



HYBRID MEETING OF THE BOARD OF COMMISSIONERS

**Monday, September 15, 2025
3:00 pm**

Webinar Meeting:

<https://kcha-org.zoom.us/j/84244814646>

Webinar ID: 842 4481 4646

Phone: (253) 215-8782

HYBRID MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Monday, September 15, 2025 - 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. Election of Officers

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

V. Approval of Minutes

- A. Board Meeting Minutes – July 21, 2025

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VI. Approval of Agenda

VII. Consent Agenda

- A. Voucher Certification Reports for June 2025 and July 2025

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- B. **Resolution No. 5800** – Authorizing Lauren Mathisen as
Alternative Contracting Officer for the Purpose of Executing
Essential Legal Documents

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- C. **Resolution No. 5801** – Authorizing the submission of funding
Applications in conjunction with the development of the Trailhead
development at 1550 Newport Way NW, Issaquah, Washington

4

VIII. Resolutions for Discussion

- | | |
|---|----------|
| A. Resolution No. 5802 – | 5 |
| Authorizing changes to the Calculation of Total Tenant Payment
in Public Housing and Housing Choice Voucher Programs | |

IX. Reports

- | | |
|---|----------|
| A. 2025 Second Quarter Financial Report | 6 |
| B. YAPP Program Update | 7 |
| C. Increasing 2025 Going Beyond Payment Standards | 8 |
| D. Asset Management Resident Survey | 9 |

X. Executive Session

- | | |
|--|--|
| A. To receive and evaluate complaints or charges brought against a public
officer or employee (RCW 42.30.110 (1) (f)) | |
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XI. President/CEO Report

XII. KCHA in the News

XIII. Commissioner Comments

XIV. Adjournment

Members of the public who wish to give public comment: We are now accepting public comment during the meeting or written comments. Please send your requests for public comment to the Board Coordinator via email to kamir@kcha.org 3 days prior to the meeting date. If you have questions, please call 206-574-1206.

T A B N U M B E R

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

Monday, July 21, 2025

I. CALL TO ORDER

The monthly meeting of the King County Housing Authority Board of Commissioners was held as a special hybrid meeting on Monday, July 21, 2025. There being a quorum, the hybrid meeting was called to order by Vice Chair Jackson at 3:00 p.m.

II. ROLL CALL

Present: Commissioner Richard Jackson (Vice-Chair) (via Zoom), Commissioner Tina Keys (via Zoom), Commissioner Jerry Lee (via Zoom) and Commissioner Neal Black (via Zoom)

Absent: Commissioner Regina Elmi

III. PUBLIC COMMENT

No public comment

IV. APPROVAL OF MINUTES

A. Board Meeting Minutes – June 30, 2025

On motion by Commissioner Tina Keys, and seconded by Commissioner Jerry Lee, the Board unanimously approved the June 30, 2025 meeting minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner Neal Black, and seconded by Commissioner Jerry Lee, the Board unanimously approved the July 21, 2025, hybrid Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Reports for May 2025

B. First Quarter 2025 Executive Dashboard

On motion by Commissioner Neal Black, and seconded by Commissioner Jerry Lee, the Board unanimously approved the July 21, 2025, hybrid Board of Commissioners' meeting consent agenda.

VII. RESOLUTIONS FOR DISCUSSION

A. Resolution No. 5799 – Moving to Work Plan Amendment

Jessica de Barros, Vice President of Policy explained that this Amendment adds two new activities and to clarify KCHA's intent to make changes to the implementation of ongoing approved initiatives projected to occur during the fiscal year.

On motion by Commissioner Neal Black, and seconded by Commissioner Jerry Lee, the Board unanimously approved Resolution 5799.

VIII. BRIEFINGS AND REPORTS

A. 2025 Midyear Budget

Shannon Nicholas, Financial Reporting Manager explained that the Midyear Financial Forecast includes revised assumptions and new information not part of the original budget process.

B. Safety and Security Updates

Pohna Lim, Vice President for Safety and Security gave a detailed presentation of Flock cameras.

He also clarified misconceptions regarding media misrepresentation along with the facts from Johnson County Sheriff's Office.

C. People and Culture: EDIB Update

Tonya Harlan, Executive VP of People and Culture and Ebane Mainor, EDIB Program Manager presented the update.

Strategic Alignment for People and Culture. People and Culture is made up of Human Resources, Learning and Development and Equity, Diversity, Inclusion and Belonging (EDIB). This creates a holistic employee experience that not only ensures compliance and operational efficiency but also drives engagement, inclusion and professional growth across KCHA.

Development and Implementation of Inclusive Practices:

- Demographic Dashboards
- Equity Lens Tool Development

IX. EXECUTIVE SESSION

- A. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public (g); and to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency (i).

Vice-Chair Commissioner Jackson announced that the Board of Commissioners will be going into Executive Session for approximately one hour starting at 4:00pm.

4:00pm – Board meeting was suspended.

5:01pm – Board meeting was re-convened.

X. PRESIDENT/CEO REPORT

Robin Walls, President/CEO gave news updates.

- We received confirmation from Standard and Poors of maintaining our AA bond status with respect to our rating.
- Several staff including myself attended the NAHRO Summer Symposium in New York City last week. NAHRO is National Association of Housing and Redevelopment Officials. The focus was looking at the Federal landscape.
- We are hearing that there is an expectation that when the continued Resolution expires on Sept 30th, that there will be another continuing Resolution. Congress will go into their congressional recess for summer break. Passage of HR1 that then leads to appropriations, and there will be multiple phases as far as the appropriation process.
 - There's a proposal for some cuts, some of the HUD cuts are not as drastic as the cuts that are expected for some of the other programs, such as Medicaid and food stamps. We are expecting deep cuts at Housing Authorities for Public Housing Funds, both operating and capital funds, as well as reductions of HCV Administrative Fees.
 - EHV's will be transitioned into tenant protection vouchers, this doesn't restore funding it transfers from one voucher type to another, but doesn't come with additional funding so they are not renewed vouchers. We expect to continue receiving funding until December 2026. January 2027 is where

we will not receive the additional funding, this will leave an anticipated gap of \$20 million dollars.

- Expansion of the tax credits. They are most important tool for creation and development for affordable housing.
- Anticipating that work requirements will most likely happen.
- Term limits are still being talked about. It's unclear if this will be an aggressive amount of time, such as three years or less or a generous amount of time.
- There could be an Executive Order that will clarify rules towards mixed families. Mixed households that have a combination of immigrants that some may have undocumented status will impact those families. We have 130-140 families that are in this status.
- There was a sanitation strike in Kent that has concluded, services have returned to normal.
- We have hired Lauren Mathisen as the Executive Vice President of Real Estate Development/Chief Development Officer. She will be over Development and Asset Management.

XI. KCHA IN THE NEWS

None.

XII. COMMISSIONER COMMENTS

None.

XIII. ADJOURNMENT

Vice Chair Jackson adjourned the meeting at 5:04 p.m.

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

RICHARD JACKSON, Vice Chair
Board of Commissioners

ROBIN WALLS

President/CEO and Secretary-Treasurer

T A B N U M B E R



King County Housing Authority

To: Board of Commissioners

From: Mary Osier, Accounting Manager

Date: August 6, 2025

Re: **VOUCHER CERTIFICATION FOR JUNE 2025**

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
August 6, 2025

Bank Wires / ACH Withdrawals		8,728,982.10
	<i>Subtotal</i>	8,728,982.10
Accounts Payable Vouchers		
Key Bank Checks - #357801-358233		6,619,867.00
Tenant Accounting Checks - #12485-12512		13,504.21
	<i>Subtotal</i>	6,633,371.21
Payroll Vouchers		
Checks - #911930178-911930181 & 911979285-911979306 & 912071927-912071941		61,186.27
Direct Deposit		2,707,085.87
	<i>Subtotal</i>	2,768,272.14
Section 8 Program Vouchers		
Checks - #656728-657390		1,187,064.81
ACH - #643653-646120		22,471,304.43
	<i>Subtotal</i>	23,658,369.24
Purchase Card / ACH Withdrawal		378,945.71
	<i>Subtotal</i>	378,945.71
	GRAND TOTAL	\$ 42,167,940.40

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	06/04/2025	\$ 23,078.63	AP & Payroll	
Ballinger Commons	06/04/2025	\$ 105,104.43	AP & Payroll	
Bellepark	06/04/2025	\$ 2,220.03	AP	
Brier Woods	06/04/2025	\$ 105,104.43	AP & Payroll	
Emerson	06/04/2025	\$ 90,747.60	AP & Payroll	
GILMAN SQUARE	06/04/2025	\$ 91,607.40	AP & Payroll	
Hampton Greens	06/04/2025	\$ 35,198.36	AP	
Kendall Ridge	06/04/2025	\$ 24,516.22	AP	
Landmark	06/04/2025	\$ 271.96	AP	
Meadowbrook	06/04/2025	\$ 135,349.05	AP & Payroll	
Riverstone	06/04/2025	\$ 7,081.46	AP	
Surrey Downs	06/04/2025	\$ 117,566.55	AP & Payroll	
Villages at South Station	06/04/2025	\$ 59,719.34	AP & Payroll	
Woodside East	06/04/2025	\$ 4,723.82	AP & Payroll	
ALPINE RIDGE	06/05/2025	\$ 7,924.13	AP & Payroll	
ARBOR HEIGHTS	06/05/2025	\$ 9,346.84	AP & Payroll	
Aspen Ridge	06/05/2025	\$ 14,755.19	AP & Payroll	
Auburn Square	06/05/2025	\$ 22,497.42	AP & Payroll	
Carriage House	06/05/2025	\$ 240,261.44	AP & Payroll	
Carrington	06/05/2025	\$ 12,520.78	AP & Payroll	
CASCADIAN	06/05/2025	\$ 26,797.02	AP & Payroll	
Colonial Gardens	06/05/2025	\$ 10,256.74	AP & Payroll	
Corinthian	06/05/2025	\$ 109,630.00	AP & Payroll	
Cottonwood	06/05/2025	\$ 20,403.53	AP & Payroll	
Cove East	06/05/2025	\$ 58,653.35	AP & Payroll	
FAIRWOOD	06/05/2025	\$ 17,817.79	AP & Payroll	
HERITAGE PARK	06/05/2025	\$ 8,158.45	AP & Payroll	
Henry House	06/05/2025	\$ 19,287.93	AP & Payroll	

Juanita View	06/05/2025	\$ 11,992.30	AP & Payroll	
Kendall Ridge	06/05/2025	\$ 180,000.37	AP	
LAURELWOOD	06/05/2025	\$ 13,010.60	AP & Payroll	
Meadows Acct	06/05/2025	\$ 11,447.59	AP & Payroll	
Newporter	06/05/2025	\$ 45,592.63	AP & Payroll	
NIA	06/05/2025	\$ 78,929.05	AP & Payroll	
OVERLAKE	06/05/2025	\$ 48,119.02	AP & Payroll	
Parkwood	06/05/2025	\$ 11,387.40	AP & Payroll	
Pinewood Village	06/05/2025	\$ 45,105.57	AP & Payroll	
Plum Court	06/05/2025	\$ 28,661.04	AP & Payroll	
RAINIER VIEW I	06/05/2025	\$ 12,656.44	AP	
RAINIER VIEW II	06/05/2025	\$ 8,804.68	AP	
Salish	06/05/2025	\$ 24,957.15	AP & Payroll	
SALMON CREEK	06/05/2025	\$ 42,644.54	AP & Payroll	
Sandpiper East	06/05/2025	\$ 78,851.01	AP & Payroll	
SEOLA CROSSING	06/05/2025	\$ 80,983.79	AP & Payroll	
SEOLA CROSSING	06/05/2025	\$ 33,838.17	AP & Payroll	
SI VIEW	06/05/2025	\$ 10,658.83	AP	
SOUTHWOOD SQUARE	06/05/2025	\$ 9,734.84	AP & Payroll	
Sterling Ridge	06/05/2025	\$ 27,033.87	AP & Payroll	
Tall Cedars	06/05/2025	\$ 25,742.32	AP & Payroll	
Timberwood	06/05/2025	\$ 21,462.86	AP & Payroll	
Vashon Terrace	06/05/2025	\$ 2,420.41	AP	
Walnut Park	06/05/2025	\$ 19,345.10	AP & Payroll	
WINDSOR HEIGHTS	06/05/2025	\$ 45,119.27	AP & Payroll	
Woodridge Park	06/05/2025	\$ 20,520.15	AP & Payroll	
Bellepark	06/11/2025	\$ 28,720.21	AP & Payroll	
Hampton Greens	06/11/2025	\$ 87,007.20	AP & Payroll	
Kendall Ridge	06/11/2025	\$ 188,012.32	AP & Payroll	
Landmark	06/11/2025	\$ 51,249.26	AP & Payroll	
Riverstone	06/11/2025	\$ 95,914.79	AP & Payroll	
SALMON CREEK	06/11/2025	\$ 7,561.47	AP & Payroll	
Woodside East	06/11/2025	\$ 556,383.50	AP & Payroll	
ALPINE RIDGE	06/12/2025	\$ 4,887.18	AP	
ARBOR HEIGHTS	06/12/2025	\$ 11,325.80	AP	
Aspen Ridge	06/12/2025	\$ 16,649.60	AP	
Auburn Square	06/12/2025	\$ 16,141.44	AP	
Carriage House	06/12/2025	\$ 11,249.27	AP	
Carrington	06/12/2025	\$ 7,516.04	AP	
CASCADIAN	06/12/2025	\$ 15,747.91	AP	

Colonial Gardens	06/12/2025	\$ 2,463.94	AP	
FAIRWOOD	06/12/2025	\$ 21,525.00	AP	
HERITAGE PARK	06/12/2025	\$ 20,595.77	AP	
LAURELWOOD	06/12/2025	\$ 13,391.91	AP	
Meadows Acct	06/12/2025	\$ 11,200.08	AP	
Newporter	06/12/2025	\$ 22,199.13	AP	
OVERLAKE	06/12/2025	\$ 125,930.42	AP	
Parkwood	06/12/2025	\$ 27,142.73	AP	
Pinewood Village	06/12/2025	\$ 10,879.42	AP	
Plum Court	06/12/2025	\$ 7,248.30	AP	
RAINIER VIEW I	06/12/2025	\$ 4,139.02	AP	
RAINIER VIEW II	06/12/2025	\$ 2,274.02	AP	
Salish	06/12/2025	\$ 29,183.62	AP	
Sandpiper East	06/12/2025	\$ 9,214.29	AP	
SI VIEW	06/12/2025	\$ 1,238.00	AP	
SOUTHWOOD SQUARE	06/12/2025	\$ 7,296.76	AP	
Sterling Ridge	06/12/2025	\$ 138,765.87	AP	
Timberwood	06/12/2025	\$ 7,131.51	AP	
Vashon Terrace	06/12/2025	\$ 2,757.40	AP	
Walnut Park	06/12/2025	\$ 32,254.73	AP	
WINDSOR HEIGHTS	06/12/2025	\$ 54,392.10	AP	
Woodridge Park	06/12/2025	\$ 60,519.59	AP	
ALPINE RIDGE	06/18/2025	\$ 9,703.61	AP & Payroll	
ARBOR HEIGHTS	06/18/2025	\$ 15,826.96	AP & Payroll	
Argyle	06/18/2025	\$ 100,209.37	AP & Payroll	
Aspen Ridge	06/18/2025	\$ 7,637.12	AP & Payroll	
Auburn Square	06/18/2025	\$ 26,869.76	AP & Payroll	
Ballinger Commons	06/18/2025	\$ 208,185.90	AP & Payroll	
Bellepark	06/18/2025	\$ 1,742.67	AP	
Carriage House	06/18/2025	\$ 31,570.92	AP & Payroll	
Carrington	06/18/2025	\$ 54,929.69	AP & Payroll	
CASCADIAN	06/18/2025	\$ 21,487.51	AP & Payroll	
Colonial Gardens	06/18/2025	\$ 18,939.92	AP & Payroll	
Cottonwood	06/18/2025	\$ 17,900.67	AP & Payroll	
Cove East	06/18/2025	\$ 90,389.48	AP & Payroll	
Emerson	06/18/2025	\$ 155,303.54	AP & Payroll	
FAIRWOOD	06/18/2025	\$ 26,309.92	AP & Payroll	
GILMAN SQUARE	06/18/2025	\$ 52,109.28	AP & Payroll	
Hampton Greens	06/18/2025	\$ 20,987.94	AP	
HERITAGE PARK	06/18/2025	\$ 10,744.98	AP & Payroll	

Henry House	06/18/2025	\$ 15,419.10	AP & Payroll	
Juanita View	06/18/2025	\$ 115,050.40	AP & Payroll	
Kendall Ridge	06/18/2025	\$ 23,698.38	AP	
Landmark	06/18/2025	\$ 7,270.82	AP	
LAURELWOOD	06/18/2025	\$ 171,940.01	AP & Payroll	
LAURELWOOD	06/18/2025	\$ 150,000.00	AP & Payroll	
Meadowbrook	06/18/2025	\$ 43,123.73	AP & Payroll	
Meadows	06/18/2025	\$ 21,095.44	AP & Payroll	
Newporter	06/18/2025	\$ 23,879.01	AP & Payroll	
NIA	06/18/2025	\$ 24,863.15	AP & Payroll	
OVERLAKE	06/18/2025	\$ 47,753.28	AP & Payroll	
Parkwood	06/18/2025	\$ 12,810.01	AP & Payroll	
Pinewood Village	06/18/2025	\$ 21,483.74	AP & Payroll	
Plum Court	06/18/2025	\$ 17,774.12	AP & Payroll	
RAINIER VIEW I	06/18/2025	\$ 2,138.43	AP & Payroll	
RAINIER VIEW II	06/18/2025	\$ 393.84	AP & Payroll	
Riverstone	06/18/2025	\$ 36,498.29	AP	
Salish	06/18/2025	\$ 49,900.30	AP & Payroll	
SALMON CREEK	06/18/2025	\$ 35,529.33	AP & Payroll	
Sandpiper East	06/18/2025	\$ 25,392.57	AP & Payroll	
SEOLA CROSSING	06/18/2025	\$ 37,986.83	AP & Payroll	
SEOLA CROSSING	06/18/2025	\$ 35,049.70	AP & Payroll	
SI VIEW	06/18/2025	\$ 609.74	AP & Payroll	
SOUTHWOOD SQUARE	06/18/2025	\$ 102,405.31	AP & Payroll	
Sterling Ridge	06/18/2025	\$ 53,543.82	AP & Payroll	
Surrey Downs	06/18/2025	\$ 43,572.45	AP & Payroll	
Timberwood	06/18/2025	\$ 23,487.41	AP & Payroll	
Vashon Terrace	06/18/2025	\$ 1,481.83	AP & Payroll	
Villages at South Station	06/18/2025	\$ 92,888.50	AP & Payroll	
Walnut Park	06/18/2025	\$ 21,163.45	AP & Payroll	
WINDSOR HEIGHTS	06/18/2025	\$ 94,538.42	AP & Payroll	
Woodridge Park	06/18/2025	\$ 27,048.84	AP & Payroll	
Woodside East	06/18/2025	\$ 20,393.33	AP	
Bellepark	06/25/2025	\$ 20,291.62	AP & Payroll	
Hampton Greens	06/25/2025	\$ 55,103.19	AP & Payroll	
Kendall Ridge	06/25/2025	\$ 65,627.51	AP & Payroll	
Landmark	06/25/2025	\$ 502,898.35	AP & Payroll	
Riverstone	06/25/2025	\$ 67,313.76	AP & Payroll	
Woodside East	06/25/2025	\$ 41,710.98	AP & Payroll	
ALPINE RIDGE	06/26/2025	\$ 10,707.40	AP	

ARBOR HEIGHTS	06/26/2025	\$ 9,756.61	AP	
Aspen Ridge	06/26/2025	\$ 52,306.76	AP	
Auburn Square	06/26/2025	\$ 32,442.57	AP	
Carriage House	06/26/2025	\$ 4,055.35	AP	
Carrington	06/26/2025	\$ 6,137.83	AP	
CASCADIAN	06/26/2025	\$ 4,156.08	AP	
Colonial Gardens	06/26/2025	\$ 8,484.91	AP	
FAIRWOOD	06/26/2025	\$ 6,136.70	AP	
HERITAGE PARK	06/26/2025	\$ 10,964.30	AP	
LAURELWOOD	06/26/2025	\$ 24,903.48	AP	
Meadows Acct	06/26/2025	\$ 19,181.53	AP	
Newporter	06/26/2025	\$ 12,988.95	AP	
OVERLAKE	06/26/2025	\$ 32,594.80	AP	
Parkwood	06/26/2025	\$ 5,295.99	AP	
Pinewood Village	06/26/2025	\$ 2,040.21	AP	
Plum Court	06/26/2025	\$ 1,259.12	AP	
RAINIER VIEW I	06/26/2025	\$ 11,112.66	AP	
RAINIER VIEW II	06/26/2025	\$ 8,494.70	AP	
Salish	06/26/2025	\$ 9,258.15	AP	
Sandpiper East	06/26/2025	\$ 6,962.14	AP	
SI VIEW	06/26/2025	\$ 12,947.26	AP	
SOUTHWOOD SQUARE	06/26/2025	\$ 870.37	AP	
Sterling Ridge	06/26/2025	\$ 34,543.21	AP	
Tall Cedars	06/26/2025	\$ 21,160.62	AP	
Timberwood	06/26/2025	\$ 9,349.50	AP	
Vashon Terrace	06/26/2025	\$ 1,999.73	AP	
Walnut Park	06/26/2025	\$ 7,812.26	AP	
WINDSOR HEIGHTS	06/26/2025	\$ 20,042.97	AP	
Woodridge Park	06/26/2025	\$ 8,588.71	AP	
ARBOR HEIGHTS	06/27/2025	\$ 50,000.00	Q2 Distribution	
Argyle	06/27/2025	\$ 600,000.00	Q2 Distribution	
Aspen Ridge	06/27/2025	\$ 25,000.00	Q2 Distribution	
Auburn Square	06/27/2025	\$ 250,000.00	Q2 Distribution	
Ballinger Commons	06/27/2025	\$ 1,300,000.00	Q2 Distribution	
Bellepark	06/27/2025	\$ 600,000.00	Q2 Distribution	
Carrington	06/27/2025	\$ 400,000.00	Q2 Distribution	
CASCADIAN	06/27/2025	\$ 100,000.00	Q2 Distribution	
Cottonwood	06/27/2025	\$ 150,000.00	Q2 Distribution	
Cove East	06/27/2025	\$ 200,000.00	Q2 Distribution	
Emerson	06/27/2025	\$ 400,000.00	Q2 Distribution	

FAIRWOOD	06/27/2025	\$ 45,000.00	Q2 Distribution	
GILMAN SQUARE	06/27/2025	\$ 50,000.00	Q2 Distribution	
Hampton Greens	06/27/2025	\$ 600,000.00	Q2 Distribution	
HERITAGE PARK	06/27/2025	\$ 150,000.00	Q2 Distribution	
Juanita View	06/27/2025	\$ 250,000.00	Q2 Distribution	
Kendall Ridge	06/27/2025	\$ 400,000.00	Q2 Distribution	
Landmark	06/27/2025	\$ 100,000.00	Q2 Distribution	
Meadowbrook	06/27/2025	\$ 50,000.00	Q2 Distribution	
Meadows Acct	06/27/2025	\$ 35,000.00	Q2 Distribution	
Newporter	06/27/2025	\$ 300,000.00	Q2 Distribution	
Parkwood	06/27/2025	\$ 200,000.00	Q2 Distribution	
Pinewood Village	06/27/2025	\$ 230,000.00	Q2 Distribution	
Riverstone	06/27/2025	\$ 950,000.00	Q2 Distribution	
Salish	06/27/2025	\$ 400,000.00	Q2 Distribution	
Sandpiper East	06/27/2025	\$ 400,000.00	Q2 Distribution	
SOUTHWOOD SQUARE	06/27/2025	\$ 25,000.00	Q2 Distribution	
Sterling Ridge	06/27/2025	\$ 200,000.00	Q2 Distribution	
Surrey Downs	06/27/2025	\$ 500,000.00	Q2 Distribution	
Tall Cedars	06/27/2025	\$ 200,000.00	Q2 Distribution	
Timberwood	06/27/2025	\$ 500,000.00	Q2 Distribution	
Vashon Terrace	06/27/2025	\$ 15,000.00	Q2 Distribution	
Villages at South Station	06/27/2025	\$ 200,000.00	Q2 Distribution	
Walnut Park	06/27/2025	\$ 350,000.00	Q2 Distribution	
WINDSOR HEIGHTS	06/27/2025	\$ 80,000.00	Q2 Distribution	
Woodside East	06/27/2025	\$ 500,000.00	Q2 Distribution	
	213 Wires	\$ 18,255,261.59		



King County Housing Authority

To: Board of Commissioners

From: Mary Osier, Accounting Manager

Date: September 10, 2025

Re: **VOUCHER CERTIFICATION FOR JULY 2025**

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 10, 2025

Bank Wires / ACH Withdrawals		6,357,555.58
	<i>Subtotal</i>	6,357,555.58
Accounts Payable Vouchers		
Key Bank Checks - #358234-358635		7,677,985.20
Tenant Accounting Checks - #12513-12529		5,348.37
	<i>Subtotal</i>	7,683,333.57
Payroll Vouchers		
Checks - #912123876-912123879 & 912135292-912135304 & 912229692-912229704		49,096.08
Direct Deposit		2,849,422.49
	<i>Subtotal</i>	2,898,518.57
Section 8 Program Vouchers		
Checks - #657391-658085		1,289,449.12
ACH - #646121-648623		22,777,209.09
	<i>Subtotal</i>	24,066,658.21
Purchase Card / ACH Withdrawal		433,080.80
	<i>Subtotal</i>	433,080.80
	GRAND TOTAL	\$ 41,439,146.73

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	07/01/2025	\$ 51,876.04	AP & Payroll	
Ballinger Commons	07/01/2025	\$ 87,658.70	AP & Payroll	
Bellepark	07/01/2025	\$ 2,348.97	AP	
Brier Woods	07/01/2025	\$ 43,624.55	AP & Payroll	
Cottonwood	07/01/2025	\$ 23,727.53	AP & Payroll	
Cove East	07/01/2025	\$ 47,763.08	AP & Payroll	
Emerson	07/01/2025	\$ 88,002.28	AP & Payroll	
GILMAN SQUARE	07/01/2025	\$ 37,462.94	AP & Payroll	
Hampton Greens	07/01/2025	\$ 37,422.30	AP	
Henry House	07/01/2025	\$ 37,422.30	AP & Payroll	
Juanita View	07/01/2025	\$ 21,016.05	AP & Payroll	
Kendall Ridge	07/01/2025	\$ 26,905.17	AP	
Landmark	07/01/2025	\$ 6,595.77	AP	
Meadowbrook	07/01/2025	\$ 24,649.73	AP & Payroll	
NIA APARTMENTS	07/01/2025	\$ 33,655.60	AP & Payroll	
Riverstone	07/01/2025	\$ 17,851.90	AP	
SALMON CREEK	07/01/2025	\$ 46,064.17	AP & Payroll	
SEOLA CROSSING	07/01/2025	\$ 47,978.55	AP & Payroll	
SEOLA CROSSING	07/01/2025	\$ 29,905.15	AP & Payroll	
Surrey Downs	07/01/2025	\$ 36,766.39	AP & Payroll	
Villages at South Station	07/01/2025	\$ 85,549.02	AP & Payroll	
Woodside East	07/01/2025	\$ 2,979.68	AP	
Newporter	07/02/2025	\$ 37,708.20	AP & Payroll & OCR	
ALPINE RIDGE	07/02/2025	\$ 9,000.98	AP & Payroll & OCR	
ARBOR HEIGHTS	07/02/2025	\$ 21,658.40	AP & Payroll & OCR	
Aspen Ridge	07/02/2025	\$ 22,242.21	AP & Payroll & OCR	
Auburn Square	07/02/2025	\$ 34,173.27	AP & Payroll & OCR	
Carriage House	07/02/2025	\$ 28,533.71	AP & Payroll & OCR	

Carrington	07/02/2025	\$ 16,386.73	AP & Payroll & OCR	
CASCADIAN	07/02/2025	\$ 103,254.84	AP & Payroll & OCR	
Colonial Gardens	07/02/2025	\$ 16,934.45	AP & Payroll & OCR	
FAIRWOOD	07/02/2025	\$ 60,434.46	AP & Payroll & OCR	
HERITAGE PARK	07/02/2025	\$ 18,411.57	AP & Payroll & OCR	
LAURELWOOD	07/02/2025	\$ 18,549.54	AP & Payroll & OCR	
Meadows	07/02/2025	\$ 17,091.28	AP & Payroll & OCR	
OVERLAKE	07/02/2025	\$ 75,444.05	AP & Payroll & OCR	
Parkwood	07/02/2025	\$ 16,716.33	AP & Payroll & OCR	
Pinewood Village	07/02/2025	\$ 32,103.65	AP & Payroll & OCR	
Plum Court	07/02/2025	\$ 68,485.70	AP & Payroll & OCR	
RAINIER VIEW I	07/02/2025	\$ 8,207.39	AP	
RAINIER VIEW II	07/02/2025	\$ 5,554.77	AP	
Salish	07/02/2025	\$ 26,593.42	AP & Payroll & OCR	
SALMON CREEK	07/02/2025	\$ 6,821.68	AP	
SALMON CREEK	07/02/2025	\$ 983.48	AP	
Sandpiper East	07/02/2025	\$ 19,360.14	AP & Payroll & OCR	
SI VIEW	07/02/2025	\$ 5,912.74	AP	
SOUTHWOOD SQUARE	07/02/2025	\$ 17,321.74	AP & Payroll & OCR	
Sterling Ridge	07/02/2025	\$ 47,761.67	AP & Payroll & OCR	
Timberwood	07/02/2025	\$ 29,126.68	AP & Payroll & OCR	
Vashon Terrace	07/02/2025	\$ 602.14	AP	
Walnut Park	07/02/2025	\$ 22,411.96	AP & Payroll & OCR	
WINDSOR HEIGHTS	07/02/2025	\$ 68,809.74	AP & Payroll & OCR	
Woodridge Park	07/02/2025	\$ 36,428.51	AP & Payroll & OCR	
OVERLAKE	07/03/2025	\$ 2,500.00	AP & Payroll	
Bellepark	07/09/2025	\$ 28,191.24	AP & Payroll	
Hampton Greens	07/09/2025	\$ 85,964.58	AP & Payroll	
Kendall Ridge	07/09/2025	\$ 52,509.97	AP & Payroll	
Landmark	07/09/2025	\$ 46,365.10	AP & Payroll	
Riverstone	07/09/2025	\$ 188,468.96	AP & Payroll	
SALMON CREEK	07/09/2025	\$ 6,660.53	AP	
Woodside East	07/09/2025	\$ 55,907.84	AP & Payroll	
Newporter	07/10/2025	\$ 27,063.07	AP	
ALPINE RIDGE	07/10/2025	\$ 4,609.69	AP	
ARBOR HEIGHTS	07/10/2025	\$ 3,896.25	AP	
Aspen Ridge	07/10/2025	\$ 28,438.08	AP	
Auburn Square	07/10/2025	\$ 14,818.09	AP	
Carriage House	07/10/2025	\$ 11,378.80	AP	
Carrington	07/10/2025	\$ 19,866.10	AP	

