TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

AUGUST 26, 2026

TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold its

ANNUAL MEETING

on

WEDNESDAY, AUGUST 26, 2026

at

4:45 PM

Location: **902 South L Street, Tacoma, WA 98405**

Dial-In: **(253) 215-8782**

Online via Zoom:

https://us06web.zoom.us/j/87927537808

Meeting ID: 879 2753 7808 | **Passcode**: 413472

The site is accessible to people with disabilities. Persons who require special accommodations should contact **Musa Abdirahman** at **(253) 448-2797** or mabdirahman@tacomahousing.org, before 4:00 pm the day before the scheduled meeting.

I certify that, at or before 5 days prior to meeting, the Public Meeting Notice was mailed/emailed to:

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.

Erik Owomoyela
Associate, Strategic Communications

TACOMA HOUSING AUTHORITY BOARD OF COMMISSIONERS

ANNUAL MEETING

AUGUST 26, 2026, 4:45 PM

2nd Floor Conference Room, 902 South L Street, Tacoma, WA 98405
Zoom Meeting ID: 879 2753 7808 / **Passcode:** 413472 / **Call:** (253) 215-8782

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. ANNUAL MEETING

3.1. ELECTION OF OFFICERS

3.1.1. Nomination and Vote for Chair of the Board of Commissioners

3.1.2. Nomination and Vote for Vice Chair of the Board of Commissioners

3.2. APPOINTMENT TO STANDING BOARD COMMITTEES

3.2.1. Real Estate Development Committee

3.2.2. Finance Committee

3.2.3. Education, Housing, Services, and Partnerships Committee

4. REVIEW OF BY-LAWS

5. COMMISSIONER ANNUAL CERTIFICATION

6. APPROVAL OF MINUTES

6.1. Minutes of July 8, 2026 Regular Session

7. 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.

8. COMMITTEE REPORTS

8.1. Real Estate Development Committee

8.2. Finance and Audit Committee

8.3. Education, Housing, Services, and Partnerships Committee

9. FINANCE REPORT

9.1. Ratifying Cash Disbursement for June 2026

9.2. Ratifying Cash Disbursement for July 2026

10. AGENCY UPDATES

10.1. Agency Report

11. NEW BUSINESS

11.1. Resolution 2026-08-26 (1), Updating THA's Administrative Plan Repayment Agreements Policy

11.2. Resolution 2026-08-26 (2), Approval to Amend THA's 2026 Moving to Work Plan

11.3. Resolution 2026-08-26 (3), Authority to Amend the Micro Purchase Threshold

11.4. Resolution 2026-08-26 (4), Approval of Accounts Receivable Write Offs – Tenants

11.5. Resolution 2026-08-26 (5), Approval of Accounts Receivable Write Offs – Landlords

11.6. Resolution 2026-08-26 (6), Approval of Accounts Receivable Write Offs – Housing Authorities

12. COMMENTS FROM THE COMMISSIONERS

13. ADJOURNMENT

Real Estate Development Committee

Chair Stanley Rumbaugh
Vice Chair Minh-Anh Hodge

Finance Committee

Commissioner Derek Young
Commissioner Athena Dunn

Education, Housing, Services and Partnerships Committee

Commissioner Athena Dunn
Commissioner Ronelle Jones

TACOMA HOUSING AUTHORITY

MINUTES

Tacoma Housing Authority

902 S L St, Suite 2A · Tacoma, WA 98405
Phone (253) 207-4400 · Fax (253) 207-4440
www.tacomahousing.org

BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION
WEDNESDAY, JULY 8, 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, July 8, 2026.

1. CALL TO ORDER

Chair Rumbaugh called the meeting to order at 4:56 pm.

2. ROLL CALL

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

PRESENT	ABSENT
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 4:57 pm and proceeded.

Commissioner Jones, who joined the meeting virtually, left early due to audio issues with his connection.

3. 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, May 27, 2026. Commissioner Dunn moved to adopt the minutes. Commissioner Young seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Edward Sumowski, a resident at E.B. Willson Apartments, addressed the board to request a dog walking space at the property. He said there are many elderly and people with dogs and no safe place to walk them, especially at night, so having a dog park or dog-waking area could boost safety and provide a structured area for elderly folks that have dogs and other pets.

Brandee Johnson invited the commissioners and Executive Director to the annual tenants' gathering at People's Park. She told the commissioners that many people are curious about who the board members are, and the gathering represents an opportunity to mingle with the attendees.

Melody Frazier addressed the board on behalf of herself and her fellow residents at Westside Estates. She told the commissioners that Westside residents were having their rent increased without legally required advance notice, and that she contacted her housing specialist to talk about the increases but has not heard back. She asked about legal limits on the number and amount of rent increases, as well as the notice period, and requested that THA provide a 90 or 120-day notice instead of 30 or 60 days to plan for the increase and need to gather future income.

Bridget Demerson, the owner of Lavonne's Room at Housing Hilltop, addressed the board to express her concern over not being signed up for a booth at a Juneteenth event for local merchants, which she described at the board's May 27 meeting. She said that Housing Hilltop's third-party manager had told her on June 3 that she could have a $1,000 sponsorship, which was not what she had requested. She also said that her Facebook post about the issue had received almost 13,000 views. She told the board that she had lost publicity as a result of her absence from the Juneteenth event, and that she wanted to know what they would do about it.

5. COMMITTEE REPORTS

5.1 REAL ESTATE DEVELOPMENT COMMITTEE—CHAIR STANLEY RUMBAUGH, VICE CHAIR MINH-ANH HODGE

Chair Rumbaugh described the committee's discussions, saying that THA could have to raise tenants' copayment and repayment amounts and percentages, to avoid putting anyone out.

5.2 FINANCE COMMITTEE—COMMISSIONER DEREK YOUNG, COMMISSIONER ATHENA DUNN

The Finance Committee did not meet.

5.3 EDUCATION, HOUSING SERVICES AND PARTNERSHIPS COMMITTEE—COMMISSIONER ATHENA DUNN, COMMISSIONER RONELLE JONES

The commissioners discussed the issues raised by the committee. Chair Rumbaugh noted the importance of getting sustainable conditions at Housing Hilltop.

6. FINANCE REPORT

Finance Director (FD) Dietz discussed THA's cash position with the board. Chair Rumbaugh asked about the payments to Housing Hilltop LLLP as well as the rise in unrestricted funds compared to the prior month. FD Dietz pointed to the Koz and Bridge Meadows sales, as well as THA paying off its MTW deficit.

6.1 RATIFYING CASH DISBURSEMENT FOR MAY 2026

Commissioner Dunn moved to ratify the payment of cash disbursements totaling $8,803,129 for the month of May 2026. Commissioner Young seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

7. AGENCY MONTHLY REPORT

7.1 MAY 2026 REPORT

Executive Director (ED) April Black reported that staff are continuing to puzzle through how to respond to budget challenges. She provided options for changes to tenant rents that were being prepared for public comment and would take effect in 2027 if adopted. Staff are also reaching out to tenants who are delinquent on their rent, with service providers going door to door. She also noted that programming has started at Housing Hilltop, with an emphasis on youth summer programming. THA had assigned 1 staff member to work at Housing Hilltop, with another to start soon. ED Black also praised the teams on both sides who negotiated THA's new collective bargaining agreements.

8. NEW BUSINESS

8.1 2026-07-08 (1), EXTENSION OF PROJECT BASED VOUCHER CONTRACT: FLETT MEADOWS

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

WHEREAS, THA has provided project-based voucher assistance to Lakewood Area Shelter Association Property Flett Meadows since 2016; and

WHEREAS, Flett Meadows provides housing for low-income families in the community; and

WHEREAS, an extension up to 10 years will allow THA to continue to provide housing assistance to low income families in the community; and

WHEREAS, failure to extend this contract would lead to a loss of affordable housing units; now, therefore, be it

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

Tacoma Housing Authority's (THA) Executive Director is authorized to extend THA's HAP contract with Lakewood Area Shelter Association property Flett Meadows for up to ten (10) years.

Commissioner Young motioned to approve the resolution. Commissioner Dunn seconded the motion.

Director of Rental Assistance (DRA) Amber Prentice presented the resolution to the board. Chair Rumbaugh questioned whether all units at Flett Meadows were occupied and current on rent, the duration of tenancy, and whether the property meets its requirements and is in compliance. Prentice said that THA does not collect rent at Flett Meadows, but the units are occupied, and she would check on the tenancy question.

Upon roll call, the vote was as follows:

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

Motion approved.

8.2 2026-07-08 (2), RATIFY THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF TACOMA (THA) AND THE SOUTH SOUND BUILDING & CONSTRUCTION TRADES COUNCIL, AFL-CIO (TRADES COUNCIL)

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

WHEREAS, on June 22, 2026, the maintenance staff of THA voted to ratify the newly negotiated CBA; and

WHEREAS, the new CBA includes improvements and updates to contract language, termination of the December 2025 Memorandum of Understanding regarding the 2026 grounds maintenance at select properties, and a new step pay scale; and

WHEREAS, the new contract term will be June 1, 2026 – May 31, 2029; and

WHEREAS, the Trades Council, after meeting with the membership of THA, has confirmed that all questions and concerns were addressed and that the membership voted in favor of the proposed tentative agreement; now, therefore, be it

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

1. That the Board of Commissioners, having reviewed the new CBA, hereby ratify and approve the said agreement in its entirety.

2. That the Board acknowledges the collective efforts of all parties involved in the negotiation process, recognizing their commitment to promoting the welfare of the employees and the goals of the agency.
3. That the Board authorizes the Executive Director to execute and deliver the CBA on behalf of the agency, and to take all necessary actions to implement the terms and conditions set forth in this agreement.
4. That this resolution shall take effect immediately upon its adoption.

Commissioner Dunn motioned to approve the resolution. Commissioner Young seconded the motion.

Senior General Counsel (SGC) Lauren Kirigin presented the resolution to the board. She noted that the negotiations had been carried out by new teams on both sides, and the process had given them an opportunity to strengthen bonds that can pave the way for future partnerships.

Chair Rumbaugh asked about changes to the compensation system and whether any covered employees' income, earnings, and duties were decreasing. SGC Kirigin said they would not, but the talks provided better clarity in the agreements and an understanding of employee needs, such as extra maintenance equipment. Chair Rumbaugh also asked about union representatives' understanding of THA's federal funding uncertainty, and SGC Kirigin said the negotiators had discussed the situation and its effects on THA.

Upon roll call, the vote was as follows:

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

Motion approved.

8.3 2026-07-08 (3) RATIFY THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF TACOMA (THA) AND THE OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL 8 (OPEIU)

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

WHEREAS, on June 24, 2026, the OPEIU membership of THA voted to ratify the newly negotiated CBA; and

WHEREAS, the new CBA includes improvements and updates to contract language and a new step pay scale; and

WHEREAS, the new contract term will be July 1, 2026 – June 30, 2029; and

WHEREAS, an MOU accompanies the CBA to enable the one-time transition of existing employees onto the new step pay scale system; and

WHEREAS, OPEIU, after meeting with the membership of THA, has confirmed that all questions and concerns were addressed and that the membership voted in favor of the proposed tentative agreements; now, therefore, be it

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

1. That the Board of Commissioners, having reviewed the new CBA and MOU, hereby ratify and approve the said agreements in their entirety.

2. That the Board acknowledges the collective efforts of all parties involved in the negotiation process, recognizing their commitment to promoting the welfare of the employees and the goals of the agency.

3. That the Board authorizes the Executive Director to execute and deliver the CBA and accompanying MOU on behalf of the agency, and to take all necessary actions to implement the terms and conditions set forth in these agreements.

4. That this resolution shall take effect immediately upon its adoption.

Commissioner Dunn motioned to approve the resolution. Commissioner Young seconded the motion.

SGC Kirigin presented the resolution to the board. She said that the bargaining teams and reached agreement on a wage structure that was similar to the prior structure, as well as updates to account for clearer designation of public and private spaces. Both new agreements recognize the quarterly Essential Conversations framework for employee development.

Chair Rumbaugh asked about the agendas for essential conversations and whether there was room for staff suggestions during these discussions. SGC Kirigin said the conversations are focused on employee growth and connectivity rather than an appraisal of the employee, and there was room for both managers and employees to suggest topics. ED Black also noted that the conversations are not the only time staff and managers are meeting and there are many other opportunities for topic-specific conversations, as well as occasions for performance-based and experiential discussions.

Upon roll call, the vote was as follows:

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

Motion approved.

