



**SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS
HYBRID MEETING**

Monday, November 14, 2022

WEBINAR MEETING:

**[https://kcha-
org.zoom.us/j/82723488690?pwd=L05pc3NXakx
TOTVoMFM1VFViSGN5Zz09](https://kcha-org.zoom.us/j/82723488690?pwd=L05pc3NXakxTOTVoMFM1VFViSGN5Zz09)**

Webinar ID: 827 2348 8690

Passcode: 398916

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



SPECIAL HYBRID MEETING OF THE BOARD OF COMMISSIONERS AGENDA

November 14, 2022 - 8:30 a.m.

King County Housing Authority - West Wing Conference Room
600 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 – October 10, 2022
 - B. Board Meeting Minutes – KCHA EDIB Workshop with Board of Commissioners – October 10, 2022
- V. Approval of Agenda**
- VI. Consent Agenda**
 - A. Voucher Certification Reports for September 2022 **2**
 - B. **Resolution No. 5733** – Authorizing the Executive Director to Grant a General Revenue Pledge to Secure a Recoverable Grant for the Illahee Apartments Rental Housing Project **3**
 - C. **Resolution No. 5734** – A Resolution of the Housing Authority of the County of King Authorizing the Executive Director/CEO to Extend or Amend the Employment Contract of Daniel Watson **4**

VII. Resolutions for Discussion

- A. Resolution No. 5736** – Resolution Rescinding the Waivers of Internal Policies and Procedures due to the Ending of the State of Emergency due to COVID-19 **5**
- C. Resolution No. 5737** – ACOP Change on max rents **6**

VIII. Briefings & Reports

- A. Native American or Indigenous Heritage Month **7**
- B. Housing Management Eviction Moratorium Update **8**
- C. Third Quarter CY 22 Write-Off Report **9**
- D. 2023 Budget Briefing **10**

IX. Executive Director Report

X. KCHA in the News **11**

XI. Commissioner Comments

XII. Executive Session

A. (To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency (RCW 42.30.110 (1) (i)) and to review the performance of public employees (RCW 42.30.110 (1) (g)).

Note, there will be no final action taken at this meeting. The Board will immediately go into Executive Session for 30 minutes at commencement of meeting, and will recess following executive session.

XIII. Adjournment

Members of the public who wish to give public comment: We are now accepting public comment during the meeting or written comments. Please send your requests for public comment to the Board Coordinator via email to kamir@kcha.org prior to the meeting date. If you have questions, please call 206-574-1206.

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**MEETING MINUTES
OF THE SPECIAL
KING COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
HYBRID MEETING**

Monday, October 10, 2022

I. CALL TO ORDER

The special monthly meeting of the King County Housing Authority Board of Commissioners was held as a hybrid meeting on Monday, October 10, 2022. There being a quorum, the hybrid meeting was called to order by Chair Barnes at 8:35 a.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair) (via Zoom), Commissioner Regina Elmi (via zoom) and Commissioner TerryLynn Stewart (via Zoom).

Excused: Commissioner John Welch

III. PUBLIC COMMENT

Resident Cindy Ference gave public comment.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – September 19, 2022

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Regina Elmi, the Board unanimously approved the September 19, 2022 Meeting Minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Regina Elmi, the Board unanimously approved the October 10, 2022 hybrid Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Report for August 2022

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Regina Elmi, the Board unanimously approved the October 10, 2022 hybrid Board of Commissioners' meeting consent agenda.

VII. RESOLUTIONS FOR DISCUSSION

A. Resolution No. 5731 – Moving to Work Plan

Kyle Pierce, Administrative Program Manager gave an update of the key changes. There was a public comment period of August 19, 2022 through September 20, 2022.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Regina Elmi, the Board unanimously approved Resolution 5731.

B. Resolution No. 5732 – Issaquah TOD Site Acquisition

Dan Landes, Director of Development explained the history of this Resolution. Construction would be set for 2024.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Regina Elmi, the Board unanimously approved Resolution 5732.

VIII. BRIEFINGS & REPORTS

A. Third Quarter CY Procurement Report

Craig Violante, Interim Deputy Executive Director – Chief Administrative Officer reported all activity from July through September 2022 that met the criteria.

Questions of Commissioners were answered.

IX. EXECUTIVE DIRECTOR REPORT

Executive Director Robin Walls gave news updates.

- Today, Monday, October 10, 2022 is Indigenous Peoples' Day.
- REAC Inspections were three days last week. We did have some findings, moving forward with follow-up.
- EDI - Inclusion Now. We are getting feedback from participants.
- Emergency Housing Voucher – We are approaching 90% utilization. Congratulations to the staff.
- New DED – Saeed Hajarizadeh will be starting on Monday, October 31, 2022.

X. KCHA IN THE NEWS

None.

XI. COMMISSIONER COMMENTS

None.

XII. ADJOURNMENT

Vice-Chair Palmer adjourned the meeting at 9:17 a.m.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

ROBIN WALLS
Secretary

**MEETING MINUTES
OF THE SPECIAL
KING COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS HYBRID**

EQUITY, DIVERSITY, INCLUSION AND BELONGING WORKSHOP

Monday, October 10, 2022

I. CALL TO ORDER

The special monthly meeting of the King County Housing Authority Board of Commissioners was held as a hybrid meeting on Monday, October 10, 2022. There being a quorum, the hybrid meeting was called to order by Chair Barnes at 11:28 a.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair), Commissioner John Welch, Commissioner Regina Elmi and Commissioner TerryLynn Stewart.

III. PUBLIC COMMENT

None.

IV. AGENDA

Chuck Shelton from Greatheart Consulting facilitated interactive conversations between the King County Housing Authority Board of Commissioners and the Executive Leadership Team aimed to share key Equity, Diversity, Inclusion and Belonging updates and opportunity and foster a culture of belonging and collaboration.

V. ADJOURNMENT

Chair Barnes adjourned the meeting at 4:47 p.m.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

ROBIN WALLS
Secretary

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To: Board of Commissioners
From: Mary Osier, Accounting Manager
Date: November 2, 2022
Re: **VOUCHER CERTIFICATION FOR SEPTEMBER 2022**

I, Mary Osier, 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.

 Mary Osier
 Accounting Manager
 November 2, 2022

Bank Wires / ACH Withdrawals		4,907,731.83
	<i>Subtotal</i>	4,907,731.83
Accounts Payable Vouchers		
Key Bank Checks - #341896-342427		5,905,442.10
Tenant Accounting Checks - #11737-11749		5,979.21
	<i>Subtotal</i>	5,911,421.31
Payroll Vouchers		
Checks - #93188-93211 & 93216-93225		44,290.50
Direct Deposit		3,040,528.61
	<i>Subtotal</i>	3,084,819.11
Section 8 Program Vouchers		
Checks - #640326-640775		261,000.32
ACH - #556045-558714		18,967,396.66
	<i>Subtotal</i>	19,228,396.98
Purchase Card / ACH Withdrawal		414,134.61
	<i>Subtotal</i>	414,134.61
	GRAND TOTAL	\$ 33,546,503.84

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

FROM: Wen Xu, Director of Asset Management

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	09/01/2022	\$ 8,161.75	A/P & Payroll & Management Fee & OCR	
ARBOR HEIGHTS	09/01/2022	\$ 21,251.36	A/P & Payroll & Management Fee & OCR	
Aspen Ridge	09/01/2022	\$ 21,313.30	A/P & Payroll & Management Fee & OCR	
Auburn Square	09/01/2022	\$ 41,075.88	A/P & Payroll & Management Fee & OCR	
Carriage House	09/01/2022	\$ 72,195.50	A/P & Payroll & Management Fee & OCR	
Carrington	09/01/2022	\$ 23,470.15	A/P & Payroll & Management Fee & OCR	
CASCADIAN	09/01/2022	\$ 79,059.08	A/P & Payroll & Management Fee & OCR	
Colonial Gardens	09/01/2022	\$ 13,607.35	A/P & Payroll & Management Fee & OCR	
FAIRWOOD	09/01/2022	\$ 25,173.87	A/P & Payroll & Management Fee & OCR	
HERITAGE PARK	09/01/2022	\$ 25,389.78	A/P & Payroll & Management Fee & OCR	
LAURELWOOD	09/01/2022	\$ 22,629.36	A/P & Payroll & Management Fee & OCR	
Meadows	09/01/2022	\$ 16,703.84	A/P & Payroll & Management Fee & OCR	
Newporter	09/01/2022	\$ 19,862.80	A/P & Payroll & Management Fee & OCR	
OVERLAKE	09/01/2022	\$ 43,496.35	A/P & Payroll & Management Fee & OCR	
Parkwood	09/01/2022	\$ 16,557.56	A/P & Payroll & Management Fee & OCR	
Pinewood Village	09/01/2022	\$ 20,842.41	A/P & Payroll & Management Fee & OCR	
RAINIER VIEW I	09/01/2022	\$ 912.98	A/P	
RAINIER VIEW II	09/01/2022	\$ 663.14	A/P	
Salish	09/01/2022	\$ 30,025.26	A/P & Payroll & Management Fee & OCR	
Sandpiper East	09/01/2022	\$ 34,917.93	A/P & Payroll & Management Fee & OCR	
SI VIEW	09/01/2022	\$ 1,371.82	A/P	
SOUTHWOOD SQUARE	09/01/2022	\$ 16,869.55	A/P & Payroll & Management Fee & OCR	
Tall Cedars	09/01/2022	\$ 7,809.88	A/P	
Timberwood	09/01/2022	\$ 29,470.23	A/P & Payroll & Management Fee & OCR	
Walnut Park	09/01/2022	\$ 25,137.75	A/P & Payroll & Management Fee & OCR	
WINDSOR HEIGHTS	09/01/2022	\$ 87,637.22	A/P & Payroll & Management Fee & OCR	
Woodridge Park	09/01/2022	\$ 36,296.53	A/P & Payroll & Management Fee & OCR	
Bellepark	09/07/2022	\$ 8,795.01	Payroll	

Cottonwood	09/07/2022	\$ 35,772.50	A/P & Payroll & OCR
Cove East	09/07/2022	\$ 96,042.95	A/P & Payroll & OCR
Hampton Greens	09/07/2022	\$ 15,047.18	Payroll
Juanita View	09/07/2022	\$ 21,597.24	A/P & Payroll & OCR
Kendall Ridge	09/07/2022	\$ 12,519.58	Payroll
Kirkland Heights	09/07/2022	\$ 42,207.70	A/P & Payroll & OCR
Landmark	09/07/2022	\$ 15,325.67	Payroll
NIA	09/07/2022	\$ 47,192.82	A/P & Payroll & OCR
Riverstone	09/07/2022	\$ 23,049.11	Payroll
SALMON CREEK	09/07/2022	\$ 72,936.18	A/P & Payroll & OCR
SALMON CREEK	09/07/2022	\$ 6,655.05	A/P & Payroll & OCR
SALMON CREEK	09/07/2022	\$ 5,654.26	A/P & Payroll & OCR
SEOLA CROSSING	09/07/2022	\$ 54,773.29	A/P & Payroll & OCR
SEOLA CROSSING	09/07/2022	\$ 31,141.71	A/P & Payroll & OCR
Woodside East	09/07/2022	\$ 15,279.79	Payroll
ALPINE RIDGE	09/08/2022	\$ 1,376.07	A/P
ARBOR HEIGHTS	09/08/2022	\$ 11,086.37	A/P
Aspen Ridge	09/08/2022	\$ 7,680.33	A/P
Auburn Square	09/08/2022	\$ 10,435.67	A/P
Bellepark	09/08/2022	\$ 18,573.39	A/P
Carriage House	09/08/2022	\$ 6,654.35	A/P
Carrington	09/08/2022	\$ 18,819.35	A/P
CASCADIAN	09/08/2022	\$ 5,049.32	A/P
Colonial Gardens	09/08/2022	\$ 8,509.38	A/P
FAIRWOOD	09/08/2022	\$ 39,566.71	A/P
Hampton Greens	09/08/2022	\$ 51,058.20	A/P
HERITAGE PARK	09/08/2022	\$ 6,926.27	A/P
Kendall Ridge	09/08/2022	\$ 19,927.02	A/P
Landmark	09/08/2022	\$ 6,400.23	A/P
LAURELWOOD	09/08/2022	\$ 6,023.40	A/P
Meadows	09/08/2022	\$ 11,386.08	A/P
Newporter	09/08/2022	\$ 2,200.79	A/P
OVERLAKE	09/08/2022	\$ 20,603.03	A/P
Parkwood	09/08/2022	\$ 9,290.13	A/P
Pinewood Village	09/08/2022	\$ 2,644.79	A/P
RAINIER VIEW I	09/08/2022	\$ 7,232.88	A/P
RAINIER VIEW II	09/08/2022	\$ 5,534.95	A/P
Riverstone	09/08/2022	\$ 106,265.44	A/P
Salish	09/08/2022	\$ 11,157.46	A/P
Sandpiper East	09/08/2022	\$ 7,862.88	A/P

SI VIEW	09/08/2022	\$ 3,357.49	A/P
SOUTHWOOD SQUARE	09/08/2022	\$ 10,047.37	A/P
Timberwood	09/08/2022	\$ 19,601.89	A/P
Vashon Terrace	09/08/2022	\$ 2,197.86	A/P
Walnut Park	09/08/2022	\$ 7,108.36	A/P
WINDSOR HEIGHTS	09/08/2022	\$ 38,736.82	A/P
Woodridge Park	09/08/2022	\$ 16,814.02	A/P
Woodside East	09/08/2022	\$ 32,734.04	A/P
Argyle	09/14/2022	\$ 52,671.36	A/P & Payroll
Ballinger Commons	09/14/2022	\$ 113,039.81	A/P & Payroll
Bellepark	09/14/2022	\$ 21,916.70	A/P
Emerson	09/14/2022	\$ 178,025.94	A/P & Payroll
GILMAN SQUARE	09/14/2022	\$ 32,017.47	A/P & Payroll
Hampton Greens	09/14/2022	\$ 27,965.44	A/P
Kendall Ridge	09/14/2022	\$ 24,136.37	A/P
Landmark	09/14/2022	\$ 62,111.68	A/P
Meadowbrook	09/14/2022	\$ 20,773.34	A/P & Payroll
Riverstone	09/14/2022	\$ 4,841.86	A/P
SEOLA CROSSING	09/14/2022	\$ 1,320.00	A/P
Surrey Downs	09/14/2022	\$ 42,448.18	A/P & Payroll
Villages at South Station	09/14/2022	\$ 97,410.20	A/P & Payroll
Woodside East	09/14/2022	\$ 38,651.40	A/P
ALPINE RIDGE	09/15/2022	\$ 6,290.92	A/P & Payroll
ARBOR HEIGHTS	09/15/2022	\$ 11,922.62	A/P & Payroll
Aspen Ridge	09/15/2022	\$ 14,337.45	A/P & Payroll
Auburn Square	09/15/2022	\$ 21,272.57	A/P & Payroll
Carriage House	09/15/2022	\$ 15,485.97	A/P & Payroll
Carrington	09/15/2022	\$ 15,664.72	A/P & Payroll
CASCADIAN	09/15/2022	\$ 23,045.21	A/P & Payroll
Colonial Gardens	09/15/2022	\$ 20,467.52	A/P & Payroll
FAIRWOOD	09/15/2022	\$ 14,936.36	A/P & Payroll
HERITAGE PARK	09/15/2022	\$ 9,167.50	A/P & Payroll
LAURELWOOD	09/15/2022	\$ 21,441.85	A/P & Payroll
Meadows	09/15/2022	\$ 9,967.24	A/P & Payroll
Newporter	09/15/2022	\$ 22,336.39	A/P & Payroll
OVERLAKE	09/15/2022	\$ 82,354.75	A/P & Payroll
Parkwood	09/15/2022	\$ 27,831.60	A/P & Payroll
Pinewood Village	09/15/2022	\$ 16,143.02	A/P & Payroll
RAINIER VIEW I	09/15/2022	\$ 16,630.58	A/P
RAINIER VIEW II	09/15/2022	\$ 10,881.79	A/P

