



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

MARCH 26, 2025



**Tacoma
Housing
Authority**

REGULAR MEETING

BOARD OF COMMISSIONERS

MARCH 26, 2025

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, March 26, 2025, virtually via Teams.**

[Join the meeting now](#) / Meeting ID: 224 799 678 741 / Passcode: ccxquX

Dial in: (253) 527-1626

I, Sha Peterson, certify that on or before 5 days prior to meeting, I faxed / EMAILED the preceding PUBLIC MEETING NOTICE 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 REGULAR MEETING
MARCH 26, 2025, 4:45 PM

902 South L Street, Tacoma, WA 98405, 2nd Floor Conference Room
[Join the meeting now](#) / Meeting ID: 224 799 678 741 / Passcode: ccxquX

DIAL: (253) 527-1626

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1. Minutes of January 22, 2025—Regular Session

4. COMMITTEE REPORTS

4.1 Real Estate Development Committee

4.2 Finance and Audit Committee

4.3 Community Partnerships and Advocacy Committee

4.4 Education, Housing, Services, and Partnerships Committee

5. GUEST COMMENTS

The Tacoma Housing Authority Board of Commissioners welcomes comments and feedback from members of the public. During the public comment period, comments are limited to three minutes per speaker, and there will not be a substantive response. Once each speaker is finished, their comment will be acknowledged and thanked, and then the Board will move onto the next speaker.

6. FINANCE REPORT

6.1. Certifying Review of RAD Property Budgets and Replacement Reserves

6.2. Ratifying Cash Disbursement for January 2025

6.3. Ratifying Cash Disbursement for February 2025

7. AGENCY MONTHLY REPORT

7.1 Monthly Report

8. NEW BUSINESS

- | | | |
|-----|----------------|---|
| 8.1 | 2025-03-26 (1) | Amend Resolution 2024-12-11 (2) Utility Allowance |
| 8.2 | 2025-03-26 (2) | Approval to Amend Contract with Du & Associates |
| 8.3 | 2025-03-26 (3) | Bay Terrace Phase 1 Converting Market Rate Units to PBV |
| 8.4 | 2025-03-26 (4) | Bay Terrace Phase 2 Converting Market Rate Units to PBV |
| 8.5 | 2025-03-26 (5) | Bay Terrace Phase 1 HAP Contract Adding Units |
| 8.6 | 2025-03-26 (6) | Bay Terrace Phase 2 HAP Contract Adding Units |
| 8.7 | 2025-03-26 (7) | Update to THA's Repayment Agreement Policy |
| 8.8 | 2025-03-26 (8) | Approval to Amend Eisenhower Carlson Legal Contract |

9. EXECUTIVE SESSION

To review the performance of a public employee.

10. COMMENTS FROM THE COMMISSIONERS

11. ADJOURNMENT



TACOMA HOUSING AUTHORITY

MINUTES



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION

WEDNESDAY, JANUARY 22, 2025

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, January 22, 2025.

1. CALL TO ORDER

Chair Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:59 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Derek Young	
Vice Chair Stanley Rumbaugh (arrived late at 4:59 pm)	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Michael Purter (arrived late at 4:51 pm)	
	Commissioner Shennetta Smith
STAFF	
April Black, Executive Director	
Aley Thompson, Deputy Executive Director	
Sha Peterson, Executive Initiatives Officer	
Adam Ydstie, Policy, Improvement, and Evaluation Director	
Amber Prentice, Rental Assistance Director	
Cacey Hanauer, Client Support and Empowerment Director	
Ken Short, Asset Management and Real Estate Development Director	
Lauren Kirigin, Senior General Counsel	
Lynette Scott, Interim Human Resources Director	
Marquis Jenkins, Property Management Director	
Priya Saxena, Strategic Advisor	
Richard Deitz, Finance Director	
William Morse, Director/CIO	

Chair Young declared there was a quorum present at 5:00 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Young asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, December 11, 2024. Vice Chair Rumbaugh moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	0
Abstain:	0
Absent:	1

Motion approved.

4. COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT COMMITTEE—VICE CHAIR RUMBAUGH, COMMISSIONER SMITH

The committee recently discussed Housing Hilltop lease-up, commending staff efforts. They also addressed the TUPAC situation and WMBE issues in upcoming projects.

FINANCE AND AUDIT COMMITTEE—COMMISSIONER HODGE, CHAIR YOUNG

The committee did not meet.

COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—COMMISSIONER PURTER, COMMISSIONER SMITH

The committee convened and reviewed topics similar to those discussed by the Real Estate Development Committee.

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

The committee did not meet.

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

The committee did not meet.

5. GUEST COMMENTS

Executive Director Black provided a briefing to the Board regarding TUPAC. She informed them that Tacoma Housing Authority (THA) will not be proceeding with a lease for Housing Hilltop North due to insufficient assurance of their financial capacity to lease the space. Consequently, THA will commence advertising the space and will engage a commercial broker to manage the leasing process.

Jonathan Jakson, TUPAC

Jonathan urged the board to consider a grace period process. They chose to move to Tacoma for its strong black community, and TUPAC has been their lifeline. Without TUPAC, they would have nowhere to go. He believes that sitting down and understanding the issues can lead to accomplishments. TUPAC needs a dedicated place in Tacoma, as there is no presence in Seattle. Important conversations should involve community members.

Marisela Fleites, TUPAC

Marisela is a Flamengo instructor at TUPAC and has been with them since the beginning. TUPAC has the only Flamengo program around Seattle and Portland. She has 50 students from ages 4-70's, most are residents of the neighborhood. If TUPAC closed, we will lose this responsibility and the students would have nowhere to go. Tacoma has large black, brown and Hispanic community many of which are in her classes. TUPAC has been in a huge effort to do fundraising and is confident that if there are adequate possibilities and a place, the impact in the community and funding would be great. She understands that THA did not provide a signed lease to TUPAC which was a requirement for funding and grants. We have potential to continue to raise funds and will continue to do so and attract students that otherwise have nowhere to go.

Klair Ethridge, TUPAC

She received an email with deadlines, which coincided with the Hilltop Holiday Musical Production, the first black community production in Tacoma since the 1980s. She provided some information to THA but possibly not exactly what was requested. All TUPAC programs depend on the space, which they knew was temporary. TUPAC has raised funds for architects, engineers, and designers and can share this with THA. They have been meeting a \$325k annual budget. She asked the Board to allow TUPAC to prove they can secure funding.

Teams Virtual Comments from the Public

Education Manager

Does it sound garbled to anyone else?

Outreach

What's missing from the THA narrative is the variety of ways April Black and the organization have provided obstacles (i.e. not signing the lease so TUPAC could be competitive for the state funds – 2 rounds worth! THA does not see the community as a value and that's been evident since the appointment of the current Executive Director. Our community won't stand for this and I will personally make sure our voices are amplified in opposition of this unjust decision. Brendan Nelson.

Schen

Agreed, Brendan.

Latasha Palmer**Better**

I will have to get off soon, but please know that the community fully supports TUPAC and would be devastated if they lose this space. Please allow grace and for the community to participate in saving this much needed space for TUPAC.

Education Manager

I could understand that.

Cooper Wessells

I would like to speak.

Coope Wessells

Child goes to TUPAC and fully supports TUPAC team. Reiterate to give them a chance to put funding together. TUPAC is always moving to something bigger and better.

Schen

I'd like to reiterate what Mr. Jackson said. There is NO OTHER PLACE like this in the region. There are plenty of youth performing arts. None that focus on bridging the opportunity gap for the BIPOC community.

The Housing Authority has a very strong DEI agenda, I can see that. Investing in this organization and working WITH Tupac leadership to solve this is the ultimate equity move. Much better than DEI committees talking about equity gaps, equity plans, training, etc.

Deshawn Morton

I would like to speak as well.

School director of TUPAC. Provide story of TUPAC which is the brainchild of Kathy Mitchel the 3rd who made an impact from Olympia to Canada dancing. Principal dancer of Harlem. Also first black dancer with PAIFIC Northwest Black ballet. TUPAC is more than just a space. Dance in general opens ups opportunities. It is important for kids to see themselves reflected, to push themselves further, to open their minds and we have that in TUPAC. TUPAC is an absolute gem and would be a loss to the city to not support this organization.

Kate Dorr

Daughter has been dancing at TUPAC for about 4 years. Working for a building arts grants which would have been a lot of funding but without a lease they couldn't get the funding. States that THA was dragging its feet on this request. TUPAC means so much to our family and community.

6. FINANCE REPORT

FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report. November cash is at \$8M, which is relatively typical. The yearend financials will be presented next month.

6.1 RATIFYING CASH DISBURSEMENT FOR NOVEMBER 2024

Vice Chair Rumbaugh moved to ratify the payment of cash disbursements totaling \$8,248,346 for the month of November 2024, and December for \$10,906,178 for December 2024. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	0
Abstain:	0
Absent:	1

Motion approved.

7. AGENCY MONTHLY REPORT

7.1 PRESENTATION: AGENCY ACCOMPLISHMENTS

ED Black presented the 2024 accomplishments. THA operates under the guiding principle that housing is a human right.

- The total number of THA staff is 184, with 59% being women and 47.3% representing marginalized groups.

- The overall tenure at THA is 5.9 years, with an annual retention rate of 91.7%.
- THA has served 10,096 individuals in Tacoma.
- THA's 2024 goals include:
 - Increasing the amount of available housing for low-income families.
 - Enhancing housing access and stability.
 - Embedding principles of diversity, equity, inclusion, and belonging in THA's programs, culture, and priorities.
 - Making THA a great place to work.
- Housing Hilltop stands out as a significant achievement for THA, providing 231 units of affordable housing.
- In 2023, THA set a goal to add 500 new units by 2028. To date, THA has added 349 units.

Chair Young inquired about the comparison of the financial performance of THA's portfolio from January 2024 to January 2025. ED Black will gather the data and report back to the Board.

Vice Chair Rumbaugh commented that these accomplishments were made possible through the diligent efforts of the staff. The maintenance work orders averaged 23 per day. Commissioner Purter expressed gratitude towards the staff.

8. NEW BUSINESS

8.1 RESOLUTION 2025-01-22 (1), CREATION AND ADDITION OF THA POLICY HR.10.30.01 ASSIGNED UNIFORMS

RESOLUTION 2025-01-22 (1)

(THA HR 10.30.01 – Assigned Uniforms Policy)

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

WHEREAS, the Tacoma Housing Authority endeavors to be a great employer; and

WHEREAS, THA is committed to embedding a DEIB lens in all its practices and programs; and

WHEREAS, THA staff have shared feedback about the original version of THA policy HR-10.30; and

WHEREAS THA Maintenance staff and Union representatives participated in engagement efforts to review draft policy updates and share feedback; now, therefore, be it

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

1. Employees who are required to wear uniforms to perform their job functions follow updated values, standards, and prohibitions regarding uniforms.
2. This resolution supersedes any conflicting policies or resolutions previously adopted by the Board of Commissioners.
3. This resolution shall take effect immediately upon its adoption.

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

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	0
Abstain:	0
Absent:	1

Motion approved: January 22, 2025

Derek Young, Chair

9. COMMENTS FROM COMMISSIONERS

Vice Chair Rumbaugh acknowledged that ED Black's report was comprehensive. Commissioner Hodge expressed gratitude to the staff for their daily contributions, stating, "We don't say it enough, but we appreciate it." Commissioner Purter commended ED Black and the staff for making positive progress and overcoming obstacles. He noted, "2024 was a wonderful year, and 2025 will be even better." Chair Young also thanked the staff and conveyed his enthusiasm for the prospects of 2025. He added that it is always a pleasure to hear from the staff.