CASCADIAN	07/10/2025	\$ 70,469.68	AP	
Colonial Gardens	07/10/2025	\$ 3,468.06	AP	
FAIRWOOD	07/10/2025	\$ 20,595.62	AP	
HERITAGE PARK	07/10/2025	\$ 20,000.88	AP	
LAURELWOOD	07/10/2025	\$ 16,023.71	AP	
Meadows	07/10/2025	\$ 4,404.31	AP	
OVERLAKE	07/10/2025	\$ 63,165.05	AP	
Parkwood	07/10/2025	\$ 4,163.40	AP	
Pinewood Village	07/10/2025	\$ 7,952.02	AP	
Plum Court	07/10/2025	\$ 55,014.65	AP	
RAINIER VIEW I	07/10/2025	\$ 10,374.00	AP	
RAINIER VIEW II	07/10/2025	\$ 2,958.00	AP	
Salish	07/10/2025	\$ 6,764.52	AP	
Sandpiper East	07/10/2025	\$ 18,881.89	AP	
SI VIEW	07/10/2025	\$ 4,815.00	AP	
SOUTHWOOD SQUARE	07/10/2025	\$ 5,040.86	AP	
Sterling Ridge	07/10/2025	\$ 26,082.06	AP	
Timberwood	07/10/2025	\$ 10,686.81	AP	
Vashon Terrace	07/10/2025	\$ 2,784.66	AP	
Walnut Park	07/10/2025	\$ 11,691.07	AP	
WINDSOR HEIGHTS	07/10/2025	\$ 24,592.50	AP	
Woodridge Park	07/10/2025	\$ 20,860.85	AP	
ALPINE RIDGE	07/15/2025	\$ 7,500.00	AP for Highlander	
Argyle	07/16/2025	\$ 60,055.00	AP & Payroll	
Ballinger Commons	07/16/2025	\$ 213,350.73	AP & Payroll	
Bellepark	07/16/2025	\$ 44,980.33	AP	
Brier Woods	07/16/2025	\$ 86,927.36	AP & Payroll	
Emerson	07/16/2025	\$ 163,514.29	AP & Payroll	
GILMAN SQUARE	07/16/2025	\$ 156,273.43	AP & Payroll	
Hampton Greens	07/16/2025	\$ 180,774.85	AP	
Kendall Ridge	07/16/2025	\$ 155,828.11	AP	
Landmark	07/16/2025	\$ 70,174.70	AP	
Meadowbrook	07/16/2025	\$ 65,892.17	AP & Payroll	
Riverstone	07/16/2025	\$ 31,606.12	AP	
Surrey Downs	07/16/2025	\$ 50,873.95	AP & Payroll	
Villages at South Station	07/16/2025	\$ 106,370.38	AP & Payroll	
Woodside East	07/16/2025	\$ 13,150.75	AP	
Newporter	07/17/2025	\$ 22,752.26	AP & Payroll	
ALPINE RIDGE	07/17/2025	\$ 9,126.80	AP & Payroll	
ARBOR HEIGHTS	07/17/2025	\$ 12,058.07	AP & Payroll	

Aspen Ridge	07/17/2025	\$ 53,468.32	AP & Payroll	
Auburn Square	07/17/2025	\$ 31,026.45	AP & Payroll	
Carriage House	07/17/2025	\$ 49,241.82	AP & Payroll	
Carrington	07/17/2025	\$ 18,595.46	AP & Payroll	
CASCADIAN	07/17/2025	\$ 33,004.96	AP & Payroll	
Colonial Gardens	07/17/2025	\$ 14,185.85	AP & Payroll	
FAIRWOOD	07/17/2025	\$ 27,295.08	AP & Payroll	
HERITAGE PARK	07/17/2025	\$ 18,804.99	AP & Payroll	
LAURELWOOD	07/17/2025	\$ 12,957.56	AP & Payroll	
Meadows	07/17/2025	\$ 22,937.36	AP & Payroll	
OVERLAKE	07/17/2025	\$ 22,507.95	AP & Payroll	
Parkwood	07/17/2025	\$ 24,659.22	AP & Payroll	
Pinewood Village	07/17/2025	\$ 15,613.65	AP & Payroll	
Plum Court	07/17/2025	\$ 8,727.77	AP & Payroll	
RAINIER VIEW I	07/17/2025	\$ 11,181.31	AP	
RAINIER VIEW II	07/17/2025	\$ 8,639.34	AP	
Salish	07/17/2025	\$ 26,103.89	AP & Payroll	
Sandpiper East	07/17/2025	\$ 27,857.43	AP & Payroll	
SI VIEW	07/17/2025	\$ 451.11	AP	
SOUTHWOOD SQUARE	07/17/2025	\$ 9,985.54	AP & Payroll	
Sterling Ridge	07/17/2025	\$ 80,740.71	AP & Payroll	
Timberwood	07/17/2025	\$ 26,706.79	AP & Payroll	
Vashon Terrace	07/17/2025	\$ 4,523.68	AP	
Walnut Park	07/17/2025	\$ 21,370.20	AP & Payroll	
WINDSOR HEIGHTS	07/17/2025	\$ 57,819.44	AP & Payroll	
Woodridge Park	07/17/2025	\$ 53,687.15	AP & Payroll	
Cottonwood	07/18/2025	\$ 17,896.72	AP & Payroll	
Cove East	07/18/2025	\$ 58,387.42	AP & Payroll	
Henry House	07/18/2025	\$ 10,796.80	AP & Payroll	
Juanita View	07/18/2025	\$ 23,602.77	AP & Payroll	
NIA APARTMENTS	07/18/2025	\$ 33,032.18	AP & Payroll	
SALMON CREEK	07/18/2025	\$ 60,109.39	AP & Payroll	
SEOLA CROSSING	07/18/2025	\$ 61,152.17	AP & Payroll	
SEOLA CROSSING	07/18/2025	\$ 40,512.46	AP & Payroll	
Tall Cedars	07/18/2025	\$ 18,159.27	AP & Payroll	
Bellepark	07/23/2025	\$ 22,929.69	AP & Payroll	
Hampton Greens	07/23/2025	\$ 45,671.92	AP & Payroll	
Kendall Ridge	07/23/2025	\$ 37,452.77	AP & Payroll	
Landmark	07/23/2025	\$ 15,907.96	AP & Payroll	
Riverstone	07/23/2025	\$ 27,734.11	AP & Payroll	

Woodside East	07/23/2025	\$ 83,749.89	AP & Payroll	
Newporter	07/24/2025	\$ 8,704.46	AP	
ALPINE RIDGE	07/24/2025	\$ 11,265.62	AP	
ARBOR HEIGHTS	07/24/2025	\$ 17,468.20	AP	
Aspen Ridge	07/24/2025	\$ 25,883.78	AP	
Auburn Square	07/24/2025	\$ 27,623.31	AP	
Carriage House	07/24/2025	\$ 36,060.92	AP	
Carrington	07/24/2025	\$ 6,867.26	AP	
CASCADIAN	07/24/2025	\$ 11,338.26	AP	
Colonial Gardens	07/24/2025	\$ 23,439.84	AP	
FAIRWOOD	07/24/2025	\$ 9,524.97	AP	
HERITAGE PARK	07/24/2025	\$ 5,034.20	AP	
LAURELWOOD	07/24/2025	\$ 13,698.88	AP	
Meadows	07/24/2025	\$ 4,167.80	AP	
OVERLAKE	07/24/2025	\$ 10,554.25	AP	
Parkwood	07/24/2025	\$ 11,270.83	AP	
Pinewood Village	07/24/2025	\$ 10,525.60	AP	
Plum Court	07/24/2025	\$ 31,776.21	AP	
RAINIER VIEW I	07/24/2025	\$ 16,281.93	AP	
RAINIER VIEW II	07/24/2025	\$ 7,225.77	AP	
Salish	07/24/2025	\$ 33,872.35	AP	
Sandpiper East	07/24/2025	\$ 11,567.53	AP	
SI VIEW	07/24/2025	\$ 4,931.99	AP	
SOUTHWOOD SQUARE	07/24/2025	\$ 5,163.99	AP	
Sterling Ridge	07/24/2025	\$ 21,860.73	AP	
Tall Cedars	07/24/2025	\$ 14,971.30	AP	
Timberwood	07/24/2025	\$ 76,927.81	AP	
Vashon Terrace	07/24/2025	\$ 5,227.85	AP	
Walnut Park	07/24/2025	\$ 52,756.39	AP	
WINDSOR HEIGHTS	07/24/2025	\$ 35,537.07	AP	
Woodridge Park	07/24/2025	\$ 32,155.75	AP	
Argyle	07/30/2025	\$ 155,501.77	AP & Payroll	
Ballinger Commons	07/30/2025	\$ 205,636.19	AP & Payroll	
Bellepark	07/30/2025	\$ 3,241.28	AP	
Brier woods	07/30/2025	\$ 51,322.03	AP & Payroll	
Emerson	07/30/2025	\$ 150,541.75	AP & Payroll	
GILMAN SQUARE	07/30/2025	\$ 45,996.48	AP & Payroll	
Hampton Greens	07/30/2025	\$ 142,486.37	AP & Payroll	
Kendall Ridge	07/30/2025	\$ 5,991.49	AP	
Landmark	07/30/2025	\$ 2,297.17	AP	

Meadowbrook	07/30/2025	\$ 31,116.87	AP & Payroll	
OVERLAKE	07/30/2025	\$ 750,000.00	Closing Fees - Chicago Titles	
OVERLAKE	07/30/2025	\$ 507,515.43	Closing Fees - Chicago Titles	
Riverstone	07/30/2025	\$ 9,265.39	AP	
Surrey Downs	07/30/2025	\$ 118,210.72	AP & Payroll	
Villages at South Station	07/30/2025	\$ 51,631.42	AP	
Woodside East	07/30/2025	\$ 18,334.84	AP	
Newporter	07/31/2025	\$ 34,272.86	AP & Payroll	
ALPINE RIDGE	07/31/2025	\$ 13,311.06	AP & Payroll	
ARBOR HEIGHTS	07/31/2025	\$ 15,453.47	AP & Payroll	
Aspen Ridge	07/31/2025	\$ 23,859.91	AP & Payroll	
Auburn Square	07/31/2025	\$ 40,474.09	AP & Payroll	
Carriage House	07/31/2025	\$ 39,301.19	AP & Payroll	
Carrington	07/31/2025	\$ 30,933.02	AP & Payroll	
CASCADIAN	07/31/2025	\$ 33,799.61	AP & Payroll	
Colonial Gardens	07/31/2025	\$ 23,314.75	AP & Payroll	
FAIRWOOD	07/31/2025	\$ 57,095.05	AP & Payroll	
HERITAGE PARK	07/31/2025	\$ 20,864.80	AP & Payroll	
LAURELWOOD	07/31/2025	\$ 17,133.22	AP & Payroll	
Meadows	07/31/2025	\$ 31,895.81	AP & Payroll	
OVERLAKE	07/31/2025	\$ 62,526.14	AP & Payroll	
Parkwood	07/31/2025	\$ 20,394.21	AP & Payroll	
Pinewood Village	07/31/2025	\$ 29,297.15	AP & Payroll	
Plum Court	07/31/2025	\$ 24,663.59	AP & Payroll	
RAINIER VIEW I	07/31/2025	\$ 1,321.72	AP	
RAINIER VIEW II	07/31/2025	\$ 2,455.44	AP	
Salish	07/31/2025	\$ 32,511.21	AP & Payroll	
Sandpiper East	07/31/2025	\$ 301,870.58	AP & Payroll	
SI VIEW	07/31/2025	\$ 3,871.06	AP	
SOUTHWOOD SQUARE	07/31/2025	\$ 16,996.97	AP & Payroll	
Sterling Ridge	07/31/2025	\$ 41,724.39	AP & Payroll	
Timberwood	07/31/2025	\$ 29,979.78	AP & Payroll	
Walnut Park	07/31/2025	\$ 24,507.29	AP & Payroll	
WINDSOR HEIGHTS	07/31/2025	\$ 56,539.29	AP & Payroll	
Woodridge Park	07/31/2025	\$ 55,563.91	AP & Payroll	
	223 Wires	\$ 9,326,782.67		

T A B N U M B E R

3



To: Board of Commissioners

From: Kami Robinson, Executive Assistant to the CEO

Date: September 10, 2025

Re: **Resolution No. 5800:** Authorizing Lauren Mathisen as Alternative Contracting Officer for the purpose of Executing Essential Legal Documents

Resolution No. 5800 is authorizing Lauren Mathisen, Executive Vice President of Real Estate Development/Chief Development Officer as an Alternative Contracting Officer for Essential Legal Documents when Robin Walls, President/CEO is not available to sign.

This is housecleaning, and making sure documentation is up to date with new Executive VP's.

This is a new resolution to add to Alternative Contracting Officer. The last Resolution No. 5738 was for Saeed Hajarizadeh in December, 2022.

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5800

**AUTHORIZING LAUREN MATHISEN AS ALTERNATIVE CONTRACTING OFFICER
FOR THE PURPOSE OF EXECUTING ESSENTIAL LEGAL DOCUMENTS**

WHEREAS, King County Housing Authority has numerous legal documents which are time sensitive and require execution by the Board of Commissioners or its designees; and,

WHEREAS, Robin Walls, President/CEO was designated primary Contracting Officer on May 26, 2022 via Resolution No. 5723; and

WHEREAS, President/CEO Walls may, from time to time, be unavailable to sign said documents; and

WHEREAS, Saeed Hajarizadeh, Executive Vice President of Administration/Chief Administrative Officer is also designated as Alternative Contracting Officer for the purposes of signing said legal documents. Via Resolution 5738; and

WHEREAS, Lauren Mathisen, Executive Vice President of Real Estate Development/Chief Development Officer is the appropriate staff to be added as a designated Alternative Contracting Officer for the purposes of signing said legal documents.

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

SECTION 1: Lauren Mathisen, Executive Vice President of Real Estate Development/Chief Development Officer is hereby designated Alternative Contracting Officer, empowered to sign all legal documents essential to the business conducted by the Housing Authority, at the direction of the President/CEO.

SECTION 2: The President/CEO is authorized to add to or change the names of Alternative Contracting Officers, should another Executive Vice President be hired or promoted, without further Board of Commissioner approval.

**ADOPTED AT THE REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT
AN OPEN PUBLIC MEETING THIS 15th DAY OF SEPTEMBER, 2025.**

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

RICHARD JACKSON, Vice Chair
Board of Commissioners

Attest:

ROBIN WALLS
President/CEO and Secretary-Treasurer

T A B N U M B E R



To: Board of Commissioners

From: Dan Landes, Vice President of Development

Date: September 9, 2025

Re: **Resolution No. 5801:** Authorizing the submission of funding applications in conjunction with the development of the Trailhead development at 1550 Newport Way NW, Issaquah, Washington

In June 2024, the Board of Commissioners passed resolution 5768, which authorized the Authority to form a Limited Liability Limited Partnership (Trailhead Apartments LLLP) for purposes of using Low-Income Housing Tax Credit ("LIHTC") financing as well as other necessary financing to create new affordable housing in the City of Issaquah. The development to be constructed will be known as Trailhead Apartments.

In 2017 the Authority submitted financing applications to King County for \$10 million and ARCH for \$2 million. Both of these applications were funded, securing a total of \$12 million in permanent below-market financing for the project. While the original financing commitments remain in place, construction costs have increased substantially since 2017, creating the need for additional financing. The Authority intends to apply for \$1 million in additional financing from King County, \$2 million in additional financing from ARCH, and \$5 million in new financing from the Washington State Department of Commerce.

Resolution 5768, passed in June 2024, authorized the President/CEO, the Executive Vice President/Chief Administrative Officer, and the Senior Vice President of Development and Asset Management to secure financing for the development of the Trailhead Apartments. This Resolution 5801 specifically identifies the specific public funders that the Authority will submit applications to and adds the Executive Vice President of Real Estate Development/Chief Development Officer to the list of Authorized Officers for purposes of executing documents necessary to secure this financing.

Staff recommend passage of Resolution 5801.

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5801

(TRAILHEAD DEVELOPMENT)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the County of King providing for the submission of funding applications in connection with the acquisition, construction, equipping, and operation of a residential rental housing project to be located at 1505 Newport Way NW, Issaquah, Washington, authorizing the execution and delivery of documents relating to the application for financing for the Trailhead development; and determining related matters.

ADOPTED September 15, 2025

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5801

(TRAILHEAD DEVELOPMENT)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the County of King providing for the submission of funding applications in connection with the acquisition, construction, equipping, and operation of a residential rental housing project to be located at 1505 Newport Way NW, Issaquah, Washington, authorizing the execution and delivery of documents relating to the application for financing for the Trailhead development; and determining related matters.

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

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

(a) The Authority seeks to encourage the provision of long-term housing for low-income persons residing within King County, Washington.

(b) The Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof” (RCW 35.82.070(2)); (ii) “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project and . . . to establish and revise the rents or charges therefor” (RCW 35.82.070(5)); (iii) “make and execute contracts and other instruments, including but not limited to partnership agreements” (RCW 35.82.070(1)); (iv) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040); (v) “make . . . loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing or refinancing of land, buildings, or developments for housing for persons of low income” (RCW 35.82.070(19)); and (vi) issue bonds, notes or other obligations for any of its corporate purposes (RCW 35.82.020(11) and 35.82.130). The phrase “housing project” is defined by RCW 35.82.020 to include, among other things, “any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income.”

(c) The Authority is the fee owner of certain real property located in the vicinity of 1505 Newport Way NW, Issaquah, Washington (the “***Property***”), all or a portion of which the Authority has identified as a potential site for a mixed-use affordable housing project (the “***Project***”), currently known as the Trailhead development.

(d) The Authority has formed Trailhead Apartments LLLP, a Washington limited liability limited partnership (the “**Partnership**”), in order to develop, own, construct and operate the Project. The Board intends that the Partnership will acquire, develop, construct, equip, operate, and maintain the Project, and receive low-income housing tax credits in connection therewith. The Authority serves as general partner of the Partnership and KCHA Initial Affiliate LLC, a Washington limited liability company, currently serves as the initial limited partner of the Partnership, with such initial limited partner to be replaced with one or more equity investors.

(e) The Authority expects for the Project to be financed with various funding sources, including low-income housing tax credits, tax-exempt obligations and loans and/or grants from public and private sources, including specifically, but without limitation, the following (collectively, the “**Project Financing**”): (i) State of Washington Department of Commerce (“**Commerce**”); (ii) King County (“**County**”); (iii) the Cities of Beaux Arts Village, Bellevue, Bothell, Clyde Hill, Hunt’s Point, Issaquah, Kenmore, Kirkland, Medina, Mercer Island, Newcastle, Redmond, Sammamish, Woodinville, Yarrow Point, and King County through A Regional Coalition for Housing (“**ARCH**”); and (iv) Washington State Housing Finance Commission (“**Commission**”). The Authority intends to cause the submission of funding applications for the Project Financing.

Section 2. The Authority, in its own corporate capacity and in its capacity as general partner of the Partnership, on behalf of the Partnership, is authorized, empowered and directed to submit or cause the submission of all such documents as may be reasonably necessary to apply for, obtain, and receive funding from Commerce, ARCH, and the County for the Project, such documents including, but not limited to, a Combined Funders Application and any forms, exhibits, addenda, certifications, and/or supplemental information, thereto, and any and all other such documents as may be required to obtain funding from Commerce, ARCH, and the County for the Project.

Section 3. The Authority, in its own corporate capacity and in its capacity as general partner of the Partnership, on behalf of the Partnership, is authorized, empowered and directed to submit or cause the submission of all such documents as may be reasonably necessary to apply for, obtain, and receive an allocation of Low-Income Housing Tax Credits from the Commission. Such documentation may include the Low-Income Housing Tax Credit Application and the exhibits and attachments required thereto and such other documents as the Commission may reasonably require with respect to the allocation of Low-Income Housing Tax Credits, including but not limited to, such affidavits, certifications, credit reservation contracts, regulatory use agreements, and carryover allocation documents.

Section 4. The Authority, in its own corporate capacity and in its capacity as general partner of the Partnership, on behalf of the Partnership, is authorized, empowered and directed to submit or cause the submission of all such documents as may be reasonably necessary to apply for, obtain, and receive any other Project Financing for the Project, such documents including, but not limited to, an application and any forms, exhibits, addenda, certifications, and/or supplemental information, thereto, and any and all other such documents as may be required by such other parties providing Project Financing.

Section 5. The Chair of the Authority’s Board (“**Chair**”), the Authority’s President/CEO (“**President/CEO**”), the Authority’s Executive Vice President of Administration/Chief Administrative Officer (“**Executive VP: Administration**”), the Executive Vice President of Real

Estate Development/Chief Development Officer (“***Executive VP: Development***”) and the Authority’s Senior Vice President of Development and Asset Management (“***Senior VP***”), and their respective designees (each, an “***Authorized Officer***” and, collectively, the “***Authorized Officers***”), and each of them acting alone, are authorized on behalf of the Authority, on behalf of itself, in its individual capacity as a public body corporate and politic, as general partner of the Partnership, and/or as the sole member and manager of KCHA Initial Affiliate LLC to: (i) execute, deliver and file (or cause to be executed, delivered and filed) all such forms, certificates, applications and other documents that are necessary to apply for and obtain the Project Financing; and (ii) take any other action that they deem necessary and advisable to give effect to this resolution and the transactions contemplated herein.

Section 6. The Authority is authorized to expend such funds as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution. Each Authorized Officer is further authorized to take such further actions including, but not limited to, the execution, delivery and, if applicable, filing (or to cause to be executed, delivered and, if applicable, filed), on behalf of the Authority, the Partnership and/or KCHA Initial Affiliate LLC, any government forms, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 7. Any action required or authorized by this resolution to be taken by the Chair may, in the absence of such person, be taken by the duly authorized acting Chair of the Board, and any action required or authorized by this resolution to be taken by the President/CEO may, in the absence of such person, be taken by the Executive VP: Administration, the Executive VP: Development, or the Senior VP.

Section 8. Notwithstanding any other Authority resolution, rule, policy, or procedure, the Authorized Officers, and each of them acting alone, are authorized to create, accept, execute, send, use, and rely upon such tangible medium, manual, facsimile, or electronic documents, records and signatures under any security procedure or platform, as in such Authorized Officer’s judgment may be necessary or desirable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 9. While the titles of and parties to the documents described herein may change, no change to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce, and perform the documents in their final form.

Section 10. 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 11. This resolution shall be in full force and effect from and after its adoption and approval.

**ADOPTED AT THE REGULAR MEETING OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC
MEETING THIS 15th DAY OF SEPTEMBER, 2025.**

**HOUSING AUTHORITY OF THE COUNTY
OF KING**

By: _____

RICHARD JACKSON, Vice Chair
Board of Commissioners

ATTEST:

ROBIN WALLS

President/Chief Executive officer and
Secretary-Treasurer

CERTIFICATE

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

1. That the attached Resolution No. 5801 (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a regular meeting of the Authority held at the regular meeting place on September 15, 2025] (the “Meeting”), and duly recorded in the minute books of the Authority;
2. That the public was notified of access options for remote participation in the Meeting via the Authority’s website; and;
3. 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.

IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of September, 2025.

Robin Walls, President/Chief Executive Officer and
Secretarty-Treasurer

T A B N U M B E R

5



To: Board of Commissioners

From: Pam Taylor, Senior Vice President of Housing Choice Voucher Program

Date: September 5, 2025

Re: **Resolution 5802:** Changes to the Calculation of Total Tenant Payment in Public Housing and Housing Choice Voucher Programs

Attached, for your review and approval, are changes to KCHA's Public Housing Admissions and Occupancy Policies and Housing Choice Voucher Tenant-based and Project-based Administrative Plans relating to the calculation of Total Tenant Payment (TTP) under our MTW-based EASY and WIN Rent programs. These changes are a part of the Agency's multi-pronged approach to addressing gaps in funding anticipated as a result of HUD's elimination of Emergency Housing Voucher program which currently serves about 650 vulnerable households, ongoing under-funding of federally subsidized housing programs, and projected cuts in HUD's FY 2026 budget.

The attached presentation, incorporated by reference, details KCHA's staff proposal to change the percent of adjusted income used to determine TTP under the EASY Rent program from 28% to 30.7%. Similarly, TTP for WIN Rent households – currently set at 28.3% of the low-end of each assigned income band - would increase to 31% of adjusted income. Both programs retain current deductions for medical and childcare expenses when not paid or reimbursed by another source. In addition, supports including access to the current Hardship Policy and resources referrals through our Resident Services team will remain in place.

The proposed policy would be implemented as administratively feasible, but no sooner than January 1, 2026. Full roll out is expected to occur throughout 2026,

Total Tenant Payment Proposed Change

Tenant Comments

Last updated: September 9, 2025

Tenants and Housing Choice Voucher participants were invited to review the proposed changes and provide comment from August 13 – September 12, 2025. In addition, staff including the CEO met with the Resident Advisory Committee on August 12 to discuss the proposed changes.

The following are written comments received.

Written Comments

Email Received 8/18/2025

To Whom it May Concern; Hello. My name is [Tenant Name] and I am a current resident of KCHA. I was reading this notification for rent increases and is this decision already made and put into place or do we have a say in it? I'm all for more people getting and keeping housing because I know it's been an absolute blessing for my little family. However, as a single mother of three, two of which are special needs, and someone who just lost her job, this could really effect me in a negative way. It could cause me to have to go without paying my car payment, or insurance to which they'd repo my car anyway. Or it could cost me money for groceries or my light bill being paid. All of these things could be detrimental to being able to properly care and provide for my medically needy children. Are we allowed to vote or start a petition? Thank you for your time.

Respectfully, [Tenant Name]

8/20/25 Follow up email from same tenant

I would just like to add, that I get that the whole perspective might be that if we raise the rent not only could it help get people housed, but it might move the riff Raff out that can't afford to pay or minimize some of those people being housed. However, those types of people have extra curricular activities off the books and can afford it but those of us struggling paycheck to paycheck and barely surviving ESPECIALLY single parents or elders will be pushed out and it will actually become a LARGER issue for you guys to contain and let's be honest, some of the neighborhoods, including mine, don't need any more of those types of people taking advantage of the system. I think the focus should be more on using legal action and avenues to remove people like that and the in itself will save money from trash removal, unpaid bills, property and yard damage and so many other I'll accrued issues. I think we need to remedy the problem and not just put a bandaid on it and make all the good people suffer more. Respectfully, [Tenant Name]

Written Comments

Email Received 8/22/2025

You've already increased our rent more than three times this last year and a half even though our income remained the same, now your increasing it again after the rent law passed, bypassing it using TTP to increase it, your greed knows no end.

Email Received 8/22/2025

Hi, With the cost of living, please reconsider not raising the rent. Rent already increases every year, and everything now is so expensive. Warm Regards, [Tenant Name]

Email Received 8/24/2025

Rent is hard enough to pay as it stands.

- I pay my portion
- I pay for an accommodation, a parking space, just so my disabled husband and I do not have to walk a block up hill, or walk up 10-15 stairs after dialysis at 11pm.
- I pay my own apartment unit water/sewer and garbage
- I ALSO have to pay my water, Sewer and garbage portion for the entire apartment community.
- I pay my own apartment unit electric
- I ALSO have to pay my portion of electricity for the entire apartment community.

After everything, my rent is 600-700/month. This is our first year here, and we can BARELY survive.

- My husband has End Stage Renal Failure. He has a very special diet he must follow, or risk heart failure & death.

My son has Autism, Anxiety and depression, and cannot leave the house. KCHA does not even consider him disabled, even though his doctor absolutely does. So our rent increased when they moved us from EASY rent to WIN when he turned 18. No one told us, no one gave us an opportunity to prove his disabilities. No matter how many times I email our "workerft

- He ALSO has a special/limited diet, as most people with Autism do.

At the end of the month, we struggle to eat. Taking away an ADDITIONAL \$50+ of our income towards rent will be the difference between eating or not. Having gas to get to dialysis or not.

Please reconsider... The EXTRAORDINARY affect this will have on some of us may be the difference in retaining housing or not.

Thank you, [Tenant Name]

Written Comments

Email received 9/9/2025

Three percent is not a "small" increase for low-income households. In fact, it is the maximum, and what KCHA is attempting to impose. Low-income households are already struggling in today's challenging economy. KCHA has no knowledge of each low-income household's total mandatory expenses. An increase could limit food, dent other basic necessities or cause inability to pay rent.

According to KCHA, the increase is necessary due to funding shortfalls and to prevent homelessness for households currently on emergency housing vouchers. Low-income households on regular housing vouchers should not be forced to fund KCHA's temporary emergency housing vouchers for the homeless. Those vouchers should be limited to the amount of available government funding allocated to KCHA for that purpose. Not by burdening other already burdened low-income households. The increase could place those households at risk of becoming homeless and in need of emergency housing vouchers themselves. KCHA should reduce its excessive internal spending and find more government funding to reduce any shortfall. If KCHA is still in need of funds after those measures, then the very fortunate and wealthy KCHA administrators and employees should take a 3% decrease in their salaries and benefits, end their excessive paid time off and the perks that they receive and use those funds as well.

This year we were informed of the existence of the Dream to Keys program. At the same time that we signed up for the information session, this increase was announced. The increase will affect HCV and reduce the low-income household's money on hand needed for the extra expenses of homeownership that the voucher does not cover. It would also make the possibility of participation in the program for households that are already borderline, impossible. Is it intentional? How much government funding is KCHA receiving for the HCV Dream To Keys Program? And what percentage of households are actually placed into homes? Is KCHA receiving funds just for signing up households regardless of completion of the program? If so, where is that money going?

The increase also comes at the same time that KCHA is conducting unnecessary building-wide "upgrades" to already newer and already perfectly operating fire alarm systems. In fact, the fire alarm system at the Boulevard Manor Apartments was completely installed brand new during the building's renovation. It is considered a relatively new fire alarm system. The system was up to code, fully disabled complaint and working properly at the time the "upgrade" began. According to KCHA, the upgrade would, "make the alarm louder and they will feel it more." The existing commercial fire alarm system was already excessively loud by design, and the vibration enough to give a heart attack. There was absolutely nothing that warranted any repair or replacement. The faster car mentality justification for what appears to be just another money grab at the expense of the residents' rights of privacy and peaceful enjoyment is ridiculous.

Written Comments

Why is KCHA wasting so much funding on unnecessary, expensive, optional fire alarm upgrades and other unnecessary, expensive building and other projects if funds are so desperately needed just to continue housing in the first place? The current TTP percentages are already set to normal government guidelines and household rents are increased annually accordingly. All of this can easily be perceived as greed, corruption and money grabs, not real funding shortfalls or concern for housing continuation.

Resident Advisory Committee (RAC)

KCHA CEO Robin Walls and several staff met with the RAC on August 12, 2005 to discuss the proposed changes. The meeting was attended by approximately 13 RAC members. The following is a synopsis of feedback provided:

- Why is KCHA doing this when Section 8 participants already pay more than they can afford? What about those who are disabled and can't pay more. KCHA should find another way to fund the housing.
- I commend KCHA for finding ways to keep people housed when the current administration wants to cut housing by 50%. \$17 million is a lot of money and this is just the start.
- I can foresee a tidal wave of people not understanding this is happening to everyone across the board that receive Section 8, project based Section 8, and public housing assistance.
- I just moved [with a tenant-based voucher] and my rent is already too high. I want the CEO to understand my concerns.
- Many residents will feel a great deal of angst. They are also losing their food stamps and other benefits.
- Hardship: What if I can't afford my rent? Is there a Hardship policy to apply?
- How will you prepare to support the staff with information and provide moral support for all of them?
- As RAC members we can help our neighbors understand why these changes are needed.
- Will there be more changes soon [more rent increases, term limits, work requirements]?
- Will the RAD conversion continue next year with TTP?
- When will the changes of TTP take place and how will people be notified?
- Resident Services staff can provide you [fellow RAC members and other tenants] information and connect you to community resources.

with all new leases and to existing households during their regular recertification or on the anniversary of their last regular certification.

On August 13, tenants and voucher participants were invited to review the proposed changes and provide comments through September 12. In addition, staff met with KCHA's Resident Advisory Committee (RAC) on August 12. A summary of comments received is attached. All comments are reviewed and considered by staff. Staff will update the Board if any additional comments are provided by September 12 and if those comments result in changes to the proposal.