Salish	09/15/2022	\$ 36,524.26	A/P & Payroll
Sandpiper East	09/15/2022	\$ 18,550.82	A/P & Payroll
SI VIEW	09/15/2022	\$ 5,199.57	A/P
SOUTHWOOD SQUARE	09/15/2022	\$ 18,897.36	A/P & Payroll
Timberwood	09/15/2022	\$ 23,927.16	A/P & Payroll
Vashon Terrace	09/15/2022	\$ 3,398.57	A/P
Walnut Park	09/15/2022	\$ 66,587.65	A/P & Payroll
WINDSOR HEIGHTS	09/15/2022	\$ 46,227.81	A/P & Payroll
Woodridge Park	09/15/2022	\$ 33,942.05	A/P & Payroll
ALPINE RIDGE	09/16/2022	\$ 100,000.00	Distribution Q3
Argyle	09/16/2022	\$ 300,000.00	Distribution Q3
Aspen Ridge	09/16/2022	\$ 120,000.00	Distribution Q3
Auburn Square	09/16/2022	\$ 200,000.00	Distribution Q3
Ballinger Commons	09/16/2022	\$ 1,125,310.00	Distribution Q3
Bellepark	09/16/2022	\$ 150,000.00	Distribution Q3
Carriage House	09/16/2022	\$ 300,000.00	Distribution Q3
Carrington	09/16/2022	\$ 255,000.00	Distribution Q3
CASCADIAN	09/16/2022	\$ 60,000.00	Distribution Q3
Colonial Gardens	09/16/2022	\$ 60,000.00	Distribution Q3
Cottonwood	09/16/2022	\$ 100,000.00	Distribution Q3
Cove East	09/16/2022	\$ 350,000.00	Distribution Q3
Emerson	09/16/2022	\$ 400,000.00	Distribution Q3
FAIRWOOD	09/16/2022	\$ 240,000.00	Distribution Q3
GILMAN SQUARE	09/16/2022	\$ 100,000.00	Distribution Q3
Hampton Greens	09/16/2022	\$ 1,430,000.00	Distribution Q3
HERITAGE PARK	09/16/2022	\$ 100,000.00	Distribution Q3
Juanita View	09/16/2022	\$ 40,000.00	Distribution Q3
Kendall Ridge	09/16/2022	\$ 704,000.00	Distribution Q3
Kirkland Heights	09/16/2022	\$ 70,000.00	Distribution Q3
Landmark	09/16/2022	\$ 400,000.00	Distribution Q3
LAURELWOOD	09/16/2022	\$ 100,000.00	Distribution Q3
Meadows	09/16/2022	\$ 100,000.00	Distribution Q3
Newporter	09/16/2022	\$ 250,000.00	Distribution Q3
Parkwood	09/16/2022	\$ 80,000.00	Distribution Q3
Pinewood Village	09/16/2022	\$ 240,530.00	Distribution Q3
Riverstone	09/16/2022	\$ 600,000.00	Distribution Q3
Sandpiper East	09/16/2022	\$ 409,000.00	Distribution Q3
SOUTHWOOD SQUARE	09/16/2022	\$ 200,000.00	Distribution Q3
Surrey Downs	09/16/2022	\$ 305,390.00	Distribution Q3
Tall Cedars	09/16/2022	\$ 150,000.00	Distribution Q3

Timberwood	09/16/2022	\$ 300,000.00	Distribution Q3
Villages at South Station	09/16/2022	\$ 225,000.00	Distribution Q3
Villages at South Station	09/16/2022	\$ 225,000.00	Distribution Q3
Walnut Park	09/16/2022	\$ 300,000.00	Distribution Q3
WINDSOR HEIGHTS	09/16/2022	\$ 140,000.00	Distribution Q3
Woodridge Park	09/16/2022	\$ 140,000.00	Distribution Q3
Woodside East	09/16/2022	\$ 400,000.00	Distribution Q3
ALPINE RIDGE	09/22/2022	\$ 2,151.47	A/P
ARBOR HEIGHTS	09/22/2022	\$ 1,262.71	A/P
Aspen Ridge	09/22/2022	\$ 28,157.94	A/P
Auburn Square	09/22/2022	\$ 4,315.07	A/P
Bellepark	09/22/2022	\$ 9,416.82	A/P & Payroll
Carriage House	09/22/2022	\$ 36,051.94	A/P
Carrington	09/22/2022	\$ 5,759.23	A/P
CASCADIAN	09/22/2022	\$ 13,813.85	A/P
Colonial Gardens	09/22/2022	\$ 12,036.66	A/P
Cottonwood	09/22/2022	\$ 8,460.80	A/P & Payroll & OCR
Cove East	09/22/2022	\$ 17,856.97	A/P & Payroll & OCR
FAIRWOOD	09/22/2022	\$ 4,527.24	A/P
Hampton Greens	09/22/2022	\$ 45,967.19	A/P & Payroll
HERITAGE PARK	09/22/2022	\$ 2,784.58	A/P
Juanita View	09/22/2022	\$ 18,215.73	A/P & Payroll & OCR
Kendall Ridge	09/22/2022	\$ 79,290.87	A/P & Payroll
Kirkland Heights	09/22/2022	\$ 76,599.60	A/P & Payroll & OCR
Landmark	09/22/2022	\$ 99,278.23	A/P & Payroll
LAURELWOOD	09/22/2022	\$ 2,305.60	A/P
Meadows	09/22/2022	\$ 10,347.59	A/P
Newporter	09/22/2022	\$ 35,139.56	A/P
NIA	09/22/2022	\$ 17,443.80	A/P & Payroll & OCR
OVERLAKE	09/22/2022	\$ 25,794.61	A/P
Parkwood	09/22/2022	\$ 4,870.90	A/P
Pinewood Village	09/22/2022	\$ 927.99	A/P
RAINIER VIEW I	09/22/2022	\$ 1,960.13	A/P
RAINIER VIEW II	09/22/2022	\$ 602.72	A/P
Riverstone	09/22/2022	\$ 65,674.60	A/P & Payroll
Salish	09/22/2022	\$ 12,468.83	A/P
SALMON CREEK	09/22/2022	\$ 28,086.00	A/P & Payroll & OCR
Sandpiper East	09/22/2022	\$ 56,720.06	A/P
SEOLA CROSSING	09/22/2022	\$ 38,562.15	A/P & Payroll & OCR
SEOLA CROSSING	09/22/2022	\$ 30,098.07	A/P & Payroll & OCR

SOUTHWOOD SQUARE	09/22/2022	\$ 14,788.31	A/P	
Tall Cedars	09/22/2022	\$ 31,716.21	A/P	
Timberwood	09/22/2022	\$ 64,734.49	A/P	
Vashon Terrace	09/22/2022	\$ 4,332.92	A/P	
Walnut Park	09/22/2022	\$ 14,941.72	A/P	
WINDSOR HEIGHTS	09/22/2022	\$ 46,161.96	A/P	
Woodridge Park	09/22/2022	\$ 4,833.28	A/P	
Woodside East	09/22/2022	\$ 26,160.05	A/P & Payroll	
Juanita View	09/26/2022	\$ 25,512.01	A/P	
Argyle	09/28/2022	\$ 19,909.57	A/P & Payroll	
Ballinger Commons	09/28/2022	\$ 131,170.56	A/P & Payroll	
Bellepark	09/28/2022	\$ 7,744.90	A/P	
Emerson	09/28/2022	\$ 48,429.99	A/P & Payroll	
GILMAN SQUARE	09/28/2022	\$ 18,892.40	A/P & Payroll	
Hampton Greens	09/28/2022	\$ 34,155.23	A/P	
Kendall Ridge	09/28/2022	\$ 14,520.27	A/P	
Landmark	09/28/2022	\$ 18,240.45	A/P	
Meadowbrook	09/28/2022	\$ 44,597.90	A/P & Payroll	
Riverstone	09/28/2022	\$ 18,938.71	A/P	
Surrey Downs	09/28/2022	\$ 17,918.19	A/P & Payroll	
Villages at South Station	09/28/2022	\$ 36,946.34	A/P & Payroll	
Woodside East	09/28/2022	\$ 77,226.19	A/P	
ALPINE RIDGE	09/29/2022	\$ 7,776.85	A/P & Payroll & Management Fee & OCR	
ARBOR HEIGHTS	09/29/2022	\$ 29,362.12	A/P & Payroll & Management Fee & OCR	
Aspen Ridge	09/29/2022	\$ 18,672.75	A/P & Payroll & Management Fee & OCR	
Auburn Square	09/29/2022	\$ 45,160.95	A/P & Payroll & Management Fee & OCR	
Carriage House	09/29/2022	\$ 37,384.46	A/P & Payroll & Management Fee & OCR	
Carrington	09/29/2022	\$ 16,239.79	A/P & Payroll & Management Fee & OCR	
CASCADIAN	09/29/2022	\$ 244,556.30	A/P & Payroll & Management Fee & OCR	
Colonial Gardens	09/29/2022	\$ 11,677.68	A/P & Payroll & Management Fee & OCR	
FAIRWOOD	09/29/2022	\$ 61,178.96	A/P & Payroll & Management Fee & OCR	
HERITAGE PARK	09/29/2022	\$ 11,840.34	A/P & Payroll & Management Fee & OCR	
LAURELWOOD	09/29/2022	\$ 14,079.87	A/P & Payroll & Management Fee & OCR	
Meadows	09/29/2022	\$ 12,048.59	A/P & Payroll & Management Fee & OCR	
Newporter	09/29/2022	\$ 17,535.76	A/P & Payroll & Management Fee & OCR	
OVERLAKE	09/29/2022	\$ 53,751.93	A/P & Payroll & Management Fee & OCR	
Parkwood	09/29/2022	\$ 12,022.86	A/P & Payroll & Management Fee & OCR	
Pinewood Village	09/29/2022	\$ 14,647.93	A/P & Payroll & Management Fee & OCR	
Salish	09/29/2022	\$ 45,097.55	A/P & Payroll & Management Fee & OCR	
Sandpiper East	09/29/2022	\$ 26,332.23	A/P & Payroll & Management Fee & OCR	

SOUTHWOOD SQUARE	09/29/2022	\$ 19,775.49	A/P & Payroll & Management Fee & OCR	
Timberwood	09/29/2022	\$ 52,616.79	A/P & Payroll & Management Fee & OCR	
Walnut Park	09/29/2022	\$ 26,232.65	A/P & Payroll & Management Fee & OCR	
WINDSOR HEIGHTS	09/29/2022	\$ 50,278.86	A/P & Payroll & Management Fee & OCR	
Woodridge Park	09/29/2022	\$ 51,105.27	A/P & Payroll & Management Fee & OCR	
TOTAL	233 Wires	\$ 16,276,945.21		

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To: Board of Commissioners

From: Tim Walter, Sr. Director of Development and Asset Management

Date: November 8, 2022

Re: **Resolution No. 5733:** A Resolution authorizing the Executive Director to grant a general revenue pledge to secure a recoverable grant for the Illahee Apartments rental housing project.

King County Housing Authority has been able to secure an earmark of \$2,000,000 from the Washington State Legislature in the 2022 Supplemental Capital Budget for the Illahee Apartments rehabilitation. The financing will be in the form of a 50-year recoverable grant which does not need to be repaid so long as the Authority complies with the conditions in the agreement.

This financing is run through the Housing Trust Fund at the Washington State Department of Commerce (“Commerce”). Commerce normally requires that borrowers furnish collateral in the form of a Deed of Trust on properties financed with the Housing Trust Fund, but, as we did for our Highland Village grant from Commerce, the Commerce staff has agreed to accept the Authority’s general revenue pledge in lieu of the Deed of Trust. The Authority typically provides these general revenue pledges to other lenders through language in the note associated with bonds and loans, but the Commerce staff has asked that we also provide a Board Resolution specifically authorizing the general revenue pledge to secure the State grant to the Illahee development.

Resolution No. 5733 authorizes the pledge of general revenues as security for the State Housing Trust Fund grant provided to Illahee. It also authorizes the Executive Director or her designee to take any actions necessary to execute the agreements required for this pledge.

Staff recommends approval of Resolution No. 5733.

HOUSING AUTHORITY OF THE COUNTY OF KING
RESOLUTION NO. 5733
(Illahee Apartments)

**A RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY
OF KING AUTHORIZING THE EXECUTIVE DIRECTOR TO GRANT A
GENERAL REVENUE PLEDGE TO SECURE A RECOVERABLE GRANT
FOR THE ILLAHEE APARTMENTS RENTAL HOUSING PROJECT**

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

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, 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, the Authority is the fee owner of certain real property located at 14049 NE Bel-Red Road, Bellevue, Washington which is in the process of being rehabilitated and currently contains 36 units of low income housing (the “Property”); and

WHEREAS, the Washington State Legislature has directly appropriated the net amount of \$1,940,000.00 for rehabilitation of the Property in the 2022 Supplemental Capital Budget, SSB 5651, Laws of 2022, Section 1021(8); and

WHEREAS, the Department has allotted the direct appropriation to the Authority under HTF Contract Number 21-94115-008 between the Department and the KCHA, with the amount funded to be structured as a recoverable grant (the “Grant”) pursuant to the provisos contained in the direct appropriation; and

WHEREAS, the Authority is willing to provide a pledge of its general revenues to secure the Grant;

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING, WASHINGTON; as follows:

Section 1. General Revenue Pledge. The Authority is hereby authorized to pledge, as security for its obligations under the Grant, all of its general revenues, which are defined as revenues

from any source to the extent that those revenues are available to pay debt service on the Grant and are not now or hereafter pledged or restricted by law, regulation, contract, covenant, resolution, deed of trust or otherwise restricted (including restrictions related to funds made available to the Authority under the U.S. Housing Act of 1937), solely to another particular purpose.

Section 2. Governmental Filings; Other Agreements. The Executive Director is authorized to take such further actions including but not limited to the execution, delivery and, if applicable, filing (or to cause the execution, delivering and, if applicable, filing), on behalf of the Authority and/or the Partnership, of such documents, agreements and instruments that either the Executive Director determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 3. Acting Officers Authorized. Any action required by this resolution to be taken by the Chair of the Board or Executive Director of the Authority may be taken, in the absence of each person respectively by the duly authorized acting Chair of the Board or a Deputy Executive Director of the Authority.

Section 4. Ratification and Confirmation. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 5. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 14TH DAY OF NOVEMBER, 2022.

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

By: _____
DOUGLAS J. BARNES, Chair
Board of Commissioners

ATTEST:

ROBIN WALLS
Executive Director/CEO and Secretary-Treasurer

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director 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. 5733 (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners (the “Board”) of the Authority, as adopted at a special meeting of the Authority held on November 14th, 2022, and duly recorded in the minute books of the Authority.

2. That such 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 such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Commissioners of the Authority present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of November, 2022.

Robin Walls, Executive Director of the Authority

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THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5734

A RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO EXTEND OR AMEND THE EMPLOYMENT CONTRACT OF DANIEL WATSON

WHEREAS, Resolution 5710 appointed Daniel Watson as the Interim Executive Director until such time as a new Executive Director was hired.