Vice Chair Rumbaugh emphasized the significant need for housing for individuals dealing with illness, addiction, and those transitioning from incarceration. He remarked, “If you want to lift everybody up, you start from the bottom.” He consistently considers this in his work at the courts and ensures that policies prevent individuals from being released to the streets. All present recognize the broad impact of these issues.

10. ADJOURNMENT

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

APPROVED AS CORRECT

Adopted: March 26, 2025

Derek Young, Chair



**Tacoma
Housing
Authority**

Real Estate Development Committee

Vice Chair Stanley Rumbaugh
Commissioner Minh-Anh Hodge

Finance Committee

Chair Derek Young
Commissioner Michael Purter

Community Partnerships and Advocacy Committee

Commissioner Michael Purter
Commissioner Shennetta Smith

Education, Housing, Services and Partnerships Committee

Chair Derek Young
Commissioner Minh-Anh Hodge

Diversity, Equity and Inclusion Committee

Commissioner Minh-Anh Hodge
Commissioner Shennetta Smith



TACOMA HOUSING AUTHORITY

FINANCE REPORT



MOTION

Date: March 26, 2025

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the property budgets and annual replacement reserve activity for the nine partnerships with Rental Assistance Demonstration (RAD) contracts administered by THA.

INTENT

Ratify the RAD property budgets and replacement reserve activity to meet the compliance requirements outlined in PIH-2019-23(HA), Rental Assistance Demonstration REV-4 Section 1.6. THA is the contract administrator for nine properties subject to this requirement: Bay Terrace Phase I (2500 Yakima), Hillside Terrace Phase II, Renew Tacoma, and Salishan 1-6.

PIH-2019-23(HA), Rental Assistance Demonstration REV-4 Section 1.6 D. 2.

Ongoing PHA Board Review of Operating Budget. *The Owner must submit to the administering PHA's Board the operating budget for the Covered Project annually. The PHA's Board must confirm that the Project Owner is making deposits into the Reserve for Replacement account in accordance with the RCC as well as assess the financial health of the Covered Project.*

Approved: March 26, 2025

Derek Young, Chair

2025 RAD PROPERTY BUDGETS

	<u>Bay Terrace 1</u>	<u>Hillside Terrace II</u>	<u>Renew Tacoma</u>	<u>Salishan 1</u>	<u>Salishan 2</u>	<u>Salishan 3</u>	<u>Salishan 4</u>	<u>Salishan 5</u>	<u>Salishan 6</u>
Revenue									
Tenant Revenue	1,108,640	697,640	5,714,307	1,569,721	1,594,394	1,686,802	1,676,718	1,715,335	1,666,633
Other Revenues	70,466	3,000	13,500	4,000	5,500	6,000	6,000	2,500	2,400
Total Revenue	1,179,106	700,640	5,727,807	1,573,721	1,599,894	1,692,802	1,682,718	1,717,835	1,669,033
Operating Expenses									
Administrative Expenses	269,587	139,866	1,271,593	237,203	238,871	245,886	289,921	296,986	299,786
Tenant Services	19,600	12,650	139,350	25,250	25,250	25,790	25,250	25,250	25,250
Utilities	151,800	62,900	756,400	169,900	160,300	166,500	149,700	165,100	182,600
Maintenance	279,842	168,458	1,523,670	299,518	302,898	304,565	322,948	308,818	275,958
Protective Services (THA)	27,892	10,882	129,088	-	-	-	-	-	-
Insurance Premiums	95,989	64,885	433,344	115,279	118,404	113,116	120,366	118,785	116,977
Total Other General Expenses	21,650	11,283	113,135	145,193	144,184	146,017	145,949	144,831	144,081
Total Operating Expenses	866,360	470,925	4,366,580	992,343	989,906	1,001,874	1,054,133	1,059,769	1,044,652
Surplus/(Loss) - Operations	312,746	229,715	1,361,227	581,378	609,988	690,928	628,585	658,066	624,381
Interest Expenses	146,230	5,713	768,259	6,440	6,441	6,451	6,679	91,457	174,816
Principal Payments	85,718	5,039	323,706	52,955	52,954	52,944	52,716	83,074	107,276
Replacement Reserve	32,928	69,546	259,942	72,513	69,852	69,852	69,852	69,852	69,852
Cash Flow After Partnership Fees	47,870	149,417	9,320	449,471	480,741	561,681	499,338	413,683	272,438
Cash Flow to THA	63,096	149,417	9,320	449,471	480,741	561,681	517,285	431,023	289,191
PUPY Before RR & Ext. Exp.	12,071	10,237	9,547	10,933	10,906	11,032	11,473	11,486	11,328
PUPY Before Extra. Expense	12,542	11,749	10,117	11,739	11,682	11,808	12,249	12,262	12,104
DCR	1.30	14.90	1.02	8.71	9.24	10.61	9.77	3.52	2.05
EXTRAORDINARY EXPENSE (RR Funded)	33,875	7,500	481,500	15,000	15,000	15,000	40,000	40,000	40,000

2024 RAD PROPERTY REPLACEMENT RESERVE ACTIVITY

	Bay Terrace Phase 1	Hillside 2300	Renew Tacoma**
Monthly RR Contribution	(3 Months @ 2,586.33) (9 Months @ 2,663.91)	12 Months @ 5,599.54	(5 Months @ 18,685.67) (June @ 28,157.96) (6 Months @ 21,030.90)
RR Beginning Balance	288,650.57	951,526.46	2,323,044.74
Total Contribution	31,734.18	67,194.48	252,370.80
Total Interest Earned	4,993.89	30,388.40	1,296.08
*Total RR Withdrawals	-	-	(413,700.18)
RR Ending Balance	325,378.64	1,049,109.34	2,163,011.44
			* Elevator work at 6th Ave, E.B. Wilson, Fawcett, K Street, G Street, Ludwig and Wright. Lender initiated PNA

	Salishan 1	Salishan 2	Salishan 3
Monthly RR Contribution	12 Months @ 5,866.73	12 Months @ 5,651.47	12 Months @ 5,651.47
RR Beginning Balance	626,787.58	612,881.92	573,744.57
Total Contribution	70,400.76	67,817.64	67,817.64
Total Interest Earned	20,425.66	19,956.56	18,749.67
Total RR Withdrawals	-	-	-
RR Ending Balance	717,614.00	700,656.12	660,311.88

	Salishan 4	Salishan 5**	Salishan 6
Monthly RR Contribution	12 Months @ 5,651.47	(5 Months @ 5021.25) (1 Month @ 8,802.57) (6 Months @ 5,651.47)	12 Months @ 5,651.47
RR Beginning Balance	502,230.02	415,286.74	444,755.35
Total Contribution	67,817.64	67,817.64	67,817.64
Total Interest Earned	16,544.60	256.93	14,773.92
Total RR Withdrawals	-	-	-
RR Ending Balance	586,592.26	483,361.31	527,346.91

**The lender manages RR deposits and did not update the monthly amounts. An additional catchup payment was made in June.



MOTION

Date: March 26, 2025

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$9,132,882 for the month of January 2025.

Approved: March 26, 2025

Derek Young, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of January 2025

		Check Numbers							
		From	To	From	To	From	To	From	To
						Amount		Totals	
		A/P Checking		SAL 7 Checking		THDG Checking			
Checks	97,643	-	97,690	1,031	-	1,031	10,304	-	10,305
Wire/EFT	77	-	86	-	-	-	-	-	-
ACHs	3,681	-	3,773	167	-	177	-	-	-
Business Support Center						974,986			
Moving To Work Support Center						497,615			
Moving To Work Buildings (used by Support Center)						25,890			
Tax Credit Program Support Center						144,199			
Support Center Allocation						20,474			
Section 8 Programs						447,754			Section 8 Operations
James Center						34,570			
Prairie Oaks Operations						833			Property Operations
Salishan 7						48,730			
THDG - General						464			THDG
James Center						7,063			
Hillsdale Heights						5,113			Development
HUD CPF Grant - Housing Hilltop						90,000			
Bus Development Activity						3,194			
CS General Business Activities						10,932			
SAFE/TRAC						113			Client Support
Department of Commerce Funding for Crisis Residential Center						290,991			
Community Services MTW Fund						3,284			
AMP 6 - Scattered Sites						1			Public Housing
AMP 9 - HT 1500 - Subsidy						764			
THA SUBTOTAL						2,606,972			
Hillside Terrace 2 & 1500						1,835			
Bay Terrace I & II & Community Facility						38,929			
Housing Hilltop LLLP						22,977			
Arlington Youth Campus						2,833			Tax Credit Projects - Reimbursable
Court F (The Rise)						8,270			
Renew Tacoma Housing						34,458			
Salishan 1 - Salishan 6						13,716			
Tax Credit Property Allocations						8,388			
TAX CREDIT SUBTOTAL (Operations & Development - billable)						131,407			2,738,378
Section 8 Checking Account (HAP Payments)									
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s	489,286	-	489,383	219,614				
	ACHs	50,567	-	51,475	4,920,750			\$	5,140,365
Payroll & Payroll Fees - ADP	EFT	18	-	19				\$	1,254,139
TOTAL DISBURSEMENTS									
								\$	9,132,882



MOTION

Date: March 26, 2025

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$7,849,155 for the month of February 2025.

Approved: March 26, 2025

Derek Young, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of February 2025

		Check Numbers					
		From	To	From	To	From	To
				Amount		Totals	
		A/P Checking		SAL 7 Checking		THDG Checking	
Checks	97,653	-	97,723	-	-	10,306	- 10,313
Wire/EFT	87	-	92	-	-	-	- -
ACHs	3,774	-	3,822	178	- 182	-	- -
Business Support Center					898,583		
Moving To Work Support Center					89,081		
Moving To Work Buildings (used by Support Center)					11,155		Program Support
Tax Credit Program Support Center					30,387		
Support Center Allocation					7,796		
Section 8 Programs					29,916		Section 8 Operations
Salishan 7					13,281		Property Operations
THDG - General					3,310		THDG
Hillsdale Heights					8,995		
Bus Development Activity					39		Development
CS General Business Activities					1,810		
Department of Commerce Funding for Crisis Residential Center					161,002		Client Support
Community Services MTW Fund					1,369		
AMP 6 - Scattered Sites					921		Public Housing
THA SUBTOTAL					1,257,645		
Hillside Terrace 2 & 1500					2,075		
Bay Terrace I & II & Community Facility					7,852		
Housing Hilltop LLLP					49,051		
Arlington Youth Campus					2,735		Tax Credit Projects -
Court F (The Rise)					3,433		Reimbursable
Renew Tacoma Housing					16,897		
Salishan 1 - Salishan 6					9,318		
Tax Credit Property Allocations					8,211		
TAX CREDIT SUBTOTAL (Operations & Development - billable)					99,573		1,357,219
Section 8 Checking Account (HAP Payments)							
SRO/HCV/VASH/FUP/NED/EHV/MSV	Check #'s	488,728	- 489,485	246,740			
	ACHs	51,476	- 52,390	5,043,788		\$	5,290,528
Payroll & Payroll Fees - ADP	EFT	20	- 21			\$	1,201,408
TOTAL DISBURSEMENTS							
						\$	7,849,155



TACOMA HOUSING AUTHORITY

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Date: March 26, 2025

To: THA Board of Commissioners

From: Richard Deitz
Director of Finance

Re: Finance Department Board Report

1. FINANCIAL STATEMENT

I present the January 2025 disbursement reports for your approval.

