



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

Monday, September 25, 2023

Webinar Meeting:

<https://kcha-org.zoom.us/j/85689058057>

Meeting Webinar ID: 856 8905 8057

Phone: 253-215-8782

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



SPECIAL HYBRID MEETING OF THE BOARD OF COMMISSIONERS AGENDA

September 25, 2023 - 3:00 p.m.

King County Housing Authority - Snoqualmie Conference Room
700 Andover Park West, Tukwila, WA 98188

I. Call to Order

II. Roll Call

III. Public Comment

IV. Approval of Minutes

1

A. Board Meeting Minutes – July 17, 2023

B. Board Meeting Minutes – August 28, 2023 – Executive Session

V. Approval of Agenda

VI. Consent Agenda

A. Voucher Certification Reports for June 2023

2

B. Voucher Certification Reports for July 2023

C. Second Quarter 2023 Write-Off Report

3

D. **Resolution No. 5754** – A Resolution of the Board of Commissioners of the Housing Authority of the County of King Establishing New Senior Leadership Classifications.

4

VII. Resolutions for Discussion

- A. **Resolution No. 5755** – Authorizing a change in the Administrative pay Schedule of 6.5% effective November 4, 2023. **5**
- B. **Resolution No. 5756** – 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 Exclusion of Resident Service Stipends from the Calculation of Annual Income **6**

VIII. Briefings & Reports

- A. Risk Management Update **7**
- B. KCHA’s 2024 Draft – Moving to Work Plan **8**
- C. EDIB Strategy: Setting the Stage **9**
- D. Second Quarter 2023 Executive Dashboard **10**
- E. Second Quarter 2023 Financial Report **11**
- F. Second Quarter 2023 Procurement Report **12**

IX. Executive Director Report

X. Executive Session

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

XI. KCHA in the News **13**

XII. Commissioner Comments

XIII. Adjournment

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

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

Monday, July 17, 2023

I. CALL TO ORDER

The monthly meeting of the King County Housing Authority Board of Commissioners was held as a hybrid meeting on Monday, July 17, 2023. There being a quorum, the hybrid meeting was called to order by Chairman Welch at 3:00 p.m.

II. ROLL CALL

Present: John Welch (Chairman) (via Zoom), Commissioner Regina Elmi (via zoom), Commissioner TerryLynn Stewart (via Zoom) and Commissioner Richard Jackson.

Excused: Commissioner Doug Barnes (Chair)

III. PUBLIC COMMENT

None.

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – June 29, 2023

On motion by Commissioner Regina Elmi, and seconded by Commissioner Richard Jackson, the Board unanimously approved the June 29, 2023 Meeting Minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner Richard Jackson, and seconded by Commissioner Regina Elmi, the Board unanimously approved the July 17, 2023 hybrid Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

- A. Voucher Certification Reports for May 2023
- B. New Bank Accounts

On motion by Commissioner Richard Jackson, and seconded by Commissioner Regina Elmi, the Board unanimously approved the July 17, 2023 hybrid Board of Commissioners' meeting consent agenda.

VII. RESOLUTIONS FOR DISCUSSION

A. Resolution No. 5753 – A Resolution Authorizing Conveyance of Vacant Property Located in Skyway to King County

Tim Walter, Senior Director of Development and Asset Management briefly explained the Resolution.

This Resolution authorizes KCHA to convey two vacant parcels of land located in Skyway (unincorporated King County) to King County for use as public green space by its Parks Department.

Questions of Commissioners were answered.

On motion by Commissioner TerryLynn Stewart, and seconded by Commissioner Richard Jackson, the Board unanimously approved Resolution 5753.

VIII. BRIEFINGS & REPORTS

A. 2023 Mid-Year Financial Forecast

Saeed Hajarizadeh, Deputy Executive Director - Chief Administrative Officer gave an Executive Summary of the Financial Forecast.

Questions of Commissioners were answered.

B. Housing Choice Voucher Program (HCV)

Anneliese Gryta, Deputy Executive Director of Housing Assistance Programs and Pam Taylor, Director of Housing Choice Voucher Program both presented a high level overview of the department's activities.

- 60.7 of all households served at KCHA across all programs are served through the HCV Program.
- KCHA's HCV Program, Property Management and Asset Management all help to preserve and expand high quality affordable housing in King County.
- HCV Staff in 2022=104.5, in 2023=112 (+7.2%) with 15 vacant positions
- HCV National Utilization Rate is 85.31% - KCHA Rate is 101.55%
- Basic Types of HCV Subsidy
 - Tenant-Based vs. Project-Based
 - Block Grant vs. Non-Block Grant

- General Vouchers vs. Supportive Housing/Special Purpose Vouchers
- Veteran's Affairs Supportive Housing
- Housing Access & Services Program (HASP)
- Family Unification Program & Foster Youth to Independence
- Emergency Housing Vouchers (EHV)

Questions of Commissioners were answered.

C. Payment Standards

Tyler Shannon - Senior Management Analyst, Pam Taylor - Director of Housing Choice Voucher Program and Eric Lane - Senior Administrative Program Manager gave the 2023 Mid-Year Payment Standards Review.

After analyzing the data over the past year and considering the impact of the previous increases, the conclusion was that raising our current payment standards is not necessary at this time. The current payment standards are already high enough to meet the needs of our voucher holders.

Questions of Commissioners were answered.

IX. EXECUTIVE SESSION

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

4:01pm – Board meeting was suspended.

4:39pm – Board meeting was re-convened.

X. EXECUTIVE DIRECTOR REPORT

Robin Walls, Executive Director/CEO gave news updates.

- Monday, July 10th, spoke at the Grand Opening of the Permanent Supportive Housing Development, Plymouth Crossing at Eastgate. Others that spoke were:
 - Karen Lee, Plymouth Housing CEO
 - Governor Jay Inslee
 - Congressman Adam Smith, Washington 9th Congressional District
 - Councilmember Claudia Balducci, King County
 - Mayor Lynne Robinson, City of Bellevue

Plymouth Crossing is the first Permanent Supportive Housing Property in East King County. Councilmember Claudi Balducci, as well as Mayor Lynn Roninson informed remarks on the challenges that they have had with working with them to get support.

KCHA commissioned with Plymouth Crossing that we will have a project based HAP contract with them, which will support 87 units and have a contract value of \$36M. 67 of the 87 will be mainstream vouchers and the others are project-based vouchers. Great work from the Social Impact and HCV Program teams.

- In August we will begin negotiations with the Seattle Building Trades on our Collective Bargaining Agreement. There should be an update in September.
- Upcoming MTW Agreement and MTW reserve issues. They are still ongoing and no new movement.
- Commissioner Elmi, myself and a couple of the members from EDIB attended the NAHRO Summer Symposium in Washington DC. HUD originally wanted implementation of INSPIRE and HOTMA, but HOTMA is now not required implementation until 2025. HUD has also pushed back dates of INSPIRE.
- Tax Credits: Texas to Washington State are all talking about Tax Credits. Most of the time Housing Authorities have to be competitive for tax credits with other low income housing providers like Plymouth Housing. What happens with competition is Housing Authorities are not able to compete with them so Tax Credits are a necessary tool for development or public housing, or new public housing developments that are coming on board. Senator Cantwell and Congressman Smith have been supporters of this for us.
- Update – Sedro Woolley Housing Authority Monitoring Report has come out. We have to respond to HUD by the end of this month on the issues from the report. Main issues are there is an outdated management contract between SWHA & KCHA. We agree it is outdated and was last updated in its entirety in 1971.
- Executive Director is serving as an officer of SWHA Board of Directors, which constitutes a conflict of interest. We disagree with this and have been working with legal council to address why we disagree.
- There is an unclear identification of some Sedro-Woolley Policies as opposed to KCHA Policies. Mentioning Procurement as well as contract administration in respect to those policies and then there are several policies not only on procurement but also inventory and disposition policies that need to be developed or updated and adopted by the board. The main concern is the procurement policy.

- First Annual EDIB Report will be mailed out to you.

XI. KCHA IN THE NEWS

None.

XII. COMMISSIONER COMMENTS

We do not have a Board meeting in August, but there will be an Executive Session in August.

XIII. ADJOURNMENT

Chairman Welch adjourned the meeting at 4:50 p.m.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

ROBIN WALLS
Secretary

**MEETING MINUTES
OF THE
KING COUNTY HOUSING AUTHORITY
SPECIAL BOARD OF COMMISSIONERS
VIRTUAL MEETING – EXECUTIVE SESSION ONLY**

Monday, August 28, 2023

I. CALL TO ORDER

The virtual special Executive Session meeting of the King County Housing Authority Board of Commissioners was held on Monday, August 28, 2023 via zoom. There being a quorum, the meeting was called to order by Chair Doug Barnes at 3:01 p.m.

II. ROLL CALL

Present: Commissioner Doug Barnes (Chair) (via Zoom), Commissioner John Welch (Vice-Chair) (via Zoom), Commissioner Regina Elmi (via Phone), Commissioner Richard Jackson (via Zoom) and Commissioner TerryLynn Stewart (via Zoom)

IX. EXECUTIVE SESSION

This special meeting in executive session is held to review the performance of a public employee (RCW 42.30.110 (1) (g)).

XIII. ADJOURNMENT

Chair Doug Barnes adjourned the meeting at 4:07 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: July 25, 2023
Re: **VOUCHER CERTIFICATION FOR JUNE 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
 July 25, 2023

Bank Wires / ACH Withdrawals		14,812,797.97
	<i>Subtotal</i>	14,812,797.97
Accounts Payable Vouchers		
Key Bank Checks - #346216-346746		5,334,265.94
Tenant Accounting Checks - #11909-11922		43,723.90
	<i>Subtotal</i>	5,377,989.84
Payroll Vouchers		
Checks - #93443-93470		39,957.49
Direct Deposit		2,114,530.48
	<i>Subtotal</i>	2,154,487.97
Section 8 Program Vouchers		
Checks - #644235-644648		215,447.73
ACH - #580472-583231		21,448,683.83
	<i>Subtotal</i>	21,664,131.56
Purchase Card / ACH Withdrawal		520,040.95
	<i>Subtotal</i>	520,040.95
	GRAND TOTAL	\$ 44,529,448.29

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

FROM: Wen Xu, Director of Asset Management

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

Wen Xu

Date

Property	Wired to Operating Account for Obligations of Property			Notes:
	Date	Wire Transaction	Claim	
ALPINE RIDGE	06/01/2023	\$ 1,695.77	AP	
ARBOR HEIGHTS	06/01/2023	\$ 8,482.75	AP	
Aspen Ridge	06/01/2023	\$ 6,014.34	AP	
Auburn Square	06/01/2023	\$ 14,120.84	AP	
Bellepark	06/01/2023	\$ 10,093.00	AP	
Carriage House	06/01/2023	\$ 25,171.62	AP	
Carrington	06/01/2023	\$ 5,296.18	AP	
CASCADIAN	06/01/2023	\$ 10,442.09	AP	
Colonial Gardens	06/01/2023	\$ 7,135.30	AP	
FAIRWOOD	06/01/2023	\$ 24,458.06	AP	
HERITAGE PARK	06/01/2023	\$ 3,528.09	AP	
Kirkland Heights	06/01/2023	\$ 22,452.08	AP	
LAURELWOOD	06/01/2023	\$ 24,837.06	AP	
Meadows	06/01/2023	\$ 1,580.16	AP	
Newport	06/01/2023	\$ 12,429.49	AP	
Newporter	06/01/2023	\$ 8,794.57	AP	
OVERLAKE	06/01/2023	\$ 6,638.80	AP	
Parkwood	06/01/2023	\$ 3,071.93	AP	
Pinewood Village	06/01/2023	\$ 4,731.68	AP	
SALMON CREEK HOUSING	06/01/2023	\$ 10,413.14	Monthly Bank Fees	
SALMON CREEK HOUSING	06/01/2023	\$ 1,892.96	Monthly Bank Fees	
Sandpiper East	06/01/2023	\$ 24,045.98	AP	
SOUTHWOOD SQUARE	06/01/2023	\$ 3,346.16	AP	
Tall Cedars	06/01/2023	\$ 20,643.75	AP	
Timberwood	06/01/2023	\$ 22,178.01	AP	
Walnut Park	06/01/2023	\$ 17,433.44	AP	
WINDSOR HEIGHTS	06/01/2023	\$ 78,244.87	AP	
Woodridge Park	06/01/2023	\$ 156,977.86	AP	

Argyle	06/07/2023	\$ 22,727.83	AP & Payroll
Ballinger Commons	06/07/2023	\$ 53,360.01	AP & Payroll
Bellepark	06/07/2023	\$ 71,204.54	AP
Cottonwood	06/07/2023	\$ 19,326.56	AP & Payroll
Cove East	06/07/2023	\$ 41,284.69	AP & Payroll
Emerson	06/07/2023	\$ 49,007.83	AP & Payroll
GILMAN SQUARE	06/07/2023	\$ 66,538.50	AP & Payroll
Hampton Greens	06/07/2023	\$ 29,344.76	AP
Hampton Greens	06/07/2023	\$ 5,650.00	AP
Hampton Greens	06/07/2023	\$ 3,101.00	AP & Payroll
Juanita View	06/07/2023	\$ 21,219.03	AP & Payroll
Kendall Ridge	06/07/2023	\$ 22,347.86	AP
Landmark	06/07/2023	\$ 16,963.49	AP
Meadowbrook	06/07/2023	\$ 34,589.15	AP & Payroll
NIA	06/07/2023	\$ 33,202.34	AP & Payroll
Riverstone	06/07/2023	\$ 47,434.84	AP
SALMON CREEK HOUSING	06/07/2023	\$ 64,442.21	AP & Payroll
SEOLA CROSSING LLC	06/07/2023	\$ 81,317.75	AP & Payroll
SEOLA CROSSING LLC	06/07/2023	\$ 69,992.38	AP & Payroll
Surrey Downs	06/07/2023	\$ 27,465.12	AP & Payroll
Villages at South Station	06/07/2023	\$ 44,270.65	AP & Payroll
Woodside East	06/07/2023	\$ 13,701.65	AP
ALPINE RIDGE	06/08/2023	\$ 4,609.82	AP & Payroll
ARBOR HEIGHTS	06/08/2023	\$ 15,101.43	AP & Payroll
Aspen Ridge	06/08/2023	\$ 7,697.98	AP & Payroll
Auburn Square	06/08/2023	\$ 14,170.31	AP & Payroll
Carriage House	06/08/2023	\$ 17,583.25	AP & Payroll
Carrington	06/08/2023	\$ 14,365.16	AP & Payroll
CASCADIAN	06/08/2023	\$ 27,553.09	AP & Payroll
Colonial Gardens	06/08/2023	\$ 11,885.58	AP & Payroll
FAIRWOOD	06/08/2023	\$ 20,195.46	AP & Payroll
HERITAGE PARK	06/08/2023	\$ 10,299.50	AP & Payroll
Kirkland Heights	06/08/2023	\$ 128,973.15	AP & Payroll
LAURELWOOD	06/08/2023	\$ 13,714.23	AP & Payroll
Meadows	06/08/2023	\$ 11,691.21	AP & Payroll
Newport	06/08/2023	\$ 12,071.44	AP & Payroll
Newporter	06/08/2023	\$ 20,389.37	AP & Payroll
OVERLAKE	06/08/2023	\$ 60,233.89	AP & Payroll
Parkwood	06/08/2023	\$ 17,537.86	AP & Payroll
Pinewood Village	06/08/2023	\$ 35,157.90	AP & Payroll

Plum Court	06/08/2023	\$ 24,872.98	AP & Payroll
RAINIER VIEW I	06/08/2023	\$ 24,718.73	AP
RAINIER VIEW II	06/08/2023	\$ 13,739.31	AP
Sandpiper East	06/08/2023	\$ 43,126.00	AP & Payroll
Sandpiper East	06/08/2023	\$ 23,209.79	AP & Payroll
SI VIEW	06/08/2023	\$ 12,450.74	AP
SOUTHWOOD SQUARE	06/08/2023	\$ 7,798.48	AP & Payroll
Tall Cedars	06/08/2023	\$ 9,938.01	AP & Payroll
Timberwood	06/08/2023	\$ 28,027.83	AP & Payroll
Vashon Terrace	06/08/2023	\$ 6,320.54	AP
Walnut Park	06/08/2023	\$ 17,041.23	AP & Payroll
WINDSOR HEIGHTS	06/08/2023	\$ 46,086.04	AP & Payroll
Woodridge Park	06/08/2023	\$ 38,941.78	AP & Payroll
ALPINE RIDGE	06/09/2023	\$ 60,000.00	Second Quarter - Distributions
ARBOR HEIGHTS	06/09/2023	\$ 100,000.00	Second Quarter - Distributions
Argyle	06/09/2023	\$ 485,000.00	Second Quarter - Distributions
Aspen Ridge	06/09/2023	\$ 180,000.00	Second Quarter - Distributions
Auburn Square	06/09/2023	\$ 310,000.00	Second Quarter - Distributions
Ballinger Commons	06/09/2023	\$ 1,440,000.00	Second Quarter - Distributions
Bellepark	06/09/2023	\$ 275,000.00	Second Quarter - Distributions
Carriage House	06/09/2023	\$ 20,000.00	Second Quarter - Distributions
Carrington	06/09/2023	\$ 367,000.00	Second Quarter - Distributions
Colonial Gardens	06/09/2023	\$ 160,000.00	Second Quarter - Distributions
Cottonwood	06/09/2023	\$ 170,000.00	Second Quarter - Distributions
Cove East	06/09/2023	\$ 400,000.00	Second Quarter - Distributions
Emerson	06/09/2023	\$ 700,000.00	Second Quarter - Distributions
FAIRWOOD	06/09/2023	\$ 350,000.00	Second Quarter - Distributions
GILMAN SQUARE	06/09/2023	\$ 300,000.00	Second Quarter - Distributions
Hampton Greens	06/09/2023	\$ 800,000.00	Second Quarter - Distributions
HERITAGE PARK	06/09/2023	\$ 200,000.00	Second Quarter - Distributions
Juanita View	06/09/2023	\$ 225,000.00	Second Quarter - Distributions
Kendall Ridge	06/09/2023	\$ 940,000.00	Second Quarter - Distributions
Kirkland Heights	06/09/2023	\$ 1,800,000.00	Second Quarter - Distributions
Landmark	06/09/2023	\$ 450,000.00	Second Quarter - Distributions
LAURELWOOD	06/09/2023	\$ 200,000.00	Second Quarter - Distributions
Meadows	06/09/2023	\$ 300,000.00	Second Quarter - Distributions
Newporter	06/09/2023	\$ 390,000.00	Second Quarter - Distributions
Parkwood	06/09/2023	\$ 200,000.00	Second Quarter - Distributions
Pinewood Village	06/09/2023	\$ 260,500.00	Second Quarter - Distributions
Riverstone	06/09/2023	\$ 900,000.00	Second Quarter - Distributions

SOUTHWOOD SQUARE	06/09/2023	\$ 220,000.00	Second Quarter - Distributions
Surrey Downs	06/09/2023	\$ 495,000.00	Second Quarter - Distributions
Timberwood	06/09/2023	\$ 600,000.00	Second Quarter - Distributions
Villages at South Station	06/09/2023	\$ 175,000.00	Second Quarter - Distributions
Villages at South Station	06/09/2023	\$ 175,000.00	Second Quarter - Distributions
Walnut Park	06/09/2023	\$ 440,000.00	Second Quarter - Distributions
WINDSOR HEIGHTS	06/09/2023	\$ 200,000.00	Second Quarter - Distributions
Woodridge Park	06/09/2023	\$ 400,000.00	Second Quarter - Distributions
Woodside East	06/09/2023	\$ 850,000.00	Second Quarter - Distributions
Ballinger Commons	06/14/2023	\$ 16,806.34	AP
Bellepark	06/14/2023	\$ 26,576.48	AP & Payroll
Hampton Greens	06/14/2023	\$ 100,316.18	AP & Payroll
Kendall Ridge	06/14/2023	\$ 57,100.19	AP & Payroll
Landmark	06/14/2023	\$ 39,073.67	AP & Payroll
Riverstone	06/14/2023	\$ 45,884.10	AP & Payroll
Woodside East	06/14/2023	\$ 35,766.60	AP & Payroll
ALPINE RIDGE	06/15/2023	\$ 4,397.54	AP
ARBOR HEIGHTS	06/15/2023	\$ 10,571.85	AP
Aspen Ridge	06/15/2023	\$ 23,888.44	AP
Auburn Square	06/15/2023	\$ 9,034.88	AP
Carriage House	06/15/2023	\$ 18,002.51	AP
Carrington	06/15/2023	\$ 32,561.01	AP
CASCADIAN	06/15/2023	\$ 12,434.59	AP
Colonial Gardens	06/15/2023	\$ 2,733.94	AP
FAIRWOOD	06/15/2023	\$ 18,280.21	AP
HERITAGE PARK	06/15/2023	\$ 21,842.61	AP
Kirkland Heights	06/15/2023	\$ 38,000.00	AP
LAURELWOOD	06/15/2023	\$ 3,255.38	AP
Meadows	06/15/2023	\$ 7,307.76	AP
Newport	06/15/2023	\$ 11,340.19	AP
Newporter	06/15/2023	\$ 11,681.50	AP
OVERLAKE	06/15/2023	\$ 39,662.99	AP
Parkwood	06/15/2023	\$ 9,043.86	AP
Pinewood Village	06/15/2023	\$ 9,043.86	AP
Plum Court	06/15/2023	\$ 3,709.34	AP
RAINIER VIEW I	06/15/2023	\$ 14,493.86	AP
RAINIER VIEW II	06/15/2023	\$ 4,661.50	AP
Sandpiper East	06/15/2023	\$ 57,047.63	AP
SI VIEW	06/15/2023	\$ 4,256.51	AP
SOUTHWOOD SQUARE	06/15/2023	\$ 14,685.61	AP

Timberwood	06/15/2023	\$ 12,348.81	AP
Vashon Terrace	06/15/2023	\$ 878.57	AP
Walnut Park	06/15/2023	\$ 12,539.06	AP
WINDSOR HEIGHTS	06/15/2023	\$ 85,454.16	AP
Woodridge Park	06/15/2023	\$ 23,026.78	AP
Parkwood	06/16/2023	\$ 6,181.93	AP
Argyle	06/21/2023	\$ 78,737.68	AP & Payroll
Ballinger Commons	06/21/2023	\$ 226,382.70	AP & Payroll
Bellepark	06/21/2023	\$ 56,678.86	AP
Cottonwood	06/21/2023	\$ 21,369.92	AP & Payroll
Cove East	06/21/2023	\$ 44,147.63	AP & Payroll
Emerson	06/21/2023	\$ 60,217.33	AP & Payroll
GILMAN SQUARE	06/21/2023	\$ 118,439.41	AP & Payroll
Hampton Greens	06/21/2023	\$ 36,698.28	AP
Juanita View	06/21/2023	\$ 20,375.98	AP & Payroll
Kendall Ridge	06/21/2023	\$ 25,376.69	AP
Landmark	06/21/2023	\$ 90.90	AP
Meadowbrook	06/21/2023	\$ 57,513.15	AP & Payroll
NIA	06/21/2023	\$ 16,000.44	AP & Payroll
Riverstone	06/21/2023	\$ 25,211.68	AP
SALMON CREEK HOUSING	06/21/2023	\$ 21,082.29	AP & Payroll
SEOLA CROSSING LLC	06/21/2023	\$ 38,139.24	AP & Payroll
SEOLA CROSSING LLC	06/21/2023	\$ 32,569.27	AP & Payroll
Surrey Downs	06/21/2023	\$ 80,271.37	AP & Payroll
Villages at South Station	06/21/2023	\$ 56,332.01	AP & Payroll
Woodside East	06/21/2023	\$ 1,433.66	AP
ALPINE RIDGE	06/22/2023	\$ 15,563.23	AP & Payroll
ARBOR HEIGHTS	06/22/2023	\$ 16,846.24	AP & Payroll
Aspen Ridge	06/22/2023	\$ 13,759.54	AP & Payroll
Auburn Square	06/22/2023	\$ 16,526.55	AP & Payroll
Carriage House	06/22/2023	\$ 43,837.43	AP & Payroll
Carrington	06/22/2023	\$ 10,918.98	AP & Payroll
CASCADIAN	06/22/2023	\$ 32,820.90	AP & Payroll
Colonial Gardens	06/22/2023	\$ 25,992.18	AP & Payroll
FAIRWOOD	06/22/2023	\$ 25,305.10	AP & Payroll
HERITAGE PARK	06/22/2023	\$ 23,961.65	AP & Payroll
Kirkland Heights	06/22/2023	\$ 48,657.54	AP & Payroll
LAURELWOOD	06/22/2023	\$ 12,570.82	AP & Payroll
Meadows	06/22/2023	\$ 12,453.80	AP & Payroll
Newport	06/22/2023	\$ 32,450.85	AP & Payroll

Newporter	06/22/2023	\$ 20,005.08	AP & Payroll
OVERLAKE	06/22/2023	\$ 60,390.38	AP & Payroll
Parkwood	06/22/2023	\$ 17,074.81	AP & Payroll
Pinewood Village	06/22/2023	\$ 12,640.79	AP & Payroll
Plum Court	06/22/2023	\$ 25,712.97	AP & Payroll
RAINIER VIEW I	06/22/2023	\$ 3,617.91	AP
RAINIER VIEW II	06/22/2023	\$ 3,537.79	AP
Sandpiper East	06/22/2023	\$ 51,141.31	AP & Payroll
SI VIEW	06/22/2023	\$ 4,950.00	AP
SOUTHWOOD SQUARE	06/22/2023	\$ 11,455.26	AP & Payroll
Tall Cedars	06/22/2023	\$ 16,598.24	AP & Payroll
Timberwood	06/22/2023	\$ 43,805.81	AP & Payroll
Walnut Park	06/22/2023	\$ 47,379.19	AP & Payroll
WINDSOR HEIGHTS	06/22/2023	\$ 44,884.42	AP & Payroll
Woodridge Park	06/22/2023	\$ 42,082.41	AP & Payroll
Bellepark	06/28/2023	\$ 13,999.97	AP & Payroll
Hampton Greens	06/28/2023	\$ 39,778.42	AP & Payroll
Kendall Ridge	06/28/2023	\$ 42,124.56	AP & Payroll
Landmark	06/28/2023	\$ 16,038.92	AP & Payroll
Riverstone	06/28/2023	\$ 58,617.65	AP & Payroll
Woodside East	06/28/2023	\$ 17,791.18	AP & Payroll
ALPINE RIDGE	06/29/2023	\$ 8,363.17	AP & OCR & Management Fees
ARBOR HEIGHTS	06/29/2023	\$ 9,713.00	From Arbor to Laurelwood - Correction
ARBOR HEIGHTS	06/29/2023	\$ 6,189.00	From Arbor to Laurelwood - Correction
ARBOR HEIGHTS	06/29/2023	\$ 935.00	From Arbor to Laurelwood - Correction
ARBOR HEIGHTS	06/29/2023	\$ 325.00	From Arbor to Laurelwood - Correction
ARBOR HEIGHTS	06/29/2023	\$ 10,872.36	AP & OCR & Management Fees
Aspen Ridge	06/29/2023	\$ 7,903.56	AP & OCR & Management Fees
Auburn Square	06/29/2023	\$ 30,181.09	AP & OCR & Management Fees
Carriage House	06/29/2023	\$ 12,829.19	AP & OCR & Management Fees
Carrington	06/29/2023	\$ 5,149.23	AP & OCR & Management Fees
CASCADIAN	06/29/2023	\$ 18,342.42	AP & OCR & Management Fees
Colonial Gardens	06/29/2023	\$ 4,290.56	AP & OCR & Management Fees
FAIRWOOD	06/29/2023	\$ 8,372.49	AP & OCR & Management Fees
HERITAGE PARK	06/29/2023	\$ 6,720.23	AP & OCR & Management Fees
Kirkland Heights	06/29/2023	\$ 14,293.61	AP & OCR & Management Fees
LAURELWOOD	06/29/2023	\$ 18,775.43	AP & OCR & Management Fees
Meadows	06/29/2023	\$ 53,580.20	AP & OCR & Management Fees
Newport	06/29/2023	\$ 20,206.68	AP & OCR & Management Fees
Newporter	06/29/2023	\$ 22,740.44	AP & OCR & Management Fees

OVERLAKE	06/29/2023	\$ 29,804.59	AP & OCR & Management Fees	
Parkwood	06/29/2023	\$ 6,100.76	AP & OCR & Management Fees	
Pinewood Village	06/29/2023	\$ 14,354.80	AP & OCR & Management Fees	
Plum Court	06/29/2023	\$ 20,769.00	AP & OCR & Management Fees	
RAINIER VIEW I	06/29/2023	\$ 8,352.18	AP	
Riverstone	06/29/2023	\$ 5,460.00	AP & OCR & Management Fees	
Sandpiper East	06/29/2023	\$ 11,498.52	AP & OCR & Management Fees	
SI VIEW	06/29/2023	\$ 4,336.53	AP	
SOUTHWOOD SQUARE	06/29/2023	\$ 4,728.23	AP & OCR & Management Fees	
Timberwood	06/29/2023	\$ 15,092.26	AP & OCR & Management Fees	
Walnut Park	06/29/2023	\$ 25,269.38	AP & OCR & Management Fees	
WINDSOR HEIGHTS	06/29/2023	\$ 21,907.28	AP & OCR & Management Fees	
Woodridge Park	06/29/2023	\$ 16,349.83	AP & OCR & Management Fees	
Total	241 Wires	\$ 20,881,701.09		



To: Board of Commissioners
From: Mary Osier, Accounting Manager
Date: September 5, 2023
Re: **VOUCHER CERTIFICATION FOR JULY 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
 September 5, 2023

Bank Wires / ACH Withdrawals		7,127,009.82
	<i>Subtotal</i>	7,127,009.82
Accounts Payable Vouchers		
Key Bank Checks - #346747-347157		5,162,508.69
Tenant Accounting Checks - #11923-11940		27,434.61
	<i>Subtotal</i>	5,189,943.30
Payroll Vouchers		
Checks - #93471-93495		31,688.69
Direct Deposit		2,199,808.69
	<i>Subtotal</i>	2,231,497.38
Section 8 Program Vouchers		
Checks - #644649-645073		419,916.15
ACH - #583232-585887		21,097,201.84
	<i>Subtotal</i>	21,517,117.99
Purchase Card / ACH Withdrawal		380,706.52
	<i>Subtotal</i>	380,706.52
	GRAND TOTAL	\$ 36,446,275.01

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	07/05/2023	\$ 19,392.10	AP & Payroll	
Ballinger Commons	07/05/2023	\$ 114,956.83	AP & Payroll	
Emerson	07/05/2023	\$ 87,176.83	AP & Payroll	
GILMAN SQUARE	07/05/2023	\$ 24,548.59	AP & Payroll	
Meadowbrook	07/05/2023	\$ 35,976.73	AP & Payroll	
Surrey Downs	07/05/2023	\$ 23,759.84	AP & Payroll	
Villages at South Station	07/05/2023	\$ 37,408.11	AP & Payroll	
ALPINE RIDGE	07/06/2023	\$ 7,340.55	AP & Payroll	
ARBOR HEIGHTS	07/06/2023	\$ 25,676.17	AP & Payroll	
Aspen Ridge	07/06/2023	\$ 15,804.67	AP & Payroll	
Auburn Square	07/06/2023	\$ 15,067.36	AP & Payroll	
Bellepark	07/06/2023	\$ 22,065.30	AP	
Carriage House	07/06/2023	\$ 19,536.26	AP & Payroll	
Carrington	07/06/2023	\$ 20,273.03	AP & Payroll	
CASCADIAN	07/06/2023	\$ 63,022.00	AP & Payroll	
Colonial Gardens	07/06/2023	\$ 9,534.31	AP & Payroll	
Cottonwood	07/06/2023	\$ 12,356.76	AP & Payroll & OCR	
Cove East	07/06/2023	\$ 91,616.23	AP & Payroll & OCR	
FAIRWOOD	07/06/2023	\$ 16,957.38	AP & Payroll	
Hampton Greens	07/06/2023	\$ 19,984.23	AP	
HERITAGE PARK	07/06/2023	\$ 10,012.41	AP & Payroll	
Juanita View	07/06/2023	\$ 21,185.49	AP & Payroll & OCR	
Kendall Ridge	07/06/2023	\$ 86,304.46	AP	
Kirkland Heights	07/06/2023	\$ 22,586.34	AP & Payroll	
Landmark	07/06/2023	\$ 11,226.35	AP	
LAURELWOOD	07/06/2023	\$ 10,775.78	AP & Payroll	
Meadows	07/06/2023	\$ 17,925.84	AP & Payroll	
Salish	07/06/2023	\$ 14,561.55	AP & Payroll	

NIA	07/06/2023	\$ 45,733.21	AP & Payroll & OCR
OVERLAKE	07/06/2023	\$ 74,834.27	AP & Payroll
Parkwood	07/06/2023	\$ 10,572.63	AP & Payroll
Pinewood Village	07/06/2023	\$ 14,283.63	AP & Payroll
Plum Court	07/06/2023	\$ 48,221.79	AP & Payroll
Riverstone	07/06/2023	\$ 57,613.87	AP
SALMON CREEK	07/06/2023	\$ 43,779.45	AP & Payroll & OCR
SALMON CREEK	07/06/2023	\$ 11,328.65	Monthly Fees
SALMON CREEK	07/06/2023	\$ 7,386.07	Monthly Fees
SALMON CREEK	07/06/2023	\$ 1,579.24	Monthly Fees
SALMON CREEK	07/06/2023	\$ 1,081.40	Monthly Fees
Sandpiper East	07/06/2023	\$ 16,826.16	AP & Payroll
SEOLA CROSSING	07/06/2023	\$ 50,333.75	AP & Payroll & OCR
SEOLA CROSSING	07/06/2023	\$ 32,165.12	AP & Payroll & OCR
SOUTHWOOD SQUARE	07/06/2023	\$ 7,886.06	AP & Payroll
Newporter	07/06/2023	\$ 18,044.41	AP & Payroll
Timberwood	07/06/2023	\$ 16,565.28	AP & Payroll
Walnut Park	07/06/2023	\$ 18,137.18	AP & Payroll
WINDSOR HEIGHTS	07/06/2023	\$ 114,418.06	AP & Payroll
Woodridge Park	07/06/2023	\$ 27,210.79	AP & Payroll
Woodside East	07/06/2023	\$ 31,201.62	AP
Bellepark	07/12/2023	\$ 44,606.84	AP & Payroll
Hampton Greens	07/12/2023	\$ 24,895.37	AP & Payroll
Kendall Ridge	07/12/2023	\$ 24,453.01	AP & Payroll
Landmark	07/12/2023	\$ 78,079.12	AP & Payroll
Riverstone	07/12/2023	\$ 61,183.34	AP & Payroll
Woodside East	07/12/2023	\$ 19,704.13	AP & Payroll
ALPINE RIDGE	07/13/2023	\$ 5,623.42	AP
ARBOR HEIGHTS	07/13/2023	\$ 22,907.35	AP
Aspen Ridge	07/13/2023	\$ 14,173.21	AP
Auburn Square	07/13/2023	\$ 1,283.23	AP
Carriage House	07/13/2023	\$ 5,993.77	AP
Carrington	07/13/2023	\$ 5,159.95	AP
CASCADIAN	07/13/2023	\$ 11,020.04	AP
Colonial Gardens	07/13/2023	\$ 5,674.92	AP
FAIRWOOD	07/13/2023	\$ 9,204.97	AP
HERITAGE PARK	07/13/2023	\$ 10,135.15	AP
Kirkland Heights	07/13/2023	\$ 11,531.97	AP
LAURELWOOD	07/13/2023	\$ 4,813.84	AP
Meadows	07/13/2023	\$ 5,418.15	AP

Salish	07/13/2023	\$ 5,567.82	AP
OVERLAKE	07/13/2023	\$ 35,625.16	AP
Parkwood	07/13/2023	\$ 20,046.49	AP
Pinewood Village	07/13/2023	\$ 2,731.91	AP
Plum Court	07/13/2023	\$ 1,763.62	AP
RAINIER VIEW I	07/13/2023	\$ 42,104.24	AP
RAINIER VIEW II	07/13/2023	\$ 17,113.52	AP
Sandpiper East	07/13/2023	\$ 429.00	AP
SI VIEW	07/13/2023	\$ 16,569.95	AP
SOUTHWOOD SQUARE	07/13/2023	\$ 14,366.34	AP
Newporter	07/13/2023	\$ 5,386.95	AP
Timberwood	07/13/2023	\$ 6,959.43	AP
Vashon Terrace	07/13/2023	\$ 10,425.22	AP
Walnut Park	07/13/2023	\$ 42,291.14	AP
WINDSOR HEIGHTS	07/13/2023	\$ 37,695.02	AP
Woodridge Park	07/13/2023	\$ 20,901.79	AP
Argyle	07/19/2023	\$ 113,730.16	AP & Payroll
Ballinger Commons	07/19/2023	\$ 234,083.38	AP & Payroll
Bellepark	07/19/2023	\$ 7,566.73	AP
Emerson	07/19/2023	\$ 88,211.35	AP & Payroll
GILMAN SQUARE	07/19/2023	\$ 44,640.29	AP & Payroll
Hampton Greens	07/19/2023	\$ 175,670.87	AP
Kendall Ridge	07/19/2023	\$ 29,225.87	AP
Landmark	07/19/2023	\$ 9,519.96	AP
Meadowbrook	07/19/2023	\$ 51,254.47	AP & Payroll
Riverstone	07/19/2023	\$ 8,770.64	AP
Surrey Downs	07/19/2023	\$ 40,595.54	AP & Payroll
Villages at South Station	07/19/2023	\$ 138,398.21	AP & Payroll
Woodside East	07/19/2023	\$ 88,762.45	AP
ALPINE RIDGE	07/20/2023	\$ 5,651.73	AP & Payroll
ARBOR HEIGHTS	07/20/2023	\$ 49,973.29	AP & Payroll
Aspen Ridge	07/20/2023	\$ 24,715.36	AP & Payroll
Auburn Square	07/20/2023	\$ 36,212.02	AP & Payroll
Carriage House	07/20/2023	\$ 20,446.49	AP & Payroll
Carrington	07/20/2023	\$ 16,443.10	AP & Payroll
CASCADIAN	07/20/2023	\$ 31,477.10	AP & Payroll
Colonial Gardens	07/20/2023	\$ 13,623.23	AP & Payroll
FAIRWOOD	07/20/2023	\$ 29,778.31	AP & Payroll
HERITAGE PARK	07/20/2023	\$ 16,218.20	AP & Payroll
Kirkland Heights	07/20/2023	\$ 738.78	AP

LAURELWOOD	07/20/2023	\$ 15,934.70	AP & Payroll
Meadows	07/20/2023	\$ 22,668.50	AP & Payroll
Salish	07/20/2023	\$ 17,950.87	AP & Payroll
OVERLAKE	07/20/2023	\$ 33,988.95	AP & Payroll
Parkwood	07/20/2023	\$ 10,643.45	AP & Payroll
Pinewood Village	07/20/2023	\$ 20,118.17	AP & Payroll
Plum Court	07/20/2023	\$ 29,242.40	AP & Payroll
RAINIER VIEW I	07/20/2023	\$ 24,701.83	AP
RAINIER VIEW II	07/20/2023	\$ 6,069.49	AP
Sandpiper East	07/20/2023	\$ 30,979.23	AP & Payroll
SI VIEW	07/20/2023	\$ 5,173.62	AP
SOUTHWOOD SQUARE	07/20/2023	\$ 9,747.93	AP & Payroll
Newporter	07/20/2023	\$ 25,428.31	AP & Payroll
Timberwood	07/20/2023	\$ 71,547.65	AP & Payroll
Vashon Terrace	07/20/2023	\$ 2,336.74	AP
Walnut Park	07/20/2023	\$ 18,192.84	AP & Payroll
WINDSOR HEIGHTS	07/20/2023	\$ 46,195.41	AP & Payroll
Woodridge Park	07/20/2023	\$ 26,290.91	AP & Payroll
Cottonwood	07/21/2023	\$ 20,237.89	AP & Payroll & OCR
Cove East	07/21/2023	\$ 30,273.52	AP & Payroll & OCR
Juanita View	07/21/2023	\$ 16,611.79	AP & Payroll & OCR
NIA	07/21/2023	\$ 27,166.45	AP & Payroll & OCR
SALMON CREEK	07/21/2023	\$ 38,768.69	AP & Payroll & OCR
SEOLA CROSSING	07/21/2023	\$ 44,927.16	AP & Payroll & OCR
SEOLA CROSSING	07/21/2023	\$ 27,944.21	AP & Payroll & OCR
Bellepark	07/26/2023	\$ 16,590.46	AP & Payroll
Hampton Greens	07/26/2023	\$ 41,805.51	AP & Payroll
Kendall Ridge	07/26/2023	\$ 9,643.38	AP & Payroll
Landmark	07/26/2023	\$ 23,111.67	AP & Payroll
Riverstone	07/26/2023	\$ 37,439.70	AP & Payroll
Woodside East	07/26/2023	\$ 22,308.07	AP & Payroll
ALPINE RIDGE	07/27/2023	\$ 3,509.12	AP & Management Fees & OCR
ARBOR HEIGHTS	07/27/2023	\$ 6,478.34	AP & Management Fees & OCR
Aspen Ridge	07/27/2023	\$ 13,680.86	AP & Management Fees & OCR
Auburn Square	07/27/2023	\$ 33,067.03	AP & Management Fees & OCR
Carriage House	07/27/2023	\$ 35,173.79	AP & Management Fees & OCR
Carrington	07/27/2023	\$ 5,026.33	AP & Management Fees & OCR
CASCADIAN	07/27/2023	\$ 19,405.82	AP & Management Fees & OCR
Colonial Gardens	07/27/2023	\$ 8,250.84	AP & Management Fees & OCR
FAIRWOOD	07/27/2023	\$ 37,430.76	AP & Management Fees & OCR

HERITAGE PARK	07/27/2023	\$ 5,042.11	AP & Management Fees & OCR	
LAURELWOOD	07/27/2023	\$ 5,764.76	AP & Management Fees & OCR	
Meadows	07/27/2023	\$ 17,968.26	AP & Management Fees & OCR	
Salish	07/27/2023	\$ 35,345.85	AP & Management Fees & OCR	
OVERLAKE	07/27/2023	\$ 23,352.13	AP & Management Fees & OCR	
Parkwood	07/27/2023	\$ 7,347.33	AP & Management Fees & OCR	
Pinewood Village	07/27/2023	\$ 7,223.39	AP & Management Fees & OCR	
Plum Court	07/27/2023	\$ 15,760.48	AP & Management Fees & OCR	
RAINIER VIEW I	07/27/2023	\$ 320.48	AP & Management Fees & OCR	
RAINIER VIEW II	07/27/2023	\$ 112.76	AP & Management Fees & OCR	
Sandpiper East	07/27/2023	\$ 20,667.19	AP & Management Fees & OCR	
SI VIEW	07/27/2023	\$ 5,404.91	AP & Management Fees & OCR	
SOUTHWOOD SQUARE	07/27/2023	\$ 4,261.95	AP & Management Fees & OCR	
Tall Cedars	07/27/2023	\$ 35,128.56	AP	
Newporter	07/27/2023	\$ 45,916.80	AP & Management Fees & OCR	
Timberwood	07/27/2023	\$ 40,403.40	AP & Management Fees & OCR	
Vashon Terrace	07/27/2023	\$ 218.12	AP & Management Fees & OCR	
Walnut Park	07/27/2023	\$ 23,258.79	AP & Management Fees & OCR	
WINDSOR HEIGHTS	07/27/2023	\$ 33,800.65	AP & Management Fees & OCR	
Woodridge Park	07/27/2023	\$ 14,311.95	AP & Management Fees & OCR	
Totla	168 Wires	\$ 4,725,453.31		

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TO: Board of Commissioners
FROM: Mary Osier, Accounting Manager
DATE: July 25, 2023
RE: 2nd Quarter 2023 Summary Write-Offs

During the second quarter of 2023, tenant accounts totaling \$58,091 were deemed uncollectable and written off. This represents a 432% increase from the previous quarter. Two former residents accounted for \$44,544 or 77% of the total written off, These two accounts built up a large balance owed during the pandemic and did not choose to engage with rental assistance programs available at the time. Overall, past due rents owed to KCHA accounted for \$52,260 (90%) of the total and cleaning/damage charges accounted for \$5,830 (10%) of the total. Security deposits in the amount of \$1,765 were retained to offset 3% 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 \$465 was recovered by the collection agency during the second quarter for payments to accounts that were previously sent to the collection agency.