WHEREAS, Resolution 5710 also authorized the execution of an employment contract between the Housing Authority and Daniel Watson setting a term as Interim Executive Director from January 1, 2022 until the hire date of the new Executive Director. On the hire date of the new Executive Director, Daniel Watson's employment was extended an additional 120 days to assist in the transition in leadership and his title was changed to Advisor to the Executive Director

WHEREAS, Robin Walls was appointed to be KCHA's Executive Director/CEO on May 26, 2022 pursuant to Resolution 5723 with a hire date subsequently set for July 18, 2022.

WHEREAS, The 120 day transition period set forth in Daniel Watson's employment contract expires on November 15, 2022.

WHEREAS, Robin Walls and Daniel Watson are mutually agreeable to extending the term of Mr. Watson's employment contract for a minimum of 6 months or 180 days.

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

1. Executive Director/CEO Robin Walls is hereby authorized to extend or amend Daniel Watson's employment contract on mutually agreeable terms.

**ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING
AT AN OPEN PUBLIC MEETING THIS 14TH DAY OF NOVEMBER, 2022.**

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

Attest:

ROBIN WALLS
Executive Director/CEO and Secretary-Treasurer

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THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5736

RESOLUTION RESCINDING THE WAIVERS OF INTERNAL POLICIES AND PROCEDURES DUE TO THE ENDING OF THE STATE OF EMERGENCY DUE TO COVID-19

WHEREAS, On March 2, 2020 the Governor of the State of Washington declared an Emergency in response to the COVID-19 global pandemic, and

WHEREAS, On March 3, 2020 the King County Executive declared an Emergency in response to the COVID-19 global pandemic, and

WHEREAS, On March 13, 2020 the President of the United States declared a National Emergency in response to the COVID-19 global pandemic, and

WHEREAS, On March 15, 2020 the Executive Director of the King County Housing Authority (KCHA) declared an Emergency in response to the COVID-19 global pandemic, and

WHEREAS KCHA has adopted numerous policies and procedures affecting a wide range of agency operations, and

WHEREAS in many instances standard policies and procedures do not allow for the swift action required in emergency situations, and

WHEREAS the safety of KCHA employees and residents is of the utmost importance,

WHEREAS, on March 23, 2020, Resolution 5652 was passed to authorize the Executive Director and designees to waive internal policies and procedures until rescinded by the Board of Commissioners.

WHEREAS, on October 31, 2022, the Governor of the State of Washington lifted the remaining COVID-19 emergency orders, including the underlying state of emergency, and

WHEREAS, on October 31, 2022 the Executive Director of the King County Housing Authority (KCHA) declared the end of the Emergency in response to the COVID-19 global pandemic, and

WHEREAS, on November 14, 2022 the Board of Commissioners rescinded the resolution 5652 to end the waiving of internal policies and procedures due the state of emergency for COVID-19.

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

The Executive Director of the King County Housing Authority and designees are hereby authorized to end waiving of any policy or procedure which is deemed to be detrimental to the emergency operations of the Housing Authority. This Resolution shall be in effect as of today on November 14, 2022.

ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 14th DAY OF NOVEMBER, 2022.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

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To: Board of Commissioners

From: Judi Jones

Date: November 7, 2022

Re: **Resolution 5737** - Changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) relating to Flat Rents and Maximum Subsidy for Mixed Family households

Attached, for your review and approval, are changes to KCHA's ACOP needed to help ensure compliance with Section 214 of the Housing and Community Development Act of 1980, as amended ([42 U.S.C. 1436a](#)). This Act prohibits HUD from making financial assistance available to persons determined ineligible with respect to citizenship or noncitizen immigration status. Rather than disallowing assistance to an entire household, HUD's implementing regulations (24 CFR 5.500, subpart E) require public housing authorities (PHAs) to prorate subsidy to a "Mixed Family" – a family that includes both eligible and ineligible household members. For Public Housing programs, PHAs are required to use their established Flat Rent as the Maximum Rent (aka: Maximum Subsidy) available to a Mixed Family household. This amount is the prorated so that the portion of subsidy allowed is proportionate to the number of persons in the household who are U.S. citizens, nationals or who hold eligible immigration status.

Per HUD regulations (24 CFR 960.253(b)), PHAs must establish a flat rent for each public housing unit that is no less than 80 percent of the applicable Fair Market Rent (FMR). It is important to note that, for KCHA, Flat Rents are only used to determine the maximum subsidy available to Mixed Family households. This is because with Moving to Work (MTW) authority, KCHA has waived the offer of a "choice of rent" required by regulation (24 CFR 960.253) in favor of our Easy and Win rent programs. Unfortunately, MTW flexibility only provides the ability to waive certain HUD requirements arising from the U.S. Housing

Act of 1937. Regulations stemming from implementation of Section 214 of the Housing and Community Development Act sit outside that scope. As a result, to ensure compliance with the requirement to prorate subsidy for mixed families, we recommend policy changes that establish KCHA's flat rents at 80 percent of the FMR as shown below:

Bedroom Size	0	1	2	3	4	5
Current FMR	1829	1881	2199	2953	3446	3963
80% FMR	1464	1505	1760	2365	2757	3171

Using the 80 percent of FMR as shown above allows KCHA to simplify its system while ensuring both program compliance and the lowest adverse impact among our mixed family households. Because FMRs are adjusted annually by HUD, this resolution will also allow future changes in KCHA's Flat Rent schedule without further Board approval when the schedule must be adjusted based upon HUD's revised FMRs. In other words, future Board approval would only be required should staff recommend a methodology that moves away from HUD's 80 percent safe harbor threshold.

Staff recommends approval of Resolution No. 5737, effective immediately.

THE HOUSING AUTHORITY OF THE COUNTY OF KING
RESOLUTION NO. 5737
AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSION AND
CONTINUED OCCUPANCY POLICY (ACOP) RELATING TO FLAT RENTS
and MAXIMUM SUBSIDY FOR MIXED FAMILY HOUSEHOLDS

WHEREAS, Section 214 of the Housing and Community Development Act of 1980, as amended (42 U.S.C 1436a) prohibits the HUD from making financial assistance available to persons determined ineligible with respect to citizenship or noncitizen immigration status; and

WHEREAS, HUD’s implementing regulations (24 CFR 5.500, subpart E) require PHAs to prorate subsidy to a “Mixed Family” – a family that includes both eligible and ineligible household members; and

WHEREAS, For Public Housing programs, HUD’s regulations require PHAs to use their established Flat Rent as the Maximum Rent (aka: Maximum Subsidy) available to a Mixed Family household; and

WHEREAS, HUD regulations also require that PHAs set their Flat Rent at amounts no lower than 80 percent of the published Fair Market Rent (FMR) for their region; and

WHEREAS, Board approval for changing HUD-mandated operational policies is required before KCHA can implement such changes.

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

- (1.) The Board of Commissioners hereby approves a policy to establish Public Housing Flat Rents equal to 80 percent of the FMR as shown on the attached memo and policy excerpts; and,
- (2.) Authorizes the Housing Authority to take necessary steps to implement the attached revisions to ensure program compliance and efficient Public Housing program operation, effective immediately. Such authorization includes action to adjust flat rent and maximum subsidy amounts when required as a result of revisions to HUD's published FMR without further Board approval.

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 14TH DAY OF NOVEMBER, 2022.

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

DOUG BARNES, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

Admission
and
Continued
Occupancy
Policy

ACOP

GOVERNING ADMISSION TO AND CONTINUED OCCUPANCY OF THE PUBLIC HOUSING PROJECTS
OPERATED BY THE HOUSING AUTHORITY OF THE COUNTY OF KING, WASHINGTON

22: EXHIBIT K - CALCULATION OF ASSISTANCE FOLLOWING IMMIGRATION VERIFICATION

- I. Families with all eligible family members (i.e., U.S. citizens, eligible noncitizens) will have their assistance calculated based on 30% of the family's total income.
- II. Families with no eligible family members have the following options:
 - A. Applicants
 1. **Must** be denied assistance in accordance with Section 5.
 - B. Participants housed on or before June 19, 1995
 1. **Must** be terminated, but may be eligible for a temporary deferral.
 - C. Participants housed after June 19, 1995
 1. **Must** have their assistance terminated in accordance with Section 5.
- III. Families whose members include those with citizenship or eligible immigration status and those without (mixed families) have the following options:
 - A. Applicants
 1. The family may choose to remove themselves from the waiting list or prorate their assistance at the time of housing.
 - B. Participants housed on or before June 19, 1995
 1. The family may choose to:
 - a. Remove themselves from the program immediately; or
 - b. Prorate their assistance; or
 - c. Continue their assistance (if eligible); or
 - d. Defer their termination temporarily.
 - C. Participants housed after June 19, 1995
 1. The family may choose to:
 - a. Remove themselves from the program immediately; or
 - b. Prorate their assistance.

Admission and Continued Occupancy Policy (ACOP)

IV. The options described above are defined as follows:

A. **Prorated Assistance** is determined as follows:

1. **Step 1:** Determine the Total Tenant Payment (TTP) in accordance with ~~24 CFR 913.107(a)~~ Section 8 and Section 9 and related requirements of this ACOP using annual income from all family members including those that have not established eligible immigration status.
2. **Step 2:** Subtract the family's TTP from the **Maximum Rent** applicable to the family's unit size from the table below. The result is the "**Family Maximum Subsidy**" amount.

<u>Bedroom Size</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>Maximum Rent</u>	<u>1464</u>	<u>1505</u>	<u>1760</u>	<u>2365</u>	<u>2757</u>	<u>3171</u>

Note: Public Housing Maximum Rents are set annually and are based upon the 90 percent (80%) of the 5th percentile rent HUD established Fair Market Rent for the covering KCHA's jurisdiction.

~~a. — for the Housing Authority.~~

3. **Step 3:** Divide the Family Maximum subsidy (found in Step 2) by the total number of family members (including those determined ineligible). The result is the "Member Maximum Subsidy".
4. **Step 4:** Multiply the Member Maximum Subsidy (found in Step 3) by the number of members in the family that have been determined to be eligible for housing assistance. The result is the total amount of subsidy for which the family is eligible.
5. **Step 5:** Subtract the amount of eligible subsidy (as determined in Step 4) from the ~~Public Housing~~ Maximum Rent applicable to the family's unit size. **The result is the family's new Total Tenant Payment.** Subtract from this TTP any associated Energy Assistance Supplement (EAS) to get the Monthly Tenant Rent due.

~~5. **Exception: Method of prorating assistance when the mixed family's total tenant payment (TTP) is greater than the public housing flat rent.** When the mixed family's TTP is greater than the flat rent, use the calculated TTP as the new Total Tenant Payment. Subtract from this TTP any established Energy Assistance Supplement (EAS) to get the Monthly Tenant Rent due.~~

Admission and Continued Occupancy Policy (ACOP)

- B. For Continued Assistance families must:
1. Have been receiving housing assistance on or before June 19, 1995; **and**
 2. Have a head of household or spouse who has eligible immigration status; **and**
 3. Not have any person (who does not have eligible immigration status) other than the head of household, any spouse of the head of household, any parents of the head of household, any parents of the spouse, or any children of the head of household or spouse.
 4. Have been receiving continued assistance prior to November 29, 1996.
- C. **Temporary deferral of termination** permits the family additional time for the orderly transition of those family members with ineligible status, or any other family members involved, to find other affordable housing.
1. Other affordable housing refers to housing that is not substandard, that is of appropriate size for the family and can be rented for an amount not exceeding the amount that the family pays for rent, including utilities, plus 25 percent.
 2. Families choosing this option shall be granted an initial period of deferral not to exceed six months. The initial period may be renewed for additional periods of six months, but the total deferral period shall not exceed a period of 18 months. For families qualifying as a refugee under Section 207 of the Immigration and Nationality Act, individuals seeking asylum under Section 208 of that Act, or families granted a termination deferral prior to November 29, 1996, the deferral period may not exceed 36 months.
 3. The Housing Authority **must** offer the family information concerning, and referrals to assist in finding, other affordable housing.
 4. Before the end of each deferral period, the Housing Authority **must**:
 - a. Make a determination on the availability of affordable housing of appropriate size for the family; **and**
 - b. Notify the family in writing at least 60 days in advance of the expiration of the deferral period, that termination will be deferred again due to lack of affordable housing; **or**
 - c. Notify the family in writing at least 60 days in advance of the expiration of the deferral period, that termination will **not** be deferred because either granting another deferral will exceed the limits described in Section C.2 of

Admission and Continued Occupancy Policy (ACOP)

this Exhibit, or a determination was made that affordable housing was available.

5. A family who is eligible for and who receives temporary deferral of termination of assistance, may request, and the Housing Authority **must** provide proration of assistance at the end of the deferral period **if** the family has made a good faith effort to locate other affordable housing during the deferral period.
- V. Prohibition of assistance to noncitizen students
- A. The provisions of continued assistance, prorated assistance or temporary deferral of termination of assistance for certain families, do not apply to any person who is determined to be a noncitizen student or the family of a noncitizen student, described below.
 1. *Noncitizen Student*: A noncitizen who:
 - a. Has a residence in a foreign country, that the person has no intention of abandoning; **and**
 - b. Is a bona fide student qualified to pursue a full course of study; **and**
 - c. Is admitted to the United States temporarily and solely for purposes of pursuing such a course of study at an established institution of learning or other recognized place of study in the United States, particularly designated by such person and approved by the Attorney General after consultation with the Department of Education of the United States, which institution or place of study shall have agreed to report the Attorney General the termination of attendance of each nonimmigrant student.
 2. *Family of a Noncitizen Student*: The prohibition of assistance also extends to the noncitizen spouse of the noncitizen student and minor children of any noncitizen student if the spouse or children are accompanying the student or following to join such student. The prohibition does not extend to the citizen spouse of the noncitizen student and the children of the citizen spouse and noncitizen student.

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To: Board of Commissioners

From: S. Scarleth Lever Ortiz, Senior Director

Date: November 3, 2022

Re: Native American or Indigenous Heritage Month

The Office of Equity, Diversity, Inclusion and Belonging (EDIB), in collaboration with the Race, Equity, Diversity and Inclusion (REDI) Resource Group will commemorate Native American Heritage Month on November 30, 2022 at 11:00 AM. Courageous Spaces is a virtual event aimed to celebrate rich and diverse cultures, traditions, and histories. Our brief presentation provides an opportunity to raise general awareness about the unique challenges Indigenous or Native people have faced and the ways in which we can honor and support the Native nations.

COURAGEOUS
SPACES

*Indigenous
Heritage Month*

November 2022



Source: A Proclamation on National Native American Heritage Month, 2022 | The White House

*Also commonly known
as National Native
American Heritage
Month,*

celebrates Indigenous peoples past and present and rededicate ourselves to honoring Tribal sovereignty, promoting Tribal self-determination, and upholding the United States' solemn trust and treaty responsibilities to Tribal Nations.



Did you know?

