioners

MOTION

Approve the updated Board subcommittee structure and membership assignments as presented, including replacing Vice Chair Hodge with Commissioner Dunn on the Education, Housing, Services and Partnerships Committee and eliminating the Community Partnerships and Advocacy Committee.

INTENT

To formally update the Board's subcommittee structure and membership in order to ensure appropriate alignment with current priorities, workloads, and commissioner availability.

IMPLEMENTATION

Upon approval, the revised subcommittee assignments will take effect immediately.

COST

None.

RATIONALE

Periodic updates to subcommittee assignments are necessary to maintain effective governance, distribute workload appropriately, and ensure committee are staffed in a way that supports the Board's strategic and operational goals.

Approved: May 27, 2026

Stanley Rumbaugh, Chair



Real Estate Development Committee

Chair Stanley Rumbaugh
Vice Chair Minh-Anh Hodge

Finance Committee

Commissioner Derek Young
Commissioner Athena Dunn

~~Community Partnerships and Advocacy Committee~~

~~Commissioner Athena Dunn~~

Education, Housing, Services and Partnerships Committee

~~Vice Chair Minh-Anh Hodge~~ Commissioner Athena Dunn

Commissioner Ronelle Jones



TACOMA HOUSING AUTHORITY

FINANCE REPORT



Date: May 27, 2026

To: THA Board of Commissioners

From: Richard Deitz
Director of Finance

Re: Finance Department Board Report

1. FINANCIAL STATEMENT

I present the April 2026 disbursement reports for your approval.

The Finance Department is submitting the financial statement for the period ending March 31, 2026. The financials provide a snapshot of our current financial position and offer an early indication of areas that may require additional attention. The first quarter financials are naturally prone to timing differences and other temporary anomalies that typically resolve themselves over the course of the year. The first quarter of 2026 is no different, as it includes several anomalies that are expected to be resolved prior to year-end. Given the sample size and the tendency for anomalies, projections at this point in the year are challenging and subject to change as information improves. As plans and expectations evolve throughout the year, we will revise our projections accordingly.

As previously noted, first-quarter numbers can be significantly impacted by temporary timing differences. The delay in HAP funding, in particular, is leading to the current deficit of \$913,130, as shown on *Line 46 – Operating Surplus/(Deficit)*. A supplemental MTW draw request of \$3,677,000 was funded in April related to our activity in Q1. If this amount had been included, *Line 46 – Operating Surplus/(Deficit)* would have been in line with the budget. The same is true for *Line 55 - THA Surplus/(Deficit)*, which currently shows a deficit; if the MTW draw were included, it would show a larger-than-anticipated surplus. By year-end, it is projected that *Line 46 – Operating Surplus/(Deficit)* will be slightly above budget.

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. As noted above, a timing difference has led to a temporary variance in this area, which was resolved in April. We anticipate this area finishing the year slightly under budget, as overall MTW spending is slightly lower than projected.

This is a positive trend, as THA was recently officially notified that its 2026 recurring MTW funding will be \$716,000 below the 2025 amount and the amount included in the 2026 budget.

- *Line 3 – Community Services* – Staff is experiencing some challenges with the HUD system used for drawing down funds, which has created a temporary timing difference.
- *Line 4 – Public Housing subsidy* – Multiple years of Capital Funds were drawn down and used to support MTW operations.
- *Lines 15 – 25 – Administrative Expense* – All categories of Administrative Expenses are currently under budget except for *Audit Fees*. With the resyndication of Salishan 1-3 and Hillside Terrace 2, the assets were all moved to the new entity, but those old entities still needed final tax returns and financial statement audits. Since they no longer exist, THA had to incur these costs. These expenses were not contemplated in the 2026 budget, and as a result, this line is anticipated to remain over budget through 2026. There were notable savings in *Administrative Personnel – Benefits* that are likely to continue at least to some extent. We typically have savings in medical benefits due to the budget process, as we base our budget on the most common and highest cost plan (for the employer). This year, we are seeing additional savings in retirement costs. The current employer required portion dropped dramatically in 2025 and is above the percentage utilized for budget development. The contribution rate will be adjusted again later in the year, potentially bringing future costs more in line with the budget.
- *Lines 26 – 29 – Tenant Service* – The Tenant Services are currently under budget in each category. THA is exploring adding additional services to Housing Hilltop LLLP, which, if implemented, would likely offset any current savings.
- *Lines 31 – 35 – Ordinary Maintenance and Operations* – Overall, this category is under budget; however, there is an overage in temporary staffing, and as a result, *Maintenance Salaries* is over budget. Overall spending in this section is expected to pick up as we progress through the year.
- *Lines 36 – 40 General Expenses* – The *Protective Services* line is overbudget because it includes work that has been done to move the on-premises security system to Security Center SaaS. These expenses were included in the budget under *Line 19 – Office Expense*. Traditional security-related expenses are running under budget. The other categories in this section are currently under budget for a variety of reasons, some of which are timing. This category also includes items such as severance and bad debt, which we are running well under budget, but this can change quickly.

- *Lines 51 – 54 Capital Transactions* – There has already been a fair amount of activity in 2026. The sale of the Aviva Crossing lot to Koz was completed. The sale of the Hillside Heights lot to Bridge Meadows, which closed in the second quarter, is included in the year-end forecast. Capital grants for the remaining infrastructure work at Aviva Crossing and for energy enhancements for the Salishan-Hillside resyndication are running through this section. While these funds flow through THA, they have limited impact on THA’s financials. A budget amendment may be required in the future to add them to the 2026 budget.

2. INVESTMENTS

Surplus funds are invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank are at 2.29%. The Washington State Local Government Investment Pool currently provides a return rate of 3.71%.

3. AUDIT

The Washington State Auditor’s Office has not yet confirmed a start date for the 2025 audit. The auditors are expected to perform the Single Audit concurrently with the financial audit, followed by the Accountability Audit. An entrance conference will be scheduled once the start date is confirmed. All tax credit property audits have been completed. THA’s financial statements are currently undergoing internal review in preparation for submission of a draft to the State Auditor by the May 29th due date.

4. BUDGETS

Given the current funding landscape, the discussion about the 2027 budget began earlier than usual this year. The background work necessary for budget preparation has also begun. Once the negotiations with the two unions are complete, the budget process will fully ramp up.

5. YEAR-END UPDATE

There is no update at this time.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	March-26				Thru 12/31/2026			
	CURRENT QTR ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
OPERATING RECEIPTS								
1	HUD grant - Section 8 HAP reimbursement	16,391,276	16,391,276	20,638,906	-20.58%	81,456,000	82,555,625	-1.33%
2	HUD grant - Section 8 Admin fee earned	1,676,584	1,676,584	1,622,525	3.33%	6,490,099	6,490,099	0.00%
3	HUD grant - Community Services	27,082	27,082	65,535	-58.67%	262,140	262,140	0.00%
4	HUD grant - Public Housing subsidy	26,699	26,699	525	4985.43%	58,000	2,100	2661.90%
5	HUD grant - Capital Fund Operating Revenue	0	0	0	N/A	0	0	N/A
6	Other Government Grants	567,587	567,587	541,025	4.91%	2,164,100	2,164,100	0.00%
7	Tenant Revenue - Dwelling rent	1,227,817	1,227,817	1,173,094	4.66%	4,747,000	4,692,377	1.16%
8	Tenant Revenue - Other	63,893	63,893	56,798	12.49%	234,000	227,190	3.00%
9	Management Fee Income	1,224,684	1,224,684	1,234,818	-0.82%	4,929,000	4,939,270	-0.21%
10	Other Revenue	802,654	802,654	776,817	3.33%	3,133,000	3,107,267	0.83%
11	Other Revenue - Developer Fee Income	0	0	1,487,500	N/A	5,950,000	5,950,000	0.00%
12	Other Revenue - T/C Waterfall Payments	1,186,402	1,186,402	1,072,500	10.62%	4,290,000	4,290,000	0.00%
13	Investment income	199,478	199,478	195,606	1.98%	782,423	782,423	0.00%
14	TOTAL OPERATING RECEIPTS	23,394,156	23,394,156	28,865,648	-18.96%	114,495,762	115,462,591	-0.84%
OPERATING EXPENDITURES								
<i>Administrative Expenses</i>								
15	Administrative Salaries	2,668,682	2,668,682	2,804,871	-4.86%	11,344,000	11,699,956	-3.04%
16	Administrative Personnel - Benefits	667,611	667,611	919,293	-27.38%	3,234,000	3,755,603	-13.89%
17	Audit Fees	31,920	31,920	29,500	8.20%	155,000	118,000	31.36%
18	Management Fees	159,767	159,767	205,500	-22.25%	776,000	821,998	-5.60%
19	Office Expense	620,672	620,672	877,202	-29.24%	3,252,000	3,508,806	-7.32%
20	Legal	57,204	57,204	109,475	-47.75%	437,900	437,900	0.00%
21	Travel/Training	37,277	37,277	111,645	-66.61%	372,000	446,580	-16.70%
22	Other administrative expenses	587,955	587,955	774,536	-24.09%	2,912,000	3,098,143	-6.01%
23	Due diligence - Perspective Development	1,732	1,732	337,500	-99.49%	1,164,000	1,350,000	-13.78%
24	Contingency	0	0	25,000	-100.00%	100,000	100,000	0.00%
25	Total Administrative Expenses	4,832,818	4,832,818	6,194,521	-21.98%	23,746,900	25,336,987	-6.28%

