



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

AUGUST 28, 2024



**Tacoma
Housing
Authority**

ANNUAL MEETING

BOARD OF COMMISSIONERS

AUGUST 28, 2024

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold an Annual Meeting on **Wednesday, August 28, 2024, at 4:45 pm via Zoom and at 902 S L Street, Tacoma, WA 98405.**

<https://us02web.zoom.us/j/86218780192> | **Meeting ID:** 862 1878 0192 | **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 5 days prior to meeting, the Public Meeting Notice was mailed/emailed before:

City of Tacoma	747 Market Street, Room 800 Tacoma, WA 98402	CityClerk@cityoftacoma.com
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	tips@q13fox.com
KSTW-TV/CW 11	1715 East Madison Street Seattle, WA 98122	cw11@kstwtv.com
KNKX	930 Broadway Tacoma, WA 98402	info@knkx.org
Tacoma News Tribune	2602 S. 38th Street, Suite A PMB3 Tacoma, WA 98409	newstips@thenewstribune.com

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

Sha Peterson
Executive Initiatives Officer

902 SOUTH L STREET, SUITE 2A | TACOMA, WASHINGTON 98405-4037

Phone 253-207-4400 | Fax 253-207-4440 | www.tacomahousing.org



AGENDA

TACOMA HOUSING AUTHORITY BOARD OF COMMISSIONERS ANNUAL MEETING AUGUST 28, 2024, 4:45 PM

902 South L Street, Tacoma, WA 98405, 2nd Floor Conference Room

ZOOM: <https://us02web.zoom.us/j/86218780192> / MEETING ID: 862 1878 0192

DIAL: (253) 215-8782

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ANNUAL MEETING**
 - 3.1 **ELECTION OF OFFICERS**
 - 3.1.1 Nomination and Vote for Chair of the Board of Commissioners
 - 3.1.2 Nomination and Vote for Vice Chair of the Board of Commissioners
 - 3.2 **APPOINTMENT TO STANDING BOARD COMMITTEES**
 - 3.2.1 Real Estate Development Committee
 - 3.2.2 Finance Committee
 - 3.2.3 Community Partnerships and Advocacy Committee
 - 3.2.4 Education, Housing, Services and Partnerships Committee
 - 3.2.5 Diversity, Equity, and Inclusion Committee
4. **REVIEW OF BY-LAWS**
5. **COMMISSIONER ANNUAL CERTIFICATION**
6. **APPROVAL OF MINUTES**
 - 6.1. Minutes of June 26, 2024—Regular Session
7. **GUEST COMMENTS**
8. **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, Inclusion, and Belonging Committee

9. FINANCE REPORT

9.1. Ratifying Cash Disbursement for June 2024

9.2. Ratifying Cash Disbursement for July 2024

10. AGENCY MONTHLY REPORT

11. NEW BUSINESS

- 11.1 2024-08-28 (1) Adopt THA New Procurement Policy
- 11.2 2024-08-28 (2) Contract with Du & Associates
- 11.3 2024-08-28 (3) Salishan-Hillside Phase 1 LLL
- 11.4 2024-08-28 (4) Hillsdale Heights Parcel Sale to Bridge Meadows
- 11.5 2024-08-28 (5) AVIVA RFP Awarded to Related NW

- 11.6 2024-08-28 (6) Extension of Project Based Voucher Contract Rialto Apartments

- 11.7 2024-08-28 (7) Extension of Project Based Voucher Contract Guadalupe Vista

- 11.8 2024-08-28 (8) Extension of Project Based Voucher Contract Randall Townsend

- 11.9 2024-08-28 (9) Authorized Signers for Financial Institution Accounts

12. COMMENTS FROM THE COMMISSIONERS

13. ADJOURNMENT



TACOMA HOUSING AUTHORITY

MINUTES



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION
WEDNESDAY, JUNE 26, 2024

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA 98405 at 4:45 pm on Wednesday, June 26, 2024.

1. CALL TO ORDER

Chair Hodge called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:52 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Dr. Minh-Anh Hodge	
Vice Chair Derek Young	
Commissioner Stanley Rumbaugh (arrived late at 4:58 pm)	
	Commissioner Michael Purter
	Commissioner Shennetta Smith
STAFF	
April Black, Executive Director	
Aley Thompson, Deputy Executive Director	
Sha Peterson, Executive Initiatives Officer	
Adam Ydstie, Policy, Innovation, and Evaluation Director	
Amber Prentice, Rental Assistance Director	
Cacey Hanauer, Client Support and Empowerment Director	
Ken Short, Asset Management and Real Estate Development Director	
Lynette Scott, Interim Human Resources Director	
Marquis Jenkins, Property Management Director	
Richard Deitz, Finance Director	
William Morse, Director/CIO	

Chair Hodge declared there was a quorum present at 4:53 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Hodge asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, May 22, 2024. Commissioner Rumbaugh moved to adopt the minutes. Vice Chair Young seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT COMMITTEE—COMMISSIONER RUMBAUGH, COMMISSIONER SMITH

The committee met on Friday and discussed Housing Hilltop updates, Aviva Crossing and Hillsdale Height. The committee also went over the 2025 Goals which will be discussed at subcommittee meetings before bringing the presentation to the full Board. Lastly, the committee discussed potential acquisitions in the pipeline.

FINANCE AND AUDIT COMMITTEE—CHAIR HODGE, VICE CHAIR YOUNG

The committee did not meet.

COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—COMMISSIONER PURTER, COMMISSIONER SMITH

Committee members were not in attendance.

EDUCATION, HOUSING SERVICES AND PARTNERSHIPS COMMITTEE—CHAIR HODGE, VICE CHAIR YOUNG

The committee did not meet.

DIVERSITY, EQUITY, INCLUSION AND BELONGING COMMITTEE—CHAIR HODGE, COMMISSIONER SMITH

Chair Hodge met with DEIB Strategic Advisor Priya Saxena and University of Washington-Tacoma (UWT) to discuss potential consultation for professional development for the Board and Leadership team. They

also discussed the direction to follow and goals with UWT. Priya will talk to the committee to see how to move forward.

6. FINANCE REPORT

FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report. Cash Report will not be available for May and not sure what will be presented in August. Total balance is at \$36.6M which is down from prior month. Cash Held is at \$9.9M down \$450k. Unrestricted is at \$13.1M up \$860k.

6.1 RATIFYING CASH DISBURSEMENT FOR MAY 2024

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$7,397,803 for the month of May 2024. Vice Chair Young seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

7. AGENCY MONTHLY REPORT

The Tacoma Housing Authority (THA) has achieved a significant milestone with the Hilltop South project, receiving the Certificate of Occupancy and welcoming the first resident on June 10, 2024. The townhomes are expected to be fully occupied by this Friday, and a Ribbon Cutting ceremony is scheduled for Saturday, August 3rd, tailored to be more community inclusive.

Concurrently, THA staff are diligently addressing challenges at Aviva Crossing, engaging in extensive negotiations for easement work on the adjacent parcel. They are proactively developing contingency plans to ensure the realization of affordable housing on the site.

The resyndication process for Hillside 2300 and Sals 1, 2, and 3 is in progress, with upcoming meetings to discuss staff requirements for temporary relocations. The search for public funding sources has also commenced.

Efforts are intensifying on the Hillsdale Heights project, with a primary focus on establishing Bridge Meadows for intergenerational living by 2026.

The Yardi implementation is progressing smoothly, entering Phase 2 amidst positive feedback. The staff's participation in a Yardi conference this fall is anticipated.

On the leasing front, THA staff are tirelessly working to house individuals through voucher and portfolio programs. A recent finance analysis confirmed the current payment standards, with a follow-up analysis planned for January.

The Client Support and Empowerment team is actively developing summer programs at THA properties, aiming to support youth with on-site activities and free lunches. Additionally, they are exploring a new financing program to further empower the community.

8. NEW BUSINESS

8.1 RESOLUTION 2024-06-26 (1), PIONEER HUMAN SERVICES ST. HELENS & EXLEY APARTMENTS-PROJECT BASED VOUCHER HAP CONTRACT

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

WHEREAS, Pioneer Human Services St. Helens & Exley Apartments project will maintain 14 units of affordable housing; and

WHEREAS, Pioneer Human Services St. Helens & Exley Apartments project will house very-low-income households in our community; and

WHEREAS, THA has underutilized HCV vouchers available; 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 execute a Housing Assistance Payment (HAP) contract with Pioneer Human Services St. Helens & Exley Apartments Project.

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

Upon roll call, the vote was as follows:

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

Motion approved: June 26, 2024

Dr. Minh-Anh Hodge, Chair

8.2 RESOLUTION 2024-06-26 (2), JAMES CENTER NORTH/AVIVA CROSSING COST SHARE

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

WHEREAS, THA is facilitating the development of several parcels at James Center North / Aviva Crossing to be developed as affordable housing; and

WHEREAS, the development of those parcels requires numerous infrastructure improvements, including the upgrade and realignment of the utilities on site and on neighboring properties; and

WHEREAS, THA's support of those improvements enables affordable rents on site through cost efficiencies of combined scopes of work and financial contributions; now, therefore, be it

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

Tacoma Housing Authority's (THA) Executive Director is authorized to *negotiate and enter into a cost share agreement with development partners at Aviva Crossing, with THA commitments to total no more than \$5 million.*

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

Upon roll call, the vote was as follows:

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

Motion approved: June 26, 2024

Dr. Minh-Anh Hodge, Chair

8.3 RESOLUTION 2024-06-26 (3), COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT WITH OPEIU

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

WHEREAS, the July 1, 2023 – June 30, 2026, Collective Bargaining Agreement between THA and OPEIU requires annual wage reopeners as specified in Schedule A, Annual Wage Increases; and

WHEREAS, OPEIU gave timely notice to THA to reopen negotiations for Schedule A, Annual Wage Increases; and

WHEREAS, THA and OPEIU have reached an agreement regarding a wage increase; ensuring compliance with the CBA; and

WHEREAS, OPEIU has signed the attached MOU; now, therefore, be it

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

1. In summary, allow:
 - a. A 3% across-the-board wage increase effective July 6, 2024.
 - b. A 3% increase to the wage schedule effective July 6, 2024.
 - c. A \$1.00 per hour increase to Lead pay effective July 6, 2024.
2. That this resolution shall take effect immediately upon its adoption and approval.

Commissioner Rumbaugh motioned to approve the resolution. Vice Chair seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved: June 26, 2024

Dr. Minh-Anh Hodge, Chair

8.4 RESOLUTION 2024-06-26 (4), COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT WITH THE TRADES COUNCIL

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

WHEREAS, the June 1, 2023 – May 31, 2026, Collective Bargaining Agreement between THA and Trades Council requires annual wage reopeners as specified in Schedule A, Annual Wage Increases; and

WHEREAS, Trades Council gave timely notice to THA to reopen negotiations for Schedule A, Annual Wage Increases; and

WHEREAS, THA and Trades Council have reached an agreement regarding a wage increase; ensuring compliance with the CBA; and

WHEREAS, Trades Council has signed the attached MOU; now, therefore, be it

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

3. In summary, allow:
 - d. A 3% across-the-board increase effective June 8, 2024.
 - e. A 3% increase to the wage schedule effective June 8, 2024.
 - f. A \$1.00 per hour increase to Lead pay effective June 8, 2024.
4. That this resolution shall take effect immediately upon its adoption and approval.

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

Upon roll call, the vote was as follows:

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

Motion approved: June 26, 2024

Dr. Minh-Anh Hodge, Chair

9. COMMENTS FROM COMMISSIONERS

Chair Hodge thanked ED Black and staff for their dedication to the work every day.

10. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:29 pm.

APPROVED AS CORRECT

Adopted: July 24, 2024

Derek Young, Chair



**Tacoma
Housing
Authority**

Real Estate Development Committee

Commissioner Stanley Rumbaugh
Commissioner Shennetta Smith

Finance Committee

Chair Minh-Anh Hodge
Vice Chair Derek Young

Community Partnerships and Advocacy Committee

Commissioner Pastor Michael Purter
Commissioner Shennetta Smith

Education, Housing, Services and Partnerships Committee

Chair Minh-Anh Hodge
Vice Chair Young

Diversity, Equity and Inclusion Committee

Chair Minh-Anh Hodge
Commissioner Shennetta Smith



TACOMA HOUSING AUTHORITY

FINANCE REPORT



MOTION

Date: August 28, 2024

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$8,656,491 for the month of June 2024.

Approved: August 28, 2024

Derek Young, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of June 2024

	Check Numbers		From	To	From	To	From	To
	From	To						
	A/P Checking		SAL 7 Checking		THDG Checking			
Checks	97,258	- 97,315	1,008	- 1,008	10,254	- 10,259		
Wire/EFT	5	- 21	-	-	-	-		
ACHs	3,051	- 3,162	107	- 115	-	-		
Business Support Center					594,300			
Moving To Work Support Center					113,392			
Moving To Work Buildings (used by Support Center)					38,806			Program Support
Tax Credit Program Support Center					10,909			
Support Center Allocation					392,540			
Section 8 Programs					73,165			Section 8 Operations
Arlington Crisis Residential Center					78			
Highland Crest Apts					854			
James Center					854,982			
North Highland Court Apts					307			Property Operations
Outrigger					372			
Salishan 7					25,837			
Alberta J Canada Bldg					591			
THDG - General					3,175			THDG
James Center					7,065			
Hillsdale Heights					950			Development
Bus Development Activity					72			
CS General Business Activities					2,336			
Department of Commerce Funding for Crisis Residential Center					351,095			
Community Services MTW Fund					6,904			Client Support
COT-Community Wellness Program					1,350			
AMP 6 - Scattered Sites					12			Public Housing
THA SUBTOTAL					2,479,092			
Hillside Terrace 2 & 1500					1,484			
Bay Terrace I & II & Community Facility					5,589			
Housing Hilltop LLLP					24,245			
Arlington Youth Campus					2,290			Tax Credit Projects - Reimbursable
Court F (The Rise)					2,315			
Renew Tacoma Housing					17,247			
Salishan 1 - Salishan 6					16,611			
Tax Credit Property Allocations					16,620			
TAX CREDIT SUBTOTAL (Operations & Development - billable)					86,400			2,565,492
Section 8 Checking Account (HAP Payments)								
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s	488,492	-	488,626	218,682			
	ACHs	43,969	-	44,924	4,632,649			\$ 4,851,330
Payroll & Payroll Fees - ADP	EFT	3	-	4				\$ 1,239,668
TOTAL DISBURSEMENTS								\$ 8,656,491



MOTION

Date: August 28, 2024

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$7,682,116 for the month of July 2024.

Approved: August 28, 2024

Derek Young, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of July 2024

	Check Numbers		From	To	From	To	From	To	
	From	To							From
	Amount				Totals				
	A/P Checking		SAL 7 Checking		THDG Checking				
Checks	97,316	- 97,357	1,009	- 1,010	10,260	- 10,266			
Wire/EFT	22	- 33	-	-	-	-			
ACHs	3,163	3,243	116	- 124	-	-			
Business Support Center					926,433				
Moving To Work Support Center					118,196				
Moving To Work Buildings (used by Support Center)					45,704		Program Support		
Tax Credit Program Support Center					36,730				
Support Center Allocation					10,093				
Section 8 Programs					76,333		Section 8 Operations		
James Center					5,055		Property Operations		
Salishan 7					32,380				
THDG - General					4,959		THDG		
Hillsdale Heights					475		Development		
Bus Development Activity					36				
CS General Business Activities					2,294				
Department of Commerce Funding for Crisis Residential Center					54,286				
Community Services MTW Fund					4,181		Client Support		
FSS Forfeitures - FSS Client Support					100				
COT-Community Wellness Program					375				
AMP 6 - Scattered Sites					1,203		Public Housing		
AMP 9 - HT 1500 - Subsidy					897				
THA SUBTOTAL					1,319,728				
Hillside Terrace 2 & 1500					4,677				
Bay Terrace I & II & Community Facility					10,477				
Housing Hilltop LLLP					146,908				
Arlington Youth Campus					4,754		Tax Credit Projects - Reimbursable		
Court F (The Rise)					8,398				
Renew Tacoma Housing					31,257				
Salishan 1 - Salishan 6					7,523				
Tax Credit Property Allocations					4,496				
TAX CREDIT SUBTOTAL (Operations & Development - billable)					218,490		1,538,218		
Section 8 Checking Account (HAP Payments)									
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s	488,627	- 488,730	175,492					
	ACHs	44,921	- 45,873	4,724,684		\$ 4,900,176			
Payroll & Payroll Fees - ADP	EFT	5	- 6			\$ 1,243,722			
TOTAL DISBURSEMENTS							\$ 7,682,116		

TACOMA HOUSING AUTHORITY

CASH POSITION - July 2024

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	4,194,372	3.00%
Section 8 Checking	11,326,312	3.00%
THA Affordable Housing Proceeds-Salishan	-	3.00%
THA Scattered Sites Proceeds	5,855,652	3.00%
FSS Escrows	128,713	3.00%
FSS Forfeitures	60,789	3.00%
Note Fund Account	107	3.00%
THDG - Tacoma Housing Development Group	969,962	3.00%
Salishan 7 Operations	1,679,700	3.00%
Salishan 7 Security Deposit	32,481	3.00%
Salishan 7 Replacement Reserve	709,054	3.00%
Salishan 7 Operating Reserve	212,593	3.00%
North Highland Operations	110,991	3.00%
North Highland Security Deposit	31,482	3.00%
North Highland Capital Reserve	410,308	3.00%
Highland Crest Operations	1,163,626	3.00%
Highland Crest Replacement Reserve	431,174	3.00%
Highland Crest Security Deposit	39,606	3.00%
Outrigger Operations	705,522	3.00%
Outrigger Replacement Reserve	379,979	3.00%
Outrigger Security Deposit	26,593	3.00%
Prairie Oaks Operations	194,732	3.00%
Prairie Oaks Replacement Reserve	-	3.00%
Prairie Oaks Security Deposit	-	3.00%
Payroll Account	34,171	3.00%
HOME STREET BANK		
James Center North Operations	448,886	0.00%
James Center North Security Deposit	79,362	0.00%
WASHINGTON STATE		
Investment Pool	\$ 9,010,998	5.41%
1. TOTAL THA CASH BALANCE	\$ 38,237,167	
3. MTW Cash Held By HUD	\$ 5,789,279	



TACOMA HOUSING AUTHORITY

AGENCY MONTHLY REPORT



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: April Black, Executive Director
Date: August 28, 2024
Re: Agency Monthly Report

THA's Mission

We provide high quality, stable and sustainable housing and supportive services to people in need. It does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive and just.

In this report you will find our agency highlights for the month of August. The agency updates are categorized as they relate to our long-term goals:

- Increase the amount of available housing for low-income families
- Increase housing access and stability
- Embed principles of diversity, equity, inclusion and belonging (DEIB) in THA's program, culture, and priorities
- Make THA a great place to work

Every person at THA contributes to our work and is integral to fulfilling our mission. This report represents just a small percentage of the work our team does in service to our community.

TABLE OF CONTENTS

Table of Contents.....2

Increase the amount of Affordable Housing for low income families2

Increase Housing access and Stability3

Embed principles of diversity, equity, inclusion, and belonging (DEIB) in THA’s programs, culture, and priorities.....7

Make THA a great place to work10

A Look Ahead: SEPTEMBER BOARD FOCUS12

Advocacy Items.....12

INCREASE THE AMOUNT OF AFFORDABLE HOUSING FOR LOW INCOME FAMILIES

Housing Hilltop

- o The South building was 27% occupied (18 regular apartments and 7 PBS apartments) as of 8/12/24 but progress is challenging. A large percentage of the potential candidates are substantially under income and can't qualify for the 50% or 60% apartments. Marketing throughout Tacoma and Pierce County is being improved to help increase the amount of qualified traffic. FPI has added the services of a marketing specialist to the team, and she has already identified several areas that need improvement, which will improve our web presence. These recommendations are being implemented immediately. We are also exploring and/or implementing numerous other options to increase the lease up pace which includes items such as concessions, referral fees, adding additional PBS units at lower AMI levels, waiving application fees, reducing rents, etc. Based on feedback from THA, FPI is also providing additional sales training to the site team and making staffing changes.

- o Update on South commercial leasing. There are six interested parties that responded to the RFP. The proposals have been partially scored by a committee that includes both THA and community representatives. However, additional financial data has been requested from several of the candidates and the final scores will be calculated by August 16th. Interviews with the candidates will take place the week of August 19th and tenants will be selected by September 2nd.

Aviva

- o Mercy ground lease was executed on 8/9/24 and cost sharing document is currently being revised. Mercy will begin site utility work in the coming weeks.
- o Koz continues to move forward with their project but are not expected to break ground for several months.
- o Parcel A RFP has been closed out and a resolution is being submitted to partner with Related NW on the redevelopment of this parcel. Additional details on the project are listed in the resolution.
- o The utility infrastructure work for the site is going to result in a public works project and efforts are underway to hire a consultant to assist.

Hillside 2300 & Sals 1 - 3

- o Resident meetings have taken place and property inspections were completed in early August. Inspection data will be compiled/analyzed during the month of August. Once that process is completed, the scope of work for the project will be developed and intern meetings will take place to review and revise as needed. THA team members are also meeting with Brawner to discuss various funding options to ensure we take advantage of as many sources as possible to allow a robust scope of work to be completed.

Hillsdale Heights

- o Resolution being presented to the Board in August to move forward with the Bridge Meadows partnership.
- o THA is taking several steps to avoid the pitfalls we've experienced at Aviva. All infrastructure work will be the responsibility of the development partners. This is clearly stated in the board resolution and will also be incorporated into PSA's and all other relevant documents.

INCREASE HOUSING ACCESS AND STABILITY

Yardi Implementation

Phase I of the Yardi Implementation was completed when the last financial data with outstanding balances was loaded into the system. While this is a big milestone for

the agency, much work still needs to be done as processes continue to be refined and established in the new system. This will take several more months, likely stretching to the end of the year to complete.

However, the agency now has largely wound down the use of external consultants and has moved management of Yardi issues from a triage system to the standard THA IT ticketing system, RemedyForce. Both developments are a sign of progress in the use of Yardi.

Several components of Phase II of the Yardi implementation have been underway in the initiation and testing process for several months now. A number of those items, such as RFTA, should be going live soon. We are also in the planning phase for Phase II for contracts and purchasing culminating in the deployment of marketplaces where people can purchase items right from Yardi. This will begin the agency's move to purchase orders and will eventually provide personnel with an easy-to-use portal to buy their most commonly needed items. Additionally, we will be beginning the planning phase of the Budget and Forecasting module next year.

Finally, the department is also in the planning phase for two large projects to begin next year: the electronic documents project and the data warehouse project. The purpose of the electronic documents project is to move THA to electronic processing and away from paper. First up will be to ensure that all processes are electronic first. After that, we will look at legacy documents.

