



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.