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	March-26				Thru 12/31/2026			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
Tenant Service								
26	Tenant Service - Salaries	368,104	368,104	439,753	-16.29%	1,812,825	1,812,825	0.00%
27	Tenant Service Personnel - Benefits	95,513	95,513	156,264	-38.88%	669,042	669,042	0.00%
28	Tenant Service - Other	592,653	592,653	643,534	-7.91%	2,523,000	2,574,135	-1.99%
29	Total Tenant Services	1,056,269	1,056,269	1,239,551	-14.79%	5,004,867	5,056,002	-1.01%
Utilities								
30	Total Project Utilities	141,413	141,413	135,550	4.32%	542,201	542,201	0.00%
Ordinary Maintenance & Operations								
31	Maintenance Salaries	264,024	264,024	242,584	8.84%	991,652	991,652	0.00%
32	Maintenance Personnel - Benefits	52,369	52,369	74,258	-29.48%	278,000	300,743	-7.56%
33	Maintenance Materials	54,965	54,965	64,178	-14.35%	256,710	256,710	0.00%
34	Contract Maintenance	209,214	209,214	263,939	-20.73%	1,055,758	1,055,758	0.00%
35	Total Routine Maintenance	580,572	580,572	644,959	-9.98%	2,582,120	2,604,862	-0.87%
General Expenses								
36	Protective Services	54,172	54,172	8,800	515.58%	95,624	35,201	171.65%
37	Insurance	156,250	156,250	167,192	-6.54%	668,769	668,769	0.00%
38	Other General Expense	88,972	88,972	110,782	-19.69%	443,130	443,130	0.00%
39	Interest Expense	109,785	109,785	131,124	-16.27%	526,422	526,422	0.00%
40	Total General Expenses	409,180	409,180	417,899	-2.09%	1,733,945	1,673,521	3.61%
41	TOTAL OPERATING EXPENSES	\$ 7,020,252	\$ 7,020,252	\$ 8,632,480	-18.68%	\$ 33,610,033	\$ 35,213,573	-4.55%
Nonroutine Expenditures								
42	Ext. Maint/Fac Imp/Casualty Loss (Proceeds)	7,371	7,371	51,025	-85.55%	204,100	204,100	0.00%
43	Sec 8 HAP Payments	17,279,663	17,279,663	17,315,121	-0.20%	70,956,005	70,956,005	0.00%
44	Total Nonroutine Expenditures	17,287,034	17,287,034	17,366,146	-0.46%	71,160,105	71,160,105	0.00%
45	TOTAL EXPENDITURES	24,307,286	24,307,286	25,998,626	-6.51%	104,770,138	106,373,678	-1.51%
46	OPERATING SURPLUS/(DEFICIT)	(913,130)	(913,130)	2,867,022	-131.85%	9,725,624	9,088,913	7.01%
47	Debt Service Principal Pymt/Loan Payoffs	(52,605)	(52,605)	(60,177)	-12.58%	(240,710)	(240,710)	0.0%
48	Surplus/Deficit Before Reserve Appropriations	(965,735)	(965,735)	2,806,844	-134.41%	9,484,915	8,848,203	7.20%
49	Reserve Appropriations - Operations/Loan Payoff	0	0	0		0	0	
50	Surplus/Deficit Before Capital Expenditures	(965,735)	(965,735)	2,806,844		9,484,915	8,848,203	
51	Capitalized Items/Development Projects	(1,092,243)	(1,092,243)	(2,465,000)	-55.69%	(15,268,000)	(9,860,000)	54.85%
52	Reserve for Replacement	(43,035)	(43,035)	(43,142)	-0.25%	(172,568)	(172,568)	0.00%
53	Revenue - Capital Grants/Sale of Property	1,968,488	1,968,488	625,000	214.96%	7,228,181	2,500,000	189.13%
54	Reserve Appropriations - Capital	96,725	96,725	762,500	-87.31%	3,050,000	3,050,000	0.00%
55	THA SURPLUS/(DEFICIT)	(35,800)	(35,800)	1,686,202		4,322,527	4,365,635	

TACOMA HOUSING AUTHORITY

CASH POSITION - March 2026

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	8,421,417	2.29%
Section 8 Checking	1,952,754	2.29%
THA Scattered Sites Proceeds	3,877,212	2.29%
FSS Escrows	151,254	2.29%
FSS Forfeitures	60,517	2.29%
Note Fund Account	112	2.29%
THDG - Tacoma Housing Development Group	1,189,545	2.29%
Salishan 7 Operations	2,655,608	2.29%
Salishan 7 Security Deposit	38,952	2.29%
Salishan 7 Replacement Reserve	862,651	2.29%
Salishan 7 Operating Reserve	221,903	2.29%
North Highland Operations	474,294	2.29%
North Highland Security Deposit	31,173	2.29%
North Highland Capital Reserve	38,581	2.29%
Highland Crest Operations	1,587,868	2.29%
Highland Crest Replacement Reserve	520,001	2.29%
Highland Crest Security Deposit	43,750	2.29%
Outrigger Operations	805,430	2.29%
Outrigger Replacement Reserve	471,720	2.29%
Outrigger Security Deposit	28,339	2.29%
Payroll Account	618,871	2.29%
HOME STREET BANK		
James Center North Operations	599,310	0.00%
James Center North Security Deposit	66,065	0.00%
WASHINGTON STATE		
Investment Pool	\$ 1,112,884	3.71%
1. TOTAL THA CASH BALANCE	\$ 25,830,211	
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	\$ 9,615,180	
4. Non MTW Cash Restrictions/Obligations		
<i>4.1 Non MTW Operational Restrictions</i>		
4.10 HUD Restricted - Lot and Property Sales	\$ 3,877,212	
4.101 Scattered Sites Proceeds (Afford Hsg)	3,877,212	
4.20 THA Property Accounts Reserved	\$ 3,684,134	
4.201 Security Deposit Accounts	208,279	
4.202 Highland Crest Operations Reserves	520,000	
4.203 Highland Crest Replacement Reserves	520,001	
4.204 James Center North Capital	62,902	
4.205 Outrigger Operations Reserve	150,000	

TACOMA HOUSING AUTHORITY

CASH POSITION - March 2026

4.206 Outrigger Replacement Reserves	471,720		
4.207 Salishan 7 Operations Reserves	750,000		
4.208 Salishan 7 Replacement Reserves	862,651		
4.209 North Highland Court Operations Reserves	100,000		
4.210 North Highland Capital Reserve	38,581		
4.30 Rental Assistance Reserves		\$ 901,798	
4.301 Mod Rehab Operating Reserves	47,710		
4.302 VASH, FUP, FYI, NED, EHV & MAIN HAP & AF Reserves	642,316		
4.303 FSS Escrows & Forfeitures	211,771		
4.40 Prepaid Grants		\$ 1,798,031	
4.401 TPS Interlocal (CS-2017-011)	60,986		
4.402 Ballmer Foundation - 2Gen Support (CS-2024-002)	390,642		
4.403 GTCF Grant-Silver Funding (CS-2025-005)	83,893		
4.404 Forest Foundation CSE General (CS-2026-006)	10,000		
4.405 Sequoia Foundation CSE General (CS-2026-007)	10,000		
4.406 College Spark (PI-2018-005)	35,172		
4.407 GTCF Grant (PI-2019-005)	17,792		
4.408 THDG	1,189,545		
4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		\$ 10,261,174	
4.70 Agency Contracted or Budgeted Commitments Remaining		\$ -	
		-	
		-	
4.99 Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)		\$ 10,261,174	
5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		\$ 15,569,037	
6. Development Advances - Project Reimbursement upon draw		\$ -	
6.01 Housing Hilltop LLLP		-	
6.02 Salishan-Hillside Phase I, LLLP		-	



MOTION

Date: May 27, 2026

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$8,313,971 for the month of March 2026.

Approved: May 27, 2026

Stanley Rumbaugh, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of March 2026

	Check Numbers		From		To		From		To	
	From	To	From	To	From	To	From	To	From	To
					Amount		Totals			
	A/P Checking		SAL 7 Checking		THDG Checking					
Checks	98,293	-	98,329	1,061	-	1,062	10,402	-	10,406	
Wire/EFT	196	-	204	-	-	-	-	-	-	
ACHs	4,691	-	4,750	276	-	283	1,016	-	1,017	
Business Support Center						847,487				
Moving To Work Support Center						62,905				
Moving To Work Buildings (used by Support Center)						10,605				Program Support
Tax Credit Program Support Center						30,159				
Support Center Allocation						7,926				
Section 8 Programs						7,575				Section 8 Operations
Hillsdale Heights						2,727				
James Center						4,923				
Salishan 7						28,663				Property Operations
Alberta J Canada Bldg						2,060				
Housing Hilltop LLLP						21,121				
Salishan-Hillside - THA Costs						22,525				
THDG - General						3,800				THDG
Aviva Crossing - Pierce County Funds						130,000				Development
HUD CPF Grant - Housing Hilltop						8,600				
CS General Business Activities						505				
Department of Commerce Funding for Crisis Residential Center						170,653				Client Support
Community Services MTW Fund						2,584				
AMP 6 - Scattered Sites						1				Public Housing
AMP 9 - HT 1500 - Subsidy						57				
THA SUBTOTAL						1,364,875				
Hillside Terrace 1500						242				
Bay Terrace I & II & Community Facility						4,118				
Salishan-Hillside Phase I						3,556				
Arlington Youth Campus						991				Tax Credit Projects - Reimbursable
Court F (The Rise)						1,357				
Renew Tacoma Housing						11,022				
Salishan 4 - Salishan 6						2,848				
Tax Credit Property Allocations						15,668				
TAX CREDIT SUBTOTAL (Operations & Development - billable)						39,801				1,404,675
Section 8 Checking Account (HAP Payments)										
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s	490,729	-	490,829		190,403				
	ACHs	63,775	-	64,700		5,532,461				\$ 5,722,864
Payroll & Payroll Fees - ADP	EFT	50	-	51						\$ 1,186,431
TOTAL DISBURSEMENTS										\$ 8,313,971



MOTION

Date: May 27, 2026

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$9,003,542 for the month of April 2026.