The Finance Department is submitting the final financial statement for the year ending December 31, 2024.

The Agency closed the 2024 Fiscal year in strong financial condition. We finished the year with an operating surplus of \$143,095, which can be seen on *Line 50 – Surplus/(Deficit) before Capital Expenditures* on the financials. As displayed on *Line 55 – THA Surplus/(Deficit)*, once capital expenditures are included, THA finished the year with a surplus of \$22,155. These numbers are lower than what has been observed in prior years. One of the major drivers of this is \$664,132 in unreimbursed casualty losses. For reference, for the prior seven years we averaged under thirty thousand dollars per year. If it were not for these extraordinary losses, we would be in line with prior years. In the section below, I have provided additional details on notable line items.

General themes and notable items are addressed below.

- *Line 1, HAP reimbursements* – This category is directly related to our MTW and special purpose voucher spending. We had MTW savings in administrative and tenant services expenses that were partially offset by additional spending on HAP. This combination resulted in THA being slightly under budget at yearend.
- *Line 2 – Section 8 Admin fee earned* – HUD's 2024 administrative fee rate and proration were higher than anticipated, resulting in higher than projected administrative fee income. We also received significant unanticipated administrative fees for 2023 in February and July.
- *Line 4 – Public Housing Subsidy* – THA budgets traditional public housing operating subsidy in this line, which came in as anticipated for 2024. We also received funding from the HUD grant for the Housing Hilltop commercial space, which led to a significant overage.
- *Line 5 – Capital Fund Operating Revenue* – We drew two years of capital funds, instead of drawing one year as originally planned.
- *Line 6 – Other Government Grants* – The majority of the revenue for this category is associated with a multi-year grant that follows the state's fiscal year. The timing of when funds were drawn led to additional revenue in 2024 beyond what was anticipated.
- *Line 8 – Tenant Revenue - Other* – This category was overbudget due to higher than expected move out charge revenue.

- *Line 10 – Other Revenue* – Higher than anticipated grant revenue is driving the overage in this area.
- *Line 11 – Developer Fee* – We received developer fee related to the Mercy Housing project at Aviva Crossing.
- *Line 12 – T/C/ Waterfall Payments* – Property performance continued to be impacted by vacancies and collection rates. These challenges lead to lower than anticipated cash flow from the properties.
- *Line 13 – Investment Income* – Interest income is significantly higher than budgeted due to higher than anticipated interest rates and additional cash on hand.
- *Lines 15 – 25 – Administrative Expense* – Most line items under *Administrative Expense* finished the year under budget, as did the category as a whole. This section would be further under budget if not for the addition of over \$300 thousand in Housing Hilltop commercial space costs being reflected in *Line-22 Other administrative expenses*. The HUD grant funding the buildout of the Housing Hilltop commercial space is reflected in *Line-4 HUD Grant – Public Housing Subsidy*. The related funding and expenditures were not included in the 2024 budget, and as a result, both the revenue and expense categories were over budget. The other area that was over budget in this section was *Legal* expenses. The largest overages from a department perspective were in Human Resources and AMRED. Many of the legal expenses associated with AMRED were budgeted under *Due diligence*, creating an overage in *Legal* and the appearance of additional underspending in *Due diligence*.
- *Lines 26 – 29 – Tenant Service* – The Tenant Service area finished the year slightly under budget. All line items were under budget and had minimal variances.
- *Lines 31 – 35 – Ordinary Maintenance and Operations* – This category is significantly over budget primarily due to staffing costs at the third-party managed properties. Staffing costs also appear higher because an employee who was budgeted and previously charged to *Administrative Salaries* is being reflected in *Maintenance Salaries* to align with their current scope of work. *Maintenance Materials* is over budget for a couple of reasons. The first is that Outrigger and Salishan 7 both finished the year with significant overages in this area. THA also purchased unbudgeted remediation equipment early in 2024 to help reduce future maintenance contracting expenses. The overage in *Maintenance Materials* is offset by the savings in *Contract Maintenance*.
- *Lines 36 – 40 General Expenses* – The primary reason for the overage in this area is Spinnaker recognizing bad debt related to the properties they manage. THA also paid \$54 thousand more in Leasehold Excise Tax than was budgeted.
- *Line 42 – Ext. Maint/ Fac Imp/Casualty Loss (Proceeds)* – THA experienced significant losses that were not fully covered by insurance at Prairie Oaks and at James Center North. There was also significant unbudgeted extraordinary maintenance performed at North Highland and the FIC/Salishan.
- *Line 43 – Sec 8 HAP Payments* – The overage in this category is tied to higher utilization and increased costs of MTW HAP. The total special purpose voucher programs were under budget for 2024.
- *Line 47 – Debt Service Principal Pymt/Loan Payoffs* – THA paid off the James Center Enterprise loan and partially paid down the James Center WSHFC loan with restricted sales proceeds. The reserve appropriation for these payments is shown on *Line 49 – Reserve Appropriations – Operations/Debt*.

- *Line 51 – Capitalized Items/Development Projects* – The 2024 budget included four million for property acquisition. This did not occur, resulting in a significant variance. This also led to the variance in *Line 54 – Reserve Appropriations – Capital*.
- *Line 53 – Capital Grants/Sale of Property* – THA initially expected to close on the Mercy and front commercial parcel in 2024. The front commercial parcel, which was projected to generate the majority of the proceeds, was not sold. Additionally, the terms of the Mercy agreement changed significantly due to the additional infrastructure work and the related cost-sharing agreement.

2. INVESTMENTS

Surplus funds are invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank are at 2.64%. The Washington State Local Government Investment Pool currently provides a return rate of 4.60%.

3. AUDIT

THA's auditors notified us that the 2023 accountability audit will be combined with the 2024 audit. The audits of our Tax Credit properties are currently underway.

4. BUDGETS

THA is planning on utilizing a new Yardi module, Forecast IQ, for the 2026 budget. The kick-off meeting for the implementation occurred February 12th.

5. YEAR-END UPDATE

HUD approved THA's request to extend the due date for the draft financial submission to REAC until March 30th. THA is currently running just a few days behind our 2023 schedule, so we are well positioned to meet this delayed deadline.

TACOMA HOUSING AUTHORITY
AGENCY WIDE

		December-24				Thru 12/31/2024		
		CURRENT QTR ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
OPERATING RECEIPTS								
1	HUD grant - Section 8 HAP reimbursement	17,551,868	71,202,032	72,904,879	-2.34%	71,202,032	72,904,879	-2.34%
2	HUD grant - Section 8 Admin fee earned	1,243,484	6,993,457	5,839,573	19.76%	6,993,457	5,839,573	19.76%
3	HUD grant - Community Services	94,949	245,915	245,000	0.37%	245,915	245,000	0.37%
4	HUD grant - Public Housing Subsidy	167,702	337,044	12,300	2640.20%	337,044	12,300	2640.20%
5	HUD grant - Capital Fund Operating Revenue	28,525	28,525	14,100	102.30%	28,525	14,100	102.30%
6	Other Government Grants	645,945	2,522,900	2,315,000	8.98%	2,522,900	2,315,000	8.98%
7	Tenant Revenue - Dwelling rent	1,076,261	3,604,730	3,453,245	4.39%	3,604,730	3,453,245	4.39%
8	Tenant Revenue - Other	71,475	258,551	195,664	32.14%	258,551	195,664	32.14%
9	Management Fee Income	1,097,656	3,802,762	3,750,175	1.40%	3,802,762	3,750,175	1.40%
10	Other Revenue	385,309	2,329,096	2,103,726	10.71%	2,329,096	2,103,726	10.71%
11	Other Revenue - Developer Fee Income	298,600	298,600	0	N/A	298,600	0	N/A
12	Other Revenue - T/C Waterfall Payments	1,133,729	1,683,637	1,875,000	-10.21%	1,683,637	1,875,000	-10.21%
13	Investment income	222,499	971,105	776,240	25.10%	971,105	776,240	25.10%
14	TOTAL OPERATING RECEIPTS	24,018,001	94,278,354	93,484,902	0.85%	94,278,354	93,484,902	0.85%
OPERATING EXPENDITURES								
Administrative Expenses								
15	Administrative Salaries	3,174,526	11,622,310	11,499,299	1.07%	11,622,310	11,499,299	1.07%
16	Administrative Personnel - Benefits	900,374	3,527,978	3,857,674	-8.55%	3,527,978	3,857,674	-8.55%
17	Audit Fees	29,816	104,395	113,400	-7.94%	104,395	113,400	-7.94%
18	Management Fees	153,924	651,613	831,299	-21.62%	651,613	831,299	-21.62%
19	Office Expense	542,294	2,545,479	3,621,828	-29.72%	2,545,479	3,621,828	-29.72%
20	Legal	188,924	526,469	351,500	49.78%	526,469	351,500	49.78%
21	Travel/Training	34,121	243,437	583,200	-58.26%	243,437	583,200	-58.26%
22	Other administrative expenses	904,906	2,931,172	2,901,528	1.02%	2,931,172	2,901,528	1.02%
23	Due diligence - Perspective Development	0	42,254	550,000	-92.32%	42,254	550,000	-92.32%
24	Contingency	0	0	105,000	-100.00%	0	105,000	-100.00%
25	Total Administrative Expenses	5,928,886	22,195,106	24,414,727	-9.09%	22,195,106	24,414,727	-9.09%