8.4 2026-07-08 (4) EXTENSION OF PROPERTY-BASED SUBSIDY CONTRACT: HOUSING HILLTOP

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

WHEREAS, THA has provided property-based subsidy assistance to *Housing Hilltop LLP Property Housing Hilltop* since 2024; and

WHEREAS, Housing Hilltop provides housing for low-income families in the community; and

WHEREAS, an extension up to five (5) years will allow THA to continue to provide housing assistance to low income families in the community; and

WHEREAS, failure to extend this contract would lead to a loss of affordable housing units; now, therefore, be it

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

Tacoma Housing Authority's (THA) Executive Director is authorized to extend THA's PBS contract with *Housing Hilltop LLLP property Housing Hilltop* for up to five (5) years.

Commissioner Young motioned to approve the resolution. Commissioner Dunn seconded the motion.

DRA Prentice presented the resolution to the board. She told the commissioners that the extension would align the length of the property-based subsidy contract for Housing Hilltop with the term of a proposed loan refinancing, thus allowing the contract to be included in the underwriting process. The extended contract would last for a total of 20 years, until July 15, 2044.

Upon roll call, the vote was as follows:

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

Motion approved.

9. COMMENTS FROM COMMISSIONERS

The commissioners and ED Black agreed to cancel the July 22 meeting, making their next scheduled meeting the August 26 session. Commissioner Young noted that the August meeting will be his last on the board, as he has asked not to be reappointed once his term expires due to family and professional responsibilities. Chair Rumbaugh praised Commissioner Young's years of service and esprit de corps.

10. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:45 pm.

APPROVED AS CORRECT

Adopted: August 26, 2026

Stanley Rumbaugh, Chair

TACOMA HOUSING AUTHORITY

FINANCE REPORT

Tacoma Housing Authority

902 S L St, Suite 2A · Tacoma, WA 98405
Phone (253) 207-4400 · Fax (253) 207-4440
www.tacomahousing.org

Date: August 26, 2026

To: THA Board of Commissioners

From: Richard Dietz, Director of Finance

Re: Finance Department Board Report

1. FINANCIAL STATEMENT

I present the July 2026 disbursement reports for your approval.

The Finance Department is submitting the financial statement for the period ending June 30, 2026. This is the mid-year report, reflecting the agency's performance for the first half of the year. The financial performance for the first half of the year looks better than it should due to timing differences, especially as it relates to *Line 1 – Section 8 HAP reimbursement,* which is discussed in more detail below. If this timing difference were removed, the *Line 46 – Operating Surplus/(Deficit)* of $9,709,567 would be in line with the budgeted number of $5,539,019. While we still project a healthy year-end *Operating Surplus* of $5,792,512 (*Line 46*), it is significantly below the budgeted amount. The primary reason for this projected variance is the possibility of THA not receiving the developer fee for the Housing Hilltop project in 2026.

Below is an overview of notable line items that I believe deserve additional discussion.

- *Line 1 – HAP Reimbursements* – THA is currently ahead of budget due to additional MTW funding received in May, which is reflected in the higher MTW cash balance on the June Cash Position report. This timing difference accounts for $4.4 million in revenue that had no offsetting expenditures as of June 30. By year-end, funding is expected to more closely align with actual MTW expenditures, which are currently below budget.
- *Line 2 –Admin fee earned* – HUD is currently prorating administrative fees at 86%, which is lower than what was included in the budget. The non-prorated fee is higher than what was included in the budget, which offset the majority of the reduced proration. There was also a technical change made by HUD, which resulted in an additional reduction in the per-voucher fee.
- *Line 4 – Operating Subsidy* – This line reflects THA's allocation of traditional public housing operating subsidies, which is currently running under budget. This line also includes three years of capital funds that were utilized for operations. The HUD grant to support the commercial space at Housing Hilltop also runs through this account and constitutes the majority of the budget. The activity in this area was relatively minimal for the first half of the year; however, that trend is not expected to continue.
- *Line 7 – Tenant Revenue - Dwelling Rent* – The rental revenue for Outrigger, Highland Crest, North Highland Court, and Salishan 7 are all beating the budgeted numbers

- *Line 8 – Tenant Revenue - Other –* The move-out-related charges at the properties are higher than anticipated, resulting in higher-than-anticipated revenue for this section.
- *Line 11 – Developer Fee Income –* The developer fee in the budget is associated with Housing Hilltop, the majority of which was scheduled to be paid when the property converts to permanent financing. Due to challenges with the conversion, it is possible that the cash developer fee may need to be deferred, and as such, it has been removed from the year-end projection. This does not mean that this is what will occur, but rather a conservative view of a fluid situation. The cash developer fee recorded in the second quarter is associated with the infrastructure work at Aviva Crossing. An additional Aviva Crossing-related developer fee payment is anticipated before year-end.
- *Line 12 – Other Revenue – T/C Waterfall Payments –* Expenses are relatively in line with budget, but Revenue is running higher than anticipated. The collection rate is also higher than expected, leading to additional cash flow. There were also multiple 2025 replacement reserve draws that were funded in 2026, which increased the available cash flow.
- *Line 13 – Investment Income –* Investment income is exceeding expectations due to healthy cash balances and higher-than-budgeted interest rates.
- *Lines 15 – 25 – Administrative Expense –* Every line item in this area is running under budget. As in prior years, the most significant savings are in staffing-related costs. In addition to savings related to vacant positions, there are also savings in State retirement benefits as a result of a reduction in the required employer contribution percentage. There are also significant savings in *Office Expenses*. A variety of factors led to the underspending, the most notable of which is savings related to IT contracts. There are several contracts with savings; however, the most notable relates to the decision to stay with ADP. The budget included $250,000 to support the transition to a new HR and payroll platform. All categories are expected to finish the year under budget except for A*udit Fees*, which should end the year just slightly over budget.
- *Lines 26 – 29 – Tenant Service –* Tenant Service expenses are currently under budget. The salary and benefit expenses are running under budget due to vacancies. Adding tenant services at Housing Hilltop will bring these expenses more in line with budget by the end of the year.
- *Line 30 – Utilities –* This area is running slightly under budget; however, by year-end it is projected to be close to budget.
- *Lines 31 – 35 – Ordinary Maintenance and Operations –* Every line item in this category is running under budget. There are more significant variances at the property level. For example, Outrigger is significantly over in *Maintenance Labor*, but savings at Highland Crest partially offset this overage.
- *Lines 36 – 40 – General Expenses –* In total, this area is running over budget. The largest driver of the overage relates to bad debt expense at the properties, which is typically recognized after the tenant moves out. The *Protective Services* line is over budget due to costs associated with moving the on-premises security system to SaaS in the first quarter. These costs were budgeted under *Line 19 – Office Expense*. Traditional security-related expenses are in line with the budget.
- *Line 43 – Sec 8 HAP Payments –* HAP expenses are in line with budget as of the end of the second quarter. One of the larger unknowns going into 2026 was the cost of the new PBV units

at Aviva Crossing. The projected average HAP for these units is pretty close to what we are seeing. The budgeted projection is slightly lower, but the variance is not enough to materially impact the overall HAP budget.

- *Lines 51 – 54 Capital Transactions* – There has been a significant amount of capital activity in the first quarter, highlighted by the sale of the Hillsdale Heights lot to Bridge Meadows and the Aviva Crossing lot to Koz. The unbudgeted grant-funded energy enhancements for the Salishan-Hillside resyndication are also running through this section. These funds are very impactful to the resyndicated partnership, but they have minimal impact on THA, as they are simply passing through THA. What is going to be impactful is the outcome of the Housing Hilltop loan conversion. The intent had been to use the funds from the cash developer fee to fund a loan to the property at conversion. As these funds may not be available, the projection includes a reserve appropriation in *Line 54 – Reserve Appropriations – Capital* to fund that loan.

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 3.69%.

3. AUDIT

The Washington State auditors assigned a larger team this year and have been making very good progress on the 2025 audit. They are ahead of where they have been in prior years and are on track to complete their work in time for the financial submission to be completed and submitted to HUD by September 30th.

4. BUDGETS

All of the departments have submitted initial drafts of their 2027 budget proposals in Adaptive Planning. As was anticipated, due to the decrease in 2026 MTW funding and lack of clarity around 2027 funding, we are facing a significant recurring deficit. The specific amount remains in flux as we continue to work with departments to refine their budgets.

5. YEAR-END UPDATE

There is no update at this time.

TACOMA HOUSING AUTHORITY
AGENCY WIDE

		June-26				Thru 12/31/2026		
		CURRENT QTR ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	OPERATING RECEIPTS							
1	HUD grant - HAP reimbursement	27,578,875	43,970,151	41,277,813	6.52%	79,556,000	82,555,625	-3.63%
2	HUD grant - Admin fee earned	1,362,691	3,039,275	3,245,050	-6.34%	6,224,000	6,490,099	-4.10%
3	HUD grant - Community Services	96,493	123,575	131,070	-5.72%	262,140	262,140	0.00%
4	HUD grant - Operating subsidy	33,128	59,826	251,050	-76.17%	320,000	502,100	-36.27%
5	HUD grant - Capital Fund Operating Revenue	0	0	0	N/A	0	0	N/A
6	Other Government Grants	506,724	1,074,311	1,082,050	-0.72%	2,164,100	2,164,100	0.00%
7	Tenant Revenue - Dwelling rent	1,193,730	2,421,547	2,346,189	3.21%	4,893,000	4,692,377	4.28%
8	Tenant Revenue - Other	85,062	148,955	113,595	31.13%	253,000	227,190	11.36%
9	Management Fee Income	1,246,029	2,470,713	2,469,635	0.04%	4,939,270	4,939,270	0.00%
10	Other Revenue	533,571	1,336,226	1,303,634	2.50%	2,672,000	2,607,267	2.48%
11	Other Revenue - Developer Fee Income	825,021	825,021	2,975,000	N/A	1,130,000	5,950,000	-81.01%
12	Other Revenue - T/C Waterfall Payments	1,403,320	2,589,722	2,145,000	20.73%	4,461,000	4,290,000	3.99%
13	Investment income	272,878	472,356	391,212	20.74%	850,000	782,423	8.64%
14	***TOTAL OPERATING RECEIPTS***	**35,137,522**	**58,531,678**	**57,731,296**	**1.39%**	**107,724,510**	**115,462,591**	**-6.70%**
	OPERATING EXPENDITURES							
	Administrative Expenses							
15	Administrative Salaries	2,546,184	5,214,866	5,609,743	-7.04%	10,880,000	11,699,956	-7.01%
16	Administrative Personnel - Benefits	750,872	1,418,482	1,838,587	-22.85%	3,087,000	3,755,603	-17.80%
17	Audit Fees	16,001	47,921	59,000	-18.78%	122,000	118,000	3.39%
18	Management Fees	171,976	331,743	410,999	-19.28%	713,000	821,998	-13.26%
19	Office Expense	583,393	1,204,064	1,754,403	-31.37%	2,758,000	3,508,806	-21.40%
20	Legal	100,247	157,451	218,950	-28.09%	390,000	437,900	-10.94%
21	Travel/Training	48,552	85,829	223,290	-61.56%	247,000	446,580	-44.69%
22	Other administrative expenses	544,518	1,132,473	1,549,072	-26.89%	2,615,000	3,098,143	-15.59%
23	Due diligence - Perspective Development	7,936	9,668	675,000	-98.57%	419,000	1,350,000	-68.96%
24	Contingency	0	0	50,000	-100.00%	100,000	100,000	0.00%
25	***Total Administrative Expenses***	***4,769,678***	***9,602,497***	***12,389,044***	**-22.49%**	**21,331,000**	**25,336,987**	**-15.81%**