Approved: May 27, 2026

Stanley Rumbaugh, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of April 2026

	Check Numbers						From	To
	From	To	From	To	From	To		
	Amount						Totals	
	A/P Checking		SAL 7 Checking		THDG Checking			
Checks	98,330	-	98,367	1,063	-	1,064	10,407	- 10,407
Wire/EFT	205	-	211	-	-	-	-	-
ACHs	4,751	-	4,839	284	-	295	1,018	- 1,019
Business Support Center						927,520		
Moving To Work Support Center						57,376		
Moving To Work Buildings (used by Support Center)						10,421		Program Support
Tax Credit Program Support Center						65,501		
Support Center Allocation						7,712		
Section 8 Programs						19,001		Section 8 Operations
Arlington Crisis Residential Center						20		
Hillsdale Heights						1,043		
Highland Crest Apts						24		
Hilltop Lofts						12		
Outrigger						10		Property Operations
Salishan 7						36,425		
Alberta J Canada Bldg						3,355		
Housing Hilltop LLLP						38,517		
Salishan-Hillside - THA Costs						9,395		
THDG - General						3,875		THDG
James Center						12,711		
HUD CPF Grant - Housing Hilltop						846		Development
Bus Development Activity						18		
CS General Business Activities						601		
SAFE/TRAC						805		Client Support
Department of Commerce Funding for Crisis Residential Center						162,218		
Community Services MTW Fund						1,271		
AMP 6 - Scattered Sites						1,279		Public Housing
AMP 9 - HT 1500 - Subsidy						114		
THA SUBTOTAL						1,360,070		
Hillside Terrace 1500						193		
Bay Terrace I & II & Community Facility						5,040		
Salishan-Hillside Phase I						109,561		
Arlington Youth Campus						1,121		Tax Credit Projects - Reimbursable
Court F (The Rise)						6,028		
Renew Tacoma Housing						11,190		
Salishan 4 - Salishan 6						2,418		
Tax Credit Property Allocations						10,469		
TAX CREDIT SUBTOTAL (Operations & Development - billable)						146,019		1,506,089
Section 8 Checking Account (HAP Payments)								
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s	490,830	-	490,929		170,437		
	ACHs	64,701	-	65,636		5,573,087	\$	5,743,523
Payroll & Payroll Fees - ADP	EFT		53	-	55		\$	1,753,929
TOTAL DISBURSEMENTS							\$	9,003,542



TACOMA HOUSING AUTHORITY

AGENCY MONTHLY REPORT



To: THA Board of Commissioners
From: April Black, Executive Director
Date: May 27, 2026
Re: Agency Monthly Report

THA's Mission

We provide high quality, stable and sustainable housing and supportive services to people in need. We do 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 2026. The agency updates are categorized as they relate to our long-term goals:

1. Enhance Our Financial Resilience and Sustainability
2. Maintain Existing and 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.....	2
Maintain Existing and Add More Affordable Housing Throughout Tacoma and Pierce County	4
Invest in Housing Stability and Community Vitality	8
Serve as a Great Employer, Contractor, and Community Partner	10
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THA’s Long-Term Goals

Enhance Our Financial Resilience and Sustainability

Financial Sustainability updates are included in the Finance update.

An Update About THA’s 2026–2027 Grants and Resource Development Priorities

An important part of THA’s strategic priority to enhance our financial resilience and sustainability is fundraising. By seeking and receiving funds from external partners, we support agency capital needs and can ensure our MTW funding is spent mainly on housing costs.

In 2025, THA worked to establish a strategy for agency fundraising. Together, we set goals to:

- (1) add 5–7 new annual funders,
- (2) apply to 7–10 new organizations that did not currently fund THA, and
- (3) raise \$175,000 in new dollars to offset CSE MTW dollars and additional gaps.

This specific focus on fundraising for CSE also allowed us to determine that 80% of THA’s fundraising efforts would focus on CSE.

From April 2025 to April 2026, THA added six new funders, applied to 19 new organizations, and raised \$789,500 (highlighted by a three-year \$600,000 grant from the Gates Foundation) for CSE. Over the year, THA raised \$1.1 million, not including funds that were raised to support our capital and development needs.

So far this month, THA was awarded \$20,000 from the Greater Tacoma Community Foundation. Thank you to Commissioner Hodge for her advocacy on this grant.

The 2026–2027 strategy is meant to build on the momentum from our 2025 achievements.

We will continue to dedicate approximately 80% of our time to supporting CSE. This focus remains essential, as CSE’s programs continue to generate strong interest from philanthropic partners who value community-rooted, high-impact initiatives. This approach will also continue our effort to ensure MTW dollars are spent on housing costs.

In addition to a continued focus on CSE, Rod will also be developing a stronger focus on supporting AMRED and PM through the implementation of a capital needs plan.

Aligning Policy Projects to Support Financial Sustainability

THA is working on two significant research projects to support the agency’s overall financial sustainability.

TTP / Rent Redesign

The goal of this project is to explore strategies to redesign THA’s rent calculations that save costs and serve more households, including ways to simplify how we calculate rent while maintaining compliance with the various regulations governing our housing programs. This project is a collaboration between Strategic Initiatives, Rental Assistance, Property Management, Finance, and Information Technology.

Our aim is to complete a detailed analysis and present recommendations so that we can submit an amendment to our MTW activity. This would allow us to realize savings as soon as possible and use the newly proposed TTP to inform THA’s annual Payment Standards Analysis.

FSS Program Redesign

The goal of this project is to investigate different models for FSS that make the program attractive to voucher holders and residents and help them achieve their economic mobility goals, while also being cost effective for THA. Adjusting how much is allocated to escrow funds means THA could reassign those dollars to other costs.

Maintain Existing and Add More Affordable Housing Throughout Tacoma and Pierce County

Housing Hilltop



Permanent Financing

- The project remains in the process of transitioning from construction financing to permanent debt. The originally scheduled conversion date of February 28, 2026, was pushed to August 28, 2026, driven by elevated delinquencies and higher operating costs that reduced debt service coverage performance.
- The Property-Based Subsidy agreement was revised to expand coverage to a maximum of 231 units. This includes the initial 60 PBS units at the 30% and 50% AMI levels, with additional eligible units authorized at the 60% AMI level. Units supported by tenant-based vouchers are excluded, resulting in a net increase of 111 PBS units and associated incremental cash flow.
- Housing Hilltop has entered an intensive stabilization period, with emphasis on correcting delinquency trends and accelerating leasing activity to reach and maintain a 95% occupancy threshold beginning April 1.
- Priority actions are centered on reducing aged receivables through negotiated move-outs for households with significant arrears, repayment matching initiatives to support viable tenancies, and continued eviction proceedings for households with extreme unpaid balances.
- A heightened leasing approach is underway, including property-wide rent incentives, a short-term move-in bonus program, and expanded marketing efforts to support rapid absorption and stabilization.

Commercial Spaces

- North Commercial Space:
 - Financial and market analysis continues, comparing the costs of subdividing the space to potential leasing outcomes.
 - Space continues to be marketed in as-is condition.
- South Commercial Spaces:
 - Letter of Interest with SpaceWorks (supported by City of Tacoma and TCRA) has been signed.

Aviva Crossing



Koz Lot (1)

- Received final payment from Koz as set forth in the PSA, completing the transaction and THA's claims on the parcel.

Related NW (Lot 3)

- THA negotiations with Related NW continue, possibly shifting away from a lease to land sale.

Mercy (Lot 4)

- Mercy received its temporary certificate of occupancy (TCO) in late April. A Grand Opening event is planned at the property, 1622 S Mildred St, on Tuesday, June 9 from 1:00 – 3:00 pm.

Hillsdale Heights

Bridge Meadows

- Successfully closed their financing package with their lender and investor. THA received \$847,211 in net cash proceeds.
- Bridge Meadows' groundbreaking event occurred on May 13th.
- AMRED is working with Walsh on finalizing a construction laydown lease for the Bridge Meadows project
- Preliminary site plans are shown below.



Other Parcels

- AMRED has procured a 3rd party appraisal to understand the wetland impacts to the property and the maximum return on investment for selling the property to a single developer as part of a land sale.

