



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

Monday, May 22, 2023

[Webinar Meeting:](https://kcha-org.zoom.us/j/82568316435)

<https://kcha-org.zoom.us/j/82568316435>

Meeting ID: 825 6831 6435

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



SPECIAL ANNUAL HYBRID MEETING OF THE BOARD OF COMMISSIONERS AGENDA

May 22, 2023 - 3:00 p.m.

King County Housing Authority - West Wing Conference Room
600 Andover Park West, Tukwila, WA 98188

I. Call to Order

II. Roll Call

III. Election of Officers

- A. Chairperson
- B. Vice-Chair
- C. Secretary – Robin Walls

IV. Public Comment

V. Approval of Minutes

- A. Board Meeting Minutes – April 17, 2023

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VI. Approval of Agenda

VII. Consent Agenda

- A. Voucher Certification Reports for March 2023
- B. First Quarter 2023 Write-Off Report
- C. New Bank Accounts

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VIII. Resolutions for Discussion

A. Resolution No. 5747 – A RESOLUTION providing **3**
For the issuance of one or more series of revenue bonds in
the aggregate principal amount of not to exceed \$130,000,000,
the proceeds of which will be lent to New Kirkland Heights LLLP,
and determining related matters.

B. Resolution No. 5748 – A RESOLUTION of the authorizing the
Execution of financing, leasing, regulatory and related documents for the
Kirkland Heights Low Income Housing Tax Credit development.

C. Resolution No. 5749 – Authorizing Changes to the **4**
Public Housing Admission and Continued Occupancy Policy
(ACOP) and the Administrative Plans (AD PLANS) for Tenant-Based
and Project-Based Voucher Programs Relating to Household Eligibility

IX. Briefings & Reports

A. First Quarter 2023 Financial Report **5**

B. Property Management and Security Presentation **6**

C. EDIB Report **7**

X. Executive Director Report

XI. Executive Session

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

XII. KCHA in the News **8**

XIII. Commissioner Comments

XIV. 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
KING COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
HYBRID MEETING**

Monday, April 17

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, April 17, 2023. There being a quorum, the hybrid meeting was called to order by Chair Barnes at 3:03 p.m.

II. ROLL CALL

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

Guest: Richard Jackson

III. PUBLIC COMMENT

Resident Cindy Ference gave public comment.

Resident Maria Hudson gave public comment.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – March 20, 2023

On motion by Commissioner Regina Elmi, and seconded by Commissioner John Welch, the Board unanimously approved the March 20, 2023 Meeting Minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner John Welch, and seconded by Commissioner Regina Elmi, the Board unanimously approved the April 17, 2023 hybrid Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Reports for February 2023

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Regina Elmi, the Board unanimously approved the April 17, 2023 hybrid Board of Commissioners' meeting consent agenda.

VII. BRIEFINGS & REPORTS

A. First Quarter 2023 Procurement Report

Saeed Hajarizadeh, Deputy Executive Director – Chief Administrative Officer gave details of the report with highlights of changes.

Questions of Commissioners were answered.

B. Moving to Work (MTW) 2022 Report & Social Impact

Kristy Johnson, Senior Director of Policy, Research and Social Impact Initiatives
Annie Pennucci, Director of Impact & Evaluation
Ted Dezember, Senior Resident Services Manager for Educational Initiatives

The above team members delivered information about the 2022 MTW Report & Social Impact Program Highlights, as well as Innovative Programing Supporting families at the Intersection of housing and education.

- Moving to Work (MTW) planning and reporting
- Programming to address homelessness
- Programming supporting student achievement
- Data management, research and evaluation
- New initiatives that advance access and equity

KCHA Local Annual Goals

- Support resident health, stability and well-being
- Increase the number of low income households we serve
- Streamline operations, policies and procedures
- Broaden geographic choice
- Advance racial equity and social justice
- Deepen educational partnerships
- Invest in federally-subsidized housing capital needs
- Leverage partnerships to address homelessness

HUD Statutory Goals

- Create Housing Choice
- Promote Self-Sufficiency
- Reduce costs and achieve greater cost effectiveness

Questions of Commissioners were answered.

C. Fourth Quarter 2022 Executive Dashboard

Andrew Calkins summarized the dashboard that has information up to December 2022 and noted new features like Focus Areas.

D. Kirkland Heights Tax Credit Redevelopment Plan

Sunnie Park, Development Manager gave a high level overview of Kirkland Heights Redevelopment project.

Dan Landes, Development Director
Filly Dawit, Development Student Intern

This will be a background of Kirkland Heights and at the next Board meeting, we will come back asking the Board to approve Resolutions authorizing KCHA to move forward with financing and partnership closing.

Nikki Parrott, Director of Capital Construction and Weatherization

There are necessary improvements for the 600 building. These are preliminary plans and budgets for these plans. We are in an exploratory phase and will come back to the board once we have more details and costs.

Questions of Commissioners were answered.

VIII. EXECUTIVE DIRECTOR REPORT

Robin Walls, Executive Director/CEO gave news updates.

- The final 2023 budget from HUD included 100% HAP proration and a significant inflation factor of 17%. HUD has fully funded the program and is 24 Million in terms of funding that we were not expecting. That is very supportive and generous. The President has shown a lot of support for domestic programs.
- There were several KCHA Staff that attending the Moving to Work (MTW) Conference last week, with a significant presence of the HUD staff. The message from HUD is about the MTW reserves for the voucher program. Nationwide, HUD has public facing dashboards that you can see financials. There is 3.7 billion in reserves for Housing Authorities. The MTW Housing Authorities have a disproportionate amount of reserves. The reason why is that we have done a significant in acquisitions. We are also showing full commitment with our vouchers. We will be up for renewal in 2028.

- We are in the middle of four HUD Audits:
 - There will be an agency review for Sedro-Woolley Housing Authority next week
 - We are currently in the Emergency Housing Vouchers (EHV) audit
 - EIV Review
 - HUD Financial Audit, we submitted last week

- Introduction of Ponha Lim, Director of Safety and Security. Next month we will do an update of Safety and Security.

IX. EXECUTIVE SESSION

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

4:45pm – Board meeting was suspended.

5:15pm – Board meeting was re-convened.

X. KCHA IN THE NEWS

None.

XI. COMMISSIONER COMMENTS

None.

XII. ADJOURNMENT

Chair Barnes adjourned the meeting at 5:17 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: April 28, 2023
Re: **VOUCHER CERTIFICATION FOR MARCH 2023**

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
 April 28, 2023

| | | |
|---|--------------------|-------------------------|
| Bank Wires / ACH Withdrawals | | 8,253,894.65 |
| | <i>Subtotal</i> | 8,253,894.65 |
| Accounts Payable Vouchers | | |
| Key Bank Checks - #344723-345270 | | 6,350,050.00 |
| Tenant Accounting Checks - #11849-11869 | | 18,356.78 |
| | <i>Subtotal</i> | 6,368,406.78 |
| Payroll Vouchers | | |
| Checks - #93360-93384 & 93389-93398 | | 50,590.31 |
| Direct Deposit | | 3,254,951.64 |
| | <i>Subtotal</i> | 3,305,541.95 |
| Section 8 Program Vouchers | | |
| Checks - #642919-643366 | | 229,949.88 |
| ACH - #572242-575013 | | 21,086,143.55 |
| | <i>Subtotal</i> | 21,316,093.43 |
| Purchase Card / ACH Withdrawal | | 497,815.05 |
| | <i>Subtotal</i> | 497,815.05 |
| | GRAND TOTAL | \$ 39,741,751.86 |

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 | |
| Argyle | 03/01/2023 | \$ 20,533.21 | AP & Payroll | |
| Ballinger Commons | 03/01/2023 | \$ 105,583.02 | AP & Payroll | |
| Bellepark | 03/01/2023 | \$ 4,540.47 | AP | |
| Emerson | 03/01/2023 | \$ 38,592.04 | AP & Payroll | |
| GILMAN SQUARE | 03/01/2023 | \$ 15,721.54 | AP & Payroll | |
| Hampton Greens | 03/01/2023 | \$ 20,052.10 | AP | |
| Kendall Ridge | 03/01/2023 | \$ 9,430.51 | AP | |
| Landmark | 03/01/2023 | \$ 2,589.21 | AP | |
| Meadowbrook | 03/01/2023 | \$ 51,703.03 | AP & Payroll | |
| Riverstone | 03/01/2023 | \$ 32,921.32 | AP | |
| SALMON CREEK | 03/01/2023 | \$ 3,041.41 | Bank Fees | |
| Surrey Downs | 03/01/2023 | \$ 31,010.42 | AP & Payroll | |
| Villages at South Station | 03/01/2023 | \$ 56,650.46 | AP & Payroll | |
| Woodside East | 03/01/2023 | \$ 10,676.09 | AP | |
| ALPINE RIDGE | 03/02/2023 | \$ 6,578.02 | AP & Payroll | |
| ARBOR HEIGHTS | 03/02/2023 | \$ 15,077.10 | AP & Payroll | |
| Aspen Ridge | 03/02/2023 | \$ 12,110.46 | AP & Payroll | |
| Auburn Square | 03/02/2023 | \$ 18,639.96 | AP & Payroll | |
| Carriage House | 03/02/2023 | \$ 21,477.52 | AP & Payroll | |
| Carrington | 03/02/2023 | \$ 8,123.66 | AP & Payroll | |
| CASCADIAN | 03/02/2023 | \$ 24,086.40 | AP & Payroll | |
| Colonial Gardens | 03/02/2023 | \$ 12,284.78 | AP & Payroll | |
| FAIRWOOD | 03/02/2023 | \$ 14,285.46 | AP & Payroll | |
| HERITAGE PARK | 03/02/2023 | \$ 9,504.29 | AP & Payroll | |
| LAURELWOOD | 03/02/2023 | \$ 22,567.60 | AP & Payroll | |
| Meadows | 03/02/2023 | \$ 12,031.28 | AP & Payroll | |
| Newporter | 03/02/2023 | \$ 20,007.99 | AP & Payroll | |
| OVERLAKE | 03/02/2023 | \$ 40,766.17 | AP & Payroll | |

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|--------------------|------------|--------------|--------------|
| Parkwood | 03/02/2023 | \$ 9,983.26 | AP & Payroll |
| Pinewood Village | 03/02/2023 | \$ 26,627.97 | AP & Payroll |
| RAINIER VIEW I | 03/02/2023 | \$ 6,973.13 | AP |
| RAINIER VIEW II | 03/02/2023 | \$ 1,619.88 | AP |
| Salish | 03/02/2023 | \$ 19,750.75 | AP & Payroll |
| Sandpiper East | 03/02/2023 | \$ 17,064.42 | AP & Payroll |
| SI VIEW | 03/02/2023 | \$ 3,535.31 | AP |
| SOUTHWOOD SQUARE | 03/02/2023 | \$ 9,019.69 | AP & Payroll |
| Tall Cedars | 03/02/2023 | \$ 8,057.61 | AP & Payroll |
| Timberwood | 03/02/2023 | \$ 19,904.42 | AP & Payroll |
| Walnut Park | 03/02/2023 | \$ 17,350.24 | AP & Payroll |
| WINDSOR HEIGHTS | 03/02/2023 | \$ 34,318.48 | AP & Payroll |
| Woodridge Park | 03/02/2023 | \$ 21,223.39 | AP & Payroll |
| Juanita View | 03/06/2023 | \$ 13,130.79 | AP |
| Bellepark | 03/08/2023 | \$ 21,144.90 | AP & Payroll |
| Bellepark | 03/08/2023 | \$ 1,250.50 | AP & Payroll |
| Cottonwood | 03/08/2023 | \$ 31,456.60 | AP & Payroll |
| Cove East | 03/08/2023 | \$ 32,422.08 | AP & Payroll |
| Hampton Greens | 03/08/2023 | \$ 98,560.29 | AP & Payroll |
| Kendall Ridge | 03/08/2023 | \$ 54,138.63 | AP & Payroll |
| Landmark | 03/08/2023 | \$ 38,760.83 | AP & Payroll |
| NIA | 03/08/2023 | \$ 32,364.68 | AP & Payroll |
| Riverstone | 03/08/2023 | \$ 73,404.05 | AP & Payroll |
| SALMON CREEK | 03/08/2023 | \$ 13,686.34 | AP & Payroll |
| SALMON CREEK | 03/08/2023 | \$ 9,029.90 | AP & Payroll |
| SEOLA CROSSING LLC | 03/08/2023 | \$ 73,269.71 | AP & Payroll |
| SEOLA CROSSING LLC | 03/08/2023 | \$ 45,826.06 | AP & Payroll |
| Woodside East | 03/08/2023 | \$ 29,121.06 | AP & Payroll |
| ALPINE RIDGE | 03/09/2023 | \$ 3,724.65 | AP |
| ARBOR HEIGHTS | 03/09/2023 | \$ 10,163.31 | AP |
| Auburn Square | 03/09/2023 | \$ 11,743.97 | AP |
| Carriage House | 03/09/2023 | \$ 7,922.04 | AP |
| Carrington | 03/09/2023 | \$ 5,192.50 | AP |
| CASCADIAN | 03/09/2023 | \$ 46,098.99 | AP |
| Colonial Gardens | 03/09/2023 | \$ 4,146.22 | AP |
| FAIRWOOD | 03/09/2023 | \$ 4,761.00 | AP |
| HERITAGE PARK | 03/09/2023 | \$ 5,543.08 | AP |
| Juanita View | 03/09/2023 | \$ 39,182.85 | AP & Payroll |
| Kirkland Heights | 03/09/2023 | \$ 50,453.44 | AP & Payroll |
| LAURELWOOD | 03/09/2023 | \$ 6,787.60 | AP |

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|---------------------------|------------|-----------------|------------------------|
| Meadows | 03/09/2023 | \$ 4,133.30 | AP |
| Newporter | 03/09/2023 | \$ 3,777.64 | AP |
| OVERLAKE | 03/09/2023 | \$ 38,967.93 | AP |
| Parkwood | 03/09/2023 | \$ 8,561.07 | AP |
| Pinewood Village | 03/09/2023 | \$ 9,247.95 | AP |
| RAINIER VIEW I | 03/09/2023 | \$ 11,567.33 | AP |
| RAINIER VIEW II | 03/09/2023 | \$ 7,716.20 | AP |
| Salish | 03/09/2023 | \$ 2,348.73 | AP |
| Sandpiper East | 03/09/2023 | \$ 26,294.64 | AP |
| SI VIEW | 03/09/2023 | \$ 6,162.22 | AP |
| SOUTHWOOD SQUARE | 03/09/2023 | \$ 7,203.78 | AP |
| Tall Cedars | 03/09/2023 | \$ 9,245.61 | AP |
| Timberwood | 03/09/2023 | \$ 2,925.11 | AP |
| Vashon Terrace Depository | 03/09/2023 | \$ 2,408.48 | AP |
| Walnut Park | 03/09/2023 | \$ 11,004.28 | AP |
| WINDSOR HEIGHTS | 03/09/2023 | \$ 68,671.80 | AP |
| Woodridge Park | 03/09/2023 | \$ 8,507.08 | AP |
| ALPINE RIDGE | 03/10/2023 | \$ 15,000.00 | Quarterly Distribution |
| Argyle | 03/10/2023 | \$ 160,000.00 | Quarterly Distribution |
| Aspen Ridge | 03/10/2023 | \$ 80,000.00 | Quarterly Distribution |
| Auburn Square | 03/10/2023 | \$ 100,000.00 | Quarterly Distribution |
| Ballinger Commons | 03/10/2023 | \$ 1,400,000.00 | Quarterly Distribution |
| Bellepark | 03/10/2023 | \$ 22,000.00 | Quarterly Distribution |
| Carriage House | 03/10/2023 | \$ 240,000.00 | Quarterly Distribution |
| Carrington | 03/10/2023 | \$ 45,921.06 | Quarterly Distribution |
| Colonial Gardens | 03/10/2023 | \$ 140,000.00 | Quarterly Distribution |
| Cottonwood | 03/10/2023 | \$ 60,000.00 | Quarterly Distribution |
| Cove East | 03/10/2023 | \$ 170,000.00 | Quarterly Distribution |
| Emerson | 03/10/2023 | \$ 500,000.00 | Quarterly Distribution |
| FAIRWOOD | 03/10/2023 | \$ 160,000.00 | Quarterly Distribution |
| GILMAN SQUARE | 03/10/2023 | \$ 300,000.00 | Quarterly Distribution |
| Hampton Greens | 03/10/2023 | \$ 300,000.00 | Quarterly Distribution |
| HERITAGE PARK | 03/10/2023 | \$ 25,000.00 | Quarterly Distribution |
| Juanita View | 03/10/2023 | \$ 11,000.00 | Quarterly Distribution |
| Kendall Ridge | 03/10/2023 | \$ 281,000.00 | Quarterly Distribution |
| Kirkland Heights | 03/10/2023 | \$ 21,000.00 | Quarterly Distribution |
| Landmark | 03/10/2023 | \$ 100,000.00 | Quarterly Distribution |
| LAURELWOOD | 03/10/2023 | \$ 20,000.00 | Quarterly Distribution |
| Meadowbrook | 03/10/2023 | \$ 150,000.00 | Quarterly Distribution |
| Newporter | 03/10/2023 | \$ 180,000.00 | Quarterly Distribution |

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|---------------------------|------------|---------------|------------------------|--|
| Parkwood | 03/10/2023 | \$ 80,000.00 | Quarterly Distribution | |
| Pinewood Village | 03/10/2023 | \$ 60,000.00 | Quarterly Distribution | |
| Riverstone | 03/10/2023 | \$ 150,000.00 | Quarterly Distribution | |
| SOUTHWOOD SQUARE | 03/10/2023 | \$ 100,000.00 | Quarterly Distribution | |
| Surrey Downs | 03/10/2023 | \$ 180,000.00 | Quarterly Distribution | |
| Tall Cedars | 03/10/2023 | \$ 50,000.00 | Quarterly Distribution | |
| Timberwood | 03/10/2023 | \$ 500,000.00 | Quarterly Distribution | |
| Vashon Terrace Depository | 03/10/2023 | \$ 130,000.00 | Quarterly Distribution | |
| Villages at South Station | 03/10/2023 | \$ 200,000.00 | Quarterly Distribution | |
| Villages at South Station | 03/10/2023 | \$ 180,000.00 | Quarterly Distribution | |
| Walnut Park | 03/10/2023 | \$ 200,000.00 | Quarterly Distribution | |
| Woodridge Park | 03/10/2023 | \$ 50,000.00 | Quarterly Distribution | |
| Woodside East | 03/10/2023 | \$ 200,000.00 | Quarterly Distribution | |
| Argyle | 03/15/2023 | \$ 54,898.30 | AP & Payroll | |
| Ballinger Commons | 03/15/2023 | \$ 6,800.00 | EPRAP | |
| Ballinger Commons | 03/15/2023 | \$ 5,070.00 | EPRAP | |
| Ballinger Commons | 03/15/2023 | \$ 141,189.83 | AP & Payroll | |
| Bellepark | 03/15/2023 | \$ 7,651.53 | AP | |
| Emerson | 03/15/2023 | \$ 96,961.38 | AP & Payroll | |
| GILMAN SQUARE | 03/15/2023 | \$ 49,756.51 | AP & Payroll | |
| Hampton Greens | 03/15/2023 | \$ 21,317.42 | AP | |
| Kendall Ridge | 03/15/2023 | \$ 19,397.84 | AP | |
| Landmark | 03/15/2023 | \$ 13,010.47 | AP | |
| Meadowbrook | 03/15/2023 | \$ 65,062.74 | AP & Payroll | |
| Riverstone | 03/15/2023 | \$ 19,247.13 | AP | |
| Surrey Downs | 03/15/2023 | \$ 48,959.09 | AP & Payroll | |
| Villages at South Station | 03/15/2023 | \$ 66,214.27 | AP & Payroll | |
| Woodside East | 03/15/2023 | \$ 14,648.39 | AP | |
| ALPINE RIDGE | 03/16/2023 | \$ 9,529.29 | AP & Payroll | |
| ARBOR HEIGHTS | 03/16/2023 | \$ 14,456.52 | AP & Payroll | |
| Aspen Ridge | 03/16/2023 | \$ 3,397.94 | AP & Payroll | |
| Auburn Square | 03/16/2023 | \$ 23,785.05 | AP & Payroll | |
| Carriage House | 03/16/2023 | \$ 23,778.56 | AP & Payroll | |
| Carrington | 03/16/2023 | \$ 13,972.32 | AP & Payroll | |
| CASCADIAN | 03/16/2023 | \$ 34,805.01 | AP & Payroll | |
| Colonial Gardens | 03/16/2023 | \$ 36,338.61 | AP & Payroll | |
| FAIRWOOD | 03/16/2023 | \$ 27,788.90 | AP & Payroll | |
| HERITAGE PARK | 03/16/2023 | \$ 13,404.65 | AP & Payroll | |
| LAURELWOOD | 03/16/2023 | \$ 18,191.75 | AP & Payroll | |
| Meadows | 03/16/2023 | \$ 14,469.20 | AP & Payroll | |

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|---------------------------|------------|---------------|--------------|
| Newporter | 03/16/2023 | \$ 19,852.17 | AP & Payroll |
| OVERLAKE | 03/16/2023 | \$ 53,594.87 | AP & Payroll |
| Parkwood | 03/16/2023 | \$ 31,792.45 | AP & Payroll |
| Pinewood Village | 03/16/2023 | \$ 13,297.13 | AP & Payroll |
| RAINIER VIEW I | 03/16/2023 | \$ 15,048.71 | AP |
| RAINIER VIEW II | 03/16/2023 | \$ 8,865.96 | AP |
| Salish | 03/16/2023 | \$ 18,186.49 | AP & Payroll |
| Sandpiper East | 03/16/2023 | \$ 34,028.79 | AP & Payroll |
| SI VIEW | 03/16/2023 | \$ 7,264.42 | AP |
| SOUTHWOOD SQUARE | 03/16/2023 | \$ 19,667.35 | AP & Payroll |
| Timberwood | 03/16/2023 | \$ 18,883.23 | AP & Payroll |
| Vashon Terrace Depository | 03/16/2023 | \$ 6,218.04 | AP |
| Walnut Park | 03/16/2023 | \$ 64,396.75 | AP & Payroll |
| WINDSOR HEIGHTS | 03/16/2023 | \$ 63,066.62 | AP & Payroll |
| Woodridge Park | 03/16/2023 | \$ 42,437.98 | AP & Payroll |
| Bellepark | 03/22/2023 | \$ 8,494.95 | AP & Payroll |
| Cottonwood | 03/22/2023 | \$ 11,861.58 | AP & Payroll |
| Cove East | 03/22/2023 | \$ 25,697.06 | AP & Payroll |
| Hampton Greens | 03/22/2023 | \$ 123,433.36 | AP & Payroll |
| Juanita View | 03/22/2023 | \$ 8,916.59 | AP & Payroll |
| Kendall Ridge | 03/22/2023 | \$ 72,902.69 | AP & Payroll |
| Kirkland Heights | 03/22/2023 | \$ 43,531.97 | AP & Payroll |
| Landmark | 03/22/2023 | \$ 16,246.72 | AP & Payroll |
| NIA | 03/22/2023 | \$ 78,434.51 | AP & Payroll |
| Riverstone | 03/22/2023 | \$ 51,782.79 | AP & Payroll |
| SALMON CREEK | 03/22/2023 | \$ 59,239.27 | AP & Payroll |
| SEOLA CROSSING LLC | 03/22/2023 | \$ 60,855.47 | AP & Payroll |
| SEOLA CROSSING LLC | 03/22/2023 | \$ 59,059.68 | AP & Payroll |
| Woodside East | 03/22/2023 | \$ 70,859.61 | AP & Payroll |
| ALPINE RIDGE | 03/23/2023 | \$ 5,439.95 | AP |
| ARBOR HEIGHTS | 03/23/2023 | \$ 29,908.18 | AP |
| Aspen Ridge | 03/23/2023 | \$ 41,786.10 | AP |
| Auburn Square | 03/23/2023 | \$ 25,009.83 | AP |
| Ballinger Commons | 03/23/2023 | \$ 34,009.10 | AP |
| Ballinger Commons | 03/23/2023 | \$ 15,510.25 | AP |
| Carriage House | 03/23/2023 | \$ 15,063.10 | AP |
| Carrington | 03/23/2023 | \$ 6,943.63 | AP |
| CASCADIAN | 03/23/2023 | \$ 417,316.75 | AP |
| Colonial Gardens | 03/23/2023 | \$ 7,015.25 | AP |
| FAIRWOOD | 03/23/2023 | \$ 14,881.81 | AP |

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|---------------------------|------------|---------------|-------------------------------------|--|
| HERITAGE PARK | 03/23/2023 | \$ 808.77 | AP | |
| LAURELWOOD | 03/23/2023 | \$ 21,397.11 | AP | |
| Meadows | 03/23/2023 | \$ 6,909.67 | AP | |
| Newporter | 03/23/2023 | \$ 37,937.94 | AP | |
| OVERLAKE | 03/23/2023 | \$ 40,596.21 | AP | |
| Parkwood | 03/23/2023 | \$ 9,179.80 | AP | |
| Pinewood Village | 03/23/2023 | \$ 8,906.38 | AP | |
| RAINIER VIEW I | 03/23/2023 | \$ 2,468.70 | AP | |
| RAINIER VIEW II | 03/23/2023 | \$ 982.11 | AP | |
| Salish | 03/23/2023 | \$ 32,048.21 | AP | |
| Sandpiper East | 03/23/2023 | \$ 3,838.02 | AP | |
| SI VIEW | 03/23/2023 | \$ 4,922.89 | AP | |
| SOUTHWOOD SQUARE | 03/23/2023 | \$ 16,287.44 | AP | |
| Timberwood | 03/23/2023 | \$ 72,479.44 | AP | |
| Vashon Terrace Depository | 03/23/2023 | \$ 2,885.15 | AP | |
| Walnut Park | 03/23/2023 | \$ 9,508.52 | AP | |
| WINDSOR HEIGHTS | 03/23/2023 | \$ 132,397.73 | AP | |
| Woodridge Park | 03/23/2023 | \$ 2,755.07 | AP | |
| Kirkland Heights | 03/24/2023 | \$ 23,291.56 | AP | |
| SEOLA CROSSING LLC | 03/24/2023 | \$ 2,534.44 | AP | |
| Argyle | 03/29/2023 | \$ 61,175.31 | AP & Payroll | |
| Ballinger Commons | 03/29/2023 | \$ 3,450.00 | EPRAP | |
| Ballinger Commons | 03/29/2023 | \$ 189,422.06 | AP & Payroll | |
| Bellepark | 03/29/2023 | \$ 33,576.89 | AP | |
| Emerson | 03/29/2023 | \$ 65,500.52 | AP & Payroll | |
| GILMAN SQUARE | 03/29/2023 | \$ 48,088.86 | AP & Payroll | |
| Hampton Greens | 03/29/2023 | \$ 23,651.09 | AP | |
| Kendall Ridge | 03/29/2023 | \$ 11,022.70 | AP | |
| Landmark | 03/29/2023 | \$ 4,611.90 | AP | |
| Meadowbrook | 03/29/2023 | \$ 52,081.83 | AP & Payroll | |
| Riverstone | 03/29/2023 | \$ 70,275.17 | AP | |
| Surrey Downs | 03/29/2023 | \$ 72,537.59 | AP & Payroll | |
| Villages at South Station | 03/29/2023 | \$ 38,513.40 | AP & Payroll | |
| Woodside East | 03/29/2023 | \$ 18,919.18 | AP | |
| ALPINE RIDGE | 03/30/2023 | \$ 9,406.55 | AP & Payroll & Management fee & OCR | |
| ARBOR HEIGHTS | 03/30/2023 | \$ 23,581.50 | AP & Payroll & Management fee & OCR | |
| Aspen Ridge | 03/30/2023 | \$ 11,324.71 | AP & Payroll & Management fee & OCR | |
| Auburn Square | 03/30/2023 | \$ 12,791.32 | AP & Payroll & Management fee & OCR | |
| Carriage House | 03/30/2023 | \$ 48,198.38 | AP & Payroll & Management fee & OCR | |
| Carrington | 03/30/2023 | \$ 16,092.15 | AP & Payroll & Management fee & OCR | |

| | | | | |
|--------------------|------------------|-------------------------|-------------------------------------|--|
| CASCADIAN | 03/30/2023 | \$ 31,691.92 | AP & Payroll & Management fee & OCR | |
| Colonial Gardens | 03/30/2023 | \$ 9,367.83 | AP & Payroll & Management fee & OCR | |
| FAIRWOOD | 03/30/2023 | \$ 61,386.60 | AP & Payroll & Management fee & OCR | |
| HERITAGE PARK | 03/30/2023 | \$ 19,775.03 | AP & Payroll & Management fee & OCR | |
| LAURELWOOD | 03/30/2023 | \$ 29,296.65 | AP & Payroll & Management fee & OCR | |
| Meadows | 03/30/2023 | \$ 12,368.51 | AP & Payroll & Management fee & OCR | |
| Newporter | 03/30/2023 | \$ 19,121.65 | AP & Payroll & Management fee & OCR | |
| OVERLAKE | 03/30/2023 | \$ 62,124.02 | AP & Payroll & Management fee & OCR | |
| Parkwood | 03/30/2023 | \$ 28,259.81 | AP & Payroll & Management fee & OCR | |
| Pinewood Village | 03/30/2023 | \$ 16,656.96 | AP & Payroll & Management fee & OCR | |
| RAINIER VIEW I | 03/30/2023 | \$ 2,352.45 | AP | |
| RAINIER VIEW II | 03/30/2023 | \$ 2,443.51 | AP | |
| Salish | 03/30/2023 | \$ 26,082.16 | AP & Payroll & Management fee & OCR | |
| Sandpiper East | 03/30/2023 | \$ 62,072.47 | AP & Payroll & Management fee & OCR | |
| SI VIEW | 03/30/2023 | \$ 2,031.38 | AP | |
| SOUTHWOOD SQUARE | 03/30/2023 | \$ 8,467.13 | AP & Payroll & Management fee & OCR | |
| Tall Cedars | 03/30/2023 | \$ 17,475.84 | AP | |
| Timberwood | 03/30/2023 | \$ 21,907.87 | AP & Payroll & Management fee & OCR | |
| Walnut Park | 03/30/2023 | \$ 22,335.56 | AP & Payroll & Management fee & OCR | |
| WINDSOR HEIGHTS | 03/30/2023 | \$ 49,948.66 | AP & Payroll & Management fee & OCR | |
| Woodridge Park | 03/30/2023 | \$ 30,391.72 | AP & Payroll & Management fee & OCR | |
| OVERLAKE | 03/31/2023 | \$ 60,834.00 | Quarterly Distribution | |
| SALMON CREEK | 03/31/2023 | \$ 158,488.64 | Quarterly Distribution | |
| SEOLA CROSSING LLC | 03/31/2023 | \$ 238,267.35 | Quarterly Distribution | |
| SEOLA CROSSING LLC | 03/31/2023 | \$ 82,953.33 | Quarterly Distribution | |
| Total | 253 Wires | \$ 13,296,325.53 | | |



