



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

October 27, 2021



**Tacoma
Housing
Authority**

Executive Director
April Black

Board of Commissioners

Stanley Rumbaugh, Chair | Shennetta Smith, Vice Chair
Dr. Minh-Anh Hodge | Derek Young | Pastor Michael Purter

REGULAR MEETING **Board of Commissioners**

WEDNESDAY, OCTOBER 27, 2021

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, October 27, 2021, at 4:45 pm** via Zoom.

<https://us02web.zoom.us/j/83475398959> / Meeting ID: 834 7539 8959 / Dial: (253) 215-8782

The site is accessible to people with disabilities. Persons who require special accommodations should contact Sha Peterson (253) 207-4450, before 4:00 pm the day before the scheduled meeting.

I, Sha Peterson, certify that on or before October 22, 2021, I FAXED/EMAILED, the preceding PUBLIC MEETING NOTICE before:

City of Tacoma	747 Market Street Tacoma, WA 98402 CityClerk@cityoftacoma.com	fax: 253-591-5300
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	fax: 253-272-8226
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	tips@q13fox.com
KSTW-TV/CW 11	2211 Elliott Avenue, Suite 200 Seattle, WA 98121	
Tacoma News Tribune	1950 South State Tacoma, WA 98405	

and other individuals and organizations with residents reporting applications on file.

Sha Peterson
Executive Administrator



TACOMA HOUSING AUTHORITY

AGENDA

REGULAR BOARD OF COMMISSIONERS MEETING

October 27, 2021, 4:45 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/83475398959> / Meeting ID: 834 7539 8959 / Dial: (253) 215-8782

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - 3.1 Minutes of September 22, 2021—Regular Session
 - 3.2 Minutes of October 8, 2021—Special Session
4. **GUEST COMMENTS**
5. **COMMITTEE REPORTS**
 - 5.1 Real Estate Development Committee
 - 5.2 Finance and Audit Committee
 - 5.3 Community Partnerships and Advocacy Committee
 - 5.4 Education, Housing, Services and Partnerships Committee
 - 5.5 Diversity, Equity and Inclusion Committee
6. **COMMENTS FROM THE INTERIM EXECUTIVE DIRECTOR**
7. **ADMINISTRATION VERBAL REPORTS**
 - 7.1 Finance
 - 7.2 Client Support and Empowerment
 - 7.3 Rental Assistance
 - 7.4 Property Management
 - 7.5 Real Estate Development
8. **NEW BUSINESS**
 - 8.1 2021-10-27 (1) IT Equipment Purchase
 - 8.2 2021-10-27 (2) Aviva Crossing Phase 1 Lot Sale
 - 8.3 2021-10-27 (3) Amendment #3 to Contract with Foster Garvey PLLC
9. **EXECUTIVE SESSION**
 - 9.1 To discuss legal matters with legal counsel representing the agency.
10. **COMMENTS FROM THE COMMISSIONERS**
11. **ADJOURNMENT**



TACOMA HOUSING AUTHORITY

MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, SEPTEMBER 22, 2021

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom at 4:45 PM on Wednesday, September 22, 2021.

1. CALL TO ORDER

Chair Rumbaugh called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:46 pm.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Stanley Rumbaugh	
Vice Chair Shennetta Smith	
Commissioner Derek Young	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Pastor Michael Purter	
Staff	
April Black, Interim Executive Director	
Sha Peterson, Executive Administrator	
Julie LaRocque, Interim Deputy Executive Director	
Rich Deitz, Interim Finance Director	
Barbara Tanbara, Interim Human Resources Director	
	Frankie Johnson, Property Management Director
Roberta Schur, Interim Real Estate Development Director	
Sandy Burgess, Administrative Services Director	
	Aley Thompson, Interim Rental Assistance Director
Cacey Hanauer, Client Support & Empowerment Director	
Katie Escudero, Interim Policy, Innovation and Evaluation Director	

Chair Rumbaugh declared there was a quorum present @ 4:47 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Friday, August 20, 2021. Commissioner Hodge moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion approved.

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, August 25, 2021. Commissioner Young moved to adopt the minutes. Vice Chair Smith seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion approved.

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Friday, September 10, 2021. Vice Chair Smith moved to adopt the minutes. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion approved.

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Monday, September 13, 2021. Commissioner Purter moved to adopt the minutes. Vice Chair Smith seconded.

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

Real Estate Development Committee—Chair Rumbaugh, Commissioner Young

There is nothing new to report, but the committee discussed projects that are currently in progress. There has been renewed interest in Gault since it has now become a top of increased urgency in the neighborhood due to homelessness. This will likely generate great urgency on part of the school district to move forward with some kind of development change. There is an RFP to respond to the restoration proposal. Gault is now back on THA's radar. Chair Rumbaugh inquired about the use of the Bullpen parking lot for micro shelters and the concerns raised due to public housing dollars used for that land. According to Director Black, THA was able to resolve the issue in question and signed a lease with the City today to move forward with the micro shelter, which would provide 16 units with a separate cooking and sanitizing facilities. THA staff and the City met today to discuss logistics.

Finance Committee—Commissioner Hodge and Commissioner Young

The committee met with the state auditors at the beginning of the month for the Entrance Conference. According to Commissioner Hodge, the meeting was short and there was nothing unusual to report.

Education, Housing Services and Partnerships Committee—Vice Chair Smith, Commissioner Hodge

The committee did not meet this month, but has a meeting scheduled next month. There are no new items to discuss at this time.

Community Partnerships and Advocacy Committee—Vice Chair Smith, Commissioner Purter

Commissioner Purter met with Vice Chair Smith. THA Marketing Manager, Nick Tolley did a wonderful job on the video slide for THA properties tour.

Diversity, Equity and Inclusion Committee—Vice Chair Smith, Commissioner Hodge

The committee does not meet regularly. According to Commissioner Hodge, she received an email that THA received 20 DEI Consultant proposals. THA Executive Administrator, Sha Peterson has been in communication with staff who would like to be part of the review process. Sha will be extending the date to award the proposal from September 27 to October 27. Chair Rumbaugh noted that this would provide enough time for staff to review the submitted proposals.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Interim Executive Director (ED) April Black directed the board to her report. THA applied for and was awarded 75 Foster Youth to Independence (FYI) vouchers. The FYI initiative makes vouchers available to Public Housing Agencies in partnership with Public Child Welfare Agencies. Credit goes to Administrative Services Department Manager, Karen Bunce. THA will be working together with partners to get vouchers out on the street. Chair Rumbaugh inquired if these will be treated like normal vouchers and what the plan is. Yes, responded Director Black, “they will be tenant-based vouchers.” Director LaRocque applied six months ago and put together an MOU outlining what the plan is. The team will be meeting early in October to finalize the plan and will review referrals from DCYF for youth exiting foster care and will partner with Comprehensive Life Resources for case management and other services.

Director Black learned today that King County Housing Authority (KCHA) Stephen Norman announced his retirement. He has been a strong partner in THA’s work and an advocate for the Moving to Work (MTW) program. Home Forward Executive Director Michael Buocore also announced his resignation effective February 2022. There will be a number of executive director turnovers within the MTW agencies and THA needs to watch the MTW contract and raise voices regarding contract extensions. According to Chair Rumbaugh, THA will renew its efforts and attention focus on the MTW program.

According to Director Black, there is a potential government shutdown. THA has reserves to continue to pay landlords, staff and vendors for three months so this should not impact THA operations. Director Black will provide communication to staff tomorrow to remind them that THA is in good shape. Commissioner Young noted that it would be good to have a reminder of the path that was taken last time. Commissioner Purter asked for the plan if a shutdown goes beyond three months. THA’s cash position has changed; there may be more for than three months and THA can also take out a loan. THA will do whatever to make sure customers do not feel impacted by the government shut down, replied Director Black. Chair Rumbaugh added that THA normally forecasts the budget based on worst case scenario. Director Black confirmed.

According to Director Black, State Senator Jeannie Darneille shared her strong caution that the Arlington Drive funding THA received during the last legislative session cannot be counted on and THA will need to look at other resources of funding. Senator Darneille also announced her resignation for the senate seat. She has been a champion for THA

programs, especially Arlington Drive. Staff will look at this shifting landscape and may be calling on the Board of Commissioners as staff develop new advocacy strategies. Director Hanauer has been helpful in assessing the current landscape.

Director Black shared THA priorities listed on her board report. This accounts for leadership changes and will be used for baseline document to complete the budget. Director Black checked in with the board regarding any redirection or concerns that the board has before she proposed the budget to the Board. Chair Rumbaugh stated that the priorities listed seem appropriate. Commissioner Young will email Director Black for feedback after the meeting. Vice Chair Smith thanked Director Black for providing a list for the Board to look over.

7. ADMINISTRATIVE REPORTS

Finance

Commissioner Young moved to ratify the payment of cash disbursements totaling \$6,073,582 for the month of August 2021. Vice Chair Smith seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion Approved.

8. NEW BUSINESS

8.1 RESOLUTION 2021-09-22 (1) (Cybersecurity Policy Approval for NIST 800-171 Compliance)

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

WHEREAS, THA has a vested interest in providing a secure cyber infrastructure for the community it serves and the employees of the agency, and

WHEREAS, NIST 800-171 is a standard cybersecurity framework with operationalizes the Gramm-Leach-Bliley Act of 1999, and

WHEREAS, state and federal agencies are moving to require NIST 800-171 compliance for agencies like THA as a prerequisite for receiving federal funds and grants, and

WHEREAS, the proposed policies bring THA into policy compliance with NIST 800-171, now, therefore, be it

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

THA's Executive Director is authorized to adopt policies to bring the agency into NIST 800-171 cybersecurity policy compliance.

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

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: September 22, 2021

Stanley Rumbaugh, Chair

**8.2 RESOLUTION 2021-09-22 (2)
(UTILITY ALLOWANCES UPDATE)**

WHEREAS, Utility allowances must be reviewed annually; and

WHEREAS, PHAs must revise utility allowances if they change more than ten percent; and

WHEREAS, Changes to the utility allowances must be approved by the Board of Commissioners; now, therefore, be it

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

1. Authorizes THA to adopt all bedroom size utility allowances, effective December 01, 2021, according to the chart below.

Pays Sewer/Water	0-BD	1-BD	2-BD	3-BD	4-BD	5+BD
Landlord	\$58	\$62	\$78	\$102	\$127	\$140
Tenant	\$149	\$155	\$194	\$246	\$300	\$339

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

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: September 22, 2021

Stanley Rumbaugh, Chair

8.3 RESOLUTION 2021-09-22 (3)
(Update to Payment Standards)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the THA Executive Director to increase THA's payment standards.

WHEREAS, HUD sets fair market rents annually; and

WHEREAS, the housing authority sets payment standards based on market and participant data; and

WHEREAS, new payment standards will go into effect December 01, 2021; now, therefore, be it

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

The Board authorizes THA's Executive Director to set THA's payment standards for all bedroom sizes at 100% of the 2022 HUD Fair Market Rents.

Vice Chair Smith motioned to approve the resolution. Commissioner Young seconded the motion.

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: September 22, 2021

Stanley Rumbaugh, Chair

8.4 RESOLUTION 2021-09-22 (4)
(Revising THA's Administrative Plan: Emergency Housing Voucher Program)

WHEREAS, the Administrative Plan relates to the administration of THA's voucher programs and is required by HUD; and

WHEREAS, the purpose of the Administrative Plan is to establish policies for carrying out programs in a manner consistent with HUD requirements and local goals and objectives contained in THA's Moving to Work plan; and

WHEREAS, THA was awarded 135 Emergency Housing Vouchers (EHV); and

WHEREAS, THA must update its Administrative Plan to administer the EHV program; and

WHEREAS, Changes to the Administrative Plan must be approved by 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 Interim Executive Director is authorized to revise THA's Administrative Plan adding the following chapter for the administration of the EHV program:

CHAPTER 20 - EMERGENCY HOUSING VOUCHERS (EHVs)
TEMPORARY POLICY SUPPLEMENT

INTRODUCTION

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

PHAs may not project-base EHVs; EHVs are exclusively tenant-based assistance.

All applicable nondiscrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and THA policies for administering EHV's. The policies outlined in this chapter are organized into seven sections, as follows:

Part I: Funding

Part II: Partnering Agencies

Part III: Waiting List Management

Part IV: Family Eligibility

Part V: Housing Search and Leasing

Part VI: Use of Funds, Reporting, and Financial Records

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHV's.

PART I: FUNDING

TPS-I.A. FUNDING OVERVIEW

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering emergency housing vouchers (EHV's) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other PHA programs or vouchers. The PHA must maintain separate financial records from its regular HCV funding for all EHV funding.

Housing Assistance Payments (HAP) Funding

ARP funding obligated to the PHA as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV administrative expenses or for the eligible uses under the EHV services fee.

The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHA for the EHV's on a calendar year (CY) basis commencing with CY 2023. The renewal funding allocation will be based on the PHA's actual EHV HAP costs in leasing, similar to the renewal process for the regular HCV program. EHV renewal funding is not part of the annual HCV renewal funding formula; EHV's are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.

Administrative Fee and Funding

The following four types of fees and funding are allocated as part of the EHV program:

- **Preliminary fees** support immediate start-up costs that the PHA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:
 - \$400 per EHV allocated to the PHA, once the consolidated annual contributions contract (CACC) is amended.
 - This fee may be used for any eligible administrative expenses related to EHV.
 - The fee may also be used to pay for any eligible activities under EHV service fees (TPS-I.B).
- **Placement fees/expedited issuance reporting fees will support initial lease-up costs and the added cost and effort required to expedite leasing of EHV:**
 - \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in Public Housing Information Center (PIC) or Public Housing Information Center–Next Generation (PIC–NG) system within 14 days of voucher issuance or the date the system becomes available for reporting.
 - Placement fees:
 - o \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or
 - o \$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.
 - o HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.
 - Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.
- **Ongoing administrative fees**, which are calculated in the same way as the standard HCV program:
 - PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
 - Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.
- **Services fees**, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I.B):
 - The fee is allocated once the PHA's CACC is amended to reflect EHV funding.

- The amount allocated is \$3,500 for each EHV allocated.

TPS-I.B. SERVICE FEES

Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:

- Housing search assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses
- Other eligible uses such as moving expenses or tenant-readiness services

The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA's administrative plan.

THA Policy

THA contracted with Pierce County Human Services to administer services to EHV participants. The eligible uses for service fees include:

Housing search assistance, which may include activities such as, but not limited to:

- assisting with the completion of rental applications, THA forms and obtaining supporting documentation required for referrals.
- helping a family identify and visit units
- providing transportation and directions
- helping to find a unit that meets the household's disability-related needs
- helping to expedite the EHV leasing process for the family

Application fees/non-refundable administrative or processing fees/refundable application deposit assistance.

Holding fees.

Security deposit assistance. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. Security deposit assistance must be paid directly to the owner.

Utility deposit assistance/utility arrears.

Owner recruitment and outreach for EHV's.

Owner incentive and/or retention payments.

Moving expenses. THA may provide assistance for some or all of the family's reasonable moving expenses when they initially lease a unit with the EHV. The

PHA may not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., THA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking, for example.

Tenant-readiness services.

Essential household items. THA may use the services fee funding to assist the family with some or all of the costs of acquiring essential household items (e.g., tableware, bedding, etc.).

Renter's insurance if required by the lease.

Any services fee assistance that is returned to the THA after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when THA's EHV program ends must be remitted to HUD.

PART II: PARTNERING AGENCIES

TPS-II.A. CONTINUUM OF CARE (CoC)

PHAs that accept an allocation of EHV are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of EHV.

THA Policy

THA entered into an MOU with *the Tacoma/Lakewood/Pierce County Continuum of Care (CoC)*.

TPS-II.B. OTHER PARTNERING ORGANIZATIONS

The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as victim services providers (VSPs) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the PHA and CoC.

THA Policy

The PHA has added *Pierce County Human Services* to the MOU between the THA and the CoC.

TPS-II.C. REFERRALS

CoC and Partnering Agency Referrals

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

THA Policy

Pierce County's Coordinated Entry system will refer EHV eligible individuals and families to THA according to the preferences and referral streams identified in the MOU. The Coordinated Entry system must certify that the EHV applicants they refer to THA meet at least one of the four EHV eligibility criteria. THA will maintain a copy of the referral or certification from Coordinated Entry in the participant's file along with other eligibility paperwork.

Offers of Assistance with CoC Referral

The PHA may make an EHV available without a referral from the CoC or other partnering organization in order to facilitate an emergency transfer under VAWA in accordance with the PHA's Emergency Transfer Plan.

The PHA must also take direct referrals from outside the CoC if:

- The CoC does not have a sufficient number of eligible families to refer to the PHA; or
- The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the PHA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agencies (or the PHA and CoC cannot identify any such alternative referral partner agencies), HUD may permit the PHA on a temporary or permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV program in lieu of or in addition to direct referrals in those circumstances.

PART III: WAITING LIST MANAGEMENT

TPS-III. A. HCV WAITING LIST

The regulation that requires the PHA to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Chapter 4 does not apply to PHAs operating the EHV program. Direct referrals are not added to the PHA's HCV waiting list.

The PHA must inform families on the HCV waiting list of the availability of EHVs by, at a minimum, either by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

THA Policy

The PHA will post information about the EHV program for families on the PHA's HCV waiting list on their website. The notice will:

Describe the eligible populations to which EHVs are limited

Clearly state that the availability of these EHVs is managed through a direct referral process

Advise the family to contact the CoC (or any other PHA referral partner, if applicable) if the family believes they may be eligible for EHV assistance

The PHA will ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities in accordance with Chapter 2. The PHA will also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) in accordance with Chapter 2.

TPS-III.B. EHV WAITING LIST

The HCV regulations requiring the PHA to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHVs available, the PHA must maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

Further, the EHV waiting list is not subject to PHA policies in Chapter 4 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

TPS-III.C. PREFERENCES

HCV Waiting List Preferences

If local preferences are established by the PHA for HCV, they do not apply to EHVs. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHVs in accordance with Notice PIH 2021-15.

THA Policy

The PHA does not offer either a homeless or a VAWA preference for the HCV waiting list.

EHV Waiting List Preferences

With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. The PHA may, however, choose to not establish any local preferences for the EHV waiting list.

THA Policy

No local preferences have been established for the EHV waiting list.

PART IV: FAMILY ELIGIBILITY

TPS-IV.A. OVERVIEW

The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

TPS-IV.B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY

In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:

- Homeless as defined in 24 CFR 578.3;
- At risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

As applicable, the CoC or referring agency must provide documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance. The PHA must retain this documentation as part of the family's file.

TPS-IV.C. PHA SCREENING

Overview

HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, PHA policies regarding denials do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular HCV screening criteria in doing so.

Mandatory Denials

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.

THA Policy

While the THA will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms, THA will first notify the family of the limited EHV grounds for denial of admission as part of the notice of denial that will be mailed to the family.

In compliance with PIH 2021-15, THA **will not** deny an EHV applicant admission regardless of whether:

Any member of the family has been evicted from federally assisted housing in the last five years;

A PHA has ever terminated assistance under the program for any member of the family;

The family currently owes rent or other amounts to THA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;

The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;

The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA;

The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with 24 CFR 982.553(a)(3);

The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity.

TPS-IV.D. INCOME VERIFICATION AT ADMISSION

Self-Certification at Admission

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, PHA policies related to the verification of income in Section 7-I.B. do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

THA Policy

Any documents used for verification must be the original (not photocopies) and dated within the 60-day period prior to admission. The documents must not be damaged, altered, or in any way illegible.

Printouts from webpages are considered original documents.

Any family self-certifications must be made in a format acceptable to THA and must be signed by the family member whose information or status is being verified.