TACOMA HOUSING AUTHORITY
AGENCY WIDE

		December-24				Thru 12/31/2024		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
Tenant Service								
26	Tenant Service - Salaries	511,669	1,843,096	1,896,199	-2.80%	1,843,096	1,896,199	-2.80%
27	Tenant Service Personnel - Benefits	157,974	630,181	684,016	-7.87%	630,181	684,016	-7.87%
28	Tenant Service - Other	787,951	2,701,124	2,711,911	-0.40%	2,701,124	2,711,911	-0.40%
29	Total Tenant Services	1,457,594	5,174,401	5,292,127	-2.22%	5,174,401	5,292,127	-2.22%
Utilities								
30	Total Project Utilities	115,553	479,944	480,595	-0.14%	479,944	480,595	-0.14%
Ordinary Maintenance & Operations								
31	Maintenance Salaries	344,183	1,239,202	875,870	41.48%	1,239,202	875,870	41.48%
32	Maintenance Personnel - Benefits	88,926	323,680	288,205	12.31%	323,680	288,205	12.31%
33	Maintenance Materials	81,740	262,393	190,379	37.83%	262,393	190,379	37.83%
34	Contract Maintenance	265,905	839,704	925,263	-9.25%	839,704	925,263	-9.25%
35	Total Routine Maintenance	780,754	2,664,978	2,279,717	16.90%	2,664,978	2,279,717	16.90%
General Expenses								
36	Protective Services	21,956	60,747	32,520	86.80%	60,747	32,520	86.80%
37	Insurance	211,811	672,111	660,136	1.81%	672,111	660,136	1.81%
38	Other General Expense	237,693	957,347	480,501	99.24%	957,347	480,501	99.24%
39	Interest Expense	153,645	566,828	567,866	-0.18%	566,828	567,866	-0.18%
40	Total General Expenses	625,105	2,257,032	1,741,023	29.64%	2,257,032	1,741,023	29.64%
41	TOTAL OPERATING EXPENSES	\$ 8,907,892	\$ 32,771,462	\$ 34,208,189	-4.20%	\$ 32,771,462	\$ 34,208,189	-4.20%
Nonroutine Expenditures								
42	Ext. Maint/Fac Imp/Casualty Loss (Proceeds)	106,076	987,137	96,500	922.94%	987,137	96,500	922.94%
43	Sec 8 HAP Payments	16,562,602	60,098,692	59,112,400	1.67%	60,098,692	59,112,400	1.67%
44	Total Nonroutine Expenditures	16,668,678	61,085,830	59,208,900	3.17%	61,085,830	59,208,900	3.17%
45	TOTAL EXPENDITURES	25,576,571	93,857,291	93,417,089	0.47%	93,857,291	93,417,089	0.47%
46	OPERATING SURPLUS/(DEFICIT)	(1,558,569)	421,063	67,814	520.91%	421,063	67,814	520.91%
47	Debt Service Principal Pymt/Loan Payoffs	(65,585)	(2,604,581)	(3,928,748)	-33.70%	(2,604,581)	(3,928,748)	-33.7%
48	Surplus/Deficit Before Reserve Appropriations	(1,624,155)	(2,183,518)	(3,860,934)	-43.45%	(2,183,518)	(3,860,934)	-43.45%
49	Reserve Appropriations - Operations/Loan Payo	0	2,326,613	1,500,000		2,326,613	1,500,000	
50	Surplus/Deficit Before Captial Expenditures	(1,624,155)	143,095	(2,360,934)		143,095	(2,360,934)	
51	Capitalized Items/Development Projects	(420,989)	(494,662)	(4,475,000)	-88.95%	(494,662)	(4,475,000)	-88.95%
52	Reserve for Replacement	(42,042)	(171,625)	(175,852)	-2.40%	(171,625)	(175,852)	-2.40%
53	Revenue - Capital Grants/Sale of Property	100,000	100,000	4,055,000	-97.53%	100,000	4,055,000	-97.53%
54	Reserve Appropriations - Capital	445,347	445,347	4,000,000	-88.87%	445,347	4,000,000	-88.87%
55	THA SURPLUS/(DEFICIT)	(1,541,839)	22,155	1,043,214		22,155	1,043,214	

TACOMA HOUSING AUTHORITY			
CASH POSITION - December 2024			
Account Name		Current Balance	Interest
HERITAGE BANK			
Accounts Payable		10,915,906	2.64%
Section 8 Checking		1,044,458	2.64%
THA Scattered Sites Proceeds		5,926,486	2.64%
FSS Escrows		109,896	2.64%
FSS Forfeitures		63,510	2.64%
Note Fund Account		108	2.64%
THDG - Tacoma Housing Development Group		977,804	2.64%
Salishan 7 Operations		1,342,396	2.64%
Salishan 7 Security Deposit		32,228	2.64%
Salishan 7 Replacement Reserve		747,822	2.64%
Salishan 7 Operating Reserve		215,165	2.64%
North Highland Operations		96,456	2.64%
North Highland Security Deposit		26,159	2.64%
North Highland Capital Reserve		415,271	2.64%
Highland Crest Operations		1,311,206	2.64%
Highland Crest Replacement Reserve		453,097	2.64%
Highland Crest Security Deposit		41,701	2.64%
Outrigger Operations		755,113	2.64%
Outrigger Replacement Reserve		403,080	2.64%
Outrigger Security Deposit		25,511	2.64%
Payroll Account		35,903	2.64%
HOME STREET BANK			
James Center North Operations		682,390	0.00%
James Center North Security Deposit		96,840	0.00%
WASHINGTON STATE			
Investment Pool		\$ 9,242,837	4.60%
1. TOTAL THA CASH BALANCE		\$ 34,961,347	
Less:			
2. Total MTW Cash Balance		\$ 612,828	
Less Minimum Operating Reserves			
2.01 Public Housing AMP Reserves (4 months Operating Exp.)			
2.02 S8 Admin Reserves (3 months Operating Exp.)		726,000	
2.09 Less Total Minimum Operating Reserves		\$ 726,000	
2.1. MTW Cash Available (Lines 2-2.09)		\$ -	
3. MTW Cash Held By HUD		\$ 9,398,630	
4. Non MTW Cash Restrictions/Obligations			
4.1 Non MTW Operational Restrictions			
4.10 HUD Restricted - Lot and Property Sales		\$ 5,926,486	
4.101 Scattered Sites Proceeds (Afford Hsg)		5,926,486	
4.20 THA Property Accounts Reserved		\$ 13,101,674	
4.201 Security Deposit Accounts		222,439	
4.202 Highland Crest Operations Reserves		520,000	
4.203 Highland Crest Replacement Reserves		453,097	
4.204 James Center North Operations Reserves (Debt Svc)		1,000,000	
4.205 James Center North Capital		102,463	
4.206 Outrigger Operations Reserve		150,000	
4.207 Outrigger Replacement Reserves		403,080	

TACOMA HOUSING AUTHORITY				
CASH POSITION - December 2024				
4.208	Salishan 7 Operations Reserves	750,000		
4.209	Salishan 7 Replacement Reserves	747,822		
4.210	North Highland Court Operations Reserves	50,000		
4.211	North Highland Capital Reserve	415,271		
4.212	Housing Hilltop Loan Reserve	8,287,500		
4.30 Rental Assistance Reserves			\$	912,010
4.301	Mod Rehab Operating Reserves	82,450		
4.302	VASH, FUP, FYI, NED, EHV & MAIN HAP & AF Reserves	656,153		
4.303	FSS Escrows	173,407		
4.40 Prepaid Grants			\$	1,163,207
4.401	TPS Interlocal (CS-2017-011)	78,721		
4.402	College Spark (PI-2018-005)	52,848		
4.403	GTCF Grant (PI-2019-005)	53,835		
4.404	THDG	977,804		
4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)			\$	21,103,377
4.70 Agency Contracted or Budgeted Commitments Remaining			\$	-
		-		
		-		
4.99 Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)			\$	21,103,377
5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)			\$	13,245,142
6. Development Advances - Project Reimbursement upon draw			\$	-
6.01	Housing Hilltop LLLP	-		

TACOMA HOUSING AUTHORITY				
CASH POSITION - January 2025				
Account Name			Current Balance	Interest
HERITAGE BANK				
Accounts Payable			8,064,195	2.54%
Section 8 Checking			1,013,094	2.54%
THA Scattered Sites Proceeds			5,939,545	2.54%
FSS Escrows			110,139	2.54%
FSS Forfeitures			63,650	2.54%
Note Fund Account			109	2.54%
THDG - Tacoma Housing Development Group			979,592	2.54%
Salishan 7 Operations			1,461,024	2.54%
Salishan 7 Security Deposit			32,299	2.54%
Salishan 7 Replacement Reserve			755,479	2.54%
Salishan 7 Operating Reserve			215,639	2.54%
North Highland Operations			71,426	2.54%
North Highland Security Deposit			25,785	2.54%
North Highland Capital Reserve			416,181	2.54%
Highland Crest Operations			1,312,483	2.54%
Highland Crest Replacement Reserve			457,537	2.54%
Highland Crest Security Deposit			40,374	2.54%
Outrigger Operations			724,282	2.54%
Outrigger Replacement Reserve			407,646	2.54%
Outrigger Security Deposit			25,977	2.54%
Payroll Account			36,055	2.54%
HOME STREET BANK				
James Center North Operations			737,262	0.00%
James Center North Security Deposit			79,537	0.00%
WASHINGTON STATE				
Investment Pool			\$ 9,277,775	4.45%
1. TOTAL THA CASH BALANCE			\$ 32,247,086	
Less:				
2. Total MTW Cash Balance			\$ -	
Less Minimum Operating Reserves				
2.01 Public Housing AMP Reserves (4 months Operating Exp.)				
2.02 S8 Admin Reserves (3 months Operating Exp.)			726,000	
2.09 Less Total Minimum Operating Reserves			\$ 726,000	
2.1. MTW Cash Available (Lines 2-2.09)			\$ -	
3. MTW Cash Held By HUD			\$ 10,574,684	
4. Non MTW Cash Restrictions/Obligations				
4.1 Non MTW Operational Restrictions				
4.10 HUD Restricted - Lot and Property Sales			\$ 5,939,545	
4.101 Scattered Sites Proceeds (Afford Hsg)			5,939,545	
4.20 THA Property Accounts Reserved			\$ 13,099,339	
4.201 Security Deposit Accounts			203,972	
4.202 Highland Crest Operations Reserves			520,000	
4.203 Highland Crest Replacement Reserves			457,537	
4.204 James Center North Operations Reserves (Debt Svc)			1,000,000	
4.205 James Center North Capital			101,023	
4.206 Outrigger Operations Reserve			150,000	
4.207 Outrigger Replacement Reserves			407,646	

TACOMA HOUSING AUTHORITY				
CASH POSITION - January 2025				
4.208	Salishan 7 Operations Reserves		750,000	
4.209	Salishan 7 Replacement Reserves		755,479	
4.210	North Highland Court Operations Reserves		50,000	
4.211	North Highland Capital Reserve		416,181	
4.212	Housing Hilltop Loan Reserve		8,287,500	
4.30 Rental Assistance Reserves			\$	839,621
4.301	Mod Rehab Operating Reserves		16,358	
4.302	VASH, FUP, FYI, NED, EHV & MAIN HAP & AF Reserves		649,474	
4.303	FSS Escrows		173,789	
4.40 Prepaid Grants			\$	1,164,379
4.401	TPS Interlocal (CS-2017-011)		77,953	
4.402	College Spark (PI-2018-005)		52,848	
4.403	GTCF Grant (PI-2019-005)		53,986	
4.404	THDG		979,592	
4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)			\$	21,042,883
4.70 Agency Contracted or Budgeted Commitments Remaining			\$	-
			-	
			-	
4.99 Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)			\$	21,042,883
5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)			\$	11,204,203
6. Development Advances - Project Reimbursement upon draw			\$	10,074
6.01	Housing Hilltop LLLP		10,074	



TACOMA HOUSING AUTHORITY

AGENCY MONTHLY REPORT



Tacoma Housing Authority:
Partnering with Residents to Create
Vibrant Communities

THA's Mission to Provide Supportive Services

Unlike most public housing authorities, Tacoma Housing Authority (THA) is invested in providing robust social services and supports that improve not only housing outcomes but that also “help our communities become **safe, vibrant, prosperous, attractive and just.**”



* Word cloud courtesy of City of Tacoma

Partnering with Residents to Identify Supports

THA Staff in the Client Support & Empowerment (CSE) Department solicit feedback regularly from residents to determine both which social services they need more access to and what they are interested in engaging in. One of those methods is surveying.

In October, 2024, CSE conducted a portfolio-wide Community Programming Feedback Survey. The response rate across 1,416 total households (THA's 6 family properties + 7 mid-rises for seniors & individuals with disabilities, where CSE provides services) was 15% or 217 total responses.

Residents identified the following as the top services they would be interested in engaging in:

38% Homeownership Services * 36% Finding a Job/Finding a Better Job * 36% Services to Help Alleviate Stress, Anxiety & Depression * 35% Dental Care * 35% Increasing Their Income * 34% Saving Money * 34% Primary Health Care (Adults) * 28% Nutrition & Exercise Programs * 22% Youth Programming (Family Properties Only)

Meet our Community Builders

THA knows that our biggest asset is our community: the people who live, play and grow while they call Tacoma Housing home.