TO: Board of Commissioners

FROM: Mary Osier, Accounting Manager

DATE: April 28, 2023

RE: 1st Quarter 2023 Summary Write-Offs

During the first quarter of 2023, tenant accounts totaling \$10,900 were deemed uncollectable and written off. This represents a 23% decrease from the previous quarter. Overall, past due rents owed to KCHA accounted for \$979 (9%) of the total and cleaning/damage charges accounted for \$6,018 (56%) of the total. Security deposits in the amount of \$1,150 were retained to offset 11% 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. A total of \$2,310 was recovered by the collection agency during the first quarter for payments to accounts that were sent to the collection agency.

| | Current Qtr. WRITE-OFFS | YTD WRITE-OFFS |
|--|------------------------------------|---------------------------|
| Rent Balance Forward to Vacate Month | \$ 3,823 | \$ 3,823 |
| Retro Rent Write-offs | \$ - | \$ - |
| <u>VACATE CHARGES:</u> | | |
| Rent Delinquent in Vacate Month | \$ 979 | \$ 979 |
| Cleaning & Damages | \$ 6,018 | \$ 6,018 |
| Paper Service & Court Costs | \$ - | \$ - |
| Miscellaneous Charges | \$ 81 | \$ 81 |
| Total Charges | <u>\$ 7,077</u> | <u>\$ 7,077</u> |
| Total All Charges | <u>\$ 10,900</u> | <u>\$ 10,900</u> |
| <u>CREDITS:</u> | | |
| Security Deposits | \$ (1,150) | \$ (1,150) |
| Miscellaneous Payments & Credits | \$ (221) | \$ (221) |
| Total Credits | <u>\$ (1,371)</u> | <u>\$ (1,371)</u> |
| Total Net Write-offs | <u>\$ 9,529</u> | <u>\$ 9,529</u> |
| Net Write-offs by Portfolio | | |
| KCHA | \$ 7,764 | \$ 7,764 |
| Green River II | \$ - | \$ - |
| Soosette Creek | \$ 1,457 | \$ 1,457 |
| Zephyr | \$ - | \$ - |
| Fairwind | \$ - | \$ - |
| Vantage Point | \$ - | \$ - |
| Spiritwood Manor | \$ 307 | \$ 307 |
| | <u>\$ 9,529</u> | <u>\$ 9,529</u> |

**Write-off and Collection Summary
2021 - 2023**

| NET WRITE-OFFS | | | |
|-----------------------|---------------|---------------|--------------|
| | 2021 | 2022 | 2023 |
| January to March | 12,833 | 13,230 | 9,529 |
| April to June | 45,044 | 7,699 | |
| July to September | 10,130 | 10,587 | |
| October to December | 22,867 | 11,390 | |
| TOTAL | 90,873 | 42,906 | 9,529 |

| NET COLLECTIONS | | | |
|------------------------|--------------|--------------|--------------|
| | 2021 | 2022 | 2023 |
| January to March | 827 | 3,256 | 2,310 |
| April to June | 283 | 466 | |
| July to September | 2,803 | 982 | |
| October to December | 1,558 | 361 | |
| TOTAL | 5,470 | 5,065 | 2,310 |



To: Board of Commissioners
From: Windy Epps, Director of Finance
Date: April 30, 2023
Re: **New Bank Accounts**

Since the last Board meeting KCHA opened three new bank accounts.

Bank: Bank of America

- Housing Authority of the County of King – Depository

Bank: Northwest Bank

- King County Housing Authority DBA Plum Court – Operating Trust
- King County Housing Authority DBA Plum Court – Security Deposit Trust

Purpose:

The new depository accounts will be used to receive and hold all property income. The account will also wire funds to the operating account which pays the property's operating expenses.

The Operating Trust Account will be used to pay operating expenses related to the property. The account will primarily receive wires from the Depository Account at Bank of America and issue checks. Wire transfers will be made to the Operating Account to pay for the property's operating expenses.

The Security Deposit Trust account will be used to hold tenant security deposits. Transactions will include and be limited to deposits from the depository account and transfers to the operating account for tenant refunds. KCHA policy requires tenant security deposits and the practice is to hold security deposits in separate bank accounts.

| Property Name | Property Type | Property Managed by | Legal Account Owner | Legal Name of Account | Account Purpose | Account Number | Type of Bank Account | Bank | Date Opened | Purpose/Reason Account needed | Types of account activity to be expected |
|---------------|---------------|---------------------|---------------------|--|------------------------|----------------|----------------------|-----------------|-------------|-------------------------------|--|
| Plum Court | Bond | Allied | KCHA | Housing Authority of the County of King | Depository | 105000370978 | Checking | Bank of America | 04/03/23 | New Acquisition | Receive and hold all income for property. Issue wires to operating accounts which pay property expenses. |
| Plum Court | Bond | Allied | Allied | King County Housing Authority DBA Plum Court | Operating | 100094891 | Checking | Northwest Bank | 04/12/23 | New Acquisition | Receive funds from Depository to issue checks for operating expenses of property |
| Plum Court | Bond | Allied | Allied | King County Housing Authority DBA Plum Court | Security Deposit Trust | 100094900 | Checking | Northwest Bank | 04/12/23 | New Acquisition | Hold tenant security deposits |

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To: Board of Commissioners

From: Dan Landes, Development Director

Date May 22, 2023

Re: **Resolution No. 5747:** A RESOLUTION providing for the issuance of one or more series of revenue bonds in the aggregate principal amount of not to exceed \$130,000,000, the proceeds of which will be lent to New Kirkland Heights LLLP, and determining related matters.

Resolution No. 5748: A RESOLUTION of the authorizing the execution of financing, leasing, regulatory and related documents for the Kirkland Heights Low Income Housing Tax Credit development.

Executive Summary

At the April 2023 Board of Commissioners meeting, King County Housing Authority (KCHA) staff presented the project profile to the Board and discussed the proposed redevelopment and expansion of Kirkland Heights. At this meeting, the Board is being asked to approve resolutions authorizing the Authority secure and provide the financing needed to move forward with redevelopment. Resolution No. 5747 authorizes the issuance of private activity tax-exempt bonds necessary to finance a part of the development. Resolution No. 5748 provides authorization for the balance of financing necessary to complete the development, including Low-Income Housing Tax Credits, Renewable Energy Tax Credits, financing provided by KCHA, and additional sources of the public financing. With the passage of these two resolutions, KCHA will proceed with the redevelopment and expansion of Kirkland Heights.

Private Activity Tax-exempt Bonds

Financing for the redevelopment of Kirkland Heights will be secured by the issuance of short-term and long-term private activity tax-exempt bonds, which together will comprise more than 50% of the qualified costs in the project. This will allow the project to receive and sell 4% Low-Income Housing Tax Credits. Resolution No. 5747 authorizes the issuance of up to \$130 million in private activity tax-exempt bonds, which will be enough to meet the 50% of qualified cost threshold. The long-term bonds are estimated to be between \$49 million and \$55 million, and the remaining issuance will be for short-term financing.

4% Low Income Tax Credits

The Kirkland Heights redevelopment is expected to generate over \$94 million in Low-Income Housing Tax Credits over 10 years, which will be sold to an investor for approximately \$92 million. An additional \$2.5 million in investor equity will be generated through the renewable energy tax-credit program, which will help fund the extensive solar panels to be installed at Kirkland Heights. Resolution No. 5748 authorizes execution of the documents needed to secure the Low-Income Housing Tax Credit financing as well as additional financing provided by KCHA and other public entities.

Sources and Uses

The estimated sources and uses are as follows:

USES

| | |
|---------------------------------------|----------------------|
| Acquisition | \$61,000,000 |
| Construction Costs, professional fees | \$147,500,000 |
| Financing Costs and Interest | \$17,000,000 |
| Other Development Costs | \$5,000,000 |
| TOTAL | <u>\$230,500,000</u> |

SOURCES

| | |
|-------------------------------------|----------------------|
| Tax Credit Equity | \$92,000,000 |
| Renewable Energy Tax Credits | \$2,500,000 |
| Tax-Exempt Bonds | \$49,000,000 |
| KCHA Subordinate Loan/Deferred Fees | \$87,000,000 |
| TOTAL | <u>\$230,500,000</u> |

KCHA Financing

KCHA will have the following roles in financing the project:

Short-Term Bonds: KCHA will issue between \$66 million and \$75 million in short-term private-activity tax-exempt bonds. These bonds will be sold through a public offering estimated to occur in August 2023. KCHA will reloan these proceeds to the partnership. This loan to the partnership will be repaid with tax credit equity.

Permanent Debt: KCHA will issue between \$49 million and \$55 million in permanent private activity tax-exempt bonds and re-loan the proceeds to the Partnership to provide permanent financing for the acquisition, construction and development activities. This loan to the partnership will be repaid out of the property's annual net operating income. Depending on market conditions, these bonds will be sold through a public offering sometime between July 2023 and December 2024.

Low-Income Housing Tax Credits: KCHA will be the General Partner of the New Kirkland Heights LLLP and provide the investor with a construction completion guarantee, tax credit guarantee, and operating deficit guarantee.

Authority Loans: KCHA will provide approximately \$60 million in short-term seller financing. This financing will be repaid with tax-exempt bond financing and the KCHA subordinate loan.

KCHA will provide approximately \$87 million as a subordinate loan to the Partnership, which will finance a portion of the acquisition and construction activities. \$36.3 million of this loan will be offset by lease payments to KCHA, which will be made by the partnership from tax-exempt bond proceeds. The developer fee proceeds will offset approximately \$21 million of this loan, interest on KCHA's seller financing during construction will generate \$5 million and the following public financing will offset an additional \$13.5 million. The projected net cost to KCHA for this redevelopment is \$11 million.

King County TOD Funds: KCHA received \$11.2 million in King County TOD funding for the acquisition of Kirkland Heights. This funding offsets some of the acquisition costs on this deal.

ARCH Funds: KCHA has applied for and received a preliminary funding commitment of \$2,132,200 from ARCH. KCHA will close on these funds in August 2023 and reloan them to the partnership as a part of the KCHA Subordinate Loan.

Washington State Housing Trust Fund: In order to lower the net impact of this development KCHA, KCHA will apply for \$5 million in Washington State Housing Trust Funds in September 2023. Should an award be made and acceptable funding terms be negotiated, these funds will be loaned to the partnership and reduce the KCHA subordinate loan.

Preliminary Project Schedule

The preliminary schedule for the project is as follows:

1. April 2023: Submit a Low-Income Housing Tax Credit application to Washington State Housing Finance Commission (WSHFC). Select tax credit equity investor and begin negotiation of deal terms.
2. May 2023: Board approval of financing resolution. Submit bond cap allocation request to WSHFC.
3. June 2023: Receive construction bids and award contract. Receive building permit.
4. July 2023: Close tax credit partnership and equity financing. Execute lease and loan agreements with Partnership. Begin construction.
5. August 2023: Issue and sell tax-exempt bonds. Close on ARCH financing.
6. December 2025-April 2026: Completion of construction.
7. January 2026: Second Investor equity disbursement, pay down tax-exempt line of credit.

8. January 2027: Third Investor equity disbursement, pay off tax-exempt line of credit.
9. April 2027: Final Investor equity disbursement, pay KCHA developer fee.

Board of Commissioner Actions:

Staff recommends passage of Resolutions numbered 5747 and 5748.

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5747

(Affordable Housing Revenue Bonds (Kirkland Heights Project))

A RESOLUTION of the Board of Commissioners of the Housing Authority of the County of King providing for the issuance of one or more series of revenue bonds of the Authority in the aggregate principal amount of not to exceed \$130,000,000, the proceeds of which will be lent to New Kirkland Heights LLLP, a Washington limited liability limited partnership of which the Authority is the sole general partner; and determining related matters.

ADOPTED May 22, 2023

This document was prepared by:

*FOSTER GARVEY P.C.
1111 Third Avenue, Suite 3000
Seattle, Washington 98101
(206) 447-4400*

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5747

(Affordable Housing Revenue Bonds (Kirkland Heights Project))

A RESOLUTION of the Board of Commissioners of the Housing Authority of the County of King providing for the issuance of one or more series of revenue bonds of the Authority in the aggregate principal amount of not to exceed \$130,000,000, the proceeds of which will be lent to New Kirkland Heights LLLP, a Washington limited liability limited partnership of which the Authority is the sole general partner; and determining related matters.

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

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

(a) Statutory Authorization. The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof” (RCW 35.82.070(2)); (ii) “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project and . . . to establish and revise the rents or charges therefor” (RCW 35.82.070(5)); (iii) issue bonds, notes or other obligations for any of its corporate purpose (RCW 35.82.020(11) and RCW 35.82.130); (iv) “make . . . loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing or refinancing of land, buildings, or developments for housing for persons of low income” (RCW 35.82.070(19)); (v) “make and execute contracts and other instruments, including but not limited to partnership agreements” (RCW 35.82.070(1)); and (iv) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040). The phrase “housing project” is defined by RCW 35.82.020 to include, among other things, “any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income.” The Uniform Electronic Transactions Act (chapter 1.80 RCW) provides that each governmental agency of the State “shall determine whether, and the extent to which, a governmental agency will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use and rely upon electronic records and electronic signatures” (RCW 1.80.170(1)).

(b) Issuance of Bonds Necessary and Advisable and in the Best Interests of the Authority. New Kirkland Heights LLLP, a Washington limited liability limited partnership of which the Authority is the sole general partner (the “Borrower”) has (i) applied to the Authority for financial assistance in the principal amount of up to \$130,000,000 for the purpose of providing part of the funds with which to acquire, rehabilitate, construct, and equip an affordable housing project known as Kirkland Heights, currently containing 180 units and to contain approximately 276 units after renovation (the “Project”), in the City of Kirkland, Washington, and (ii) requested

that the Authority issue revenue bonds of the Authority in an aggregate principal amount not to exceed \$130,000,000, for the purpose of assisting the Borrower in financing the Project. It is necessary and advisable, important for the feasibility of the Project, and in the best interest of the Authority to issue bonds in an aggregate principal amount of not to exceed \$130,000,000, the proceeds of which will be used to make one or more loans to the Borrower for the purposes described herein.

(c) Area of Operation. RCW 35.82.070(14) provides that a housing authority may exercise its powers within the boundaries of any city not included in its area of operation if the governing body of that city adopts a resolution declaring that there is a need for the housing authority to exercise its powers within the city. The City Council of the City of Kirkland, Washington (the “City”), the governing body of the City, adopted its Resolution No. 2747 on August 4, 1980, declaring that there is a need for the Authority to function within the City.

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

Section 2. Definitions. As used in this resolution, the following words have the following meanings, except as otherwise expressly provided or unless the context otherwise clearly requires:

“Act” means chapter 35.82 of the Revised Code of Washington.

“Acquisition Date” means the date upon which the Authority acquires the Borrower’s interest in the Project or acquires the limited partner’s interest in the Borrower.

“Amendment to Loan Agreement” means any amendment to a Loan Agreement between the Authority and the Borrower relating to one or more series of Bonds issued as additional bonds under an Indenture, as originally executed or as it may from time to time be supplemented, modified, or amended.

“Authority” means the Housing Authority of the County of King, a public body corporate and politic duly organized and existing under and by virtue of the laws of the State of Washington.

“Authority Continuing Disclosure Agreement” means the Continuing Disclosure Agreement between the Authority and The Bank of New York Mellon Trust Company, N.A., as dissemination agent, relating to one or more series of Bonds, including any supplements or amendments thereto.

“Authorized Officers” means each of the Chair of the Board, the Executive Director of the Authority, any Deputy Executive Director of the Authority, and the Senior Director of Development and Asset Management of the Authority.

“Board” means the Board of Commissioners of the Authority.

“Bond” or “Bonds” means one or more of the Housing Authority of the County of King Affordable Housing Revenue Bonds, Series 202[3/4] (Kirkland Heights Project), which

designation may be adjusted pursuant to Section 4, or any replacement for such bonds authorized by, and at any time outstanding pursuant to, this resolution and an Indenture.

“Bond Registrar” means the entity serving as registrar, authenticating agent, and paying agent under the applicable Indenture, initially the Trustee.

“Bond Purchase Agreement” means the Purchase Contract among the Underwriter, the Borrower, and the Authority relating to the sale of one or more series of Bonds.

“Borrower” means New Kirkland Heights LLLP, a Washington limited liability limited partnership.

“Borrower Continuing Disclosure Agreement” means the Continuing Disclosure Agreement between the Borrower and The Bank of New York Mellon Trust Company, N.A., as dissemination agent, relating to one or more series of Bonds, including any supplements or amendments thereto.

“Code” means the Internal Revenue Code of 1986, as in effect on the date on which the Bonds are issued or as it may be amended to apply to obligations issued on the date on which the Bonds are issued, or any successor federal income tax statute or code.

“County” means King County, Washington.

“General Revenues” means all revenues of the Authority from any source (other than Loan Payments), but only to the extent that those revenues are available to pay debt service on the Bonds and are not now or hereafter pledged or restricted, by law, regulation, contract, covenant, resolution, deed of trust, or otherwise (including restrictions relating to funds made available to the Authority under the U.S. Housing Act of 1937), solely to another particular purpose.

“Indenture” means any Trust Indenture between the Authority and the Trustee relating to one or more series of Bonds, as originally executed or as it may from time to time be supplemented, modified or amended, including by any Supplemental Indenture thereto.

“Loan” means any loan to be made by the Authority to the Borrower of the proceeds of the Bonds, and other available funds of the Authority as authorized by Section 8.

“Loan Agreement” means any Loan Agreement by and between the Authority and the Borrower providing for, evidencing, and securing the obligation of the Borrower to repay a Loan, and including any supplements or amendments thereto including, without limitation, any Amendment to Loan Agreement.

“Loan Payments” means the payments of principal of and premium, if any, and interest on a Loan pursuant to a Loan Agreement allocable to payment of principal of and interest on one or more series of Bonds.

“Net Operating Income” shall have the meaning ascribed thereto in the applicable Indenture.

“Project” means, depending on the context, (1) the acquisition, rehabilitation, construction, and equipping of the multifamily housing complex known as Kirkland Heights located in the vicinity of 13310 NE 133rd Street, Kirkland, Washington, or (2) the Kirkland Heights multifamily housing complex so acquired, rehabilitated, constructed, and equipped.

“Promissory Note” means any promissory note to be made by the Borrower to the Authority to evidence a Loan.

“Regulatory Agreement” means a Regulatory Agreement by and between the Borrower and the Authority governing the use of the Project, including any supplements or amendments thereto.

“Supplemental Indenture” means any supplemental trust indenture between the Authority and the Trustee relating to one or more series of Bonds issued as additional bonds under an Indenture, as originally executed or as it may from time to time be supplemented, modified, or amended.

“Tax Agreement” means the Federal Tax Certificate and Agreement between the Authority and the Borrower, pertaining to one or more series of the Bonds, including any supplements or amendments thereto.

“Trustee” means the entity serving as trustee under an Indenture, initially The Bank of New York Mellon Trust Company, N.A.

“Underwriter” means KeyBanc Capital Markets Inc.

All other capitalized terms used but not defined herein shall have the meanings assigned to them in the Indenture(s).

Section 3. Authorization of Bonds and Application of Proceeds. The Authority shall issue one or more series of Bonds for the purpose of making one or more Loans to the Borrower to provide a portion of the funds required to finance costs of the Project (which may include, without limitation, reimbursements for past expenditures), and/or to refund or repay obligations of the Partnership incurred to finance costs of the Project, and, at the option of the Authority, to pay all or a portion of the costs of issuing the Bonds. All proceeds of the Bonds shall be lent to the Borrower for those purposes, and shall be deposited with the Trustee, all as provided in the applicable Indenture.

Section 4. Description of Bonds. The Bonds shall be designated the Housing Authority of the County of King Affordable Housing Revenue Bonds, Series 202[3/4] (Kirkland Heights Project). The Board has determined that it is in the best interest of the Authority to delegate to the Authorized Officers, and each of them acting alone, the authority to determine and approve the number of series of the Bonds, the final principal amounts, dates, interest rates, payment dates, maturity dates, and redemption provisions of the Bonds, and whether any series of the Bonds shall be issued on a taxable or tax-exempt basis (and, if so, the appropriate principal amounts of the taxable and tax-exempt series of the Bonds), and to adjust the title of each series of Bonds to reflect any series designation and the issuance of any series on a taxable or tax-exempt basis, as set forth in the applicable Indenture. The Authorized Officers, and each of them acting alone, are further authorized to designate any series of Bonds as “social bonds,” “green bonds,” or any

similar designation indicating the purpose for which the proceeds of such Bonds are to be used, and to adjust the title of such series of Bonds to reflect such designation, as set forth in an Indenture.

Bonds of different series may be issued simultaneously or from time to time, as determined by an Authorized Officer. One or more series of bonds may be issued under separate Indentures, or may be issued as additional bonds under an existing Indenture as described in a Supplemental Indenture.

The Bonds shall be issued in registered form; shall be in the aggregate principal amount of not to exceed \$130,000,000, shall be in authorized denominations of \$5,000 or any integral multiple thereof, and shall be dated such date, shall bear interest payable on such dates and at such rates, shall mature at such times and in such amounts, shall have such prepayment or redemption provisions and shall have such other provisions consistent with the terms of this resolution as shall be set forth in the applicable Indenture.

The execution of an Indenture or Supplemental Indenture by an Authorized Officer shall be conclusive evidence of the approval by the Authority of the terms set forth therein.

Section 5. Security for the Bonds. The Bonds shall be special obligations of the Authority payable solely from the Trust Estate pledged under the applicable Indenture. The Trust Estate pledged under each Indenture shall include (a) the rights, title and interest of the Authority in Loan Payments received pursuant to the applicable Loan Agreement (or, upon and after the Authority Acquisition Date, all Net Operating Income), (b) General Revenues of the Authority, subject to the parity lien of other obligations, as described herein and in the Indenture, (c) certain funds and accounts established under the Indenture and investment earnings thereon and money, securities and obligations therein (subject to disbursements from any such fund or account), (d) money and securities from time to time held by the Trustee under the Indenture (except money and securities in the Rebate Fund), and (e) to the extent not covered, all proceeds of all of the foregoing, all as set forth in the applicable Indenture.

The Bonds shall not be a debt of the County, the State or any political subdivision thereof, and the Bonds shall so state on their face. Neither the County, the State nor any political subdivision thereof (except the Authority, from the sources identified herein and in the applicable Indenture) shall be liable for payment of the Bonds nor in any event shall principal of, premium, if any, on and interest on the Bonds be payable out of any funds or assets other than those pledged to that purpose by the Authority herein and in the applicable Indenture. The Authority has no taxing power.

The Authority reserves without limitation the right to issue other obligations, the principal of and interest on which are to be paid from the General Revenues on a parity of lien with the Bonds. The Authority may also pledge any specific revenues, which otherwise would be General Revenues, to the payment of other obligations, such payments to have priority over the payments to be made under the Bonds.

None of the Commissioners, officers or employees of the Authority shall be personally liable for the payment of the Bonds.

Section 6. Form and Execution of Bonds. The Bonds shall be in a form consistent with the provisions of this resolution, the applicable Indenture and state law, shall bear the manual or facsimile signatures of the Chair of the Board and Executive Director of the Authority, and shall be impressed with the seal of the Authority or shall bear a facsimile thereof.

The Bonds shall be authenticated by the Bond Registrar as set forth in the applicable Indenture. No Bond shall be valid for any purpose until so authenticated. The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this resolution.

Section 7. Preservation of Tax Exemption for Interest on the Tax-Exempt Bonds. The Authority covenants that it will take all actions necessary to prevent interest on such portions of the Bonds issued as obligations the interest on which is excluded from gross income of the owners thereof for federal income tax purposes (the “Tax-Exempt Bonds”) from being included in gross income for federal income tax purposes (except for any period during which such Tax-Exempt Bond is held by a “substantial user” of the Project or a “related person” within the meaning of Section 147(a)), and it will neither take any action nor make or permit any use of proceeds of the Tax-Exempt Bonds or other funds treated as proceeds of the Tax-Exempt Bonds at any time during the term of the Tax-Exempt Bonds which would cause interest on the Tax-Exempt Bonds to be included in gross income for federal income tax purposes. The Authority also covenants that, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Tax-Exempt Bonds, it will take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Tax-Exempt Bonds, including the calculation and payment of any penalties that the Authority has elected to pay as an alternative to calculating rebatable arbitrage, and the payment of any other penalties if required under Section 148 of the Code to prevent interest on the Tax-Exempt Bonds from being included in gross income for federal income tax purposes.

Section 8. Increase to Authority Loan. The Borrower may request that the amount of loan proceeds from the Authority exceed the amount of sale proceeds of the Bonds. If so requested, the Authority may lend an amount not to exceed two percent of the sale proceeds of the applicable series of Bonds from available Authority funds (in addition to Bond proceeds) to the Borrower under a Loan Agreement. Such additional loan financing is declared and determined to be important for the feasibility of the Project and is intended to be in addition to any loans to the Borrower authorized by separate resolutions of the Authority.

Section 9 Authorization of Bond and Loan Documents and Execution Thereof. The Board hereby delegates to the Authorized Officers, and each of them acting alone, the authority to negotiate and approve one or more Indentures and any Supplemental Indenture, one or more Loan Agreements and any Amendment to Loan Agreement, one or more Promissory Notes, one or more Authority Continuing Disclosure Agreements, one or more Regulatory Agreements and any amendment to an existing Regulatory Agreement entered into in connection with the issuance of a series of Bonds, one or more Tax Agreements, and such other documents, instruments and agreements as may be necessary or desirable in connection with the issuance of the Bonds, the sale of the Bonds, and the making of a Loan to the Borrower. The Authority authorizes and approves the execution and delivery of, and the performance by the Authority of its obligations contained in, the Bonds, each Indenture, each Loan Agreement, each Authority Continuing

Disclosure Agreement, each Regulatory Agreement, each Tax Agreement, and this resolution and the consummation by the Authority of all other transactions contemplated by this resolution in connection with the issuance of the Bonds and making of a Loan. The Authorized Officers, and each of them acting alone, are authorized and directed to do everything necessary for the issuance, execution, sale and delivery of the Bonds, including the “deeming final” of one or more preliminary official statements for the Bonds for the sole purpose of the Underwriter’s compliance with Securities and Exchange Commission Rule 15c2-12(b)(1); and to execute and deliver, on behalf of the Authority, each Indenture, Supplemental Indenture, Loan Agreement, Amendment to Loan Agreement, Regulatory Agreement and amendment thereto, Tax Agreement, and Authority Continuing Disclosure Agreement, and any other documents that may be useful or necessary in connection with the issuance and sale of any series of Bonds or the making of a Loan, and to ensure the proper use and application of the proceeds from the sale of the Bonds. The Authorized Officers, and each of them acting alone, are further authorized to approve and execute one or more official statements for the Bonds on behalf of the Authority (acting on its own behalf and/or as general partner of the Borrower). The execution of any instrument by an Authorized Officer shall be conclusive evidence that such instrument has been duly approved on behalf of the Authority by such Authorized Officer.