	Current WRITE-OFFS	YTD WRITE-OFFS
Rent Balance Forward to Vacate Month	\$ 45,823	\$ 49,646
Retro Rent Write-offs	\$ 4,721	\$ 4,721
<u>VACATE CHARGES:</u>		
Rent Delinquent in Vacate Month	\$ 1,716	\$ 2,695
Cleaning & Damages	\$ 5,830	\$ 11,848
Paper Service & Court Costs	\$ -	\$ -
Miscellaneous Charges	\$ -	\$ 81
Total Charges	<u>\$ 7,547</u>	<u>\$ 14,624</u>
Total All Charges	<u>\$ 58,091</u>	<u>\$ 68,990</u>
<u>CREDITS:</u>		
Security Deposits	\$ (1,765)	\$ (2,915)
Miscellaneous Payments & Credits	\$ (1,911)	\$ (2,132)
Total Credits	<u>\$ (3,676)</u>	<u>\$ (5,047)</u>
Total Net Write-offs	<u>\$ 54,415</u>	<u>\$ 63,944</u>
Net Write-offs by Portfolio		
KCHA	\$ 25,731	\$ 33,495
Green River II	\$ -	\$ -
Soosette Creek	\$ 24,455	\$ 25,912
Zephyr	\$ -	\$ -
Fairwind	\$ -	\$ -
Vantage Point	\$ -	\$ -
Spiritwood Manor	\$ 4,229	\$ 4,536
	<u>\$ 54,415</u>	<u>\$ 63,944</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	10,694	7,699	54,415
July to September	10,130	10,587	
October to December	22,867	11,390	
TOTAL	56,523	42,906	63,944

NET COLLECTIONS			
	2021	2022	2023
January to March	827	3,256	2,310
April to June	283	466	465
July to September	2,803	982	
October to December	1,558	361	
TOTAL	5,470	5,065	2,775

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To: Board of Commissioners

From: Tonya Harlan

Date: September 13, 2023

Re: **Resolution No. 5754:** A resolution establishing new senior leadership classifications

In order for KCHA to attract and retain skilled and qualified staff as well as reflect expectations of the wider employment market, it is necessary from time to time to update and/or change position titles. While this is typically an administrative change, many resolutions authorized by the Board of Commissioners authorize and reference certain positions by title and not necessarily individual persons by name. This is important so that as individuals come and go over time, the authority for corporate actions can be taken by persons who hold those same positions within the agency.

Recently, KCHA determined it is in the agency's best interest for the reasons noted above to update the titles of certain leadership positions, some of which have Board delegated signature authority. In order to ensure that resolutions previously passed as well as resolutions to be passed in the future provide for on-going continuity of powers, duties and responsibilities delegated for these same positions regardless of their previous title or new title(s), Resolution 5754 authorizes the change in certain titles and that each of these titles (new and previous) will retain and hold the same authority regardless of the specific title used or referred to for that specific position. For example, the Executive Director's title will be updated to be President/Chief Executive Officer, however, the reference to either President, Chief Executive Officer or Executive Director (or any combination of the three) shall be deemed to be interchangeable and hold the same official authorization and responsibility.

In addition, to reflect the same change in the Authority's Amended and Restated Bylaws, the Bylaws have been updated to include this change with respect to the title of the Executive Director as well (a red-line of the Amended and Restated Bylaws is attached to this memo for reference). Resolution 5754 further authorizes the amending and restating of the Bylaws to incorporate this change.

**Amended and Restated
Bylaws
of
The Housing Authority of the
County of King, Washington
600 Andover Park West
Seattle, Washington 98188
(206) 574-1100**

Adopted January 17 September, 2023
By the Board of Commissioners

**Amended and Restated Bylaws of
The Housing Authority of the County of King, Washington
(As Amended)**

**Article I
The Authority**

Section 1: Name of the Authority. The name of the Authority shall be “The Housing Authority of the County of King, Washington;” (hereinafter “Authority”).

Section 2: Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3: Powers of the Authority. The powers of the Authority shall be as specified in the Washington Housing Authorities Law (currently codified as Chapter 35.82 RCW), as the same may hereafter be amended or superseded by similar statutes. The powers shall be exercised by the Commissioners (each individually a “Commissioner,” collectively “Commissioners,” and as a body, the “Board of Commissioners”) thereof in office from time to time.

Section 4: Principal Office of the Authority. The principal administrative office of the Authority shall be at 600 Andover Park West, in the City of Tukwila, County of King, State of Washington. The Authority may transact its business at such other places as the Board of Commissioners may designate from time to time.

**Article II
Officers and Management**

Section 1: Officers. The Officers of the Authority shall be a Chairperson (hereinafter “Chair”), and a Vice-Chairperson (hereinafter “Vice-Chair”), each elected by the Board of Commissioners from among its members.

Section 2: Chair. The Chair is empowered and shall (1) preside at all meetings of the Authority; (2) preserve order; and (3) decide all questions of order according to parliamentary rules. Except as otherwise authorized by resolution of the Board of Commissioners, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chair shall submit to the Commissioners such

recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3: Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Board of Commissioners shall select a new Chair. In the event of the absence of both the Chair and the Vice-Chair from a meeting, the most senior Commissioner present shall assume the duties of the Chair for that meeting. Seniority shall be determined by date of each Commissioner's initial appointment by the King County Council.

Section 4: Executive Director. The Board of Commissioners shall engage a qualified person to serve as Executive Director of the Authority on such terms as the Board of Commissioners shall determine to be in the best interests of the Authority. [At the option of the Board of Commissioners, the Executive Director may be assigned additional or different titles as approved by the Board of Commissioners from time to time \(e.g., President / Chief Executive Officer or President / Chief Executive Officer and Executive Director\).](#) The duties of the Executive Director shall include having general supervision over the administration of the Authority's business and affairs on a day-to-day basis, subject to the direction of the Board of Commissioners. The Executive Director shall be charged with the management of the personnel and the housing projects of the Authority.

The Executive Director shall have the custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board of Commissioners may approve. The Executive Director shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Board of Commissioners. Except as otherwise authorized by resolution of the Commissioners, all such orders and checks shall be countersigned by the Chair. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Board of Commissioners at each regular meeting (or oftener when requested) an account of his or her transactions and also of the financial

condition of the Authority. The Executive Director shall give such bond for the faithful performance of his duties as the Board of Commissioners may determine.

In the event of a vacancy in this position, the ~~Deputy Executive Director for Development shall~~ Board of Commissioners shall designate an officer or employee of the Authority to serve as interim Executive Director and shall discharge all the obligations and duties of the Executive Director, until such time as the Board of Commissioners shall select a permanent replacement.

Section 5: Secretary. The Board of Commissioners shall employ a Secretary, who shall be the Executive Director. The Secretary shall keep all records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Board of Commissioners in a journal of proceedings to be maintained for such purpose, and shall perform all duties incident to this office. The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Board of Commissioners.

Section 6: Election or Appointment and Term. The Chair and Vice-Chair shall be elected at the annual meeting of the Board of Commissioners from among the Commissioners, and shall hold office for two years or until their successors are elected and assume their positions.

Section 7: Vacancies. Should the offices of Chair or Vice-Chair become vacant, the Board of Commissioners shall elect a successor from among its members at the next regular meeting, who shall serve for the unexpired term of said office.

Section 8: Ethics and Conflicts of Interest. The Commissioners shall at all times comply with the requirements of Chapter 35.82.050 RCW regarding conflicts of interest for Commissioners and with Chapter 25 “Ethics and Conflicts of Interest” of the King County Housing Authority’s Personnel Policies and Procedures. In the event that the Board of Commissioners make a determination that the conduct of a Commissioner was improper, the Commissioners may, based upon their written findings, conclusions and determinations, submit a recommendation to the King County Council for the removal of the Commissioner from office pursuant to RCW 35.82.060.

Section 9: Committees. The Board of Commissioners may appoint from among its members Commissioners who shall serve on committees organized to oversee specific activities of the Authority or to address specific issues with which the Authority may be confronted from time-to-time. Committees may be either standing committees, intended to remain active indefinitely, or *ad hoc* committees appointed for specific purposes, intended to be disbanded when their work has been completed. When a committee is organized, the Board of Commissioners shall state the purpose for which it is formed and the period of time during which it shall remain in existence.

Article III Meetings

Section 1: Annual Meetings. The Annual Meeting of the Board of Commissioners shall be held on the same day, and at the same time in May of each year, as the regular meeting of the Board of Commissioners.

Section 2: Regular Meetings. The regular meetings of the Commissioners shall be held without notice at the principal administrative offices of the Authority on the third Monday of each month at 3:00pm, or at such other time and place as may be designated by or at the direction of the Chair upon such notice as may be required by law; provided, however, that in the event that the Chair determines that the business of the Authority may best be accomplished at a special meeting or meetings, he/she may cancel any regular meeting. No notice of cancellation of a regular meeting shall be required.

Section 3: Special Meetings. The Chair of the Board of Commissioners may, when she/he deems it expedient, and shall, upon the written request of two Commissioners, call a special meeting of the Commissioners for the purpose of transacting any business designated in the notice of such meeting. The notice for a special meeting may be personally delivered to each Commissioner or may be mailed or, at the election of any Commissioner, e-mailed to the business or home address of each Commissioner provided by the Commissioner for that purpose at least two days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the notice of the meeting.

Section 4: Notice. The Secretary, or such other person as the Chair may designate, shall prepare a written agenda for each meeting, stating generally the nature of the business to be considered at such meeting, and shall deliver a copy thereof to each Commissioner in person, by mail or by e-mail at his or her business or home address, at least 24 hours prior to such meeting except in cases of absolute emergency, when notice shall be in such time and manner as is appropriate to the circumstances. Any business may be considered at any regular meeting, notwithstanding the lack of notice of such business and notwithstanding any failure to include any item of business on a written agenda. Any person or organization (including, but not limited to the public media) who desires to be notified of the meetings of the Authority may register with the Secretary who shall provide notices to such individuals and organizations in the manner and time provided for notice to the Commissioners. The Secretary may, from time to time, at his or her discretion, require the re-registration of any such persons desiring notice.

Section 5: Attendance by Telephone. Any Commissioner may attend any meeting of the Board of Commissioners by telephone, as long as all other persons present at the meeting (including those attending telephonically) can hear all comments made and questions asked by all other persons speaking at the meeting.

Section 6: Quorum. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn a meeting from time-to-time until a quorum is obtained. When a quorum is in attendance either in person or telephonically, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 7: Order of Business. At the regular meetings of the Commissioners, the following is the customary order of business. The Board or Commissioners may curtail, enlarge or modify this order:

- (1) Call to Order and Roll Call
- (2) Public Comment
- (3) Approval of the Minutes of the previous Meeting(s)
- (4) Consent Agenda
- (5) Resolutions for Discussion
- (6) Reports

- (7) New Business (if needed)
- (8) Executive Director's Report
- (9) Commissioner Comments
- (10) Adjournment

Section 8: Manner of Voting. The voting on all questions coming before the Board of Commissioners shall be by roll call, and the ayes and noes shall be entered upon the minutes of such meeting.

Section 9: Public Comments. The Authority welcomes public comments at its meetings of the Board of Commissioners. Such comments shall be provided within the guidelines of the Authority's Public Expression Policy as adopted by the Commissioners, as the same may be amended from time-to-time.

Section 10: Authority Business Conducted by Board. All business of the Authority conducted by the Board of Commissioners shall be accomplished by the adoption of a resolution, the approval of a staff report, or passage of a motion of a Commissioner. All resolutions and reports on which action is taken shall be in writing and a copy of each report and resolution must be submitted prior to adoption or approval to each of the Commissioners present at the meeting considering adoption or approval. Adopted reports and resolutions shall be included in the minutes of the Authority. Meetings will be conducted in accordance with "Roberts Rules of Order" as modified by the Commissioners.

Section 11: Executive Session. The Commissioners may go into executive session on a majority vote of the Commissioners present. Before convening into executive session, the Chair will publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The Commissioners may enter executive session only for discussion of specific matters as allowable under the Washington Public Meetings Act, Chapter 42.30 RCW, or any statutes that are successors thereto. The executive session may be extended to a stated later time by announcement of the Chair.

Section 12: Adjournment. The Board of Commissioners may adjourn a regular or special meeting to a time and place specified in the order of adjournment. The Secretary will cause a written notice of the adjournment to be given in the same manner

as provided for special meetings. Whenever any meeting is adjourned, a copy of the order or notice of adjournment will be conspicuously posted immediately after the time of the adjournment on or near the door of the location where the regular or special meeting was held. When a regular meeting is adjourned as provided in this subsection, the resulting resumed regular meeting is a regular meeting for all purposes.

**Article IV
Amendments**

Section 1: Amendment to Bylaws. The Amended and Restated Bylaws (the “Bylaws”) of the Authority shall be amended only with the approval of at least three Commissioners at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days’ written notice thereof has been previously given to all Commissioners. The substance of the proposed amendment must be sent to each Commissioner as part of the notice. The approved Bylaws will supersede all previous Bylaws.

**ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF
KING AT AN OPEN PUBLIC MEETING THIS ~~17~~ th DAY OF
~~JANUARY~~ SEPTEMBER, 2023.**

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

ROBIN WALLS
Secretary ~~Treasurer~~

Document comparison by Workshare Compare on Tuesday, August 1, 2023
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Input:	
Document 1 ID	iManage://fostergarvey-mobility.imatech.com/firmdms/101787782/1
Description	#101787782v1<fostergarvey-mobility.imatech.com> - KCHA Bylaws amended January 2023 (not signed)
Document 2 ID	iManage://fostergarvey-mobility.imatech.com/firmdms/101789552/1
Description	#101789552v1<fostergarvey-mobility.imatech.com> - Proposed form of Amended and Restated KCHA Bylaws September 2023
Rendering set	Standard

Legend:	
Insertion	
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Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	13
Deletions	6
Moved from	0
Moved to	0
Style changes	0

Format changes	0
Total changes	19

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5754

A RESOLUTION of the Board of Commissioners of the Housing Authority of the County of King Establishing New Senior Leadership Classifications.

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

Section 1. Statutory Authorization. The Board of Commissioners (the “Board”) of the Housing Authority of the County of King (the “Authority”) finds and determines that the Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things, (i) “make and execute contracts and other instruments, including but not limited to partnership agreements” (RCW 35.82.070(1)); (ii) delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040); (iii) “employ a secretary (who shall be executive director) . . . and such other . . . employees, permanent and temporary, as it may require” (RCW 35.82.040).

Section 2. Changes in Senior Leadership Classifications. The Authority has developed new classifications for senior leadership positions, intended to more accurately reflect roles and responsibilities within the organization. The Board approves the changes in titles and classifications set forth in material on file with the Executive Director.

Section 3. Continuity of Delegation of Powers and Duties. The Board has previously adopted resolutions and motions delegating specified powers, duties, and responsibilities to certain Authority officers (by way of example, and without limitation, previously delegated powers and duties include negotiating and executing certain documents on behalf of the Authority, causing the Authority to comply with its obligations under agreements, and serving as the bond/note register for certain obligations issued by the Authority). In order to provide for operational continuity, all powers, duties, and responsibilities previously delegated to Authority officers by reference to previous titles shall continue to be and are delegated to the Authority officers holding the corresponding revised titles, including as set forth in the table below:

Previous Title	Revised Title
Executive Director	President / Chief Executive Officer
Deputy Executive Director & Chief Administrative Officer	Executive Vice President of Administration / Chief Administrative Officer
Deputy Executive Director of Housing Assistance Programs	Executive Vice President of Housing Operations / Chief Operations Officer
Senior Director of Development and Asset Management	Senior Vice President of Development and Asset Management

In carrying out delegated powers, duties, and responsibilities, any officer of the Authority may use the title previously applied to their then-current office, the revised title applied to their then-current office, or both the previously applicable and then-current titles.

Section 4. Amended and Restated Bylaws. The Amended and Restated Bylaws of the Authority, last revised effective January 17, 2023, are further amended and restated as reflected in the attached Amended and Restated Bylaws of the Housing Authority of the County of King.

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

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

**ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT
AN OPEN PUBLIC MEETING THIS 25th DAY OF SEPTEMBER, 2023.**

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

ATTEST:

ROBIN WALLS
Executive Director 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 September 25, 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;

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

6. Without limiting the foregoing, as required by the Amended and Restated Bylaws of the Authority, last amended January 17, 2023 (the “Bylaws”), the Resolution was approved by at least three Commissioners, and all Commissioners were provided written notice of the amendment and restatement of the Bylaws, including the substance of such amended and restated bylaws, at least seven days prior to the Meeting.

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of September, 2023.

Secretary and Executive Director of the Authority

Appendix I

**Amended and Restated
Bylaws
of
The Housing Authority of the
County of King, Washington
600 Andover Park West
Seattle, Washington 98188
(206) 574-1100**

September, 2023
By the Board of Commissioners

**Amended and Restated Bylaws of
The Housing Authority of the County of King, Washington
(As Amended)**

**Article I
The Authority**

Section 1: Name of the Authority. The name of the Authority shall be “The Housing Authority of the County of King, Washington” (hereinafter “Authority”).

Section 2: Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3: Powers of the Authority. The powers of the Authority shall be as specified in the Washington Housing Authorities Law (currently codified as Chapter 35.82 RCW), as the same may hereafter be amended or superseded by similar statutes. The powers shall be exercised by the Commissioners (each individually a “Commissioner,” collectively “Commissioners,” and as a body, the “Board of Commissioners”) thereof in office from time to time.

Section 4: Principal Office of the Authority. The principal administrative office of the Authority shall be at 600 Andover Park West, in the City of Tukwila, County of King, State of Washington. The Authority may transact its business at such other places as the Board of Commissioners may designate from time to time.

**Article II
Officers and Management**

Section 1: Officers. The Officers of the Authority shall be a Chairperson (hereinafter “Chair”), and a Vice-Chairperson (hereinafter “Vice-Chair”), each elected by the Board of Commissioners from among its members.

Section 2: Chair. The Chair is empowered and shall (1) preside at all meetings of the Authority; (2) preserve order; and (3) decide all questions of order according to parliamentary rules. Except as otherwise authorized by resolution of the Board of Commissioners, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chair shall submit to the Commissioners such recommendations and

information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3: Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Board of Commissioners shall select a new Chair. In the event of the absence of both the Chair and the Vice-Chair from a meeting, the most senior Commissioner present shall assume the duties of the Chair for that meeting. Seniority shall be determined by date of each Commissioner's initial appointment by the King County Council.

Section 4: Executive Director. The Board of Commissioners shall engage a qualified person to serve as Executive Director of the Authority on such terms as the Board of Commissioners shall determine to be in the best interests of the Authority. At the option of the Board of Commissioners, the Executive Director may be assigned additional or different titles as approved by the Board of Commissioners from time to time (*e.g.*, President / Chief Executive Officer or President / Chief Executive Officer and Executive Director). The duties of the Executive Director shall include having general supervision over the administration of the Authority's business and affairs on a day-to-day basis, subject to the direction of the Board of Commissioners. The Executive Director shall be charged with the management of the personnel and the housing projects of the Authority.

The Executive Director shall have the custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board of Commissioners may approve. The Executive Director shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Board of Commissioners. Except as otherwise authorized by resolution of the Commissioners, all such orders and checks shall be countersigned by the Chair. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Board of Commissioners at each regular meeting (or oftener when requested) an account of his or her transactions and also of the financial condition of the Authority. The Executive Director shall give such bond for the faithful performance of his duties as the Board of Commissioners may determine.

In the event of a vacancy in this position, the Board of Commissioners shall designate an officer or employee of the Authority to serve as interim Executive Director and shall discharge all the obligations and duties of the Executive Director, until such time as the Board of Commissioners shall select a permanent replacement.

Section 5: Secretary. The Board of Commissioners shall employ a Secretary, who shall be the Executive Director. The Secretary shall keep all records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Board of Commissioners in a journal of proceedings to be maintained for such purpose, and shall perform all duties incident to this office. The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Board of Commissioners.

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Section 8: Ethics and Conflicts of Interest. The Commissioners shall at all times comply with the requirements of Chapter 35.82.050 RCW regarding conflicts of interest for Commissioners and with Chapter 25 “Ethics and Conflicts of Interest” of the King County Housing Authority’s Personnel Policies and Procedures. In the event that the Board of Commissioners make a determination that the conduct of a Commissioner was improper, the Commissioners may, based upon their written findings, conclusions and determinations, submit a recommendation to the King County Council for the removal of the Commissioner from office pursuant to RCW 35.82.060.

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Section 4: Notice. The Secretary, or such other person as the Chair may designate, shall prepare a written agenda for each meeting, stating generally the nature of the business to be considered at such meeting, and shall deliver a copy thereof to each Commissioner in person, by mail or by e-mail at his or her business or home address, at least 24 hours prior to such meeting except in cases of absolute emergency, when notice shall be in such

time and manner as is appropriate to the circumstances. Any business may be considered at any regular meeting, notwithstanding the lack of notice of such business and notwithstanding any failure to include any item of business on a written agenda. Any person or organization (including, but not limited to the public media) who desires to be notified of the meetings of the Authority may register with the Secretary who shall provide notices to such individuals and organizations in the manner and time provided for notice to the Commissioners. The Secretary may, from time to time, at his or her discretion, require the re-registration of any such persons desiring notice.

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Section 6: Quorum. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn a meeting from time-to-time until a quorum is obtained. When a quorum is in attendance either in person or telephonically, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

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- (2) Public Comment
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- (4) Consent Agenda
- (5) Resolutions for Discussion
- (6) Reports
- (7) New Business (if needed)
- (8) Executive Director's Report
- (9) Commissioner Comments
- (10) Adjournment

Section 8: Manner of Voting. The voting on all questions coming before the Board of Commissioners shall be by roll call, and the ayes and noes shall be entered upon the minutes of such meeting.

Section 9: Public Comments. The Authority welcomes public comments at its meetings of the Board of Commissioners. Such comments shall be provided within the guidelines of the Authority's Public Expression Policy as adopted by the Commissioners, as the same may be amended from time-to-time.

Section 10: Authority Business Conducted by Board. All business of the Authority conducted by the Board of Commissioners shall be accomplished by the adoption of a resolution, the approval of a staff report, or passage of a motion of a Commissioner. All resolutions and reports on which action is taken shall be in writing and a copy of each report and resolution must be submitted prior to adoption or approval to each of the Commissioners present at the meeting considering adoption or approval. Adopted reports and resolutions shall be included in the minutes of the Authority. Meetings will be conducted in accordance with "Roberts Rules of Order" as modified by the Commissioners.

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**Article IV
Amendments**

Section 1: Amendment to Bylaws. The Amended and Restated Bylaws (the “By-laws”) of the Authority shall be amended only with the approval of at least three Commissioners at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days’ written notice thereof has been previously given to all Commissioners. The substance of the proposed amendment must be sent to each Commissioner as part of the notice. The approved Bylaws will supersede all previous Bylaws.

ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 25th DAY OF SEPTEMBER, 2023.

**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: Tonya Harlan, Director of Human Resources

Date: August 31, 2023

Re: Resolution 5755: Authorizing a change in the Administrative pay schedule of 6.5% effective November 4, 2023

Executive Summary

Resolution No. 5754 authorizes a 6.5% increase in salaries for all administrative employees, representing 100% of the Consumer Price Index for Clerical Workers (CPI-W HALF1) for the Seattle-Tacoma area. Represented employees are not included at this time as wages for next year are still being bargained.

Background

The King County Housing Authority has historically awarded a cost of living adjustment (COLA) effective with the first full pay period occurring entirely in the month of November. This adjustment has traditionally reflected 100% of the CPI-W HALF1 metric for the Seattle-Tacoma area. This index compares the average prices from the first six months of one year to the average prices from the first six months of the previous year, resulting in a percentage change. This index has the benefit of smoothing cost of living increases over time, muting the effects of both large price increases and decreases.

The proposed 2023 CPI increase of 6.5% would bring the three-year COLA total to 18.4%. Staff has reviewed 2024 projected funding for all existing programs and confidence is high that an increase of 6.5% to the base salary of administrative employees is sustainable.

While the absence of an adopted federal budget creates uncertainties around funding for KCHA's public housing and Section 8 programs, the 2023 inflation factor of 17.5% received for the Housing Choice Voucher program creates a solid baseline for stable funding in 2024 and beyond.

There are currently 379 Administrative (non-represented) employees eligible for the COLA adjustment. At current rates of pay, the overall annual impact of the COLA to KCHA is approximately \$2.8 million, or \$7,454 per employee, excluding variable benefits.

KCHA continues to fund a merit pool for all eligible employees, calculated at 2% of base pay. Under our current compensation system, employees who exceed standards are eligible for an increase in pay between 2% and 7%, effective on their anniversary date. Estimates of next year's merit pool are still being developed but it will be close to \$830,000.

Recommendation In light of the acute shortage of workers seen in the region and the nation, staff believes this COLA is necessary to retain and attract qualified employees and position the Authority as an employer of choice in the labor market.

Approval of Resolution No. 5755 is recommended.

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5755

**AUTHORIZING A CHANGE IN THE PAY SCHEDULES FOR ADMINISTRATIVE
EMPLOYEES OF 6.5% EFFECTIVE NOVEMBER 4, 2023**

WHEREAS, the Board of Commissioners annually reviews the salaries and benefits paid to administrative employees of the Housing Authority; and

WHEREAS, the Housing Authority has sufficient resources to increase base payroll so that employee wages can be maintained at their current inflation-adjusted levels during 2024; and

WHEREAS, Management is recommending that the Board of Commissioners approve a cost of living increase in wages for administrative employees effective November 4, 2023 equivalent to the June 30, 2023 HALF1 index of the CPI-W data set for Seattle-Tacoma-Bellevue published by the Bureau of Labor Statistics ; and

WHEREAS, the HALF1 CPI-W index as of June 30, 2023 for Seattle-Tacoma-Bellevue was 6.5%; and

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

SECTION 1: The Administrative Salary Schedule is hereby amended to reflect a 6.5% cost of living increase in all ranges and as set forth in said Salary Schedule, a copy of which is attached as Exhibit A hereto, and made part of.

SECTION 2: The rates set forth in the Administrative Salary Schedule will be increased effective at the beginning of the pay period which begins on November 4, 2023.

ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 25th DAY OF SEPTEMBER, 2023.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

ROBIN WALLS
Executive Director/CEO and Secretary-Treasurer

Exhibit A

**Administrative Staff Salary Schedules
11/4/2023 - 11/01/2024 (6.5% COLA)**

	Minimum	Midpoint	Maximum
10	\$50,571.80	\$61,950.99	\$73,329.05
10A	\$42,089.87	\$46,462.96	\$54,206.97
11	\$53,479.49	\$65,512.51	\$77,545.54
12	\$56,554.88	\$69,279.14	\$82,004.52
13	\$59,807.05	\$73,263.33	\$86,719.60
14	\$63,245.06	\$77,476.42	\$91,706.64
15	\$66,882.50	\$81,930.87	\$96,979.23
16	\$70,728.45	\$86,641.41	\$102,555.51
17	\$74,795.36	\$91,623.92	\$108,452.48
18	\$79,095.70	\$96,891.98	\$114,688.26
19	\$83,643.07	\$102,463.73	\$121,283.25
20	\$88,453.34	\$108,355.03	\$128,256.71
21	\$93,538.96	\$114,585.14	\$135,631.32
22	\$98,116.92	\$121,174.46	\$144,232.00
23	\$102,924.92	\$128,141.13	\$153,358.47
24	\$107,975.42	\$135,510.07	\$163,043.59
25	\$113,731.87	\$143,301.68	\$172,871.49
26	\$119,795.41	\$151,540.89	\$183,287.50
27	\$126,185.30	\$160,254.89	\$194,324.48
28	\$132,917.40	\$169,469.74	\$206,022.09
29	\$140,560.57	\$179,213.79	\$217,868.14
30	\$148,642.26	\$189,518.74	\$230,395.22
31	\$157,189.69	\$200,416.34	\$243,643.00
32	\$166,227.77	\$211,940.58	\$257,652.26
33	\$175,785.98	\$224,126.58	\$272,468.32
34	\$185,893.76	\$237,014.01	\$288,134.26
35	\$196,581.73	\$250,642.53	\$304,702.19

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To: Board of Commissioners

From: Judi Jones

Date: August 30, 2023

Re: **Resolution No. 5756** - Changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Tenant and Project Based Administrative Plans relating to the exclusion of Resident Service Stipends from the calculation of Household Income

In FY 2009, with Board approval, KCHA utilized MTW program flexibility to move away from HUD's standard definition of Annual Income (as prescribed under 24 CFR 5.609), in favor of changes that complemented the HA's efforts to effectively manage its programs while encouraging employment and assisting families as they move toward economic self-sufficiency – established goals of KCHA's MTW Agreement and highlighted in the FY 2008 MTW Annual Plan. Specifically, KCHA approved actions to increase the amount of a Resident Service Stipend that could be excluded from income from \$200 (as set by HUD) to a maximum of \$500 per month and expanded the scope under which the stipend could be paid to include participation in activities that increase the economic self-sufficiency of the resident through education or training.

While this policy has helped address site specific needs on a limited basis, the current \$500 cap has not kept up with inflation in the Seattle metropolitan region and now significantly limits the type and amount of work a resident can perform. For example, at a minimum wage of \$15.74 per hour (*effective Jan.1, 2023**) the current threshold is barely enough to support 7 hours of service per week. To resolve this issue, staff has proposed policy modifications to as follows:

- Increase the maximum exclusion threshold for resident stipends to \$750 per month; and,
- Establish a policy to review the threshold annually and, effective with the first full pay period in November 2024, adjust the maximum exclusion commensurate with COLA increases approved for KCHA's administrative staff.

An increase in the maximum exclusion to \$750 per month as proposed allows the HA to trend the amount of excluded income forward - helping ensure residents are adequately compensated for their work without adversely impacting the household's rent calculation. Please note, the \$750 exclusion is a maximum threshold only. The actual amount of each individual stipend paid would be determined by the particular activity in which the resident participates and/or scope of work performed.

Implementation of these changes will require modifications Exhibit B (item 9.d) and Exhibit C (Section I.P) of the Public Housing ACOP and Tenant and Project Based Administrative Plans - edited copies of which are attached for review. (Note: ACOP changes attached have also been edited to correct a minor formatting error discovered within Section I of Exhibit C to ensure paragraphs are properly labeled.)

Following approval, KCHA staff will take the necessary steps to implement the revised policies, as attached to Resolution No. 5756, effective immediately.

Admission and Continued Occupancy Policy (ACOP)

- c. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program. Among the programs to which this applies are the Community Work Experience and Employment School Program. This provision would also apply to amount received to cover transportation costs of a Volunteer Firefighter.
 - d. A resident service stipend (not to exceed ~~\$500~~\$750 per month) received by a resident for performing a service for the owner (HA) or participating in activities, on a part-time basis, that enhance the quality of life in the development and/or increase the economic self-sufficiency of the resident through education and training. As determined by the Housing Authority, services may include, but are not limited to, laundry room attendant, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination, and serving as a member of the Housing Authority Board of Commissioners. No resident may receive more than one such stipend during the same period of time. The maximum amount payable as a resident service stipend and excluded from income will be reviewed annually and adjusted to reflect any COLA increase approved for KCHA administrative staff beginning with the first full pay period of November 2024.
10. Non-recurring or sporadic income (including gifts).
 11. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era (effective April 23, 1993).
 12. Adoption assistance payments.
 13. Deferred periodic payments of supplemental security income (SSI) and Social Security benefits that are received in a lump sum payment.
 14. Amounts paid by a state agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
 15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the [United States Housing Act of 1937](#). The following types of income are subject to such exclusions:
 - a. The value of the allotment provided to an eligible household, regardless of the form of the allotment, under the [Food Stamp Act of 1977](#) (7 U.S.C. 2017 [b]).

Admission and Continued Occupancy Policy (ACOP)

3. Depreciation (computed on a straight-line basis),
4. Interest payments on loans and
5. Other business expenses, except expenses related to business expansion or capital improvements.

Count as income any withdrawals of cash or assets by the family from the business unless the withdrawal is for reimbursement of amounts the family invested in the business.

~~K.M.~~ INCOME OF FOSTER CHILDREN

Income for care of foster children or foster adults is excluded.

~~L.N.~~ INCOME OF A LIVE-IN AIDE

Income received by a live-in aide is excluded and no deduction is allowed. While a relative is not prohibited from serving as a live-in aide (and thus, having their income excluded), they must prove that:

1. They are essential to the care and well-being of the family member (for an elderly person, person with disabilities or a near-elderly person) and not obligated for their support; and
2. They must be one who would not be living in the unit except to provide the necessary supportive services.

~~M.O.~~ STUDENT FINANCIAL ASSISTANCE

Student financial assistance paid directly to the student or to the educational institutions shall not be counted as income.

~~N.P.~~ RESIDENT STIPEND

A resident stipend is an amount received by a resident for performing a service for the owner (HA) on a part-time basis that enhances the quality of life in the development and/or increases the economic self-sufficiency of the resident through education and training. As determined by the Housing Authority, services may include, but are not limited to, laundry room attendant, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination, and serving as a member of the Housing Authority Board of Commissioners. ~~Such services may include, but are not limited to, laundry room attendant, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination.~~ It should be emphasized that if an owner (HA) pays a resident more than the approved KCHA exclusion limit (See Exhibit B, Income Exclusions), \$500.00 per month, then the entire amount received is counted as income. There is no limit as to the number of stipends a family may receive; however, each family member may only exclude one stipend at a time.