Salishan & Hillside 2300 Resyndication

- By the end of May, the project is anticipating having a total of 53 households relocated, and 37 moved back into their completed apartments.
- THA has added an additional 11 ADA roll-in showers for Salishan 1-3 to increase accessibility for current and future residents.
- Staff continue to work with Brawner and the HOA on improvements to the park and playground areas to better fit the needs of the community.
- AMRED is collaborating with PM and RA to preplan for unit lease up in 2026 and beyond allowing for successful tax credit delivery.
- LMC and 1Drop have provided Section 3 data for the first quarter of the project.
 - For your reference:



- *Section 3 Worker* - Any worker whose annualized income is below HUD's local low-income limits. Workers qualify if they meet this criterion currently or did so when hired within the past 5 years.

Section 3	
Actual Hours	37%
Required Hours	25%

- *Targeted Section 3 Worker* - A Targeted Section 3 worker meets the guidelines above and is one of the following:
 - A worker employed by a Section 3 business.
 - A worker currently residing in public housing or Section 8-assisted housing.
 - A worker residing within one mile of the Section 3 project site.
 - A YouthBuild participant.

Targeted Section 3	
Actual Hours	22%
Required Hours	5%

Capital Improvements

Maintenance Team Key Performance Indicators	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026
Completed Work Orders	2787	2525	2224	2708		
Unit Turns	12	12	18	14		
Maintenance Projects	2	0	1	3		
Emergent Issues Resolved by Maintenance	1	5	4	2		

Invest in Housing Stability and Community Vitality

Strategic Initiatives Project on THA Governing Documents

Earlier this year, the Department of Strategic Initiatives' Policy Team launched a project, called "Managing THA's Governing Documents," to review THA's Administrative Plan, ACOP, Lease, Property Management Policies manual, and MTW Plan. The purpose of the project is to define and standardize how these documents are managed and updated to reduce confusion, accurately reflect program rules, and ensure a consistent, positive, and efficient client experience.

So far, the Policy Team has conducted research into the regulations that govern the purpose and contents of each document, facilitated informational interviews with other MTW public housing authorities to understand their systems and processes, and engaged THA staff to understand their challenges and preferences. We look forward to sharing more updates with THA's Board of Commissioners to ensure the agency's decision-making body has the opportunity to offer input and guidance.

Family Self-Sufficiency Redesign

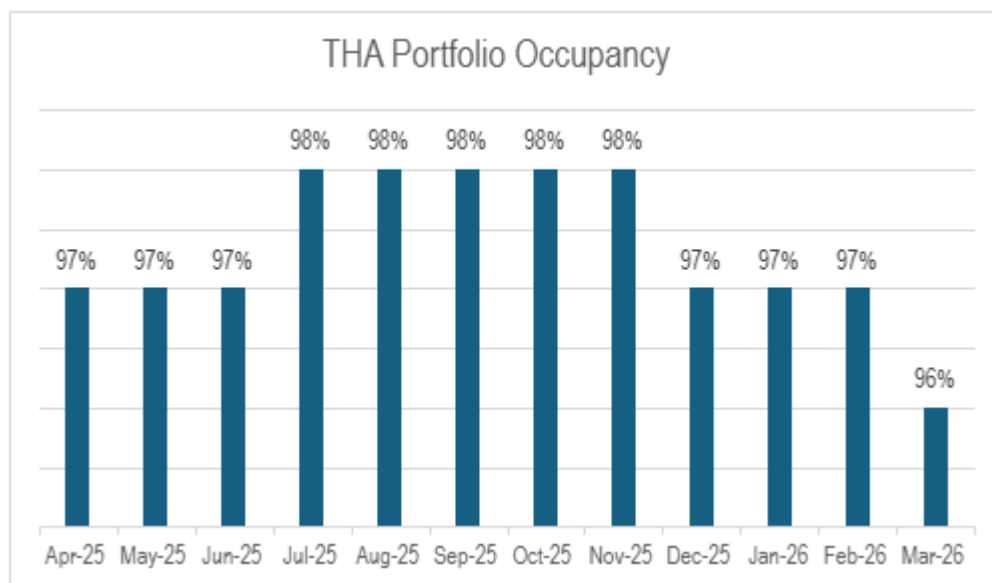
The Family Self-Sufficiency (FSS) Redesign initiative launched in April, comprising a coordinated effort between Strategic Initiatives, CSE, and Executive Leadership to modernize and strengthen the agency's approach to economic mobility. The redesign team is charged with developing an FSS program that is more effective in supporting long-term financial independence and more sustainable in its use of Housing Assistance Payments (HAP).

At the core of this work is a renewed commitment to helping families reduce or eliminate HAP as they progress toward greater economic stability. The redesigned program aims to guide participants toward meaningful income growth, decreased reliance on subsidy, and—where appropriate—homeownership opportunities. By aligning program incentives with these outcomes, the team seeks to create a clearer, more motivating pathway for families to achieve long-term self-sufficiency.

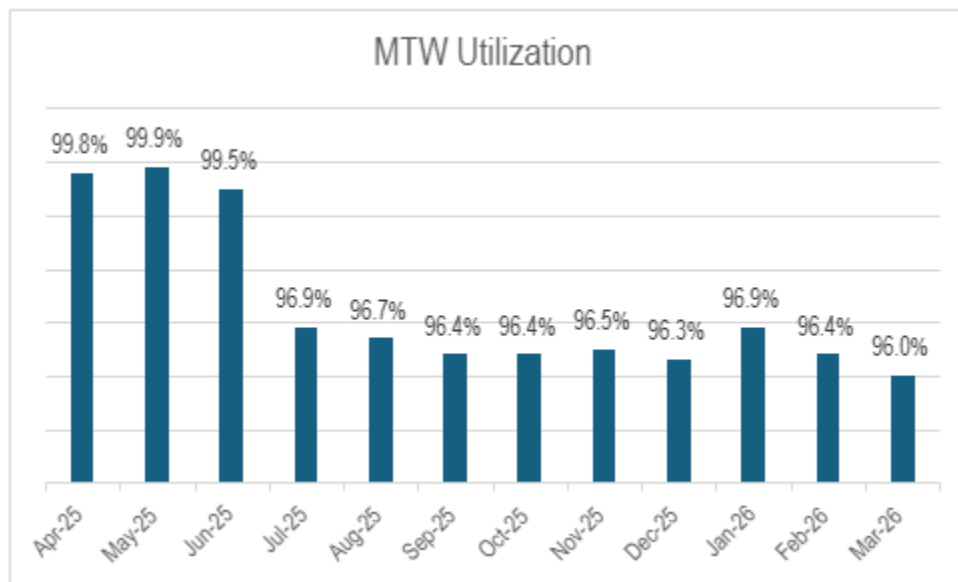
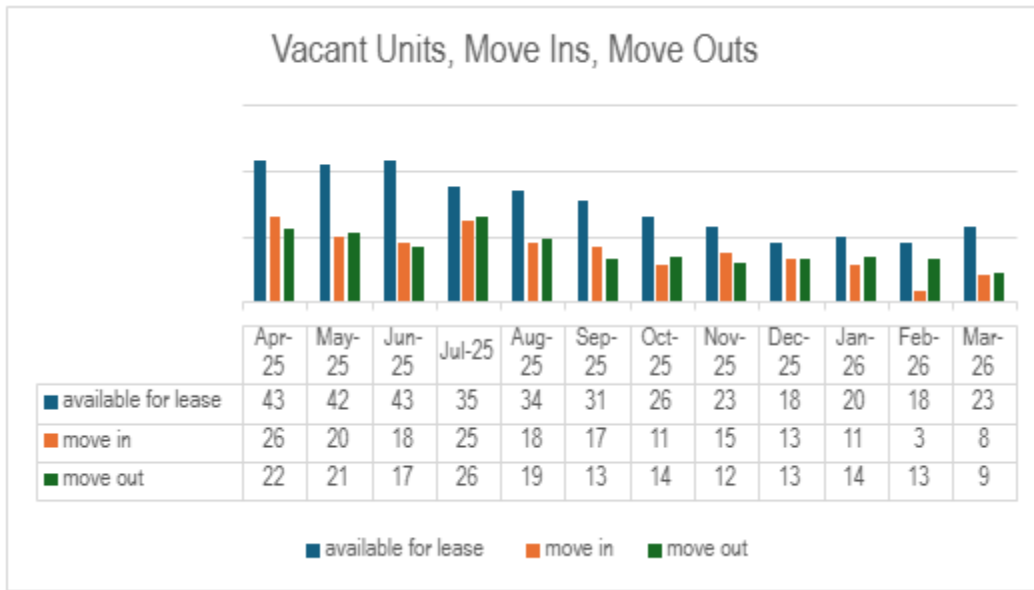
Rent Collection

Rent Collection* (THA Owned & Managed Units Only)	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026
% of Households Current on Rent	70%	73%	73%	75%	78%	

We continue to see positive momentum in our work to increase rent collection. This month, the Board will consider a proposed policy change that would allow repayment agreements for past-due rent.



Occupancy remains at 96% as we continue to hold units for resyndication relocation efforts.



We anticipate an increase in utilization beginning in May as 129 units at Aviva Crossing complete leasing.

Serve as a Great Employer, Contractor, and Community Partner

The Employee Appreciation Committee is planning a summer event that will be fun and meet the need employees have to socialize more and get to spend time with colleagues from other departments.