The delegation to the Authorized Officers set forth in this resolution shall include setting the final principal amount, maturity dates, principal and interest payment dates, redemption provisions, interest rates, and other terms for the Bonds; *provided* that (a) the aggregate principal amount of the Bonds does not exceed \$130,000,000, and (b) the final maturity of the Bonds does not exceed forty years from their date of issue.

Section 10. Authorization of Borrower Documents and Execution Thereof. The Board authorizes and directs the Authorized Officers, and each of them acting alone, to negotiate, execute and deliver, on behalf of the Authority in its capacity as general partner of the Borrower, one or more Loan Agreements, Amendments to Loan Agreement, Promissory Notes, Regulatory Agreements and any amendment thereto, Borrower Continuing Disclosure Agreements, and Tax Agreements, and such other documents, instruments and agreements as may be necessary or desirable in connection with the issuance of the Bonds, the sale of the Bonds, and each Loan to the Borrower. The execution of any instrument by an Authorized Officer, in the Authority’s capacity as general partner of the Borrower, shall be conclusive evidence that such instrument has been duly approved on behalf of the Authority (in its capacity as general partner of the Borrower) by such Authorized Officer.

Section 11. Authorization of Purchase Contract. It is anticipated that the Underwriter will present one or more Bond Purchase Agreements to the Authority offering to purchase the Bonds under the terms and conditions provided herein and therein. The Board finds that entering into such Bond Purchase Agreement(s) is in the best interest of the Authority and the Borrower, and therefore authorizes the Authorized Officers, and each of them acting alone, to accept the offer contained in the Bond Purchase Agreement(s) and to execute each Bond Purchase Agreement on behalf of the Authority and the Borrower.

The Bonds will be prepared at the Authority’s expense and will be delivered to, or at the direction of, the purchaser thereof, with the approving opinion of Foster Garvey P.C. (or its successor), bond counsel of Seattle, Washington, regarding the Bonds.

The proper Authority officials are authorized and directed to do everything necessary for the prompt delivery of the Bonds to the purchaser thereof and for the proper application and use of the proceeds of the sale thereof.

Section 12. Acting Officers Authorized. Any action authorized by this resolution to be taken by the Chair of the Board, may in the Chair's absence be taken by a duly authorized acting Chair of the Board. Any action authorized by this resolution to be taken by the Executive Director of the Authority, may in the Executive Director's absence be taken by a duly authorized Deputy Executive Director of the Authority. Any action authorized by this resolution to be taken by a Deputy Executive Director, may in such Deputy Executive Director's absence be taken by a duly authorized acting Deputy Executive Director of the Authority.

Section 13. Ratification and Confirmation. Any actions of the Authority or its officers or employees prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

Section 14. Changes to Titles or Parties; Omission of Documents. While the titles of and parties to the various documents described herein may change, no change to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce and perform the documents in their final form. The Authorized Officers, and each of them acting alone, in their discretion, may omit any agreement described herein which is determined not to be necessary or desirable in connection with the issuance or sale of the Bonds.

Section 15. Supplemental Authorization. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (acting on its own behalf and/or in its capacity as general partner of the Borrower) to: (i) determine that any document authorized by this resolution is, at the time such document otherwise would be executed, no longer necessary or desirable and, based on such determination, cause the Authority not to execute or deliver such document; (ii) execute and deliver and, if applicable, file (or cause to be delivered and/or filed) any government forms, applications, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein; (iii) cause the Authority or the Borrower, as applicable, to expend such funds as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution; and (iv) notwithstanding any other Authority resolution, rule, policy, or procedure, to create, accept, execute, send, use, and rely upon such tangible medium, manual, facsimile, or electronic documents, records and signatures under any security procedure or platform, as in such Authorized Officer's judgment may be necessary or desirable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 16. Execution of Duties and Obligations. The Board authorizes and directs the Authority's Executive Director to cause the Authority to fulfill the Authority's duties and obligations under this resolution, the Bonds, each Indenture, each Loan Agreement, each Regulatory Agreement, each Tax Agreement, each Authority Continuing Disclosure Agreement, each Borrower Continuing Disclosure Agreement, each Bond Purchase Agreement, and this resolution.

Section 17. Severability. If any provision in this resolution is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provision of this resolution or the Bonds.

Section 18. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED AT A SPECIAL ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 22nd DAY OF MAY, 2023.

**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

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Secretary and 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 copy of Resolution No. 5747 (the “Resolution”) is a full, true and correct copy of the resolution of the Board of Commissioners of the Authority, as adopted at a meeting of the Authority held on May 22, 2023 (the “Meeting”), and duly recorded in the minute books of the Authority;

2. That written notice specifying the time and place of the special meeting and noting the business to be transacted (the “Notice”) was given to all members of the Board of Commissioners by mail, fax, electronic mail or personal delivery at least 24 hours prior to the special meeting, a true and complete copy of which notice is attached hereto as Appendix I;

3. That the Notice was also posted on the Authority’s website and prominently displayed at the main entrance of the Authority’s administrative office at 600 Andover Park W., Tukwila, Washington 98188 and at the meeting site, if different, at least 24 hours prior to the Meeting;

4. That the Notice was given to each local radio or television station and to each newspaper of general circulation that has on file with the Authority a written request to be notified of special meetings and to any others to which such notices are customarily given by the Authority; and

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

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of May, 2023.

Robin Walls, Secretary and Executive Director of the
Authority

CERTIFICATE

APPENDIX I

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5748

(KIRKLAND HEIGHTS APARTMENTS)

A RESOLUTION of the Housing Authority of the County of King authorizing the execution of financing, leasing, regulatory and related documents for the Kirkland Heights Low Income Housing Tax Credit development.

ADOPTED MAY 22, 2023

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5748

(KIRKLAND HEIGHTS APARTMENTS)

A RESOLUTION of the Housing Authority of the County of King authorizing the execution of financing, leasing, regulatory and related documents for the Kirkland Heights Low Income Housing Tax Credit development.

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, RCW 35.82.070(19) provides that a housing authority may, among other things and if certain conditions are met, “make . . . loans for the . . . acquisition, construction . . . rehabilitation, improvement . . . or refinancing of land, buildings, or developments for housing for persons of low income”; and

WHEREAS, the Authority is the fee owner of certain real property known as Kirkland Heights Apartments, generally located at 13310 NE 133rd Street, Kirkland, Washington (the “*Project*”). The Authority desires to rehabilitate the existing structures within the Project and to construct and equip additional buildings within the Project; and

WHEREAS, the Authority desires to utilize low income housing tax credits (“*Low Income Housing Tax Credits*”) and renewable energy tax credits (“*Energy Tax Credits*”) and, together with the Low Income Housing Tax Credits, collectively referred to herein as the “*Credits*”) to finance a portion of the costs of the rehabilitation and construction of the Project; and

WHEREAS, the utilization of Credits to provide a portion of the financing for the rehabilitation and construction of the Project will require the creation of a limited liability limited partnership to acquire and own (for federal tax purposes) the Project; and

WHEREAS, the Authority desires to apply to the Washington State Housing Finance Commission (the “*Commission*”) for a reservation of Low Income Housing Tax Credits; and

WHEREAS, the Authority has caused to be formed New Kirkland Heights LLLP, a Washington limited liability limited partnership (the “*Partnership*”), in order to own, construct and operate the Project; and

WHEREAS, the Authority will serve as the general partner of the Partnership; and

WHEREAS, the Authority desires to enter into a long term financing lease or leases (collectively, the “*Lease*”) of the Project with the Partnership for a term of approximately 99 years, pursuant to which the Partnership will acquire for federal tax purposes ownership of the Project; and

WHEREAS, the total lease payments (the “*Lease Payments*”) under the terms of the Lease will be in a principal amount equal to the fair market value of the property and improvements comprising the Project which is currently estimated to be approximately \$66,000,000; and

WHEREAS, the Authority anticipates receiving an initial cash Lease Payment from the Partnership as the Authority deems appropriate, with any remaining balance of the Lease Payments to be paid to the Authority by the Partnership in the form of a loan accruing interest at the long

term applicable federal rate (the “*Seller Financing*”). Terms of the Lease, including the timing and amounts of the Seller Financing payments shall be determined by Chair of the Authority’s Board of Commissioners (“*Chair*”), the Authority’s Executive Director (“*Executive Director*”), and the Authority’s Senior Director of Development and Asset Management (“*Senior Director*”), or each, acting alone (each, an “*Authorized Representative*”) ; and

WHEREAS, short-term acquisition financing of the initial cash Lease Payment will be provided to the Partnership by KeyBank National Association in the form of a loan to the Partnership in an approximate amount of \$7,000,000 (the “*KeyBank Loan*”) or such higher or lower amount as an Authorized Representative deems reasonably necessary or advisable;

WHEREAS, additional debt financing for the Project will be provided by the Authority through the issuance of tax-exempt and/or taxable bonds or revenue notes in the aggregate principal amount of up to \$130,000,000 (collectively, the “*Bonds*”) the proceeds of which will be used to fund one or more loans to the Partnership; and

WHEREAS, the Authority desires to apply for permanent long-term financing for the Project in an approximate amount of \$5,000,000 from the Washington State Department of Commerce (the “*State*”), or such higher or lower amount as an Authorized Representative deems reasonably necessary or advisable, which may be in the form of a loan from the State to the Partnership, a loan from the State to the Authority which is assigned to the Partnership, or a loan from the State to the Authority which is used to fund all or a portion of a loan from the Authority to the Partnership (the “*State Financing*”); and

WHEREAS, the Authority desires to utilize permanent long-term financing in an approximate amount of \$11,200,000 from King County (the “*County*”), or such higher or lower amount as an Authorized Representative deems reasonably necessary or advisable, which may be

in the form of a loan from the County to the Partnership, a loan from the County to the Authority which is assigned to the Partnership, or a loan from the County to the Authority which is used to fund all or a portion of a loan from the Authority to the Partnership (the “*County Financing*”); and

WHEREAS, the Authority desires to utilize permanent long-term financing in an approximate amount of \$2,132,200 from the City of Bellevue, as administering agency for A Regional Coalition for Housing (“*ARCH*”), or such higher or lower amount as an Authorized Representative deems reasonably necessary or advisable, a portion of which financing in an approximate amount of \$1,075,900 will be comprised of Community Development Block Grant funds, which financing may be in the form of one or more loans from ARCH or the County to the Partnership, a loan from ARCH or the County to the Authority which is assigned to the Partnership, or a loan from ARCH or the County to the Authority which is used to fund all or a portion of a loan from the Authority to the Partnership (the “*ARCH Financing*”); and

WHEREAS, in addition to the Seller Financing, the Authority may provide pre-development advances (collectively, the “*Predevelopment Financing*”); one or more subordinate loan(s) to the Partnership (collectively, the “*Subordinate Loan*”); and a deferred development fee (the “*Deferred Development Fee*” and, together with the Lease Payments, Bonds, KeyBank Loan, ARCH Financing, County Financing, State Financing, Seller Financing, Predevelopment Financing and Subordinate Loan, collectively, the “*Project Financing*”); and

WHEREAS, the Authority desires to seek an equity investment from a Credit investor (the “*Tax Credit Investor*”) pursuant to which the Tax Credit Investor will acquire a 99.99% limited partnership interest in the Partnership in exchange for capital contributions in an amount to be

determined by the Authority, which capital contributions will provide a significant source of financing for the Project; and

WHEREAS, the Authority wishes to undertake any and all steps as may be necessary to accomplish the foregoing.

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

Section 1. Formation of Limited Liability Limited Partnership. The participation of the Authority in the formation of, and becoming the general partner of, the Partnership is hereby ratified and affirmed, and the Authority is authorized and directed to execute such documents as may be required in connection with the foregoing, including but not limited to a limited liability limited partnership agreement and such other documents as may be deemed reasonable by an Authorized Representative with respect to the formation of the Partnership.

Section 2. Credits and Tax Credit Investor. The Authority is authorized and directed to (i) apply to the Commission for a reservation of Low Income Housing Tax Credits, (ii) take such steps as are necessary to obtain the Energy Tax Credits and (iii) seek and select the Tax Credit Investor. The Authorized Representative is authorized and directed to take any other action and to negotiate, execute, and deliver on behalf of the Authority such other documents as may be required to be taken or executed by the Authority, on behalf of itself or as general partner of the Partnership, in connection with the tax credit application, the selection of the Tax Credit Investor and the admission of the Tax Credit Investor into the Partnership as its limited partner(s), such documents including, but not limited to, an Amended and Restated Agreement of Limited Liability Limited Partnership, Development Agreement, Property Management Agreement, Investor

Services Agreement, Purchase Option and Right of First Refusal and such other documents as may be deemed reasonable by an Authorized Representative with respect to the foregoing.

Section 3. KeyBank Loan. The Authority is authorized and directed to take such steps on behalf of itself, or as general partner of the Partnership, in connection with obtaining the KeyBank Loan, including, without limitation, submitting applications for funding. Each Authorized Representative is authorized and directed to negotiate, execute and deliver on behalf of the Authority, on its own behalf or in its capacity as general partner of the Partnership, those documents reasonably required to close on the KeyBank Loan, including but not limited to such contracts, loan agreements, notes, leasehold deeds of trust and such other documents as may be deemed reasonable by an Authorized Representative with respect to the KeyBank Loan.

Section 4. State, County and ARCH Financing. The Authority is authorized and directed to take such steps on behalf of itself, either in its individual capacity as a public body corporate and politic, or in its capacity as general partner of the Partnership, in connection with obtaining the State Financing, the County Financing and the ARCH Financing, including, without limitation, submitting applications for funding. Each Authorized Representative is authorized and directed to negotiate, execute and deliver on behalf of the Authority, either in its individual capacity as a public body corporate and politic, or in its capacity as general partner of the Partnership, those documents reasonably required to close on the State Financing, the County Financing and the ARCH Financing, including but not limited to, such contracts, loan agreements, notes, leasehold deeds of trust, regulatory agreements and such other documents as may be deemed reasonable by an Authorized Representative with respect to the State Financing, County Financing and the ARCH Financing.

Section 5. Lease and Project Financing. The Authority is authorized and directed to enter into the Lease and Project Financing, and each Authorized Representative is authorized and directed to take any other action and to execute such other documents on behalf of the Authority as may be required to be taken or executed by the Authority, on behalf of itself, in its individual capacity as a public body corporate and politic, as lessor, lender or in its capacity as general partner of the Partnership, in connection with the Lease and the Project Financing and the negotiation, execution, and delivery of such documents as may be deemed reasonable by an Authorized Representative with respect to the foregoing.

Section 6. Governmental Filings; Other Agreements. Each Authorized Representative is further authorized to take such further actions including, but not limited to, the execution, delivery and, if applicable, filing (or to cause to be executed, delivered and, if applicable, filed), on behalf of the Authority and/or the Partnership, any government forms, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 7. Expenditures. The Authority is authorized to expend such funds as are necessary to pay for all filing fees, application fees, registration fees, legal fees and other costs relating to the actions authorized by this resolution.

Section 8. Acting Officers Authorized. Any action required by this resolution to be taken by the Chair or the Executive Director may, in the absence of such person, be taken by the duly authorized acting Chair of the Board (“*Acting Chair*”) or a Deputy Executive Director of the Authority (“*Deputy Director*”), respectively.

Section 9. 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 10. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED AT A SPECIAL ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 22nd DAY OF MAY, 2023.

**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. 5748 (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 meeting of the Authority held on May 22, 2023, and duly recorded in the minute books of the Authority.

2. That such meeting was duly convened, included an opportunity for public comment, and was 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 22nd day of May 2023.

Executive Director of the Authority

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To: Board of Commissioners

From: Judi Jones

Date: May 16, 2023

Re: **Resolution No. 5749** - Changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) relating to continued eligibility of Over-Income Families in Public Housing

Attached, for your review and approval, are changes to KCHA’s ACOP needed to help ensure compliance with Section 103 of the Housing Opportunities through Modernization Act of 2016 (HOTMA) ([42 U.S.C. 1436a](#)). This Rule established a maximum income limit for public housing continued residency. The maximum income limit imposed is equal to approximately 120% of the area median income and is derived by multiplying the Very-Low income limits for the region by a factor of 2.4. For illustrative purposes, the following is a breakdown of current limits by family size:

| Household Size | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|-------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Very Low Income (VLI Limit) | 45,300 | 51,800 | 58,250 | 64,700 | 69,900 | 75,100 | 80,250 | 85,450 | 90,600 | 95,800 |
| Over Income Limit (VLI X 2.4) | 108,720 | 124,320 | 139,800 | 155,280 | 167,760 | 180,240 | 192,600 | 205,080 | 217,440 | 229,920 |

As written, families with income that exceeds the “Over-Income Limit” are provided a 24 month grace period during which they retain public housing eligibility. During this time, KCHA continues to monitor their income. At the end of the 24 month period, absent a reported reduction in income below the maximum limit, the family is no longer eligible for federal program assistance.

However, rather than forcing the family to vacate, HOTMA regulations allow PHA's to provide an option for the household to remain in the unit indefinitely by paying the designated alternative non-public housing rent and executing a non-public housing dwelling lease. Per regulation, the alternative non-public housing rent is the greater of the HUD published Fair Market Rent or the combined Operating and Capital subsidy HUD would otherwise provide for the unit. A family retaining their unit is considered a **non-public housing over-income (NPHOI) household**. As an NPHOI household, all non-public housing over-income families are precluded from participating in a public housing resident council. In addition, non-public housing over-income families cannot participate in programs that are only for public housing or low-income families and KCHA cannot provide any Federal assistance, including a utility allowance, to the family.

Prior to implementing HOTMA revisions relating to over-income households, KCHA must have Board approval of related changes to the ACOP as attached. Staff recommends approval of Resolution No. 5749, effective immediately.

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5749

**AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSION AND
CONTINUED OCCUPANCY POLICY (ACOP) AND THE ADMINISTRATIVE PLANS
(AD PLANS) FOR TENANT-BASED AND PROJECT-BASED VOUCHER
PROGRAMS RELATING TO HOUSEHOLD ELIGIBILITY**

WHEREAS, Section 103 of the Housing Modernization through Opportunity Act of 2016 (HOTMA) introduced a new requirement that limited the eligibility for continued occupancy of a public housing household to only those families whose income fell below established “Over-Income” limit; and

WHEREAS, on February 14, 2023 HUD published final regulations (as listed under 24 CFR Part 960, Subpart E) to implement HOTMA’s regulations relating to over-income households residing in public housing; and

WHEREAS, HUD has stipulated that these regulations are effective as of March 16, 2023 and that PHA’s have until June 14, 2023 to fully implement such regulations; and

WHEREAS, Board approval for changing HUD-mandated operational policies relating to program eligibility 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 revisions to the Public Housing ACOP; and

- (2.) Authorizes the Housing Authority to take the necessary steps to implement revisions as necessary to ensure the efficient operation of KCHA's public housing program.

ADOPTED AT A SPECIAL ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 22nd DAY OF MAY, 2023.

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

DOUGLAS J. 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

This is the latest version as of: ~~7-18-2022~~5.22.2023

1: DEFINITION OF TERMS

Adjusted Annual Income: Total Household Annual Income less the sum of total eligible deductions for unreimbursed medical expenses, handicapped assistance expenses and/or childcare expenses (as defined) which the household is determined eligible to receive during the recertification process and determination of tenant rent. (See [Section 9](#) and [Exhibit C](#) for additional information.)

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

Allowances: Amounts deducted from the household's gross annual income in determining adjusted annual income (the income amount used in the rent calculation). As established under KCHA's EASY Rent and WIN Rent programs, allowances for medical expenses, handicapped assistance expenses and child care expenses for children under 13 years of age, as outlined in this ACOP.

Alternative non-public housing rent: The monthly rent charged to a Non-public housing over-income household. The rent is equal to the greater of:

(1) The applicable fair market rent, as defined in 24 CFR part 888, subpart A, for the unit; or

(2) The amount of the monthly subsidy provided for the unit, which will be determined by adding the per unit assistance provided to a public housing property as calculated through the applicable formulas for the Public Housing Capital Fund and Public Housing Operating Fund.

(A) For the Public Housing Capital Fund, the amount of Capital Funds provided to the unit will be calculated as the per unit Capital Fund assistance provided to a PHA for the development in which the family resides for the most recent funding year for which Capital Funds have been allocated;

(B) For the Public Housing Operating Fund, the amount of Operating Funds provided to the unit will be calculated as the per unit amount provided to the public housing project where the unit is located for the most recent funding year for which a final funding obligation determination has been made;

(C) HUD will publish such funding amounts no later than December 31 each year.

Annual Income: All amounts, monetary or not, that (See [Exhibit A](#) and [Exhibit C](#) for additional information):

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Admission and Continued Occupancy Policy (ACOP)

5. A noncitizen who is lawfully present in the United States as a result of the Attorney General's withholding deportation under [Section 234\(h\)](#) of the INA (8 U.S.C. 1253(h))(threat to life or freedom); or
6. A noncitizen lawfully admitted for temporary or permanent residence under [Section 245A](#) of the INA (8 U.S.C. 1255a) (amnesty granted under INA 245A).

Energy Assistance Supplement (EAS): The amount provided by the Housing Authority as a reduction to the household's Total Tenant Payment, when the costs of utilities are the responsibility of the family occupying the unit. As determined by the Housing Authority, the EAS is established based upon the reasonable energy consumption of a reasonably conservative household of modest means. (Formerly referred to as a "Utility Allowance"). An EAS is not provided to a Non-public housing over-income family.

Tenants who reside in units for which all utilities are paid by the Housing Authority **do not** receive an Energy Assistance Supplement (EAS).

Energy Supplement Reimbursement: The amount, if any, by which the Energy Assistance Supplement for the unit, if applicable, exceeds the Total Tenant Payment for the Family occupying the unit. The amount of reimbursement may be limited by any Minimum Rent policies established by the Housing Authority as outlined in this ACOP.

Extremely Low Income Families: Those families whose incomes do not exceed the higher of the Federal poverty level or 30% of the median income for the area, as determined by the HUD Secretary with adjustments for smaller and larger families.

Family: Family includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status. In all cases the Head of Household must be at least 18 years of age unless the designated Head of Household documents approval as an Emancipated Minor pursuant to Washington State regulations (*RCW 13.64*).

1. A group of two or more persons sharing a residency whose income and resources are available to meet the family needs and who are either related by (1) blood, marriage or operation of law (excluding custody of foster children), or; (2) who have evidenced a stable family relationship.
 - a. A group of "two or more persons" includes a single pregnant woman **without** other children and a single-person (see definition) in the process of securing legal custody of a dependent.
 - b. Members of the family temporarily absent shall be included in the family group. To establish what constitutes "temporary absence," the following clarification is provided:

Admission and Continued Occupancy Policy (ACOP)

1. Has a residence in a foreign country, that the person has no intention of abandoning;
and,
2. Is a bonafide student qualified to pursue a full course of study; **and,**
3. 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 to the Attorney General the termination of attendance of each nonimmigrant student.

Non-public housing over-income family: A family whose income exceeds the over-income limit for 24 consecutive months and is paying the alternative non-public housing rent.

Occupancy Standards: The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Other Criminal Activity: Criminal activity that would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents, persons residing in the immediate vicinity, the owner or public housing employees.

Over-income family: A family whose income exceeds the Over-income limit.

Over-income limit: The over-income limit is determined by multiplying the applicable income limit for a very low-income family, as defined in § 5.603(b), by a factor of 2.4. See § 960.507(b).

Person with Disabilities: Per the HUD definition, a person is considered disabled if (1) the following Social Security disability definition is met, or (2) the individual has a developmental disability as described in Paragraph 2 below.

1. Has a disability as defined in [Section 223 of the Social Security Act](#) which states: "Inability to engage in any substantial gainful activity because of any physical or mental impairment that is expected to result in death or has lasted or can be expected to last continuously for at least 12 months; or, for a blind person at least 55 years old, and who is unable because of blindness to engage in any substantial gainful activities comparable to those in which the person was previously engaged with some regularity and over a substantial period.
2. Is determined, pursuant to regulations issued by HUD to have a physical, mental, or emotional impairment that:

Admission and Continued Occupancy Policy (ACOP)

occupancy, including a request to add a live-in aide to the dwelling unit. The person must meet the Authority's standards prior to being added to the household.

7. In deciding whether to admit applicants who are borderline, the Housing Authority will recognize that for every marginal applicant it admits, it is denying the opportunity of housing to another applicant who clearly meets the Authority's standards.

B. ELIGIBILITY CRITERIA

There are to be eligible for admission to public housing projects operated by this Authority only those applicants:

1. Who, at the time of application, qualify as a Family as defined in [Section 1](#) of this policy;
 - a. An applicant family, will not be put on the waiting list as an *Elderly Family* before the head, spouse or sole member has reached age 62.
 - b. Applicants shall not be placed on the waiting list where the Head of the Household has not yet reached the age of 18 unless the designated Head of Household documents approval as an Emancipated Minor pursuant to Washington State regulations (*RCW 13.64.*).

A *Single Person* who does not qualify as elderly, disabled or near-elderly is not considered a Family and is not eligible for admission to KCHA's general public housing projects. (see Section 1). However, such individuals may be considered eligible for assistance and be placed on the waiting list for any specific targeted "set-aside" program established by the Housing Authority (such as programs to assist Chronically Homeless individuals or youth transitioning out of foster care) for which they qualify.

For purposes of properties that are owned and/or administered by the Housing Authority in conjunction with the Low Income Housing Tax Credit (LIHTC) program, a Family that consists solely of Full-time students (as defined by the LIHTC program) will not be eligible for housing assistance.

2. Whose Annual Income, at the time of application and admission, does not exceed the ~~Low-income~~ limits set by HUD (cannot exceed 80% of the median income for the area). (See [Exhibit E](#))
 - a. ~~The Low-income~~ ~~limits~~ ~~applies~~ only at application and admission and ~~is~~ not applicable for continued occupancy. [See Section 11.L for information regarding income restrictions that apply to current public housing occupants.](#)

7: LEASING OF DWELLING UNITS

A Dwelling Lease is to be entered into between the Housing Authority and each of its tenant families. The public housing Dwelling Lease shall be in the form shown in [Exhibit J](#) to ~~the this~~ policy, shall be kept current at all times, and is to reflect the Tenant Rent being charged and the conditions governing occupancy. Non-public housing over-income families who remain in occupancy under the option to pay the alternative non-public housing rent shall be required to enter into a separate non-public housing dwelling lease as described in Section 11.L of this policy. Required terms and conditions of the non-public housing dwelling lease are described 24 CFR Part 960.509 and may differ from the standard public housing lease.

A. EXECUTION OF DWELLING LEASE

1. The Head of Household and Spouse, if any, are required to execute a Dwelling Lease in duplicate prior to actual admission. The copy shall be given to the tenant and the original shall be filed in the permanent record folder established for the Family. The Tenant shall also be provided with a copy of the Grievance Procedure and a Request for Reasonable Accommodation form.
2. If, through any cause, the signer of the Dwelling Lease ceases to be the Head of Household, the lease is to be voided and a new Dwelling Lease executed and signed by the new Head of Household of the Family, provided the Family is eligible for continued occupancy.
3. If a tenant Family transfers to a different dwelling in the same or another public housing development operated by the Housing Authority, the existing lease is to be canceled and a new lease executed by the Head of Household and the Housing Authority for the dwelling into which the Family is to move.
4. If, at any time during the tenant's occupancy of the dwelling, any change in the tenant's income, composition, or Family size results in a change in the Tenant Rent shown on the Dwelling Lease, the tenant shall be required to sign a new Dwelling Lease, or Rider to the Dwelling Lease, showing the revised Tenant Rent. Tenant shall also be required to sign a new Dwelling Lease, or Rider to the Dwelling Lease, in the event of a change in Tenant Rent due to a change in the Utility Allowance applicable to tenant's unit, or change in Federal law concerning calculation of Tenant Rent. All copies of leases are to be dated and signed by the Head of Household of the tenant's Family and the authorized Housing Authority staff member.
5. If the Housing Authority desires to change, amend, or waive any provision of the lease with respect to any particular tenant, an appropriate rider is to be prepared and made a part of the existing lease, and future leases, so long as the

9: DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

A. GENERAL INFORMATION

Calculation of each household's Total Tenant Payment and Tenant Rent will vary depending upon whether the family qualifies as an EASY Rent household or a WIN Rent household. Information regarding the calculation of Total Tenant Payment and Tenant Rent under the EASY Rent and WIN Rent programs is outlined below and further detailed throughout this ACOP. [See Section 11.L regarding additional rent recertification requirements applicable to over-income and non-public housing over-income households.](#)

B. EASY RENT PROGRAM POLICIES

As defined, an EASY Rent household includes any resident living in one of KCHA's Public Housing Mixed Population Hi-rise buildings, or any other family in which (1) All adults in the household (excluding live-in attendants) are Elderly or Disabled (as defined); **and** (2) have no source of income, **or**, at least 90% of total household income is derived from a fixed income source including Social Security, SSI, Government and/or Private Pensions and GAU and/or Disability Lifeline (a DSHS general assistance grant). An EASY Rent Household includes a household in which a dependent minor has turned eighteen (18) years of age in between the established (3 year) recertification period.