The data warehouse project will focus first on legacy systems so that we can shut those down and begin recouping savings from our move to Yardi. While we are working on that project, we will begin looking at the agency's key performance indicators in light of the agency's goals. Yardi and all other THA administrative systems will also have their data in the data warehouse making it a unique resource for planning and evaluation.

THA has made enormous progress over these last few years. We have much still to do, but the potential these efforts will realize will be unique amongst our PHA peers.

Portfolio and Voucher Activities

This has been the season of all things inspections. The team has completed its final WSHFC NSPIRE inspections at its Salishan 1 and RENEW Tacoma (9 properties) locations. All corrections have been completed. Both external inspectors and PM staff are adjusting and learning the new NSPIRE method. All PM Managers and Maintenance

leads have completed the training and are certified in NSPIRE. We just received notice of our REAC NSPIRE inspection for Hillside 1500 which will take place at the end of the month.

As we prepare for resyndication, Brawner and the PM team have held informational sessions last month at Hillside 2300 and Salishan for Sals 1-3. Inspections for every unit at Hillside 2300 was completed last week and for every unit in Sals 1-3 will be completed this week.

The PM team continue to work hard on rent collection. PM in coordination with CSE will be working on additional outreach efforts to help encourage rent payment, these efforts will start in August. There will be more focus on outreach efforts to include face to face conversations about the importance of rent payments.

PM facilitated 18 new lease ups for July increasing occupancy to 95%. These efforts are the result of continued collaboration between Property Management, Rental Assistance and Compliance staff. Overall utilization across all programs is at 95.4%.

Rental Assistance staff have focused efforts to ensure folks on the waitlist get registered for the Rent Cafe portal. 40% of households on the waitlist have registered. This tells us folks are still interested in our programs and are providing updated contact information.

This month Rental Assistance will be seeking approval to extend 3 project-based contracts ensuring the combined 99 units remain affordable and accessible to low-income families in the community.

Summer Programming

Summer programming wrapped up the second week of August. We are still collecting data from partners and programs, but families at THA properties attended more than 1,300 hours of activities on site. Some examples of programming and activities include an end of school BBQ, Skyhawks camps, Film Camp, and Greentrike Social Emotional Learning day camp.

National Night Out

THA staff and partners worked hard to put on two National Night out Events this year, one at Salishan and one on the G St. corridor. Both events were well attended and centered on families connecting to each other over food and sharing resources. Numbers are still be gathered, and we expect to share them in the September Board packet.

Empower Community Members

One of CSE's main goals is to empower community members to engage with their neighbors and community. We know that empowered communities are safe, full of joy, more prosperous and thriving. A tenant at The Rise has been hard at work advocating for herself, her community and her neighbors. We wanted to share an email she recently sent to staff outlining her work:

Hi Trish & Kristine!

I hope this message finds you BOTH well!

I am reaching out to you BOTH to share how "the walk" went...it was phenomenal! You JUST missed him! But he did want to speak with you BOTH! He witnessed the crosswalk situation by standing on the corner of our building. We just happened to be chatting there and my (our) neighbors are AWESOME! With NO coordination, they were crossing the street, reiterating and demonstrating the need...it was SO effective and something unplanned that worked in my (our) favor. He also mentioned that he put in a request to Public Works and is going to PERSONALLY see that the crosswalk is put in and that it would be on the WHOLE block in ALL directions, as well as down S G St to the other THA properties!

Overall, it was AMAZING! He did his research and asked if Justin & I were "displaced" from "the flood." He knew about "the flood!" He is a fantastic leader...and I am SO grateful to be working WITH him. I asked if he needed anything more on my (our) part, like for public comment and/or a petition. He shared that we are not at that point yet, but that it may be needed. I told him NO PROBLEM, and he was SO excited about that.

Also, I was able to talk to him about the Blue Zone Initiative taking place in Parkland/Spanaway that I would like to see include Tacoma! And he had the same sentiment. So, I shared with him that I am willing to put in some work and that I had other ideas and plans that fit in with the Blue Zone Movement and he asked if I would consider working with him. Of course, I said "Yes!" but then I was like you can't give me money though, I don't do well with that...I also made a joke that if he scratched my back that I would scratch his...in that I'm in the business of favor for favor...he got the "dumb" joke and was totally down with that 😊

I am SO excited AND motivated! Life is vibing so bright! I am so humbled and grateful to share THIS experience with you BOTH and to have your support!

Lastly, I will be sending Deputy Mayor Hines an email with you BOTH included, as he wanted to speak with BOTH of you as well. So, I agreed to make the connection. I will be sending the email from my GMAIL account, since that is the email he has for me.

Again, I hope that this message finds you BOTH well AND enjoying the rest of your week! Thanks for allowing me to share ALL OF THIS with you BOTH!

The State of Atlanta's Department of Behavioral Health

THA has been invited to speak at a conference for the state of Atlanta's Department of Behavioral Health in October. We will be there to talk about the good work at Arlington Drive, including the efforts to get the campus built, to find and sustain operational funding, and to bring in program partners who are leading innovative work with homeless young people.

Finally, the TRAC Board, THA's resident advisory board, held their annual picnic at People's Park. THA staff work alongside residents to support this event every year by helping to plan, purchasing, cooking and serving food, setting up and cleaning up. This year was a huge success engaging and feeding more than 100 people! Huge "kudos" to the TRAC board, to Property Management staff who helped to set up, serve and breakdown, and CSE staff who were there with residents at every turn.

EMBED PRINCIPLES OF DIVERSITY, EQUITY, INCLUSION, AND BELONGING (DEIB) IN THA'S PROGRAMS, CULTURE, AND PRIORITIES

Workplace Attire and Assigned Uniforms Policy

The DEIB Strategic Advisor is updating THA's Workplace Attire and Assigned Uniforms ("dress code") policy. The goal for the new policy is to set clear standards for assigned uniforms and styles of attire. The policy has four values: safety, approachability, authenticity, and representing THA. Updating this policy has been a collaborative and inclusive effort. Priya started by holding conversations with members of the Leadership Team to understand current culture around workplace attire and the different roles employees at THA typically play on a day-to-day basis. Priya shared a first draft of the policy with the Leadership Team and DEIB Steering Committee for their questions and feedback. With a second draft, Priya started joining employees at

their regular Department meetings. The purpose of joining Department meetings has been to share the draft policy, answer employee questions, and gather feedback. Most employees approve of the draft policy. They appreciate the clear standards, language about authentic gender and cultural expression, and that it mirrors current culture around dress and presentation. After staff engagement the policy will undergo legal review and review by our Unions. The final policy will be shared with employees and managers will be required to attend learning sessions to understand the new policy and enforcement standards.

DEIB Learning and Practice Proposal

The DEIB Strategic Advisor has been working on creating a plan to increase the number of employees who are trained in how to use a DEIB lens in their day-to-day work, build a group of “DEIB Champions” who can support department-specific and agency-wide DEIB initiatives along with broader agency-wide adoption of DEIB principles and culture, and create opportunities for employees to foster a sense of belonging across the agency.

For the last several years, the DEIB Steering Committee has been a key partner in related efforts; members have devoted time, energy, and knowledge to crafting agency goals. And without their work, THA would not be at this stage for growth and expansion.

To understand where there are gaps in progress and opportunities for expansion, the DEIB Strategic Advisor held on one-on-one conversations with former and current DEIB Steering Committee members and equity advisors from Home Forward, City of Tacoma, Tacoma-Pierce County Public Health Department, and Metro Parks Tacoma. Their reflections, experiences, and guidance informed a new proposal for DEIB Learning and Practice at THA. This proposal has been in development for several months and has included multiple rounds of feedback from the DEIB Steering Committee and Leadership Team.

The new proposal comprises two pieces. First, launching a DEIB Learning Cohort Program; a short-term professional opportunity for employees to learn how to embed a DEIB lens in their day-to-day work. And second, facilitating a DEIB Practice Group; a longer-term opportunity for those who wish to contribute to agency-wide or department-specific initiatives. The DEIB Strategic Advisor is currently holding conversations with THA employees to share the proposal and gather feedback to

ensure the new proposal meets employees where they are in terms of interest and capacity.

A final version of the DEIB Learning and Practice proposal will be ready by early September. If the DEIB Steering Committee votes to recommend it for approval to the Leadership Team and the Leadership Team approves the proposal, planning and implementation will begin in Winter 2024. The goal is to launch the new vision in Spring 2025.

Physical Accessibility Audit

THA has received a first draft of the Physical Accessibility Audit deliverables. This includes an analysis of the all-staff survey and action plans for THA Headquarters, the Family Investment Center, and Bay Terrace. We are requesting several edits to these deliverables. When the deliverables are finalized, Direct Access will give a presentation to the Leadership Team and employees who were involved in the RFP selection process. Following that presentation, the DEIB Strategic Advisor and AMRED Director will meet with several members of the RFP selection team to review the action plan findings and get input on which items to prioritize.

Procurement Policy Update

In an effort to increase accessibility and reduce barriers to contracting with THA, the PIE Contracts Team has worked with Stoel & Rives LLP to update and improve the procurement policy. We are hoping to adopt the new procurement policy this month.

Summary of Changes:

- **Job Order Contracting Method:** The new policy introduces the Job Order Contracting Method for non-federal public works projects, allowing THA to award master contracts with vendors for up to three years, with a maximum work order amount of \$500,000 and a total of \$4 million per year.
- **Small Works and Limited Works Roster Changes:** Starting July 1, 2024, the limited works roster will be discontinued, and the MRSC roster will be the officially sanctioned statewide roster. The Small Works Roster can be used for contracts up to \$350,000 for non-federal projects and between \$150,000 and \$250,000 for federally funded projects.

- **MWBE Utilization Plan:** THA will follow a small, minority, women, and veteran-owned business utilization plan, more detailed guidance on this plan will be drafted by legal soon.
- **Direct Contracting Guidelines:** From July 1, 2024, if the Small Works Roster includes 6 or more OMWBE certified businesses THA will directly contract with one of those small businesses for non-federal contracts under \$150,000. For five or fewer contractors, THA has the option to contract directly.
- **Public Works Bonding and Retainage:** For contracts between \$50,000 and \$150,000, THA may withhold 10% retainage instead of requiring performance and payment bonds. For contracts under \$5,000, neither performance nor payment bonds are required.

MAKE THA A GREAT PLACE TO WORK

Mid-Year Employee Appreciation Celebration

The mid-year employee appreciation celebration was a resounding success, thanks to the hard work and dedication of the committee. Members of the committee continue to receive thanks and kudos for the wonderful event they organized. The maintenance team also deserves recognition for their assistance and quick work. New vendors were hired this year, and they were so well received that we anticipate having them back next year.

Popcorn Wednesday

The Wednesday popcorn event has been put on hold until September due to necessary trainings and staff retreats, but the committee is using this time to perfect their popcorn culinary skills.

Employee Pulse Survey

The HR team worked with Archbright Consulting to complete the Spring Employee Pulse Survey. We heard from a record breaking 111 THA employees; more than double the number of employees who responded in winter 2023.

We learned that most THA employees feel valued, understand their role's importance, and take pride in our work. And while overall satisfaction is high, there is always room for continued growth.