THA Community Builders work collaboratively with residents to identify resource access gaps, mobilize residents to engage in solution-finding and then work to close those gaps with resident-driven programming. Resident feedback drives their work every day.

Lancy Dennis



Youth & Families

Bay Terrace
The Rise
Hillside Terrace
Bergerson Terrace
Dixon Village

(253) 244-2084

ldennis@tacomahousing.org

Martha Matthias



Health & Wellness

Mental/Emotional, Physical,
Behavioral, Recovery Supports,
Isolation Prevention

All THA Portfolio

(253) 341-9031

mmatthias@tacomahousing.org

Rob McAfee



Youth & Families Salishan

(253) 271-4714

rmcafee@tacomahousing.org

Trish Mozo



Economic Opportunities

Employment, Education,
Income Supports, Asset
Building

All THA Portfolio

(253) 448-2798

tmozo@tacomahousing.org

Community Engagement Guidebook

COMMUNITY **ENGAGEMENT**

GUIDEBOOK
for THA Residents



1

This Community Engagement Guidebook was created by the Community Building Team to highlight areas where residents can contribute to their communities in a supported way, partnering with THA towards common goals.

[Community - Tacoma Housing Authority](#)



Of the 217 THA Residents Who Responded to the Community Programming Feedback Survey:

- 22% Expressed interest in being more engaged in community events
- 20% Expressed interest in volunteering
- 13% Expressed interest in joining a Resident Council

Case Study: Family Self-Sufficiency

The Family Self-Sufficiency (FSS) program is an employment and asset building program that matches families and individuals with services to help in building economic wellbeing. FSS participants set their own unique goals and earn money in an FSS escrow account for completing those goals. Participants can earn up to \$8,500 upon graduating FSS.

Respondents in the 2024 Community Programming Feedback Assessment rated **Homeownership Services (38%)**, **Increasing Income (35%)** and **Saving Money (34%)** as some of the top services they were most interested in.



FSS Case Study Continued...

In 2024, THA went out to RFP for a Financial Coaching and Mentorship Partner and used a Resident-Centered Selection process:

- THA received 6 applications from non-profits and small businesses
- 9 participants in Family Self-Sufficiency volunteered to score the applicants
- These participants contributed a combined total of 16 hours of consultation and feedback
- Residents received a combined total of \$400 in participation stipends for their efforts
- **Participants selected Fiscal Finesse and Tacoma-Pierce County Habitat for Humanity as their preferred partners in financial coaching**
 - **Both partners are a part of the Pierce County Asset Building Coalition and Black Home Initiative network**



Pictured: Jenefeness Franke of Fiscal Finesse walks an FSS participant through an individualized financial plan



Pictured: 2024 FSS Graduate Samantha Ball and her family on the steps of their new Habitat for Humanity home

Case Study: Tenant Representatives Action Coalition (TRAC)

Tenant Representatives Action Coalition (TRAC) is a registered nonprofit and an official Resident Council of THA.

TRAC defines its purpose as:

- To advocates for all residents in the seven senior/disabled buildings
- To confront issues and work to make the quality of life better
- To encourage self-sufficiency programs, safety and education among residents
- To strive for a working productive relationship with residents and THA staff

In 2025, TRAC has identified several goals to work on with support of THA:

- Increased technical support and training
- Identification of “passion projects” they would like to focus their advocacy and resources towards
- Possible expansion of membership to include residents of other THA properties



TRAC Case Study Continued...

In partnership with THA in 2025, TRAC is excited to bring a 2-day training on-site this spring for resident leaders, aspiring leaders and the THA staff who support them.

They have selected Dr. Samuel Little, President and CEO of the National Alliance of Resident Services in Affordable and Assisted Housing (NAR-SAAH) to conduct that training.

NAR-SAAH is a 501(c) (3) organization. It was organized in Baltimore in 2003 in collaboration with six other individuals in leadership roles in the affordable housing sector. NAR-SAAH's purpose is to assist resident leaders and employees of resident services by promoting effective national housing policy; expanding partnerships with community agencies; and leveraging funds to support resident programs.

Dr. Little is Associate Dean Emeritus for field education at the School of Social Work, University of Maryland, Baltimore and founding president of NAR-SAAH. He has experience in directing field education programs, combined with administering public housing programs globally, having served as Associate Deputy Director at the Housing Authority of Baltimore City, Executive Director of Resident Services at the District of Columbia Housing Authority, and Executive Vice President for Resident and Community Services at the Philadelphia Housing Authority.



<https://www.narsaah.today/>



Questions?



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: April Black, Executive Director
Date: March 26, 2025
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 February. The agency updates are categorized as they relate to our long-term goals:

- Financial Sustainability
- Increase the Amount of Affordable Housing for Low-Income Families
- Make Tacoma a Great Place to Live
- Make THA a Great Employer, Contractor, and Partner

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

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FINANCIAL SUSTAINABILITY

Financial Sustainability updates are included in the Finance update.

INCREASE THE AMOUNT OF AFFORDABLE HOUSING FOR LOW INCOME FAMILIES

Housing Hilltop

Construction

- North and South building improvements for security, including installation of additional cameras throughout the two buildings, and alleyway painting are all complete.
- Change order has been approved for tenant improvements for HVAC and electrical installation for the South Building commercial spaces. This work is scheduled to be complete within the next 4-5 months.
- Additional tenant improvements are being considered with consultation from Brawner.

Commercial Space

- Jan Parker
 - Moving forward with La Union as architect.
 - Business is working with local funding partners to help fill funding gaps based on initial architect and contractor feedback.
 - Working with Jan Parker and her architect to determine construction timeline and a potential lease start date.

- Lavonne's Room
 - Tenant Improvement scheduled to be complete week of 3/10/25.
 - Space is ready for tenant move-in as early as 3/15/25.
- Empty Commercial Space
 - THA reviewing proposals for 3rd commercial space.
- TUPAC
 - THA has terminated its agreement with TUPAC and is in the process of finding a new tenant to occupy this space.

Lease Up

- South Building
 - Construction complete and fully occupied.

North Building

Lease up currently underway and still behind schedule. THA, Brawner, Du, and FPI collaborating to minimize impact of lost credits. FPI has completely shifted operations from South building to North building.

Aviva Crossing



Site

- Utility work began in August.
- THA is pursuing \$1.8 million in County funds to help support the predevelopment work.
- THA is working with legal counsel and Related NW on formalizing a MOU for Parcel A.
- Easements held by neighbors restricting Aviva Crossing development due to height limits and parking claims has been resolved.
- James Center South has a new buyer that wants to clean up the reciprocal parking agreement between JCN and JCS.
- THA is waiting to hear feedback on the EPA Grant to help fund the stormwater infrastructure work.

Koz (Lot 1)

- Continuing to negotiate the terms of a purchase on this site.
- Expected to break ground by end of August 2025.

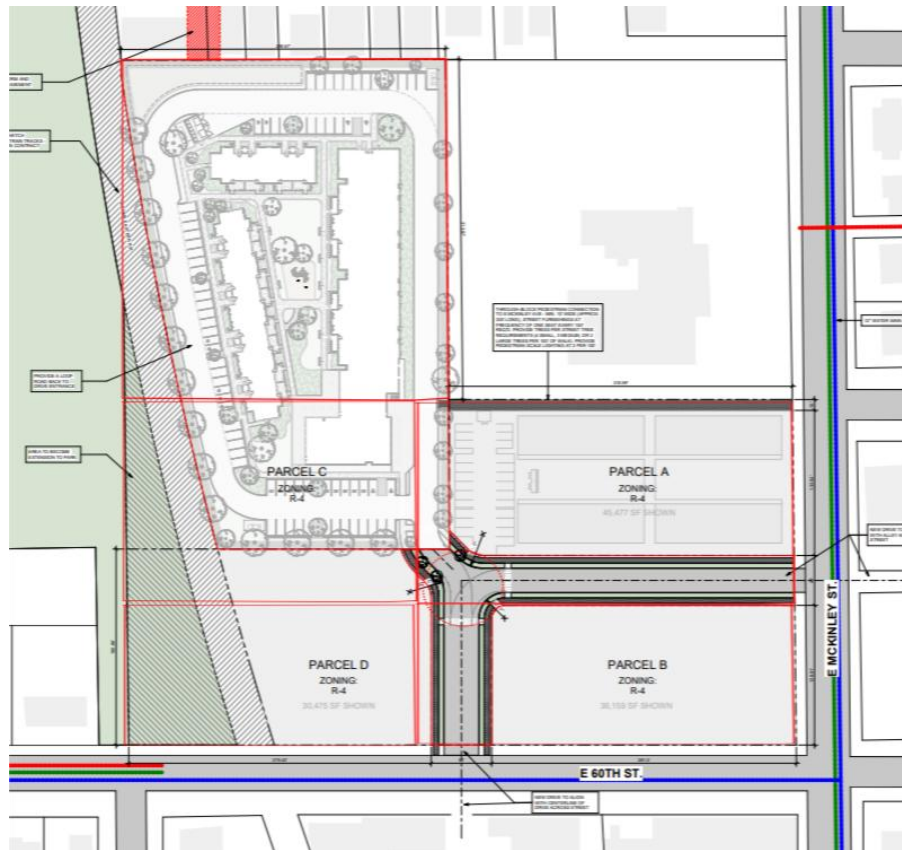
Mercy (Lot 4)

- AHAPs have been approved by HUD and executed.
- Tax Credit closing was finalized on December 15, 2024.
- Business terms have been settled, including a \$1,000,000 loan to the Mercy project with a 40-year term, earning 5.4% compounding annual interest. Other contributions to the infrastructure work are capped at \$1.8 million. THA is determining what portion of these funds can be paid with restricted sources.
- Stormwater infrastructure work expected to begin by May.
- THA is assisting Mercy in the infrastructure RFP process for selecting a contractor.

Related Northwest (Lot 3)

- Targeting 150 units at 60% and 50% AMI.
- Negotiations in process for the purchase of the parcel.
- Working with legal counsel and Brawner on MOU negotiations.

Hillsdale Heights



- Bridge Meadows has not been awarded the 9% LIHTC for 2025. They are still waiting to hear back on their CHIP application.
- Pre-application meeting with the city is complete.
- THA continues conversations with partners on land sale. Bridge Meadows, Louis Rudolph Homes and Eloise's Cooking Pot are fully engaged and working together on the development of the entire site. Proposals from Louis Rudolph Homes and Eloise's Cooking Pot are expected in March.
- THA has procured a Critical Areas Report based on City's feedback on visual site inspection. This report is expected to be completed in March.

Salishan & Hillside 2300 Resyndication

- Environmental and appraisal inspections are ongoing with the help of THA's Property Management team. Seismic and survey reports are complete.
- THA continues to identify and pursue funding opportunities.
- The first draft of Owner's program/scope has been reviewed, and THA is working with Brawner on implementing those comments into the program.

- THA, Brawner, LMC, and 1Drop performed a site visit to each property for initial inspections.
- InkBuilt was selected as the architect for the project. LMC is working towards negotiating a contract with InkBuilt. A pre-construction contract with LMC is expected to be signed in April.
- InkBuilt is scheduled to perform property inspections the week of 3/10/25.
- THA, Brawner, LMC, and 1Drop are collaborating together as part of a community stakeholders feedback group to maximize MWSBE and Section 3 participation throughout the project.

