



**MEETING OF THE  
BOARD OF COMMISSIONERS  
TELEPHONIC MEETING**

**Monday, August 17, 2020**

**Phone: 800-829-9063**

**Conference ID: 242783**

**King County Housing Authority  
700 Andover Park West  
Tukwila, WA 98188**



# MEETING OF THE BOARD OF COMMISSIONERS TELEPHONIC AGENDA

August 17, 2020

8:30 a.m.

**Phone: 800-829-9063 Conference ID: 242783**

King County Housing Authority  
700 Andover Park West  
Tukwila, WA 98188

---

**I. Call to Order**

**II. Roll Call**

**III. Public Comment**

**IV. Approval of Minutes**

**1**

A. Board Meeting Minutes – July 20, 2020

**V. Approval of Agenda**

**VI. Consent Agenda**

**2**

A. Voucher Certification Reports for June 2020

B. **Resolution No. 5659** – A Resolution of the Housing Authority of the County of King Authorizing the Executive Director to submit applications for funding to the Washington State Department of Commerce and King County Housing Finance Program to Finance an expansion of Rainier View Mobile Home Park.

**VII. Resolutions for Discussion and Possible Action**

A. **Resolution No. 5660** – A Resolution Authorizing a loan to be made to LifeWire, a Washington non-profit Public Benefit Corporation, or an affiliate thereof, to finance a portion of the costs of acquiring a Residential Rental Project in Bellevue, Washington, Approving the Execution and Delivery of documents relating to the loan, and determining related matters. **3**

<b>B. Resolution No. 5661- A Resolution Authorizing Entering into a Purchase and Sale Agreement and Access Agreement for the Oaks at Forest Bay Property Located in Shoreline.</b>	<b>4</b>
<b>VIII. Briefings &amp; Reports</b>	
A. Greenbridge Land Sale Strategy	<b>5</b>
B. Development and Rehabilitation Pipeline	<b>6</b>
C. Second Quarter 2020 Board Dashboard	<b>7</b>
D. Second Quarter 2020 Summary Write-Off Report	<b>8</b>
<b>IX. Executive Director Report</b>	
<b>X. KCHA in the News</b>	<b>9</b>
<b>XI. Commissioner Comments</b>	
<b>XII. Adjournment</b>	

Members of the public who wish to give public comment: We are only accepting written comments for the time being due to COVID-19. Please send your written comments to [kamir@kcha.org](mailto:kamir@kcha.org) prior to the meeting date. If you have questions, please call 206-574-1206.

# T A B N U M B E R



**MEETING MINUTES  
OF THE  
KING COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
TELEPHONIC MEETING**

**Monday, July 20, 2020**

---

**I. CALL TO ORDER**

The telephonic meeting of the King County Housing Authority Board of Commissioners was held on Monday, July 20, 2020 at 700 Andover Park West, Tukwila, WA 98188. There being a quorum, the telephonic meeting was called to order by Chair Doug Barnes at 8:30 a.m.

**II. ROLL CALL**

**Present:** Commissioner Doug Barnes (Chair) (via Telephone), Commissioner Susan Palmer (Vice-Chair) (via Telephone), Commissioner Michael Brown (via Telephone), Commissioner John Welch (via Telephone) and Commissioner TerryLynn Stewart (via Telephone).

**III. Public Comment**

None.

**IV. APPROVAL OF MINUTES**

A. Board Meeting Minutes – June 15, 2020

On motion by Commissioner Susan Palmer and seconded by Commissioner Michael Brown, the Board unanimously approved the June 15, 2020 Board of Commissioners' Meeting Minutes.

**V. APPROVAL OF AGENDA**

On motion by Commissioner Michael Brown and seconded by Commissioner Susan Palmer, the Board unanimously approved the June 15, 2020 telephonic Board of Commissioners' meeting agenda.

**VI. CONSENT AGENDA**

On motion by Commissioner Susan Palmer and seconded by Commissioner TerryLynn Stewart, the Board unanimously approved the June 15, 2020 telephonic Board of Commissioners' meeting consent agenda.

## **VII. RESOLUTIONS FOR DISCUSSION & POSSIBLE ACTION**

### **A. Resolution No. 5657 – A Resolution in Support of KCHA’S Day of Solidarity Proclamation on June 19<sup>th</sup>, 2020.**

On June 19th, KCHA held their first day of Solidarity in recognition and support of the growing community outrage about the fact that this situation is not improving.

This is to affirm the designation of Juneteenth as an annual day of solidarity to keep this effort front and center.

Questions of commissioners’ were answered.

On motion by Commissioner TerryLynn Stewart and seconded by Commissioner Susan Palmer, the Board unanimously approved Resolution No. 5657.

## **VIII. BRIEFINGS AND REPORTS**

### **A. Virus Response Team Briefing**

Jill Stanton, Deputy Executive Director for Administration

Judi Jones, Director of Housing Initiatives

Bill Cook, Director of Public Housing

Ginger Peck, Risk Manager

Helen Howell, Sr Director for Policy, Research and Social Impact Initiatives

Tonya Harlan, Director of Human Resources

#### **VRT – Virus Response Team**

- Meet daily
- Answering questions/concerns to staff
- Delay in reopening
- Employees are doing great in working from home
- Strong desire for some staff to come back part time
- Extended waivers to Dec 2020 and added new waivers.
- Sanitization
- Working with residents if they are behind in rent

#### **VST – Virus Supply Team**

- Working on moving employees returning to work
  - Wellness Kit for all employees
  - Daily Wellness Check in

#### **Testing**

- We have been working to establish partnerships with Healthpoint and Seamar for emergency COVID-19 testing should we experience an outbreak.

- Public Health assured us that they will be able to get a public health strike force in a facility if we have 4-5 cases in one building on a floor.

HR Workforce

- Recruiting for regular full time positions
- Teleworking staff is about 80% of CO and 30% of field staff
- Staff are concerned about the upcoming school year

Operations

- Disinfecting twice a day during the week and once on weekends

B. 1<sup>st</sup> Quarter 2020 Financial Report

Windy Epps, Assistant Director of Finance explained the report.

Questions of commissioners' were answered.

C. 2020 Mid-Year Financial Forecast

Craig Violante, Director of Finance reported out the Financial Forecast.

Questions of commissioners' were answered.

D. Housing Choice Voucher Waitlist Report

Helen Howell, Sr Director for Policy, Research and Social Impact Initiatives

Explained that this is a cross departmental effort and introduced the team to present the report.

David Forte, Administrative Program Manager

Tyler Shannon, Research and Data Analyst

Pam Taylor, Associate Director of Housing Choice Vouchers

Key Findings from 2020:

- KCHA expanded and intensified its community outreach & training efforts.
- A new application software was used to improve the user experience
- New online communication channels were used to drive information sharing and engagement.
- KCHA had more applicants to the waitlist in 2020 than in 2017.
- Due to the addition of the "other" category to the 2020 waitlist application, the racial composition of the 2020 and 2017 waitlists are difficult to compare.
- Waitlist applicants are very low income.
- Elderly applicants are increasing.
- Waitlist applicants experiencing homelessness declined.

E. New Bank Accounts

Craig Violante, Director of Finance reported that there were two new bank accounts.

## **IX. EXECUTIVE DIRECTOR REPORT**

Director Norman noted that Congress is back in session until August 7<sup>th</sup>. The focus of legislative discussions is on a fourth COVID-19 relief and stimulus bill. The House version, known as the HEROS Act, has already been finalized. It contains two proposals that directly involve Housing Authorities.

The first is emergency rental assistance for unsubsidized households in danger of eviction. The House's bill proposed \$100 billion in time-limited rental assistance and \$1 billion for "one-time use only" Housing Choice Vouchers.

The Senate majority has not yet issued their counter-proposal. Senate Minority Leader Schumer's speech from the floor this morning noted the need for emergency rental assistance as part of this package. It is extremely important that this issue remain on the table. Even if funding ultimately goes down to a quarter of the originally proposed amount, it would still represent a major infusion of relief into the rental situation in this country.

Director Norman had the opportunity this month to discuss this critical need with Senator Murray and Representative Smith. One point he emphasized is the need for a better balance between time limited rental assistance grants and direct funding of additional one-time use Housing Choice Vouchers, which the housing industry believes is a more effective and efficient approach.

The second proposal included involves additional supplemental funding to enable Housing Authorities to deal with increased HAP costs, decreased public housing rent payments and the additional operation expenses in support of resident safety resulting from the pandemic. \$3.5 million was provided under the CARES Act. An additional \$5 billion dollars is proposed in the HEROES Act.

The Board will be kept updated as the situation evolves.

## **X. EXECUTIVE SESSION**

A. To review the performance of a public employee (RCW 42.30.110 (1) (g))

10:00am – KCHA Board meeting was suspended for an Executive Session.

10:30am – KCHA Board meeting was reconvened.

## **XI. KCHA IN THE NEWS**

None.

**XII. COMMISSIONER COMMENTS**

None.

**XIII. ADJOURNMENT**

Chair Barnes adjourned the meeting at 10:34 a.m.

**THE HOUSING AUTHORITY OF THE  
COUNTY OF KING, WASHINGTON**

---

**DOUGLAS J. BARNES**, Chair  
Board of Commissioners

---

**STEPHEN J. NORMAN**  
Secretary

# T A B N U M B E R

2



**To:** Board of Commissioners

**From:** Ai Ly, Accounting Manager

**Date:** August 3, 2020

**Re:** **VOUCHER CERTIFICATION FOR JUNE 2020**

I, Ai Ly, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims represented by the vouchers listed below were just obligations of the Housing Authority of the County of King, and that I am authorized to authenticate and certify said claims.

---

Ai Ly  
Accounting Manager  
August 3, 2020

Bank Wires / ACH Withdrawals		9,675,064.24
	<i>Subtotal</i>	<b>9,675,064.24</b>
Accounts Payable Vouchers		
Key Bank Checks - #329575-#329962		3,836,687.87
Tenant Accounting Checks - #11153-#11171		4,372.42
Commerce Bank Direct Payment		-
	<i>Subtotal</i>	<b>3,841,060.29</b>
Payroll Vouchers		
Checks - #92222-92263		61,822.81
Direct Deposit		1,668,512.04
	<i>Subtotal</i>	<b>1,730,334.85</b>
Section 8 Program Vouchers		
Checks - #629902-630368; #630369-630371		253,532.43
ACH - #483503-486249		16,384,201.67
	<i>Subtotal</i>	<b>16,637,734.10</b>
Purchase Card / ACH Withdrawal		315,031.61
	<i>Subtotal</i>	<b>315,031.61</b>
	<b>GRAND TOTAL</b>	<b>\$ 32,199,225.09</b>

TO: THE BOARD OF COMMISSIONERS, HOUSING AUTHORITY OF  
THE COUNTY OF KING, WASHINGTON

FROM: Wen Xu, Director of Asset Management

SUBJECT: VOUCHER CERTIFICATION FOR JUNE 2020

I, Wen Xu, do hereby certify under penalty of perjury that the claims represented by the wire transactions below were just, due, and unpaid obligations against the Housing Authority, and that I, and my designees, are authorized to authenticate and certify said claims.