THA will incorporate additional procedures to remind families of the obligation to provide true and complete information in accordance with Chapter 14. THA will address any material discrepancies (i.e., unreported income or a substantial difference in reported income) that may arise later. THA may, but is not required to, offer the family a repayment agreement. If the family fails to repay the excess subsidy, THA will terminate the family's assistance.

Recently Conducted Income Determinations

PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as:

- The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and

- The family certifies there has been no change in income or family composition in the interim.

THA Policy

THA will accept income calculations and verifications from third-party providers provided they meet the criteria outlined above.

The family certification must be made in a format acceptable to THA and must be signed by all adult family members whose information or status is being verified.

At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR 982.516 and PHA policies in Chapter 11.

EIV Income Validation

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;
- Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- Resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, PHAs must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search in accordance with PHA policies in Chapter 3.

If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION

For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

THA Policy

THA will admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with policies within 180 days of admission. THA may provide an additional 60-day extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If THA determines that an ineligible family received assistance, THA will take steps to terminate that family from the program.

TPS-IV.F. AGE AND DISABILITY VERIFICATION

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

THA Policy

THA will accept self-certification of date of birth and disability status if a higher form of verification is not immediately available. The certification must be made in a format acceptable to THA and must be signed by the family member whose information or status is being verified. If self-certification is accepted, within 90 days of admission, THA will verify the information in EIV or through other third-party verification if the information is not available in EIV. THA will note the family's file that self-certification was used as initial verification and include an EIV printout or other third-party verification confirming the applicant's date of birth and/or disability status.

If THA determines that an ineligible family received assistance, THA will take steps to terminate that family from the program.

PART V: HOUSING SEARCH AND LEASING

TPS-V.A. INITIAL VOUCHER TERM

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

THA Policy

All EHV's will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless THA grants an extension.

TPS-V.B. HOUSING SEARCH ASSISTANCE

The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.

At a minimum, housing search assistance must:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods;
- Provide transportation assistance and directions to potential units;
- Conduct owner outreach;
- Assist with the completion of rental applications and PHA forms; and
- Help expedite the EHV leasing process for the family

THA Policy

The MOU between THA, the CoC and Pierce County Human Services includes and expands on the housing search assistance services outlined above.

TPS-V.C. HQS PRE-INSPECTIONS

To expedite the leasing process, PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

THA Policy

To expedite the leasing process, THA may pre-inspect available units that EHV families may be interested in leasing to maintain a pool of eligible units. If an EHV family selects a unit that passed a HQS pre-inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval, the unit may be approved provided that it meets all other conditions under 24 CFR 982.305.

The family will be free to select his or her unit.

When a pre-inspected unit is not selected, THA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for any required re-inspections.

TPS-V.D. INITIAL LEASE TERM

Unlike in the standard the HCV program, EHV voucher holders may enter into an initial lease that is for less than 12 months, regardless of the THA Policy in Section 9-I.E., Term of Assisted Tenancy.

TPS-V.E. PORTABILITY

The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to EHV's. Exceptions are addressed below.

Nonresident Applicants

Under EHV, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of THA Policy in Section 10-II.B.

Billing and Absorption

A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV under its own ACC.

- If the EHV family moves under portability to another PHA that administers EHV under its own ACC:
 - The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so).
 - If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit.
 - Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
- If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

Family Briefing

In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family.

The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

THA Policy

In addition to following THA Policy on briefings in Chapter 5, as part of the briefing packet for EHV families, THA will include a written notice that THA will assist the family with moves under portability.

For limited English proficient (LEP) applicants, THA will provide interpretation services in accordance with THA's LEP plan (See Chapter 2).

Coordination of Services

If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services and assistance that will be made available to the family.

THA Policy

For EHV families who are exercising portability, when THA contacts the receiving PHA in accordance with Section 10-II.B. Preapproval Contact with Receiving PHA, THA will consult and coordinate with the receiving PHA to ensure there is no duplication of EHV services and assistance, and ensure the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.

Services Fee

Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families.

For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving PHA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:

- If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA, regardless of whether the receiving PHA bills or absorbs.
- If the receiving PHA administers EHV's, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.
- If the receiving PHA does not administer EHV's, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

Placement Fee/Issuance Reporting Fee

If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuance reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.

TPS-V.F. PAYMENT STANDARDS

Payment Standard Schedule

For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for EHV. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payments standards for EHV, HUD has provided other regulatory waivers:

- Defining the “basic range” for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).
- Allowing a PHA that is not in a designated Small Area FMR (SAFMR) area or has not opted to voluntarily implement SAFMRs to establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.
 - The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

THA Policy

THA will not establish a higher payment standard amount for EHV. THA will use the same payment standards for HCV and EHV.

Rent Reasonableness

All rent reasonableness requirements apply to EHV units, regardless of whether the PHA has established an alternative or exception EHV payment standard.

Increases in Payment Standards

The requirement that the PHA apply increased payment standards at the family’s first regular recertification on or after the effective date of the increase does not apply to EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family’s first regular reexamination following the change.

THA Policy

THA will not establish an alternative policy for increases in the payment standard. THA Policy in Section 11-III.B. governing increases in payment standards will apply to EHV.

TPS-V.G. TERMINATION OF VOUCHERS

After September 30, 2023, a PHA may not reissue EHV when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under a HAP contract) leaves the program for any reason, the PHA may not reissue that EHV to another family unless it does so no later than September 30, 2023.

If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be reissued to another family.

All EHV under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason.

An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to EHV that are being reissued upon turnover after assistance to a family has ended. However, HUD may direct PHAs administering EHV to cease leasing any unleased EHV if such action is determined necessary by HUD to ensure there will be sufficient funding available to continue to cover the HAP needs of currently assisted EHV families.

Commissioner Hodge motioned to approve the resolution. Commissioner Purter seconded the motion.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion Approved: September 22, 2021

Stanley Rumbaugh, Chair

8.5 THA BOC RESOLUTION NO 2021-09-22 (5) (Authorizing Hilltop Housing LLLP to enter a Design Build contract with Walsh Construction for the Housing Hilltop project)

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

WHEREAS, The Tacoma Housing Authority (THA) is the general partner of the Housing Hilltop LLLP and by resolution 2018-12-12(7) authorized THA's Executive Director to negotiate and execute a contract on behalf of the Housing Hilltop LLLP for the Construction Manager/General Contractor for the Housing Hilltop development (the "Project"), and

WHEREAS, That resolution authorized THA. through its Executive Director, on behalf of the Housing Hilltop LLLP to negotiate and execute the preconstruction service, construction management and general contractor service, and

WHEREAS, the Housing Hilltop LLLP cancelled the contract with Walsh due to a potential opportunity for a public private partnership which failed to be consummated; and

WHEREAS, the Housing Hilltop LLLP determined that a design build contract would be more beneficial to the Project; now, therefore, be it

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

THA, as general partner of the Housing Hilltop LLLP, through THA’s Acting Executive Director, is authorized to execute a design build contract between Housing Hilltop LLLP and Walsh Construction with a goal hard cost construction budget of \$74MM and a fee of \$2.6MM to Walsh for the Housing Hilltop development.
Vice Chair Smith motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: September 22, 2021

Stanley Rumbaugh, Chair

**8.6 RESOLUTION 2021-09-22 (6)
(Acquisition of the Saravida Property)**

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

WHEREAS, there is a critical shortage of modestly priced rental housing in the City of Tacoma; and

WHEREAS, the Housing Authority of the City of Tacoma (“THA” or “the Housing Authority”) is charged with addressing pursuant to its mission of providing quality affordable housing opportunities equitably distributed within the City of Tacoma; and

WHEREAS, it is a goal of local government and the Housing Authority to further fair housing in the region affirmatively, in part through preservation of existing affordable housing opportunities in areas with significantly appreciating housing costs; and

WHEREAS, the Saravida property (the “Property”) is located at 1011, 1013, and 1015 S. L Street, Tacoma, Washington, in an area of Tacoma where rents are increasingly unaffordable to low-income households; and

WHEREAS, the Property is strategically located between two properties already owned by THA, which properties can be better developed under common ownership; and

WHEREAS, RCW 35.82.070(2) and (5) provide, in part, that a housing authority shall have the power to acquire real property within its area of operations, including for the development of low income housing projects, and RCW 35.82.070(5) further authorizes a housing authority to acquire real property by exercise of the power of eminent domain or by purchase in lieu of exercise of the power of eminent domain; and

Whereas, acquisition of the Property by the Housing Authority will serve the mission of the Housing Authority and the housing goals of the region by maximizing the development potential of the Housing Authority’s neighboring properties; now, therefore, be it

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

Acquisition of the Property by the Housing Authority is necessary to provide housing for persons of low income that is equitably distributed in various areas of its operations.

Section 2: The Board of Commissioners hereby authorizes April Black, as Acting Executive Director, or her successor as Executive Director (both, as applicable, the “Executive Director”): (i) to give notice to the current owner of the Property of the Housing Authority’s intention to acquire the Property by eminent domain if it is unsuccessful in acquiring the Property on satisfactory terms through negotiation and purchase in lieu of condemnation; and (ii) subject to the terms below, to acquire the Property by condemnation through exercise of the Housing Authority’s power of eminent domain, if it is unsuccessful in acquiring the Property on satisfactory terms through negotiation with and purchase from the owner in lieu of condemnation.

Section 3: The Executive Director is hereby vested with the authority, and with discretion in the exercise of such authority, to negotiate the terms of an agreement to purchase for the Property at a price of approximately One Million, Five

Hundred Thousand Dollars (\$1,500,000) and to pay into the purchase escrow the earnest money deposit for the purchase of the Property.

Section 4: If the Executive Director is successful in negotiating the terms of an agreement for the purchase of the Property, then the Executive Director is authorized and directed to execute the same. Following reviewing the results of inspection of the Property and other due diligence, and prior to any earnest money becoming nonrefundable to the Housing Authority, the Executive Director shall make a recommendation to the Board of Commissions as to whether to proceed with closing the purchase of the Property. If the Executive Director recommends proceeding and the Board of Commissioners approves of the same, then the Executive Director shall be authorized to take any and all actions necessary to close on the purchase of the Property on the terms approved by the Board of Commissioners.

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

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

Motion Approved: September 22, 2021

Stanley Rumbaugh, Chair

8.7 RESOLUTION 2021-09-22 (7)
Certifications of Compliance

Annual Moving to Work Plan Certifications of Compliance
U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Certifications of Compliance with Regulations: Board Resolution to
Accompany the Annual Moving to Work Plan

CERTIFICATIONS OF COMPLIANCE

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF PUBLIC AND INDIAN HOUSING

Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work Plan

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chair or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (DD/MM/YYYY), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- (5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements set out in HUD regulations found at Title 24 of the Code of Federal Regulations, including regulations in place at the time of this certification, and any subsequently promulgated regulations governing the obligation to affirmatively further fair housing. The MTW PHA is always responsible for understanding and implementing the requirements of HUD regulations and policies, and has a continuing obligation to affirmatively further fair housing in compliance with the 1968 Fair Housing Act, the Housing and Community Development Act of 1974, The Cranston-Gonzalez National Affordable Housing Act, and the Quality Housing and Work Responsibility Act of 1998. (42 U.S.C. 3608, 5304(b)(2), 5306(d)(7)(B), 12705(b)(15), and 1437C-1(d)(16)). The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15, which means that it will take meaningful actions to further the goals identified in its Analysis of Impediments to Fair Housing Choice(AI),Assessment of Fair Housing (AFH), and/or other fair housing planning documents conducted in accordance with the requirements of 24 CFR Part 5, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o), and will address impediments to fair housing choice identified in its AI, AFH, and/or other fair housing planning documents associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975 and HUD's implementing regulations at 24 C.F.R. Part 146.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 75.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58

and 24 CFR Part 50 and will make this documentation available to HUD upon its request.

- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 225 (Cost Principles for State, Local and Indian Tribal Governments) and 2 CFR Part 200.
- (21) The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of Housing Quality Standards, as defined in 24 CFR Part 982 or as approved by HUD, for any Housing Choice Voucher units under administration.
- (22) The MTW PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
- (23) All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

Housing Authority of the City of Tacoma

WA005

MTW PHA NAME

MTW PHA NUMBER/HA CODE

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. § 3729, 3802).

Stanley Rumbaugh

Chairperson

NAME OF AUTHORIZED OFFICIAL

TITLE

September 22, 2021

SIGNATURE

DATE

**** Must be signed by either the Chair or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chair or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.***

Vice Chair Smith motioned to approve the resolution. Commissioner Young seconded the motion.

Upon roll call, the vote was as follows:

AYES: 5
NAYS: None
Abstain: None
Absent: None

9. COMMENTS FROM COMMISSIONERS

The board thanked staff for their work on the resolutions before being brought to the Board. It is a manifest of teamwork. Chair Rumbaugh thanked staff on behalf of the Board. Commissioner Purter noted that the Board will gather everything to discuss next steps. Vice Chair Smith thanked the staff for making the Board look good, and Chair Rumbaugh agreed.

Chair Rumbaugh responded to the inquiries from the Black Collective to the Board:

- 1. The THA Board of Commissioners voted to select the next Executive Director of the THA. Do the Commissioners continue to support that vote? The Black Collective urges the Commissioners to select the most qualified person for the Executive Director position.**

The September 10, 2021, vote related to the Executive Director selection is being reconsidered. We believe, as you state in your inquiry, that the most qualified person should be offered this position.

- 2. Will the candidate selected by the Commissioners be allowed to address the issues of controversy in a public meeting?**

- The Board has opened up a public comment period for all those who wish to provide input to the selection process. That comment period expires Monday, September 27.
- The Board has directed staff to assimilate all comments in a manageable and comprehensive form and provide that information to the Board by October 1.
- Each Commissioner will then have the opportunity to review the information provided prior to the meeting for the purpose of finalizing the selection.
- All interested persons, including the candidates, may provide their input no later than Monday, September 27.

- 3. If the Commissioners do not support their initial vote, is this considered a “failed search”?**

The search for a new executive director is ongoing, as detailed above.

- 4. Does the THA have a published policy regarding Diversity Equity and Inclusion (DEI)? Were the principals of DEI included in the selection process? If they were please provide examples.**

THA is developing a DEI policy, and currently has a DEI committee of the Board evaluating applications for a consultant to assist with this policy development and training. During the interview process, DEI policy and its development was a topic of inquiry and the candidates’ responses are recorded and available for review.

5. Local community organizations were not invited to participate in the process with sufficient notice. Please explain this oversight.

Notice to community and governmental partners was provided on September 3. The availability of additional time to comment, as set forth above, was generally advertised. Certainly, in retrospect, additional time on the front end of the process would have been useful.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:09 pm.

APPROVED AS CORRECT

Adopted: October 27, 2021

Stanley Rumbaugh, Chair



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES SPECIAL SESSION FRIDAY, OCTOBER 8, 2021

The Commissioners of the Housing Authority of the City of Tacoma met in Special Session via Zoom at 12:00 PM on Friday, October 8, 2021.

1. CALL TO ORDER

Chair Rumbaugh called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 12:01 pm.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Stanley Rumbaugh	
Vice Chair Shennetta Smith	
Commissioner Derek Young	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Pastor Michael Purter	
Staff	
April Black, Interim Executive Director	
Sha Peterson, Executive Administrator	
Julie LaRocque, Interim Deputy Executive Director	
Richard Deitz, Interim Finance Director	
Barbara Tanbara, Interim Human Resources Director	
	Frankie Johnson, Property Management Director
Roberta Schur, Interim Real Estate Development Director	
Sandy Burgess, Administrative Services Director	
Aley Thompson, Interim Rental Assistance Director	
Cacey Hanauer, Client Support and Empowerment Director	
Katie Escudero, Interim Policy, Innovation and Evaluation Director	

Chair Rumbaugh declared there was a quorum present @ 12:02 pm and proceeded.

3. EXECUTIVE SESSION

The board took comments from staff and the community through September 27, 2021. The Commissioners have had the opportunity to read and consider those comments.

The Board went into executive session at 12:01 pm for 52 minutes to discuss the job qualifications of the individual for public employment for Tacoma Housing Authority and came back to regular session at 12:53 pm

Commissioner Young motioned to revoke the vote for the Executive Director position on September 10, 2021. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion Approved: November 30, 2018

Stanley Rumbaugh, Chair

Commissioner Hodge motioned to offer the Executive Director position to April Black and begin negotiations. Vice Chair Smith seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	None

Motion Approved: November 30, 2018

Stanley Rumbaugh, Chair

10. ADJOURNMENT

There being no further business to conduct, the meeting ended at 1:00 pm.

APPROVED AS CORRECT

Adopted: October 27, 2021

Stanley Rumbaugh, Chair



TACOMA HOUSING AUTHORITY

Real Estate Development Committee

Chair Stanley Rumbaugh
Commissioner Derek Young

Finance Committee

Commissioner Derek Young
Commissioner Minh-Anh Hodge

Community Partnerships and Advocacy Committee

Vice Chair Shennetta Smith
Commissioner Pastor Michael Purter

Education, Housing, Services and Partnerships Committee

Vice Chair Shennetta Smith
Commissioner Minh-Anh Hodge

Diversity, Equity and Inclusion Committee

Vice Chair Shennetta Smith
Commissioner Minh-Anh Hodge



TACOMA HOUSING AUTHORITY

**COMMENTS FROM THE
EXECUTIVE DIRECTOR**



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: April Black, Executive Director
Date: October 27, 2021
Re: Executive Director's Monthly Report

The Executive Director report serves as a summary of high-level agency activities. It supplements the department reports.

1. Diversity, Equity, and Inclusion (DEI)

Tacoma Housing Authority (THA) called for proposals for a Diversity, Equity, and Inclusion consultant to evaluate THA. Proposals were due September 6th. We have asked for staff volunteers to review and score the proposals. We will share the top-scoring proposals with the Board DEI Committee. We hope to have a bidder selected by mid-October.

2. THA Budget and Federal Funding

2.1. 2022 THA Budget

The 2022 Budget preparation is continuing. The Leadership Team aims to have a proposed, balanced budget by mid-November. This budget will support the agency priorities the Board agreed to in September.

2.2. FY22 Federal Budget

We are continuing to track the FY22 budget. The Council of Large Public Housing Authorities (CLPHA) provided a summary of the budget. According to CLPHA, on October 18th, the Senate Appropriations Committee released the remaining nine fiscal year 2022 appropriations bills, including the Transportation, Housing and Urban Development, and Related Agencies (THUD) bill. According to the committee, *"The bill makes key investments in transportation and housing programs that will help reduce homelessness, provide housing stability for nearly 5 million low-income households, and improve the safety and efficiency of our transportation systems...The Department of Housing and Urban Development (HUD) would receive \$65.4 billion in total budgetary resources, which is \$5.7 billion above the fiscal year 2021 enacted level."*

Highlights of the FY22 Senate THUD funding levels include:

- \$27.7 billion for tenant-based Housing Choice Vouchers, \$1.9 billion more than fiscal year 2021;
- \$8.8 billion for public housing, \$1.032 billion more than fiscal year 2021. This includes a historic \$851 million increase for capital funds to address accrued maintenance needs and priority capital improvements, including remediation of housing-related health hazards and

energy efficiency and resiliency improvements to ensure tenants live in safe and sanitary conditions; and

- \$13.97 billion for project-based Section 8 rental assistance, \$505 million more than fiscal year 2021; and
- Establishing The Reforming Disaster Recovery Act to accelerate assistance to disaster-impacted communities by (1) creating a Long-Term Disaster Recovery Fund to make funding more predictable; (2) permanently authorizing CDBG-DR, which will allow HUD to issue regulations in a way that supports resilience, reduces administrative burden, and reduces conflicts between Federal agency requirements; and (3) quickly supporting grantee capacity following major disasters.