- c. Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program. Among the programs to which this applies are the Community Work Experience and Employment School Program. This provision would also apply to amount received to cover transportation costs of a Volunteer Firefighter.
 - d. A resident service stipend (not to exceed ~~\$500~~\$750 per month⁹⁰) received by a resident for performing a service for the owner (HA) or participating in activities, on a part-time basis, that enhances the quality of life in the development and/or increase the economic self-sufficiency of the resident through education and training. As determined by the HA, services may include, but are not limited to, laundry room attendant, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination and serving as a member of the Housing Authority Board of Commissioners. No resident may receive more than one such stipend during the same period of time. The maximum amount payable as a resident service stipend and excluded from income will be reviewed annually and adjusted to reflect any COLA increase approved for KCHA administrative staff beginning with the first full pay period of November 2024.
 - e. Participants receiving services through the COPES program **AND** living in a COPES assisted unit receiving Project-based assistance shall have all income excluded.⁹¹
- 10. Non-recurring or sporadic income (including gifts).
 - 11. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era (effective April 23, 1993).
 - 12. Adoption assistance payments.
 - 13. Deferred periodic payments of supplemental security income (SSI) and Social Security benefits that are received in a lump sum payment.
 - 14. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.

⁹⁰ Approved under MTW 12/1/08 and 9/25/23

⁹¹ Approved under MTW 4/13/16

For those families wishing to operate a small business out of their residence, the following will apply:

1. Prior to beginning the business, the tenant must obtain:
 - a. the proper business licenses and permits from the city in which the unit is located; and
 - b. prior written approval from the landlord.
2. The tenant must provide the HA with quarterly statements of income until a pattern of income can be established. Accepted forms of verification include: Financial Statements or Tax records filed with the IRS.

M. Income of Foster Children⁹⁶

Income for care of foster children or foster adults is excluded.

N. Income of a Live-in Aide

Income received by a live-in aide is excluded and no deduction is allowed.

O. Student Financial Assistance

Student financial assistance paid directly to the student or to the educational institutions shall not be counted as income if the person is over the age of 23 with dependent children or lives with their parents.

For persons who do not meet one of the exemptions listed above, student financial assistance in excess of tuition and required fees should be counted as income.

Note that loans are not considered student financial assistance and should never be counted as income.

P. Resident Stipend

A resident stipend is an amount received by a resident for performing a service for the owner (HA) on a part-time basis that enhances the quality of life in the development and/or increases the economic self-sufficiency of the resident through education and training. As determined by the Housing Authority, services may include, but are not limited to, laundry room attendant, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination, and serving as a member of the Housing Authority Board of Commissioners. Such services may include, but are not limited to, laundry room attendant, fire patrol, hall

⁹⁶ Approved under MTW 11/1/10

~~monitoring, lawn maintenance, and resident initiatives coordination.~~ It should be emphasized that if an owner (HA) pays a resident more than the approved KCHA exclusion limit (See Exhibit B, Income Exclusions), \$500⁹⁷ per month, then the entire amount received is counted as income. There is no limit as to the number of stipends a family may receive, however, each family member may only exclude one stipend at a time.

Q. Payments awarded to Vietnam Veterans Affected by "Agent Orange"

Payments awarded to Vietnam Veterans affected by "Agent Orange" are to be treated as follows:

1. Lump-sum payments would not be counted as annual income, but would affect total assets.
2. Periodic payments would be counted as annual income.

R. Zero Income, Zero Rent or EAS Reimbursement⁹⁸

If at any time the family reports it has zero income, or whose rent is zero or receives an EAS Reimbursement, a Special Review will be scheduled to ensure compliance with income reporting requirements. Typically, such reviews will be completed no later than 6 months following the prior review, during which rent will be adjusted in accordance with the HA's established minimum rent policy, as applicable. However, more frequent Special Reviews may be completed, if determined necessary by HA staff. In completing such review(s), the HA may utilize controls, such as periodic submission of household budgets or review of EIV and other similar verification sources, to assist in insuring proper income documentation. If an EASY Rent or WIN Rent household appears eligible to receive certain sources of income (TANF, unemployment, etc.), but claims they do not receive such benefits, the family shall be required to document that they are not receiving income to which they are entitled. Families who do not access all available sources of income are not eligible to be granted relief from the calculated rent under KCHA's Hardship Policy.

S. State or Local Employment Training

This exclusion exempts compensation received from qualifying employment training programs and training of resident management staff. To qualify, the compensation must be a component of a state or local employment training program with clearly defined goals and objectives. This exclusion only covers compensation received while the resident participates in the employment training program. Please note, only the compensation received incident to the training program is excluded (any additional income received during the training program, such as public assistance, will continue to be counted as

⁹⁷ Approved under MTW 12/1/08 and 9/25/23

⁹⁸ Approved under MTW 11/1/10

- c. Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program. Among the programs to which this applies are the Community Work Experience and Employment School Program. This provision would also apply to amount received to cover transportation costs of a Volunteer Firefighter.
- d. A resident service stipend (not to exceed ~~\$500~~\$750 per month⁶³) received by a resident for performing a service for the owner (HA) or participating in activities, on a part-time basis, that enhances the quality of life in the development and/or increase the economic self-sufficiency of the resident through education and training. As determined by the HA, services may include, but are not limited to, laundry room attendant, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination and serving as a member of the Housing Authority Board of Commissioners. No resident may receive more than one such stipend during the same period of time. The maximum amount payable as a resident service stipend and excluded from income will be reviewed annually and adjusted to reflect any COLA increase approved for KCHA administrative staff beginning with the first full pay period of November 2024.

- 10. Non-recurring or sporadic income (including gifts).
- 11. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era (effective April 23, 1993).
- 12. Adoption assistance payments.
- 13. Deferred periodic payments of supplemental security income (SSI) and Social Security benefits that are received in a lump sum payment.
- 14. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
- 15. Amounts paid by a state agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
- 16. Payments made by a State Agency to a landlord to assist Section 8 participants with

⁶³ Approved under MTW 12/1/08 and 9/25/203

Income received by a live-in aide is excluded and no deduction is allowed.

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P. Resident Stipend

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Q. Payments awarded to Vietnam Veterans Affected by "Agent Orange"

Payments awarded to Vietnam Veterans affected by "Agent Orange" are to be treated as follows:

1. Lump-sum payments would not be counted as annual income, but would affect total assets.
2. Periodic payments would be counted as annual income.

⁶⁹ Approved under MTW 12/1/08 and 9/25/23

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5756

**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 EXCLUSION OF RESIDENT SERVICE STIPENDS FROM THE
CALCULATION OF ANNUAL INCOME**

WHEREAS, on August 8, 2003, the King County Housing Authority (KCHA) entered in an agreement with the Department of Housing and Urban Development (HUD) for participation in the Moving to Work (MTW) Demonstration Program; and

WHEREAS, as a participant in the Department of Housing and Urban Development's MTW program, KCHA is authorized, in lieu of federal program regulations, to develop policies, procedures and test approaches to achieving greater cost effectiveness in Federal expenditures and give incentives to families to obtain employment and become economically self-sufficient; and

WHEREAS, KCHA identified among its key initiatives in the FY 2008 MTW Plan the review and implementation of changes in rent and income policies, lease terms and the development of work incentives designed to increase the economic self-sufficiency of residents; and

WHEREAS, during FY 2008, KCHA staff reviewed federal regulations regarding Annual Income (24 CFR 5.609) and exclusion of Resident Stipends in the calculation of a Family's Total Tenant Payment developed alternative policies that increased the amount of stipend that may be excluded from Annual Income to \$500 and broadened the scope of activities under which a stipend may be provided to a resident; and

WHEREAS, the current Resident Stipend amount has not kept up with the inflation and the rising cost of living in the Seattle Metropolitan region, thus limiting its effectiveness in increasing the economic self-sufficiency for residents; and

WHEREAS, Board approval for changing operational policies and procedures 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 adopts the revisions to the Public Housing ACOP and Tenant and Project-based Administrative Plans, to increase the Resident Stipend to a maximum amount of \$750 per month; and
- (2.) Provides that such amounts be reviewed annually and adjusted commensurate and effective with KCHA's approved COLA adjustment for administrative employees beginning with the first full pay period of November 2024; and
- (3.) Authorizes the Housing Authority to take the necessary steps to implement the revisions, as attached.

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 23rd DAY OF SEPTEMBER, 2023.

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

DOUGLAS J. BARNES, Chair
Board of Commissioners

ROBIN WALLS
Executive Director/CEO and Secretary-Treasurer

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Managing & Mitigating Risk and the Role of KCHA's Insurance Program

September 25, 2023

Joel Tobin, Risk and Support Services Manager

Susan Stead, Principal and Vice President
Parker, Smith & Feek

Key takeaways from today's presentation

- KCHA maintains a robust insurance program including multiple coverage lines for risks related to property, liability, and floods.
- The insurance program is dynamic, adapting to meet KCHA's risk profile and changes in the external environment.
- KCHA continuously addresses challenges and leverages opportunities to monitor risk exposures, reduce claims, and control insurance costs.

PROPERTY INSURANCE COVERAGES SUMMARY

Public Housing/Bond Properties

HAIG

Total Insured Values: \$1,860,117,446

\$25,000 Deductible, except
\$150,000 for Faulty Wiring at
Aluminum Wiring Locations

Locations
Bus. Pers. Prop/
Inland Marine
RLI Insurance Co.

Total Insured Values:
\$2,995,180

Tax Credit Properties
Philadelphia Insurance Co.

Total Insured Values:
\$385,123,243

\$5,000 or \$10,000 Deductible
options, Except 1 day
Bus Income/Rental Value

Tax Credit Properties:
Village at Overlake

Total Insured Values:
\$60,980,316

\$10,000 Deductible

Tax Credit Properties:
Somerset Apartments;
Woodland North

Total Insured Values:
\$60,980,316

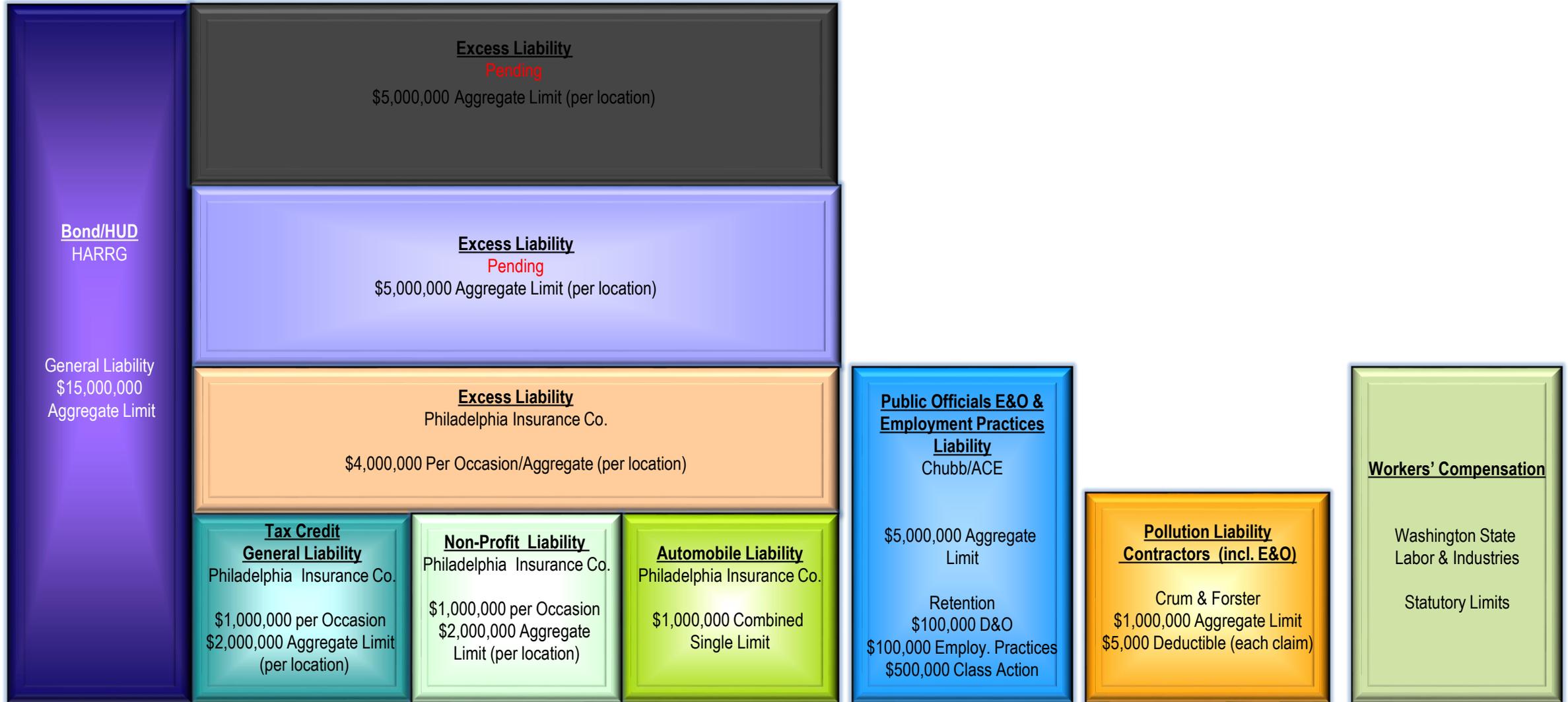
\$10,000 Deductible

Non-Profit Property:
(part of package with GL)
Philadelphia Insurance Co.

Total Insured Values:
\$22,843,926

\$10,000 Deductible

LIABILITY INSURANCE COVERAGES SUMMARY



OTHER LIABILITY INSURANCE COVERAGES SUMMARY

Drone

Quota Share Carriers

\$1,000,000 Liability
\$1,800 Physical Damage

10% In Motion – 5% Expiring
and Not In Motion

Cyber Liability

Tokio Marine HCC

\$2,000,000 Liability Coverage Parts
\$2,000,000 Non Liability Coverage Parts

\$100,000 Retention

FLOOD INSURANCE PROGRAM SUMMARY

NFIP Flood Policies: **Pickering Court**

Hartford Insurance Co. of the Midwest

\$402,700 Building Limit (each location)
\$250,000 Building Limit (each location)
Contents limits vary

\$2,000 Deductible: (each building)
\$2,000 Deductible: Contents (each building)

NFIP Flood Policies: Si View

Hartford Insurance Co. of the Midwest

\$250,000 Building Limit (each location)
\$14,400 Contents (each location)

\$1,250 Deductible (each building)
\$1,250 Deductible: Contents (each building)

NFIP Flood Policies: **Eastridge House**

Hartford Insurance Co. of the Midwest

\$402,700 Building Limit (each location)
\$2,400 Contents (each location)

\$2,000 Deductible: Building
\$2,000 Deductible: Contents

Current risk mitigation focus areas

- ✓ Addressing the effects of climate change
- ✓ **Aligning property development and rehabilitation work with insurance industry recommendations**
- ✓ **Enhancing safety and security at the Central Office and property sites**
- ✓ **Fortifying cyber security-related loss controls**
- ✓ **Improving incident and employee reporting systems**
- ✓ **Managing staffing challenges (labor market challenges, agency growth, employee turnover, leadership transitions)**
- ✓ Strengthening Public Records Act compliance
- ✓ Updating key policies and procedures

Key risk mitigation efforts and how they align with insurance coverages

- ✓ **Aligning development and renovation work with insurance industry recommendations**
 - Enhanced risk management and insurance support made available to Development & Asset Management
- ✓ **Enhancing safety and security at the Central Office and property sites**
 - VP of Safety & Security hired March 2023
 - Relevant policies and procedures reviewed, updated and expanded
 - New Central Office Safety & Security Plan created
 - New Field Sites Safety & Security Plan in development
 - Monthly Safety & Security Working Group convened by VP of Safety & Security (group includes President/CEO and executive and senior leaders)
- ✓ **Fortifying cyber security-related loss controls**
 - Major investments in network security are ongoing
 - Password security protocols strengthened
 - New Data Security & Governance Oversight Team approved for launch by President/CEO
 - Cyber Incident Response Plan implemented; new third-party incident response support and vulnerability scanning to be added
 - Security awareness training for all employees is ongoing and will be supported by new records management and retention training

Key risk mitigation efforts and how they align with insurance coverages

- ✓ **Improving incident and employee injury reporting system**
 - Data captured will be expanded to support monitoring and response to trends, with the goal of reducing incidents and injuries
 - Enhanced reporting will be made available to departments and leaders
 - New training will be developed and rolled out to employees, including senior leaders and supervisors

- ✓ **Managing staffing challenges (labor market challenges, agency growth, employee turnover, leadership transitions)**
 - HR adding new Recruitment Coordinators to assist with hiring
 - New Employee Relations Manager hired July 2023

2023-2024 INSURANCE RENEWAL										
KING COUNTY HOUSING AUTHORITY										
Coverage Line*	Coverage Details	Insurance Type	Renewal Date	Total Limit	Total Insured Value**	Carrier(s)	Deductible	Premium	Year-over-Year Increase	
Public Housing & Bond Portfolio	134 properties	Liability	10/1/2023	\$ 15,000,000		Housing Authority Insurance Group (HAIG)	\$5,000	\$ 771,367		
Tax Credit Portfolio	18 properties	Liability	10/1/2023	\$ 15,000,000		Philadelphia Insurance Cos./Lexington Insurance Co./Texas Insurance Co.	\$0	\$ 173,045		
Non-profit Portfolio	8 properties	Liability	10/1/2023	\$ 15,000,000		Philadelphia Insurance Cos./Lexington Insurance Co./Texas Insurance Co.	\$0	\$ 10,947		
Auto	153 vehicles	Liability	10/1/2023	\$ 15,000,000		Philadelphia Insurance Cos./Lexington Insurance Co./Texas Insurance Co.	\$0	\$ 373,501		
Public Officials/Directors & Officers/ Employment Practices Liability	482 employees and Board of Commissioners	Liability	10/1/2023	\$ 8,000,000		Illinois Union Insurance Co. (Chubb)/American Alternative Insurance Co.	\$50,000	\$ 132,234		
Cyber		Liability	10/1/2023	\$ 2,000,000		Tokio Marine HCC	\$100,000	\$ 67,394		
Crime		Liability	10/1/2023	\$ 2,000,000		Travelers	\$0-\$25,000***	\$ 8,431		
Contractors Pollution		Liability	10/1/2023	\$ 1,000,000		Crum & Forster	\$5,000	\$ 12,913		
Drone/Unmanned Aircraft	1 drone	Liability	10/1/2023	\$ 1,000,000		American Alternative Insurance Corp.	\$0	\$ 738		
Stop Gap		Liability	10/1/2023	\$ 1,000,000		Philadelphia Insurance Cos.	\$0	\$ 200		
Public Housing & Bond Portfolio	134 properties	Property	10/1/2023		\$ 1,786,719,000	Housing Authority Insurance Group (HAIG)	\$25,000	\$ 2,858,375		
Tax Credit Portfolio	18 properties	Property	10/1/2023		\$ 461,921,000	Philadelphia Insurance Cos./Housing Authority Insurance Group (HAIG)	\$5,000	\$ 611,170		
Non-profit Portfolio	8 properties	Property	10/1/2023		\$ 18,995,000	Philadelphia Insurance Cos.	\$10,000	\$ 56,323		
Electronic Data Processing (EDP)	70 property offices	Property	10/1/2023		\$ 2,995,000	RLI Marine	\$1,000	\$ 7,011		
Gilman Square	Issaquah	Flood	10/1/2023	5,000,000		Evanston Insurance Co.	\$100,000	\$ 27,500		
Pickering Court	Snoqualmie	Flood	11/4/2023		\$ 2,232,000	The Hartford	\$4,000	\$ 36,329		
Si View	North Bend	Flood	1/1/2024		\$ 1,330,000	The Hartford	\$2,250	\$ 11,078		
Eastridge House	Issaquah	Flood	2/17/2024		\$ 448,000	The Hartford	\$4,000	\$ 4,954		
2023-2024 total (projected)								\$ 5,741,000	11%	
2022-2023 total								\$ 5,163,511	13%	
2021-2022 total								\$ 4,582,039		
* Does not include Unemployment Insurance or Workers' Compensation Insurance (provided by the Washington State Department of Labor & Industries)										
** Replacement value and lost rental income, excluding land value										
** Depends on specific nature of loss										
							Summary by Type	% of Cost	Premium	
							Liability	30%	\$ 1,550,770	
							Property	68%	\$ 3,532,879	
							Flood	2%	\$ 79,861	
							Total		\$ 5,163,511	

Definitions:

Public Housing and Bond portfolio (liability and property): Includes properties owned by KCHA (or its wholly-owned affiliates) and managed either 1) directly through the Property Management department (for example, most Public Housing and Project-Based Section 8 properties) or 2) indirectly through the Asset Management department pursuant to contractual relationships with third-party property management firms (for example, bond properties financed through general obligation bonds for affordable housing).

Tax Credit portfolio (liability and property): Includes properties where ownership has largely been transferred by KCHA to a low-income housing tax credit partnership in order to raise equity for rehabilitation work. Management is typically handled indirectly by the Asset Management department through contractual relationships with third-party property management firms. Investor-partners have a 15-year arrangement with KCHA, which can sometimes drive insurance requirements and associated costs.

Non-profit portfolio (liability and property): Small KCHA properties that are master leased to a non-profit entity which will house its own clients—often a special needs population—and provide wrap-around services. These “local programs” use federal subsidies in non-traditional ways to offer innovative housing programs.

Auto: Only liability coverage at this time (with minor exceptions); comprehensive and collision coverage will be added as part of October 1 renewals.

Public Officials/Directors & Officers: Coverage—both for employees and the Board of Commissioners—for claims alleging wrongful acts committed in the course of assigned/appointed duties.

Employment Practices Liability: Coverage for employment-related claims (damages and defense costs) such as wrongful termination, discrimination, harassment, and retaliation.

Cyber: Coverage for multiple events/losses: social engineering, extortion, business interruption, breach of network security, breach of privacy, funds transfer fraud, regulatory fines and penalties, notification and credit monitoring, and data restoration.

Crime: Coverage for fraudulent acts committed against KCHA, including employee theft.

Contractors pollution: Liability coverage for pollution claims where KCHA is acting as a general contractor. This coverage supports the Weatherization program.

Drone/Unmanned aircraft: The FAA regulates drones as aircraft. Coverage is maintained separately because most general liability policies exclude it (liability and physical damage included).

Stop Gap: Additional policy that covers any gap in Washington State workers’ compensation coverage.

Electronic Data Processing (EDP): Provides coverage for hardware loss or failure (servers, computers, mobile phones, and other devices), including stored data.

Notes:

1. KCHA does not maintain earthquake/earth movement coverage.
2. Flood coverage for the four listed properties is maintained pursuant to HUD regulations for locations in recognized flood zones.

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To: Board of Commissioners

From: Andrew Calkins, Vice President of Policy & Intergovernmental Affairs

Date: September 25, 2023

Re: KCHA's Moving to Work Annual Plan for FY 2024

Summary

As a participant in the Department of Housing and Urban Development's (HUD) Moving to Work (MTW) program, KCHA is required to submit a board-approved annual plan that outlines the agency's goals, operations, programs, and proposed new MTW activities for HUD's review and approval. For FY 2024, KCHA is proposing two new activities, waiting list policy updates, and the continued use of flexibilities to ensure the agency has the ability to continue to support residents and expand access to affordable housing in the coming year.

At the September Board of Commissioners meeting, staff will provide an overview of the Draft 2024 MTW Plan. A summary of public comment, a final version of the plan, and a request for approval will be presented at the October 23rd Board meeting.

No action is requested of the Board at this time.

New Initiatives and Changes to Ongoing Activities

KCHA's draft 2024 Moving to Work Plan outlines major areas of programmatic focus in 2024 as well as changes to activities that utilize MTW flexibility. Section I provides an outline of KCHA's short-term focus areas, which include: promoting economic independence and self-sufficiency; supporting resident health and well-being; streamlining program operations; advancing racial equity and social justice; increasing the number of extremely low-income households we serve; leveraging partnerships to advance outcomes in homelessness; deepening educational partnerships; advancing environmental sustainability; and addressing capital needs at KCHA-owned properties.

The remainder of the MTW Plan outlines new proposed activities, modifications to existing activities, and planned uses of MTW funding flexibilities. Significant elements of the draft plan include the following:

- **Employment Sponsorship Program (New Activity)**
KCHA's 2024 plan includes a new activity that would remove barriers to resident participation in employment training programs by excluding income or other incentives earned through a workforce development program from a household's income calculation. This time-limited income exclusion would remove any impact on a resident's rent during the period of the program.
- **Local Homeownership Program (New Activity)**
For 2024, KCHA is proposing to develop and pilot a local homeownership program that would allow residents of KCHA's programs to use a subsidy for payment of a mortgage rather than for payment of rent.
- **Waiting List & Additional Policy Updates**
In 2024, KCHA is proposing to allow applicants to the subsidized housing waiting lists expanded site choices. Rather than limiting applicants to selecting two regional waiting lists and two site-based waiting lists, the agency is exploring allowing applicants to select as many sites as desired.
- **New Economic Mobility Programming**
The plan includes a proposal to use its single-fund budget flexibility to invest in a new economic independence pathways program. The program would last for up to two years and include coaching and mentorship for families with an aim to increase participation in employment, training, and/or education programs.

The plan also proposes policy updates to utility allowances, waiting list preferences, and continued streamlining of policies and procedures that will be evaluated and implemented throughout the plan year.

Ongoing Public Process and Comments

The public comment period for the 2024 MTW Plan began on August 25th and will run through September 29, 2023. During this time, KCHA is providing an opportunity for residents, stakeholders, and the general public to review and comment on the draft plan.

Staff will provide the Board with a summary of the feedback received during the public comment period, and any substantive changes made to the final MTW Plan, at the October 23rd Board meeting.



MOVING TO WORK ANNUAL PLAN

FY 2024

August 25, 2023



BOARD OF COMMISSIONERS

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TABLE OF CONTENTS

Section I: Introduction

- A. OVERVIEW OF SHORT-TERM MTW GOALS AND OBJECTIVES
- B. OVERVIEW OF LONG-TERM MTW GOALS AND OBJECTIVES

Section II: General Housing Authority Operating Information

- A. HOUSING STOCK INFORMATION
 - Planned New Public Housing Units
 - Planned Public Housing Units to be Removed
 - Planned New Project-based Vouchers
 - Planned Existing Project-based Vouchers
 - Planned Other Changes to MTW Housing Stock Anticipated During the Year
 - General Description of All Planned Capital Fund Expenditures During the Plan Year
- B. LEASING INFORMATION
 - Planned Number of Households Served
 - Discussion of Any Anticipated Issues/Possible Solutions Related to Leasing
- C. WAITING LIST INFORMATION
 - Waiting List Information Anticipated
 - Planned Changes to Waiting List in the Plan Year

Section III: Proposed MTW Activities

- ACTIVITY 2024-1: Employment Sponsorship Program
- ACTIVITY 2024-2: Local Homeownership Program

Section IV: Approved MTW Activities

- A. IMPLEMENTED ACTIVITIES
 - ACTIVITY 2019-1 and 2022-1: Acquire and Develop New Affordable Housing
 - ACTIVITY 2018-1: Encouraging the Successful Lease-up of the Housing Choice Voucher Program
 - ACTIVITY 2016-2: Conversion of Former Opt-out Developments to Public Housing
 - ACTIVITY 2015-2: Reporting on the Use of Net Proceeds from Disposition Activities
 - ACTIVITY 2014-1: Stepped-down Assistance for Homeless Youth
 - ACTIVITY 2014-2: Revised Definition of "Family"
 - ACTIVITY 2013-1: Passage Point Re-entry Housing Program
 - ACTIVITY 2013-2: Flexible Rental Assistance

- ACTIVITY 2009-1: Project-based Section 8 Local Program Contract Term
- ACTIVITY 2008-1: Acquire New Public Housing
- ACTIVITY 2008-3: FSS Program Modifications
- ACTIVITY 2008-10 and 2008-11: EASY and WIN Rent Policies
- ACTIVITY 2008-21: Public Housing and Housing Choice Voucher Utility Allowances
- ACTIVITY 2007-6: Develop a Sponsor-based Housing Program
- ACTIVITY 2007-14: Enhanced Transfer Policy
- ACTIVITY 2005-4: Payment Standard Changes
- ACTIVITY 2004-2: Local Project-based Section 8 Program
- ACTIVITY 2004-3: Develop Site-based Waiting Lists
- ACTIVITY 2004-5: Modified Housing Quality Standards (HQS) Inspection Protocols
- ACTIVITY 2004-7: Streamlining Public Housing and Housing Choice Voucher Forms and Data Processing
- ACTIVITY 2004-9: Rent Reasonableness Modifications
- ACTIVITY 2004-12: Energy Performance Contracting
- ACTIVITY 2004-16: Housing Choice Voucher Occupancy Requirements

B. NOT YET IMPLEMENTED ACTIVITIES

- ACTIVITY 2015-1: Flat Subsidy for Local, Non-traditional Housing Programs
- ACTIVITY 2010-1: Supportive Housing for High-need Homeless Families
- ACTIVITY 2010-9: Limit Number of Moves for an HCV Participant
- ACTIVITY 2010-11: Incentive Payments to HCV Participants to Leave the Program
- ACTIVITY 2008-5: Allow Limited Double Subsidy between Programs (Project-based Section 8/Public Housing/Housing Choice Vouchers)

C. ACTIVITIES ON HOLD

D. CLOSED-OUT ACTIVITIES

Section V: Sources and Uses of MTW Funds

A. PLANNED APPLICATION OF MTW FUNDS

B. LOCAL ASSET MANAGEMENT PLAN

Section VI: Administrative

A. BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE

B. PUBLIC PROCESS

C. PLANNED AND ONGOING EVALUATIONS

D. LOBBYING DISCLOSURES

Appendices

- APPENDIX A: BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE
- APPENDIX B: PLANNED EXISTING PROJECT-BASED VOUCHERS
- APPENDIX C: KCHA'S LOCAL ASSET MANAGEMENT PLAN
- APPENDIX D: DISCLOSURE OF LOBBYING ACTIVITIES
- APPENDIX E: DESIGNATION PLAN
- APPENDIX F: UNIT UPGRADE COMPLETION REPORT
- APPENDIX G: HARDSHIP POLICY

SECTION I

INTRODUCTION

A. OVERVIEW OF SHORT-TERM MTW GOALS AND OBJECTIVES

In recent years, Moving to Work flexibilities have allowed King County Housing Authority (KCHA) to pivot to address the emerging health and safety needs of our residents, design new programs to address the region's dual housing and homelessness crises, and make investments in critical operational and programmatic areas. After 20 years in the MTW program, KCHA remains committed to continually expanding both the reach and effectiveness of our programs through innovation and evaluation. In 2024, KCHA will continue to leverage MTW flexibility to:

PROMOTE ECONOMIC INDEPENDENCE AND SELF-SUFFICIENCY

KCHA's subsidized housing programs start with providing families a safe and stable place to call home. But they do not end there. Advancing economic opportunity and disrupting intergenerational poverty is a core focus for the agency. In 2024, KCHA will make further investments to advance this goal through new programming, policy change, and evaluation.

Advancing Economic Opportunity

The Family Self Sufficiency (FSS) program offers a significant opportunity for working households to focus on economic independence goals while banking income gains in an escrow account. The program does not work for every household, however. In recognition of the opportunity to provide workforce development supports to a broader population, KCHA will use our single-fund flexibility to create an Economic Independence Pathways Program. The program will provide coaching and mentorship for up to two years with an aim of supporting residents' pursuit of economic independence through training and education. In addition, 2024 will see KCHA launch the Young Adult Prosperity Program (YAPP) to provide self-sufficiency support for youth participating in the Family Unification Program (FUP) and Foster Youth to Independence (FYI) voucher programs — further promoting economic mobility and preventing additional experiences of homelessness. The agency also has proposed a broader policy initiative to exclude income earned through participation in career advancement and training opportunities.

Wealth-Building Pathways

Homeownership is one of the most effective ways families can create wealth for themselves and future generations. In 2024, KCHA will be working with nonprofit, lending, and governmental partners to create stronger connections between participants of subsidized housing programs and affordable homeownership opportunities. In addition, KCHA is proposing a wide-ranging MTW Activity to leverage our single-fund and MTW flexibilities to create avenues for existing residents of our affordable housing programs to purchase homes.

Continuous Evaluation

In 2024, KCHA will launch an evaluation of the agency's WIN Rent program to study how the rent tiers and associated policy changes since the policy's launch in 2010 have supported income growth and other outcomes for families that are able to work. The evaluation also will allow us to identify opportunities to improve the program.

INCREASE THE NUMBER OF EXTREMELY LOW-INCOME HOUSEHOLDS WE SERVE

A sufficient supply of affordable housing is an essential underlying determinant of social justice and key to our region's strategies to combat related issues of poverty, housing instability, public health, community displacement, and homelessness. KCHA continues to pursue every available opportunity to expand our housing assistance for low-income households through applications for new special purpose vouchers, property acquisitions and new development, the activation of banked public housing subsidies, project-basing voucher rental assistance to help increase the supply of Permanent Supportive Housing (PSH), over-leasing of our Housing Choice Voucher (HCV) program, and the use of innovative subsidy programs to house and support diverse populations.

In 2024, KCHA will continue to pursue full lease-up of all special purpose vouchers through partnerships with our governmental and community-based partners. KCHA will leverage funds newly allocated by the State Legislature for housing navigation and housing stability to support the lease-up of the agency's 123 Foster Youth to Independence (FYI) vouchers. The agency also continues to leverage the Collaborative Case Management (CCM) partnership with the King County Veterans Program to find novel ways to fully deploy the agency's 1,250 HUD-VASH vouchers. We also plan to activate banked public housing subsidies at Illahee Apartments (Bellevue) in 2024.

SUPPORT RESIDENT HEALTH, STABILITY, AND WELL-BEING

KCHA is strengthening our capacity to strategically engage residents to provide ideas, advice, and feedback about health-related programming. In 2024, we will wrap up a Resident Health Needs Assessment and establish a health and wellness advisory council for ongoing resident engagement and feedback. Already-identified health issues that can significantly impact the ability to retain housing include: (1) mental/behavioral health, (2) hoarding and high clutter, and (3) aging in place. KCHA's work is laying the foundation for multi-tiered strategies to address these emerging priorities through internal cross-departmental process mapping, tools and training for staff, and contracts with external partners. We also have entered into strategic partnerships with other housing authorities, local governments, community-based service providers, and city, county, and state coalitions to leverage resources and build momentum for regional approaches to address the interconnected outcomes of housing stability, health, and wellness.

ADVANCE RACIAL EQUITY AND SOCIAL JUSTICE ACROSS KING COUNTY

The effects of historical and institutional racism continue to be evidenced in housing outcomes that demonstrate disproportionate rates of homelessness, displacement, and neighborhood access. KCHA's Office of Equity, Diversity, Inclusion and Belonging (EDIB) is developing an agency-wide strategy aimed at embedding EDIB principles into every aspect of KCHA's work while acknowledging a range of intersectional identities and placing an emphasis on racial equity. Following an inclusive planning process that included feedback from the agency's board, staff, residents, and community partners, KCHA is identifying shared definitions of key EDIB terms. This work builds on input provided from previous KCHA efforts, including contributions by KCHA's Race, Equity, Diversity and Inclusion (REDI) committee.

Additional ongoing agency-wide efforts include staff training, the development of organizational equity goals, equitable procurement practices that involve open and accessible processes and information, the adoption of a racial equity assessment tool, and increased collaboration with residents and people with lived experience in program design.

ADVANCE ENVIRONMENTAL SUSTAINABILITY THROUGHOUT OUR OPERATIONS

KCHA recognizes climate change as a global problem that demands action at a local level. We are committed to being a leader among housing authorities in how we continually work to reduce the agency's dependency on fossil fuels and consumption of resources. KCHA is working to implement the 2022–2026 Sustainability Action Plan, which guides the agency's investments and approach in four key areas: greenhouse gas reduction; climate change preparedness; sustainable property operations and management; and healthy, resilient, and equitable communities.

As the impacts of the changing climate on the region become more apparent and urgent, we will develop a framework in 2024 to determine and prioritize climate change resiliency at KCHA communities and establish an approach to integrating sustainability review early in the design process for property upgrades and new developments. KCHA is also taking advantage of new financing opportunities to add extensive rooftop solar to Kirkland Heights as part of a large rehabilitation and expansion project. In 2024, we will continue to work with residents and staff to save water and energy, reduce solid and hazardous waste, and purchase products made with recycled materials and fewer hazardous chemicals.

LEVERAGE PARTNERSHIPS TO ADDRESS THE NEEDS OF INDIVIDUALS AND FAMILIES EXPERIENCING HOMELESSNESS

King County continues to experience a significant homelessness crisis that demands action and sustained collaboration from a variety of actors. In the most recent King County Point-in-Time Count conducted in 2022, 13,368 people lacked housing, an increase of 1,617 over a two-year

period.¹ Homelessness continues to disproportionately impact BIPOC communities, with Black/African American and American Indian/Alaskan Native individuals significantly overrepresented in the homeless system. KCHA has a long history of supporting regional efforts to address homelessness through innovative programming and a significant special purpose voucher program. In 2022, over 60% of the households entering KCHA's federally subsidized programs reported they were experiencing homelessness prior to receiving our housing assistance.

In 2024, KCHA will work with our partners to deploy multiple strategies to address homelessness, including:

Innovative Partnerships

In 2024, KCHA will work in partnership with multiple service partners and funders to increase access to HUD-VASH vouchers through the Collaborative Case Management program, expand our support to students experiencing homelessness who are pursuing higher education at Highline College, and integrate sustained support services to house families involved in the child welfare system and youth exiting foster care.

Housing Navigation and Stability Supports

Through the use of grant funding from HUD and local sources, KCHA will build on lessons learned through the Emergency Housing Voucher (EHV) program to expand housing navigation services to participants using special purpose vouchers both through in-house and contracted housing navigators. This approach is designed to support successful lease-up in King County's highly competitive rental market. KCHA also will continue deploy local and federal resources to ensure critical time intervention (CTI) resources are available to leased EHV participants to support housing stability.

Project-Basing Assistance

In partnership with King County, the Continuum of Care, and other public funders, KCHA will continue to seek out opportunities to use project-based voucher assistance to help fund the pipeline of new Permanent Supportive Housing (PSH) developments in suburban King County. KCHA is anticipating that 153 new PSH units supported by project-based vouchers will be completed and ready for occupancy in 2024.

Adding Incremental Vouchers to our Portfolio

In August 2022, KCHA applied for a new allocation of 75 FYI competitive vouchers, and we plan to pursue every opportunity to apply for new special purpose vouchers that HUD plans to make available during 2024.

¹ 2022 Point in Time Count. King County Regional Homelessness Authority. www.kcrha.org/wp-content/uploads/2022/06/PIT-2022-Infograph-v7.pdf

DEEPEN PARTNERSHIPS WITH LOCAL SCHOOL DISTRICTS TO IMPROVE EDUCATIONAL OUTCOMES

KCHA's federally subsidized housing provides a home for over 15,470 children every year. Their academic success is an integral element of our core mission to prevent multi-generational cycles of poverty and promote economic mobility. KCHA prioritizes students' educational success through partnerships with education stakeholders in King County, including school districts, out-of-school time and early learning providers, and parents. KCHA will also continue to partner with local schools, Highline College, and regional partners to provide critical housing assistance resources to individuals and families experiencing homelessness.

Out-of-School Time (OST) Programs

In 2024, KCHA will continue to partner with our network of out-of-school time providers to ensure school-aged children living in KCHA-owned properties have access to critical after-school and summer learning programs aimed to help students make up lost academic and social and emotional learning over the course of the pandemic. Linking providers to other specialized nonprofit entities, school districts, and their respective resources continues to be a central focus. Our Education Team also will explore co-creating a youth leadership and development program at KCHA sites. The program would be the first time KCHA has co-created a youth development program and implemented a unified program across the entire portfolio.