Wen Xu

Date

Property	Wired to Operating Account for Obligations of Property			Notes:
	Date	Wire Transaction	Claim	
ALPINE RIDGE	06/04/2020	\$ 5,027.91		
ARBOR HEIGHTS	06/04/2020	\$ 5,165.40		
Aspen Ridge	06/04/2020	\$ 16,425.45		
Auburn Square	06/04/2020	\$ 30,522.99		
Bellepark	06/04/2020	\$ 8,492.98		
Carriage House	06/04/2020	\$ 13,242.68		
CASCADIAN	06/04/2020	\$ 14,895.13		
FAIRWOOD	06/04/2020	\$ 8,501.76		
Hampton	06/04/2020	\$ 39,519.96		
HERITAGE PARK	06/04/2020	\$ 8,360.71		
Kendall Ridge	06/04/2020	\$ 25,710.22		
Landmark	06/04/2020	\$ 16,935.07		
LAURELWOOD	06/04/2020	\$ 6,003.10		
Meadows	06/04/2020	\$ 6,076.56		
Newporter	06/04/2020	\$ 9,244.43		
OVERLAKE TOD	06/04/2020	\$ 143,364.58		
Parkwood	06/04/2020	\$ 1,041.57		
RAINIER VIEW I	06/04/2020	\$ 8,860.50		
RAINIER VIEW II	06/04/2020	\$ 7,420.75		
Riverstone	06/04/2020	\$ 48,250.51		
SI VIEW	06/04/2020	\$ 5,539.05		
SOUTHWOOD SQUARE	06/04/2020	\$ 19,107.55		
Timberwood	06/04/2020	\$ 12,520.10		
Vashon Terrace	06/04/2020	\$ 1,308.04		
Walnut Park	06/04/2020	\$ 15,897.94		
WINDSOR HEIGHTS	06/04/2020	\$ 28,357.13		
Woodridge Park	06/04/2020	\$ 11,067.20		
Woodside East	06/04/2020	\$ 21,391.12		
Cottonwood	06/09/2020	\$ 18,211.97		
Cove East	06/09/2020	\$ 26,178.46		
Juanita View	06/09/2020	\$ 9,290.40		
Kirkland Heights	06/09/2020	\$ 46,429.36		
Ballinger Commons	06/10/2020	\$ 80,217.15		
Bellepark	06/10/2020	\$ 26,284.66		
Emerson	06/10/2020	\$ 48,386.01		
GILMAN SQUARE	06/10/2020	\$ 79,273.97		
Hampton Greens	06/10/2020	\$ 26,860.37		
Kendall Ridge	06/10/2020	\$ 7,959.94		
Landmark	06/10/2020	\$ 3,223.17		
Meadowbrook Depository	06/10/2020	\$ 20,584.62		
Riverstone	06/10/2020	\$ 2,364.95		
Villages at South Station	06/10/2020	\$ 106,749.88		
Woodside East	06/10/2020	\$ 3,027.61		
ALPINE RIDGE	06/11/2020	\$ 5,902.40		
ARBOR HEIGHTS	06/11/2020	\$ 11,203.19		
Aspen Ridge	06/11/2020	\$ 7,515.20		
Auburn Square	06/11/2020	\$ 22,772.24		
Carriage House	06/11/2020	\$ 27,129.48		
CASCADIAN	06/11/2020	\$ 32,182.51		
Colonial Gardens	06/11/2020	\$ 44,598.81		
FAIRWOOD	06/11/2020	\$ 24,437.69		
HERITAGE PARK	06/11/2020	\$ 25,108.45		
LAURELWOOD	06/11/2020	\$ 12,789.31		
Meadows	06/11/2020	\$ 13,775.80		
Newporter	06/11/2020	\$ 17,261.43		
OVERLAKE TOD	06/11/2020	\$ 65,544.23		
Parkwood	06/11/2020	\$ 23,844.25		
RAINIER VIEW I	06/11/2020	\$ 10,406.53		
RAINIER VIEW II	06/11/2020	\$ 4,098.04		
SI VIEW	06/11/2020	\$ 1,817.49		
SOUTHWOOD SQUARE	06/11/2020	\$ 17,007.86		
Timberwood	06/11/2020	\$ 23,223.99		
Walnut Park	06/11/2020	\$ 26,655.82		



WINDSOR HEIGHTS	06/11/2020	\$	55,987.03	
Woodridge Park	06/11/2020	\$	38,467.75	
Bellepark	06/17/2020	\$	25,078.78	
Hampton Greens	06/17/2020	\$	171,601.96	
Kendall Ridge	06/17/2020	\$	56,070.89	
Landmark	06/17/2020	\$	63,753.72	
Riverstone	06/17/2020	\$	45,208.33	
Tall Cedars	06/17/2020	\$	2,841.07	
Woodside East	06/17/2020	\$	48,004.86	
ALPINE RIDGE	06/18/2020	\$	12,379.74	
ARBOR HEIGHTS	06/18/2020	\$	5,174.07	
ARBOR HEIGHTS	06/18/2020	\$	7,590.78	
Aspen Ridge	06/18/2020	\$	2,147.08	
Auburn Square	06/18/2020	\$	4,270.94	
Carriage House	06/18/2020	\$	6,161.16	
CASCADIAN	06/18/2020	\$	1,070.51	
Colonial Gardens	06/18/2020	\$	2,528.21	
FAIRWOOD	06/18/2020	\$	13,694.27	
HERITAGE PARK	06/18/2020	\$	3,607.29	
LAURELWOOD	06/18/2020	\$	5,065.51	
Meadows	06/18/2020	\$	13,824.67	
Newporter	06/18/2020	\$	23,342.41	
OVERLAKE TOD	06/18/2020	\$	6,649.17	
Parkwood	06/18/2020	\$	2,557.00	
Parkwood	06/18/2020	\$	5,411.61	
RAINIER VIEW I	06/18/2020	\$	9,779.84	
RAINIER VIEW II	06/18/2020	\$	6,961.95	
SI VIEW	06/18/2020	\$	4,410.83	
SOUTHWOOD SQUARE	06/18/2020	\$	7,293.41	
Timberwood	06/18/2020	\$	42,067.59	
Vashon Terrace	06/18/2020	\$	7,251.01	
Walnut Park	06/18/2020	\$	77,474.34	
WINDSOR HEIGHTS	06/18/2020	\$	19,556.45	
Woodland North	06/18/2020	\$	356.54	
Woodridge Park	06/18/2020	\$	22,511.09	
Cottonwood	06/23/2020	\$	10,252.38	
Cove East	06/23/2020	\$	23,645.84	
Juanita View	06/23/2020	\$	29,863.98	
Kirkland Heights	06/23/2020	\$	40,922.75	
Ballinger Commons	06/24/2020	\$	120,874.82	
Bellepark	06/24/2020	\$	7,760.36	
Emerson	06/24/2020	\$	52,891.75	
GILMAN SQUARE	06/24/2020	\$	34,959.06	
Hampton Greens	06/24/2020	\$	23,396.39	
Kendall Ridge	06/24/2020	\$	9,620.43	
Landmark	06/24/2020	\$	29,638.36	
Meadowbrook Depository	06/24/2020	\$	25,933.10	
Riverstone	06/24/2020	\$	11,382.43	
Villages at South Station	06/24/2020	\$	47,225.82	
Woodside East	06/24/2020	\$	14,146.10	
ALPINE RIDGE	06/25/2020	\$	6,783.87	
ARBOR HEIGHTS	06/25/2020	\$	10,728.96	

Aspen Ridge	06/25/2020	\$	14,456.90		
Auburn Square	06/25/2020	\$	34,647.17		
Carriage House	06/25/2020	\$	25,647.70		
CASCADIAN	06/25/2020	\$	24,460.10		
Colonial Gardens	06/25/2020	\$	11,836.77		
FAIRWOOD	06/25/2020	\$	22,486.51		
HERITAGE PARK	06/25/2020	\$	15,909.05		
LAURELWOOD	06/25/2020	\$	22,594.10		
Meadows	06/25/2020	\$	31,137.18		
Newporter	06/25/2020	\$	19,070.91		
OVERLAKE TOD	06/25/2020	\$	34,967.58		
Parkwood	06/25/2020	\$	20,215.20		
RAINIER VIEW I	06/25/2020	\$	1,841.19		
RAINIER VIEW II	06/25/2020	\$	804.82		
SI VIEW	06/25/2020	\$	3,741.67		
SOUTHWOOD SQUARE	06/25/2020	\$	19,302.40		
Timberwood	06/25/2020	\$	32,388.35		
Vashon Terrace	06/25/2020	\$	4,171.69		
Walnut Park	06/25/2020	\$	23,533.96		
WINDSOR HEIGHTS	06/25/2020	\$	42,558.42		
Woodridge Park	06/25/2020	\$	38,942.48		
<b>136 Wires -Total:</b>		<b>\$</b>	<b>3,225,460.04</b>		



**To:** Board of Commissioners

**From:** Dan Landes, Director of Development

**Date:** August 6, 2020

**Re:** **Resolution No. 5659** – A Resolution of the Housing Authority of the County of King authorizing the submission of funding applications to finance a portion of the expansion of Rainier View Mobile Home Park.

---

Resolution 5659 authorizes the KCHA to submit applications for funding to the Washington State Department of Commerce and the King County Housing Finance Program to finance a portion of the expansion of Rainier View Mobile Home Park.

Recently, a number of the public funders have started requiring authorization from an organization's governing board as a condition of submitting funding applications for grants and low interest loans. KHCA is intending to submit two such applications this fall and a resolution from the board authorizing KCHA to make these applications is a required part of their respective submission packages. The two funding applications include one to King County for a \$520,000, 0% interest loan or recoverable grant and one to the Washington State Department of Commerce for a \$400,000, 0% interest loan or recoverable grant.

The Rainier View expansion will add 15-17 spaces to the development increasing the number of senior homeowners KCHA is able to serve. The funding will help write down the cost of infrastructure and the purchase price of new manufactured homes.

Staff recommends passage of Resolution No. 5659.

**HOUSING AUTHORITY OF THE COUNTY OF KING**

**RESOLUTION NO. 5659**

**(Capital Funding Applications)**

A RESOLUTION of the Housing Authority of the County of King authorizing the Executive Director to submit applications for funding to the Washington State Department of Commerce and King County Housing Finance Program to finance an expansion of Rainier View Mobile Home Park.

ADOPTED August 17, 2020

**HOUSING AUTHORITY OF THE COUNTY OF KING**

**RESOLUTION NO. 5659**

**(Capital Funding Applications)**

A RESOLUTION of the Housing Authority of the County of King authorizing the Executive Director to submit applications for funding to the Washington State Department of Commerce and King County Housing Finance Program to finance an expansion of Rainier View Mobile Home Park.

**WHEREAS**, RCW 35.82.070(5) provides that a housing authority may, among other things and if certain conditions are met, “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project”; and

**WHEREAS**, the Housing Authority of the County of King (the “Authority”) seeks to encourage the provision of housing for low-income persons residing within King County, Washington; and

**WHEREAS**, RCW 35.82.020 defines “housing project” to include, among other things, “any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks, or other living accommodations for persons of low income”; and

**WHEREAS**, RCW 35.82.070(2) provides that a housing authority has the power to “acquire, lease and operate housing projects” and to “provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof” ; and

**WHEREAS**, since 1986, the Authority has owned and operated a mobile home park called Rainier View located at 32631 First Avenue, Black Diamond, Washington currently containing 31 units of low income housing and this property has additional land with the capacity for at least 15 new mobile home pads; and

**WHEREAS**, the Washington State Department of Commerce (“WADOC”) published a Notice of Funding Availability on June 30, 2020 soliciting applications for capital funding through its Housing Trust Fund (“HTF”), including a \$400,000 set aside to finance homeownership projects; and

**WHEREAS**, the King County Housing Finance Program (“KCHFP”) published a Request for Proposals for Capital Funding on August 6, 2020; and

**WHEREAS**, the expansion of Rainier View is an activity that is eligible for homeownership funding from both WADOC and KCHFP; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE COUNTY OF KING, as follows:**

**Section 1:** The Authority is authorized and directed to submit an application to WACOM for funds from the HTF for the expansion of Rainier View Mobile Home Park, and should this application be awarded funds, the Executive Director is authorized to execute any agreements necessary to secure such funds, including but not limited to covenants, contracts, loan agreements, notes, deeds of trust, regulatory agreements and such other documents as may be deemed reasonable by the Executive Director.

**Section 2.** The Authority is authorized and directed to submit an application to KCHFP for funds for the expansion of Rainier View Mobile Home Park, and should this application be awarded funds, the Executive Director is authorized to execute any agreements necessary to secure such funds, including but not limited to covenants, contracts, loan agreements, notes, deeds of trust, regulatory agreements and such other documents as may be deemed reasonable by the Executive Director.

**Section 3.** Any action authorized or required by this resolution to be taken by the Authority's Executive Director may, in such person's absence, be taken by a Deputy Executive Director of the Authority.

**Section 4.** This resolution shall be in full force and effect from and after its adoption and approval.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THEREOF THIS 17<sup>TH</sup> DAY OF  
AUGUST, 2020.**

**HOUSING AUTHORITY OF THE COUNTY OF  
KING**

By: \_\_\_\_\_  
**Douglas J. Barnes, Chair**  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
**Stephen J. Norman**  
Executive Director and Secretary-Treasurer

## CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director and Secretary-Treasurer of the Housing Authority of the County of King (the “Authority”), and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 5659 (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on August 17, 2020 (the “Meeting”), and duly recorded in the minute books of the Authority;

2. That in accordance with RCW 43.06.220, and the Proclamations of the Governor of the State of Washington, as extended by the leadership of the Washington State Senate and House of Representatives (a) the Meeting was not conducted in person, (b) one or more options were provided for the public to attend the Meeting remotely, including by telephone access, which mean(s) of access provided the ability for all persons attending the Meeting remotely to hear each other at the same time, and (c) adoption of the Resolution is necessary and routine action of the Board of Commissioners of the Authority;

3. The public was notified of access options for remote participation in the Meeting via the Authority’s website and email to stakeholders; and

4. The Meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of the Meeting was given; that a quorum was present throughout the Meeting through telephonic and/or internet means of remote access, and a majority of the members of the Board of Commissioners of the Authority present at the Meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 17<sup>th</sup> day of August, 2020.