EASY Rent Households may also be referred to as a "fixed income" household in this ACOP as their income is typically from a fixed source such as Social Security or SSI. Under the EASY Rent program, Total Tenant Payment and Tenant Rent will be calculated as follows:

1. A household's **Total Tenant Payment (TTP) is set at 28% of adjusted monthly income** (as defined in [Section 1](#)). [Note: In the first year of transition to EASY Rent, any increase in tenant rent resulting from the change to the EASY Rent program was limited to a cap of \$100 per month.]
 - a. EASY Rent Households with medical and/or handicapped assistance expenses of \$2,500 or more may be eligible to receive a Medical Deduction as defined in this ACOP. (See Section 1 and [Exhibit C](#) for additional information.)
2. A household's monthly **Tenant Rent** is equal to the calculated TTP, less the assigned Energy Assistance Supplement established by the Housing Authority for the assigned unit – subject to any Minimum Rent (as defined – See B.3 below).
 - a. Energy Assistance Supplement tables approved by KCHA are listed in Exhibit T of this ACOP

Admission and Continued Occupancy Policy (ACOP)

The family's assistance is prorated in the following manner:

- Step 1: Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for the Housing Authority. The 95th percentile is called the maximum rent.
- Step 2: Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- Step 3: Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- Step 4: Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

F. ENERGY ASSISTANCE SUPPLEMENT

The Housing Authority has established an Energy Assistance Supplement (EAS) for all units for which household energy costs are **tenant-paid**. EAS amounts are based upon regional average consumption and are designed to project the energy needs of a reasonably energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. EAS amounts do not include allocations for telephone, internet or cable services and are intended only to supplement a household's actual energy costs. As such, the supplement may not cover the entire energy costs of a household that does not follow conservative energy use guidelines.

Any energy cost above the allowance is the responsibility of the tenant. Any savings resulting from actual costs below the amount of the EAS belongs to the tenant. If the EAS is greater than the tenant's total tenant payment, the Housing Authority will provide an Energy Assistance Reimbursement to the Family, subject to the limitations established in this ACOP.

No EAS will be provided to residents living in a master-metered unit in which the household energy costs are KCHA-paid. In addition, no EAS is provided to a Non-public housing over-income household for whom the alternative minimum rent applies.

1. **Energy Assistance Supplement Tables:** A full listing of KCHA's approved Energy Assistance Supplement Tables are included in Exhibit T. Separate EAS amounts are provided based upon the following criteria:
 - a. The utility company (Puget Sound Energy, Seattle City Light) furnishing electric service to the unit,

10: RECERTIFICATION

A. GENERAL GUIDELINES

The Housing Authority will periodically review and verify a family's household income, deductions and composition in order to determine continued eligibility for program participation and to calculate the family's share of rent. The frequency of the scheduled recertification is determined by the rent calculation method (EASY Rent or WIN Rent programs) assigned to the family's household. As described elsewhere in this ACOP, recertification is completed once every three (3) years for EASY Rent households; and every two (2) years for WIN Rent households. More frequent reviews may be conducted for residents of properties operated under the Low Income Housing Tax Credit (LIHTC) or similar program or when families transfer within the program or to another subsidy program (see Section 10.C and 10.D below). [See Section 11.L regarding certification requirements specific to over-income and non-public housing over-income households.](#)

These reviews are necessary solely to meet obligations regarding eligibility determination of layered funding resources and are not considered part of KCHA's standardized EASY Rent or WIN Rent review process. HUD's Enterprise Income Verification (EIV) system will be used when possible to verify tenant income reported in connection with initial, recertification and interim reviews completed as outlined in this ACOP.

B. RECERTIFICATION PROCESS

The information gathered at the recertification includes the minimum necessary to certify the household's continued eligibility for program participation and proper assignment of unit size. Regularly scheduled recertifications will be completed every 3 years for Easy Rent Households and every 2 years for WIN Rent households as detailed in this ACOP. The Housing Authority will send a notification letter to the family letting them know that it is time for their recertification. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

1. As a general rule, the recertification process shall begin 90-120 days in advance of the scheduled anniversary date so that the Family can be given reasonable notice of any changes. The family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's Total Tenant Payment (TTP). Where appropriate, the Authority shall use the same procedures for obtaining, verifying, and calculating information that were used at admission and will compare the information the Family reports to the Family's most recent recertification and to information available through HUD's

Admission and Continued Occupancy Policy (ACOP)

an approved \$100 rent cap for families transitioning to EASY Rent or WIN Rent policies).

In addition, an interim review will not be completed for the sole purpose of including in the rent calculation previously excluded employment income of a household member who has reached his/her 21st birthday. The act of turning 21, in and of itself, does not constitute a change that must be reported, even if the household is on a credit rent. Any previously excluded earned income if such individuals will only be included in the rent calculation when additional changes in family circumstances trigger the need to complete an interim review as described in below.

Interim reviews will be completed only in limited circumstances for EASY Rent and WIN Rent households as follows:

1. **KCHA Required Interim Reviews:** An interim review will be required whenever the family seeks approval to add a member to the household. However, tenant rent will be changed only when:
 - a. **For WIN Rent Households:** The addition of the household member results in increasing household income above the current income band.
 - b. **For Easy Rent Households:** The addition of the household member results in an increase in household income of greater than \$2,000.
 - c. **For ALL Households:** Increases in income for a household that is currently paying the Minimum Rent or has a reported income of \$0. In such cases, interim reviews will be required until the household no longer qualifies for the minimum rent.
 - d. **For ALL over-income and non-public housing over-income households:** Interim reviews will be completed when required by HUD regulations as detailed in Section 11.L of this ACOP.
 - e. Discovery of errors, misrepresentation and/or fraud.

Increases in household income that are not the result of one of the actions listed above will not be included in the rent calculation until the next full recertification unless the household has requested an interim review due to a decrease in income (see below).

2. **Tenant Requested Interim Reviews:** KCHA will not reduce the rent of a household due to a reduction in welfare assistance specifically due to fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement. This exception does not apply if: (i) the reduction results from the expiration of a lifetime limit on receiving benefits; (ii) as required the family

2. Children with Elevated Blood Level of Lead

Within 15 days after being notified by a Public Health Department or other medical health care provider that a child under six years of age living in a public housing development has been identified as having an environmental intervention blood lead level, the Housing Authority will complete a risk assessment of the unit and common areas servicing the unit. The risk assessment is complete when the Housing Authority receives the risk assessment report. The risk assessment will be done whether the child is or is not still living in the unit when the Housing Authority receives the notification of the environmental intervention blood level. If the Public Health Department has conducted an evaluation of the unit, the Housing Authority does not need to do a risk assessment.

After receiving information from someone who is not a medical provider that a child less than six years old living in public housing has an environmental intervention blood level, the Housing Authority shall immediately verify the information with the Public Health Department or other medical provider.

Within 30 days after receiving the risk assessment report, the Housing Authority will provide the name and address of a child identified as having an EBL to the Public Health Department within five working days of being notified. The Housing Authority will also report each known case of a child with environmental intervention blood level to the HUD field office.

If the risk assessment conducted pursuant to this section identifies lead-based paint hazards and previous evaluations of the building did not, the PHA shall conduct a risk assessment of the other units of the building.

L. ELIGIBILITY OF OVER-INCOME HOUSEHOLDS

Per federal regulations (24 CFR 960.507), families participating in the public housing program must not have incomes that exceed the over-income limit (see Section 1: Definitions) for more than 24 consecutive months. Families found to have income that exceeds the over-income limit are provided a 24 month grace. At the end of the grace period, if income remains above the over-income limit, the family must be determined ineligible for public housing. Such families may remain in occupancy as a non-public housing over-income household by executing a new non-public housing over-income lease with KCHA and paying the alternative non-public housing rent.

If, at any time during the consecutive 24-month period following an initial over-income determination, KCHA determines the family's income is below the over-

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Admission and Continued Occupancy Policy (ACOP)

income limit, the family is entitled to a new 24 consecutive month period of being over-income and the notification and review process described in this section restarts in full.

(1) **Applicability:** This provision applies to all families in the **public housing program**, including FSS families and all families with an earned income disregard (EID) for rent calculation purposes.

a) Mixed families who are non-public housing over-income families pay the alternative non-public housing rent, as applicable (see definitions, Section 1).

(2) **Restrictions of non-public housing over-income families:** Non-public housing over-income families are:

a) Not eligible for participation in the public housing program;

b) Cannot participate in a public housing resident council.

c) Cannot participate in programs that are only for public housing or low-income families.

d) Cannot receive any Federal assistance, including a utility allowance.

(3) **Determination of over-income limit:** The over-income limit is determined by multiplying the applicable income limit for a very low-income family as defined in § 5.603(b) of this title, by a factor of 2.4.

(4) **Notifying over-income families:**

(a) **Initial Notification:** Upon completion of an income review (full recertification, update, or interim review) that reveals a family's income exceeds the over-income limit, KCHA **must** provide written notice to the family of the over-income determination no later than 30 days after the income examination. The initial notice must state that:

(i) the family's income exceeds the over-income limit and continuing to do so for a total of 24 consecutive months will result in KCHA following its continued occupancy policy for over-income families in accordance with this section.

(ii) if the family disagrees with KCHA's determination that the family exceeds the over-income limit, they may dispute this finding through KCHA's established grievance policy.

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Admission and Continued Occupancy Policy (ACOP)

(5) Action required following initial notification:

(a) Income Review 12 months after initial over-income determination: Unless a prior review showed the family's income had fallen below the over-income limit, an income examination must be completed **12 months after the initial over-income determination**. If the review shows the family has exceeded the over-income limit for 12 consecutive months, KCHA must, within 30 days, provide a written **Second Notification** to the family. The second notice must:

- (i) Inform the family that they have exceeded the over-income limit for 12 consecutive months and continuing to exceed the over-income limit for a total of 24 consecutive months will result in the KCHA following its continued occupancy policy for over-income families in accordance with this section.
- (ii) If applicable, the notice must include an estimate (based on current data) of the alternative non-public housing rent for the family's unit; and
- (iii) Inform the family that if they disagree with KCHA's over-income determination, they may dispute this finding through KCHA's established grievance policy.

(b) Income Review 24 months after initial over-income determination: Unless a prior review showed the family's income had fallen below the over-income limit, an income examination must be completed **24 months after the initial over-income determination**. If the review shows the family has exceeded the over-income limit for 24 consecutive months, KCHA must, within 30 days, provide a written **third and final notice** of this determination to the family. The notice must state:

- (i) Inform the family that they have exceeded the over-income limit for 24 consecutive months.
- (ii) Inform the family that KCHA must charge the family the alternative non-public housing rent in accordance with its continued occupancy policy for over-income families as detailed in item 6 below.
- (iii) Inform the family that if they disagree with KCHA's over-income determination, they may dispute this finding through KCHA's established grievance policy.

(6) End of the 24 consecutive month grace period. A family that has exceeded the over-income limit for 24 consecutive months, may remain in the unit as a non-public housing over-income (NPHOI) household. When this occurs KCHA must:

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Admission and Continued Occupancy Policy (ACOP)

(a) Require the family to execute a new non-public housing lease. The new lease must be executed **no later than** 60-days after the date of the **third and final** notice or at the next lease renewal, whichever is sooner.

(b) The non-public housing lease will be constructed in compliance with State and local law and meet the requirements of 24 CFR 960.509

(7) **Status of families.** An over-income family will continue to be a public housing program participant until the family executes a new non-public housing lease in accordance with paragraph (6) of this section.

(a) Following execution of the non-public housing lease, the family becomes classified as a non-public housing over-income (NPHOI) household. NPHOI families are NOT public housing program households and cannot participate in programs that are only for public housing or low-income families. KCHA cannot provide federal assistance, including any utility allowance, to a NPHOI household. See item L.2 of this section for additional restrictions.

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To: Board of Commissioners

From: Saeed Hajarizadeh, DED/CAO

Date: May 15, 2023

Re: **First Quarter 2023 Financial Report**

Financial Highlights

After the first quarter, we earned \$122.8 million in revenue staying at 97.8% of budget. Net operating income of \$24 million was at 105% of budget. Net income of \$19.8 million was at 108% of budget.

Our latest locally developed Fair Market Rent (FMR) survey conducted and submitted to HUD in January, caused an increase of 17% in the latest HUD published FMR. We saw a similar increase in Housing Choice Voucher funding in 2023, allowing to cover HCV landlord rent increases and to assist more families.

Please see Notes at the end of each category for specific line items that we felt needed explanation.

KCHA Financial Glossary:

Net Operating Income – Difference between amount of money collected through rents and subsidies, and operating expenses of the same projects and programs. It represents what we earned and spent on core operations before taking into account other sources of income or expense.

Net Income – Accounts for operating income less incoming and outgoing non-operating items like interest income, interest expense and other non-operating activities. External funders, partners, and the public view the above as how KCHA is performing and making comparisons to other PHA's in the industry, year over year.

Adjustments to Cash - Or sometime referred to as “below the line” represents cash inlays and outlays for items that are not operational, such as borrowing funds and spending funds on capitalized items, which could be major improvements to buildings or course of construction costs before buildings are put in operation.

Overall Summary – A combination of all operating programs and properties, both Federal and locally funded.

Federal Summary – Includes all federal programs such as Section 8 Housing Choice Vouchers mainly covering rental assistance, Public Housing, Capital Fund Program, and several other Federal grants to house and assist families towards self-reliance or improved living circumstances.

Local Summary – All other properties and programs owned by KCHA and managed either by KCHA Property Management or Asset Management via third party private management companies. This category is sometimes referred to as Workforce Housing.

Development – This statement shows a summary of all development activities handled by our Development Department. Much of the financial activities of this department are below-the-line, construction related and as such are tracked in a balance sheet as “work-in-process” and do not impact net operating income.

Balance Sheets

Balance sheets are shown in local, Federal, and development categories. It is a snapshot of all existing assets and liabilities. It provides a comprehensive view of our financial health which helps in decision making, compliance, and financial analysis.

Moving to Work

Finally, we share a summary of KCHA's Moving to Work funds, showing both sources and uses. One of the most important features of being an MTW agency is financial flexibility to use funds where they are needed depending on local housing needs.

King County Housing Authority

**Income Statement with Cash Adjustments
Combined Operations (excluding development activity)
For the Period Ended March 31, 2023**

| | 2023 YTD Actual | 2023 YTD Budget | % of YTD Budget |
|---|--------------------------------|--------------------------------|--------------------------------|
| Operating Revenues | | | |
| 1 Tenant Revenue | \$40,474,064 | \$39,623,809 | 102% |
| 2 Operating Subsidy from HUD-HCV | 58,215,675 | 60,632,474 | 96% |
| 3 Operating Subsidy from HUD-PH | 2,878,329 | 3,003,424 | 96% |
| 4 Port-In Income | 13,596,619 | 11,852,807 | 115% (1) |
| 5 Other Operating Income | 7,668,201 | 10,431,383 | 74% (2) |
| 6 Total Operating Income | <u>122,832,888</u> | <u>125,543,896</u> | 97.8% |
| Operating Expenses | | | |
| 7 Salaries | 13,385,280 | 13,681,737 | 98% |
| 8 Benefits | 4,434,378 | 4,650,259 | 95% |
| 9 Occupancy Expenses | 8,660,769 | 10,546,796 | 82% |
| 10 Maintenance Projects | 0 | 0 | NM |
| 11 HAP Expense-KCHA | 48,923,938 | 48,204,210 | 101% |
| 12 HAP Expense-Ports In | 13,545,074 | 11,852,807 | 114% (1) |
| 13 Other Social Service Expenses | 2,910,777 | 4,484,224 | 65% (2) |
| 14 Administrative Expenses | 6,942,003 | 9,193,986 | 76% (3) |
| 15 Total Operating Costs | <u>98,802,220</u> | <u>102,614,018</u> | 96% |
| 16 Net Operating Income | 24,030,669 | 22,929,878 | 105% |
| Non-Operating Revenues | | | |
| 17 Non-Operating income | 4,434,558 | 4,288,693 | 103% |
| 18 Total Non-Operating Income | <u>4,434,558</u> | <u>4,288,693</u> | 103% |
| Non-Operating Expenses | | | |
| 19 Interest Payments | 8,337,428 | 8,258,358 | 101% |
| 20 Non-Operating Expenses | 358,644 | 618,316 | 58% (4) |
| 21 Total Non-Operating Expenses | <u>8,696,072</u> | <u>8,876,674</u> | 98% |
| 22 Net Non-Operating Income (Loss) | (4,261,514) | (4,587,981) | 93% |
| 23 Net Income(Loss) | 19,769,155 | 18,341,898 | 108% |
| Adjustments to Cash - Sources (Uses) | | | |
| 24 Principal Payments | (6,566,668) | (7,388,717) | 89% (5) |
| 25 Capital Expenditures | (8,255,960) | (10,853,274) | 76% (6) |
| 26 Acquisitions/LIHTC Return to KCHA | 0 | 0 | NM |
| 27 Change (to)/from Designated Cash | (1,390,176) | (361,876) | 384% (7) |
| 28 Change (to)/from Restricted Cash | (6,909,509) | (2,678,278) | 258% (8) |
| 29 Transfers In/(Out) | (420,663) | (321,294) | 131% (9) |
| 30 Other Changes in Debt | (81,871) | 0 | NM |
| 31 Others Sources/(Uses of Cash) | 7,859,803 | 3,420,199 | 230% (10) |
| 32 Total Adjustments to Cash | <u>(15,765,044)</u> | <u>(18,183,241)</u> | 87% |
| 33 Net Change in Unrestricted Cash | \$4,004,111 | \$158,657 | 2,524% |
| 34 Beginning Cash Balance-Unrestricted/Held by Mgmt Agent | 113,889,068 | | |
| 35 Ending Cash Balance-Unrestricted/Held by Mgmt Agent | 117,893,179 | | |

- 1) Port ins/out were higher than expected in the budget. We had additional 157 port ins issued in the first three months of 2023.
- 2) Mainly due to lower spending and grant reimbursements on weatherization projects.
- 3) Various categories were under target: Professional services, travel and training, and computer equipment. Professional services is below budget mainly due to timing of invoices, but expected to increase later in the year as more invoices are received and processed.
- 4) Insurance reimbursement for Windsor Heights fire loss occurred in July 2022. Also, technical accounting entry to adjust prior year expenses.
- 5) 2021 Refunding Revenue Bond Principal payments were budgeted evenly throughout the year, but actuals are typically paid towards the end of the year. This is partially offset by higher than budgeted principal payments from net cash flow for Spiritwood, Bellevue Manor, and Green River Homes 2.
- 6) Various maintenance contract projects were below target as it is typical early in the year but expected to increase as the year progresses
- 7) Deposits to replacement reserves were higher than budgeted.
- 8) Mainly due unbudgeted deposits to debt service reserves.
- 9) Transfer from MTW for unit upgrades were below target as projects depend on unit availability.
- 10) Mainly due to an increase in accrued interest payable, payroll liabilities, and decrease in accounts payable.

King County Housing Authority
Income Statement with Cash Adjustments
Federal Programs and Properties
For the Period Ended March 31, 2023

| | 2023 | 2023 | % of |
|--|----------------------------|----------------------------|---------------|
| | YTD | YTD | YTD |
| | Actual | Budget | Budget |
| Operating Revenues | | | |
| 5 Tenant Revenue | 3,549,610 | 3,290,877 | 108% |
| 6 Operating Subsidy from HUD-HCV | 58,111,632 | 60,526,945 | 96% |
| 7 Operating Subsidy from HUD-PH | 2,878,329 | 3,003,424 | 96% |
| 8 Port-In Income | 13,596,619 | 11,852,807 | 115% (1) |
| 9 Other Operating Income | 1,965,709 | 1,268,002 | 155% (2) |
| Total Operating Income | <u>80,101,898</u> | <u>79,942,055</u> | 100% |
| Operating Expenses | | | |
| 10 Salaries | 5,097,774 | 5,284,929 | 96% |
| 11 Benefits | 1,821,766 | 1,980,798 | 92% |
| 12 Occupancy Expenses | 2,651,127 | 2,686,109 | 99% |
| 13 Maintenance Projects | - | - | NM |
| 14 HAP Expense-KCHA | 48,923,938 | 48,204,210 | 101% |
| 15 HAP Expense-Ports In | 13,545,074 | 11,852,807 | 114% (1) |
| 16 Other Social Service Expenses | 2,148,577 | 2,161,904 | 99% |
| 17 Administrative Expenses | 2,833,352 | 3,740,016 | 76% (3) |
| Total Operating Costs | <u>77,021,608</u> | <u>75,910,773</u> | 101% |
| Net Operating Income | <u>3,080,290</u> | <u>4,031,282</u> | 76% |
| Non-Operating Revenues | | | |
| 21 Non-Operating income | 1,997,163 | 2,161,890 | 92% |
| Total Non-Operating Income | <u>1,997,163</u> | <u>2,161,890</u> | 92% |
| Non-Operating Expenses | | | |
| 19 Interest Payments | 1,175,500 | 1,029,625 | 114% (4) |
| 22 Non-Operating Expenses | 0 | 0 | NM |
| Total Non-Operating Expenses | <u>1,175,500</u> | <u>1,029,625</u> | 114% |
| Net Non-Operating Income (Loss) | 821,663 | 1,132,265 | 73% |
| Net Income(Loss) | <u>3,901,952</u> | <u>5,163,548</u> | 76% |
| Adjustments to Cash - Sources (Uses) | | | |
| 18 Principal Payments | (185,000) | (198,750) | 93% |
| 23 Capital Expenditures | (3,091,138) | (2,539,405) | 122% (5) |
| 30 Acquisitions/LIHTC Return to KCHA | 0 | 0 | NM |
| 24 Change in Designated Cash | 26,979 | 207,308 | 13% (6) |
| 25 Change in Restricted Cash | 160,167 | (441,197) | NM (7) |
| 26 Transfers In/Out | (427,357) | (587,546) | 73% (8) |
| 31 Other Changes in Debt | (81,871) | 0 | NM |
| 27 Others Sources/(Uses of Cash) | (1,148,009) | 242,632 | NM (9) |
| Non Operating Net Sources (Uses) of Cash | <u>(4,746,229)</u> | <u>(3,316,957)</u> | 143% |
| Net Change in Unrestricted Cash | <u>\$ (844,276)</u> | <u>\$ 1,846,591</u> | NM |
| Beginning Cash Balance-Unrestricted/Held by Mgmt Agent | 13,697,643 | | |
| Ending Cash Balance-Unrestricted/Held by Mgmt Agent | 12,853,367 | | |

- 1) Port ins/out were higher than expected in the budget. We had additional 157 port ins issued in the first three months of 2023.
- 2) \$300K in Unbudgeted EHV Admin Fee was received in the first quarter. Also, due to higher than budgeted port-in admin fee.
- 3) Various categories were under target: Professional services, travel and training, and computer equipment. Professional services is below budget mainly due to timing of invoices, but expected to increase later in the year as more invoices are received and processed.
- 4) Mainly due to unbudgeted \$116k interest expense for Salmon Creek .
- 5) Capital expenditures were higher than budget due to 2022 projects being carried over into 2023 due to late starts on projects caused by supply chain issues and shipment delays.
- 6) Purchase of new Housing Management Software System (\$1M) evenly budgeted across the whole year, actual costs lag. The process of acquiring new software and its related costs are expected to be continue through 2023 as new scopes are added.
- 7) Due to decrease in Salmon Creek, Nia and Seola Crossing Debt Service Reserves. Unbudgeted.
- 8) Transfer from MTW for unit upgrades were below target as projects depend on unit availability.
- 9) Mainly due to a decrease in accounts payable.

King County Housing Authority
Income Statement with Cash Adjustments
Local Programs and Properties
For the Period Ended March 31, 2023

| | 2023 YTD Actual | 2023 YTD Budget | % of YTD Budget | |
|--|--|--|--|------|
| Operating Revenues | | | | |
| 5 Tenant Revenue | 36,924,454 | 36,332,932 | 102% | |
| 6 Operating Subsidy from HUD-HCV | 104,043 | 105,529 | 99% | |
| 7 Operating Subsidy from HUD-PH | - | - | NM | |
| 8 Port-In Income | - | - | NM | |
| 9 Other Operating Income | 5,702,493 | 9,163,380 | 62% | (1) |
| Total Operating Income | <u>42,730,990</u> | <u>45,601,841</u> | 94% | |
| Operating Expenses | | | | |
| 10 Salaries | 8,287,506 | 8,396,808 | 99% | |
| 11 Benefits | 2,612,612 | 2,669,460 | 98% | |
| 12 Occupancy Expenses | 6,009,642 | 7,860,687 | 76% | (2) |
| 13 Maintenance Projects | - | - | NM | |
| 14 HAP Expense-KCHA | - | - | NM | |
| 15 HAP Expense-Ports In | - | - | NM | |
| 16 Other Social Service Expenses | 762,199 | 2,322,321 | 33% | (1) |
| 17 Administrative Expenses | 4,108,652 | 5,453,970 | 75% | (3) |
| Total Operating Costs | <u>21,780,611</u> | <u>26,703,246</u> | 82% | |
| Net Operating Income | <u>20,950,379</u> | <u>18,898,596</u> | 111% | |
| Non-Operating Revenues | | | | |
| 21 Non-Operating income | 2,437,395 | 2,126,803 | 115% | |
| Total Non-Operating Income | <u>2,437,395</u> | <u>2,126,803</u> | 115% | |
| Non-Operating Expenses | | | | |
| 19 Interest Payments | 7,161,928 | 7,228,733 | 99% | |
| 22 Non-Operating Expenses | 358,644 | 618,316 | 58% | (4) |
| Total Non-Operating Expenses | <u>7,520,572</u> | <u>7,847,049</u> | 96% | |
| Net Non-Operating Income (Loss) | <u>(5,083,176)</u> | <u>(5,720,246)</u> | 89% | |
| Net Income(Loss) | <u>15,867,202</u> | <u>13,178,350</u> | 120% | |
| Adjustments to Cash - Sources (Uses) | | | | |
| 18 Principal Payments | (6,381,668) | (7,189,967) | 89% | (5) |
| 23 Capital Expenditures | (5,164,822) | (8,313,870) | 62% | (6) |
| 40 Acquisitions/LIHTC Return to KCHA | - | - | NM | |
| 24 Change in Designated Cash | (1,417,155) | (569,185) | 249% | (7) |
| 25 Change in Restricted Cash | (7,069,676) | (2,237,081) | 316% | (8) |
| 26 Transfers In/Out | 6,694 | 266,252 | 3% | (9) |
| 41 Other Changes in Debt | - | - | NM | |
| 27 Others Sources/(Uses of Cash) | 9,007,812 | 3,177,567 | 283% | (10) |
| Non Operating Net Sources (Uses) of Cash | <u>(11,018,815)</u> | <u>(14,866,284)</u> | 74% | |
| Net Change in Unrestricted Cash | <u>4,848,387</u> | <u>(1,687,934)</u> | NM | |
| Beginning Cash Balance-Unrestricted/Held by Mgmt Agent | 100,191,425 | | | |
| Ending Cash Balance-Unrestricted/Held by Mgmt Agent | 105,039,812 | | | |

- 1) Mainly due to lower spending and grant reimbursements on weatherization projects.
- 2) Maintenance expenses and utilities are lower than budgeted due to slower spending on maintenance contracts as it is typically early in the year and the timing of utility bills. Cost expected to increase as the year progresses.
- 3) Various categories were under target: professional services, admin contracts, and computer equipment.
- 4) Insurance reimbursement for Windsor Heights fire loss occurred in July 2022. Also, technical accounting entry to adjust prior year expenses.
- 5) 2021 Refunding Revenue Bond Principal payments were budgeted evenly throughout the year, but actuals are typically paid towards the end of the year. This is partially offset by higher than budgeted principal payments from net cash flow for Spiritwood, Bellevue Manor, and Green River Homes 2.
- 6) Various maintenance contract projects were below target as it is typical early in the year but expected to increase as the year progresses
- 7) Deposits to replacement reserves were higher than budgeted .
- 8) Mainly due unbudgeted deposits to debt service reserves.
- 9) Capital projects were less than target resulting in lower capital transfer and reimbursements.
- 10) Mainly due to an increase in accrued interest payable, payroll liabilities, and decrease in prepaid insurance.