Neighborhood Early Learning Connectors

KCHA continues to work with residents to implement, expand, and refine the innovative Neighborhood Early Learning Connectors (NELC) program model. Launched in 2021, NELC supports healthy child development so that young children entering kindergarten are prepared to thrive. The NELC staff are comprised of residents of KCHA's housing programs who reflect the culture and linguistic makeup of the communities they serve.

ADAPT OPERATIONS, POLICIES, AND PROCEDURES TO SUPPORT PROGRAM ADMINISTRATION

KCHA continually pursues opportunities to streamline and adapt our operations, policies, and procedures to meet resident needs, ease administrative burdens, and remove barriers to efficiently administer federal housing assistance. In recent years, KCHA has used MTW flexibility to pilot new self-certification of Housing Quality Standards (HQS) for distinct classes of properties as a means of to increase program efficiencies and ensure households can move into housing faster. The agency will make these self-certification flexibilities permanent in 2024. KCHA also has increased non-contact options available to residents by expanding the use of online rent payments and document signing, and by implementing an online submission form for requests for tenancy approvals. KCHA will also transition to a new software platform in 2024 that will offer significant opportunities to advance digital engagement between program staff and residents.

INVEST IN THE ELIMINATION OF ACCRUED CAPITAL REPAIR AND SYSTEM

REPLACEMENT NEEDS IN OUR FEDERALLY SUBSIDIZED HOUSING INVENTORY

In 2024, KCHA will continue our recapitalization efforts and invest \$17.2 million in MTW working capital to upgrade our federal housing stock. These investments improve housing quality, reduce maintenance costs and energy consumption, and extend the life expectancy of our housing stock, enabling us to better fulfill our mission over the long term.

B. OVERVIEW OF LONG-TERM MTW GOALS AND OBJECTIVES

Through participation in the MTW program, KCHA is able to address a wide range of affordable housing needs in the region. We use the regulatory flexibility available through MTW to support these overarching strategic goals:

- **STRATEGY 1:** Continue to strengthen the physical, operational, financial, and environmental sustainability of our portfolio of more than 12,481 affordable housing units.
- **STRATEGY 2:** Increase the supply of housing in the region that is affordable to extremely low-income households — those earning below 30% of Area Median Income (AMI) — through developing new housing, preserving existing housing, and expanding the size and reach of our rental subsidy programs.
- **STRATEGY 3:** Advance racial equity and social justice within KCHA and in King County through the implementation and ongoing evaluation of KCHA's EDIB strategy.
- **STRATEGY 4:** Affirmatively further the policies and purposes of the Fair Housing Act, and provide greater geographic choice for low-income households — including residents with disabilities, elderly residents with mobility impairments, and families with children — so that more of our residents have the opportunity to live in neighborhoods with high-performing schools and convenient access to support services, transit, health services, and employment.
- **STRATEGY 5:** Coordinate closely with the behavioral health care and homeless systems to increase the supply of supportive housing for people who have been chronically homeless or have special needs, with the goal of significantly decreasing homelessness throughout King County.
- **STRATEGY 6:** Engage in the revitalization of King County's low-income neighborhoods, with a focus on housing and other services, amenities, institutions, and partnerships that empower strong, healthy communities and prevent displacement of existing community members.
- **STRATEGY 7:** Work with King County government, regional transit agencies, and suburban cities to support sustainable and equitable regional development by integrating new — and preserving existing — affordable housing in regional growth corridors aligned with mass transit investments.

- **STRATEGY 8:** Expand and deepen partnerships with our residents, local school districts, Head Start programs, after-school program providers, public health departments, community colleges, and the philanthropic community with the goal of improving educational and life outcomes for the children and families we serve.
- **STRATEGY 9:** Promote greater economic independence for families and individuals living in subsidized housing by addressing barriers to employment and facilitating access to training and education programs, with the goal of enabling moves to market-rate housing — including homeownership — at the appropriate time.
- **STRATEGY 10:** Continue to develop institutional capacities and operational efficiencies to make the most effective use of limited federal resources, and provide extraordinary service to our residents, communities, and partners.
- **STRATEGY 11:** Continue to reduce KCHA’s environmental footprint through energy and water conservation, renewable energy generation, waste stream diversion, green procurement policies, waste reduction, and fleet management practices.
- **STRATEGY 12:** Develop our capacity as a learning organization that uses data, research, and evaluation to assess housing access, outcomes, and equity, and to drive decisions that shape policies and programs.

SECTION II

GENERAL HOUSING AUTHORITY OPERATING INFORMATION

A. HOUSING STOCK INFORMATION

i. Planned New Public Housing Units

AMP Name and Number	Bedroom Size						Total Units	Population Type	Section 504 Accessible Units (Mobility)	Section 504 Units (Hearing / Vision)
	0/1	2	3	4	5	6+				
Illahee Apartments ²	22	14	0	0	0	0	36	TBD	TBD	TBD
Future Acquisition and Conversion of Existing Housing to Public Housing								TBD	TBD	TBD
Total Public Housing Units to be Added³							36			

ii. Planned Public Housing Units to be Removed

PIC Dev. # / AMP and PIC Dev. Name	Number of Units to be Removed	Explanation for Removal
N/A	0	N/A

² Illahee Apartments was included in previous KCHA MTW plans but has not yet converted to Public Housing. KCHA is continuing to work toward transitioning this property to Public Housing with an anticipated date of activating ACC in or around 2024.

³ Additional properties yet to be identified or acquired by KCHA may convert to Public Housing in 2024 should KCHA deem such opportunities appropriate. Additionally, some housing units might be designated MTW Neighborhood Services units in 2024 should an opportunity arise to partner with a local service provider or assign units to other eligible MTW purposes upon approval from the HUD field office.

iii. Planned New Project-based Vouchers

Property Name	Anticipated Number of New Vouchers to be Project-based	RAD?	Description of Project
KCHA's Campus Green, Echo Cove, Harbor Villa, & Slater Park	29	No	Increase KCHA's level of existing affordable housing stock by converting 29 Public Housing units to Project-based at four KCHA-owned sites.
Bridge Housing's Spring District	8	No	Awarded project-based vouchers (PBVs) through the 2022 King County Combined Funders NOFO. AHAP contract anticipated in Q4 2024 with anticipated project completion in Q2 2026.
Plymouth Housing's Kenmore	100	No	Awarded PBVs in partnership with the City of Kenmore RFP in 2022. AHAP contract anticipated in Q1 2024 with anticipated project completion in Q2 2025.
Mercy Housing Angle Lake	8	No	Awarded PBVs through the 2022 King County Combined Funders NOFO RFP. AHAP contract anticipated in Q3 2023 with anticipated project completion in Q2 2025.
Muckleshoot Housing Authority PSH	50	No	Awarded PBVs through the 2022 King County Combined Funders NOFO RFP. AHAP contract anticipated in Q4 2023 with anticipated project completion in Q1 2025.
King County Combined Funders NOFO	160	No	PBVs made available through the 2023 Combined Funders NOFO for supportive housing projects serving people exiting homelessness.
Planned Total Vouchers to be Newly Project-based	195 ⁴		

iv. Planned Existing Project-based Vouchers

See Appendix B for a list of KCHA's existing project-based voucher contracts.

v. Planned Other Changes to MTW Housing Stock Anticipated During the Year

While no additional modifications to KCHA's housing stock are anticipated at the time of this plan's drafting, KCHA will continue to use every tool available to expand our reach as additional opportunities arise throughout the plan year, including but not limited to the designation of units as MTW Neighborhood Services Units, the use of banked ACC or MTW working capital to support

⁴ The total of 195 planned total vouchers to be newly project-based does not include the 160 made available through the 2023 Combined Funders NOFO process.

development and acquisition activities, the use of new Special Purpose and Project-Based Vouchers, and sponsor-based housing.

vi. General Description of All Planned Capital Fund Expenditures During the Plan Year

In 2024, KCHA will spend approximately \$17.2 million to complete capital improvements critical to maintaining our federally subsidized properties. Overall, these investments improve housing quality, reduce maintenance costs and energy consumption, and extend the life expectancy of our housing stock, enabling us to better fulfill our mission over the long term. Expenditures include:

- **UNIT UPGRADES AND SPECIAL PROJECTS (\$4.5 MILLION)**
KCHA's ongoing efforts to significantly upgrade the interiors of our affordable housing inventory as units turn over will continue in 2024. KCHA's in-house, skilled workforce will perform the renovations, which include the installation of new flooring, cabinets, and fixtures to extend by 20 years the useful life of up to 135 additional units.
- **BUILDING ENVELOPE AND COMPONENTS UPGRADES (\$6 MILLION)**
The building envelope upgrade at Westminster Manor (Shoreline) including new siding, windows, exterior doors, and roofing was scheduled to be completed in 2023 but is being rescheduled to 2024. The same is true for the food bank building at Burndale Homes (Auburn), where the planned improvements include siding, doors, windows, and roof, along with new tenant improvements necessary to convert the space from its former use to a property management office. The 2024 capital program also includes the replacement of the roof at Munro Manor (Burien) and a full envelope replacement at Peppertree (Shoreline), which began in 2023.
- **SYSTEMS (HEATING, SEWER, ELEVATOR) IMPROVEMENTS (\$4 MILLION)**
The recently replaced heating and related plumbing system at Casa Madrona (Olympia) will be balanced in order to improve the performance and efficiency of the two interacting systems. At Plaza Seventeen (Auburn), the hydronic heating system's plumbing and heating components will be replaced. Fire monitoring systems will be replaced at Briarwood (Shoreline), Harrison House (Kent), and Newport Apartments (Bellevue). The passive ventilation system in the attics of Cascade Homes (Kent) will be upgraded and a second elevator will be installed at Vantage Point (Renton).
- **SITE IMPROVEMENTS (\$500,000)**
At Park Royal (Bothell), site improvements will include: removing buckled and failing parking and walking surfaces; addressing a long-standing water intrusion issue above both

buildings; grinding and overlaying the parking areas; providing new barriers to prevent cars going off parking area slopes; and new striping and wheel stops.

- **SECURITY IMPROVEMENTS (\$1.2 MILLION)**

New fencing will be installed to enhance site security at Birch Creek (Kent), Mardi Gras (Kent), and Valli Kee (Kent).

- **"509 PORTFOLIO" IMPROVEMENTS (\$345,000)**

Planned site improvements at Juanita Court (Kirkland), one of the projects in the portfolio of 509 Public Housing units converted to project-based Section 8 in 2013, will include lengthening the life of the hardscapes by repairing failing asphalt and extruded curbs in the main drive aisles and parking lots.

- **OTHER IMPROVEMENTS (\$735,000)**

A new electric transformer and related interior electric panels are needed at the 600 Administration Building (Tukwila) to increase capacity for future electric needs (such as electric vehicle charging stations for KCHA fleet vehicles). Improvements also will be made to the building's entrance to provide weather coverings, and the public bathrooms will be refurbished.

B. LEASING INFORMATION

i. Planned Number of Households Served⁵

SUMMARY

MTW Households to be Served through:	Planned Number of Households to be Served	Planned Number of Unit Months Occupied/ Leased
MTW Public Housing Units Leased	2,440	29,280
MTW Housing Choice Vouchers (HCV) Utilized ⁶	8,710	104,520
Local, Non-traditional: Tenant-based	120	1,440
Local, Non-traditional: Property-based	0	0
Local, Non-traditional: Homeownership	0	0
Planned Total Households Served	11,270	135,240

LOCAL, NON-TRADITIONAL PROGRAMS

Local, Non-traditional Category	MTW Activity Name/Number	Planned Number of Households to be Served	Planned Number of Unit Months Occupied/ Leased
Tenant-based	2007-6: Develop a Sponsor-based Housing Program	60	720
Tenant-based	2013-2: Flexible Rental Assistance	60	720
Tenant-based	2014-1: Stepped-down Assistance for Homeless Youth ⁷	0	0
Planned Total Households Served		120	1,440

⁵ In prior years, KCHA's planned number of households served included special purpose vouchers that were funded outside of the agency's MTW Block Grant. This table includes only KCHA's MTW Block Grant vouchers.

⁶ In 2024, KCHA also plans to administer housing assistance to an additional 3,100 households that have ported-in to our jurisdiction and an additional 3,598 households using other non-MTW special purpose vouchers, including 794 Emergency Housing Vouchers.

⁷ KCHA and the service provider for this activity ended the program in 2023. KCHA is maintaining the activity while attempting to find another service provider.

ii. Discussion of Any Anticipated Issues/Possible Solutions Related to Leasing

Housing Program	Description of Anticipated Leasing Issues and Possible Solutions
MTW Public Housing	No leasing issues are anticipated for this program in 2024.
MTW Housing Choice Voucher (HCV)	<p>King County continues to experience population growth, low vacancy rates, and rising rents. The resulting competition among renters for a limited supply of affordable units creates leasing challenges for those utilizing tenant-based vouchers and individuals with barriers to housing stability. Rents have risen following the end of the state’s pandemic moratorium on rent increases. To address these challenges, KCHA will continue to deploy a variety of interventions, including: executing contracts with nonprofits to provide housing search services; maintaining two new housing navigators at KCHA through use of grant funding; a ZIP code-based payment standard system that tracks changes in market rents closely and adjusts payment standards on a semi-annual basis; landlord outreach and retention efforts; expedited inspection processes including self-certification of newly constructed and KCHA-owned properties; security deposit assistance; and flexible client assistance funds aimed to mitigate financial leasing barriers for people accessing special purpose vouchers.</p>
Local, Non-traditional	<p>Successfully leasing an apartment and maintaining housing stability in a tight rental market is a challenge for low-income families. This remains especially true for those with complex physical and behavioral health needs. Our program partners that administer sponsor-based and short-term rental assistance are finding it increasingly difficult to recruit and retain landlords willing to maintain affordable, accessible rents for these specialized programs. The COVID-19 pandemic and its associated economic impacts have significantly heightened these challenges. KCHA and program partners continue to work together to develop new strategies to support housing access and stability for populations served through these and other special purpose voucher programs.</p>

C. WAITING LIST INFORMATION

i. Waiting List Information Anticipated

Waiting List Name	Description	Number of Households on Waiting List	Waiting List Open, Partially Open, or Closed	Are There Plans to Open the Wait List During 2024?
Housing Choice Voucher	Community-wide	1,350	Partially open (accepting targeted voucher referrals only)	No
Public Housing	Regional	8,923	Open	N/A
Public Housing	Site-based	9,376	Open	N/A
Project-based	Regional	6,358	Open	N/A
Public Housing – Conditional Housing	Program-specific	21	Open	N/A

ii. Planned Changes to Waiting List in the Plan Year

- As noted in Activity 2004-3, KCHA may implement new site-based waiting lists for properties where there is a community-identified need to serve a priority population. For instance, to address high levels of students experiencing homelessness in the area, KCHA will partner with the Bellevue School District and local community organizations to provide families experiencing homelessness access to subsidized housing within the school district. KCHA also will explore the possibility of replicating this strategy to other parts of King County.
- As also noted in Activity 2004-3, KCHA in 2024 plans to change the structure of the existing site-based waiting lists for our subsidized housing program. Currently, residents are able to select up to two regional waiting lists and up to two site-based waiting lists. To create greater choice for applicants, KCHA is exploring and may implement a change in 2024 to allow housing applicants to select as many sites or regional waiting lists as they desire. This change will allow greater opportunities for families to identify and select housing opportunities in communities of their choice based on their desired neighborhood and site amenities. KCHA also is considering grouping sites by cities or other aspects as an alternative to regional or site-specific waiting lists.
- In 2024, KCHA also may create a waiting list policy that allows priority access to a tenant-based Housing Choice Voucher for youth participating in the standard FYI or FUP youth voucher program who have reached the maximum term allowed for the subsidy type.

KCHA anticipates a voucher would be made available when a household has participated in self-sufficiency programming and when the loss of a housing subsidy would put the household at risk of experiencing homelessness.

SECTION III

PROPOSED MTW ACTIVITIES

This section includes two new proposed MTW activities:

- ACTIVITY 2024-1: Employment Sponsorship Program
- ACTIVITY 2024-2: Local Homeownership Program

PROPOSED MTW ACTIVITY 2024-1: Employment Sponsorship Program

A. ACTIVITY DESCRIPTION

i. Description

In 2024, KCHA proposes to work with residents, staff, and workforce development service providers to design an employment sponsorship program that will provide opportunities for participants in KCHA's housing programs to engage in job training programs or introductory positions that support a transition to permanent career opportunities. Employment sponsorship activities may include an internship, a time-limited employment opportunity, or other workforce development training program. Any wages, stipend, or other payments earned through the program would not impact a household's income calculation for a set period of time. This program would broaden an existing exclusion for income received due to participation in HUD-funded training programs to include those paid for by KCHA or another provider.

KCHA plans to be the initial sponsor of employment and internship opportunities in the first year of the program, but will work with other workforce development partners and local employers to identify opportunities to advance access to other employment programs that increase self-sufficiency.

ii. Achieving a Statutory Objective

In 2022, the median annual income of residents of KCHA's federally subsidized housing programs was \$13,266. Households with a member able to work had a median income from wage earnings of approximately \$32,591. Yet high housing costs in King County mean that households need annual incomes of about \$84,000 to afford a one-bedroom rental unit, and \$98,000 to afford a two-bedroom rental unit.⁸ There is a significant opportunity to create greater access to employment and career training programs that increase long-term earnings for residents of subsidized housing. The Employment Sponsorship Program will promote self-sufficiency among residents by providing unique opportunities to gain on-the-job skills and a foothold in permanent positions that pay living wages.

iii. Implementation Schedule

KCHA expects to begin implementing this program and any associated policy changes in Q3 or Q4 2024.

⁸ Out of Reach Report. 2023. National Low Income Housing Coalition. www.nlihc.org/oor/state/wa

B. ACTIVITY METRICS INFORMATION

i - iv. Standard HUD Metrics

SS #5: Households Assisted by Services that Increase Self Sufficiency

Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase self-sufficiency (increase).	Households receiving self-sufficiency services prior to implementation of the activity (number). This number may be zero.	Expected number of households receiving self-sufficiency services after implementation of the activity (number).
12	0	10

SS #8: Households Transitioned to Self Sufficiency

Unit of Measurement	Baseline	Benchmark
Number of households transitioned to self-sufficiency (increase) (maintain housing). (The PHA may create one or more definitions for "self-sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.)	Households transitioned to self-sufficiency prior to implementation of the activity. This number may be zero.	Expected households transitioned to self-sufficiency after implementation of the activity (number).
For purposes of this activity, self-sufficiency is defined as completing the employment sponsorship activity.	0	10

- v. KCHA will track resident engagement and outcomes using program administrative data, data from HUD Form 50058, and additional qualitative data collected from program participants.

C. COST IMPLICATIONS

- i. KCHA expects costs for this program of about \$50,000 annually.

D. NEED/JUSTIFICATION:

- i. Applicable MTW Authorization(s): MTW Agreement, Attachment C, E. (Authorizations related to Family Self Sufficiency Programming); and Attachment C, B.1 (Single Fund Budget with Full Flexibility).

E. RENT REFORM/TERM LIMIT INFORMATION

This activity does not fall under HUD's definition of a "rent reform activity" per HUD Form 50900, Attachment B of KCHA's Moving to Work Agreement.

PROPOSED MTW ACTIVITY 2024-2: Local Homeownership Program

A. ACTIVITY DESCRIPTION

i. Description

KCHA is requesting authorization to design a local Housing Choice Voucher Homeownership Program that would create new opportunities for existing households in KCHA's affordable housing programs to use MTW funding toward the payment of a monthly mortgage.

The high cost of housing and limited development of lower-cost housing typologies in KCHA's jurisdiction, combined with the level of subsidy needed to make a home affordable, is largely incongruous with HUD's traditional Housing Choice Voucher Homeownership Program. Yet the agency is committed to finding ways to support wealth-building opportunities for low-income households in King County. Stark racial inequities persist in King County's homeownership rates, where white households are twice as likely as a Black/African American household to own their own home. This current reality — the result of intentional policies that historically excluded many people of color from homeownership — precludes long-term and generational wealth building opportunities for communities of color. As more than half of the households in KCHA's subsidized housing programs are headed by people of color — and nearly 70% of those earning between 50% and 80% of AMI — there is a significant opportunity to work creatively and collaboratively with regional partners to create homeownership opportunities for KCHA's participants in a way that also advances racial justice. As such, KCHA in 2024 is proposing to design a local homeownership program that would leverage MTW flexibilities and funding to make homeownership a reality for low-income families.

The changes that KCHA is proposing to make to the traditional homeownership program include, but are not limited to:

- Alternative eligibility requirements, including those related to minimum household income, sustained employment, removal of first time homebuyer requirements, and additional modifications reasonably related to the ability to purchase a home.
- Lowering or eliminating the minimum homeowner contribution requirement.
- An alternative homeownership payment standard that differs from KCHA's multi-tiered HCV payment standards, and/or the establishment of a standard monthly homeownership subsidy amount.

- Waiving or extending the 10- and 15-year time limitation on subsidy assistance.

KCHA also is requesting authorization to pair these program modifications and the ongoing homeownership voucher subsidy with a partner organization that is developing affordable homeownership housing options. Tying the voucher subsidy to a new affordable development will provide greater opportunities to provide wealth-building pathways for low-income families, and at lower income levels than typical nonprofit homeownership developments.

ii. Achieving a Statutory Objective: *Increasing Housing Choice*

This local homeownership voucher program will increase housing choice for low-income families participating in KCHA’s subsidized housing programs and self-sufficiency initiatives by making homeownership a possibility and a goal that they can work toward.

iii. Implementation Schedule

KCHA expects to begin this program in Q4 2024.

B. ACTIVITY METRICS INFORMATION

i - v. Standard HUD Metrics

HCV #6: Increase in Homeownership Opportunities

Unit of Measurement	Baseline	Benchmark
Number of households that purchased a home as a result of the activity (increase).	Number of households that purchased a home prior to implementation of the activity (number). This number may be zero.	Expected number of households that purchased a home after implementation of the activity (number).
	0	5

C. COST IMPLICATIONS

- i.** While the program still is being designed, KCHA expects that the ongoing subsidy provided to households may be higher, on average, than those paid on behalf of the broader tenant-based HCV program. KCHA acknowledges that a higher subsidy is an important element to this program that supports families in building equity and increasing their assets in a way that is not available while renting.

D. NEED/JUSTIFICATION:

- i.** Applicable MTW Authorization(s): MTW Agreement, Attachment C, D.8 (Authorization Related to Section 8 housing Choice Vouchers Only – Homeownership Program)

E. RENT REFORM/TERM LIMIT INFORMATION

Impact analysis

Since KCHA does not currently have a homeownership program associated with its federally-subsidized housing programs, there will be no impact to existing households. KCHA expects that households participating in this initiative will spend between 28.3% and 40% of their income on their principal mortgage payment, interest, property taxes, insurance, and other allowed expenses. In other words, they will spend a similar amount of their income in the Local Homeownership Program as they would if they continued to rent a unit under the traditional voucher program. As part of this initiative, KCHA will work closely with down payment assistance providers, homeownership counseling organizations, and lenders to ensure that participating households are in a position to make their monthly payments and are not burdened by excessive housing costs. KCHA will track housing cost burdens for participating households on at least a biannual basis.

Hardship case criteria

Participants in KCHA's Local Homeownership Program would have access to KCHA's Hardship Policy, attached as Appendix G, which provides for hardship reviews due to extraordinary costs of living, requests for additional deductions, interim reviews, and to address significant reductions in fixed income sources.

Description of Annual Reevaluation

Once launched, KCHA will conduct quantitative and qualitative analysis of the program to understand resident experiences and identify opportunities to improve the program. Annual reevaluations to be discussed in KCHA's Annual Report will include analysis of housing cost burdens, demographics of participating households, and barriers to securing an affordable home.

Transition Period

KCHA plans to launch the Local Homeownership Program in the Q4 2024. Since this a new activity with no current participants, there is no formal transition period.

SECTION IV

APPROVED MTW ACTIVITIES

A. IMPLEMENTED ACTIVITIES

The following table provides an overview of KCHA’s implemented activities, the statutory objectives they aim to meet, and the page number in which more detail can be found.

Year-Activity #	MTW Activity	Statutory Objective	Page
2022-1 & 2019-1	Acquire and Develop New Affordable Housing	Housing Choice	28
2018-1	Encouraging the Successful Lease-up of the Housing Choice Voucher Program	Housing Choice	29
2016-2	Conversion of Former Opt-out Developments to Public Housing	Cost-effectiveness	30
2015-2	Reporting on the Use of Net Proceeds from Disposition Activities	Cost-effectiveness	31
2014-1	Stepped-down Assistance for Homeless Youth	Self-sufficiency	32
2014-2	Revised Definition of "Family"	Housing Choice	32
2013-1	Passage Point Re-entry Housing Program	Housing Choice	33
2013-2	Flexible Rental Assistance	Housing Choice	34
2009-1	Project-based Section 8 Local Program Contract Term	Housing Choice	35
2008-1	Acquire New Public Housing	Housing Choice	36
2008-3	FSS Program Modifications	Self-sufficiency	37
2008-10 & 2008-11	EASY and WIN Rent Policies	Cost-effectiveness	38
2008-21	Public Housing and Housing Choice Voucher Utility Allowances	Cost-effectiveness	39
2007-6	Develop a Sponsor-based Housing Program	Housing Choice	41
2007-14	Enhanced Transfer Policy	Cost-effectiveness	42
2005-4	Payment Standard Changes	Housing Choice	43
2004-2	Local Project-based Section 8 Program	Cost-effectiveness	44
2004-3	Develop Site-based Waiting Lists	Housing Choice	46
2004-5	Modified Housing Quality Standards (HQS) Inspection Protocols	Cost-effectiveness	47
2004-7	Streamlining Public Housing and Housing Choice Voucher Forms and Data Processing	Cost-effectiveness	49
2004-9	Rent Reasonableness Modifications	Cost-effectiveness	51
2004-12	Energy Performance Contracting	Cost-effectiveness	51
2004-16	Housing Choice Voucher Occupancy Requirements	Cost-effectiveness	52

ACTIVITY 2019-1 & 2022-1: Acquire and Develop New Affordable Housing

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2019

IMPLEMENTED: 2019

CHALLENGE: This activity seeks to address a common barrier to affordable housing development. While traditional third-party debt can support a significant portion of total development or acquisition costs, it generally is not sufficient to finance the full cost of a property's acquisition or new development. MTW funds for development, acquisition, financing, or renovation costs can mitigate this financing gap in whole or in part, in accordance with PIH Notice 2011-45.

SOLUTION: To expand agency and regional efforts, KCHA re-proposed and was granted approval to modify Activity 2019-1, in order to allow MTW funds to be used to support the development or acquisition of non-federally subsidized affordable housing, including properties owned or controlled by KCHA (already approved by HUD) and those owned or operated by nonprofit entities. Properties supported by this effort may include, but are not limited to, properties also leveraging Low Income Housing Tax Credits (LIHTC) and other federal, state, and local funding sources. Funding provided under this activity may be structured as a loan (or internal loan when supporting a KCHA-owned property), an equity contribution to a development, or a recoverable grant.

As stated in the agency's approved 2022 MTW Annual Plan, KCHA may continue to use MTW funds to support local nonprofits in the acquisition, rehabilitation, or development of small- to medium-sized properties in King County, and will continue to leverage previously authorized flexibility under this activity to support KCHA's Trailhead development, a non-federally subsidized 168-unit family complex in Issaquah, and similar ventures.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2018-1: Encouraging the Successful Lease-up of the Housing Choice Voucher Program

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2018

IMPLEMENTED: 2018

CHALLENGE: King County's low vacancy rate, coupled with the large in-migration of an affluent and skilled workforce, make it difficult for KCHA's voucher holders to compete on the private market. The shopping success rate after eight months of searching hovers around 66% — an achievement in this market, but lower than our agency stretch goal of 80%.

SOLUTION: KCHA is working to preserve and increase the number of housing options available by continuing efforts to streamline our Housing Quality Standards (HQS) protocol even further by allowing landlords to inspect and self-certify that the unit passes HUD's standards. The program's three pilot phases have been implemented, including: (1) allowing self-certifications for newly constructed, not-previously-occupied units issued a Certificate of Occupancy or Temporary Certificate of Occupancy; allowing KCHA-owned properties built after 1978 to self-certify; and allowing non-KCHA affiliated LIHTC properties to self-certify. These efficiencies are enabling faster lease-up times and cause less disruption for landlords while ensuring program compliance.

In addition to strategies to improve landlord recruitment and retention, KCHA will continue to invest in strategies to aid voucher holders in leasing a unit in the geographic location of their choice. Examples of previously implemented activities include: providing access to a security deposit assistance fund; use of multi-tiered, ZIP-code based payment standards; and continuing to focus on the customer experience.

PROPOSED CHANGES TO ACTIVITY: KCHA has completed the two-phase Creating Moves to Opportunity (CMTO) demonstration program, which tested strategies to assist families with young children in accessing high-opportunity neighborhoods. In 2024, building on learnings from CMTO and the recent use of in-house navigators to support HUD-VASH participants, KCHA may make housing search services a standard feature of broader HCV operations. In addition, following the implementation of the three-phase self-certification pilot, KCHA will make permanent the self-certification options for certain types of buildings, including newly constructed buildings, KCHA-owned sites built after 1978, and non-KCHA affiliated LIHTC properties.⁹

CHANGES TO METRICS: There are no changes to this activity's metrics.

⁹ For additional detail, see Activity 2004-5.

ACTIVITY 2016-2: Conversion of Former Opt-out Developments to Public Housing

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2016

IMPLEMENTED: 2016

CHALLENGE: The process to convert a property's subsidy model from project-based Section 8 to Public Housing is slow, burdensome, and administratively complex. Under current federal guidelines, units convert only when the original resident moves out with a voucher. This transition is gradual, and at properties that house seniors or residents with disabilities, turnover of units tends to be particularly low. At the same time, two sets of rules — project-based Section 8 and Public Housing — simultaneously govern the management of the development, adding to the administrative complexity of providing housing assistance.

SOLUTION: This policy allows KCHA to convert entire Project-based Section 8 opt-out properties to Public Housing at once, while preserving the rights of existing tenants.

This activity builds on KCHA's previously approved initiative (2008-1) to expand housing through the use of banked Public Housing ACC units. KCHA can convert former project-based "opt-out" sites to Public Housing through the development process outlined in 24 CFR 905, rather than through the typical gradual transition. As a result, this policy greatly streamlines operations and increases administrative efficiency. With transition to Public Housing subsidy, current enhanced voucher participants retain protections against future rent increases in much the same manner previously provided. As Public Housing residents, these households pay an affordable rent (based on policies outlined in KCHA's Public Housing Admissions and Continued Occupancy Policy) and thus remain protected from a private owner's decision to increase the contract rent. At the same time, KCHA's MTW-enhanced Transfer Policy ensures that former enhanced voucher recipients retain the same (if not greater) opportunity for mobility by providing access to transfer to other subsidized units within KCHA's housing portfolio or through use of a general Housing Choice Voucher should future need arise.

KCHA works with affected residents of selected former opt-out properties, providing ample notification and information (including the right to move using a general voucher for current enhanced voucher participants) in order to ensure the development's seamless transition to the Public Housing program.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2015-2: Reporting on the Use of Net Proceeds from Disposition Activities

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2015

IMPLEMENTED: 2015

CHALLENGE: The reporting process for the use of net proceeds from KCHA's disposition activities is duplicative and burdensome. The reporting protocol for the MTW program aligns with the Section 18 disposition code reporting requirements, allowing for an opportunity to simplify this process.

SOLUTION: KCHA reports on the use of net proceeds from disposition activities in the annual MTW report. This streamlining activity allows us to realize time-savings and administrative efficiencies while continuing to adhere to the guidelines outlined in 24 CFR 941 Subpart F of Section 18 demolition and disposition code.

We use our net proceeds from disposition in some of the following ways, all of which are accepted uses under Section 18(a)(5):

- Repair or rehabilitation of existing ACC units.
- Development and/or acquisition of new ACC units.
- Provision of social services for residents.
- Implementation of a preventative and routine maintenance strategy for specific single-family scattered-site ACC units.
- Modernization of a portion of a residential building in our inventory to develop a recreation room, laundry room, or day-care facility for residents.
- Leveraging of proceeds in order to partner with a private entity for the purpose of developing mixed-finance Public Housing under 24 CFR 905.604.

We report on the uses of the proceeds, including administrative and overhead costs, in MTW reports.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2014-1: Stepped-down Assistance for Homeless Youth

MTW STATUTORY OBJECTIVE: Increase Self-sufficiency

APPROVAL: 2014

IMPLEMENTED: 2014

CHALLENGE: On the last day of May 2023, 1,416 youth and young adult households (defined as under age 25) were receiving services from the homeless response system in King County.¹⁰ Local service providers have identified the need for a short-term, gradually diminishing rental subsidy structure to meet the unique needs of these youth.

SOLUTION: KCHA has implemented a flexible “stepped-down” rental assistance model in partnership with local youth service providers. Our provider partners find that a short-term rental subsidy, paired with supportive services, is the most effective way to serve youth experiencing homelessness as a majority of them do not require extended tenure in a supportive housing environment. By providing limited-term rental assistance and promoting graduation to independent living, more youth can be served effectively through this program model. KCHA is partnering with Valley Cities Counseling and Consultation (VCCC) to operate the Coming Up Program (CUP). This program offers independent housing opportunities to young adults (ages 18 to 25) who are transitioning out of homelessness. With support from the provider, the youth move into housing in the private rental market, sign a lease, and work with a resource specialist who prepares them to take over the lease after a period of being stabilized in housing.

PROPOSED CHANGES TO ACTIVITY: In 2023, KCHA and VCCC ended this program. KCHA is maintaining the activity in the event that another youth-serving agency is interested and able to partner with us on this innovative model.

CHANGES TO METRICS: There are no changes to this activity’s metrics.

ACTIVITY 2014-2: Revised Definition of “Family”

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2014

IMPLEMENTED: 2014

CHALLENGE: On the last day of May 2023, 1,780 families with children were receiving services from the homeless response system in King County.¹¹ Thousands more elders and people with

¹⁰ King County Regional Homelessness Authority, Households Served dashboard, accessed August 24, 2023. www.kcrha.org/households-served

¹¹ King County Regional Homelessness Authority, Households Served dashboard, accessed August 24, 2023. www.kcrha.org/households-served

disabilities, many with severe rent burdens, are experiencing homelessness and often on our waiting lists.

SOLUTION: This policy directs KCHA’s limited resources to populations facing the greatest need: elderly and near-elderly households; people with disabilities; families with children, and head of households designated as emancipated minors (aged 16 and above) pursuant to Washington State regulations. We modified the eligibility standards outlined in the Public Housing Admissions and Continued Occupancy Policy (ACOP) and HCV Administrative Plans to limit eligible households to those that include at least one elderly member, person with a disability, or a minor/dependent child. The current policy affects only admissions and does not affect the eligibility of households currently receiving assistance. Exceptions will be made for participants in programs that target specialized populations, such as survivors of domestic violence or individuals experiencing chronic homelessness.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity’s metrics.

ACTIVITY 2013-1: Passage Point Re-Entry Housing Program

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2013

IMPLEMENTED: 2013

CHALLENGE: Between July 2020 and June 2021, 1,253 individuals in King County returned to the community after a period of incarceration.¹² Nationally, more than half of all inmates are parents who will face barriers to securing housing and employment upon release due to their criminal record or lack of traditional job skills.¹³ Without a home or employment, many of these parents are unable to reunite with their children.

SOLUTION: Passage Point is a unique supportive housing program in Maple Valley that serves parents trying to reunify with their children following a period of incarceration. KCHA provides 46 project-based Section 8 vouchers while the YWCA Seattle | King | Snohomish provides property management and supportive services. The YWCA identifies eligible individuals through outreach to prisons and correctional facilities and through relationships with the local public child welfare agency. In contrast to typical transitional housing programs that have strict 24-month occupancy

¹² Washington State Department of Corrections. Number of Prison Releases by County of Release. www.doc.wa.gov/docs/publications/reports/200-RE001.pdf

¹³ Glaze, L E and Maruschak, M M (2008). Parents in Prison and Their Minor Children. www.bjs.gov/index.cfm?ty=pbdetail&iid=823

limits, Passage Point residents may remain in place until they have completed the reunification process, are stabilized in employment, and are able to succeed in a less service-intensive environment. Passage Point residents who complete the program and regain custody of their children may apply to KCHA's Public Housing program and receive priority placement on the waiting list.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2013-2: Flexible Rental Assistance

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2013

IMPLEMENTED: 2013

CHALLENGE: The one-size-fits-all approach of traditional federal housing programs does not provide the flexibility needed to quickly and effectively meet the needs of low-income individuals facing distinct housing crises. In many of these cases, time-limited, short-term rental assistance paired with responsive, individualized case management can help a family or individual out of a crisis situation and into stable housing.

SOLUTION: This activity, developed with local service providers and cross-sector partners, offers tailored flexible housing assistance programs to families and individuals experiencing homelessness. KCHA provides flexible financial and rental assistance, which could include time-limited rental subsidy, security deposits, rent arrears, and funds to cover move-in costs, while our partners provide individualized support services.

KCHA currently administers two distinct flexible rental assistance programs:

- Student and Family Stability Initiative (SFSI): SFSI pairs short-term rental assistance with housing stability and employment navigation services for families experiencing or on the verge of homelessness. School-based McKinney-Vento liaisons identify and connect these families with community-based service providers while caseworkers have the flexibility to determine the most effective approach to quickly stabilize participants in housing.
- While in School Housing Program (WISH): In the 2019 MTW Plan, KCHA proposed and received approval for the application of the flexible housing assistance model to a new population — college students experiencing homelessness or housing instability. This tenant-based, time-limited subsidy, developed in partnership with Highline College,

provides up to 54 months of housing support while leveraging existing, on-campus services that support students beyond their housing needs. This program was launched in 2020.

PROPOSED CHANGES TO ACTIVITY: In 2023, KCHA expanded the While-in-School Housing (WISH) program to serve a total of 50 Highline College students experiencing homelessness. KCHA also is exploring the feasibility of expanding WISH voucher assistance to students at Green River College. At time of 2024 MTW Plan submittal, no decisions had been made to expand WISH to Green River College, but we may yet expand the program in 2024. During 2024, KCHA will continue to iterate on the short-term housing assistance model as a means to ensure that households served have the best chance for long-term housing stability after rent assistance ends. KCHA also is adopting contract changes that will allow our contracted provider to more appropriately meet the complex challenges families are experiencing with being able to access and maintain housing stability.

CHANGES TO METRICS: In addition to the competitive rental market, the ongoing impacts stemming from the COVID-19 pandemic continues to present challenges to finding, securing, and maintaining housing units for SFSI families supported through short-term rental assistance. As such, KCHA is adjusting downward the benchmarks for this activity.

MTW Statutory Objective	Unit of Measurement	Baseline	Benchmark
Increase housing choices	HC #5: Number of households able to move to a better unit	0 households	60 households
Increase housing choices	HC #7: Number of households receiving services aimed to increase housing choice	0 households	70 households

ACTIVITY 2009-1: Project-based Section 8 Local Program Contract Term

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2009

IMPLEMENTED: 2009

CHALLENGE: Prior to 2009, our nonprofit development partners faced difficulties securing private financing for the development and acquisition of affordable housing projects where short-term rental assistance commitments provided the cash flow. Measured against banking and private equity underwriting standards, the maximum Housing Assistance Payments (HAP) contract term allowed by HUD is too short and hinders the underwriting of debt on affordable housing projects.