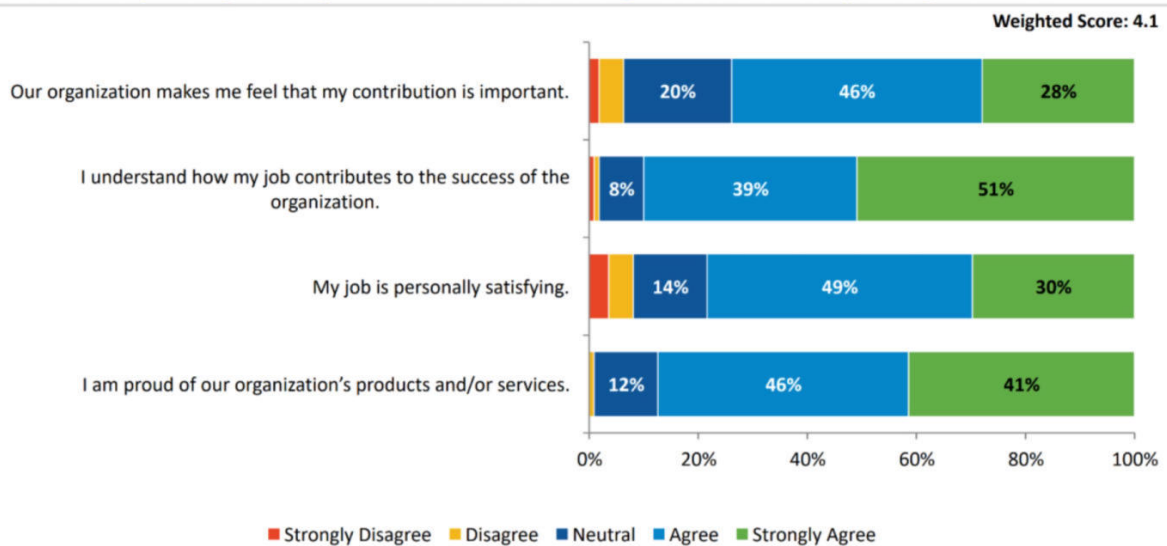
Feedback and Action Plan: Employees had the opportunity to share open-ended comments and recommendations. Here's what we heard and how we're planning to respond.

- **Employees requested we bring back special recognition practices:** We hear you! Special Recognition Awards (SRAs) will be reinstated in August. Supervisors can nominate employees for outstanding performance back to January 1st. Decisions about SRAs and merit increases for 2025 will be made during the 2025 budget process.
- **Employees appreciate communication from the Leadership Team and would like more opportunities to engage and team build across the agency:** To enhance cross-departmental collaboration and engagement, we will provide more opportunities for staff to connect and improve transparency in our processes and policies. We are committed to fostering a more inclusive work environment.
- **Employees would like to have more opportunities to understand the benefits we offer:** To help employees better understand the benefits they receive the HR department holds monthly benefit enrollment meetings for new hires and will host a Benefits Fair during open enrollment.
- **Employees are interested in having more opportunities for professional development and training:** The leadership/management team will increase communication around training opportunities for all employees. The management team will be seeking your feedback about tailoring training to meet departmental needs. We encourage employees to communicate directly with their supervisors about additional job training needs or professional development requests.

Here are a few things we learned from the survey questions:

- 90 % of employees understand how their job contributes to the agency's success; unchanged from the winter 2023 pulse survey.
- 87 % of employees are proud of what THA does to serve our communities; this is a 3-percentage point increase from 2023.
- 84 % of employees believe THA is a good place to work; this is a 4-percentage point increase from 2023.

Please indicate your degree of agreement with the following statements about your organization:



A LOOK AHEAD: SEPTEMBER BOARD FOCUS

Our September Board meeting will be focused on phase 2 annual planning.

ADVOCACY ITEMS

Housing Hilltop South Commercial

We have narrowed the candidate pool to 5 finalists. They have all been scored by THA and external partners (City of Tacoma, HAC, Black Collective). An internal THA interview team composed of Nicholas Carr, Ken Short, Aley Thompson, Priya Saxena, and Cacey Hanauer will conduct candidate interviews this month, using their proposals and rubric scores to inform final recommendations to THA Leadership for review and final decision.

Workforce Middle Housing Acquisition Finance Tools

Tim Walter from King County Housing Authority and Nicholas Carr have been narrowing down a package of tools to help PHA's and certain nonprofits more feasibly acquire housing on the open market. These tools have the ability to potentially be applied to future development, but for now we're focused on acquisition. The gist of it is we are proposing the state both use more bonding authority to supply low interest loans for both mezzanine and permanent financing, with the option to allow interest only payments in certain cases. Added to that we are proposing that the state offer significant loan guarantees to essentially allow

PHA's to access bond level or below interest rates for the riskiest portions of a loan package, fully backed by the state's guarantee.

Finally, we are suggesting the state code a new grant program as an "Interest Buydown Program" for the acquisition deals that utilize these new tools. This capital allocation would be used in two cases: a PHA hits some level of successful metrics in the deal and is awarded a .25 point interest buydown to lower payments on the loan, for example. Or: the deal falters slightly, or the PHA is hits rough spot in the deal due to unforeseen circumstances and the state is able to help by buying down some level of the interest though the grant.

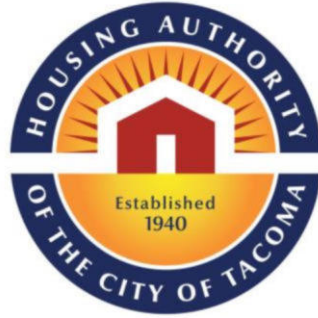
All these tools would be revolving and would be administered by Washington State Housing Finance Commission (WSHFC).



TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1



RESOLUTION 2024-08-28 (1)

Date: July 24, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Approval to Adopt THA's New Procurement Policy

This resolution would allow Tacoma Housing Authority (THA) to adopt a new Procurement Policy.

BACKGROUND

Resolution 2023-05-24 (2), Procurement Policy Re-write was approved by the Board on May 24, 2023. THA secured the legal services of Stoel & Rives, LLP, to assist with the new policy.

Highlights of the New Policy Include:

1. Section 7.5 Construction: Alternative Procurement Methods

New: For **non-federal** public works projects, THA may use the Job Order Contracting Method.

Job Order Contracting benefits: For public works projects, job order contracting allows THA to solicit and award master contracts with vendors for a fixed period of up to three years to provide services under later-awarded work orders for specific projects. The contract will then subcontract most work for individual work orders.

The maximum dollar amount THA may award for any work order is \$500,000.00 and the maximum total dollar amount that may be awarded under a job order contract is \$4 million per year for a maximum of 3 years.

Limitations:

- THA may have no more than three job order contracts in effect at any one time.
- A least 90% of work contained in a job order contract must be subcontracted to entities other than the job order contractor.
- Any new stand-alone structure constructed under a work order must not exceed 3,000 gross sf.

2. Section 7.6 Small Works and Limited Works Roster

New:

From July 1, 2024, forward, the limited works Roster will be no longer available.

New:

From July 1, 2024, forward, MRSC roster will also be the officially sanctioned statewide roster (which THA may continue to use).

From July 1, 2024, forward, for public work projects funded entirely by **non-federal** dollars, THA may use the Small Works Roster for contracts less than or equal to \$350,000.00.

From July 1, 2024, forward, for projects funded in whole or in part with Federal dollars, THA may use the Small Works Roster for contracts between \$150,000.00 and \$250,000.00.

From July 1, 2024, forward, for public works projects funded by federal or non-federal dollars, THA may use the small works roster and depending on the number of certified small businesses on the Roster, must or may engage in direct contracting with small businesses (more to follow).

New:

For each contract awarded pursuant to the Small Works Roster Processes, THA will provide, an estimate for the scope and nature of the work to be performed and the materials and equipment to be furnished as part of each invitation to submit quotations or contract directly.

From July 1, 2024, forward, Contracts from \$150,000-\$350,000 – THA will solicit quotations from all contractors on the applicable Small Works Roster.

From July 1, 2024, forward, public works contracts under \$50,000, THA must solicit electronic or written quotes from a minimum of three contractors from the small works roster.

3. Section 7.6.6 MWBE

New:

THA will operate in accordance with its small, minority, women, and veteran owned business utilization plan.

Note: Per legal, there is no written guidance drafted regarding the requirements for the Business Utilization Plan. Will revisit with Legal summer 2024.

New:

Direct Contracting: From July 1, 2024, forward, for non-federal contracts with an estimated cost less than \$150,000.

If the applicable Small Works Roster **includes 6 or more contractors certified by OMWBE, THA will contract directly with one of those small businesses** in order to utilize the Small Works Roster process (rather than soliciting quotes from the contractors on the Small Works Roster at large. **For 5 or fewer contractors, THA may, at its option, contract directly with any of those small businesses rather than soliciting quotes** from the contractors on the Small Works Roster at large.

4. Section 7.7 Invitation for Bids (IFB)

New:

For any contract awarded through the IFB solicitation process, the prime contract bidder will ensure that at least 15% of the labor hours will be performed by apprentices.

5. Section 8.1.5 Public Works Bonding and Retainage Requirements

New:

For contracts between \$50,000 and \$150,000 awarded pursuant to the Small Works Roster processes described in Section 7.6, THA may choose to withhold 10% retainage in lieu of the contractor providing performance and payment bonds. If THA elects to withhold the increased retainage in lieu of bonds, it will include a statement to that effect in its solicitation for quotations.

For contracts under \$5,000 awarded pursuant to the Small Works Roster processes described in Section 7.6 on or after July 1, 2024, neither performance nor payment bonds are required.

New Clarification:

Work procured by Separate Entities are not covered by this Policy.

6. Section 8.7.1 Third Party Contracts

New:

Contracts for Ordinary Maintenance Services – Such contracts are not considered THA procurements. More clearly defined.

7. Section 10.0 Assistance to Small and Other Businesses (MWBE)

New:

Defining Language added for each OMWBE designation.

8. Section 13.0 Authority for Procurement Actions

New:

Procurements less than and equal to \$10,000, Executive Director, Deputy Executive Director and Contract Manager are authorized to execute all contract documents.

RECOMMENDATION

Approve THA BOC Resolution 2024-08-28 (1), adopting the changes to THA's Procurement Policy.



RESOLUTION 2024-08-28 (1)

(Approval to Adopt THA's New Procurement Policy)

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

WHEREAS, Tacoma Housing Authority approved a Procurement Policy re-write through Resolution 2023-05-24 (2); and

WHEREAS, THA procured the services of Stoel & Rives, LLP to assist with the re-write; and

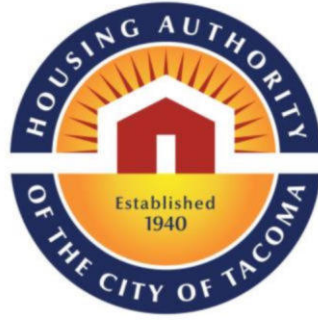
WHEREAS, THA has finalized the new Policy; now, therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows: Adopt the updated THA Procurement Policy PCI-01.

Approved: August 28, 2024

Derek Young, Chair

Resolution 2



RESOLUTION 2024-08-28 (2)

Date: July 24, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Approval to Contract with Du & Associates

This resolution would allow Tacoma Housing Authority (THA) to enter into a contract with Du & Associates.

BACKGROUND

THA issued a Request for Proposal (RFP) to seek a consultant to assist building their Asset Management Function.

The Scope of Work Included:

- Training on the principles of Asset management
- Assistance establishing THA specific Asset Management, Compliance and Property Management KPI's and goals
- Analysis of current agency structure, policies, procedures, and staff qualifications
- Recommendations about Agency structure, policies, procedures and/or other changes that could be made to meet our Asset Management goals
- Recommended training and/or certifications for existing or future Asset Management staff
- Describe the key components and competencies outside the Asset Management department critical to effective Asset Management

THA received five (5) bid submissions. Du & Associates received the highest score by all evaluators. Their proposal came in at \$100,000.00.