King County Housing Authority
Income Statement with Cash Adjustments
Development Activity
For the Period Ended March 31, 2023

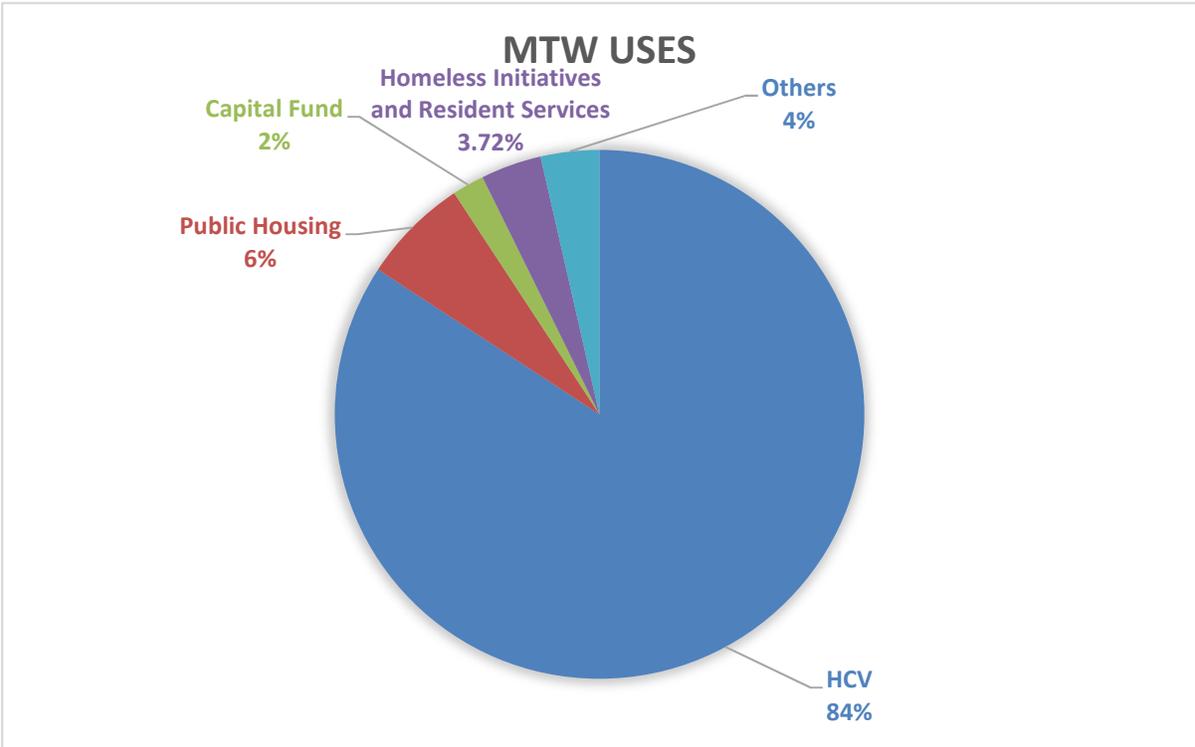
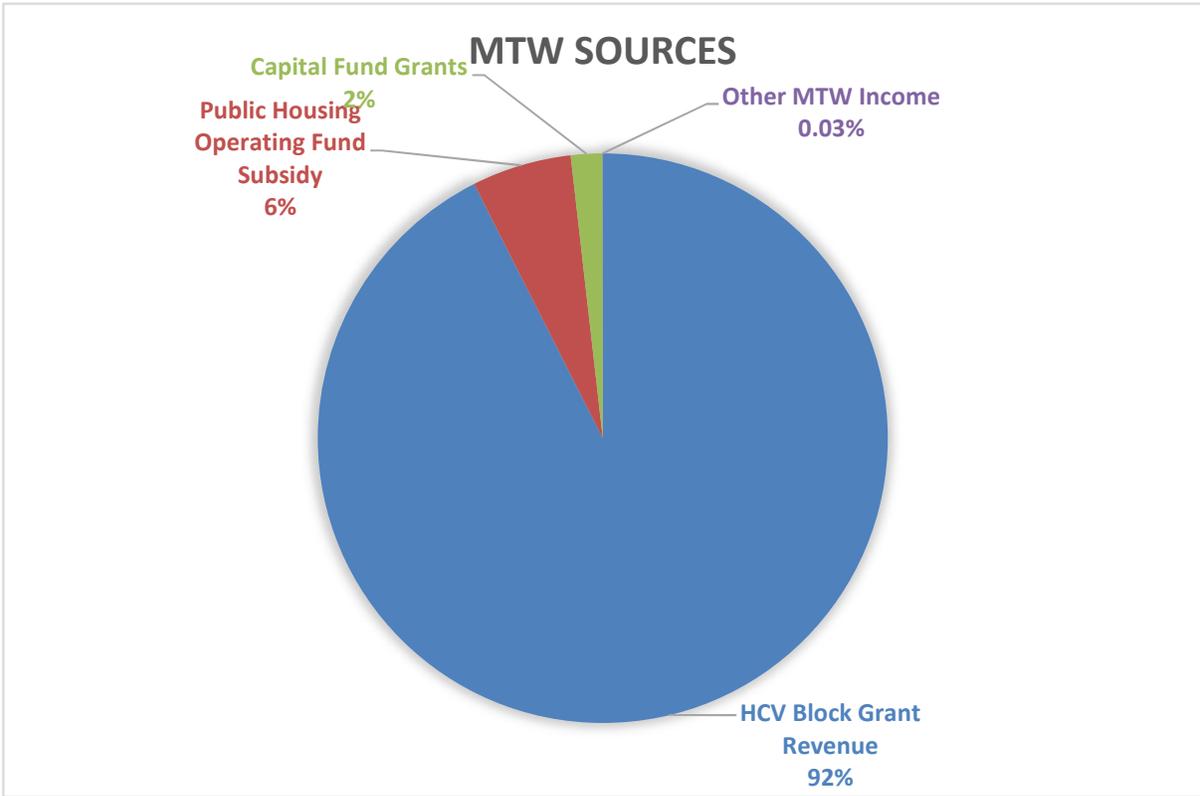
| | 2023 TYD Actual | 2022 Annual Budget | % of Annual Budget | |
|--|--------------------------------|-----------------------------------|-----------------------------------|-----|
| Operating Revenues | | | | |
| 1 Operating Revenue | 36,608 | 10,245 | ` | (1) |
| 2 Total Operating Income | 36,608 | 10,245 | 357% | |
| Operating Expenses | | | | |
| 3 Operating Expenses | 275,972 | 318,077 | 87% | (2) |
| 4 Total Operating Costs | 275,972 | 318,077 | 87% | |
| Net Operating Income (Loss) | (239,364) | (307,832) | 78% | |
| Non-Operating Revenues | | | | |
| 5 Non-Operating income | 1,845,092 | 935,702 | 197% | (3) |
| Non-Operating Expenses | | | | |
| 7 Interest Payments | 386,246 | 815,980 | 47% | (4) |
| Total Non-Operating Expenses | 386,246 | 815,980 | | |
| Net Non-Operating Income (Loss) | 1,458,845 | 119,722 | | |
| Net Income(Loss) | 1,219,482 | (188,110) | NM | |
| Adjustments to Cash - Sources (Uses) | | | | |
| 8 Change in Debt | (9,530,000) | 11,291,323 | NM | (5) |
| 9 Capital Expenditures | (741,621) | (938,761) | 79% | (6) |
| 10 Acquisitions/LIHTC Return to KCHA | - | (21,212,000) | 0% | (5) |
| 11 Change in Designated Cash | - | (232,278) | 0% | (7) |
| 12 Change in Restricted Cash | 18,378 | (133,893) | NM | (7) |
| 13 Transfers In/Out | 420,663 | 321,288 | 131% | (8) |
| 15 Others Sources/(Uses of Cash) | 6,047,953 | 14,102,446 | 43% | (9) |
| Non Operating Net Sources (Uses) of Cash | (3,784,627) | 3,198,125 | NM | |
| Net Change in Unrestricted Cash | (2,565,146) | 3,010,015 | NM | |
| Beginning Cash Balance-Unrestricted/Held by Mgmt Agent | 7,134,333 | | | |
| Ending Cash Balance-Unrestricted/Held by Mgmt Agent | 4,569,187 | | | |

- 1) Home and lot sales price participation exceeded target.
- 2) Mainly due to lower professional and legal services fees related to the new housing acquisitions. See note 5.
- 3) Unbudgeted Abbey Ridge developer fee income and Ballmer Group capital grant for Skyway USB Redevelopment project.
- 4) Due to budgeting error the Somerset Garden interest on Key Bank tax exempt bond was budgeted in January. However, the actual expense occurs throughout the year.
- 5) \$66.2 million was budgeted for new housing acquisitions through debt financing. Actual acquisitions have yet to occur.
- 6) The Greenbridge- Notch properties and Issaquah TOD development project are below target offset by unbudgeted Kirkland Heights development costs.
- 7) Deposit to Somerset debt service reserve account offset by transfer of Hope VI loan interest income to fund development fund.
- 8) Hope VI loan interest income transfer to fund development fund exceeded target.
- 9) \$8.2 million developer fee from Abbell tax credit partnership was budgeted to be received during the first quarter. Actual receipt have yet to occur.

KCHA Balance Sheet ending 3-31-2023

| | Federal Summary | Local Summary | Development | Total |
|-------------------------------|-----------------|---------------|-------------|---------------|
| Cash-Unrestricted | 11,758,629 | 67,428,646 | 4,569,187 | 83,756,462 |
| Cash-Held by Management Agent | 1,076,858 | 37,611,167 | - | 38,688,024 |
| Cash-Designated | 10,726,962 | 93,002,830 | - | 103,729,792 |
| Cash-Restricted | 13,132,206 | 25,886,651 | 26,697,519 | 65,716,376 |
| Total Cash | 36,694,655 | 223,929,293 | 31,266,706 | 291,890,654 |
| | | | | - |
| Current Assets | 25,376,161 | 14,625,036 | 11,617,645 | 51,618,842 |
| Long-term Assets | 426,259,961 | 1,393,659,428 | 221,635,164 | 2,041,554,552 |
| Total Other Assetts | 451,636,122 | 1,408,284,464 | 233,252,809 | 2,093,173,394 |
| | | | | - |
| Total Assets | 488,330,776 | 1,632,213,757 | 264,519,515 | 2,385,064,048 |
| | | | | - |
| Current Liabilities | 41,515,433 | 41,259,985 | 1,886,768 | 84,662,186 |
| Long-Term Liabilities | 102,245,388 | 1,095,334,506 | 126,739,488 | 1,324,319,382 |
| Total Liabilities | 143,760,821 | 1,136,594,491 | 128,626,256 | 1,408,981,567 |
| | | | | - |
| Equity | 344,569,956 | 495,619,266 | 135,893,259 | 976,082,481 |
| | | | | - |
| Total Liabilities and Equity | 488,330,776 | 1,632,213,757 | 264,519,515 | 2,385,064,048 |

| | | <u>Actual</u> |
|---|------------|-------------------------------|
| MTW SOURCES | | |
| HCV Block Grant Revenue | | \$ 47,062,504 |
| Public Housing Operating Fund Subsidy | | 2,878,329 |
| Capital Fund Grants | | 901,974 |
| Other MTW Income | | 15,138 |
| Total MTW Revenue | | <u>50,857,944</u> |
| MTW USES | | |
| HCV | 39,292,139 | |
| Funding of HAP Payments to Landlords | | (36,821,585) |
| Funding of Section 8 Administrative Costs | | (2,470,554) |
| Public Housing | 3,052,881 | |
| Transfers to PH AMPs Based on Need | | (174,552) |
| Public Housing Operating Expenses | | (2,878,329) |
| Capital Fund | 909,051 | |
| Capital Fund Grants | | (909,051) |
| Homeless Initiatives and Resident Services | 1,734,005 | |
| Homeless Initiatives | | (37,009) |
| Resident Services | | (1,696,995) |
| Others | 1,671,636 | |
| MTW Admin Support Costs | | (367,699) |
| Construction Activity & Management Fees | | (1,094,596) |
| Green River and Birch Creek debt payments | | - |
| Misc. Other Uses | | (209,341) |
| Total MTW Uses | | <u>\$ (46,659,711)</u> |
| Variance | | 4,198,233 |
| Reconciling Items | | |
| Loan from Fund 100 (misc federal) | | 5,000,000 |
| Adjustments to Cash | | 6,693,388 |
| Change in Restricted Cash | | 591,729 |
| Investment Income | | 769,419 |
| Expense for other departments | | (17,252,770) |



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6

KCHA Property Management & Security Update

Anneliese Gryta - Deputy Executive Director - Housing Assistance Programs

Ponha Lim - Director of Safety & Security

KCHA Board of Commissioners Meeting - May 22, 2023



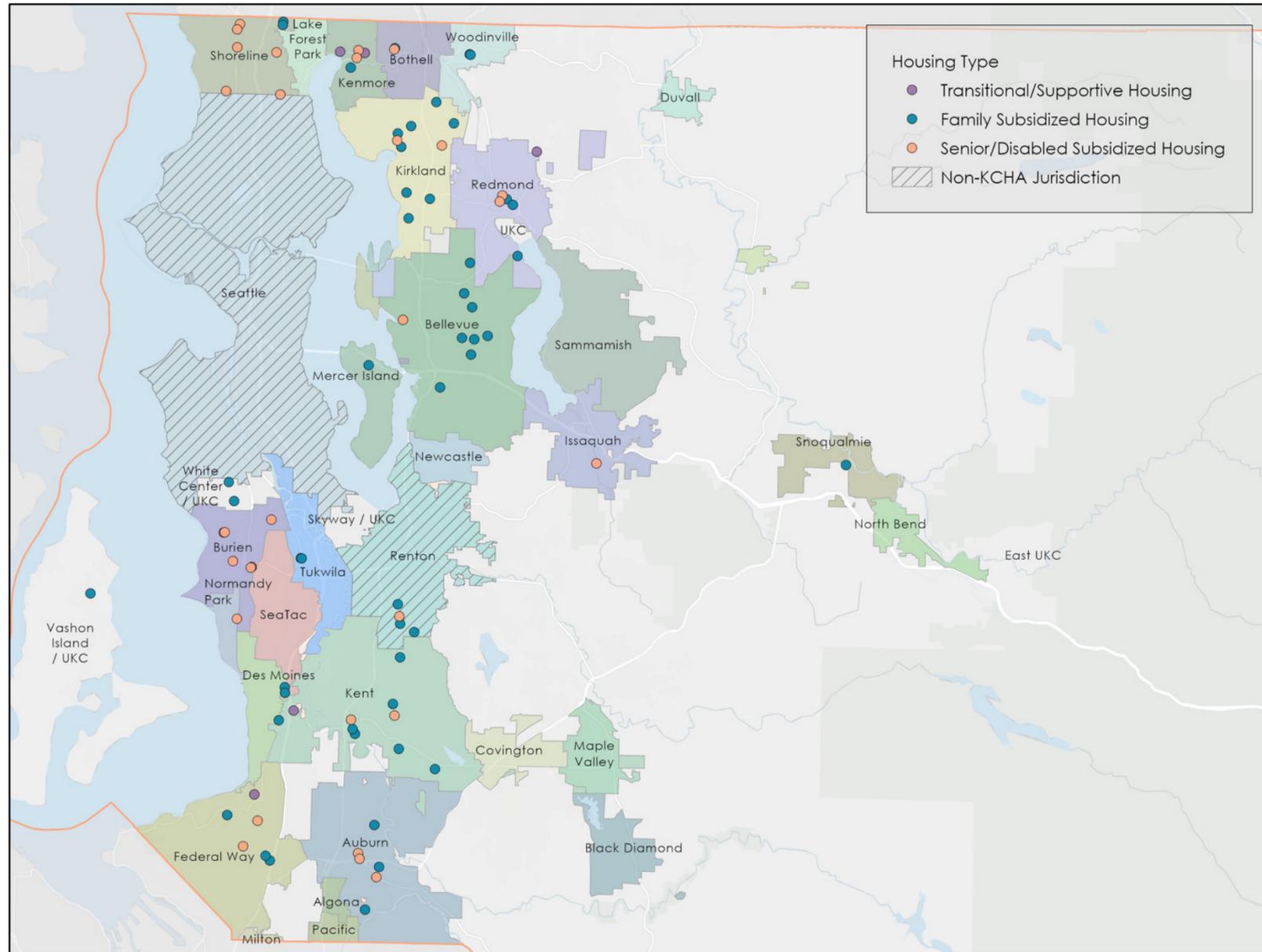
**We transform lives
through housing**

Agenda

1. Introduction
2. KCHA Property Management Overview
3. Security Updates
4. Questions & Discussion



KCHA Property Management: Geographic Reach



Total Units Under Management: 3,833*

*Includes 1,383 units supported by Project Based Vouchers and 70 units through Local Programs

KCHA Property Management: By the Numbers

8,045
individuals
served

3,833
units
managed

27%
Elderly

1,250
work orders
monthly

12 days
avg. unit turn

2,380
PH units

1,383
PBV units

70
Local units

KCHA Property Management: Team



Anneliese Gryta
Deputy Executive Director
Housing Assistance Programs



Bill Cook
Director
Property Management



Penny Bradley
Regional Manager
Southeast



Al Khalaf
Regional Manager
Southwest



Caprice Witherspoon
Regional Manager
North



Sela Kennedy
Regional Manager
Eastside



Kim Sayavong
Director of Central Applications



Matt Peterson
Maintenance Manager



Chris Clevenger
Housing Initiatives Officer



Andrew Urban
Senior Management
Analyst

Total 2022

Department Staff: 172

*includes seasonal, intern & temp workers



KCHA Property Management: Team



Anneliese Gryta

Deputy Executive Director
Housing Assistance Programs



Bill Cook

Director
Property Management



Penny Bradley
Regional Manager
Southeast



Al Khalaf
Regional Manager
Southwest



Caprice Witherspoon
Regional Manager
North



Sela Kennedy
Regional Manager
Eastside



Kim Sayavong
Director of Central Applications



Matt Peterson
Maintenance Manager



Chris Clevenger
Housing Initiatives Officer



Andrew Urban
Senior Management
Analyst

Total 2023

Department Staff: 193

*includes seasonal, intern & temp workers

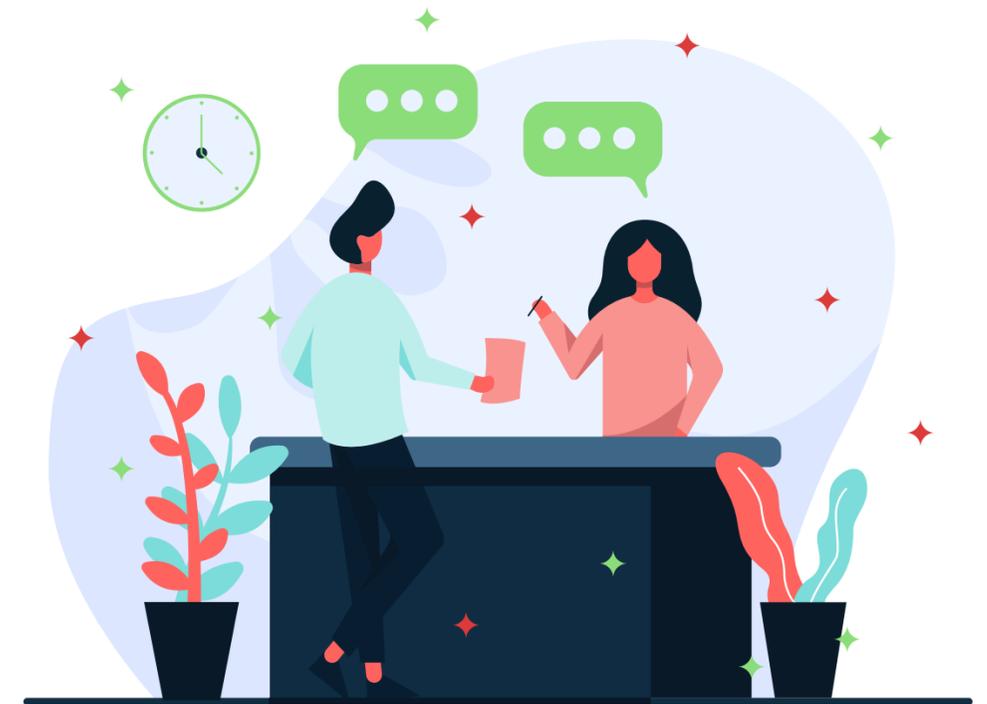


12.6% Increase



Goals of 2023 Personnel Increase

- To improve access our residents have to our staff by increasing portfolio office hours
- To address more complex client needs and security incidents
- To add capacity to support changes ahead (software conversion)



KCHA Property Management: Team

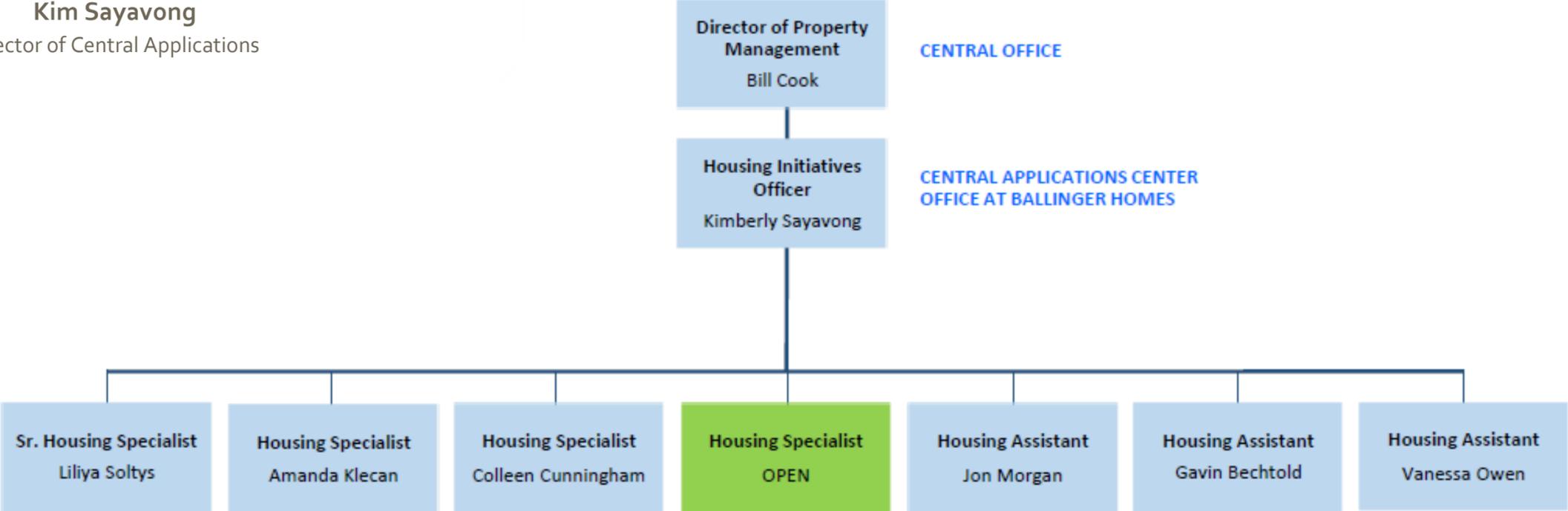
| | Total Budgeted Positions | 2023 | | | | | | | | | |
|---------------------------------------|--------------------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|
| | | JAN | | FEB | | MAR | | APR | | MAY | |
| | | Jobs Filled | % Jobs Filled |
| Vacant Positions by Month | | | | | | | | | | | |
| Customer Service Intern | 4 | 2 | 50% | 2 | 50% | 1 | 25% | 2 | 50% | | |
| Summer Helper (May to November) | 6 | | | | | | | | | | |
| Housing Assistant | 3 | 3 | 100% | 3 | 100% | 3 | 100% | 3 | 100% | | |
| Housing Specialist | 3 | 2 | 67% | 2 | 67% | 2 | 67% | 2 | 67% | | |
| Senior Housing Specialist | 1 | 1 | 100% | 1 | 100% | 1 | 100% | 1 | 100% | | |
| Property Specialist | 24 | 18 | 75% | 18 | 75% | 16 | 67% | 17 | 71% | | |
| Assistant Property Manager | 15 | 7 | 47% | 7 | 47% | 7 | 47% | 7 | 47% | | |
| Property Manager | 15 | 15 | 100% | 15 | 100% | 14 | 93% | 14 | 93% | | |
| Senior Property Manager | 5 | 4 | 80% | 4 | 80% | 4 | 80% | 4 | 80% | | |
| Regional Manager | 4 | 4 | 100% | 4 | 100% | 4 | 100% | 4 | 100% | | |
| Housing Initiatives Officer | 2 | 2 | 100% | 2 | 100% | 2 | 100% | 2 | 100% | | |
| Management Analyst | 2 | 2 | 100% | 2 | 100% | 2 | 100% | 2 | 100% | | |
| Senior Management Analyst | 1 | 1 | 100% | 1 | 100% | 1 | 100% | 1 | 100% | | |
| Landscape/Cleaner or Laborer | 35 | 23 | 66% | 23 | 66% | 20 | 57% | 22 | 63% | | |
| Site Based Maintenance Mechanic | 36 | 32 | 89% | 32 | 89% | 33 | 92% | 33 | 92% | | |
| Maintenance Mechanic (incl. trainees) | 32 | 29 | 91% | 29 | 91% | 28 | 88% | 27 | 84% | | |
| Maintenance Coordinator | 4 | 4 | 100% | 3 | 75% | 3 | 75% | 3 | 100% | | |
| Maintenance Program Manager | 1 | 1 | 100% | 1 | 100% | 1 | 100% | 1 | 100% | | |
| Total | 193 | 150 | | 149 | | 142 | | 145 | | 0 | |
| Percentage of positions filled | | 78% | | 77% | | 74% | | 75% | | 0% | |

- 2023 Budgeted Positions: 193
- Current Filled Positions: 145
- Total Percentage Filled: 75%

KCHA Property Management: Central Applications Center



Kim Sayavong
Director of Central Applications



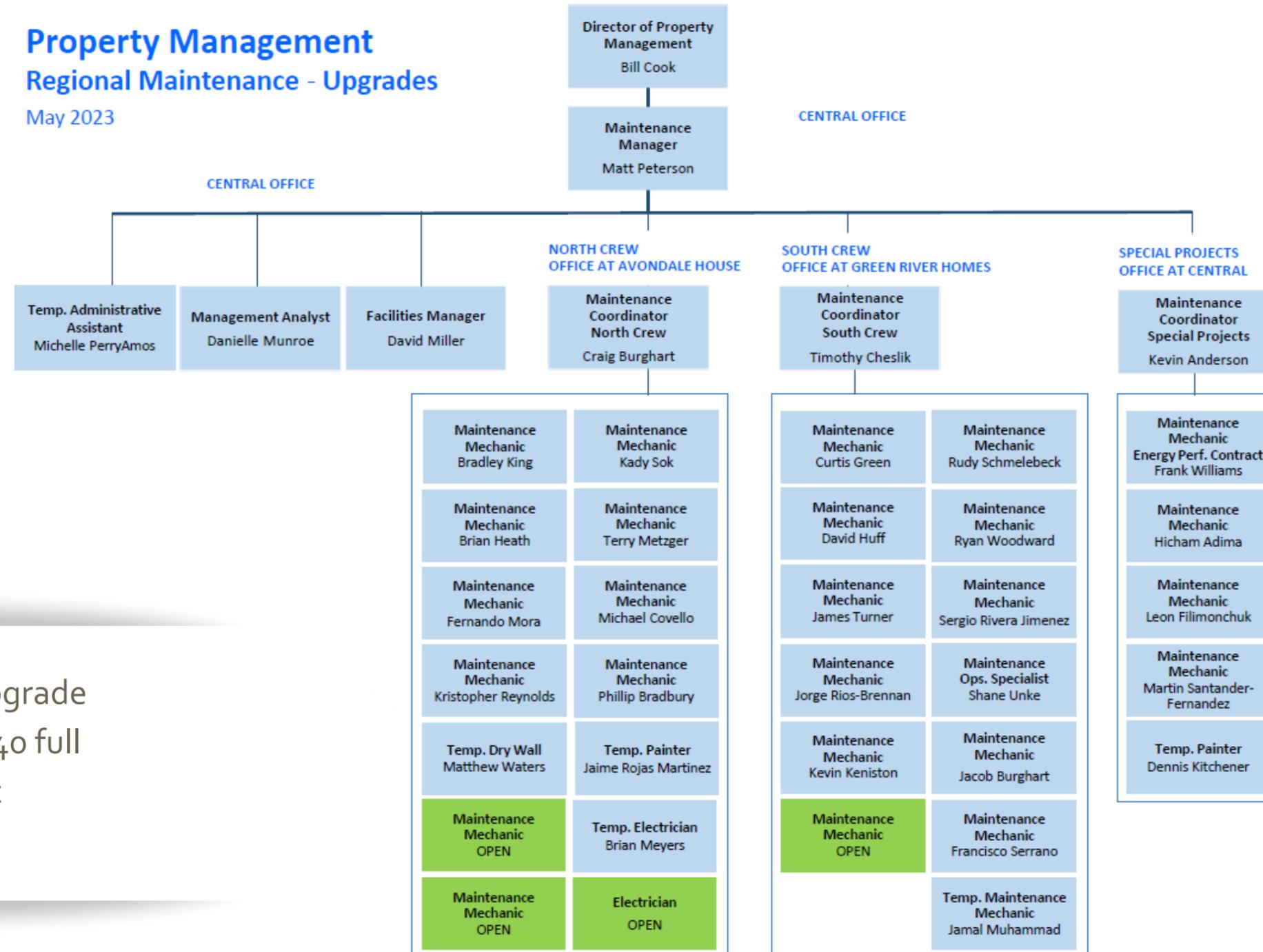
★ Currently, there are 20,445 applications on the waiting list. This is up from 19,007 last year.