SOLUTION: This activity extends the allowable term for Project-based Section 8 contracts up to 30 years for the initial HAP term and a 30-year cumulative maximum contract renewal term, not to

exceed 60 years total. The longer term assists our partners in underwriting and leveraging private financing for development and acquisition projects. At the same time, the longer-term commitment from KCHA signals to lenders and underwriters that proposed projects have sufficient cash flow to take on the debt necessary to develop or acquire affordable housing units.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2008-1: Acquire New Public Housing

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2008

IMPLEMENTED: 2008

CHALLENGE: In King County, nearly 70% of extremely low-income renter households are severely rent burdened.¹⁴ For this group, there are only 27 available affordable units for every 100 households.¹⁵ In the context of these challenges, KCHA's Public Housing waiting lists continue to grow to over 20,000 households. Given the gap between the availability of affordable housing and the number of low-income renters, KCHA must continue to increase the inventory of units that are affordable to extremely low-income households.

SOLUTION: KCHA's Public Housing Annual Contributions Contract (ACC) is currently below the Faircloth limit in the number of allowable units. These "banked" Public Housing subsidies allow us to add to the affordable housing supply in the region by acquiring new units. This approach is challenging, however, because Public Housing units cannot support debt. We continue our innovative use of MTW working capital, with a particular focus on the creation or preservation of units in high-opportunity neighborhoods.¹⁶ We further simplify the acquisition and addition of units to our Public Housing inventory by collaborating with the local HUD field office to streamline the information needed to add these units to the PIH Information Center (PIC) system and obtain operating and capital subsidies. We also use a process for self-certification of neighborhood suitability standards and Faircloth limits, necessitating the flexibility granted in Attachment D, Section D of our MTW Agreement.¹⁷

¹⁴ U.S. Census Bureau. American Community Survey (ACS), One-Year Public Use Microdata Sample (PUMS). 2007-2020. www.census.gov/programs-surveys/acs/data/pums.html.

¹⁵ US Census Bureau, ACS 2019 1-year estimate, as reported by the King County Regional Affordable Housing Dashboard. www.kingcounty.gov/depts/community-human-services/housing/affordable-housing-committee/data.aspx

¹⁶ Neighborhood opportunity designations are from the Puget Sound Regional Council and Kirwan Institute's Opportunity Mapping index. www.psrc.org/opportunity-mapping

¹⁷ Some Public Housing units might be designated MTW Neighborhood Services units in 2022 upon approval from the HUD field office.

KCHA continues to look for strategic opportunities to acquire existing private-market properties and turn on banked public housing ACC, both of which may occur within a plan year. For ACC units that we own or acquire, and that meet the definition of physically obsolete, Section 18 will remain a valuable tool in rehabilitation efforts. Combined with this approach through the plan year, KCHA will provide HUD with the respective property's date of construction completion rather than the DOFA date so that while determining the capital fund subsidy in accordance with CFR 905.400(d)(1)(iii), HUD can calculate the age of the project for estimated accrual need.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2008-3: FSS Program Modifications

MTW STATUTORY OBJECTIVE: Increase Self-sufficiency

APPROVAL: 2008

IMPLEMENTED: 2018

CHALLENGE: Nationally, only 25% of low-income households that qualify for housing assistance receive it.¹⁸ To serve more households with limited resources, subsidized households need to be supported in their efforts to achieve economic independence and cycle out of the program. HUD's standard Family Self-Sufficiency (FSS) program may not provide the full range of services and incentives necessary to support greater self-sufficiency among participants.

SOLUTION: KCHA is implementing modifications to the FSS program that could increase incentives for resident participation, education and training outcomes, and income growth. With KCHA's rent policy, the new Contract of Participation (COP) length can potentially decrease the number of families served. Through MTW flexibility, the COP will begin on the first day of the following month that is signed and will be in effect for five years, with possible extensions for up to two years. In order to serve even more families, FSS families that are actively seeking employment at contract end date — and are ready to move to market-rate housing or homeownership — will be deemed as successful participants and can graduate from the program. We also continue to explore the manner and rate at which participants accumulate and access escrow funds as part of a broader workforce development strategic planning process.

¹⁸ Worst Case Housing Needs 2019: Report to Congress, page viii. www.huduser.gov/portal/sites/default/files/pdf/Worst-Case-Housing-Needs.pdf

PROPOSED CHANGES TO ACTIVITY: No additional major modifications are anticipated and no additional authorizations are needed at this time. If any actions necessitate additional waiver flexibility in 2024, KCHA will seek approval.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2008-10 and 2008-11: EASY and WIN Rent Policies

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2008

IMPLEMENTED: 2008

CHALLENGE: The administration of rental subsidies under existing HUD rules can be complex and confusing to the residents we serve. Significant staff time was being spent complying with federal requirements that do not promote better outcomes for residents, safeguard program integrity, or save taxpayer money. The rules regarding medical deductions, annual reviews and recertifications, and income calculations were cumbersome and often hard to understand. In addition, many households headed by seniors and people with disabilities live on fixed incomes that change only when there is a Cost of Living Adjustment (COLA), making annual reviews superfluous. For working households, HUD's rent rules include complicated earned-income disregards that serve as disincentives to income progression and employment advancement.

SOLUTION: KCHA has instituted two rent reform policies. The first, EASY Rent, simplifies rent calculations and recertifications for households headed by a senior or person with a disability who derive 90% of their income from a fixed source (such as Social Security, Supplemental Security Income [SSI] or pension benefits), and are enrolled in our Public Housing, Housing Choice Voucher, or project-based Section 8 programs. Rents are calculated at 28% of adjusted income (with deductions for medical- and disability-related expenses) in \$2,500 bands, and a cap is put on deductions at \$10,000. EASY Rent streamlines KCHA operations and simplifies the burden placed on residents by reducing recertification reviews to a three-year cycle and placing rent adjustments based on COLA increases in Social Security and SSI payments on an annual cycle.

The second policy, WIN Rent, was implemented in FY 2010 to encourage increased economic self-sufficiency among households where individuals are able to work. WIN Rent is calculated based on a series of income bands and the tenant's share of the rent is calculated at 28.3% of the lower end of each income band. This tiered system — in contrast to existing rent protocols — does not punish increases in earnings, as the tenant's rent does not change until household income increases to the next band level. Additionally, recertifications are conducted biennially instead of annually, allowing households to retain all increases in earnings during that time period without an accompanying increase to the tenant's share of rent. The WIN Rent structure also eliminates flat

rents, income disregards, and deductions (other than childcare for eligible households), and excludes the employment income of household members under age 21. Households with little or no income are given a six-month reprieve during which they are able to pay a lower rent or, in some cases, receive a credit payment. Following this period, a WIN Rent household pays a minimum monthly rent of \$25 regardless of income calculation.

In addition to changes to the recertification cycle, we also have streamlined processing and reviews. For example, we limit the number of tenant-requested reviews to reduce rent to two occurrences in a two-year period in the WIN Rent program. We estimate that these policy and operational modifications have reduced the relevant administrative workloads in the Public Housing and HCV programs by 20%.

PROPOSED CHANGES TO ACTIVITY:

- In 2024, KCHA will explore and may implement a policy allowing the Executive Director discretion to waive annual COLA adjustments for households in KCHA's EASY Rent program. Households would instead wait until their next full recertification for the COLA to take effect.
- KCHA continues to assess the impact of HUD's final regulations implementing HOTMA Sections 102 and 104 on the agency's existing policies. While we undertake additional analysis, KCHA in 2024 will continue to leverage our MTW authority and previously approved activities to maintain existing policies related to recertifications, interim reexaminations, and asset limitations.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2008-21: Public Housing and Housing Choice Voucher Utility Allowances

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2008

IMPLEMENTED: 2010

CHALLENGE: KCHA was spending an estimated \$20,000 or more annually in staff time to administer utility allowances under HUD's one-size-fits-all national guidelines. HUD's national approach failed to capture average consumption levels in the Puget Sound area.

SOLUTION: This activity simplifies the HUD rules on Public Housing and HCV Utility Allowances by applying a single methodology that reflects local consumption patterns and costs. Before this policy change, allowances were calculated for individual units and households using different rules under the various HUD programs. Additionally, HUD required an immediate update of the allowances with each cumulative 10% rate increase by utility companies. Now, KCHA provides

allowance adjustments annually when the Consumer Price Index produces a cumulative change of more than 10% rather than every time an adjustment is made to the utility equation. We worked with data from a Seattle City Light study completed in late 2009 to identify key factors in household energy use and develop average consumption levels for various types of units in the Puget Sound region. We used this information to create a new utility schedule that considers multiple factors: type of unit (single vs. multi-family); size of unit; high-rise vs. low-rise units; and the utility provider. We modified allowances for units where the resident pays water and/or sewer charges. KCHA's Hardship Policy, adopted in July 2010, also allows KCHA to respond to unique household or property circumstances, and documented cases of financial hardship.

In 2020, through our COVID-19 emergency declaration, we implemented changes to simplify utility allowance reporting and requirements.

PROPOSED CHANGES TO ACTIVITY:

- As sustainable construction methods, building orientation, and natural features increasingly enable more energy efficient housing, the difference between the amount that a household may spend on utilities in a newer property relative to an older property is widening. In the case of Section 8 Project-Based Voucher contracts, relying on KCHA's streamlined utility allowances (referred to as Energy Assistance Supplement or EAS) can result in less subsidy paid to the owner over the life of the contract. Recognizing the importance of advancing sustainable development principles and the need for adequate operating revenue at supportive housing sites, KCHA in 2024 will explore and may implement a policy allowing for alternative utility allowances. In analyzing and implementing this policy, KCHA would establish criteria for energy modeling reports or other tools used to determine the alternative EAS, limit eligibility to certain types of properties, and establish criteria regarding periodic updates to models and approved allowances.
- In 2024, KCHA will continue to explore making changes to the content, structure, and scope of our utility allowances to ensure they are meeting the needs of subsidized households. If KCHA pursues such changes in addition to those related to project-based vouchers, we will ensure that the proper public process is followed.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2007-6: Develop a Sponsor-based Housing Program

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2007

IMPLEMENTED: 2007

CHALLENGE: According to the King County Regional Homelessness Authority's most recent Point-in-Time Count in March 2022, 13,368 people in the county lacked housing,¹⁹ and about 28.6% of them were experiencing chronic homelessness.²⁰

SOLUTION: KCHA provides housing funds directly to our behavioral health care and nonprofit partners. These providers use the funds to secure rental units that are leased to program participants. These programs operate under the "Housing First" model of supportive housing, which couples low-barrier placement in permanent, scattered-site housing with intensive, individualized services that help residents maintain long-term housing stability. Recipients of these type of supports are referred through the mental health system, street outreach teams, and King County's Coordinated Entry for All system. Once a resident is stabilized and ready for a more independent living environment, KCHA offers a move-on strategy through a tenant-based non-elderly disability voucher.

PROPOSED CHANGES TO ACTIVITY: As associated program partners continue to experience financial, staffing, and service capacity challenges, KCHA remains engaged with the partners to discern if program modifications are necessary to achieve program objectives through 2024.

CHANGES TO METRICS: In light of the challenges mentioned above, we are adjusting the targeted benchmark downward while continuing to work with our partners to find additional ways to support family success through the securing and safeguarding of quality housing opportunities throughout King County.

MTW Statutory Objective	Unit of Measurement	Baseline	Benchmark
Increase housing choices	HC #1: Number of new units made available for households at or below 80% AMI	0 units	60 units
Increase housing choices	HC #5: Number of households able to move to a better unit	0 households	60 households

¹⁹ 2022 Point in Time Count. King County Regional Homelessness Authority. www.kcrha.org/wp-content/uploads/2022/06/PIT-2022-Infograph-v7.pdf

²⁰ King County Regional Homelessness Authority, Households Served dashboard, accessed August 5, 2022. www.kcrha.org/households-served

Increase self-sufficiency	SS #5: Number of households receiving services aimed to increase self-sufficiency	0 households	60 households
Increase self-sufficiency	SS #8: Number of households transitioned to self-sufficiency ²¹	0 households	45 households

ACTIVITY 2007-14: Enhanced Transfer Policy

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2007

IMPLEMENTED: 2007

CHALLENGE: HUD rules restrict a resident from moving from Public Housing to HCV, or from HCV to Public Housing. This hampers KCHA’s ability to meet the needs of our residents. For example, project-based Section 8 residents may need to move if their physical abilities change and they no longer can access an upper-story, walk-up apartment. A Public Housing property may have an accessible unit available. Under traditional HUD regulations, this resident would not be able to move into this available unit.

SOLUTION: KCHA’s policy allows a resident to transfer among KCHA’s various subsidized programs and expedites access to Uniform Federal Accessibility Standards (UFAS)-rated units for mobility-impaired households. In addition to mobility needs, a household might grow in size and require a larger unit with more bedrooms. The enhanced transfer policy allows a household to move to a larger unit when one becomes available in either program. In 2009, KCHA took this one step further by actively encouraging over-housed or under-housed residents to transfer when an appropriately sized unit becomes available through incentive payments. The flexibility provided through this policy allows us to swiftly meet the needs of our residents by housing them in a unit that suits their situation best and enables KCHA to provide the most efficient fit of family to unit size, regardless of which federal subsidy is being received.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity’s metrics.

²¹ Self-sufficiency for this activity is defined as securing and maintaining housing.

ACTIVITY 2005-4: Payment Standard Changes

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2005

IMPLEMENTED: 2005

CHALLENGE: In 2022, 30% of all KCHA's federally subsidized households with children lived in high-opportunity neighborhoods — an increase of six percentage points since 2016. These neighborhoods offer benefits to their residents, including improved educational opportunities, increased access to public transportation, and greater economic opportunities.²²

When market rents exceed allowable subsidy levels provided under HUD's traditional payment standard methodology, participating HCV households must pay the overage directly out of pocket. Therefore, the failure of the payment standards to reflect escalating housing costs directly increases the amount paid by HCV participants and can also hamper the ability of some households to secure new housing, particularly those households coming directly from homelessness with extremely limited incomes. KCHA's multi-tiered approach to setting payment standards based on location has expanded geographic choice for families.

SOLUTION: This initiative develops local criteria for the determination and assignment of payment standards to better match local rental markets, with the goals of increasing affordability in high-opportunity neighborhoods and ensuring the best use of limited financial resources. We develop our payment standards through a biannual analysis of local submarket conditions, trends, and projections. This approach means that we can provide subsidy levels sufficient for families to afford the rents in high-opportunity areas of the county and not have to pay market-leading rents in less expensive neighborhoods. Our biannual monitoring ensures we are positioned to act quickly amid changing market conditions. As a result, our residents are less likely to be displaced by rising rents and have greater geographic choice.

In 2007, we expanded this initiative and allowed approval of payment standards of up to 120% of Fair Market Rent (FMR) without HUD approval. In early 2008, we decoupled the payment standards from HUD's FMR calculations entirely so that we could be responsive to the range of rents in Puget Sound's submarkets. Current payment standards for two-bedroom apartments range from 70% to 112% of the regional HUD FMR.

In 2016, KCHA implemented a five-tiered payment standard system based on ZIP codes. We arrived at a five-tiered approach by analyzing recent tenant lease-up records, consulting local real estate

²² High-opportunity areas in this case align with those identified as part of the Creating Moves to Opportunity (CMTO) project. To identify high-opportunity neighborhoods, CMTO researchers used the Opportunity Atlas which provides the rates of "upward income mobility for children growing up in low-income families" across census tracts. See: www.opportunityatlas.org

data, holding forums with residents and staff, reviewing small area FMR payment standard systems implemented by other housing authorities, and assessing the financial implications of various approaches. In designing the new system, we sought to have enough tiers to account for submarket variations but not so many that the new system became burdensome and confusing for staff and residents. Early outcomes demonstrate a promising increase in lease-up rates in high-opportunity neighborhoods within the top two tiers. In 2018, we added an additional tier and instituted the practice of conducting a second market analysis and potential payment standard adjustment to account for the rapidly changing rental submarkets.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2004-2: Local Project-based Section 8 Program

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: Current project-basing regulations are cumbersome and present multiple obstacles to serving high-need households, partnering effectively and efficiently with nonprofit developers, and promoting housing options in high-opportunity areas and throughout suburban King County.

SOLUTION: The ability to streamline the Project-based Section 8 program is an important factor in addressing the distribution of affordable housing in King County and coordinating effectively with local initiatives. KCHA places Project-based Section 8 subsidies in high-opportunity areas of the county in order to increase access to these neighborhoods for low-income households.²³ We also partner with nonprofit community service providers to create housing targeted to special-needs populations, opening new housing opportunities for people experiencing chronic homelessness, people who are mentally ill, and people with disabilities, as well as young adults and families experiencing homelessness who traditionally are not served through our mainstream Public Housing and Housing Choice Voucher programs. Additionally, we coordinate with county government and suburban jurisdictions to underwrite a pipeline of new affordable housing developed by local nonprofit housing providers. MTW flexibility granted by this activity has helped us implement the following policies.

CREATE HOUSING TARGETED TO SPECIAL-NEEDS POPULATIONS BY:

²³ Neighborhood opportunity designations are from the Puget Sound Regional Council and Kirwan Institute's Opportunity Mapping index. www.psrc.org/opportunity-mapping

- Assigning Project-based Section 8 (PBS8) subsidy to a limited number of demonstration projects not qualifying under standard policy in order to serve important public purposes. (FY 2004)
- Modifying eligibility and selection policies as needed to align with entry criteria for nonprofit-operated housing programs. (FY 2004)
- Project-basing Family Unification Program vouchers for youth engaged with the child welfare system. (FY 2019)

SUPPORT A PIPELINE OF NEW AFFORDABLE HOUSING BY:

- Prioritizing assignment of PBS8 assistance to units located in high-opportunity census tracts, including those with poverty rates lower than 20%. (FY 2004)
- Waiving the 25% cap on the number of units that can be project-based on a single site. (FY 2004)
- Allocating PBS8 subsidy non-competitively to KCHA-controlled sites or other jurisdictions, and using an existing local government procurement process for project-basing Section 8 assistance. (FY 2004)
- Allowing owners and agents to conduct their own construction and/or rehab inspections, and having the management entity complete the initial inspection rather than KCHA, with inspection sampling at annual review. (FY 2004)
- Modifying eligible unit and housing types to include shared housing, cooperative housing, transitional housing, and high-rise buildings. (FY 2004)
- Allowing PBS8 rules to defer to Public Housing rules when used in conjunction with a mixed finance approach to housing preservation or when assigned to a redeveloped former Public Housing property. (FY 2008)
- Partnering with local municipalities to develop a local competitive process that pairs project-based assistance with local zoning incentives. (FY 2016)
- Allowing KCHA to enter into a HAP contract for any type of unit that does not qualify as existing housing and is under construction or has been recently constructed, regardless of whether an AHAP has been executed. (FY 2019)

IMPROVE PROGRAM ADMINISTRATION BY:

- Allowing project sponsors to manage project waiting lists as determined by KCHA. (FY 2004)
- Using KCHA's standard HCV process for determining Rent Reasonableness for units in lieu of requiring third-party appraisals. (FY 2004)
- Allowing participants in "wrong-sized" units to remain in place, if needed, and pay the higher rent. (FY 2004)
- Assigning standard HCV payment standards to PBS8 units, allowing modification with approval of KCHA where deemed appropriate. (FY 2004)

- Offering moves to Public Housing in lieu of an HCV exit voucher (FY 2004) or allow offer of a tenant-based voucher for a limited period as determined by KCHA in conjunction with internal Public Housing disposition activity. (FY 2012)
- Allowing KCHA to modify the HAP contract. (FY 2004)
- Using Public Housing preferences for PBS8 units in place of HCV preferences. (FY 2008)
- Allowing KCHA to inspect units at contract execution rather than contract proposal. (FY 2009)
- Modifying the definition of “existing housing” to include housing that could meet Housing Quality Standards within 180 days. (FY 2009)
- Allowing direct owner or provider referrals to a PBS8 vacancy when the unit has remained vacant for more than 30 days. (FY 2010)
- Waiving the 20% cap on the amount of HCV budget authority that can be project-based, allowing KCHA to determine the size of our PBS8 program. (FY 2010)

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity’s metrics.

ACTIVITY 2004-3: Develop Site-based Waiting Lists

MTW STATUTORY OBJECTIVE: Increase Housing Choice

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: Under traditional HUD waiting list guidelines, an individual can wait more than two-and-a-half years for a Public Housing unit. This wait is too long. Once a unit becomes available, it might not meet the family’s needs or preferences, such as proximity to a child’s school or access to local service providers.

SOLUTION: Under this initiative, we have implemented a streamlined waitlist system for our Public Housing program that provides applicants additional options for choosing the location where they want to live. In addition to offering site-based waiting lists, we also maintain regional waiting lists and have established a Conditional Housing waiting list to accommodate the needs of households ready to transition from the region’s network of transitional housing and KCHA’s targeted housing programs that assist households experiencing or at risk of homelessness to move toward self-sufficiency. In general, applicants are selected for occupancy using a rotation between the site-based, regional, and transitional housing applicant pools, based on an equal ratio. Units are not held vacant if a particular waiting list is lacking an eligible applicant. Instead, a qualified applicant is pulled from the next waiting list in the rotation.

PROPOSED CHANGES TO ACTIVITY: Changes to this activity include:

- As described in previous MTW Plans, KCHA is considering implementing new site-based waiting lists for properties where there is a community-identified need to serve a priority population. For instance, to address high levels of students experiencing homelessness in the area, KCHA plans to partner with the Bellevue School District and local community organizations to provide families experiencing homelessness access to subsidized housing at particular properties within the school district. KCHA may apply this strategy to other areas of King County as well.
- As discussed in Section II of this plan, KCHA in 2024 plans to change the structure of the existing site-based waiting lists for our subsidized housing program. Currently, residents are able to select up to two regional waiting lists and up to two site-based waiting lists. To create greater choice for applicants, KCHA is exploring and may implement a change in 2024 allowing applicants to select as many sites or regional waiting lists as they desire. This change will allow greater opportunities for families to identify and select housing opportunities in communities of their choice, based on their desired neighborhood and site amenities. KCHA also is considering grouping sites by cities or other characteristics, as an alternative to regional or site-specific waiting lists.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2004-5: Modified Housing Quality Standards (HQS) Inspection Protocols

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: HUD's HQS inspection protocols often require multiple trips to the same neighborhood, the use of third-party inspectors, and blanket treatment of diverse housing types, adding an estimated \$100,000 or more to annual administrative costs. Follow-up inspections for minor "fail" items impose additional burdens on landlords, who in turn may resist renting to families with Housing Choice Vouchers.

SOLUTION: Through a series of HCV program modifications, we have streamlined the HQS inspection process to simplify program administration, improve stakeholder satisfaction, and reduce administrative costs. Specific policy changes include: (1) allowing the release of HAP payments when a unit fails an HQS inspection due to minor deficiencies (applies to both annual and initial move-in inspections); (2) geographically clustering inspections to reduce repeat trips to the same neighborhood or building by accepting annual inspections completed eight to 20

months after initial inspection, allowing us to align inspection of multiple units in the same geographic location; and (3) self-inspecting KCHA-owned units rather than requiring inspection by a third party. KCHA also piloted a risk-based inspection model that places well-maintained, multi-family apartment complexes on a biennial inspection schedule. After closely monitoring the outcomes from the risk-based inspection pilot, KCHA decided to expand the program and move all units in multi-family apartment complexes to a biennial inspection schedule.

We also are streamlining our protocol even further by allowing landlords to inspect and self-certify that the unit passes HUD's standards. The program takes a phased-in approach and starts with newly constructed, not-previously-occupied units issued a Certificate of Occupancy or Temporary Certificate of Occupancy. The second phase extends the pilot to KCHA-owned properties built after 1978, and the third phase to non-KCHA affiliated LIHTC properties. To ensure that these units meet KCHA's high inspection standards, quality control audits will be performed on no fewer than 20% of the self-certified units every 90 days of the two-year pilot. These efficiencies will enable faster lease-up times and cause less disruption for landlords while ensuring program compliance. In early 2020, in response to the COVID-19 pandemic, KCHA implemented a catastrophe response plan that extended self-certified inspections to all landlords who qualify and delayed biennial inspections.

PROPOSED CHANGES TO ACTIVITY:

- Following the successful implementation of the three phase self-certification pilot program, KCHA in 2024 will make permanent the self-certification options for certain types of buildings, including newly constructed buildings, KCHA-owned sites built after 1978, and non-KCHA affiliated properties financed under the LIHTC program. In addition, KCHA will explore and may implement a policy to inspect single-family homes on a biannual basis.
- KCHA will be requesting a one-year delay of the NSPIRE standards in accordance with forthcoming HUD implementation guidance. No additional HUD authorizations are required at this time. These modifications are based on the authorization granted in KCHA's MTW Restated and Amended Agreement: Attachment C, Item D.5.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2004-7: Streamlining Public Housing and Housing Choice Voucher Forms and Data Processing

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: Duplicative recertifications, complex income calculations, and strict timing rules cause unnecessary and regular intrusions into the lives of the residents we serve. These processes often require KCHA to expend our limited resources on work that does not support program goals.

SOLUTION: After analyzing our business processes, forms, and verification requirements, we have eliminated or replaced those with little or no value. Through the use of lean engineering techniques, KCHA continues to review office workflow and identify ways that tasks can be accomplished more efficiently and intrude less into the lives of program participants, while still assuring program integrity and quality control. Under this initiative, we have made a number of changes to our business practices and processes for verifying and calculating tenant income and rent.

CHANGES TO BUSINESS PROCESSES:

- Modify HCV policy to require notice to move prior to the 20th of the month in order to have paperwork processed during the month. (FY 2004)
- Allow applicant households to self-certify membership in the family at the time of admission. (FY 2004)
- Modify HQS inspection requirements for units converted to project-based subsidy from another KCHA subsidy, and allow the most recent inspection completed within the prior 12 months to substitute for the initial HQS inspection required before entering the HAP contract. (FY 2012)
- Modify standard PBS8 requirements to allow the most recent recertification (within last 12 months) to substitute for the full recertification when tenant's unit is converted to a PBS8 subsidy. (FY 2012)
- Allow Public Housing and HCV applicant households to qualify for a preference when household income is below 30% of AMI. (FY 2004)
- Streamline procedures for processing interim rent changes resulting from wholesale reductions in state entitlement programs. (FY 2011)
- Modify the HQS inspection process to allow streamlined processing of inspection data. (FY 2010)
- Establish a local release form that replaces HUD Form 9886 — clearly defining verifications that could be obtained and extending authorization for use to 40 months. (FY 2014)

CHANGES TO VERIFICATION AND INCOME CALCULATION PROCESSES:

- Exclude state Department of Social and Health Services (DSHS) payments made to a landlord on behalf of a tenant from the income and rent calculation under the HCV program. (FY 2004)
- Allow HCV residents to self-certify income of \$50 or less received as a pass-through DSHS childcare subsidy. (FY 2004)
- Extend to 180 days the term over which verifications are considered valid. (FY 2008)
- Modify the definition of "income" to exclude income from assets with a value less than \$50,000 and income from Resident Service Stipends less than \$500 per month. (FY 2008)
- Apply any change in Payment Standard at the time of the resident's next annual review or update, and for entering households, on the effective date. (FY 2004)
- Allow HCV residents who are at \$0 HAP to self-certify income at the time of review. (FY 2004)

PROPOSED CHANGES TO ACTIVITY:

- As KCHA transitions to a new housing management software platform in late 2024, KCHA will continue to explore and may implement further streamlining policies that take advantage the new software functionality and reduce administrative burdens. No further authorizations are needed at this time. Any changes are justified using the authorization granted in KCHA's MTW Restated and Amended Agreement: Attachment C, Item D.5.
- KCHA also is exploring the adoption of a streamlined practice for verifying income from self-employment. It can be extremely time-consuming and burdensome for agency staff to calculate net income from resident businesses with significant write-offs and expenses. KCHA will explore ways to reduce the administrative burden while still ensuring equity for self-employed households.
- KCHA continues to assess the impact of HUD's final regulations implementing HOTMA Sections 102 and 104 on the agency's existing policies. While the agency continues to undertake additional analysis, KCHA in 2024 will continue to leverage our MTW authority and previously approved activities to maintain existing policies relating to recertifications, interim reexaminations, and asset limitations.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2004-9: Rent Reasonableness Modifications

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: Under current HUD regulations, a housing authority must perform an annual Rent Reasonableness review for each voucher holder. If a property owner is not requesting a rent increase, however, the rent does not fall out of federal guidelines and does not necessitate a review.

SOLUTION: KCHA now performs Rent Reasonableness determinations only when a landlord requests an increase in rent. Under standard HUD regulations, a Rent Reasonableness review is required annually in conjunction with each recertification completed under the program. After reviewing this policy, we found that if an owner had not requested a rent increase, it was unlikely the current rent fell outside of established guidelines. In response to this analysis, KCHA eliminated an annual review of rent levels. In bypassing this burdensome process, we intrude less in the lives of residents and can redirect our resources to more pressing needs. Additionally, KCHA performs Rent Reasonableness inspections at our own properties rather than contracting with a third party, allowing us to save additional resources. We also continue to consider a modification to the Rent Reasonableness review that would exclude any properties that are financed in whole or in part by local or federal programs, including tax credit properties.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

ACTIVITY 2004-12: Energy Performance Contracting

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: KCHA could recapture up to \$3 million in energy savings per year if provided the upfront investment necessary to make efficiency upgrades to our aging housing stock.

SOLUTION: KCHA employs energy conservation measures and improvements through the use of Energy Performance Contracts (EPCs) — a financing tool that allows housing authorities to make needed energy upgrades without having to self-fund the upfront necessary capital expenses. The energy services partner identifies these improvements through an investment-grade energy audit

that is then used to underwrite loans to pay for the measures. Project expenses, including debt service, are then paid for out of the energy savings while KCHA and our residents receive the long-term savings and benefits. Upgrades may include: installation of energy-efficient light fixtures, solar panels, and low-flow faucets, toilets, and showerheads; upgraded appliances and plumbing; and improved irrigation and HVAC systems.

In 2016, we extended the existing EPC for an additional eight years and implemented a new 20-year EPC with Johnson Controls for both incremental and existing Public Housing properties to make needed capital improvements.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activities metrics.

ACTIVITY 2004-16: Housing Choice Voucher Occupancy Requirements

MTW STATUTORY OBJECTIVE: Increase Cost-effectiveness

APPROVAL: 2004

IMPLEMENTED: 2004

CHALLENGE: More than 20% of tenant-based voucher households move two or more times while receiving subsidy. Moves can be beneficial for the household if they lead to gains in neighborhood or housing quality, but moves also can be burdensome because they incur the costs of finding a new unit through application fees and other moving expenses. KCHA also incurs additional costs in staff time through processing moves and working with families to locate a new unit.

SOLUTION: Households may continue to live in their current unit when their family size exceeds the standard occupancy requirements by just one member. Under standard guidelines, a seven-person household living in a three-bedroom unit would be considered overcrowded and thus be required to move to a larger unit. Under this modified policy, the family may remain voluntarily in its current unit, avoiding the costs and disruption of moving. This initiative reduces the number of processed annual moves, increases housing choice among these families, and reduces our administrative and HAP expenses.

PROPOSED CHANGES TO ACTIVITY: No major modifications are anticipated and no additional authorizations are needed at this time.

CHANGES TO METRICS: There are no changes to this activity's metrics.

B. Not Yet Implemented Activities

Activities listed in this section are approved but have not yet been implemented.

ACTIVITY 2015-1: Flat Subsidy for Local, Non-traditional Housing Programs

APPROVAL: 2015

This activity provides a flat, per-unit subsidy in lieu of a monthly Housing Assistance Payment (HAP) and allows the service provider to dictate the terms of the tenancy (such as length of stay and the tenant portion of rent). The funding would be block-granted based on the number of units authorized under contract and occupied in each program. This flexibility would allow KCHA to better support a “Housing First” approach that places high-risk homeless populations in supportive housing programs tailored to nimbly meet an individual’s needs.

ACTIVITY 2010-1: Supportive Housing for High-need Homeless Families

APPROVAL: 2010

This activity is a demonstration program for up to 20 households in a project-based Family Unification Program (FUP)-like environment. The demonstration program currently is deferred, as our program partners opted for a tenant-based model. It might return in a future program year.

ACTIVITY 2010-9: Limit Number of Moves for an HCV Participant

APPROVAL: 2010

This policy aims to increase family and student classroom stability and reduce program administrative costs by limiting the number of times an HCV participant can move per year or over a set time. Reducing household and classroom relocations during the school year is currently being addressed through a counseling pilot. This activity is currently deferred for consideration in a future year, if the need arises.

ACTIVITY 2010-11: Incentive Payments to HCV Participants to Leave the Program

APPROVAL: 2010

KCHA may offer incentive payments to families receiving less than \$100 per month in HAP to voluntarily withdraw from the program. This activity is not currently needed in our program model but may be considered in a future fiscal year.

ACTIVITY 2008-5: Allow Limited Double Subsidy between Programs (Project-based Section 8/Public Housing/Housing Choice Vouchers)

APPROVAL: 2008

This policy change facilitates program transfers in limited circumstances, increases landlord participation and reduces the impact on the Public Housing program when tenants transfer. Following the initial review, this activity was tabled for future consideration.

C. Activities on Hold

None

D. Closed-Out Activities

Activities listed in this section are closed out, meaning they never have been implemented, that we do not plan to implement them in the future, or that they are completed or obsolete.

ACTIVITY 2016-1: Budget-based Rent Model

APPROVAL: 2016

CLOSEOUT YEAR: 2018

This activity would have allowed KCHA to adopt a budget-based approach to calculating the contract rent at our Project-based Section 8 developments. Traditionally, HUD requires Public Housing Authorities to set rent in accordance with Rent Reasonableness statutes. These statutes require that a property's costs reflect the average costs of a comparable building in the same geographic region at a particular point in time. However, a property's needs and purpose can change over time. This set of rules does not take into consideration variations in costs, which might include added operational expenses, necessary upgrades, and increased debt service to pay for renovations. This budget-based rent model would have allowed KCHA to create an appropriate annual budget for each property from which a reasonable, cost-conscious rent level would derive.

This policy is no longer under consideration.

ACTIVITY 2013-3: Short-term Rental Assistance Program

APPROVAL: 2013

CLOSEOUT YEAR: 2015

In partnership with the Highline School District, KCHA implemented a program called the Student and Family Stability Initiative (SFSI), a Rapid Re-housing demonstration program. Using this evidence-based approach, our program paired short-term rental assistance with housing stability and employment connection services for families experiencing or on the verge of homelessness.

This activity is ongoing but has been combined with Activity 2013-2: Flexible Rental Assistance, as the program models are similar and enlist the same MTW flexibilities.

ACTIVITY 2012-2: Community Choice Program

APPROVAL: 2012

CLOSEOUT YEAR: 2016

This initiative was designed to encourage and enable HCV households with young children to relocate to areas of the county with higher achieving school districts and other community benefits. Through collaboration with local nonprofits and landlords, the Community Choice Program offered one-on-one counseling to households in deciding where to live, helped households secure housing in their community of choice, and provided ongoing support once a family moved to a new neighborhood. Lessons learned from this pilot informed Creating Moves to Opportunity, KCHA's recently completed research partnership that sought to expand geographic choice.

ACTIVITY 2012-4: Supplemental Support for the Highline Community Healthy Homes Project

APPROVAL: 2012

CLOSEOUT YEAR: 2012

This project provided supplemental financial support to low-income families not otherwise qualified for the Healthy Homes project but that required assistance to avoid loss of affordable housing. This activity is completed. An evaluation of the program by Breyse *et al* was included in KCHA's 2013 Annual MTW Report.

ACTIVITY 2011-1: Transfer of Public Housing Units to Project-based Subsidy

APPROVAL: 2011

CLOSEOUT YEAR: 2012

By transferring Public Housing units to Project-based subsidy, KCHA preserved the long-term viability of 509 units of Public Housing. By disposing these units to a KCHA-controlled entity, we were able to leverage funds to accelerate capital repairs and increase tenant mobility through the provision of tenant-based voucher options to existing Public Housing residents. This activity is completed.

ACTIVITY 2011-2: Redesign the Sound Families Program

APPROVAL: 2011

CLOSEOUT YEAR: 2014

KCHA developed an alternative model to the Sound Families program that combines HCV funds with state Department of Health and Human Services funds. The goal was to continue the support of at-risk, homeless households in a FUP-like model after the completion of the Sound Families demonstration. This activity is completed and the services have been incorporated into our existing conditional housing program.

ACTIVITY 2010-2: Resident Satisfaction Survey

APPROVAL: 2010

CLOSEOUT YEAR: 2010

KCHA developed our own resident survey in lieu of the requirement to comply with the Resident Assessment Subsystem portion of HUD's Public Housing Assessment System (PHAS). The Resident Assessment Subsystem is no longer included in PHAS so this activity is obsolete. KCHA nevertheless continues to survey residents on a regular basis.

ACTIVITY 2010-10: Implement a Maximum Asset Threshold for Program Eligibility

APPROVAL: 2010

CLOSEOUT YEAR: 2016

This activity would limit the value of assets that can be held by a family in order to obtain (or retain) program eligibility. This policy is no longer under consideration.

ACTIVITY 2009-2: Definition of Live-in Attendant

APPROVAL: 2009

CLOSEOUT YEAR: 2014

In 2009, KCHA considered a policy change that would have redefined who is considered a "Live-in Attendant." This policy is no longer under consideration.

ACTIVITY 2008-4: Combined Program Management

APPROVAL: 2008

CLOSEOUT YEAR: 2009

This activity streamlined program administration through a series of policy changes that ease operations of units converted from Public Housing to Project-based Section 8 subsidy or those located in sites supported by mixed funding streams. This policy change is completed.

ACTIVITY 2008-6: Performance Standards

APPROVAL: 2008
CLOSEOUT YEAR: 2014

In 2008, KCHA investigated the idea of developing performance standards and benchmarks to evaluate the MTW program. We worked with other MTW agencies in the development of the performance standards. This activity is closed out as KCHA continues to collaborate with other MTW agencies on industry metrics and standards.

ACTIVITY 2008-17: Income Eligibility and Maximum Income Limits

APPROVAL: 2008
CLOSEOUT YEAR: 2016

This policy would cap the income that residents may have and also still be eligible for KCHA programs. KCHA is no longer considering this activity.

ACTIVITY 2007-4: Housing Choice Voucher Applicant Eligibility

APPROVAL: 2007
CLOSEOUT YEAR: 2007

This activity increased program efficiency by removing eligibility for those currently on a federal subsidy program.

ACTIVITY 2007-8: Remove Cap on Voucher Utilization

APPROVAL: 2007
CLOSEOUT YEAR: 2014

This initiative allowed us to award HCV assistance to more households than permissible under the HUD-established baseline. Our savings from a multi-tiered payment standard system, operational efficiencies, and other policy changes have been critical in helping us respond to the growing housing needs of the region's extremely low-income households. Despite ongoing uncertainties around federal funding levels, we intend to continue to use MTW program flexibility to support housing voucher issuance levels above HUD's established baseline. This activity is no longer active as agencies are now permitted to lease above their ACC limit.