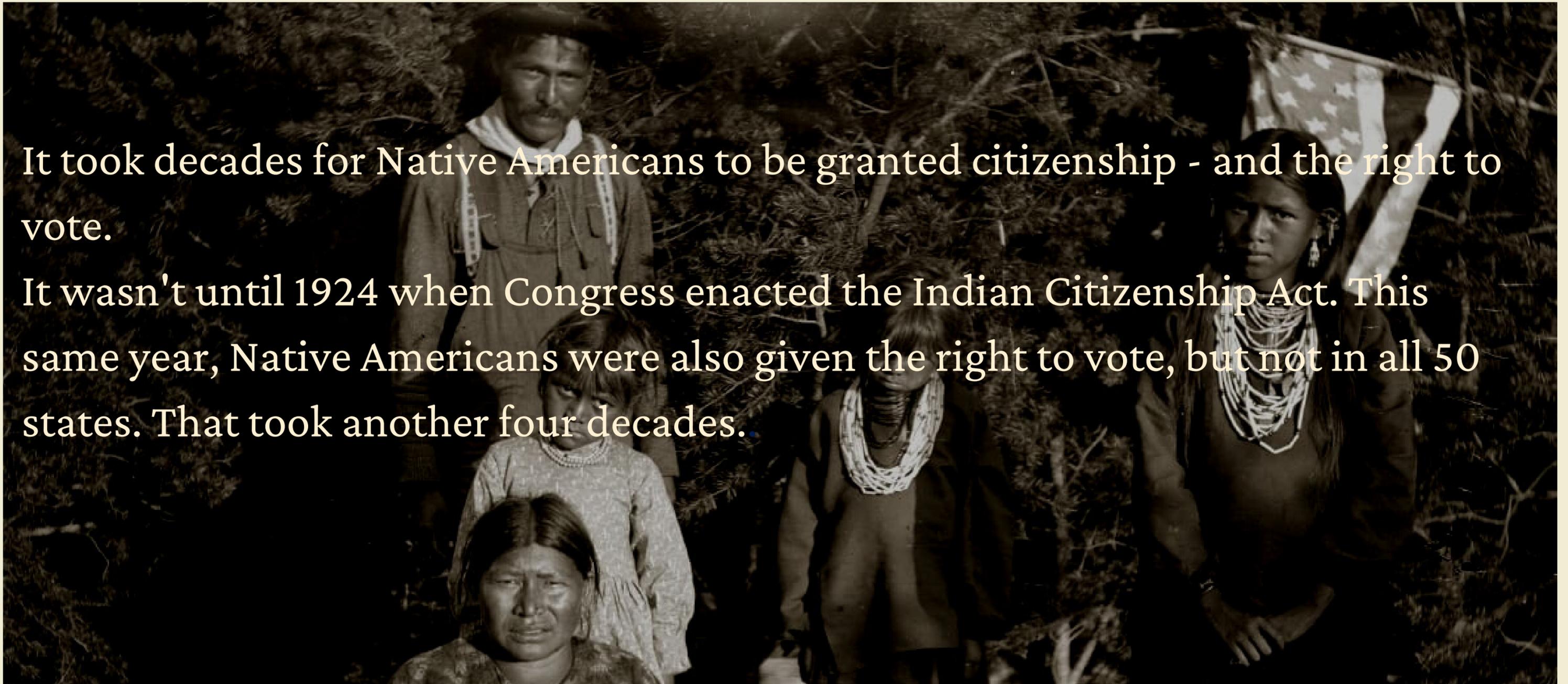
- Cherokee is the largest tribe in the U.S.
- There are about 175 indigenous languages
- You can walk parts of the Trail of Tears if you travel to Missouri. The Trail of Tears marks an extremely important time in history. Between 1830 and 1850, about 60,000 Native American people were forced out of their homes because of President Andrew Jackson's Indian Removal Act.



Did you know?

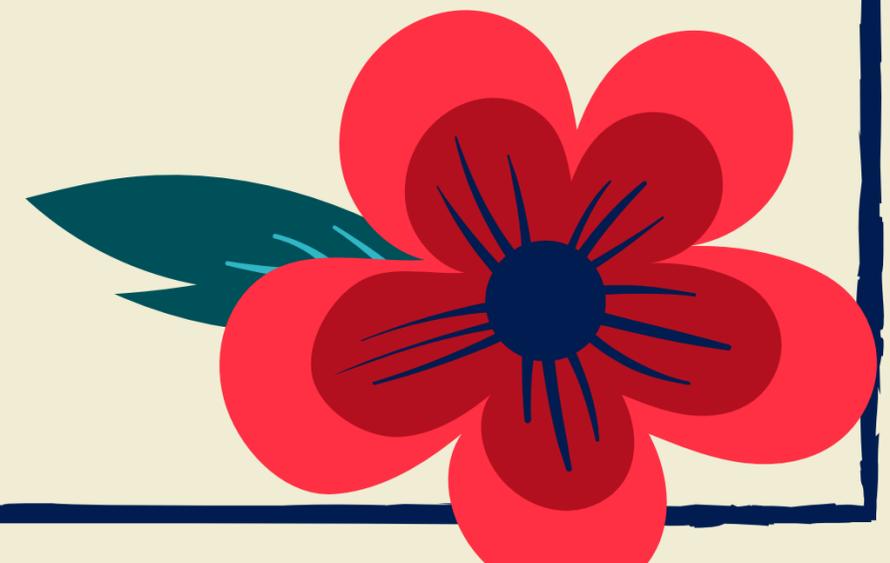
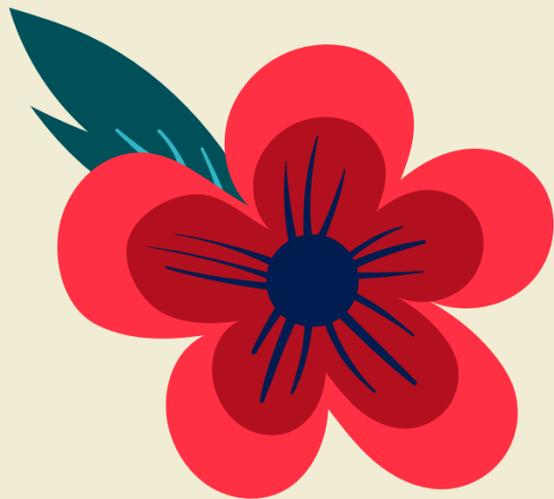
It took decades for Native Americans to be granted citizenship - and the right to vote.

It wasn't until 1924 when Congress enacted the Indian Citizenship Act. This same year, Native Americans were also given the right to vote, but not in all 50 states. That took another four decades.



Did you know?

Indigenous peoples often wish to be referred to by their specific tribal name— but it depends. While “Native American,” “American Indian” and “Indigenous peoples” are acceptable and common terms used interchangeably, it’s best to refer to a group of people as their individual tribal name whenever possible. When in doubt, always ask someone about their background.



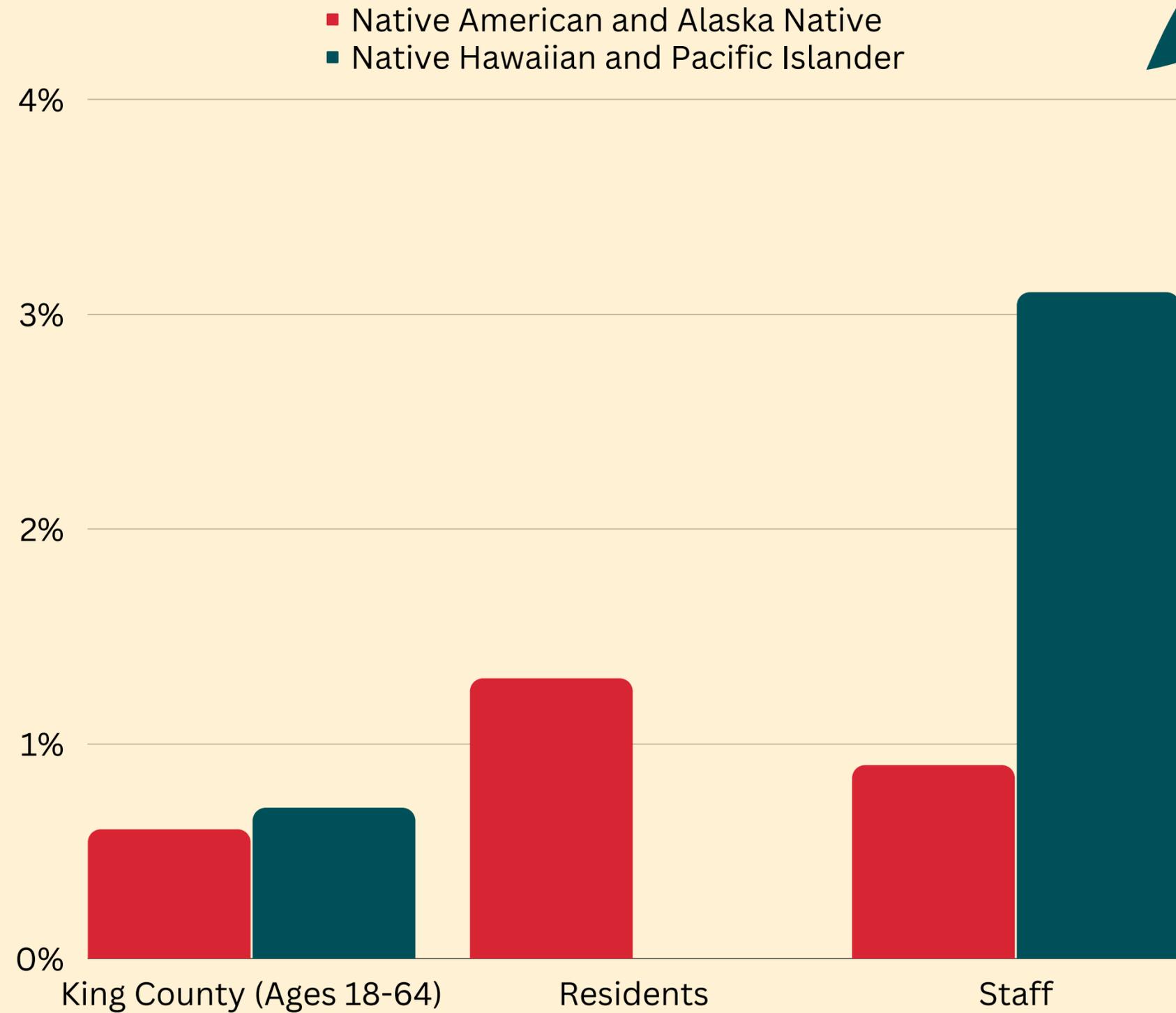
Did you know?



President Joseph Biden was the first to recognize Indigenous People's Day as a National Holiday, which is now held each year on October 11. For many people, it's a counter-celebration to Columbus Day, a federal holiday which falls on the same day.

Did you know?

The average tenure of KCHA employees who self-report American Indian/Alaskan Native and Native Hawaiian/Pacific Islander are 2.8 years and 4.9 years respectively.





To honor Indigenous Heritage Month,

1. Incorporate our KCHA Land Acknowledgement into KCHA-hosted events.
2. Learn more about the indigenous land you reside in by visiting:
<https://native-land.ca/>
3. Research on how you can contribute to the livelihood of the Native nations that share your geography and/or donate to organizations that serve Indigenous communities
4. Support Indigenous artist, creators and business owners.

.....

*Sources: 16 National Native American Heritage Month Facts to Know (goodhousekeeping.com)
Native American Heritage Month: 5 Facts Beyond Imagination - Connecticut Children's (connecticutchildrens.org)
Maps - Trail Of Tears National Historic Trail (U.S. National Park Service) (nps.gov)
The Tribes of Washington - Washington Tribes*

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To: Board of Commissioners

From: Anneliese Gryta, Deputy Executive Director – Housing Assistance Programs

Date: November 7, 2022

Re: Housing Management Eviction Moratorium Update Presentation

At the November 14, 2022 KCHA Board of Commissioners Meeting, Anneliese Gryta, Deputy Executive Director – Housing Assistance Programs will provide a brief update on the impact of the Eviction Moratoria in relation to the federally funded programs at KCHA.

Please see the following presentation slides for your review.

Eviction Moratorium & Rental Assistance Program Overview & Update

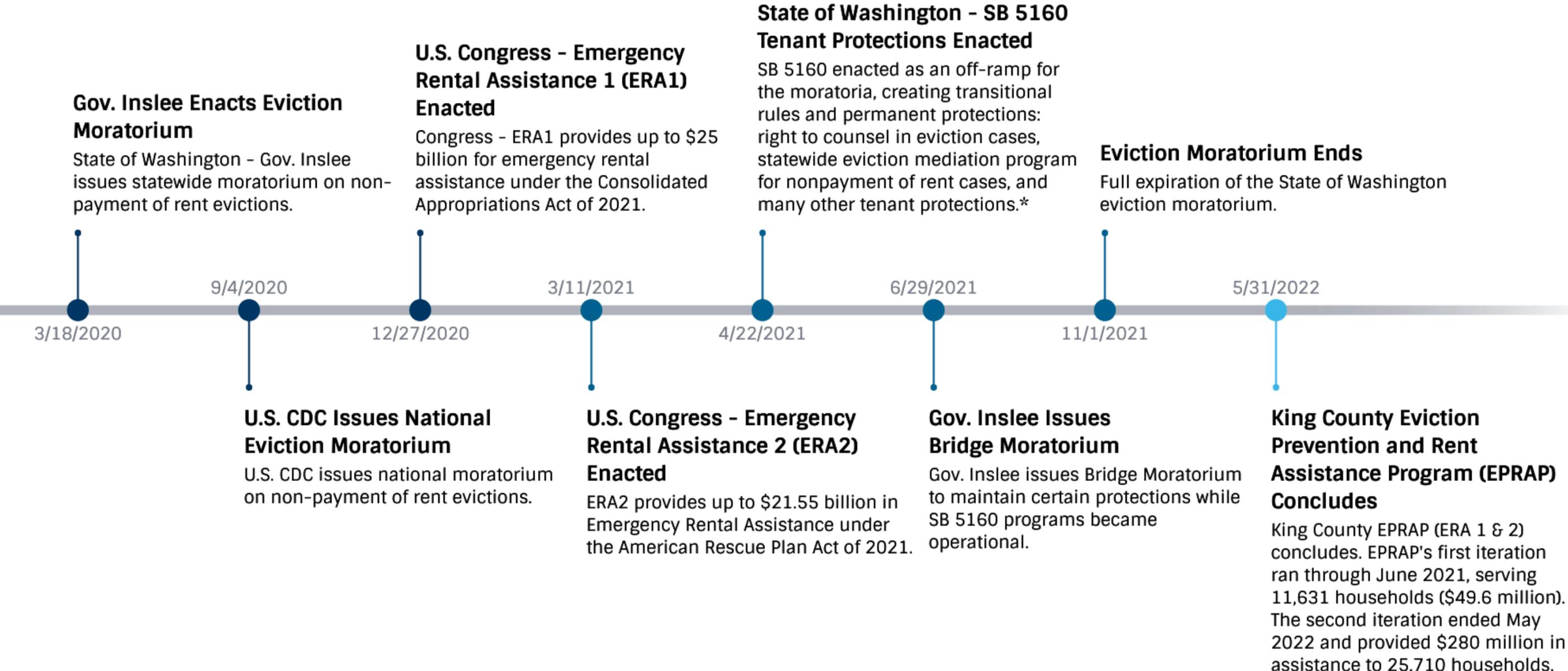
Anneliese Gryta - Deputy Executive Director - Housing Assistance Programs

KCHA Board of Commissioners Meeting - November 14, 2022



**We transform lives
through housing**

Recent Legislative History



* Local Tenant Protections: KCHA serves 37 suburban cities and unincorporated areas of King County - minus Seattle and Renton. Many of these jurisdictions such as Kirkland, Auburn and Burien have enacted additional tenant protection legislation over and above SB 5160, protections, such as new timed notice requirements for 3% or 10% rental increases, etc.