Per THA's Procurement Policy, THA Board must approve all procurements that exceed \$50,000 not previously authorized by THA Board of Commissioners.

RECOMMENDATION

Approve THA BOC Resolution 2024-08-28 (2) for THA to enter into a contract with Du & Associates for \$100,000.00.



RESOLUTION 2024-08-28 (2)

(Approval to Contract with Du & Associates)

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

WHEREAS, Tacoma Housing Authority issued a RFP for a consultant to assist building their Asset Management Function; and

WHEREAS, THA received five (5) submissions; and

WHEREAS, THA evaluated and scored all submitted proposals; and

WHEREAS, THA issued a Notice of Award, pending Board Approval, to Du & Associates; and

WHEREAS, THA requires Board Approval to enter into a contract over \$50,000.00; now, therefore, be it;

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows: Approval to enter into a contract for \$100,000.00 with Du & Associates.

Approved: August 28, 2024

Derek Young, Chair

Resolution 3



RESOLUTION 2024-08-28 (3)

Date: August 28, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Inducement Resolution and Initial Resolution Salishan-Hillside Phase 1 LLLP

This resolution would authorize the Executive Director to execute the Salishan-Hillside Phase 1 partnership for the resyndication of Salishan 1, 2, 3 and Hillside 2300.

BACKGROUND

THA developed Hillside Terrace as a tax credit project in 2002 and Salishans 1-3 in 2005. These projects met their 15-year tax credit compliance period requirement, and the investor, BFIM, exited the partnerships in 2018. The properties are eligible for resyndication, which will bring in a new lender and investor to finance rehabilitation of these units.

THA entered a consulting contract with Brawner and Company in 2023 to provide the Pre-Development, Pre-Construction, Construction, Construction Accounting, and Asset Management services for these projects. Resident meetings, notices and property inspections have been completed at each property and the scope of rehabilitation is currently being developed.

By creating a limited liability limited partnership, this will allow THA to provide financing to the partnership by selling tax-exempt obligations. These finances will be provided for anything

related to acquisitions, rehabilitation, construction, equipping and operation of these housing projects.

RECOMMENDATION

Approve Resolution 2024-08-28 (3) authorizing THA's Executive Director to execute the Salishan-Hillside Phase 1 partnership for the resyndication of Salishan 1, 2, 3 and Hillside 2300.



RESOLUTION 2024-08-28 (3)

(Inducement Resolution and Initial Resolution Salishan-Hillside Phase 1 LLLP)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma providing for the formation of a limited liability limited partnership of which the Authority will be the sole general partner in connection with the acquisition, rehabilitation, construction, equipping, and operation of up to four residential rental housing projects; declaring the Authority's intention to sell tax-exempt obligations to provide financing to such limited liability limited partnership in connection with the acquisition, rehabilitation, construction and equipping of such residential rental housing projects; and providing for other matters properly related thereto.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF TACOMA, as follows:

Section 1. The Board of Commissioners (the "Board") of the Housing Authority of the City of Tacoma (the "Authority") finds and determines that:

(a) The Authority seeks to encourage the provision of long-term housing for low-income persons residing within the City of Tacoma, Washington (the "City").

(b) The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) "prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof" (RCW 35.82.070(2)); (ii) "lease or rent any dwellings . . . lands, buildings, structures or facilities embraced in any housing project and . . . to establish and revise the rents or charges therefor" (RCW 35.82.070(5)); (iii) "make and execute contracts and other instruments, including but not limited to partnership agreements" (RCW 35.82.070(1)); (iv) "delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper" (RCW 35.82.040); (v) "make . . . loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing or refinancing of land, buildings, or developments for housing for persons of low income" (RCW 35.82.070(19)); and (vi) issue bonds, notes or other obligations for any of its corporate purposes (RCW 35.82.020(11) and 35.82.130). The phrase "housing project" is defined by RCW 35.82.020 to include, among other things, "any work or undertaking . . . to provide decent, safe and

sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income.”

(c) The Authority expects to participate in the acquisition (for federal tax purposes), development, rehabilitation, construction, equipping, operation, and maintenance of some or all of four residential rental projects, which projects are currently known as known as Hillside Terrace 2300 Block (located in the vicinity of 2330 South G Street, Tacoma, Washington), Salishan One (located in the vicinity of 1724 East 44th Street, Tacoma, Washington), Salishan Two (located in the vicinity of 1724 East 44th Street, Tacoma, Washington), and Salishan Three (located in the vicinity of 1724 East 44th Street, Tacoma, Washington) (collectively, the “Projects” and each, a “Project”).

(d) The total financing for the Projects is expected to require the use of various funding sources, including tax-exempt obligations, low-income housing tax credits, loans from public and private lenders, and grants. Certain of these sources will require the creation of a limited partnership or limited liability company. The Board further finds and determines that the Partnership (as defined below) and the Projects will provide for the necessary support of the poor within the City.

(e) Based on its consideration of the funding sources available for the Projects, the need for affordable housing in the City, and other matters, the Board deems it necessary to proceed with the transactions described in this resolution, and that any financing provided by the Authority for the Projects is important for the Projects’ feasibility and is necessary to enable the Authority to carry out its powers and purposes under the Housing Authorities Law.

(f) The Authority anticipates that the Partnership will request that the Authority issue and sell revenue obligations for the purpose of assisting the Partnership in financing and/or refinancing the Projects, and the Authority desires to provide such assistance, if certain conditions are met.

(g) Treasury Regulations Sections 1.103-8(a)(5) and 1.142-4(b) provide that, if an expenditure for an exempt facility is made before the issue date of the tax-exempt obligations issued to provide financing for that facility, in order for such expenditure to qualify for tax-exempt financing, the issuer must declare an official intent under Treasury Regulations Section 1.150-2 to reimburse such expenditure from the proceeds of those tax-exempt obligations, and one of the purposes of this resolution to satisfy the requirements of such regulations.

Section 2. The Authority is authorized to participate in the formation of, and become the sole general partner of a Washington limited liability limited partnership (the “Partnership”). The Board intends that the Partnership will acquire (via long-term lease), develop, rehabilitate,

construct, equip, operate, and maintain the Projects, and receive low-income housing tax credits in connection therewith.

Section 3. The Authority's Executive Director, any Deputy Executive Director of the Authority, and their respective designees (each, an "Authorized Officer" and, collectively, the "Authorized Officers"), and each of them acting alone, are authorized on behalf of the Authority to: (i) determine the form of, execute, deliver and file (or cause to be executed, delivered and filed), to the extent required by law, a partnership agreement, a certificate of limited liability limited partnership, and all such forms, certificates, applications and other documents that are necessary to form the Partnership; (ii) determine the name of the Partnership (it being understood that the words "Salishan-Hillside Phase I" should appear in the name to the greatest extent feasible); and (iii) take any other action that they deem necessary and advisable to give effect to this resolution and the

transactions contemplated herein. The Authority's Executive Director is delegated the authority to cause, in their discretion, the Partnership to instead be created as a Washington limited liability company, in which case all references in this resolution to limited liability limited partnership, partnership agreement, general partner, limited partner, chapter 25.10 RCW, and certificate of limited partnership shall be deemed to be references to limited liability company, operating agreement, managing member, investor member, chapter 25.15 RCW, and certificate of formation, respectively.

Section 4. To assist in the financing of the Projects, with the public benefits resulting therefrom, the Authority declares its intention, subject to the conditions and terms set forth herein, to issue and sell its revenue bonds or other obligations (the "Bonds") in a principal amount of not to exceed \$65,000,000, to use the proceeds of the sale of the Bonds to make one or more loans (collectively, the "Bond Loans") to the Partnership, and to reimburse itself or to permit the Partnership to reimburse itself, as applicable, from proceeds of the Bonds for expenditures for the Projects made by the Authority or the Partnership before the issue date of the Bonds. The proceeds of the Bonds will be used to assist in financing the Projects, and may also be used to pay all or part of the costs incident to the authorization, sale, issuance and delivery of the Bonds. The Bonds will be payable solely from sources specified by resolution of the Board of Commissioners of the Authority. The Bonds may be issued in one or more series, and shall bear such rate or rates of interest, payable at such times, shall mature at such time or times, in such amount or amounts, shall have such security, and shall contain such other terms, conditions and covenants as shall later be provided by resolution of the Board of Commissioners of the Authority. The Bonds shall be issued subject to the conditions that (a) the Authority, the Partnership, and the purchaser of the Bonds shall have first

agreed to mutually acceptable terms for the Bonds and the sale and delivery thereof and mutually acceptable terms and conditions of the Bond Loans or other agreement for the Projects, and (b) all governmental approvals and certifications and findings required by laws applicable to the Bonds first shall have been obtained. For purposes of applicable Treasury Regulations, the Authority and the Partnership is authorized to commence financing of the Projects and advance such funds as may be necessary therefor, subject to reimbursement for all expenditures to the extent provided herein out of proceeds, if any, of the issue of Bonds authorized herein. The adoption of this resolution does not constitute a guarantee that the Bonds will be issued or that any Projects will be financed as described herein. The Board of Commissioners of the Authority shall have the absolute right to rescind this Section 4 at any time if it determines in its sole judgment that the risks associated with the issuance of the Bonds are unacceptable. It is intended that this resolution shall constitute a declaration of official intent to reimburse expenditures for the Projects made before the issue date of the Bonds from proceeds of the Bonds, for the purposes of Treasury Regulations Sections 1.103-8(a)(5), 1.142-4(b), and 1.150-2.

Section 5. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (in its individual capacity and/or in its capacity as the general partner of the Partnership) to: (i) apply for, and enter into contracts relating to, such funding for the Projects as they deem necessary or desirable, including without limitation public and/or private sector financing, Community Development Block Grant(s), Washington State Housing Trust Fund grant(s) and/or loan(s), an allocation of private activity bond volume cap from the Washington State Department of Commerce and/or the Washington State Housing Finance Commission, as applicable, and other federal, state and local funds; (ii) apply for any and all necessary approvals from the U.S. Department of Housing and Urban Development; (iii) lend or grant all or any portion of the money derived from such funding sources to the Partnership, and/or cause any contracts relating to such funding to be assigned to the Partnership; (iv) apply to the Washington State Housing Finance Commission for an allocation of (or approval of the use of) low income housing tax credits for all or a portion of the Projects (depending on whether the Authorized Officers determine to pursue “9%” or “4%” tax credits), enter into such agreements (including a credit reservation and carryover allocation contract), provide such documents (including cost certifications) necessary to secure such allocation(s) (or

approval(s)), and cause such allocation(s) (or any portion(s) thereof) to be assigned to the Partnership if the allocation(s) initially are made to the Authority; (v) seek and approve investors to serve as subsequent

limited partners in the Partnership in connection with the receipt of low income housing tax credits for the Projects; (vi) negotiate with potential investors regarding their acquisition of limited partnership interests in the Partnership; (vii) execute documents pursuant to which Authority funds (including amounts granted or lent to the Authority for the Projects) may be lent to any Partnership; (viii) prepare all appropriate resolutions for Board review and approval; (ix) prepare all documents required so that the Authority and the Partnership comply with state and federal securities laws; (x) negotiate contracts relating to the use, management and naming of Project buildings; (xi) take all necessary and appropriate actions for the Partnership to acquire all or a portion of each Project by sale or lease from the existing owner thereof (including entering into any option to lease, or lease, necessary to provide the Partnership with control of all or a portion of the Project sites); (xii) seek and approve purchasers of any privately placed bonds to be issued for the Projects, and negotiate with potential purchasers regarding the terms of such financing; and (xiii) otherwise execute the Authority's rights under the partnership agreement.