ACTIVITY 2007-9: Develop a Local Asset Management Funding Model

APPROVAL: 2007
CLOSEOUT YEAR: 2007

This activity streamlined current HUD requirements to track budget expenses and income down to the Asset Management Project level. This activity is completed.

ACTIVITY 2007-18: Resident Opportunity Plan (ROP)

APPROVAL: 2007

CLOSEOUT YEAR: 2015

An expanded and locally designed version of FSS, ROP's mission was to advance families toward self-sufficiency through the provision of case management, supportive services, and program incentives, with the goal of positive transition from Public Housing or HCV into private-market rental housing or homeownership. KCHA implemented this five-year pilot in collaboration with community partners, including Bellevue College and the YWCA. These partners provided education and employment-focused case management, such as individualized career planning, a focus on wage progression, and asset-building assistance. In lieu of a standard FSS escrow account, each household received a monthly deposit into a savings account, which continued throughout program participation. Deposits to the household savings account were made available to residents upon graduation from Public Housing or HCV subsidy. After reviewing the mixed outcomes from the multi-year evaluation, KCHA decided to close out the program and re-evaluate the best way to assist families in achieving economic independence.

ACTIVITY 2006-1: Block Grant Non-mainstream Vouchers

APPROVAL: 2006

CLOSEOUT YEAR: 2006

This policy change expanded KCHA's MTW Block Grant by including all non-mainstream program vouchers. This activity is completed.

ACTIVITY 2005-18: Modified Rent Cap for Housing Choice Voucher Participants

APPROVAL: 2005

CLOSEOUT YEAR: 2005

This modification allowed a tenant's portion of rent to be capped at up to 40% of gross income upon initial lease-up rather than 40% of adjusted income. *Note: KCHA may implement a rent cap modification in the future to increase housing choice.*

ACTIVITY 2004-8: Resident Opportunities and Self-Sufficiency (ROSS) Grant Homeownership

APPROVAL: 2004

CLOSEOUT YEAR: 2006

This grant funded financial assistance through MTW reserves with rules modified to fit local circumstances, modified eligibility to include Public Housing residents with HCV, required minimum income and minimum savings prior to entry, and expanded eligibility to include more than first-time homebuyers. This activity is completed.

SECTION V

PLANNED APPLICATION OF MTW FUNDS

A. PLANNED APPLICATION OF MTW FUNDS

i. Estimated Sources of MTW Funds

FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	\$9,618,476
70600	HUD PHA Operating Grants	\$230,948,616
70610	Capital Grants	\$6,600,000
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$180,896
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$67,893,141
70000	Total Revenue	\$315,241,130

ii. Estimated Application of MTW Funds

FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$18,889,043
91300+91310+92000	Management Fee Expense	\$7,848,262
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$12,720,541
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$4,011,513
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$7,490,352
95000 (95100+95200+95300+95500)	Total Protective Services	\$0
96100 (96110+96120+96130+96140)	Total Insurance Premiums	\$615,954
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$0
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance	\$4,000,000
97300+97350	Housing Assistance Payments + HAP Portability-in	\$244,322,522
97400	Depreciation Expense	\$8,919,679
97500+97600+97700+97800	All Other Expenses	\$19,437,750
90000	Total Expenses	\$328,255,616

iii. Description of Planned Application of MTW Funding Flexibility

KCHA seeks to make efficient, effective, and creative use of our single-fund flexibility while adhering to the statutory requirements of the MTW program. The agency's ability to blend funding sources gives us the freedom to implement new approaches to program delivery in response to the varied and challenging housing needs of low-income households in the Puget Sound region. In 2024, KCHA will continue to use MTW funds to invest in programs that expand our programs' reach and effectiveness, while offering new services that support social impact areas.

- **KCHA'S HOMELESS HOUSING INITIATIVES**

These initiatives address the varied and diverse needs of the most vulnerable populations experiencing homelessness: those living with behavioral health issues; individuals with criminal justice involvement; young adults experiencing homelessness; youth recently transitioned out of foster care; families involved with the child welfare system; students experiencing homelessness and their families; and veterans experiencing homelessness. The traditional housing subsidy programs have failed to reach many of these households and lack the supportive services necessary to meet their complex needs. In 2024, KCHA will continue to focus on leveraging partnerships with local government and community-based organizations to further advance regional solutions to the ongoing homelessness crisis in King County.

- **FUNDING FOR HOUSING STABILITY SERVICES**

This funding provides emergency financial assistance to qualified residents to maintain stable and secure housing, including limited rental assistance to avoid eviction, security deposits, and utility support. In the case of KCHA's Housing Stability Fund, a designated agency partner disburses funds to third parties on behalf of program participants and screens for eligibility according to the program's guidelines. If the post-pandemic rental market holds steady at pandemic rental rates, KCHA also may provide ongoing housing stability service funding, which can be critical in helping families maintain their housing.

- **EDUCATIONAL INITIATIVES**

KCHA continues to actively partner with local education stakeholders to improve outcomes for the more than 15,000 children who live in our federally funded housing each year. In 2024, KCHA will continue to partner with our network of out-of-school time providers to ensure school-aged children living in KCHA-owned properties have access to critical after-school and summer learning programming aimed to help make up lost academic and social and emotional learning over the course of the pandemic. Linking providers to other nonprofits and school districts and their resources will be a central focus in 2024. Additionally we will continue operating innovative programs such as the Neighborhood Early Learning Connectors (NELC) and explore co-creating a youth leadership and development program at KCHA sites.

- ACQUISITION AND PRESERVATION OF AFFORDABLE HOUSING

We continue to use MTW resources to preserve affordable housing at risk of market-rate redevelopment, and create additional affordable housing opportunities in partnership with the state and local jurisdictions. We will continue to look for opportunities to purchase small- to medium-sized apartment complexes and turn on banked ACC, providing new housing choices for extremely low-income households across the region. KCHA's partnerships with the region's major technology companies has enabled the acquisition and preservation of over 2,000 units of non-subsidized housing over the past several years, and we plan to expand these efforts, if feasible and when opportunities arise.

- INCREASE ACCESS TO HEALTH CARE THROUGH PARTNERSHIPS AND COLLABORATIVE PLANNING

KCHA increasingly is partnering with local healthcare delivery systems to support residents in accessing the services they need to maintain housing stability and a high quality of life. In 2024, KCHA will invest in partnerships to support healthy aging in place, address hoarding and high clutter, and provide on-site behavioral health interventions and referrals. We also will continue to leverage the supportive housing Medicaid benefit — Foundational Community Supports — to provide housing search assistance to special purpose voucher holders.

- LONG-TERM VIABILITY OF OUR GROWING INVENTORY PORTFOLIO

KCHA uses our single-fund flexibility to reduce outstanding financial liabilities and to assure the long-term physical viability of our inventory. Single-fund flexibility allows us to make loans, often in conjunction with LIHTC financing, to recapitalize properties in our federally subsidized inventory. MTW working capital also provides an essential backstop for outside debt, addressing risk concerns of lenders, enhancing our credit worthiness (currently rated as AA by S&P Global), and enabling our continued access to private capital markets.

- REMOVAL OF THE CAP ON VOUCHER UTILIZATION

This flexibility enables us to utilize savings achieved through MTW initiatives to over-lease and provide HCV assistance to more households than permissible under our HUD-established baseline. Our cost-containment from operational efficiencies and policy changes has been critical in helping us respond to the growing housing needs of the region's extremely low-income households. Despite uncertainties around future federal funding levels, we continue to use MTW program flexibility to support housing voucher issuance at 300 households above HUD baseline levels.

- SUPPORTING ROBUST AND EFFICIENT OPERATIONS

KCHA's single-fund flexibility ensures that the agency can invest in robust staffing, safety and security measures, and software systems that assure the agency has the resources to deliver quality customer service and ensure resident health and safety. KCHA is transitioning to a new housing management software platform and will utilize single-fund budget flexibility to assist with the conversion of our core housing management software platform.

- **YOUNG ADULT PROSPERITY PROGRAM (YAPP)**

Working with the Washington State Department of Children, Youth Families (DCYF) and local youth-centered provider partners, KCHA administers youth vouchers through our Foster Youth to Independence (FYI) and Family Unification Program (FUP) allocations. While youth may participate in KCHA's Family Self-Sufficiency (FSS) program, the traditional program model is not tailored or designed to support young adults exiting foster care. As such, KCHA is developing the Young Adult Prosperity Program (YAPP), which will give eligible young adults the ability to extend their voucher for up to two years beyond the current limit of three years. YAPP services will be available only while young adults are actively receiving housing assistance through KCHA. YAPP participation will allow young adults to build life skills and economic independence to help ensure a pathway to long-term housing stability. Program services will be coordinated with community agencies that serve youth in foster care and may incorporate incentives, which may come in the form of monthly guaranteed income and/or be incentive-based with an annual cap. Similar to the Family Self-Sufficiency (FSS) program, once housing assistance ends or expires, self-sufficiency services offered through YAPP would also end. In addition to single-fund flexibility, KCHA also may seek grant funding to help augment use of our own single-fund budget flexibility.

- **ECONOMIC MOBILITY PROGRAMMING**

In 2024, KCHA plans to use our single-fund budget flexibility to invest in a new economic independence pathways program. The program's core aim is to coach and mentor families to create economic independence pathways by seeking employment, training, and/or education. Additionally, participants will receive financial capability services to help them set goals and prepare for income changes. Program participants will be eligible for financial incentives, which may come in the form of a regular monthly payment, or be based on reaching certain goals. Incentives will be capped annually. The program will initially serve between 100 and 150 participants. Cost-implications for fiscal year 2024 are estimated at between \$392,000 and \$738,000.

iv. Planned Application of PHA Unspent Operating Fund and HCV Funding

Original Funding Source	Beginning of FY – Unspent Balances	Planned Application of PHA Unspent Funds during FY
HCV HAP	\$38,017,387	\$38,017,387
HCV Admin Fee	\$0	\$0
PH Operating Subsidy	\$5,758,043	\$0
Total:	\$43,775,431	\$38,017,387

KCHA’s unspent HCV HAP funds will be used to support a variety of initiatives, such as the rehabilitation of Public Housing properties and to support initiatives for people experiencing homelessness. KCHA has no plans to spend the unspent Public Housing Operating Subsidy funds, as the agency is required by HUD to retain a prudent level of operating reserves.

B. LOCAL ASSET MANAGEMENT PLAN

Is the MTW PHA allocating costs within statute?	No
Is the MTW PHA implementing a local asset management plan (LAMP)?	Yes
Has the MTW PHA provided a LAMP in the appendix?	Yes

In FY 2008, as detailed in the MTW Annual Plan for that year and adopted by our Board of Commissioners under Resolution No. 5116, KCHA developed and implemented our own local funding model for the Public Housing and HCV programs using our MTW block grant authority. Under our current agreement, KCHA's Public Housing Operating, Capital, and HCV funds are considered fungible and may be used interchangeably. In contrast to 990.280 regulations, which require transfers between projects only after all project expenses are met, KCHA's model allows budget-based funding at the start of the fiscal year from a central ledger, not other projects. We maintain a budgeting and accounting system that gives each property sufficient funds to support annual operations, including allowable fees. Actual revenues include those provided by HUD and allocated by KCHA based on annual property-based budgets. As envisioned, all block grants are deposited into a single general ledger fund.

KCHA is not making changes to the LAMP in 2024.

SECTION VI

ADMINISTRATIVE

A. BOARD OF COMMISSIONERS RESOLUTION AND CERTIFICATIONS OF COMPLIANCE

Attached as Appendix A.

B. PUBLIC PROCESS

Public comment is planned to begin on August 25 and conclude on September 29.

KCHA will hold an In-Person Public Hearing to review and receive comments on Tuesday September 12, 2023 at 4PM at the Seola Gardens Community Center, located at 11215 5th Ave., SW Seattle, WA 98146.

KCHA will also hold a virtual Public Hearing to solicit public comments on Wednesday, September 13, 2023 at 6:00PM. Information on connecting to the virtual Public Hearing can be found at www.kcha.org.

C. PLANNED AND ONGOING EVALUATIONS

KCHA shares evaluation findings and reports in our MTW Reports.

D. LOBBYING DISCLOSURES

Attached as Appendix D.

APPENDIX A
BOARD OF COMMISSIONERS RESOLUTION AND
CERTIFICATIONS OF COMPLIANCE

Associated and signed documentation will be included in the final 2024 MTW Plan, prior to submission to the U.S. Department of Housing and Urban Development.

APPENDIX B

PLANNED EXISTING PROJECT-BASED VOUCHERS

Project-based Voucher Contracts

Property Name	Number of Project-based Vouchers	Status as of End of 2022	Population Served	RAD?
30Bellevue	23	Leased	Mainstream/NED	No
30Bellevue	8	Leased	Low Income Families	No
Alpine Ridge	27	Leased	Low Income Families	No
Andrew's Glen	30	Leased	Homeless Veterans	No
Appian Way	3	Leased	Homeless Families	No
Athene	8	Leased	Low Income Seniors	No
August Wilson Place	8	Leased	Homeless Veterans	No
August Wilson Place	8	Leased	Homeless Families	No
Avondale Manor	20	Leased	Low Income Families, Elderly, or Disabled	No
Avondale Park	43	Leased	Homeless Families	No
Bellepark East	12	Leased	Low Income Families	No
Bellevue House # 1	1	Leased	Homeless Families	No
Bellevue House # 2	1	Leased	Homeless Families	No
Bellevue House # 3	1	Leased	Homeless Families	No
Bellevue House # 4	1	Leased	Homeless Families	No
Bellevue House # 5	1	Leased	Homeless Families	No
Bellevue House # 6	1	Leased	Homeless Families	No
Bellevue House # 7	1	Leased	Homeless Families	No
Bellevue House # 8	1	Leased	Homeless Families	No
Bellevue Manor	66	Leased	Low Income Seniors/Disabled	No
Birch Creek	262	Leased	Low Income Families	No
Burien Heights	15	Leased	Homeless Young Adults	No
Campus Court I	12	Leased	Low Income Families, Elderly, or Disabled	No
Campus Court II (House)	1	Leased	Low Income Families, Elderly, or Disabled	No
Carriage House	8	Leased	Homeless Veterans	No
Cedarwood	25	Leased	Low Income Families, Elderly, or Disabled	No
Chalet	4	Leased	Homeless Families	No
Chalet	5	Leased	Low Income Families	No
City Park Townhomes	11	Leased	Homeless Families	No
Compass Housing Renton	58	Leased	Homeless Veterans	No

Project-based Voucher Contracts

Copper Lantern	4	Leased	Homeless Individuals	No
Copper Lantern	7	Leased	Low Income Families	No
Cove East Apartments	16	Leased	Homeless Veterans	No
Creston Point	3	Leased	Homeless Families	No
Eastbridge	31	Leased	Low Income Families	No
Eastridge House	40	Leased	Low Income Seniors/Disabled	No
Eernisse	13	Leased	Low Income Families	No
Enumclaw Fourplex	5	Leased	Homeless Families	No
Evergreen Court	30	Leased	Low Income Families	No
Evergreen Court Apartments	15	Leased	Low Income Seniors	No
Family Village	10	Leased	Homeless Families	No
Family Village	26	Leased	Low Income Families	No
Federal Way House #1	1	Leased	Low Income Families, Elderly, or Disabled	No
Federal Way House #2	1	Leased	Low Income Families, Elderly, or Disabled	No
Federal Way House #3	1	Leased	Low Income Families, Elderly, or Disabled	No
Forest Grove	25	Leased	Low Income Families, Elderly, or Disabled	No
Foster Commons	1	Leased	Homeless Families	No
Francis Village	3	Leased	Low Income Families	No
Francis Village	10	Leased	Homeless Young Families	No
Francis Village	10	Leased	Homeless Veterans	No
Gilman Square	25	Leased	Low Income Families	No
Glenview Heights	10	Leased	Low Income Seniors/Disabled	No
Green Leaf	27	Leased	Low Income Families, Elderly, or Disabled	No
Green River Homes	59	Leased	Low Income Families, Elderly, or Disabled	No
Harrison House	48	Leased	Low Income Seniors	No
Heritage Park	15	Leased	Homeless Families	No
Heritage Park	36	Leased	Low Income Families	No
Hidden Village	78	Leased	Low Income Families, Elderly, or Disabled	No
Highland Village	8	Leased	Low Income Families	No
Houser Terrace	25	Leased	Homeless Veterans	No
Independence Bridge	24	Leased	Homeless Young Adults	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No

Project-based Voucher Contracts

Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Inland Empire Group Home	1	Leased	Disabled Individuals	No
Johnson Hill	8	Leased	Low Income Families	No
Joseph House	10	Leased	Low Income Seniors	No
Juanita Court	30	Leased	Low Income Families, Elderly, or Disabled	No
Juanita Trace I & II	39	Leased	Low Income Families, Elderly, or Disabled	No
Kensington Square	6	Leased	Homeless Families	No
Kings Court	30	Leased	Low Income Families	No
Kirkland Avenue Townhomes	2	Leased	Homeless Veterans	No
Kirkwood Terrace	28	Leased	Low Income Families, Elderly, or Disabled	No
Landmark Apartments	28	Leased	Low Income Families	No
Laurelwood Gardens	8	Leased	Low Income Families	No
Lauren Heights	5	Leased	Homeless Families	No
Linden Highlands	1	Leased	Homeless Families	No
New Arcadia	5	Leased	Homeless Young Adults	No
Newport	23	Leased	Low Income Families, Elderly, or Disabled	No
Newporter Apartments	22	Leased	Low Income Families	No
NIA Apartments	42	Leased	Low Income Seniors	No
Northwood Square	24	Leased	Low Income Families, Elderly, or Disabled	No
Parkview Group Home	1	Leased	Disabled Individuals	No
Parkview Group Home	1	Leased	Disabled Individuals	No
Parkview Group Home	1	Leased	Disabled Individuals	No
Parkview Group Home	1	Leased	Disabled Individuals	No
Passage Point	46	Leased	Homeless Families/Re-entry	No
Patricia Harris Manor	41	Leased	Low Income Seniors/Disabled	No
Petter Court	4	Leased	Homeless Families	No

Project-based Voucher Contracts

Phoenix Rising	24	Leased	Homeless Young Adults	No
Pickering Court	30	Leased	Low Income Families, Elderly, or Disabled	No
Plum Court	10	Leased	Low Income Families	No
Plymouth Crossing	87	Leased	Low Income Individuals; Mainstream/NED	No
Providence John Gabriel House	43	Leased	Low Income Seniors	No
Renton Commons	12	Leased	Homeless Families	No
Renton Commons	14	Leased	Homeless Veterans	No
Riverton Terrace I	30	Leased	Low Income Families	No
Ronald Commons	8	Leased	Homeless Veterans	No
Rose Crest	10	Leased	Homeless Families	No
Rose Crest	8	Leased	Homeless Families	No
Salmon Creek	9	Leased	Low Income Families	No
Seola Crossing I & II	63	Leased	Low Income Families	No
Shoreham	18	Leased	Low Income Families, Elderly, or Disabled	No
Shoreline Veteran's Center	25	Leased	Homeless Veterans	No
Somerset Gardens	8	Leased	Low Income Families	No
Sophia's Home - Bellepark East	1	Leased	Homeless Individuals	No
Sophia's Home - Timberwood	2	Leased	Homeless Individuals	No
Sophia's Home - Woodside East	4	Leased	Homeless Individuals	No
Southwood Square	104	Leased	Low Income Families	No
Spiritwood Manor	128	Leased	Low Income Families, Elderly, or Disabled	No
Summerfield Apartments	13	Leased	Low Income Families	No
Summerwood	25	Leased	Low Income Families	No
The Willows	15	Leased	Homeless Families	No
Timberwood	20	Leased	Low Income Families	No
Timberwood Apartments	18	Leased	Homeless Veterans	No
Unity Village of White Center	6	Leased	Homeless Families	No
Valley Park East & West	12	Leased	Homeless Families	No
Valley Park East & West	16	Leased	Low Income Families	No

Project-based Voucher Contracts

Valley Park East & West	2	Leased	Disabled Individuals	No
Vashon Terrace	16	Leased	Low Income Seniors/Disabled	No
Velocity Apartments	8	Leased	Homeless Families	No
Velocity Apartments	8	Leased	Homeless Veterans	No
Victorian Woods	15	Leased	Low Income Families, Elderly, or Disabled	No
Villa Capri	5	Leased	Homeless Families	No
Villa Esperanza	23	Leased	Homeless Families	No
Village at Overlake Station	8	Leased	Disabled Individuals	No
Village at Overlake Station	12	Leased	Low Income Families	No
Villages at South Station	20	Leased	Homeless Veterans	No
Vista Heights	30	Leased	Low Income Families, Elderly, or Disabled	No
Wellswood	30	Leased	Low Income Families, Elderly, or Disabled	No
William J. Wood Veterans House	44	Leased	Homeless Veterans	No
Woodcreek Lane	20	Leased	Low Income Families, Elderly, or Disabled	No
Woodland North	10	Leased	Homeless Veterans	No
Woodland North	5	Leased	Low Income Families	No
Woodside East	23	Leased	Low Income Families	No
Young's Lake	28	Leased	Low Income Families	No
Juanita View	51	Leased	Low Inome Families	No
Kent PSH	36	Leased	Homeless Veterans	No
Kent PSH	44	Leased	Mainstream/NED	No
Kirkland Heights	106	Leased	Low Income	No
Esterra Park	8	Leased	Homeless Families	No
Island Center Homes	8	Issued through AHAP	Maintream/NED	No
Shoreline Permanent Supportive Housing	80	Issued through AHAP	Homeless Veterans; Mainstream/NED; Low Income	No
DESC Burien	95	Issued through AHAP	Mainstream/NED; Homeless Veterans	No
Totem Lake	8	Issued through AHAP	FUP	No
Sunset Gardens	38	Issued through AHAP	Homeless Veterans	No
Total Units	3,001			
Issued through AHAP	229			

APPENDIX C

KCHA'S LOCAL ASSET MANAGEMENT PLAN

KCHA'S LOCAL ASSET MANAGEMENT PLAN

As detailed in KCHA's FY 2008 MTW Annual Plan and adopted by the Board of Commissioners under Resolution No. 5116, KCHA implemented a Local Asset Management Plan (LAMP). Much has changed since the LAMP was originally adopted. Therefore, a revised LAMP is being adopted.

Definitions

HCV Block Grant is the term used to describe Housing Choice Voucher program revenue for Housing Assistance Payments (HAP) and Administrative fees for the ACC vouchers that are considered as part of the MTW program.

MTW Block Grant is the term used to describe the revenue sources of the Public Housing Operating Fund Subsidy (OpSub), the Capital Fund Program (CFP), and the HCV Block grant which are all considered to be fungible and can be used for any allowed purpose in Section 8 or 9 of the 1937 Act.

The **MTW Fund** is a self-balancing set of accounts that will be the focal point for most MTW financial activity and will account for program inflows and outflows.

An **AMP** is an Asset Management Property and is a term used by HUD to describe a grouping of Public Housing Properties.

Overview

KCHA will use its own local funding model for the Public Housing (PH) and Housing Choice Voucher (HCV) programs. As allowed under the current MTW contract, KCHA will use funds from the Public Housing Operating Fund Subsidy, the Capital Fund Program, and the HCV Block interchangeably as part of its MTW Block Grant.

The MTW Fund will be the accounting vehicle to track MTW activity.

- Inflows will consist of revenue from the HCV Block Grant and OpSub revenue intended to support resident services which will be recorded in the MTW fund along with other sources such as interest income. CFP grant revenue will be recorded directly on the books of each AMP as funds are drawn.
- Outflows will occur in multiple ways:
 - Certain expenses will be charged directly to the MTW fund, such as resident service costs, administrative costs, and other expenses directly related to MTW program activity.
 - Transfers will be made to and from Public Housing AMPs in support of operations. This is explained further below under Public Housing Program Considerations.
 - Transfers will be made to the HCV fund to pay for the costs of HCV Block Grant HAP costs and related administrative expenses.
 - Transfers will be made to Public Housing AMPs and other eligible properties to pay for rehabilitation projects, along with amounts to support related management fees
 - Loans will be made, both internally and externally, in support of eligible program purposes. Once the loans are made, the funds are considered as expended.

Public Housing Program Considerations

In contrast to regulations found in 990.280 which allows transfers between projects only after all project expenses are met, KCHA's model allows budget-based funding at the start of the fiscal year from the MTW Block Grant. KCHA will maintain a budgeting and accounting system that gives each property sufficient funds to support annual operations, including fees that have been determined to be reasonable under the LAMP. Actual revenues will include those provided by HUD and those allocated by KCHA from the MTW fund based on annual property-based budgets.

- KCHA will record OpSub revenue directly to each AMP. As the OpSub formula results in some AMPs being over-funded and others under-funded, transfers will be made to and from the MTW fund to insure adequate budget-based funding.
- CFP grant revenue will be recorded directly on the books of each AMP as funds are drawn.
- Resident services costs will be accounted for in a centralized fund that is a sub-fund of the MTW fund and not assigned to individual programs or AMPs. The portion of the Operating Fund Subsidy that is specifically intended to support Resident Services will be allocated directly to this sub-fund and not to the AMP.
- KCHA will maintain a public housing operating reserve equivalent of at least two months' expenses, but will not be less than any amounts required by HUD.
- KCHA may establish Replacement Reserves for Public Housing Properties.
- KCHA will provide accounting for each site AMP; however, KCHA, as owner of the properties will determine how much revenue will be included as each project's federal support.
- Central Office Cost Center (COCC) fees will be charged to each AMP at the amounts detailed below. However, in all cases, if federal funding is insufficient to support such fee levels, lower amounts may be substituted.
 - Property Management fees shall be set at the HUD-published 80th percentile Administrative Costs in FHA Housing by Field Office for the Seattle area.
 - Bookkeeping fees shall be set at the rate of \$7.50 PUM (as authorized under original Asset Management guidelines, and inflated annually from the 2006 baseline of 203.8, using the Bureau of Labor Statistics CPI-W for the Seattle-Tacoma-Bellevue area, as published for June for each year. The fee of \$7.50 has been in effect since 2006, and per HUD guidance (Federal Register, Volume 71, number 172, page 52712, section IX), "if a PHA considers the fees in this notice to be inadequate to address their individual circumstances, a PHA may use data that reflects the conditions of the local or national market". As KCHA considers a fee set in 2006 and never increased to be inadequate, it will use the index listed above as the basis for adjusting to local conditions.
 - Asset Management fees shall be set at the rate of \$10.00 PUM (as authorized under original Asset Management guidelines, and inflated annually from the 2006 baseline of 203.8, using the Bureau of Labor Statistics CPI-W for the Seattle-Tacoma-Bellevue area, as published for June for each year. The fee of \$10.00 has been in effect since 2006, and per HUD guidance (Federal Register, Volume 71, number 172, page 52712, section IX), "if a PHA considers the fees in this notice to be inadequate to address their individual circumstances, a PHA may use data that reflects the conditions of the local or national market". As KCHA considers a fee set in 2006 and never increased to be adequate, it will use the index listed above as the basis for adjusting to local conditions.

Housing Choice Voucher Program Considerations

- Amounts needed for Housing Assistance Payments (HAP) and program administrative costs will be transferred to the Housing Choice Voucher program fund, including sufficient funds to pay all management and bookkeeping fees. Block grant reserves and their interest earnings will not be commingled with Section 8 operations, enhancing budget transparency. Section 8 program managers will become more responsible for their budgets in the same manner as public housing site managers.
- HCV block grant revenue may be used to support other voucher types that are not part of the MTW program, such as FUP, NED or VASH vouchers. This will be done via an internal transfer.
- Central Office Cost Center (COCC) fees will be charged to each property at the amounts detailed below. However, in all cases, if federal funding is insufficient to support such fee levels, lower amounts may be substituted.
 - Management fees will be set at the HUD authorized amount of \$12.00 PUM or 20% of the Administrative Fee whichever is greater. KCHA is defining the Administrative Fee amount as the Column B rate for the Authority for each calendar year.
 - Bookkeeping fees shall be set at the rate of \$7.50 PUM (as authorized under original Asset Management guidelines, and inflated annually from the 2006 baseline of 203.8, using the Bureau of Labor Statistics CPI-W for the Seattle-Tacoma-Bellevue area, as published for June for each year. The fee of \$7.50 has been in effect since 2006, and per HUD guidance (Federal Register, Volume 71, number 172, page 52712, section IX), “if a PHA considers the fees in this notice to be inadequate to address their individual circumstances, a PHA may use data that reflects the conditions of the local or national market”. As KCHA considers a fee set in 2006 and never increased to be inadequate, it will use the index listed above as the basis for adjusting to local conditions.

APPENDIX D

DISCLOSURE OF LOBBYING ACTIVITIES

Associated and signed documentation will be included in the final 2024 MTW Plan, prior to submission to the U.S. Department of Housing and Urban Development.

APPENDIX E
DESIGNATION PLAN

Designation Plan Status as of 7/31/2023

Project #	Project	Units	Occupied	%Target	Target	#Elderly	%Elderly	Pre-Imp.	Status	Action
NORTH MIXED POPULATION										
150TC	Paramount House	70	70	0.78	55	58	82	-12	3	No restrictions on younger households
151	Northridge I	70	69	0.78	55	54	77	-7	-1	Freeze admission of younger households
152	Briarwood	70	69	0.78	55	62	88	-2	7	No restrictions on younger households
153	Northridge II	70	69	0.78	55	60	85	-2	5	No restrictions on younger households
154	The Lake House	70	70	0.78	55	60	85	-5	5	No restrictions on younger households
156	Westminster Manor	60	60	0.78	47	53	88	-	6	No restrictions on younger households
191	Northwood	34	34	0.78	27	32	94	-	5	No restrictions on younger households
251	Casa Juanita	80	77	0.78	63	66	82	4	3	No restrictions on younger households
290	Northlake House	38	37	0.78	30	33	86	-	3	No restrictions on younger households
EASTSIDE MIXED POPULATION										
250	Forest Glen	40	40	0.78	32	39	97	-2	7	No restrictions on younger households
487TC	Vantage Point	77	77	0.78	61	67	87		6	No restrictions on younger households
SOUTHEAST MIXED POPULATION										
550	Wayland Arms	67	65	0.78	53	53	79	2	0	Monitor for next vacancy
552	Southridge House	80	80	0.78	63	69	86	14	6	No restrictions on younger households
551TC	Plaza 17	70	69	0.78	55	59	84	7	4	No restrictions on younger households
553TC	Casa Madrona	70	68	0.78	55	54	77	6	-1	Freeze admission of younger households
554TC	Gustaves Manor	35	35	0.78	28	27	77	6	-1	Freeze admission of younger households
SOUTHWEST MIXED POPULATION										
350	Boulevard Manor	70	70	0.78	55	62	88	-11	7	No restrictions on younger households
353	Yardley Arms	67	66	0.78	53	53	79	-9	0	Monitor for next vacancy
390	Burien Park	102	101	0.78	80	91	89	-	11	No restrictions on younger households
342TC	Nia	82	77	0.78	64	72	87	0	8	No restrictions on younger households
352TC	Munro Manor	60	60	0.78	47	50	83	-5	3	No restrictions on younger households
354TC	Brittany Park	43	41	0.78	34	35	81	-8	1	No restrictions on younger households
358TC	Riverton Terrace EGIS	30	30	0.78	24	25	83	-3	1	No restrictions on younger households
450TC	Mardi Gras	61	61	0.78	48	51	83	10	3	No restrictions on younger households
HOPA										
451	Eastridge House	40	40	0.9	36	35	87	-	-1	Freeze admission of younger households
466	Patricia Harris	41	40	0.9	37	40	97	6	3	No restrictions on younger households
465TC	Bellevue Manor	66	64	0.9	60	61	92	5	1	No restrictions on younger households
SEDRO WOOLLEY										
155	Hillsview	60	59		-	46	76	-	-	

APPENDIX F

UNIT UPGRADE COMPLETION REPORT

Unit upgrade reports will be included in the final 2024 MTW Plan, prior to submission to the U.S. Department of Housing and Urban Development.

APPENDIX G

Hardship Policies



KING COUNTY HOUSING AUTHORITY

HARDSHIP POLICY

The **Hardship Policy** is designed to allow KCHA flexibility to address unique, unforeseeable circumstances that may occur and to protect families in crisis. In order to be considered for a hardship rent, the household must apply for all benefits for which it may be eligible. Zero income households will be required to report income changes on a quarterly basis, until income is restored to the household.

Hardship Criteria.

The following categories for Hardship will apply to all KCHA housing programs participants:

1. **Extraordinary Cost of Living:** A household may apply for a hardship review when they experience an extraordinary cost of living that exceeds 50% of the household's monthly income. Costs of living are limited to gross rent plus monthly out-of-pocket cost for medical and child care expenses. Gross Rent is defined as actual monthly rent paid plus the assigned energy assistance supplement, or minimum rent (if applicable).
2. **Waiver of Minimum Rent / Extension of Energy Assistance Reimbursement beyond six (6) months:** The household would need to demonstrate that: (1) the loss of additional energy assistance would put the household at risk of losing their housing; (2) their continued lack of income has not been through the fault of the household and (3) the household has applied for, but been unsuccessful in connecting to available financial resources for which they might be eligible. NOTE: The household has been denied assistance (TANF, etc.) due to non-compliance with program requirements would not be considered a hardship under this category.
3. **Additional Interim Review:** A WIN Rent household that has previously requested the maximum number of interim reviews to decrease their rent, but experiences an additional unforeseen decrease in income may request a hardship review. To be eligible for relief (1) the family's decrease in income could not have been due to the action or inaction of a member of the household; and (2) if the interim review was not applied, the family's shelter burden would exceed 50% of monthly income. No hardship will be granted if KCHA determines the family could (but is not) accessing an available alternate income source.
4. **Deduction for Medical or Child Care Expenses above the \$10,000 Cap:** A household eligible to receive a reduction from gross income for medical or child care related expenses may request a hardship review to request a reduction of gross income above the \$10,000 cap. In order to be eligible for relief under this criterion, the family must document that (1) the claimed expense is not reimbursable from an outside source; and (2) annualized costs for rent and out-of-pocket medical and/or child care expenses, for which they are eligible, would exceed 50% of gross income. In the case of child care expenses, the amount of child care assistance paid is reasonable in relation to amounts charged for similar care available in close proximity to the household's current child care provider.
5. **Mandatory reductions to fixed income in excess of \$500:** Households who experience a reduction in a "fixed" source of income (GAU, Disability Lifeline, SSI, Social Security and Government or Private Pensions) may be eligible for a reduction in rent when KCHA determines the loss of income was out of the control of the recipient. In such cases, KCHA will: (1) conduct an interim review for reductions to a fixed income source in an amount greater than \$500 per year. (Rather than the standard \$2,000 threshold required under KCHA's Interim Review policy). (2) coordinate with state and/or federal agencies as possible to document the income change, streamline the review process and recalculate rent in order to limit the impact upon the participating household.

Applying for Consideration: To be considered for relief under the Hardship Policy, complete the attached form and submit it to your Sr. Housing Specialist (Section 8) or KCHA Property Management Office (Public Housing). The paper will be forwarded to the Hardship Committee for review. While most decisions are made in less time, the Hardship Committee will make every effort to render and inform you of a decision within thirty (30) calendar days.

Appeals: Families, who disagree with the Hardship review decision, may appeal the determination through the Housing Authority's existing Grievance process.



HARDSHIP REVIEW REQUEST FORM

Head of Household:		
Address:		
Telephone:		Client Number:

I am requesting a hardship review for the following reason (please check appropriate box):

- Extraordinary Cost of Living
(When combined monthly expenses including Rent, KCHA Energy Assistance Supplement and unreimbursed medical and/or child care expenses exceed 50% of income.)
- Waiver of Minimum Rent /Extension of Energy Assistance Reimbursement beyond six (6) months
- Deduction for Medical Expenses above \$10,000 cap
- Deduction for Child Care Expenses above \$10,000 cap
- Additional Interim Review
- Decrease in fixed income source in excess of \$500 (fixed income sources include: GAU, Disability Lifeline, SSI, Social Security and Government or Private Pensions)

Please describe why you need this hardship consideration (use the back of this page if necessary):

Signature: _____ Date: _____

For KCHA Use ONLY , Additional Information:
IMPORTANT INSTRUCTIONS FOR FIELD STAFF: Attach current <u>and</u> prior Rent Calculation Sheet (413PH/808 Section8) forms and submit COMPLETED Hardship Review request form to Hardship Review Committee Chair at Central Office.

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

J. HARDSHIP POLICY

Households notified of a rent increase will be informed, in writing, of their ability to seek a waiver based on financial hardship through the Housing Authority's established **Hardship Policy**. The policy is designed to allow KCHA flexibility to address unique, unforeseeable circumstances that may occur and to protect families in crisis. In order to receive a hardship rent, the household must apply for all benefits for which it may be eligible. Zero income households will be required to submit monthly budgets (KCHA Form #409) to their Property Manager, until income is restored to the household.

1. **Hardship Criteria.** The following categories for Hardship will apply to all program participants under KCHA's EASY Rent and WIN Rent programs:
 - a. **Extraordinary Cost of Living:** A household may apply for a hardship review when they experience an extraordinary cost of living that exceeds 50% of the household's monthly income. Examples of when a family might meet this criterion include:
 - Any household whose combined **gross rent** plus monthly out-of-pocket medical or childcare expenses exceeds 50% of household monthly income. Gross Rent is defined as actual monthly rent paid plus the assigned energy assistance supplement, or, minimum rent (if applicable). Only unreimbursed medical expenses incurred for the care of an elderly and/or disabled household member will be considered in determining extraordinary costs. Childcare expenses will only be allowed when the expense meets eligibility thresholds for all other WIN Rent households as defined by the Housing Authority and when the amount is not reimbursed from another source.
 - b. **Waiver of \$25 Minimum Rent / Extension of Energy Assistance Reimbursement beyond six (6) months:** A household may apply for an extension of its energy assistance reimbursement (credit rent) beyond the initial six month cap. To be eligible for hardship relief, the household would need to demonstrate that: (1) the loss of additional energy assistance would put the household at risk of losing their housing; and (2) their continued lack of income has not been through the fault of the household (3) the household has applied for but been unsuccessful in connecting to available financial resources for which they might be eligible.
 - Exception: Residents with exempt or excluded income and those who have been denied assistance (TANF, etc.) due to non-compliance with program requirements would not be considered to have a hardship meeting this category.
 - c. **Additional Interim Review:** A WIN Rent household that has previously requested the maximum number of interim reviews to decrease their rent, but experiences an additional unforeseen decrease in income may request a hardship review. To be eligible for relief (1) the family's decrease in income could not have been due to

Admission and Continued Occupancy Policy (ACOP)

the action or inaction of a member of the household; and (2) if the interim review was not applied, the family's shelter burden would exceed 50% of monthly income. No hardship will be granted if KCHA determines the family could (but is not) accessing an available alternate income source.

