

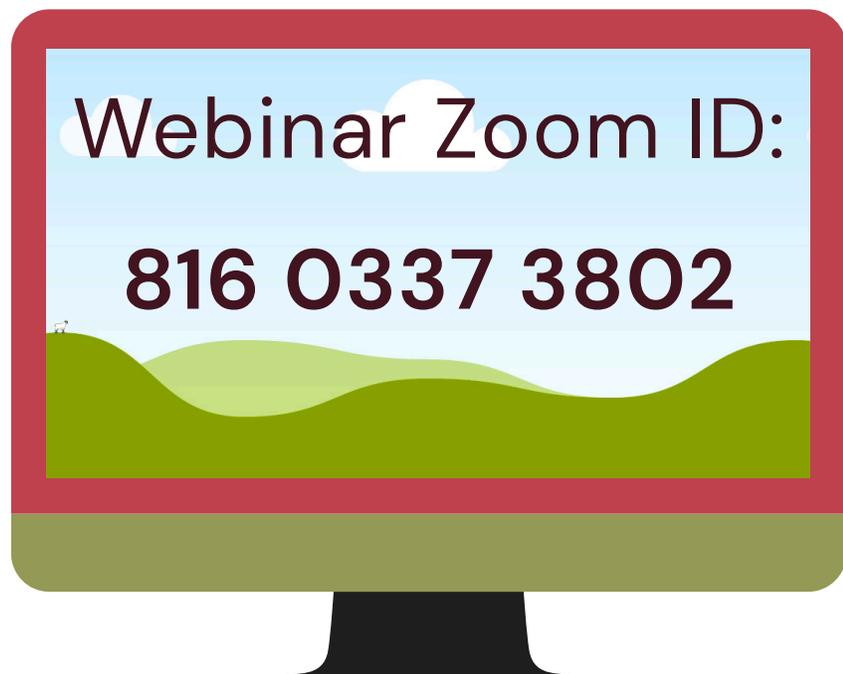


**King County
Housing
Authority**

**BOARD OF COMMISSIONERS
SPECIAL HYBRID MEETING**

**Monday,
February 23, 2026
3:00pm**

**700 Andover Park West
Tukwila, WA 98188**



SPECIAL HYBRID MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Monday, February 23, 2026 - 3:00 p.m.

Webinar ID: 816 0337 3802

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

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of Minutes** **1**
 - A. Board Meeting Minutes – January 20, 2026
- V. Approval of Agenda**
- VI. Consent Agenda**
 - A. Voucher Certification Reports for December 2025 **2**
 - B. **Resolution No. 5814** – Appointment of Auditing Officers **3**
for the Purpose of Certifying Obligations of the Authority is in
Accordance with RCW 42.24
 - C. **Resolution No. 5815** – Authorizing Joel Tobin as contracting **4**
officer, signator and agent designated to receive claims for damages
 - D. **Resolution No. 5821** – Authorizing Wendy Teh as contracting **5**
Officer and signator

E. Resolution No. 5816 – Authorizing Changes to the Public Housing Admissions and Continued Occupancy Policy and the Tenant-based and Project-based Housing Choice Voucher Administrative Plans Relating to Transfers and Brookside Apartments	6
F. Resolution No. 5817 – Authorizing Changes to the Housing Choice Voucher Tenant-based Administrative Plan Relating to the Length of Time a Participant Has to Search for a Unit	7
VII. Resolutions for Discussion	
A. Resolution 5818 - Kirkland Heights Bond Recycling for Trailhead	8
B. Resolution 5819 – Partnership Formation for Greenbridge Notch	9
C. Resolution 5820 – Bond Inducement for Greenbridge Notch	9
VIII. Reports	
A. Digital Equity Part II	10
B. KCHA Relocations Program	11
C. Third Quarter 2025 Write-Off Report	12
D. Fourth Quarter 2025 Write-Off Report	13
IX. Executive Session	
A. To review the performance of a public employee (RCW 42.30.110 (1) (g)).	
X. President/CEO Report	
XI. Commissioner Comments	
XII. 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.

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

Monday, January 26, 2026

I. CALL TO ORDER

The special monthly meeting of the King County Housing Authority Board of Commissioners was held as a virtual meeting on Monday, January 26, 2026. There being a quorum, the hybrid meeting was called to order by Chair Lee at 3:00 p.m.

II. ROLL CALL

Present: Commissioner Jerry Lee (Chair), Richard Jackson (Vice-Chair) (via Zoom), Commissioner Tina Keys (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 – December 15, 2025

On motion by Commissioner Richard Jackson, and seconded by Commissioner Tina Keys, the Board unanimously approved the December 15, 2025 meeting minutes.

V. APPROVAL OF AGENDA

On motion by Commissioner Richard Jackson, and seconded by Commissioner Tina Keys, the Board unanimously approved the January 26, 2026, hybrid Board of Commissioners' meeting agenda.

VI. CONSENT AGENDA

A. Voucher Certification Reports for November 2025

On motion by Commissioner Richard Jackson, and seconded by Commissioner Tina Keys, the Board unanimously approved the January 26, 2026, virtual Board of Commissioners' meeting consent agenda.

VII. RESOLUTIONS FOR DISCUSSION

A. Resolution No. 5812 – Authorizing the Authority’s Sale of Skyway Resource Center

Lauren Mathisen, Executive VP of Real Estate Development and Sunnie Park, Senior Development Manager presented the details of the sale.

On motion by Commissioner Neal Black, and seconded by Commissioner Richard Jackson, the Board unanimously approved Resolution 5812.

B. Resolution No. 5813 – Advancing Pay Equity; Proposed Compensation and Classification Plan Amendment

Tonya Harlan, Executive VP of People and Culture explained the proposal to Commissioners.

On motion by Commissioner Neal Black, and seconded by Commissioner Richard Jackson, the Board unanimously approved Resolution 5813.

VIII. BRIEFINGS AND REPORTS

A. 2026 Legislative Session Overview

Jessica de Barros, VP of Policy and Intergovernmental Affairs gave an overview of the Legislative Session for 2026 and the Objectives and Roles.

Government Relations Objectives & Role

- Shape & advance the agency’s policy agenda at the federal, state & local levels
- Build & maintain relationships w/government officials & community partners
- Lead the agency’s Moving to Work Plan
- Advocate for KCHA & its residents and participants
- Chair the State AWA Legislative Committee
- Engage with NAHRO Legislative Network

B. Digital Equity, Part I

Steven Hellyer, Executive VP of Technology and Jamie Robbins, Digital Equity Manager, gave a detailed presentation of updates on survey results, strategy playbooks and connectivity solutions.

C. Mixed Family Status Update

Robin Walls, President/CEO gave a detailed update of HUD's proposed rule regarding Mixed Family Status.

Current rule: allows mixed status family households to receive housing assistance on a prorated basis.

Proposed Rule: would restrict participation for any mixed status households.

Nationwide this rule will disproportionately impact families with children and BIPOC households.

IX. PRESIDENT/CEO REPORT

Robin Walls, President/CEO gave updates:

- Last week we completed our acquisition of the Haven Apartments in Kent, this is also listed in the news.
- In the Federal Landscape, we know that the continuing resolution to fund the Federal Government as well as the HUD Funding bill. The house approved the appropriations last week, looked like we were going to have a funding bill until the events happened in Minneapolis, so the Senate has stated they are not planning on passing the funding bill. We are expecting a government shutdown at this point. HUD will go into a contingency plan until a funding bill is reached.
- We have begun the process of transitioning families in our Emergency Housing Voucher Program to offer them additional or the availability of subsidies as they become available, either through our public housing program or project-based rental assistance or project-based voucher portfolio. We sent notices to all 600 families that remain on the EHV's. So far we've received responses from 50 families with their interest in moving to one of the other subsidies since the EHV subsidy will expire at the end of the year.
- We are making plans at KCHA for February 25, 2026 to close the offices early for a planned memorial for the staff members that died in November, 2025. We will be having a moment where all of the staff are able to recognize the contributions of Norris Feury and Grace Adriano and memorialize them.