May's TED Talk Tuesday spotlights How to Gain Control of Your Free Time by Laura Vanderkam. It focuses on how we can take better control of time in ways that align with what matters most.

There are 7 open positions, 2 in the process of getting filled.

Community Partnership Highlight

Parks Tacoma

We appreciate the efforts of THA staff to engage Parks Tacoma as a partner in supporting the safety of our playgrounds. As a result of this work, playground inspections are now underway across the portfolio. This milestone reflects consistent coordination and follow-through by staff over time.

With inspections in progress, THA and Parks Tacoma will also begin discussions about a potential ongoing partnership focused on regular inspections and maintenance in the future.

Tacoma-Pierce County Health Department

In partnership with the Tacoma-Pierce County Health Department, THA will be offering multiple classes of Mental Health First Aid (MHFA) to both residents and staff. MHFA is an evidence-based training from health department trainers certified by the National Council for Mental Wellbeing. MHFA provides participants with practical tools to recognize signs of mental health challenges, respond appropriately during a crisis, reduce stigma, and connect individuals with supportive resources before situations escalate.

Providing accessible training helps strengthen community resilience, improves supportive interactions between residents and staff, and fosters safer, more compassionate living environments. Interest in the training has exceeded expectations, demonstrating the strong demand for mental health education and support.

To date, 96 THA residents have registered for Mental Health First Aid training! The first class for residents will be held on June 9 at Bay Terrace. Additional classes at Salishan are actively being scheduled. Additionally, 25 staff members will be attending MHFA on May 28. The strong participation highlights both the need for these resources and the value residents and staff place on developing skills that support community well-being, early intervention, and peer support.

1Drop and LMC Construction

We reported earlier in this report about the successes hiring local staff and vendors for the Salishan-Hillside project. Here we want to highlight the collaboration 1Drop and LMC have undergone to make this possible. 1Drop is a collective of underrepresented real estate development tackling the Puget Sound housing crisis head-on. They are using their collective

model to work directly with LMC to provide connections to talented local businesses, many of whom have direct ties to the Salishan community.

A Look Ahead

The June Board meeting will be focused on Phase 1 Annual Planning, mid-year status update on goals, and Board feedback about refinements to the 1–5-year goals that should be incorporated into budget planning.

Other Updates

Congressional Visits

In May, we hosted Representative Marilyn Strickland at Salishan. This provided an opportunity to tour her through newly rehabilitated housing units that were supported by the Congressional Directed Spending she secured for THA through the FY26 federal budget.

Representative Strickland and Senator Cantwell are supporting a \$2.2M FY27 federal funding request for Salishan Phase 4.

In May, we also hosted Senator Murray’s staff to highlight Alberta J Canada Apartments and the capital needs there. Both Senator Murray and Representative Emily Randall are supporting a \$2.8M FY27 federal funding request for this property.

Affordable Housing Week

The week of May 4th was Tacoma Pierce County Affordable Housing Week. THA supported the week and attended all events, including a Kick Off with County Executive Ryan Mello, a Legislative Round Table with County and State elected officials, and a reception where City Councilmember Sarah Rumbaugh was honored for her work on the Landlord Fairness Code revisions.

It was a great week to highlight the complex and impactful work being done across the County.

Association of Washington Housing Authorities

The Association of Washington Housing Authorities (AWHA) met the week of May 11th to discuss federal policy changes, State law changes that resulted from the recent legislative changes, challenges in the insurance market, and feedback on the State’s proposal to develop and Office of Housing.

We are taking the information learned in that meeting to determine if we need to make any policy or procedure changes internally.



TACOMA HOUSING AUTHORITY

PRESENTATION



THA's Who We Serve: THA's Rental Assistance Programs



May 27, 2026



THA Housing Programs

THA's Rental Assistance Department supports individuals in paying rent within the private market through a variety of housing programs.

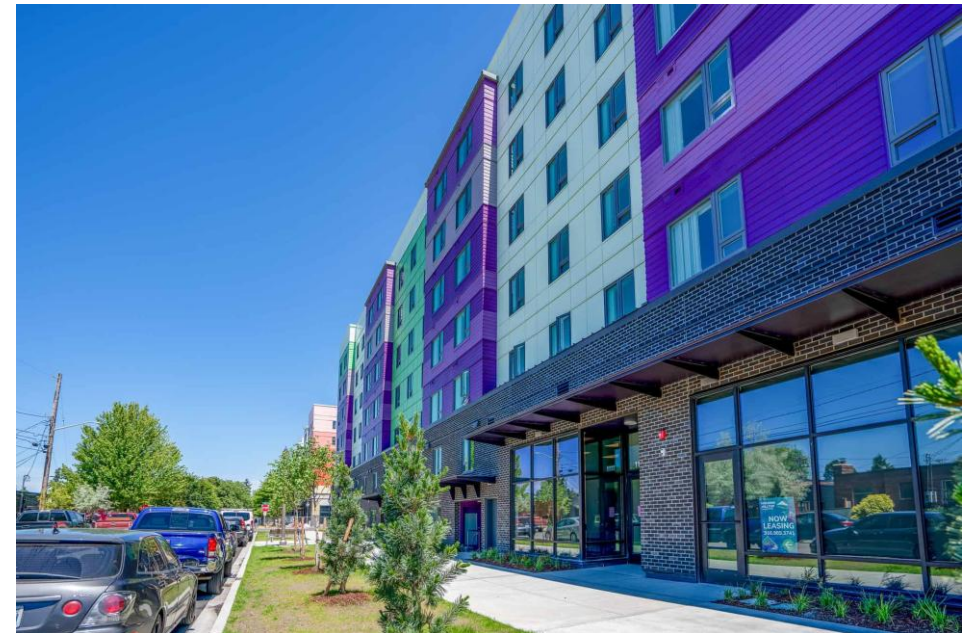
- **Special Purpose Voucher Program** – annually assists over **800 households** through 7 distinct SPV programs.
These special purpose vouchers target specific groups referred to THA, including homeless veterans, families reunifying with children, foster youth, non-elderly disabled households, families fleeing domestic violence and at risk of homelessness.
- **Project-Based Voucher Program** – more than **600 households** receive assistance each year.
THA collaborates with 24 non-profit housing providers and organizations to serve low-income residents of Tacoma. Some partners select applicants through Pierce County's Coordinated Entry system, while others manage their own waitlist.



Guadalupe Vista owned by Catholic Community Services

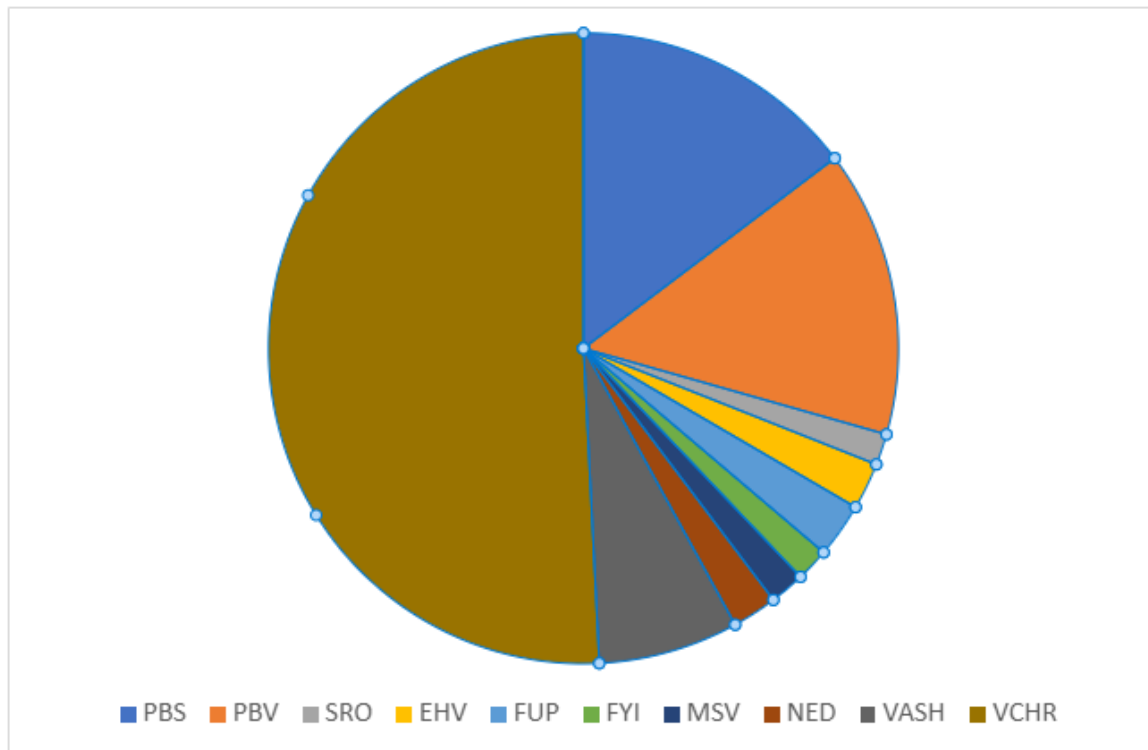
THA Housing Programs

- **Property-Based Subsidies** – More than **600 households** benefit from subsidies annually. THA collaborates with nine private property owners to support low-income residents of Tacoma, homeless college students, and Medicaid-eligible families.
- **Housing Choice Voucher** – HUD’s standard tenant-based voucher program helps over **2,600 households** each year.
- **Mod-Rehab SRO Program** – Approximately **70 households** receive subsidies annually through this program.