---

**Stephen J. Norman**  
Executive Director of the Authority

# T A B N U M B E R

3





**TO:** Board of Commissioners

**FROM:** Tim Walter

**DATE:** August 11, 2020

**RE:** **Resolution No. 5660** - Authorizing a loan to LifeWire, a Washington non-profit organization, to finance the acquisition of the Firs Apartments in Bellevue

---

Resolution No. 5660 authorizes KCHA to make a short-term loan of up to \$9 million to LifeWire (or a wholly owned affiliate of LifeWire) to provide short term financing for the acquisition of an existing apartment complex in Bellevue which will be used to provide emergency and transitional housing for women and children who are survivors of domestic violence.

LifeWire, a Washington non-profit organization (formerly known as Eastside Domestic Violence Program) and the state's largest provider of services for survivors of domestic violence, is seeking short-term financing from KCHA for the acquisition of the Firs Apartments in Bellevue. The financing will allow LifeWire to purchase a privately owned, 25-unit, existing apartment complex which they will use to replace two overcrowded group home type residences and expand the number of households they are able to serve. LifeWire is in the process of securing financing from public funding sources including King County's Interim Loan Fund, the REDI Fund and the Washington State Housing Finance Commission's Rapid Response/Land Acquisition Program to finance the acquisition, but these funds are not expected to be available until after time of closing required by the purchase and sale agreement. KCHA's loan will allow LifeWire to purchase the property and then have the time they need to secure and close on these other sources of interim financing. The proceeds from the loans with the County, REDI Fund and the WSHFC will be used to repay KCHA.

The loan will be secured by a first position deed of trust, will cover approximately 95% of the \$9 million purchase price (LifeWire anticipates putting \$500,000 down and KCHA's loan will finance the remaining \$8.5 million), and is expected to be repaid within 90 – 180 days. KCHA will draw on its KeyBank line of credit as the source of funds for the loan and then will loan the proceeds to LifeWire by advancing the funds to escrow on the day of closing. The loan to LifeWire will bear an estimated interest rate of 3% which is sufficient to cover KCHA's variable interest rate on the line of credit which is currently slightly below 1.5%. Subject to LifeWire's satisfaction with the results of their due diligence and waiving the contingencies in the purchase and sale agreement, the sale is expected to close in mid-October.

Detailed information regarding the project, loan and loan terms, strategic rationale for making the loan and the risks and risk mitigations are addressed in the attached Loan Profile.

Staff recommends passage of Resolution 5660.

# **Loan Profile**

## **The Firs Apartments**

### **LifeWire**

LifeWire, a Washington non-profit organization (formerly known as Eastside Domestic Violence Program) and the state's largest provider of services for survivors of domestic violence, is seeking short-term financing for the acquisition of The Firs Apartments in Bellevue. The financing will allow LifeWire to secure a 25 unit apartment complex in Bellevue which will be used to replace their current overcrowded group home type facilities and expand the number of households they are able to serve. The loan will be secured by a first position deed of trust, will cover approximately 95% of the purchase price, and is expected to be repaid within 90 – 180 days with bridge financing provided from sources including King County and the REDI Fund. LifeWire has contracted with Beacon Development, an experienced affordable housing development consultant, to assist them with their due diligence, in securing interim acquisition and permanent financing, and with the conversion of the property from its current residential use to housing for their clients.

#### **Property Information**

The Firs Apartments is a small 25-unit residential development located in Bellevue at 14635 SE 16<sup>th</sup> St. The property was built in 1965 and consists of three buildings and two separate carport structures. The buildings are wood frame with pitched roofs. The unit mix includes 17 one-bedroom, one bath units that range between 675 – 700 square feet and 8 two-bedroom, one bath units that are approximately 875 square feet. The purchase price of the property is \$9,000,000 (\$360,000/unit).

#### **Background and Purchase Status**

For the last three years, LifeWire has been actively searching for an appropriate site to relocate their existing emergency/transitional housing program for survivors of domestic violence and to expand the number of households they are able to house. Currently, LifeWire provides shelter and housing services for dozens of survivor households each year, but turns away 5 – 10 families for every one it is able to assist due to lack of capacity. In both 2018 and 2019, LifeWire attempted to purchase a vacant parcel of land from the East Shore Unitarian Church in Bellevue in order to develop a new construction residential apartment complex but the church ultimately elected to sell the property to a different developer despite KCHA's commitment to provide the acquisition financing for LifeWire.

Because of the scarcity of available land on the Eastside that would meet their needs, KCHA urged LifeWire to consider acquiring an existing apartment complex rather than focus on new construction. Unfortunately, over the last couple of years, less than a handful of properties that would meet LifeWire's needs have come on the market and each of them has sold within weeks of being listed, generally at prices above the asking price. In July of this year, however, LifeWire became aware of a property in Bellevue that, while not currently listed for sale, had owners who were willing to consider an offer. Through a series of negotiations and technical assistance from KCHA, LifeWire has been able to negotiate mutually agreeable terms with the owner and has entered into a purchase agreement for the property. The Firs property is ideally located on a bus line, with easy access to grocery, retail and other services, and is less than a mile from LifeWire's corporate office.

LifeWire is currently under contract to acquire the property. Terms of the purchase agreement

include a 40 day feasibility period and a closing 20 days after waiving contingencies. There is one 30 day option to extend the closing upon the posting of additional non-refundable earnest money.

### **Due Diligence Status**

Due diligence of the property will include an appraisal, Phase I environmental assessment, title review and survey through third party consultants in order to assess the overall feasibility of the project. Results are due in by mid-September. KCHA has also ordered its own separate MAI appraisal. All of the due diligence will be available to KCHA as the interim project lender, and each report will include a third party reliance letter allowing KCHA to be a direct beneficiary of the report.

### **Strategic Rationale for Acquisition**

KCHA's mission is to expand affordable housing in the country for very low income households with a particular focus on reducing homelessness for vulnerable populations. One of the paths to doing this is to use KCHA's resources and technical assistance to help local nonprofit entities develop projects that would not otherwise be feasible without such support. Providing LifeWire with a short-term loan will allow them the time they need to close on their acquisition financing with local public funding partners and fits squarely within KCHA's mission by expanding the number of housing units available for women and children who would otherwise be at risk of homelessness.

### **Proposed Financing and Take-Out**

The purchase price of the property is \$9,000,000. LifeWire anticipates putting \$500,000 toward the purchase of the property at closing and KCHA will finance the remaining \$8,500,000 with a short-term (90 to 180 day) loan.

The authorizing resolution allows for a loan to LifeWire in the amount up to \$9 million. While this is approximately 6% more than the current projected loan amount, the higher loan limit will allow KCHA to increase the amount of the loan, if it deems necessary and appropriate, in order to allow LifeWire to redirect all or a portion of their down payment to finance other expenditures related to the development of this project.

To provide the capital for the loan, KCHA will draw on its existing line of credit with KeyBank. The line of credit bears a current approximate interest rate of 1.5% and adjusts with the monthly LIBOR rate. KCHA will loan the funds to LifeWire at an approximate fixed interest rate of 3%. The loan will be short-term (up to 180 days) and will allow for one or more short-term extensions. The loan will be non-amortizing with the full balance due on or before maturity.

In anticipation of acquiring an existing privately owned apartment complex, LifeWire has been working with King County, the REDI Fund, and the Washington State Housing Finance Commission to secure the acquisition bridge financing needed to purchase a property. Each of these funders have acquisition financing programs tailored to provide relatively quick access to capital necessary to work within the time constraints of a private market rate transaction, particularly land sales. These loans, while quick compared to these funders' typical financing programs, generally take 90 to 180+ days to fund but do not provide the certainty of funding within the timeframes of many sellers of existing apartment complexes. The County's acquisition bridge financing program is also specifically targeted to acquisitions that will be used to support emergency housing programs.

Because of the short closing timeframe (60 to 90 days) required as a condition of the sale, both KCHA and LifeWire recognize some additional time will be needed for these funders to be ready to close. KCHA's role is to provide the short-term bridge financing necessary to allow these funders the time needed process their loans for LifeWire.

### **Sources & Uses**

#### **KCHA SOURCES**

KeyBank Line of Credit	\$8,500,000
TOTAL	<u>\$8,500,000</u>

#### **KCHA USES**

LifeWire Acquisition Loan	\$8,500,000
TOTAL	<u>\$8,500,000</u>

### **Sources & Uses**

REDI Fund	\$4,500,000
King County Interim Loan Fund	\$3,000,000
WSHFC Land Acq Program (LAP)	\$1,000,000
TOTAL	<u>\$8,500,000</u>

#### **LIFEWIRE USES**

Refinance KCHA Loan	\$8,500,000
TOTAL	<u>\$8,500,000</u>

### **LifeWire's Permanent Financing Plan**

After LifeWire has repaid KCHA, they will be soliciting grants from public funders such as ARCH, King County and the State of Washington and will embark on a capital campaign to raise the funds necessary to retire all of their underlying debt on the property. In consultation with Beacon Development and their capital campaign consultant, they expect this to be completed over a 3 to 5 year window of time.

### **Risks & Mitigation of making the loan to LifeWire for the acquisition of the Firs Apts.**

#### **Financing Risk & Mitigation**

- **(Risk)** LifeWire's interim funding sources are not able to fund their loans within the anticipated 90 to 180 days.

- **(Mitigation)** KCHA has been in discussion with the REDI Fund and the County, and both funders have expressed their intent to provide interim financing for the acquisition. If additional time is needed beyond the 90 – 180 days, KCHA can extend the term of its loan to accommodate the additional time needed.
- **(Risk)** LifeWire’s interim funding sources are unable or ultimately choose not to fund their loans.
  - **(Mitigation)** KCHA has close working relationships with LifeWire’s interim funding sources and can work behind the scenes, if necessary, to help address any obstacles encountered in the loan application process.
  - **(Mitigation)** The loan will be secured with a first position deed of trust on the property. If LifeWire fails to secure interim financing and is unable to repay KCHA’s acquisition loan, either short-term or at maturity, KCHA would have the right to take over the property to protect its investment and to ensure the property remains permanently affordable for the community and its residents.
  - **(Mitigation)** KCHA will have the ability to extend the loan term until LifeWire is able to find alternative financing sources. In such a situation, KCHA may opt to increase the interest rate charged on the loan. Making loans to non-profits to provide housing for low-income at risk households is consistent with KCHA’s mission and expressly permitted under the Housing Authority’s Law (RCW 35.82).
  - **(Mitigation)** If prior to closing KCHA learns or believes LifeWire will not be able to secure the funding necessary to repay its short-term acquisition loan, the purchase agreement can be assigned to KCHA, in which case KCHA will be able to take fee ownership of the property and operate the property as affordable workforce housing or KCHA could refuse to advance the loan which would likely result in LifeWire forfeiting its earnest money.
  - **(Mitigation)** If, in the event KCHA were to take possession of the property through an assignment of the purchase agreement or through a foreclosure of the underlying note, KCHA could retire its line of credit through a refinance of the property using the net operating income to finance the debt. In this scenario, KCHA should be able to support new debt of approximately 65% (\$6 million) of the line of credit indebtedness and then use KCHA reserves to cover the remaining portion (approximately 35% or \$3 million). Alternatively, KCHA could use its reserves to completely retire the line of credit and turn on banked ACC and operate the housing as new public housing units.