Attached to this report, you will find a comparative funding chart that shows the different requests.

3. Software Conversion

THA's Chief Information Officer, William Morse, has been leading THA through a process of deciding whether to change software systems. This included working with an internal Information Technology Advisory Committee (ITAC) with representatives from every department in the agency to make this decision. Below is the information William provided to THA staff this week:

The ITAC and THA Leadership Team have unanimously decided to explore the potential of replacing OpenDoor with Yardi. To that end, we will be opening negotiations with Yardi to explore potential options.

Coming to this decision was not easy. In the end, ITAC considered 24 different issues to come to this recommendation. Issues from what it would take to get OpenDoor where we want it to be, to cost, our data needs, the impact on THA, and more were considered. Ultimately, the decision came down to the following considerations:

- *We are at an inflection point with OpenDoor.*
- *OpenDoor cannot continue as it is. If we were to continue to use it, it would need to be rebuilt because of a number of reasons:*
 - *The system does not currently meet operational needs.*
 - *OpenDoor's data structure makes reporting challenging and problematic.*
- *To rebuild OpenDoor would mean a complete reimplementaion*
 - *At a high cost*
 - *With staffing*
 - *With the need for more licenses*
 - *It would be a major disruption for THA*

- *In addition, to this day, there are still major areas OpenDoor does not meet:*
 - *RED*
 - *CSE*
 - *With community and vendor self-service*
- *Yardi, on the other hand, provides a comprehensive, cohesive solution that is ready today*
 - *It provides well-considered, coherent business processes that will be consistent and repeatable*
 - *It provides comprehensive training*
 - *It has a well-developed data model that will serve the agency well*
 - *It is used nationally by hundreds of PHAs and many MTW organizations*
 - *It is well developed and ready to be deployed today*
- *Because Yardi is a supported system, going with the product significantly reduces THA operational risk*
- *When ITAC looked at THA holistically, Yardi was the best decision to move forward across the agency*
- *No doubt any implementation is a difficult project for any agency to undertake*
- *But we have a developed product in Yardi and strong project management as well as internal support to lead us through*

Over the next few months, while we explore options with Yardi, the ITAC will form a Yardi implementation team and work to prepare the agency for an implementation.

Because we are still exploring, we do not yet have a potential start date for the project or implementation timeline. However, a project of this type would typically take between one year and 18 months. Stay tuned for more information as the exploration continues.

The Board can expect to see this recommendation reflected in the 2022 and 2023 budgets. We will keep the Board apprised as there is more clarity related to the costs and the risk/benefits of this decision.

4. Vaccine Mandate

Barbara Tanbara has taken leadership of the vaccine mandate. Over the past two months, Barb has been working on policy, process, and related documents. She is continuing to negotiate with the two unions and expects an agreement by the end of October. The new policy will come to the Board for approval at the November 10th Board meeting.

5. Tacoma Historical Society Highlighting Salishan

The Tacoma Historical Society has advised me that they will be featuring the 20th anniversary of “The Miracle of New Salishan” in a video and event in Spring 2022. We will work with the Historical Society to support their efforts and share more information as it becomes available.

6. Community Partnerships

I'd like to highlight some of the work we've done this month to support community efforts and partnerships to better serve THA customers and the local community.

6.1. Home in Tacoma

Katie Escudero has been following the City of Tacoma's Home in Tacoma proposal very closely. She wrote the letter attached to this report. We have submitted it to City Council members.

Home in Tacoma is important to THA because it creates opportunities for more affordable housing. The changes proposed will increase housing options throughout Tacoma. Individuals and families of all backgrounds and income levels should have access to affordable and safe housing in the neighborhood of their choice.

6.2. Foundation for Tacoma Students Agreement

THA has signed on to the Foundation for Tacoma Students' pledge to support their Graduate Tacoma 2030 goal. This is part of a larger systems transformation effort. In our pledge, we acknowledge that “in Systems Transformation communities, the civic infrastructure exists where every Black, Indigenous, Latinx and Asian youth and family and those experiencing poverty have the opportunity to reach their fullest potential, cradle to career. This is a result of partnerships with system leaders in making fundamental and institutionalized shifts in policies, practices, resources and power structures to eliminate structural racism and advance equitable outcomes.”

The goal itself is that 70% of Tacoma Public School students earn a college degree, technical certificate, or gain a good-earning wage within six years of high school graduation by the year 2030.

The co-signers on this agreement are Workforce Central, City of Tacoma, University of Washington Tacoma, Tacoma Community College, Tacoma Public Schools, Metro Parks Tacoma, and the Foundation for Tacoma Students. Over the next few years, these institutions will work to model behavior by tracking internal wage differentials and access to higher-paying jobs for historically marginalized communities and people born and raised in Tacoma. Institutions will work to close equity gaps and track internal staff salary increases against costs of living increases.

6.3. Anchor Communities Update

THA has also been participating as an “anchor institution” in the City of Tacoma’s Anchor Communities work. Anchor Communities is an interagency effort to promote local economic resilience in Tacoma. The main focuses are:

- Local hiring
- Local purchasing
- Local investment

The Anchor Communities group includes what the City has identified as the largest employers and purchasers in the community. I have attached a 2-page description of the work and the institutions.

6.4. How do these partnerships work together?

THA’s participation in Anchor Institutions weaves into our partnership, and new goals, with Foundation for Tacoma Students. Both efforts support diversity, equity, and inclusion within our community and will help drive and support THA-specific efforts. Most notably, I hope to see THA leverage these partnerships to:

- **Commit to hiring local job seekers.** Foundation for Tacoma Students is committing to supporting TPS students get trained and ready for “good-paying jobs.” THA supports this effort by providing housing to TPS students and other job seekers within its programs. We will build on this support by referring these customers to local employers. THA should also seek to hire more local candidates and customers within its programs and encourage its contractors to do the same.

In addition, we will work to close equity gaps and track internal staff salary increases against costs of living increases.

- **Commit to local purchasing and contractors.** In response to Anchor Communities’ commitment to local purchasing, Sound Transit has modified its contracting process and priorities to make contracting easier on local businesses, with special attention on BIPOC and women-owned businesses. I have shared this information internally and hope THA can model its contracting processes to be more accessible to these businesses.
- **Leverage Anchor Communities “local investments” in housing or property with a special emphasis in areas at risk of displacing local families.** Home in Tacoma eases the pathway for housing development, making housing more available and affordable. One strategy includes “upzones.” Upzones make development easier along corridors with good access to transportation. These areas are currently underinvested but will soon become more appealing to developers as Tacoma continues to grow. THA will purchase property in these areas to lock in control of future development and guarantee retention or expansion of

affordable housing. This is a very similar approach to THA's strategy in the Hilltop, resulting in property acquisition prior to the light rail installation.

- **Support Tacoma Public Schools students.** THA will support its TPS students and families by providing safe and affordable housing. It will also offer its Whole Family Services that refer families and students to the programs and supports they need.

7. Logistical Items for the Board

Looking ahead to the last two months of 2021, three logistical questions have arisen. First, the November and December board meetings fall very early in the month and amongst holidays. I would like to request that we forego written department reports in those months and have directors share highlights through verbal reports. The January reports would then include 2021 fiscal year-end data.

Second, we plan on bringing the 2022 THA Budget to the Board on December 8th. I propose we confer with the Finance Committee prior to that meeting and not schedule a study session. The Board can still expect a December 8th presentation of the budget and the opportunity to ask questions before voting to approve the budget.

Finally, we had discussed moving to hybrid (Zoom and in-person) Board meetings. THA's Administrative Offices at 902 S L Street are still under construction and will be until January. I propose we plan to hold our first hybrid meeting in February to give staff ample time to move back into the Administrative Offices and refine our technology to accommodate hybrid board meetings.

Comparative Funding Chart for FY22

October 19, 2021

	FY 2020 Final	FY2021 Final (12-22-20)	FY 2022 CLPHA Request *Joint Industry Request	FY 2022 HUD Request (5-28-21)	FY 2022 HR 4502-House Passed (7-29-21)	FY2022 S. XXXX-Senate Draft (10-19-21)
Public Housing Fund³:		\$7.806 billion ³		\$8.575 billion	\$8.64 billion	\$8.838 billion
Operating Fund	\$4.549 billion	[\$4.839 billion]	\$5.144 billion*	[\$4.887 billion]	[\$4.922 billion]	[5.019 billion]
Capital Fund	\$2.869 billion	\$2.765 billion	\$5.0 billion*	\$3.2 billion	\$3.4 billion	\$3.616 billion]
[Emergency Capital Needs]	[\$64.65 million]	[\$75 million]	[\$75 million] *	[\$40 million]	[\$65 million]	[\$75 million]
Housing Choice Voucher (HCV)	\$23.874 billion	\$25.78 billion	\$30.442 billion	\$30.442 billion	\$29.214 billion	\$27.719 billion
HCV Renewals	\$21.502 billion	\$23.08 billion	\$25.001 billion*	\$25.001 billion	\$24.950 billion	\$24.527 billion
HCV Administrative Fees	\$1.977 billion	\$2.159 billion	\$2.790 billion*	\$2.790 billion	\$2.469 billion	\$2.474 billion
HUD-VASH Vouchers	\$40 million	\$40 million	\$40 million	\$0	\$20 million	\$50 million
Tenant Protection Vouchers (TPV)	\$75 million	\$116 million	\$150 million	\$100 million	\$100 million	\$100 million
Section 811 Mainstream Vouchers	\$229 million	\$314 million	n/a	\$508 million	\$500 million	\$463.174 million
Incremental Homeless Vouchers	n/a	\$43.439 million	n/a	\$0	\$0	\$0
Incremental Vouchers	n/a	n/a	\$1.552 billion	\$1.552 billion	\$1 billion	\$0
Family Unification Program (FUP)	\$25 million	\$25 million	\$25 million	\$0 ⁵	\$25 million	\$30 million
HCV Mobility Vouchers/Services	\$25 million	\$0	\$491 million*	\$491 million	\$150 million	\$75 million
Self Sufficiency Account⁴:	\$130 million	\$155 million	\$270 million	\$175 million	\$200 million	\$170 million
[Family Self Sufficiency Program (FSS)]	[\$80 million] ⁴	[\$105 million]	[\$200 million]*	[\$120 million]	[\$150 million]	[\$120 million]
[ROSS Grants]	[\$35 million] ⁴	[\$35 million]	[\$50 million]*	[\$35 million]	[\$35 million]	[\$35 million]
[Jobs Plus]	[\$15 million] ⁴	[\$15 million]	[\$20 million]*	[\$20 million]	[\$15 million]	[\$15 million]
Choice Neighborhoods Initiative (CNI)	\$175 million [\$87.5 million] ¹	\$200 million [\$100 million] ¹	\$500 million [\$200 million] ¹	\$250 million [\$100 million] ¹	\$400 million [\$200 million] ¹	\$200 million [100 million] ¹
Project-Based Rental Assistance [Contract Administration]	\$12.570 billion [\$345 million]	\$13.465 billion [\$350 million]	\$14.060 billion	\$14.060 billion [\$355 million]	\$14.010 billion [\$355 million]	\$13.970 billion [\$355 million]
Homeless Assistance Grants	\$2.777 billion	\$3.0 billion	\$3.5 billion	\$3.5 billion	\$3.42 billion	\$3.260 billion
CDBG	\$3.425 billion	\$3.475 billion	\$4.2 billion	\$3.770 billion	\$4.688 billion	\$3.550 billion
HOME	\$1.35 billion	\$1.35 billion	\$1.850 billion	\$1.850 billion	\$1.850 billion	\$1.450 billion

¹ Not less than this amount shall be awarded to public housing authorities.

² American Jobs Plan proposal

³ Consolidates Operating and Capital Fund into a Public Housing Fund

⁴ New Self Sufficiency Program account

⁵ FUP funding under TPV account

The Foundation for Tacoma Students seeks the commitment of eight anchor institutions of Tacoma/Pierce County to pledge their support and dedication to achieving the Graduate Tacoma 2030 goal¹.

By signing this pledge, you are agreeing to cross-agency collaboration and partnership to realize each metric below. You acknowledge that we will not achieve all of the stated metrics below immediately, and yet will commit to the investment of time and resources to support the necessary progress to realize our shared goals. Further, you understand that for some metrics below, additional agreements² may be required to fully realize our commitment to one another. Finally, our commitment to one another is in service to transforming our systems that improve the outcomes of all young people in Tacoma/Pierce County.

Systems Transformation Definition:

In Systems Transformation communities, the civic infrastructure exists where every Black, Indigenous, Latinx and Asian youth and family and those experiencing poverty have the opportunity to reach their fullest potential, cradle to career. This is a result of partnership with system leaders in making fundamental and institutionalized shifts in policies, practices, resources and power structures to eliminate structural racism and advance equitable outcomes.

Benchmarks to Achieving Systems Transformation:

- Multiple sectors have aligned efforts in service of economic mobility
- Youth, families and community residents are empowered to make decisions about education and economic mobility
- Real-time data, disaggregated by race, gender and economic status, is shared across sectors in pursuit of better, more equitable results
- Cross-sector partners implement concurrent strategies to advance better, more equitable outcomes
- The community organizes mobilization efforts to influence practices and policies necessary to improve outcomes

¹ By 2030, 70 percent of Tacoma Public Schools students will earn a degree, technical certificate, or gain a good-earning wage employment opportunity within six years of high school graduation. Targeted efforts will focus on students of color and those impacted by poverty. Success will require meaningful cross-sector alignment and partnership, data-sharing and accountability, targeted resourcing, advocating for racially just practices, and maintaining progress on all indicators, cradle to career.

² Agreements may include Data Sharing Agreements, Memorandums of Understanding, Contracts, etc.

ANCHOR INSTITUTION PLEDGE | Accountability Measures

(commitment statements to be agreed upon by partners to achieve 2030 community-wide goal)

If done well, we will achieve our goal of 70% of Tacoma Public School students earning a college degree, technical certificate, or gaining a good-earning wage within six years of high school graduation, by the year 2030.

Success will require an inter-agency agreement between³ Workforce Central, City of Tacoma, University of Washington Tacoma, Tacoma Community College, Tacoma Public Schools, Tacoma Housing Authority, Metro Parks Tacoma and the Foundation for Tacoma Students.

Anchor Institution Commitment Statements and Accountability Measures:

- I. Commitment to working in partnership with key anchor institutions that works toward realizing our community-identified goal of 70% of TPS graduates having postsecondary success.**

Accountability Measures:

- A. Provide indicator data (if the institution is responsible for data) as a means to improve real-time access improves program delivery.
- B. Build internal strategic shared reflection and evaluation tools to support continuous improvement practices.
- C. Resource staff time and other resources to achieve above.

- II. Commitment to cross-sectoral and inter-institutional data sharing with FFTS and other anchor partners, as necessary.**

Accountability Measures:

- A. Memorializing with MOUs, DSAs, and regular data sharing, enshrining for future organizational leadership.

- III. Commitment to annual review of progress and change on accountability measures.**

Accountability Measures:

³ Bates Technical College, United Way and the Economic Development Council are strong stakeholders to also engage with and efforts to identify pathways of alignment and partnership to come.

- A. Conducting an audit of existing practices, policies, and funding.
- B. Committing to more consistent and sustained shifts in practices and policies to achieve our community-wide goal.

IV. Commitment definitions of “Good-Earning Wage.”

- A. A good-earning wage in Pierce County is one that enables full-time workers to support their household based on family composition, keeping up with changes in costs in our region. A good job also includes clear opportunities for wage progression, health care benefits, and potential for retirement savings.

Courageous Goal for Anchor Institutions: Over the next few years, institutions will work to model behavior by tracking internal wage differentials and access to higher paying jobs for historically marginalized communities and people born and raised in Tacoma. Institutions will work to close equity gaps and ensure to track internal staff salary increases against costs of living increases.

<div>Name</div>	<div>Organization</div>
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**Tacoma
Housing
Authority**

Executive Director
April Black

Board of Commissioners

Stanley Rumbaugh, Chair | Shennetta Smith, Vice Chair
Dr. Minh-Anh Hodge | Derek Young | Pastor Michael Purter

October 22, 2021

The Honorable Mayor & City Council
City of Tacoma
747 Market Street, Suite 1200
Tacoma, WA 98402

RE: Home in Tacoma Project

Dear Mayor Woodards & Members of the Tacoma City Council,

As the City considers acting on the Home in Tacoma Project, the Tacoma Housing Authority (THA) would like to convey its strong and urgent support of the project's recommendations. As an affordable housing provider serving the lowest income and most marginalized households, we are keenly aware of the urgent housing crisis our community is facing. A housing shortage, in-migration of higher wage earners, and gentrification and displacement have created an untenable situation for people with low incomes. Between 2016 and 2019, the median rent in Tacoma increased by 21% while median renter income increased by just 12%.¹ There is simply not enough housing, let alone affordable housing, to keep pace with the need. We all witness the outcomes of this crisis on our streets, in shelters, and on our years-long waiting list.

Tacoma needs to employ every available strategy to address this crisis and to do so with urgency.

The City Council recognized this need, directing the Planning Commission to investigate ways to increase housing supply, choice, and affordability in Tacoma. This important directive resulted in the Home in Tacoma Project, which outlines policies and approaches that further equitable housing outcomes now and over the long-term.

Currently, nearly 75% of Tacoma's residential land supply is zoned for single-family housing. This relic of racially restrictive zoning policy of the mid-20th century not only stifles the creation of new housing but also continues the legacy of neighborhood segregation by race and class. Home in Tacoma seeks to undo this harmful policy by instituting a new land use framework that advances equity and access to opportunity. By making modest updates to local land use code that preserves the value of existing properties, the proposal enables new and more affordable housing options to be developed in previously inaccessible neighborhoods for people with lower incomes.

Removing barriers to housing development is one strategy to keep pace with growth and could result in naturally occurring affordable housing in the future. However, the private market is not likely to create affordable housing in the near-term. The Planning Commission addresses this concern by proposing to expand affordable housing incentives and requirements, like the multifamily property tax exemption (MFTE), and establish anti-displacement strategies to help residents remain in their rapidly changing neighborhoods. This is also where THA comes in as an affordable housing provider with more than 1,400

¹ Root Policy Research, 2020.

[https://www.cityoftacoma.org/UserFiles/Servers/Server_6/File/cms/Planning/Affordable%20Housing/AHAS%20Planning%20Actions/D2%20Packet%20-%20Home%20In%20Tacoma%20Project%20\(11-18-20\).pdf](https://www.cityoftacoma.org/UserFiles/Servers/Server_6/File/cms/Planning/Affordable%20Housing/AHAS%20Planning%20Actions/D2%20Packet%20-%20Home%20In%20Tacoma%20Project%20(11-18-20).pdf)

owned units dedicated to the lowest income households. In addition, THA is actively engaged in anti-displacement work in the Hilltop Neighborhood with the eventual development of 200 units of affordable housing. We would welcome the opportunity to double down on these efforts in partnership with the City.

Where the private market fails to provide affordable housing options, THA and other nonprofit affordable housing developers step in. Over the past several years, THA has been successful in securing new allocations of federal housing subsidies. These subsidies (Housing Choice Vouchers) buy down private market rents to an affordable level for the low-income households we serve, furthering the community's goals of housing choice and equity. THA assists more than 5,000 low-income renters this way. However, the program only works if households can locate units to rent, which is becoming increasingly more difficult in this highly competitive market. Most recently, THA was awarded 135 Emergency Housing Vouchers (EHVs). As a pandemic response and recovery strategy, EHV's were created through the American Rescue Plan Act and intended to meet the immediate needs of households experiencing homelessness and at risk of housing instability. Yet Tacoma has a finite number of housing units and a rapidly growing population. We are concerned that, unless we take immediate action, these and future voucher holders will not be able to find and secure a place to live in Tacoma.