X. EXECUTIVE SESSION

- A. To receive and evaluate complaints or charges brought against a public officer or employee (RCW 42.30.110 (1) (f)) and to review the performance of a public employee (RCW 42.30.110 (1) (g)).

Chair Lee announced that the Board of Commissioners will go into Executive Session for approximately one hour, starting at 4:08pm.

4:08pm – Board meeting was suspended.

4:59pm – Board meeting was re-convened.

XI. KCHA in the News

XII. COMMISSIONER COMMENTS

None.

XIII. ADJOURNMENT

Chair Lee adjourned the meeting at 5:06 p.m.

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

JERRY LEE, Chair
Board of Commissioners

ROBIN WALLS

President/CEO and Secretary-Treasurer

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King County Housing Authority

To: Board of Commissioners

From: Mary Osier, Accounting Manager

Date: February 5, 2026

Re: **VOUCHER CERTIFICATION FOR DECEMBER 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
February 5, 2026

Bank Wires / ACH Withdrawals		10,277,416.01
	<i>Subtotal</i>	10,277,416.01
Accounts Payable Vouchers		
Key Bank Checks - #360545-361031		7,258,996.27
Tenant Accounting Checks - #12594-12617		36,363.33
	<i>Subtotal</i>	7,295,359.60
Payroll Vouchers		
Checks - #912961133-912961136 & 913019619-913019629 & 913102237-913102250		48,984.95
Direct Deposit		2,851,750.81
	<i>Subtotal</i>	2,900,735.76
Section 8 Program Vouchers		
Checks - #661005-661778 & 662463		2,098,605.08
ACH - #658238-660597		22,342,145.88
	<i>Subtotal</i>	24,440,750.96
Purchase Card / ACH Withdrawal		764,021.01
	<i>Subtotal</i>	764,021.01
	GRAND TOTAL	\$ 45,678,283.34

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

Property	Wired to Operating Account for Obligations of Property			Notes:
	Date	Wire Transaction	Claim	
ALPINE RIDGE	12/01/2025	\$ 1,088.96	Bank fees 2025	
ARBOR HEIGHTS	12/01/2025	\$ 1,088.96	Bank fees 2025	
Argyle	12/01/2025	\$ 1,088.96	Bank fees 2025	
Aspen Ridge	12/01/2025	\$ 1,088.96	Bank fees 2025	
Auburn Square	12/01/2025	\$ 1,088.96	Bank fees 2025	
Ballinger Commons	12/01/2025	\$ 1,088.96	Bank fees 2025	
Bellepark	12/01/2025	\$ 1,088.96	Bank fees 2025	
Brier Woods	12/01/2025	\$ 568.48	Bank fees 2025	
Carriage House	12/01/2025	\$ 1,088.96	Bank fees 2025	
Carrington	12/01/2025	\$ 1,088.96	Bank fees 2025	
Colonial Gardens	12/01/2025	\$ 1,088.96	Bank fees 2025	
Cottonwood	12/01/2025	\$ 1,088.96	Bank fees 2025	
Cove East	12/01/2025	\$ 1,088.96	Bank fees 2025	
Emerson	12/01/2025	\$ 1,088.96	Bank fees 2025	
FAIRWOOD	12/01/2025	\$ 1,088.96	Bank fees 2025	
GILMAN SQUARE	12/01/2025	\$ 1,088.96	Bank fees 2025	
Hampton Greens	12/01/2025	\$ 1,088.96	Bank fees 2025	
Henry House	12/01/2025	\$ 1,088.96	Bank fees 2025	
HERITAGE PARK	12/01/2025	\$ 1,088.96	Bank fees 2025	
Highlander House	12/01/2025	\$ 274.17	Bank fees 2025	
Juanita View	12/01/2025	\$ 1,088.96	Bank fees 2025	
Kendall Ridge	12/01/2025	\$ 1,088.96	Bank fees 2025	
Landmark	12/01/2025	\$ 1,088.96	Bank fees 2025	
LAURELWOOD	12/01/2025	\$ 1,088.96	Bank fees 2025	
Meadowbrook	12/01/2025	\$ 1,088.96	Bank fees 2025	
Meadows	12/01/2025	\$ 1,088.96	Bank fees 2025	
Newport	12/01/2025	\$ 1,088.96	Bank fees 2025	
Newporter	12/01/2025	\$ 1,088.96	Bank fees 2025	

NIA	12/01/2025	\$ 3,266.87	Bank fees 2025
OVERLAKE	12/01/2025	\$ 2,177.91	Bank fees 2025
Parkwood	12/01/2025	\$ 1,088.96	Bank fees 2025
Pinewood Village	12/01/2025	\$ 1,088.96	Bank fees 2025
Plum Court	12/01/2025	\$ 1,088.96	Bank fees 2025
RAINIER VIEW I	12/01/2025	\$ 1,088.96	Bank fees 2025
RAINIER VIEW II	12/01/2025	\$ 1,088.96	Bank fees 2025
Riverstone	12/01/2025	\$ 1,088.96	Bank fees 2025
SALMON CREEK	12/01/2025	\$ 4,355.82	Bank fees 2025
Sandpiper East	12/01/2025	\$ 1,088.96	Bank fees 2025
SEOLA CROSSING LLC	12/01/2025	\$ 5,444.78	Bank fees 2025
SI VIEW	12/01/2025	\$ 1,088.96	Bank fees 2025
SOUTHWOOD SQUARE	12/01/2025	\$ 1,088.96	Bank fees 2025
Sterling Ridge	12/01/2025	\$ 1,088.96	Bank fees 2025
Surrey Downs	12/01/2025	\$ 1,088.96	Bank fees 2025
Tall Cedars	12/01/2025	\$ 1,088.96	Bank fees 2025
Timberwood	12/01/2025	\$ 1,088.96	Bank fees 2025
Vashon Terrace	12/01/2025	\$ 1,088.96	Bank fees 2025
Villages at South Station	12/01/2025	\$ 1,088.96	Bank fees 2025
Walnut Park	12/01/2025	\$ 1,088.96	Bank fees 2025
WINDSOR HEIGHTS	12/01/2025	\$ 1,088.96	Bank fees 2025
Woodridge Park	12/01/2025	\$ 1,088.96	Bank fees 2025
Woodside East	12/01/2025	\$ 1,088.96	Bank fees 2025
Argyle	12/02/2025	\$ 56,802.05	AP and Payroll
Ballinger Commons	12/02/2025	\$ 247,427.28	AP and Payroll
Bellepark	12/02/2025	\$ 28,396.61	AP
Brier Woods	12/02/2025	\$ 54,804.03	AP and Payroll
Emerson	12/02/2025	\$ 81,954.12	AP and Payroll
GILMAN SQUARE	12/02/2025	\$ 50,739.21	AP and Payroll
Hampton Greens	12/02/2025	\$ 6,985.21	AP
Kendall Ridge	12/02/2025	\$ 7,137.23	AP
Landmark	12/02/2025	\$ 13,924.97	AP
Meadowbrook	12/02/2025	\$ 49,725.16	AP and Payroll
Riverstone	12/02/2025	\$ 3,213.47	AP
Surrey Downs	12/02/2025	\$ 90,682.96	AP and Payroll
Villages at South Station	12/02/2025	\$ 82,303.77	AP and Payroll
Woodside East	12/02/2025	\$ 25,066.07	AP
ALPINE RIDGE	12/04/2025	\$ 6,470.81	AP and Payroll
ARBOR HEIGHTS	12/04/2025	\$ 14,096.29	AP and Payroll
Aspen Ridge	12/04/2025	\$ 2,785.88	AP and Payroll

