



## RESOLUTION 2026-01-28 (3)

**Date:** January 28, 2026

**To:** THA Board of Commissioners

**From:** April Black  
Executive Director

**Re:** Administrative Plan Change Approvals

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*This resolution would formalize several changes made to various chapters in Tacoma Housing Authority's (THA) Administrative Plan.*

### BACKGROUND

THA's Administrative Plan governs the operation of our Housing Choice Voucher (HCV) program and other tenant-based programs. Our plan states that any revisions must be approved by the Board of Commissioners. Since 2024, THA staff have implemented various updates to the Administrative Plan. While most changes followed established processes, a few did not receive formal approval from the Board of Commissioners as intended. Some of these changes are mandates from the Department of Housing and Urban Development (HUD). Others are changes staff and leadership proposed to improve our programming and respond to sudden changes in program funding.

The changes made to the Administrative Plan are as follows on the next page.

## Outline of Changes made to THA's Administrative Plan (2025)

Topic	Date Published	Section	Type of Change	Description
HQS / NSPIRE	12/27/2024	Ch 8	HUD Mandate	HUD mandated changes to the Housing Quality Standards and introduced the National Standards for the Physical Inspection of Real Estate (NSPIRE). NSPIRE requires accurately assessing a unit's condition, implementing a streamlined inspection process, and mandates that public housing authorities prioritize the health and safety of residents. This chapter was re-written to align with these new mandates.
Table of Contents	12/27/2024	TOC	Updated	At the end of 2024, THA updated the Administrative Plan's Table of Contents to include placeholders to chapters that are missing but will be included in the near future.
Briefings	4/3/2025	5-I.B	HUD Mandate	The Housing Opportunity Through Modernization Act (HOTMA) requires public housing authorities to include information about Reasonable Accommodations in Briefing Packets. THA implemented changes to our oral presentations of Briefing Packets.
Income and Subsidy Determinations	4/3/2025	Ch 6	HUD Mandate	THA added a new chapter (6B) to reflect changes required by HOTMA. HOTMA changed the way PHAs calculate income, specifically by calling out what doesn't count as income and modifying whether

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				to look back at the previous year's income or project forward using the client's current income.
Verifications	4/3/2025	7-I.A.	HUD Mandate	THA updated this section of the Administrative Plan to align with HUD's new requirements as enacted through HOTMA. This change allows participants to sign consent forms only once.
VASH	4/3/2025	Ch 21	New Chapter	THA added a new chapter to the Administrative Plan to outline governing requirements for the VASH program.
Income and Subsidy Determinations	7/31/2025	Ch 6A	Removing a Chapter	THA removed this chapter and replaced it with content that aligns with new HOTMA requirements (Ch 6B).
Reasonable Accommodations	7/31/2025	Ch 2	Removing Processes	This chapter was modified to remove procedural details and keep policies that pertain to reasonable accommodation requests, approvals, and denials.

## RECOMMENDATION

Approve Resolution 2026-01-28 (3) authorizing THA to make all the recommended changes to the Administrative Plan.



## RESOLUTION 2026-01-28 (3)

### Administrative Plan Change Approvals

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

**WHEREAS**, public housing authorities are required to maintain an Administrative Plan that governs its tenant-based programs like Housing Choice Voucher (HCV), Veterans Affairs Supportive Housing (VASH), Foster Youth to Independence (FYI), and more; and

**WHEREAS**, Tacoma Housing Authority's Administrative Plan requires staff to gain approval from the Board of Commissioners for all changes; and

**WHEREAS**, since 2024, THA has implemented various changes to the Administrative Plan to align with new HUD requirements and improve our operational policies; now, therefore, be it

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

Approve Resolution 2026-01-28 (3) authorizing THA to make all the recommended changes to the Administrative Plan.

**Approved: January 28, 2026**

  
Stanley Rumbaugh, Chair