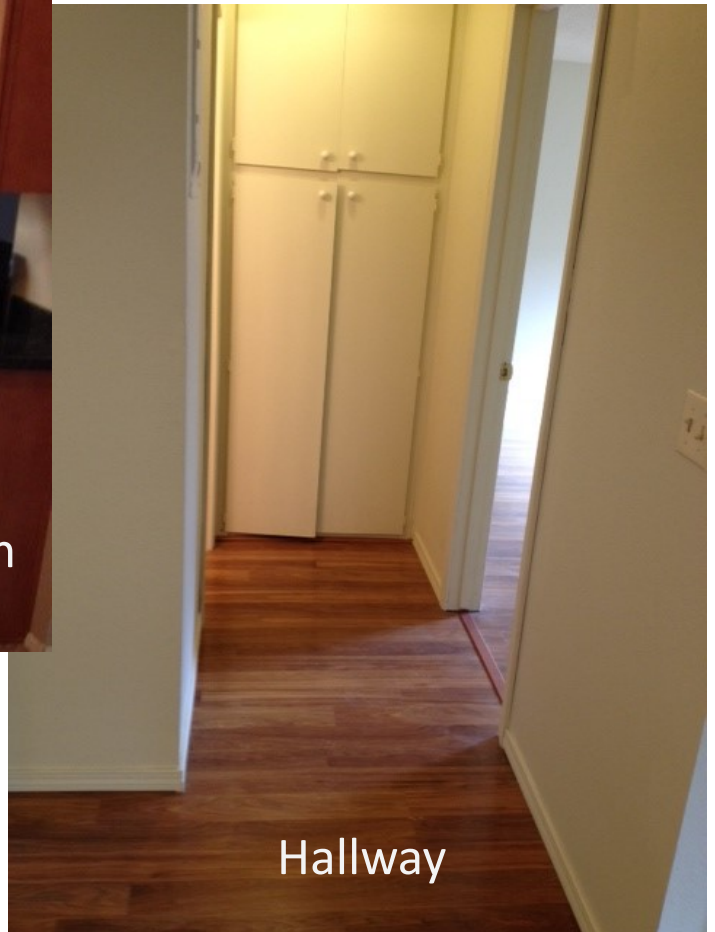
# THE FIRS APARTMENTS







Kitchen



Hallway



Bath Vanity



Bedroom

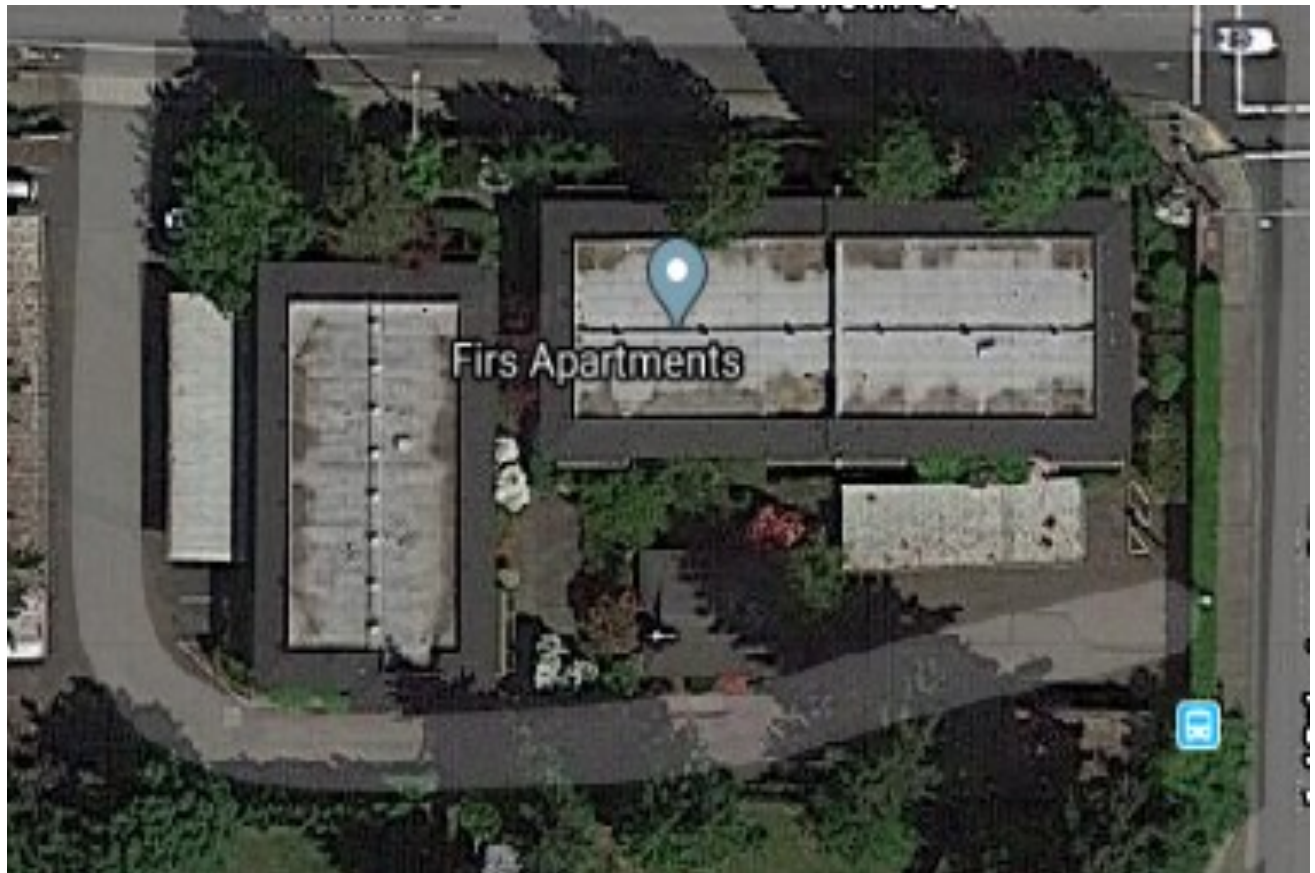




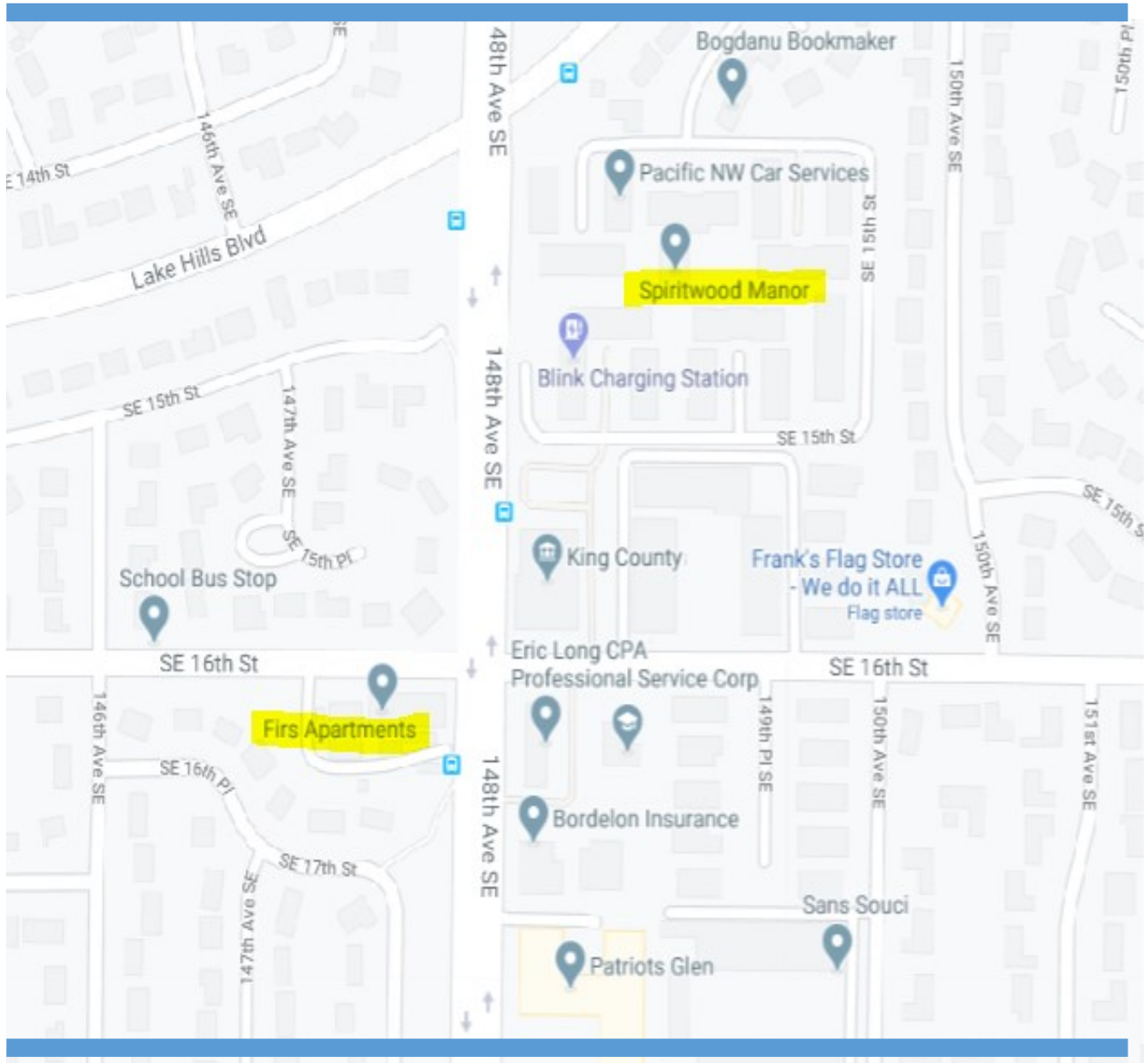
Courtyard, Balconies and Patios







Covered Surface Parking at Back of Site



**HOUSING AUTHORITY OF THE COUNTY OF KING**

**RESOLUTION NO. 5660**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING, AUTHORIZING A LOAN TO BE MADE TO LIFEWIRE, A WASHINGTON NON PROFIT PUBLIC BENEFIT CORPORATION, OR AN AFFILIATE THEREOF, TO FINANCE A PORTION OF THE COSTS OF ACQUIRING A RESIDENTIAL RENTAL PROJECT IN BELLEVUE, WASHINGTON, APPROVING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATING TO THE LOAN, AND DETERMINING RELATED MATTERS.**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING as follows:**

**Section 1.**     Recitals and Findings. The Board of Commissioners (the “Board”) of the Housing Authority of the County of King (the “Authority”) finds and determines that:

(a)     Statutory Authorization. The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “make and execute contracts and other instruments, including but not limited to partnership agreements” (RCW 35.82.070(1)); (ii) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040); and (iii) “make . . . loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing or refinancing of land, buildings, or developments for housing for persons of low income” (RCW 35.82.070(18)). The phrase “housing project” is defined by RCW 35.82.020 to include, among other things, “any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income.”

(b)     The Project. Lifewire (“Lifewire”), a Washington public benefit corporation, has requested that the Authority make a loan to Lifewire or an affiliate thereof (the “Borrower”) in the principal amount of not to exceed \$9,000,000 (the “Loan”) to finance all or a portion of the cost of acquiring a residential rental project in Bellevue, Washington (the “Project”).

(c)     Additional Findings. The Authority has determined that it is in the best interest of the Authority to provide the Loan to the Borrower. The financial assistance to be provided by the Authority pursuant to this resolution is necessary to support the poor and infirm. The Board further finds that the Loan to is important for the feasibility of the Project and is necessary to enable the Authority to carry out its powers and purposes under the Housing Authorities Law.

(d)     Adoption of this Resolution Necessary and Routine. Adoption of this resolution, and authorizing Authority action relating to financings of housing projects, are part of the routine business of the Board transacted at open public meetings.

**Section 2.**     Authorization to Lend Money; Authorization for Housing Authority Loan Documents. The Authority is authorized to lend to the Borrower up to \$9,000,000 of available Authority funds to provide financing for the Project. The Authority’s Executive Director and any Deputy Executive Director of the Authority (each, an “Authorized Officer” and together, the “Authorized Officers”), and each of them acting alone, are authorized on behalf of the Authority to determine the source (or sources) of funds for the Loan and the terms of the Loan, and to negotiate,

execute, deliver and, if applicable, file (or cause to be executed and delivered and, if applicable, filed) on behalf of the Authority, documents pertaining to and evidencing the Loan (collectively, the "Housing Authority Loan Documents") in such forms as any Authorized Officer may approve. The Authorized Officers (and each of them acting alone) are further authorized and directed to take any other action and to execute such other documents as may be required to be taken or executed by the Authority, under the provisions of or as necessary to carry out the transactions contemplated by the Housing Authority Loan Documents (including the amendment of any such documents if necessary to further the purposes thereof or resolve ambiguities therein). An Authorized Officer's signature on a Housing Authority Loan Document or other instrument contemplated by this resolution shall be construed as the Authority's approval of such Housing Authority Loan Document or other instrument.

**Section 3.**     Supplemental Authorization. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to: (i) determine that any document authorized by this resolution is, at the time such document otherwise would be executed, no longer necessary or desirable and, based on such determination, cause the Authority not to execute or deliver such document; and (ii) execute and deliver and, if applicable, file (or cause to be delivered and/or filed) any government forms, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein.

**Section 4.**     Execution of Duties and Obligations. The Board authorizes and directs the Authorized Officers, and each of them acting alone, and all other proper officers, agents, attorneys and employees of the Authority to carry out, or cause to be carried out, all obligations of the Authority under the Housing Authority Loan Documents and other instruments authorized by this resolution, and to perform or cause to be performed such other acts as they shall consider necessary or advisable in connection with the Loan, or in order to give effect to this resolution and the transactions contemplated herein.