Auburn Square	12/04/2025	\$ 19,886.95	AP and Payroll
Carriage House	12/04/2025	\$ 26,286.31	AP and Payroll
Carrington	12/04/2025	\$ 12,260.96	AP and Payroll
CASCADIAN	12/04/2025	\$ 26,109.23	AP and Payroll
Colonial Gardens	12/04/2025	\$ 8,801.59	AP and Payroll
Cottonwood	12/04/2025	\$ 24,890.61	AP and Payroll
Cove East	12/04/2025	\$ 65,479.89	AP and Payroll
FAIRWOOD	12/04/2025	\$ 21,200.90	AP and Payroll
Henry House	12/04/2025	\$ 13,266.24	AP and Payroll
HERITAGE PARK	12/04/2025	\$ 12,646.22	AP and Payroll
Highlander House	12/04/2025	\$ 4,073.35	AP and Payroll
Juanita View	12/04/2025	\$ 25,619.67	AP and Payroll
LAURELWOOD	12/04/2025	\$ 15,074.31	AP and Payroll
Meadows	12/04/2025	\$ 18,163.30	AP and Payroll
Newport	12/04/2025	\$ 18,069.05	AP and Payroll
Newporter	12/04/2025	\$ 16,801.28	AP and Payroll
NIA	12/04/2025	\$ 32,251.51	AP and Payroll
Overlake	12/04/2025	\$ 32,685.47	AP and Payroll
Parkwood	12/04/2025	\$ 8,695.33	AP and Payroll
Pinewood Village	12/04/2025	\$ 16,793.12	AP and Payroll
Plum Court	12/04/2025	\$ 9,485.15	AP and Payroll
RAINIER VIEW I	12/04/2025	\$ 13,024.65	AP
RAINIER VIEW II	12/04/2025	\$ 11,303.14	AP
SALMON CREEK	12/04/2025	\$ 40,937.93	AP and Payroll
Sandpiper East	12/04/2025	\$ 26,442.17	AP and Payroll
SEOLA CROSSING LLC	12/04/2025	\$ 113,252.70	AP and Payroll
SEOLA CROSSING LLC	12/04/2025	\$ 52,428.49	AP and Payroll
SI VIEW	12/04/2025	\$ 8,397.47	AP
SOUTHWOOD SQUARE	12/04/2025	\$ 7,943.26	AP and Payroll
Sterling Ridge	12/04/2025	\$ 17,453.47	AP and Payroll
Tall Cedars	12/04/2025	\$ 19,586.17	AP and Payroll
Timberwood	12/04/2025	\$ 27,514.10	AP and Payroll
Vashon Terrace	12/04/2025	\$ 3,691.24	AP
Walnut Park	12/04/2025	\$ 15,861.59	AP and Payroll
WINDSOR HEIGHTS	12/04/2025	\$ 38,803.32	AP and Payroll
Woodridge Park	12/04/2025	\$ 22,589.49	AP and Payroll
SALMON CREEK	12/05/2025	\$ 9,598.78	AP
Bellepark	12/10/2025	\$ 63,834.97	AP and Payroll
Hampton Greens	12/10/2025	\$ 98,835.14	AP and Payroll
Kendall Ridge	12/10/2025	\$ 77,541.07	AP and Payroll

Landmark	12/10/2025	\$ 101,711.77	AP and Payroll
Riverstone	12/10/2025	\$ 118,992.06	AP and Payroll
SALMON CREEK	12/10/2025	\$ 7,396.67	Monthly Bank fees
Woodside East	12/10/2025	\$ 141,629.88	AP and Payroll
ALPINE RIDGE	12/11/2025	\$ 16,561.00	Adjutment
ALPINE RIDGE	12/11/2025	\$ 5,124.70	AP
ARBOR HEIGHTS	12/11/2025	\$ 29,833.36	AP
Aspen Ridge	12/11/2025	\$ 36,462.46	AP
Auburn Square	12/11/2025	\$ 28,343.28	AP
Carriage House	12/11/2025	\$ 18,359.24	AP
Carrington	12/11/2025	\$ 63,910.80	AP
CASCADIAN	12/11/2025	\$ 13,609.72	AP
Colonial Gardens	12/11/2025	\$ 10,956.39	AP
FAIRWOOD	12/11/2025	\$ 22,492.19	AP
HERITAGE PARK	12/11/2025	\$ 54,755.51	AP
Highlander House	12/11/2025	\$ 2,006.40	AP
LAURELWOOD	12/11/2025	\$ 44,534.42	AP
Meadows	12/11/2025	\$ 15,321.01	AP
Newport	12/11/2025	\$ 86,287.57	AP
Newporter	12/11/2025	\$ 33,882.40	AP
Overlake	12/11/2025	\$ 47,030.05	AP
Parkwood	12/11/2025	\$ 20,610.65	AP
Pinewood Village	12/11/2025	\$ 40,158.68	AP
Plum Court	12/11/2025	\$ 5,078.75	AP
RAINIER VIEW I	12/11/2025	\$ 11,469.95	AP
RAINIER VIEW II	12/11/2025	\$ 7,719.23	AP
Sandpiper East	12/11/2025	\$ 91,099.29	AP
SI VIEW	12/11/2025	\$ 3,026.93	AP
SOUTHWOOD SQUARE	12/11/2025	\$ 12,483.92	AP
Sterling Ridge	12/11/2025	\$ 44,079.71	AP
Timberwood	12/11/2025	\$ 48,198.26	AP
Vashon Terrace	12/11/2025	\$ 2,566.81	AP
Walnut Park	12/11/2025	\$ 42,759.65	AP
WINDSOR HEIGHTS	12/11/2025	\$ 49,036.80	AP
Woodridge Park	12/11/2025	\$ 55,411.96	AP
Tall Cedars	12/12/2025	\$ 10,803.50	AP
ALPINE RIDGE	12/16/2025	\$ 220,000.00	Q4 - Distribution
ARBOR HEIGHTS	12/16/2025	\$ 240,000.00	Q4 - Distribution
Aspen Ridge	12/16/2025	\$ 25,000.00	Q4 - Distribution
Ballinger Commons	12/16/2025	\$ 2,175,000.00	Q4 - Distribution