While approval will increase housing costs for assisted families, such are considered necessary to ensure short and long-term financial viability of the Agency and help maintain housing stability of households currently assisted through HUD's Emergency Housing Voucher program.

Staff recommends approval of Resolution No. 5802, as attached.

Displaced Person: For eligibility purposes, a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws.

Drug-Related Criminal Activity: The illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell distribute or use the drug. ([As defined in Section 102 of the Controlled Substances Act \(21 U.S.C. 802\)](#))

Dwelling Lease: A rental agreement between the Housing Authority and the tenant in the form shown in [Exhibit J](#) of this policy. The Dwelling Lease (or a Rider to the Dwelling Lease) shall, among other things, reflect the rent currently being charged and the conditions governing occupancy. ([J- Section 7](#))

Earned income: Income or earnings from wages, tips, salaries, other employee compensation, and net income from self-employment. Earned income does not include any pension or annuity, transfer payments (meaning payments made or income received in which no goods or services are being paid for, such as welfare, social security, and governmental subsidies for certain benefits), or any cash or in-kind benefits.

EASY Rent Program: The rent calculation method applied by KCHA to Easy Rent households (see definition). Under Easy Rent program rules, rent is calculated based upon ~~28~~[30.7](#)% of an eligible household's adjusted gross income. Minimum rent paid by eligible families is \$0 per month, in accordance with the policies outlined in this ACOP. Households under the EASY Rent program undergo a **full recertification** of income and program eligibility just once every three (3) years. During intervening years, rent will be adjusted to account for changes in the applicable Energy Assistance Supplements and/or Social Security Cost-of-Living adjustments received in the prior year. Unit inspections will still be performed in accordance with the HA's established schedule. (See [Section 9](#) and [Section 10](#) for additional information.)

EASY Rent Household: A resident or family living in [or applying for a development currently or formerly operated as any of](#) KCHA's Public Housing Mixed Population Hi-rise buildings, or a family in which (1) All adults in the household (excluding live-in attendants) are Elderly or Disabled (as defined); **and** (2) have no source of income, **or**, at least 90% of total household income is derived from any combination of the following fixed income sources: Social Security, SSI, Government Pension, Public or Private Pensions, [and/or](#) GAU, ~~and/or~~ Disability Lifeline ~~(or similar~~ DSHS general assistance grants). An EASY Rent Household includes a household in which a dependent minor has turned eighteen (18) years of age in between the established (3 year) recertification period. Easy Rent Households may also be referred to as a "fixed income" household in this ACOP as their income is typically from a fixed source such as Social Security or SSI.

Economic Self-Sufficiency Program: Any program designed to encourage, assist, train or facilitate the economic independence of HUD-assisted families or to provide work for

present condition endangers the health, safety, or well-being of a Family, or it has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.

Disability Assistance Expenses: Reasonable expenses that are anticipated during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a Disabled family member, and that are necessary to enable a family member (excluding the Disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

Disabled Family: A Family whose head (including co-head), spouse, or sole member is a person with disabilities (see definition); or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

Displaced Person or Family: For eligibility purposes, a Family in which each member, or whose sole member, is displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws.

Domicile. The legal residence of the household head or spouse as determined in accordance with State and local law.

Drug-related Criminal Activity. The illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with the intent to manufacture, sell, distribute or use the drug. (As defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Drug-trafficking: The illegal manufacture, sale or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance (as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802).

Earned income: Income or earnings from wages, tips, salaries, other employee compensation, and net income from self-employment. Earned income does not include any pension or annuity, transfer payments (meaning payments made or income received in which no goods or services are being paid for, such as welfare, social security, and governmental subsidies for certain benefits), or any cash or in-kind benefits.

EASY Rent Program:¹³ The rent calculation method applied by KCHA to EASY Rent households (see definition). Under EASY Rent program rules, rent is calculated based upon ~~28~~30.7% of an eligible household's adjusted gross income. Minimum rent paid by

¹³ Approved under MTW 11/1/10

eligible families is \$0 per month, in accordance with the policies outlined in this Plan. Households under the EASY Rent program undergo a **full recertification** of income and program eligibility once every three (3) years. Unit inspections will still be performed in accordance with the HA's established schedule and update reviews will be performed on the off years.

EASY Rent Household:¹⁴ ~~Will be defined as:~~

~~A. Any resident or family living in, or applying for, a current or former Public Housing mixed population building; or a~~ A family in which (1) All adults in the household (excluding live-in attendants) are Elderly or Disabled (as defined); **and** (2) have no source of income, **or**, at least 90% of total household income is derived from a combination of the following fixed income sources: Social Security, SSI, Government Pension, ~~Public or Private or Public~~ Pensions, and/or GAU, ~~Disability Lifeline or similar~~ (DSHS general assistance grants). An EASY Rent Household includes a household in which a dependent minor has turned eighteen (18) years of age in between the established (3 year) recertification period; ~~or~~

~~B. Any family living in, or applying for, a former Public Housing mixed population building.~~

EASY Rent Households may also be referred to as a "fixed income" household in this Plan as their income is typically from a fixed source such as Social Security or SSI.

EIV: Enterprise Income Verification system is a form of Up-front Income Verification (UIV) used to verify and/or validate tenant reported (or unreported) income.

Elderly Person or Family: A Family whose head (including co-head) or spouse or sole member is a person who is at least 62 years of age, or two or more persons who are at least 62 years of age living together, or one or more of such persons living with a live-in aide.

Eligible Immigration Status: An immigration status in one of the following categories:

1. A noncitizen lawfully admitted for permanent residence, as defined by Section 101(a)(20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by section 101(a)(15) of the INA (8 U.S.C. 1101(a)(20) and 1101(a)(15), respectively) (immigrants). (This category includes a noncitizen admitted under section 210 or 210A of the INA (8 U.S.C. 1160 or 1161), (special agricultural worker), who has been granted lawful temporary resident status);
2. A noncitizen who entered the United States before January 1, 1972, or such later date as enacted by law, and has continuously maintained residence in the United

¹⁴ Approved under MTW 11/1/10

3. That the Family is occupying pursuant to a lease or occupancy agreement.

Such housing does not include transient facilities (such as motels, hotels or temporary shelters for victims of domestic violence or homeless families nor the housing unit in which the applicant and the applicant's spouse or other member of the household who engages in such violence lives).

Subsidy Standards: Standards established by a HA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

Tenant: The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit and who has legal capacity to enter a lease under State and local law. Legal capacity means that the tenant is bound by the terms of the lease, and may enforce the terms of the lease against the landlord.

Tenant Rent:²⁹ The amount payable monthly by the Family as rent to the owner (as determined by the program EASY Rent or WIN Rent) for which the family qualifies. This definition does not limit the owner's ability to accept payment of rent or other charges due under the lease from a 3rd party agency or individual on behalf of the Tenant to expedite payment receipt and/or processing and ensure client stability.

Total Tenant Payment (TTP):³⁰ For EASY Rent Households, the TTP is equal to ~~28~~30.7% of the household's gross adjusted income. For WIN Rent Households, the TTP is equal to the Gross Rent Amount associated with the Income Band within which the household's Adjusted Gross Income falls. ~~established for the household's associated gross adjusted income. In general, the TTP, less the established Energy Assistance Supplement, is the monthly Tenant Rent payable by a household, subject to any Minimum Rent established by the Housing Authority.~~

UIV: Up-front income verification system used to verify income before or during a Family reexamination through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals.

Unearned income. Income, that is not categorized under the definition of **earned income** as detailed in this policy.

USCIS: The U.S. Citizenship and Immigration Service.

Utility Allowance: Allowances that are established by the HA that are adequate to cover the cost of tenant-supplied utilities in average size units in average conditions using average consumption patterns.

²⁹ Approved under MTW 11/1/10

³⁰ Approved under MTW 11/1/10

Very-low Income Family: A Low-income Family whose Annual Income does not exceed the very-low income limit, which is 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Violent Criminal Activity: Any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

Welfare Benefit Reduction:

1. A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program, or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.
2. “Welfare reduction” does not include a reduction or termination of welfare benefits by the welfare agency:
 - a. at the expiration of a lifetime or other time limit on the payment of welfare benefits;
 - b. because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or
 - c. Because a family member has not complied with other welfare agency requirements.

WIN Rent:³¹ The rent calculation method applied by KCHA to WIN Rent households (see definition). Under WIN Rent program rules, rent is calculated based upon established Income Bands [\(see Exhibit T\)](#). Minimum rent paid by eligible families is \$25 per month, in accordance with the policies outlined in this Plan. Households under the WIN Rent program undergo a **full recertification** of income and program eligibility once every two (2) years.

WIN Rent Household:³² A household that does not qualify as an EASY Rent Household. Typically, WIN Rent Households include at least one adult (over age 18) family member who is currently working or considered “work-able”.

³¹ Approved under MTW 11/1/10

³² Approved under MTW 11/1/10

E. RECERTIFICATION RULES SPECIFIC TO EASY RENT HOUSEHOLDS⁷⁴

1. **Recertification Every 3 Years:** Under the EASY Rent program, Fixed Income Households will undergo a complete **Recertification every three (3) years**. In completing the recertification, the Housing Authority will follow the general guidelines established in Section B above. Following completion of the recertification, **the tenant's rent will be set at 2830.7% of household adjusted income**.
 - a. In intervening years, income and rent will be automatically adjusted to ~~reflect (COLA) increases applied~~ apply COLA increases to Social Security and SSI income, update applicable EAS amounts or implement changes in the contract rent requested by the Owner and approved by KCHA. Additional changes may occur when determined necessary by KCHA as a result of Board approved modification of income and rent calculation policies detailed herein. ~~received by the household as well as any changes to the contract rent amount or adjustments to the EAS.~~ No other changes in rent will be processed during the intervening years, except as outlined in Sections F-G and G-H below.
 - b. Families remain subject to regularly scheduled Unit Inspections.
 - c. EASY Rent Households will remain subject to certification requirements applicable to overlaying programs, such as those of the Low Income Tax Credit (LIHTC) program. However, these certifications will be conducted to determine the residents' continued eligibility for program participation only. Actual tenant rent will be calculated according to the criteria established in this plan.

F. RECERTIFICATION RULES SPECIFIC TO WIN RENT HOUSEHOLDS⁷⁵

1. **Recertification Every 2 Years:** Under the WIN Rent program, households will undergo a complete recertification every two (2) years. The WIN Rent program utilizes "income bands" to group resident income and allows income to grow without an immediate change in their required monthly rent. In completing the recertification, the Housing Authority will follow the general guidelines established in Section B above. Following completion of the recertification, the tenant's rent will be set at the level equal to the Gross Rent Amount associated with the Income Band within which the household's Adjusted Gross Income falls.
 - a. In intervening years, adjustment to rent may result from updates to the applicable EAS amounts or to implement changes in the contract rent requested by the Owner and approved by KCHA. Additional changes may occur when determined necessary by KCHA as a result of Board approved modification of

⁷⁴ Approved under MTW 6/23/08

⁷⁵ Approved under MTW 11/1/10

~~income and rent calculation policies detailed herein. changes to the contract rent amount requested by the Owner or adjustments to the EAS.~~ Income and rent WILL NOT be adjusted to reflect increased income received by the household – except as outlined in Sections G and H below.

- b. Families remain subject to regularly scheduled unit inspections.
- c. WIN Rent Households will remain subject to certification requirements applicable to overlaying programs, such as those of the Low Income Housing Tax Credit (LIHTC) program. However, these certifications will be conducted to determine the residents' continued eligibility for program participation only. Actual tenant rent will be calculated according to the criteria established in the plan.

G. INTERIM RECERTIFICATION RULES FOR EASY RENT AND WIN RENT HOUSEHOLDS⁷⁶

1. **KCHA Required Interim Reviews:** An interim review will be required in the following situations:
 - a. Whenever the family seeks approval to add a member to the household. However, tenant rent will be changed only when:
 - **For WIN Rent Households:** The addition of the household member results in increasing household income above the current income band;
 - **For EASY Rent Households:** The addition of the household member results in an increase in household income of greater than \$2,000;
 - b. When a family removes or changes a live-in aide;
 - c. When a family is removed from the Earned Income Disregard;
 - d. Increases in income for a household that is currently paying the Minimum Rent, on a minimum rent waiver or has a reported income of \$0. In such cases, interim reviews will be required until the household no longer qualifies for the minimum rent;
 - e. An increase in income following a reported decrease in income that results in a change in rent;
 - f. Discovery of Errors, misrepresentation and/or fraud.

⁷⁶ Approved Under MTW 11/1/10

payment under the HAP contract. The Owner may not terminate the tenancy of an assisted Family for nonpayment of the housing assistance payment.

2. Total Tenant Payment

Calculation of rent will vary depending upon whether the Family qualifies as an EASY Rent Fixed Income Household or a WIN Rent Household. Information regarding the calculation of Total Tenant Payment and Tenant Rent for both programs is outlined below:

a. EASY Rent Program: ⁷⁸

- i. The total tenant payment (TTP) is equal to ~~28.3~~30.7% of adjusted monthly income (as defined in [Section 2](#)). ~~[Note: In the first year of implementation, any increase in tenant rent resulting from the change to the Easy Rent program will be limited to a cap of \$100 per month.]~~
 - EASY Rent Households with medical and/or handicapped assistance expenses of \$2,500 or more may be eligible to receive a Medical Deduction as defined in this Plan. (See [Section 2](#) and Exhibit C for additional information.)
- ii. A household's monthly Tenant Rent is equal to the calculated TTP, less the assigned Energy Assistance Supplement established by the Housing Authority for the assigned unit – subject to any Minimum Rent (as defined).
 - Energy Assistance Supplement tables approved by KCHA (Exhibit S)

Minimum Rent: When the TTP calculated for a household is less than the Energy Assistance Supplement Utility Allowance, the Family will be provided with an Energy Utility Reimbursement for the difference between the EAS Utility Allowance and calculated TTP. However, the household may remain at the resulting Credit Rent for a limited period of six (6) months. After this six (6) month period, if the Family's calculated TTP remains below the established EAS utility allowance, the Tenant Rent will be adjusted to the established Minimum Rent of \$0 and the credit rent removed. Adjustment to the minimum rent does not constitute an interim review and therefore income and family composition verification requirements do not apply.

- iii. Hardship Review: A Family may be eligible to apply for additional relief from the \$0 minimum rent under the established Hardship Policy (see below).

⁷⁸ Approved under MTW 6/23/08 and 11/1/10

- iv. Recertification and Cost of Living Adjustment (COLA): Fixed Income EASY Rent Households will be required to undergo a recertification at least once every three (3) years. In intervening years, income and rent will be automatically adjusted to reflect (COLA) increases applied to Social Security and SSI income received by the household

b. **WIN Rent Program Policies**⁷⁹

A household who does not qualify as an EASY Rent Household will be placed under KCHA's WIN Rent program. Typically, WIN Rent Households include at least one adult (over age 18) family member who is currently working or considered "work-able". The WIN Rent program provides residents who are employed or able to work the opportunity to increase income without an immediate impact on the monthly rent paid by the household.

- i. A household's Total Tenant Payment (TTP) is calculated to "Income Bands" established by KCHA and listed in ~~(Exhibit T)~~. The TTP for each WIN Rent Household is equal to the Gross Rent Amount associated with the Income Band within which the household's Adjusted Gross Income falls. ~~[Note: In the first year of implementation, any increase in tenant rent resulting from the change to the WIN Rent program will be limited to a cap of \$100 per month.]~~
 - WIN Rent Households with out-of-pocket child care expenses (as defined) totaling \$2,500 or more may be eligible to receive a Childcare Deduction. (See Section 2 and Exhibit C for additional information.)
 - WIN Rent Households are not eligible for a Medical Deduction unless one is granted following the family's request for a Hardship Review as a result of documented extraordinary cost of living expenses.
- ii. A household's monthly Tenant Rent is equal to the calculated TTP, less the assigned Energy Assistance Supplement established by the Housing Authority for the assigned unit – subject to any Minimum Rent (as defined).
 - Energy Assistance Supplement tables approved by KCHA are listed in Exhibit S of this Plan.
- iii. **Minimum Rent:** When the TTP calculated for a household is less than the EAS, the family will be provided with an Energy Reimbursement for the difference between the EAS and calculated TTP. However, the household may remain at the resulting Credit Rent for a limited period of six (6) months. After this six (6) month period, if the family's calculated TTP remains below

⁷⁹ ~~Approved~~ Approved under MTW 11/1/10

the established utility allowance, the Tenant Rent will be adjusted to the established Minimum Rent of \$25 and the credit rent will be removed. Adjustment to the minimum rent does not constitute an interim review and therefore income and family composition verification requirements do not apply

- iv. **Hardship Review:** A family may request and be determined eligible for relief from the calculated Tenant Rent when documentation shows the family meets the criteria outlined under KCHA's established Hardship Policy(see below).
- v. **Recertifications and Cost of Living Adjustment (COLA):** WIN Rent Households will be required to undergo a recertification once every two (2) years.
 - Rent will not be adjusted to reflect (COLA) increases in the intervening years.

c. Implementation of Changes to TTP Calculation

When the HA revises its method of calculating TTP, the new calculation method will be applied consistent with Board approval and as administratively feasible. Prior to implementation the HA will provide clear written documentation outlining the timeline related to changes in its TTP calculation.

c.d. Hardship Policy⁸⁰

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 report income changes on a quarterly basis, until income is restored to the household.

- i. **Hardship Criteria.** The following categories for Hardship will apply to all program participants under KCHA's EASY Rent and WIN Rent programs:
 - **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:

⁸⁰ Approved under MTW 11/1/10

- 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 (excluding amounts above the applicable Payment Standard) 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.
- **Waiver of 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.
- **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.
- **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)

- 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.
- ii. **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 Hearing process.

44: EXHIBIT T- INCOME BAND TABLES

Income Bands ~~And~~ Gross Rent Table ~~For The~~ Win Rent Program
Effective January 1, 2026

<u>Annual</u> Adjusted Gross Income	Gross Rent Table = <u>Monthly</u> Total Tenant Payment (TTP)*
Less than \$1,000	0
1,000 - 1,999	<u>26</u> 24
2,000 - 2,999	<u>52</u> 47
3,000 - 3,999	<u>78</u> 71
4,000 - 4,999	<u>103</u> 94
5,000 - 5,999	<u>129</u> 118
6,000 - 6,999	<u>155</u> 142
7,000 - 7,999	<u>181</u> 165
8,000 - 8,999	<u>207</u> 189
9,000 - 9,999	<u>233</u> 212
10,000 - 12,499	<u>258</u> 236
12,500 - 14,999	<u>323</u> 295
15,000 - 17,499	<u>388</u> 354
17,500 - 19,999	<u>452</u> 413
20,000 - 22,499	<u>517</u> 472
22,500 - 24,999	<u>581</u> 531
25,000 - 29,999	<u>646</u> 590
30,000 - 34,999	<u>775</u> 708
35,000 - 39,999	<u>904</u> 825
40,000 - 44,999	<u>1,033</u> 943
45,000 - 49,999	<u>1,163</u> 1,061
50,000 - 54,999	<u>1,292</u> 1,179
55,000 - 59,999	<u>1,421</u> 1,297
60,000 - 64,999	<u>1,550</u> 1,415
65,000 - 69,999	<u>1,679</u> 1,533
70,000 - 74,999	<u>1,808</u> 1,651
<u>75,000 and above</u>	<u>31% of Total Gross Monthly Income</u>

*The above table represents Total Tenant Payment amounts under the WIN Rent program ONLY, as detailed in this Plan ~~outlined in Section 21~~. In general, the actual Tenant Rent due is equal to the TTP (above), less any applicant KCHA established Energy Assistance Supplement for the unit. If the ~~resulting~~ Tenant Rent is less than the established Minimum

Rent of \$25, the Tenant Rent will be applied as calculated, including any Energy Supplement Reimbursement, for a period of no more than 6 months. After 6 months, Minimum Rent will be applied, subject to any available Energy Reimbursement credit for a period not to exceed 6 months.

For households with income equal to \$75,000 or more, the TTP is equal to ~~28.331~~28.331% of the household's total Gross Monthly Income.

In limited circumstances, KCHA has entered into mixed finance operating agreements under the Low Income Housing Tax Credit program (LIHTC). Where LIHTC regulations limit the amount of rent that can be charged to a resident to an amount below that show above (and calculated according to WIN Rent program policies), the lower LIHTC rent maximum will be applied.

Tenant Rent: The amount payable monthly by the Tenant as rent to the Housing Authority. This definition does not limit KCHA's ability to accept payment of rent or other charges due under the lease from a 3rd party agency or individual on behalf of the Tenant to expedite payment receipt and/or processing and ensure client stability. According to this policy, Tenant Rent is determined by the Rent program (Easy or WIN Rent) for which the family qualifies. (See [Section 9](#) for additional information.)

Total Tenant Payment (TTP): For EASY Rent Households, the TTP is equal to the ~~28~~30.7% of the household's gross adjusted income. For WIN Rent Households, the TTP is equal to the Gross Rent Amount associated with the Income Band within which the household's Adjusted Gross Income falls. ~~Gross Rent established for the household's associated gross adjusted income.~~ In general, the TTP less the established Energy Assistance Supplement is the monthly Tenant Rent payable by a household, subject to any Minimum Rent established by the Housing Authority. (See [Section 9](#) for additional information.)

Unearned income. Income, that is not categorized under the definition of **earned income** as detailed in this policy.

Utilities: Utilities means electricity, gas, other heating, refrigeration and cooking fuels. Cable and Telephone services are not included as a utility.

Utility Allowance: See: Energy Assistance Supplement (EAS).

Utility Reimbursement: See: Energy Assistance Reimbursement.

Very Low-Income Family: A Low-Income Family whose Annual income does not exceed the Very Low Income Limit, which is 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Violent Criminal Activity: Any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded separately or jointly, by federal, state or local governments.

Welfare Benefit Reduction:

1. A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program, or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

9: DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

A. GENERAL INFORMATION

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

B. EASY RENT PROGRAM POLICIES

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

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

1. A household's **Total Tenant Payment (TTP)** is set at **2830.7% of adjusted monthly income** (as defined in [Section 1](#)). ~~[Note: In the first year of transition to EASY Rent, any increase in tenant rent resulting from the change to the EASY Rent program was limited to a cap of \$100 per month.]~~
 - a. EASY Rent Households with medical and/or handicapped assistance expenses of \$2,500 or more may be eligible to receive a Medical Deduction as defined in this ACOP. (See Section 1 and [Exhibit C](#) for additional information.)
2. A household's monthly **Tenant Rent** is equal to the calculated TTP, less the assigned Energy Assistance Supplement established by the Housing Authority for the assigned unit – subject to any Minimum Rent (as defined – See B.3 below).
 - a. Energy Assistance Supplement tables approved by KCHA are listed in Exhibit T of this ACOP

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1. A household's **Total Tenant Payment (TTP)** is calculated to "**Income Bands**" established by KCHA and listed in [EXHIBIT D](#). The TTP for each WIN Rent household is equal to the Gross Rent Amount associated with the Income Band within which the household's Adjusted Gross Income falls. ~~[Note: In the first year of transition to WIN Rent, any increase in tenant rent resulting from the change to the WIN Rent program will be limited to a cap of \$100 per month.]~~
 - a. WIN Rent Households with out-of-pocket child care expenses (as defined) totaling \$2,500 or more may be eligible to receive a Childcare Deduction. (See Section 1 and [Exhibit C](#) for additional information.)
 - b. WIN Rent Households are not eligible for a Medical Deduction unless one is granted following the family's request for a Hardship Review as a result of documented extraordinary cost of living expenses. (See Section 9.D below for additional information.)
2. A household's monthly **Tenant Rent** is equal to the calculated TTP, less the assigned Energy Assistance Supplement established by the Housing Authority for the assigned unit – subject to any Minimum Rent (as defined – See C.3 below).
 - a. Energy Assistance Supplement tables approved by KCHA are listed in **Exhibit T** of this ACOP
3. **Minimum Rent:** When the TTP calculated for a household is **less than** the Energy Assistance Supplement (EAS), the family will be provided with an Energy Assistance Reimbursement for the difference between the EAS and calculated TTP. However, the household may remain at the resulting Credit Rent for a limited period of six (6) months. After this six (6) month period, if the family's calculated TTP remains below the established EAS, the Tenant Rent will be adjusted to a **Minimum Rent of \$25**. Removal of the Credit Rent in this manner will not require completion of an Interim Review. However, the file will be documented to reflect the monthly rent has been reset to the Minimum Rent due to the expiration of the approved 6-month term.

A family may be eligible to apply for additional relief from the \$25 minimum rent under the established Hardship Policy (see below).
4. **Hardship Review:** A family may request and be determined eligible for relief from the calculated Tenant Rent when documentation shows the family meets the criteria outlined under KCHA's established Hardship policy. (See Section 9.D below).
5. **Recertifications and Cost of Living Adjustment (COLA):** Unless otherwise specified in Section 10 of this ACOP, WIN Rent Households will be required to undergo a recertification once every two (2) years.

a. Rent **will not** be adjusted to reflect (COLA) increases in the intervening years.

Admission and Continued Occupancy Policy (ACOP)

~~a.b.~~ To the extent necessary to meet mixed finance agreements entered into for certain public housing developments, residents will remain subject to existing annual certification requirements applicable to overlaying programs, such as those of the Low Income Housing Tax Credit (LIHTC) program. However, these certifications will be conducted to determine the residents continued eligibility for program participation only. Actual tenant rent will be calculated according to the criteria established herein. (See Section 10 of this ACOP for additional information.)

D. IMPLEMENTATION OF CHANGES TO TTP CALCULATION

When the HA revises its method of calculating TTP, the new calculation method will be applied consistent with Board approval and as administratively feasible. Prior to implementation the HA will provide clear written documentation outlining the timeline related to changes in its TTP calculation.

D.E. 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 (excluding amounts above the applicable Section 8 Payment Standard when applicable) 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.

Admission and Continued Occupancy Policy (ACOP)

- ❑ 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.
- 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);~~

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- 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.

E.F. RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

A mixed family will receive full continuation of assistance if all of the following conditions are met:

1. The family was receiving assistance on June 19, 1995;
2. The family was granted continuation of assistance before November 29, 1996;
3. The family's head or spouse has eligible immigration status; **AND,**
4. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months.

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The Housing Authority will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the Housing Authority will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated as detailed in [Exhibit K, Section IV.A](#) of this ACOP.

F.G. ENERGY ASSISTANCE SUPPLEMENT

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

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

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

1. **Energy Assistance Supplement Tables:** A full listing of KCHA's approved Energy Assistance Supplement Tables are included in Exhibit T. Separate EAS amounts are provided based upon the following criteria:
 - a. The utility company (Puget Sound Energy, Seattle City Light) furnishing electric service to the unit,
 - b. The type of unit (Single Family, Multi-family, or PH Hi-rise development) , and
 - c. The number of bedrooms in the unit.

Admission and Continued Occupancy Policy (ACOP)

family is in compliance with the Community Service Requirement (See Section 11). Upon receipt of verification, the Housing Authority will determine the family's annual income and will calculate the rent according to the terms of the applicable EASY Rent or WIN Rent program as outlined in this ACOP.

1. If the Family fails or refuses to provide the information needed (information that the Authority determines the Family is capable of supplying) within the required time limits, the Authority shall terminate the family from the program.
2. Once rent is established during the recertification, the rental rate shall remain in place until the next scheduled recertification or until circumstances occur that qualify for an Interim or Special rent adjustment as described in this policy.
 - a. **EASY Rent Households ONLY:** In the intervening years of a 3-year recertification schedule, the EASY Rent family will not undergo a full recertification. However, the Housing Authority will automatically apply cost of living (COLA) adjustments to Social Security and SSI income received to adjust the resident's monthly rent during these interim periods. Prior to application of each COLA adjustment, families will be reminded of the requirements to report changes in income and/or family composition as in this ACOP. In addition, during intervening years, rent will be adjusted to reflect any changes in the unit's Energy Assistance Supplement not previously applied to the household's rent and/or any changes to this policy, as applicable.
 - b. **WIN Rent Households ONLY:** In the intervening years of a 2-year recertification schedule, the WIN Rent family will not undergo a full recertification. However, during intervening years, rent will be adjusted to reflect any changes in the unit's Energy Assistance Supplement not previously applied to the household's rent and/or any changes to this policy, as applicable.

C. RECERTIFICATION RULES SPECIFIC TO EASY RENT HOUSEHOLDS

1. **Recertification Every 3 Years:** The Housing Authority has adopted an EASY Rent program for all qualifying EASY Rent Households (see definition). Easy Rent policies are designed to simplify the recertification process, making rules easier to understand and administer. Under the program, households will undergo a complete recertification every three (3) years. In completing the recertification, the Housing Authority will follow the general guidelines established in [Section 10.A.](#) and [10.B](#) above. Following completion of the recertification, the tenant's rent will be set at ~~28~~30.7% of household adjusted income. (See Section 9 for additional information.)

Admission and Continued Occupancy Policy (ACOP)

- a. In intervening years, income and rent will be automatically adjusted to ~~(1) reflect (COLA) increases applied~~ apply COLA increases to Social Security and SSI income received by the household and update applicable EAS amounts ~~(2) reflect changes in the Energy Assistance Supplement amounts not previously applied.~~ Additional changes may occur when determined necessary by KCHA as a result of Board approved modification of income and rent calculation policies detailed herein. No other changes in rent will be processed during the intervening years, except as outlined in Section [10.F](#) and [10.G](#) below.
 - b. Families remain subject to regularly scheduled unit inspections and compliance with any applicable Community Service Work Requirement.
 - c. EASY Rent Households will remain subject to certification requirements applicable to overlaying programs, such as those of the Low Income Housing Tax Credit (LIHTC) program. However, these certifications will be conducted to determine the residents continued eligibility for program participation only. Actual tenant rent will be calculated according to the criteria established in this ACOP.
2. For families who transfer within the program or to KCHA's Project-based program, income verification from the most recent recertification (interim, update or full) may be used to complete the transfer, provided the review is no more than 12 months old. In such cases, A FULL recertification will be completed at the end of the initial 12 month lease period (in the new unit) at which time the client's EASY Rent (3 year) recertification cycle will start over.

D. RECERTIFICATION RULES SPECIFIC TO WIN RENT HOUSEHOLDS

1. **Recertification Every 2 Years:** The Housing Authority has adopted the WIN Rent program for WIN Rent Households (see [definition](#)). WIN Rent policies are designed to simplify the recertification process and provide incentives for families to increase economic self-sufficiency through employment and savings. Under the WIN Rent program, households will undergo a complete recertification every two (2) years. The WIN Rent program utilizes "income bands" to group resident income and allows income to grow without a change in their required monthly rent. In completing the recertification, the Housing Authority will follow the general guidelines established in Section [10.A](#) and [10.B](#) above. Following completion of the recertification, the tenant's rent will be set at the level equal to the Gross Rent Amount associated with the Income Band within which the household's Adjusted Gross Income falls. (See Section 9 for additional information.)

Admission and Continued Occupancy Policy (ACOP)

- a. In intervening years, adjustment to rent may result from updates to the applicable EAS amounts. Additional changes may occur when determined necessary by KCHA as a result of Board approved modification of income and rent calculation policies detailed herein. ~~Income and rent WILL NOT be adjusted to reflect increased income received by the household – except as outlined in Section 10.F and 10.G below. However, rent will be adjusted to reflect any changes in Energy Assistance Supplement amounts not previously applied.~~
 - b. Families remain subject to regularly scheduled unit inspections and compliance with any applicable Community Service Work Requirement.
 - c. WIN Rent Households will remain subject to certification requirements applicable to overlaying programs, such as those of the Low Income Housing Tax Credit (LIHTC) program. However, these certifications will be conducted to determine the residents' continued eligibility for program participation only. Actual tenant rent will be calculated according to the criteria established in this ACOP.
2. For families who transfer within the program or to KCHA's Project-based program, income verification from the most recent review (interim, update or full) may be used to complete the transfer, provided the review is no more than 12 months old. In such cases, A FULL recertification will be completed at the end of the initial 12 month lease period (in the new unit) at which time the client's WIN Rent (2 year) recertification cycle will start over.