TACOMA HOUSING AUTHORITY
AGENCY WIDE

		June-26				Thru 12/31/2026		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	Tenant Service							
26	Tenant Service - Salaries	388,607	756,711	879,505	-13.96%	1,812,825	1,812,825	0.00%
27	Tenant Service Personnel - Benefits	120,914	216,427	312,528	-30.75%	533,000	669,042	-20.33%
28	Tenant Service - Other	543,253	1,135,906	1,287,067	-11.74%	2,422,000	2,574,135	-5.91%
29	***Total Tenant Services***	***1,052,774***	***2,109,043***	***2,479,100***	***-14.93%***	***4,767,825***	**5,056,002**	**-5.70%**
	Utilities							
30	***Total Project Utilities***	120,683	262,096	271,101	***-3.32%***	**539,000**	**542,201**	**-0.59%**
	Ordinary Maintenance & Operations							
31	Maintenance Salaries	215,777	479,801	485,168	-1.11%	991,652	991,652	0.00%
32	Maintenance Personnel - Benefits	61,057	113,426	148,516	-23.63%	257,000	300,743	-14.54%
33	Maintenance Materials	49,973	104,938	128,355	-18.24%	210,000	256,710	-18.20%
34	Contract Maintenance	266,629	475,843	527,879	-9.86%	952,000	1,055,758	-9.83%
35	***Total Routine Maintenance***	***593,436***	***1,174,008***	***1,289,918***	***-8.99%***	***2,410,652***	***2,604,862***	***-7.46%***
	General Expenses							
36	Protective Services	4,710	58,882	17,600	234.55%	68,000	35,201	93.18%
37	Insurance	151,116	307,366	334,385	-8.08%	615,000	668,769	-8.04%
38	Other General Expense	272,998	361,971	221,565	63.37%	724,000	443,130	63.38%
39	Interest Expense	133,658	243,443	263,211	-7.51%	526,422	526,422	0.00%
40	***Total General Expenses***	***562,482***	***971,663***	***836,761***	***16.12%***	**1,933,422**	**1,673,521**	**15.53%**
41	**TOTAL OPERATING EXPENSES**	**$ 7,099,054**	**$ 14,119,306**	**$ 17,265,924**	***-18.22%***	**$ 30,981,898**	**$ 35,213,573**	**-12.02%**
	Nonroutine Expenditures							
42	Ext. Maint/Fac Imp/Casualty Loss (Proceeds)	15,973	23,344	102,050	-77.13%	204,100	204,100	0.00%
43	Sec 8 HAP Payments	17,399,799	34,679,462	34,824,303	-0.42%	70,746,000	70,956,005	-0.30%
44	***Total Nonroutine Expenditures***	***17,415,772***	**34,702,805**	**34,926,353**	***-0.64%***	***70,950,100***	**71,160,105**	**-0.30%**
45	***TOTAL EXPENDITURES***	**24,514,825**	**48,822,111**	**52,192,277**	***-6.46%***	**101,931,998**	**106,373,678**	**-4.18%**
46	**OPERATING SURPLUS/(DEFICIT)**	**10,622,697**	**9,709,567**	**5,539,019**	***75.29%***	**5,792,512**	**9,088,913**	**-36.27%**
47	Debt Service Principal Pymt/Loan Payoffs	(68,161)	(120,767)	(120,355)	0.34%	(240,710)	(240,710)	0.0%
48	**Surplus/Deficit Before Reserve Appropriations**	**10,554,536**	**9,588,800**	**5,418,664**	***76.96%***	**5,551,802**	**8,848,203**	**-37.26%**
49	Reserve Appropriations - Operations/Loan Payof	0	0	0		0	0	
50	**Surplus/Deficit Before Capital Expenditures**	**10,554,536**	**9,588,800**	**5,418,664**		**5,551,802**	**8,848,203**	
51	Capitalized Items/Development Projects	(819,639)	(1,911,882)	(4,930,000)	-61.22%	(14,388,000)	(9,860,000)	45.92%
52	Reserve for Replacement	(43,035)	(86,070)	(86,284)	-0.25%	(172,568)	(172,568)	0.00%
53	Revenue - Capital Grants/Sale of Property	1,851,007	3,819,495	1,250,000	205.56%	7,228,181	2,500,000	189.13%
54	Reserve Appropriations - Capital	0	96,725	1,525,000	-93.66%	8,120,000	3,050,000	166.23%
55	***THA SURPLUS/(DEFICIT)***	***11,542,869***	***11,507,068***	***3,177,380***		***6,339,415***	***4,365,635***	

TACOMA HOUSING AUTHORITY

CASH POSITION - June 2026

Account Name		Current Balance	Interest
HERITAGE BANK			
Accounts Payable		16,382,196	2.29%
Section 8 Checking		6,298,148	2.29%
THA Scattered Sites Proceeds		3,899,423	2.29%
FSS Escrows		152,121	2.29%
FSS Forfeitures		60,864	2.29%
Note Fund Account		112	2.29%
THDG - Tacoma Housing Development Group		1,274,070	2.29%
Salishan 7 Operations		2,931,419	2.29%
Salishan 7 Security Deposit		34,930	2.29%
Salishan 7 Replacement Reserve		885,651	2.29%
Salishan 7 Operating Reserve		223,174	2.29%
North Highland Operations		433,157	2.29%
North Highland Security Deposit		24,347	2.29%
North Highland Capital Reserve		38,802	2.29%
Highland Crest Operations		1,622,380	2.29%
Highland Crest Replacement Reserve		533,684	2.29%
Highland Crest Security Deposit		44,599	2.29%
Outrigger Operations		833,031	2.29%
Outrigger Replacement Reserve		485,489	2.29%
Outrigger Security Deposit		27,147	2.29%
Payroll Account		27,114	2.29%
HOME STREET BANK			
James Center North Operations		788,047	0.00%
James Center North Security Deposit		68,374	0.00%
WASHINGTON STATE			
Investment Pool		$ 1,123,145	3.69%
1. TOTAL THA CASH BALANCE		**$ 38,191,426**	
Less:			
2. Total MTW Cash Balance		**$ 4,955,459**	
Less Minimum Operating Reserves			
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)		**$ 4,229,459**	
3. MTW Cash Held By HUD		**$ 833,810**	
4. Non MTW Cash Restrictions/Obligations			
4.1 Non MTW Operational Restrictions			
4.10 HUD Restricted - Lot and Property Sales		$ 3,899,423	
4.101 Scattered Sites Proceeds (Afford Hsg)	3,899,423		
4.20 THA Property Accounts Reserved		$ 3,702,322	
4.201 Security Deposit Accounts	199,398		
4.202 Highland Crest Operations Reserves	520,000		
4.203 Highland Crest Replacement Reserves	533,684		
4.204 James Center North Capital	39,298		
4.205 Outrigger Operations Reserve	150,000		
4.206 Outrigger Replacement Reserves	485,489		
4.207 Salishan 7 Operations Reserves	750,000		

TACOMA HOUSING AUTHORITY		
CASH POSITION - June 2026		
4.208 Salishan 7 Replacement Reserves	885,651	
4.209 North Highland Court Operations Reserves	100,000	
4.210 North Highland Capital Reserve	38,802	
4.30 Rental Assistance Reserves		$ 871,666
4.301 Mod Rehab Operating Reserves	81,335	
4.302 VASH, FUP, FYI, NED, EHV & MAIN HAP & AF Reserves	577,347	
4.303 FSS Escrows & Forfeitures	212,985	
4.40 Prepaid Grants		$ 1,837,790
4.401 TPS Interlocal (CS-2017-011)	65,243	
4.402 Ballmer Foundation - 2Gen Support (CS-2024-002)	338,984	
4.403 GTCF Grant-Silver Funding (CS-2025-005)	70,427	
4.404 Forest Foundation CSE General (CS-2026-006)	10,000	
4.405 Sequoia Foundation CSE General (CS-2026-007)	10,000	
4.406 GTCF Catalyzing Community Investments (EX-2026-001)	20,000	
4.407 College Spark (PI-2018-005)	34,697	
4.408 GTCF Grant (PI-2019-005)	14,369	
4.409 THDG	1,274,070	
4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		**$ 10,311,201**
4.70 Agency Contracted or Budgeted Commitments Remaining		**$ -**
	-	
	-	
4.99 Total Non MTW Cash Restrictions/Obligations *(Lines 4.60+4.70)*		**$ 10,311,201**
5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		**$ 22,924,766**
6. Development Advances - Project Reimbursement upon draw		**$ -**
6.01 Housing Hilltop LLLP	-	
6.02 Salishan-Hillside Phase I, LLLP	-	

MOTION

Date: August 26, 2026

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling $8,761,117 for the month of June 2026.

Approved: **August 26, 2026**

____

Stanley Rumbaugh, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of June 2026

	Check Numbers								
	From		To	From		To	From		To
						Amount	Totals		
	A/P Checking			SAL 7 Checking			THDG Checking		
Checks	**98,397**	**-**	**98,424**	**1,067**	**-**	**1,068**	**-**	**-**	**-**
Wire/EFT	**222**	**-**	**231**	**-**	**-**	**-**	**-**	**-**	**-**
ACHs	**4,911**	**-**	**4,973**	**301**	**-**	**305**	**1,023**	**-**	**1,026**
Business Support Center						893,259	Program Support		
Moving To Work Support Center						28,643			
Moving To Work Buildings (used by Support Center)						26,675			
Tax Credit Program Support Center						26,132			
Support Center Allocation						12,605			
Section 8 Programs						10,869	Section 8 Operations		
Hillsdale Heights						11,630	Property Operations		
James Center						4,508			
Salishan 7						31,273			
Alberta J Canada Bldg						146			
Housing Hilltop LLLP						222,273			
Salishan-Hillside - THA Costs						4,780			
THDG - General						5,420	THDG		
Aviva Crossing - Pierce County Funds						71,233	Development		
Department of Commerce Funding for Crisis Residential Center						47,824	Client Support		
Community Services MTW Fund						8,544			
Education Private Grants (Gates, etc.) & 2 Gen						1,053			
AMP 6 - Scattered Sites						1	Public Housing		
THA SUBTOTAL						1,406,866			
Hillside Terrace 1500						366	Tax Credit Projects - Reimbursable		
Bay Terrace I & II & Community Facility						9,119			
Salishan-Hillside Phase I						4,471			
Arlington Youth Campus						1,856			
Court F (The Rise)						2,781			
Renew Tacoma Housing						14,303			
Salishan 4 - Salishan 6						3,211			
Tax Credit Property Allocations						15,005			
TAX CREDIT SUBTOTAL (Operations & Development - billable)						51,112			**1,457,979**
Section 8 Checking Account (HAP Payments)									
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s		**491,025**	- **491,204**		194,291			
	ACHs		**66,571**	- **67,502**		5,928,542	**$**		**6,122,833**
Payroll & Payroll Fees - ADP	EFT		**58**	- **59**			**$**		**1,180,306**
TOTAL DISBURSEMENTS							**$**		**8,761,117**

MOTION

Date: August 26, 2026

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling $8,364,708 for the month of July 2026.

Approved: August 26, 2026

____

Stanley Rumbaugh, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of July 2026

	Check Numbers								
	From		To	From		To / Amount	From		To / Totals
	A/P Checking			SAL 7 Checking			THDG Checking		
Checks	**98,425**	**-**	**98,458**	**-**	**-**		**10,408**	**-**	**10,410**
Wire/EFT	**232**	**-**	**238**	**-**	**-**	**-**	**-**	**-**	**-**
ACHs	**4,974**	**-**	**5,048**	**306**	**-**	**310**	**1,027**	**-**	**1,027**
Business Support Center						709,314	Program Support		
Moving To Work Support Center						54,541			
Moving To Work Buildings (used by Support Center)						8,936			
Tax Credit Program Support Center						68,531			
Support Center Allocation						34,348			
Section 8 Programs						18,367	Section 8 Operations		
Hillsdale Heights						9,680	Property Operations		
James Center						8,861			
Salishan 7						14,674			
Alberta J Canada Bldg						20,929			
Housing Hilltop LLLP						38,601			
THDG - General						8,970	THDG		
HUD CPF Grant - Housing Hilltop						311	Development		
CS General Business Activities						2,189	Client Support		
SAFE/TRAC						495			
Department of Commerce Funding for Crisis Residential Center						231,219			
Community Services MTW Fund						2,985			
AMP 6 - Scattered Sites						20	Public Housing		
AMP 9 - HT 1500 - Subsidy						174			
THA SUBTOTAL						1,233,145			
Hillside Terrace 1500						191	Tax Credit Projects - Reimbursable		
Bay Terrace I & II & Community Facility						3,905			
Salishan-Hillside Phase I						2,511			
Arlington Youth Campus						1,091			
Court F (The Rise)						1,535			
Renew Tacoma Housing						14,676			
Salishan 4 - Salishan 6						1,530			
Tax Credit Property Allocations						23,564			
TAX CREDIT SUBTOTAL (Operations & Development - billable)						49,003			**1,282,148**
Section 8 Checking Account (HAP Payments)									
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s		**491,126**	-	**491,220**	142,727			
	ACHs		**67,503**	-	**68,417**	5,719,721	**$**		**5,862,448**
Payroll & Payroll Fees - ADP	EFT		**60**	-	**61**		**$**		**1,220,112**
TOTAL DISBURSEMENTS							**$**		**8,364,708**

TACOMA HOUSING AUTHORITY

AGENCY MONTHLY REPORT

Tacoma Housing Authority

902 S L St, Suite 2A · Tacoma, WA 98405
Phone (253) 207-4400 · Fax (253) 207-4440
www.tacomahousing.org

Date: August 26, 2026

To: THA Board of Commissioners

From: April Black, Executive Director

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 July 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.