Section 6. The Authorized Officers, and each of them acting alone, are hereby directed, and granted the discretionary authority, to execute and deliver any and all other certificates, documents, agreements and instruments that are necessary or appropriate in their discretion to give effect to this resolution and to consummate the transactions contemplated herein, including, but not limited to, any development services agreement between the Partnership and the Authority (and/or others) providing for the development of the Projects, contracts with architects, engineers and other consultants, and construction contracts.

Section 7. The Authority is authorized to expend such funds as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution. To the extent any fees or predevelopment costs are incurred and payable by the Partnership prior to the time the Authority enters into a formal loan agreement, the Authority may lend money to the Partnership to pay such costs, with any such the loan bearing interest at a rate determined by the Executive Director, in the Executive Director's discretion (which may be 0% per annum).

Section 8. Any action required by this resolution to be taken by the Executive Director of the Authority may, in the absence of the Executive Director, be taken by any Deputy Executive Director of the Authority.

Section 9. Notwithstanding any other Authority resolution, rule, policy, or procedure, the Authorized Officers, and each of them acting alone, are authorized to create, accept, execute,

send, use, and rely upon such tangible medium, manual, facsimile, or electronic documents, records and signatures under any security procedure or platform, as in such Authorized Officer's judgment may be necessary or desirable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 10. While the titles of and parties to the documents described herein may change, no change to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce, and perform the documents in their final form.

Section 11. Any actions of the Authority or its officers and employees prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 12. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Commissioners of the Housing Authority of the City of Tacoma at an open public meeting this 28th day of August,, 2024.

HOUSING AUTHORITY OF THE CITY OF TACOMA

By _____

Chair, Board of Commissioners

ATTEST:

Executive Director

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Secretary and Executive Director of the Housing Authority of the City of Tacoma (the "Authority") and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. [2028-08-28 (3)] (the "Resolution") is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a regular meeting of the Authority held at the regular meeting place on August 28, 2024 (the "Meeting"), and duly recorded in the minute books of the Authority;

2. That the public was notified of access options for remote participation in the Meeting [via the Authority's website]; and;

3. That the Meeting was duly convened, held, and included an opportunity for public comment, in all respects in accordance with law, and to the extent required by law, due and proper notice of the Meeting was given; that a quorum was present throughout the Meeting, and a majority of the members of the Board of Commissioners of the Authority present at the Meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of August, 2024.

April Black, Secretary and Executive Director of the
Authority

Resolution 4



RESOLUTION 2024-08-28 (4)

Date: August 28, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Sale of 3 Acres of Hillsdale Heights to Bridge Meadows

This resolution would authorize the Executive Director to negotiate and execute a Purchase and Sale Agreement for the sale of all or a portion of the Hillsdale Heights property to Bridge Meadows for development of intergenerational housing.

BACKGROUND

THA purchased the Hillsdale Heights site at 60th and McKinley in 2007 for \$870,000.

In approximately 2015, staff engaged with the Many Lights Foundation to pursue an intergenerational housing model in which foster families and seniors live in a cohesive community to support one another. Many Lights Foundation was unable to get traction on developing on the site, and in 2018, THA entered into a purchase and sale agreement with KWA to develop the site. KWA was also unable to gain traction here and discontinued their interest.

In 2021, THA entered into a Feasibility Agreement with Bridge Meadows to study use of a portion of the site for an intergenerational housing model similar to that proposed by Many Lights Foundation. A Development Agreement with Bridge Meadows was executed in 2023. Bridge Meadows also began to secure local funding in 2023 and are “in the pipeline” for 9% tax credits in 2025.

Bridge Meadows has developed similar projects in Oregon, and at the Hillsdale Heights site, Bridge Meadow’s portion of development of the site will include 60 affordable housing units. The attached

Bridge Meadows site plan, “23006_2024-0530_Hillsdale Heights-Site Plan-Revised”, is the concept behind this project. The site is undeveloped and will require infrastructure development.

Bridge Meadows is an Oregon-based nonprofit that is expanding to Washington state with this maiden development. They specialize in intergenerational communities that pair senior citizens with foster families who have up to 8 or 9 family members. They design with trauma in mind, partner with the surrounding community, and offer shared activity space. Bridge Meadows currently anticipates building 60 units, 16 for families and 44 for seniors. The senior units are mostly one-bedroom units, with the family units split between 13 three-bedroom and 3 four-bedroom units.

THA will sell the property based upon appraised (fair market) value, and will require that the developers will need to bear the cost of the infrastructure. We anticipate the appraisal being completed in September, 2024. We anticipate the land sale will be completed by the end of 2025.

RECOMMENDATION

Approve Resolution 2024-08-28 (4) authorizing the Executive Director to negotiate a purchase and sale agreement for land for the development of 60 units of intergenerational housing, and if those negotiations are successful, to execute a contract with Bridge Meadows for the sale of this land.



RESOLUTION 2024-08-28 (4)

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF TACOMA PROVIDING FOR THE SALE OF ALL OR A PORTION OF THE PROPERTY KNOWN AS HILLSDALE HEIGHTS; AUTHORIZING THE NEGOTIATION, EXECUTION AND DELIVERY OF A PURCHASE AND SALE AGREEMENT AND OTHER AGREEMENTS, DOCUMENTS, AND CERTIFICATES RELATING TO THE SALE OF THE PROPERTY; AND DETERMINING RELATED MATTERS.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF TACOMA, as follows:

Section 1. The Board of Commissioners (the “Board”) of the Housing Authority of the City of Tacoma (the “Authority”) finds and determines that:

(a) The Authority seeks to encourage the provision of long-term housing for low-income persons residing within the City of Tacoma, Washington (the “City”).

(b) The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof” (RCW 35.82.070(2)); (ii) “. . .sell, lease, exchange, transfer, assign, pledge, or dispose of any real or personal property or any interest therein”; (iii) “make and execute contracts and other instruments” (RCW 35.82.070(1)); and (iv) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040). The phrase “housing project” is defined by RCW 35.82.020 to include, among other things, “any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income.”

(c) The Authority owns vacant land located at the intersection of East 60th Street and East McKinley Avenue in the City, with the following parcel numbers 0320214149, 0320214152, 0320214166, 0320214150, 0320214151 (the “Property”).

(d) Bridge Meadows, an Oregon nonprofit corporation, or an affiliate or designee thereof (the “Buyer”) is expected to offer to purchase the Property from the Authority in exchange for a purchase price equal to the Property’s fair market value;

(d) After due consideration, the Board had determined that the disposition and sale of the Property to the Buyer is in the best interest of the Authority and is consistent with the Authority’s goals and purposes, and it is in the best interests of the Authority to accept the Buyer’s anticipated offer to purchase the Property and to enter into a purchase and sale agreement with the Buyer.

Section 2. The Authority is authorized to sell the Property to the Buyer for a purchase price of not less than fair market value as determined by an appraisal acceptable to the Authority. The Authority's Executive Director, any Deputy Executive Director of the Authority, and their respective designees (each, an "Authorized Officer" and, collectively, the "Authorized Officers"), and each of them acting alone, are authorized on behalf of the Authority to cause the Property to be sold to the Buyer and, in connection therewith, to: (i) determine the timing of such sale; (ii) determine the purchase price (subject to the limitation set forth above); (iii) determine the terms of any such sale (provided, no such sale shall be made by means of an installment purchase contract without further Board approval); and (iv) execute, deliver and, if applicable, file a purchase and sale agreement, transfer deed and other property transfer instruments as any such Authorized Officer deems necessary or desirable to carry out the transactions contemplated by this resolution. In connection with such conveyance, the Board hereby authorizes each Authorized Officer to take any and all actions necessary to dispose of the Property in accordance with this resolution.

Section 3. The Authorized Officers, and each of them acting alone, are authorized to negotiate, execute, and deliver all contracts, agreements, certifications or other instruments required by the purchase and sale agreement or otherwise necessary and/or appropriate in connection with the Authority's disposition of the Property pursuant to this resolution.

Section 4. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to (i) cooperate with the Buyer's efforts to apply for funding for development of the Property as they deem necessary or desirable, including without limitation, federal, state, and local funds; and (ii) to the extent any such funding is made available to the Authority rather than to the Buyer, to lend or grant all or any portion of the money derived from such funding sources to the Buyer, and/or cause any contracts relating to such funding to be assigned to the Buyer. Other than any funds specifically provided to the Authority for the Property as described in clause (ii) of the preceding sentence, the Authority shall not provide any funding for development of the Property and nothing herein shall commit the Authority to provide any financial support for the operation or development of the Property.

Section 5. The Authority is authorized to expend such funds as are necessary to pay for all costs relating to the actions authorized by this resolution. Each Authorized Officer is authorized to take such further actions including, but not limited to, the execution, delivery and, if applicable, filing (or to cause to be executed, delivered and, if applicable, filed), on behalf of the Authority, of any government forms, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 6. Any action required or authorized by this resolution to be taken by the Executive Director may, in the absence of such person, be taken by any Deputy Executive Director of the Authority.

Section 7. Notwithstanding any other Authority resolution, rule, policy, or procedure, the Authorized Officers, and each of them acting alone, are authorized to create, accept, execute, send, use, and rely upon such tangible medium, manual, facsimile, or electronic documents, records and signatures under any security procedure or platform, as in such Authorized Officer’s judgment may be necessary or desirable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 8. While the titles of and parties to the documents described herein may change, no change to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce, and perform the documents in their final form.

Section 9. Any actions of the Authority or its officers and employees prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 10. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Commissioners of the Housing Authority of the City of Tacoma at an open public meeting this 28th day of August, 2024.

HOUSING AUTHORITY OF THE CITY OF TACOMA

By _____
Chair, Board of Commissioners

ATTEST:

Executive Director

CERTIFICATE

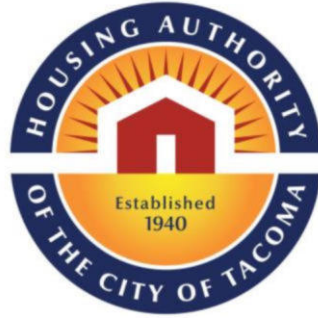
I, the undersigned, the duly chosen, qualified and acting Secretary and Executive Director of the Housing Authority of the City of Tacoma (the "Authority") and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 2024-08-28 (4) (the "Resolution") is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a regular meeting of the Authority held at the regular meeting place on August 28, 2024 (the "Meeting"), and duly recorded in the minute books of the Authority;
2. That the public was notified of access options for remote participation in the Meeting [via the Authority's website]; and;
3. That the Meeting was duly convened, held, and included an opportunity for public comment, in all respects in accordance with law, and to the extent required by law, due and proper notice of the Meeting was given; that a quorum was present throughout the Meeting, and a majority of the members of the Board of Commissioners of the Authority present at the Meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of August, 2024.

April Black, Secretary and Executive Director of the
Authority

Resolution 5



RESOLUTION 2024-08-28 (5)

Date: August 28, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Aviva RFP Award to Related NW

This resolution would authorize the executive director to award Parcel A, Aviva Crossing to Related N.W. under the following terms for development of affordable housing based on Related N.W.'s proposal of February 2024:

- *Establish a partnership with Related N.W. in which THA will assume a minority, managing member role, and Related N.W. an administrative managing member role in a 4% tax credit deal with local funding and State HTF; and*
- **Structure a Financial Deal:** THA would negotiate either an outright purchase and sale agreement or a long-term ground lease that returns \$1,375,000 to THA. Related N.W. prefers a ground lease because it would facilitate the funding of development and operations via THA's ownership and property tax exemption.