**Section 5.**     Ratification and Confirmation. All actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

**Section 6.**     Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

**ADOPTED AT THE BOARD OF COMMISSIONERS OF THE HOUSING  
AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 17<sup>TH</sup>  
DAY OF AUGUST, 2020.**

**HOUSING AUTHORITY OF THE COUNTY  
OF KING**

---

**Douglas J. Barnes, Chair**  
Board of Commissioners

ATTEST:

---

**Stephen J. Norman**  
Executive Director and Secretary-Treasurer

## CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director and Secretary-Treasurer of the Housing Authority of the County of King (the “Authority”), and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 5660 (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on August 17, 2020 (the “Meeting”), and duly recorded in the minute books of the Authority;

2. That in accordance with RCW 43.06.220, and the Proclamations of the Governor of the State of Washington, as extended by the leadership of the Washington State Senate and House of Representatives (a) the Meeting was not conducted in person, (b) one or more options were provided for the public to attend the Meeting remotely, including by telephone access, which mean(s) of access provided the ability for all persons attending the Meeting remotely to hear each other at the same time, and (c) adoption of the Resolution is necessary and routine action of the Board of Commissioners of the Authority;

3. The public was notified of access options for remote participation in the Meeting via the Authority’s website and email to stakeholders; and

4. The Meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of the Meeting was given; that a quorum was present throughout the Meeting through telephonic and/or internet means of remote access, and a majority of the members of the Board of Commissioners of the Authority present at the Meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 17<sup>th</sup> day of August, 2020.

---

**Stephen J. Norman**

Secretary-Treasurer and Executive Director of the  
Authority

# T A B N U M B E R



**TO:** Board of Commissioners

**FROM:** Tim Walter

**DATE:** August 11, 2020

**RE:** **Resolution No. 5661** - Authorizing KCHA to enter into a purchase and sale agreement and an access agreement for the Oaks at Forest Bay property in Shoreline

---

Resolution No. 5661 authorizes KCHA to enter into a purchase and sale agreement and access/use of space agreement for the Oaks at Forest Bay property located at 16357 Aurora Ave N in Shoreline.

### **Background**

In June of this year, the City of Shoreline and King County became aware of a long term skilled nursing home/assisted living facility, the Oaks at Forest Bay (the “Oaks”), located at 165<sup>th</sup> and Aurora Ave N that was closing. The operator, Five Oaks Healthcare, had reached out to the City to notify them of this decision and to see whether there would be any interest on the City’s part in using the vacated space before the property was put on the market for sale as a redevelopment site.

As fate would have it, the Washington State Department of Commerce had just issued notice of a grant opportunity to local governments to provide 30 months of funding for new shelter facilities so long as the shelter space would be for new beds and could be up and running by December 31, 2020. The County and the City of Shoreline realized that given the layout of the Oaks with 45 separate rooms located in a single story building, secured access entry, a private enclosed courtyard, a kitchen and numerous community spaces, it could be used as a temporary shelter and, if occupied by December, would also be an excellent candidate for operating funding through the Commerce grant. Given the timing and KCHA’s experience in acquiring and operating residential real estate, KCHA was approached by King County to see if we would be able to help facilitate this opportunity by acquiring the Oaks and making the space available for use over a temporary/short term period (two to three years) as an emergency shelter operated by a nonprofit shelter provider. During this time period the County and KCHA would develop and execute a strategy for long term use of the site, most likely as a non-profit owned and operated supportive housing facility.



## **Strategic Rationale**

The region is struggling to provide sufficient shelter space in the midst of the pandemic. Health considerations require stringent limitations on occupancy levels in existing shelters and the County is employing a number of strategies to address the need for additional shelter space. Acquisition and repurposing of existing buildings is one of these. Moving additional homeless individuals off the streets and compensating for the reduction in the bed count in the existing shelter system in the midst of the pandemic is literally a life or death issue.

KCHA has a long history of working cooperatively with both County government and the City of Shoreline. The City Council in Shoreline has been briefed and is supportive and City staff are actively engaged in making this effort a success. The King County Executive's staff are actively engaged and the project has received sign-off from the County's budget director.

Acquisition of a 2.66 acre site on Aurora Avenue provides a long term strategic opportunity for redevelopment of this site at a significantly higher density to provide affordable housing, most likely permanent supportive housing, on this site. This longer term vision fits with KCHA's mission to directly or indirectly expand the supply of affordable housing in the region.

## **KCHA Role**

At the request of the County and the City of Shoreline, KCHA has inspected the site and the building and determined that its location and layout could potentially work well for operation of a temporary emergency housing shelter. However, given the age of the building and the fact that it is divided into separate wings, it would not appear to be an ideal candidate as a permanent shelter facility without significant capital investment.

To assist the County in re-purposing the space as a shelter over the short term, KCHA has agreed to pursue securing site control both through a purchase and sale agreement and by negotiating an access/use of space agreement to allow occupancy of the site before acquisition so the site can be made ready to open for shelter operations by December. The County has verbally agreed to cover KCHA's out of pocket costs both related to any operating costs under an access agreement and any due diligence/acquisition-related costs associated with a purchase of the property.

## **Property Description & Building Condition**

The Oaks at Forest Bay facility is approximately 36,500 square feet, originally built in 1953 as a nursing home, with periodic renovations since that time. The property is located at 16357 Aurora Ave. N (Highway 99), a major transit route from downtown Seattle through the north end. Metro's Rapid Ride runs north and south along Aurora Avenue N with a stop immediately adjacent to the property. The structure is one-story, built with wood frame construction and sided with brick and painted wood. The roofs are pitched with composite shingles.



The building is comprised of two adjoining wings with 45 total separate residential rooms. Each room was built to contain two beds per room. A portion, but not all of the rooms, have an adjoining half-bath and there are common bathroom and shower facilities co-located in each of the wings. In addition to the residential rooms, there is a secured access entry, office spaces, kitchen, multiple common areas and a full basement which is used for laundry, maintenance space and storage. The 45 residential rooms at the facility are each about 300 square feet in size.

The facility is located on a 2.66 acre, mostly rectangular parcel with mature landscaping with irrigation, and two large enclosed outdoor courtyards. There appear to be approximately 50 surface parking spaces in front of the site, as well as an unpaved vacant area for overflow parking in the northwest corner of the site.

In general, based on recent site tours and a 3<sup>rd</sup> party capital needs inspection completed in 2019 provided by Five Oaks Healthcare, the facility appears to be in fair to good condition. KCHA will begin extensive due diligence on the property, including review of title, a full ALTA survey, a Phase 1 environmental inspection and an independent assessment of the physical building condition, as soon as the property is under a contract of sale.

### **Neighborhood Description**

The Oaks at Forest Bay is located on the southwest corner of Aurora Avenue and 165<sup>th</sup> Street. The Metro “E” Line bus stops on the street directly in front of the building entrance, providing regular access to downtown Seattle and areas north of the city. Aurora Avenue intersects the Meridian Park and Highland Terrace residential neighborhoods at 165<sup>th</sup> Street, with the Richmond Highlands Recreation Center located two blocks to the west and the Interurban Trail located one block to the east. Aurora Avenue provides nearby access to services, grocery, health care as well as a number of retail establishments and Shoreline Community College is a 15-min walk to the east of the site.

### **Status of Negotiations (Purchase Agreement & Access/Use of Space Agreement)**

KCHA has reached out to the facility’s owner and to the tenant who was operating Oaks at Forest Bay and still holds the lease. The owner is CTR Partnership (“CTR”), a subsidiary of CareTrust REIT which is a public real estate investment trust located in California. The tenant is Aurora Oaks LLC (“Aurora Oaks”), an affiliate of Five Oaks Healthcare, which is an experienced operator of assisted living facilities in the Northwest region and has a master portfolio lease with CTR. The two entities have initially agreed with KCHA on the basic terms of an early occupancy/access agreement between KCHA and Aurora Oaks, as well as a purchase and sale agreement with a tentative closing date for the property of February 1, 2021. In order to meet the County’s year-end deadline for shelter operation, KCHA is seeking Board approval to proceed with entering into both a purchase and sale agreement and an access agreement.

The negotiated purchase price of the property is \$7.33 million. KCHA has engaged an appraiser to determine the fair market value of the property. The results of the appraisal should be available by early to mid-September. The payment terms include non-refundable monthly payments of \$55,000 per month due on or before the first of each month commencing September 1, 2020 with a final monthly payment on January 1, 2021 and a balloon payment of the remaining balance, \$7,055,000, on February 1, 2021. The terms of the purchase agreement also include a \$500,000 refundable earnest money which will be returned to KCHA if the Authority elects not to waive its contingencies and does not close on the purchase. If KCHA purchases the property, the \$500,000 will be applied toward the \$7,055,000 balloon payment. KCHA anticipates using proceeds from a draw on its KeyBank line of credit to finance the acquisition.

The terms of the purchase agreement provide for a due diligence/feasibility period that expires on December 1, 2020. Prior to this date, KCHA intends to conduct its due diligence not only on the physical characteristics of the property but also with respect to the use of the property as a shelter for homeless persons, and other potential benefits and risks to the Authority of acquiring the property. These considerations include but are not limited to short-term and long-term zoning approvals, conditional use requirements by the permitting and fire authorities, receipt of an adequate promise of reimbursement from the County to cover KCHA's costs associated with involvement in this project, indemnities from the County and other parties including the shelter operator to protect KCHA from liability exposure, public notification, due diligence on the shelter operator (Lake City Partners), satisfactory assurance that the shelter operator will be adequately funded, commitment or reasonable assurance from the County to provide take out financing for KCHA's line of credit, and a realistic exit (property disposition) strategy for KCHA.

The proposed access/use agreement with Aurora Oaks will permit KCHA to immediately enter the site to conduct its property due diligence and the future shelter operator to enter the site to begin cleaning, painting, re-carpeting and preparing the building and grounds for use as a transitional emergency shelter. In exchange for receiving access to the facility, KCHA will assume all of the interim costs of operating the property (including utilities, grounds maintenance, security, taxes and insurance) independent of the shelter operation. KCHA fully expects to be reimbursed by the County for any costs it incurs associated with access to the site prior to the closing of the sale. After closing of the sale, KCHA expects all costs of operating the property to be borne by the operator and/or the County.

## **Risks**

A thorough list of the Risks and Mitigations will be provided to the Board of Commissioners upon completion of KCHA's due diligence and feasibility review and prior to a decision being made to purchase the property. At this time, the primary risk to KCHA is the potential financial exposure associated with the obligation to pay non-refundable earnest money and the operating costs associated with the access/use of space agreement.

## **Risk & Mitigation**

- **(Risk)** KCHA commits to making monthly non-refundable earnest money payments of \$55,000 per month as well as covering operating costs of the property associated with the terms of a use/access agreement.

- **(Mitigation)** KCHA has been verbally assured by King County that they will cover KCHA's out of pocket costs associated with our involvement in this project. If KCHA has not received written assurance and/or the County has not advanced funds to cover or reimbursed out of pocket costs to KCHA prior to the feasibility waiver date, KCHA can terminate the purchase and sale agreement and the access agreement with no on-going financial obligation. KCHA's maximum out of pocket exposure in this scenario would be the payments made prior to the feasibility waiver date (December 1, 2020) which would be 3 months of earnest money payments (\$55,000 per month payments for the months of September, October and November and three months of operating expenses estimated at \$15K - \$20K/month for a total out of pocket amount of \$225,000).

## **Next Steps**

Subject to Board approval of Resolution 5661, staff will attempt to finalize the form of the purchase and sale agreement and the use/access agreement and execute both documents. Upon execution of the documents, KCHA will commence its due diligence work as outlined above and will come back to the Board prior to December 1, 2020 (most likely at the November, 2020 Board of Commissioners meeting) with a full report and Project Profile on the project as well as a recommendation to proceed with the acquisition if such determination is deemed by the Executive Director to be in the best interest of the Authority.