Brier Woods	12/16/2025	\$ 325,000.00	Q4 - Distribution	
Carriage House	12/16/2025	\$ 315,000.00	Q4 - Distribution	
Carrington	12/16/2025	\$ 284,277.00	Q4 - Distribution	
CASCADIAN	12/16/2025	\$ 1,740,000.00	Q4 - Distribution	
Colonial Gardens	12/16/2025	\$ 430,000.00	Q4 - Distribution	
Cove East	12/16/2025	\$ 95,000.00	Q4 - Distribution	
Emerson	12/16/2025	\$ 490,000.00	Q4 - Distribution	
FAIRWOOD	12/16/2025	\$ 490,000.00	Q4 - Distribution	
GILMAN SQUARE	12/16/2025	\$ 440,000.00	Q4 - Distribution	
Hampton Greens	12/16/2025	\$ 1,000,000.00	Q4 - Distribution	
Henry House	12/16/2025	\$ 275,000.00	Q4 - Distribution	
HERITAGE PARK	12/16/2025	\$ 290,000.00	Q4 - Distribution	
Highlander House	12/16/2025	\$ 35,000.00	Q4 - Distribution	
Juanita View	12/16/2025	\$ 220,000.00	Q4 - Distribution	
Kendall Ridge	12/16/2025	\$ 980,000.00	Q4 - Distribution	
Landmark	12/16/2025	\$ 240,000.00	Q4 - Distribution	
Meadowbrook	12/16/2025	\$ 250,000.00	Q4 - Distribution	
Meadows	12/16/2025	\$ 20,000.00	Q4 - Distribution	
Newport	12/16/2025	\$ 600,000.00	Q4 - Distribution	
Newporter	12/16/2025	\$ 210,000.00	Q4 - Distribution	
Parkwood	12/16/2025	\$ 85,000.00	Q4 - Distribution	
Pinewood Village	12/16/2025	\$ 281,651.00	Q4 - Distribution	
Plum Court	12/16/2025	\$ 270,000.00	Q4 - Distribution	
Riverstone	12/16/2025	\$ 1,140,000.00	Q4 - Distribution	
Sandpiper East	12/16/2025	\$ 479,556.00	Q4 - Distribution	
SOUTHWOOD SQUARE	12/16/2025	\$ 110,000.00	Q4 - Distribution	
Sterling Ridge	12/16/2025	\$ 140,000.00	Q4 - Distribution	
Surrey Downs	12/16/2025	\$ 114,977.00	Q4 - Distribution	
Timberwood	12/16/2025	\$ 700,000.00	Q4 - Distribution	
Vashon Terrace	12/16/2025	\$ 86,000.00	Q4 - Distribution	
Villages at South Station	12/16/2025	\$ 300,000.00	Q4 - Distribution	
Villages at South Station	12/16/2025	\$ 300,000.00	Q4 - Distribution	
Villages at South Station	12/16/2025	\$ 300,000.00	Q4 - Distribution	
Villages at South Station	12/16/2025	\$ 100,000.00	Q4 - Distribution	
Walnut Park	12/16/2025	\$ 110,000.00	Q4 - Distribution	
WINDSOR HEIGHTS	12/16/2025	\$ 925,000.00	Q4 - Distribution	
Woodridge Park	12/16/2025	\$ 665,000.00	Q4 - Distribution	
ALPINE RIDGE	12/18/2025	\$ 10,007.61	AP and Payroll	
ARBOR HEIGHTS	12/18/2025	\$ 22,785.71	AP and Payroll	
Argyle	12/18/2025	\$ 110,453.81	AP and Payroll	
Aspen Ridge	12/18/2025	\$ 9,401.60	AP and Payroll	

Auburn Square	12/18/2025	\$ 25,161.96	AP and Payroll
Ballinger Commons	12/18/2025	\$ 207,213.28	AP and Payroll
Bellepark	12/18/2025	\$ 9,696.20	AP
Brier Woods	12/18/2025	\$ 67,805.24	AP and Payroll
Carriage House	12/18/2025	\$ 27,718.69	AP and Payroll
Carrington	12/18/2025	\$ 25,387.45	AP and Payroll
CASCADIAN	12/18/2025	\$ 33,653.94	AP and Payroll
Colonial Gardens	12/18/2025	\$ 9,372.11	AP and Payroll
Cottonwood	12/18/2025	\$ 5,693.77	AP and Payroll
Cove East	12/18/2025	\$ 101,591.41	AP and Payroll
Emerson	12/18/2025	\$ 123,319.84	AP and Payroll
FAIRWOOD	12/18/2025	\$ 17,134.31	AP and Payroll
GILMAN SQUARE	12/18/2025	\$ 56,142.66	AP and Payroll
Hampton Greens	12/18/2025	\$ 89,617.73	AP
Henry House	12/18/2025	\$ 15,212.31	AP and Payroll
HERITAGE PARK	12/18/2025	\$ 18,633.81	AP and Payroll
Highlander House	12/18/2025	\$ 3,267.71	AP and Payroll
Juanita View	12/18/2025	\$ 33,807.51	AP and Payroll
Kendall Ridge	12/18/2025	\$ 54,487.99	AP
Kendall Ridge	12/18/2025	\$ 18,613.50	AP
Landmark	12/18/2025	\$ 48,579.89	AP
LAURELWOOD	12/18/2025	\$ 35,973.29	AP and Payroll
Meadowbrook	12/18/2025	\$ 138,446.68	AP and Payroll
Meadows	12/18/2025	\$ 12,098.91	AP and Payroll
Newport	12/18/2025	\$ 14,312.13	AP and Payroll
Newporter	12/18/2025	\$ 16,066.52	AP and Payroll
NIA	12/18/2025	\$ 22,770.94	AP and Payroll
Overlake	12/18/2025	\$ 72,001.31	AP and Payroll
Parkwood	12/18/2025	\$ 15,278.12	AP and Payroll
Pinewood Village	12/18/2025	\$ 18,764.61	AP and Payroll
Plum Court	12/18/2025	\$ 9,394.83	AP and Payroll
RAINIER VIEW I	12/18/2025	\$ 24,934.35	AP and Payroll
RAINIER VIEW II	12/18/2025	\$ 17,314.79	AP and Payroll
Riverstone	12/18/2025	\$ 30,578.46	AP
SALMON CREEK	12/18/2025	\$ 40,286.49	AP and Payroll
Sandpiper East	12/18/2025	\$ 29,917.56	AP and Payroll
SEOLA CROSSING LLC	12/18/2025	\$ 54,204.72	AP and Payroll
SEOLA CROSSING LLC	12/18/2025	\$ 49,484.34	AP and Payroll
SI VIEW	12/18/2025	\$ 17,873.70	AP and Payroll
SOUTHWOOD SQUARE	12/18/2025	\$ 11,958.21	AP and Payroll
Sterling Ridge	12/18/2025	\$ 39,766.57	AP and Payroll
Surrey Downs	12/18/2025	\$ 55,184.48	AP and Payroll

Timberwood	12/18/2025	\$ 29,088.31	AP and Payroll
Vashon Terrace	12/18/2025	\$ 3,337.62	AP and Payroll
Villages at South Station	12/18/2025	\$ 86,163.75	AP and Payroll
Walnut Park	12/18/2025	\$ 21,877.32	AP and Payroll
WINDSOR HEIGHTS	12/18/2025	\$ 90,106.77	AP and Payroll
Woodridge Park	12/18/2025	\$ 62,648.09	AP
Woodside East	12/18/2025	\$ 29,449.26	AP and Payroll
Tall Cedars	12/19/2025	\$ 2,322.67	AP
Bellepark	12/23/2025	\$ 20,222.22	AP and Payroll
Cottonwood	12/23/2025	\$ 3,834.20	AP and Payroll
Hampton Greens	12/23/2025	\$ 59,082.60	AP and Payroll
Juanita View	12/23/2025	\$ 7,001.82	AP and Payroll
Kendall Ridge	12/23/2025	\$ 34,495.08	AP and Payroll
Landmark	12/23/2025	\$ 45,284.35	AP and Payroll
Riverstone	12/23/2025	\$ 51,445.71	AP and Payroll
Woodside East	12/23/2025	\$ 20,372.89	AP and Payroll
ALPINE RIDGE	12/24/2025	\$ 7,598.06	AP
ARBOR HEIGHTS	12/24/2025	\$ 2,665.10	AP
Aspen Ridge	12/24/2025	\$ 9,227.73	AP
Auburn Square	12/24/2025	\$ 29,766.34	AP
Carriage House	12/24/2025	\$ 4,853.33	AP
Carrington	12/24/2025	\$ 57,477.85	AP
CASCADIAN	12/24/2025	\$ 13,990.62	AP
Colonial Gardens	12/24/2025	\$ 31,927.83	AP
FAIRWOOD	12/24/2025	\$ 13,780.23	AP
HERITAGE PARK	12/24/2025	\$ 6,467.23	AP
Highlander House	12/24/2025	\$ 592.86	AP
Juanita View	12/24/2025	\$ 4,178.43	AP
LAURELWOOD	12/24/2025	\$ 21,109.94	AP
Meadows	12/24/2025	\$ 28,606.49	AP
Newport	12/24/2025	\$ 38,348.82	AP
Newporter	12/24/2025	\$ 7,085.18	AP
Overlake	12/24/2025	\$ 146,424.26	AP
Parkwood	12/24/2025	\$ 9,349.65	AP
Pinewood Village	12/24/2025	\$ 20,710.57	AP
Plum Court	12/24/2025	\$ 1,607.27	AP
RAINIER VIEW I	12/24/2025	\$ 5,184.99	AP
RAINIER VIEW II	12/24/2025	\$ 3,036.37	AP
Sandpiper East	12/24/2025	\$ 27,243.88	AP
SI VIEW	12/24/2025	\$ 7,295.12	AP
SOUTHWOOD SQUARE	12/24/2025	\$ 14,275.07	AP
Sterling Ridge	12/24/2025	\$ 18,792.29	AP