KCHA Property Management: Unit Upgrade Division



Matt Peterson
Maintenance Manager

Property Management
Regional Maintenance - Upgrades
May 2023

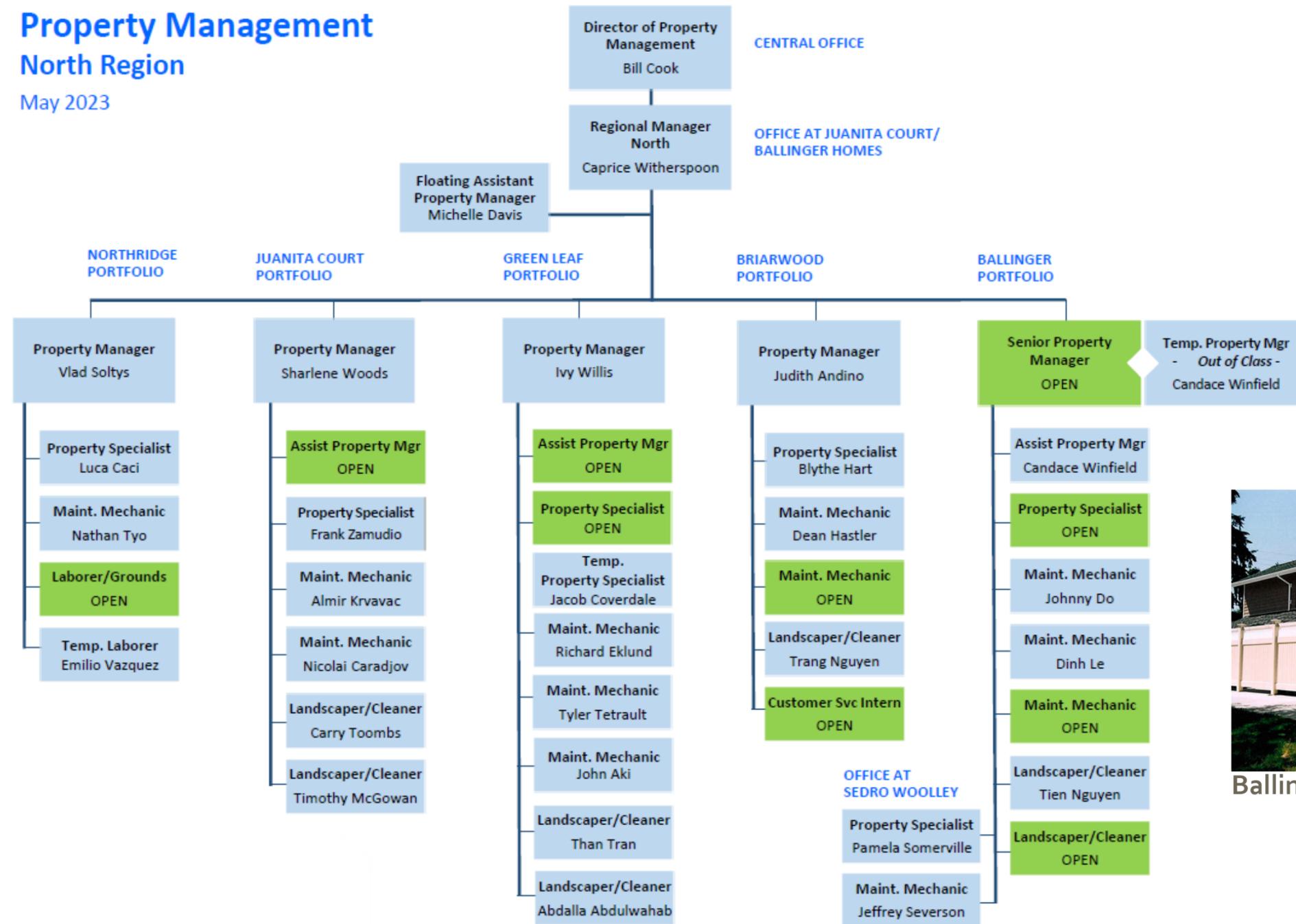


★ In 2022, Unit Upgrade accomplished 140 full scale apartment renovations.

KCHA Property Management: North Region

Property Management North Region

May 2023



Caprice Witherspoon
Regional Manager
North



Ballinger Homes- Shoreline, WA

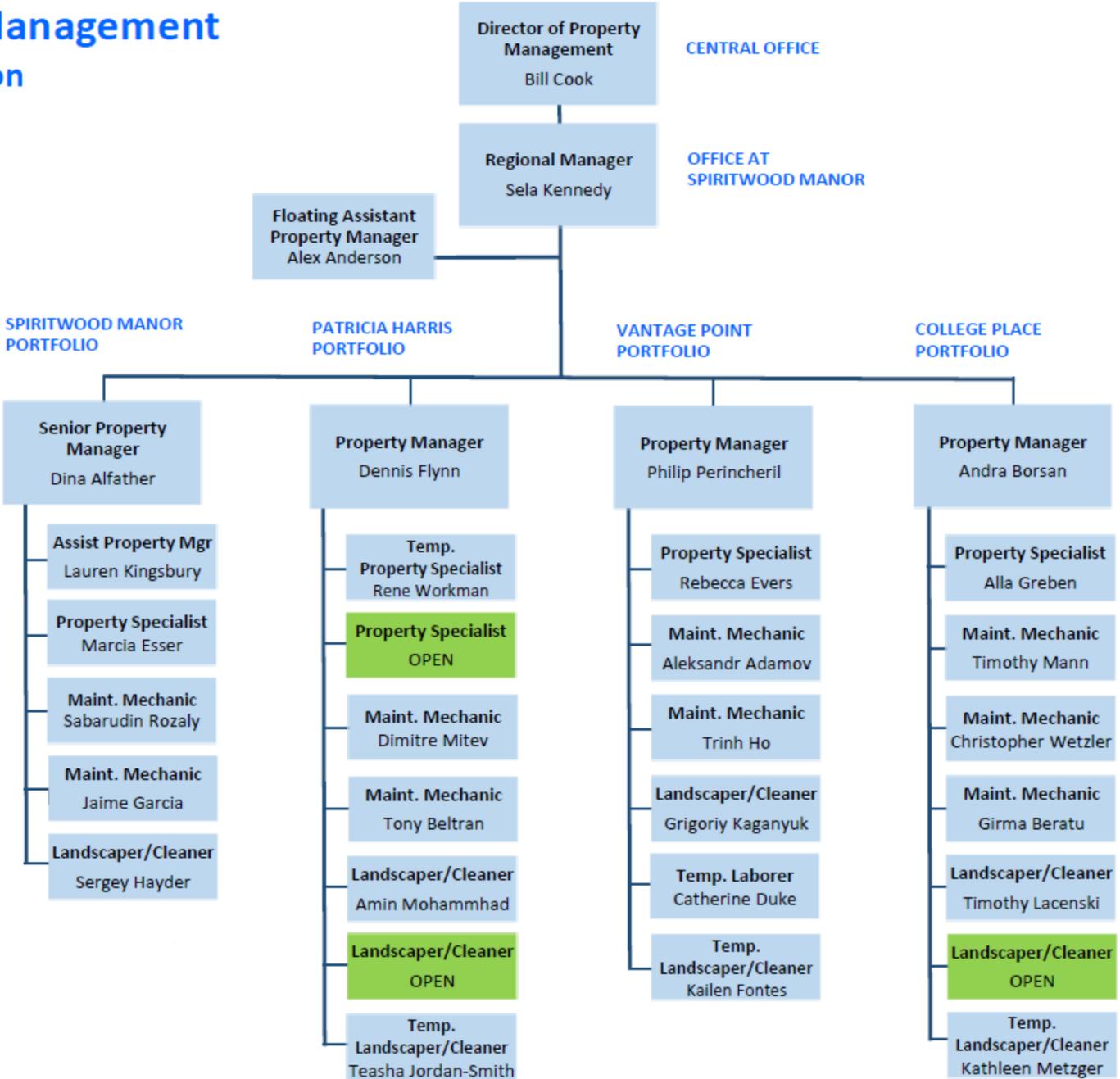
KCHA Property Management: Eastside Region

Property Management Eastside Region

May 2023



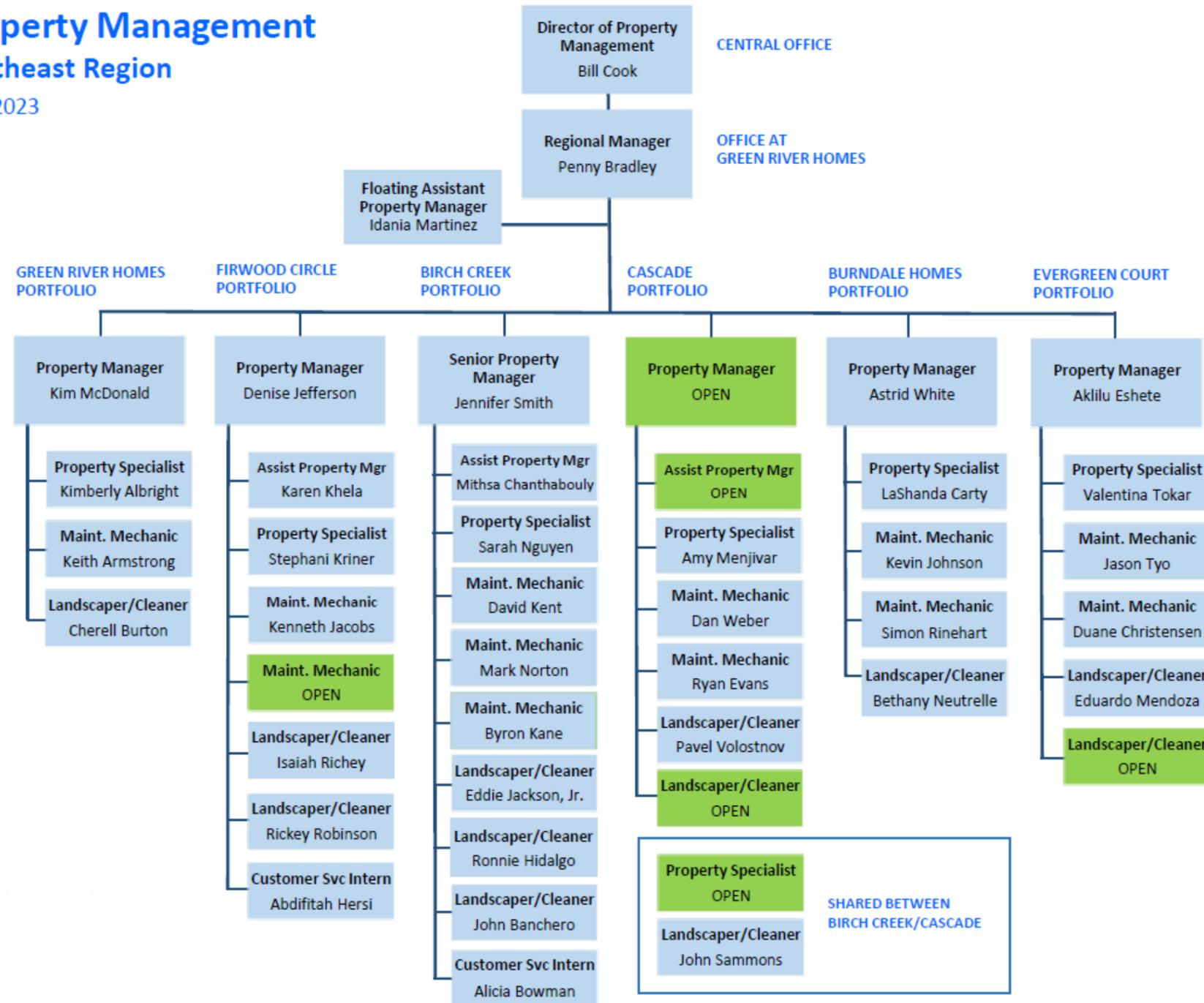
Sela Kennedy
Regional Manager
Eastside



Parkway - Redmond, WA

KCHA Property Management: Southeast Region

**Property Management
Southeast Region**
May 2023



Penny Bradley
Regional Manager



Green River Homes - Auburn, WA

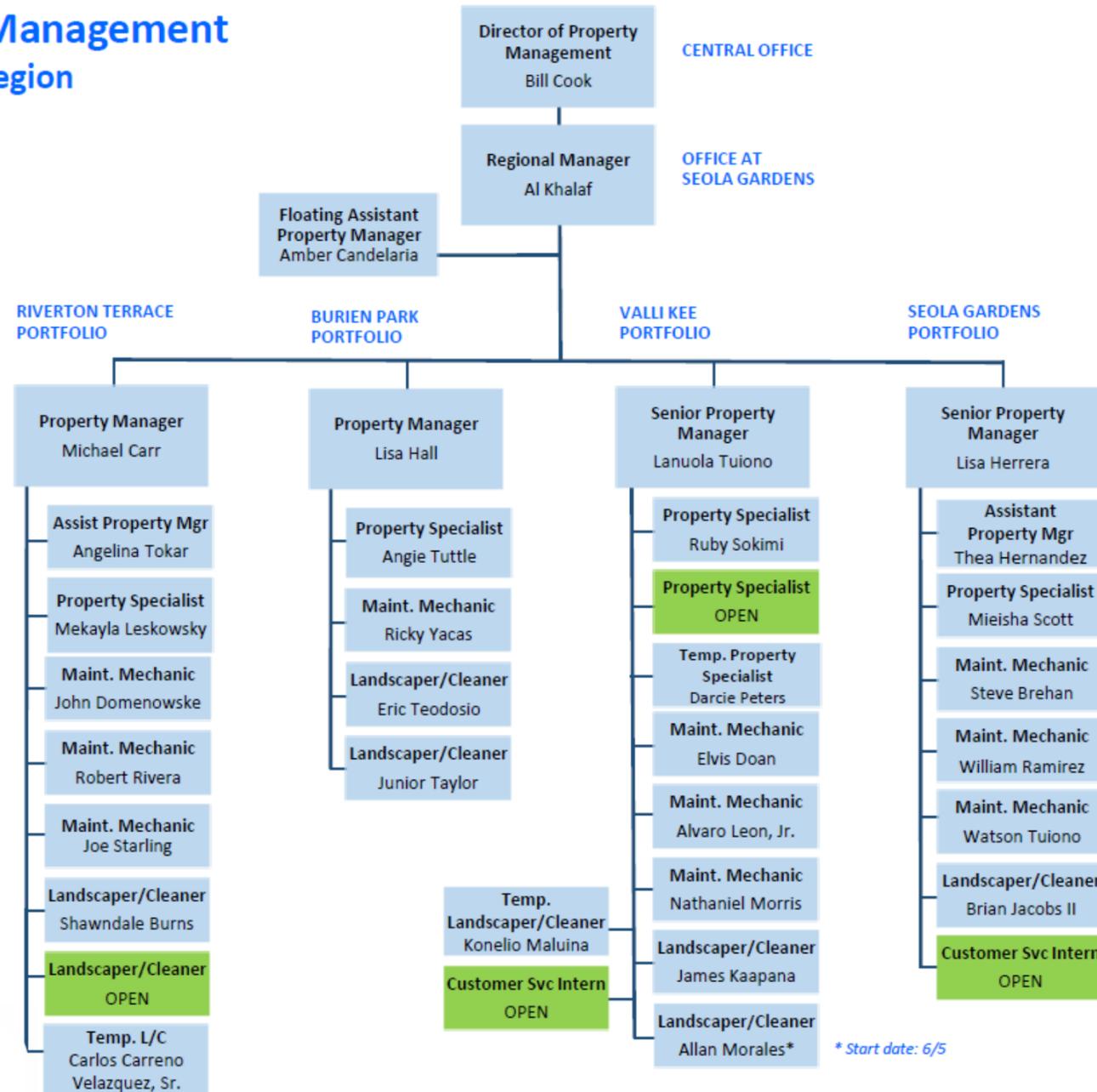
KCHA Property Management: Southwest Region

Property Management Southwest Region

May 2023



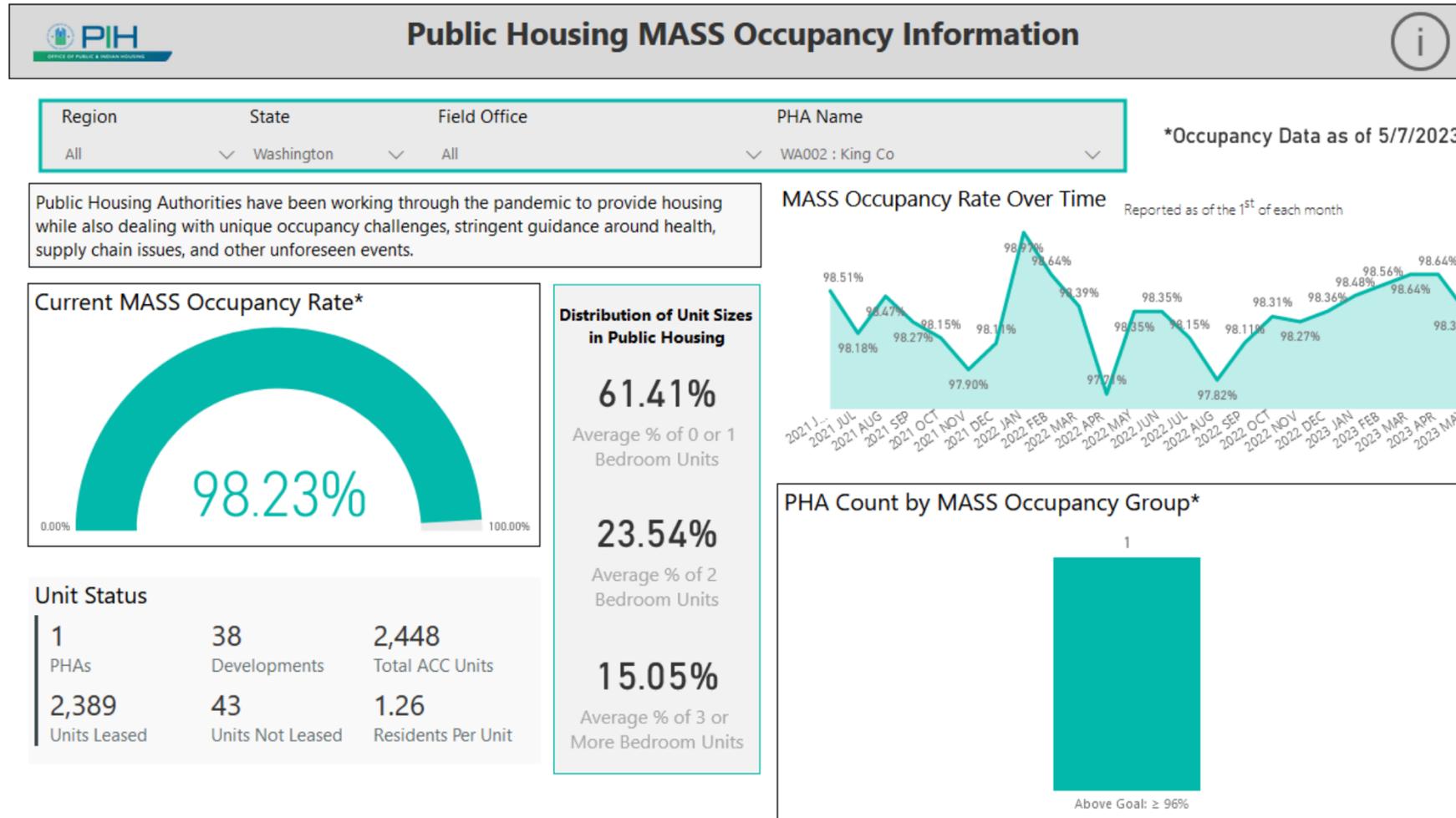
Al Khalaf
Regional Manager
Southwest



Riverton Terrace - Tukwila, WA

2023 Property Management Updates

HUD Public Housing Dashboard: KCHA Occupancy Rate

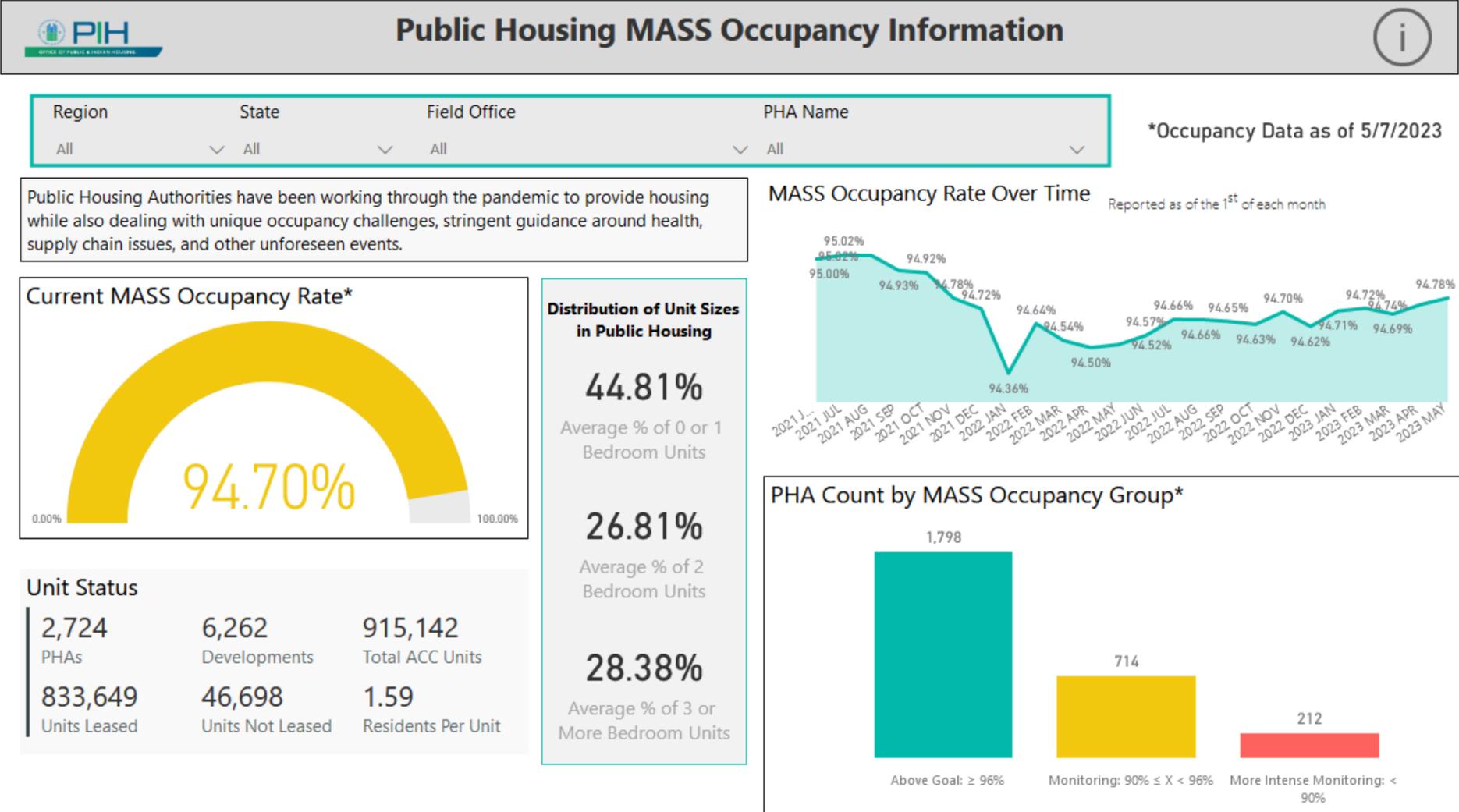


HUD Public Housing National Data Dashboard

This year, HUD has launched a National Public Housing Dashboard, which reflects data on the traditional public housing managed by KCHA's Property Management Department.

- KCHA Occupancy rate: 98.23% (May 2023)
- Maintaining high occupancy rates translates to more families housed.

HUD Public Housing Dashboard: Nat'l Occupancy Rate



HUD Public Housing National Data Dashboard

- National Occupancy rate: 94.7% (May 2023)

Partnership with KCHA's Resident Services Department

KCHA's robust Resident Services Department enhances the capacity of the Property Management Department in the following ways:

- Promoting Housing Stability
 - Staff supports residents around a wide array of issues that may impact a family's ability to remain stably housed, such as assistance with paperwork, reasonable accommodation requests, connection to mental health resources or housekeeping assistance.
- Building Economic Self Sufficiency
 - Staff assists residents with financial literacy, asset-building and access to careers and education, which creates pathways to positive move-outs.
 - Positive move-outs generate more unit availability for those on the waiting list, expanding housing access for all.



Expanding Positive Exits from Public Housing

KCHA's Property Management teams track the reasons for all move-outs:

- 2022 saw 251 total exits
- Positive reasons include homeownership or a move to a non-subsidized rental (33)
- Negative reasons include such situations as incarcerations, unit abandonment or evictions (12)
- Neutral reasons include changes in subsidy type, or moves to another subsidized rental and transfers (206)
- KCHA's Resident Services team is a critical element for preventing negative exits and expanding positive ones



13 families purchased a home in 2022

2023 Resident Listening Sessions

2023 Resident Listening Sessions



Birch Creek - Kent, WA



Yardley Arms - Burien, WA

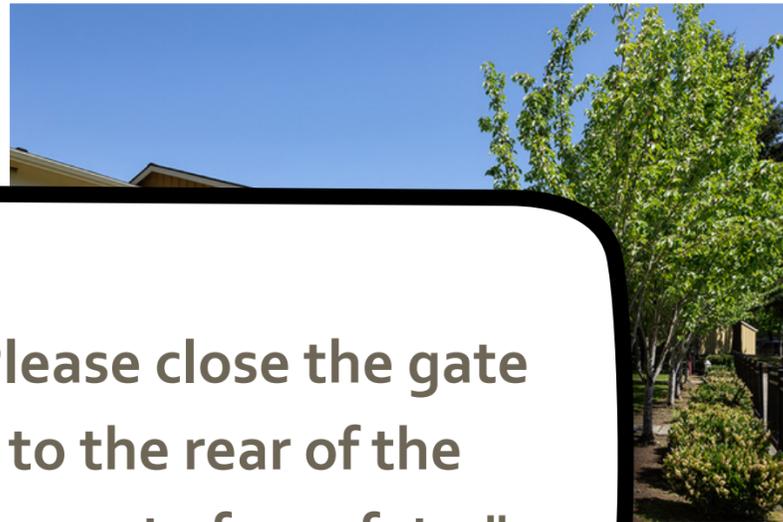


Hidden Village - Bellevue, WA

KCHA launched a new series of meetings in late 2022, which are continuing in 2023, to give residents an opportunity to speak with KCHA leadership, site staff and Resident Services team members. Residents are providing great feedback. As a result of these meetings, staff have been able to address a broad range of issues large and small. Several examples follow.

2023 Resident Listening Sessions

"Please close the gate to the rear of the property for safety."



Yardley Arms - Burien, WA



Hidden Village - Bellevue, WA



2023 Resident Listening Sessions



Birch Creek - Kent, WA

"Please enforce the parking policy, and tag unknown cars. There is not enough parking."



Yardley Commons - Burien, WA



Hidden Village - Bellevue, WA



2023 Resident Listening Sessions



Birch Creek - Kent, WA



Yardley Arms - Burien, WA



Hidden V

"Please cut down these bushes as they are creating a hazard for visibility."