E. EFFECTIVE DATE OF RENT CHANGES FOR RECERTIFICATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days' notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. (The family's recertification date will not change as a result of such a delay in implementation of the increased rent.) If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective retroactive to the scheduled anniversary date. Any reduction will be effective the first of the month after the review has been completed and a rent amount is determined. (The family's

15: EXHIBIT D - INCOME BANDS AND GROSS RENT TABLE FOR THE WIN RENT PROGRAM

Income Bands ~~And~~ Gross Rent Table ~~For~~ ~~The~~ Win Rent Program
Effective January 1, 2026

<u>Annual</u> Adjusted Gross Income	Gross Rent Table = <u>Monthly</u> Total Tenant Payment (TTP) *
Less than \$1,000	0
1,000 - 1,999	<u>26</u> 24
2,000 - 2,999	<u>52</u> 47
3,000 - 3,999	<u>78</u> 71
4,000 - 4,999	<u>103</u> 94
5,000 - 5,999	<u>129</u> 118
6,000 - 6,999	<u>155</u> 142
7,000 - 7,999	<u>181</u> 165
8,000 - 8,999	<u>207</u> 189
9,000 - 9,999	<u>233</u> 212
10,000 - 12,499	<u>258</u> 236
12,500 - 14,999	<u>323</u> 295
15,000 - 17,499	<u>388</u> 354
17,500 - 19,999	<u>452</u> 413
20,000 - 22,499	<u>517</u> 472
22,500 - 24,999	<u>581</u> 531
25,000 - 29,999	<u>646</u> 590
30,000 - 34,999	<u>775</u> 708
35,000 - 39,999	<u>904</u> 825
40,000 - 44,999	<u>1,033</u> 943
45,000 - 49,999	<u>1,163</u> 1,061
50,000 - 54,999	<u>1,292</u> 1,179
55,000 - 59,999	<u>1,421</u> 1,297
60,000 - 64,999	<u>1,550</u> 1,415
65,000 - 69,999	<u>1,679</u> 1,533
70,000 - 74,999	<u>1,808</u> 1,651
<u>75,000 and above</u>	<u>31% of Total Gross Monthly Income</u>

*The above table represents Total Tenant Payment amounts under the WIN Rent program ONLY, ~~As~~ detailed in this ACOP, ~~_.~~ In general, the actual Tenant Rent due is equal to the TTP (above), less any applicant KCHA established Energy Assistance Supplement for the unit.

Admission and Continued Occupancy Policy (ACOP)

If the ~~resulting~~ Tenant Rent is less than the established Minimum Rent of \$25, the Tenant Rent will be applied as calculated, including any Energy Supplement Reimbursement, for a period of no more than 6 months. After 6 months, Minimum Rent will be applied.~~, subject to any available Energy Reimbursement credit for a period not to exceed 6 months.~~

For households with income equal to \$75,000 or more, the TTP is equal to ~~28.331~~% of the household's total Gross Monthly Income.

In limited circumstances, KCHA has entered into mixed finance operating agreements under the Low Income Housing Tax Credit program (LIHTC). Where LIHTC regulations limit the amount of rent that can be charged to a resident to an amount below that shown above (and calculated according to WIN Rent program policies), the lower LIHTC rent maximum will be applied.

Households under the EASY Rent program undergo a **full recertification** of income and program eligibility once every three (3) years. Unit inspections will still be performed in accordance with the HA's established schedule and update reviews will be performed on the off years.

EASY Rent Household:¹⁰ A resident or family living in or applying for a development currently or formerly operated as a KCHA Public Housing Mixed Population Hi-rise building, or a family in which (1) All adults in the household (excluding live-in attendants) are Elderly or Disabled (as defined); **and** (2) have no source of income, **or**, at least 90% of total household income is derived from a combination of the following fixed income sources: Social Security, SSI, Government Pension, Public or Private ~~or~~ Pensions, and/or GAU, Disability Lifeline ~~or similar~~ DSHS general assistance grants. An EASY Rent Household includes a household in which a dependent minor has turned eighteen (18) years of age in between the established (3 year) recertification period. EASY Rent Households may also be referred to as a "fixed income" household in this Plan as their income is typically from a fixed source such as Social Security or SSI.

EIV: Enterprise Income Verification system is a form of Up-front Income Verification (UIV) used to verify and/or validate tenant reported (or unreported) income.

Elderly Person or Family: A Family whose head (including co-head) or spouse or sole member is a person who is at least 62 years of age, or two or more persons who are at least 62 years of age living together, or one or more of such persons living with a live-in aide.

Eligible Immigration Status: An immigration status in one of the following categories:

1. A noncitizen lawfully admitted for permanent residence, as defined by Section 101(a)(20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by section 101(a)(15) of the INA (8 U.S.C. 1101(a)(20) and 1101(a)(15), respectively) (immigrants). (This category includes a noncitizen admitted under section 210 or 210A of the INA (8 U.S.C. 1160 or 1161), (special agricultural worker), who has been granted lawful temporary resident status);
2. A noncitizen who entered the United States before January 1, 1972, or such later date as enacted by law, and has continuously maintained residence in the United States since then, and who is not eligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under Section 249 of the INA (8 U.S.C. 1259);
3. A noncitizen who is lawfully present in the United States pursuant to an admission under section 207 of the INA (8 U.S.C. 1157)(refugee status); pursuant to the grant of asylum (which has not been terminated) under section 208 of the INA

¹⁰ Approved under MTW 11/1/10

Suspension: Stopping the clock on the term of a family's certificate or voucher, for such period as determined by the HA, from the time when the family submits a request for HA approval to lease a unit, until the time when the HA approves or denies the request.

Targeted Housing Voucher: Circumstances in which HUD provides Voucher funding specifically for a specific purpose such as a Section 8 owner opt out or to address special needs populations.

Tenant: The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit and who has legal capacity to enter a lease under State and local law. Legal capacity means that the tenant is bound by the terms of the lease, and may enforce the terms of the lease against the landlord.

Tenant Rent:²⁵ The amount payable monthly by the family as rent to the owner as determined by the program (EASY Rent or WIN Rent) for which the family qualifies. This definition does not limit the owner's ability to accept payment of rent or other charges due under the lease from a 3rd party agency or individual on behalf of the Tenant to expedite payment receipt and/or processing and ensure client stability.

Total Tenant Payment (TTP):²⁶ For EASY Rent Households, the TTP is equal to ~~28~~30.7% of the household's gross adjusted income. For WIN Rent Households, the TTP is equal to the Gross Rent Amount associated with the Income Band within which the household's Adjusted Gross Income falls. ~~Gross Rent established for the household's associated gross adjusted income.~~

UIV: Up-front income verification system used to verify income before or during a family reexamination through an independent source that systematically and uniformly maintains income information in computerized form for a large number of individuals.

Unearned income. Income, that is not categorized under the definition of **earned income** as detailed in this policy.

USCIS: The U.S. Citizenship and Immigration Service.

Very-low Income Family: A Low-income Family whose Annual Income does not exceed the very-low income limit, which is 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

²⁵ Approved under MTW 11/1/10

²⁶ Approved under MTW 11/1/10

Violent Criminal Activity: Any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

Voucher: (See Housing Voucher)

Welfare Benefit Reduction:

1. A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program, or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.
2. “Welfare reduction” does not include a reduction or termination of welfare benefits by the welfare agency:
 - a. at the expiration of a lifetime or other time limit on the payment of welfare benefits;
 - b. because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or
 - c. because a family member has not complied with other welfare agency requirements.

WIN Rent:²⁷ The rent calculation method applied by KCHA to WIN Rent households (see definition). Under WIN Rent program rules, rent is calculated based upon established Income Bands. (see Exhibit Z)- Minimum rent paid by eligible families is \$25 per month, in accordance with the policies outlined in this Plan. Households under the WIN Rent program undergo a **full recertification** of income and program eligibility once every two (2) years.

WIN Rent Household:²⁸ A household that does not qualify as an EASY Rent Household. Typically, WIN Rent Households include at least one adult (over age 18) family member who is currently working or considered “work-able”.

Youth Vouchers: A time-limited special purpose voucher funded by HUD and designated to assist eligible youth and young adults who are homeless and/or exiting foster care.

²⁷ Approved under MTW 11/1/10

²⁸ Approved under MTW 11/1/10

- before any increase in the rent to owner;
- if the HA determines that the rents in a particular submarket have decreased significantly;⁴⁵ or
- if directed by HUD; or
- based on a need identified by the KCHA auditing system; or
- at any other time deemed necessary by the HA.

Owners requesting an increase in rent must notify the HA in writing at least 60 days before the increase is scheduled to go into effect.

In making a rent reasonable determination, the HA will consider such factors as location, quality, size, unit type, age of unit, and any amenities, housing services, maintenance, or utilities provided by the owner. In any determination about the reasonableness of the rent for a particular unit, the HA will review and consider the following sources of information:

- The amount of rent for an owners last three similar unsubsidized rentals.
- Data supplied through a qualified source specializing in rental market trends and cost analysis (such as GoSection8). The rent reasonable form will include the basic features of the unit being processed as well as information on three to five similar units from the database. KCHA staff will certify this information.
- Data from other sources of rental information as needed. Examples of this include: Apartment Insights and Craigslist.
- In addition to the above, any owner unsatisfied with the rent determination may supply the HA with their own rent comparable documentation. The HA will consider this information along with all other data gathered in their rent determination, however, the decision on the final amount remains at the sole discretion of the HA. (See [Section 13](#))
- Documentation will be maintained to verify why a unit rent was approved or disapproved.

ii. Review of Tenant Rent Portion

After reviewing the rent for reasonableness, the HA must ensure that the tenant's portion is no less than ~~28~~30.7% of adjusted monthly income (AMI) for EASY Rent households⁴⁶ and falls within the correct income band for WIN Rent

⁴⁵ Approved under MTW 8/30/04

⁴⁶ Approved under MTW 11/1/10

Under the [Housing Authority Law of the State of Washington, RCW 35.82](#), a transaction by an employee with the housing authority involving the employee's own property is also prohibited.

C. CALCULATION OF TENANT RENT AND UTILITY ALLOWANCE

Determination of Total Tenant Payment

Calculation of each household's Total Tenant Payment and Tenant Rent will vary depending upon whether the family qualifies as an EASY Rent household or a WIN Rent household. Information regarding the calculation of Total Tenant Payment and Tenant Rent under the EASY Rent and WIN Rent programs is outlined below and further detailed throughout this Plan.

1. Fixed Income Households – Easy Rent Program: ⁴⁸

- a. The **total tenant payment (TTP)** is equal to **2830.7%** of adjusted monthly income (as defined in [Section 2](#)). ~~[Note: In the first year of implementation, any increase in tenant rent resulting from the change to the Easy Rent program will be limited to a cap of \$100 per month.]~~
- i. Easy Rent Households with medical and/or handicapped assistance expenses of \$2,500 or more may be eligible to receive a Medical Deduction as defined in this Plan. (See [Section 2](#) and [Exhibit C](#) for additional information.)
- b. A household's monthly **Tenant Rent** is equal to the calculated TTP, less the assigned Energy Assistance Supplement established by the Housing Authority for the assigned unit plus the net amount by which the GR exceeds the PS (if any) subject to any Minimum Rent (as defined).
 - i. Energy Assistance Supplement tables approved by KCHA are listed in [Exhibit I](#) of this Plan
- c. **Minimum Rent:** When the TTP calculated for a household is **less than** the Energy Assistance Supplement (EAS), the family will be provided with an Energy Reimbursement (or Credit Rent) for the difference between the EAS and calculated TTP. However, the household may remain at the resulting Credit Rent for a limited period of six (6) months. After this six (6) month period, if the family's calculated TTP remains below the established EAS, the Tenant Rent will be adjusted to the established Minimum Rent of \$0 and the credit rent will be removed. Adjustment to the minimum rent does not constitute an interim review and therefore income and family composition verification requirements do not apply.
- d. **Hardship Review:** A family may be eligible to apply for additional relief from the \$0 minimum rent under the established Hardship Policy (see below).

⁴⁸ Approved under MTW 11/1/10

- e. **Recertification and Cost of Living Adjustment (COLA):** EASY Rent Households will be required to undergo a recertification at least once every three (3) years. In intervening years, income and rent will be automatically adjusted to reflect (COLA) increases applied to Social Security and SSI income received by the household.

2. WIN Rent Program Policies⁴⁹

A household who does not qualify as an Easy Rent Household will be placed under KCHA's WIN Rent program. Typically, WIN Rent Households include at least one adult (over age 18) family member who is currently working or considered "work-able". The WIN Rent program provides residents who are employed or able to work the opportunity to increase income without an immediate impact on the monthly rent paid by the household.

- a. A household's **Total Tenant Payment (TTP)** is calculated to "**Income Bands**" established by KCHA and listed in **EXHIBIT AA-EXHIBIT Z**. The TTP for each WIN Rent households is equal to the Gross Rent Amount associated with the Income Band within which the household's Adjusted Gross Income falls. ~~[Note: In the first year of implementation, any increase in tenant rent resulting from the change to the WIN Rent program will be limited to a cap of \$100 per month.]~~
 - i. WIN Rent Households with out-of-pocket child care expenses (as defined) totaling \$2,500 or more may be eligible to receive a Childcare Deduction. (See [Section 2](#) and [Exhibit C](#) for additional information.)
 - ii. WIN Rent Households are not eligible for a Medical Deduction unless one is granted following the family's request for a Hardship Review as a result of documented extraordinary cost of living expenses. (See paragraph 9.III.A.3 below for additional information.)
- b. A household's monthly **Tenant Rent** is equal to the calculated TTP, less the assigned Energy Assistance Supplement established by the Housing Authority for the assigned unit plus the net amount by which the GR exceeds the PS (if any) subject to any Minimum Rent (as defined).
 - i. Energy Assistance Supplement tables approved by KCHA are listed in [Exhibit I](#) of this Plan
- c. **Minimum Rent:** When the TTP calculated for a household is **less than** the EAS, the family will be provided with an Energy Reimbursement for the difference between the EAS and calculated TTP. However, the household may remain at the resulting Credit Rent for a limited period of six (6) months. After this six (6) month period, if the family's calculated TTP remains below the established utility allowance, the Tenant Rent will be adjusted to the established Minimum

⁴⁹ Approved under MTW 11/1/10

Rent of \$25 and the credit rent will be removed. Adjustment to the minimum rent does not constitute an interim review and therefore income and family composition verification requirements do not apply.

- d. **Hardship Review:** A family may request and be determined eligible for relief from the calculated Tenant Rent when documentation shows the family meets the criteria outlined under KCHA's established Hardship policy. (see Section 9.III.A.3 below).
- e. **Recertifications and Cost of Living Adjustment (COLA):** WIN Rent Households will be required to undergo a recertification once every two (2) years.
 - i. Rent **will not** be adjusted to reflect (COLA) increases in the intervening years.

3. Implementation of Changes to TTP Calculation

When the HA revises its method of calculating TTP, the new calculation method will be applied consistent with Board approval and as administratively feasible. Prior to implementation the HA will provide clear written documentation outlining the timeline related to changes in its TTP calculation.

3.4. Hardship Policy:⁵⁰

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 (excluding amounts above the applicable Payment Standard) 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

⁵⁰ Approved under MTW 11/1/10

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 Hearing process.

D. DETERMINATION OF THE ENERGY ASSISTANCE SUPPLEMENT⁵¹

1. Energy Assistance Supplement Tables

- a. The Housing Authority has established an Energy Assistance Supplement (EAS) table based upon regional average consumption and are designed to project the energy needs of a reasonably energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. EAS amounts do not include allocations for telephone, internet or cable services and are intended only to supplement a household’s actual energy costs. As such, the supplement may not cover the entire energy costs of a household that does not follow conservative energy use guidelines.
- b. Energy Assistance Supplements will be adjusted annually using the CPI Household Energy Cost factor for the region. KCHA will review historical data available regarding energy consumption at least every 5 years to determine whether

⁵¹ Approved under MTW 11/1/10

Any rent adjustment determined as a result of the recertification process will be effective at the Tenant's anniversary date, even if other annual activities are not completed. When the Family causes an unreasonable delay in the reexamination process and the Family's rent decreases, the HA shall implement the decrease the first of the month following the completion of the reexamination processing. (A rent increase under these circumstances will be retroactive to the reexamination date.)

C. RECERTIFICATION RULES SPECIFIC TO EASY RENT HOUSEHOLDS:

1. **Recertification Every 3 Years:** The Housing Authority has adopted an EASY Rent program for Fixed Income Households. EASY Rent policies are designed to simplify the recertification process, making rules easier to understand and administer. Under the program, EASY Rent Households will undergo a complete **Recertification every three (3) years**. In completing the recertification, the Housing Authority will follow the general guidelines established in Section B above. Following completion of the recertification, **the tenant's rent will be set at 2830.7% of household adjusted income**.
 - a. In intervening years, income and rent will be automatically adjusted to ~~reflect (COLA) increases applied~~apply COLA increases to Social Security and SSI income, update applicable EAS amounts or implement changes in the contract rent requested by the Owner and approved by KCHA. Additional changes may occur when determined necessary by KCHA as a result of Board approved modification of income and rent calculation policies detailed herein. ~~received by the household as well as any changes to the contract rent amount requested by the Owner, or adjustments to the EAS, and/or changes in this policy.~~ No other changes in rent will be processed during the intervening years, except as outlined in Sections F and G below.
 - b. Families remain subject to regularly scheduled Unit Inspections.
2. **Families who move while on the program** will be required to fully recertify income and family composition prior to being issued a new voucher. The three year recertification process will start over based on their new move-in date.

D. RECERTIFICATION RULES SPECIFIC TO WIN RENT HOUSEHOLDS:

1. **Recertification Every 2 Years:** The Housing Authority has adopted the WIN Rent program for WIN Rent Households (see definition). WIN Rent policies are designed to simplify the recertification process and provide incentives for families to increase economic self-sufficiency through employment and savings. Under the WIN Rent program, households will undergo a complete **recertification every two (2) years**. The WIN Rent program utilizes "income bands" to group resident income and allows income to grow without an immediate change in their required monthly rent. In completing the recertification, the Housing Authority will follow the general guidelines established in Section B above. Following completion of the recertification, **the tenant's rent will be set at the level equal to the Gross Rent**

Amount associated with the Income Band within which the household's Adjusted Gross Income falls.

- a. In intervening years, adjustment to rent may result from updates to the applicable EAS amounts or to implement changes in the contract rent requested by the Owner and approved by KCHA. Additional changes may occur when determined necessary by KCHA as a result of Board approved modification of income and rent calculation policies detailed herein. ~~changes to the contract rent amount requested by the Owner or adjustments to the EAS.~~ Income and rent WILL NOT be adjusted to reflect increased income received by the household – except as outlined in [Section F](#) and [Section G](#) below.

- b. Families remain subject to regularly scheduled unit inspections.

2. **Families who move while on the program** will be required to fully recertify income and family composition prior to being issued a new voucher. The two year recertification process will start over based on their new move-in date.

E. EFFECTIVE DATE OF RENT CHANGE RECERTIFICATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days' notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. (The family's recertification date **will not** change as a result of such a delay in implementation of the increased rent.) If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined. (The family's annual review date **will not** change as a result of such a delay in implementation of the decreased rent.)

F. INTERIM RECERTIFICATION RULES FOR EASY RENT AND WIN RENT HOUSEHOLDS

1. **KCHA Required Interim Reviews:** An interim review will be required in the following situations:
 - a. Whenever the family seeks approval to add a member to the household. However, tenant rent will be changed only when:
 - **For WIN Rent Households:** The addition of the household member results in increasing household income above the current income band.

EXHIBIT Z: INCOME BAND TABLES

Income Bands and Gross Rent Table ~~For the~~ Win Rent Program
Effective January 1, 2026

<u>Annual</u> Adjusted Gross Income	Gross Rent Table = <u>Monthly</u> Total Tenant Payment (TTP) *
Less than \$1,000	0
1,000 - 1,999	<u>26</u> 24
2,000 - 2,999	<u>52</u> 47
3,000 - 3,999	<u>78</u> 71
4,000 - 4,999	<u>103</u> 94
5,000 - 5,999	<u>129</u> 118
6,000 - 6,999	<u>155</u> 142
7,000 - 7,999	<u>181</u> 165
8,000 - 8,999	<u>207</u> 189
9,000 - 9,999	<u>233</u> 212
10,000 - 12,499	<u>258</u> 236
12,500 - 14,999	<u>323</u> 295
15,000 - 17,499	<u>388</u> 354
17,500 - 19,999	<u>452</u> 413
20,000 - 22,499	<u>517</u> 472
22,500 - 24,999	<u>581</u> 531
25,000 - 29,999	<u>646</u> 590
30,000 - 34,999	<u>775</u> 708
35,000 - 39,999	<u>904</u> 825
40,000 - 44,999	<u>1,033</u> 943
45,000 - 49,999	<u>1,163</u> 1,061
50,000 - 54,999	<u>1,292</u> 1,179
55,000 - 59,999	<u>1,421</u> 1,297
60,000 - 64,999	<u>1,550</u> 1,415
65,000 - 69,999	<u>1,679</u> 1,533
70,000 - 74,999	<u>1,808</u> 1,651
<u>75,000 and above</u>	<u>31% of Total Gross Monthly Income</u>

*The above table represents Total Tenant Payment amounts under the WIN Rent program ONLY, as ~~outlined in Section 9~~ detailed in this Plan. In general, the actual Tenant Rent due is equal to the TTP (above), less any applicable KCHA established Energy Assistance Supplement for the unit. If the ~~resulting~~ Tenant Rent is less than the established Minimum Rent of \$25, the Tenant Rent will be

applied as calculated, including any Energy Supplement Reimbursement, for a period of no more than 6 months. After 6 months, Minimum Rent will be applied, subject to any available Energy Reimbursement credit for a period not to exceed 6 months.

For households with income equal to \$75,000 or more, the TTP is equal to ~~28.331~~28.331% of the household's total Gross Monthly Income.

In limited circumstances, KCHA has entered into mixed finance operating agreements under the Low Income Housing Tax Credit program (LIHTC). Where LIHTC regulations limit the amount of rent that can be charged to a resident to an amount below that shown above (and calculated according to WIN Rent program policies), the lower LIHTC rent maximum will be applied.



Changes to Rent Calculation Due to Reduced Federal Funding

Resolution 5802

KCHA Board Meeting
September 15, 2025



Overview

KCHA's goal is to keep people housed

- 🏠 KCHA uses federal funding to provide affordable housing to **more than 17,000 households**
- 🏠 **Federal funding does not cover the full cost** of housing assistance for everybody
 - HUD is ending funding for Emergency Housing Vouchers (EHV) households
 - At KCHA, this is 650 households, at a cost of about \$17 million each year
 - Additional funding cuts likely in HUD's budget for FY2026
- 🏠 KCHA is **raising the Total Tenant Payment (TTP)** calculation from about 28% to about 31%
 - Aligns with local and national standards for housing authorities
 - Generates roughly \$7 million, using limited resources to keep as many families as possible housed
 - Helps keep people with Emergency Housing Vouchers housed

Emergency Housing Vouchers (EHVs)

- Special vouchers for people experiencing homelessness
- KCHA among most successful housing authorities in the country in leasing up EHVs
- Currently housing 650 households through EHVs
 - Annual cost to KCHA ~ \$17 million
- Federal funding for the national EHV program was supposed to last through 2030
- HUD announced that federal funding will run out in 2026 and no additional funding will be provided
 - HUD said rising rent costs plus high utilization led to the shortfall, but did not provide details



Goal: Keeping People Housed

To help close gaps in its federal funding, KCHA is pursuing multiple strategies:

- Advocating for fair funding levels for affordable housing programs
- Reducing operating costs
- Deferring construction & capital projects
- Keeping the Housing Choice Voucher waitlist closed and not reissuing vouchers after attrition
- Holding awards of new Project-Based Vouchers to newly planned developments
- Increasing non-federal revenues (such as rents in KCHA's workforce housing)
- Increasing tenant share of housing costs (TTP)

Planned Changes to Total Tenant Payment (TTP)

🏠 “EASY Rent”

Total Tenant Payment

28% → 30.7%

🏠 “WIN Rent”

Total Tenant Payment

28.3% → 31%

*Tenant Rent (paid to landlord) =
Total Tenant Payment minus Energy Assistance Supplement*

Example – EASY Rent Household

EASY Rent is designed for elderly or disabled households on fixed incomes. Total Tenant Payment is calculated as a percentage of monthly income.

	Current	Planned
Gross Annual Income:	\$13,600	\$13,600
Total Tenant Payment:	\$317	\$348
- Utility Allowance:	\$(71)	\$(71)
Tenant Rent:	\$246	\$277

With medical deduction

	Current	Planned
Gross Annual Income:	\$13,600	\$13,600
- Medical Deduction	\$(5,000)	\$(5,000)
Adjusted Income	\$8,600	\$8,600
Total Tenant Payment:	\$201	\$220
- Utility Allowance:	\$(71)	\$(71)
Tenant Rent:	\$130	\$149



Example – WIN Rent Household

WIN Rent is designed for households that are not on fixed incomes and allows households to maintain their rent levels if their income increases between income reviews (every 2 years). Total Tenant Payment is based on an Income Band Chart rather than a direct percentage of income.

	Current	Planned
Gross Annual Income:	\$28,500	\$28,500
Total Tenant Payment:	\$590	\$646
- Utility Allowance:	- \$144	- \$144
Tenant Rent:	\$446	\$502

With childcare deduction

	Current	Planned
Gross Annual Income:	\$28,500	\$28,500
- Childcare Deduction	- \$7,500	- \$7,500
Adjusted Income	\$21,000	\$21,000
Total Tenant Payment:	\$472	\$517
- Utility Allowance:	- \$144	- \$144
Tenant Rent:	\$328	\$373



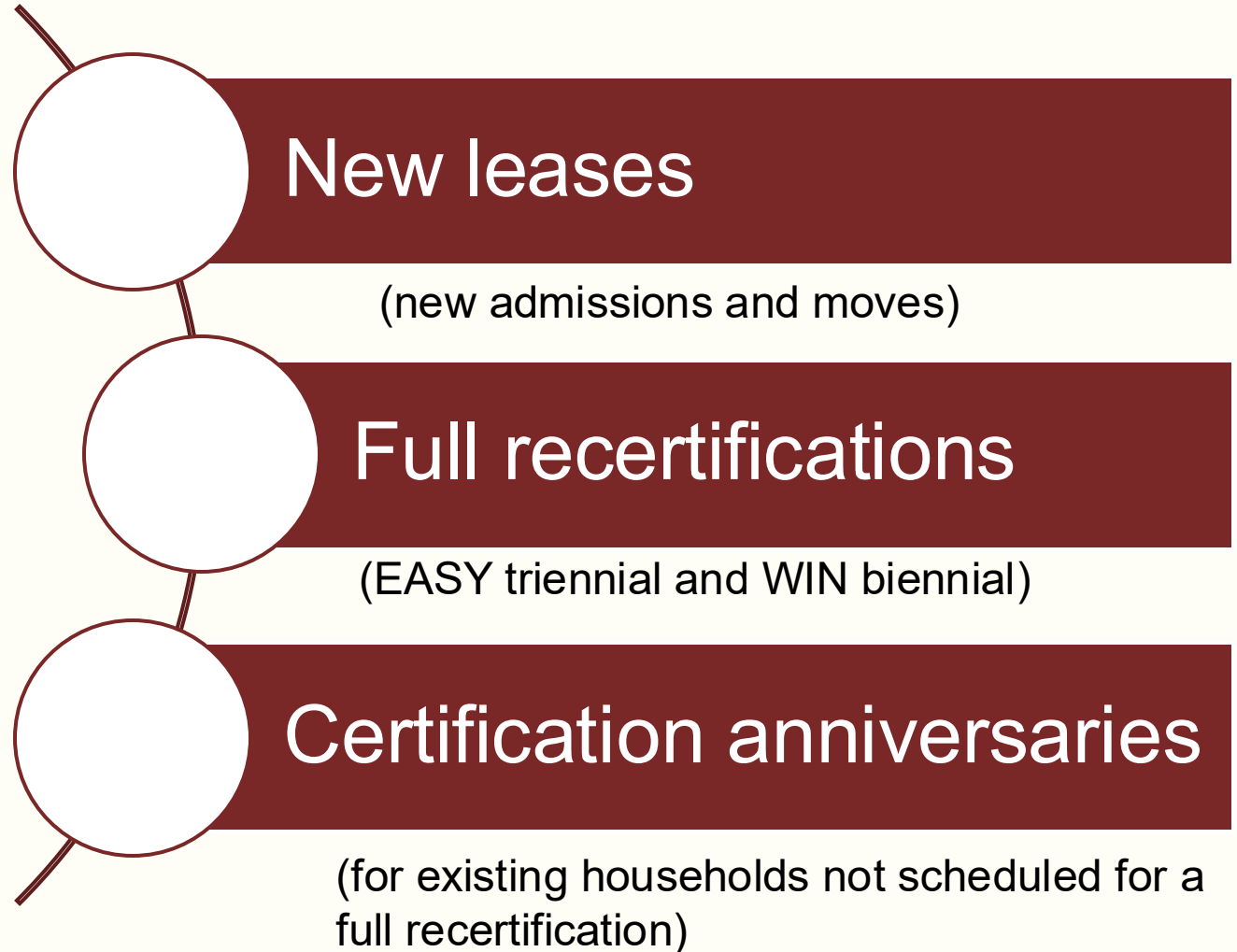
Impacts

- 🏠 Average monthly Total Tenant Payment change:
 - EASY \$25
 - WIN \$42
- 🏠 Ongoing tenant supports:
 - Hardship provisions remain
 - Resource information and referral through Resident Services
- 🏠 Estimated \$7 million per year toward keeping as many people housed for as long as possible
 - Increases housing stability for up to 650 families with Emergency Housing Vouchers

When will increases take effect?

All households will
transition to the
new TTP in 2026

(No sooner than
January 1, 2026)



Engagement

- **Public Comment** (✓ Completed June-July)
 - 2025 MTW Plan Amendment
 - 30-day public comment, public hearing, RAC meeting, Board meeting
- **Tenant Comment** (✓ Completed August-September)
 - Notice of proposed change and availability to comment
 - posted prominently in buildings and on website
 - 30-day tenant/participant comment period
 - RAC meeting
 - Board meeting (Today)
- All comments and feedback reviewed and considered



Any Questions?



THE HOUSING AUTHORITY OF THE COUNTY OF KING
RESOLUTION NO. 5802

**AUTHORIZING CHANGES TO THE CALCULATION OF TOTAL TENANT PAYMENT
IN PUBLIC HOUSING AND HOUSING CHOICE VOUCHER PROGRAMS**

WHEREAS, in 2003, the King County Housing Authority (KCHA) entered into \ the Department of Housing and Urban Development (HUD) Moving to Work (MTW) Demonstration Program; and,

WHEREAS, in accordance with the terms of the MTW agreement executed in 2008 and approved through 2038, KCHA is authorized, in lieu of federal program regulations and guidelines, to develop policies and procedures to encourage economic self-sufficiency of program participants and improve the cost effectiveness of its housing programs; and,

WHEREAS, among the key initiatives implemented through KCHA's MTW program is local policies relating to the determination of household income and Total Tenant Payment (the amount participants pay toward rent and utilities) through the EASY and WIN Rent programs; and,

WHEREAS, the basis for calculating Total Tenant Payment (TTP) for EASY Rent and the income band tables for WIN Rent have been 28% and 28.3% of adjusted income, respectively, since their inception; and,

WHEREAS, the standard basis for calculating TTP in HUD's Public Housing and Housing Choice Voucher programs is 30% of adjusted income; and,

WHEREAS, KCHA staff proposes changing the percentage of income used as the basis for calculating TTP for EASY Rent to 30.7% and for WIN Rent income bands to 31.0% of adjusted income; and,

WHEREAS, such changes are designed to allow KCHA to effectively respond to economic conditions and help ensure short and long-term program viability while working to maintain housing stability of our at-risk, vulnerable households; and,

WHEREAS, such policies are outlined in KCHA's Public Housing Admissions and Occupancy Policies (ACOP) and Tenant-based and Project-based Administrative Plans.