Contents

THA's Long-Term Goals

Enhance Our Financial Resilience and Sustainability

Financial Sustainability detailed updates are included in the Finance update.

We are currently developing our FY27 agency budget and are initially projecting a $1.6M deficit. We will have a proposal to close that deficit before the budget is presented to the board. As we've discussed in previous meetings, this will likely require a combination of cost-cutting measures, including changes to tenant rents. This would mean THA households paying a larger share of their rent so that we can continue serving families and avoid removing households from the program due to funding constraints.

Housing Hilltop

Permanent Financing

THA is approaching the permanent financing conversion date of August 28, 2026, and AMRED and Finance are finalizing required closing documentation. We anticipate closing on time.

Commercial Spaces

North Commercial Spaces

The north space continues to be marketed as-is and we will offer a rent concession to a lessee ready and willing to make tenant improvements to the space.

Recently, THA met with a local architect and general contractor to review the space as potential development for market rate housing. We are awaiting an estimate before reviewing this information with the board.

South Commercial Spaces

Work continues with SpaceWorks (supported by City of Tacoma and TCRA).

Aviva Crossing

Related Northwest (Lot 3)

THA has shared the intended Purchase and Sale Agreement with Related Northwest.

Mercy (Lot 4)

Aviva Crossing is expected to be fully leased August 2026.

55 Emergency Housing Voucher holders have moved into Aviva Crossing.

THA is expected to receive a total of $1,118,000 in developer fee. THA has received $597,200 to date. The final amount received by is dependent on the site's permanent loan conversion.

Hillsdale Heights

Through the partnership with Bridge Meadows, 60 affordable housing units will become available for households at 30% and 50% area median income.

THA is conversations with the developers of Bridge Meadows in anticipation of either a sale of the Northeast lot or a purchase and sale agreement with another development partner.

Salishan & Hillside 2300 Resyndication

THA is progressing through construction and tenant relocation phases.

56 units have been completed with 52 households moving back to rehabilitated units. 27 households have been right-sized, helping align unit sizes with household needs.

The primary near-term focus is completing the remaining resident relocations, managing phased construction, and continuing rehabilitation work while maintaining occupancy and resident services.

Invest in Housing Stability and Community Vitality

Maintaining our Existing Portfolio

Maintenance Team Key Performance Indicators 2026	Jan	Feb	March	April	May	June	July
Completed Work Orders	2787	2525	2224	2708	2146	2885	2844
Unit Turns	12	12	18	14	10	12	18
Maintenance Projects	2	0	1	3	2	11	9

Emergent Issues Resolved by Maintenance	1	5	4	2	2	7	2

Rent Collection

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

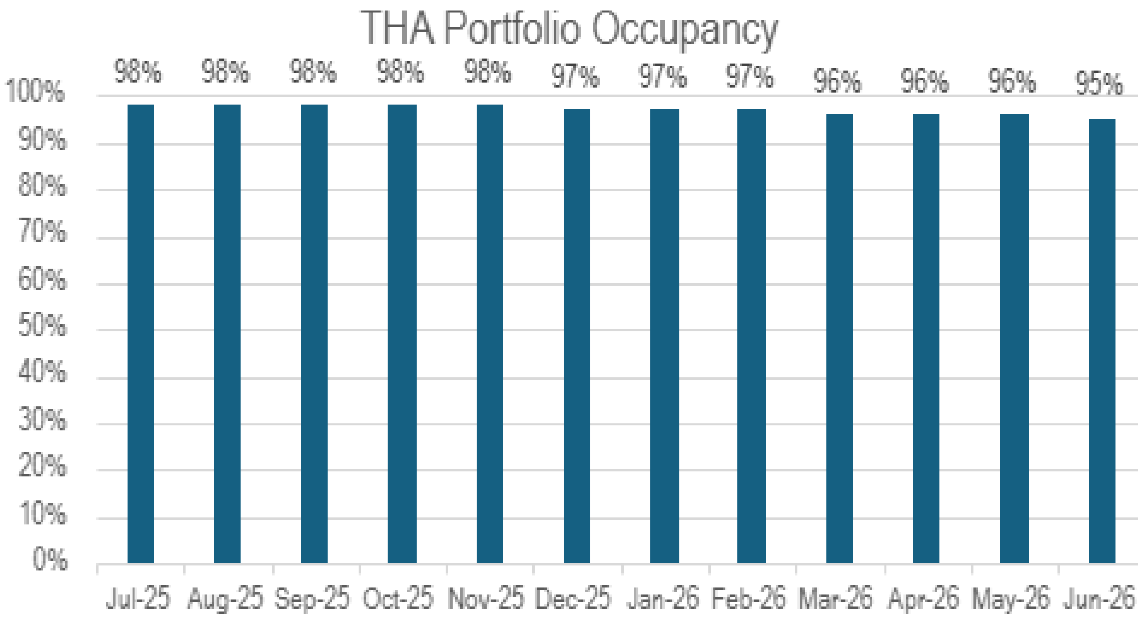
We continue to see positive momentum in our work to increase rent collection, the total amount of arrears continues to decrease month over month.

Property Management and CSE's warm outreach efforts resulted in 380 total referrals in Quarter 2, between April 1–June 30, 2026. 37% of referrals were in the West Portfolio, 28% were in the East Portfolio, and 35% were from voucher holders. CSE staff provided a total of 1,851 service interactions, 70% of which were specifically for housing stability.

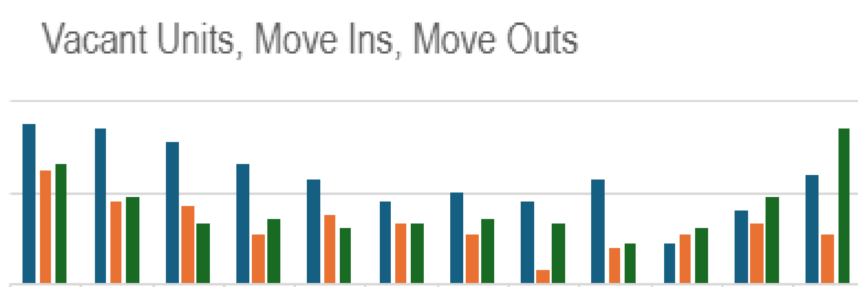
Housing Hilltop Services

THA began providing supportive services to residents at Housing Hilltop on July 15. Two Community Advocates were hired to engage with residents and Asset Living staff around late rent and other needs around urgent housing stability. In July, THA received 61 referrals for residents at Housing Hilltop; staff are working to prioritize those with the highest urgency around need and work with them to identify if there are any solutions to maintaining their tenancy.

Additionally, youth summer camp programming through Greentrike and GameTime began on July 6 at Housing Hilltop and will continue twice a week through the end of August. St. Leo's Food Bank provides daily free lunches to the youth on site, as well.



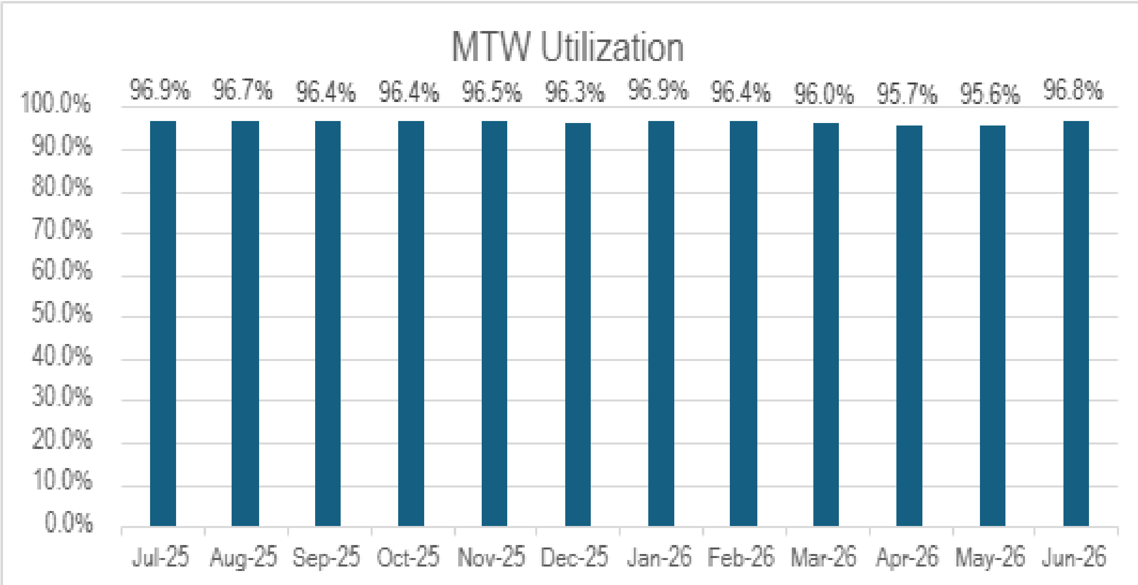
Note: We expect vacancy to remain higher than normal through the end of 2027 as a result of the resyndication project. While we established a target occupancy rate of 96% for the project, we have needed to keep more units vacant than anticipated to accommodate the temporary relocation (hoteling) of residents during construction.



	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26
available for lease	35	34	31	26	23	18	20	18	23	9	16	24
move in	25	18	17	11	15	13	11	3	8	11	13	11
move out	26	19	13	14	12	13	14	13	9	12	19	34

available for lease   move in   move out

Note: The significant increase in June move-outs resulted from holdover evictions initiated in 2025 and 4 Arlington households who relocated to Aviva. The four residents moved to Aviva where they can continue to receive housing assistance without the supportive services offered at Arlington Apartments. This transition allows Arlington to make those service-enriched units available to households on the waitlist.



Serve as a Great Employer, Contractor, and Community Partner

The mid-year employee appreciation event was a success. Employees enjoyed the beautiful views at Owen Beach, delicious food served by the Leadership Team, live music from one of our talented employees, and fun games. “Name That Tune” was a highlight and brought lots of entertainment to the event. The Employee Appreciation Committee did a great job organizing this event.

The Leadership Team shared the 2026 Engagement Pulse survey results in July. Employee participation was strong. A total of 145 employees completed the survey, which was 89.5% of employees. This was higher than 2025, when 123 employees, or 82.5%, completed the survey. Overall, participation increased by 5.8%.

The results reflect that employees generally have a positive experience working at THA. Employees feel connected to THA’s mission, understand how their work supports the agency’s success, and believe THA is a good place to work.

The survey also shows areas where THA can improve. Employees would benefit from stronger manager support and clearer paths for growth and advancement.

The positive feedback received confirms that THA is operating from a position of strength. By continuing to act on employee feedback and focusing on the areas for improvements, THA can further support employee engagement, growth, and retention.

Quarterly Contracts Review

During the second quarter of 2026, the contracts team facilitated the execution of 59 contracts/agreements. Of the 59, 30 were new contracts. Of those 30 newly executed contracts, 18, or 60%, were awarded to micro, small, and local businesses.

Percentage of Q2 Contracts Executed that are Micro/Small/Local	
Total Contracts/Amendments	59
New Contracts	30
New Contracts (micro, small, and local businesses)	18
Percent Micro	60%
Percentage of Q2 Dollars for Micro/Small/Local	
Type	**Dollars**
Total Dollars for All Q2	$2,644,878.46
Micro Small Local Contracts	$1,703,634.50
Micro Small Local Amendments	$265,300.00
Total Dollars for Micro Q2	$1,968,934.50
Percent Micro	74%

Ballmer Group Partnership and Status Update

THA's 3-year grant from the Ballmer group in support of two-generational expansion continues to make strong progress toward its intended outcomes as the end of the grant comes up in December, 2026. The $1.3 million grant has supported CSE's work to expand family-centered coaching across services by universalizing Wheel of Life assessments and goal planning with households who engage with services. In 2025, staff completed 445 Wheel of Life assessments, far exceeding the original goal of 74. Goal planning has also grown significantly, with 198 families completing plans, 558 goals set, and 939 goals completed. Partnership development remains strong: CSE expanded to 20 community-based organizations focused on expanded learning opportunities, social-emotional learning (SEL), and mental health supports. These partnerships engaged 247 unduplicated participants in 2,788 hours of SEL activities, contributing to 7,066 total hours of community activities across 2024 and 2025. THA also formalized a partnership with Tacoma Public Schools and Greentrike to support youth engagement during out-of-school time.