Timberwood	12/24/2025	\$ 23,603.87	AP	
Vashon Terrace	12/24/2025	\$ 541.12	AP	
Walnut Park	12/24/2025	\$ 30,276.83	AP	
WINDSOR HEIGHTS	12/24/2025	\$ 30,231.32	AP	
Woodridge Park	12/24/2025	\$ 26,851.14	AP	
Argyle	12/30/2025	\$ 24,878.13	AP and Payroll	
Ballinger Commons	12/30/2025	\$ 203,427.98	AP and Payroll	
Bellepark	12/30/2025	\$ 1,099.71	AP	
Brier Woods	12/30/2025	\$ 26,196.79	AP and Payroll	
Emerson	12/30/2025	\$ 67,742.78	AP and Payroll	
GILMAN SQUARE	12/30/2025	\$ 23,201.16	AP and Payroll	
Hampton Greens	12/30/2025	\$ 12,062.12	AP	
Kendall Ridge	12/30/2025	\$ 17,699.72	AP	
Landmark	12/30/2025	\$ 6,057.55	AP	
Meadowbrook	12/30/2025	\$ 30,686.40	AP and Payroll	
Riverstone	12/30/2025	\$ 6,127.53	AP	
Surrey Downs	12/30/2025	\$ 31,140.75	AP and Payroll	
Villages at South Station	12/30/2025	\$ 48,768.45	AP and Payroll	
Woodside East	12/30/2025	\$ 17,163.63	AP	
ALPINE RIDGE	12/31/2025	\$ 21,705.40	AP and Payroll	
ARBOR HEIGHTS	12/31/2025	\$ 25,085.90	AP and Payroll	
Aspen Ridge	12/31/2025	\$ 25,015.11	AP and Payroll	
Auburn Square	12/31/2025	\$ 30,777.50	AP and Payroll	
Carriage House	12/31/2025	\$ 36,855.69	AP and Payroll	
Carrington	12/31/2025	\$ 8,474.87	AP and Payroll	
CASCADIAN	12/31/2025	\$ 35,823.02	AP and Payroll	
Colonial Gardens	12/31/2025	\$ 12,127.00	AP and Payroll	
Cottonwood	12/31/2025	\$ 51,916.58	AP and Payroll	
Cove East	12/31/2025	\$ 33,249.89	AP and Payroll	
FAIRWOOD	12/31/2025	\$ 71,553.72	AP and Payroll	
Henry House	12/31/2025	\$ 22,282.31	AP and Payroll	
HERITAGE PARK	12/31/2025	\$ 28,528.14	AP and Payroll	
Highlander House	12/31/2025	\$ 7,775.40	AP and Payroll	
Juanita View	12/31/2025	\$ 16,179.34	AP and Payroll	
LAURELWOOD	12/31/2025	\$ 18,244.44	AP and Payroll	
Meadows	12/31/2025	\$ 13,586.59	AP and Payroll	
Newport	12/31/2025	\$ 31,172.82	AP and Payroll	
Newporter	12/31/2025	\$ 19,958.65	AP and Payroll	
NIA	12/31/2025	\$ 46,285.95	AP and Payroll	
Overlake	12/31/2025	\$ 66,260.67	AP and Payroll	
Parkwood	12/31/2025	\$ 15,760.97	AP and Payroll	
Pinewood Village	12/31/2025	\$ 30,522.69	AP and Payroll	

Plum Court	12/31/2025	\$ 18,873.60	AP and Payroll	
SALMON CREEK	12/31/2025	\$ 25,769.28	AP and Payroll	
Sandpiper East	12/31/2025	\$ 31,615.43	AP and Payroll	
SEOLA CROSSING LLC	12/31/2025	\$ 19,978.83	AP and Payroll	
SEOLA CROSSING LLC	12/31/2025	\$ 17,551.97	AP and Payroll	
SOUTHWOOD SQUARE	12/31/2025	\$ 17,171.57	AP and Payroll	
Sterling Ridge	12/31/2025	\$ 31,202.05	AP and Payroll	
Timberwood	12/31/2025	\$ 30,524.61	AP and Payroll	
Walnut Park	12/31/2025	\$ 33,767.69	AP and Payroll	
WINDSOR HEIGHTS	12/31/2025	\$ 49,126.46	AP and Payroll	
Woodridge Park	12/31/2025	\$ 36,348.74	AP and Payroll	
	326 Wires	\$ 25,403,880.99		

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To: Board of Commissioners

From: Kami Robinson

Date: February 16, 2026

Re: Resolution 5814: Appointment of Auditing Officers for the Purpose of Certifying Obligations of the Authority in Accordance with RCW 42.24

This is to update current employees listed on Resolution of auditing officers.

A fundamental obligation of the Board of Commissioners is to review and approve the vouchers paid by the Authority as it conducts its operations. Under RCW 42.24, such vouchers are certified by auditing officers elected or appointed pursuant to statute or, in the absence of statute, an appropriate charter provision, ordinance or resolution of the municipal corporation or political subdivision.

Resolution 5814 names as auditing officers for KCHA:

- Wendy Teh
- Tesh Assefa
- Michael Larson
- Mary Osier
- Alfred Dulay
- Crystal Barrow-Mendez
- Shannon Nicolas
- Sean Lay
- Lauren Mathisen
- Wen Xu

Providing a current record of those authorized by the Board.
Passage is recommended.

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5814

APPOINTMENT OF AUDITING OFFICERS FOR THE PURPOSE OF CERTIFYING OBLIGATIONS OF THE AUTHORITY IS IN ACCORDANCE WITH RCW 42.24

WHEREAS, the Board of Commissioners is responsible for ensuring that the system of auditing and certifying vouchers in a manner such as to provide the greatest possible protection for Board members and the Authority, which said responsibility cannot be delegated, and

WHEREAS, RCW Chapter 42.24 requires the appointment of an auditing officer or officers, and

WHEREAS, all claims against the Authority must be certified by the auditing officer to assure that the claim is just, due and is an unpaid claim of the Authority, and

WHEREAS, such claims may be certified individually or by blanket certification by the auditing officer so long as the particular vouchers so certified are clearly indicated.

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

The following persons are hereby designated as Auditing Officers in accordance with the requirements contained in RCW Chapter 42.24:

Wendy Teh, Vice President of Finance

Tesh Assefa, Interim Assistant Vice President of Finance

Michael Larson, Accounting Manager

Mary Osier, Accounting Manager

Alfred Dulay, Accounting Manager

Crystal Barrow-Mendez, Accounting Manager

Shannon Nicholas, Financial Reporting Manager

Sean Lay, Interim Financial Reporting Manager

Lauren Mathisen, Executive VP of Real Estate Development/Chief Development Officer

Wen Xu, Interim Senior Vice President of Development and Asset Management

**ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT
AN OPEN PUBLIC MEETING THIS 23rd DAY OF FEBRUARY, 2026.**

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

JERRY LEE, Chair
Board of Commissioners

ROBIN WALLS
CEO / President

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To: Board of Commissioners

From: Kami Robinson, Executive Assistant to CEO

Date: February 16, 2026

Re: **Resolution 5815:** Authorizing Joel Tobin as contracting officer, signator, and agent to receive claims for damages

Resolution No. 5815, includes the authorization for Mr. Tobin to:

1. Sign contracts and agreements and execute legal and other documents on behalf of the Housing Authority
2. To receive any claims for damages under RCW Chapter 4.96, Section 2(20)

Passage of Resolution No. 5815 is recommended

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5815

**AUTHORIZING JOEL TOBIN AS CONTRACTING OFFICER, SIGNATOR, AND AGENT
DESIGNATED TO RECEIVE CLAIMS FOR DAMAGES**

WHEREAS, Joel Tobin has been named by the President/CEO as the Risk Manager, effective February 23, 2026, with the responsibility of executing the duties of that position; and

WHEREAS, it is necessary for the Risk Manager to sign contracts and agreements for and on behalf of the Housing Authority and to execute legal and other documents as may be necessary to conduct the business of the Authority; and

WHEREAS, the Risk Manager is now authorized as the individual designated by the Authority to receive any claims made for damages under RCW Chapter 4.96, Section 2(20), and should be specifically named in a required filing to King County.