BACKGROUND

The Asset Management and Real Estate Development (AMRED) department is seeking approval to select Related N.W. to develop Parcel A at Aviva Crossing. The selection of the developer for this parcel is impactful and important for THA. The developer intends to keep current leases in place until the end of 2027 or buy them out and relocate the tenants. The developer has its partners lined up including a general contractor, architect, and development team. They have their financing infrastructure aligned for a 2028 ground-breaking timeline.

Summary of the Request for Proposal Process

THA received three responses to the RFP for Aviva Crossing Parcel A, which was issued in October 2023. They were from J2Housing, Related N.W., and KWA with Beacon Development as their consultant.

Each respondent proposed affordable housing, and a range of unit count between 124-215 units. THA goals and THA's funding partners goals, as listed in the RFP included:

- Experience and Qualifications
- Locally owned and/or BIPOC
- Local and Diverse workforce
- Affordability and housing units
- Partnerships and creativity
- Financial plans and capacity

The RFP described other characteristics, such as plans to address community need, sustainability, plans for commercial, and other information such as timeline, purchase price, etc.

The review team initially scored KWA higher, with the exception of two scores, which scored Related higher. The scores averaged scores between these two developers were within only three points, out of a point total of 100.

J2Housing 67

Related N.W. 79

KWA 82

A smaller team then interviewed all three of the developers. After the interviews, the interview team determined that additional discussion with Related N.W. and KWA and Beacon was warranted, along with a discussion with funders and references.

KWA's proposal was interesting and scored well. KWA is a multicultural organization and the proposal had deep affordability. It depends, however, on a very complicated and unpredictable stack of capital resources, including HUD 202 and 9% tax credits, both highly competitive sources of funding. After consultation with Pierce County, we learned that KWA would not likely "fit" into the 9% tax credit pipeline until 2028 or 2029. And, while the HUD 202 brings rental subsidy to the units, as described by Beacon Development in the second interview, and by Pierce County during reference checking, its availability is unpredictable and it can cause significant delays to projects. While the proposal included a back up plan to use the 4% LIHTC as a source in place of the HUD 202, the timeframe can become much longer to complete the project.

After second interviews with the two top scoring respondents, additional consideration and talking to references, we are recommending that THA select Related N.W. as the developer for the site. The second interview with Related N.W. resulted in additional information, detailed below. Their references also described them as a professional developer, completing complicated and robust projects, on time and on budget, amidst changing financial environment. Each reference was a funding source and said that they would welcome the opportunity to work with Related N.W. again.

RNW proposes structuring a long-term ground lease for development and operation of the project and to allow THA to retain ownership and provide a property tax exemption. Related N.W. stated that they want to negotiate terms that work for both parties. Related N.W. proposed a Ground Lease for THA's consideration: annual \$25,000 payments for the duration of a 55-year ground lease, accruing \$1,375,000.

RNW will be leading all development activities and providing all financial guaranties. This includes assembly of funding applications, performing and managing land use processes and leading design and construction with the consultants. Should THA choose to be a partner to the ownership structure, THA is welcome, but not required, to join any Owner-Architect-Contractor (OAC) meetings, predevelopment, design or construction meetings. Upon award, RNW will work with THA to determine if THA would like to attend any meetings. Should THA choose not to join any project meetings, RNW is happy to have regular check-ins to update THA on project progress. No material staff time will be required from THA during predevelopment and construction if it is not desired. If THA chooses not to be a partner to the deal, periodic project updates will be provided throughout predevelopment and construction.

With the final commercial lease burning off on December 31, 2027, RNW anticipates allowing all leases to end while performing predevelopment activities and assembling financing in 2026 and 2027. However, the project proforma will continue to include relocation expenses until each lease burns off, retaining a budget that would allow the project to buyout any remaining leases in the event that financing has been secured and construction start is desired prior to December 31, 2027. Related proposes robust community engagement, building upon the Master Plan, and describes where they have done this and the success of it in other projects, including marketing resulting in well over 50% of their residents in recent lease ups identifying as BIPOC.

Should THA enter into a co-ownership partnership deal with Related as described in the resolution, THA does not want to be involved in property operations or administration. THA does not want to fund any pre-development or development costs. If THA does not want to be a co-owner, Related N.W. will need to seek another non-profit or housing authority partner to access the State Housing Trust Fund.

Partnership Deal & THA's Role

THA's role in Development: With the goal of protecting THA's financial and staff resources and minimizing risk, Related N.W. will lead all development activities and provide all financial guaranties. This includes assembly of funding applications, performing and managing land use processes and leading design and construction with the consultants. THA is welcome, but not required, to join any Owner-Architect-Contractor (OAC) meetings, predevelopment, design or construction meetings. Upon award, Related N.W. will work with THA to determine if THA would like to attend any meetings. Should THA choose not to join any project meetings, RNW is happy to have regular check-ins to update THA on project progress. No material staff time will be required from THA during predevelopment and construction if it is not desired.

The Asset Management Committee supported the selection of Related N.W. at their July 11 meeting.

RECOMMENDATION

AMRED requests the approval to develop a partnership deal and structured a financial deal with Related N.W. under the following conditions and based on the proposal submitted by Related N.W. in February 2024.

1. Establish a Partnership with Related N.W.: In this partnership, THA will assume a managing member role, and Related N.W. an administrative managing member role in a 4% tax credit deal with local funding and State HTF. THA would not be involved in property operations or administration. THA would not fund development. This ownership structure is similar to the Hilltop Lofts structure where THA leases the land and has a minority ownership position.
2. Structure a Financial Deal: THA would negotiate either an outright purchase and sale agreement or a long-term ground lease that returns \$1,375,000 to THA. Related N.W. prefers a ground lease because it would facilitate the funding of development and operations via THA's ownership and property tax exemption.



RESOLUTION 2024-08-28 (5)

(Aviva RFP award to Related NW)

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

WHEREAS, THA conducted an RFP process in February 2024 for the award of Parcel A at Aviva Crossing for the development of an affordable housing community there; and

WHEREAS, the RFP committee recommend that Related N.W. be selected as developer of Parcel A at Aviva Crossing at the conclusion of interviews and thorough due diligence of all the proposals that were submitted to THA in February 2024; and

WHEREAS, THA's Asset Management Committee supports the RFP Committee's recommendation to award the Parcel A at Aviva Crossing to Related N.W.; and

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

The Executive Director is authorized to award Parcel A, Aviva Crossing to Related N.W. under the following terms for development of affordable housing based on Related N.W.'s proposal of February 2024:

1. Establish a Partnership with Related N.W.: In this partnership, THA will assume a managing member role, and Related N.W. an administrative managing member role in a 4% tax credit deal with local funding and State HTF. THA would not be involved in property operations or administration. THA would not fund development. This ownership structure is similar to Hilltop Lofts structure where THA leases the land and has a minority ownership position.
2. Structure a Financial Deal: THA would negotiate either an outright purchase and sale agreement or a long-term ground lease that returns \$1,375,000 to THA. Related N.W. prefers a ground lease because it would facilitate the funding of development and operations via THA's ownership and property tax exemption.

Approved: August 28, 2024

Derek Young, Chair

Exhibit A

Memo from RFP Interview Team

TO: Asset Management Committee
FROM: Ken Short and Sandy Burgess
DATE: June 20, 2024
Subject: Aviva Crossing RFP for Parcel A Recommendation for Developer

THA received three responses to the RFP for Aviva Crossing Parcel A, which was issued in October, 2023. They were from J2Housing, Related N.W., and KWA with Beacon Development as their consultant.

Each respondent proposed affordable housing, and a range of unit count between 124-215 units. THA goals and THA's funding partners goals, as listed in the RFP included:

- Experience and Qualifications
- Locally owned and/or BIPOC
- Local and Diverse workforce
- Affordability and housing units
- Partnerships and creativity
- Financial plans and capacity

The RFP described other characteristics, such as plans to address community need, sustainability, plans for commercial, and other information such as timeline, purchase price, etc.

The RFP responses were reviewed by a team including Ken Short, Sandy Burgess, Nicholas Carr, Ginger Peck, Annette Massari, Erika Munoz, Maddie Pattin, Les Pogue and Gus Ramos. The responses and proposals are summarized below:

- J2Housing is a relatively young, BIPOC led nonprofit with whom THA has had several conversations. Their direct experience appears to be minimal, however, they have projects in the pipeline. They propose a robust development team to include a very experienced development partner, and other consultants and lenders. They propose 180-215 units, (the higher number of units would come with reduced parking), a ground floor, 10,000 square foot daycare and space for other locally owned retail such as a coffee shop. Seven of the units would be two story townhomes. The units would primarily serve households earning 80% AMI or less. Their proposal includes 55-123 parking stalls. The residential units are a mix of studio, one and two bedroom units, with interesting, functional floor plans. The proposal outlines solar ready roof, a small roof deck and above ground courtyard. The proposal anticipates a LEED building and discusses all electric systems, EV ready parking stalls, solar, etc.

- Related N.W. is a known developer, working to expand into Washington from Oregon, where they have been operating for just five years, with four projects completed. They are backed by the Related Companies, a national development and investment enterprise. They have worked with other housing authorities, and the Brawner team has experience with them. Their ownership structure could include THA in a managing member role, and Related in an administrative managing member role in a 4% tax credit deal with local funding and State HTF. The ownership structure is similar to the Hilltop Lofts structure where THA leases the land and has a minority ownership position.

Related’s team includes Mithun architects, Walsh Construction (both of whom are working with Mercy at Aviva), Quantum Residential (not related to Coast or the Quantum THA has used). They propose 150-191 units, with 50% at 50% AMI and 50% at 60% AMI, including studio, 1, 2 and 3 bedroom units, plus 5 live work units intended to meet the commercial space requirements. On site parking is proposed at 52-54 stalls, and two courtyards are shown on the preliminary site plan. The proposal includes ESDS, solar array-ready roof, EV ready parking, and Related has won an award for sustainability practices from Earth Advantage.

- KWA is a local and Western Washington nonprofit, with multi-services and four affordable housing projects completed over the past 15 years, and another one on the way. Their Federal Way site is a TOD development. They are partnering with Beacon Development with whom they are working on their most recent project. Beacon is an experienced housing developer in Washington and California. KWA proposes Environmental Works as their architect, with whom they have completed their last three projects.

The proposal is for 124 units, with studio and one bedroom units, in two separately financed LIHTC projects, one 61 unit building with HUD 202/9% tax credit financing and one 61 unit 4%/bond project, serving seniors between 30-60% AMI. The proposal discusses conversations with the City of Tacoma about a senior center in the building, and KWA proposes a social service and in home care office in the building for residents and the larger community, using their Lifelong Learning Center model that operates at other KWA properties. The proposal discusses practicum opportunities with TCC. They also propose a small retail space of approximately 2,600-2,800 square feet and envision a coffee shop or small café/restaurant, and 55 parking stalls.

The review team generally scored KWA higher, with the exception of two scores, which scored Related higher. The scores averaged scores between these two developers were within only three points, out of a point total of 100.

J2Housing 67

Related N.W. 79

KWA 82

A smaller team then interviewed all three of the developers. After the interviews, the interview team determined that additional discussion with Related N.W. and KWA and Beacon was warranted, along with a discussion with funders and references. Sandy and Ken conducted the second interviews and Sandy discussed the local funding pipeline with Pierce County and contacted references.

The selection of the developer for this parcel is impactful and important for THA. The developer will need to keep current leases in place until the end of 2027, or buy them out and relocate the tenants. The developer will then need to be ready to go, fully financed as soon thereafter as possible.