THA is grateful for Ballmer Group’s continued partnership and investment, and we continue to engage in conversation around what future partnership could look like. Ballmer Group has provided valuable feedback to THA on our 3-year funding sustainability campaign materials and we are grateful for their feedback as we continue to fundraise for supportive services.

A Look Ahead

Our next Board meeting will be focused on agency planning, including the 2027 MTW Plan.

Other Updates

We have been meeting with our state delegation in preparation for the state 2027-29 biennium. We are focused on full funding for Arlington Drive, capital investments in housing preservation for THA's existing portfolio, and state-backed bonds for low-interest debt.

TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1

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 15^{th} (or the following business day if the 15^{th} 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

Appendix A. Chapter 16, Section IV, “Owner or Family Debts to PHA”

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. 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

Owner Debts to the THA

THA Policy

Any amount due to the THA by an owner must be repaid by the owner within 30 days of the THA determination of the debt.

If the owner fails to repay the debt within the required time frame and is entitled to future HAP payments, the THA will reduce the future HAP payments by the amount owed until the debt is paid in full.

If the owner is not entitled to future HAP payments the THA will offer to enter into a repayment agreement in accordance with the policies below.

If the owner refuses to repay the debt, enter into a repayment agreement, or breaches a repayment agreement, the THA will ban the owner from future participation in the program and pursue other modes of collection.

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.

Repayment Agreement [24 CFR 792.103]
The term repayment agreement refers to a formal document signed by a tenant or owner and provided to the PHA in which a tenant or owner acknowledges a debt in a specific amount and agrees to repay the amount due at specific time periods.

Repayment Agreement Guidelines

Downp~~ P~~ayment Requirement

THA Policy

Minimum Rent Households: THA customers 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 Households: All other THA customers are required to issue a downpayment to enter into a repayment agreement. The downpayment must be what the household qualifies for in terms of minimum rent.

~~Prior to the execution of a repayment agreement, the owner or family must make a downpayment. For families, the downpayment can be any amount but must be no less than what the family qualifies for in terms of minimum rent. Generally, minimum rent is $25 for fixed income (e.g., senior or disabled) households and $75 for all other households. Families should inquire with staff to find out what minimum rent they qualify for.~~

For owners, the downpayment must be 10% of the debt owed.

Payment Thresholds

THA Policy

- 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.

If the court becomes involved, THA will use the amount that is stipulated by the court.

If a family is approved for a hardship, they can request a 6-month hold, which will extend the term of the agreement by 6 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. THA uses HUD-approved MTW authority to set payment thresholds for repayment agreements. In 2013, THA received HUD approval to implement MTW Activity 18, "Elimination of the 40% Rule". This activity authorizes THA to waive the 40% cap on the percentage of income spent on rent.

Execution of the Agreement

THA Policy
The head of household and spouse/cohead (if applicable) must sign the repayment agreement.

~~Due Dates~~ On-Time Payments

THA Policy
All payments are due by the close of business on the due date enumerated in the repayment agreement. ~~15th day of the month. If the 15th does not fall on a business day, the due date is the close of business on the first business day after the 15th.~~

Non-Payment

THA Policy
~~If THA does not receive a payment by the end of the business day on the date the payment is dueand THA has not given prior permission to miss the payment due date, THA will send a delinquency notice giving ten (10) business days to make the payment in full. If THA does not receive the payment by the due date of the delinquency notice, the family will then be in violation of the agreement.~~

If payment is not received by the end of the business day on the due date, the family will be in violation of the agreement. ~~In addition, if a family receives three (3) delinquency notices for unexcused late payments in a twelve (12) month period, they will be in violation of the agreement.~~ Violation of the agreement ~~may~~ will result in termination of tenancy and/or subsidy (eviction) and/or reporting the delinquency to a credit bureau. Failure to pay as agreed will cause the agreement to become VOID, and any remaining past due balance will become due immediately.

No Offer of Repayment Agreement

THA Policy
The THA will not enter into a repayment agreement if there is already a repayment agreement in place with the family or owner, or the debt is a result of unpaid rent

Resolution 2

RESOLUTION 2026-08-26 (2)

Date: August 26, 2026

To: THA Board of Commissioners

From: Priya Saxena, Director of Strategic Initiatives

Re: Approval to Amend THA's 2026 Moving to Work Plan

This resolution would authorize Tacoma Housing Authority's (THA) Executive Director to submit an amendment to THA's 2026 Moving to Work (MTW) Plan.

BACKGROUND

In accordance with its MTW agreement, THA must submit an annual MTW Plan to the Department of Housing and Urban Development (HUD). Through THA's annual MTW plan, THA outlines its priorities and how we will use our MTW flexibility to continue to serve our participants, community, and partners in 2026. HUD requires a Plan Amendment when an existing activity is modified in a manner that requires additional authorization and may affect households served by THA.

The amended 2026 MTW Plan includes the following changes:

- *Activity 5: Local Policies for Fixed-Income Households* and *Activity 6: Local Policies for Non-Fixed Income Households* to seek approval to change the tenant's portion of rent.
- *Activity 27: Local Payment Standards Policy* to maintain its schedule of implementing payment standard changes.
- *Activity 16: Creation and Preservation of Affordable Housing* to clarify the use of its Property-Based Subsidy (PBS) rent calculation (this is a planned non-significant change, not amendment).

Summary of Proposed Changes (full amended Activities are attached):

Related MTW Activity	Topic	What changes are being proposed?
Activity 5: Local Policies for Fixed-Income Households; **and** **Activity 6: Local Policies for Non-Fixed Income Households**	Changes to Tenant Rent Portions	To ensure program sustainability during periods of reduced funding, THA seeks authorization for the option to implement the following measures as needed: 1. Increase tenant rent by up to 3.5 percentage points (from 28.5% to 32%). 2. Subsidize rent, not utilities.
Activity 27: Local Payment Standards Policy	Changes to Payment Standards Implementation	To reduce the administrative burden of implementing new payment standards within THA's biennial and triennial recertification schedule, THA seeks to waive the HUD regulation that requires PHAs to apply payment standard increases as early as one year of their effective date.
Activity 16: Creation and Preservation of Affordable Housing	Clarifications to Property-Based Subsidy Model	To support the development of additional housing units and reduce agency costs, THA seeks clarify its authority to apply the property-based subsidy rent calculation to Project-Based Voucher (PBV) and RAD PBV properties owned by THA or its partners.

THA anticipates that adopting these changes will further the agency's ability to increase cost-effectiveness in its programs.

The amended 2026 MTW Plan draft can be found on THA's webpage on the Notice for Public Comment and Public Hearing: https://www.tacomahousing.org/news/2026/2026-mtw-plan-amendment/.

Public Comment and Public Hearing Process

The public comment period for this amendment was held between July 10, 2026 – August 9, 2026. There were no comments received through the public comment forum.

THA held a public hearing on its 2026 amended MTW Plan on July 29, 2026. Three members of the public, including at least one THA customer, attended. Comments were shared by two attendees and focused on Activities 5 and 6. Guests shared concerns about making changes to how THA calculates rent and increasing the total tenant portion of rent. They also shared an understanding of the difficult position public housing authorities are in today in needing to offer services and programming in a challenging financial environment. THA staff acknowledged these concerns and explained that THA is actively exploring various policy options to soften the impact of changing the tenant rent calculation. THA's priority is to maintain financially sustainable, high-quality programs while preserving the current number of residents and voucher holders, even if funding remains flat or declines.

RECOMMENDATION

Approve Resolution 2026-08-26 (2) authorizing THA's Executive Director to submit an amendment to the Housing Authority of the City of Tacoma's Fiscal Year 2026 Moving to Work Plan.

RESOLUTION 2026-08-26 (2)

Approval to Amend THA's 2026 Moving to Work Plan

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

WHEREAS, the MTW Plan is required by HUD; and

WHEREAS, the purpose of the MTW Plan is to establish local goals and objectives for the fiscal year; and

WHEREAS, amendments to the MTW Plan must be approved by the THA Board of Commissioners; now, therefore, be it

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

THA's Executive Director is authorized to submit this amendment to THA's 2026 MTW Plan.

Approved: August 26, 2026

____

Stanley Rumbaugh, Chair

RESOLUTION 2026-08-26 (2)

(Approval to Amend THA's 2026 MTW Plan)

Copy of Changing Activities in THA's Amended 2026 MTW Plan

Begins on next page.

5. Local Policies for Fixed-Income Households

THA is re-proposing Activity 5. Local Policies for Fixed-Income Households

Activity Description: Through re-proposing Activity #5. Local Policies for Fixed-Income Households, THA seeks to amend this activity to provide THA the option to increase the total tenant portion (TTP) up to 32%, depending on federal funding levels. Additionally, THA would like the option to remove the utility allowance to help realize HAP savings, as needed to maintain StS, and simplify the rent calculation formula.

<u>Related MTW Statutory Objective</u>: Increase cost-effectiveness.

<u>Anticipated Implementation Timeline</u>:
If approved, THA would not implement any changes prior to January 1, 2027. THA proposes to implement the new rent calculation after HUD approval and with appropriate notice to residents. It's our goal that the full impact of this activity will be realized within a year of implementation.

<u>Cost Implications</u>:

THA expects that the activity will be successful in meeting the MTW objective of reducing federal expenditures by providing Housing Assistance Payment (HAP) cost savings.

Our analysis projects the following savings (projections reflect changes applied to both work-able and fixed-income households):

Action	**Monthly Savings**	**Annual Savings**
a. Increase **PBV** TTP to 30%	$31,066	**$372,797**

b. Increase **TBV** TTP to 30%	$38,580	**$462,961**
c. Increase **TBV** TTP to 31%	$64,300	**$771,601**
d. Increase **TBV** TTP to 32%	$90,020	**$1,080,242**
e. Remove UA from **TBV** rent calculation	$111,387	**$1,336,644**

Need/Justification for MTW Flexibility:
THA is exploring strategies to sustain service levels amid ongoing federal budget uncertainty. One option under consideration is a modest increase to the TTP. This would require households to contribute slightly more toward rent. In turn, this would generate meaningful cost savings for THA while keeping rents affordable for THA customers.

Currently, THA sets TTP at 28.5% of the lowest income level within an income tier. That is, if someone makes $26,000 annually, they are in the $25,000 - $29,999 tier. Their monthly portion of rent would be 28.5% of $25,000/12, or $594. THA pays the remaining amount.

THA is seeking approval to increase TTP up to 32% for tenant-based vouchers and 3rd party PBV participants. Due to funding regulations, THA can only increase its portfolio (PBV) rents up to 30%.

Additionally, THA has waived most deductions and allowances and is seeking approval to also waive the utility allowance for tenant-based vouchers. This would greatly simplify the rent calculation formula and help THA save HAP funds to maintain our StS and potentially serve more families.

If THA was to remove the UA and only focus on subsidizing rent, this would allow staff to give HCV shoppers a static subsidy amount that would be applied to their rent. This would help shoppers know how THA's rental assistance will impact their housing costs rather than waiting to have the HAP amount calculated once the unit's utilities are accounted for.

Authorizations: MTW Agreement, Attachment C, Section (D)(2)(a)— Authorizes THA to adopt and implement any reasonable policies to calculate the tenant portion of the rent that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. Authorization is needed because THA will continue to waive HUD regulations at 24 CFR 5.628 and alter the percentage used for determining the tenant portion of rent under the voucher program.

__Rent Reform Information:__

Impact Analysis:

The following table outlines the impact of these changes on all households. Data for fixed-income households in particular is highlighted:

PBV Households	n	Average Rent Burden 28.5% TTP	Average Rent Burden 30% TTP	Average Rent Burden 28.5% TTP, No UA	Average Rent Burden 30% TTP, No UA
Sample Households*	**1,627**	**27%**	**29%**	**31%**	**32%**
Extremely Low Income	1337	27%	29%	31%	33%
Very Low Income	190	27%	28%	29%	30%
Low Income	72	28%	29%	29%	31%
Not Low Income	28	27%	29%	28%	30%
Fixed Income	947	27%	28%	30%	31%
Work-Able	680	27%	29%	33%	34%
Tenant Pays Utilities	1002	27%	29%	33%	35%
Landlord Pays Utilities	625	27%	28%	27%	28%

Voucher Households (excluding families renting above voucher size)	n	Average Rent Burden 28.5% TTP	Average Rent Burden 30% TTP	Average Rent Burden 32% TTP	Average Rent Burden 28.5% TTP, No UA	Average Rent Burden 30% TTP, No UA	Average Rent Burden 32% TTP, No UA
Sample Households*	**1,252**	**34%**	**35%**	**37%**	**39%**	**40%**	**42%**
Extremely Low Income	1040	34%	36%	38%	40%	41%	43%
Very Low Income	166	31%	33%	34%	34%	35%	35%
Low Income	46	31%	32%	34%	32%	33%	37%
Fixed Income	886	34%	36%	38%	39%	41%	43%
Work-Able	366	33%	34%	36%	37%	39%	41%
Tenant Pays Util	1178	34%	36%	37%	39%	41%	43%
Landlord Pays Util	74	29%	30%	32%	29%	30%	32%
Renting over the Payment Standard (at voucher size)	654	40%	42%	44%	43%	44%	46%
Renting at or below the PS	598	27%	28%	30%	34%	36%	38%

Hardship Case Criteria:
THA will continue to use our existing MTW hardship criteria.