MAKE TACOMA A GREAT PLACE TO LIVE

Compliance Reporting

Tacoma Housing Authority has made great strides in reporting since integrating with the Yardi system. This month, a draft report was shared with operational departments to gather input. The report will monitor a broad range of compliance areas. Notably, a decrease in the number of times files require multiple compliance reviews. Additionally, the number of PIC reporting errors from the initial data migration have been going down. This now helps find staff errors more accurately. This will enable a more effective collaboration with operational departments, providing targeted training and guidance to ensure programs are efficient and compliant.

Repayment Agreement Update

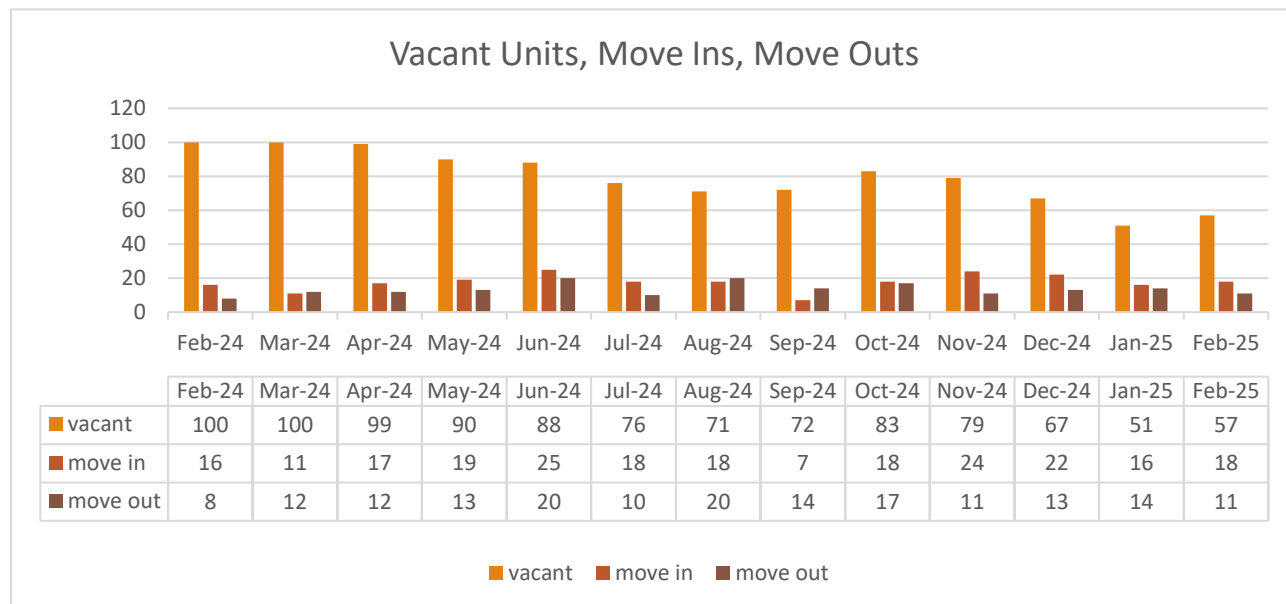
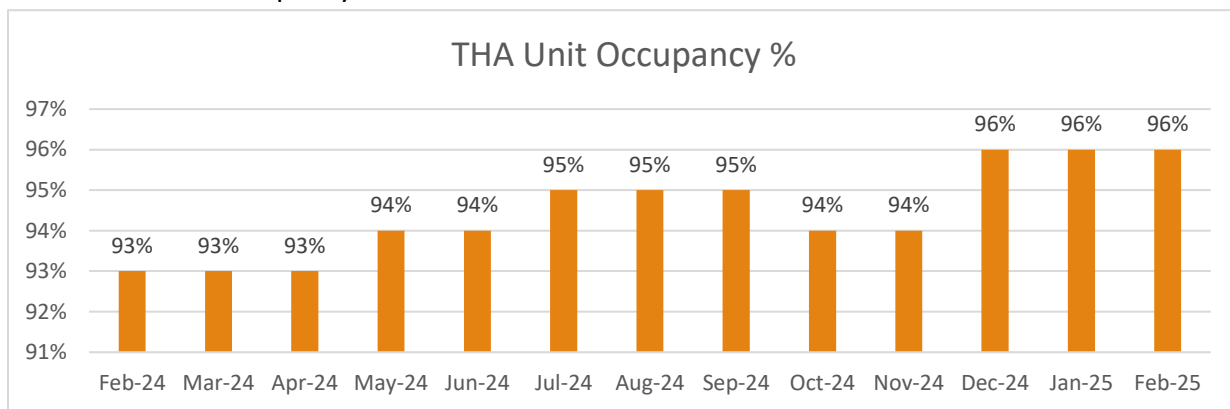
PIE has worked in partnership with Property Management and Rental Assistance to revise the repayment agreement policy for better alignment. The proposal is outlined in depth in the attached resolution but here is a summary:

- **Alignment of Policies:** The changes aim to unify the repayment agreement policies across departments, reflecting changes made during COVID-19 to streamline processes and enhance financial management.
- **Extended Payment Timeframe:** Staff propose extending the timeframe for families to either pay their debt in full or enter into a repayment agreement from 30 days to 60 days, allowing more time for financial preparation.
- **Flexible Downpayment Requirement:** The new policy allows families to set their downpayment amount, as long as it exceeds the minimum rent, they qualify for, which varies based on household type. Owners must still provide a 10% downpayment.

- **Tiered Repayment Terms:** The proposal widens tiered repayment terms based on debt amounts, with specific timelines set for various debt thresholds to ensure affordability.
- **Clarification of Non-Payment Policy:** The proposed revisions include clearer guidelines regarding non-payment consequences, including potential eviction or termination of assistance if payments are not made as agreed.
- **Legal Compliance Update:** The proposed changes also address inaccuracies in previous policy language related to criminal prosecution thresholds for debts, ensuring compliance with legal standards.

THA Unit Occupancy Progress

At the start of 2025, THA experienced fewer vacant units and move-outs than anticipated. Although move-ins were slightly below projections, we continue to maintain a 96% occupancy rate.

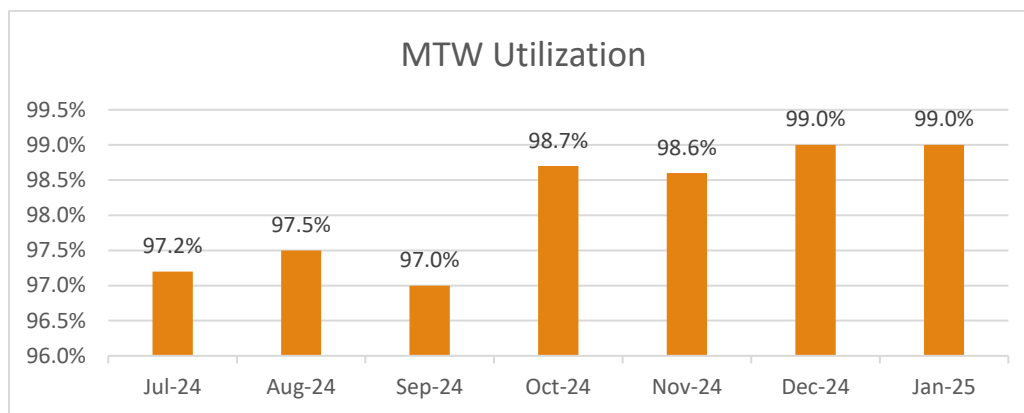


Serving High Barrier Households

The Housing Navigation team are currently engaging with 55 households. This team continues to support voucher holders by providing vacant unit lists, deposit assistance, application assistance, and liaison work between the voucher holder and prospective landlords. In February this team housed 6 high barrier households.

Overall Program Utilization

THA continues to see steady utilization of its MTW programs.



Partnership Highlight

THA has partnered with a local affordable housing provider, through a Memorandum of Understanding (MOU), to designate 10 units at Cornus House for Foster Youth to Independence (FYI) Voucher holders. The FYI program targets youth and young adults aged 18-24 who are transitioning from foster care and are homeless or at risk of homelessness. The program offers up to 36 months of rental assistance, with the possibility of a 24-month extension. The Department of Children, Youth, and Families (DCYF) provides supportive services to this population, recognizing their limited or non-existent rental history, which can make securing rental units challenging. This partnership will grant FYI voucher holders access to affordable housing and help them establish a rental history.

Maintenance Projects

There have been no major PM projects this month. Several small projects to include a minor stove fire remediation at Ludwig, asphalt water leak intrusion at Dixon, water leak impacting two units at Salishan and 902 front door glass replacement. All were resolved in the month of February.

Rent Collection

PM and CSE are continuing with the warm outreach program. For March we see an increase in the number of families who are current on rent.

Rent Collection	January	February	March
% of Households Paid in Full	57%	58%	64%
% of Households Owing 1 Month of Rent (or less)	18%	19%	17%
% of Households Owing 1+ Months of Rent	25%	23%	19%

Warm Outreach

17 Late Rent Outreach Referrals to CSE*	Late Rent Outreach Outcomes:
PM made 40 different outreach attempts of their own pre CSE referral: <ul style="list-style-type: none">• 22 emails• 6 in person• 12 phone	Of the 96 households** who received outreach regarding late rent in February, 60 do NOT appear in March's 30-day notices list. This means that 62% of households who received outreach from PM & CSE from the month prior were able to resolve their late rent and avoid receiving official 30-day notices the following month.

* Not all households who appear on the late rent list get referred to CSE for that month. There's several reasons why: the household is already working with a CSE advocate and may have been put in for a referral in previous months; PM has found their outreach with the household is sufficient; the household may have paid the balance on their own; the household is a frequent flyer on the list and may have previously declined support.

*96 is the number of late rent violation notices PM sent in February. CSE and PM use this as a baseline to see if the number of additional outreaches from PM & CSE can lead to tenants addressing their delinquent payment.

Nonpayment of Rent

THA continues to have several households in the portfolio who are behind on rent. Due to the Measure 1 eviction ban we are limited in when seriously delinquent households can be evicted. For households without students the eviction ban ends April 1st and for households with students June 20th. Currently we have 40 households with court judgements set to be evicted and we expect this number to rise. More than 60% of

these households have not paid rent since before 2024. 65% of these households have students in them. The total debt owed by the 40 households is over 300k.

CSE Staff Engaged with 331 Customers in February

Total Referrals: 97	Types of Referrals Received:	CSE staff provided 927 Types of Services to clients.
31 East Portfolio	47 Housing Stability	586 Housing Stability Services
32 West Portfolio	19 new Move-Ins	
34 Voucher Holders	17 General Services	
	9 Crisis Intervention	11 Education Services
	3 FSS & 2Gen	33 Behavioral Health & Physical Well Being Services
	2 Employment Assistance	158 Income, Asset Building, Financial Coaching Services
		139 Employment Services
CSE Staff made 675 outreach attempts: 331 successful contacts were made with the client (49% of the time staff was able to reach the client)		
**This data comes from services provided indicated in case note entries. Note that staff often provide more than 1 service per client interaction, and the services may be in addition to the reason for the initial CSE referral.		

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Community Building

Location	# of attendees	Total time spent (hrs)
Community Building Events: 12	108 attendees	323.25 hrs
Bay Terrace	6	12
Fawcett	2	6
Ludwig	15	41.5
M Street	18	44
N G Street	3	6.75
N K Street	13	78.5
Virtual trac members NAR-SAAH	5	5
Virtual TRAC monthly meeting Feb.	7	7
Virtual	8	16
Salishan	13	64
Virtual	7	14
Wright Ave	11	28.5
Social Emotional Learning (SEL) Contracted Outcomes: 4 classes	13 unique attendees	64 hrs
Food Access (with material distribution) St Leo's food pantry & BASH: 8 THA properties	317 attendees	
Resident Town Halls: G St & Wright Ave	23 attendees	

Director of Client Support and Empowerment Update

Caroline Cabellon will be stepping into the role of Interim Director of the Client Support and Empowerment (CSE) team.