Property Management Housing Stability Efforts

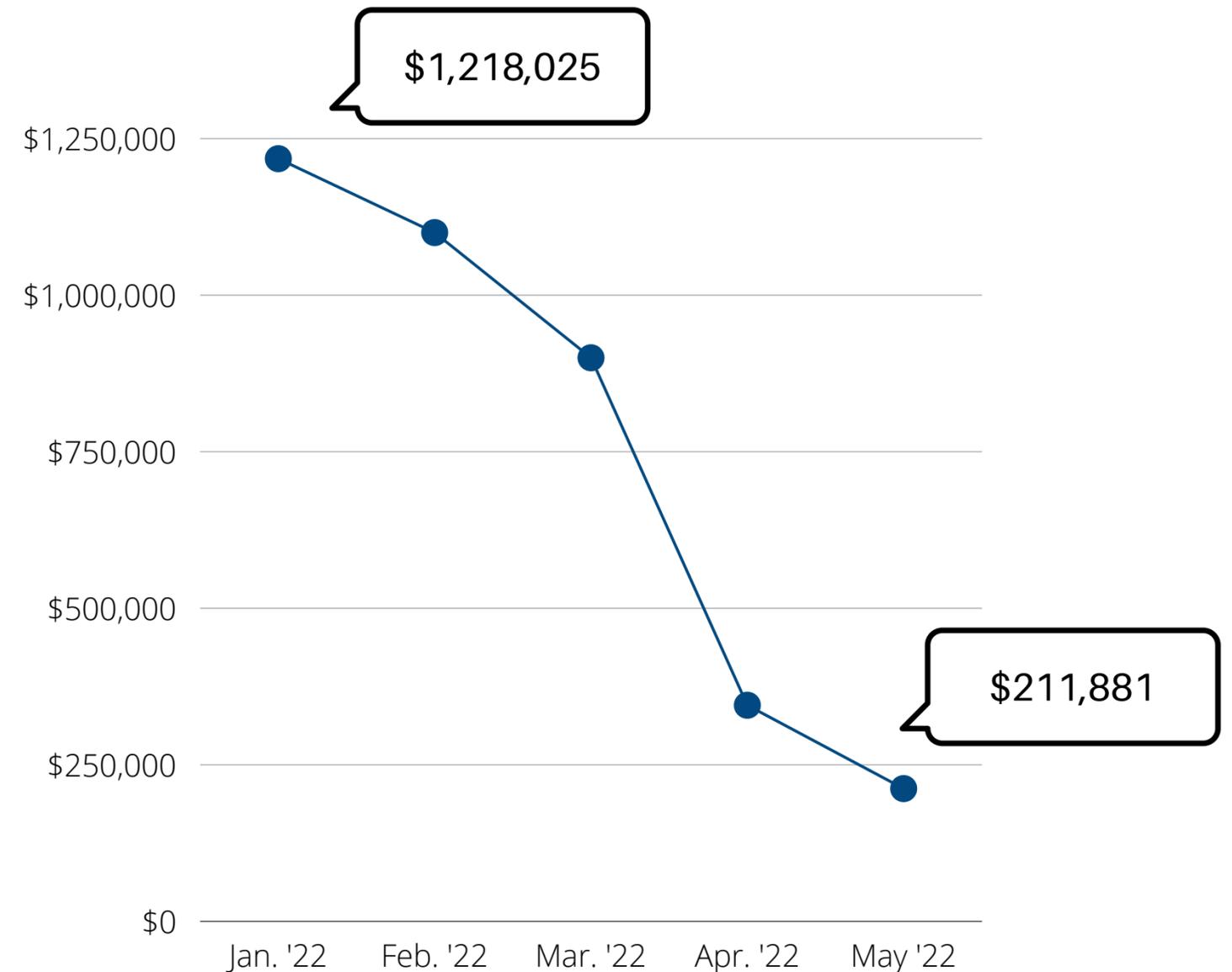
- KCHA's Property Management Department has historically maintained a very low rate of evictions across its 3,833 units.
- This is due to the coordinated effort of the Property Management and Resident Services teams, as well as the many safeguards built in before an action may proceed at KCHA.
- A small number of evictions proceeded during the pandemic.
- These were only for serious violations believed necessary to ensure the health and safety of the tenant or other individuals, per Governor Inslee's order.



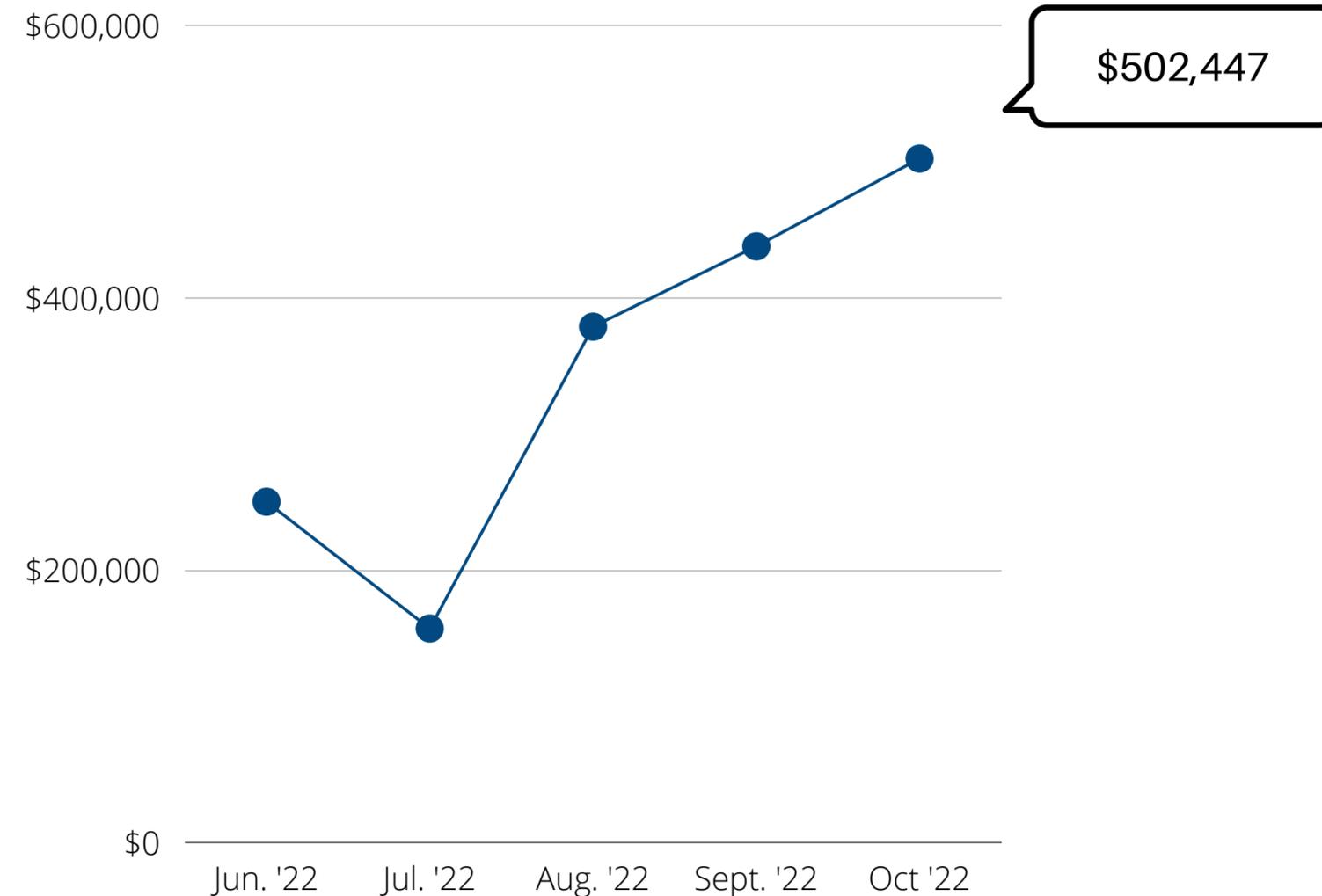
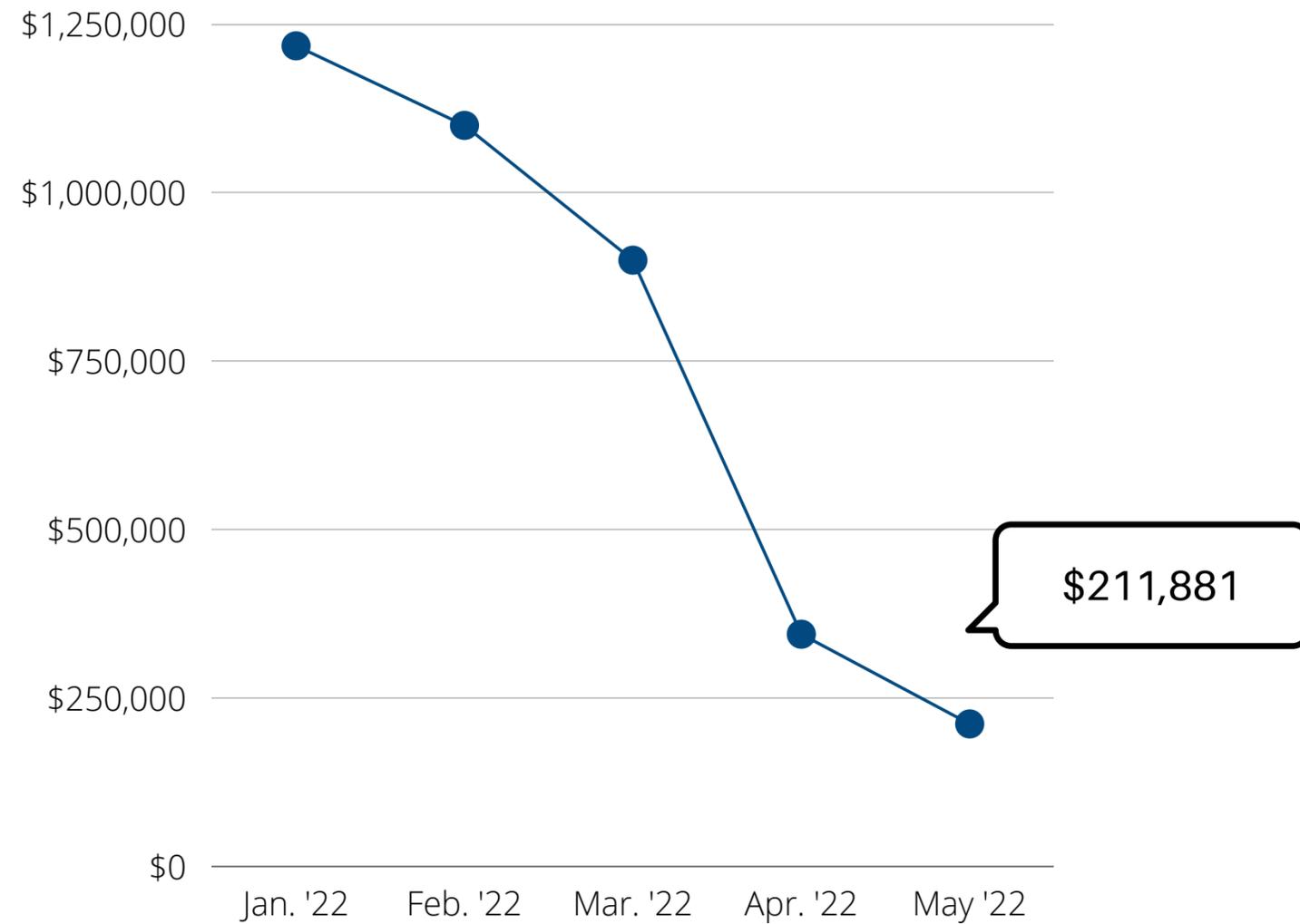
Emergency Rental Assistance Program

In Spring 2022, KCHA carried out an initiative to ensure that residents eligible for federal Emergency Rental Assistance Program funds received these funds through King County:

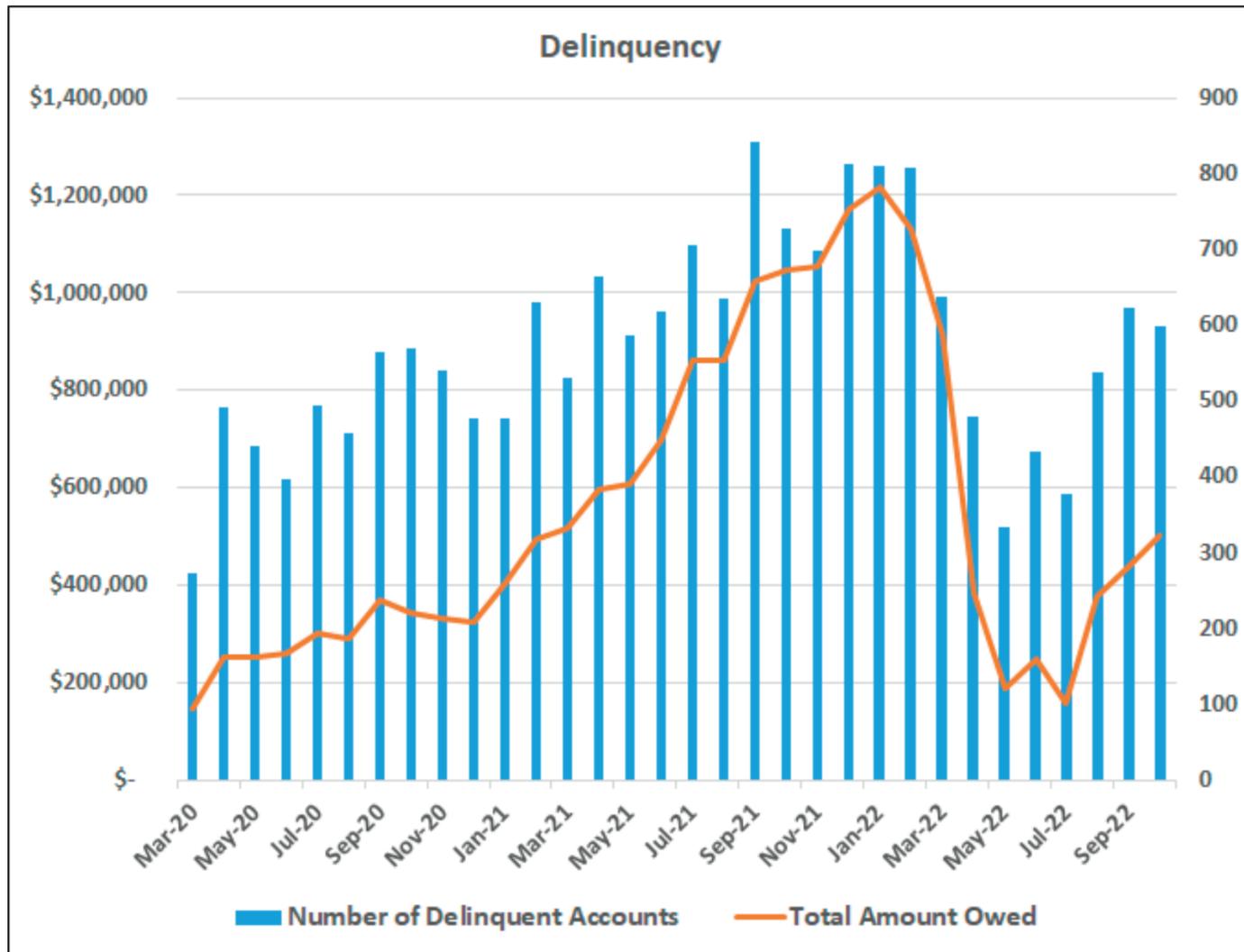
- The total delinquent account balance dropped from \$1.2 million in January 2022 to just over \$200,000 in May 2022.
- In all, 410 residents were assisted through the county program.
- This represents a tremendous coordinated effort of KCHA's Property Management, Resident Services and Administrative Services Teams.
- Residents with remaining pandemic-era delinquent balances who did not participate were the beneficiaries of an additional KCHA effort that went beyond the federal programs.