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

Section 1. Joel Tobin is hereby appointed a Contracting Officer of the King County Housing Authority with the authority to sign such contracts, agreements, legal documents, or any other such documentation as may be necessary to conduct the business of the Housing Authority.

Section 2. Joel Tobin is hereby designated the Agent of the Authority for the purpose of receiving claims for tortious actions of the Authority.

ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 23rd DAY OF FEBRUARY, 2026.

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

JERRY LEE, Chair
Board of Commissioners

ROBIN WALLS
Executive Director/CEO and Secretary-Treasurer

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To: Board of Commissioners

From: Kami Robinson, Executive Assistant to CEO

Date: February 16, 2026

Re: **Resolution 5821:** Authorizing Wendy Teh as contracting officer, and signator

Resolution No. 5821, includes the authorization for Ms. Teh to:

1. Sign contracts and agreements and financial reports or any other such documentation for and on behalf of the Housing Authority
2. Act as a signatory to the Authority's numerous bank accounts

Passage of Resolution No. 5821 is recommended

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5821

AUTHORIZING WENDY TEH AS CONTRACTING OFFICER AND SIGNATOR

WHEREAS, Wendy Teh has been named by the President/CEO as the VP for Finance, effective February 23, 2026, with the responsibility of executing the duties of that position; and

WHEREAS, it is necessary for the Vice President of Finance to sign contracts and agreements for and on behalf of the Housing Authority and to execute financial and other documents as may be necessary to conduct the business of the Authority; and

WHEREAS, the banks with which KCHA conducts its business must be affirmatively notified of the addition of a new signatory to the Authority's numerous bank accounts.

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

Section 1. Wendy Teh is hereby appointed a Contracting Officer of the King County Housing Authority with the authority to sign such contracts, agreements, financial reports or any other such documentation as may be necessary to conduct the business of the Housing Authority.

Section 2. Wendy Teh is hereby authorized as a designated signer for current and any future bank accounts used by the Authority to deposit its funds during the term of her employment.

ADOPTED AT THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 23rd DAY OF FEBRUARY, 2026.

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

JERRY LEE, Chair
Board of Commissioners

ROBIN WALLS
Executive Director/CEO and Secretary-Treasurer

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To: Board of Commissioners

From: Kyna Foster, Senior Housing Initiatives Officer - Compliance

Date: February 12, 2026

Re: **Resolution No. 5816** - Authorizing Changes to the Public Housing Admissions and Continued Occupancy Policy and the Tenant-based and Project-based Housing Choice Voucher Administrative Plans Relating to Transfers and Brookside Apartments

Attached for your review and approval are proposed revisions to KCHA's Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Housing Choice Voucher (HCV) Tenant-based and Project-based Administrative Plans. These revisions update KCHA's transfer policy and amend the ACOP to address the operational management of Brookside Apartments.

Transfer Policy

The proposed transfer policy revisions are incorporated across all three policy documents.

Housing Continuity

To prevent avoidable loss of housing stability, these changes add provisions allowing participants with special types of vouchers priority to transfer to other KCHA subsidy programs for which they are eligible. These provisions are undertaken as part of KCHA's MTW initiatives and apply to:

- Vouchers with funding reduced or exhausted by HUD or with federally-imposed time limits, such as Emergency Housing Vouchers (EHV), other than Youth Vouchers.
- Households participating in KCHA's Young Adult Prosperity Program (YAPP) who hold time-limited Youth Voucher, should they elect to forgo the KCHA-managed savings accrued through YAPP. Participants who do not transfer will retain access to their accrued KCHA-managed savings upon successful exit from the program, according to program rules.

Violence Against Women Act (VAWA)

These primarily consist of updates to the Emergency Transfer section of the transfer policy, aligning with HUD's current model VAWA policies. These changes align with KCHA's current operations.

Targeted Developments

Brookside is a KCHA-owned Public Housing property that for many years has been leased to Sound Behavioral Health (Sound) which operates it as permanent supportive housing for Public Housing-eligible tenants under KCHA's MTW initiatives. KCHA, in partnership with Sound, is in the process of converting the property back into KCHA management, while Sound continues to provide services to the tenants housed there. The changes to the ACOP will allow the site to continue to prioritize households referred by Sound and operate as permanent supportive housing. This section also includes revisions to reflect updated funding commitments.

Staff recommends approval of Resolution No. 5816, effective February 23, 2026.

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5816

**AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSION AND
CONTINUED OCCUPANCY POLICY AND THE TENANT-BASED AND PROJECT-
BASED HOUSING CHOICE VOUCHER ADMINISTRATIVE PLANS RELATING TO
TRANSFERS AND BROOKSIDE APARTMENTS**

WHEREAS, KCHA has established a unified transfer policy across its federally subsidized housing programs; and,

WHEREAS, HUD has provided updated their model transfer policy related to the Violence Against Women Act (VAWA); and,

WHEREAS, as outlined in KCHA’s Board-adopted 2026 Moving to Work Annual Plan, KCHA seeks to facilitate housing continuity for households whose term of housing subsidy is limited by HUD funding or program eligibility changes, but are otherwise eligible for federal subsidy; and,

WHEREAS, KCHA seeks to resume day-to-day management of Brookside Apartments from the current operator, while continuing to serve the same population; and,

WHEREAS, staff has reviewed HUD’s documentation, together with regulatory waivers granted KCHA as a participant in the Moving to Work program, and determined the needed policy changes; and,

WHEREAS, revisions to KCHA’s Tenant-based and Project-based Administrative Plans and the Public Housing Admission and Continued Occupancy Policy are necessary to implement such changes.

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

- (1.)** Formally adopts the revisions to the Public Housing Admission and Continued Occupancy Policy and Housing Choice Voucher Tenant-based and Project-based Administrative Plans in the attached documents effective immediately; and
- (2.)** Authorizes the Housing Authority to take necessary steps to implement the above listed revisions to policies as necessary to ensure the efficient operation of KCHA's subsidized housing programs.

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 23rd DAY OF FEBRUARY, 2026.

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

JERRY LEE, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

Admission and Continued Occupancy Policy (ACOP)

- ❑ Sound Families transitional housing partnership between the King County Housing Authority and the Gates Foundation.
- ❑ Passage Point Conditional Housing program.

Applicants will be placed on the Special Programs Set-Aside waiting list according to bedroom size and date/time of graduation from the targeted housing program. Selection of families qualifying for housing assistance will be in rotation with the Housing Authority's Site-based Waiting lists as outlined in Section 6. In addition, the following rules will apply in determining eligibility and tenant selection under this category:

- ❑ Applicants who have applied to the Housing Authority through Special Program Set-Aside may not simultaneously have an active application on the Authority's Site-based Waiting lists.
- ❑ Applicants qualifying for housing assistance under this set-aside program must complete requirements for graduation, as designated by the applicable KCHA Agency Partner, prior to being offered a public housing unit.