Caroline has been with THA for 12 years, most recently serving as Program Manager in the department. We are fortunate to have her take on this leadership role. Her commitment to our clients and her innovative approach will undoubtedly drive us forward.

MAKE THA A GREAT EMPLOYER, CONTRACTOR, AND PARTNER

Make THA a Great Employer

Human Resources is working with the Strategic Advisor on creating and launching a new performance management system. This will be different than the traditional end-of-year annual performance review. This new program is called “Essential Conversations”. It’s a quarterly topic-based check-in between the employee and supervisor. Lynette and Priya are hosting focus groups with employees and managers to share more information about the program, answer questions, and gather feedback. Once the focus groups are complete, Lynette and Priya will incorporate the feedback to improve the program and ensure its successful and useful for THA staff.

Human Resources, the Strategic Advisor, and the Senior General Counsel are working together to create an Employee Handbook for THA employees. We are exploring methods to include employees in the creation process and will likely launch an Employee Handbook Workgroup in the Spring.

The Employee Appreciation Committee has introduced quarterly events, including Bagel Mondays and Donut Tuesdays, to enhance staff engagement. Planning for the mid-year celebration at Swan Creek Park is underway, with efforts to secure food trucks.

Director of Human Resources Update

After serving as the Interim Director of Human Resources for the last 1.5 years, Lynette Scott has accepted this role on a regular basis and we’re removing “interim” from her title. In the time Lynette has been in the interim role she has worked closely with Stacey Lopez and Julie Autry to focus on making THA a great place to work.

Lynette started at THA in August 2021 and throughout the years held various positions within the Human Resources department, including Interim Human Resources Director, Human Resources Manager, Sr. HR Generalist, and HR Analyst.

Lynette has nearly 30 years of extensive HR experience including 17 years of HR senior management experience. She has a Bachelor of Science degree from the University of Tampa and two professional certifications from the Society of Human Resource Management. She is also bilingual (English/Spanish).

Make THA a Great Partner

THA staff are currently involved in various community engagement efforts. The Strategic Advisor is leading a workgroup on employee policies with the Tacoma Anchor Network and is part of the Steering Committee. We also have representatives joining Tacoma Community College's Safety Coalition. Staff are tracking progress for a proposed Business Improvement Area (BIA) in Hilltop. This is not a comprehensive list of how THA staff are engaging with other community organizations to ensure we are good partners and contributing to making Tacoma a great place to live.

A LOOK AHEAD: MOVING TO WORK REPORT

Our April Board meeting will be focused on the Moving to Work (MTW) Report.



TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1



RESOLUTION 2025-03-26 (1)

Date: March 26, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Amend Resolution 2024-12-11 (2) - Utility Allowance Schedule Update

This resolution will adopt and Amended Resolution 2024-12-11 (2) for updated utility allowance schedules that will be used for the income-based calculation of rent for the Tacoma Housing Authority (THA) rental assistance programs.

BACKGROUND

This resolution is to amend the previously approved Resolution 2024-12-11 (2) to implement updated utility allowance schedules. The original resolution reflected an incorrect effective date. The effective date of the utility allowance changes should be March 1, 2025.

RECOMMENDATION

Approve Resolution 2025-03-26 (1) authorizing THA to amend previously approved Resolution 2024-12-11 (2) with an effective date of March 1, 2025.



RESOLUTION 2025-03-26 (1)

(AMEND RESOLUTION 2024-12-11 (2) UTILITY ALLOWANCE SCHEDULE UPDATE)

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

WHEREAS,; Utility allowances must be reviewed annually; and

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

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

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

Authorizes THA to adopt amended resolution 2024-12-11 (2), effective March 1, 2025.

Approved: March 26, 2025

Derek Young, Chair

Resolution 2



RESOLUTION 2025-03-26 (2)

Date: March 26, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Approval to Amend Contract with Du & Associates

This resolution would allow Tacoma Housing Authority (THA) to amend contract number CO-2024-005559 with Du & Associates to expand their original scope of work and to add value to the contract total.

BACKGROUND

THA received board approval on August 28, 2024, to contract with Du & Associates to assist with building THA's Asset Management Function, Resolution 2024-08-28 (4).

THA seeks to expand the original scope of work to include the following areas:

- Leasing Oversight of Housing Hilltop and other THA properties
- Management Agreement Review and Recommendations
- Direct Asset Management of THA portfolio
- Provide analysis of reporting requirements for all THA properties and reporting to stakeholders
- Yardi Training
- Mock MOR

RECOMMENDATION

Approve THA to enter into a contract with Du & Associates for and additional \$150,000.00. The new contract will total NTE \$250,000.00.



RESOLUTION 2025-03-26 (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 Board Approval to contract with Du & Associates, Resolution 2024-08-28 (2); and

WHEREAS, THA seeks to expand the scope of services and to add value to the current contract value; and

WHEREAS, THA requires Board Approval to add \$150,000 to the contract value 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 and additional \$150,000.00 with Du & Associates.

Approved: March 26, 2025

Derek Young, Chair

Resolution 3



RESOLUTION 2025-03-26 (3)

Date: March 26, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Conversion of Straight Tax Credit Units to Project Based Units at Bay Terrace Apartments Phase 1

This resolution would allow conversion of up to twenty-four (24) straight tax credit units at Bay Terrace Phase 1. This resolution authorizes Tacoma Housing Authority's (THA) Executive Director to seek investor approval with 2500 Yakima LLLP for the conversion.

BACKGROUND

Bay Terrace Phase 1 consists of seventy (70) units. Twenty (20) are currently project based vouchered units, twenty (20) are rental assistance demonstration units (RAD) and 24 units are straight tax-credit with no other subsidy. This would convert up to 24 straight tax credit units at Bay Terrace Phase 1 to project based vouchered units. Most tenants in these units would be eligible for project-based subsidy assistance, which would alleviate rent burden for some and enhance housing stability. Straight tax credit units have been complicated to fill which have led to prolonged vacancies. Some of the reasons these units are difficult to fill are they hold different income requirements, and the units adhere to THA occupancy standards (two heartbeats per room) which make identifying eligible households harder. Additionally, adding project-based vouchers will allow all units at the property to be leased through THA's waitlist and will streamline operations in Yardi. Families in project-based units are eligible to receive supportive services and community referrals from THA's Client Support and Empowerment Department.

While this proposal reduces the number of unsubsidized affordable tax credit units available to community members who may not qualify for THA's subsidized programs, THA's recent Housing Hilltop development fills this gap. Most of the units at Housing Hilltop are straight tax credit units, affordable to families earning 60% of the area median income. This addition of project-based voucher units aligns with

THA's strategic priorities and objective to add and maintain additional affordable housing units through development or partnerships within the community.

RECOMMENDATION

Approve Resolution 2025-03-26 (3) authorizing THA's Executive Director to seek investor approval with 2500 Yakima LLLP to convert to Project Based.



RESOLUTION 2025-03-26 (3)

(CONVERTING TAX CREDIT UNITS TO PROJECT BASED UNITS AT BAY TERRACE APARTMENTS PHASE 1)

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

WHEREAS, Bay Terrace Apartments Phase 1 project will add up to 24 units of affordable housing; and

WHEREAS, these units will increase the number of units available to extremely low income Tacomans; and

WHEREAS, the reduction in tax credit units at Bay Terrace Phase 1 is offset by the new units available at Housing Hilltop North and South; and

WHEREAS, this addition of subsidized units aligns with strategic priorities and objective to add additional affordable housing units through development or partnerships within the community; 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 seek investor approval with 2500 YAKIMA LLLP for the conversion.

Approved: March 26, 2025

Derek Young, Chair

Resolution 4



RESOLUTION 2025-03-26 (4)

Date: March 26, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Conversion of Straight Tax Credit Units to Project Based Units at Bay Terrace Apartments Phase 2

This resolution would allow conversion of up to twenty-one (21) straight tax credit units at Bay Terrace Phase 2. This resolution authorizes Tacoma Housing Authority's (THA) Executive Director to seek investor approval with 2500 Court G LLLP for the conversion.

BACKGROUND

Bay Terrace Phase 2 consists of seventy-four (74) units. Fifty-three (53) units are project based vouchered units and twenty-one (21) are straight tax-credit units. This would convert up to 21 straight tax credit units at Bay Terrace Phase 2 to project based vouchered units. Most tenants in these units would be eligible for project-based subsidy assistance, which would alleviate rent burden for some and enhance housing stability. Straight tax credit units have been complicated to fill which have led to prolonged vacancies. Some of the reasons these units are difficult to fill are they hold different income requirements, and the units adhere to THA occupancy standards (two heartbeats per room) which make identifying eligible households harder. Additionally, adding project-based vouchers will allow all units at the property to be leased through THA's waitlist and will streamline operations in Yardi. Families in project-based units are eligible to receive supportive services and community referrals from THA's Client Support and Empowerment Department.

While this proposal reduces the number of affordable tax credit units available to community members who may not qualify for THA's subsidized programs, THA's recent Housing Hilltop development fills this gap. Most of the units at Housing Hilltop are straight tax credit units, affordable to families earning 60% of the area median income. This addition of project-based voucher units aligns with THA's strategic

priorities and objective to add and maintain additional affordable housing units through development or partnerships within the community.

RECOMMENDATION

Approve Resolution 2025-03-26 (4) authorizing THA's Executive Director to seek investor approval with 2500 Court G LLLP to convert to Project Based.



RESOLUTION 2025-03-26 (4)

(CONVERTING TAX CREDIT UNITS TO PROJECT BASED UNITS AT BAY TERRACE APARTMENTS PHASE 2)

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

WHEREAS, Bay Terrace Apartments Phase 2 project will add up to 21 units of affordable housing; and

WHEREAS, these units will increase the number of units available to extremely low income Tacomans; and

WHEREAS, the reduction in tax credit units at Bay Terrace Phase 2 is offset by the new units available at Housing Hilltop North and South; and

WHEREAS, this addition of subsidized units aligns with strategic priorities and objective to add additional affordable housing units through development or partnerships within the community; 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 seek investor approval with 2500 Court G LLLP for the conversion.

Approved: March 26, 2025

Derek Young, Chair

Resolution 5



RESOLUTION 2025-03-26 (5)

Date: March 26, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Housing Assistance Payment Contract for Bay Terrace Apartments. Phase 1-
Adding PBV Units

This resolution would add up to twenty-four (24) Project-Based vouchers to Bay Terrace Phase 1 HAP contract and authorize Tacoma Housing Authority's (THA) Executive Director to amend the Housing Assistance Payment Contract (HAP) contract between Tacoma Housing Authority and 2500 Yakima LLLP.

BACKGROUND

This would convert up to 24 market rate units at Bay Terrace Phase 1 to project based vouchered units. This would allow the units to be eligible for project-based subsidy, alleviating rent burden for some units and enhance housing stability. The units will receive support from THA's Client Support and Empowerment Department as well as adherence under THA's policies.

This addition of project-based voucher units aligns with THA's strategic priorities and objective to add and maintain additional affordable housing units through development or partnerships within the community.