Current State of Rental Arrearages



Current State of Rental Arrearages



- As part of the EPRAP program, residents who applied and qualified to receive assistance received up to 9 months of past due rent assistance and 3 months of future rent assistance.
- The EPRAP stopped accepting applications for rental assistance on February 28, 2022, and KCHA received the final direct payment from the program in May of 2022.
- Resident delinquencies have started to increase slightly compared to pre-pandemic levels. We believe this to be due, in part, to some residents believing more rent relief would be granted by the federal government and/or the effects of inflation on the cost of living for our families. Internal housing stability efforts remain consistent.
- While KCHA is currently serving notices for non-payment of rent, legal protections, such as the new statewide mediation program and ample use of repayment agreements, will result in few proceeding to a judgment or a physical eviction.

Housing Choice Voucher (HCV) Program Efforts

Steps to Prevent an Eviction & Keep your Voucher

The statewide eviction moratorium is set to expire September 30th, 2021. The moratorium has been in place since March 2020 we at KCHA understand that the pandemic has had a lasting impact on many of our residents. If you are in need of assistance please use the following steps to get the help you need.



STEP 1: GET HELP

KING COUNTY EVICTION PREVENTION AND RENTAL ASSISTANCE PROGRAM (EPRAP)

Rental Assistance programs are here to help. In response to the COVID-19 pandemic the EPRAP Program is now accepting tenant applications. For more information on where to find assistance please visit:

Website: <https://eprap-prod.powerappsportals.us/tenant/>

Phone: 206-263-3481

Email: KCTenantRentAssistance@kingcounty.gov

STEP 2: ACT NOW

Talk to your landlord. Proclamation 20-19.2 encourages landlords and tenants to communicate in good faith with one another and to work together on repayment solutions.

STEP 3 KNOW YOUR RIGHTS

Because of the COVID-19 pandemic, things are constantly changing. Know your rights and resources by paying attention to new laws and ordinances. For more information please visit:

Washington State Coronavirus Response: coronavirus.wa.gov

Eviction Prevention Helper: washingtonlawhelp.org/resource/eviction

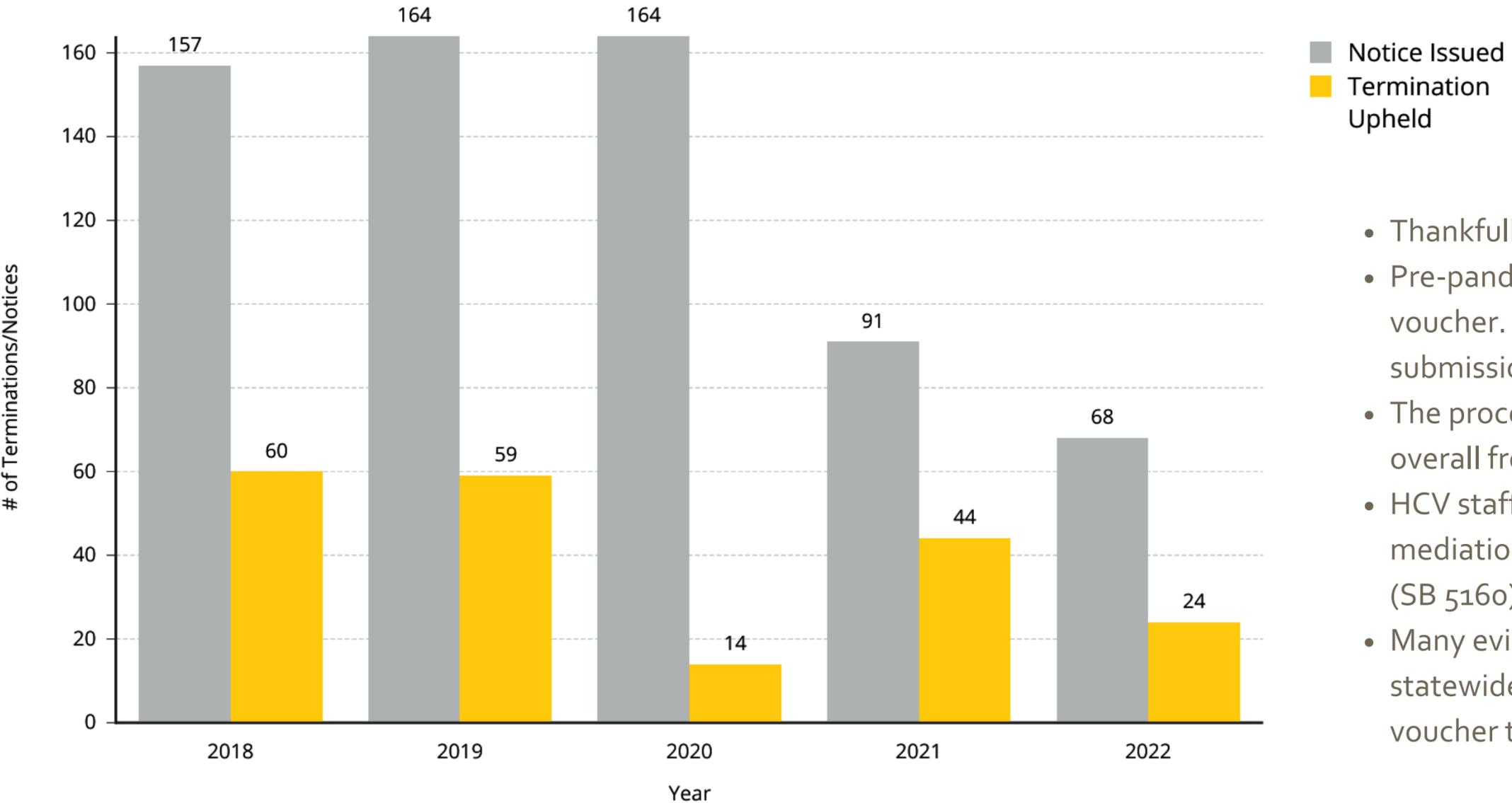
STEP 4 ASK US

If you can't pay your rent because you've lost income, KCHA is here to

- KCHA's Housing Choice Voucher Program operated without clear data about the impact of the pandemic on voucher holders.
- Throughout the pandemic, KCHA provided education on eviction prevention and the King County Emergency Rental Assistance Program to both landlords and participants (see example to the left).
- Upon the expiration of eviction moratoria, staff were concerned about a potential increase in eviction-related terminations (see next slide).



Housing Choice Voucher (HCV) Terminations Down



- Thankfully, terminations are down overall.
- Pre-pandemic, an eviction led to termination of the voucher. The voucher would be reinstated with submission of a repayment agreement.
- The process is similar now, but terminations are down overall from pre-pandemic levels.
- HCV staff indicate that the new statewide eviction mediation program is generating positive outcomes (SB 5160).
- Many eviction actions are resolved through the new statewide mediation program and, therefore, fewer voucher terminations proceed.

Key Take Aways



- KCHA has long worked to preserve housing stability for both HCV participants and Property Management residents.



- Rental assistance programs and tenant protections enacted during the pandemic are having a long-lasting benefit.



- KCHA continues to maintain a strong Resident Services team, which focuses on the retention of the subsidy.



- KCHA does not anticipate a large spike in evictions in Property Management or terminations in the Housing Choice Voucher Program post-pandemic.

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TO: Board of Commissioners

FROM: Mary Osier, Accounting Manager

DATE: October 28, 2022

RE: 3rd Quarter 2022 Summary Write-Offs

During the third quarter of 2022, tenant accounts totaling \$12,343 were deemed uncollectable and written off. This represents a 15% decrease from the previous quarter. Overall, past due rents owed to KCHA accounted for \$1,706 (14%) of the total and cleaning/damage charges accounted for \$10,297 (84%) of the total. Security deposits in the amount of \$598 were retained to offset 5% 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. \$982 was recovered by the collection agency during the third quarter for payments to accounts that were sent to the collection agency.

	Total WRITE-OFFS	YTD WRITE-OFFS
Rent Balance Forward to Vacate Month	\$ 340.00	\$ 16,052.06
Retro Rent Write-offs	\$ -	\$ -
 <u>VACATE CHARGES:</u>		
Rent Delinquent in Vacate Month	1,705.72	4,138.72
Cleaning & Damages	10,296.93	18,310.06
Paper Service & Court Costs	-	-
Miscellaneous Charges	-	3,659.80
Total Charges	12,002.65	26,108.58
Total All Charges	12,342.65	42,160.64
 <u>CREDITS:</u>		
Security Deposits	(598.00)	(3,155.00)
Miscellaneous Payments & Credits	(1,158.00)	(7,490.13)
Total Credits	(1,756.00)	(10,645.13)
Total Net Write-offs	\$ 10,586.65	\$ 31,515.51
 Net Write-offs by Portfolio		
KCHA	4,852.68	21,023.03
Green River II	-	-
Soosette Creek	-	744.79
Zephyr	-	-
Fairwind	-	3,965.18
Vantage Point	5,733.97	5,782.51
Spiritwood Manor	-	-
	\$ 10,586.65	\$ 31,515.51

**Write-off and Collection Summary
2020 - 2022**

NET WRITE-OFFS			
	2020	2021	2022
January to March	15,086.25	12,832.74	13,229.61
April to June	32,185.06	10,693.56	7,699.25
July to September	7,239.24	10,129.97	10,586.65
October to December	16,311.82	22,866.78	
TOTAL	70,822.37	56,523.05	

NET COLLECTIONS			
	2020	2021	2022
January to March	3,068.43	826.80	3,256.04
April to June	499.08	282.75	466.06
July to September	377.00	2,802.50	981.50
October to December	1,382.11	1,558.05	
TOTAL	5,326.62	5,470.10	

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To: Board of Commissioners

From: Craig Violante, Deputy Executive Director

Date: November 4, 2022

Re: **Calendar Year 2023 Budget Context**

Executive Summary

At the November Board meeting staff will be discussing the broad outlines of the Calendar Year 2023 KCHA budget. Staff and leadership are scheduled to complete budget meetings and make final recommendations by mid-December. The final budget will be presented for Board consideration at the December meeting.

Although the pandemic has ebbed and flowed over the course of the year, KCHA's ability to move key initiatives forward has improved. Economic and societal trends such as staffing shortages, inflation, the aging workforce and regional crime have increasingly come to the forefront, requiring flexibility and creative thinking.

Core initiatives directly support current and future program participants, are impactful on the entire region, and build upon prior accomplishments. KCHA remains focused on expanding the number of households served by actively pursuing all new incremental Housing Choice Voucher (HCV) funding opportunities, enhancing the success rate of voucher holders in finding suitable housing, and the acquisition or development of additional units of multifamily housing. The budget also reflects a continued commitment to "social impact" efforts by focusing on homeless, education and geographic mobility programs, as well as upgrades and reinvestment in our existing housing stock

Supporting initiatives better position KCHA to deliver on its core mission to "*Transform Lives Through Housing*". The 2023 budget includes significant investments in technology, safety and security, disaster planning, continued racial equity, diversity, and inclusion efforts, and employee engagement and training.

KCHA's financial outlook remains positive. Significant working capital and reserves, a well-maintained housing portfolio and a strong management team all point to a positive future in which the Authority remains well-positioned to continue its role as the leading provider of affordable housing in the northwest.

Approximately half of KCHA's operating revenues come directly from HUD and are subject to Congressional appropriations. As is typical at this point in the year, Congress has not adopted a budget and is operating under a Continuing Resolution. The House has prepared and approved its version of the Department's budget, and the Senate Appropriations Committee has unveiled its FY 2023 numbers.

Both the House and Senate versions are similar, but with some important differences:

- The Public Housing Operating subsidy is nearly unchanged from 2022 levels, rising by only \$4 million
- Both versions of the Capital Fund reflect an increase over 2022 levels, with the House passing a \$200 million increase, and the Senate proposing a bump of \$25 million
- HCV renewal funding have identical numbers in both versions-\$26.184 billion, a \$2.089 billion increase over 2022 levels
- Both version of Administrative Fees are above current levels, with the House proposing a \$346 million increase and the Senate \$391 million.
- Probably the most significant difference is the inclusion of \$1.1 billion for new incremental HCV vouchers in the House version, but only \$50 million in the Senate's. The House version is intended to fund 140,000 new vouchers nationwide. While it's not clear that \$1.1 billion would actually be enough to support the proposed number of new vouchers, it would still be a significant uptick in federal support.

With control of both chambers of Congress up in the air, ultimate FY 2023 funding levels remain uncertain. KCHA's revenue budget contains conservative estimated proration factors for the HCV and Public Housing programs of 99% and 95%, respectively. The 2022 actual HCV prorate is 100%, while through October the Public Housing program has been funded at 104%.

The other key budget assumption for federal revenues is the HCV program Renewal Funding Inflation Factor (RFIF). The RFIF is calculated by HUD and is the percentage by which 2023 funding will increase over current levels. An estimated 5% RFIF has been included in the preliminary budget and is discussed in detail below.

The final RFIF and, most likely, final federal appropriation numbers, will not be available prior to the adoption of KCHA's budget in December. If revenue assumptions included in the final budget overstate actual 2023 HUD funding, the Authority will take appropriate steps to match expenses with resources.

On the non-Federal side, the bond and tax credit properties continue to perform well, with low vacancy rates and strong cost controls. The federal Eviction Prevention and Rent Assistance Program (EPRAP), administered by King County, was very effective in reducing pandemic-related rent delinquencies over the course of 2022.

Typical 2023 tenant rental revenue in the Workforce Housing portfolio will increase by approximately 3%, although certain properties will remain unchanged. For budgeting purposes, a 1% rental concession allowance has been included to address a possible rental market downturn and increased vacancies.

Although not final, current projections are showing positive 2023 cash flow of \$6.0 million from the bond portfolio and \$7.1 million from the tax credit portfolio. It is important to note that the \$7.1 million paid to KCHA from the tax credit properties in 2023 will actually have been generated from 2022 operations. The 2023 operating budgets of the tax credit properties are projecting \$3.2 million in cash flow that will be paid to the Authority in 2024. The expected drop from \$7.1 million to \$3.2 million is due to the exit of external investors from some of the properties, most notably Birch Creek. Approximately 35% of the tax credit cash flow received in 2023 will be used for debt and other required payments.

Background – HUD Funding Overview

KCHA's largest source of Federal funds is the Housing Choice Voucher (HCV) Block Grant, also referred to as the MTW Block Grant. This funding stream directly supports the 8,410 vouchers within the Block Grant by supplying the financial resources for KCHA to make monthly Housing Assistance Payments (HAP) to landlords on behalf of the program participants, and to fund its share of program administrative costs. Block Grant funding for 2023 is currently estimated at \$187.0 million, while annual HAP costs associated with the 8,410 vouchers are projected to be \$147.0 million. An additional \$11.8 million will be needed for administrative support.

To the extent that program funding from HUD exceeds the combined HAP administrative costs, the remaining cash flow (MTW Block Grant Working Capital) is used to support a broad array of other mission-related activities. One of these is deliberate "over-leasing" in the Housing Choice Voucher program. The HCV program is currently budgeted to provide vouchers to an average of 400 families above the 8,410 household HUD baseline in 2023. The count of households above baseline will be greater in the first half of the year, but ramp down to a target of 300 by December, the number that is projected to be sustainable over the long term.