Individuals and families of all backgrounds and income levels should have access to affordable and safe housing in the neighborhood of their choice. They should also be able to live in the community that they work in. THA works towards this vision every day. But we can't do it alone. Real, systemic barriers are in the way of our community realizing this vision. The Home in Tacoma Project addresses these outdated, harmful housing policies and provides a new, responsive, and equitable framework that envisions a Tacoma where all can live and prosper. For this reason and others expressed in this letter, THA recommends that the City Council adopt the Home in Tacoma Project framework and to do so with expediency.

Thank you for the opportunity to comment.

Sincerely,



April Black

Executive Director

Tacoma Anchor Network



The Tacoma Anchor Network increases coordination between Tacoma's place-based institutions in order to facilitate equitable economic development, reduce health and economic disparities across Tacoma, and adopt an anti-racist approach to addressing systemic inequities.

The Network is committed to strengthening community trust in institutions; improving community health, safety, and wellbeing; and building an economy that allows everyone in Tacoma to achieve their full potential.

Network Members:

- Bates Technical College
- City of Tacoma
- Greater Tacoma Community
- Foundation
- Metro Parks Tacoma
- MultiCare
- Tacoma Community College
- Tacoma Housing Authority
- Tacoma Public Schools
- Pierce County Transit
- University of Puget Sound
- University of Washington, Tacoma
- Virginia Mason Franciscan Health

Core Anchor Activities:

- Shifting Operational Dollars & Practices
- Coordinating Investments
- Collective Policy Advocacy
- Information Sharing & Mutual Support

What Are Anchor Institutions?

Anchor Institutions are organizations that are rooted in place and wield significant economic and social influence. Often public or nonprofit organizations, they are unlikely to relocate or disinvest from the locations in which they are located. In recognition of this unique position, anchor institutions can hold themselves and each other accountable to the broader community by intentionally and voluntarily leveraging their influence to address local disparities in partnership with the most impacted groups in the community.

What Are The Network Priorities?

The Tacoma Anchor Network has committed to focusing on three areas:

Hiring: Creating pathways to connect all Tacoma residents to local, stable, and living wage employment and careers;

Purchasing: Increasing purchasing and contracting from local businesses, with a focus on minority- and women-owned businesses;

Investing: Aligning investments to address root causes of housing insecurity and other disparities highlighted in Tacoma's Equity Index

Tacoma Anchor Network

The Tacoma Anchor Network increases coordination between Tacoma's place-based institutions in order to facilitate equitable economic development, reduce health and economic disparities across Tacoma, and adopt an anti-racist approach to addressing systemic inequities. The Network is committed to strengthening community trust in institutions; improving community health, safety, and wellbeing; and building an economy that allows everyone in Tacoma to achieve their full potential.

2021 Working Groups

Healthcare Apprenticeship Pathways: In partnership with the National League of Cities and Workforce Central, the Network will develop pathways for healthcare careers and apprenticeships focused on addressing barriers to workforce participation for low and no-income residents.

Local Procurement Landscape: In partnership with Emerald Cities Collaborative and Healthcare Without Harm, the Network will conduct an analysis of local anchor economic impact with the goal of sharing baseline data with the community and identifying opportunities for local procurement and investment together.

Addressing Affordable Housing: The Network will survey the landscape of opportunities for anchor institutions to invest in development of affordable housing in Tacoma with the goal of identifying an impactful project in 2021.

Organizational Capacity: The network will explore funding and resource needs to adequately support collaboration in the coming years.

Contact:

For more information, or if you are interested in getting involved with the Network, please contact:

Bucoda Warren,
Strategic Initiatives Coordinator,
City of Tacoma
Bucoda.Warren@cityoftacoma.org





TACOMA HOUSING AUTHORITY

**ADMINISTRATION
REPORTS**



TACOMA HOUSING AUTHORITY

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$5,538,309 for the month of September 2021.

Approved: October 27, 2021

Stanley Rumbaugh, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of September 2021

		Check Numbers		Amount	Totals
		From	To		
A/P Checking Accounts					
Accounts Payable Checks	Check #'s	95,126	- 95,197		
Accounts Payable ACHs	ACHs	792	- 841		
Business Support Center				452,408	Program Support
Moving To Work Support Center				129,215	
Moving To Work Buildings (used by Support Center)				17,649	
Tax Credit Program Support Center				38,111	
Section 8 Programs				69,785	Section 8 Operations
KeyBank Building				400	Properties
Salishan 7				11,293	
Alberta J Canada Bldg				20,163	
James Center				13,670	Development
Court F (HT 1800 Block)				8	
Hillsdale Heights				11,062	
Bus Development Activity				51,620	
CS General Business Activities				15,483	Client Support
Department of Commerce Funding for Crisis Residential Center				74,543	
Community Services MTW Fund				3,873	
Education Private Grants (Gates, etc.)				7,113	
Education-Local Gov't Grants (County, City)				5,333	Public Housing
AMP 6 - Scattered Sites				210	
AMP 9 - HT 1500 - Subsidy				665	
THA SUBTOTAL				922,602	
Hillside Terrace 2 & 1500				3,744	Tax Credit Projects - Reimbursable
Bay Terrace I & II & Community Facility				7,736	
Arlington Youth Campus				3,475	
Court F (The Rise)				3,803	
Renew Tacoma Housing				21,684	
Salishan 1 - Salishan 6				8,370	
TAX CREDIT SUBTOTAL (Operations & Development - billable)				48,812	971,414
Section 8 Checking Account (HAP Payments)					
SRO/HCV/VASH/FUP/NED	Check #'s	484,866	- 484,960	165,825	
	ACHs	10,547	- 11,474	3,582,058	\$ 3,747,883
Payroll & Payroll Fees - ADP					\$ 819,012
TOTAL DISBURSEMENTS				\$	5,538,309

TACOMA HOUSING AUTHORITY

CASH POSITION - August 2021

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	6,569,632	0.27%
Section 8 Checking	7,051,313	0.27%
THA Affordable Housing Proceeds-Salishan	1,972,099	0.27%
THA Scattered Sites Proceeds	5,887,082	0.27%
FSS Escrows	220,187	0.27%
CSA Escrows	123,365	0.27%
Note Fund Account	103	0.27%
Key Bank Security Deposits	1,052	0.27%
THA Investment Pool	337	0.27%
THDG - Tacoma Housing Development Group	1,138,756	0.27%
Salishan 7 Operations	1,611,081	0.27%
Salishan 7 Security Deposit	28,955	0.27%
Salishan 7 Replacement Reserve	471,993	0.27%
Salishan 7 Operating Reserve	203,676	0.27%
Highland Crest Operations	1,457,554	0.27%
Highland Crest Replacement Reserve	300,884	0.27%
Highland Crest Security Deposit	40,659	0.27%
Outrigger Operations	578,896	0.27%
Outrigger Replacement Reserve	237,014	0.27%
Outrigger Security Deposit	24,938	0.27%
Prairie Oaks Operations	203,331	0.27%
Prairie Oaks Replacement Reserve	36,999	0.27%
Prairie Oaks Security Deposit	6,652	0.27%
Payroll Account	5,053	0.27%
HOME STREET BANK		
James Center North Operations	998,738	0.00%
James Center North Security Deposit	63,049	0.00%
WASHINGTON STATE		
Investment Pool	\$ 1,525,865	0.08%
1. TOTAL THA CASH BALANCE	\$ 30,759,262	
Less:		
2. Total MTW Cash Balance	\$ 2,402,895	
<i>Less Minimum Operating Reserves</i>		
2.01 Public Housing AMP Reserves (4 months Operating Exp.)		
2.02 S8 Admin Reserves (3 months Operating Exp.)	726,000	
2.09 Less Total Minimum Operating Reserves	\$ 726,000	
2.1. MTW Cash Available (Lines 2-2.09)	\$ 1,676,895	
3. MTW Cash Held By HUD	\$ 6,974,267	
4. Non MTW Cash Restrictions/Obligations		
4.1 Non MTW Operational Restrictions		
4.10 HUD Restricted - Lot and Property Sales	\$ 7,859,181	
4.101 Area 2B Sales Proceeds (Afford Hsg)	1,972,099	
4.102 Scattered Sites Proceeds (Afford Hsg)	5,887,082	
4.20 THA Property Accounts Reserved	\$ 2,646,130	
4.201 Security Deposit Accounts	165,305	
4.202 Highland Crest Operations Reserves	320,000	
4.203 Highland Crest Replacement Reserves	300,884	
4.204 James Center North Operations Reserves	230,000	
4.205 James Center North Capital	262,935	

TACOMA HOUSING AUTHORITY

CASH POSITION - August 2021

4.206	Outrigger Operations Reserve	150,000		
4.207	Outrigger Replacement Reserves	237,014		
4.208	Prairie Oaks Operations Reserves	77,000		
4.209	Prairie Oaks Replacement Reserves	76,999		
4.210	Salishan 7 Operations Reserves	354,000		
4.211	Salishan 7 Replacement Reserves	471,993		
4.30	Rental Assistance Reserves		\$	1,231,598
4.301	Mod Rehab Operating Reserves	102,113		
4.302	VASH, FUP, NED, EHV & MAIN HAP Reserves	885,115		
4.303	FSS Escrows	244,370		
4.40	Prepaid Grants		\$	2,750,014
4.401	TPS Interlocal (CS-2017-011)	239,598		
4.402	UWPC - Strong Families (CS-2018-003)	16,942		
4.403	Balmer Foundation - Education Prog (CS-2020-005)	561,142		
4.404	College Spark (PI-2018-005)	67,352		
4.405	GTCF Grant (PI-2019-005)	253,081		
4.406	Gates - THA Education Program (PI-2020-006)	187,796		
4.407	Kresge Foundation - CHAP Program (RA-2019-009)	235,347		
4.408	Ballmer Foundation - COVID Rent Assist (RA-2020-003)	50,000		
4.409	THDG	1,138,756		
4.60	Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		\$	14,486,924
4.70	Agency Contracted or Budgeted Commitments Remaining		\$	-
		-		
		-		
4.99	Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)		\$	14,486,924
5.	THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		\$	13,869,443
6.	Development Advances - Project Reimbursement upon closing/draw		\$	-
6.01	Arlington Youth Housing	-		
6.02	Court F LLLP (1800 Block)	-		



TACOMA HOUSING AUTHORITY

**CLIENT SUPPORT
& EMPOWERMENT**



TACOMA HOUSING AUTHORITY

DATE: October 27, 2021

TO: THA Board of Commissioners

FROM: Cacey Hanauer
Director of Client Support & Empowerment

RE: Client Support & Empowerment Department Monthly Board Report

1. STRATEGIC OBJECTIVE: HOUSING AND SUPPORTIVE SERVICES

Tacoma Housing Authority (THA) will provide high quality housing, rental assistance and supportive services. Its supportive services will help people succeed as tenants, parents, students, wage earners and builders of assets who can live without assistance. It will focus this assistance to meet the greatest need.

2. DIRECTOR'S COMMENT

August and September proved to be difficult months for staff in the Client Support and Empowerment (CSE) department. Despite the many challenges folks are facing, the humans on this team have shown immense courage and strength, showing up to work every day, driven by a duty and passion to work in service to THA residents and voucher holders. The work of this team is remarkable in the best of times, but their individual and collective ability and willingness to serve when times are hard is a testament to their character. I am honored to get to call them colleagues and teammates. We should all be grateful to them for their dedication, fortitude, bravery, and steadfast commitment to this community.

Thank you, CSE crew!

3. DEPARTMENT UPDATES

3.1 Staffing

In August THA and the CSE team welcomed Shawnda Anderson-Ide to the team. Shawnda will be working alongside Sylvia, Martha and Kye serving residents of our high-rise buildings. Shawnda comes to THA with a wealth of experience as an advocate, supervisor, and activist. She has already been a great addition to the team! Shawnda's addition to the team rounds out CSE's hiring, making this department vacancy-free once again!

3.2 Program Updates

Staff have been busy putting on events for residents, planning with community partners, and supporting residents and voucher holders with their day-to-day needs. Staff working in the high-rise buildings have begun organizing a monthly “coffee and doughnuts” engagement opportunity at each property. In August and September, staff held events at K Street Apartments, 6th Avenue Apartments, and EB Wilson. September rounded out G St. Apartments, Ludwig, Wright Avenue Apartments, and Fawcett. Due to the pandemic, staff have not been able to work at the buildings, meaning that several staff had not had the chance to meet many residents in person. As folks are now getting vaccinated, it is becoming safer to meet face-to-face, and an important component to CSE’s ability to be useful in times of need. Coffee and Doughnuts is proving to be a great chance to get some face time in with folks, and to do so when things are calm will help down the road.

Program Supervisor, Kye Hillig, worked with The Grand Cinema and the Salishan Association to put on a film camp for kids at the Family Investment Center (FIC). A total of 11 youth participated in the week-long camp, learning how to use technology to make films.

August was also a big month for events. On August 3rd, the Salishan Community hosted National Night Out. National Night Out is an annual event held with free food, local community organizations, music and to bring neighbors together. This year CSE, led by Trish Mozo, and the Salishan Association helped to recruit more than 30 volunteers, 19 sponsors/donors, 28 local organizations to offer resources, seven live performances, and served more than 700 dinners!

Trish Mozo, the 2Gen team, Collaboration for a Cause, the Pierce County Community Engagement Task Force, and Economic Security for All team also held an additional event at Dixon Village on August 19th. This event included resources, free backpacks, gas gift certificates, and local businesses hoping to hire new employees. Residents from several THA properties attended, with youth helping staff set up, pass out backpacks, and pointing their neighbors in the right direction. In total 50 gas gift cards were given away and more than 110 backpacks went to youth! THA’s Property Management staff were integral in both National Night out and the engagement event at Dixon. Thank you, PM!

In addition to events, staff have been working diligently to ensure that all THA community rooms are outfitted with free wifi and are updated, useful spaces. Marty

Higgins, Trish Mozo, and Martha Matthias have been collaborating with the IT team and Property Management to bring this all to life!

Finally, CSE continues to team with WorkForce Central and the City of Tacoma to launch a new workforce initiative in Salishan. Rather than launch a run-of-the-mill employment program without consulting those most impacted, this partnership realizes that the community members themselves are best positioned to design and tell us what they want and need and how financial resources should be dedicated. Community members who participate in this partnership will be paid for their time and expertise, moving toward a more equitable way of partnering with residents. Currently, WorkForce Central is working to find a third party who can facilitate a series of discussions within Salishan. More to come as these partnerships evolve into truly new and innovative opportunities.

3.2.1 Family Self-Sufficiency Program (FSS)

Staff continue to meet weekly to brainstorm strategies and solutions to the FSS redesign. An interdepartmental meeting on FSS was held for the first time with representatives from Rental Assistance; Administrative Services; Finance; Policy, Innovation, and Evaluation; and CSE. These convenings will happen quarterly to provide a space for staff to touch base on program updates, redesign consultation, and iron out issues around operations. We hope to get closer to broadening program operations so that current and future participants can benefit from more cash, lower-barrier incentives to motivate participants, expanded eligibility for additional adults in a household, not just the “head of household” to participate and encourages adults with disabilities who are work-able to participate. In August, staff developed an initial draft of a new escrow earning framework, providing solutions to address current program struggles.

3.2.2 Two Generational Opportunity (2Gen)

The 2Gen team is off to a great start, with lots of interest and engagement from families in the West Portfolio. CSE is working closely with residents and with staff in the Property Management department to engage with families who may be interested in this new opportunity. When families engage with 2Gen staff, they set their own goals and are truly in the driver’s seat, working as a team toward their long and short-term goals.

3.2.3 Child Savings Account (CSA) Program

CSA program staff are working to update CSA marketing materials and website to reflect program changes. Staff will seek to engage with Property Management and other CSE staff to prepare for coordinated outreach and information sharing in the coming months. Once fully implemented, the new CSA will have better coordinated efforts across key departments (PM, CSE) to promote the CSA program and get families enrolled. We hope to see an uptick with family participation with lower barriers to program access with the redesigned model.

3.2.5 By the Numbers

Kendra Peischel has continued her work with THA's IT department and a third-party support team to rework the Open Door database to better assist in capturing pertinent, accurate, and useful data.

Department leadership has continued to clarify key metrics and data points that will better illuminate the work done, and impact of this department. Kendra will continue to lead this work, and will bring in the Policy, Innovation and Evaluation department in the coming months to finalize near-term and long-term metrics. This framework will better show the relationship between staff outputs and outcomes, and more specifically allow us to analyze how staff can/should best spend their time. Ultimately, better data will not only show the work done, but will inform future work and help to refine our service provision in perpetuity.

The charts below show how many resource connections staff made in the month of June, and the numbers and types of referrals received by CSE from the East Portfolio, voucher holders, the West Portfolio. Each referral received is assigned to a Case Worker who then works with residents/voucher holders to address the need expressed in the referral along with other needs the family may express. Some referrals result in limited support aimed at addressing the referral issue, and others turn into long-term support. The bottom chart shows the number of external resource connections staff made on behalf of residents and voucher holders. The length of engagement is determined largely by residents, with Case Workers offering support for a variety of needs.

The last chart shows a breakdown of how Miranda Meier, CSE's only Case Worker for voucher holders, spent her time in July. As a part of CSE's strategic planning process, we are trying to better understand where we are under/over resourced. Learning about where/how Miranda is spread will help us make decisions about how to resource the presenting needs more appropriately. It will

also help us learn more about what is within scope and to determine a more definite capacity for our staff across the board.