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

- (1.)** Hereby adopts the proposed modification of KCHA's EASY Rent and WIN Rent programs as shown on the attached; and,
- (2.)** Approves changes to the ACOP and Administrative Plans as necessary for implementation; and,
- (3.)** Authorizes implementation of such changes as administratively feasible, but no sooner than January 1, 2026.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 15th DAY OF SEPTEMBER, 2025.

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

RICHARD JACKSON, Vice-Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

T A B N U M B E R

6



King County Housing Authority

Memo

TO: Board of Commissioners

FROM: Wendy Teh
Vice President of Finance

DATE September 15, 2025

RE: 2025 Second Quarter Financial Report

Executive Summary

First quarter 2025 financial results for KCHA, excluding development activities, exceeded budget projections. Operating income was approximately \$8.8 million more than budget with both tenant revenue and block grant revenue exceeding expectations. Operating expenses were 95% of the budget and approximately \$13.3 million less than anticipated. The key drivers include reduced payroll costs due to unfilled positions as well as lower spending on social services, occupancy and administrative costs. As a result, net operating income was higher than budget by \$22.1 million.

Financial Highlights

For Federal Programs and Properties, which include Moving to Work (MTW), Housing Choice Vouchers (HCV) and Public Housing (PH), operating revenue was \$7.6 million above the budget. Tenant revenue as well as federal subsidies for both HCV and PH were higher than anticipated. Operating expenses were under budget at 98% of the budgeted total. These combined to result in additional net operating income of \$11.0 million. Other highlights include:

- Capital Construction projects were below target due to late starts but are expected to continue to pick up in subsequent quarters.
- Social Service Expenses were below target due to lower spending on contracts, materials, and homeless housing programs
- Salaries and benefits were below budget approximately \$2.5 million due to unfilled positions.

The Local Programs and Properties had operating revenue that was \$1.2 million above budget. Combined with lower-than-expected expenditures, net operating income was \$11.1 million more than budget. The main driver of the higher than expected operating revenue was tenant rents. Lower payroll, occupancy, social service and administrative expenses contributed to an overall reduction of \$9.8 million in operating expenses.

Other notable highlights include:

- Maintenance expenses lower than anticipated but are expected to pick up during the rest of the year
- Various administrative categories under target including Professional Services, Administrative Contracts, Travel & Training and Equipment.

For Development activities, net income is higher than expected due to operating revenue being ahead of budget and operating expenses being only 75% of budget. Other highlights related to the Kirkland Heights project include:

- Operating revenue ahead of budget due to the award of a Puget Sound Energy Multifamily Retrofit grant
- Operating expenses including Professional services and payroll costs were lower than anticipated
- Subordinate debt advanced for the development below target

Financial Statements

The Financial Statements below are included to provide detailed financial information for all activities as well as any corresponding notes needed for further explanation.

Income Statements show operating and non-operating income, expenses and net gain or loss. These have been broken out into four separate reports to show differences between KCHA programs and activities. Each individual report highlights the following programs:

1. Combined Operations – Federal and Local Programs, excluding Development activity
2. Federal Programs & Properties – Includes all federal programs such as Housing Choice Vouchers, Public Housing, Capital Fund Program, and several other Federal grants to house and assist families towards self-reliance or improved living circumstances.
3. Local Programs & Properties – Includes properties and programs owned by KCHA and managed either by KCHA Property Management or Asset Management via third party management companies. This category is sometimes referred to as Workforce Housing.
4. Development Activity – Includes all activities handled by our Development department. Most of the financial activities of this department are below-the-line, construction-related and as such are tracked in the balance sheet as “work-in-process” and do not impact net operating income.

The Statement of Financial Position, or Balance Sheet, which shows assets, liabilities and equity, provides a snapshot of KCHA’s finances, and is divided into Combined Operations and Development Activity.

Finally, a detailed summary of MTW Uses and Sources is included. One of the most important features of being an MTW agency is the financial flexibility to use funds where they are needed most depending on local housing needs. The charts show where we are able to use funding streams in a variety of ways to support KCHA goals and initiatives.



**King County Housing Authority
Income Statement with Cash Adjustments
Combined Operations (excl development activity)
For the Period Ended June 30, 2025**

	2025 YTD Actual	2025 YTD Budget	% of YTD Budget	
Operating Revenues				
1 Tenant Revenue	\$88,003,784	\$85,918,159	102%	
2 Operating Subsidy from HUD-HCV	146,668,982	139,737,329	105%	(1)
3 Operating Subsidy from HUD-PH	7,183,449	6,610,166	109%	(2)
4 Port-In Income	20,518,995	21,116,438	97%	
5 Other Operating Income	21,242,346	21,445,725	99%	(2)
6 Total Operating Income	283,617,555	274,827,818	103.2%	
Operating Expenses				
7 Salaries	32,228,102	36,095,343	89%	(3)
8 Benefits	10,567,661	12,030,632	88%	(3)
9 Occupancy Expenses	23,614,893	26,756,659	88%	(4)
11 HAP Expense-KCHA	121,423,476	121,505,734	100%	
12 HAP Expense-Ports In	21,158,982	21,116,438	100%	
13 Other Social Service Expenses	10,540,322	12,490,151	84%	(5)
14 Administrative Expenses	19,110,987	21,969,790	87%	(6)
15 Total Operating Costs	238,644,423	251,964,747	95%	
16 Net Operating Income	44,973,133	22,863,070	197%	
Non-Operating Revenues				
17 Non-Operating income	14,798,285	19,283,536	77%	(7)
18 Total Non-Operating Income	14,798,285	19,283,536	77%	
Non-Operating Expenses				
19 Interest Payments	18,114,905	16,962,160	107%	
20 Non-Operating Expenses	703,887	773,990	91%	(8)
21 Total Non-Operating Expenses	18,818,792	17,736,149	106%	
22 Net Non-Operating Income (Loss)	(4,020,508)	1,547,387	NM	
23 Net Income(Loss)	40,952,625	24,410,457	168%	
Adjustments to Cash - Sources (Uses)				
24 Principal Payments	(26,464,123)	(12,788,916)	207%	(9)
25 Capital Expenditures	(23,891,164)	(28,909,634)	83%	(10)
26 Acquisitions/LIHTC Return to KCHA	(40,800,000)	0	NM	(11)
27 Change (to)/from Designated Cash	(3,091,154)	(1,784,398)	173%	(12)
28 Change (to)/from Restricted Cash	(2,223,154)	1,219,853	NM	(13)
29 Transfers In/(Out)	(400,692)	(241,727)	166%	
30 Other Changes in Debt	40,800,000	0	NM	(11)
31 Others Sources/(Uses of Cash)	17,926,146	(563,690)	NM	(14)
32 Total Adjustments to Cash	(38,144,141)	(43,068,513)	89%	
33 Net Change in Unrestricted Cash	\$2,808,484	(\$18,658,056)	NM	
34 Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	323,222,928			
35 Ending Cash Balance-Unrestricted/Held by Mgmt Agent	331,345,720			

Footnotes:

- 1) Actual HCV subsidy funding received during the first quarter exceeded target. Additional funding totaling \$7.6 million was received to pay-off the MKCRF Federal Home Loan Bank (FHLB) loan.
- 2) Operating fund subsidy exceeded target; the budget assumed 92 percent prorate while actual funding was at 95 percent.
- 3) Salaries and benefit were below target due to unfilled positions.
- 4) Various maintenance contract projects were below target but expected to increase as the year progresses.
- 5) Resident Service and Homeless Program contracts are below target but expected to increase as the year progresses.
- 6) Various categories were under target: professional services, admin contracts, and computer equipment.
- 7) Due to late start of various projects, the corresponding CFP grant draws were below target. Also, interest income earned on deposits were below target.
- 8) Mainly due to Cascadian fire loss repair cost yet to be reimbursed by insurance. Also, unbudgeted MKCRF capital transfer.
- 9) Mainly due to payment of the Birch Creek and Spiritwood lease payable from distribution of net cash flow. Also, due to pay-off the MKCRF \$7.6 million Federal Home Loan Bank (FHLB) loan from proceeds of the MTW reserves.
- 10) Capital construction projects were below target mainly due projects having a late start but expected to pick up in subsequent quarters.
- 11) Brier Woods Apartments was acquired for \$40.8 million with the proceeds Key bank Line of Credit. \$60 million was budgeted for new housing acquisitions in the development fund group.
- 12) Deposits to replacement reserves were higher than budgeted. Also, the budgeted draw from Sandpiper property improvement reserve has yet to occur. Finally, As the Yardi project progresses, release from technology reserve exceeded target.
- 13) Due to higher than budgeted deposits to debt service reserves.
- 14) Mainly due to increase in accrued interest payable and payroll liabilities, decrease in lease and grant receivables offset by decreases in accounts payable.



King County Housing Authority
Income Statement with Cash Adjustments
Federal Programs and Properties
For the Period Ended June 30, 2025

	2025 YTD Actual	2025 YTD Budget	% of YTD Budget	
Operating Revenues				
5 Tenant Revenue	7,774,899	7,577,313	103%	
6 Operating Subsidy from HUD-HCV	146,432,093	139,502,141	105%	(1)
7 Operating Subsidy from HUD-PH	7,183,449	6,604,995	109%	(2)
8 Port-In Income	20,518,995	21,116,438	97%	
9 Other Operating Income	3,290,965	2,842,017	116%	(3)
Total Operating Income	185,200,401	177,642,904	104%	
Operating Expenses				
10 Salaries	11,430,387	13,182,423	87%	(4)
11 Benefits	4,137,117	4,863,824	85%	(4)
12 Occupancy Expenses	7,263,584	7,663,077	95%	
13 Maintenance Projects	-	-	NM	
14 HAP Expense-KCHA	121,423,476	121,505,734	100%	
15 HAP Expense-Ports In	21,158,982	21,116,438	100%	
16 Other Social Service Expenses	5,863,327	6,534,588	90%	(5)
17 Administrative Expenses	8,749,777	8,640,715	101%	
Total Operating Costs	180,026,650	183,506,799	98%	
Net Operating Income	5,173,751	(5,863,895)	NM	
Non-Operating Revenues				
21 Non-Operating income	5,602,211	8,678,340	65%	(6)
Total Non-Operating Income	5,602,211	8,678,340	65%	
Non-Operating Expenses				
19 Interest Payments	2,172,483	1,880,514	116%	(7)
22 Non-Operating Expenses	(242,953)	0	NM	(8)
Total Non-Operating Expenses	1,929,530	1,880,514	103%	
Net Non-Operating Income (Loss)	3,672,681	6,797,826	54%	
Net Income(Loss)	8,846,431	933,930	947%	
Adjustments to Cash - Sources (Uses)				
18 Principal Payments	(14,036)	(237,500)	6%	(9)
23 Capital Expenditures	(6,763,254)	(7,997,537)	85%	(9)
30 Acquisitions/LIHTC Return to KCHA	0	0	NM	
24 Change in Designated Cash	951,567	(150,401)	NM	(10)
25 Change in Restricted Cash	(150,385)	(258,249)	58%	(11)
26 Transfers In/Out	(8,247,299)	(261,905)	3,149%	(12)
31 Other Changes in Debt	0	0	NM	
27 Others Sources/(Uses of Cash)	(551,283)	(224,237)	246%	(13)
Non Operating Net Sources (Uses) of Cash	(14,774,690)	(9,129,829)	162%	
Net Change in Unrestricted Cash	\$ (5,928,259)	\$ (8,195,898)	72%	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	66,818,995			
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	60,089,554			

Footnotes:

- 1) Actual HCV subsidy funding received during the first quarter exceeded target. Additional funding totaling \$7.6 million was received to pay-off the MKCRF Federal Home Loan Bank (FHLB) loan.
- 2) Operating fund subsidy exceeded target; the budget assumed 92 percent prorated while actual funding was at 95 percent.
- 3) Mainly due to higher than budgeted HAP subsidy paid to Fairwind and Vantage Point partnerships. Also, due to higher than anticipated EHV admin fee received.
- 4) Salaries and benefit were below target due to unfilled positions.
- 5) Various Resident Service and Homeless Program contracts are below target but expected to increase as the year progresses.
- 6) Due to late start of various projects, the corresponding CFP grant draws were below target. Also, interest income earned on deposits were below target.
- 7) Technical accounting entry to adjust interest expense related to blended component units.
- 8) The budgeted current year bond principal payments have yet to be made.
- 9) Capital construction projects were below target mainly due to projects having a late start but expected to pick up in subsequent quarters.
- 10) As the Yardi project progresses, release from technology reserve exceeded target.
- 11) Deposit to Seola Crossing debt service reserve account has yet to be made.
- 12) Mainly due to transfer from MTW to pay-off the MKCRF \$7.6 million Federal Home Loan Bank (FHLB) loan. Unbudgeted.
- 13) Mainly due to decrease accounts payable and deferred revenue offset by decrease in accounts receivable.



King County Housing Authority
Income Statement with Cash Adjustments
Local Programs and Properties
For the Period Ended June 30, 2025

	2025 YTD Actual	2025 YTD Budget	% of YTD Budget	
Operating Revenues				
5 Tenant Revenue	80,228,885	78,340,846	102%	
6 Operating Subsidy from HUD-HCV	236,889	235,188	101%	
7 Operating Subsidy from HUD-PH	-	5,172	0%	
8 Port-In Income	-	-	NM	
9 Other Operating Income	17,951,381	18,603,708	96%	
Total Operating Income	98,417,155	97,184,914	101%	
Operating Expenses				
10 Salaries	20,797,715	22,912,920	91%	(1)
11 Benefits	6,430,544	7,166,808	90%	(1)
12 Occupancy Expenses	16,351,309	19,093,583	86%	(2)
13 Maintenance Projects	-	-	NM	
14 HAP Expense-KCHA	-	-	NM	
15 HAP Expense-Ports In	-	-	NM	
16 Other Social Service Expenses	4,676,995	5,955,563	79%	(3)
17 Administrative Expenses	10,361,184	13,329,075	78%	(4)
Total Operating Costs	58,617,746	68,457,948	86%	
Net Operating Income	39,799,409	28,726,965	139%	
Non-Operating Revenues				
21 Non-Operating income	9,196,074	10,605,196	87%	(5)
Total Non-Operating Income	9,196,074	10,605,196	87%	
Non-Operating Expenses				
19 Interest Payments	15,942,423	15,081,645	106%	
22 Non-Operating Expenses	946,840	773,990	122%	(6)
Total Non-Operating Expenses	16,889,263	15,855,635	107%	
Net Non-Operating Income (Loss)	(7,693,188)	(5,250,439)	147%	
Net Income(Loss)	32,106,220	23,476,526	137%	
Adjustments to Cash - Sources (Uses)				
18 Principal Payments	(26,450,087)	(12,551,416)	211%	(7)
23 Capital Expenditures	(17,127,910)	(20,912,098)	82%	(8)
40 Acquisitions/LIHTC Return to KCHA	(40,800,000)	-	NM	(9)
24 Change in Designated Cash	(4,042,722)	(1,633,997)	247%	(10)
25 Change in Restricted Cash	(2,072,769)	1,478,102	NM	(11)
26 Transfers In/Out	7,846,607	20,178	38886%	(12)
41 Other Changes in Debt	40,800,000	-	NM	(9)
27 Others Sources/(Uses of Cash)	18,477,429	(339,454)	NM	(13)
Non Operating Net Sources (Uses) of Cash	(23,369,452)	(33,938,684)	69%	
Net Change in Unrestricted Cash	8,736,769	(10,462,158)	NM	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	256,403,933			
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	271,256,193			

Footnotes:

- 1) Salaries and benefit were below target due to unfilled positions.
- 2) Various maintenance contract projects were below target but expected to increase as the year progresses.
- 3) Mainly due to lower spending on weatherization projects.
- 4) Various categories were under target: professional services, admin contracts, and computer equipment.
- 5) Interest income earned on deposits was less than anticipated in the budget.
- 6) Mainly due to Cascadian fire loss repair cost expected to be reimbursed by insurance. Also, unbudgeted MKCRF capital transfer.
- 7) Mainly due to payment of the Birch Creek and Spiritwood lease payable from distribution of net cash flow. Also, due to pay-off the MKCRF \$7.6 million Federal Home Loan Bank (FHLB) loan from proceeds of the MTW reserves.
- 8) Due to project delays, capital projects are below target but expected to increase as the year progresses.
- 9) Brier Woods Apartments was acquired for \$40.8 million with the proceeds Key bank Line of Credit. \$60 million was budgeted for new housing acquisitions in the development fund group.
- 10) Deposits to replacement reserves were higher than budgeted. Also, the budgeted draw from Sandpiper property improvement reserve has yet to occur.
- 11) Due to higher than budgeted deposits to debt service reserves.
- 12) Transfer from MTW to pay-off the MKCRF \$7.6 million Federal Home Loan Bank (FHLB) loan. Unbudgeted.
- 13) Mainly due to increase in accrued interest payable and payroll liabilities, decrease in lease and grant receivables offset by decreases in accounts payable.



**King County Housing Authority
Income Statement with Cash Adjustments
Development Activity
For the Period Ended June 30, 2025**

	2025 TYD Actual	2024 YTD Budget	% of YTD Budget	
Operating Revenues				
1 Operating Revenue	171,542	10,008	1714%	(1)
2 Total Operating Income	171,542	10,008	1714%	
Operating Expenses				
3 Operating Expenses	499,780	664,764	75%	(2)
4 Total Operating Costs	499,780	664,764	75%	
Net Operating Income (Loss)	(328,238)	(654,756)	50%	
Non-Operating Revenues				
5 Non-Operating income	7,582,832	7,363,274	103%	
Non-Operating Expenses				
6 Non-Operating Expenses	0	0	NM	
7 Interest Payments	3,112,413	3,177,192	98%	
Total Non-Operating Expenses	3,112,413	3,177,192	98%	
Net Non-Operating Income (Loss)	4,470,420	4,186,082	107%	
Net Income(Loss)	4,142,182	3,531,326	117%	
Adjustments to Cash - Sources (Uses)				
8 Change in Debt	-	31,817,963	0%	(3)
9 Capital Expenditures	(1,673,188)	(1,915,019.92)	87%	(4)
10 Acquisitions/LIHTC Return to KCHA	-	(30,024,000)	0%	(3)
12 Change in Restricted Cash	(1,762,790)	(751,337)	235%	(5)
13 Transfers In/Out	400,692	496,561	81%	(6)
15 Others Sources/(Uses of Cash)	(6,497,316)	(12,571,678)	52%	(7)
Non Operating Net Sources (Uses) of Cash	(9,532,600)	(13,218,648)	72%	
Net Change in Unrestricted Cash	(5,390,419)	(9,687,322)	56%	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	(12,980,790)			
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	(18,371,209)			

Footnotes:

- 1) Due to Puget Sound Energy Multifamily Retrofit grant for Kirkland Heights development. Unbudgeted.
- 2) Professional service fees and expenses related to the Greenbridge lot sales was below target. Also, salaries and benefits were below target due to unfilled positions.
- 3) \$60 million was budgeted for new housing acquisitions through debt financing. The acquisition of Brier Woods for \$40.8 million occurred in the 2nd quarter booked in the local fund group.
- 4) \$200K was budgeted for RAD conversion project, actual project cost expected to be incurred sometime in 2026 and 2027.
- 5) Due to rising interest rate, interest income earned on Program Income reserves exceeded target. Also, due to \$800K Escrow deposit for Trail Head project. Unbudgeted.
- 6) HOPE VI loan interest income transfer from net cash flow to support development operations was lower than anticipated in the budget.
- 7) Subordinate debt advanced for development of Kirkland Heights Apartment project was below target.

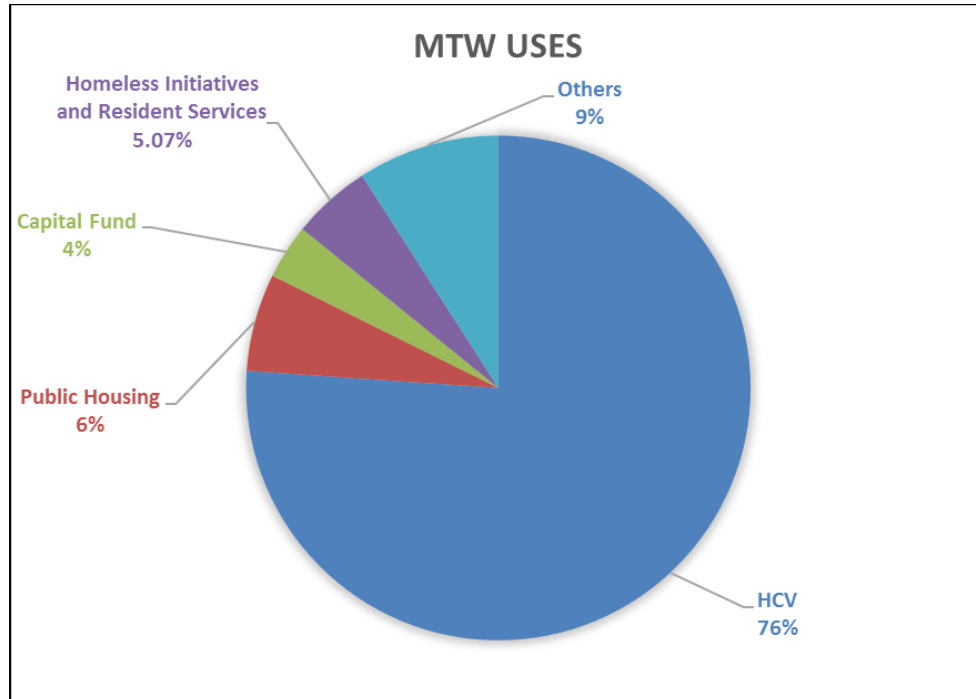
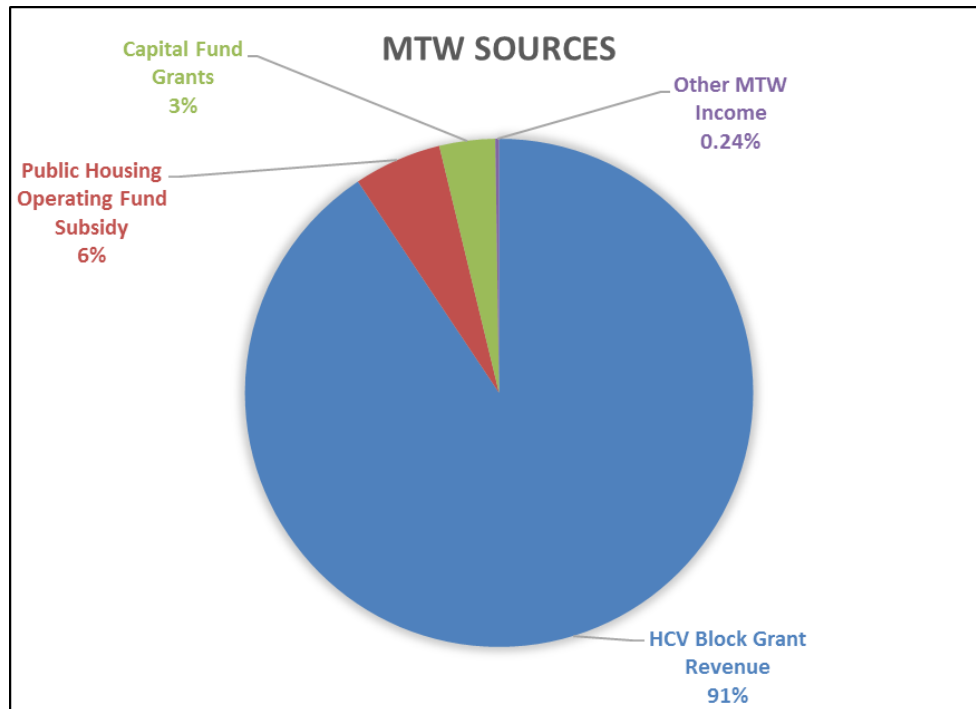


**King County Housing Authority
Statement of Financial Position
Combined Operations (excluding development activity)
As of June 30, 2025**

	2025 Actual
Cash-Unrestricted	\$138,670,964
Cash-Held by Management Agent	39,190,953
Cash-Designated	124,054,136
Cash-Restricted	29,429,667
Total Cash	331,345,720
Other Current Assets	27,932,062
Long-term Assets	1,956,491,204
Total Other Assets	1,984,423,266
Total Assets	\$2,315,768,985
Current Liabilities	75,161,581
Long-Term Liabilities	1,241,039,323
Total Liabilities	1,316,200,904
Equity	999,568,082
Total Liabilities and Equity	\$2,315,768,985

MTW Sources & Uses

	<u>Actual</u>
<u>MTW SOURCES</u>	
HCV Block Grant Revenue	\$ 116,436,368
Public Housing Operating Fund Subsidy	7,183,449
Capital Fund Grants	4,554,145
Other MTW Income	305,221
Total MTW Sources	<u>128,479,184</u>
<u>MTW USES</u>	
HCV	
Funding of HAP Payments to Landlords	(93,988,013)
Funding of Section 8 Administrative Costs	(4,769,170)
Public Housing	
Transfers to PH AMPs Based on Need	(937,154)
Public Housing Operating Expenses	(7,183,449)
Capital Fund	
Capital Fund Grants	(4,554,145)
Homeless Initiatives and Resident Services	
Homeless Initiatives	(663,434)
Resident Services	(5,920,118)
Others	
MTW Admin Support Costs	(255,523)
Construction Activity & Management Fees	(2,544,401)
Transfers Out-Operating-Property Support-Debt Service	7,637,903
Ilahee debt payments	(7,637,903)
Misc. Other Uses	(1,356,462)
Total MTW Uses	<u>\$ (129,809,772)</u>



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7



King County Housing Authority

KCHA Board of Commissioners

- Richard Jackson
- Regina Elmi
- Neal Black
- Jerry Lee
- Tina Keys

Memo

TO: Board of Commissioners

FROM: Shawli Hathaway, Vice President Resident Services
Grace Adriano, Senior Program Manager

DATE September 9, 2025

RE: Young Adult Prosperity Program (YAPP)

Background Information

In 2022, HUD implemented the Fostering Stable Housing Opportunities (FSHO) rule. In this ruling, certain time-limited vouchers can receive up to 24-month extensions if certain qualifications and/or criteria are met. Qualified time-limited vouchers include Family Unification Program – Youth (FUPY) and Fostering to Youth Independence (FYI). FUPY and FYI vouchers are given to young people who are leaving or have left the foster care system. Both cohorts are extremely vulnerable and are at great risk of facing homelessness once they age out of the system. They are typically between the ages of 18 to 24. Currently, KCHA has about 135 of these voucher types combined. One of the extension qualifications is for voucher holders to participate in a PHA FSS or FSS-like program. Although KCHA currently has an FSS program, it is not designed to specifically address the needs of youth and young adults who are aging out of the foster care system. KCHA proposed a new MTW Self-Sufficiency Program -Young Adult Prosperity Program (YAPP) - to specifically cater to this population.

YAPP Services and Supports

KCHA has thoughtfully planned the program, as providing services for former foster care young people is new to the organization. The planning process included consultations with foster youth, service agencies, and Family Self-Sufficiency Coordinators, whose input helped shape a program tailored to former foster youth. Participants will receive regular coaching and work on core competencies such as life skills, education/training, employment, and financial wellness. A \$500 monthly incentive, split between direct payments and a KCHA-managed savings account, is included in the program. Initially, more will be given as direct payments, but over time, more will be allocated to savings, which will only be disbursed if participants relinquish their housing subsidy. These services and incentives aim to equip participants with skills to navigate complex systems and succeed in the private rental market. The program is designed with a 1:25 staff-to-participant ratio, recognizing the high needs of this population. At full enrollment, the annual program cost is \$150,000 plus staffing, with future costs including evaluation and potential program growth.

Summary

In 2022, HUD implemented the Fostering Stable Housing Opportunities (FSHO) rule, allowing certain time-limited vouchers, like Family Unification Program – Youth (FUPY) and Fostering to Youth Independence (FYI), to receive up to 24-month extensions if specific criteria are met. These vouchers are typically for young people aged 18 to 24 who have experienced the foster care system. KCHA proposed the Young Adult Prosperity Program (YAPP) to cater specifically to this population. The program includes regular coaching, core competencies development, and a \$500 monthly incentive, aiming to equip participants with skills to navigate complex systems and succeed in the private rental market.



King County
Housing
Authority

Young Adult Prosperity Program (YAPP)

Equipping former foster youth to increase their economic independence.

August 2025



Presentation Content

Foster Care in Washington State

Purpose of YAPP Program

Program Design Team

Design Process

Program Components

Questions & Answers

Foster Care in WA State

POLICE & COURTS

Deaths and critical injuries spike in Washington's child welfare system

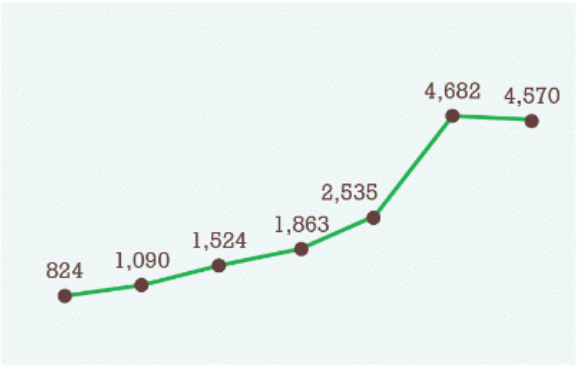
New figures show 92 fatal or near-fatal incidents in the first half of the year.

BY: JAKE GOLDSTEIN-STREET - JULY 18, 2025 4:20 PM



Despite the known issues with placing youth in hotels, this practice is still quite common nationwide. Rates of hotel stays for youth under age 18 have significantly increased in Washington over the last few years.

455% increase in placement exception nights since 2017



Source: Washington State Office of the Family and Children's Ombuds

Across the country, youth of color are far more likely to enter the foster care system than their white peers due to racial inequities across generations, with support networks and relationships fractured by systemic problems and bias.

Washington Statistics



Native Americans are

2.4x more likely than white youth to be placed in foster care.



Black Americans are

1.7x more likely than white youth to be placed in foster care.



Mixed-race Americans are

2.4x more likely than white youth to be placed in foster care.