Description of Annual Reevaluation:
At least annually, during the payment standards analysis, we will review data on family rent burden and determine if the TTP increase and/or UA removal is resulting in higher rent burdens than anticipated. We will measure this by comparing our projected rent burden changes against actual figures.

PBV Households	n	Average Rent Burden 28.5% TTP	Average Rent Burden 30% TTP	Average Rent Burden 28.5% TTP, No UA	Average Rent Burden 30% TTP, No UA
Sample Households*	**1,627**	**27%**	**29%**	**31%**	**32%**
Extremely Low Income	1337	27%	29%	31%	33%
Very Low Income	190	27%	28%	29%	30%
Low Income	72	28%	29%	29%	31%
Not Low Income	28	27%	29%	28%	30%

Fixed Income	947	27%	28%	30%	31%
Work-Able	680	27%	29%	33%	34%
Tenant Pays Utilities	1002	27%	29%	33%	35%
Landlord Pays Utilities	625	27%	28%	27%	28%

Voucher Households (excluding families renting above voucher size)	**n**	**Average Rent Burden 28.5% TTP**	**Average Rent Burden 30% TTP**	**Average Rent Burden 32% TTP**	**Average Rent Burden 28.5% TTP, No UA**	**Average Rent Burden 30% TTP, No UA**	**Average Rent Burden 32% TTP, No UA**
Sample Households*	**1,252**	**34%**	**35%**	**37%**	**39%**	**40%**	**42%**
Extremely Low Income	1040	34%	36%	38%	40%	41%	43%

Very Low Income	166	31%	33%	34%	34%	35%	35%
Low Income	46	31%	32%	34%	32%	33%	37%
Fixed Income	886	34%	36%	38%	39%	41%	43%
Work-Able	366	33%	34%	36%	37%	39%	41%
Tenant Pays Util	1178	34%	36%	37%	39%	41%	43%
Landlord Pays Util	74	29%	30%	32%	29%	30%	32%
Renting over the Payment Standard (at voucher size)	654	40%	42%	44%	43%	44%	46%
Renting at or below the PS	598	27%	28%	30%	34%	36%	38%

Hardship Case Criteria:
THA will continue to use our existing MTW hardship criteria.

Description of Annual Reevaluation:
At least annually, during the payment standards analysis, we will review data on family rent burden and determine if the TTP increase and/or UA removal is resulting in higher rent burdens than anticipated. We will measure this by comparing our projected rent burden changes against actual figures.

Transition Period:
As stated under the implementation timeline, THA proposes to implement the new rent calculation after HUD approval and with appropriate notice to residents. It's our goal that the full impact of this activity will be realized within a year of implementation.

Application to Special Purpose Vouchers:
THA seeks to apply the amended portion of this activity to the following SPV types: FUP, FYI, NED, and MSV.

THA's Continuation of Flexibilities under Activity 5:

Please note the following elements of this activity were approved in 2011 and were implemented prior to this activity's re-proposal. THA intends to continue implementing the following flexibilities.

This activity is for households in which all adult members are either elderly and/or disabled and at least 90% of total household income comes from a fixed source such as social security, SSI, or a pension. For these households, this activity includes the following:

- Annual recertifications are completed on a triennial schedule. THA may institute policies that could require recertifications on an annual schedule for households with less than $5,000 in income.
- Eliminated the elderly/disabled deduction.
- Eliminated the dependent deduction.
- Eliminate medical deductions below $2500.
- Implement a tiered rent model based on adjusted income bands.
- Implement local verification policies as outlined in Activity 7.

- Implement a minimum rent of $25 (and therefore eliminate utility allowance reimbursements).

THA's hardship policy for MTW-HCV households states that households may submit a written request for a hardship exemption if they are paying the minimum rent but are no longer able to do so due to financial hardship. For MTW elderly/disabled households they must meet one of the following requirements: (1) income changes will require the household to pay more than 40% of their income as rent; or (2) the household has zero income. THA's hardship policy also required households to obtain third-party documentation to show that they had applied for other hardship programs. THA recognized that this was an unnecessary burden for households and made it extremely difficult for those who income-qualified for a hardship to receive one. In 2020, THA revised its hardship policy to remove the third-party documentation requirements to make it easier and less burdensome for households to apply for hardship.

During the COVID pandemic, HUD waived certain program requirements and rules that helped public housing authorities respond to the pandemic. Using MTW flexibility, THA has adopted similar waivers for future use during times of emergency that would significantly disrupt daily operations for THA staff, residents, clients, and applicants. In 2021, HUD approved changes that will allow THA to implement policy changes as needed during times of declared emergencies. See Appendix C: THA's Emergency Operations. Even after HUD's implementation deadline for the HOTMA (Section 102) Final Rule, THA will continue to eliminate the elderly/disabled deduction, dependent deduction, and any medical deductions below $2500.

Application to Special Purpose Vouchers:
THA is applying elements of this activity that have already been approved (prior to the 2026 MTW Plan Amendment), to the following SPV types: VASH PBV, FUP, FYI, EHV, NED, and MSV.

6. Local Policies for Non-Fixed-Income Households[1]

THA is re-proposing Activity 6. Local Policies for Non-Fixed-Income Households

Activity Description: Through re-proposing Activity #6. Local Policies for Non-Fixed-Income Households, THA seeks to amend this activity to provide THA the option to increase the total tenant portion (TTP) up to 32%, depending on federal funding levels. Additionally, THA would like the option to remove the utility allowance to help realize HAP savings, as needed to maintain StS, and simplify the rent calculation formula.

Related MTW Statutory Objective: Increase cost-effectiveness.

Anticipated Implementation Timeline: If approved, THA would not implement any changes prior to January 1, 2027. THA proposes to implement the new rent calculation after HUD approval and with appropriate notice to residents. It's our goal that the full impact of this activity will be realized within a year of implementation.

Cost Implications: THA expects that the activity will be successful in meeting the MTW objective of reducing federal expenditures by providing Housing Assistance Payment (HAP) cost savings.

Our analysis projects the following savings (projections reflect changes applied to both work-able and fixed-income households):

Action	Monthly Savings	Annual Savings

[1] In the FY2025 Plan, THA changed the Activity title from "Local Policies for Work-Able Households" to "Local Policies for Non-Fixed Income Households" to increase consistency among program terms for minimum rent determinations and determining recertification schedules. In THA's programs, fixed-income is defined as households in which all adult members are either elderly and/or disabled and at least 90% of total household income comes from a fixed source such as social security, SSI or a pension. Households that do not meet this definition are considered non-fixed income households.

a. Increase **PBV** TTP to 30%	$31,066	**$372,797**
b. Increase **TBV** TTP to 30%	$38,580	**$462,961**
c. Increase **TBV** TTP to 31%	$64,300	**$771,601**
d. Increase **TBV** TTP to 32%	$90,020	**$1,080,242**
e. Remove UA from **TBV** rent calculation	$111,387	**$1,336,644**

Need/Justification for MTW Flexibility: THA is exploring strategies to sustain service levels amid ongoing federal budget uncertainty. One option under consideration is a modest increase to the TTP. This would require households to contribute slightly more toward rent. In turn, this would generate meaningful cost savings for THA while keeping rents affordable for THA customers.

Currently, THA sets TTP at 28.5% of the lowest income level within an income tier. That is, if someone makes $26,000 annually, they are in the $25,000 - $29,999 tier. Their portion of rent would be 28.5% of $25,000/12, or $594. THA pays the remaining amount.

THA is seeking approval to increase TTP up to 32% for tenant-based vouchers and 3rd party PBV participants. Due to funding regulations, THA can only increase its portfolio (PBV) rents up to 30%.

Additionally, THA has waived most deductions and allowances and is seeking approval to also waive the utility allowance for tenant-based vouchers. This would greatly simplify the rent calculation formula and help THA save HAP funds to maintain our StS and potentially serve more families.

If THA was to remove the UA and only focus on subsidizing rent, this would allow staff to give HCV shoppers a static subsidy amount that would be applied to their rent. This would help shoppers know how THA's rental assistance will impact their housing costs rather than waiting to have the HAP amount calculated once the unit's utilities are accounted for.

Authorizations: MTW Agreement, Attachment C, Section (D)(2)(a)— Authorizes THA to adopt and implement any reasonable policies to calculate the tenant portion of the rent that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. Authorization is needed because THA will continue to waive HUD regulations at 24 CFR 5.628 and alter the percentage used for determining the tenant portion of rent under the voucher program.

Rent Reform Information:

Impact Analysis

The following table outlines the impact of these changes on all households. Data for non-fixed-income households in particular is highlighted:

PBV Households	**n**	**Average Rent Burden 28.5% TTP**	**Average Rent Burden 30% TTP**	**Average Rent Burden 28.5% TTP, No UA**	**Average Rent Burden 30% TTP, No UA**
Sample Households*	**1,627**	**27%**	**29%**	**31%**	**32%**
Extremely Low Income	1337	27%	29%	31%	33%
Very Low Income	190	27%	28%	29%	30%
Low Income	72	28%	29%	29%	31%

Not Low Income	28	27%	29%	28%	30%
Fixed Income	947	27%	28%	30%	31%
Work-Able	680	27%	29%	33%	34%
Tenant Pays Utilities	1002	27%	29%	33%	35%
Landlord Pays Utilities	625	27%	28%	27%	28%

Voucher Households (excluding families renting above voucher size)	**n**	**Average Rent Burden 28.5% TTP**	**Average Rent Burden 30% TTP**	**Average Rent Burden 32% TTP**	**Average Rent Burden 28.5% TTP, No UA**	**Average Rent Burden 30% TTP, No UA**	**Average Rent Burden 32% TTP, No UA**
Sample Households*	**1,252**	**34%**	**35%**	**37%**	**39%**	**40%**	**42%**

Extremely Low Income	1040	34%	36%	38%	40%	41%	43%
Very Low Income	166	31%	33%	34%	34%	35%	35%
Low Income	46	31%	32%	34%	32%	33%	37%
Fixed Income	886	34%	36%	38%	39%	41%	43%
Work-Able	366	33%	34%	36%	37%	39%	41%
Tenant Pays Util	1178	34%	36%	37%	39%	41%	43%
Landlord Pays Util	74	29%	30%	32%	29%	30%	32%
Renting over the Payment Standard (at voucher size)	654	40%	42%	44%	43%	44%	46%
Renting at or below the PS	598	27%	28%	30%	34%	36%	38%

PBV Households	n	Average Rent Burden 28.5% TTP	Average Rent Burden 30% TTP	Average Rent Burden 28.5% TTP, No UA	Average Rent Burden 30% TTP, No UA
Sample Households*	**1,627**	**27%**	**29%**	**31%**	**32%**
Extremely Low Income	1337	27%	29%	31%	33%
Very Low Income	190	27%	28%	29%	30%
Low Income	72	28%	29%	29%	31%
Not Low Income	28	27%	29%	28%	30%
Fixed Income	947	27%	28%	30%	31%
Work-Able	680	27%	29%	33%	34%
Tenant Pays Utilities	1002	27%	29%	33%	35%
Landlord Pays Utilities	625	27%	28%	27%	28%

Voucher Households (excluding families renting above voucher size)	n	Average Rent Burden 28.5% TTP	Average Rent Burden 30% TTP	Average Rent Burden 32% TTP	Average Rent Burden 28.5% TTP, No UA	Average Rent Burden 30% TTP, No UA	Average Rent Burden 32% TTP, No UA

Sample Households*	1,252	34%	35%	37%	39%	40%	42%
Extremely Low Income	1040	34%	36%	38%	40%	41%	43%
Very Low Income	166	31%	33%	34%	34%	35%	35%
Low Income	46	31%	32%	34%	32%	33%	37%
Fixed Income	886	34%	36%	38%	39%	41%	43%
Work-Able	366	33%	34%	36%	37%	39%	41%
Tenant Pays Util	1178	34%	36%	37%	39%	41%	43%
Landlord Pays Util	74	29%	30%	32%	29%	30%	32%
Renting over the Payment Standard (at voucher size)	654	40%	42%	44%	43%	44%	46%
Renting at or below the PS	598	27%	28%	30%	34%	36%	38%

Hardship Case Criteria:
THA will continue to use our existing MTW hardship criteria.