D. TARGETED, MIXED FINANCE AND REDEVELOPED PUBLIC HOUSING DEVELOPMENTS

Where the Housing Authority has combined the use of Public Housing or other federal housing subsidy funds with other government funding (direct ~~of or~~ through provision of support services) or redevelops a site using the Low Income Housing Tax Credit (LIHTC) program ~~or assigned project based subsidy to a re-developed Public Housing site~~, selection of applicants from the waiting list will be made in compliance with the partnership and/or cooperation agreements entered into by the Housing Authority for the operation of the development. -Specific properties affected by such an agreement and their stipulations include, but are not limited to:

- ❑ **Bellevue 8 Single Family Homes:** -Combines the use of Public Housing Project-based Voucher funding with funding from King County's Housing Opportunity Fund (HOF) program. Priority for this development is given to families who qualify as Homeless, as outlined under the Bellevue Homeless Families Scattered Site program requirements ([See Exhibit X](#)).
- ❑ **Greenbridge:** -Combines the use of Public Housing, Project-Based Vouchers funding and funding through the Low Income Housing Tax Credit (LIHTC) program to create a mixed-income neighborhood of new low-income and workforce housing together with affordable and market rate for-sale homes. Priority for individual developments within the Greenbridge community will be provided As-as outlined in the partnership agreements and LIHTC program

Admission and Continued Occupancy Policy (ACOP)

requirements, priority for individual developments within the Greenbridge community will be provided as follows:

- ~~Seola Crossing I and II~~ 50% of the units will be given to households whose annual income is at or below 30% of the Area Median Income (AMI) based on family size. Priority for eight (8) units will be provided to families with annual income below 50% of the AMI based on family size. Remaining units will be given to households whose annual income is at or below 60% of the Area Median Income based on family size.
- ~~Nia Apartments~~ 50% of the units will be given to households whose annual income is at or below 30% of the Area Median Income (AMI) based on family size. An additional 10% of the units will be given to households with annual income at or below 50% of the AMI based on family size. The remaining 40% of the units will be filled with households whose annual income is at or below 60% of the Area Median Income based on family size.
- ❑ **Birch Creek:** -Replaces Public Housing subsidy with Project-Based Section 8 subsidy and combines the use of ~~Low Income Housing Tax Credit (LIHTC)~~ program funding to support redevelopment of the former Springwood Apartments. ~~As established, 50% of the units are designated for occupancy by households whose annual income is at or below 30% of the Area Median Income based on family size. The remaining 50% of the units are designated for occupancy by households whose income is at or below 50% of the Area Median Income based on family size.~~
- ❑ **Pacific Court:** Acquired with financial assistance provided through King County, the development combines the use of Public Housing Operating Subsidy with on-site intensive support services funded through the County's Department of Community and Human Services and the Mental Health and Chemical Abuse and Dependency Services Division (DCHS/MHCADSD) to establish a Permanent Supportive Public Housing program for individuals who are formerly homeless or are at-risk of homelessness. The development is operated in conjunction with the Memorandum of Agreement between DCHS/MHCADSD, ~~Seattle Mental Health~~Sound Behavioral Health (SMH Sound) and the Housing Authority. Occupancy of the site is limited to applicants who are screened, determined eligible and referred for occupancy by ~~SMH Sound~~SMH Sound as a suitable unit assignment becomes available, in accordance with the Memorandum of Agreement between participating agencies.
- ❑ **Brookside:** Combines the use of federal housing subsidy with on-site support services provided by Sound Behavioral Health (Sound). The development is operated in conjunction with the Services Agreement between Sound and the

Admission and Continued Occupancy Policy (ACOP)

Housing Authority. Occupancy of available units is prioritized for applicants who are who are screened, determined eligible and referred for occupancy by Sound, in accordance with the agreement between Sound and KCHA.

Admission and Continued Occupancy Policy (ACOP)

- ❑ acts of retaliation or a hate crime against a tenant or household member resulting in a determination a transfer is warranted to ensure safety of the household;
- ❑ the documented request of a local law enforcement agency in order to protect the safety of a witness to a crime; or,
- ❑ documented evidence of domestic violence, dating violence, sexual assault or stalking or the threat of physical violence against the resident or member of the resident's household, as defined under the Violence Against Women ~~Act and Department of Justice Reauthorization Act (VAWA) of 2013~~. Residents seeking protection under VAWA will be required to provide certification of their qualification as a victim of domestic violence as defined under the law prior to approval of any transfer request. Acceptable forms of certification include:
 1. A completed HUD-approved certification form;
 2. A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.;
 3. A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.

KCHA's [Emergency Transfer Plan](#) for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (see ~~Section XIII of this Exhibit P~~[Section XIII of this Exhibit](#)) provides information, including how to request an emergency transfer, confidentiality protections, how an emergency transfer may occur and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that KCHA is in compliance with VAWA.

Category 2: Immediate administrative transfers. These transfers are necessary in order to:

- ❑ permit a family needing accessible features to move to a unit with such a feature;

Admission and Continued Occupancy Policy (ACOP)

- ❑ allow a dwelling to be available for non-occupancy purposes when the Housing Authority or Owner has determined such use is in the best interest of the community;
- ❑ permit a transfer to/from a unit designated for a specific use (i.e., child care designated unit) to allow the unit to be used for the specific intended purpose; or,
- ❑ permit a family qualifying for a specific type or size of unit to transfer to a ~~Public Housing~~ different development in order to address administrative needs.
- ❑ permit recipients of special types of Section 8 vouchers with limited funding from HUD, such as Emergency Housing Vouchers, to move into programs and/or units with a stable funding stream.
 1. This does not include time-limited vouchers, such as Youth Vouchers.
 2. This group may be placed ahead of other transfers in this category in order to avoid a gap in housing.
 3. KCHA may choose to forgo all waiting periods for moving to different programs with this type of transfer. Other procedural items may also be altered due to the unique nature of this group.
- ❑ allow recipients of time-limited Youth Vouchers who are participants in the KCHA Young Adult Prosperity Program (YAPP) to move to a more permanent subsidy.
 1. Transfers of this type will be contingent upon:
 - a. the tenant agrees to the forfeiture of any KCHA-managed savings that they have accrued while on the YAPP program.
 - b. the tenant being in good standing with YAPP, in addition to being in good standing with their housing program, as detailed below.
 - c. written confirmation from a provider associated with the tenant, including KCHA resident services staff, that without ongoing subsidy the family will be at risk of becoming homeless.
 2. To prevent a gap in housing, these transfers may be:
 - a. placed ahead of other transfers in this category.
 - b. allowed to forgo the waiting period to move into a different housing program.

Category 3: Administrative transfers. A resident will be approved to transfer under this category only once in every 3-year period. The following minimum criteria must be met for transfers in this category: (1) The family must have been a resident for a minimum of one (1) year prior to the date of the transfer request; **and**; (2) the family will be required to

Admission and Continued Occupancy Policy (ACOP)

In accordance with the Violence Against Women Act (VAWA)², the King County Housing Authority (KCHA) allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.³ The ability to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether HP has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies who may be eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that **KCHA** is in compliance with VAWA.

B. Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if the tenant:

1. ~~tenant~~ reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit; **or**
2. ~~tenant~~ is a victim of sexual assault that occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Whether or not a tenant is in good standing does not impact their ability to request or be approved for an emergency transfer under VAWA. Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

C. Emergency Transfer Request Documentation

² Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

³ Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Admission and Continued Occupancy Policy (ACOP)

To request an emergency transfer, the tenant shall:

~~notify their management office~~ the Housing Authority and submit a written request for a transfer.

1. Tenants in the Housing Choice Voucher (Section 8) program should contact their Housing Specialist. To locate the Housing Specialist contact information go to <https://www.kcha.org/contact/section-8> or call (206) 214-1300.