2021 Resource Connections August and September

Referral Category	August 2021	September 2021	2021 Totals
Adult Education			7
Asset Building	15		72
Asset Building		8	8
Behavioral Health	3	7	17
Community Wellness	2		2
Employment Assistance	5	3	50
Food Assistance	565	423	4,035
FSS		1	2
Healthcare			1
Legal Services		2	11
Pierce County Health Department			1
Pierce County Health Department		1	1
Rental Assistance	4	10	37
Resident Assistance Programs	21	19	306
Tax Assistance			1
Transportations Assistance			1
Utility Assistance			4
Youth Program	23	1	24
Grand Total	638	475	4,583

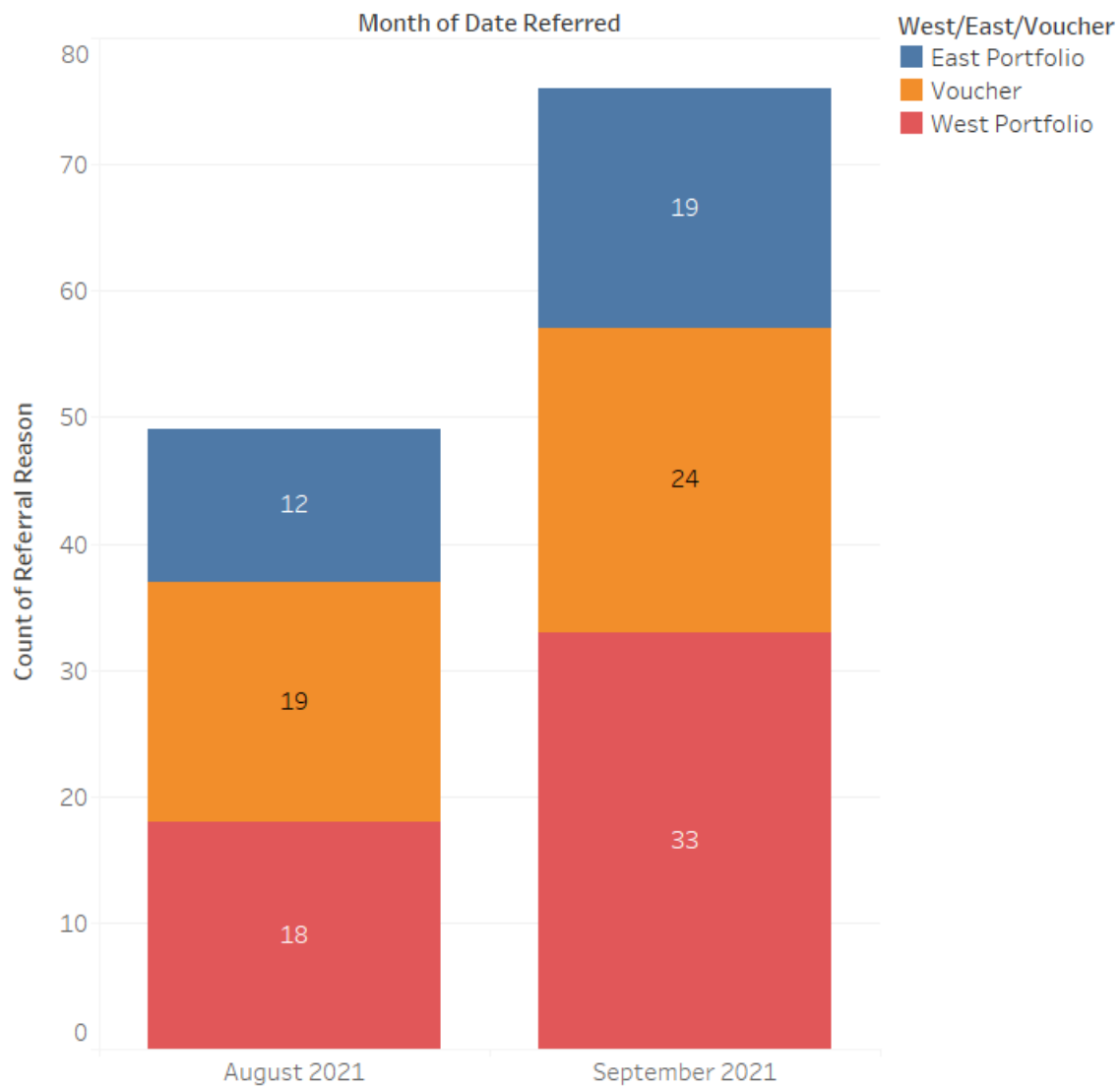
Count of Referral Category broken down by External Referral: Created Date (MY) vs. Referral Category.

All Referrals Received by CSE 2021

Referral Reason	Date Referred		Grand Total
	August	September	
Housing Stability	14	23	137
NEW-MOVE IN			9
HOUSING RESOURCES			6
Voucher Utilization			30
Crisis Intervention	9	14	35
HOUSING ASSISTANCE			1
Utility Assistance			3
Security Deposit Assistance			13
Salishan New Move in			7
RISE New Move in			36
Resident Support			22
Rental Assistance			27
Relocation			10
New Move-In	7	8	35
General Services	15	28	75
FSS	4	1	7
Family Self-Sufficiency			20
Employment Related Servi..			21
Employment Assistance		2	3
Behavioral Health			9
Assistance with Reasonabl..			4
Asset Building			4
Grand Total	49	76	515

Count of Referral Reason broken down by Date Referred Month vs. Referral Reason. The view is filtered on Referral Reason, which excludes Housing Stability.

Referrals Received By CSE August and September 2021



Count of Referral Reason for each Date Referred Month. Color shows details about West/East/Voucher. The data is filtered on Date Referred, which ranges from 8/1/2021 to 9/30/2021.



TACOMA HOUSING AUTHORITY

RENTAL ASSISTANCE



TACOMA HOUSING AUTHORITY

DATE: October 27, 2021

TO: THA Board of Commissioners

FROM: Aley Thompson
Interim Director of Rental Assistance

RE: Department Monthly Board Report

1. STRATEGIC OBJECTIVE: HOUSING AND SUPPORTIVE SERVICES

Tacoma Housing Authority (THA) will provide high-quality housing, rental assistance, and supportive services. Its supportive services will help people succeed as tenants, parents, students, wage earners and builders of assets who can live without assistance. It will focus this assistance to meet the greatest need.

2. DIRECTOR'S COMMENT

This past month the department has been preoccupied with planning for the future. We are partnering with Finance to develop a strong budget proposal that will enable us to serve more customers, support staff workloads and innovate with process improvement. Staff are working in partnership with IT to make a recommendation about the future of THA's software system with the goal of streamlining operations and improving customer service.

The Emergency Housing Voucher program (EHV) is up and running. As of writing this report we have received 12 referrals and 8 vouchers are issued. THA was allocated 135 EHV vouchers. We hope to lease-up several households in place (those at risk of losing their housing). Our partner, Inside Passages, is providing intense case management support to families referred for EHV's. Inside Passages will assist with the application process, document collection, application fees and security deposit assistance. Inside Passages provides ongoing case management and support through the lease-up process including partnering with the Housing Connector for unit searches.

Although our Special Programs team is still in the process of operationalizing a new voucher program, we received news from Housing and Urban Development (HUD) that we have another one on the way. We mentioned in the September board meeting that THA applied for and was awarded 75 Foster Youth to Independence (FYI) vouchers. The FYI initiative makes vouchers available to Public Housing Agencies in partnership with Public Child Welfare Agencies. Under FYI, THA will provide housing assistance on behalf of:

- youth at least 18 years and not more than 24 years of age;
- who left foster care, or will leave foster care within 90 days; and
- are homeless or are at risk of becoming homeless at age 16 or older.

This new allocation will require much of the same work the EHV program required. The RA department will partner with DCYF to develop a referral stream. The effective date of these 75 vouchers will be March 1, 2022. We will update the Board periodically about the development of the program and we expect to share utilization numbers in the spring.

Our utilization priorities are EHV, Mainstream and the VA. We've deployed strategies to strengthen our partnerships with our referring agencies for each program and we will continue to develop new strategies through the end of this year. For Mainstream, we've connected long term shoppers with the Housing Connector and for VASH we are planning for the opportunity to project-base vouchers and intend to learn from our peers in King County about innovative and successful referral streams and partnership tools.

I would like to acknowledge the challenging work our team undertook to complete the state audit. The team worked incredibly hard to meet the needs of the auditor by preparing documentation and files in a timely manner and providing the information electronically. Nearly every member of the department participated in this audit on top of their workloads. We will update the Board as we learn more about the results of the audit.

I can happily report that we are fully staffed (for about a week or two). We hired a new Housing Specialist (Wesley) and an Office Assistant (Angie). We expect to hire another Specialist to replace Maddie Pattin who will join the agency's BPI team (congrats to Maddie!) and we are working on hiring a Housing Navigator. The Rental Assistance department currently consists of 31 staff members who serve over 3,700 families.

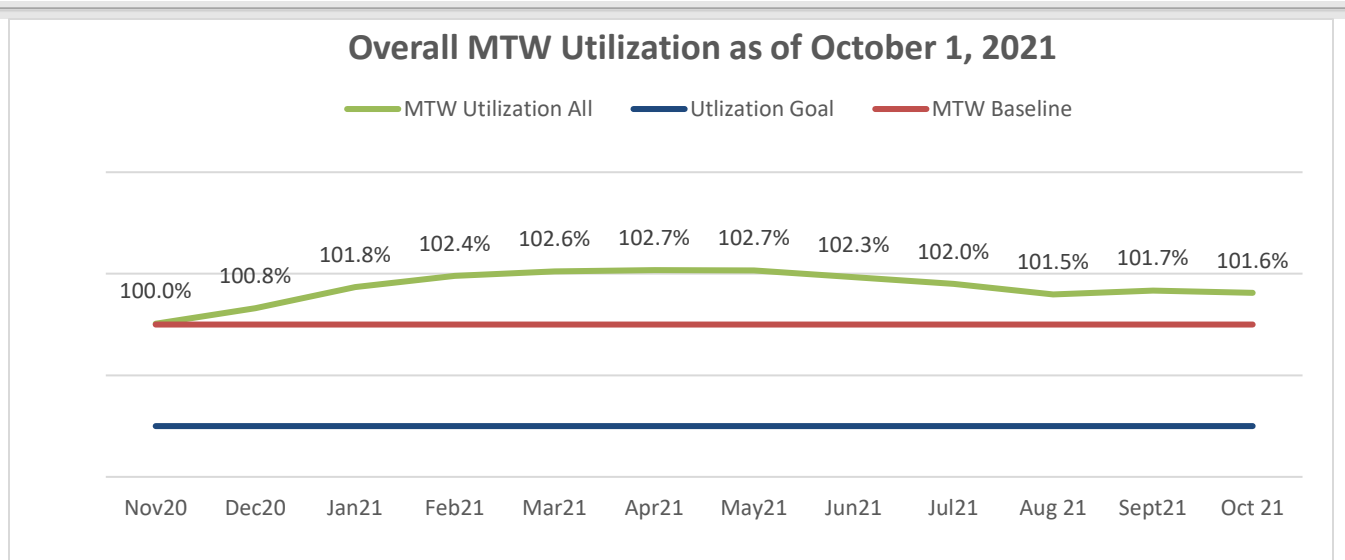
Finally, THA will need to do a limited waiting list opening in the coming months. In 2020 and 2021 THA embarked on a project to incentivize families on our transfer list to move to right size their units. The pandemic interrupted this work, but there were many successful relocations. Some of those were large families who vacated 5-bedroom units in the portfolio.

Recently THA analyzed its waitlist and recognizes the need to open our waitlist for large families (9+ persons). THA will conduct a targeted opening to add large families to its waitlist by the end of this year. After this opening we are confident that we have enough families on our waitlist for all bedroom sizes to last us at least one year. In 2022, THA will open its waitlist for a broader population and will reevaluate how the community accesses THA's programs. This evaluation may result in changes to the way THA operates its waitlist.

3. RENTAL ASSISTANCE DEPARTMENT REPORTS

3.1 Overall Utilization

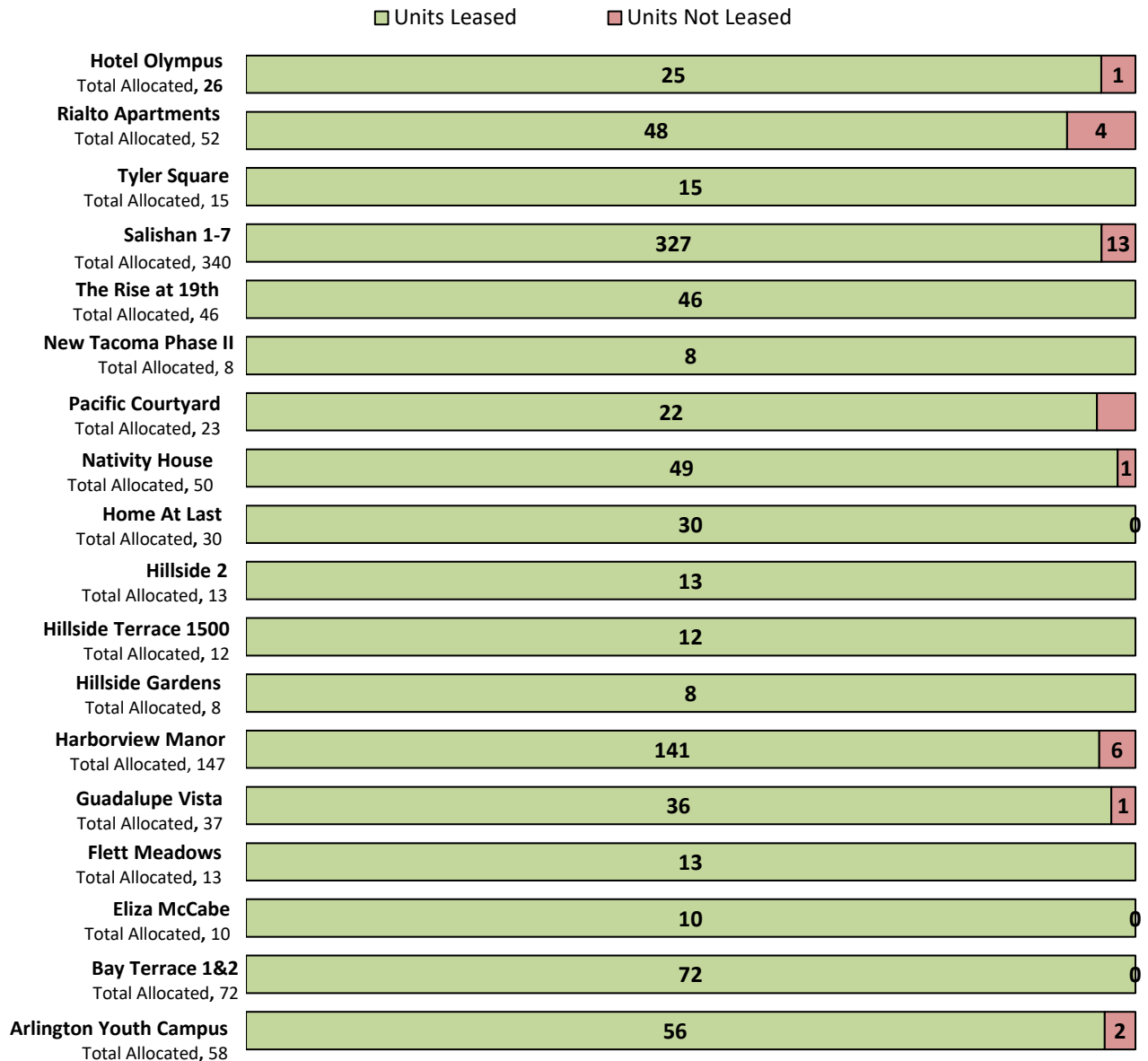
The overall Housing Choice Voucher utilization is reported at 101.56% as of October 1, 2021. THA receives a report on utilization quarterly for Rapid Rehousing (RRH) and Property Based Subsidies (PBS). Therefore, averages are used to forecast utilization to the current date for these specific programs. As new information is reported for both RRH and PBS, this utilization report is updated accordingly.



3.2 Project Based Vouchers (PBVs)

Project Based utilization continues to improve because the special programs team is able to stay on top of vacancies, maintain strong partnerships with our partners and process referrals quickly. Currently THA has a 95% Project Based utilization rate and will increase to 97% by mid-month when leases are received and HAP payments begin. The Special Programs Team is managing referrals through an application called Airtable which allow many staff to share in the workload and track the status of referrals in real-time.

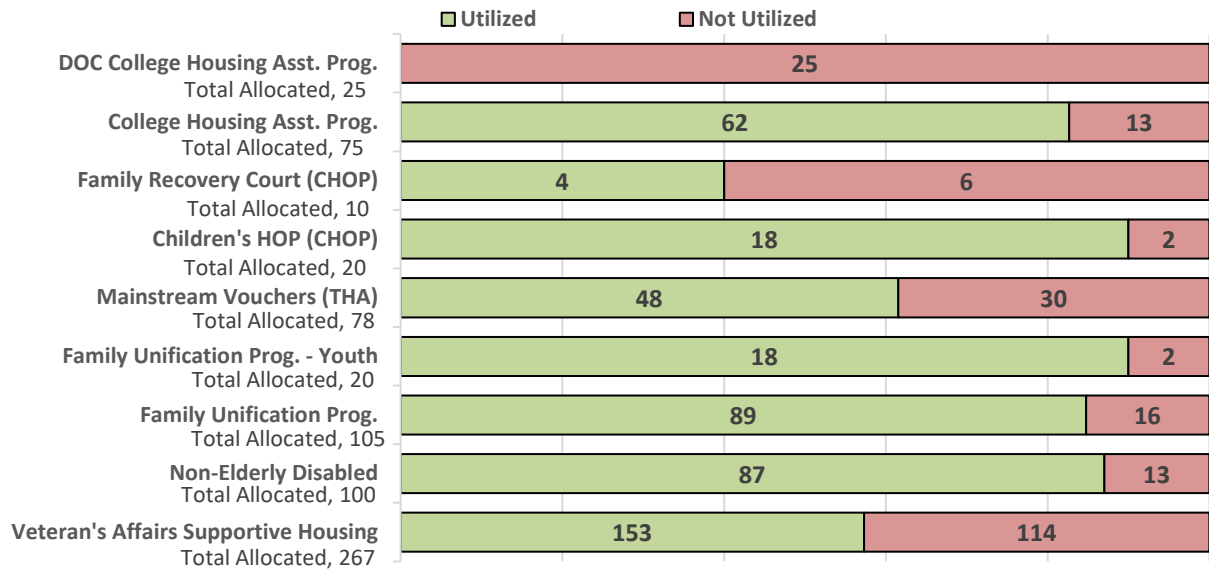
Project Based Voucher Utilization as of October 2021



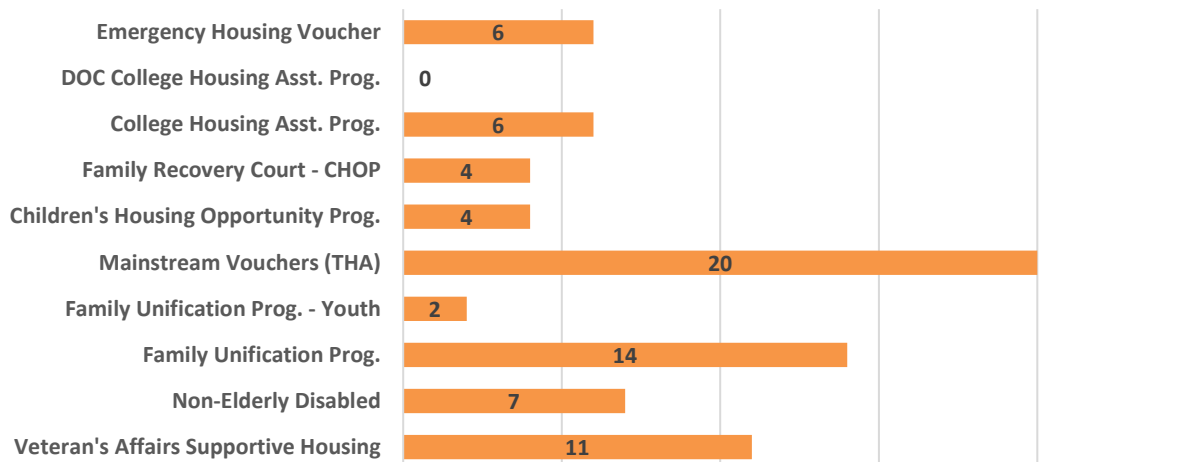
3.3 Special Programs & Property Based Subsidies

Below is a breakdown of the utilization of THA's special programs. The charts below include shoppers for each program. We had 3 Mainstream and 3 Tacoma Community College/College Housing Assistance Program (TCC/CHAP) shoppers lease up since last month. We are hopeful this is a result of their engagement with Housing Connector program. THA is planning to release an RFP to solicit partners for Project Based VASH units to utilize more VASH vouchers. HUD recently published new waivers and flexibilities in an effort to increase VASH utilization. The most impactful waiver is allowing a PHA to accept VASH referrals from other agencies without a referral from the VA. More guidance will be released later.