The Resident Services, Homeless Housing, and Social Impact departments are also largely funded from MTW Block Grant Working Capital, and the Public Housing program taps into the block grant for operating support.

KCHA's block grant funding is adjusted annually. The Renewal Funding Inflation Factor (RFIF) is published by HUD, and is the percentage by which funding for the next fiscal year increases over the current year. It is calculated using a number of national and regional factors, but chief among them is the local rental market. Annually, HUD publishes Fair Market Rents (FMRs) for each region in the country. Historically, the calculation uses stale data and results in understated costs, especially

in markets with rapidly-rising rental rates such as in King County. This year, as certain historic data was unavailable due to the pandemic, HUD used a one-time alternate methodology to calculate the 2023 FMRs. While this alternative methodology seems to better reflect actual local costs, it still appears low. HUD's 2023 calculation for a 2-bedroom unit in King County is \$2,199 per month, an increase of 7.6% over 2022. Even so, it lags the 10% increases being seen by our residents.

The five housing authorities in the combined King and Snohomish County markets have once again agreed to retain Washington State University to conduct a randomized survey of recent movers in the market. If the results reflect local increases greater than that calculated by HUD, the survey will be submitted to HUD in an appeal process that replaces their calculation with the results of the survey.

Over the past three years, KCHA's inflation factors have been 8.674%, 4.289%, and, most recently, 6.48%. As KCHA is conservative in its revenue forecasts, a 5% inflator has been included in the preliminary budget, increasing projected block grant funding eligibility by \$9.0 million. Currently, each percentage point in the RFIF increases funding eligibility by \$1.8 million. KCHA's actual RFIF will not be known until approximately May 2023.

Another factor that will not be known until then is the level of program pro-ration. The 2022 pro-ration for the block grant was 100%. Based on preliminary proposed Congressional funding levels, it is believed that 2023 funding should once again approach 100%, but a conservative estimate of 99% has been assumed in the budget. Should there be a shortfall due to a lower-than expected RFIF or a high appropriations-driven pro-rate, KCHA has reserves that can be tapped, including \$23.5 million of undrawn Capital Grant Funds and \$21.3 million in restricted receipts and interest from the sale of former public housing land at Greenbridge and Seola Gardens.

While these reserves can be used to bridge short-term funding gaps, significantly-sustained funding shortfalls would force KCHA to take other steps to assure long-term support of core services, such as freezing the wait list for general vouchers, reducing the value of each voucher across the board, deferring increases in payment standards, reducing capital expenditures on the public housing inventory or scaling back education or homelessness initiatives. The Board will be kept closely apprised as the federal funding situation evolves. Significant shortfalls are not expected in 2023.

Housing Choice Vouchers

KCHA currently has contract authority for 11,874 vouchers, of which 8,410 are funded through the MTW block grant (including some targeted to specific populations by KCHA policy). The balance are known as "Special Purpose Vouchers" (SPVs) and come with separately-dedicated funding streams.

As of October 1st, there were 8,446 leased block grant vouchers against the ACC baseline of 8,410, reflecting over-leasing of 36 vouchers. Although this is below the established target of 300, plans are under way to “absorb” 268 port-in vouchers which will restore over-leasing to normal levels. A port-in voucher is one that originated from a different housing authority, but the program participant moved into KCHA’s service area. While KCHA administers such vouchers, the monthly HAP payments to landlords are reimbursed by the originating housing authority. By “absorbing” them, KCHA takes on the responsibility for the monthly HAP payments and no longer receives reimbursement. Once the absorptions are completed, over-leasing will be at 304 vouchers.

There is also the likelihood that additional block grant vouchers will need to be issued to approximately 200 applicants who were awarded Emergency Housing Vouchers (EHV). As is common with HCV programs, more vouchers were issued than for which KCHA was awarded. Since the EHV target population is extremely hard-to-house individuals and families, it was assumed that a large percentage would be unable to find housing. While this has been true, the actual number applicants unable to find housing has been less than anticipated. As a result, when all 762 EHV’s have been leased, any subsequent EHV voucher-holder that secures housing will be issued a block grant voucher.

As a result of the absorptions and the success of the EHV program, block grant over-leasing is currently projected to peak at 491 units in April 2023, and then decline back to 300 vouchers by the end of the year. In the budget, this is achieved by housing 26 new program participants each month, offset by a monthly loss of 50 voucher-holders, which equate to an annualized attrition rate of 7%.

Special Purpose Vouchers are dedicated to housing specific populations. The largest tranche of SPVs are 1,150 VASH vouchers used to house homeless veterans. KCHA just days ago received news of an additional VASH award, increasing the total program to 1,250 vouchers, an increase of 8.7%. The second largest program is the Mainstream Program, which targets disabled individuals. 50 new Mainstream vouchers were awarded to KCHA this year and became available for leasing on November 1st. 59 additional Fair Share Vouchers were also recently awarded, the first new general-purpose voucher award from HUD in many years. While this tranche needs to be tracked separately for 12 months, they are not considered to be SPVs as they will join the Block Grant upon renewal in October 2023. Over the course of next year, the HCV department will continue to emphasize voucher issuance and lease-up of Special Purpose and Fair Share Vouchers.

Including the 762 Emergency Housing Vouchers that were awarded last year, there were 2,905 leased SPVs on October 1st versus a baseline of 3,355 vouchers for an 86.6% leasing rate. The largest contributor to delays in SPV leasing is slow referrals from outside agencies. VASH vouchers require referrals from the Veterans Administration and are currently 284 vouchers under-leased. This is an improvement from last year when the program was under-leased by 400 voucher. A new national approach

allowing direct referral of homeless veterans from community-based service providers was piloted in King County between KCHA, the VA and the King County Veterans Program, and was very helpful in increasing both referrals and leasing success. VASH vouchers currently account for 72% of the SPV under-leasing, with Family Unification Program (FUP) vouchers accounting for the rest. The preliminary 2023 budget projects overall SPV leasing levels to be 90% by the end of next year.

In September 2022, the average landlord HAP payment for all voucher types was \$1,289.92, up from \$1,203.45 one year ago, a rise of 7.2%. This steep increase is reflective of the repeal of the state-wide rent increase moratorium that had been in effect throughout most of the pandemic. Since the end of the moratorium, the number of interim rent increase requests has risen dramatically. Year-to-date, there have been 6,131 such requests, compared to 3,659 and 2,273 in 2020 and 2021, respectively.

The 2023 budget includes a 7% bump between the projected PUCs at 12/31/2022 and 12/31/2023 across all voucher types. The result is a 2023 HAP budget \$10.1 million higher than the annualized December 2022 HAP projection. \$7.1 million of this increase is due to the assumed 7% PUC increase, and the remainder to increased leasing.

The draft budget forecasts an aggregated 100.9% utilization of contracted vouchers by the end of 2023, including the Emergency Housing Vouchers. Projected block grant over-leasing is expected to fully offset utilization shortfalls in the VASH program. KCHA's Housing Choice Voucher program remains well-positioned to meet the needs of current and future program participants.

To support the ambitious efforts of the department, and to reduce the overall caseload per employee, five new positions are in the draft budget. Work is still underway to determine the final department staffing proposal.

Internally-managed Housing Units – 3,784 units

The Property Management division manages three distinct types of properties:

- Public Housing-2,231 units
- Project-based Section 8-1,298 units
- Local, non-subsidized properties-255 units

The Public Housing program is designed to be cash-neutral. Rent charged to tenants is capped at roughly 30% of their income, and operating subsidy received from HUD is meant to cover the gap between these tenant revenues and the actual cost of operating the properties. However, the amount of subsidy received is generally not sufficient to cover this gap, partially due to a formula that does not accurately reflect the true costs of running public housing, and partially due to chronic Congressional underfunding. When Congressional appropriations are not sufficient to fully fund

each housing authority's subsidy eligibility, the gap is prorated across all PHAs, and this prorate is typically referred to as a percentage. For example, a 90% prorate means that PHAs receive 90% of the federal funding for which they are eligible. To make up this funding shortfall, the MTW program routinely supports Public Housing operations with additional cash transfers. In the 2023 budget, this aggregated transfer is preliminarily pegged at \$6.6 million, up from \$4.2 million in 2022, driven by a number of factors including employee Cost of Living adjustments, general inflation, an increased focus on security, and additional maintenance spending.

As with all of KCHA's affordable programs, vacancy is very low. Property Management expects to see some increases in rental income paid by residents due to the 8.7% SSI adjustment to be awarded in January 2023.

In contrast to Public Housing, the Project-based Section 8 portfolio can generate positive cash flow. Including operations of Spiritwood, which is a tax credit property but is managed internally, the 2023 budget is currently reflecting net cash flow from these properties of approximately \$3.6 million to be transferred to the Central Office Cost Center to help fund general overhead operations.

The Housing Management Department is proposing to continue both its Unit Upgrade and Small Projects programs. Initial plans call for 135 units to be upgraded at an average cost of \$40,780. Funding for the Unit Upgrade program comes from a variety of sources, with the largest source being MTW working capital. The Small Projects group will also undertake up to \$4.1 million in contracted projects. This successful model brings an economy of scale to the procurement and management of projects which are too complex for site staff to undertake and too small for the Capital Construction department.

The COVID-19 pandemic had a negative impact on KCHA's ability to maintain properties at pre-pandemic levels. Staff burnout and turnover—coupled with a serious regional labor shortage—have compounded this challenge. The Property Management department is in need of additional staff to be well-positioned as KCHA returns to normal operations. In response to current and future needs, the budget includes four new regular positions:

- Housing Specialist in the Central Applications Center
- Property Specialist
- Site-based Maintenance Mechanic
- Landscaper/cleaner

Asset Management – 8,789 units

As with the subsidized portfolio, vacancy rates for workforce housing remain very low. Physical occupancy as of September 2021 was 98.7%. Historically these properties see much higher turnover than public housing as tenants move for jobs or other reasons.

The highest turnover rates occur in the newly acquired properties as the rents of those properties are initially at the market rate. Over time these properties become more affordable because the rents do not rise at the same rate as surrounding market rents and, therefore, turnover rates decline. Except for the newly acquired properties, most of these properties' rental costs are now below market by double digit percentages and unlike private sector owners, the Authority's rent increases are designed to cover increased expenses but not match market rent increases.

The Asset Management department is estimating that owned and externally-managed properties (excluding tax credit properties) will deliver an estimated \$6.0 million in Net Cash Flow (NCF) to the Authority in 2023. Another \$2.0 million will be paid to KCHA over the course of 2023 for their share of KCHA overhead. The properties will generate some additional cash flow that will be used for needed capital work not covered by existing replacement reserves.

Cash flow generated in the Low Income Housing Tax Credit portfolio during one calendar year is distributed to KCHA the following year. Accordingly, cash generated in 2023 will be distributed in 2024. Excluding \$1.7 million from the Spiritwood property included in the Property Management Project-based Section 8 analysis above, the current estimate for the March 2023 payment is \$5.3 million, with approximately \$1.4 million potentially needed to make scheduled debt service payments. These numbers all factor in the past due tenant balances discussed above.

Construction and Development Activity

Managing Department	Description	
Capital Construction	Construction Projects Managed by Capital Construction Department	\$13,916,940
Property Management	Unit Upgrades and Other Small Capital Projects	8,738,010
Development	Development Activity at Kirkland Heights, Issaquah Trailhead and Other Sites	5,635,958
Asset Management	Various Capital Projects Across Portfolio	23,345,964
Asset Management & Development	Acquisitions	66,200,000
		\$117,836,872

Significant components of the above summary include:

- Capital Construction- Public Housing Improvements -\$9.1 million
- Capital Construction- MKCRF and Other Improvements-\$4.8 million
- Property Management-Unit Upgrades-\$5.3 million
- Property Management-Other Small Projects-\$3.9 million
- Issaquah Trailhead-Pre-development-\$2.0 million
- Acquisition of Plum Court-\$6.2 million
- Fee property managers-small projects across whole portfolio-\$20.7 million
- Mobile Home Park Upgrades-\$1.5 million

There is also a \$60 million placeholder for potential Board-approved acquisitions which are always opportunistic and carry a degree of uncertainty. The budget assumes any such acquisition will be funded with debt.

Funding sources have been identified for all budgeted projects, including capital grant and MTW working capital for the HUD-funded inventory, property cash flow and replacement reserves for the asset-managed properties, and other development resources.

PERSONAL SERVICE COSTS

Salaries and benefits are the second largest operating expense at KCHA, trailing only HCV Housing Assistance Payments. 2023 will see the largest increase in baseline salary costs in many years, driven by:

1. **Cost of Living Adjustments.** The 2022 COLA for non-represented KCHA staff approved by the Board was 6.4%, the highest increase since 1991. The 2023 budget has this increase built into the baseline. The budget also assumes a 5.0% COLA increase in November 2023.
2. **Medical Premiums.** Over the past few years, PEBB rate increases have been fairly moderate. Last year, most plans rose by around 3.5%, and no plan exceeded 5.1%. 2023 will see the largest jump since 2018 with increases between 8.2% and 9.6%. The 2023 employee census won't be known until December when open-enrollment ends, but the estimated average cost per employee next year is \$15,117, up from \$14,269 in 2022. There are no significant changes in plan designs or cost allocations.
3. Over the past 10 years, the cost of participating in the state Public Employees Retirement System (PERS) pension system has risen dramatically, peaking in 2020 at 12.97% of payroll costs. Rates in 2023 will decline slightly from the current 10.39% down to 10.25%. Employees contribute a lesser amount. This rate reduction will lower KCHA's annual pension contributions by approximately \$63,000
4. KCHA continues to fund a 2% of eligible payroll merit pool. Employees not at the top of their range who achieve an "exceeds standards" rating are eligible for a merit increase. Biennially, employees who are at the top of their pay band and have been rated "outstanding" for two consecutive years are eligible to receive a 2% incentive payment which is not added to base pay.

OTHER SIGNIFICANT IMPACTS

The most important asset KCHA has is its dedicated staff that works tirelessly to house the region's most vulnerable population. In 2019 the agency began an initiative to restructure the KCHA performance management and job classification/compensation system. Phase I of this work was completed in early 2022, and planning for Phase II,

which focuses on internal pay equity and job performance management, is currently underway.

Under the leadership of the Executive Director, the Office of Equity, Diversity, Inclusion and Belonging (EDIB) is expected to fully implement the first phase of the EDIB strategy by publishing an annual EDIB report, publishing EDIB definitions and operationalizing the new Section 3 rule. The EDIB strategy was informed by input provided from previous KCHA efforts, including contributions by Race, Equity, Diversity and Inclusion (REDI), and the 2022 inclusive planning process, which included feedback from the agency's board, staff, residents and community partners. Other broad agency-wide efforts will continue to include EDIB trainings, commemoration of key cultural awareness days and the enhancement of equitable procurement practices that involve open and accessible processes and information.

Two major technology initiatives are nearly out of the procurement stage and will be moving to planning and implementation early next year. The most impactful is the plan to replace the Housing Management Software which supports both the Housing Choice Voucher program and the Property Management department. This will be a multiyear effort, and a \$4 million reserve has been established in support of this project. A project management consultant has been procured, and it is anticipated that software vendor contract negotiations will begin shortly.

Safety, security, and disaster planning will be a major focus in 2023. The budget will include resources for staffing enhancements, physical security upgrades, planning and design for an integrated, agency-wide security system, and the creation of a comprehensive disaster plan.