2023 Resident Listening Sessions



Birch Creek - Kent, WA



Yardley Arms - Burien, WA



WA

"Laundry facilities are not sufficient here for the number of families."



KCHA Safety & Security Initiative



Ponha Lim

KCHA Director of Safety & Security

- 2023 KCHA budget tripled investments in safety personnel, planning and technology
- KCHA's inaugural Director of Safety & Security, Ponha Lim, started in late March 2023



Safety & Security: New Communication Tool



KCHA has implemented a text-message alert system for communication of active security incidents.

The technology includes:

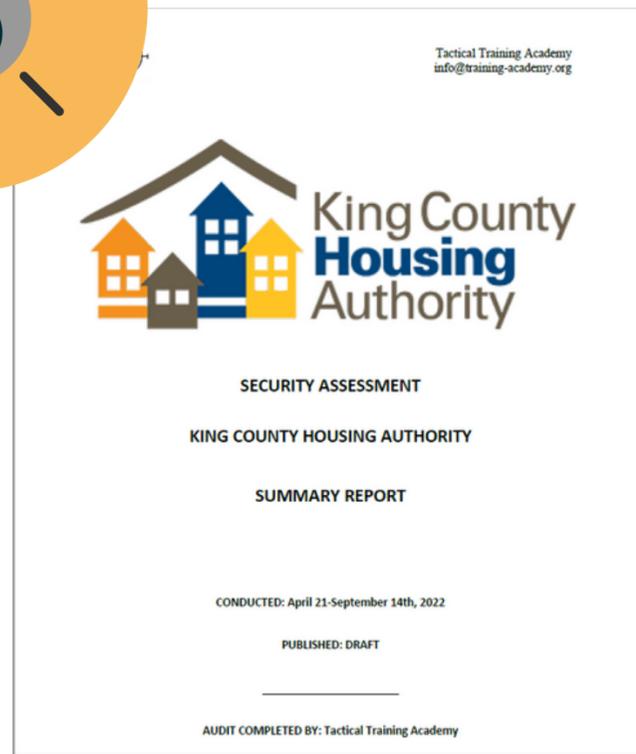
- Company-wide alerts
- Regional alerts (forthcoming)
- Duress-system technology (forthcoming)

Safety & Security: Meetings with Local Jurisdictions



KCHA has implemented a series of meetings with local jurisdictions and law enforcement agencies to build relationships and collaboration.

Safety & Security: Site & Camera Assessments



KCHA is working with the Tactical Training Academy to complete assessments of 15 camera systems and 76 sites for physical security and procedural improvements.

Security Guard & Law Enforcement Contracts

KCHA is re-assessing the performance and deployment of guard force vendors for increased efficacy.

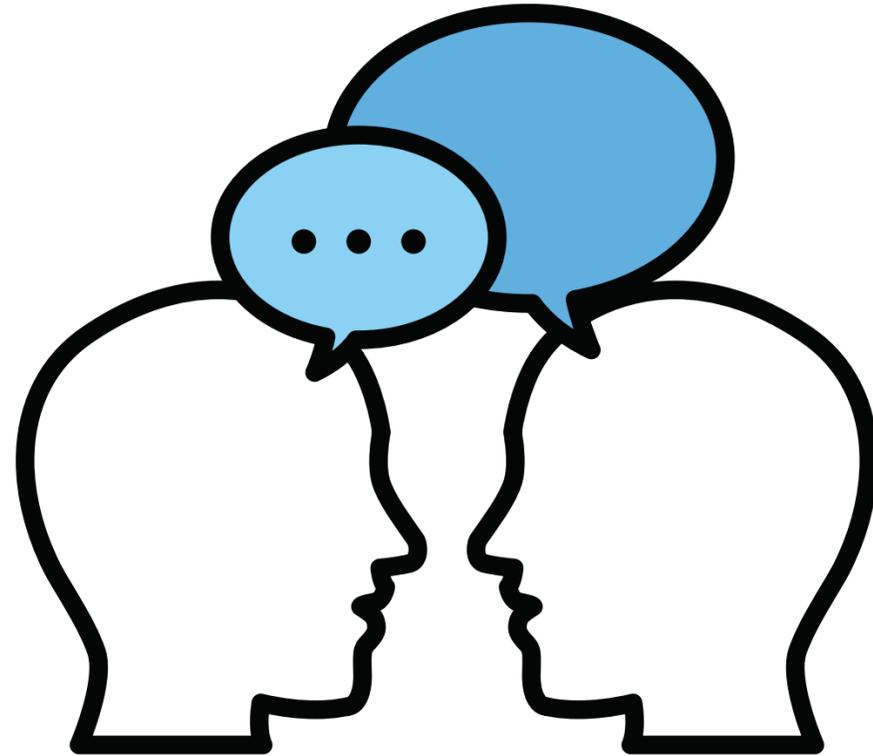


Updating Procedures



KCHA has updated Central Campus safety procedures and is in the process of revamping site procedures.

Discussion & Questions



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7



To: Board of Commissioners

From: Office of Equity, Diversity, Inclusion & Belonging (EDIB)
Scarleth Lever Ortiz, Senior Director
Ji Soo Kim, EDIB Program Manager
Ebane Mainor, EDIB Program Manager

Date: May 22, 2023

Re: 2022 EDIB Annual Report

In our brief presentation, we will open the floor to answer any questions you may have about KCHA's inaugural EDIB Annual report.

Overview

Under the leadership of ED/CEO Robin Walls, the Office of EDIB, in collaboration with Communications Consultants [DH](#) published the 2022 EDIB Annual report, which highlights the countless individuals and groups involved in moving our EDIB work forward. The report introduces key groups, describes their work, and shares facts and figures about their composition and achievements. This information demonstrates our current impact and provides benchmarks we expect to improve in the years to come.

The communities we so proudly serve, in addition to strong internal and external collaborations, make our achievements possible. THANK YOU for being a key part in KCHA's journey of becoming an anti-racist, multicultural organization.

Other Q1 Highlights

1. The Office of EDIB, in collaboration with Human Resources and Administrative Services released Request for Proposal (RFP) #EDIB202301 to enhance HR's EDIB training and professional development offerings and the Office of EDIB's consulting, strategic planning and outreach efforts. Our office launched a comprehensive access and outreach plan that included but was not limited to:
 - a) Bifurcating the Scope of Work into six (6) sections to encourage participation from small businesses.
 - b) Posting RFP announcement in five (5) local newspapers, KCHA's website for 30-days, and KCHA's social media accounts (Facebook and LinkedIn);
 - c) Releasing a targeted e-mail to 355 local and/or Minority and Women's Business Enterprises (OMWBE); and
 - d) Offering two (2) virtual pre-bid conferences.

As a result, we received an overwhelming positive responses resulting in the registration of 163 vendors in our website to view/download RFP, the participating of 54 vendors in the pre-bid conferences, and received 25 proposals. We expect to select and execute HR and EDIB contracts with Selected Respondent(s) in the summer.

-
2. The Office of EDIB, in collaboration with Communications and Information Technology Services launched an internal 5-min EDIB video to introduce the office to new employees during the New Employee Orientation Program (NEOP). The video will also help reinforce our commitment to this work by sharing it agency-wide through EDIB's monthly e-mail and posting it in KCHA's internal website-based collaboration system (SharePoint).

20
22



EQUITY, DIVERSITY, INCLUSION, AND BELONGING

ANNUAL REPORT

Draft Date: 5/4/2023
Published Date: TBD



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A letter from our **Executive Director**

Dear Colleagues,

As we continue this journey of grappling with our country's long history of racial injustices, one of the most challenging aspects is the lasting legacy and role Housing Authorities have played in creating housing inequities. These inequalities have disproportionately impacted the lives of people of color and other marginalized communities for generations. As a representative of the next generation of leadership, and appointed custodian of the largest Housing Authority in the Pacific Northwest, I feel it is important to recognize and embrace this challenge to continue the process of moving forward.

The King County Housing Authority is deeply committed to becoming an anti-racist, multi-cultural organization, both within the agency and in the communities we serve.

Our first annual EDIB report recounts our progress so far and shares information about our programs, resources, people and data, including where we are building and growing. This report reflects KCHA's deep commitment to confronting and challenging our industry, and ourselves, in the long journey towards racial equity.



EDIB Commitments

KCHA views EDIB as the pathway to achieving social justice and fostering a culture where everyone – communities we serve and staff alike – can thrive. Because of the systemic nature of racial and economic injustice, we have a particular responsibility to ensure the equitable distribution of resources, opportunities and outcomes. We have committed to evaluate all of our services and policies through an anti-racism lens, and we are dedicated to actively adopting anti-racist, anti-oppression, and inclusive practices.

KCHA's commitment is reflected in its formalized office of trained professional EDIB practitioners, as well as in its ongoing, employee-driven committee dedicated to EDIB. KCHA has certified equity practitioners throughout the organization with five (5) staff who have obtained Courageous Conversations About Race (CCAR) Practitioner Certifications.



EDIB Background

KCHA's cultural competency journey has been decades in the making. Internal staff committees (Cultural Awareness Committee/Diversity Awareness Committee) that have existed since the 1990's, laid the foundations for today's agency wide approach to Equity Diversity Inclusion and Belonging (EDIB). A seminal moment for the agency occurred in 2018, when KCHA conducted an agency-wide presentation on redlining and the disproportionate number of BIPOC experiencing homelessness. Staff demanded a response. After the presentation the Race, Equity, Diversity and Inclusion (REDI) committee was formed. All of these efforts directly led to the establishment of the Inaugural Office of EDIB. Commitment was further deepened when KCHA engaged in its first search for a new Executive Director in 25 years and centered the search on inclusive leadership practices and candidates who demonstrated commitment to EDIB.

EDIB Timeline

KCHA's Cultural Competency Journey

KCHA has a long standing history of raising awareness of cultural diversity



1990's

Established Cultural Awareness Committee

2005

Rebranded as Diversity Awareness Committee



2018
Introduced Redlining Conversation

KCHA strives to have courageous conversations about systemic issues centered in racial equity



KCHA empowers staff to become leaders in EDIB through staff-led committees

2019

Rebranded as Race, Equity, Diversity and Inclusion (REDI)



KCHA is committed to investing resources, time, and capacity to furthering EDIB within the agency

2020

Released the Day of Solidarity Proclamation and hired Greatheart Consulting



2021
Established inaugural Office of EDIB

KCHA is committed to diversifying our leadership and investing resources into EDIB

2022

Recruited Robin Walls as Executive Director and increased resources for the Office of EDIB



MEET KCHA

Countless individuals and groups are involved in moving our EDIB work forward. The following pages introduce key groups, describe their work, and share facts and figures about their composition and achievements. This information demonstrates our current impact and provides benchmarks we expect to improve in the years to come.

Race, Equity, Diversity, and Inclusion (REDI) Committee



In 2019, KCHA established REDI, an employee-driven team of volunteers, to help educate the agency through an equity lens.

Mission

To educate and shape organizational culture, practices, and systems through an equity lens within the agency and the communities we serve

Vision

Eliminate racial disparities within the agency and in King County by fostering equity and inclusion.

Quotes from Our REDI Co-Chairs

Never doubt the impact a small group of thoughtful committed employees can have to change the workplace. It has been an honor to actively work towards the elimination of racial disparities in the agency, and the communities we serve.

~Channie Butler, REDI Co-Chair

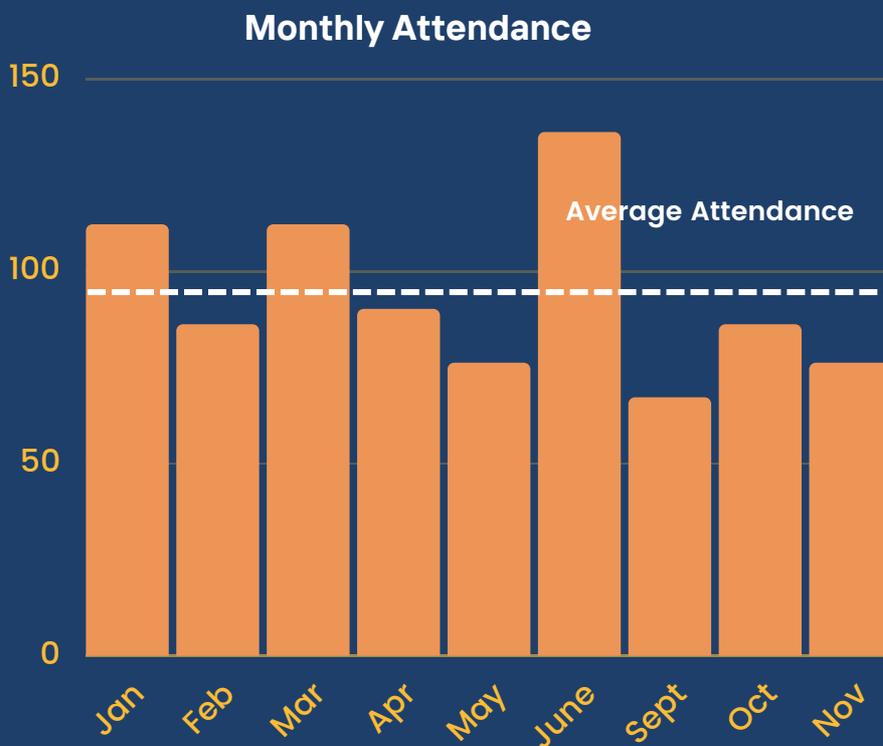
Being part of the creation of these events was a real pleasure. Being able to see people share their authentic selves, as far as their culture, is what makes diversity beautiful.

~Jesse Bennett, REDI Co-Chair

EDIB Awareness: Courageous Spaces Program

REDI's signature program, "**Courageous Spaces**," a series of one-hour events offered throughout the year, was launched in 2020 and continues to be a consistent cultural awareness offering for KCHA staff.

Courageous Spaces 2022 Participation



93

or 19% of KCHA staff was the average number of attendees for each program

136

was our highest attendance for the Juneteenth Celebration

Data from the Sept - Dec 2022 Courageous Spaces Highlights**

- Majority of Courageous Spaces attendees were female. (average: 63.5%)
- Housing Choice/S8 department had the highest rate of attendance.
- Racial demographics were evenly split between BIPOC and White attendees



of our dollars spent on Courageous Spaces or \$854.21 went to supporting local minority-owned businesses in 2022

Office of EDIB



KCHA established the Office of EDIB in the summer of 2021 to help shape and lead organization-wide strategy to embed EDIB into every aspect of KCHA's work, acknowledging a range of intersectional identities, and placing emphasis on racial equity.

Quotes from our Office of EDIB



"**Equity** starts with me. White supremacy culture and colonization caused the housing disparities we see today. I am committed to doing the work to disrupt systems of oppression within my sphere of influence to advance KCHA's mission.

- Ji Soo Kim, EDIB Program Manager

"**Inclusion** starts with me. I am committed to remain curious to amplify our collective voices for the continuous improvement of KCHA's activities and services in our quest for racial equity."

- Scarleth Lever Ortiz, EDIB Senior Director



"**Belonging** starts with me. Supporting and empowering Minority Owned Business means bringing forth our community to help create a healthy economy for all. I am committed to use my money, time, and advocacy to strengthen local economies to help close the racial wealth gap."

- Ebane Mainor, EDIB Program Manager

EDIB Priorities

2022-2023 Office of EDIB Deliverables

In an effort to increase accountability, clarity, and wealth-building/self-sufficiency programming, KCHA established three (3) key priorities for CY2022-2023.

1

Annual EDIB Report



Develop and publish the first KCHA Annual EDIB Report



EDIB Definitions 3-Year Strategy

2

Design and implement an inclusive planning process to develop a 3-year EDIB strategy.

- Released the first Inclusive Culture Survey

3

Section 3 Program

Enhance access to KCHA's employment and economic opportunities to low-income residents and businesses .



EDIB Resources

KCHA has a diverse level of cultural competency across the organization. KCHA made significant investments in training and professional development activities to help staff engage in courageous conversations about race, and other topics related to the intersectionality of our identities.

KCHA first introduced the Civil Treatment for Leaders workshop to Senior Staff and ELT in early 2020 as a first step to deeply integrate EDIB principles into our culture. In 2022, KCHA launched Inclusion Now, a behavior-based training program aimed to address today's issues and underscores the business imperatives for leveraging the cultural backgrounds, personal characteristics, and unique experiences of all employees to truly promote and benefit from an inclusive workplace.

2022 KCHA Training and Professional Development Opportunities

In-house data analytic capabilities

Enhanced feedback loops

Executive Coaching

Inclusive Leadership Assessments

In-House CCAR Practitioners

Offered 30 instructor-led trainings on EDIB topics.

Over 16,000 LinkedIn Learning Offerings

Board of Commissioners



Commissioners John Welch, Regina Elmi, and TerryLynn Stewart

KCHA has a deep commitment to diverse representation and meaningful inclusion. In 2022, KCHA's Board of Commissioners (BOC), which provides general oversight of the organization, was composed of 60% women and 50% BIPOC bringing a unique range of perspectives and lived experiences to the governance of KCHA.

Doug Barnes
Chair

Susan Palmer
Co-Chair

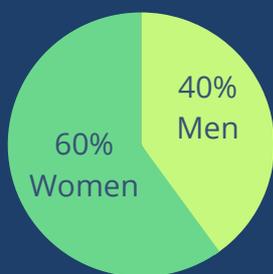
John Welch
Commissioner

TerryLynn Stewart
Commissioner

Regina Elmi
Commissioner

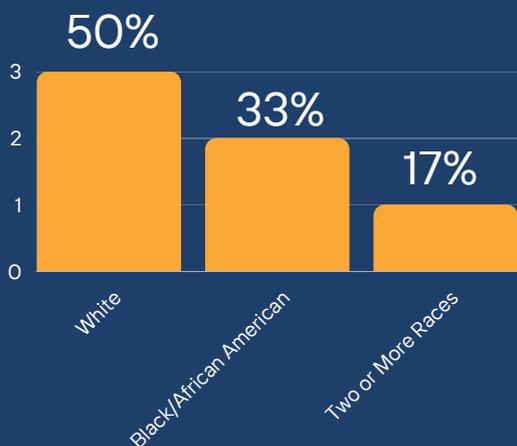
Robin Walls
Secretary

Board of Commissioners

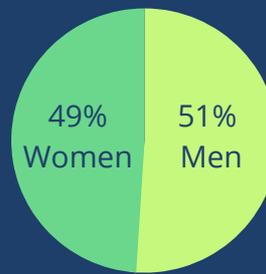


By Gender

By Race/Ethnicity

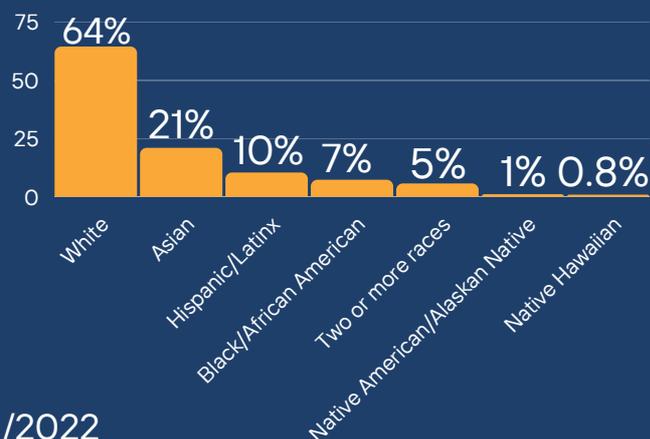


King County Population



By Gender

By Race/Ethnicity



*Data as of 10/2022

EDIB Activities

Interactive Workshop

2022

EDIB Board Workshop

KCHA's BOC and Executive Leadership Team (ELT) engaged in an interactive EDIB workshop facilitated by Greatheart Consulting. Through this effort, KCHA revamped EDIB priorities for the agency to focus on engagement structures, communications and capabilities, and Inclusive Leadership practices.



"When we talk about commitment building, we need to be top down AND bottom up."

-Commissioner Regina Elmi



"We have an opportunity to evaluate written and any unwritten rules and values."

-Commissioner John Welch



Focus Areas

Communications

Revamp the engagement structure for the BOC around EDIB topics, themes, commitments, programs, activities and/or initiatives.



Engagement

Strengthen KCHA's communications strategy and capabilities. Maximize current modes of communication available.



Leadership Development

Focus on the process by which KCHA leaders integrate EDIB into every aspect of their work.



"We are going to work to understand who we are, who we are serving, who is at the decision-making table for the continued improvement of EDIB practices" - Scarleth Lever Ortiz



Executive Leadership Team

In 2022, KCHA had a 10-member ELT* tasked to provide strategic direction.

10 Executives



Robin Walls
Executive Director



Anneliese Gryta
Deputy Executive Director
Housing Assistance Programs



Craig Violante (Interim)
Saeed Hajarizadeh



Deputy Executive Director
Chief Administrative Officer



Tim Walter
Senior Director
Development and Asset Management



Dan Watson
Executive Advisor



Scarleth Lever Ortiz
Senior Director
Equity Diversity, Inclusion, & Belonging



Kristy Johnson
Senior Director
Policy Research & Social Impact

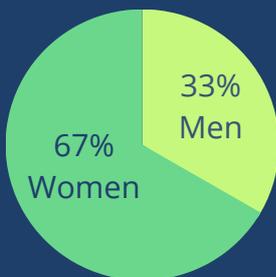


Tonya Harlan
Director
Human Resources



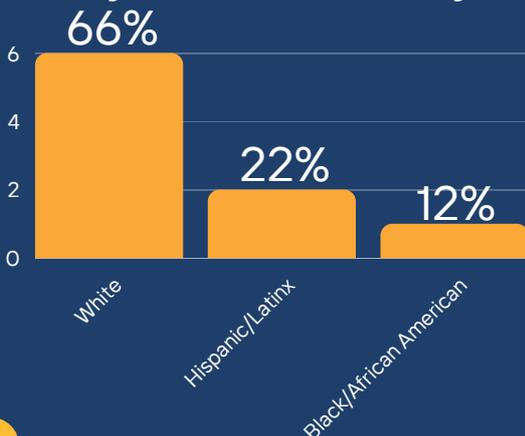
Nikki Parrott
Director
Capital Construction & Weatherization

Executive Leadership

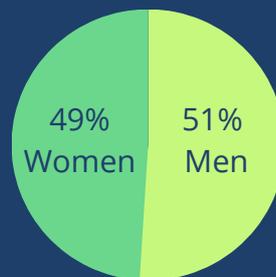


By Gender

By Race/Ethnicity

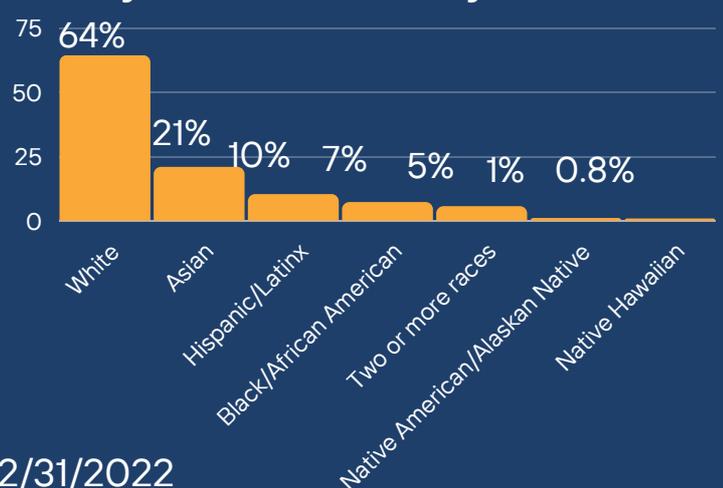


King County Population



By Gender

By Race/Ethnicity



EDIB Workshop

KCHA Governance

Greatheart
CONSULTING



2022

EDIB ELT Workshops

The ELT participated in six (6) Problem Statement Design workshops. Through these workshops, the following five EDIB themes/topics were identified as Areas of Opportunity for KCHA

2022

Key Areas of Opportunity



Commitment



Engagement



Communication



Accountability



Leadership
Development

2022 Highlights

1. Monthly virtual Town Hall meetings with Executive Director to enhance internal communication and feedback loops.
2. ELT and Senior Management completed individual Inclusive Leadership Assessment (ILA) and participated in individual and group ILA report debriefings
3. ELT and Senior Management had access to Executive Coaches.

KCHA Staff



KCHA is committed to implementing equitable and inclusive practices in the employee life cycle. The agency aims to consider - and understand - the cultural competence of prospective and existing staff to effectively serve King County's racially/ethnically diverse communities.

KCHA also strives to be an employer of choice, in these challenging times, that offers salary and benefits that allow all employees - including those interfacing directly with residents and other essential workers - the ability to live and work throughout King County. KCHA is proud to note its average salary is far above the established "living wage" for the area.

In addition, the agency launched a rental housing program to allow employees access to our diverse and varied portfolio of market-rate housing. This enables greater housing access and choice, particularly in our most expensive markets.



Facts & Figures:

KCHA Staff



8.1 yrs

is the average tenure

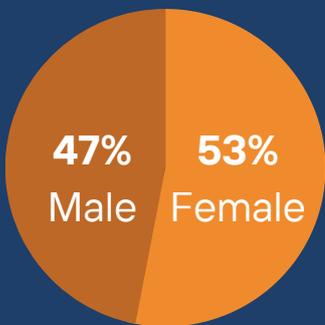


54%

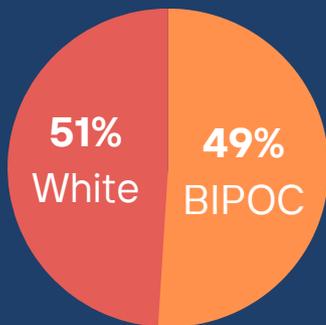
of employees have less than 5 years tenure



KCHA hired **90 FTEs** in 2022 to increase internal capacity.



53% of KCHA Staff self-selected Female as their gender



49% of KCHA Staff are BIPOC



5 Generations work at KCHA

2022 Highlights

- Invested \$181,487.70 to increase safety & security.
- Implemented monthly townhall meetings to enhance internal communication.
- Upgraded technology and software to increase access and engagement.
- Piloted a feedback loop software in Housing Management.



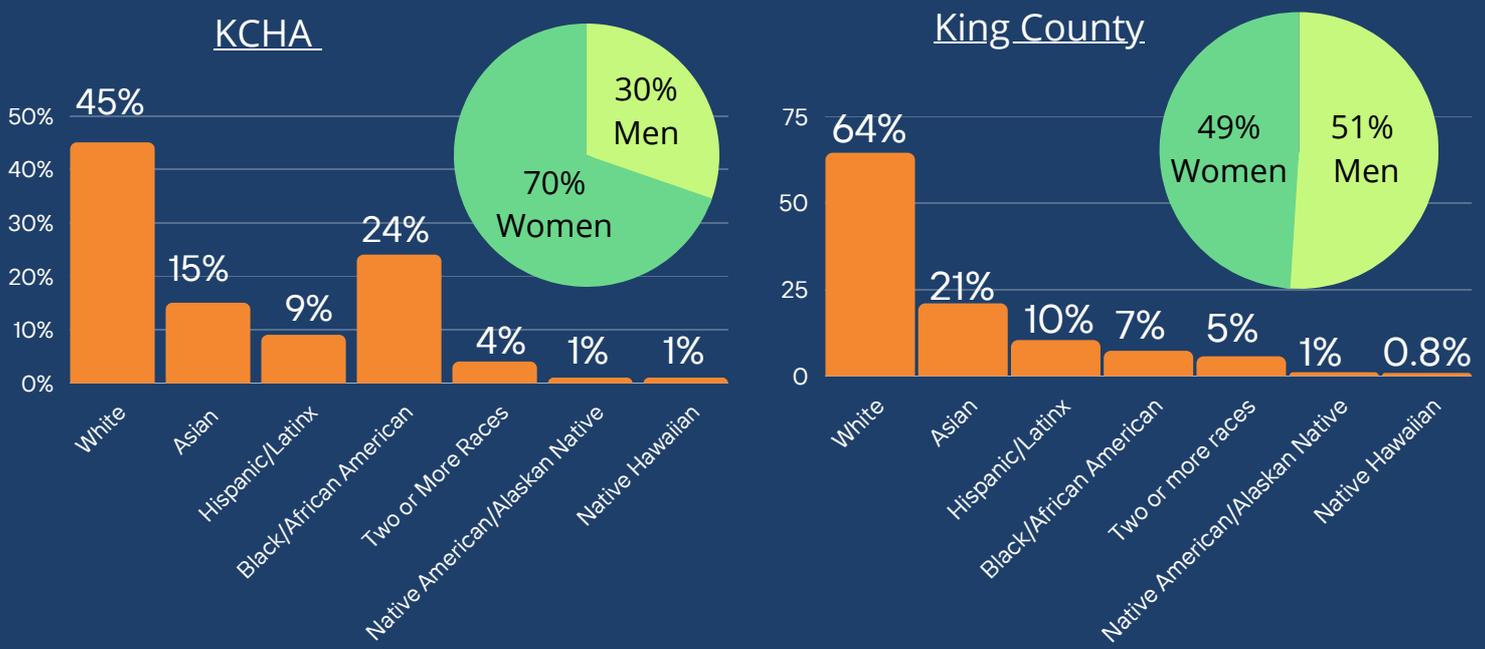
Participants & Residents

KCHA provides rental housing and rental assistance for low-income households in 33 cities and in unincorporated King County. This agency serves as a safety net for people with the greatest housing needs, including people who are homeless, seniors, disabled people living on fixed incomes, and families with low/moderate incomes. We offer a broad range of housing options to address the unique needs faced by each of these groups, which are disproportionately BIPOC. All of this inherently advances EDIB in our community.