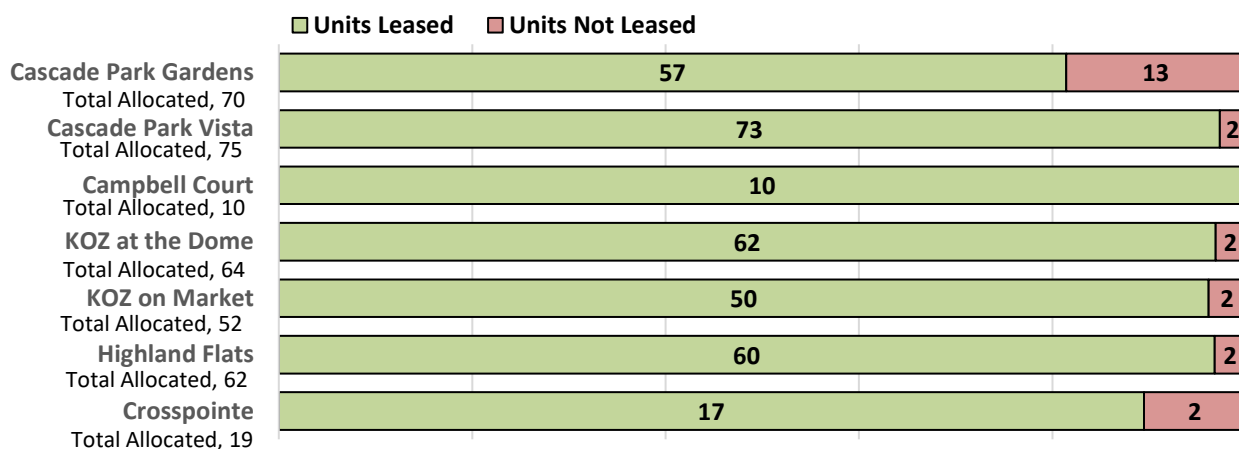
Special Program Utilization as of October 2021



Special Program Shoppers as of October 2021



Property Based Subsidy Utilization as of Q2 Report: July 2021



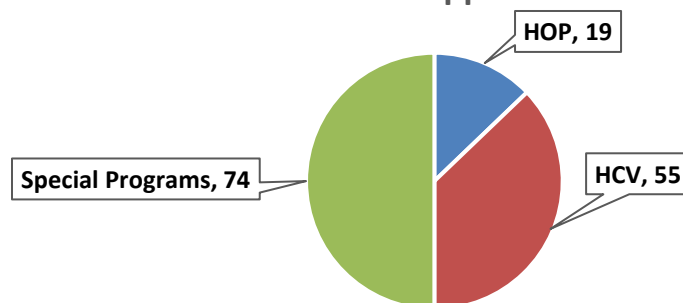
THA has partnerships with four Property Based Subsidy owners representing more than 350 units across seven properties. Our Compliance team has started auditing Koz at the Dome. The contracts require the properties to maintain a 95% occupancy rate each quarter. Cascade Park Gardens and Crosspointe are out of compliance. RA's Compliance team has notified the properties to develop a corrective action plan. We hope to see progress reflected in their October quarterly reports. We are aware that Covid has had significant impacts on the operations of the Cascade properties.

3.4 Shoppers Report

The chart provided below shows a breakdown of the number of current shoppers by program. A shopper is a client who has a voucher and is looking for a unit. The shoppers in the chart below include clients new to the program from the waiting list and clients moving from one unit to another.

As of October 2021, there are 148 total clients shopping. So far this year, 37% of those housed found a unit in under 50 days and the majority found a unit in under 90 days (76%).

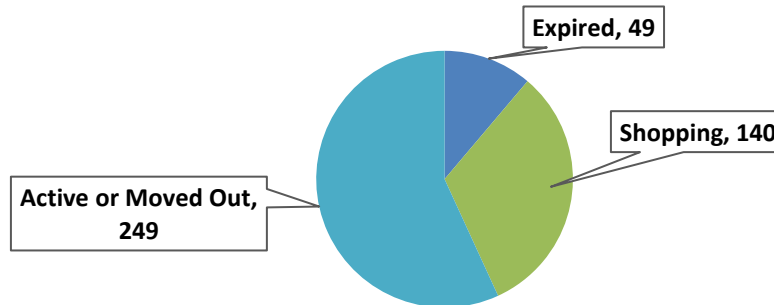
Current Number of Shoppers as of October 2021



Over the past year (October 2020 – September 2021), 438 tenant-based vouchers were issued including 173 issued to new participants.

- 57% of all households issued a voucher in the past year found housing.
- 52% of new to program households secured housing.

Voucher Status for All Vouchers Issued In the Past Year: 438



3.5 Leasing & Waitlist Management

There are about 1,550 households on THA's Consolidated Waitlist. THA is not currently offering HOP vouchers to households on the waitlist (see our utilization numbers in section 3.1). Leasing continues to pull households to fill vacancies within THA's portfolio. We anticipate continuing to serve new households through special programs over the next several months.

3.6 Inspections

The inspection team continues to be busy and safe out in the field. Inspectors recently received upgraded tablets and phones and are finding that their work in the field is much easier with the new equipment due to better connectivity and improved accessibility to Open Door.

3.7 Late Rent

Pierce County and the City of Tacoma deployed a late rent program to help tenants and property owners pay past due rent and utilities with federal and local funds. THA continues to market this program to clients, tenants, and housing provider partners. THA submitted an application with the County to administer this program in 2022 through 2025. THA was not awarded the funding to do so because our capacity to only serve THA's customers made us less competitive. During the budget process, RA is working closely with Property Management, Administration and Finance to develop a plan for eviction prevention that includes connecting our tenants and clients to the County's future funding. To date, THA has received over \$150,000 in late rent funds for our customers.

3.8 Landlord Engagement

Our Housing Connector partnership is in its second month of operations and is working with nearly 20 households and has secured housing for at least one. We are eager to track the success of this new partnership. Rental Assistance will be posting a position for a Housing Navigator to help support the work of the LES.



TACOMA HOUSING AUTHORITY

PROPERTY MANAGEMENT



TACOMA HOUSING AUTHORITY

Date: October 27, 2021

To: THA Board of Commissioners

From: Marquis Jenkins
Interim Director of Property Management

Re: Property Management Monthly Board Report

1. STRATEGIC OBJECTIVE

Tacoma Housing Authority (THA) will manage its properties, so they are safe, efficient to operate, good neighbors, attractive assets to their neighborhoods and places where people are happy to live.

2. DIRECTOR'S COMMENTS

We have thankfully concluded another hard-working month for the Property Management (PM) team. Throughout the month of September, the PM team has continued putting in over 100% effort to support our tenants and to keep our properties looking amazing.

All of 2021 so far, THA has remained at a high level of occupancy, despite the pandemic, at rates of 98% or higher. This is noteworthy because other PHAs have struggled with occupancy since February 2020 and have found it challenging, as have we, to maintain those standards. We look forward to reporting 99% for the last part of the year as we inch closer this month. In addition, we aim to decrease our turn time and lease remaining units.

The chart on page 7 reflects the impact of key variables as we work toward our goal of 20 days, key-to-key. The pandemic has proven challenging when it comes to completing documentation and obtaining supplies needed for unit turns. Although we have not yet reached our target, we are trending in the right direction, moving our overall unit turns to 34, down from 57 last month. As we continue to improve our overall numbers, both the turn and leasing teams continue to work hard to produce high quality unit turns and prepare eligible households for upcoming units. Some leasing challenges persist with fulfilling large bedroom size units at 30% AMI as well as other factors. The team continues to prepare rent ready files to reduce the wait times in these areas. We are confident that we have the right team to help us reach our goals.

The charts on pages 8-11 focus on work orders by type and property showcasing the overall completions for each month this year. The maintenance team has been busy working through these work orders. The team was previously geared up to begin routine work orders in August,

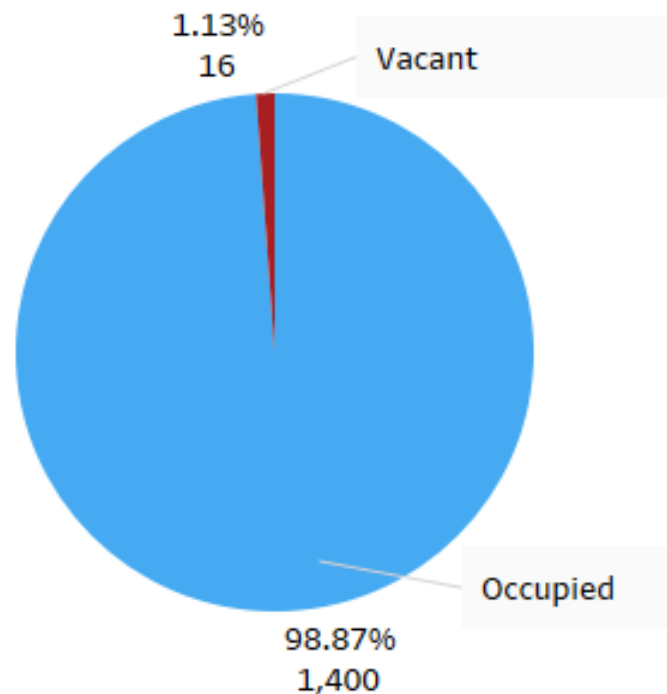
unfortunately due to the rising COVID cases these inspections are on HOLD until it is safer to carry on. In addition, halfway through the month we decided to focus on emergency and urgent work orders only and HOLD when it comes to routine and work orders, this again is due to the rising COVID cases.

Rent collection status is reported in the chart on page 6. It reflects our current and past years rent collection. The PM admin team is continuing to work closely with tenants to connect them with resources available for late rental assistance that the county has to offer. The team is hopeful that many of the overdue balances will be addressed by this assistance, allowing for a fresh start for many of our residences. PM is working closely with Finance and Client Support and Empowerment (CSE) on rental assistance funds with a goal of zero balance due by the end of the moratorium.

Overall, the month of September was steady for the team. We continue to be on hold in some areas due to COVID, however we are using this time to think creatively and plan for the future which will allow us to be ready to track forward once it becomes safer to do so. We look forward to continuing to decrease our turn numbers, speedy attention to emergency work orders, and to assist our tenants with applying for rental funds. As the year comes closer to an end our team begins to reflect and plan for 2022, several projects, plans, and strategies we hope will come to fruition which is exciting and motivating for the team.

3. OCCUPANCY OVERVIEW

3.1 Occupancy For the month of August



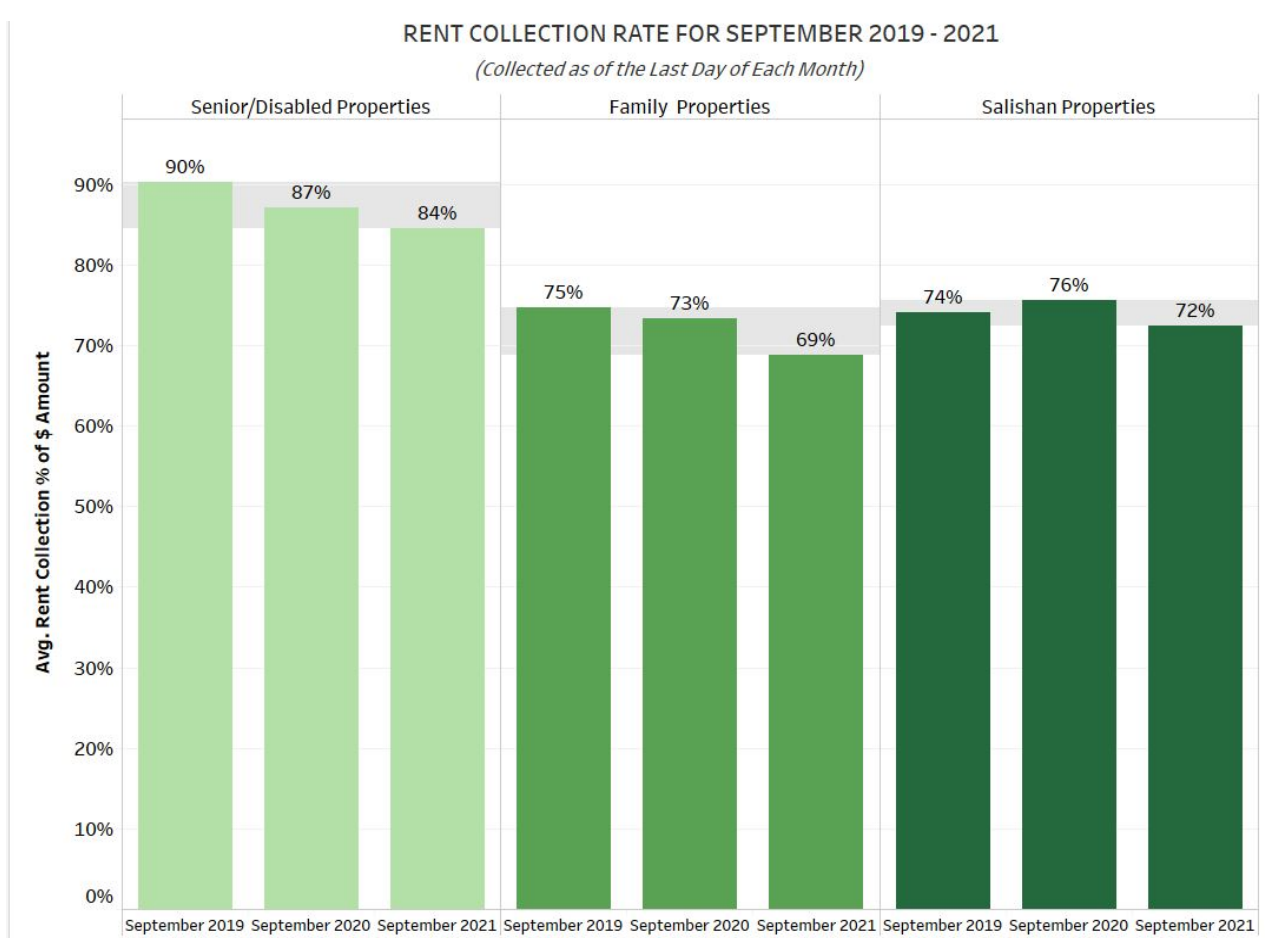
Unit Occupancy is reported as of the first day of the month. The chart above reflects THA's portfolio for the month of **September** with an occupancy percentage of 98%. THA has a total of 23 properties in its portfolio, with the additions of Arlington and The Rise at 19th, with a total of 1,416 units to provide safe, affordable housing to many Tacoma residents that would otherwise be unable to afford the areas increasing prices.

The portfolio has maintained a consistent average occupancy rate of 98.63% (or 99%) over the last 9 months. This is especially notable during the periods of Stay Home and Stage 1 for THA.

Other Public Housing Authorities (PHA) are reported to be struggling in this area earlier in year, some with occupancy in the mid to high 70s.

These numbers reflect the dedication by the PM staff to their work and to our mission to house our clients, even under extreme circumstances.

3.2 Tenant Rent Payments

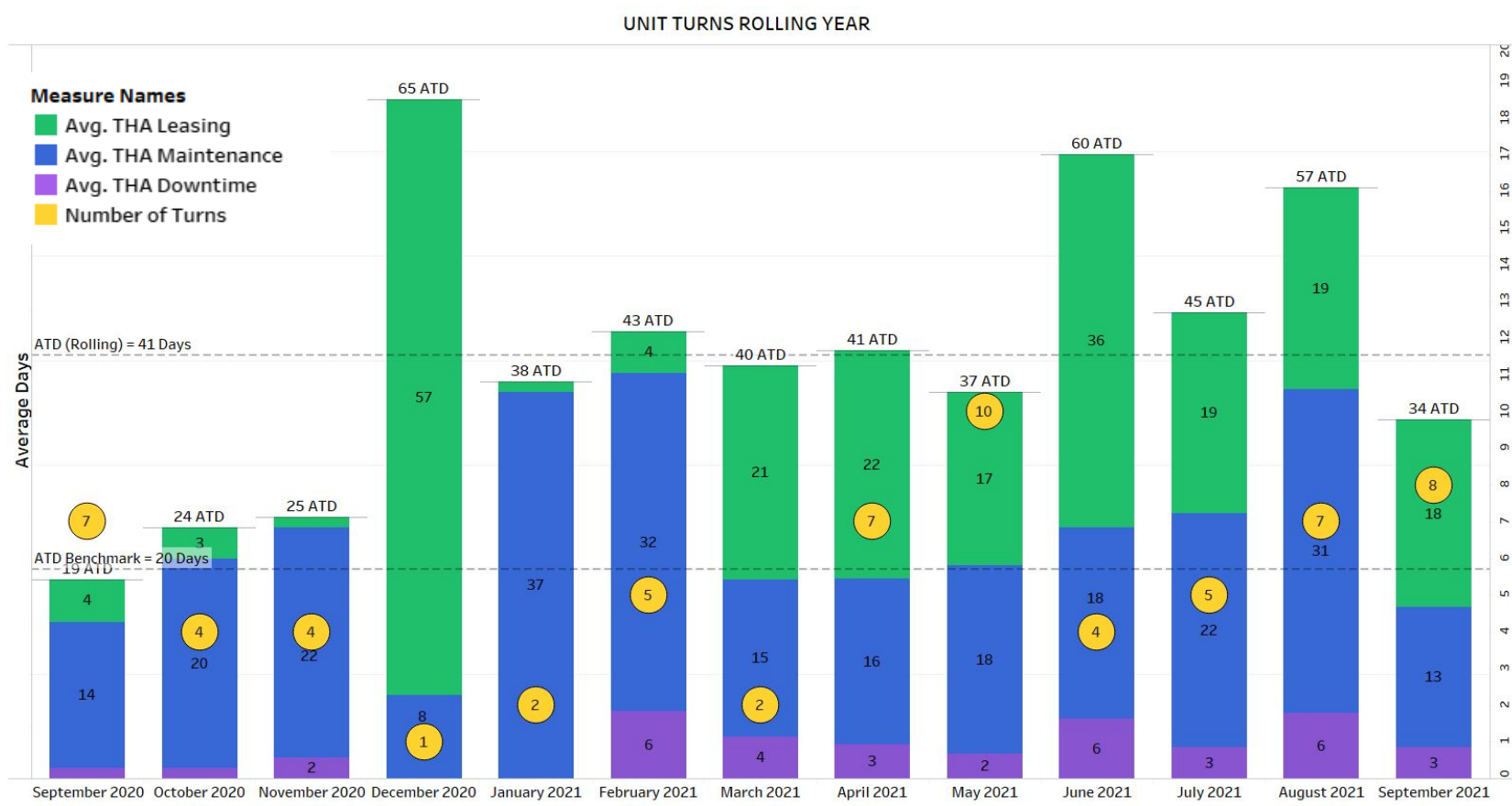


The Rent Collection chart provides the average percent of rent collected through the last day of each reporting month by year and property group. If a unit is vacated and occupied by a new tenant within the same month, the chart will capture both the inactive (vacated tenant) and active ledger (new tenant) payments.

Rent Collection continues to decline from September of 2019 to September of 2021. Fortunately, there are funds available to assist families in paying arrears and possibly getting ahead.