Description of Annual Reevaluation:
At least annually, during the payment standards analysis, we will review data on family rent burden and determine if the TTP increase and/or UA removal is resulting in higher rent burdens than anticipated. We will measure this by comparing our projected rent burden changes against actual figures.

Description of Annual Reevaluation:
At least annually, during the payment standards analysis, we will review data on family rent burden and determine if the TTP increase and/or UA removal is resulting in higher rent burdens than anticipated. We will measure this by comparing our projected rent burden changes against actual figures.

Transition Period:
As stated under the implementation timeline, THA proposes to implement the new rent calculation after HUD approval and with appropriate notice to residents. It's our goal that the full impact of this activity will be realized within a year of implementation.

Application to Special Purpose Vouchers:
THA seeks to apply the amended portion of this activity to the following SPV types: FUP, FYI, NED, and MSV.

THA's Continuation of Flexibilities under Activity 6:

Please note the following elements of this activity were approved in 2011 and were implemented prior to this activity's re-proposal. THA intends to continue implementing the following flexibilities.

THA used this activity to implement rent reform for non-fixed income (formerly called work-able) households in its federally subsidized programs. Under this plan, households that are not on fixed income [see footnote 7] are subject to the following rent policy:

- Complete recertification reviews once every 2 years instead of every year (biennial recertifications) with no "off-year" COLA-related rent adjustments unless interim is triggered;[2]
- Eliminate dependent deduction;
- Eliminate medical deductions below $2500 and implement bands;
- Implement a tiered rent model based on adjusted income bands;
- Implement local verification policies as outlined in Activity 7;

[2] THA may institute policies that could require recertifications on an annual schedule for households with less than $5,000 in income.

- Implement minimum rent of $75 (and therefore eliminate utility allowance reimbursements).

This above rent policy allows THA to streamline the process of rent calculations and annual reviews. THA has made changes to forms and documents in order to administer the rent reform program successfully and continues to see staff time and cost savings because of the biennial review schedule.

THA's hardship policy for MTW-HCV households states that households may request in writing a hardship exemption if they are paying the minimum rent but are no longer able to do so due to financial hardship. For MTW non-fixed-income (formerly called work-able) households they must meet one of the following requirements: (1) income changes will require household to pay more than 50% of their income as rent; or (2) household has zero income. THA also requires that MTW non-fixed-income households show that they have applied for unemployment. THA's hardship policy previously required households to obtain third-party documentation to show that they had applied for other hardship programs. THA recognized that this was an unnecessary burden for households and made it extremely difficult for households who income-qualified for a hardship to receive one. THA removed this verification requirement.

During the COVID pandemic, HUD waived certain program requirements and rules that helped public housing authorities respond to the pandemic. Using MTW flexibility, THA has adopted similar waivers for future use during times of emergency that would significantly disrupt daily operations for THA staff, residents, clients, and applicants.

Even after HUD's implementation deadline for the HOTMA (Section 102) Final Rule, THA will continue to eliminate the dependent deduction and any medical deductions below $2500.

Application to Special Purpose Vouchers:
THA is applying elements of this activity that have already been approved (prior to the 2026 MTW Plan Amendment), to the following SPV types: VASH PBV, FUP, FYI, EHV, NED, and MSV; For VASH, a $25 minimum rent applies to all non-fixed income (work-able) households.

27. Local Payment Standards Policy

THA is re-proposing Activity 27: Local Payment Standards Policy.

Activity Description: This activity enables THA to operate a more localized payment standards policy that is responsive to the Tacoma housing market and brings THA's operational policies more in alignment based on other MTW flexibilities. By re-proposing this activity, THA seeks to waive the HOTMA requirement that PHAs must process increases in the payment standard as early as "one year following the effective date of the increase in the payment standard amount" (24 CFR 982.505(c)(4)(iii)). Because THA households are on bi- and triennial certification schedules, some households would need changes processed outside of that timeline, adding to the administrative burden of implementing payment standards. Instead, THA proposes to implement payment standard changes for increases and decreases on a schedule the agency determines each year and based on funding availability, administrative ease, and housing stability.

Related MTW Statutory Objective: Increase cost-effectiveness.

Anticipated Implementation Timeline: THA anticipates implementing this policy upon HUD approval.

Cost Implications:
THA avoids an increase in costs by keeping its certification cycle consistent with current practice. A previous time study revealed that it takes, on average, two and a half hours to process a recertification. With over 4,000 households served in its voucher program, the impact on staff time and capacity would be tremendous. By staying with the current schedule, THA is able to process these changes as planned, averting additional costs to the agency.

Need/Justification for MTW Flexibility:
For the reasons described in the cost implications section, THA is seeking MTW flexibility to implement payment standard changes for increases and decreases on a schedule the agency determines each year and based on funding availability, administrative ease, and housing stability. Without this MTW flexibility, THA would have to conform to the HOTMA rule and process payment standard increases outside of its practices and the regular certification cycle.

<u>Need/Justification for MTW Flexibility:</u>
For the reasons described in the cost implications section, THA is seeking MTW flexibility to implement payment standard changes for increases and decreases on a schedule the agency determines each year and based on funding availability, administrative ease, and housing stability. Without this MTW flexibility, THA would have to conform to the HOTMA rule and process payment standard increases outside of its practices and the regular certification cycle.

Authorizations: MTW Agreement, Attachment C, Section (D)(2)(a) authorizes THA to adopt and implement any reasonable policy to establish payment standards that differ from the currently mandated program requirements.

<u>Application to Special Purpose Vouchers:</u>
THA seeks to apply the amended portion of this activity to the following SPV types: FUP, FYI, NED, and MSV.

THA's Continuation of Flexibilities Under Activity 27:

Please note the following elements of THA's local payment standards policy were approved under this activity in 2024 and were implemented prior to this activity's re-proposal. THA intends to continue implementing these flexibilities:

Amended Calculation for Shared Housing Payment Standard & Rent Reasonableness Determination:

> THA will set the payment standard for shared housing at 80% of the payment standard for a unit of the same bedroom size. This formula, based on a percentage of the payment standard for a unit of the same bedroom size, is an alternative as opposed to following the HUD-prescribed shared housing calculation at §982.617(c). THA will regularly assess at which percentage this figure is based to ensure we are meeting the anticipated outcome of providing voucher holders interested in shared housing with affordable living options and doing so at rates commensurate to the general voucher population. For shared housing, utility allowances (UAs) will be calculated in a manner consistent with the HCV Program, but at a prorated rate of 80% of the amount identified in THA's tiered rent schedule for the appropriate bedroom size and income level of the household.
>
> Finally, as part of this flexibility, THA will update the rent reasonableness policy for shared housing. For shared housing situations, THA will conduct rent reasonableness determinations in this order of priority:

A) Identifying comparables for available rooms found on 3rd party websites, including but not limited to the following:

- craigslist.org
- facebook.com
- Apartments.com
- forrent.com
- padmapper.com
- Zillow.com; or
- Another website with rental housing listing services for shared housing.

When option A is not available, due to not being able to identify enough units with a comparable proximity, unit type, or due to the legitimacy of listings (Note: THA staff have noted websites like Craigslist often have scams that have deterred identifying comparable rents), staff may opt for option B, which is:

B) Identifying comparable units that fall within 80% of the reasonable rent for a unit of the household's bedroom size. THA will utilize rent reasonableness methods as described in section 8-III.D of THA's Admin Plan to determine the reasonable rent for the household's bedroom size and will check that the combined rent for all rooms rented by the household in the shared housing situation does not exceed 80% of reasonable rent for the bedroom size.

Adjusting timelines to decrease in the payment standard amount during the HAP contract term:

THA will adjust the timeline when the household's updated Housing Assistance Payment (HAP) is adjusted as a result of a decreasing the payment standard during a HAP contract term. THA will have the decreased payment standard amount effective for the household when THA provides at least 12 months' notice to households. By waiving HUD's regulations at § 982.505(c)(3)(i) and providing at least 12 months' notification for households of this payment standard change after it has taken effect, this puts a reasonable timeline for the new HAP amounts to be implemented and considering the cost-effectiveness of HAP funds.

Expanding Range of Approved Payment Standards:

THA will expand its range of approved payment standards so that they may fall between 80-120% of the HUD Fair Market Rents (FMRs) without seeking additional HUD approval, as would typically be the case under 24 CFR 982.503 (c) and (d).

THA's Data Analyst regularly conducts a rigorous analysis to determine payment standards. The analysis and subsequent recommendations are based on three main indicators:

1) **Rent Burden:** This indicator measures the percentage of households, for each unit size, that are paying more than 30% of their monthly adjusted income towards rent. When 40% or more of households are paying more than 30% of adjusted monthly income as the household share, THA will consider increasing the payment standard.

2) **Voucher Success:** This indicator compares voucher success rates for households issued vouchers in Q1 of the most recent year to last year's overall success rate. It also looks at success at 210 days and 90 days of voucher issuance.

3) **Comparison of Current Payment Standards, Fair Market Rents, THA Contract Rents, and Average Market Rents:** This indicator compares FMRs, Payment Standards, CoStar Market Rent, THA Contract Rent, and New THA Contract Rent by Unit Size. There are several comparisons examined: a given year's payment standard to the forthcoming FMR; new contract rents to current contract rents; and a year-over-year percentage change to the new THA contract rents compared to the FMR and CoStar market rent data to see relative changes as a gauge for prediction over time.

Application to Special Purpose Vouchers:
THA is applying all the elements of the approved activity (prior to the 2026 MTW Plan Amendment) to the following SPV types: FUP, FYI, NED, and MSV. For EHV and VASH, THA seeks to only apply flexibility for the amended calculation for the shared housing payment standard and rent reasonableness.

16. Creation and Preservation of Affordable Housing

THA Provided Clarification Under the Planned Non-Significant Changes Section of Activity 16: Creation and Preservation of Affordable Housing.

Plan Year Approved, Implemented, Amended: This activity was proposed in 2012 and implemented in 2012. This activity is to preserve and create affordable housing units under MTW. These units would be affordable housing units, not public housing and they will not require an operating subsidy. This activity was re-proposed in 2019 to include the use of MTW funds for Property-Based Rental Subsidies.

Description: The flexibility granted through this activity allows THA to acquire or develop affordable housing for households at or below 80% of AMI within the City of Tacoma. THA intends to allow eligible low-income families to reside in these units, including those who may be receiving HCV rental assistance. This activity allows THA to preserve affordable housing stock within Tacoma, especially in areas where rents are quickly becoming unaffordable. THA recognizes that this entire activity is under the parameters of PIH Notice 2011-45 and will abide by the notice when implementing this activity.

THA seeks to increase housing choices for low-income families using as many avenues as possible. THA uses this flexibility in various ways. The following details how THA has used MTW flexibility on the construction and acquisition of affordable housing units:

> *Property-Based Subsidies:* In 2018, THA re-proposed the activity to utilize its flexibility to place property-based subsidies. Property-Based Rental Subsidies are contributions to properties that agree to make its units available at a rental price affordable to very low-income households. THA contracts with property owners who agree to these terms and in return THA would make contributions to the property based on a negotiated contract where the tenant contribution plus the subsidy would not exceed the market value of the unit based on a rent comparability study. Eligible unit and housing types include but are not limited to: shared housing, cooperative housing, transitional housing, high-rise buildings, hotels/motels, and tiny homes. THA has a goal of using property-based subsidies in up to 750 units.
>
> *Development and Acquisition*: THA seeks to acquire existing rental housing in neighborhoods where THA does not have a strong presence to preserve housing affordability. Acquiring existing rental housing that is affordable to

households earning 80% or less of the AMI is one of THA's rental housing preservation strategies. Under this activity, THA is able to activate its broader use of funds ability so the agency could spend MTW dollars on construction and acquisition of affordable housing units. THA is leveraging its capacity as an MTW agency to pursue the following projects that are in THA's Real Estate Development pipeline, some of which may utilize MTW dollars:

(1) Housing Hilltop – Housing Hilltop provides 4-8 story buildings with a mix of retail and/or commercial space on the ground floor and a mix of very low-income and workforce housing units (up to 60% of AMI) in a mix of bedroom configurations. Most of the units are 1 and 2-bedrooms, although some larger-sized units are included for large families. The four buildings have some shared amenities and parking. The four parcels share an alley which THA plans to include as active space by doing creative alley activation projects to enhance the living experience for residents and to build community in the neighborhood. Financing has been a combination of THA unrestricted funds, private debt, and tax credits.