- d. **Deduction for Medical or Childcare Expenses above the \$10,000 Cap:** A household eligible to receive a reduction from gross income for medical or childcare related expenses may request a hardship review to request a reduction of gross income above the \$10,000 cap. In order to be eligible for relief under this criterion, the family must document that (1) the claimed expense is not reimbursable from an outside source; and (2) annualized costs for rent and out-of-pocket medical and/or childcare expenses would exceed 50% of gross income. In the case of childcare expenses, the amount of childcare assistance paid is reasonable in relation to amounts charged for similar care available in close proximity to the household's current childcare provider.
 - e. **Mandatory Reductions to Fixed Income in excess of \$500.** Households who experience a reduction in a "fixed" source of income (GAU, SSI, and Social Security) may be eligible for a reduction in rent when KCHA determines the loss of income was out of the control of the recipient. In such cases, KCHA will:
 - ❑ Conduct an interim review for reductions to a fixed income source in an amount greater than \$500 per year. [Rather than the standard \$2,000 threshold required under KCHA's Interim Review policy].
 - ❑ Coordinate with state and/or federal agencies as possible to document the income change and streamline the interim review process using its existing tenant database to re-calculate rent "in mass" in order to limit the impact upon the participating household. Under such circumstances, a modified interim review policy will be utilized to allow KCHA to adjust rent based ONLY upon the revised income reported by the state and/or federal agency. Additional income and deduction amounts for the household will be carried over from the previous Recertification completed for the household. Any errors in rent resulting from the use of data supplied directly from the state and/or federal agency will be considered caused by KCHA action and will be corrected as outlined in Section 10 of this ACOP. Such reviews will not count against a WIN Rent household's limit of 2 interim reviews during the 2-year Recertification cycle.
2. **Hardship Committee.** A KCHA appointed Hardship Committee will be responsible for review of all Hardship Requests. The Committee shall be comprised of KCHA staff, including the Director of Housing Initiatives, the Senior Programs Manager, and an additional Resident Services Department staff person. Once a hardship review request has been submitted, the Committee will examine each family's circumstances on a case-by-case basis. The Committee has a choice of remedies it can recommend (including permanent, family-specific rent caps) as deemed appropriate, to reduce a qualifying household's rent burden.

Admission and Continued Occupancy Policy (ACOP)

- a. **Remedies Available under the Hardship Policy:** The Hardship Committee has a number of determinations that can be made under the policy including:
 - No hardship exists;
 - Rent should be set at a permanent, family specific cap;
 - The energy assistance reimbursement (credit rent) should be extended for a specific period of time;
 - The rent increase should be phased in over a specific period of time;
 - The \$100 per month rent increase cap should be extended for up to one year – resulting in a two year maximum (Available only to families in occupancy when the Easy Rent and WIN Rent programs were implemented);
 - The \$100 per month rent increase cap should be phased out over a specific period of time – not to exceed three years for Easy Rent households and two years for WIN Rent households; (Available only to families in occupancy when the Easy Rent and WIN Rent programs were implemented);
 - Approval of an additional interim review for a family that has previously exhausted the established limit of 2 interim reviews per every 2-year cycle for WIN Rent households. In order to be considered for relief, the household must first meet the criteria for an interim review established above.
 - Approval of a Medical or Childcare Expense reduction from gross income in an amount above the \$10,000 maximum. Relief may be granted for a specific period of time, or indefinitely, as determined by the Committee. However, no relief will be granted without documentation of extraordinary circumstances beyond the control of the household.
 - Authorize completion of an interim rent recalculation for reductions in income below established thresholds. [**Note:** Available only to households affected by a reduction in a “fixed” source of income through no fault of their own.]
 - Appropriate combination of above listed options.
3. **Appeals:** Families, who disagree with the recommendation of the Hardship Committee and/or final approval of the Director of Housing Management or Director of Resident Services, as applicable, may appeal the determination through the Housing Authority’s existing Grievance Procedure.

King County Housing Authority

Section 8 Administrative Plan

S8 Voucher Program

This is the latest version as of: 8/16/2023

Hardship Policy:

Households notified of a rent increase will be informed, in writing, of their ability to seek a waiver based on financial hardship through the Housing Authority's established **Hardship Policy**. The policy is designed to allow KCHA flexibility to address unique, unforeseeable circumstances that may occur and to protect families in crisis. In order to receive a hardship rent, the household must apply for all benefits for which it may be eligible. Zero income Household will be required to report income changes on a quarterly basis, until income is restored to the household.

- a. **Hardship Criteria.** The following categories for Hardship will apply to all program participants under KCHA's EASY Rent and WIN Rent programs:
- b. **Extraordinary Cost of Living:** A household may apply for a hardship review when they experience an extraordinary cost of living that exceeds 50% of the household's monthly income. Examples of when a family might meet this criterion include:
 - Any household whose combined **gross rent** plus monthly out-of-pocket medical or childcare expenses exceeds 50% of household monthly income. Gross Rent is defined as actual monthly rent paid plus the assigned energy assistance supplement, or, minimum rent (if applicable). Only unreimbursed medical expenses incurred for the care of an elderly and/or disabled household member will be considered in determining extraordinary costs. Childcare expenses will only be allowed when the expense meets eligibility thresholds for all other WIN Rent households as defined by the Housing Authority and when the amount is not reimbursed from another source.
- c. **Waiver of \$25 Minimum Rent / Extension of Energy Assistance Reimbursement beyond six (6) months:** A household may apply for an extension of its energy assistance reimbursement (credit rent) beyond the initial six month cap. To be eligible for hardship relief, the household would need to demonstrate that: (1) the loss of additional energy assistance would put the household at risk of losing their housing; (2) their continued lack of income has not been through the fault of the household, and (3) the household has applied for, but been unsuccessful in connecting to available financial resources for which they might be eligible.
 - Exception: Residents with exempt or excluded income and those who have been denied assistance (TANF, etc.) due to non-compliance with program requirements would not be considered to have a hardship meeting this category.
- d. **Additional Interim Review:** A WIN Rent household that has previously requested the maximum number of interim reviews to decrease their rent, but experiences an additional unforeseen decrease in income may request a hardship review. To be eligible for relief (1) the family's decrease in income could not have been due to the action or inaction of a member of the household; and (2) if the interim review was not applied, the family's shelter burden would exceed 50% of monthly income. No hardship will be granted if KCHA determines the family could (but is not) accessing an available alternate income source.

- e. **Deduction for Medical or Childcare Expenses above the \$10,000 Cap:** A household eligible to receive a reduction from gross income for medical or childcare related expenses may request a hardship review to request a reduction of gross income above the \$10,000 cap. In order to be eligible for relief under this criterion, the family must document that (1) the claimed expense is not reimbursable from an outside source; and (2) annualized costs for rent and out-of-pocket medical and/or childcare expenses would exceed 50% of gross income. In the case of childcare expenses, the amount of childcare assistance paid is reasonable in relation to amounts charged for similar care available in close proximity to the household's current childcare provider.
- f. **Mandatory Reductions to Fixed Income in excess of \$500.** Households who experience a reduction in a "fixed" source of income (GAU, Disability Lifeline, SSI, Social Security, TANF, and Government of Private Pensions) may be eligible for a reduction in rent when KCHA determines the loss of income was out of the control of the recipient. In such cases, KCHA will:
- Conduct an interim review for reduction to a fixed income source in an amount greater than \$500 per year. (Rather than the standard \$2,000 threshold required under KCHA's Interim Review policy.)
 - Coordinate with state and/or federal agencies as soon as possible to document the income changes and streamline the interim review process using its existing tenant database to recalculate rent "in mass" in order to limit the impact upon the participating household. Under such circumstances, a modified interim review policy will be utilized to allow the HA to adjust rent based ONLY upon the revised income reported by the state and/or federal agency. Additional income and deduction amounts for the household will be carried over from the previous Recertification completed for the household. Any errors in rent resulting from use of data supplied directly from the state and/or federal agency will be considered caused by HA action and will be corrected as outlined in [Section 10](#) of this plan.
- g. **Hardship Committee.** A KCHA appointed Hardship Committee will be responsible for review of all Hardship Requests. The Committee shall be comprised of KCHA staff, including the Director of Housing Initiatives, the Senior Programs Manager, and an additional Resident Services Department staff person. Once a hardship review request has been submitted, the Committee will examine each family's circumstances on a case-by-case basis. The Committee has a choice of remedies it can recommend (including permanent, family-specific rent caps) as deemed appropriate, to reduce a qualifying household's rent burden.
- h. **Remedies Available under the Hardship Policy:** The Hardship Committee has a number of determinations that can be made under the policy including:

- No hardship exists;
 - Rent should be set at a permanent, family specific cap;
 - The energy assistance reimbursement (credit rent) should be extended for a specific period of time;
 - The rent increase should be phased in over a specific period of time;
 - The \$100 per month rent increase cap should be extended for up to one year – resulting in a two year maximum (Available only to families in occupancy when the EASY Rent and WIN Rent programs were implemented);
 - The \$100 per month rent increase cap should be phased out over a specific period of time – not to exceed three years for Easy Rent households and two years for WIN Rent households; (Available only to families in occupancy when the EASY Rent and WIN Rent programs were implemented);
 - Approval of an additional interim review for a family that has previously exhausted the established limit of 2 interim reviews per every 2-year cycle for WIN Rent households. In order to be considered for relief, the household must first meet the criteria for an interim review established above.
 - Approval of a Medical or Childcare Expense reduction from gross income in an amount above the \$10,000 maximum. Relief may be granted for a specific period of time, or indefinitely, as determined by the Committee. However, no relief will be granted without documentation of extraordinary circumstances beyond the control of the household.
 - Authorize completion of an interim rent recalculation for reductions in income below established thresholds. (NOTE: Available only to households affected by a reduction in a “fixed” source of income through no fault of their own.)
 - Appropriate combination of above listed options.
- i. **Appeals:** Families, who disagree with the recommendation of the Hardship Committee and/or final approval of the Director of Housing Management or Director of Resident Services, as applicable, may appeal the determination through the Housing Authority’s existing Informal Review process.

Project-based Section 8 Administrative Plan

King County Housing Authority

Hardship Policy:

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be eligible for relief (1) the family's decrease in income could not have been due to the action or inaction of a member of the household; and (2) if the interim review was not applied, the family's shelter burden would exceed 50% of monthly income. No hardship will be granted if KCHA determines the family could (but is not) accessing an available alternate income source.

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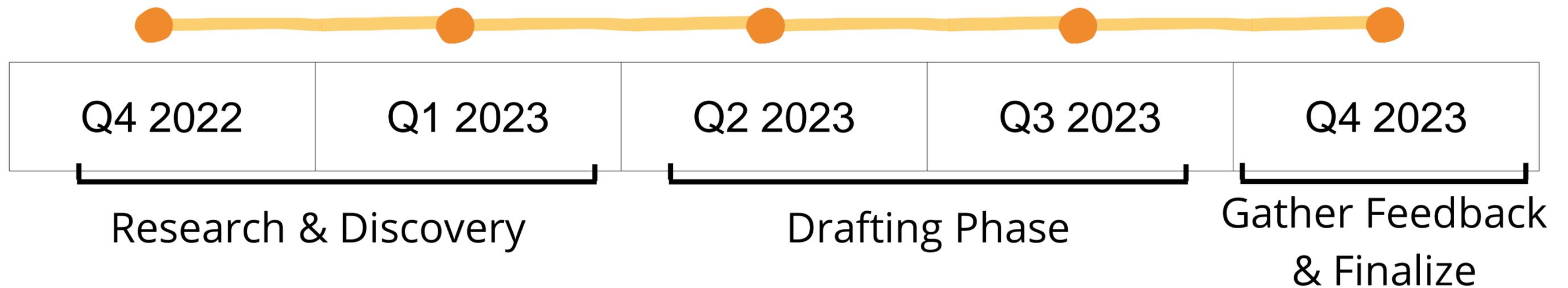
Setting the Stage

Draft Date: 9/18/2023

September Board Meeting

EDIB STRATEGY DEVELOPMENT PROCESS

Q4 2022 - Q4 2023



Research and Discovery

Q4 2022

Q1 2023

Q2 2023

- **Participants:** All KCHA staff
- **Purpose:** Understand the strengths and areas of opportunity in KCHA's culture
- **Deliverables:** The Engagement Project: Executive Summary from Greatheart Consulting

Q4
2022

Inclusive Culture Survey

- 254 Responses
- 57% of KCHA Staff as of 1/30/2023

Q1
2023

Focus Groups

- 29 staff participants (6% of KCHA Staff)
- 8 Affinity Groups:
 - White
 - BIPOC
 - Parents/Caregivers
 - Less than 5 years
 - More than 15 years
 - Supervisors
 - Individ who are Differently-Abled
 - LGBTQIA+

Q2
2023

Greatheart Consulting aggregated the data to ensure privacy and delivered The Engagement Project Executive Summary to the Office of EDIB and ELT



Inclusive Culture Survey & Focus Groups

Highlights

COURAGEOUS CONVERSATIONS ABOUT RACE (CCAR) OVERVIEW

CCAR COMPASS TOOL



- ◆ CCAR Compass provides a framework of how people process and engage with race. Believing, Thinking, Feeling, and Acting. The CCAR framework allows practitioners to adapt and adjust the conversation based on where individuals are on the compass.
- KCHA utilized Pacific Educational Group for their program Courageous Conversation® for their protocol for effectively engaging, sustaining and deepening interracial dialogue.
- ◆ The grey area or “shadows” are the barriers that people face when processing and engaging with race. Addressing the “shadow” sides of the compass will help move individuals towards the center, which is the ultimate goal.

KCHA STRENGTHS



Engagement

Staff value the work they do

Intent & Impact

Staff express a personal responsibility & intentionality over how they engage with one another

Mentorship

Staff recognize the value of having diverse mentorship opportunities

Psychological Standing

Staff feel responsible to advocate for others to create fair systems and equitable communities



KCHA FOCUS GROUP QUOTES: STRENGTHS



Differently Abled/People with Disabilities Focus Group

It [Mentorship] used to be a part of the KCHA culture pre-COVID, but it went away. It would be incredibly valuable to bring back. People want that sort of thing.

White Staff Focus Group

We need a space to share when there is a miss on impact and how the miss is handled in the organization/team.

Differently Abled/People with Disabilities Focus Group

My department has experienced a lot of tough things within our personal lives (death of friends, family members, illness etc.) Our team has put a kudos board together. I didn't realize that other departments aren't doing that. EDIB can be focused on unifying the process across the board so that others can feel supported too.

Differently Abled/People with Disabilities Focus Group

We used to have an all-day event on an annual basis when stories were shared from various employees. It was powerful. We have no opportunity to really know who we're working with and get to know them on a personal level.

KCHA OPPORTUNITIES



Organizational Culture

Staff's perception of leaders' commitment to EDIB.

Collaboration & Cooperation

Look at the ways that voices get heard in the organization and how ideas are communicated back to KCHA.

Belonging

Explore with employees what aspects of themselves they feel comfortable sharing and which one they feel the need to hide.

Hiring & Progression

Evaluate the workloads of employees to identify areas where workloads are increasing without communication on the need for compensation.



KCHA FOCUS GROUP QUOTES: OPPORTUNITIES



BIPOC Focus Group

We want to be included in decisions that impact us and understand how decisions for our work functions will be made in the future.

White Staff Focus Group

I can't safely say something as a white person without fear of creating harm. I feel like I can't say anything, it's not safe to speak at work.

BIPOC Focus Group

We aren't getting the full picture, so I don't know what to do with what I'm hearing and what colleagues may be making up.

<5 Years Tenure

I feel most comfortable speaking to my ideas to my peers at my level and maybe supervisor (level above). I don't know the best way to elevate my concerns

Drafting Phase



- **Participants:** Office of EDIB, ELT, Greatheart Consulting
- **Purpose:** Utilizing all information gathered in the Research and Discovery phase, create draft EDIB Definitions and draft EDIB 3-Year Strategy
- **Deliverables:** Draft EDIB Definitions & Draft EDIB 3 Year Strategy (2024-2027),

Q2 2023

Utilizing data from the Inclusive Culture Survey, the Office of EDIB created draft definitions for EDIB, "I" Statements, and metrics.

Q3 2023

The Office of EDIB piloted two projects based on staff feedback:
Juneteenth Day of Solidarity Toolkit:

- 204 staff
- 12 departments
- Over \$5,000 spent supporting Black-owned restaurants

Mental Health First Aid Follow Up

- 5 staff were interviewed

Q3 2023

The Office of EDIB completed the first draft of the EDIB Definitions for KCHA, "I" Statements, and EDIB 3-Year Strategy.
Contracted NonProfit HR & Greatheart Consulting for RFP#EDIB202301 (Professional Services for EDIB: Consulting, Executive Coaching, and Strategic Planning)

SELECTING DEFINITIONS

INCLUSIVE CULTURE SURVEY

KCHA staff collectively decide how we as an agency define EDIB by selecting from exploratory definitions which they felt closely aligned with our mission/vision.

Methodology

1- Majority Decision Making Process

or

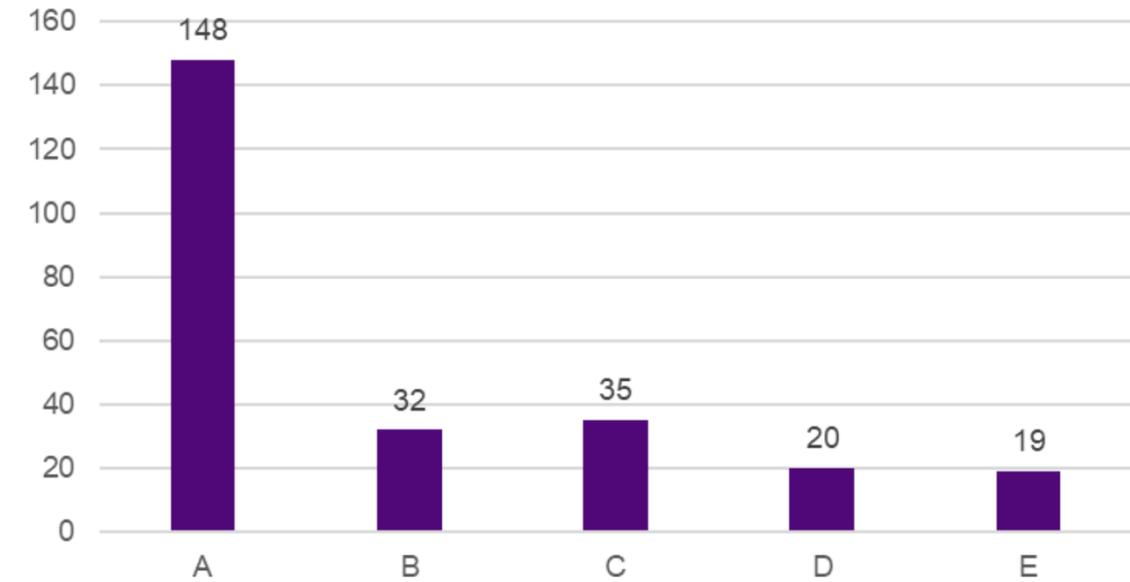
2- Choices that were scored very closely, we combined.

Choices:

- 3 Exploratory definitions sourced from community partners and resources deemed credible. (options A-C)
- Other (Specify), allowing employees to provide their own ideology. (option D)
- Blank (option E)

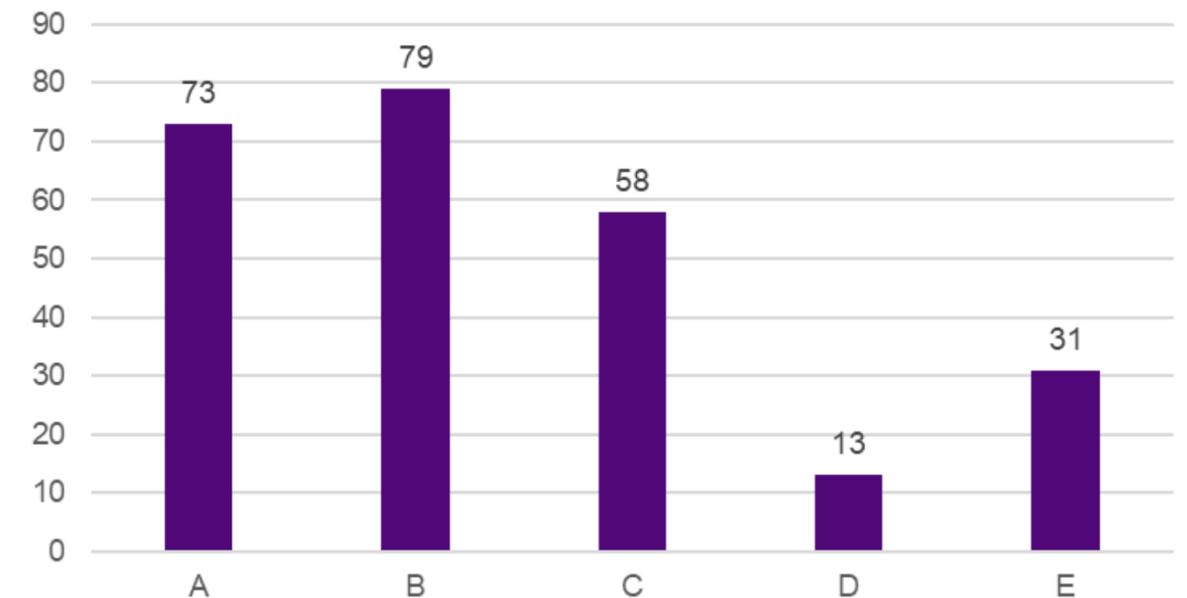
Methodology Examples

Equity Definition Response



Clear preference for Option A.

Diversity Definition Response



Even split between all responses.

FEEDBACK INFORMING DEFINITIONS

Eq·ui·ty

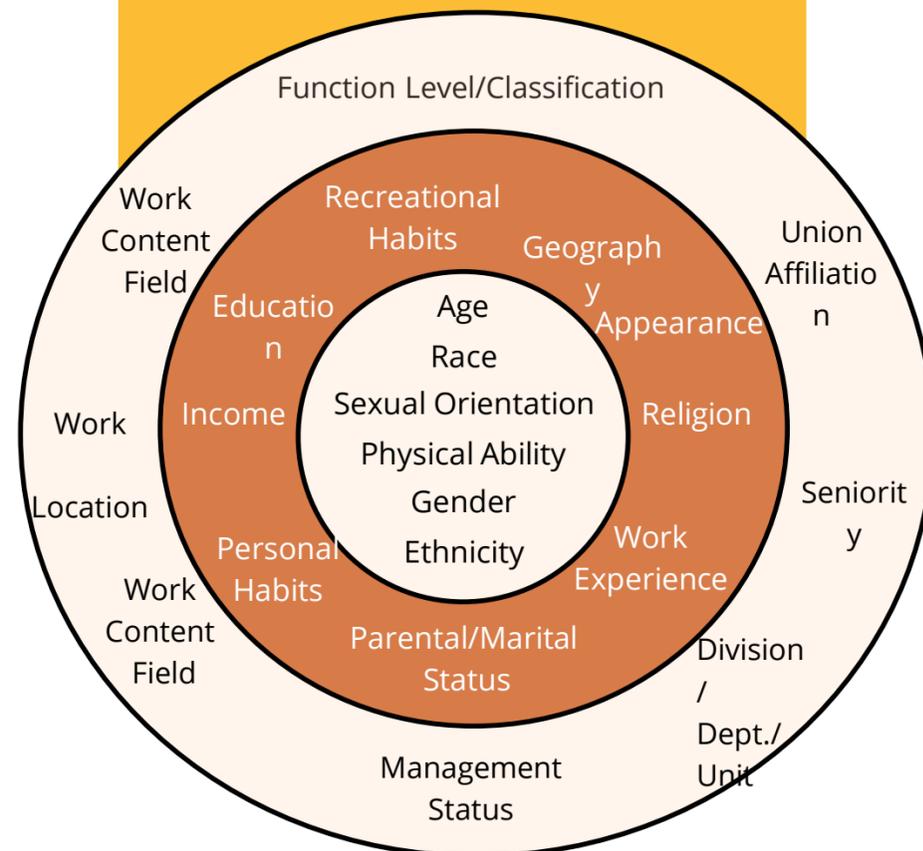
/'e-kwə-tē/

Both an **outcome and a process** that **results** in fair and just access to **housing, employment opportunity** and **resources** that provide KCHA applicants, residents, and employees the ability to thrive.

Di·ver·si·ty

/də-'vər-sə-tē/

Ensuring **meaningful representation** of a range of identity dimensions of **residents, applicants and employees** in **KCHA's programs and activities**.



In·clu·si·on

/in-'klü-zhən/

The **practice of creating and fostering an environment** where KCHA applicants, residents, and employees feel a sense of belonging, particularly for those who might otherwise be excluded or marginalized.

The **policies** that support listening, caring, building trust, and taking action to **promote equal access to housing and employment opportunities**.

Be·long·ing

/bi-'lɒŋ-ɪŋ/

The **feeling of safety, security and support** when there is a **sense of acceptance and inclusion** that encourages **KCHA applicants, residents, and employees** to bring their authentic self forward.

SHARED DEFINITION = SHARED UNDERSTANDING

When there is a shared understanding of what EDIB means to the agency - employees are able to better align their own personal commitments inviting every employee to include themselves in EDIB as a way to grow their careers, their teams, and their results.

Putting our Definitions Into Action

"I" Statements

statement that will allow employees to remain **local, personal, and Immediate** when putting these definitions into action.

"I" statements allow employees to process the following questions.

- What am "I" responsible for ?
- What will "I" do better ?
- Who am "I" impacting ?

INFORMING "I" STATEMENTS

Eq·ui·ty

/'e-kwə-tē/



I am responsible for **learning, understanding**, and **abiding** by KCHA Policies and Procedures.

If/when I **identify areas of opportunity** in KCHA's policies and/or procedures, I am responsible for **providing feedback** through the appropriate channel.



I **receive feedback with care, curiosity and intention** to make the necessary adjustments to **share** power and resources for the collective betterment.

I am responsible for **creating and maintaining an open line of communication**, particularly with peers and/or clients impacted by my decisions.



Di·ver·si·ty

/də-'vər-sə-tē/



I remain **open and curious** about the demographics of my department, applicants, residents and/or participants in the program(s) or activity(ies) where I participate.

I seek to **identify underrepresented groups** and **provide feedback** through appropriate channel to include them in my program(s) and/or activity(ies).



These "I" Statements are still under development.

INFORMING "I" STATEMENTS CONT.

In·clu·si·on

/in- 'klü-zhən/



I seek to **understand** how to use dashboards and other forms of data, including stories, **to learn** more about **who is being included** in my programs/department.

I seek to **understand who might be excluded** and take responsibility to **act as a bridge of communication** whenever possible.



Be·long·ing

/bi- 'lɒŋ-ɪŋ/



I seek to **increase my self-awareness** of the **intent/impact** of my actions and behaviors.

I listen to **feedback with care and intention** to better understand how I my actions and behaviors **contribute to KCHA's commitment to EDIB.**



These "I" Statements are still under development.

DEFINITIONS INFORMING METRICS

EQUITY

DIVERSITY

INCLUSION

BELONGING

KCHA Interactive Dashboards and EDIB Stories/Reports

2022 EEOC Report

KCHA Staff Life Cycle Interactive Dashboards*

Interview Panel Composition*

KCHA Equity & Access Reviews*

2022 KCHA Staff Interactive Dashboard

2022 Resident Characteristics Report

2022-2023 Social Media Data

2022-2023 LinkedIn Learning Data

2022-2023 Office of EDIB Monthly Newsletter Open Rate

2022 EDIB Annual Report

2022-2023 Inclusive Culture Survey and Focus Groups

2021-2023 Office Vibe Pilot Data

**New/Not in Development Yet*

Gather Feedback & Finalize



NEXT STEPS:

- **Greatheart Consulting will release the Engagement Report to all KCHA**
- **Greatheart Consulting will hold discussions and invite every employee to include themselves in EDIB in 2024**
- **The Office of EDIB will work with ED/CEO to finalize and launch the EDIB 3-Year Strategy in 2024**

2023 AGENCY-WIDE GOALS

- **Support the development and implementation of equitable, inclusive, and anti-racist practices across the organization.**
- **Develop and enhance workforce programming to attract, retain, and develop KCHA staff to improve business practices and promote inclusive workplace culture.**
- **Continue to upgrade and expand KCHA's affordable housing inventory.**
- **Continue to reduce KCHA's environmental footprint (particularly by decarbonizing) and to promote environmental justice.**
- **Improve KCHA operational experience for internal and external customers.**

THANK YOU



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Households Served

point in time as of June 2023¹

23,837

Finance

	Budgeted	Actual	Actual to Budget	
Revenue year-to-date	\$251,179,920	\$261,520,121	104.1%	
Expenditure year-to-date	\$208,332,681	\$202,641,742	97.3%	
LGIP Rate Investments	3.10%	5.20%	+ 2.1%	
Non-LGIP Investments	3.10%	1.94%	-1.16%	

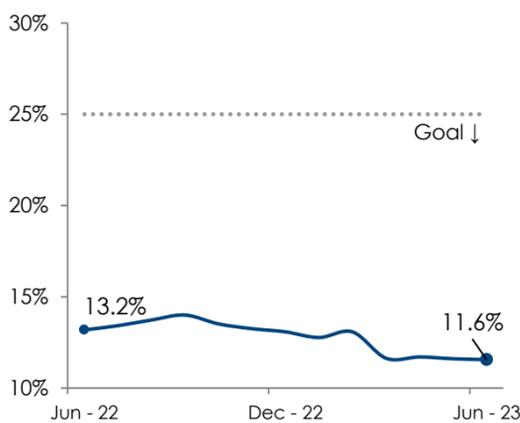
Housing Management

	Scope	Target	June '23	
Public Housing Occupancy ²	3,766 units	98.0%	98.7%	
Local Programs Occupancy	8,715 units	96.5%	98.6%	
Total Units Online ³	12,547 units	11,105	12,547	

Housing Choice Voucher Program Operations

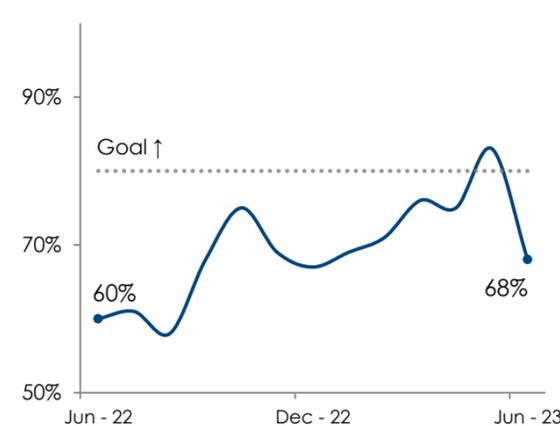
Shelter Burden

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



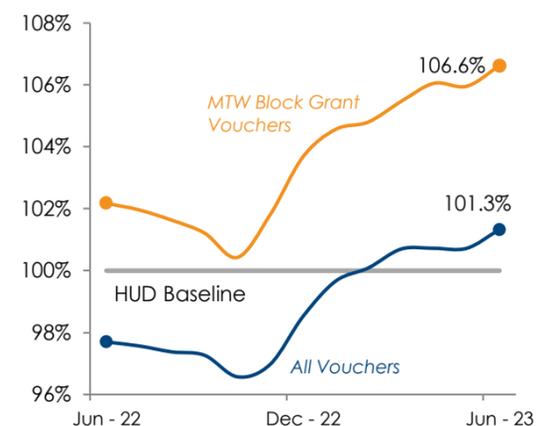
Shopping Success⁴

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



Utilization Rate⁵

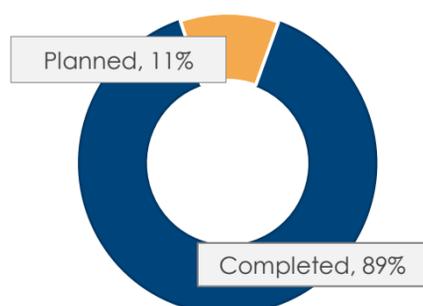
Percentage of HUD ACC leased by month.



Focus Areas

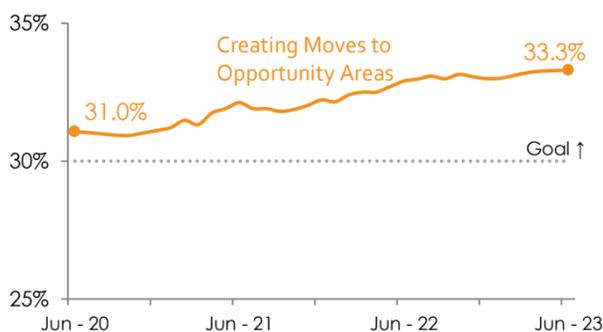
Inclusion Now Training

Percentage of staff who have completed Inclusion Now (I).



Opportunity Area Access

Percentage of households with children living in high opportunity areas.



Notes

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

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To: Board of Commissioners
From: Saeed Hajarizadeh, DED/CAO
Date: September 15, 2023
Re: **Second Quarter 2023 Financial Report**

Financial Highlights

Federal Programs

- Housing Choice Voucher Funding increased by 17% in 2023
- Properties managed by KCHA averaged a 98% lease-up
- Salaries cost continue below budget due to un-filled positions
- Capital activities generally below budget due to supply chain issues

Local Programs

- Lower spending and grant reimbursements on weatherization projects
- Operating expenses are expected close to budget by year end

Development

- Non-operating revenue higher than expected due to unanticipated developer fees for Abbey Ridge and Ballmer Group, plus Washington State Department of Commerce capital grant for Skyway USB Redevelopment project

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 June 30, 2023

	2023 YTD Actual	2023 YTD Budget	% of YTD Budget	
Operating Revenues				
1 Tenant Revenue	\$81,015,983	\$79,617,915	102%	
2 Operating Subsidy from HUD-HCV	117,172,493	121,265,122	97%	
3 Operating Subsidy from HUD-PH	6,802,230	6,006,848	113%	(1)
4 Port-In Income	27,591,887	24,030,902	115%	(2)
5 Other Operating Income	18,373,929	20,259,133	91%	(3,4)
6 Total Operating Income	<u>250,956,522</u>	<u>251,179,920</u>	99.9%	
Operating Expenses				
7 Salaries	25,346,334	28,165,389	90%	(5)
8 Benefits	8,511,162	9,614,615	89%	(5)
9 Occupancy Expenses	18,729,934	21,529,163	87%	(6)
10 Maintenance Projects	0	0	NM	
11 HAP Expense-KCHA	88,461,768	97,818,748	90%	
12 HAP Expense-Ports In	27,506,232	24,030,902	114%	(2)
13 Other Social Service Expenses	8,045,208	9,252,345	87%	(3)
14 Administrative Expenses	15,158,111	17,921,519	85%	(7)
15 Total Operating Costs	<u>191,758,750</u>	<u>208,332,681</u>	92%	
16 Net Operating Income	<u>59,197,772</u>	<u>42,847,239</u>	138%	
Non-Operating Revenues				
17 Non-Operating income	9,241,864	10,441,000	89%	(8)
18 Total Non-Operating Income	<u>9,241,864</u>	<u>10,441,000</u>	89%	
Non-Operating Expenses				
19 Interest Payments	16,947,569	16,493,007	103%	
20 Non-Operating Expenses	1,191,083	1,588,484	75%	(4,9)
21 Total Non-Operating Expenses	<u>18,138,653</u>	<u>18,081,492</u>	100%	
22 Net Non-Operating Income (Loss)	<u>(8,896,788)</u>	<u>(7,640,492)</u>	116%	
23 Net Income(Loss)	<u>50,300,983</u>	<u>35,206,747</u>	143%	
Adjustments to Cash - Sources (Uses)				
24 Principal Payments	(13,253,427)	(27,167,889)	49%	(10,11)
25 Capital Expenditures	(19,222,709)	(6,011,173)	320%	(12)
26 Acquisitions/LIHTC Return to KCHA	0	0	NM	
27 Change (to)/from Designated Cash	(1,663,603)	(723,753)	230%	(13)
28 Change (to)/from Restricted Cash	(6,479,728)	1,276,375	NM	(14)
29 Transfers In/(Out)	(706,788)	(9,221,248)	8%	(15,16)
30 Other Changes in Debt	(81,871)	0	NM	
31 Others Sources/(Uses of Cash)	2,111,313	4,848,881	44%	(17)
32 Total Adjustments to Cash	<u>(39,296,813)</u>	<u>(36,998,807)</u>	106%	
33 Net Change in Unrestricted Cash	<u>\$11,004,170</u>	<u>(\$1,792,060)</u>	NM	
34 Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	113,889,068			
35 Ending Cash Balance-Unrestricted/Held by Mgmt Agent	124,893,238			

- 1) Operating subsidy through June exceeded target as actual is based on the 2023 subsidy request. Actual funding depends congress's budget appropriation and prorata level.
- 2) Port ins/out were higher than expected in the budget. We had additional 230 port ins issued in the first three months of 2023.
- 3) Mainly due to lower spending and grant reimbursements on weatherization projects.
- 4) MKCRF capital projects were less than target resulting in lower capital transfer and reimbursements.
- 5) Salaries and benefits were below target due to unfilled positions.
- 6) Maintenance expenses and utilities are lower than budgeted due to slower spending on maintenance contracts but expected to increase as the year progresses.
- 7) 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.
- 8) HUD CFP grant revenue was below target. Various CFP grant financed capital projects were below target due to supply chain issues but expected to increase during the 2nd half of the year.
- 9) Insurance reimbursement for Windsor Heights fire loss occurred in July 2022. Also, technical accounting entry to adjust prior year expenses.
- 10) The budgeted write-off of the Kirkland Heights \$11.2 million King County TOD loan is expected to occur during the third quarter.
- 11) 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.
- 12) The budgeted disposal of the Kirkland Heights capital assets totaling \$22 million is expected to occur during the third quarter. This is partially offset as various maintenance contract projects were below target as it is typical early in the year but expected to increase as the year progresses.
- 13) Deposits to replacement reserves were higher than budgeted.
- 14) Mainly due unbudgeted deposits to debt service reserves.
- 15) Capital projects were less than target resulting in lower capital transfer and reimbursements.
- 16) Transfer from MTW for Birch Creek bond payment was less than target as management decision was made to use the CFP grant totaling \$905k. Also, transfer from MTW for unit upgrades were below target as projects depend on unit availability.
- 17) Mainly due to an increase in accounts payable, accrued interest payable and decrease in prepaid insurance and lease receivable offset by increase in grant receivable.