RECOMMENDATION

Approve Resolution 2025-03-26 (5) authorizing THA's Executive Director to Housing Assistance Payment Contract (HAP) contract between Tacoma Housing Authority and 2500 Yakima LLLP.



RESOLUTION 2025-03-26 (5)

(HOUSING ASSISTANCE PAYMENT CONTRACT FOR BAY TERRACE APARTMENTS. PHASE 1- ADDING PBV UNITS)

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

WHEREAS, Bay Terrace Apartments Phase 1 project will add and maintain up to 24 units of affordable housing; and

WHEREAS, Bay Terrace Phase 1 continue to house very-low-income households in our community; and

WHEREAS, this aligns with THA's long term goal to add and maintain additional affordable housing units through development or partnerships within the community; 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 to Housing Assistance Payment Contract (HAP) contract between Tacoma Housing Authority and 2500 Yakima LLLP.

Approved: March 26, 2025

Derek Young, Chair

Resolution 6



RESOLUTION 2025-03-26 (6)

Date: March 26, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Housing Assistance Payment Contract for Bay Terrace Apartments. Phase 2-
Adding PBV Units

This resolution would add up to twenty-one (21) Project-Based vouchers to Bay Terrace Phase 2 HAP contract and authorize Tacoma Housing Authority's (THA) Executive Director to amend the Housing Assistance Payment Contract (HAP) contract between Tacoma Housing Authority and 2500 Court G LLLP.

BACKGROUND

This would convert up to 21 market rate units at Bay Terrace Phase 2 to project based vouchered units. This would allow the units to be eligible for project-based subsidy, alleviating rent burden for some units and enhance housing stability. The units will receive support from THA's Client Support and Empowerment Department as well as adherence under THA's policies.

This addition of project-based voucher units aligns with THA's strategic priorities and objective to add and maintain additional affordable housing units through development or partnerships within the community.

RECOMMENDATION

Approve Resolution 2025-03-26 (6) authorizing THA's Executive Director to Housing Assistance Payment Contract (HAP) contract between Tacoma Housing Authority and 2500 Court G LLLP.



RESOLUTION 2025-03-26 (6)

(HOUSING ASSISTANCE PAYMENT CONTRACT FOR BAY TERRACE APARTMENTS. PHASE 2- ADDING PBV UNITS)

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

WHEREAS, Bay Terrace Apartments Phase 2 project will add and maintain up to 21 units of affordable housing; and

WHEREAS, Bay Terrace Phase 2 continue to house very-low-income households in our community; and

WHEREAS, this aligns with THA's long term goal to add and maintain additional affordable housing units through development or partnerships within the community; 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 to Housing Assistance Payment Contract (HAP) contract between Tacoma Housing Authority and 2500 Court G LLLP.

Approved: March 26, 2025

Derek Young, Chair

Resolution 7



RESOLUTION 2025-03-26 (7)

Date: March 26, 2025
To: THA Board of Commissioners
From: April Black, Executive Director
Re: Revisions to THA's Repayment Agreement Policy

This resolution would align repayment agreement policies across Property Management and Rental Assistance. The changes also reflect clarified language regarding large debts as well as a more flexible downpayment requirement.

BACKGROUND

Property Management and Rental Assistance have maintained separate policies regarding repayment agreements. However, during COVID, both departments followed the same guidelines for COVID Repayment Agreements (CRAs). Having an aligned policy was beneficial to Finance and paved the way for the departments to develop a longer-term policy that would meet the needs of both departments, Finance, and conform to Yardi functionality.

A workgroup was formed to review policies and determine a path forward. The workgroup settled on using the existing Rental Assistance policy, but with some modifications. Those modifications are discussed in the next section.

RECOMMENDATION

Extend Length of Time to Pay Debt in Full or Enter into Repayment Agreement

Current policy language requires families to pay debt in full or enter into a repayment agreement within 30 days. The proposed policy calls for extending this to 60 days to allow families more time to save and source funds to repay the debt or prepare to enter into the repayment agreement.

Flexible Downpayment

Staff were divided on whether to maintain a 10% downpayment requirement. In some cases, this might prevent families from being able to enter into the repayment agreement if they could not come up with

the funds immediately – especially those households with much larger debts. It was decided to require a downpayment, but allow families to set the amount themselves as long as it is more than the minimum rent they qualify for (\$25 for senior/disabled households; \$75 for workable).

Owners would still be required to make a 10% downpayment on any debts owed to THA.

Maintain Tiered Repayment Terms

Rental Assistance’s repayment agreement policy set specific payback periods based on the owner or family’s debt:

- Amounts over \$5,000 must be repaid within 60 months.
- Amounts between \$3,000 and \$4,999 must be repaid within 48 months.
- Amounts between \$2,000 and \$2,999 must be repaid within 36 months.
- Amounts between \$1,000 and \$1,999 must be repaid within 24 months.
- Amounts under \$1,000 must be repaid within 12 months.

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

This approach, as opposed to an income-based approach, removes the need to calculate households’ incomes to define their repayment parameters. While not a burden when the participant is a THA client, this would require additional administrative work in cases of debts owed by someone who is no longer a participant or is a property owner.

The proposed language also replaces language that was inaccurate and not able to be implemented. Previously, the policy would not allow repayment agreements for amounts that met the “Federal or State threshold for criminal prosecution”. Upon consulting with legal, this threshold needed to be removed as owing a debt does not result in criminal prosecution.

The tiered approach helps ensure most repayment amounts remain at an affordable level (ranging between \$40 - \$105), if the debt is below \$5,000. Households with much higher debts will face larger payments or have the option to pay down the debt with downpayment to reduce their monthly payment.

Clarifying Non-Payment Policy

Last, the proposed changes include greater clarification to the non-payment policy and the process by which delinquent payments and non-payment may result in termination and/or eviction.



RESOLUTION 2025-03-26 (7)

(Updating THA's Repayment Agreement Policies)

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

WHEREAS, the Administrative Plan relates to the administration of the Housing Choice Voucher Program and is required by HUD; and

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

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

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

Staff are authorized to adopt the following updates to the Administrative Plan to reflect the proposed policy changes.

Policy/Process Proposal	Applicable THA Policy Requiring Revision
Update length of time for families to enter into repayment agreement or pay debt in full.	<p>16-IV.B. REPAYMENT POLICY</p> <p>FAMILY DEBTS TO THA</p> <p>Any amount due to the THA by a participant must be repaid by the family. Once a repayment agreement offer is sent, the household will have 60 days to either</p> <ol style="list-style-type: none">1. agree to the terms and pay the deposit, or2. pay the debt in full. <p>If the family is unable to repay the debt within 30 days, THA will offer to enter into a repayment agreement in accordance with the policies below.</p>

Update downpayment requirement.	<p>Prior to the execution of a repayment agreement, the owner or family must make a downpayment. For families, the downpayment can be any amount but must be no less than what the family qualifies for in terms of minimum rent. Generally, minimum rent is \$25 for fixed income (e.g., senior or disabled) households and \$75 for all other households. Families should inquire with staff to find out what minimum rent they qualify for. pay 10 percent of the balance owed to the THA.</p> <p>For owners, the downpayment must be 10% of the debt owed.</p>
Update payment thresholds and terms	<p>Amounts over \$5,000 must be repaid within 60 months.</p> <p>Amounts between \$3,000 and \$4,999 the Federal or State threshold for criminal prosecution must be repaid within 48 months.</p> <p>Amounts between \$2,000 and \$2,999 must be repaid within 30 36 months.</p> <p>Amounts between \$1,000 and \$1,999 must be repaid within 24 months.</p> <p>Amounts under \$1,000 must be repaid within 12 months.</p> <p>If the court becomes involved, THA will use the amount that is stipulated by the court.</p> <p>If a family is approved for a hardship, they can request a 6-month hold, which will extend the term of the agreement by 6 months.</p>
Update non-payment policy	<p>If THA does not receive a payment by the end of the business day on the date the payment is due, and THA has not given prior permission to miss the payment due date, THA will send a delinquency notice giving ten (10) business days to make the payment in full. If THA does not receive the payment by the due date of the delinquency notice, the family will then be in violation of the agreement.</p>

	<p>In addition, if a family receives three (3) delinquency notices for unexcused late payments in a twelve (12) month period, they will be in violation of the agreement. Violation of the agreement may result in termination of tenancy and/or subsidy (eviction) and/or reporting the delinquency to a credit bureau. Failure to pay as agreed will cause the agreement to become VOID, and any remaining past due balance will become due immediately.</p> <p>If a payment is not received by the end of the business day on the date due, and prior approval for the missed payment has not been given by the THA, the THA will send the family a delinquency notice giving the family 10 business days to make the late payment. If the payment is not received by the due date of the delinquency notice, it will be considered a breach of the agreement and the THA will terminate assistance upon written notification to the family.</p>
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Approved: March 26, 2025

Derek Young, Chair

Resolution 8



RESOLUTION 2025-03-26(8)

Date: March 26, 2025

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Authority to Amend THA's Professional Service Contract with Eisenhower Carlson

This resolution would allow Tacoma Housing Authority (THA) to execute a contract Amendment with Eisenhower Carlson for Taxable and Non-Taxable properties.

BACKGROUND

THA entered into a contract with Eisenhower Carlson PLLC for unlawful detainer matters for THA's Taxable and Non-Taxable properties. The current contract value is \$275,000 for Taxable properties and \$100,000 for Non-Taxable properties. This Amendment is to seek Board Approval to extend the contract through 2025 and to cover additional projected costs through December 31, 2025.

THA is experiencing unprecedented increases in legal costs related to unlawful detainers. This is due to Property Management's enforcement of ongoing non-payment of rent issues that escalated during the Covid-19 pandemic, coupled with the City of Tacoma's restrictions on THA's ability to evict tenants for non-payment. The City's winter and school-year eviction limitations have caused household debts to compound.

Over the past 10 months, our legal costs have increased by 340% compared to the 2017-2019 period. THA is currently spending around \$30,000 a month, necessitating amendments to contracts to account for this rapid increase in spending to address non-payment of rent.

The original contracts were procured in 2020 and have since been amended. THA's procurement team plans to issue a new legal RFP in the fall of 2025 for January 2026 legal contracts.

While THA cannot control environmental factors such as the eviction ban, our concerted effort to enforce leases and address non-payment of rent issues is resulting in increased rent collection, which we expect will eventually reduce our legal expenses.

RECOMMENDATION

Approve THA to amend the current contracts with Eisenhower Carlson PLLC by adding an additional \$41,000 to the Taxable Contract (CO-2022- 005136) and \$625,000 to the Non-Taxable contract (CO-2022-005135).

RESOLUTION 2024-03-26 (8)

(Authority to Amend THA's Professional Service Contract with Eisenhower Carlson PLLC)

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

WHEREAS, THA entered into contracts with Eisenhower Carlson PLLC for unlawful detainer matters for Taxable and Non-Taxable properties; and

WHEREAS, THA seeks to add an additional \$41,000 to the Taxable properties contract and an additional \$625,000 to the Non-Taxable properties; and

WHEREAS, THA's Procurement Policy requires Board Approval for contracts greater than \$150,000 when previously authorized by a Board approved budget; now, therefore, be it

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



**Tacoma
Housing
Authority**

Executive Director
April Black

THA is approved to enter into Amendments with Eisenhower Carlson PLLC for unlawful detainer matters for THA's Taxable and Non-Taxable properties.

Approved: March 26, 2025

Derek Young, Chair