Source: US Department of Health and Human Services

The Seattle Times

Local News

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Politics Law & Justice Watchdog Mental Health Education Lab Project Homeless Traffic Lab Eastside Climate Lab Obituaries

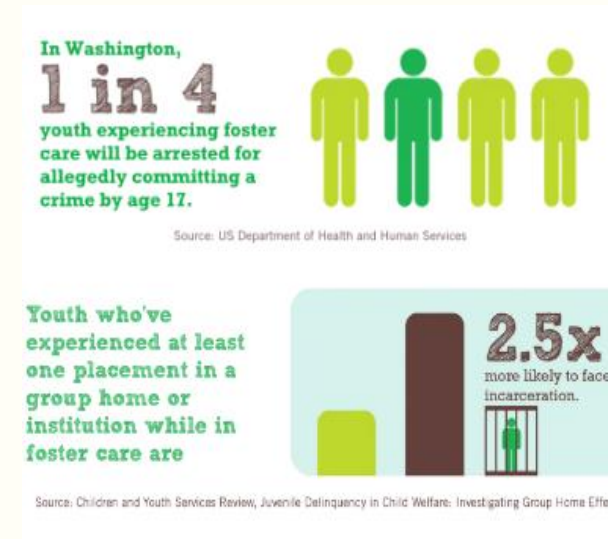
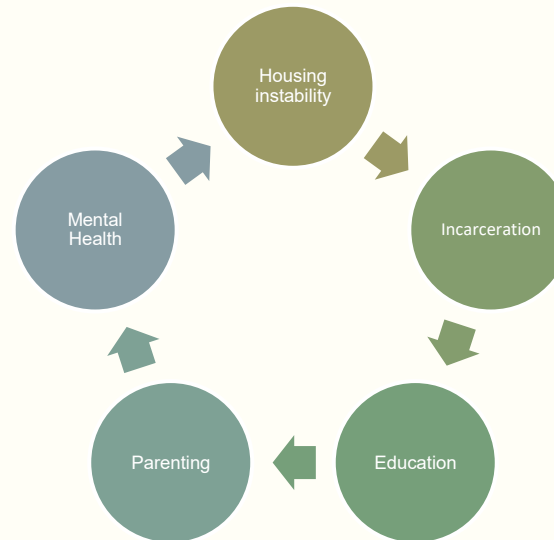
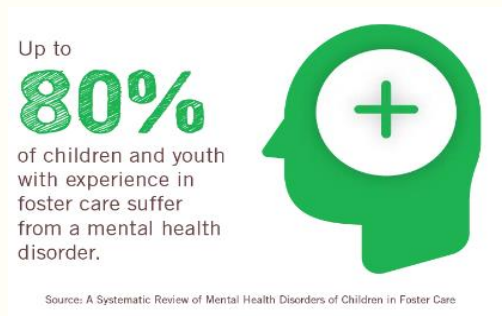
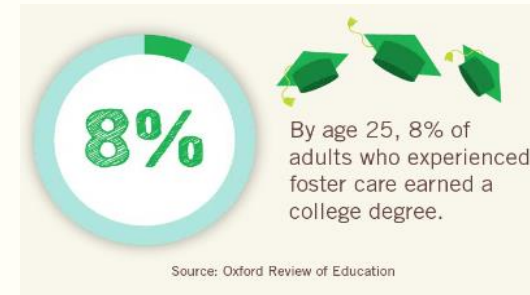
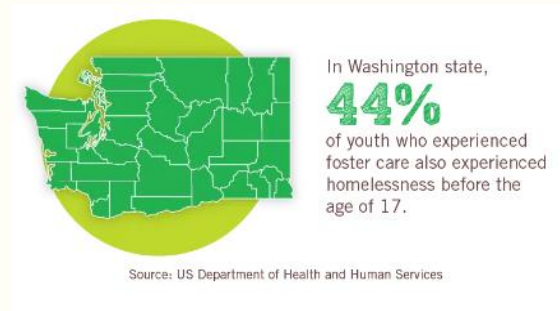
Education | Local News

WA slashes grants funding foster care programs amid budget deficit

Aug. 7, 2025 at 10:00 am | Updated Aug. 7, 2025 at 10:01 am



Outcomes – what happens after foster youth leave the system in WA State?



Outcomes can be different for KCHA participants



Purpose of the YAPP Program

Time Limited Youth Vouchers

- Three-year Vouchers
 - 12 Family Unification Program – Youth (FUPY)
 - 123 Foster Youth to Independence (FYI)

2022 Rule allowing for up to 24 months extension

- Participate in PHA's self-sufficiency program(s)
- Participate in other qualifying programs
- Meet other extension requirements

Specifically designed to meet youth/young adult needs

- More frequent check-ins
- Have access to financial incentives
- Coaching and mentoring

Program Design Team

- 🏠 Sean Cunningham, YAPP Coordinator
- 🏠 Emilee Quinn, Senior Administrative Program Manager
- 🏠 Shawli Hathaway, VP of Resident Services
- 🏠 Catherine Verrenti, Verrenti Consulting
- 🏠 Grace Adriano, Senior Program Manager



Design Process



New demographic for KCHA direct services

Interviewed several service providers



Consulted with individuals with lived experience

Interviewed a number of young adults with youth vouchers



Consulted with FSS Coordinators

Youth vouchers enrolled in KCHA traditional FSS program



Partnered with experienced consultant

Worked with foster care organizations
Workforce development



Evaluation Planning

Participant surveys
Milestone check-ins

Program Eligibility

Leased up with Foster
Youth to Independence
OR Family Unification
Program-Youth voucher

Ineligible if they
currently owe money to
KCHA

Reconsidered
with established
repayment
agreement

Program Size

Total Youth Vouchers: ~135

Staff to Participant Ratio: 1 to 25

Total Enrollment Size: 25

Youth Vouchers have the option to enroll in traditional FSS Program/YAPP waitlist

Program Components



Core Competencies



Life Skills

Building positive social bonds
Maintaining housing
Accessing healthcare, other services



Training and Education

Identifying next steps in education/training
Self-advocacy
Navigating complex systems



Employment

Matching career interests to labor market
Building a resume
Skills to search, apply, interview, & shadow
“Showing Up” to work



Financial Wellness

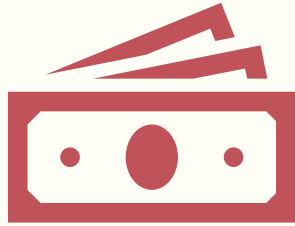
Budgeting
Understanding credit
Applying for and retaining benefits
Financial planning and goal setting

Incentives

Participation Year	Maximum Total Monthly Incentive	Incentive Disbursement		Maximum Monthly Incentive Payment	
		Direct to Participant	To Savings	Direct to Participant	To Savings
Year 1	\$500	100%	0%	\$500	\$0
Year 2	\$500	80%	20%	\$400	\$100
Year 3	\$500	60%	40%	\$300	\$200
Year 4	\$500	40%	60%	\$200	\$300
Year 5	\$500	20%	80%	\$100	\$400

Full program enrollment (25 youth) annual incentives cost: \$150,000

Incentives



Direct Payments

Monthly if in good standing

Demonstrate progress towards goals

Not included in rent calculation

Max direct payments = \$18,000



KCHA-Managed Savings

Starts year 2

Disbursed if participant gives up housing subsidy

Max Savings= \$12,000

Initial Uses of Direct Payment Incentives

- 🏠 Food
- 🏠 Furnishings
- 🏠 Clothing
- 🏠 Transportation
- 🏠 Setting up connectivity
- 🏠 Emergency funds



Participation Pauses

Voluntary

- Planned
- No check-ins
- No incentives
- Up to 3 months

Involuntary

- Unplanned
- No incentives
- Exited after 3 months

Program Completion



Voucher expires



Exit voluntarily



Non-compliance with program expectations



No longer has youth voucher

Young Adult Prosperity Program

Thank you!



T A B N U M B E R

8



Increasing HCV Participant Success

2025 Going Beyond Payment Standards

Pam Taylor, SVP of Housing Choice Vouchers



September 15, 2025

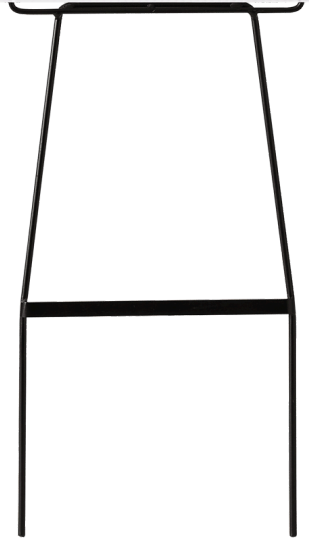
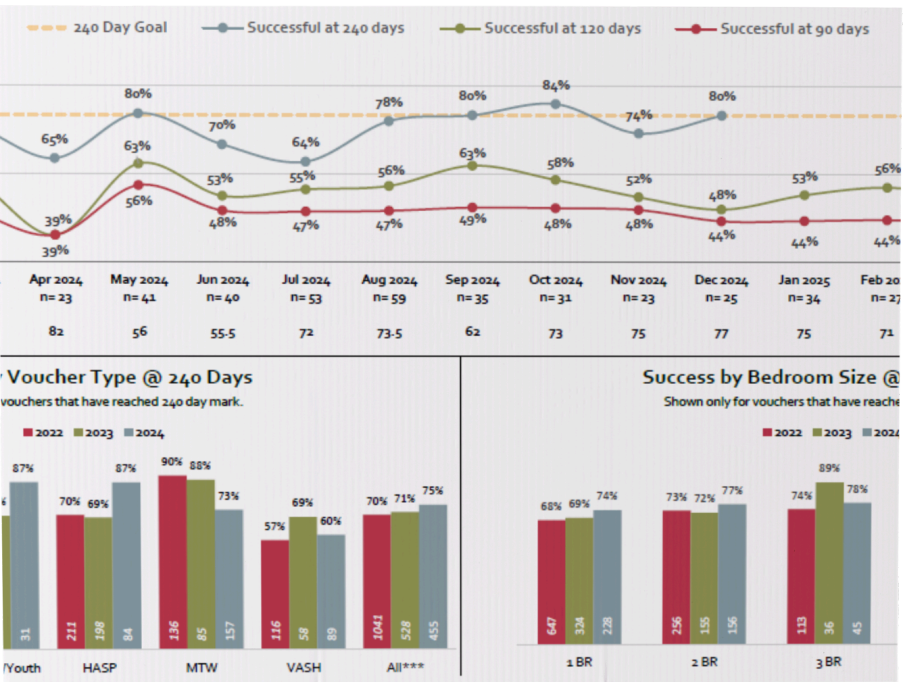
2025 Goal

How can we significantly reduce search time?

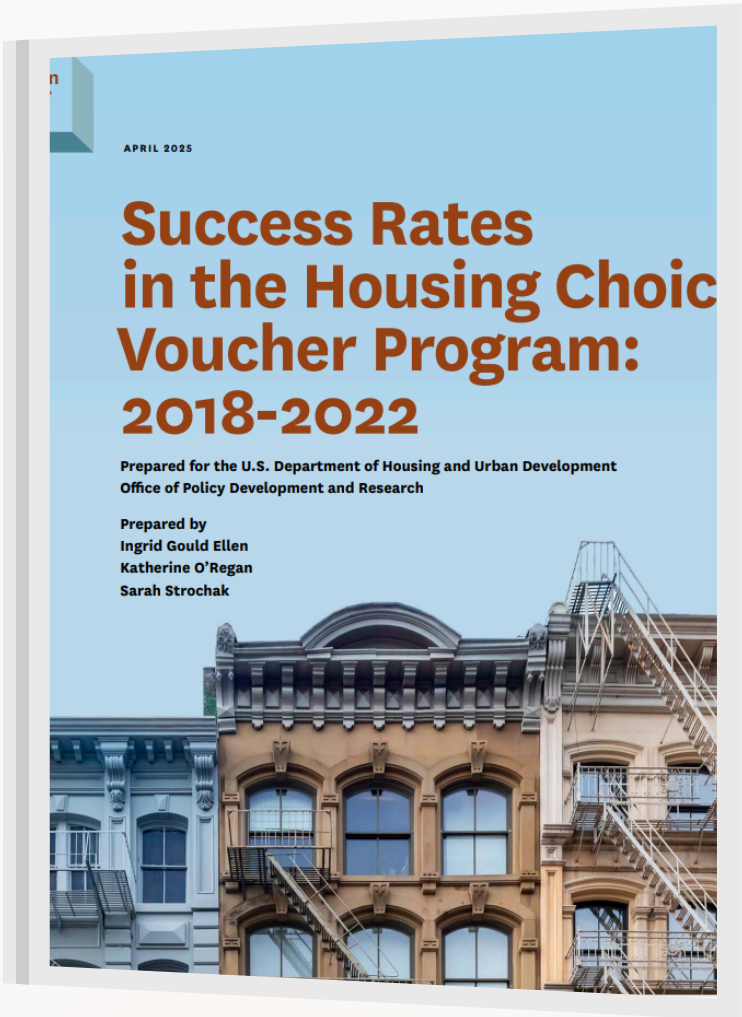
Our primary goal for 2025 is to shorten the average search time by 60 days through a focused and strategic approach.

To achieve this ambitious goal, we have implemented several key initiatives and continue to build on our progress.

180 Days



Study recommends HUD release estimates of voucher success rates annually to provide PHAs, HUD, Congress, and researchers with up-to-date information on the most important outcome for the housing choice voucher program.



Housing Choice Voucher success rates fell significantly between 2020-2022.



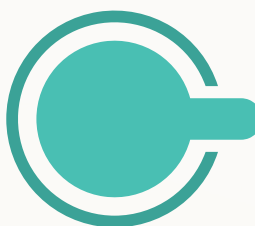
Larger PHAs recorded higher success rates and much longer search times.



The initial cohort of MTW PHAs achieved a success rate of 74.2% possibly due to greater flexibility.

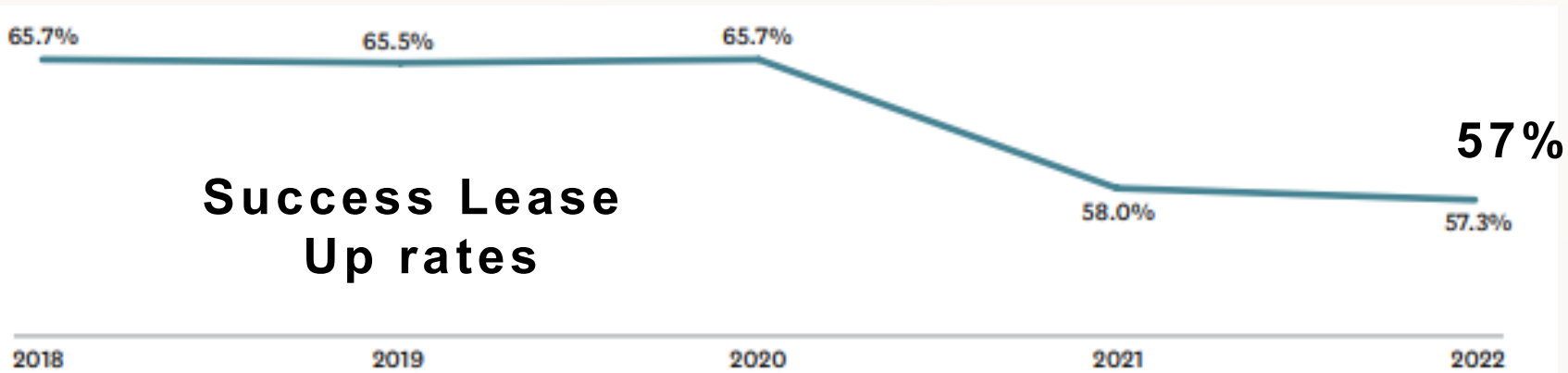


Higher-rent counties saw higher success rates and longer search times.



The gap between 180-day and one-year success rates more than doubled from 3.1 percentage points in 2018 to 7.2 percentage points in 2022.

65%



62 days

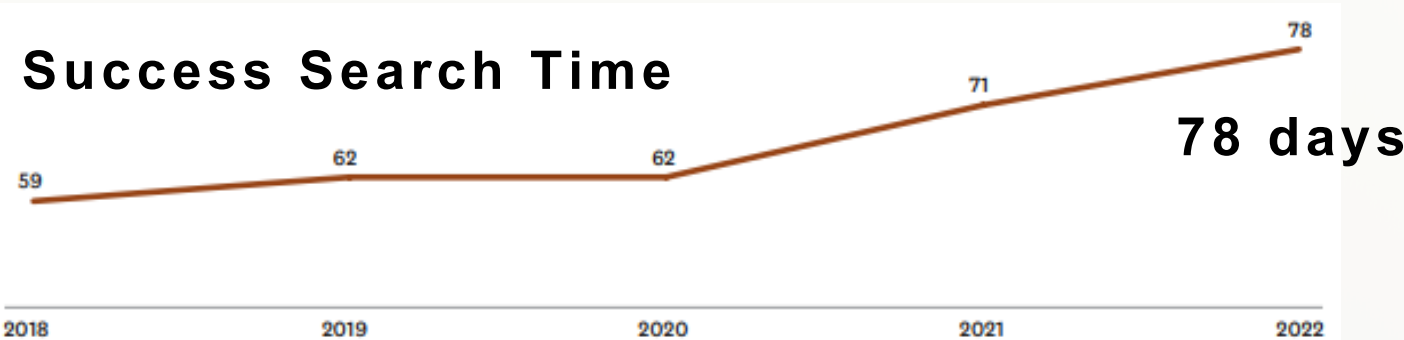
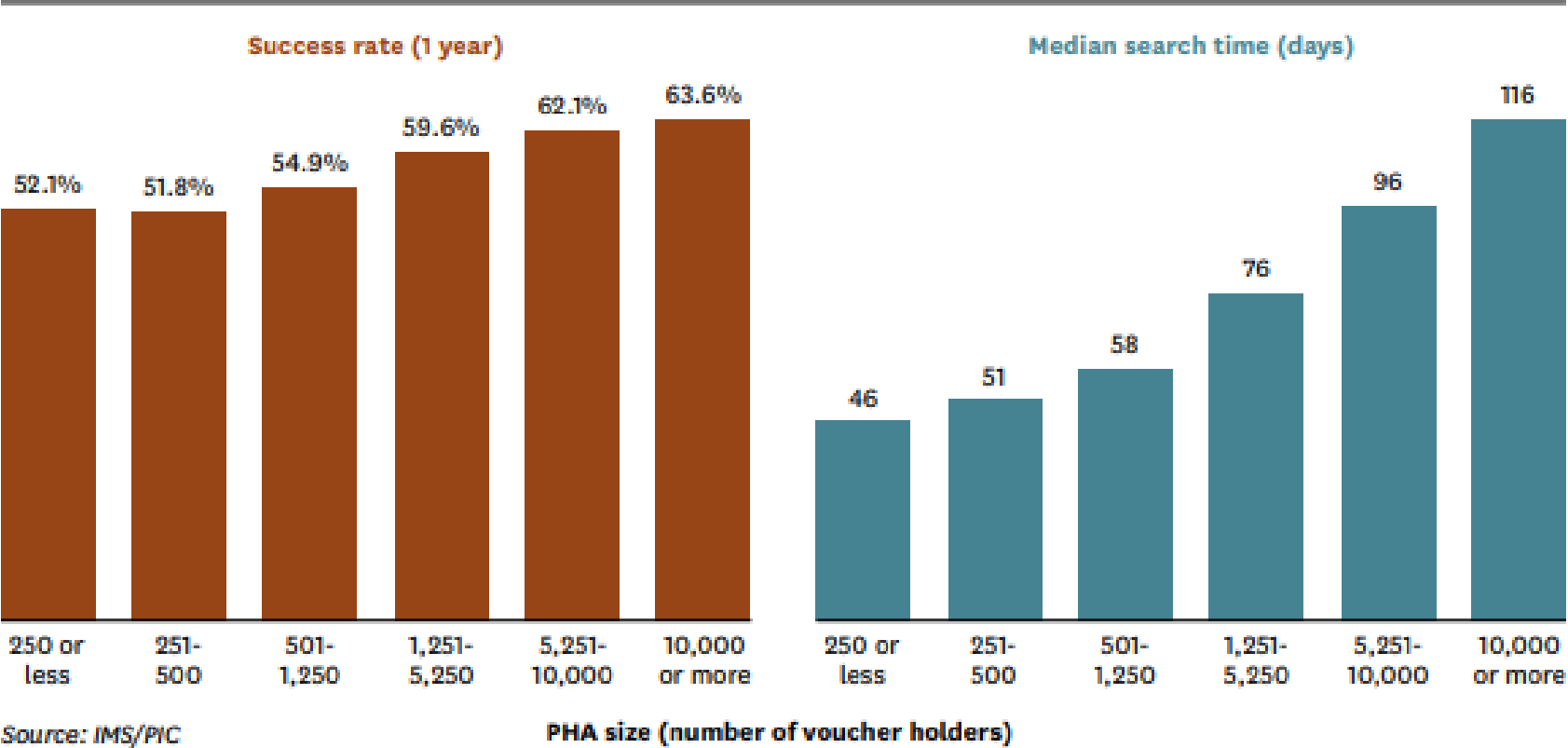


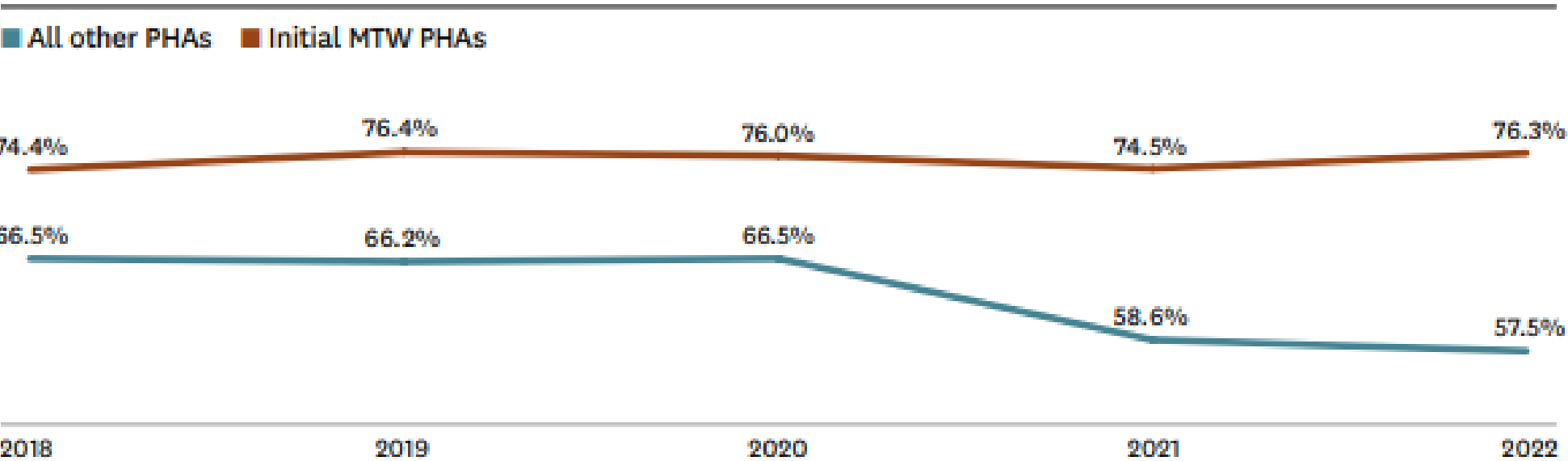
Exhibit 10: Success rates and search time by PHA size, 2022



Success rates are substantially higher in larger PHAs & recipients take over 116 days to lease up.

MTW PHAs have success rates that are nearly 20 percentage points higher than other PHAs.

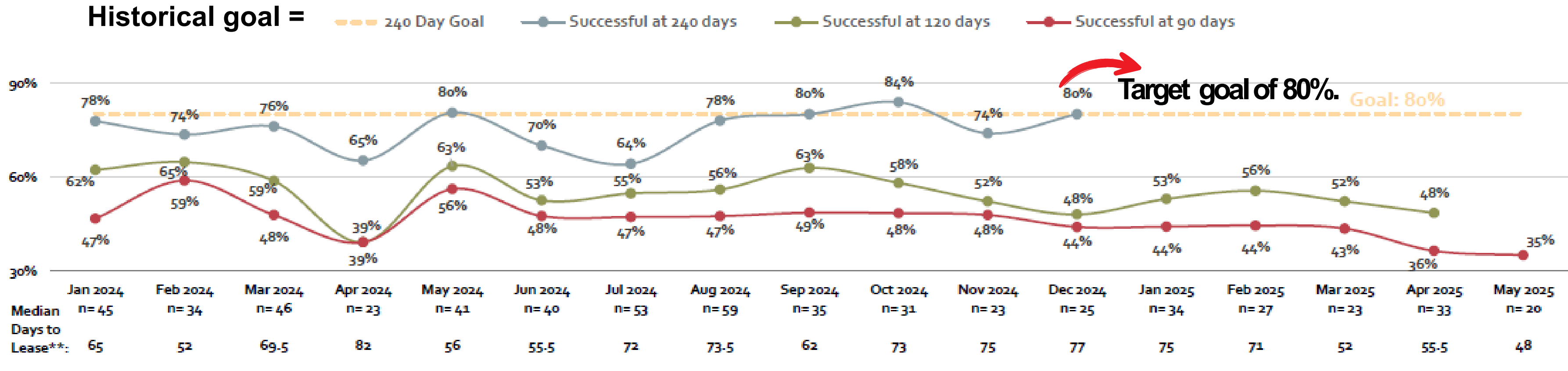
Exhibit 11: Success rates for initial MTW and all other PHAs, 2018-2022



Source: IMS/PIC
Note: "All other PHAs" includes PHAs that do not receive MTW designation and PHAs in later MTW cohorts.

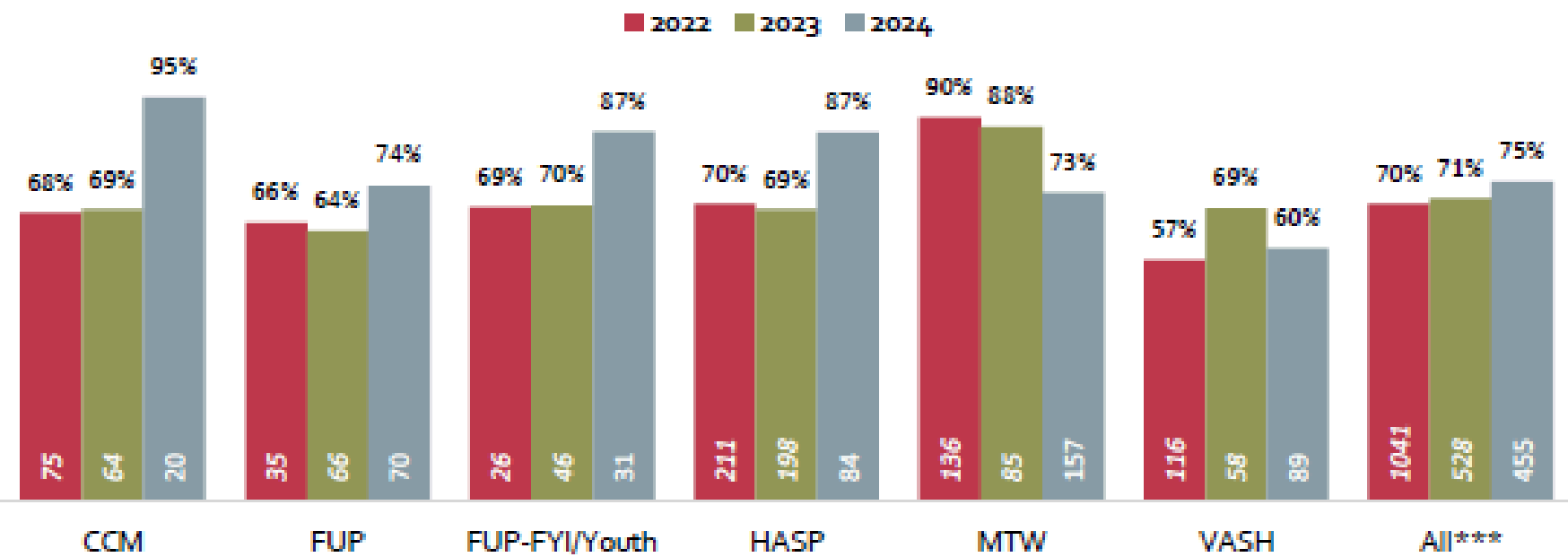
KCHA Housing Search Report

This report reflects KCHA's current method for measuring shopping search time, which is the length of time it takes for a voucher holder to be housed.



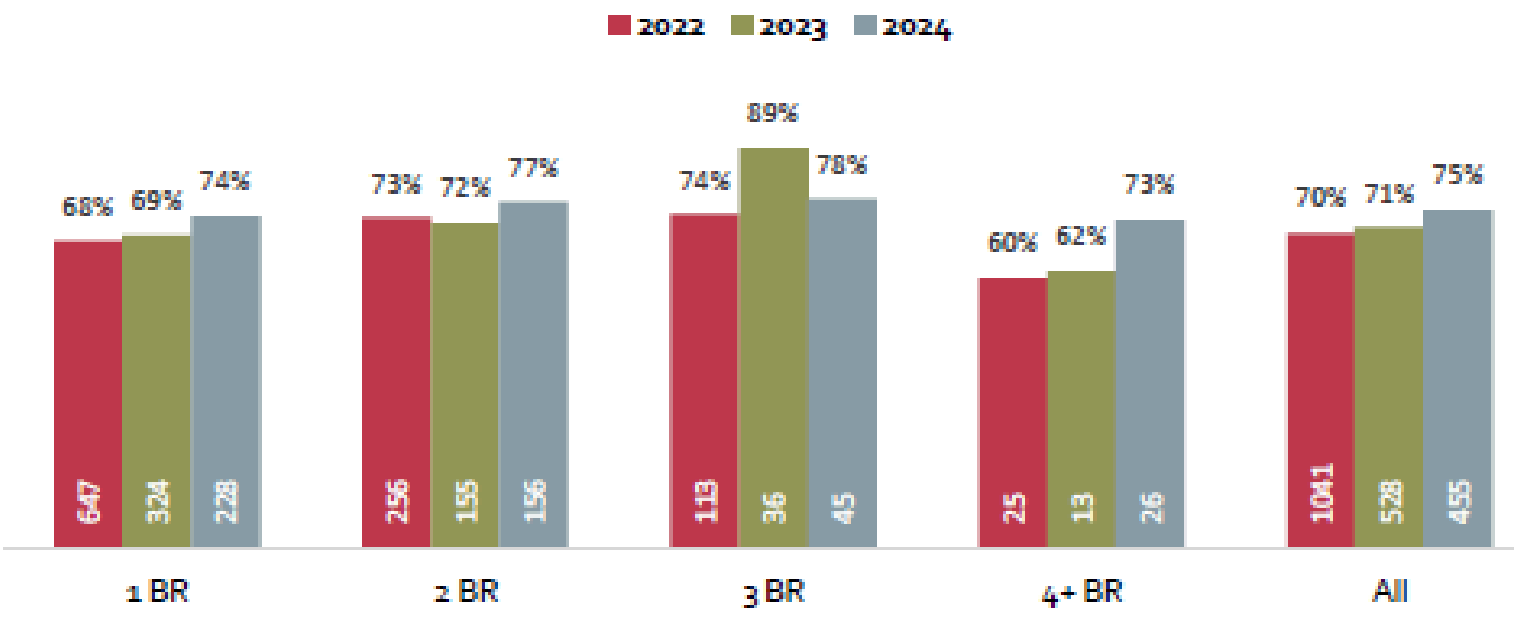
Success by Voucher Type @ 240 Days

Shown only for vouchers that have reached 240 day mark.