Staff recommends passage of Resolution No. 5661

## OAKS AT FOREST BAY







Large central courtyard





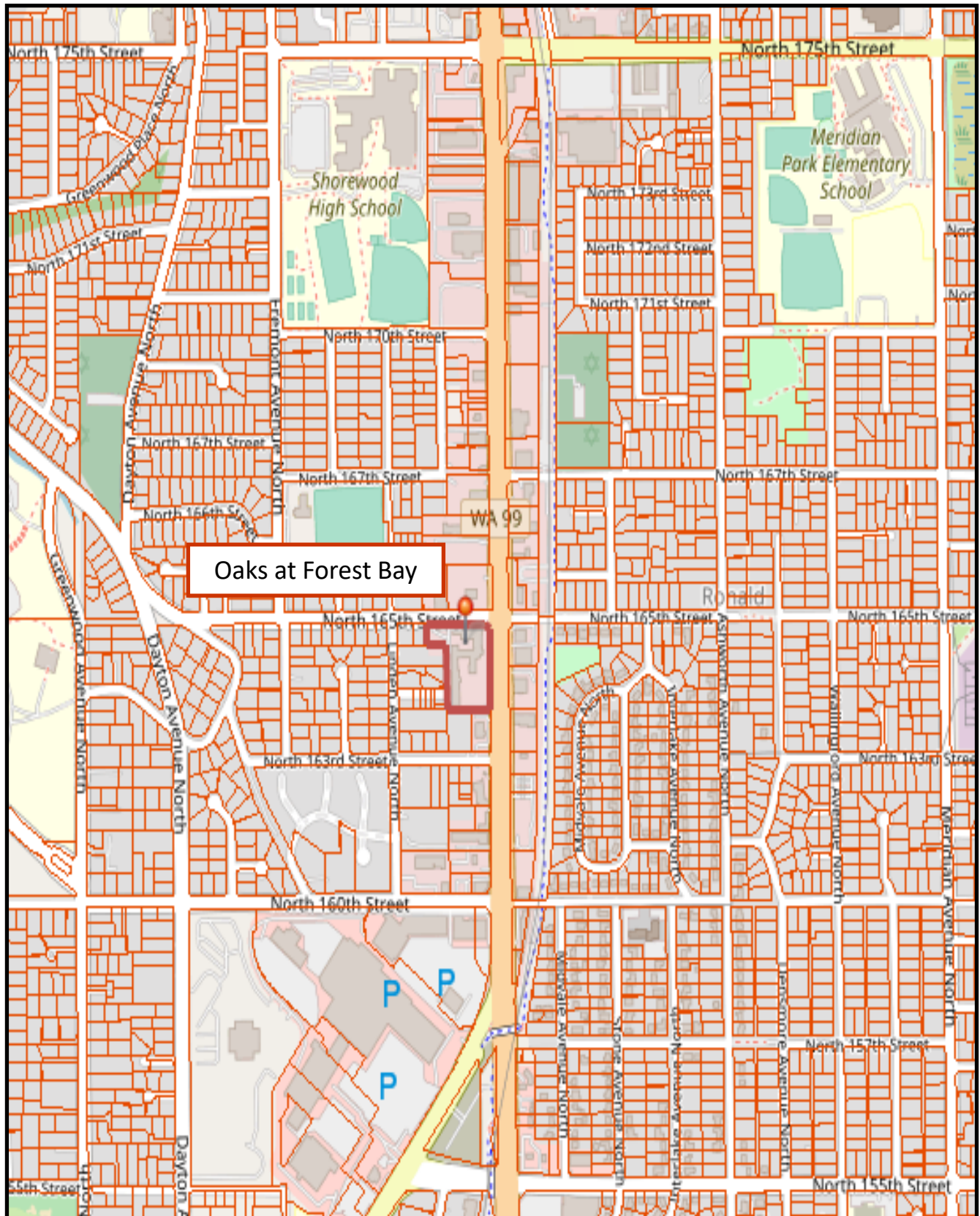


Rooms along  
two wings



Surface  
Parking

Oaks at Forest Bay  
16357 Aurora Avenue North, Shoreline



**THE HOUSING AUTHORITY OF THE COUNTY OF KING**

**RESOLUTION NO. 5661**

**A RESOLUTION AUTHORIZING ENTERING INTO A PURCHASE AND SALE  
AGREEMENT AND ACCESS AGREEMENT FOR THE OAKS AT FOREST BAY  
PROPERTY LOCATED IN SHORELINE**

---

**WHEREAS**, the King County Housing Authority (“Housing Authority”) is charged with providing quality affordable housing opportunities, equitably distributed within King County; and

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

**WHEREAS**, RCW 35.82.070 (2) and (3) provide, in part, that a housing authority shall have the power to prepare, carry out, acquire, lease and operate housing projects and may provide for construction, reconstruction, improvement, alteration or repair of any housing project within its area of operations; and

**WHEREAS**, access to emergency shelter is a critical resource for homeless and low income households, providing dry, warm, safe and stable housing for these residents year-round; and

**WHEREAS**, the Housing Authority has identified acquiring and developing housing along planned mass transit corridors and areas with frequent high capacity transit as a strategic priority to ensure the long-term availability of low-income housing near reliable public transportation; and

**WHEREAS**, RCW 35.82.120 directs that, in the planning and creation of any housing project, a housing authority shall take into consideration the relationship of the project to any larger plan or long-range program for the development of the area in which the housing authority functions; and

**WHEREAS**, King County (the “County”) has identified a specific property, comprised of an existing building containing approximately 36,500 square feet located on an approximately 2.66



acre parcel, and commonly known as the Oaks at Forest Bay located at 16357 Aurora Avenue North, Shoreline, Washington 98133 (the “Property”), as a priority location for an emergency shelter for homeless persons; and

**WHEREAS**, the County has applied for grant funding which would support in part the operation of a short to mid-term emergency shelter at the Property; and

**WHEREAS**, the County has asked the Housing Authority to secure a short-term access agreement with the tenant and the seller of the Property for the purpose of evaluating the viability of use of the space as an emergency homeless shelter and for preparing it to house homeless persons prior to year end; and

**WHEREAS**, the Housing Authority has identified the area surrounding and including the Property as a high priority location for locating a transit-oriented affordable housing project for low-income households; and

**WHEREAS**, acquisition of the Property by the Housing Authority, including an initial short term access agreement from the existing tenant, will serve the mission of the Housing Authority and the housing goals of the region by increasing shelter available to homeless persons as part of the larger plan to support the housing needs of low income homeless persons throughout the County.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING as follows:**

**Section 1:** Immediate access to and use of the Property is necessary and advisable in advance of acquiring the Property, if the Property is to be available for use as an emergency homeless shelter and open for operation prior to December 31, 2020.

**Section 2:** Entering into a purchase and sale agreement to acquire the Property with an inspection contingency is necessary and advisable to ensure the Housing Authority has both the opportunity as well as adequate time to determine whether the purchase of the Property would be in the best interest of the Authority.

**Section 3:** The Executive Director, Stephen J. Norman, is hereby vested with the authority, and with discretion in the exercise of such authority, to enter into an access agreement for the Property and to assume current operational costs therefor.

**Section 4:** The Executive Director is hereby authorized (a) to enter into a Purchase and Sale Agreement providing for the acquisition of the Property at a price of \$7.33 million subject to reasonable inspection and feasibility period, and (b) to make non-refundable earnest money payments in an amount not to exceed \$275,000, and a refundable earnest money payment of \$500,000 (\$775,000 in total), all of which shall be applied toward the purchase price in the event the Housing Authority acquires the Property.

**Section 5:** The Board of Commissioners directs the Executive Director to report to the Board of Commissioners prior to the end of the inspection and feasibility period the results of the Authority's due diligence investigations and provide a recommendation as to whether or not to waive any and all contingencies and to seek Board of Commissioner final approval to consummate the purchase of the Property.

**Section 6:** The Board of Commissioners hereby authorizes the Executive Director to execute any and all applications, agreements, certifications or other documents in connection with the submission of various funding and financing applications, in order to provide all or part of the interim and/or permanent financing of the acquisition of the Property pursuant to this Resolution.

**Section 7:** The Board of Commissioners hereby authorizes the Executive Director, Stephen J. Norman, and in his absence, Deputy Executive Director Daniel R. Watson or Deputy Executive Director Jill Stanton, to execute on behalf of the Housing Authority any and all contracts, agreements, certifications or other documents in connection with the Housing Authority's acquisition of the Property pursuant to this Resolution.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING  
AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 17th  
DAY OF AUGUST, 2020.**

**THE HOUSING AUTHORITY OF THE COUNTY  
OF KING**

---

**DOUGLAS J. BARNES, Chair**  
Board of Commissioners

Attest:

---

**STEPHEN J. NORMAN**  
Executive Director and Secretary-Treasurer

## CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director and Secretary-Treasurer of the Housing Authority of the County of King (the “Authority”), and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 5661 (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on August 17, 2020 (the “Meeting”), and duly recorded in the minute books of the Authority;

2. That in accordance with RCW 43.06.220, and the Proclamations of the Governor of the State of Washington, as extended by the leadership of the Washington State Senate and House of Representatives (a) the Meeting was not conducted in person, (b) one or more options were provided for the public to attend the Meeting remotely, including by telephone access, which mean(s) of access provided the ability for all persons attending the Meeting remotely to hear each other at the same time, and (c) adoption of the Resolution is necessary and routine action of the Board of Commissioners of the Authority;

3. The public was notified of access options for remote participation in the Meeting via the Authority’s website and email to stakeholders; and

4. The Meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of the Meeting was given; that a quorum was present throughout the Meeting through telephonic and/or internet means of remote access, and a majority of the members of the Board of Commissioners of the Authority present at the Meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 17<sup>th</sup> day of August, 2020.

---

**Stephen J. Norman**

Secretary-Treasurer and Executive Director of the  
Authority

# T A B N U M B E R

5



**To:** Board of Commissioners

**From:** John Eliason, Development Director

**Date:** August 20, 2020

**Re: Greenbridge Division 8 (9, 10, 11) Property Offering**

---

A presentation describing the plans for development and sale of the Greenbridge Division 8 property was provided at the August, 2019 Board meeting. Staff have since obtained the requisite approvals necessary to offer the market rate property to developer/builders.

Division 8 is a combination of parcels bordered by Roxbury to the north, 6th Ave SW to the west and 4th Ave SW to the east. The 18.2-acre Division 8 property was placed on the market on July 30, 2020 and is shovel ready with approved infrastructure permits from King County, DOE and franchise utilities. The property features 107 single family lots and 6 parks and is being marketed without a broker. Division 8 is the 12<sup>th</sup> and largest phase of market rate land offerings at KCHA's master planned communities.

An initial phase of construction this year by KCHA will feature Cornerstone Park with a Greenbridge entry sign located in the northeast portion of the Division 8 property.

The general schedule planned is as follows:

- Proposal review: October 15, 2020
- Closing: February, 2021
- Infrastructure construction start: March, 2021
- Home construction and sales: March, 2022 to March, 2025

The offering selection criteria provides that:

- A single builder, a combination of builders or a joint venture licensed to do business in the State of Washington may submit a proposal to purchase and develop the property.
- The proposal that features the best qualifications, experience, offering price and best meets the Greenbridge vision emphasizing neighborhood character and variety required by the Greenbridge Design Guidelines will be selected.

Staff to provide an overview of the Division 8 land offering at the August, 2020 Board meeting and will provide a status update report at the October, 2020 Board meeting.