Housing Hilltop owned by Tacoma Housing Authority

Rental Assistance Programs



Program	% of Total	Avg HAP
PBS	14.7%	\$690
PBV	14.7%	\$1,108
SRO	1.6%	\$565
EHV	2.4%	\$1,555
FUP	2.8%	\$1,240
FYI	1.7%	\$1,017
MSV	1.8%	\$1,014
NED	2.3%	\$1,069
VASH	7.2%	\$1,040
VCHR	50.8%	\$1,145

Participants by Income

\$13,620

Median
annual income
for participants

\$18,888

Average annual
income for
participants

Household Size	Average Annual Income
1	\$14,619
2	\$20,455
3	\$24,186
4	\$24,811
5	\$30,134
6	\$28,794
7	\$33,013
8	\$27,419
9	\$45,831
10	\$45,385
11	\$27,778

Community Need for Housing

THA continues to operate a continuously open waiting list.

- **More than 14,000 households** active on the waitlist in March 2026.
 - 34% of applicants have a **Tacoma** address
 - 52% have a Washington state address other than Tacoma
 - 14% of applicants listed an **out-of-state** address
- **Quarterly Save My Spot** participation required by applicants to remain on the waitlist. This ensures applicants are still interested and ensures the most current information available for households on the waitlist.

Community Need for Housing

- **46%** of waitlist applicants identified themselves as homeless.
- **39%** identified themselves as disabled.
- **64%** 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.
 - **12%** identified as elderly.

Household Size	Applicants	% of total
1	619	42%
2	1,320	21%
3	827	13%
4	627	10%
5	393	6%
6	196	3%
7	122	2%
8	63	1%
9	11	<1%
10+	11	<1%

Waitlist Applicants by Income

\$12,750

Median
annual income
for applicants

\$17,924

Average annual
income for
applicants

Household Size	Average Annual Income
1	\$13,118
2	\$17,501
3	\$20,666
4	\$22,394
5	\$25,887
6	\$28,265
7	\$31,685
8	\$34,131
9	\$30,506
10	\$21,716

Strategies For Serving More Households

To increase access to affordable housing, THA plans to pursue future Special Purpose Voucher allocations that have a dedicated funding source, as well as Housing Choice Voucher MOUs. THA will also explore opportunities to partner with additional Project-Based Voucher and Property-Based Subsidy programs as funding and budget permits.

- In March 2026, THA submitted an application for 25 additional VASH vouchers.
- In April 2026, The PBV HAP contract for Mercy Housing's Aviva Crossing project was signed **adding 129 affordable units** to the City of Tacoma.
- As of May 2026, families have started moving into units at Aviva with full lease up projected by the end of June 2026.

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



We welcome your feedback
and comments.



TACOMA HOUSING AUTHORITY

NEW BUSINESS



Resolution 1



RESOLUTION 2026-05-27 (1)

Date: May 27, 2026

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Approval of Accounts Receivable Write-Offs - Tenant

This resolution would authorize Tacoma Housing Authority (THA) staff to “write off” bad debts related to tenant accounts in the amount of \$151,184.41.

BACKGROUND

THA has established a process for writing off tenant accounts receivable as bad debt. THA incurs this bad debt when a program participant leaves the public housing or Housing Choice Voucher program owing a balance. The debt may arise from excessive damage to a unit, unpaid rent, or tenant fraud/unreported income.

Until we write off tenant accounts receivable balances as bad debt, these balances remain on the active tenant ledger in our accounting system and the General Ledger (GL). The receivable balance also stays part of our tenant receivables, which we report to HUD in our year-end financials. Once we write off the debt, we can remove it from THA’s receivable balance and transfer it to the collection agency for recovery. THA receives 50% of any proceeds the collection agency recovers.

THA has notified each individual of their debt included in this write-off. THA mailed two notices to the individual's last known address. These notices give the individual the chance to pay the debt or set up a repayment plan with THA. Sending a tenant to collections is THA's last option for collecting tenant debt.

RECOMMENDATION

Approve Resolution 2026-05-27 (1) authorizing THA to write off tenant accounts totaling \$151,184.41.



RESOLUTION 2026-05-27 (1)

(Approval of Accounts Receivable Write-Offs - Tenant)

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

WHEREAS, Tacoma Housing Authority (THA) provided housing services to Public Housing and Housing Choice Voucher participants who discontinued housing assistance with debt owed to THA; and

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

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

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

	Account #	Balance
Salishan Seven	t0020494	\$5,982.13
	t0004455	\$7,336.20
	t0005614	\$29,542.10
	b0009719	\$1,730.00
	t0020838	\$4,191.00
	t0010617	\$874.00
	t0012121	\$7,666.00
	b0017540	\$22,299.00
<hr style="border-top: 1px dashed black;"/>		
Tacoma Housing Authority	t0000915	\$10,489.34
	b0002136	\$80.16
	b0020479	\$210.00*
	t0048660	\$16,483.94
	t0007018	\$740.00
	t0007112	\$10,967.06
	t0020788	\$1,366.77
	b0009429	\$5,203.57

t0020869	\$9,062.13
b0012785	\$4,314.00
t0021047	\$4,197.88
t0021198	\$687.50
b0018454	\$1,158.63
t0011541	\$2,282.00
t0020351	\$3,180.00
b0009369	\$1,141.00
Total Write-off	<u>\$151,184.41</u>

Write-off only*	\$210.00
Total to Collections	\$150,974.41

Approved: May 27, 2026

Stanley Rumbaugh, Chair



Resolution 2



RESOLUTION 2026-05-27 (2)

Date: May 27, 2026

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Updating THA's Administrative Plan Policy on Repayment Agreements

This resolution would clarify the purpose and scope of Chapter 16, Section IV, "Owner of Family Debts to the PHA" of Tacoma Housing Authority's (THA's) Administrative Plan ("Repayment Agreements").

BACKGROUND

THA seeks to clarify the purpose and scope of Chapter 16, Section IV, "Owner of Family Debts to the PHA", of the Administrative Plan. In summary, these changes clarify that the Administrative Plan governs THA's policies for overpaid Housing Assistance Payments (HAP) and does not govern repayment agreements for rent or other tenancy-related charges for tenants of THA owned and managed properties.

Proposed Updates to THA's Administrative Plan

THA is seeking to clarify that Chapter 16, Section IV, "Owner or Family Debts to the PHA", of the Administrative Plan governs the policies for overpaid HAP. Repayment agreements for overpaid HAP are governed by federal rules and guidance and must be addressed in THA's Administrative Plan as a local policy for administration of the Housing Choice Voucher program. This policy governs the recovery of subsidy overpayments owed to the agency and is tied to continued program eligibility. The Administrative Plan does not govern repayment agreements for rent or other tenancy-related charges for tenants of THA owned or managed properties.

Summary of Changes

Please note that a redlined copy of the current Administrative Plan policy can be found affixed as an addendum to this resolution.

Related Topic	Original Policy	Proposed Change
Repayment Agreements Overview (Ch. 16, Sec. IV-A)	This part describes the PHA’s policies for recovery of monies that have been overpaid on behalf of families, or to owners (overpayment of HAP). This section includes a recent change that added a note about THA’s process regarding repayment agreements with tenants for past due rent owed on a current lease.	We propose removing the note in order to be clear that the Administrative Plan governs repayment policies due from overpaid HAP. Repayment agreements for unpaid rent and other tenancy-related charges are governed by the Property Management Policies.
Repayment Policy (Ch. 16, Sec. IV-B), Family Debts to the THA	Includes text outlining the process tenants must follow for repayment agreements for overpaid HAP.	We propose adding the following: Administrative Plan policies regarding repayment agreements apply only to the repayment of excess subsidy (HAP). Policies governing repayment agreements for unpaid rent and other tenancy-related charges are addressed in THA’s Property Management Policies.

Public Comment

THA staff implemented public comment from March 20 to April 20. THA BOC Resolution 2026-05-27 (3), Updating THA’s Property Management Policies Repayment Agreements, includes a full table outlining the comments received and THA’s responses.

RECOMMENDATION

We recommend the THA Board of Commissioners vote to approve these changes to the Administrative Plan to support the clarification of this policy.