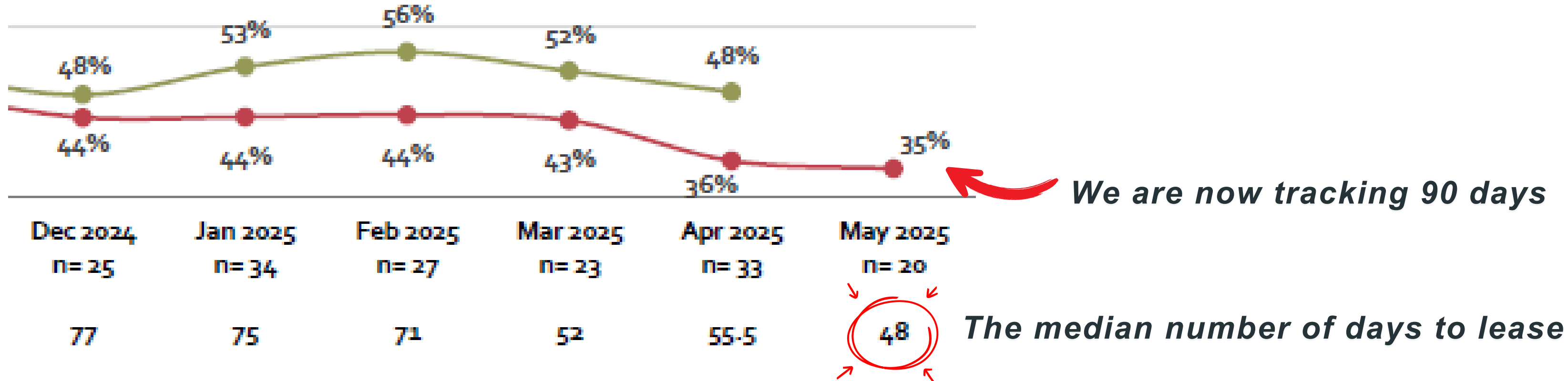


Success by Bedroom Size @ 240 Days

Shown only for vouchers that have reached 240 day mark.



KCHA HOUSING SEARCH REPORT



We are beginning to see a significant decrease in median days to lease.

- ⚠️ **Current shoppers primarily on supportive programs (i.e. VASH, FUP).**
- ⚠️ **Making progress toward validating our assumptions with data.**

Logic Model

Goal

100% of shoppers lease up within 180 days of receiving their voucher.

Vision

KCHA residents experience comfort, community, peace, and stability when they can successfully lease a unit.

KCHA staff experience a seamless process from application to lease up that is stable, purposeful, and has the right resources.

Context

A root cause analysis identified multiple factors that contribute to how long it takes a shopper to lease up. Many of these factors stem from deeply rooted systems such as gentrification, redlining, discrimination, and wages that do not match the housing market.



Logic Model



King County
Housing
Authority



Contributors What factors hinder or help shopping success?	Inputs What do we invest in or provide?	Activities What can we do?	Outcomes What do we see because of our activities?	Performance Metrics What is the impact on shopping success?
Searching Process <ul style="list-style-type: none"> - Transportation to view units/sign documentation - Lack of time to search - Access to computers to search Characteristics of Unit <ul style="list-style-type: none"> - Location - Unit Type - Availability Financial <ul style="list-style-type: none"> - Moving Costs and Fees (upfront fees, <u>one time</u> fees, application fees, deposits, holding fees) - Post-leasing Fees (insurance, parking, physical move, utilities) - Credit score/history - Rental history - Debt Landlord/KCHA/Client relationship <ul style="list-style-type: none"> - KCHA program requirements perceived as cumbersome - Confusing KCHA materials for LL and client - LL unaware of obligations - Slow response time between parties - Language barriers - Easy to miss paperwork KCHA Internal Processes and Policies <ul style="list-style-type: none"> - Limited navigation support - Differing understanding on what is “tradition” and what is “policy” - Inconsistent interpretation of policies - Rent policies and payment standards are complex - Technology is not fully integrated - Teams operate reactively rather than proactively 	Staffing <ul style="list-style-type: none"> - <i>Landlord Liaison Team</i> – Connection between LLs and HCV - <i>Housing Navigation Team</i> - Direct support and advocacy for shoppers - <i>Intake team</i> – First connection to shoppers - <i>RS coordinators</i> – Resource coordination - <i>HCV Managers</i> – Advocate for and support staff - <i>R&E</i> – Provide data and insight Partnerships <ul style="list-style-type: none"> - <i>Federal:</i> HUD, VA - <i>State:</i> State Dept Commerce - <i>Local:</i> Housing Connector, YWCA, CCS, KCVP, SSVF, <u>Hopelink</u>, <u>Lifewire</u>, <u>DAWN</u>, <u>ReWa</u>, Solid Ground Tools and Resources <ul style="list-style-type: none"> - Videos, website, AI, Yardi, Data Visualization, <u>DocuSign</u>, On-base workflows 	Education <ul style="list-style-type: none"> - Provide education to shoppers on <ul style="list-style-type: none"> o how to efficiently search for a unit o expected additional costs/fees o common situations that they may experience when searching/working with LLs o digital skills related to housing search - Provide education on clients’ rights to shoppers and LLs - Education resources about HCV for LLs Direct Assistance <ul style="list-style-type: none"> - Provide devices for shoppers to use for search - Coverage of fees associated with initial lease up and moving into a unit - Housing navigation support (internal and Housing Connector) - Intake team client management (30/60/90 <u>day</u> check-ins, reminders, education, <u>etc...</u>) Relationship Building <ul style="list-style-type: none"> - Connect with potential funders/organizations to help negotiate fees that KCHA can’t cover - Connect with programs that help build credit and negotiate debt - Scale LL liaison model to build relationships with LLs - Develop stronger relationship between Asset Management and HCV 	Education <ul style="list-style-type: none"> - Shoppers know what to expect when shopping for a unit - Shoppers know their rights - LLs know what HCV is, their rights, and their obligations [Measure: <ul style="list-style-type: none"> - Feedback from client (How Well)] Direct Assistance <ul style="list-style-type: none"> - Shoppers have access to the technology they need to shop for a unit - Shoppers have customized assistance to search for a unit [Measure: <ul style="list-style-type: none"> - Themes from check-ins (How Well) - Shopping success results disaggregated by use of housing navigation (Better Off)] Relationship Building <ul style="list-style-type: none"> - Shoppers have access to resources/referrals/services from organizations that can assist during the search process - KCHA has strong relationships with LLs and property management companies [Measures: <ul style="list-style-type: none"> - documentation of formal and informal resource, - periodic feedback from LL and partner organization surveys, - TBD as gets built out] 	How Much? <ul style="list-style-type: none"> - # of households currently searching - # extension requests received (and reason for the request) How Well? <ul style="list-style-type: none"> - % RFTA process <u>check-points</u> that are completed within designated time window - Feedback from households on materials/support - Themes from 30/60/90 <u>day</u> check ins Is anyone better off? <ul style="list-style-type: none"> - % leased up within 180 days - Median days to lease up <p>Metrics will be disaggregated by household characteristics and housing navigation support</p>

As of August 2025, 64% of shoppers leased up within 180 days. The median number of days to lease up was 61.

In 2023-2024



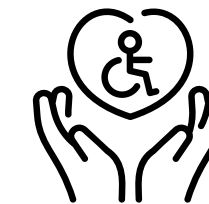
Ages 40-49 and 50-61 (60%) tend to experience lower success overall and a higher median number of days to lease up (69 and 75 days) compared to other ages.



American Indian/Alaska Native tend to experience lower success rates (51%) and higher median days of lease up compared to other race/ethnicity groups (90). Asian experiences the highest shopping success rate (72%).



Families with children and without children tend to experience greater shopping success at similar rates (69% and 68%)



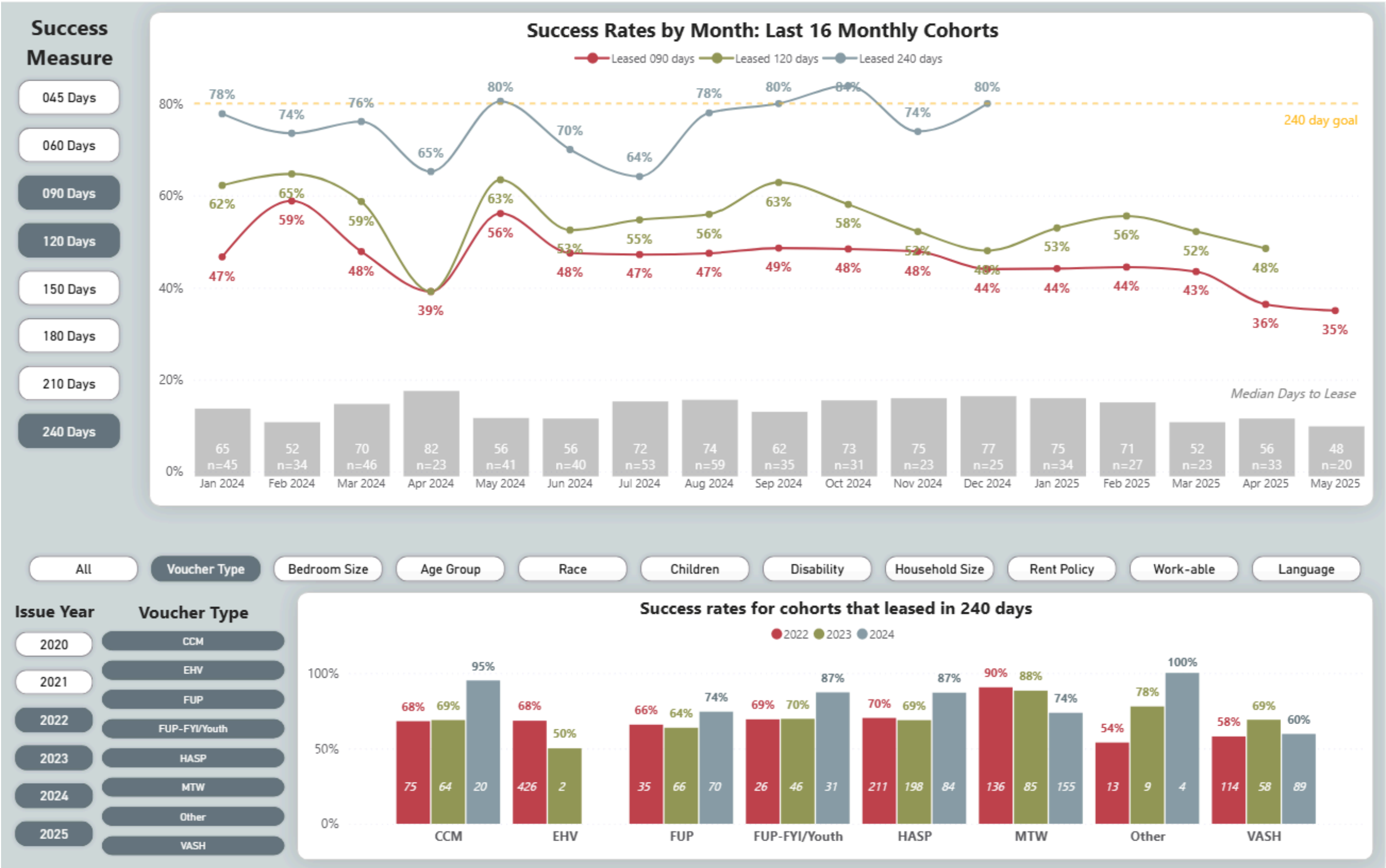
Disabled and non-disabled households tend to experience shopping success at a similar rate (68% and 68%)



Households with 2-3 and 4-5 people tend to experience greater shopping success (71%), but it takes longer (68 days).

New Dashboard

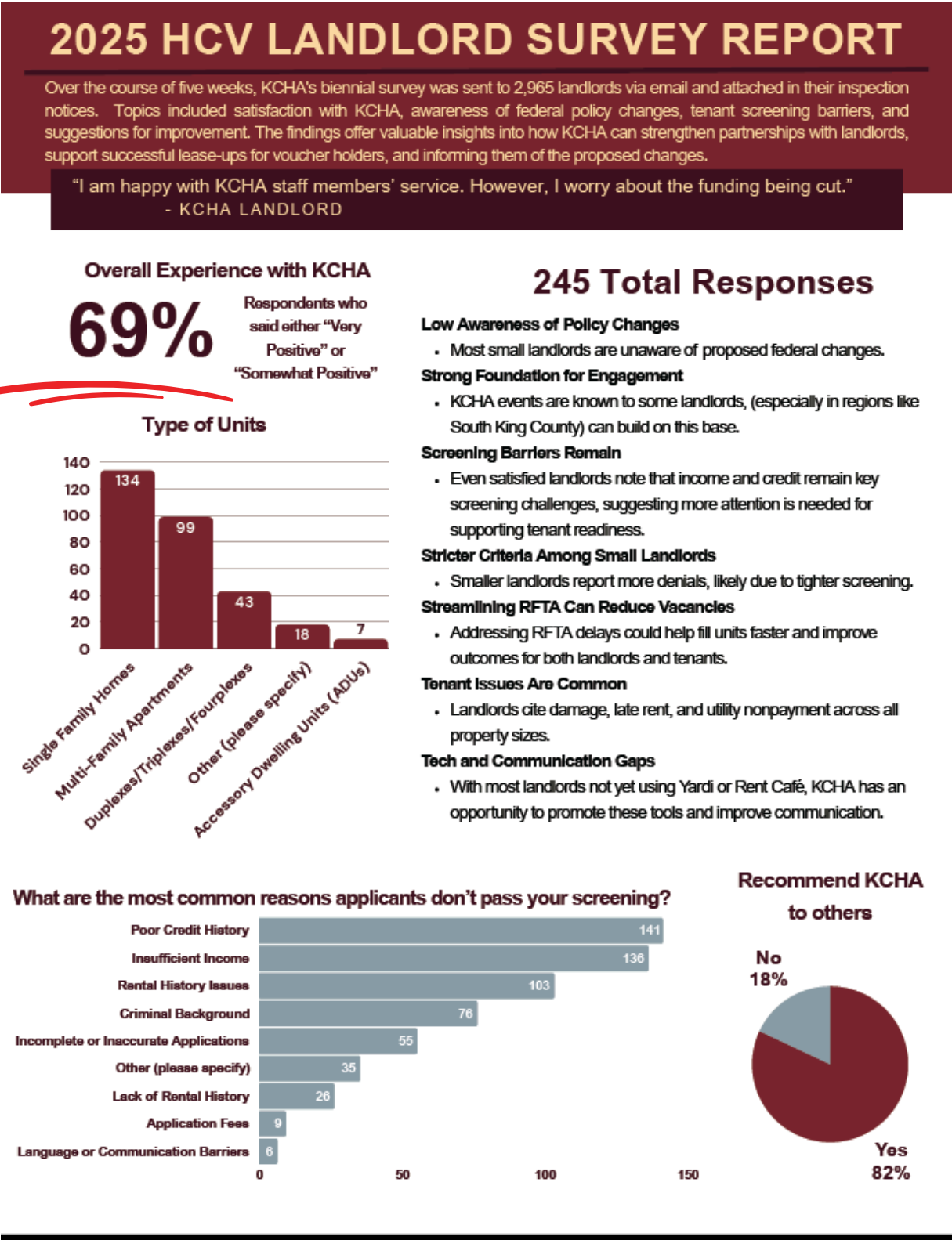
This new dashboard offers an in-depth analysis of customer cohorts, enabling us to better understand the current shoppers.



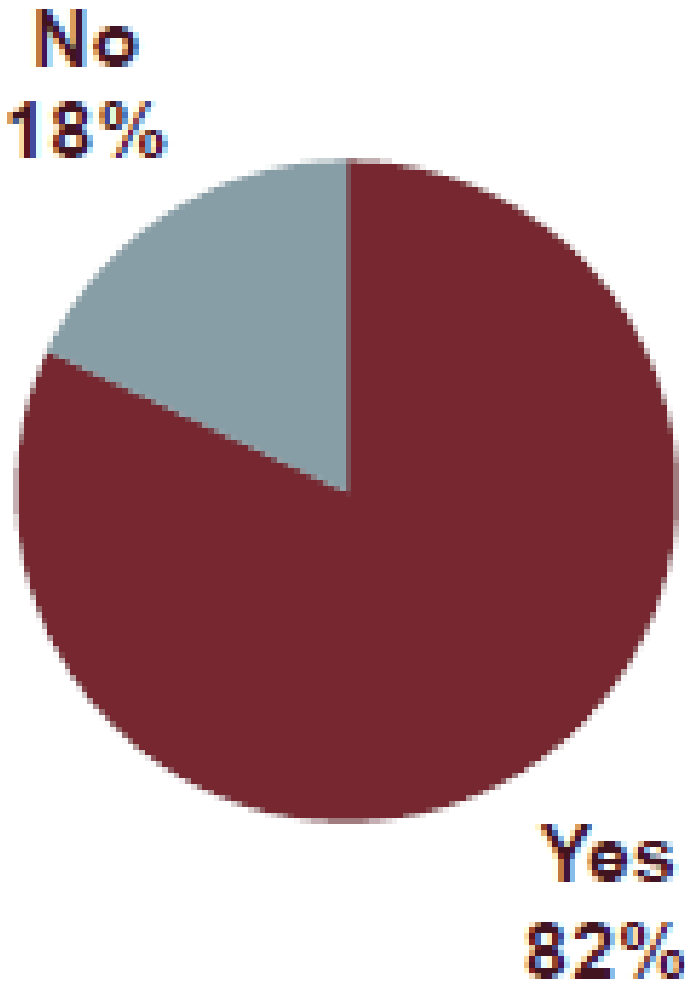
https://app.powerbi.com/links/cOLHFX3kwR?ctid=c34dabd0-b767-49ed-841f-db692a1a6bfd&pbi_source=linkShare

Landlord Survey

In May, HCV surveyed 2,965 landlords and received 245 responses. Their overall experience with KCHA was 69% and 82% would recommend KCHA to others!!

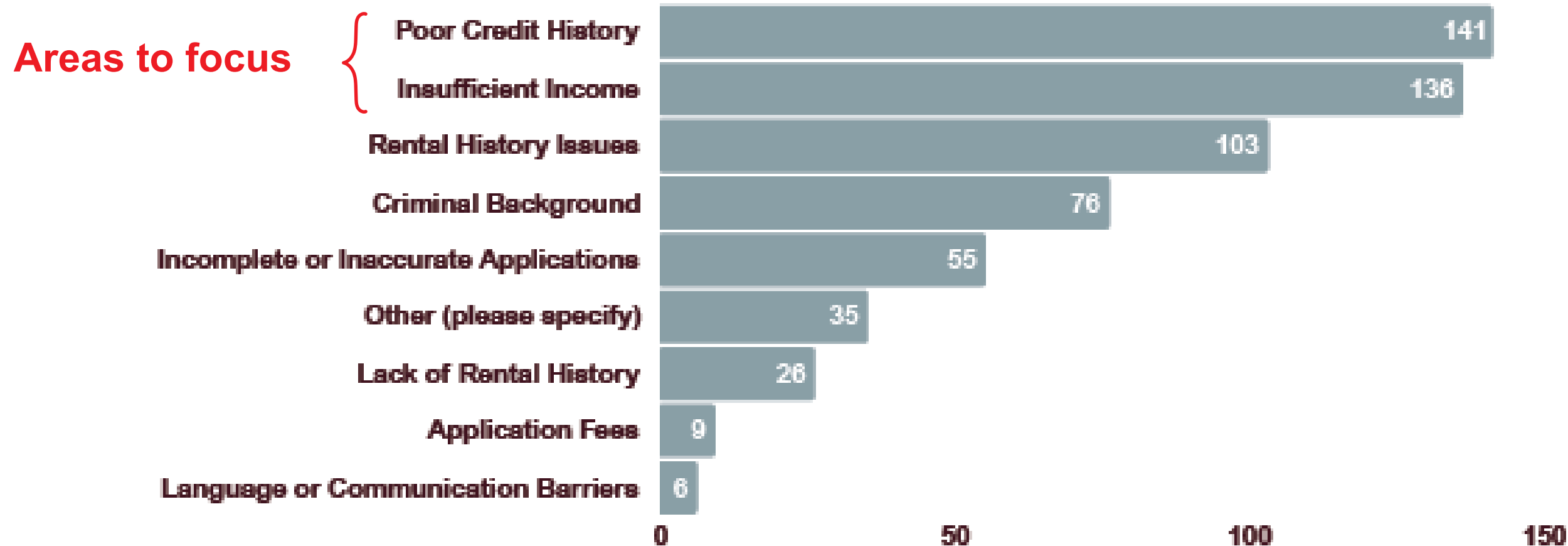


Recommend KCHA to others



Landlord Survey

What are the most common reasons applicants don't pass your screening?



The key takeaways:

- Most small landlords are unaware of proposed federal changes.
- Income and credit remain key screening challenges
Suggest attention is needed for supporting tenant readiness.
- Smaller landlords report more denials due to tighter screening.
- Common issues are damage, late rent, and nonpayment utilities.
- Most landlords are not using Yardi/Rent Cafe.

New Strategies



45&90 Day Check Ins

Voucher Issue Date	Voucher Expiration (add ext)	45 Day Check in Deadline	90 Day Check in Deadline	Check-In		Extension Form Link Sent	Housing Search	
				45-Days	90-Days		Yes	No
10/31/24	7/6/25		1/29/2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/20/24	6/17/25	2/3/2025	3/20/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/17/25	7/15/25	3/3/2025	4/17/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/24/25	5/23/25	3/10/2025	4/24/2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/23/25	7/21/25	3/9/2025	4/23/2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2/7/25	6/6/25	3/24/2025	5/8/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2/13/25	6/12/25	3/30/2025	5/14/2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2/20/25	6/19/25	4/6/2025	5/21/2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2/24/25	6/23/25	4/10/2025	5/25/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2/28/25	6/27/25	4/14/2025	5/29/2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3/20/24	7/1/25	5/4/2024	6/18/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4/11/25	8/8/25	5/26/2025	7/10/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4/14/25	8/11/25	5/29/2025	7/13/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5/8/25	9/4/25	6/22/2025	8/6/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In April 2025, we began tracking and conducting 45 & 90day check-ins that enable staff to engage with searchers, identify barriers, provide resource referrals, and voucher extension reminders.

★ **21 Households shopping**

★ **10 Leased by August 13th**

Housing Navigation



**Allison
Menendez**

KCHA Housing Navigators began assisting Veteran and Family Unification and Youth voucher holders and have now expanded services to all newly issued voucher holders.



**Ermana
Buljubasic**



SPV Partner Agencies

HCV communicated the lease-up goals to our partner agencies, and they are fully committed to supporting these objectives



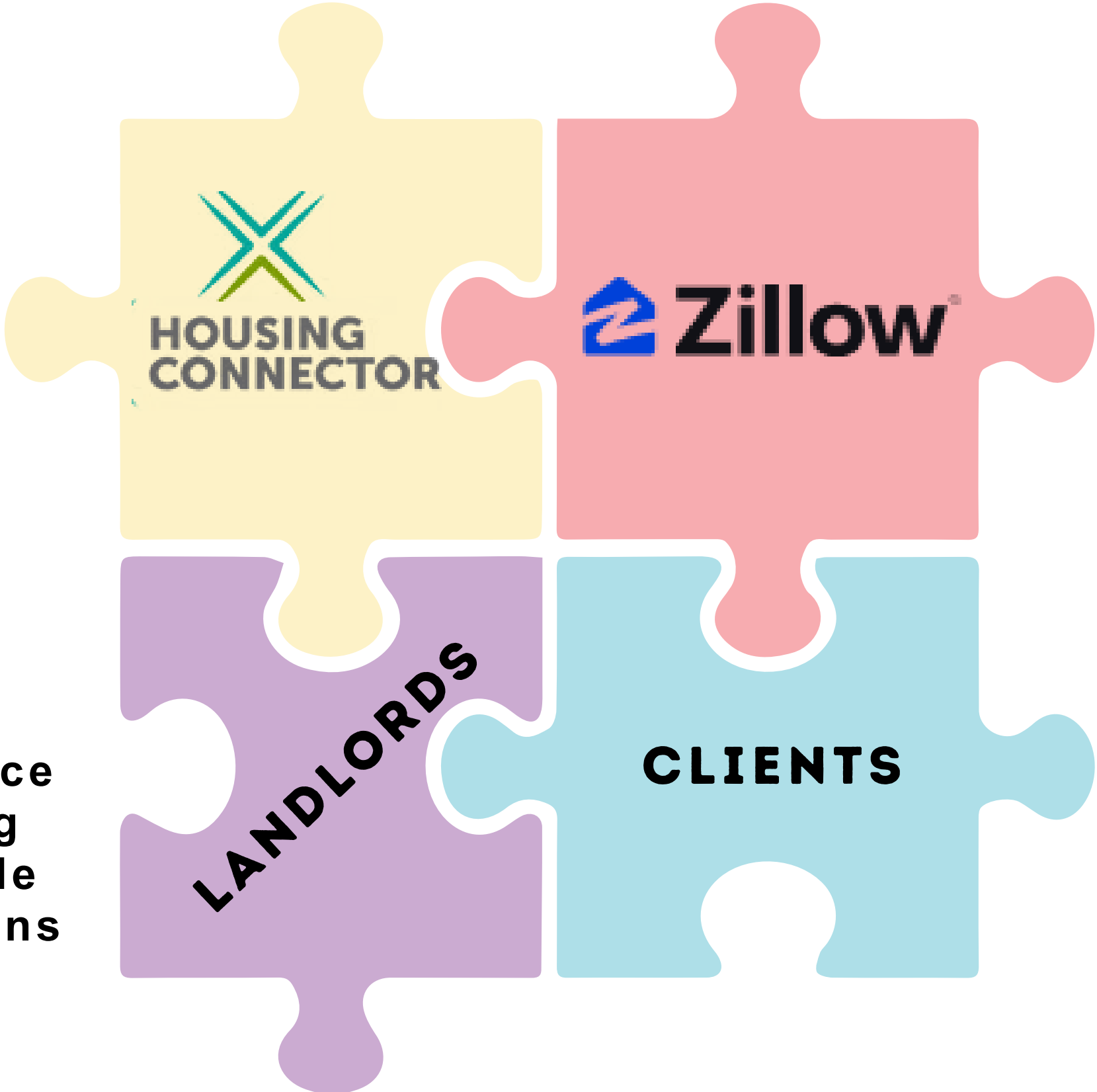
Workforce Housing

Collaborating with KCHA's Asset Management department to access & share vacancy report data.



Housing Connector

KCHA currently partners with Housing Connector on a limited basis, and is looking to expand the scope to all of our shoppers.



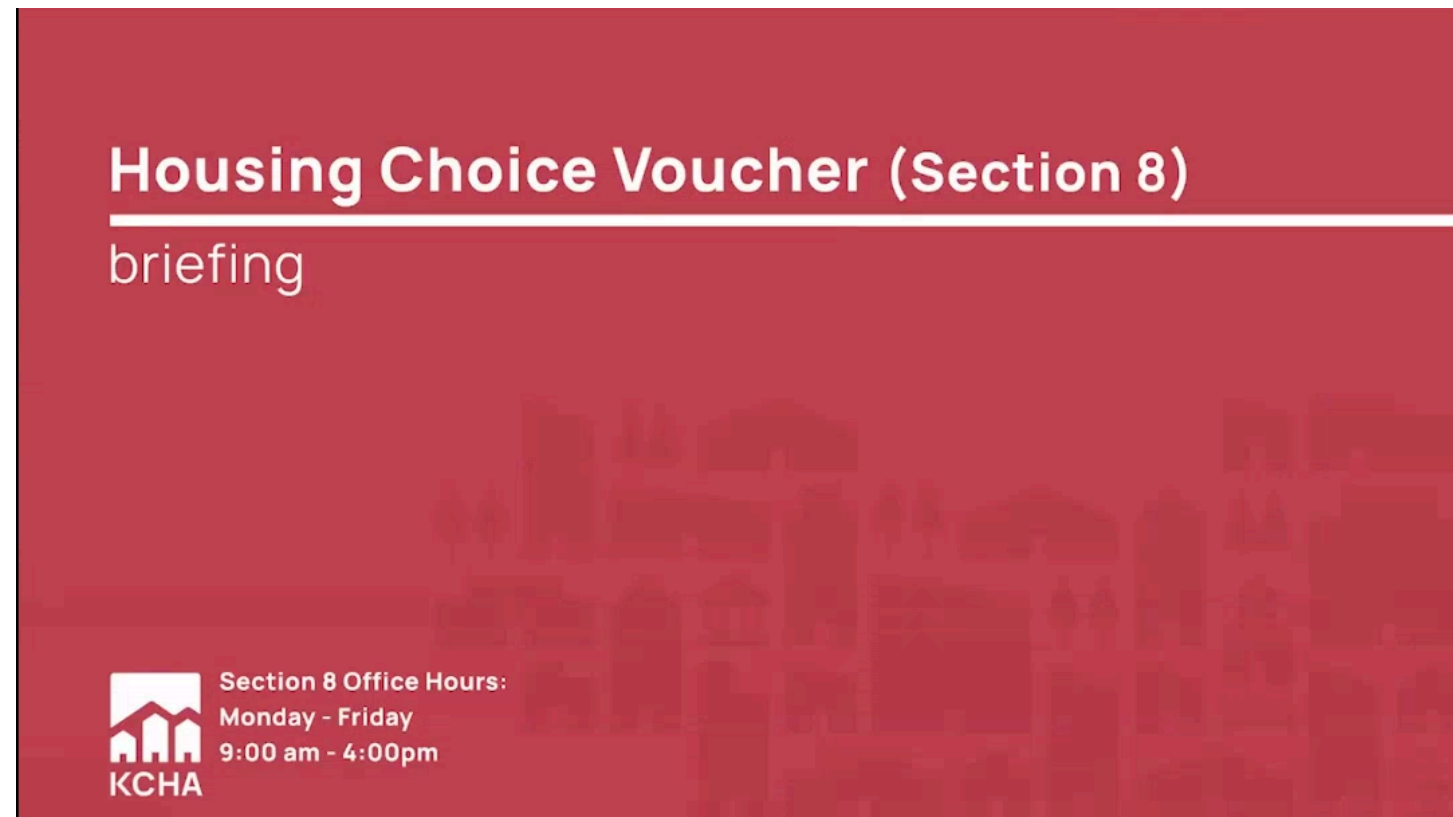
Housing
Connector is a
nonprofit
agency

Accesses housing search
through Zillow's search
engine.

Partners with
landlords to reduce
tenant screening
barriers & provide
financial protections

Provides resident stability
support through specialists who
help resolve tenant challenges.

Briefing Video



KCHA's existing briefing process was text-heavy accompanied by a comprehensive presentation.

The new briefing video will lead to better retention of the information shared and easier to revisit any information the client may want to review. The new video was filmed by our very own Digital Communications Specialist Brandon Bidwell.

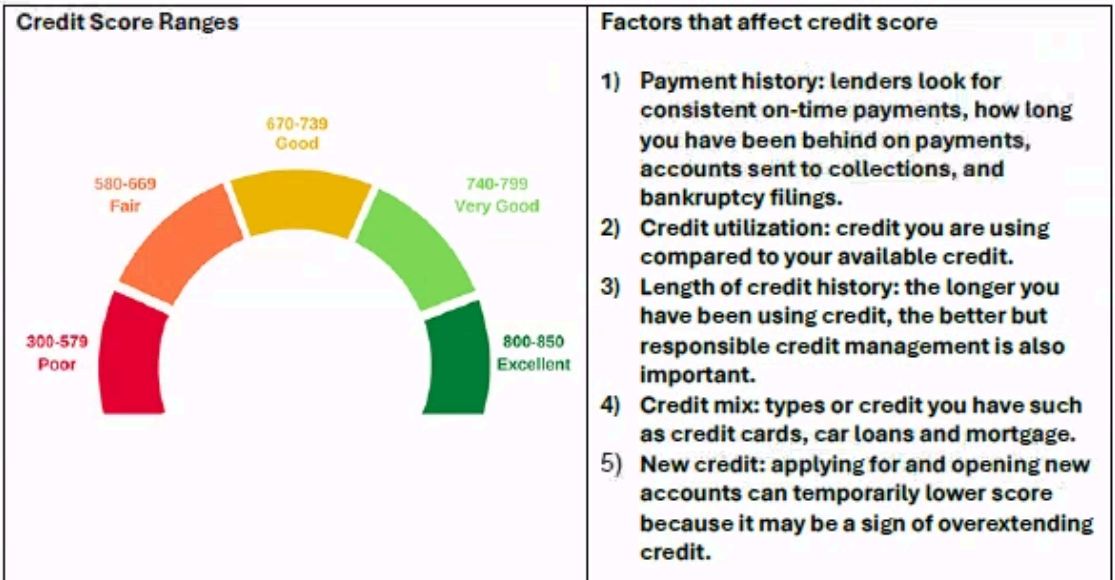
Credit Score & Employment Services

Credit and Employment Flyers are shared with HCV participants at all interactions



Credit Score and Credit Report Information

Landlords look at the credit scores and reports to determine who to rent to. Understanding your credit score and credit report can help you be more successful in finding housing.