# Greenbridge Division 8

## Market Rate

### Land Offering

August 2020

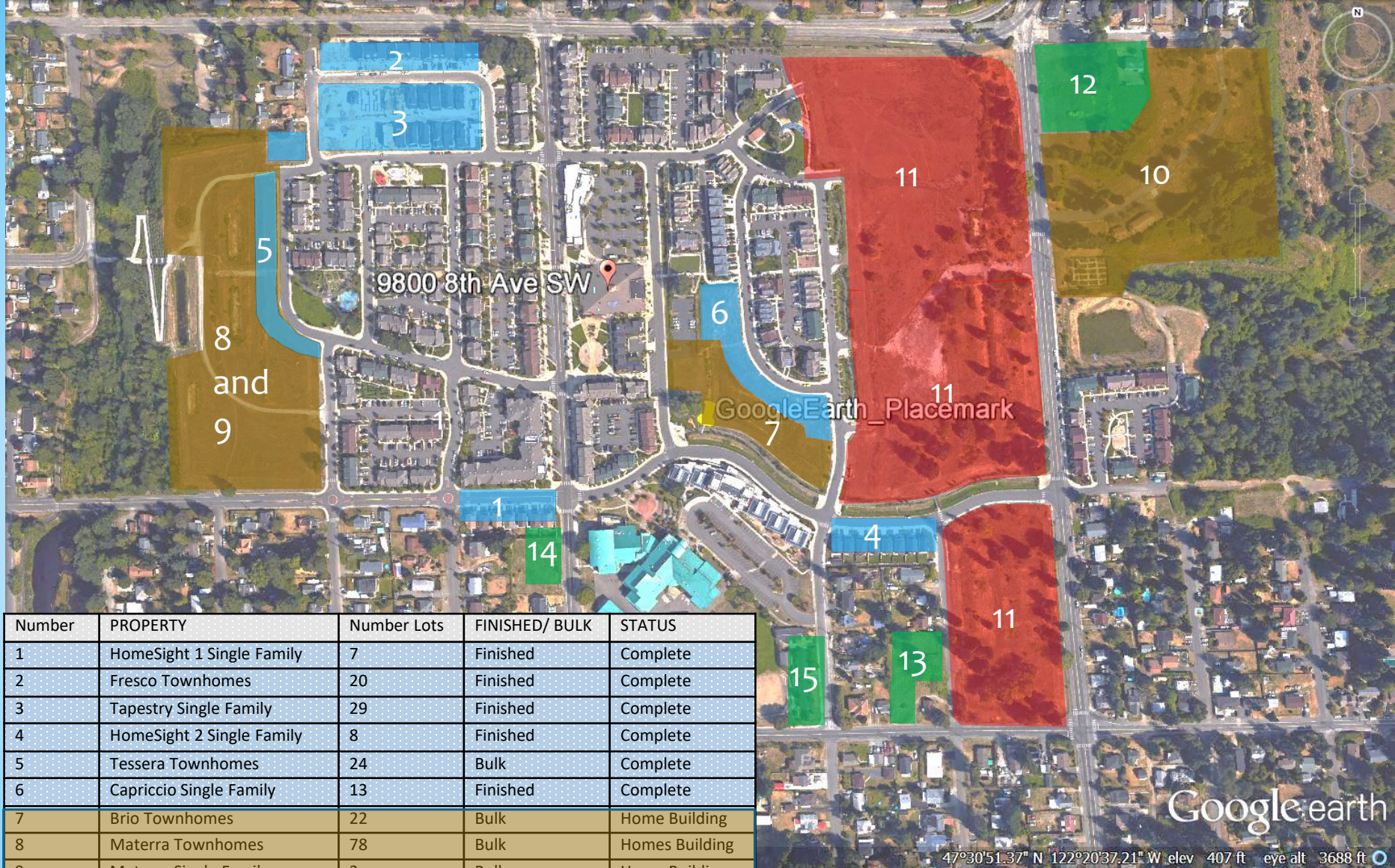


Cornerstone Park Entry Sign









Number	PROPERTY	Number Lots	FINISHED/ BULK	STATUS
1	HomeSight 1 Single Family	7	Finished	Complete
2	Fresco Townhomes	20	Finished	Complete
3	Tapestry Single Family	29	Finished	Complete
4	HomeSight 2 Single Family	8	Finished	Complete
5	Tessera Townhomes	24	Bulk	Complete
6	Capriccio Single Family	13	Finished	Complete
7	Brio Townhomes	22	Bulk	Home Building
8	Materra Townhomes	78	Bulk	Homes Building
9	Materra Single Family	2	Bulk	Home Building
10	Wind Rose Single Family	31	Bulk	Home Building
11	Division 8 Single Family	107	Bulk	Marketing
12	Notch Multifamily	80	Finished	Zoning/Concept
13	Orphan Lots	3	Finished	Zoning/ Concept
14	8th Avenue Lots	2	Finished	Zoning/ Concept
15	Lot 1	1	Finished	Concept

Greenbridge Land Development  
 Status  
 August, 2020





EXISTING - VIEW LOOKING SOUTH AT EXISTING INTERSECTION WITH SW 97TH PLACE

Existing 4<sup>th</sup> Avenue SW  
Looking South





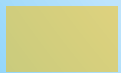
AERIAL VIEW SOUTH FROM SW ROXBURY STREET

## Greenbridge Vision Plan of 4<sup>th</sup> Avenue SW Looking South





## Greenbridge Division 8 Improvements 2019 to 2021



4<sup>th</sup> Avenue SW Improvements 2019 -2020



South Block Frontage Improvements, Cornerstone Park 2020 - 2021



Completed 4<sup>th</sup> Avenue SW Improvements  
Looking North





# Cornerstone Park Rendering





Division 8 North Block





Division 8 Site Plan Rendering





5<sup>th</sup> Avenue SW South Block Rendering



4<sup>th</sup> Avenue SW Concept  
Double Sided Homes  
Embrace the Pedestrian Orientated Street

# T A B N U M B E R

6



**To:** Board of Commissioners

**From:** Dan Landes, Director of Development

**Date** August 6, 2020

**Re: Development Pipeline Report**

---

The Development Department will update the board on the status of the current KCHA Low-Income Housing Tax Credit rehab projects and provide an overview of the future development pipeline.

The current rehab projects include Abbey Ridge and Bellevue Manor (combined into the Abbell Partnership) and Woodland North in a separate partnership.

New developments currently in design include the expansion of Rainier View Mobile Home Park in Black Diamond and the construction of the Trailhead complex in Issaquah. Future pipeline projects involve the rehabilitation/potential expansion of two Section 8 properties in Kirkland, the redevelopment of the Patricia Harris Manor complex in Redmond and development of the “notch” property at Greenbridge.



# Development Pipeline Overview

KCHA Board of Commissioners  
August 17, 2020

# Development Pipeline

- Current rehab projects
- Projects in predevelopment
- Possible future developments

# Current Rehab Projects

- Woodland North
- Abbell Partnership
  - Abbey Ridge
  - Bellevue Manor

# Woodland North

- Rehab of workforce housing in Lake Forest Park
- \$11 million rehab
- 105 units
- 20% - 80% AMI (average 60%)
- Completion 2021





Woodland North Rehab, Lake Forest Park

# Abbell: Abbey Ridge

- Rehab of workforce housing in SeaTac (Angle Lake Station area)
- \$24 million rehab
- 146 units
- 20% - 80% AMI (average 60% when combined with Bellevue Manor)
- Completion 2021





# Abbell: Bellevue Manor

- Rehab of senior Section 8 housing in Bellevue
- \$4.5 million rehab
- 66 units
- 20% - 80% AMI (average 60% when combined with Abbey Ridge)
- Completion 2021





## Bellevue Manor Rehab

# Projects in Predevelopment

- Rainier View Expansion
- Trailhead (Issaquah TOD)
- Kirkland Heights Redevelopment
- Juanita View Rehab
- Patricia Harris Redevelopment
- Greenbridge Notch Development

# Rainier View Expansion

- Expansion of existing mobile home park
- 15-17 spaces
- 55 and older homeowners below 80% AMI
- Completion 2021





Number of New House Sites: 18 or 19



The Kirkbride Group, Inc.  
4405 7th Avenue SE, Suite 301  
Lacey, Washington 98503  
frank@kirkbridegroup.com  
360-491-6900

## RAINIER VIEW MANUFACTURED HOME PARK BLACK DIAMOND, WASHINGTON

December 23, 2019 Plan-1D



King County  
**Housing**  
Authority



Rainier View, Typical Home

# Trailhead (Issaquah TOD)

- Workforce housing next to transit center
- ~155 units
- 40% and 60% AMI
- Estimated start 2022









Rendering of Issaquah TOD

# Kirkland Heights

- Rehab and/or expansion of existing multifamily property
- 180 (existing) – 360 units (max)
- 60% AMI with 106 Section 8 units
- Estimated start 2023



Kirkland Heights



# KIRKLAND ZONING CODE

## 28.39 DENSITY

Minimum lot size: 3,600 sq. ft. with at least 2,400 sq. ft. per unit

NOTE: Lot Size = 591,010 sq. ft. Max. Density = 591,010 / 2,400 = 246 units

## 112.15 AFFORDABLE HOUSING: UNITS

Bonus Units: 2 additional units (bonus units) may be constructed for each affordable housing unit provided. The maximum number of bonus units achieved through a basic affordable housing incentive shall be 25 percent of the number of units allowed based on the underlying zone of the subject property.

NOTE: RMA 2.4 allows 246 units. 25% of 246 units is 61 bonus units. The total units allowed with affordable housing bonus is 307 units.

## 28.49 REQUIRED PARKING

- Studio: 1.2 spaces per unit
- 1-Bed: 1.3 spaces per unit
- 2-Bed: 1.6 spaces per unit
- 3-Bed (+): 1.9 spaces per unit

(0) studios = 0 spaces

(0) 1-beds = 0 spaces

(119) 2-beds = 119 x 1.6 = 191 spaces

(120) 3-beds = 120 x 1.9 = 228 spaces

Total required = 419 spaces

## 112.15 AFFORDABLE HOUSING: HEIGHT

Maximum height for structures containing affordable housing units may be increased by up to 5 feet for those portions of the structures that are at least 20 feet from all property lines. Maximum structure height may not be modified through this provision for any portion of a structure that is adjoining a low-density zone (within a 100' setback from the shared property line).

NOTE: No property line is adjoining to a low-density zone. RMA 2.4 allows structure height to be 35 ft. With the affordable housing bonus, the max. height of a structure is 41 ft. These structures must be 30 ft from all property lines.

# SITE INFORMATION:

Parcel #: 222005-0034

Site Address: 13319 NE 133rd St. Kirkland, WA 98034

Zone: RMA 2.4

# ASSUMPTIONS:

1. I also the affordable housing bonus to increase the number of units allowed on site added to the site.
2. If the field/assessment area is added to the Parks Department, a max. of 73 units can be added to the site that is left.
3. Don't take the affordable housing bonus for parking.
4. Assume guest parking isn't required.

	2 BED	3 BED	4 BED	TOTAL	PARKING
EXISTING	120	120	120	360	120
NEW	40	40	40	120	40
TOTAL REQUIRED	160	160	160	480	160

\*THE OFFICE IS CONVERTED FROM A PART-APARTMENT

## CONCEPT #1 SUMMARY:

Don't sell the field. Build 80 new units by adding a floor to all apartment buildings (not townhomes), and add 132 new parking stalls located in powerline easement to support these units.

This concept shows how much parking would need to be added in order to support adding (1) level to the apartment buildings. There is still room to add more units and parking if desired. Per the zoning code, 45 additional new units can still be added.



1 SITE PLAN - OPTION 1  
SCALE: 1" = 50'-0"

KEY	
[Blue Box]	EXISTING TOWNHOUSE = (4) 4-BED UNITS PER BUILDING
[Green Box]	EXISTING APARTMENT = (4) 3-BED, (4) 2-BED PER BUILDING
[Light Green Box]	EXISTING COMMUNITY / MAINTENANCE BUILDINGS
[Orange Box]	NEW BUILDING



SMR Architects  
117 S Main St. Ste. 400  
Seattle WA 98104  
PH: 206.623.1104  
FX: 206.623.5285



KIRKLAND HEIGHTS APARTMENTS  
13319 NE 133RD ST.  
KIRKLAND, WA 98034

REVISIONS / NOTES  
NO DATE DESCRIPTION

DPD STAMP

TITLE  
CONCEPT 1

PERMIT #	
DRAWN	AP, DI K
CHECKED	DAK
ISSUE DATE	02/14/20
JOB NO.	10031
SHEET NO.	

3

# Kirkland Heights Redevelopment – Add a Floor to Existing Flats



8/10/2020 ● 20

# Juanita View

- Rehab of existing multifamily property
- 94 units
- 60% AMI with 51 Section 8 units
- Estimated start 2024





Juanita View, Kirkland

# Patricia Harris Manor

- Redevelopment of senior housing site in Redmond
- 190 – 240 units
- 60% AMI with 41 Section 8 units
- Estimated start 2026