KWA's proposal was interesting and scored well. KWA is a multicultural organization and the proposal had deep affordability. It depends, however, on a very complicated and unpredictable stack of capital resources, including HUD 202 and 9% tax credits, both highly competitive sources of funding. After consultation with Pierce County, we learned that KWA would not likely "fit" into the 9% tax credit pipeline until 2028 or 2029. And, while the HUD 202 brings rental subsidy to the units, as described by Beacon Development in the second interview, and by Pierce County during reference checking, its availability is unpredictable and it can cause significant delays to projects. While the proposal included a back up plan to use the 4% LIHTC as a source in place of the HUD 202, the timeframe can become much longer to complete the project.

After second interviews, additional consideration and talking to references, we are recommending that THA select Related N.W. as the developer for the site. The second interview with Related N.W. resulted in additional information, detailed below. Their references also described them as a professional developer, completing complicated and robust projects, on time and on budget, amidst changing financial environment. Each reference was a funding source and said that they would welcome the opportunity to work with Related N.W. again.

RNW proposes structuring a long-term ground lease for development and operation of the project and to allow THA to retain ownership and provide a property tax exemption. RNW proposes two options for a Ground Lease for THA's consideration: first is annual \$25,000 payments for the duration of a 99-year ground lease, accruing \$2,475,000 over the term of the lease. The second option is to provide an approximately \$500,000 capitalized lease payment upon the projects' financial close, with annual \$25,000 payments for 62 years, accruing to the appraised value of the land at \$2,050,000.

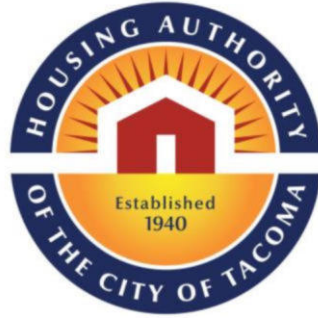
RNW will be leading all development activities and providing all financial guaranties. This includes assembly of funding applications, performing and managing land use processes and leading design and construction with the consultants. Should THA choose to be a partner to the ownership structure, THA is welcome, but not required, to join any Owner-Architect-Contractor (OAC) meetings, predevelopment, design or construction meetings. Upon award, RNW will work with THA to determine if THA would like to attend any meetings. Should THA choose not

to join any project meetings, RNW is happy to have regular check-ins to update THA on project progress. No material staff time will be required from THA during predevelopment and construction if it is not desired. If THA chooses not to be a partner to the deal, periodic project updates will be provided throughout predevelopment and construction.

With the final commercial lease burning off on December 31, 2027, RNW anticipates allowing all leases to end while performing predevelopment activities and assembling financing in 2026 and 2027. However, the project proforma will continue to include relocation expenses until each lease burns off, retaining a budget that would allow the project to buyout any remaining leases in the event that financing has been secured and construction start is desired prior to December 31, 2027. Related proposes robust community engagement, building upon the Master Plan, and describes where they have done this and the success of it in other projects, including marketing resulting in well over 50% of their residents in recent lease ups identifying as BIPOC.

THA will need to decide if it wants to be a co-developer and in long term co-ownership with Related in the ownership structure described above. If THA does not want to be “in the deal”, Related will need to seek another non profit or housing authority partner in order to access the State Housing Trust Fund.

Resolution 6



RESOLUTION 2024-08-28 (6)

Date: August 28, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Extension of Project-Based Voucher Contract: Rialto Apartments

This resolution would extend the Project-Based Voucher (PBV) Housing Assistance Payment Contract (HAP) for Pioneer Human Services property Rialto Apartments for up to ten (10) years from its original expiration date.

BACKGROUND

Tacoma Housing Authority (THA) has subsidized *Pioneer Human Services property Rialto Apartments* through PVB assistance since October 1, 2018. The project currently provides PBV assistance to 51 units at this property all with affordable rents. The original PBV HAP contract will expire on October 1, 2028.

RECOMMENDATION

Approve Resolution 2024-08-28 (6) authorizing THA's Executive Director to Authorize an extension of THA's PBV HAP contract with *Pioneer Human Services*; for up to ten (10) years. With this extension THA will provide project-based housing assistance for 51 units at Rialto Apartments. All other terms of the original HAP contract will remain in effect. The new contract expiration date will be September 30, 2038.



RESOLUTION 2024-08-28 (6)

(Extension of Project-Based Voucher Contract: Rialto Apartments)

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

WHEREAS, THA has provided project based voucher assistance to *Pioneer Human Services Property Rialto Apartments* since 2018; and

WHEREAS, and Rialto Apartments provide housing for low-income families in the community; and

WHEREAS, the original term of the contract was ten (10) years with a October 1, 2028 expiration date.

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

WHEREAS, the new contract expiration will be September 30, 2038; and

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

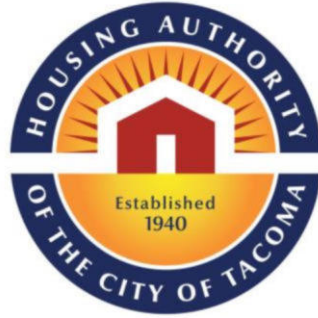
Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

Tacoma Housing Authority's (THA) Executive Director is authorized to extend THA's HAP contract with Pioneer Human Services property Rialto Apartments for up to ten (10) years from its original expiration date.

Approved: August 28, 2024

Derek Young, Chair

Resolution 7



RESOLUTION 2024-08-28 (7)

Date: August 28, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Extension of Project-Based Voucher Contract: Guadalupe Vista

This resolution would extend the Project-Based Voucher (PBV) Housing Assistance Payment Contract (HAP) for Tacoma G Street Family Housing, LLC's property Guadalupe Vista for up to ten (10) years.

BACKGROUND

Tacoma Housing Authority (THA) has subsidized *Tacoma G Street Family Housing, LLC's property Guadalupe Vista* through PVB assistance since November 15, 2009. The project currently provides PBV assistance to 38 units at this property all with affordable rents. The original PBV HAP contract will expire on November 15, 2024.

RECOMMENDATION

Approve Resolution 2024-08-28 (7) authorizing THA's Executive Director to Authorize an extension of THA's PBV HAP contract with *Tacoma G Street Family Housing, LLC* for up to ten (10) years. With this extension THA will provide project-based housing assistance for 38 units at Guadalupe Vista. All other terms of the original HAP contract will remain in effect.



RESOLUTION 2024-08-28 (7)

(Extension of Project-Based Voucher Contract: Guadalupe Vista)

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

WHEREAS, THA has provided project based voucher assistance to *Tacoma G Street Family Housing, LLC's property Guadalupe Vista* since 2009; and

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

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

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

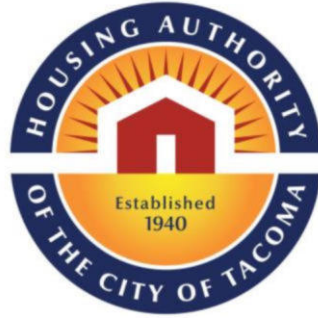
Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

Tacoma Housing Authority's (THA) Executive Director is authorized to extend THA's HAP contract with Tacoma G Street Family Housing, LLC's property Guadalupe Vista for up to ten (10) years.

Approved: August 28, 2024

Derek Young, Chair

Resolution 8



RESOLUTION 2024-08-28 (8)

Date: August 28, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Extension of VASH Project-Based Voucher Contract: Randall Townsend

This resolution would extend the Veteran Administration Supportive Housing Project-Based Voucher (PBV) Housing Assistance Payment Contract (HAP) Metropolitan Development Council's (MDC) property Randall Townsend for up to ten (10) years.

BACKGROUND

Tacoma Housing Authority (THA) has subsidized *Metropolitan Development Council's property Randall Townsend* through PBV assistance since November 20, 2014. The project currently provides PBV assistance to 10 units at this property all with affordable rents. The original PBV HAP contract will expire on November 20, 2024.

RECOMMENDATION

Approve Resolution 2024-08-28 (8) authorizing THA's Executive Director to Authorize an extension of THA's PBV HAP contract with *Metropolitan Development Council* for up to ten (10) years. With this extension THA will provide project-based housing assistance for 10 units at Randall Townsend. All other terms of the original HAP contract will remain in effect.



RESOLUTION 2024-08-28 (8)

(Extension of Project-Based Voucher Contract: Randall Townsend)

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

WHEREAS, THA has provided project based voucher assistance to *Metropolitan Development Council's (MDC) property Randall Townsend* since 2014; and

WHEREAS, and Randall Townsend provides housing for low-income veterans and their families in the community; and

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

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

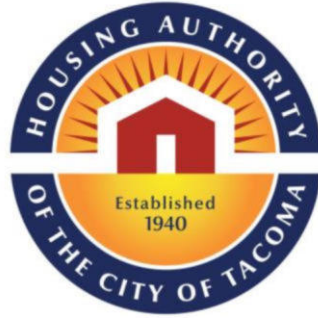
Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

Tacoma Housing Authority's (THA) Executive Director is authorized to extend THA's HAP contract with Metropolitan Development Council's (MDC) property Randall Townsend for up to ten (10) years.

Approved: August 28, 2024

Derek Young, Chair

Resolution 9



RESOLUTION 2024-08-28 (9)

Date: August 28, 2024

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Authorize Investment Institutions and Authorized Signers

This resolution would update the institutions we conduct financial transactions with, along with the signers for the Tacoma Housing Authority.

BACKGROUND

The annual reorganization, at which a new Board Chair and Vice Chair are elected, necessitates a resolution that authorizes their signatures for the financial institution accounts of the Tacoma Housing Authority.

The resolution replaces Resolution 2023-08-23 (2), which had authorized the staff members as signers for the bank and investment accounts of the Tacoma Housing Authority and identifies the new ones, as well as the authorized THA staff members.

RECOMMENDATION

Approve Resolution 2024-08-28 (9) replacing 2023-08-23 (2) authorizing the signers for the financial institutions.



RESOLUTION 2024-08-28 (9)

(Authorized Signers for Financial Institution Accounts)

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

WHEREAS, The Board selects its chair and vice chair at its annual meeting. When these Board officers change, THA needs a resolution changing the authorized signatures for its accounts at its various financial institutions; and

WHEREAS, This resolution does that and replaces Resolution 2023-08-22 (2), which had authorized previous officers as signers; and

WHEREAS, The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts; now, therefore, be it

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

The funds of THA are hereby authorized by the laws of the State of Washington and the regulations of the Department of Housing and Urban Development to be utilized, held and invested and that said funds may be deposited with any or all of the following institutions:

BANK OF AMERICA

BANNER BANK

HERITAGE BANK

KEY BANK

J.P. MORGAN CHASE BANK

U.S. BANK

THE BANK OF NEW YORK MELLON TRUST CO.

WASHINGTON STATE INVESTMENT POOL

Or such other institutions as may be found to provide the highest interest rate and/or are beneficial to THA's operational goals.

Be it further resolved that any of the below designated individuals are authorized to enter into any and all transactions relating to the above-mentioned institutions as they exist now or may be created in the future upon signature of any two (2) of the following designated individuals:

Derek Young	Chair _____
Stanley Rumbaugh	Vice Chair _____
April Black	Executive Director _____
Richard Deitz	Director of Finance _____
Duane Strom	Comptroller _____

Be it further resolved that this resolution replaces any and all previous resolutions designating authorized financial institutions.

Be it further resolved that the authorized signers acknowledge and accept Heritage Bank's policy of accepting any check with one authorized signature.

Approved: August 28, 2024

Derek Young, Chair