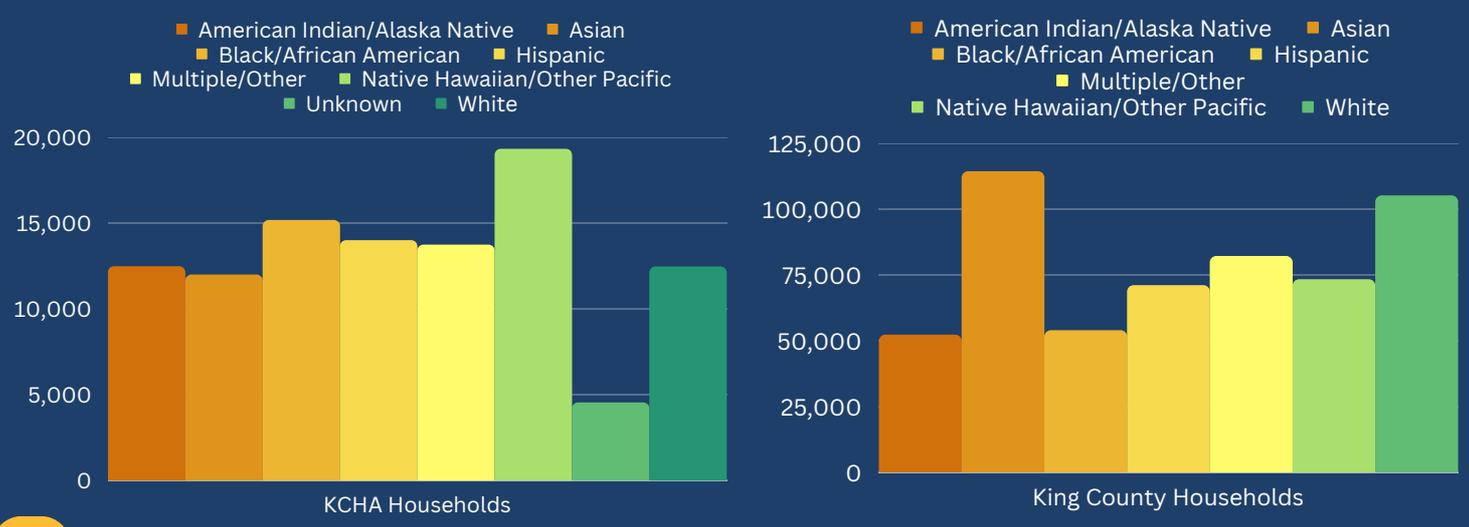
King County (2020) Living wages (2 adults & 2 children)

| | | | |
|-------------------|-------------------|------------------|---------------------|
| King County South | King County North | King County East | King County Seattle |
| \$81,902.48 | \$86,550.12 | \$95,487.89 | \$86,192.61 |

Head of Household by Gender & Race/Ethnicity



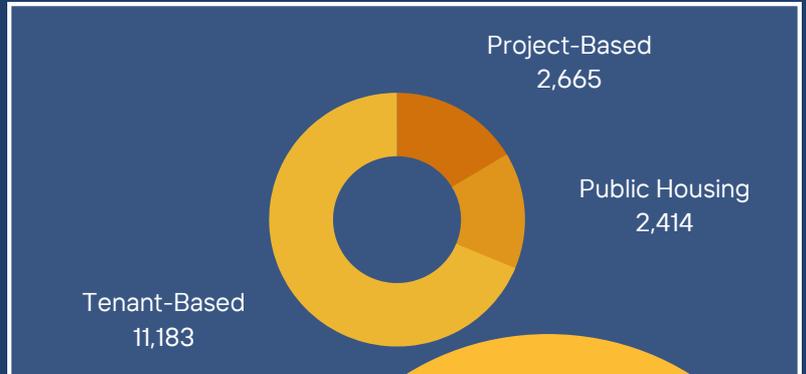
Household Income by Race/Ethnicity



Facts & Figures:

KCHA Participants and Residents

16,262
KCHA Households



50% of KCHA households have a member with a disability

6
Waitlists
24,073 total
Applicants

34.8% of KCHA Households have a member who is elderly

Average Income of a KCHA Household is
\$19,883



KCHA housed **38,807 individuals**



231 Households
achieved self-sufficiency milestones



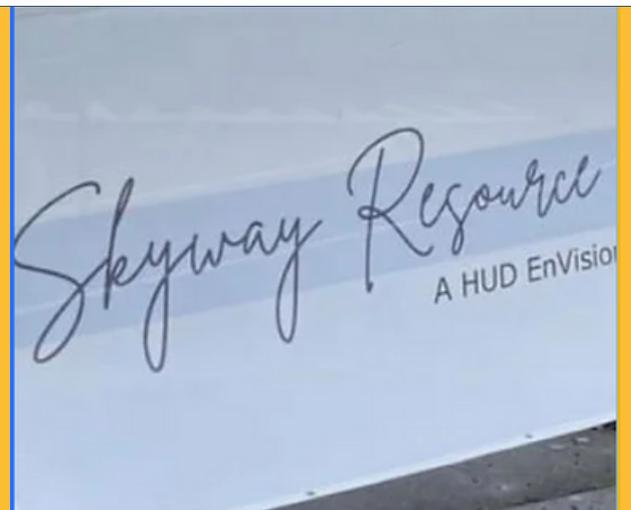
144 achieved self-sufficiency by moving to non-subsidized housing
122 households maintained stable housing after experiencing homelessness or incarceration.**

KCHA Vendors



Housing Authorities serve as large revenue generators in our local communities. Our projects create opportunities to mentor and develop small businesses and analyze their processes, from payment models to training. As we look to the future, how KCHA behaves and expands as a purchaser will become one of the signature aspects of our external approach to EDIB. This remains an opportunity area for the agency.

Supporting businesses that employ trades people is especially important because many skilled trades are losing workers. This not only reduces the number of family-wage jobs available to people in our community, it also reduces our ability to continue to provide a quality housing supply for residents.



Facts & Figures:

Vendors

In 2022, 937 vendors provided services and or products to KCHA totaling \$78.2 Million*

KCHA Supported:

10 Women and or Minority Owned Businesses

7 Businesses Owned by/or Employers of Low-Income Residents (Section 3)



\$1.41 Million

\$42.85 Thousand

Section 3 New Rule



"It is an honor to help revamp our Section 3 program, in partnership with our residents and small businesses, to help close the racial wealth gap in King County"

- Ebane Mainor, EDIB Program Manager

HUD's Section 3 policy helps ensure that jobs and economic opportunities created by certain HUD funding go to low- and very-low-income persons.

Looking Ahead:

KCHA plans to launch a new Section 3 program focused on the expansion and implementation of multicultural outreach activities aimed to build relationships with the business community, especially in key industries, and offer technical support and trainings for prospective resident-owned businesses and job seekers.



KCHA Programs

While Housing Authorities have played a role in creating housing inequities over the years, we can also create meaningful solutions. We have an opportunity – and a responsibility – to help eradicate the pervasive and systemic racism, social injustice and barriers to equity that disproportionately harm Black, Indigenous and People of Color (BIPOC).

Our programs are designed to do just that: truly lift all people in our community and bring equity.

Workforce Housing

Making quality housing affordable for all

Ensuring first-rate housing is available to our community's essential workers – nurses, firefighters, teachers and many more – advances equity, inclusion and belonging. No one should feel second-rate. That's why this approach, often called workforce housing – is a signature program for KCHA. The agency takes pride in providing access in affluent communities and other places many don't think of as locations for "affordable housing."

KCHA's workforce housing program grows supply through creative rehabilitation and construction models. KCHA owns 8,680 units of workforce housing purchased using non-federal subsidies. Our workforce housing residents earn less than the area median income but can afford units priced at a slightly lower rate than the market.

Over the years, KCHA's acquisition strategy has saved thousands of units of affordable housing from being permanently lost to market rate or upscale housing, in one of the most challenging housing markets in the nation.

KCHA's asset base is valued at more than \$2 billion and generates more than \$90.5 million in income annually, enabling ongoing investment in housing improvements and expansion. KCHA has pioneered innovative partnerships with Amazon and Microsoft to advance this work.

Facts & Figures:

Workforce Housing

KCHA is among the larger owners in the nation of:



tax credit properties



bond finance housing



manufactured communities

\$17.25 Million in Capital Improvements

60 properties owned by Asset Management



8,680 units



On average, **150 units per property**



5 homeownership communities (4 of which are 55+)



Contracts with **6 property manager companies**

98.5% average occupancy



EDIB Transforming Lives



KCHA is one of 139 Moving to Work (MTW)+ agencies in the nation. This special designation allows us to design and test innovative, locally designed strategies, help residents find employment and become self-sufficient, and increase housing choices for low-income families.

Student & Family Stability Initiative (SFSI)

Established in 2013 at Highline and Tukwila School Districts for K-12 students experiencing homelessness. SFSI participants have access to housing navigation services, flexible move-in assistance fund, and short-term rental assistance.

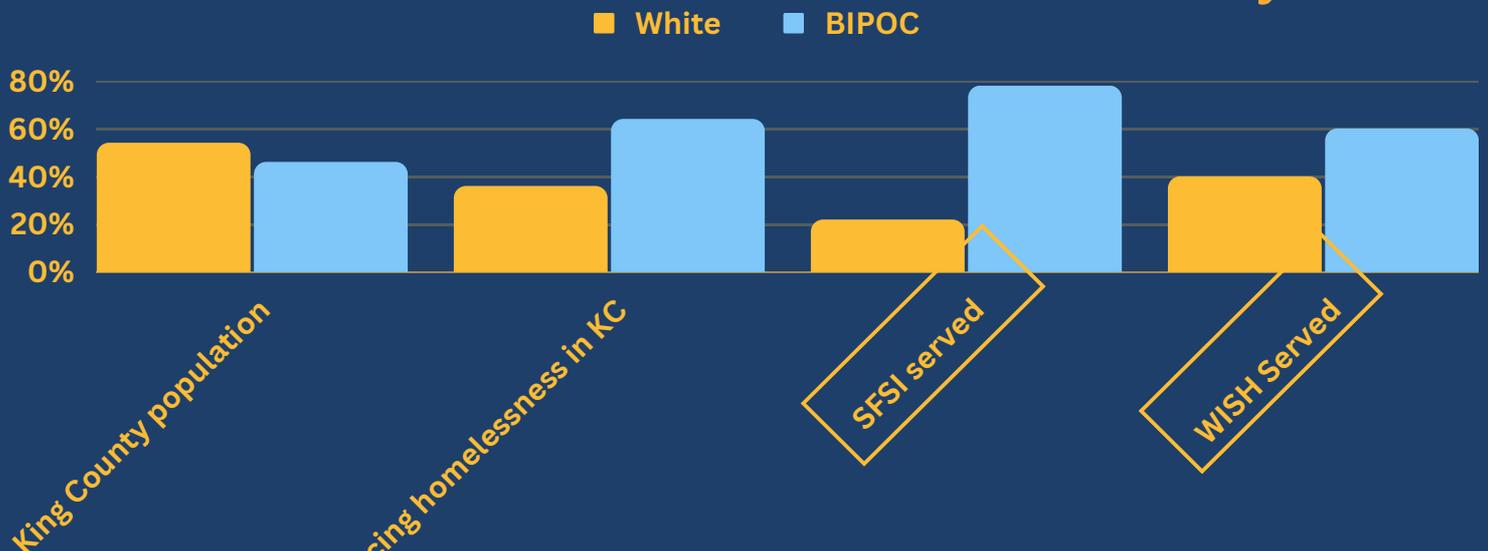
- To-date, KCHA has served approx. 700 students resulting in 387 housing placements

While In School Housing (WISH)

Established in 2020 at Highline College for students experiencing homelessness that are in pursuit of a degree or certification program. KCHA offers a time-limited (4.5 year maximum) Housing Choice Voucher assistance through graduation/certificate program completion, + 6 months.

- KCHA allocated 40 vouchers to this pilot program

SFSI and WISH Students are Predominantly BIPOC

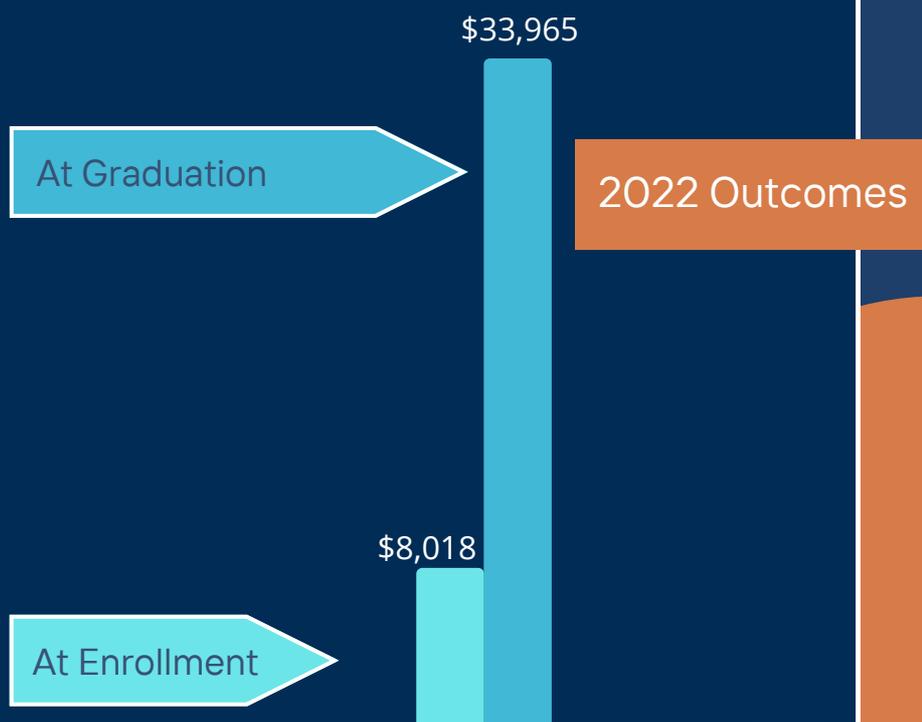


EDIB Transforming Lives

Family Self-Sufficiency (FSS) Program

- The FSS program supports and motivates residents to take action to achieve their economic independence. FSS use a strength-based mentoring and coaching approach that is resident-informed and led.
- KCHA sets aside increases in rent, as a result of the higher earned income of FSS participants, in an escrow account. Upon completion, FSS participants receive these savings as a lump sum to help them achieve their self-sufficiency goals.

21 participants increased earned income by \$20k+



306
households served



59
new enrollments



58
contracts completed



43
graduates



43
of 43 had an escrow payout

EDIB Transforming Lives

In 2022, **58** FSS participants completed their contracts.

2022 Escrow Amounts:

Total Payout: \$833,722

Median: \$17,564

Average: \$19,389



"This program helped me get my job and also work on my credit"

- FSS Participant



"This program gave me confidence!"

- FSS Participant

"Last night's zoom meeting was truly a pleasant surprise. It is usually very difficult for low-income people to listen while others speak to them about budgeting their finances when already feeling like there isn't much money to work with in the first place."

- FSS Participant - Financial Capabilities Program (Virtual Workshop)

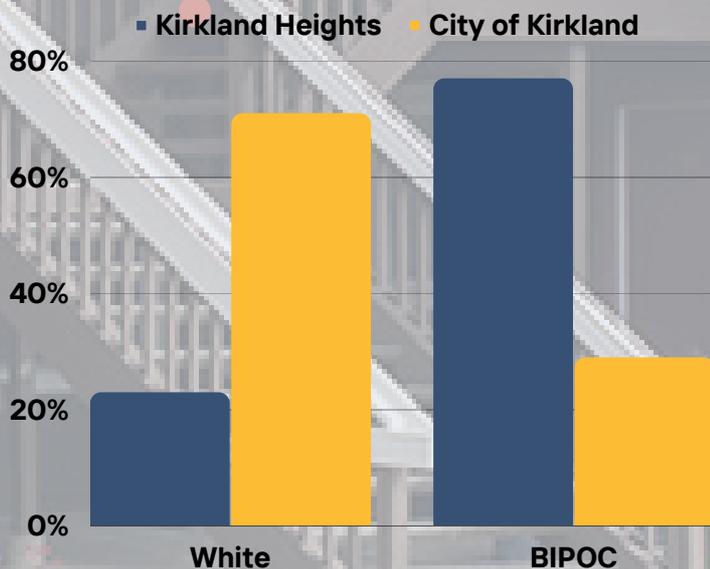
Kirkland Heights (KH) Acquisition

SPOTLIGHT:

In 2019, KCHA acquired this 180-unit apartment complex in a quiet neighborhood with grocery stores, drug stores, restaurants, and medical facilities conveniently located within a few minutes. This family-oriented acquisition preserves and increases housing choice for large families. KCHA is adding 100 units of 2- and 3-bedroom units to accommodate families, and up to 10 people can be housed in our spacious four-bedroom units. It's noteworthy that a high percentage of students in the schools that service Kirkland Heights – nearly one-third – are experiencing homelessness.

One way to build inclusiveness is to involve residents in decision making about property improvements. In 2022, KCHA collaborated with a private property management company and local community organizations (e.g. Antioch Bible Church, Hmong Association of Washington) to engage Kirkland Heights tenants in the redevelopment process.

Majority of KH residents (77%) are BIPOC



EDIB Commitment:

KCHA applied for state grants to encourage owner/developer's engagement with youth to provide apprenticeships and internships through YouthBuild program. This partnership will provide an opportunity for KH youth to build the skillsets and mindsets that lead to lifelong learning, livelihood, and leadership.

25 residential buildings

180 units
80 2-bedroom
80 3-bedroom
20 4-bedroom

44% tenants have children.

48% of tenants self-reported as Asian/Pacific Islander

Get In Touch



Questions?

OfficeofEDIB@KCHA.org

<https://www.KCHA.org>

"I know we would like to believe that our work is done, but in the EDIB space our journey will be long. We are starting internally, but this vision is much more impactful to the larger organization and community."

- Robin Walls, Executive Director

The communities we so proudly serve, in addition to strong internal and external collaborations, make our achievements possible.

THANK YOU

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KCHA IN THE NEWS

May 22, 2023



King County Housing Authority

6K followers • 262 following

Meet KCHA:
Timothy Cheslik

Timothy Cheslik, KCHA's Upgrade Maintenance Coordinator for the South Region, has been with KCHA for about five years. He has about 50 years of experience in various construction trades, including carpentry and plumbing. He also holds certifications from Nan McKay in Maintenance Management, Project Management, and Construction Management. Timothy works with our unit upgrade team, refurbishing worn and outdated federally subsidized apartment units. He came to us from the Pierce County Housing Authority.

"KCHA is much bigger than PCHA. It is also more healthy and growing," said Timothy. "I knew someone that transferred from PCHA and they said it was a great place to work. So I decided to do the same, and have not regretted the 'upgrade'."

Born and raised in the Tacoma/Puyallup area, Timothy enjoys wakeboarding with his kids and grandkids, hiking in the local mountains -- especially in the snow -- and taking day trips to explore the local outdoors.





King County Housing Authority

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Meet KCHA: Our Properties Green River Homes

Green River Homes in Auburn offers comfortable apartments with large lawns and a host of on-site services. Inviting, single-story homes sit on quiet, residential streets. The property can accommodate larger families as it includes 21 larger units: sixteen 3-bedroom/2-bath units, four 4-bedroom/2-bath units, and one 5-bedroom/2-bath unit. There is a housing management office on site. Green River is next to a park with athletic fields, trails and a wading pool, and public library.

More information can be found on our website:

<https://www.kcha.org/housing/property.aspx?PropertyID=44>





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Meet KCHA:
Andrew Calkins

Andrew Calkins, KCHA's Director of Policy and Intergovernmental Affairs, leads our federal, state, and local policymaking and intergovernmental affairs work. Andrew, who has been at KCHA for more than seven years, works to elevate important issues so that KCHA can better achieve our mission of providing innovative, effective, and equitable housing solutions. He was attracted to KCHA because of the affordable housing challenge facing the region and our agency's capacity to address it through expansion of effective programs and constant innovation. Early in his career at KCHA, he designed the agency's multi-tiered Housing Choice Voucher payment standards system so that people using vouchers can rent units throughout all of KCHA's jurisdiction. In his current role, he enjoys working with the larger affordable housing community to pass state legislation incentivizing the creation of more publically- and nonprofit-owned housing. Andrew holds a master's degree in Public Administration. He enjoys spending time outdoors in the spring and summer and creating music in the colder months.





King County Housing Authority

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Meet KCHA:

Wen Xu

Wen Xu, our Director of Asset Management, has more than 28 years of experience in affordable housing management, 22 of which have been spent at KCHA. Wen is responsible for the overall management of KCHA's non-subsidized housing which includes our bond and tax credit properties, homeownership program, and capital improvements. She enjoys working at KCHA because of the ample opportunities it has provided for career growth. When not at work, one of Wen's great pleasures is cooking Chinese food.





King County Housing Authority

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Honoring Dan Watson on his retirement By KCHA Executive Director Robin Walls

Tomorrow is Dan Watson's last day as a KCHA employee. I would like to take a moment to honor Dan on his retirement after his 47 years of service to KCHA. Dan has been an instrumental part of expanding KCHA's vision as an innovator of affordable housing. Under Dan's leadership and guidance KCHA has developed thousands of units of affordable housing which has truly transformed the lives of King County's most vulnerable citizens.

A little over a month ago, several KCHA employees witnessed Dan being honored at the Housing Development Consortium's annual luncheon. Below is a photo from that luncheon. Dan said during his acceptance speech that in spite of the thousands of units that have been developed during his tenure, our affordable housing crisis has become more acute than when he first started which serves as a true reminder of how we as KCHA staff can continue to honor Dan's lasting impact and legacy.

Below is a list of a few highlights from Dan's illustrious career:

- In total during his career, Dan has led, directly overseen, or contributed to the development or acquisition of over 10,300 units of housing for extremely low-income and moderately low-income residents. He has leveraged federal subsidies, tax-exempt bond financing, low interest governmental loans, tax credit equity financing, and conventional bank financing to finance housing across the housing continuum.

· It is estimated that over Dan's career, more than 40,000 households and over 100,000 individuals have been able to afford their housing because of his tireless preservation and development efforts.

· Dan has been actively involved in the preservation of other types of at-risk federally subsidized housing, including privately owned Section 8 housing under Title II of the Emergency Low Income Housing and Preservation Act (ELIHPA), which included Spiritwood, Hidden Village, and Newport Apartments (all in Bellevue). He was also instrumental in preserving Project-Based Section 8 assistance by acquiring Parkway (Redmond), Alpine Ridge (Bothell), Heritage Park (Bothell), Bellevue Manor (Bellevue), Eastwood Square (Bellevue), Patricia Harris Manor (Redmond), Southwood Square (Kent), Northwood (Auburn), Vashon Terrace (Vashon Island), Westminster Manor (Shoreline), Kirkland Heights (Kirkland), Juanita View (Kirkland) and Laurelwood Gardens (Federal Way). The acquisition of three USDA properties in Enumclaw and North Bend constituted the first USDA 515 preservation deal in the nation ever completed using Low-Income Housing Tax Credits. His work helped ensure continued affordability at nineteen federally-financed properties, which included a total of 1,217 homes.

· KCHA has emerged as a national leader in the preservation of naturally occurring affordable housing and the conversion to permanently affordable workforce housing. KCHA owns nearly 8,000 affordable workforce housing units affordable to households earning between 50 and 80% of area median income.

Dan has also shown tremendous leadership during a time of challenging leadership change to KCHA and has also become a wonderful friend.

Thank you Dan!!!





King County Housing Authority

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Meet KCHA:
Cherell Burton

If you've ever wondered why Green River Homes is such an appealing garden apartment community, Cherell Burton could be part of the reason. Cherell joined KCHA as a temporary employee in 2020 before being hired in 2022 as a Landscaper/Cleaner at Green River Homes. She joined us after six years working as a laborer at a construction company. Cherell is proud of the role she played in helping to ensure that KCHA residents and staff were kept safe during the peak of the coronavirus pandemic, as she was responsible for disinfecting and cleaning buildings. She has an eclectic background: Cherell is certified as a medical assistant, has an associate degree in culinary arts, and has worked as a peer support specialist, in addition to experience in the construction field. Cherell gets a charge out of meeting new people. Away from the job, she is fond of spending time with her two children, and hopes to foster a child in the near future. She volunteers at Moms Rising Education Fund, an organization that educates and engages people about the importance of advancing family economic security and ending discrimination in the U.S., and the South King Country Discipline Coalition, which works to end the disproportionate disciplining of students of color and interrupt the school-to-prison pipeline. She has recently started volunteering with a group that seeks solutions that transform outcomes for students with disabilities.





King County Will Help Preserve and Activate 32 Green Space Projects in the South End

FEBRUARY 16, 2023 EDITOR

by Agueda Pacheco Flores

Several projects around the South End aimed at preserving and activating green spaces just got a major boost in funding. In January, King County [awarded a combined \\$52 million](#) to [32 projects](#) across King County. It's part of Executive Dow Constantine's goal to save, preserve, and enhance the last 65,000 acres of urban canopy, forest, farmland, and green space around the county.

The funding, which comes partially from the [Conservation Futures](#) program, will help five projects in particular that span not only South Seattle, but also Sea-Tac, Burien, Skyway, and Tukwila. In Burien, money will go toward preserving a park in a low-income neighborhood and in Tukwila, toward the preservation of an urban farm. All together, those projects alone were funded for \$4.7 million. For now, most of the money will be used to acquire the properties, with further development planned later, once the purchases are approved.

In Sea-Tac, \$630,000 was awarded to the City to purchase the wetlands behind the [Emmanuel Reformed Baptist Church](#). Not only is the property surrounded by residential apartment complexes, but three blocks down the road is [Bow Lake Elementary School](#), which William Appleton, Sea-Tac's public works director, says could benefit from the outdoor space. "Provided we can work with the owner to buy a portion," says Appleton, "that whole site is five acres."
"[We could] integrate education and outreach with elements around conservation and water quality, birds, animals, flora, fauna," says Appleton. Eventually, he said, he hopes the property will include walking paths, a boardwalk over the restored spring, and a proper path for neighborhood children to use to get to school from 180th to 182nd Street.

Bow Lake Elementary School Principal Alicia Gaynor is already game for a future where this may be possible. She provided a letter of support for the project with hopes that someday students could visit the wetlands for field trips.

"For example, tree restoration during Earth Week, identification of trees in the Northwest, and Exploring the natural environment within walking distance of the school," she wrote.

In the unincorporated community of Skyway, where there are no forest trails and minimal parks, more than a million dollars was awarded to acquire the West Hill Urban Green Space.

“I’ve been working on this for some years to try to add more parks and green space in the West Hill community,” says King County project manager David Kimmett. “In the end, this is trying to balance the need for parks and green space in the community as well as affordable housing.”

The three-acre parcel of land is owned by the King County Housing Authority (KCHA), which is willing to sell two parcels for use as a park.

“This is the initial investment and it will take some time to actually activate this, but right now the first step is to invest in the land, in securing this piece of property and down the road look to do some planning and outreach for the community to add maybe a walking path or a small play area,” Kimmett says.



The Skyway project is adjacent to Foster Commons Apartments and two mobile home parks — Vue and Empire Vue — which are owned by the Manufactured Housing Community Preservationist (MHCP), a nonprofit affordable housing provider. KCHA plans to add one acre of that land to the mobile home park.

“Empire View and Vue contain 98 households, many with children and/or older family members sharing their homes,” wrote MHCP Executive Director Greg Blount. “Improving these parcels into a public park is an ideal use of the property, not just for Empire View and Vue, but for the entire Skyway neighborhood.”

Beyond Seattle and the closest surrounding cities, projects as far south as the [Hylebos Creek conservation project](#) in Federal Way and several projects in Kent, like the [Clark Lake Park project](#), also received funds.