



RESOLUTION 2026-08-26 (1)

Date: August 26, 2026

To: THA Board of Commissioners

From: Priya Saxena, Director of Strategic Initiatives

Re: Updating THA's Administrative Plan Repayment Agreements Policy

This resolution would align key standards of THA's Administrative Plan Repayment Agreements Policy with the Property Management Policies manual chapter on Repayment Agreements.

BACKGROUND

THA is seeking to update Chapter 16, Section IV, of the Administrative Plan, "Owner or Family Debts to the PHA." These updates are proposed to align standards between the Administrative Plan and Property Management Policies manual. THA's Board of Commissioners previously approved changes to its Property Management Policies manual chapter on Repayment Agreements on May 27, 2026 (THA BOC Resolution 2026-05-27 (2)).

THA's Administrative Plan governs repayment agreements from overpaid Housing Assistance Payments (HAP). The Property Management Policies manual governs repayment agreements for THA tenants. While the two documents regulate different circumstances, these changes aim to align the policies as much as possible to ease administrative burden and improve service delivery.

Summary of Changes

Below is a table that outlines the changes for which we are seeking approval. A full redlined copy of Chapter 16, Section IV is attached.

Related Topic	Original Policy	Proposed Change
Downpayments (Chapter 16, Section IV-B, Repayment Agreement Guidelines, Downpayment Requirement)	States that before entering into a repayment agreement, the owner or family must make a downpayment. The downpayment standard for families is payment in any amount but no less than what they qualify for in minimum rent. Owners must make a downpayment of 10% of the debt owed.	This original policy did not take into consideration families who were already paying minimum rent. THA proposes adjusting these standards to the following: Minimum Rent Households: THA customers on minimum rent are not required to issue a downpayment but may do so if they choose. All Other Households: All other THA customers 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. THA is not proposing changes to the downpayment requirement for owners.
Payment Thresholds (Chapter 16, Section IV-B, Repayment Agreement Guidelines, Payment Thresholds)	Outlines the payment thresholds for repayment agreements.	Adds clarifying language stating that payment amounts are not determined based on income. THA uses HUD-approved MTW authority to set payment thresholds for repayment agreements.
Due Dates (Chapter 16, Section IV-B, Repayment Agreement Guidelines, Due Dates)	States that there is only one available due date for repayment agreement installments, the 15th (or the following business day if the 15th does not fall on a business day).	Changes the section title from “Due Dates” to “On-Time Payments”. Does not require one specific due date.
Non-Payment	Customers will receive three delinquency notices before they	If payment is not received by the end of the business day on the due

Related Topic	Original Policy	Proposed Change
(Chapter 16, Section IV-B, Repayment Agreement Guidelines, Non-Payment)	are in violation of their repayment agreement.	date enumerated in the repayment agreement, the family will be in violation of the agreement. THA will not issue delinquency notices. This proposed standard aligns with THA's Property Management Policies manual.

Public Comment

THA held a public comment period for these proposed changes from June 3 to July 3, 2026. THA did not receive any comments from the public regarding these proposed changes.

RECOMMENDATION

THA staff recommend the Board of Commissioners approve Resolution 2026-08-26 (1) with no changes.



RESOLUTION 2026-08-26 (1)

Updating THA's Administrative Plan Repayment Agreements Policy

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 24 C.F.R. part 982; and

WHEREAS, 24 C.F.R. 982.4(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 lease 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

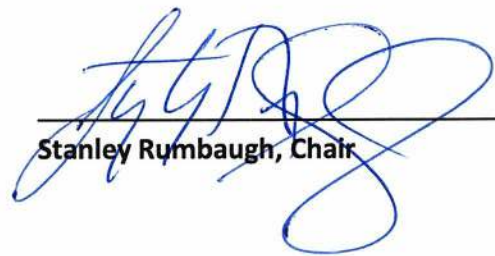
WHEREAS, in contrast, per RCW 35.82.070(2) and (5), THA's Property Management Policies outline all the mandatory and discretionary policies for tenancy of tenants of THA owned and managed properties; and

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 or Family Debts to the PHA" and that the sections therein align with the THA's Property Management Policies; 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 or Family Debts to the PHA" or THA's Administrative Plan (also referred to as "Repayment Agreements") is updated.

Approved: August 26, 2026



Stanley Rumbaugh, Chair