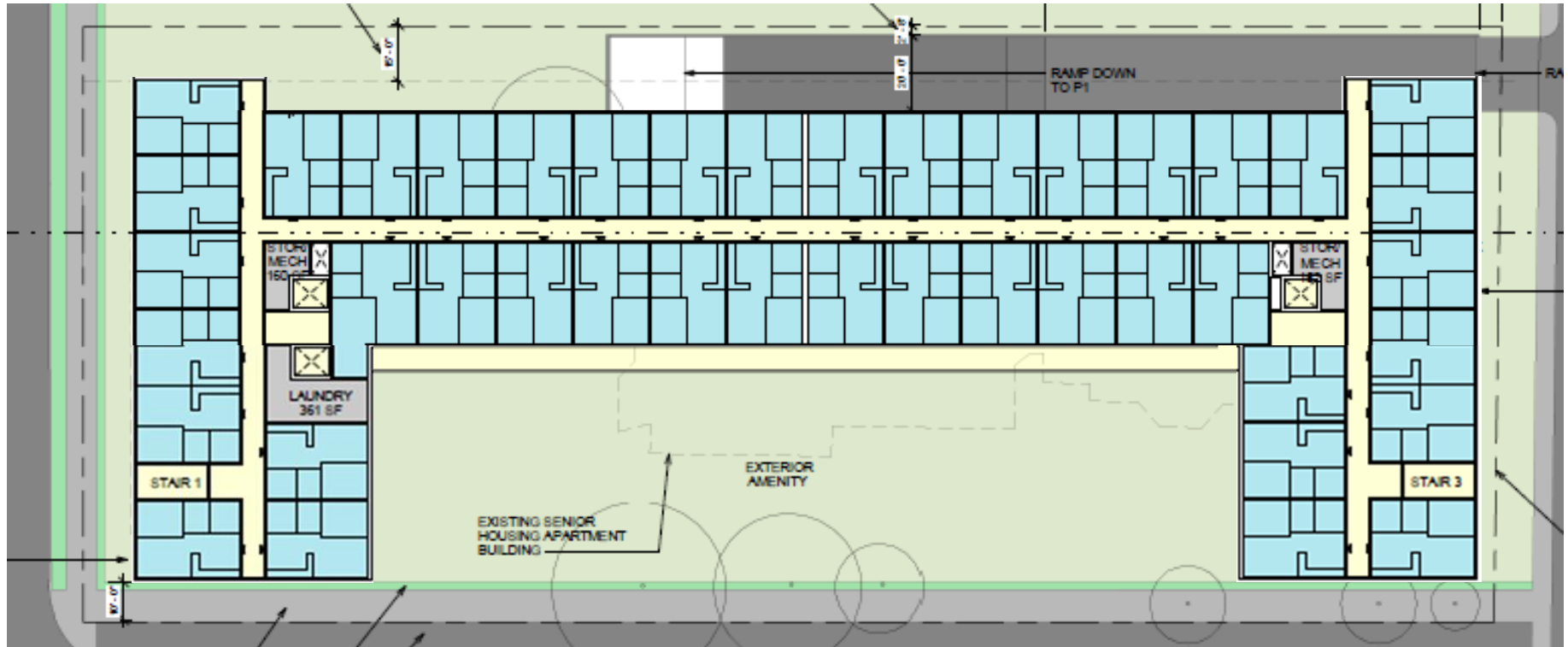


Bellewood/Patricia Harris Manor, Redmond









## Patricia Harris Manor Redevelopment

# Greenbridge Notch

- Assisted living/senior independent /condominiums built by third party developer/something else TBD
- Up to 80 units
- Final recommendation will come back to board



## Greenbridge Notch

# Possible Future Developments

- Parkway Rehab
- Village at Overlake Station Rehab

T  
A  
B

N  
U  
M  
B  
E  
R




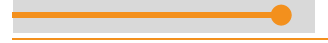
7

## Households Served




point in time as of June 1, 2020<sup>1</sup>

**22,204**

## Finance

	Budgeted	Actual	Actual to Budget	
<b>Revenue</b> year-to-date	\$190,485,399	\$194,204,263	<b>102.0%</b>	
<b>Expenditure</b> year-to-date	\$161,455,197	\$154,349,800	<b>95.6%</b>	
<b>LGIP Rate Investments</b>	1.75%	0.37%	<b>-1.38%</b>	
<b>Non-LGIP Investments</b>	1.75%	1.56%	<b>-0.19%</b>	

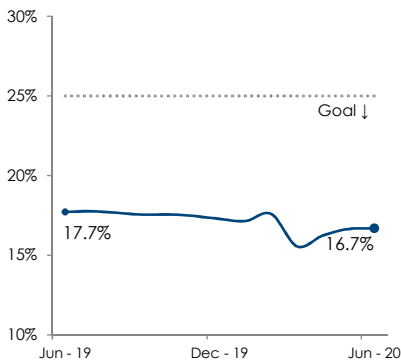
## Housing Management

	Scope	Target	Jun '20	
<b>Public Housing Occupancy</b> <sup>2</sup>	3,730 units	98.0%	<b>98.7%</b>	
<b>Local Programs Occupancy</b>	7,851 units	96.5%	<b>98.8%</b>	
<b>Total Units Online</b> <sup>3</sup>	11,581 units	11,105	<b>11,581</b>	

## Housing Choice Voucher Program Operations

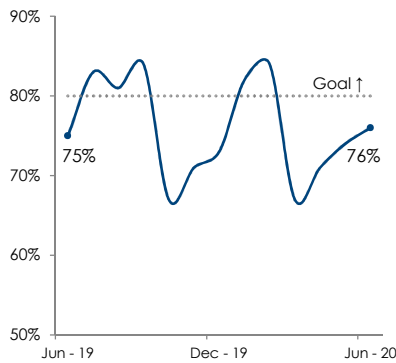
### Shelter Burden

Households paying more than 40% of income for rent and utilities.



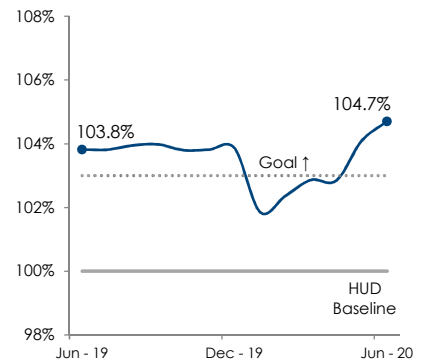
### Shopping Success<sup>4</sup>

Lease-up within 240 days after voucher issuance, by cohort.



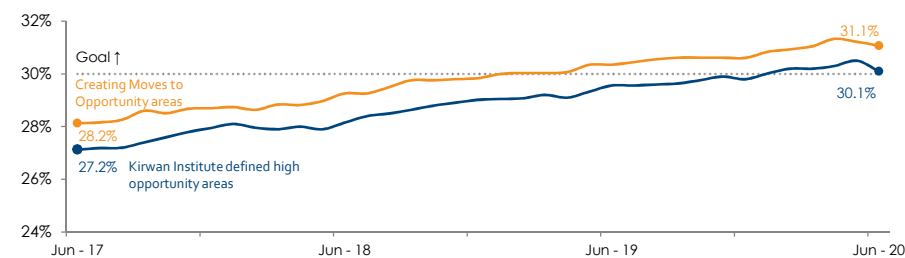
### Utilization Rate<sup>5</sup>

Percentage of HUD ACC leased by month.



## Increasing Access to Opportunity Areas

Percentage of federally-subsidized families with children living in high opportunity areas.



## Notes

- 1) Includes households in federally subsidized programs, workforce housing, and local programs.
- 2) Excludes 49 units in portfolio where turnover is not tracked monthly.
- 3) 11,105 represents the agency's acquisition stretch goal by the end of 2020.
- 4) Represents success of latest cohort to reach 240 days after voucher issuance.
- 5) Adjusted for 12-month incremental lease-up of new vouchers.



# T A B N U M B E R

8



**TO:** Board of Commissioners

**FROM:** Ai Ly, Accounting Manager

**DATE:** July 30, 2020

**RE:** 2nd Quarter 2020 Summary Write-Offs

During the second quarter of 2020, tenant accounts totaling \$32,185 were deemed uncollectable and written off. This represents a 113% increase from the previous quarter. Overall, rent owed to KCHA accounted for \$4,375 (14%) of the total and cleaning/damage charges accounted for \$11,129 (35%) of the total. Security deposits were retained to offset 6.6% of the total charges. Per policy, all accounts with a balance owed of \$100 or more will be forwarded to KCHA's contracted collection agency. \$499 was recovered by the collection agency during the fourth quarter.

	<b>Total WRITE-OFFS</b>	<b>YTD WRITE-OFFS</b>
Rent Balance Forward to Vacate Month	\$ 15,634.79	\$ 19,519.79
Retro Rent Write-offs	\$ -	\$ -
<b><u>VACATE CHARGES:</u></b>		
Rent Delinquent in Vacate Month	4,374.67	7,695.38
Cleaning & Damages	11,129.29	21,491.78
Paper Service & Court Costs	900.50	1,184.48
Miscellaneous Charges	7,742.48	7,742.48
Total Charges	<u>24,146.94</u>	<u>38,114.12</u>
Total All Charges	<u>39,781.73</u>	<u>57,633.91</u>
<b><u>CREDITS:</u></b>		
Security Deposits	(2,125.00)	(3,925.00)
Miscellaneous Payments & Credits	(5,471.67)	(6,437.60)
Total Credits	<u>(7,596.67)</u>	<u>(10,362.60)</u>
<b>Total Net Write-offs</b>	<b><u>\$ 32,185.06</u></b>	<b><u>\$ 47,271.31</u></b>

**Net Write-offs by Portfolio**

KCHA	32,019.28	41,750.33
Green River II	-	1,356.32
Soosette Creek	165.78	165.78
Zephyr	-	-
Fairwind	-	3,425.96
Vantage Point	-	572.92
Spiritwood Manor	-	-
	<b><u>\$ 32,185.06</u></b>	<b><u>\$ 47,271.31</u></b>

**Write-off and Collection Summary  
2018 - 2020**

<b>NET WRITE-OFFS</b>			
	<b>2020</b>	<b>2019</b>	<b>2018</b>
January to March	15,086.25	42,166.82	13,801.87
April to June	32,185.06	62,865.14	110,847.95
July to September		74,632.34	40,570.09
October to December		24,730.55	50,945.89
<b>TOTAL</b>	<b>47,271.31</b>	<b>204,394.85</b>	<b>216,165.80</b>

<b>NET COLLECTIONS</b>			
	<b>2020</b>	<b>2019</b>	<b>2018</b>
January to March	3,068.43	273.57	745.08
April to June	499.08	2,449.81	1,064.10
July to September		3,655.74	553.34
October to December		1,812.32	830.82
<b>TOTAL</b>	<b>3,567.51</b>	<b>8,191.44</b>	<b>3,193.34</b>

\*\*\*\*Detail by tenant is available by request.

# T A B N U M B E R

9





# **KCHA IN THE NEWS**

**August 17, 2020**

# Local public housing leaders criticize rollback in fair housing rules

AUGUST 6, 2020 BY **NORTHWEST ASIAN WEEKLY**

**By:**

**Andrew Lofton**

*Executive Director, Seattle Housing Authority*

**Stephen Norman**

*Executive Director, King County Housing Authority*

**Michael Mirra**

*Executive Director, Tacoma Housing Authority*

**Mark Gropper**

*Executive Director, Renton Housing Authority*



**From left: Andrew Lofton, Stephen Norman, Michael Mirra, and Mark Gropper**

As leaders of public housing authorities in the Puget Sound region, we are distressed that the U.S. Department of Housing and Urban Development is enacting a new rule that is directly counter to the Federal Fair Housing Act, which requires all federal agencies to affirmatively further fair housing in the administration of their programs. As the primary housing oversight arm of the federal government, HUD bears a particular responsibility to do this.

An important tool for this purpose has long been HUD's regulation requiring local and state governments, as a condition of receipt of federal funding, to demonstrate that they are affirmatively furthering fair housing. Yet, in its new rule, HUD is largely removing any

meaningful enforcement by terminating the current Affirmatively Furthering Fair Housing rule and its reporting requirements.

HUD explains the rule change as a deference to local control, and even calls it “Preserving Community and Neighborhood Choice.” The administration has suggested that accountability on matters of housing discrimination by state and local recipients of federal funding would “destroy the suburbs.”

This shows an astonishing disregard of the national and local racial history in housing policy, how that history still shows prominently in the nation’s local housing markets, and the impassioned outcry in this country right now for meaningful change in racial inequity.

Intentional federal policies over a hundred years, with the full complicity of local and state governments, incited or mandated overt racial exclusion of people of color from most neighborhoods and from programs that built a prosperous middle class. They encouraged the redlining of credit necessary to purchase homes and promoted exclusionary zoning, actions that were extensively supported by public and private connivance, and even violence.

This history of racial injustice in housing policy has played a pivotal role in racial inequity overall. The lack of homeownership, household wealth gap, concentrations of people of color in neighborhoods with underfunded schools and a lack of well-paying jobs, disparities in health outcomes and disproportionate levels of homelessness all trace to deliberate local and national housing policies.

What this means is that there is not only a lot of work to do, there is also a lot of work to undo.

The doing and undoing of this work is the central purpose of the Affirmatively Furthering Fair Housing rule. The housing challenge, and the nation’s challenge, is to create diverse communities that eliminate deeply embedded dividing lines by race, income, color, gender, national origin, language, age, and physical ability.

HUD’s rule change disavows the federal role in creating the problem, delegates the solution to communities that helped to create it, and abdicates the federal responsibility for fixing it that is embedded in the Fair Housing Act.

The nation is living through an anguishing yet promising moment of racial self-reflection. This should be a time to make progress on long-standing issues of discrimination and racial inequity. We encourage anyone who believes we need strong anti-racist housing laws that include accountability to contact HUD and members of Congress. Ask HUD to preserve its Affirmatively Furthering Fair Housing rule and its reporting provisions. And ask HUD to not walk away from the obligation to lead this nation in righting the wrongs of racial discrimination in housing.