RESOLUTION 2026-05-27 (2)

(Updating THA's Administrative Plan Policy Repayment Agreements)

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

WHEREAS, RCW 35.82.070(15) authorizes THA to administer contracts for assistance payments to persons of low income in accordance with the Housing Choice Voucher program, implemented via federal regulation at 24 C.F.R. part 982; and

WHEREAS, 24 C.F.R. 982.54(a) requires public housing authorities like THA to adopt a written administrative plan that establishes local policies for administration of its tenant- and project-based voucher programs, including the Housing Choice Voucher program; and

WHEREAS, in contrast, RCW 35.82.070(2) and (5) authorize THA to lease and operate housing projects, to own or manage buildings containing a housing project, and to include in its leases and agreements "such covenants as the authority deems appropriate to assure the achievement of the objectives of [the Washington State Housing Authorities Law]"; and

WHEREAS, per RCW 35.82.070(15) and 24 C.F.R. 982.54(a), THA's Administrative Plan outlines all the mandatory and discretionary policies for the subsidy paid in THA's tenant- and project-based voucher programs, including its repayment agreement policy applicable to the Housing Choice Voucher program; and

WHEREAS, in contrast, per RCW 35.82.070(2) and (5), THA's Property Management Policies outline all the mandatory and discretionary policies for tenancy of tenants of THA owned and managed properties; and

WHEREAS, it is in THA's interest to ensure that staff, THA clients, and the public are clear on the purpose and scope of the Administrative Plan's Chapter 16, Section IV, "Owner of family Debts to the PHA" so that those policies are not incorrectly applied outside of tenant- or project-based voucher programs; now, therefore, be it

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

Chapter 16, Section IV, "Owner of Family Debts to the PHA" of THA's Administrative Plan (also referred to as "Repayment Agreements") is updated for scope and clarity.

Approved: May 27, 2026

Stanley Rumbaugh, Chair

Appendix A: Chapter 16, Section IV, “Owner or Family Debts to the PHA”, redlined copy

16-IV.A. OVERVIEW

PHAs are required to include in the administrative plan, policies concerning repayment by a family of amounts owed to the PHA [24 CFR 982.54]. This part describes the PHA’s policies for recovery of monies that have been overpaid on behalf of families, or to owners.

THA Policy

When an action or inaction of an owner or participant results in the overpayment of housing assistance, the THA holds the owner or participant liable to return any overpayments to the THA.

Per PIH Notice 2018-18, the THA will enter into [Housing Assistance Payment \(HAP\)](#) repayment agreements in accordance with the policies contained in this part as a means to recover overpayments. ~~Note: THA will not enter into a repayment agreement with a tenant for past due rent owed on their currently leased unit, unless court-ordered.~~ THA may enter into a [HAP](#) repayment agreement for any debt owed by a former tenant or a tenant of a previously leased unit.

When an owner or participant refuses to repay monies owed to the THA, the THA will utilize other available collection alternatives including, but not limited to, the following:

- Collection agencies
- Small claims court
- Civil law suit
- State income tax set-off program

16-IV.B. REPAYMENT POLICY

Family Debts to the THA

THA Policy

Any amount due to the THA by a participant must be repaid by the family. Once a [HAP](#) repayment agreement offer is sent, the household will have 60 days to either

1. agree to the terms and pay the deposit, or
2. pay the debt in full.

If the family refuses to repay the debt, enter into a repayment agreement, or breaches a repayment agreement, the THA will terminate the assistance upon notification to the family and pursue other modes of collection.

[Administrative Plan policies regarding repayment agreements apply only to the repayment of excess subsidy \(HAP\). Policies governing repayment agreements for unpaid rent and other tenancy-related charges are addressed in THA’s Property Management Policies \(PMP\) manual.](#)



Resolution 3



RESOLUTION 2026-05-27 (3)

Date: May 27, 2026

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Updating THA's Property Management Policies for Termination of Tenancy and Repayment Agreements

This resolution would clarify the purpose and scope of Chapter 15, "Termination of Tenancy" and Chapter 16, "Repayment Agreements," of Tacoma Housing Authority's (THA) Property Management Policies. It also seeks to update the terms and conditions of such agreements.

BACKGROUND

THA seeks to update Chapters 15, "Termination of Tenancy", and 16, "Repayment Agreements" of the agency's Property Management Policies (PMP). These changes clarify the scope and purpose of the policy and update the terms and conditions of such agreements.

Proposed Updates to THA's Property Management Policies

This resolution seeks to update the following terms and conditions of repayment agreements for tenants living on THA owned and managed properties:

- Resolve inconsistencies between Chapters 15 and 16
- Entering into a repayment agreement
 - Families must enter into a repayment agreement before the expiration of a notice to pay or vacate. Agreements must be signed and dated. A downpayment must be made except in cases where the tenant is on minimum rent and chooses to waive the downpayment.

- Downpayments
 - Minimum rent tenants are not required to make a downpayment but may do so if they choose.
 - All other tenants are required to issue a downpayment. The amount must be what the family qualifies for in terms of minimum rent.
- Payment schedule and thresholds
 - The tenant must repay the unpaid rent and other charges according to a schedule that aligns the amount owed with a specific time period. This aligns with the timeline and standards in the Administrative Plan policy for overpaid housing assistance payments (HAP).
- On-time payments
 - If a payment is not received by the end of the business day on the date due, such failure will constitute a breach of the agreement and THA will terminate the family’s tenancy in accordance with its lease termination policies.
- Hardship
 - The tenant must be approved through the Hardship Policy to temporarily pause payments. The Hardship Policy is outlined in THA’s Administrative Plan.
- Limiting Repayment Agreements
 - THA will not enter into a repayment agreement for unpaid rent if there is already a repayment agreement for unpaid rent in place, if the family has been in a repayment agreement within the last 12 months, or if the amount owed by the family exceeds the federal or state threshold for criminal prosecution.

Public Comment

THA staff implemented public comment from March 20 to April 20. We heard from resident groups, the public, and legal advocacy stakeholders. The table below details the comments and THA’s responses.

Public Comment	THA Response
The proposed policies, as written, will help residents take greater responsibility for reliably paying their rent and other charges.	THA has noted this comment.
There is room to improve the notice and repayment policies on THA third-party managed properties.	The scope of the proposed policy does not include THA third-party managed properties. Because this

Public Comment	THA Response
	<p>comment falls out of the scope of the proposed policy, it was not taken into consideration.</p> <p>When THA receives public comments that are not related to the proposed policy change but are connected to other areas of our work, we share the materials with relevant staff and partners. This comment was shared with the Asset Management and Real Estate Development Department and the third-party management company.</p>
<p>The proposed policy fails to honor the commitments THA states in its 2025 and 2026 MTW Plans regarding eviction prevention efforts and affordable repayment agreements.</p> <p>Requiring payment of all debt within 90 days is inconsistent with THA’s MTW commitment to offer affordable repayment agreements.</p>	<p>THA respectfully disagrees with this comment. The proposed policies are aligned with the commitments stated in its MTW Plans and respond to a new and changing economic landscape. The policies provide for repayment agreements prior to issuance of a legal notice under RCW 59.18, specifically as an eviction prevention measure. As such, the agreements would be available soon after a tenant first falls behind on their rent, when the amount of unpaid rent is most likely to be low. Further, in developing the framework for such agreements THA looked to the structure for court-ordered repayment agreements provided under RCW 59.18.410 as a guide. Both the provision of early repayment agreements and the structure of those agreements provide an affordable eviction prevention option to tenants who have fallen behind on their rent.</p> <p>Notwithstanding the above, THA has carefully considered this comment and is amending its proposal to provide for a longer repayment agreement term and, consequently, a lower monthly payment amount.</p>
<p>The proposed policies represent a significant narrowing and restriction of the repayment agreement relief currently available to its tenants.</p>	<p>THA respectfully disagrees with this comment. The current policies lacked clarity regarding the circumstances they governed. This ambiguity</p>

Public Comment	THA Response
	<p>highlighted the need for us to clarify these policies and their original intentions.</p> <p>Additionally, the THA Property Management Policies states, “If a family owes amounts to THA, as a condition of continued occupancy, THA <i>may</i> require the family to repay the full amount or enter into a repayment agreement, within 30 days of receiving notice from THA of the amount owed.” See Sect. 15.4. This language is discretionary. Thus, this provision already granted THA discretion to require payment in full or to enter into a repayment agreement in situations where a tenant has not paid their rent, which is a condition of their continued occupancy of their unit.</p>
<p>The proposed repayment agreement amounts are not affordable because they are not based on the tenant’s income nor their rental obligation.</p>	<p>THA appreciates this feedback. While our proposal aligns with court ordered repayment agreements authorized under RCW 59.18.410, we have carefully considered this comment, and THA is amending its proposed policy changes to incorporate the concerns reflected in this comment.</p> <p>More specifically, we are amending the proposal to more closely align the structure of repayment agreements for unpaid rent with the Administrative Plan policy governing the overpayment of HAP. This will allow payments to be made over a longer period. Increasing the time tenants have to repay unpaid rent effectively lowers the monthly payment. The payment amounts and timelines will be as follows:</p> <ul style="list-style-type: none"> • Amounts over \$5,000 must be repaid within 60 months. • Amounts between \$3,000 and \$4,999 must be repaid within 48 months. • Amounts between \$2,000 and \$2,999 must be repaid within 36 months.