(1) Phase I consisted of the development of 57 studio units of permanent supportive housing for individuals exiting homelessness. This project, referred to as Hilltop Lofts, was done with a local non-profit partner. Construction was completed and the lease-up process began at the end of 2022. Phase II was orientated toward low-income individuals and families in a mix of studio, 1-, 2- and 3-bedroom units. THA developed 231 affordable housing units with 13,000 square feet of commercial retail space. The North and South buildings were completed in 2024.

(*2) 1800 Hillside Terrace* (The Rise on 19th) – MTW funds were used to develop what is now referred to as the Rise on 19th, formerly Hillside Terrace. Phase I and II are completed and fully online. The Rise provides 64 units of deeply affordable housing for homeless individuals and small families, as well as people with disabilities and other low-income households.

(3) *James Center North / Aviva Crossing* – THA acquired a 7-acre retail and commercial area that poses a good transit-oriented development opportunity. It is also directly across the street from the Tacoma Community College and close to transit, shopping, and entertainment. THA has been working with local housing partners on the sale and development of affordable units in West Tacoma. The first 129 units will be coming online spring 2026. These multifamily properties will offer a mix of commercial and retail

space, along with market-rate rental housing. It is anticipated that this development will add households sufficient to support the retail and commercial spaces while offering a high-quality, mixed-income project that will add vitality to the neighborhood.

(4) *1500 Block* - THA proposes to redevelop a property referred to as the 1500 Block. This property will be redeveloped with one and two-bedrooms that are conducive to low-income individuals and small households using LIHTC.

(5) *Intergenerational Housing (Hillsdale Heights)* – THA is exploring an intergenerational housing project that will serve a multigenerational community where children who have experienced trauma can receive love and care from kinship and adoptive parents and live in a community with seniors who by living there agree to be respite caregivers, honorary grandparents, and tutors to the families.

Re-syndication: THA is using this activity and may use MTW funding to explore options for re-syndication for eligible properties. THA is considering bringing in a new lender and investor to finance the rehabilitation of THA's Hillside 2300 and Salishan 1-3 Properties. The four properties already met their 15-year tax credit compliance period, which began in 2002 (Hillside 2300) and 2005 (Salishans 1-3). Completing the re-syndication would introduce new opportunities for rehabbing the properties and potentially obtaining new credits based on how much is spent on acquisition and rehabilitation.

Application to Special Purpose Vouchers: THA does not apply the flexibilities in this MTW activity to any of its SPV Programs.

Planned Non-Significant Changes: THA seeks to expand the use of the property-based subsidy rent calculation by applying it to project-based voucher and Rental Assistance Demonstration project-based voucher developments. These properties may be owned by THA or its partners. By using the property-based subsidy rent calculation in PBV developments, THA anticipates enabling development of more housing units by decreasing direct costs to the agency. No additional waivers are needed as THA waived the rent calculation regulations when originally proposing property-based subsidies.

Planned Significant Changes: THA does not anticipate any significant changes to this activity for the Plan year.

Resolution 3

RESOLUTION 2026-08-26 (3)

Date: August 26, 2026

To: THA Board of Commissioners

From: April Black, Executive Director

Re: Authority to Increase Micro-Purchase Threshold

This resolution seeks to update Tacoma Housing Authority's (THA's) Procurement Policy, PCI-01, by authorizing self-certification for a micro-purchase threshold higher than $15,000 in accordance with 2 C.F.R. § 200.320(a)(1)(iv).

BACKGROUND

Pursuant to its authority under 41 U.S.C. § 1908, the Federal Acquisition Regulation (FAR) Council increased the federal micro-purchase threshold from $10,000 to $15,000. On February 25, 2026, this Board amended Procurement Policy PCI-01 via Resolution 2026-02-25 (3) accordingly.

The United States Department of Housing and Urban Development (HUD) has since published the HUD Procurement Handbook 7460.8 REV 3 – A Guide to Assist Public Housing Agencies on Procurement Practices. This is the first comprehensive revision of the Procurement Handbook since 2007 and represents a significant modernization of procurement requirements applicable to public housing agencies. Chapter 5 outlines authority for public housing agencies to establish a micro-purchase threshold higher than $15,000 in accordance with 2 C.F.R. § 200.320(a)(1).

2 C.F.R. 200.320(a)(1)(iv) authorizes recipients and subrecipients of federal funds to self-certify a micro-purchase threshold up to $50,000 on an annual basis, provided they maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with 2 C.F.R. § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following: (A) A

qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit; (B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (C) for public institutions, a higher threshold is consistent with state law. In addition, the HUD Procurement Handbook, Section 5.2, requires public housing authorities wishing to employ the higher threshold to retain documentation justifying why acquiring goods or services through full and open competition would be unreasonable.

THA seeks Board approval to incorporate the self-certification authorized under 2 C.F.R. § 200.320(a)(1)(iv) into its current procurement policy. Allowing this process will create opportunities for streamlining the completion of smaller purchases for which the agency has a consistent and recurring need. THA staff will coordinate internally to ensure that all requirements for increasing the micro-purchase threshold under 2 C.F.R. § 200.320(a)(1)(iv) and the HUD Procurement Handbook are met.

RECOMMENDATION

That the Board authorize amendment to Procurement Policy PCI-01 to allow THA to self-certify a micro-purchase threshold higher than $15,000 in accordance with 2 C.F.R. § 200.320(a)(1)(iv).

RESOLUTION 2026-08-26 (3)

Authority to Increase the Micro Threshold for Procurement

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

WHEREAS, Federal procurement standards at 2 C.F.R. § 200.320(a) provide for informal procurement methods for small purchases that expedite the completion of transactions, minimize administrative burdens, and reduce costs; and

WHEREAS, Under 2 C.F.R. §§ 200.320 and 200.1, informal procurement methods may be used when the value of the procurement transaction does not exceed the micro-purchase threshold; and

WHEREAS, 2 C.F.R. § 200.320(a)(1)(iv) authorizes an increase to the micro-purchase threshold up to $50,000, which is higher that the micro-purchase threshold identified in the FAR; and

WHEREAS, THA may self-certify a threshold up to $50,000 on an annual basis, subject to the requirements under 2 C.F.R. 200.320(a)(1)(iv) and guidance in the HUD Procurement Handbook, and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with 2 C.F.R. § 200.334; now, therefore, be it

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

Procurement Policy PCI-01 is hereby amended to allow THA to self-certify a micro-purchase threshold higher than $15,000, in accordance with 2 C.F.R. § 200.320(a)(1)(iv).

Approved: August 26, 2026

____

Stanley Rumbaugh, Chair

Resolution 4

RESOLUTION 2026-08-26 (4)

Date: August 26, 2026

To: THA Board of Commissioners

From: April Black, Executive Director

Re: Approval of Accounts Receivable Write-Offs - Tenants

This resolution would authorize Tacoma Housing Authority (THA) staff to "write off" bad debts related to tenant accounts in the amount of $8,094.00.

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.

Any accounts not sent to collections because the balances are past the statute of limitations or are immaterial (under $50) are listed below with an asterisk (*).

RECOMMENDATION

Approve Resolution 2026-08-26 (4) authorizing THA to write off tenant accounts totaling $8,094.00.

RESOLUTION 2026-08-26 (4)

Approval of Accounts Receivable Write-Offs - Tenants

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:

	Tenant Account	Balance
	t0005782	$340.00
	t0013445	$6,424.00
Section 8	t0013034	$1,330.00
	Total Write-Off	$8,094.00
	Total to Collections	$8,094.00

Approved: **August 26, 2026**

____

Stanley Rumbaugh, Chair

Resolution 5

RESOLUTION 2026-08-26 (5)

Date: August 26, 2026

To: THA Board of Commissioners

From: April Black, Executive Director

Re: Approval of Accounts Receivable Write-Offs - Landlords

This resolution would authorize Tacoma Housing Authority (THA) staff to "write off" $17,472.00 in bad debts associated with landlord accounts.

BACKGROUND

THA has implemented a process for writing off owner-receivable bad debt. THA incurs this bad debt when a program participant leaves the Housing Choice Voucher program without providing timely notification to THA, resulting in overpayments owed to THA.

Until we write off owner accounts receivable balances as bad debt, these amounts remain on the Housing Assistance Payment (HAP) ledger in our accounting system. The receivable also stays part of our owner receivables reported to HUD in our year-end financials. Once the debt is written off, we can remove it from THA's receivable balance and transfer it to the collection agency for collection. THA receives 50% of any proceeds the collection agency recovers.

THA has notified each owner of the debt included in this write-off. THA mailed two notices to the owner's last known address. These notices give the owner the chance to pay the debt or set up a repayment plan with THA. Sending these debts to collections is considered a last resort.

Any accounts not sent to collections because the balances are past the statute of limitations or are immaterial (under $50) are listed below with an asterisk (*).

RECOMMENDATION

Approve Resolution 2026-08-26 (5) authorizing THA to write off landlord accounts totaling $17,472.00.

RESOLUTION 2026-08-26 (5)

Approval of Accounts Receivable Write-Offs - Landlords

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

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess of the amount the owner is entitled to receive; and

WHEREAS, the owner has not repaid this amount to THA; and

WHEREAS, each individual included in this property owner's 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:

Landlord Account	Balance
v0001194	$17,472.00
Total Write-Off	$17,472.00
Total to Collections	$17,472.00

Approved: August 26, 2026

____

Stanley Rumbaugh, Chair

Resolution 6

RESOLUTION 2026-08-26 (6)

Date: August 26, 2026

To: THA Board of Commissioners

From: April Black, Executive Director

Re: Approval of Accounts Receivable Write-Offs - Housing Authorities

This resolution would authorize THA staff to "write off" bad debts related to housing authority accounts in the amount of $3,656.81.

BACKGROUND

THA has established a process for writing off accounts receivable as bad debt. The purpose of this resolution is to authorize the write-off of historical housing authority receivable balances. THA incurs this debt when a housing authority for whom we administered a voucher fails to reimburse us for HAP and/or administrative fees.

Over time, THA has accumulated accounts receivable balances related to portability billings that were either submitted after HUD deadlines or were otherwise not accepted by initial PHAs. Despite THA's efforts to collect these outstanding amounts, the initial PHAs have formally declined payment or have not responded to repeated attempts at resolution. As a result, these receivables are no longer collectible and must be addressed in accordance with THA's financial management practices.

Until we write off housing authority accounts receivable balances as bad debt, the balances remain on the General Ledger (GL) and the housing authority ledger in our accounting system. The receivable balance also stays part of our housing authority receivables, which we report to HUD in our monthly VMS submission as "Portable HAP Costs Billed and Unpaid – 90 days or Older." Once we write off the debt, we can remove it from THA's receivable balance and transfer applicable balances to our collection agency for recovery. THA receives 50% of any proceeds the collection agency recovers.

THA has notified each housing authority of their debt included in this write-off. Sending the housing authority to collections is THA's last option for collecting the debt owed.

Any accounts not sent to collections because the balances are past the statute of limitations or are immaterial (under $50) are listed below with an asterisk (*).

RECOMMENDATION

Approve Resolution 2026-08-26 (6) authorizing THA to write off housing authority accounts totaling $3,656.81.

RESOLUTION 2026-08-26 (6)

Approval of Accounts Receivable Write-Offs - Housing Authorities

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

WHEREAS, Tacoma Housing Authority (THA) administered vouchers on behalf of public housing authorities whose clients moved to THA's jurisdiction utilizing the portability feature of the tenant-based voucher program; and

WHEREAS, THA was not reimbursed for the HAP and/or Administrative Fee costs associated with administering these vouchers; and

WHEREAS, each agency included in this Housing Authority 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 where applicable:

	PHA Account	For Benefit Of	HAP	Admin Fees	Total Balance
	t0026448	t0000119		99.24	99.24
	t0026421	t0011921	39.00*		39.00
	t0026421	t0011650	840.00	190.25	1,030.25
THA – Section 8	t0026219	t0003773	70.00*		70.00
	t0026201	t0015843	519.00		519.00
	t0026218	t0016769	1,852.00	47.32	1,899.32
		Total Write Off:	3,320.00	336.81	3,656.81
		Total Write Off with Collections:	3,211.00	336.81	3,547.81

Approved: **August 26, 2026**

____

Stanley Rumbaugh, Chair