3.3 Vacant Unit Turn Status

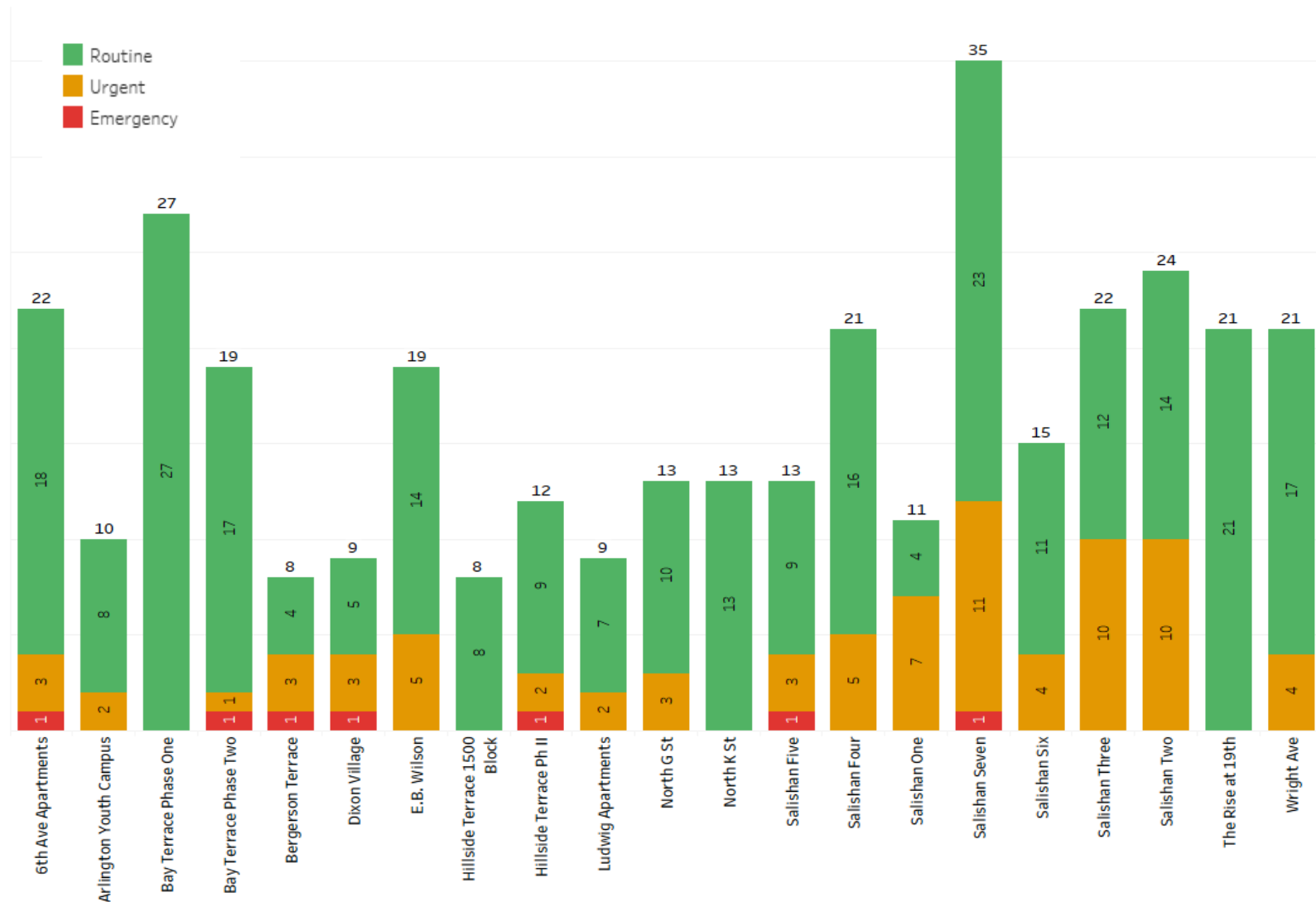
As of month ending September 30th, 2021

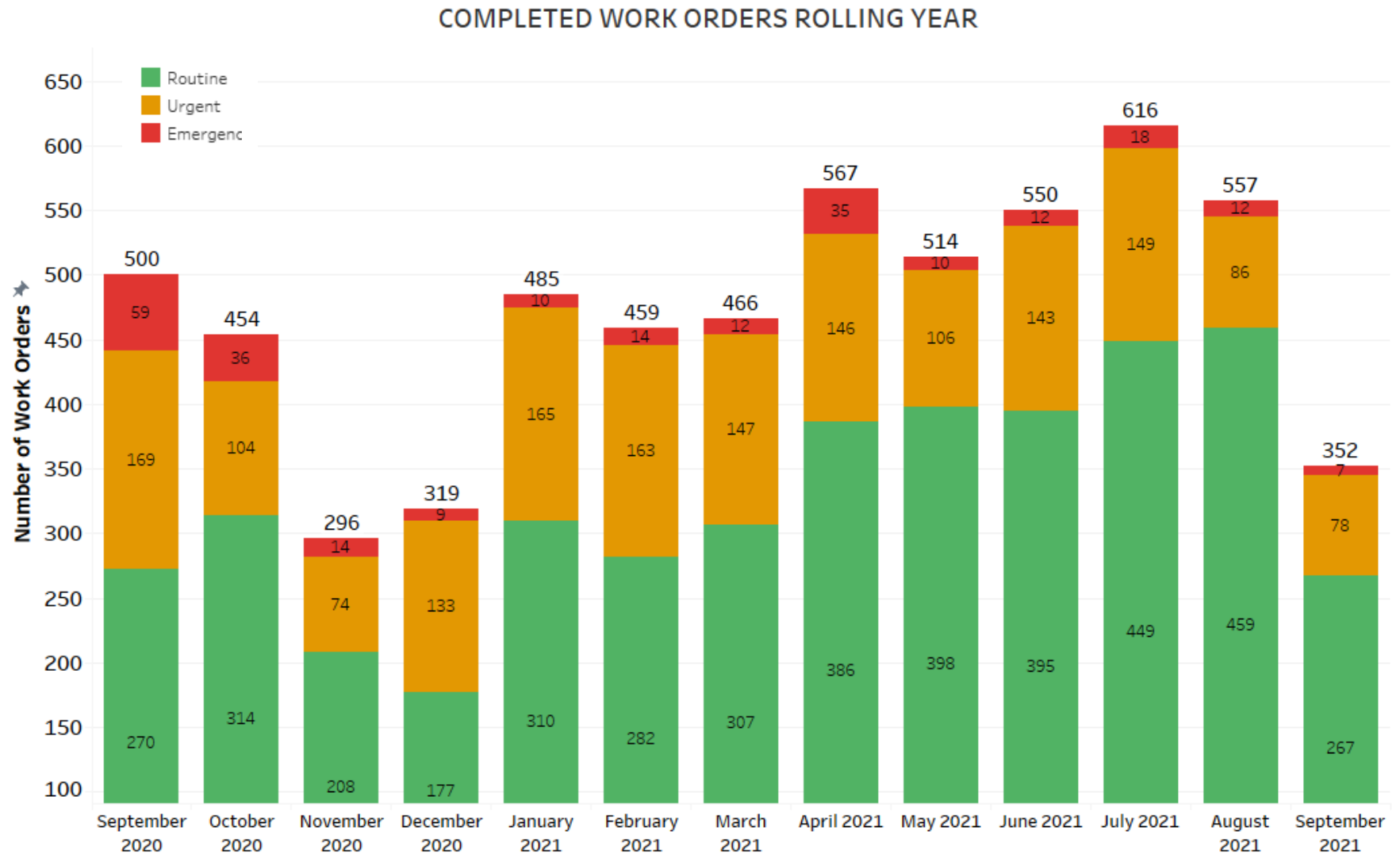


This data reflects the collective efforts of the Turn and Leasing teams efforts to maintain a monthly benchmark of 20 days or less. The turn average for the maintenance portion of unit turn process for September was 18 days. Leasing showed improvement this month with an 18-day average. Notwithstanding the challenges of closed offices, teleworking and social distancing, the teams worked hard to quickly house families as soon as possible. Property Management accomplished a rolling average turn day (ATD) of 34 days, a decrease from the previous month.

3.4 Work Orders

WORK ORDERS COMPLETED THIS MONTH BY PROPERTY AND PRIORITY





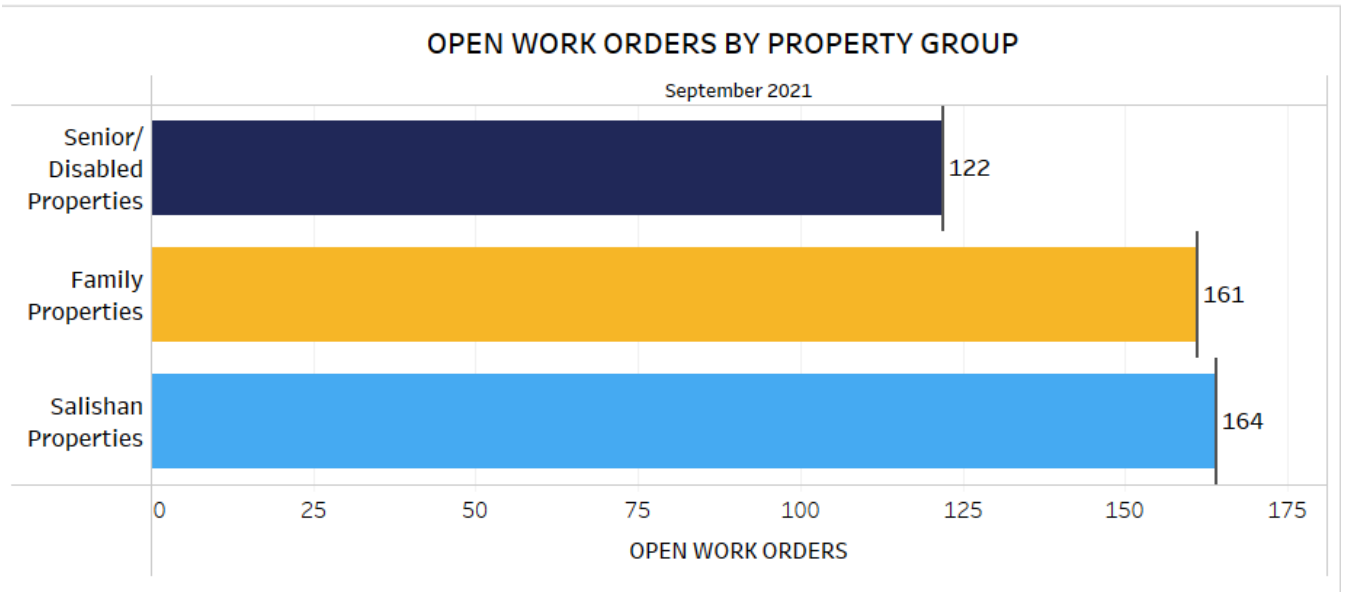
In the month of September, 100% of the 7 emergency work orders were completed within 24 hours and 78 urgent work orders completed within 72 hours.

We experienced a slight decrease in the number of emergency work orders this month. PM continues to hold all routine work orders, except for units needing emergent and urgent work. We are working on a plan for addressing routine work orders, which is contingent on COVID status.

Processes that PM has implemented in effort to improve customer service and safety during Coronavirus pandemic are:

- Prioritize emergency and urgent work orders during the Coronavirus pandemic until the State's Safe Start Plan and THA's Re-opening Stages permit us to continue with other unit routine work orders. Maintenance will assess all routine work order requests to confirm or re-determine priority status;
- Prior to entering any unit, staff will ask appropriate general health questions of the occupant to allow for an assessment of risk and wear appropriate PPE to further limit risk to self and others.
- Communicate any potential delays with procurement due to limits on availability of stock;
- Close work orders within 48 hours of completion; and
- Temporary HOLD on routine work orders until further notice.

The chart below outlines a total of 447 outstanding routine work orders within our 23 properties. This is a 2.9% decrease of open work orders from last month. Some aged open work orders may rise to an urgent level which would explain a decrease or fluctuation from month to month.





TACOMA HOUSING AUTHORITY

REAL ESTATE DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: October 27, 2021

TO: THA Board of Commissioners

FROM: Roberta Schur
Interim Director of Real Estate Development

RE: Department Monthly Board Report

1. ACTIVE PROJECTS

1.1. James Center North/Aviva Crossing

1.1.1. Background

THA purchased James Center North (JCN) in October 2017 because it offers a unique opportunity to acquire a property that is attractive to public and private developers and produce income until the property is redeveloped.

1.1.2. Capital Improvements

Minor capital repairs have been done on an as needed basis to keep the property functioning.

1.1.3. Leasing

CB Danforth continues to market the available commercial spaces, but COVID has affected leasing prospects. CB Danforth is surveying current tenants at the property to determine if they will have challenges paying rent, plan to seek a loan or funding through various sources and if not, why not.

1.1.4. Predevelopment

The James Center Master Plan was completed in March 2019. Staff continue to engage with the West End Neighborhood Council to keep them updated on activation efforts and the re-branding effort. A meeting was scheduled to update the advisory group in September. Both groups are in support of the new name and the branding themes.

We listed the Phase IA and Phase IB parcels for sale in August. Proposals were due in September 17. The listing requested information from interested developers including price, experience, unit count, unit mix, target population, and amount of affordability. Selected developer(s) will be expected to build according to the James Center Master Plan and Design Guidelines. Three (3) proposals were received. A resolution with staff recommendation will be presented at the October board meeting.

JCN has adequate revenue to continue paying the quarterly payments on the acquisition loan. THA funds will be used to pay the first loan installment due in October 2021. THA will be reimbursed from land sale proceeds.

Staff is preparing to develop up to 150 units of affordable housing that THA will own. Currently, we are planning on financing that would include 9% LIHTC and a 4% bond/tax credit transaction (also described as a 4%/9% combo). This combination of equity sources will allow the site to be developed all at once and offer a mix of deeply affordable units as well as rents that are affordable to households earning 60% of the AMI. We will begin applying for funding in 2022. A Design Build RFP is expected to be issued in October 2021 to procure a contractor and design team.

1.1.5. Operating Performance

Property cash flow is steady and work orders are minimal.

1.1.6. Branding

Staff has been working with the Brand Studio team at Ankrom Moisan to re-brand James Center North. Aviva Crossing has been selected as the new name and logos are being refined to accompany it. The West End Neighborhood Council and Community Advisory Group have been included in the discussion.

1.2. New Look (aka Alberta J. Canada)

Staff has begun the process of decoupling the parking lot from the Alberta J. Canada (AJC) partnership. This action is to provide land for the Housing Hilltop project that has been planned. AJC has approximately 15 residents that require parking and they will be allocated spaces at a nearby location.

1.3. Arlington Drive Youth Campus

1.3.1. Crisis Residential Center

The Crisis Residential Center is complete and functioning as expected given COVID limitations.

1.3.2. Arlington Apartments

Options for using the construction cost savings are being evaluated to ensure that these will not create any issues with the limited partner at exit. Conversations with BFIM have begun and focused on using the savings to fund changing the current security system (Kaba Locks) and to fund a services endowment with any remaining funds. We are in the process of finalizing the cost certification work working to convert to the permanent loan.

1.4. Hillsdale Heights

In May 2020 THA leased a portion of its property at 60th and McKinley to the City for them to establish a Tiny House Village for homeless persons. The lease expires on December 30, 2021, and the City is currently moving the tiny houses to a new location in South Tacoma. The city will restore the 60th and McKinley site to its original condition.

1.4.1. Intergenerational Community

Staff originally partnered with Bridge Meadows of Portland, OR to conduct a Feasibility Study to evaluate the development of two independent housing developments at the Hillsdale Heights property. The study began focusing on THA developing on approximately half of the 7-acre parcel to produce 60-70 family oriented affordable housing units. It also focused on the sale of the remaining half of the parcel to Bridge Meadows for their proposed development of an Intergenerational Community serving families with foster children and seniors.

After the study team conducted a half dozen design charrettes it became apparent that most of the property would be needed for the Bridge Meadows program. The land ownership ratio would be Bridge Meadows, 72% of land area, and THA 23% of land area. This division would place all THA families programmed into a single mid-rise building which would be undesirable. In addition, most of the shared amenities would be placed on the Bridge Meadows side of the property and they would acquire the shared amenity cost burden. This would create challenges for shared cost and timing since Bridge Meadows development is scheduled for development first.

With this, staff consulted the THA Staff Development Committee and discussed the option of changing the Study direction to a co-general partnership. This would allow for a single, cohesive, and flowing community. The development would be developed in a single phase. THA and Bridge Meadows would carry equal ownership and financial guarantees. The Staff Development Subcommittee has requested that RED weigh three different scenarios:

- Develop the sit as a single co-general partnership;
- Sell the entire parcel to Bridge Meadows to develop affordable housing using its model;
- Develop the property as two separate parcels with two different ownership models. Under the analysis, Bridge Meadows would acquire the space they need and THA, or another affordable housing provider, would develop the remaining parcel under a separate schedule.

Staff is evaluating the benefits and risks of each structure and will be negotiating with Bridge Meadows to determine if we can come to agreement on the terms.

The master site plan has been completed based on a single ownership development and Walsh Construction Co. will produce a cost estimated by November 19th.

2. DEVELOPMENT PIPELINE PROJECTS

2.1. Hilltop Master Development Plan

THA conducted its community engagement for the Hilltop in 2019. This resulted in the Hilltop Community Framework Plan. The Plan have been the guiding principle as we finalize the site layout and programming for the buildings. concept and building design.

2.1.1. Housing Hilltop

THA staff discontinued negotiations with Inland Development for the site in April 2021. Timing was the primary reason this decision was made. Staff is working on a design-build strategy that would reduce development costs and still deliver high quality housing for Hilltop.

- The Design Build contract with Walsh was signed in early October. Walsh has selected SMR Architects to the design partner.
- This project will have 1-, 2- and 3-bedroom apartments.
- This will be a 4% bond transaction; all units are projected to be at 60% of AMI. We expect to submit an application to the WA State Housing Finance Commission in January 2022.
- There will be two large buildings on either side of S 11th, each containing approximately 100 units.
- We are working on an MOU with Tacoma Urban Performing Arts Center (TUPAC) for a 10,000 sq. ft performing arts space on the former KeyBank site (south of 11th Street).
- The north building will have resident amenities and commercial space. There will be approximately 95 parking spaces. Staff is working toward a Q1 2022 financial closing.
- Staff, Walsh & SMR had a design charette with internal staff at the end of September and had a pre-application meeting with City staff in October.

We plan to request tax exempt bonds through the Public Housing Authority's bond pool in January 2022. An allocation of these bonds provides an automatic 4% LIHTC allocation. This timing is critical as an allocation of bonds from this pool is very competitive. We have also applied to Amazon's Housing Equity Fund to help

finance the project. We hope to have a final decision from Amazon by mid-November.

2.1.2. Hilltop Lofts

The project closed on the financing for the project on July 21. The former site has been abated and the building has been demolished.

2.1.3. Commercial Tenants

Sam & Terry's and Mr. Mac were relocated to 1310-1312 MLK in April 2021.

2.1.4. Artists

THA, in collaboration with the other developers along the MLK corridor will be working with local artists to help design the exterior facades and public art at the buildings. THA will be selecting the artists in late October/early November. They will work with the design team.

2.2. City of Tacoma 311 and Community Mobilization

Staff began to plan Hilltop activities for the remainder of the year. These activities include Halloween on the Hill in October and a Holiday Business Crawl in December. THA staff are working closely with partners to plan these activities and engage with the community. Partners for the Halloween on the Hill event include Tacoma Community House, Hilltop Action Coalition, and the Hilltop Business Association.

Additionally, staff worked with the Hilltop Action Coalition as part of a panel discussion on the importance of POC on boards and commissions. The discussion was to encourage Hilltop residents and POC to apply for these types of positions. This is a key reporting piece for the city of Tacoma, as they work towards having more POC join the city commissions.

2.3. Hilltop Eco District

Staff worked with the Eco District's staff through the latter half of 2020 to do a set of workshops for community leaders on forming an Eco District. We held those workshops in October (virtually) and for those sessions, nine people have volunteered to be on the Leadership Team for the Eco District. They initially committed to meeting monthly for the first half of 2021 to set the foundation, establish governance and identify the priority issues for the organization. All members have re-committed to this effort for the next six months. THA is working closely with Hilltop Action Coalition (HAC) on this effort. The Leadership Team currently has 14 participants. The purpose statement has been crafted, a name selected, and we are now identifying action items for the next 6-12 months. The group is focusing on Governance, Business Support and Wealth Generation.