King County Housing Authority
Income Statement with Cash Adjustments
Federal Programs and Properties
For the Period Ended June 30, 2023

	2023	2023	% of
	YTD	YTD	YTD
	Actual	Budget	Budget
Operating Revenues			
5 Tenant Revenue	7,054,406	6,800,458	104%
6 Operating Subsidy from HUD-HCV	116,959,100	121,054,063	97%
7 Operating Subsidy from HUD-PH	6,802,230	6,006,848	113% (1)
8 Port-In Income	27,591,887	24,030,902	115% (2)
9 Other Operating Income	4,434,624	2,494,995	178% (3)
Total Operating Income	<u>162,842,246</u>	<u>160,387,266</u>	102%
Operating Expenses			
10 Salaries	9,311,598	10,991,775	85% (4)
11 Benefits	3,431,678	4,124,335	83% (4)
12 Occupancy Expenses	5,502,159	5,606,629	98%
13 Maintenance Projects	-	-	NM
14 HAP Expense-KCHA	88,461,768	97,818,748	90%
15 HAP Expense-Ports In	27,506,232	24,030,902	114% (1)
16 Other Social Service Expenses	4,800,672	4,608,035	104%
17 Administrative Expenses	6,429,569	7,138,138	90% (5)
Total Operating Costs	<u>145,443,676</u>	<u>154,318,560</u>	94%
Net Operating Income	<u>17,398,570</u>	<u>6,068,706</u>	287%
Non-Operating Revenues			
21 Non-Operating income	3,776,881	5,878,645	64% (6)
Total Non-Operating Income	<u>3,776,881</u>	<u>5,878,645</u>	64%
Non-Operating Expenses			
19 Interest Payments	2,349,591	2,059,250	114% (7)
22 Non-Operating Expenses	16,211	0	NM
Total Non-Operating Expenses	<u>2,365,802</u>	<u>2,059,250</u>	115%
Net Non-Operating Income (Loss)	1,411,079	3,819,395	37%
Net Income(Loss)	<u>18,809,649</u>	<u>9,888,101</u>	190%
Adjustments to Cash - Sources (Uses)			
18 Principal Payments	(185,000)	(212,500)	87% (8)
23 Capital Expenditures	(5,905,910)	(7,079,558)	83% (6)
30 Acquisitions/LIHTC Return to KCHA	0	0	NM
24 Change in Designated Cash	1,221,203	414,616	295% (9)
25 Change in Restricted Cash	(26,145)	(215,644)	12% (10)
26 Transfers In/Out	(1,293,789)	(2,653,041)	49% (11)
31 Other Changes in Debt	(81,871)	0	NM
27 Others Sources/(Uses of Cash)	(7,500,202)	947,237	NM (12)
Non Operating Net Sources (Uses) of Cash	<u>(13,771,713)</u>	<u>(8,798,890)</u>	157%
Net Change in Unrestricted Cash	<u>\$ 5,037,936</u>	<u>\$ 1,089,212</u>	463%
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	13,697,643		
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	18,735,579		

- 1) Operating subsidy through June exceeded target as actual is based on the 2023 subsidy request. Actual funding depends on congress's budget appropriation and prorated level.
- 2) Port ins/out were higher than expected in the budget. We had additional 230 port ins issued in the first six months of 2023.
- 3) \$615K in Unbudgeted EHV Admin Fee was received in the first quarter. Also, due to higher than budgeted port-in admin fee.
- 4) Salaries and benefits were below target due to unfilled positions.
- 5) 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.
- 6) HUD CFP grant revenue was below target. Various CFP grant financed capital projects were below target due to supply chain issues but expected to increase during the 2nd half of the year.
- 7) Mainly due to unbudgeted \$240k interest expense for Salmon Creek.
- 8) Mainly due to unbudgeted \$75k Salmon Creek debt principal payment.
- 9) Mainly due to technical accounting entry to adjust EPC project reserve account.
- 10) The budgeted deposit to EHV reserves has yet to occur. This is partially offset due to less than budgeted draw from the MKCRF collateral deposit.
- 11) Transfer from MTW for Birch Creek bond payment was less than target as management decision was made to use the CFP grant totaling \$496k. Also, transfer from MTW for unit upgrades were below target as projects depend on unit availability.
- 12) Mainly due to an increase in accrued expenses and decrease prepaid insurance.

King County Housing Authority
Income Statement with Cash Adjustments
Local Programs and Properties
For the Period Ended June 30, 2023

	2023	2023	% of	
	YTD	YTD	YTD	
	Actual	Budget	Budget	
Operating Revenues				
5 Tenant Revenue	73,961,578	72,817,457	102%	
6 Operating Subsidy from HUD-HCV	213,393	211,059	101%	
7 Operating Subsidy from HUD-PH	-	-	NM	
8 Port-In Income	-	-	NM	
9 Other Operating Income	13,939,305	17,764,138	78%	(1,2)
Total Operating Income	<u>88,114,276</u>	<u>90,792,654</u>	97%	
Operating Expenses				
10 Salaries	16,034,736	17,173,614	93%	
11 Benefits	5,079,484	5,490,281	93%	
12 Occupancy Expenses	13,227,775	15,922,534	83%	(3)
13 Maintenance Projects	-	-	NM	
14 HAP Expense-KCHA	-	-	NM	
15 HAP Expense-Ports In	-	-	NM	
16 Other Social Service Expenses	3,244,537	4,644,310	70%	(1)
17 Administrative Expenses	8,728,542	10,783,382	81%	(4)
Total Operating Costs	<u>46,315,074</u>	<u>54,014,121</u>	86%	
Net Operating Income	<u>41,799,202</u>	<u>36,778,533</u>	114%	
Non-Operating Revenues				
21 Non-Operating income	5,464,983	4,562,355	120%	
Total Non-Operating Income	<u>5,464,983</u>	<u>4,562,355</u>	120%	
Non-Operating Expenses				
19 Interest Payments	14,597,978	14,433,758	101%	
22 Non-Operating Expenses	1,174,872	1,588,484	74%	(2,5)
Total Non-Operating Expenses	<u>15,772,850</u>	<u>16,022,242</u>	98%	
Net Non-Operating Income (Loss)	<u>(10,307,867)</u>	<u>(11,459,887)</u>	90%	
Net Income(Loss)	<u>31,491,335</u>	<u>25,318,646</u>	124%	
Adjustments to Cash - Sources (Uses)				
18 Principal Payments	(13,068,427)	(26,955,389)	48%	(6,7)
23 Capital Expenditures	(13,316,800)	1,068,385	NM	(8,9)
40 Acquisitions/LIHTC Return to KCHA	-	-	NM	
24 Change in Designated Cash	(2,884,806)	(1,138,369)	253%	(10)
25 Change in Restricted Cash	(6,453,583)	1,492,019	NM	(11)
26 Transfers In/Out	587,001	(6,568,207)	NM	(6,9,1)
41 Other Changes in Debt	-	-	NM	
27 Others Sources/(Uses of Cash)	9,611,515	3,901,644	246%	(13)
Non Operating Net Sources (Uses) of Cash	<u>(25,525,100)</u>	<u>(28,199,917)</u>	91%	
Net Change in Unrestricted Cash	<u>5,966,235</u>	<u>(2,881,271)</u>	NM	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	100,191,425			
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	106,157,660			

- 1) Mainly due to lower spending and grant reimbursements on weatherization projects.
- 2) MKCRF capital projects were less than target resulting in lower capital transfer and reimbursements.
- 3) Maintenance expenses and utilities are lower than budgeted due to slower spending on maintenance contracts but expected to increase as the year progresses.
- 4) Various categories were under target: professional services, admin contracts, and computer equipment but expected to increase as the year progresses.
- 5) Insurance reimbursement for Windsor Heights fire loss occurred in July 2022. Also, technical accounting entry to adjust prior year expenses.
- 6) The budgeted write-off of the Kirkland Heights \$11.2 million King County TOD loan is expected to occur during the third quarter.
- 7) 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.
- 8) Various maintenance contract projects were below target as it is typical early in the year but expected to increase as the year progresses.
- 9) The budgeted disposal of the Kirkland Heights capital assets totaling \$22 million is expected to occur during the third quarter.
- 10) Deposits to replacement reserves were higher than budgeted .
- 11) Mainly due unbudgeted deposits to debt service reserves.
- 12) Capital projects were less than target resulting in lower capital transfer and reimbursements.
- 13) Mainly due to an increase in accounts payable, accrued interest payable and decrease in prepaid insurance and lease receivable offset by increase in grant receivable.

2)

King County Housing Authority
Income Statement with Cash Adjustments
Development Activity
For the Period Ended June 30, 2023

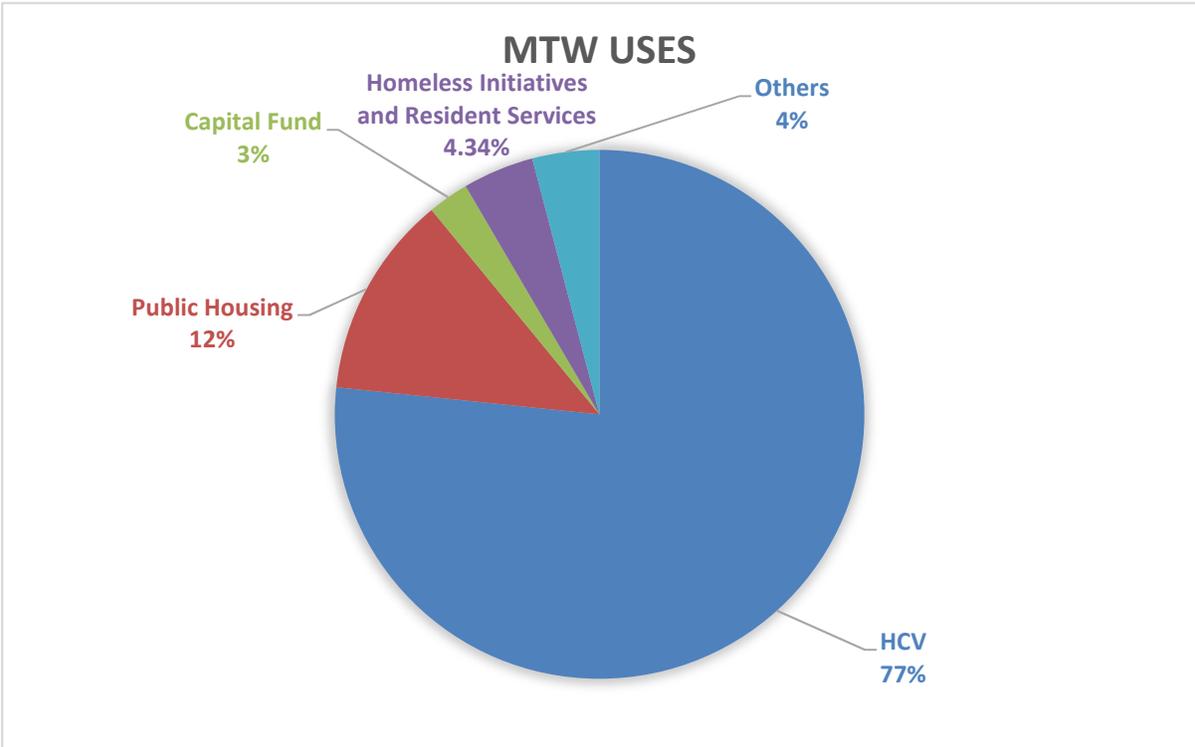
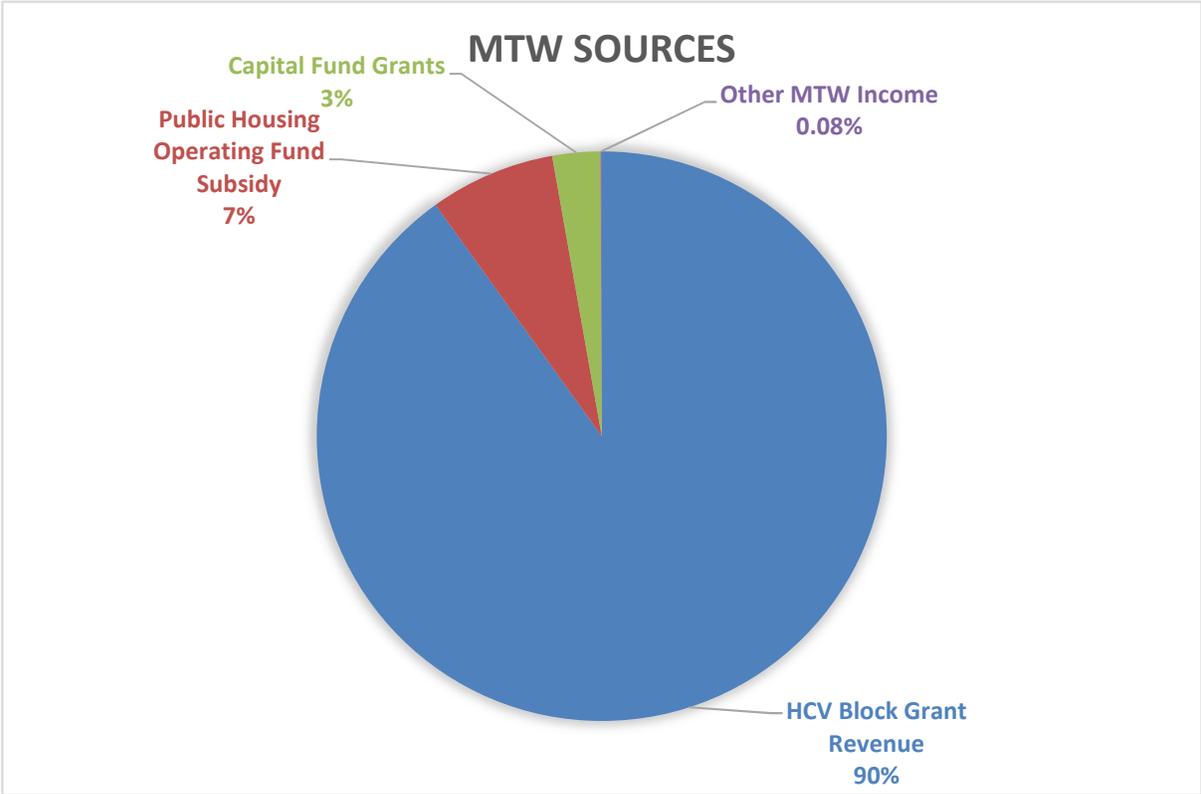
	2023 TYD Actual	2023 YTD Budget	% of YTD Budget	
Operating Revenues				
1 Operating Revenue	995,233	929,162	107%	(1)
2 Total Operating Income	995,233	929,162	107%	
Operating Expenses				
3 Operating Expenses	542,467	656,199	83%	(2)
4 Total Operating Costs	542,467	656,199	83%	
Net Operating Income (Loss)	452,766	272,963	166%	
Non-Operating Revenues				
5 Non-Operating income	3,298,896	1,860,901	177%	(3)
Non-Operating Expenses				
6 Non-Operating Expenses	142	0	NM	
7 Interest Payments	840,937	1,045,460	80%	(4)
Total Non-Operating Expenses	841,079	1,045,460	80%	
Net Non-Operating Income (Loss)	2,457,817	815,441	301%	
Net Income(Loss)	2,910,583	1,088,404	267%	
Adjustments to Cash - Sources (Uses)				
8 Change in Debt	(12,104,138)	26,277,609	NM	(5,6)
9 Capital Expenditures	2,224,574	2,401,743.87	93%	
10 Acquisitions/LIHTC Return to KCHA	-	(36,224,000)	0%	(5)
12 Change in Restricted Cash	(4,377,934)	(267,787)	1635%	(7)
13 Transfers In/Out	420,663	410,298	103%	
15 Others Sources/(Uses of Cash)	12,636,939	13,387,602	94%	(9)
Non Operating Net Sources (Uses) of Cash	(1,199,896)	5,753,189	NM	
Net Change in Unrestricted Cash	1,710,686	6,841,593	25%	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	7,134,333			
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	8,845,019			

- 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 and Washington State Department of Commerce 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. Also the Abbey Ridge 2020 bond debt service interest was budgeted in the General Partner fund. However, management decision was made to pay the interest from Operations. This is partially offset by Issaquah Trailhead interest on line of credit as the property was purchased in December 2022 after the 2023 budget was adopted.
- 5) \$66.2 million was budgeted for new housing acquisitions through debt financing. Actual acquisitions have yet to occur.
- 6) Abbey Ridge developer fee payment. Unbudgeted.
- 7) Deposit to program income reserve from Greenbridge Division 8 lot sales proceeds. Unbudgeted.
- 8) The budgeted \$1 million internal loan from COCC for Issaquah TOD has yet to occur.

**King County Housing Authority
Statement of Financial Position
As of June 30, 2023**

	Federal Summary	Local Summary	Development	Total
Cash-Unrestricted	\$17,386,716	\$70,027,294	\$8,845,303	\$96,259,313
Cash-Held by Management Agent	1,348,863	36,130,366	0	37,479,228
Cash-Designated	9,532,738	94,470,481	0	104,003,220
Cash-Restricted	13,318,518	25,270,558	31,093,831	69,682,907
Total Cash	41,586,835	225,898,699	39,939,134	307,424,668
Other Current Assets	24,587,140	14,634,892	3,373,877	42,595,909
Long-term Assets	419,116,612	1,378,779,225	218,965,325	2,016,861,162
Total Other Assets	443,703,752	1,393,414,117	222,339,202	2,059,457,071
Total Assets	\$485,290,587	\$1,619,312,816	\$262,278,336	2,366,881,739
Current Liabilities	32,710,892	41,431,768	2,129,617	76,272,277
Long-Term Liabilities	102,109,276	1,088,874,183	122,794,972	1,313,778,431
Total Liabilities	134,820,168	1,130,305,951	124,924,589	1,390,050,708
Equity	350,470,419	489,006,865	137,353,747	976,831,030
Total Liabilities and Equity	\$485,290,587	\$1,619,312,816	\$262,278,336	2,366,881,739

		<u>Actual</u>
MTW SOURCES		
HCV Block Grant Revenue		\$ 86,187,285
Public Housing Operating Fund Subsidy		6,802,230
Capital Fund Grants		2,605,637
Other MTW Income		73,268
Total MTW Sources		<u>95,668,420</u>
MTW USES		
HCV	79,940,107	
Funding of HAP Payments to Landlords		(74,967,313)
Funding of Section 8 Administrative Costs		(4,972,794)
Public Housing	12,959,663	
Transfers to PH AMPs Based on Need		(6,157,433)
Public Housing Operating Expenses		(6,802,230)
Capital Fund	2,612,714	
Capital Fund Grants		(2,612,714)
Homeless Initiatives and Resident Services	4,529,864	
Homeless Initiatives		(581,932)
Resident Services		(3,947,932)
Others	4,273,554	
MTW Admin Support Costs		(722,457)
Construction Activity & Management Fees		(2,775,061)
Green River and Birch Creek debt payments		(531,923)
Misc. Other Uses		(776,036)
Total MTW Uses		<u>\$ (104,847,825)</u>
Variance		(9,179,405)
Reconciling Items		
Loan from Fund 100 (misc federal)		(18,452,513)
Adjustments to Cash		31,149,507
Change in Restricted Cash		70,794
Investment Income		72,902
Expense for other departments		(3,661,286)
		9,179,405





Quarterly Financial Report – 6-30-2023

Federal Programs and Properties



Income Statement with Cash Adjustments Federal Programs and Properties	2023	2023	% of
	YTD	YTD	YTD
	Actual	Budget	Budget
Operating Revenues	162,842,246	160,387,266	102%
Operating Expenses	145,443,676	154,318,560	94%
Net Operating Income	17,398,570	6,068,706	287%
Non-Operating Revenues	3,776,881	5,878,645	64%
Non-Operating Expenses	2,365,802	2,059,250	115%
Net Non-Operating Income (Loss)	1,411,079	3,819,395	37%
Net Income(Loss)	18,809,649	9,888,101	190%
Adjustments to Cash - Sources (Uses)	(13,771,713)	(8,798,890)	157%
Net Change in Unrestricted Cash	5,037,936	1,089,212	463%

Notes:

- Housing Choice Voucher Funding increased by 17% in 2023
- Properties managed by KCHA averaged a 98% lease-up
- Salaries cost continue below budget due to un-filled positions
- Capital activities generally below budget due to supply chain issues

Local Programs and Properties



Income Statement with Cash Adjustments	2023	2023	% of
Local Programs and Properties	YTD	YTD	YTD
	Actual	Budget	Budget
Operating Revenues	88,114,276	90,792,654	97%
Operating Expenses	46,315,074	54,014,121	86%
Net Operating Income	41,799,202	36,778,533	114%
Non-Operating Revenues	5,464,983	4,562,355	120%
Non-Operating Expenses	15,772,850	16,022,242	98%
Net Non-Operating Income (Loss)	(10,307,867)	(11,459,887)	90%
Net Income(Loss)	31,491,335	25,318,646	124%
Adjustments to Cash - Sources (Uses)	(25,525,100)	(28,199,917)	91%
Net Change in Unrestricted Cash	5,966,235	(2,881,271)NA	

Notes:

- Lower spending and grant reimbursements on weatherization projects
- Operating expenses are expected close to budget by year end

Development Activity



Income Statement with Cash Adjustments	2023	2023	% of
Development Activity	TYD	YTD	YTD
	Actual	Budget	Budget
Operating Revenues	995,233	929,162	107%
Operating Expenses	542,467	656,199	83%
Net Operating Income (Loss)	452,766	272,963	166%
Non-Operating Revenues	3,298,896	1,860,901	177%
Non-Operating Expenses	841,079	1,045,460	80%
Net Non-Operating Income (Loss)	2,457,817	815,441	301%
Net Income(Loss)	2,910,583	1,088,404	267%
Adjustments to Cash - Sources (Uses)	(1,199,896)	5,753,189NA	
Net Change in Unrestricted Cash	1,710,686	6,841,593	25%

Notes:

- Non-operating revenue higher than expected due to unanticipated developer fees for Abbey Ridge and Ballmer Group, plus Washington State Department of Commerce capital grant for Skyway USB Redevelopment project

MTW Report



MTW SOURCES

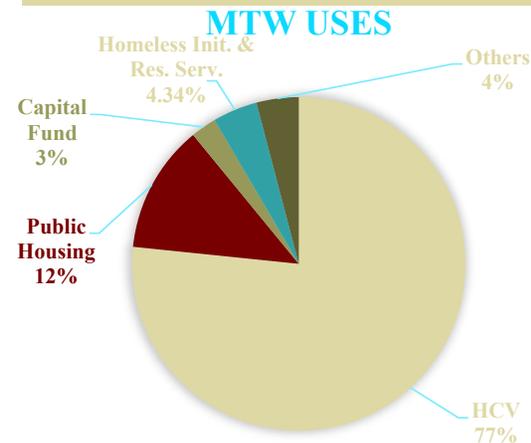
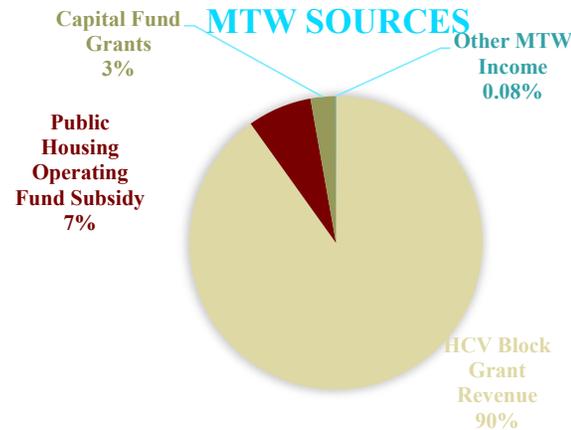
HCV Block Grant Revenue	86,187,285
Public Housing Operating Fund Subsidy	6,802,230
Capital Fund Grants	2,605,637
Other MTW Income	73,268
Total MTW Sources	95,668,420

MTW USES

Funding of HAP Payments to Landlords	(74,967,313)
Funding of Section 8 Administrative Costs	(4,972,794)
Transfers to PH AMPs Based on Need	(6,157,433)
Public Housing Operating Expenses	(6,802,230)
Capital Fund Grants	(2,612,714)
Homeless Initiatives	(581,932)
Resident Services	(3,947,932)
Misc. Other Uses	(776,036)
Total MTW Uses	(104,847,825)

Variance (9,179,405)

Reconciling Items	
Loan from Fund 100 (misc federal)	(18,452,513)
Adjustments to Cash	31,149,507
Change in Restricted Cash	70,794
Investment Income	72,902
Expense for other departments	(3,661,286)
	9,179,405



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TO: Board of Commissioners

FROM: Tim Baker, Senior Management Analyst
Support Services Department

DATE: August 2, 2023

RE: **Second Quarter CY 2023 Procurement Report**

The second quarter procurement report includes all activity from April through June 2023 that met one the following criteria:

- New contracts with values of \$100,000 or greater.
- Change orders that resulted in revised contract values in excess of 110% of either the original value or the not-to-exceed contract amount.
- Contracts with extensions or other foreseen changes.

It is a best practice to keep KCHA's governing body informed of all significant procurement activity.

Awarded Contracts Over \$100,000:

In the second quarter of 2023, 19 new contracts with an aggregated value of just over \$115 million were entered into. These 19 contracts accounted for 95% of the contracts executed in the quarter.

The largest construction contract was \$99,069,800 awarded to Allied Construction for the Kirkland Heights redevelopment project managed by the Asset Management and Development departments. The contract was issued by the New Kirkland Heights LLLP. The Weatherization Department awarded \$9.5 million in contracts to 4 contractors for weatherization services.

The largest non-construction contract was \$184,920 awarded to SMR Architects for design services for the Greenbridge "notch" location and is managed by the HOPE VI Department.

Contract Change Orders

KCHA's internal procedures require heightened oversight and review once a contract has incurred change orders valued at more than 10% of the original contract amount. The change order section was divided between change orders issued in response to

unforeseen field conditions or expanded project scopes, and change orders which were foreseen at the time the initial contract was executed (primarily through contract extensions on multi-year contracts). The not-to-exceed total for the “foreseen” change order section is the projected total amount of the contract once all the foreseen change orders are completed.

Change Orders Exceeding 10%:

There were 12 condition change orders issued. Five were produced by the Asset Management department for various projects, and 4 for the Sunnydale interior upgrade project managed by Capital Construction.

Change Orders with Contract Extensions or Other Foreseen Circumstances:

Three change orders were issued in this quarter. All were from the Maintenance Department for landscaping, flooring and fire protection services.

**KING COUNTY HOUSING AUTHORITY
QUARTERLY PROCUREMENT REPORT
April-June 2023 (Second Quarter)**

Awarded Contracts Over \$100,000

Issuing Department	Contract type	Contract Awarded to	Estimate/Budget Amount	Initial Contract Amount	NTE with extensions	Procurement Process	# of bids	Notes
Asset Management	Sandpiper East office/cabana upgrades	BCN	\$529,690	\$522,450	\$522,450	sealed bid	1	Contractor has performed successfully on several KCHA projects.
Asset Management	Asphalt replacement, multiple locations	Becker Blacktop	\$780,175	\$605,839	\$605,839	sealed bid	6	New contractor for KCHA.
Asset Management	Meadowbrook fire alarm system upgrades	Steele Elec.	\$671,421	\$723,000	\$723,000	sealed bid	2	Contractor has performed successfully on several KCHA projects.
Asset Management	Kirkland Heights redevelopment	Allied	\$115,606,495	\$99,069,800	\$99,069,800	sealed bid	2	Contractor has performed successfully on several KCHA projects. Largest single issued contract in KCHA history.
Capital Construction	Nike Manor roof replacements	Masterwork	\$254,549	\$277,663	\$277,663	sealed bid	4	New contractor for KCHA.
Capital Construction	Eastridge House fire system upgrades	Brink	\$438,151	\$340,000	\$340,000	sealed bid	1	Contractor has performed successfully on several KCHA projects. Woman owned business.
Capital Construction	Burien Park fire system upgrades	Brink	\$802,534	\$489,000	\$489,000	sealed bid	1	Contractor has performed successfully on several KCHA projects. Woman owned business.
Capital Construction	Woodcreek Lane envelope upgrades	Innovative Builders	\$636,174	\$599,000	\$599,000	sealed bid	2	Contractor has performed successfully on several KCHA projects.
Capital Construction	Northwood Square site improvements	BCN	\$681,219	\$629,782	\$629,782	sealed bid	4	Contractor has performed successfully on several KCHA projects.
Capital Construction	Sunnydale exterior renovations	Woodridge Const.	\$691,087	\$657,493	\$657,493	sealed bid	2	New contractor for KCHA.
HOPE VI	Greenbridge design services	SMR	\$200,000	\$184,920	\$184,920	RFQ	5	Firm has designed several KCHA projects. This work is for the "Notch" at Greenbridge.
Weatherization	Sunnydale mechanical & electrical upgrades	Resicon	\$273,539	\$255,382	\$255,382	sealed bid	1	Contractor has performed successfully on several KCHA projects. Woman owned business.
Weatherization	Andrews Arms mech & elec upgrades	Resicon	\$231,069	\$278,080	\$278,080	sealed bid	1	Contractor has performed successfully on several KCHA projects. Woman owned business.
Weatherization	Andrews Heights mech & elec upgrades	Resicon	\$476,185	\$451,759	\$451,759	sealed bid	2	Contractor has performed successfully on several KCHA projects. Woman owned business.
Weatherization	weatherization services	Vela Bros.	\$500,000	\$500,000	\$500,000	RFP	5	Contractor has performed successfully on several KCHA projects. Minority owned business.
Weatherization	weatherization services	Energy Savers	\$2,000,000	\$2,000,000	\$2,000,000	RFP	5	Contractor has performed successfully on several KCHA projects. Minority owned business.
Weatherization	weatherization services	Insulation Co.	\$2,500,000	\$2,500,000	\$2,500,000	RFP	5	New contractor for KCHA. Minority owned company.
Weatherization	weatherization services	Green Built	\$2,500,000	\$2,500,000	\$2,500,000	RFP	5	Contractor has performed successfully on several KCHA projects. Woman/Minority owned business.
Weatherization	weatherization services	Arrow	\$2,500,000	\$2,500,000	\$2,500,000	RFP	5	Contractor has performed successfully on several KCHA projects.
Total			\$132,272,288	\$115,084,168	\$115,084,168			

Contracts exceeding 10% cumulative change order-Condition Changes

Issuing Department	Contract type	Contract awarded to	Initial Contract Amount/NTE*	Prior Change Orders	Change Orders this Quarter	# of Change Orders this Quarter	Total Contract Value to Date	% of NTE*	Notes (Current Quarter Change Orders)
Asset Management	Windsor Heights fire restoration	BCN	\$289,200	\$7,495	\$35,485	1	\$332,180	15%	Additional unit upgrade work done at the request of KCHA.
Asset Management	Woodridge Park roof replacements	Olympic Roofing	\$135,000	\$0	\$35,616	1	\$170,616	26%	Deterioration of sheathing much worse than anticipated.
Asset Management	Emerson decks & siding	Ace Improvements	\$59,788	\$0	\$19,169	1	\$78,957	32%	Discovered the upper decks were in need of replacement.
Asset Management	Rainier View A&E services	Kirkbride	\$133,700	\$7,903	\$39,172	1	\$180,775	35%	Project delay required additional design services.
Asset Management	Kirkland Heights machinist A&E services	SMR	\$146,820	\$186,875	\$4,000	1	\$337,695	130%	Additional design services requested for Building 8.
Capital Construction	Sunnydale interior renovations	Pete Almond	\$140,631	\$0	\$92,430	4	\$233,061	66%	Community room and water drain line upgrades.
HOPE VI	Flood control engineering services	KPFF	\$974,523	\$113,376	\$97,450	1	\$1,185,349	22%	Additional design services needed due to changes in the sewer & water systems.
Maintenance	Security services	Pacific Security	\$114,049	\$0	\$160,400	1	\$274,449	141%	Extending the contract several months as a bridge to the next phase of security services.
Resident Services	Moving services	Reliable Moving	\$100,000	\$0	\$45,000	1	\$145,000	45%	Volume of moves has dramatically increased over forecast, requiring additional funding.
Total			\$2,093,711	\$315,649	\$528,722	12	\$2,938,082		

Contracts with contract extensions or other foreseen change orders

Issuing Department	Contract type	Contract awarded to	NTE*	Prior Contract Value	Contract Extensions this Quarter	# of Contract Extensions this Quarter	Current Contract Value	% of NTE*	Notes (Current Quarter Change Orders)
Maintenance	Landscaping services	Brightview	\$1,000,000	\$159,400	\$421,327	1	\$580,727	58%	Two year renewal of the contract.
Maintenance	Flooring services	345 Flooring	\$1,000,000	\$500,000	\$460,000	1	\$960,000	96%	One year contract renewal.
Maintenance	Fire & life safety task order contract	Smith Fire	\$1,000,000	\$500,000	\$500,000	1	\$1,000,000	100%	First renewal of the contract.
Total			\$3,000,000	\$1,159,400	\$1,381,327	3	\$2,540,727		

*NTE = Not To Exceed

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KCHA IN THE NEWS

September 25, 2023



King County Housing Authority

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Meet KCHA: Our Properties Friendly Village

Friendly Village is an affordable manufactured home community in Redmond for seniors 55 and older. It is set in a beautiful wooded area; Bear Creek runs through the property. Residents own their manufactured homes and lease the lot from KCHA. Lawn service of common areas and garbage service are included in the lot rent. Each home features a driveway and carport, and amenities include a community building with kitchen and laundry facilities, recreational vehicle storage, heated pool, dog park and a picnic area. Friendly Village is located within easy driving distance of central Redmond's shopping, services (including medical facilities), and parks, including Marymoor Park.





King County Housing Authority

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Meet KCHA:
Amar Randev

Despite King County's tight rental housing market, most KCHA Section 8 Housing Choice Voucher participants are able to find and lease suitable housing with their voucher. One reason can be attributed to Amar Randev, Senior Housing Program Manager, and his team of landlord liaisons. Amar, who has been at KCHA since 2015, works to maintain and expand relationships with the landlord community (currently about 2,400) to ensure a continuous supply of rental units to our program participants. A landlord himself, Amar has extensive experience in leasing and property management. He has also been employed as a facilities, leasing and operations manager at Enterprise Holdings (Enterprise Rent-A-Car, Alamo and National Rentals) where he managed the facility operations of 44 car rental branches and two airport locations. The multi-talented Amar earned a master's in Public Administration; has lived in India, Nigeria, Canada, and the U.S.; and is fluent in Punjabi, Hindi and Urdu, as well as English. When he first joined KCHA, Amar worked with the Veterans Housing Support Team to locate rental housing for homeless veterans. In 2017, when Amar started in his role as an Owner Liaison, KCHA had 11,744 vouchers under lease. He has since been instrumental in helping to expand the program. In June 2023, KCHA had 14,305 vouchers under lease, an increase of 18 percent! If that weren't enough, Amar's work on our rent change process helped KCHA win the 2018-19 NAHRO Award of Excellence. Amar is motivated by two factors: the desire to ensure that voucher participants can obtain satisfactory housing and the professional opportunity to grow and be challenged by KCHA's ever-evolving housing programs. When away from the office, Amar enjoys reading and spending time outdoors with friends and family.





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Meet KCHA:
Mary Gonzalez-Hansen

Mary Gonzalez-Hansen has been with KCHA for 25 years. Since 2005, she's managed our manufactured housing communities - HomeOwnership Program (HOP). Mary, who graduated from Central Washington University with a bachelor's degree in office management, was attracted to KCHA because it provides such an essential need – affordable housing – to communities in King County. A case in point: Mary found it tremendously rewarding to help bring homes to Wonderland Estates, a manufactured home community in Renton that had been slated for redevelopment, but which KCHA acquired in 2007. Mobile homes represent the most affordable form of homeownership, and Mary is proud of her role in helping build the sense of community in partnership with the homeowners in our five manufactured housing communities. When not working to improve our manufactured housing portfolio of properties, Mary enjoys traveling, gardening, and making arts and crafts.





King County Housing Authority

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Meet KCHA: Our Properties

Ballinger Commons

Ballinger Commons Apartment Homes offers comfortable apartments with one, two, or three bedrooms in a prime location in Shoreline. Residents of this 485-unit apartment community enjoy excellent access to shopping, parks, and the highly rated schools of the Shoreline School District. The beautifully landscaped property is located on 77 acres of rolling hills featuring trees, ponds, and trails. Amenities include dishwashers, garbage disposals, oversized closets, washers and dryers, and balconies; apartment homes are wired for cable television and high-speed internet access. Residents enjoy access to covered parking, an electric vehicle charging station, a fitness center, a playground, and picnic and BBQ area. The community also features numerous transit connections to destinations in both King and Snohomish County. Qualifying criteria for each home is subject to income restrictions. Learn more at www.kcha.org/housing/property.aspx?PropertyID=154





King County Housing Authority

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Meet KCHA:

Gary Leaf, Chief Information Officer

Gary's IT career is extensive: It spans over 50 years and 6 distinct industries in the private sector before he joined KCHA in 2009. Before getting hired at KCHA, he served on the board for Community Voicemail, a nonprofit organization that provides free voicemail boxes to people experiencing homelessness. It helps people who are phoneless to apply for jobs, manage health care, stay in touch, and connect with services. Joining KCHA was a natural fit! At the time, Gary's plan was to work for another five years – that was 14 years ago! Gary is a native Washingtonian. He lived in eastern Washington until 1980 when he moved to Seattle. When not at work Gary likes to take long walks with his two rescue dogs and Black Lab puppy and spend time in his wood shop.





King County Housing Authority

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Meet KCHA:
Carolyn Robinson

Carolyn Robinson is so well-versed in the rules and regs of HUD housing quality standards, she would give AI a run for its money! As Senior Housing Quality Inspection Manager, Carolyn has managed KCHA's Housing Quality Standards Inspection department for nearly 29 years. She and her team are responsible for the inspection of nearly 15,000 rental units that receive subsidy under the federal Housing Choice Voucher program, up from just a few thousand units when she started in 1994. Prior to joining KCHA, she was employed at Seattle Housing Authority for a decade. She began her career at the King County Multi-Service Center, working in the Chore and Energy Assistance program. Carolyn is proud to be part of such an innovative organization and many of the accomplishments of the HCV department. Said Carolyn: "Many of the inspection practices we've implemented under MTW are now standard practices. (MTW is a special designation given to KCHA by the U.S. Dept. of Housing and Urban Development.) I love working with city, state and local jurisdictions, and our many partners, to ensure that our clients live in safe and affordable housing." Carolyn's favorite aspect of the job, however, is working with all the wonderful people at KCHA. "It truly takes a village to do what we do," she adds. When not ensuring that housing units meet designated performance and acceptability criteria, Carolyn loves reading, hiking, embarking on travel adventures, and spending time with her family. She has a bachelor's degree in theology.





King County Housing Authority

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Meet KCHA: Our Properties

Bellepark East

Located in Bellevue's Crossroads neighborhood, Bellepark East Apartments is close to several parks and the Crossroads Community Center. This 30-unit garden-style community is situated amidst mature trees in a park-like setting and features spacious kitchens, Energy Star-certified appliances, and a swimming pool, outdoor picnic and barbecue area. It's located within the top-rated Bellevue School District. Dozens of shops, restaurants and entertainment options are nearby at the Crossroads Shopping Center, and the freeway is just a short drive away. Find out more at:

www.kcha.org/housing/property.aspx?PropertyID=156





King County Housing Authority

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Meet KCHA:
Debra Grant

It takes more than an individual's hard work to succeed. We all need tools – like housing, education, a living wage – and compassion, to help us along the road to success. KCHA's Southwest Regional Manager of Resident Services, Debra Grant, offers both in spades. With a bachelor's degree in Social Welfare from the University of Washington and more than 30 years of experience in human services in King and Pierce counties, Debra is a resource par excellence when it comes to helping people fulfill their potential. Her background includes providing direct assistance to individuals and families in need, as well as managing programs. She's overseen transitional housing and permanent supportive housing programs that assist homeless families and chronically homeless individuals. She has also served as the director of Emergency Service Centers providing food, financial and energy assistance, and housing. Debra was attracted to KCHA because it focuses on helping people maintain and thrive in their housing. She believes that housing is a fundamental human right. "Helping people be successful and maintain this limited resource is something that I am passionate about," she said. "I also love working with people and training staff to be impactful and supportive of those that we serve. I hope to be at KCHA for many more years." Debra comes from a large family with nine brothers and sisters. She's raised her two daughters in King County.