Public Comment	THA Response
	<ul style="list-style-type: none"> • Amounts between \$1,000 and \$1,999 must be repaid within 24 months. • Amounts under \$1,000 must be repaid within 12 months. <p>In addition to the above, tenants will also be able to request a hardship, which if granted will extend the term of any repayment agreement by the six-month timeframe within which the tenant would not be obligated to make their monthly payments.</p> <p>This policy is not intended to dictate or restrict the terms of repayment agreements issued or entered into as part of any court proceeding.</p>
<p>THA did not receive Board approval for adding clarifying language to the Administrative Plan policy.</p>	<p>This comment does not relate to the proposed policy. THA thanks the public for this comment but will not consider it in amending the proposed policy.</p>
<p>“Given that THA operates its portfolio under the Project-Based Voucher Program, 24 CFR 982.54 and 24 CFR 982.552 suggest that [THA’s] Administrative Plan must address the repayment of tenancy-related debts.”</p>	<p>This comment is noted. However, neither cited authority requires THA’s Administrative Plan to include policies related to repayment agreements offered to tenants for them to cure their nonpayment of rent. In the absence of specific authority, we decline to amend the proposal.</p>
<p>THA’s lease states that proposed changes to the Property Management Policies can only be made on a prospective basis for new tenants entering the program.</p>	<p>THA’s Property Management Policies outlines the agency policies related to tenancy. While the lease contains provisions requiring the tenant to abide by the rules, THA disagrees that the proposed policy changes to the PMP would amend the terms and conditions of the lease in a manner that would require an amended lease.</p>
<p>The proposed policy offering THA the discretion to issue repayment agreements does not align with its commitments made in the 2025 and 2026 MTW Plans.</p>	<p>This comment is unclear. THA disagrees that having discretion to enter into repayment agreements is inconsistent with its 2025 or 2026 MTW Plans. As a public agency, THA is committed to exercising its discretion lawfully.</p>

Public Comment	THA Response
<p>Proposing a 10% downpayment for families on minimum rent does not align with the agency’s commitment to offer affordable repayment agreements.</p>	<p>THA proposes a new standard, as follows:</p> <ul style="list-style-type: none"> • Tenants paying minimum rent will not be required to pay a downpayment but may do so should they choose. • All other tenants will be required to pay a downpayment to enter into a repayment agreement. The downpayment must be what the tenant qualifies for in terms of minimum rent.
<p>The deadline THA wishes to standardize for a tenant to enter into a repayment agreement is unreasonable.</p>	<p>THA respectfully disagrees with this comment. The purpose for the deadline is to ensure repayment amounts remain as low as possible, and that repayment agreements are entered into quickly, prior to an eviction proceeding, as an eviction prevention measure.</p>
<p>THA should ensure that its Hardship Policy is functional and accessible to tenants.</p>	<p>THA has noted this comment.</p>
<p>If adopted as currently written, THA would be offering more generous repayment agreements to participants whose subsidy has been overpaid than to those who have fallen behind on rent obligations.</p>	<p>It is unclear what is meant by “generous” in this context. To the extent that this comment asserts individuals who are overpaid subsidy necessarily have lower monthly amounts under their agreements than tenants who have fallen behind on paying their rent, THA respectfully disagrees, as unpaid rent debts and overpaid subsidies are categorically different types of debt.</p> <p>The proposed policies provide for repayment agreements prior to issuance of a legal notice under RCW 59.18, specifically as an eviction prevention measure. As such, the agreements would be available soon after a tenant first falls behind on their rent, when the amount of unpaid rent is most likely to be low. Further, in developing the framework for such agreements THA looked to the structure for court-ordered repayment agreements provided under RCW 59.18.410 as a guide. Both the provision of early repayment agreements and the structure of those agreements provide an</p>

Public Comment	THA Response
	<p>affordable eviction prevention option to tenants who have fallen behind on their rent.</p> <p>Notwithstanding the above, in response to other comments concerning the need for lower payment amounts, THA is amending its proposal to provide for a longer repayment agreement term and, consequently, a lower monthly payment amount for unpaid rent debt.</p>

RECOMMENDATION

We recommend the Tacoma Housing Authority Board of Commissioners vote to approve these changes to the agency Property Management Policies to support the clarification of this policy as well as the updated terms and conditions.



RESOLUTION 2026-04-22 (3)

(Updating THA's Property Management Policies for Termination of Tenancy and Repayment Agreements)

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

WHEREAS, RCW 35.82.070 authorizes THA to lease and operate housing projects, to own or manage buildings containing a housing project, and to include in its leases and agreements “such covenants as the authority deems appropriate to assure the achievement of the objectives of [the Washington State Housing Authorities Law]”; and

WHEREAS, Tacoma Housing Authority housing programs are governed by multiple regulations across various documents; and

WHEREAS, per RCW 35.82.070, the Tacoma Housing Authority Property Management Policies outline all the mandatory and discretionary policies for tenancy of tenants of THA owned and managed properties; and

WHEREAS, the terms of conditions of repayment agreements for tenants of THA owned and managed properties should be updated such that the standards and terms for such agreements are clearer; now, therefore, be it

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

Chapter 15, “Termination of Tenancy”, and Chapter 16, “Repayment Agreements”, are updated for scope, clarity, and related terms and conditions.

Approved: May 27, 2026

Stanley Rumbaugh, Chair

Appendix A: Chapters 15 and 16 of THA's Property Management Policies, Redlined

15.4 Repayment of Family Debts

If a family owes amounts to THA, as a condition of continued occupancy, THA may, ~~at its sole discretion, require the family to repay the full amount or to enter into a repayment agreement, within 30 days of receiving notice from THA of the amount owed in accordance with Chapter 16 herein.~~

16. REPAYMENT AGREEMENTS

16.1 General

Any amount owed to THA by a tenant family must be repaid. ~~Consistent with Section 15.4 of THA's Property Management Policies manual, if a the family owes amounts is unable to repay the debt within thirty (30) days, THA, as a condition of continued occupancy, THA may, at its sole discretion, will offer to enter into a repayment agreement in accordance with this Chapter. Any offer will be in writing and will specify the deadline by which the tenant family must enter into a repayment agreement. The deadline specified must not exceed the cure period for any notice to pay or vacate issued under RCW 59.12 and RCW 59.18 for such debt.~~

If the family ~~refuses to repay the debt,~~ does not enter into a repayment agreement ~~and fails to pay the debt,~~ or breaches a repayment agreement ~~for this debt,~~ THA will terminate the family's tenancy in accordance with its lease termination policies. THA will also pursue other modes of collection.

~~The policies outlined in Chapter 16 of THA's Property Management Policies manual do not govern recovery of housing assistance dollars that have been overpaid on behalf of families. Such policies are outlined in THA's Administrative Plan, pursuant to 24 CFR 982.54. The policies outlined in Chapter 16 of THA's Property Management Policies manual also do not govern installment payment agreements for security deposits entered into per RCW 59.18.610 and/or Tacoma Municipal Code (TMC) 1.95.040.~~

16.2 General Repayment Agreement Guidelines

Entering into a Repayment Agreement

~~Families must enter into a repayment agreement before the expiration of a notice to pay or vacate. Any repayment agreement between THA and a family must be signed and dated by THA and by the head of household and spouse/co-head (if applicable). A downpayment must be made except in cases where the tenant is on minimum rent and chooses to waive the downpayment.~~

Downpayments

~~Minimum Rent Tenants: THA tenants on minimum rent are not required to issue a downpayment to enter into a repayment agreement but may do so if they choose.~~

All Other Tenants: All other THA tenants are required to issue a downpayment to enter into a repayment agreement. The downpayment must be what the family qualifies for in terms of minimum rent.

~~Before executing a repayment agreement with a family, THA will generally require a down payment of ten (10) percent of the total amount owed. If the family can provide evidence satisfactory to THA that such a down payment would impose an undue hardship, THA may, in its sole discretion, require a lesser percentage or waive the requirement.~~

~~If a family is paying less than forty (40) percent of its monthly adjusted income (MAI) in rent, the minimum monthly payment amount will be the greater of the following two amounts:~~

- ~~• The difference between 40 percent of the family's MAI and the total family share at the time the agreement is executed; or~~
- ~~twenty-five dollars (\$25).~~

Payment Schedule and Thresholds

The tenant must repay the unpaid rent and other charges by making payments according to the schedule below, which shows how many payments are required. Terms for payment must adhere to this schedule.

- Amounts over \$5,000 must be repaid within 60 months.
- Amounts between \$3,000 and \$4,999 must be repaid within 48 months.
- Amounts between \$2,000 and \$2,999 must be repaid within 36 months.
- Amounts between \$1,000 and \$1,999 must be repaid within 24 months.
- Amounts under \$1,000 must be repaid within 12 months.

The family is required to make these payments, rounded down to the nearest dollar, on or before the dates enumerated in the repayment agreement. Payment amounts are not determined based on income.

On-Time Payments

~~If a payment is not received by the end of the business day on the date due, and prior approval for the missed payment has not been given by THA, THA such failure will send the family a delinquency notice giving the family ten (10) business days to make the payment in full. If the payment is not received by the due date of the delinquency notice, it will be constitute a breach of the agreement, and THA will terminate the lease family's tenancy in accordance with its lease termination policies.~~

Hardship

~~The Tenant must be approved through the Hardship Policy, outlined in its the Administrative Plan, to temporarily pause payments. If the family's income increases or decreases during the term of a repayment agreement, either THA or the family may request that the monthly payment amount be adjusted accordingly.~~

~~Any repayment agreement between THA and a family must be signed and dated by THA and by the head of household and spouse/co-head (if applicable).~~

Limiting Repayment Agreements

THA ~~generally~~ will not enter into a repayment agreement ~~for unpaid rent with a family~~ if there is already a repayment agreement ~~for unpaid rent~~ in place ~~with the family~~, ~~if the family has been in a repayment agreement within the last 12 months~~, or if the amount owed by the family exceeds the federal or state threshold for criminal prosecution.