2.4. Shiloh Baptist Church

RED staff have been meeting with Pastor Christopher since early 2019 to discuss the possibility of helping Shiloh redevelop their non-church land. They have 5 single family homes. Two of the homes have been subdivided to assist 12 individuals with housing. In September 2019, staff made a presentation to the church's senior leadership to discuss what was possible on the site, explain the development process and present the terms of a Memorandum of Understanding (MOU). Shiloh signed the MOU in October. THA will be acting as a development consultant in this transaction. Shiloh was awarded predevelopment funding from Impact Capital and One Pierce. In total they plan to develop 60 units of new housing. We were able to secure \$2.1M in the capital budget through the legislature in 2021. Applications were submitted to the City of Tacoma and Pierce County in June. The project received the requested City funding and a partial County award. The County anticipates funding the balances with ARPA funds once the County Council determines the process for allocating those funds. We submitted an application to the Housing Trust Fund in September and will submit an application for 9% tax credits to the Finance Commission in November.

2.5. Gault School Site

On January 7, 2020, THA entered into a Letter of Interest with Tacoma Public Schools for the acquisition of the Gault School site. In September 2020, THA made the decision to discontinue its pursuit of the Gault Middle School because of the inability to secure funding for stage one work amid the current pandemic-impacted economy. Discussions are continuing with Tacoma Public Schools (TPS) and others about options for Gault. These include a role THA may play if the school is demolished.

2.6. Renew Tacoma Housing LLLP

The entire \$3,452,000 has been released to THA. Citibank is reviewing the documents necessary to release the \$548,000 in escrow. It is anticipated that THA will receive the funds by the end of 2021.

2.7. Greater Christ Temple Church

RED staff is working with the leadership at Greater Christ Temple Church (1926 S G Street) to assist them with a feasibility assessment and values clarification for property they own west of the church. This will include identifying target population(s), ownership options and identifying partners to help them develop the site.

3. Tenant Improvement

3.1. 902 First Floor TI

Construction at the 902 1st Floor Administration Building is progressing with a planned completion by the end of 2021. Current activities include painting, casework and new flooring. A new suite of furniture and workspaces will be installed following construction. Occupancy of the space is expected in early 2022 upon approval of the Emergency Operations Committee.

4. Acquisitions

- 4.1.** We are evaluating ten properties in Tacoma and Lakewood to purchase. Staff are prioritizing those properties that are large enough to achieve economy of scale and where we can have a positive impact on a neighborhood. We are also reviewing our process in order to be more nimble.

5. Primary Projects

PRIMARY PROJECTS						
	Priority	Description	# Affordable Units	Innovation	Updates	Timeframe -Funding Notes
James Center North 1612-1620 S Mildred	1/1.5	Master Plan and redevelopment of retail strip. Anticipated 600 units, with at least 150 THA developed affordable rentals. Public/private partnership as land will be sold to development partners who agree to providing housing under the design guidelines.	150	Evaluating a Design Build approach to reduce costs for the affordable units. Under this approach, all architects, consultants, and others are overseen by the general contractor. THA would have final approval on all design, materials, etc. At this time, this approach could reduce costs by 10-20%. Evaluating for a combination 4% to 9% LIHTC. This project will need PBV's or Faircloth. Sell parcels to private sector partners who agree to develop within parameters of design guidelines and request a set aside of at least 20% of units as affordable to HH's at 80% of the AMI or lower. Proceeds to retire REDI and LAP loans.	September 2021: Mural completed on the north side of Sushido; developer proposals submitted 9/17; exterior seating has been completed.	Apply for funds - 4%/9% combo apply in 2022 or 2023 GAP funding HOME/CDBG Phase 1 and 2 Completed by 2025. •

Hilltop Housing SL & S 11 th Streets	1	Proposal to develop 200-239 multifamily units with a mix of 1, 2, 3BR and commercial space (required by zoning). This is a 4% tax credit deal, so initially focused on households earning up to 60% of the AMI demand.	200	Inland would construct and oversee the initial lease up. THA and Inland would be members of the LLLP and THA would purchase Inland's interest within three years of placed in service. Inland will develop without mark up on construction. In lieu of the construction mark-up, they would receive a managing member buy out. Funds for the buy-out would come from the Developer Fee and THA. FPI as third-party manager.	October 2021: The Purchase and Sale contract was signed with the owners of Saravida. A pre-app meeting was held at the City. We are working to finalize site plan and unit count.	<p>Apply for bonds by January 2022 and expect to close by March 2022.</p> <p>Complete by early 2024.</p>
	THA RED REPORT 2021-09-22					Page 9

Shiloh Baptist Church 1206-08 S I Street/813-815 S 13 th	1	THA -development consultant for Shiloh.	60	Several local churches have land in which they are interested in developing as affordable housing. This partnership will demonstrate how this may be achieved. Shiloh currently offers housing for a similar population. 60 units are planned.	October 2021: funding awarded by City of Tacoma and Pierce County.	Shiloh to receive \$2.1M in state set aside funds. 2022 9% LIHTC Application complete 2024. <i>Project would benefit from PBV's.</i>
P1500 Block 15 th & S G	2	This will be a redevelopment site. Planning 53 one and two-bedroom units. Initial plan calls for senior housing as new housing for seniors has not been added and is in demand	50	Site may be appropriate for a super-efficient, manufactured design product.	September 2021: the City put this project on the waiting list for ARPA funding	Planning started. 2022/2023 finalize construction/financing approach. Good site for new funding options (i.e., HOME possible 202 and State \$\$). <i>Faircloth or PBV's needed.</i>
2300 Block 23 rd & S G	2	The 2300 Block is due for an interior and exterior refresh. Re-syndication is unlikely given the competition for bond cap. Anticipate federal funding through the infrastructure/stimulus package that could be used for upgrades.		Ideally undertake the renovation concurrently with the redevelopment of the 1500 Block.		Finalize the capital plan and solicit for a GC and obtain baseline cost estimates 2021 Begin rehab, including relocation activities 2022-23. HOME and/or CDBG Funds.

Forterra/Rite Aid MLK & S 11 th	3	<p>Forterra acquired the Rite Aid site and is planning 400 units. Of these, 100 +/- will be affordable rentals. The balance will be developed as market rate apartments and affordable equity coops at 80% of the AMI.</p> <p>Forterra has asked THA to develop the rental housing. As currently planned, this would be a turn-key project.</p>	100	<p>This will be developed using cross laminate timber, which should be structurally sound and exceed environmental sustainability goals. Forterra would like to develop and sell to THA. Feasibility is on-going.</p>		9% LIHTC. Timeframe TBD
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<u>Hillsdale Heights/Bridge Meadows E 69th & McKinley</u>	3	This is a 6+acre parcel. We are in discussions with Bridge Meadows about developing intergenerational housing at this site. Bridge Meadows and THA may be co-general partners And develop a single elder and family development based on Bridge Meadows model for intergenerational communities.	75	In 2021, work with Bridge Meadows to develop a proposed site plan for approximately 144 senior and family units	October 2021: Feasibility study underway; ~ 144 units; exploring co-general partnership	Apply for 9/4% LIHTC funds for THA portion in 2024. Could accelerate with additional funds through stimulus. Project completion 2026. <i>PBV's or Faircloth will be needed.</i>
<u>Salishan Core</u>	5	Mixed use building. Possible location of additional THA offices and community spaces, with one-bedroom units making up the upper floors.	50	Envision a mixed-use development that would include additional THA offices, possible community spaces, commercial kitchen. One-bedroom units needed at Salishan to for households whose household size has decreased.		2026 9% LIHTC for housing. This project could accelerate depending on funding opportunities and priorities with funding.

<p><u>Acquisitions</u></p>	<p>Recurring Priority 1</p>	<p>Acquire class B/C properties that offer reasonable rents and have sufficient income to take on new debt and cover operating expenses. Often, without property taxes these become financially viable for THA. The goal to acquire one property annually will be accelerated due to housing need and funding available to address this need. These will be class B/C properties that will retain affordability over time by not increasing rents at the same rate as found in the private market. These properties generate revenue for the agency.</p>	<p>500</p>	<p>The Greater Tacoma Community Foundation has investors interested in providing equity to acquire properties. Sources of equity have been the greatest challenge to acquiring properties.</p> <p>Another \$5M from State Set-aside. Additional funding anticipated from the feds through to the state and local governments. Will likely require third party management. Rapid Acquisition Team and process will be in place.</p>		<p>This project could accelerate depending on funding opportunities and priorities with funding.</p>
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Redevelopment/Future Development Prospects	1 (acq)	Retail strips are being redeveloped across the country. One advantage is the revenue these retail areas generate while redevelopment plans are crafted and put into play. Opportunity to engage in public/private partnership for the redevelopment and have a long lead time for planning. Redevelopment planning in five years, with execution in 7-10. This is a locally owned retail area, which has advantages for how the property could be acquired.				Planning Redevelopment:
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TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1



TACOMA HOUSING AUTHORITY

RESOLUTION 2021-10-27 (1)

Date: October 27, 2021
To: THA Board of Commissioners
From: April Black
Acting Executive Director
Re: Purchase of IT Equipment

This resolution would authorize the purchase of IT Equipment in excess of budget for 2021.

Background

Tacoma Housing Authority (THA) and other organizations are experiencing significant delays in the delivery of IT equipment such as laptops and peripherals. This is due to a supply chain issue in the manufacture of computers and other equipment. In anticipation of this delay, we are seeking to purchase a stock of equipment for the start of 2022. The total amount would be \$75,000. We don't know if the equipment would arrive in 2021 or 2022. If it arrives in 2021, it will impact the 2021 budget (payment is due upon delivery); we are currently out of budget for the IT equipment line item, requiring a board resolution. If it arrives in 2022, it will impact the 2022 budget, for which we have \$164,000 in proposed budget for IT equipment.

THA is a hybrid work environment, with staff working in the office on alternating schedules to provide for social distancing, as well as staff working remotely. We are also upgrading our laptops from consumer grade to business class Dell Latitude models. In addition, we are regularly hiring and onboarding new staff for expanded property management functions with new units, as well as new program and business initiatives.

The July Board resolution authorized the purchase of Latitude models to address performance issues with the previous XPS consumer class laptops. Nearly half of this stock has been deployed; we are concerned about running out of stock with supply chain related delays.

Recommendation

Approve Resolution No. 2021-10-27 (1) for the Purchase of IT equipment including laptops and peripherals.



TACOMA HOUSING AUTHORITY

RESOLUTION 2021-10-27 (1) (Purchase of IT Equipment)

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

WHEREAS, Tacoma Housing Authority "THA" requires most staff to work from home due to social distancing due to Covid 19, and

WHEREAS, THA plans to continue a remote working environment due to limited space, as well as proven efficiencies and productivity staff are demonstrating, and

WHEREAS, THA is experiencing significant delays in the delivery of IT, and

WHEREAS, it is possible ordering new equipment now could impact the 2021 budget if it arrives in 2021, and

WHEREAS, exceeding budget by more than \$50,000 requires a Board resolution; now, therefore, be it

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

The Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that the agency is authorized to spend up to an additional \$75,000 for IT equipment for 2021 in the event ordering the equipment now results in a 2021 delivery.

Approved: October 27, 2021

Stanley Rumbaugh, Chair

Resolution 2



TACOMA HOUSING AUTHORITY

RESOLUTION 2021-10-27 (2)

Date: October 27, 2021

To: THA Board of Commissioners

From: April Black
Executive Director

Re: James Center North/Aviva Crossing -Authorization to enter into a Purchase and Sale Agreement with Koz Development for Lot 1A and Mercy Housing for Lot 1B.

This resolution would authorize the Executive Director to negotiate and execute separate Purchase and Sale Agreements for the sale of Lots 1A and 1B of the James Center North/Aviva Crossing Master Plan to Koz Development and Mercy Housing, respectively.

Background

On August 23, 2017, the Tacoma Housing Authority's (THA) Board of Commissioners approved Resolution 2017-8-23 (4) authorizing THA's Executive Director to acquire the property known as James center North.

THA purchased the James Center North shopping center in October 2017 for the purpose of redeveloping the 7 acres into a mixed use, mixed income, transit-oriented development (TOD) site over the course of 10 years. RED conducted a community engagement process in 2018-2019 to develop the Master Plan and development guidelines for the site. There are currently five (5) parcels at the Center. THA is in the process of re-platting the property to allow for 8 parcels. Five (5) of these parcels will be used for housing. The other three will be used for commercial or common amenities. THA will retain one of the parcels for its own development and sell the other four parcels. In August 2021, CB Danforth listed the Phase 1 parcels for sale. The listing requested purchase price, experience, unit mix, target population and affordability provisions among other items. Three proposals were received respectively from BODE, Catherin Tamaro and joint proposal from Koz;/Mercy.

In August 2021, CB Danforth listed the Phase 1 parcels for sale. The listing requested purchase price, experience, unit mix, target population and affordability provisions among other items. THA's goals for the sale of property included the following:

- Housing affordable to households across the income spectrum. Ideally, we would like to see third party developers include housing affordable to families up to 80% of AMI so that THA is not the only developer providing affordable housing.

THA BOARD OF COMMISSIONERS RESOLUTION 2021-10-27 (2)

- Developers who would share THA's vision for the site and develop according to the master plan and design standards as well as those who share THA's goals of building community between the buildings and who would be good neighbors.
- Rent, utilities, and other required fees should not exceed 30% of the household income.
- Market rate sales price, or close to it, in order to help repay the debt on the property.
- Developers should have previous experience with the housing model proposed at Aviva Crossing.
- Developers should develop in a timely fashion

A summary of the proposals is in the table below:

Buyer Name	Mercy Housing	Koz	Bode	Catherine Tamaro
Price	\$750,000 Lot 1B	\$1,250,000 Lot 1A	\$1,935,000 1A & 1B	\$2,500,000 1A & 1B
Earnest Money	\$50,000 Prom Note (6%)	\$100,000 Prom Note (8%)	\$75,000 deposit at end of contingency period (3.8%)	\$50,000 deposit at end of contingency period / nonrefundable (2%)
Financing Contingency	Dec-22	Unspecified	Unspecified	THA will issue Tax-exempt private activity bonds.
Feasibility	sources and uses are based on recent comparisons. Will depend on 4%/9% availability/competitiveness.	28 weeks from mutual May 2022	90 days from mutual	21 days
Closing Date	Sep-23	Nov-22	60 days after contingency removal. Approx. March 2022	180 days after removal of Due Diligence contingency.
Construction Completion	Sep-24	Jul-24	18-24 months after permit. (approximately Q4 2024)	late 2024 (12 months after start)
Unit Count/Mix	70 units /31-1br/25-2 br/ 14-3br	239 units / 150-studios /45-1br / 44-2br	500-600 units- sizes 150 – 350 SF	No unit count / 3,4 and 5-bedroom units
Affordability	19units-30%AMI, 33units-40%AMI, 18units-60%AMI	60%-74% AMI	30% of household income for Pierce County	50% of the units at 50% of the area median income. 50% above Median.
Other	Asking for 19 rent vouchers			
Pros	Deep affordability from a trusted partner	Reliable partner with a proven track record in Tacoma	High residential density proposed	Highest price offered
Cons	Long lead time to construction, reliant on public	Design standards will need to be	Not known for developing affordable units.	Unpredictable partner with no new construction experience.

	funding Will need to coordinate with THA's development timeframe	closely reviewed	Too many micro units. May be hard to rent in a down economy which would impact occupancy.	THA may not be able to issue the bonds required for the project. She would have to compete in the regular 4% bond pool.
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Recommendation

Approve Resolution 2021-10-27 (2) authorizing the Executive Director to negotiate separate purchase and sale agreements for lots 1A and 1B identified in the James Center North/Aviva Crossing Master Plan and if those negotiations are successful, to execute contract(s) with Koz Development and Mercy Housing, for the sale of these lot(s).



TACOMA HOUSING AUTHORITY

RESOLUTION NO 2021-10-27 (2) **(James Center North/Aviva Crossing Sales of lot(s) 1A and 1B)**

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

WHEREAS, A resolution 2017-8-23 (4) authorized THA's Executive Director to purchase the property known as James Center North; and

WHEREAS, The resulting community engagement supported a master plan that included selling to multiple developers; and

WHEREAS, The sale of these parcels will facilitate the development of additional housing and commercial space on the property; and

WHEREAS, In August of 2021 THA requested proposals from interested buyers for the purchase of lots 1A and 1B of the master plan; and

WHEREAS, In September of 2021 THA received proposals from 4 interested buyers for the purchase of lots 1A and 1B of the master plan; and

WHEREAS, THA staff are recommending to begin negotiations with Koz Development for the purchase of Lot 1A and Mercy Housing for the purchase of Lot 1B; now, therefore, be it

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

THA's Executive Director is authorized to negotiate separate purchase and sale agreements for lots 1A and 1B identified in the James center North/Aviva Crossing Master Plan and if those negotiations are successful, to execute contract(s) with Koz Development and Mercy Housing respectively, for the sale of these lot(s).



TACOMA HOUSING AUTHORITY

Approved: October 27, 2021

Stanley Rumbaugh, Chair

Resolution 3



TACOMA HOUSING AUTHORITY

RESOLUTION 2021-10-27 (3)

Date: October 27, 2021

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Amendment to Foster Garvey Legal Services Contract

This resolution would authorize Tacoma Housing Authority's (THA) Executive Director to increase the amount of the contract with Foster Garvey Law PLLC from \$739,350.00 to \$939,350.00.

Background

On March 14, 2017, THA entered into a contract for legal services with Foster Pepper PLLC. The contract stipulates that each engagement under the contract will require a Letter of Engagement (LOE) detailing the Scope of Work and associated fees for services. Section 2.1 of the Contract also indicates that the contract amount "shall not exceed \$150,000 unless approved by the Board of Commissioners.

Approval of Resolution 2017-10-25 (1) increased the authorized contract amount by \$168,500.00 for a not to exceed total of \$316,350.00 for various development projects.

Approval of Resolution 2018-02-28 (4) increased the authorization contract amount by \$423,000.00 for a not to exceed total of \$739,350.00 for various development projects.

There were two other amendments since 2017 that extended the contract term.

At this time, THA would like to increase the total contract with Foster Garvey to include the fees associated with developing the approximately 230 units and commercial space associated with the Housing Hilltop project on either side of S. 11th Street.

This resolution will allow THA to increase the total contract with Foster Garvey PLLC by \$200,000.00 to include fees associated with on-going Hillside Housing Development activities and other development activities. The new contract not to exceed total will be \$939,350.00. The proposed increase will be funded from THA development sources.

Recommendation

Authorize THA's Executive Director to increase the contract amount with Foster Garvey by \$200,000.00 for a total not-to-exceed amount of \$939,350.00



TACOMA HOUSING AUTHORITY

RESOLUTION 2021-10-27 (3) (Amendment #5 to contract with Foster Garvey PLLC)

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

Whereas, On March 14, 2017, THA's Executive Director entered into contract for legal services with Foster Pepper PLLC, doing business as Foster Garvey PLLC since 2019 in an amount not to exceed \$150,000.00 unless approved by the Board of Commissioners; and

Whereas, THA Board Resolution 2017-10-25 (1) increased the authorization contract amount by \$168,500.00, for a not to exceed \$ 316,350.00 for various development projects; and

Whereas, THA Board Resolution 2018-02-28 (4) increased the authorized contact amount by \$423,000, for a not to exceed of \$739,350.00; and

Whereas, THA would like to amend the total contract amount for work associated with the Housing Hilltop development to include fees associated with on-going development activities, including the financing of the development, negotiating with investors and lenders and bond issuance; now, therefore, be it

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

Authorize THA's Executive Director to increase the contract amount with Foster Garvey PLLC by \$200,000.00 for a total not-to-exceed amount of \$939,350.00.

Approved: October 27, 2021

Stanley Rumbaugh, Chair