The Human Resources department, in partnership with the payroll group, is in the final stages of selecting a new Human Resources Information System, and is looking to have a contract in place soon.

Insurance rates will be increasing again in 2023, albeit at a slower pace than seen in 2022. Liability insurance will rise 11%, while property insurance will be going up 16%. Combined, insurance will cost 15% more in 2023. KCHA's loss history is driving much of the increase in both property and liability insurance, but overall insurance industry conditions are also a factor, and will likely continue to be for the foreseeable future.

Additional personnel have been requested by various departments as part of this budget, however, final decisions on the full scope of new hires have not been made at this point. Additional approved FTEs will be discussed at the December meeting.

As this complex budget continues to come together, staff will be working on the year end cash projections for the major MTW and COCC fund groups as well as tracking developments on the Congressional appropriations front.

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KCHA IN THE NEWS

November 14, 2022

NEWS & COMMENT

King County Housing Authority leases 90% of Emergency Housing Vouchers

Over 19,000 families are on a waiting list for public housing, according to KCHA.

October 21, 2022 10:03 am



As of October 21 the King County Housing Authority (KCHA) has leased 90%, or 693, out of the 762 Emergency Housing Vouchers they were awarded, with expectations to be fully leased up by the end of the calendar year.

[Emergency Housing Vouchers](#), also known as EHV's, serve individuals and families who are experiencing homelessness; who are at risk of becoming houseless; who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking and human trafficking; and those who have recently experience houslessness and are at risk for housing instability.

“These vouchers are providing hundreds of individuals and families experiencing homelessness with stability through permanent housing and embedded services, helping us to effectively address the humanitarian crisis of homelessness in King County,” said Robin Walls, KCHA Executive Director.

In 2021, KCHA was awarded the EHV's and approximately \$18.4 million in funding through the federal American Rescue Plan Act of 2021, and is allocated by the Department of Housing and Urban Development.

To streamline the process of getting the vouchers to community members, KCHA created strong partnerships with nonprofit organizations, such as YWCA of Seattle/King County; Catholic Community Services; and InterIm CDA to provide housing navigation services and one-on-one housing search support. Universal forms were also created between KCHA and Seatt Housing Authority to minimize the paperwork burden for applicants.

Other efforts include the provision of flexible funding to alleviate financial leasing barriers that low-income individuals face when looking for rental units. According to KCHA, the Department of Housing and Urban Development provided special funding with these vouchers to assist with costs such as rental unit application fees, deposits and other fees charged by landlords for tenancy.

“Within a waiting list of more than 19,000 families for public housing, KCHA strives to deploy every single housing resource it has available as quickly as possible to address the affordable housing crisis in King County,” said Walls.

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From: HUD Press Office <HUDPressOffice@hud.gov>

Sent: Thursday, October 13, 2022 8:40:45 AM

Subject: HUD Marks Important New Milestone in American Rescue Plan's Emergency Housing Voucher Program



FACT SHEET:

HUD Marks Important New Milestone in American Rescue Plan's Emergency Housing Voucher Program

October 13, 2022

“At HUD we are pleased that over 35,000 households have been averted from homelessness and have successfully leased their own rental housing thanks to our Emergency Housing Voucher Program. This marks a major step forward in our efforts to realize the ambitious goals we set when the program was established through the President’s American Rescue Plan. We will continue to meet the challenge of addressing our nation’s homelessness and affordability crises with the urgency they require through this program, our House America initiative, and all of the housing assistance we provide.”

– HUD Secretary Marcia L. Fudge

Today, U.S. Department of Housing and Urban Development (HUD) Secretary Marcia L. Fudge will travel to Atlanta, Georgia, where she will meet with several representatives from Historically Black Colleges and Universities (HBCU) to discuss homeownership and asset building within their communities. Secretary Fudge will then travel to Columbus, Georgia to attend a meeting with NeighborWorks, where she will meet with residents to announce an important milestone in the Emergency Housing Voucher (EHV) program: With this milestone, 50 percent of the total number of EHV's provided through President Biden’s American Rescue Plan have been leased up.

The Emergency Housing Voucher program is the first-ever special purpose voucher program within HUD to address homelessness not specific to veterans. The program is leasing at a rate faster than any previous housing voucher program within HUD and is driving unprecedented collaboration among public housing agencies (PHAs), homeless services organizations, and victim services organizations to provide housing assistance to vulnerable populations, including individuals and families who are experiencing or at-risk of homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless or have a high risk of housing instability. The EHV program is an anchor

program of HUD's [House America initiative](#) in which HUD, the United States Interagency Council on Homelessness (USICH), and other federal agencies have enlisted leaders in [105 state and local communities](#) to make specific commitments to re-house people experiencing homelessness into permanent housing.

The EHV program provides communities new flexibilities and resources to help individuals and families with higher barriers successfully use housing vouchers. This includes robust administrative funding and a new service fee that allows program administrators to pay for costs necessary to help families find and retain housing. PHAs are required to coordinate with their CoC partners to provide housing search assistance and can also use service fees for landlord incentives, tenants' security and utility deposits, and even for furniture and household goods, which are often a significant expense for families who are directly transitioning from homelessness.

HUD is taking aggressive action to ensure that more individuals and families can secure and retain homes. HUD and the Biden-Harris Administration will continue to build on this progress to make sure more households have a safe and stable place to call home. The Administration recognizes the importance of housing vouchers to securing affordable housing, and is fighting for an additional increase to the program. The [President's Fiscal Year 2023 HUD Budget](#) requests \$1.6 billion for an additional 200,000 new housing vouchers.

Highlights to date include:

IMPROVING VOUCHER ISSUANCES AND UTILIZATION, WITH AN EMPHASIS ON THE MOST VULNERABLE HOUSEHOLDS

The EHV program has already helped over 35,000 households who were homeless, survivors of domestic violence, or otherwise at risk to afford a safe, stable place to call home. At the current rate – the fastest leasing rate of any previous HUD housing voucher program – the program is on track to reach full lease-up by the end of next year.

- All 613 EHV PHAs have executed a memorandum of understanding with a homeless service provider or victim service provider, and, at 50% utilized to date, **the EHV program is leasing at a rate faster than any previous housing voucher program within HUD.**
- **To date, approximately 100 percent of EHV's are in use – either leased or currently issued.** Over 35,000 households have been housed, while another 36,000 voucher holders are in the process of searching for a unit or completing the lease process.
- **PHAs continue to issue roughly 700 EHV's per week,** and the time for issuance to lease is averaging 77 days. Of the vouchers issued 180 or more days ago, about 57% have been housed. **At this rate, the program is on track to reach full lease-up by the end of 2023.**

CREATIVELY USING SERVICE FEES TO HELP HOUSE INDIVIDUALS AND FAMILIES

PHAs across the country are creatively and successfully using their service fees to help house individuals and families, including through landlord incentives, housing search services, and application fees and security deposit assistance. Examples:

- **Housing Authority of Santa Barbara (California):** The Housing Authority of Santa Barbara (HASB) – which has a 84% EHV utilization rate and has used 67% of its service fees – offers a \$1,500 signing bonus to landlords leasing to an EHV family and a \$2,000 security deposit for each unit leased to an EHV family. HASB established a Landlord Mitigation Fund that provides financial assistance to landlords to mitigate damages to units.
- **Greenville Housing Authority (North Carolina):** The Greenville Housing Authority (GHA) – which has a 96% EHV utilization rate and has used 59% of its service fees – provides a landlord leasing incentive that consists of \$1,000 for a new landlord who has not previously participated as a landlord in a GHA program in the past 12 months and \$250 for each additional unit leased, as well as a \$500 one-time bonus for current landlords for the first unit leased and \$250 for each additional unit leased to an EHV family. GHA also provides a Landlord Mitigation Fund that enables landlords to apply for up to \$2,500 per unit for damages. Additionally, households may apply for application fee costs up to \$50 and for security deposit assistance.
- **San Diego Housing Commission (California):** The San Diego Housing Commission (SDHC) – which has a 95% EHV utilization rate and has used 63% of its service fees – provides application fee assistance to EHV families, up to two times the contract rent in security deposits and an average of \$100 in utility assistance per household, and “holding deposits” that are credited toward security deposit amounts upon approval of the rental application. SDHC also provides landlords renting to EHV recipients \$500 for the first unit rented and \$250 for each subsequent unit. SDHC hired full-time staff to serve as housing specialists/navigators. Staff members are specifically assigned to EHV families, facilitating landlord incentives, housing search services, service provider coordination, and rental assistance staff communication. Additionally, SDHC leverages funding from the City of San Diego Affordable Housing Fund to reserve vacancies while Housing Specialists identify candidate applicants and facilitate rental application submissions, process voucher documents, and execute the move-in processes. This Vacancy Loss Incentive serves as a benefit to give the Housing Specialists time to line up suitable tenant options while the owner is compensated for their collaboration with SDHC.

PROVIDING DIRECT SUPPORT AND LANDLORD ENGAGEMENT IN RESPONSE TO UTILIZATION CHALLENGES

From rising rental costs to difficulty finding landlords to the higher barriers to housing experienced by EHV households, the challenges around housing the most disadvantage are real. That is why HUD is proactively working with PHAs, providing direct support through technical

assistance, engaging landlords, and providing other support and resources to address these challenges head on and ensure that more households can obtain decent, stable housing through the EHV program.

- The Department is **preparing landlord symposiums in housing markets across the U.S. to encourage more landlord participation in HUD’s housing voucher programs and to dispel myths and misconceptions** of voucher-assisted households.
- HUD **provides monthly office hours** to discuss a wide range of topics related to EHV best practices. Recent office hours topics include serving survivors of domestic violence, serving returning citizens, and serving youth households. The August 9, 2022 event on serving returning citizens featured presentations from Philadelphia and Baltimore on partnerships and using service fees to effectively serve formerly incarcerated individuals.
- HUD has **provided direct technical assistance to 90 communities, including San Francisco, New York City, Los Angeles, Chicago, Atlanta, Tucson/Pima County, New Orleans, and others, to expand understanding of the program and its flexibilities and to build coordinated landlord engagement approaches.** Examples of the types of technical assistance (TA) provided include:
 - **New York City Housing Authority (NYCHA)/ New York City Department of Housing Preservation and Development (NYHPD) (New York)** – HUD assigned TA to NYCHA and NYHPD to reduce bottlenecks in the referral process from the Continuum of Care (CoC) and other partner agencies. The TA provider worked closely with NYCHA and NYHPD to refine how applicants were guided through the system and provided helpful feedback on NYCHA’s portal system to reduce wait times. The two PHAs have issued 7,345 EHV’s as a result.
 - Regarding the benefits of EHV technical assistance, NYHPD stated: “Envisioning and building New York City’s sweeping Emergency Housing Voucher initiative demanded we navigate a thousand complexities tied to launching a new program with a new set of partners. HUD’s Technical Advisors assisted with devising solutions to help us deliver. Our TA partners brought housing groups together to plan through challenges; helped develop communications, training resources, and new media campaigns. Their support was crucial to shortening the learning curve as we worked to meet the needs of communities not historically given priority for federal vouchers. We look forward to continued collaboration to help New Yorkers navigate an especially competitive rental market.”
 - **Tucson and Pima County (Arizona)** – HUD assigned TA to help develop and refine landlord incentive policies and landlord outreach. As a result, the PHAs have leased 127 families and 55 additional families are searching for housing.

- **In response to the utilization challenges PHAs are experiencing in competitive rental markets across the country, HUD hosted a four-part EHV landlord engagement series.** More information about the webinar series is available at www.hud.gov/ehv.

ADVANCING BEST PRACTICES AND ENGAGING PEOPLE WITH LIVED EXPERIENCE TO HELP MORE HOUSEHOLDS SECURE HOUSING

HUD is bringing together PHAs and people with lived experience to foster collaboration, address inequities, and strengthen support and resources to improve outcomes of the EHV program and other voucher programs administered by the Department.

- **HUD accepted 10 EHV communities to participate in the first cohort of a Community of Practice focused on advancing equity in the EHV program.** HUD plans to use this Community of Practice to draw upon the strengths of communities to foster and encourage resource sharing, innovative thinking, and connections among PHAs, while exploring inequalities within their existing systems and developing system adjustments to ensure efforts to advance equity throughout the EHV program.
- Earlier this year, **HUD released the [Emergency Housing Vouchers \(EHV\): A How-To Guide for Public Housing Agencies](#)** to provide an overview of EHV operating requirements, outline considerations for PHAs in the design of their EHV programs, and highlight best practices in program implementation.
- **HUD's efforts around the EHV program are informing work around the Housing Choice Voucher (HCV) program – the federal government's major program for providing housing assistance to over 2.3 million American families – and other Special Purpose Voucher (SPV) programs.** HUD will bring the innovative approach of the EHV program to these other voucher programs to improve housing outcomes for households across the U.S.
- **King County Housing Authority and Seattle Housing Authority** - After an initial slow start in issuances and utilization, the two public housing agencies in Seattle/King County are now leading the region in their lease-up of Emergency Housing Vouchers. At the time of this writing, King County Housing Authority has leased 88.71% of their 762 awarded EHV's and Seattle Housing Authority has leased 80% of their 498 EHV's. Both housing authorities and their referring partner, the King County Regional Homelessness Authority, attribute this turn-around to improvements in coordination between the two PHAs and the King County Regional Homelessness Authority, leading to an increase in the pace of referrals of people experiencing homelessness, as well as a more coordinated and centralized approach to landlord recruitment.

ENSURING TRANSPARENCY AND ACCOUNTABILITY IN THE EHV PROGRAM

HUD has prioritized informing the public on EHV leasing, issuances, and unit utilization to provide transparency and ensure accountability in the program.

- In 2021, HUD launched the [Emergency Housing Voucher \(EHV\) Data Dashboard](#) to provide unprecedented transparency and accountability for this new special purpose voucher program. The dashboard provides updates (with potential delays as PHAs gather and submit data) on leasing, issuances, unit utilization, services fee spending, and information on voucher awards and funding by PHA. The dashboard showcases EHV data at the national, regional, field office, state, and PHA-level for ease of use by a variety of audiences. The dashboard is also a valuable tool for identifying communities that are facing challenges and that could benefit from additional assistance.

MAKING IT EASIER TO ACCESS AFFORDABLE HOUSING WITH VOUCHERS

The [2023 Fair Market Rents \(FMRs\)](#), which HUD published on September 1 and which went into effect on October 1, will make it easier for voucher holders to lease in most markets. The new FMR levels will enable the voucher program to keep up with rent increases in the private market, particularly in areas with rapidly rising rents. These new FMRs will allow voucher holders to access and secure leases in more units so that they can benefit from the housing affordability and stability that vouchers provide. HUD's action on FMRs will improve the utilization of both the baseline vouchers and the supplemental vouchers created under the Biden-Harris Administration.



King County Housing Authority

November 1 at 10:00 AM · 🌐

Meet KCHA:

Pam Taylor

Pam Taylor oversees KCHA's Housing Choice Voucher program, the largest HCV program in the state (13,800 households)! Pam joined our team in 2000. She's committed to racial equity and social justice as evidenced by her participation on KCHA's Cultural Awareness Committee, leadership role on the Diversity Awareness Committee, and now representative on the REDI (Racial Equity Diversity and Inclusion) team. She appreciates working at an agency that strives to be antiracist. On her weekends, Pam enjoys watching the Seahawks, Huskies, and youth basketball/football games, supporting friends and family. She has a B.A. in Business Administration from the University of Washington.