If you need additional assistance understanding your credit score, credit history or financial coaching, the agencies and programs listed below can provide you with assistance.

Financial Coaching Programs:

- American Financial Solutions: <https://www.myfinancialgoals.org/services>
- Hopelink: <https://www.hopelink.org/programs/financial-capabilities/>
- El Centro de la Raza: <https://www.elcentrodelaraza.org/get-help/education-asset-building-programs/>
- YWCA: <https://www.ywcaworks.org/economic-advancement>

Free Credit Counseling or Repair Resources

- Urban League: <https://urbanleague.org/financial-empowerment/>
- El Centro de la Raza: <https://www.elcentrodelaraza.org/>

Other Resources

- Consumer Financial Protection Bureau: <https://www.consumerfinance.gov/about-us/>
- Financial Empowerment Network: <https://www.fenwa.org/>

600 Andover Park West
Tukwila, WA 98188-3326



Employment Services Programs

Your source for career exploration, training, education, and jobs

Are you ready to start your job search or increase your income? There are many community programs that can help you with the following:

Pre-employment and Job Search Services	Employment and Career Pathway Services	Information and Referrals
<ul style="list-style-type: none">Skills assessment to identify career goalsJob market researchRésumé and cover letter buildingJob search strategies and tipsInterview preparation	<ul style="list-style-type: none">Individual career plan developmentOne-on-one career coachingJob readinessCareer advancement supportReferrals to education and training	<ul style="list-style-type: none">Education and trainingFinancial coachingParenting/life skillsTransportationCommunity resources

For the services above, visit the websites of the multi-service agencies listed below. Some serve all of King County, others only specific cities.

- YWCA of Seattle | King | Snohomish: <https://www.ywcaworks.org/>
- Multi-Service Center: <https://mschelops.org/>
- Evergreen Goodwill: <https://evergreengoodwill.org/job-training-and-education/>
- Asian Counseling Referral Services: <https://acrs.org/>
- El Centro de la Raza: <https://www.elcentrodelaraza.org/>
- Refugee Women's Alliance: <https://www.rewa.org/services/employment-and-vocational-training/>

Network Agencies:

- WorkSource: <https://worksourcewa.com/>
- Financial Empowerment Network: <https://www.fenwa.org/>

Educational Institutions:

- Bellevue College: <https://www.cascadia.edu/student-resources/workforce.aspx>
- Green River College: <https://www.greenriver.edu/students/academics/workforce/index.html>
- Highline College: <https://workforce.highline.edu/>
- Shoreline Community College: <https://www.shoreline.edu/workforce/>

Your local or neighborhood library also has resources, including internet access and printing. Find your nearest library:

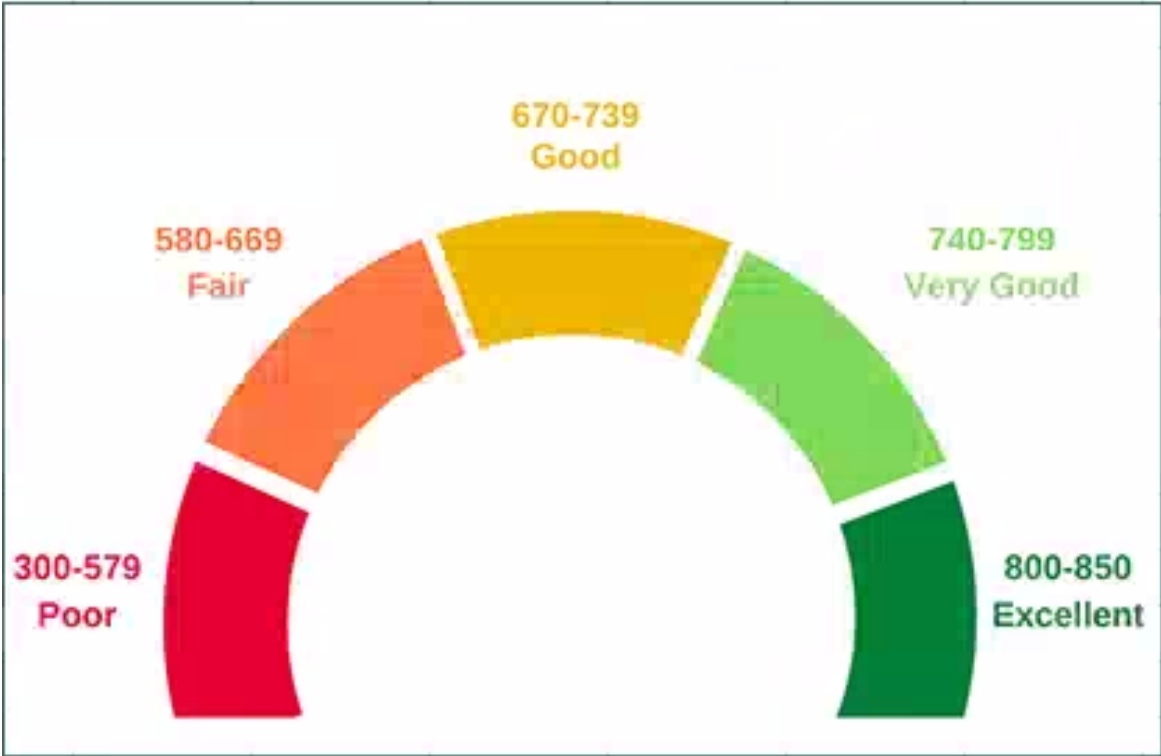
- King County Library System: <https://kcls.org/>
- The Seattle Public Library: <https://www.spl.org/>

600 Andover Park West
Tukwila, WA 98188-3326

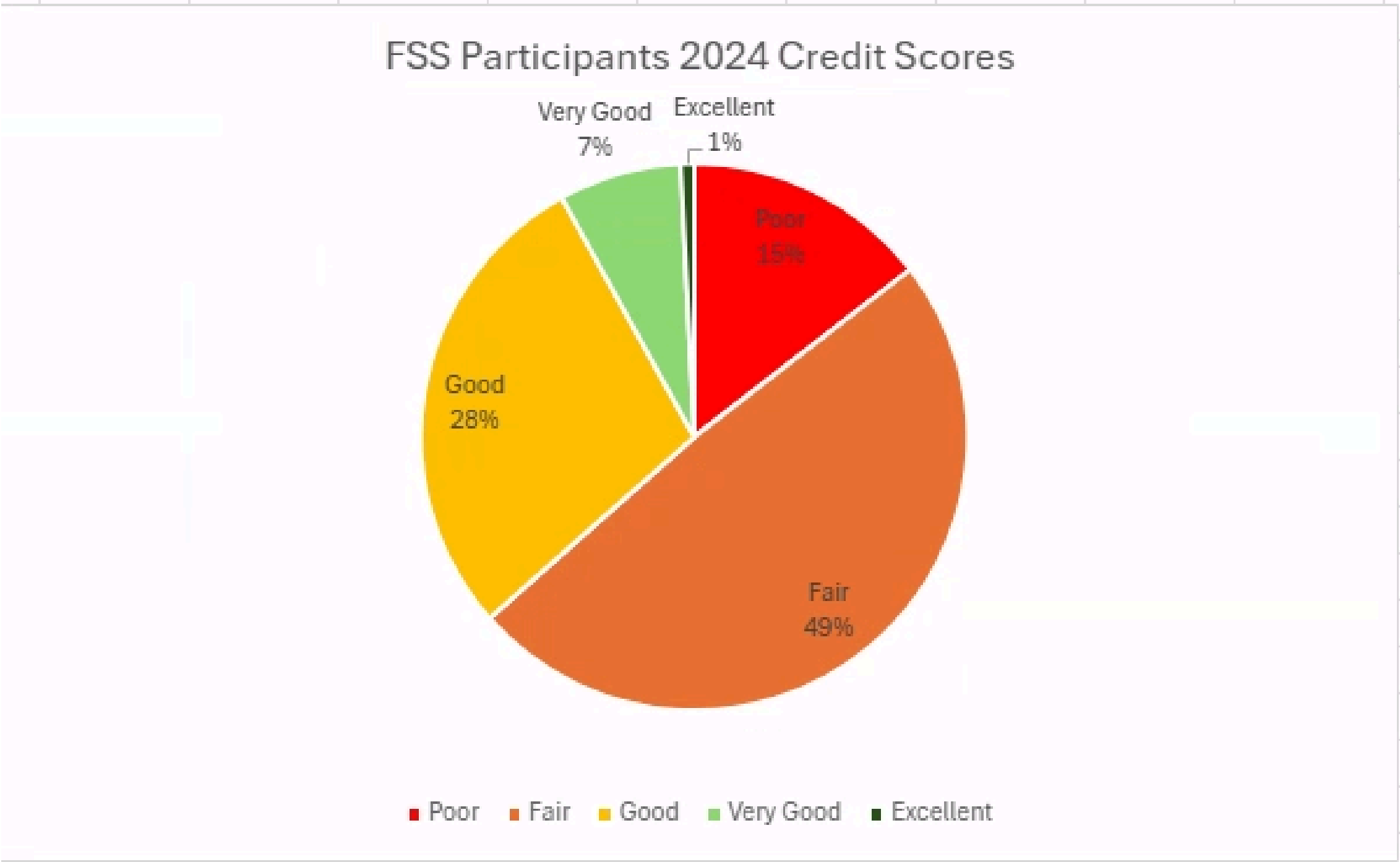


FSS 2024 Credit Scores

34% of FSS Participants Have a Credit Score Rated Good and above

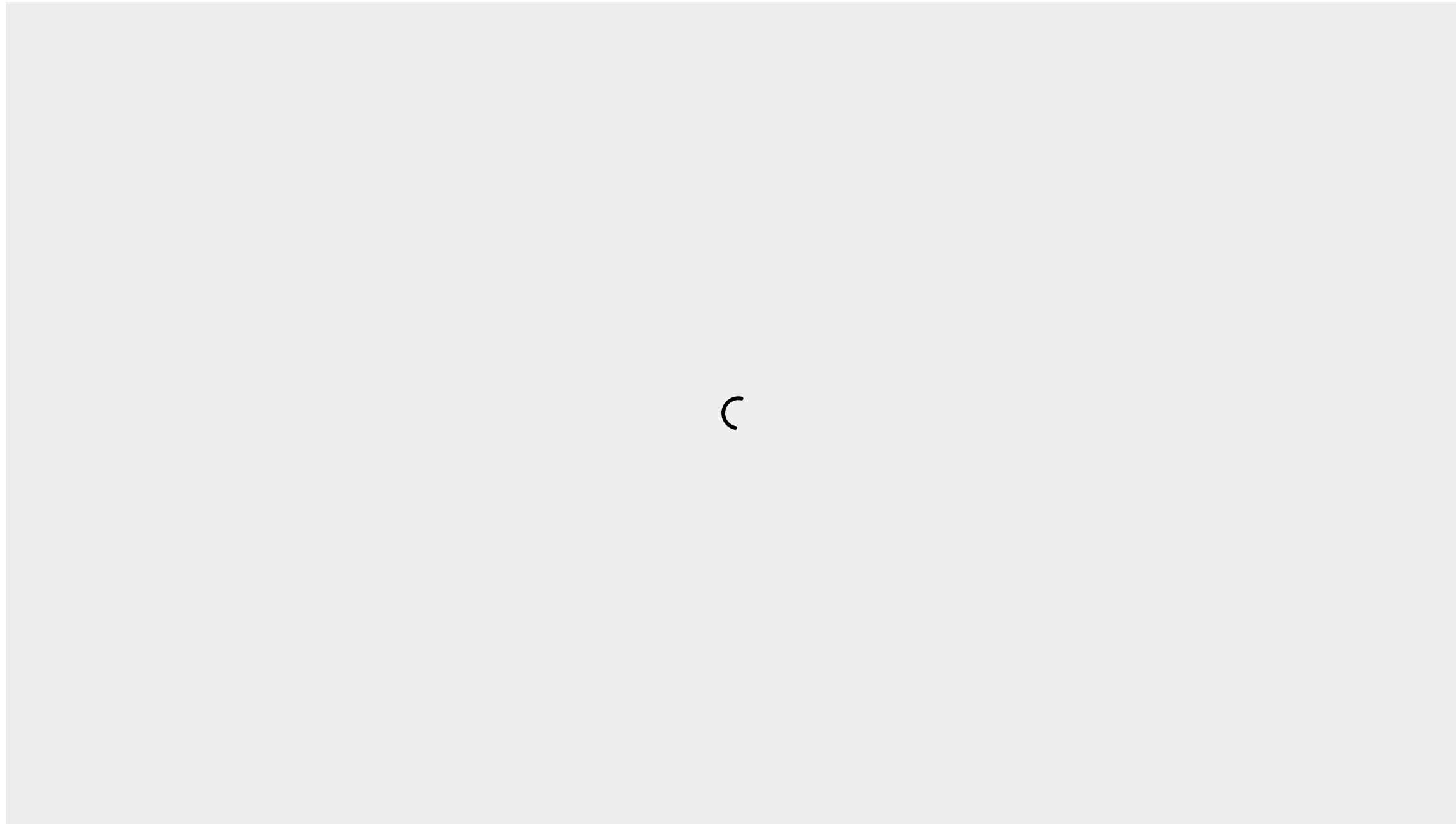


Poor	300-579	110
Fair	580-669	371
Good	670-739	216
Very Good	740-799	55
Excellent	800-850	6
		814



Housing Search Training

Housing Shoppers training for applicants is almost ready to go.



- 7 Subsidy Retention staff certified in NSPIRE and Housing Connector.**
- 2 Financial Wellness trainings in June (trainings for HCV and RS staff to work with applicants to financially prepare to rent).**



Housing Choice Voucher Extension Request Form

Participant Name: _____ Date: _____

Mailing Address: _____

Cellphone Number: _____ Other Phone Number: _____

Email Address: _____

Non-Disabled Households: Are you experiencing any of the following hardships? (check all that apply)

☐ Medical Reasons ☐ Domestic Violence ☐ Work Obligations ☐ Military Obligations ☐ Other Family Obligations

Documentation Required

Please attach relevant documentation for each hardship checked above.

Number of rental applications submitted since voucher received: _____

Area Searching: ☐ South (Auburn/Kent/Federal Way) ☐ Southwest (Burien/Des Moines/SeaTac/Tukwila)

☐ Eastside (Bellevue/Kirkland/Issaquah/Redmond) ☐ North (Shoreline/Lake Forest Park) ☐ Outside King County

Where are you currently living? ☐ Apartment/house you rent ☐ Shelter/transitional housing ☐ Car/Camper

☐ Hospital/medical facility ☐ Friends/family ☐ Motel/hotel ☐ Couch surfing

☐ Outside ☐ Other: _____

What has made it difficult to find housing with your voucher? (check all that apply)

☐ I don't know how to find a unit

☐ I don't know how to use a computer or smart phone to find a unit

☐ I don't have access to a computer or smart phone for help me find a unit

☐ I speak little to no English

☐ I'm unfamiliar with King County

☐ I can't explain the voucher program to landlords

☐ I have trouble filling out paperwork

☐ I can't pass tenant screening

☐ I have poor credit

☐ I can't afford the cost to move

☐ Agency/financial assistance not accepted

☐ I can't find a unit that meets my needs or my family's needs

☐ My health, or a family member's health, limits my ability to travel while I search for a unit

☐ I need childcare while I search for a unit

☐ I have limited transportation

☐ Other: _____

Participant Signature



Extension form to be available online.

The form was updated with focus on clarity of the extension policy to include new “barriers” identified. This will allow for easier data collection. Working with IT to make it available.

Payment Standards & Security Deposits



2025 Payment Standards

On January 1, 2025 KCHA implemented 2% increase in all tiers.



New Housing Team

stan
2025

the highest amount we will pay
on current market rental rates for a

ZIP CODES & PAYMENT STANDARD

Look for your zip code below to determine the tier for your home. Then, look in the bottom table for your home type in that tier to find the amount KCHA will pay for your rent and utilities each month.

	Tier	ZIP Code	Tier	ZIP Code	Tier	ZIP Code	Tier
98001	4	98027	6	98052	6	98108*	
98002	1	98028	4	98053	5	98126*	
98003	2	98029	6	98055*	4	98133*	4
98004	6	98030	3	98056*	5	98146*	2
98005	6	98031	3	98057*	4	98148	3
98006	6	98032	3	98058*	4	98155	
98007	6	98033	6	98059*	6	98166	
98008	5	98034	6	98065	3	98168	
98010	1	98038	5	98070	2	98177*	
98011	5	98039	6	98072	6	98178*	
98014	3	98040	6	98074	5	98188	
98019	3	98042	3	98075	5	98198	
98022*	2	98045	3	98077*	5	98224	
98023	3	98047*	2	98092*	2	98288	
98024	3	98051	1	98106*	2	98354*	


*These ZIP codes partially include non-KCHA jurisdictions and may be either outside King County or within Seattle or Renton city limits.

HOUSING CHOICE VOUCHER MULTI-TIERED PAYMENT STANDARDS

	Studios	1 BR	2 BR	3 BR	4 BR
Tier 1	\$1,610	\$1,690	\$2,020	\$2,640	\$3,440
Tier 2	\$1,620	\$1,700	\$2,030	\$2,650	\$3,460
Tier 3	\$1,640	\$1,720	\$2,070	\$2,690	\$3,510
Tier 4	\$1,700	\$1,780	\$2,180	\$2,830	\$3,710
Tier 5	\$2,070	\$1,170	\$2,530	\$3,300	\$4,310
Tier 6	\$2,240	\$2,350	\$2,800	\$3,650	\$4,760


Security Deposit Update

On January 1, 2025, increased Security Deposit amounts were applied to newly issued voucher holders.

 2024

HCV paid a total of 216 security deposits across all program types totaling \$130,010.

For general vouchers, there were 66 with a total cost of \$40,337 and average deposit amount of \$621.

 2025

HCV paid a total of 114 security deposits across all program types totaling \$80,869.

For general vouchers, there were 28 with a total cost of \$22,025 and average deposit amount of \$787.

Current Support2025 Amounts

# Of Bedrooms	Deposit Amounts	Deposit Amounts
Studio/1 Bedrooms	\$500	\$900
2 Bedrooms	\$750	\$1,100
3 Bedrooms	\$1,000	\$1,300
4 Bedrooms	\$1,250	\$1,800
5 Bedrooms	\$1,500	\$2,150



New Housing Team



Q

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A



T A B N U M B E R

9



King County
Housing
Authority

Project Overview: Survey of residents living in Asset Management properties

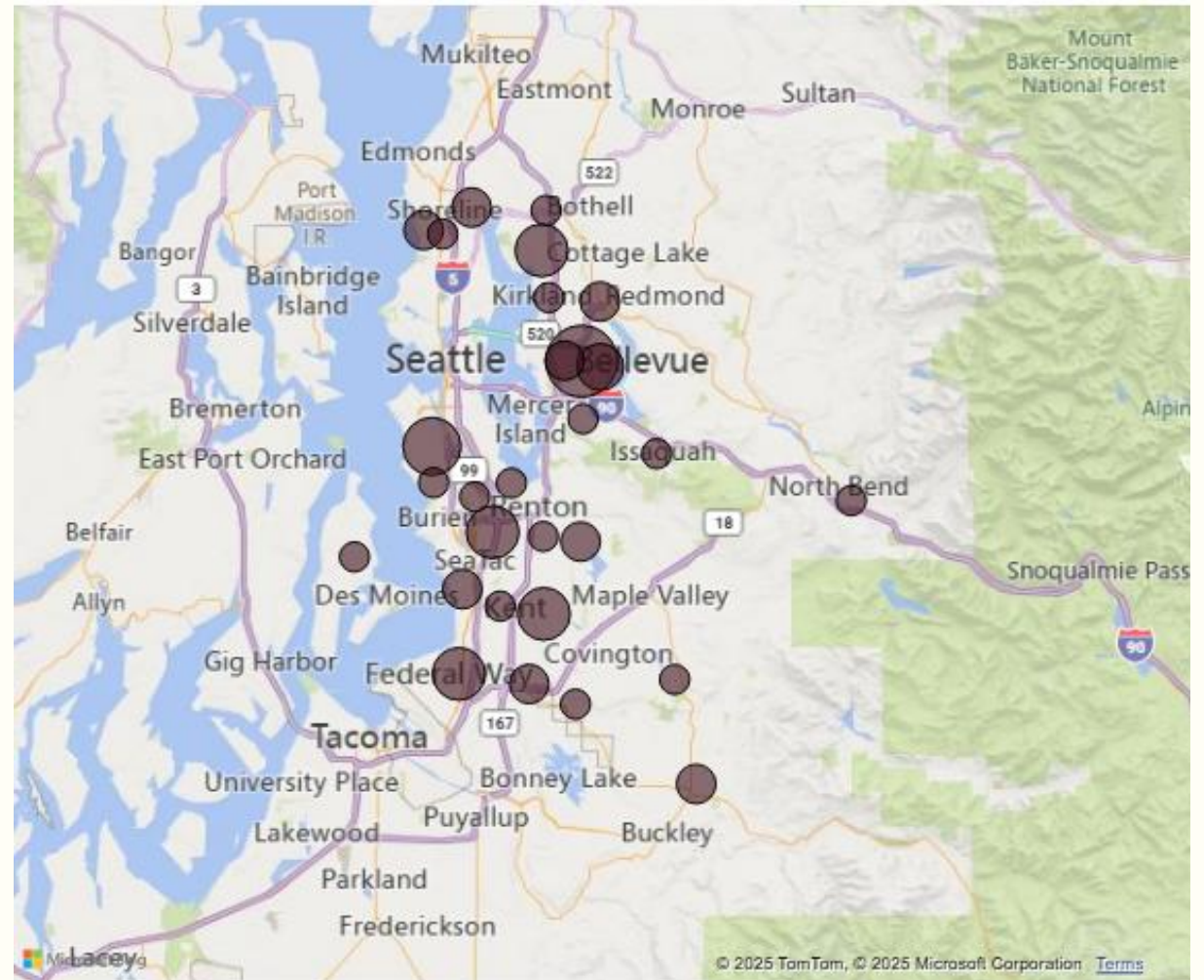
Emilee Quinn, Sr Manager of Research & Evaluation
Social Impact Department

September 15, 2025



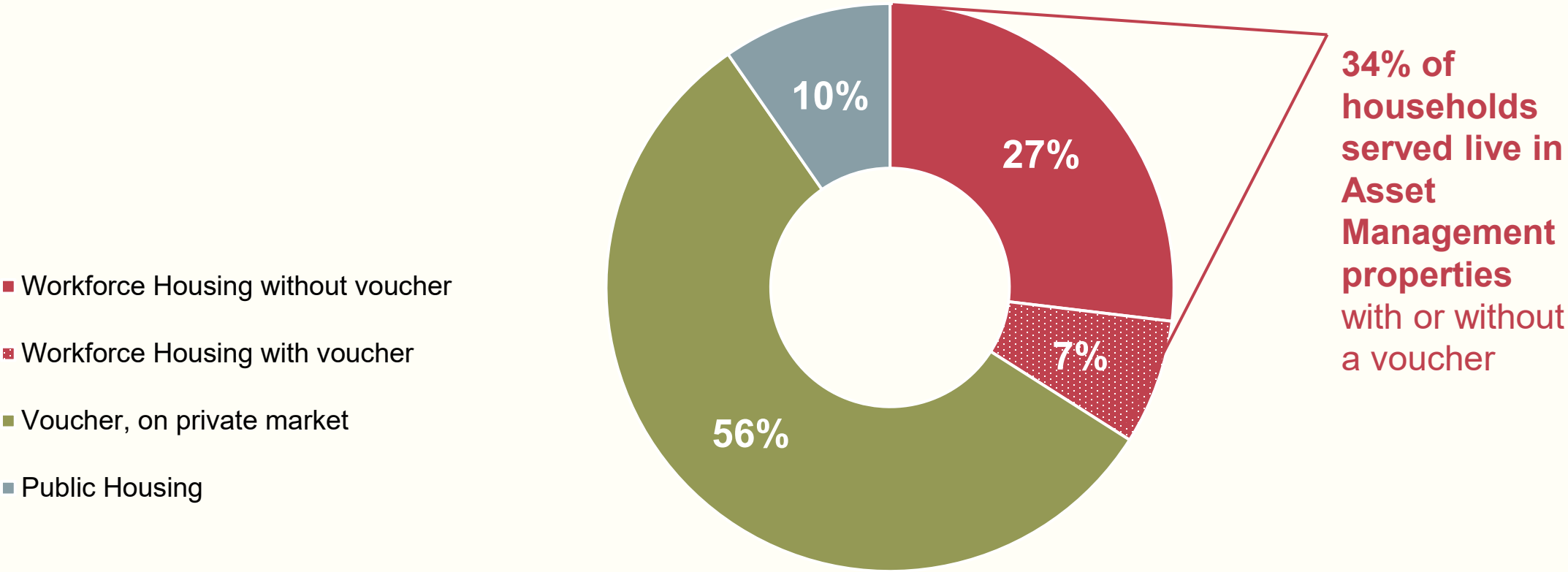
KCHA serves many people without federal subsidies

- 🏠 KCHA has **9,148 units of Asset Managed housing** across more than 60 properties, purchased using non-federal subsidies
- 🏠 Make up **70% of KCHA's housing units**
- 🏠 Most units are intended for “workforce” population, generally 80-120% area median income (AMI)
 - Households ineligible for federal housing subsidies, but for whom market rates may be unaffordable:
- 🏠 Rents estimated 20% lower than the market



Note. Bubble size is representative of the number of properties in the zip code.

KCHA serves many people without federal subsidies



* Percentages based on an estimated more than 26,000 households served in 2024, including port-ins and port-outs

Project purpose

Improve KCHA's understanding of residents living in Asset Management properties

- 🏠 What are the key **characteristics** of these residents?
- 🏠 What are the **needs and desired services** among these residents?
 - *Questions address potential needs and services related to KCHA initiatives: property acquisitions, digital equity, community safety*
- 🏠 How do the characteristics of these residents compare to KCHA's federally subsidized residents and residents of their surrounding communities?

Survey approach

- 🏠 Sample: 1 adult per household
- 🏠 Available via paper form or online
- 🏠 Available in English, Spanish, Russian, Ukrainian, and Farsi
- 🏠 \$25 rent credit incentive for participating
- 🏠 Promotional efforts: mailing to each household, posted fliers on properties, email prompts from Property Management staff, promotional events, door knocking

The image displays two overlapping survey forms. The top form is titled '2025 RENTAL HOUSING SURVEY' and is from the King County Housing Authority. It contains 13 numbered questions covering topics such as internet usage, assistance with rent, household income, and property safety. The bottom form is titled 'YOUR HOUSEHOLD RENTAL HOUSING SURVEY' and contains 10 numbered questions covering topics such as household income, language spoken at home, and household composition. Both forms include a 'Turn to back' arrow at the bottom right of the top form and an 'End of survey' label at the bottom right of the bottom form. The forms are printed on white paper with black text and checkboxes.

Survey topics

🏠 Demographics and key characteristics

- Time in unit
- Use of housing assistance
- Affordability of unit (rent as % of income)
- Household size and composition
- Employment status
- Household income
- Primary language
- Race/ethnicity

🏠 Questions to inform KCHA services:

- Access to digital devices and services, related challenges
- Perceptions of community safety
- Desired housing characteristics
- Resources and referrals of interest

Project status

- Completed initial survey pilot with 2 properties
 - 44% response rate at each property
 - 91 respondents total
- Planning for slight refinements to promotional approach



Phase 1 (pilot) respondents report:



Housing experience

Median of 5 years living in unit

One-quarter use housing assistance



Household composition

More than half of households include 3 or more people

Half include a child

One-quarter include a senior

One-quarter include someone with a disability



Income and employment

35% with household income > \$50,000/year*

75% include someone working*

30% use some form of food assistance



Race, ethnicity & language

Half primarily speak a language other than English

Racially and ethnically diverse:

25% Hispanic
22% Black
20% Asian
26% White

Notes:

Percentages and fractions are approximate (based on rounding).

* Indicates a lower response rate for this question; percentages for these results exclude non-respondents.

Phase 1 (pilot) respondents report:



Digital equity

90% report access to the internet

About half report challenges using the internet

Cost is the most common challenge



Community safety

Nearly three-quarters reported no prior incidents that made them feel unsafe

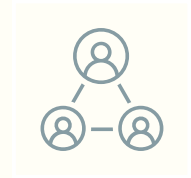
14% report not having adequate safety features at their property



Top desired housing characteristics

Affordability

Safety

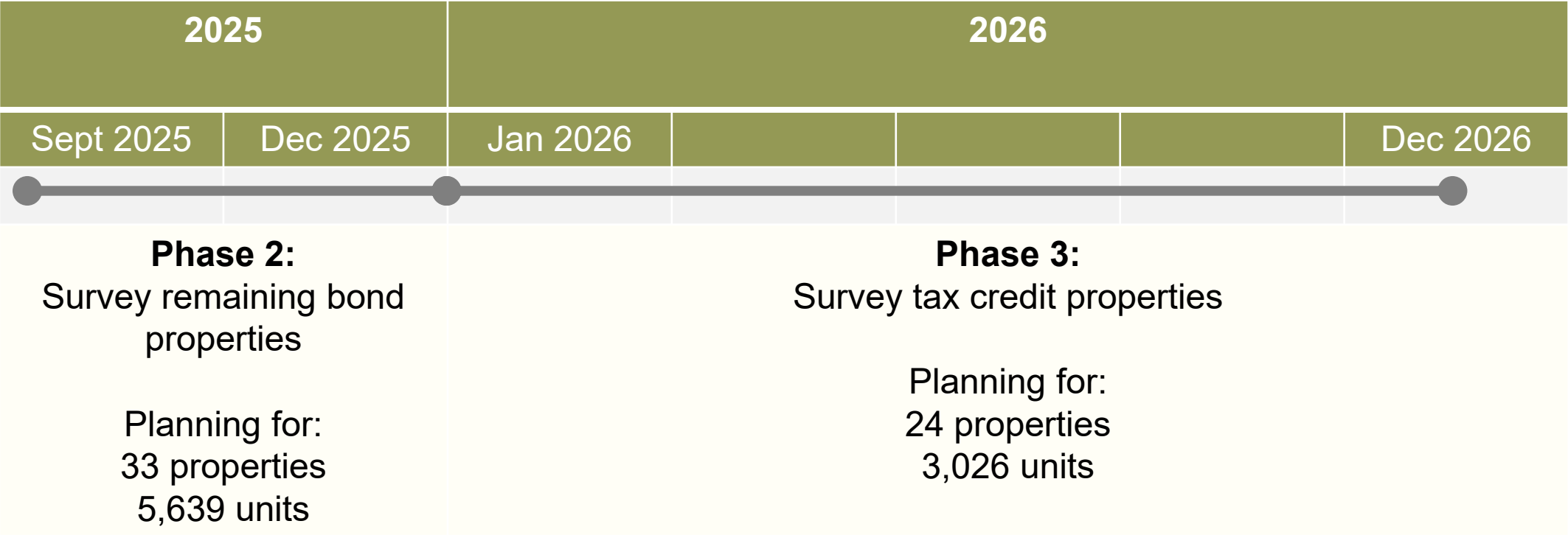


Top referrals of interest

Internet or utility discounts

Food assistance

Next steps



Thank you