2. Tenants living in a KCHA Property should contact their Property Management Office. Phone numbers for these offices are found at <https://www.kcha.org/contact/offices>.

3. KCHA will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under ~~HP's~~ KCHA's program; or

2. In the case of a tenant (or household member) who is a victim of sexual assault, either:

a. A statement that the tenant reasonably believes there is a threat of imminent harm from further violence or trauma if the tenant (or household member) stays in the same dwelling unit, or

b. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

~~2.~~ If the written request for an emergency transfer does not include the required statement, the tenant shall have 14 business days to provide such a statement. After that, a new request for an emergency transfer must be initiated by the tenant.

D. Priority for Transfers

Tenants who qualify for an emergency transfer under VAWA will be given priority over other categories of tenants seeking transfers as a Category 1 Transfer, as described above in this Exhibit.

~~D.E.~~ Confidentiality

If a tenant inquires about or requests any VAWA protections or represents that they or a household member are a victim of VAWA violence/abuse entitled to VAWA protections, KCHA must keep any information they provide concerning the VAWA violence/abuse,

Admission and Continued Occupancy Policy (ACOP)

their request for an emergency transfer, and their or a household member's status as a victim strictly confidential. All the information provided by or on behalf of the tenant to support an emergency transfer request, including information on the Certification Form (HUD-5382) and the Emergency Transfer Request Form (HUD-5383) (collectively referred to as "Confidential Information") may only be accessed by KCHA employees or contractors if explicitly authorized by KCHA for reasons that specifically call for those individuals to have access to that information under applicable Federal, State, or local law.

Confidential information must not be entered into any shared database or disclosed to any other entity or individual, except if:

~~KCHA will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the:~~

1. the tenant gives KCHA written permission to release the information on a time limited basis, or
2. disclosure of the information is required by law or it is required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program; or
- 2-3. otherwise required by applicable law.

This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about KCHA's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

E.F. Emergency Transfer Timing and Availability

KCHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. KCHA will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. KCHA may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If KCHA has no safe and available units for which a tenant who needs an emergency is eligible, KCHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, KCHA will also assist tenants in contacting local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Admission and Continued Occupancy Policy (ACOP)

G. Making the Emergency Transfer Plan Available

As part of program policy documents, KCHA's Emergency Transfer Plan is publicly available, both on <https://www.kcha.org/about/policies> and by request at any KCHA management office. Alternate formats of these documents are available upon request.

All VAWA forms are available in languages other than English, accessible at <https://www.kcha.org/vawa> or by requesting them from any KCHA management office.

F.H. Safety and Security of Tenants

During processing and following completion of the transfer, the tenant is urged to take all reasonable precautions to be safe. The following resources are provided for informational purposes to assist in increasing client safety and security. However, **IN CASES OF EMERGENCY, dial 9-1-1.**

Victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-SAFE (7233).-You may also reach them online at <https://www.thehotline.org/here-for-you/>

1. -For persons with hearing impairments, the hotline may be reached by calling **1-800-787-3224 (TTY)**. ~~In addition, tenants may contact a local domestic violence shelter, for assistance in creating a safety plan.~~

Victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE (4673), or visit the online hotline at <https://ohl.rainn.org/online/>

Victims of ~~domestic violence and~~ stalking seeking help may visit the National Center for Victims of Crime's ~~Victim Connect Resource Center~~~~Stalking Resource Center~~ at <https://victimconnect.org/http://victimsofcrime.org/our-programs/stalking-resource-center>

Additional Local Resources:

1. Tenants may contact a local domestic violence shelter for assistance in creating a safety plan.

2. KCHA Resident Services staff , may be able to provide additional resources, please contact your Property Manager or Section 8 Program representative

~~4.3. Local organizations assisting victims of domestic violence, dating violence, sexual assault, or stalking can be located via the Washington State Coalition Against Domestic Violence webpage <https://wscadv.org/washington-domestic-violence-programs/>~~

~~Local organizations assisting victims of domestic violence, dating violence, sexual assault, or stalking include:~~

~~a. Lifewire at 425-746-1960 (Helpline available 24 hours daily)~~

Admission and Continued Occupancy Policy (ACOP)

- b. ~~Domestic Abuse Women's Network (DAWN) at 425-656-7867 (Helpline available 24 hours daily)~~
- c. ~~New Beginnings at 206-522-9422 (Helpline available 24 hours Daily)~~
- d. ~~Washington Statewide Domestic Violence Hotline at 1-800-562-6025 (Daily 8am to 5pm).~~
- e. ~~King County Sexual Assault Resource Center at 1-888-998-6423.~~
(Resource

Helpline is available 24 hours daily)

For referral to KCHA Resident Services staff, who may be able to provide additional resources, please contact your Property Manager or Section 8 Program representative

- B. planned modernization work that requires relocation of the household so that work can proceed;
- C. the health condition of a family member which results in a determination that the need for the transfer is an “urgent medical necessity”;
- D. acts of retaliation or a hate crime against a tenant or household member resulting in a determination a transfer is warranted to ensure safety of the household;
- E. the documented request of a local law enforcement agency in order to protect the safety of a witness to a crime; or,
- F. documented evidence of domestic violence, dating violence, sexual assault or stalking or the threat of physical violence against the resident or member of the resident’s household, as defined under the Violence Against Women and Department of Justice Reauthorization **Act** (VAWA) of 2013. Residents seeking protection under VAWA will be required to provide certification of their qualification as a victim of domestic violence as defined under the law prior to approval of any transfer request. Acceptable forms of certification include:
 1. A completed HUD-approved certification form;
 2. A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.;
 3. A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.

KCHA’s [Emergency Transfer Plan](#) for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (see [Section XIII of this Exhibit](#)) provides information, including how to request an emergency transfer, confidentiality protections, how an emergency transfer may occur and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that KCHA is in compliance with VAWA.

Category 2: Immediate administrative transfers. These transfers are necessary in order to:

- A. permit a Family needing accessible features to move to a unit with such a feature;

- B. allow a dwelling to be available for non-occupancy purposes when the Housing Authority or Owner has determined such use is in the best interest of the community;
- C. permit a transfer to/from a unit designated for a specific use (i.e., child care designated unit) to allow the unit to be used for the specific intended purpose; or,
- D. permit a family qualifying for a specific type or size of unit to transfer to a Public Housing development in order to address administrative needs.
- E. permit recipients of special types of Section 8 vouchers with limited funding from HUD, such as Emergency Housing Vouchers, to move into programs and/or units with a stable funding stream.
 - 1. This does not include time-limited vouchers, such as Youth Vouchers.
 - 2. This group may be placed ahead of other transfers in this category in order to avoid a gap in housing.
 - 3. KCHA may choose to forgo all waiting periods for moving to different programs with this type of transfer. Other procedural items may also be altered due to the unique nature of this group.
- F. allow recipients of time-limited Youth Vouchers who are participants in the KCHA Young Adult Prosperity Program (YAPP) to move to a more permanent subsidy.
 - 1. Transfers of this type will be contingent upon:
 - a. the tenant agrees to the forfeiture of any KCHA-managed savings that they have accrued while on the YAPP program.
 - b. the tenant being in good standing with YAPP, in addition to being in good standing with their housing program, as detailed below.
 - c. written confirmation from a provider associated with the tenant, including KCHA resident services staff, that without ongoing subsidy the family will be at risk of becoming homeless.
 - 2. To prevent a gap in housing, these transfers may be:
 - a. placed ahead of other transfers in this category.
 - b. allowed to forgo the waiting period to move into a different housing program.

Category 3: Administrative transfers. A participant will be approved to transfer under this category only once in every 3-year period. The following minimum criteria must be met for transfers in this category: (1) The Family must have been a participant for a minimum of one (1) year prior to the date of the transfer request; **and**; (2) the Family will be required to provide

X. TENANTS IN GOOD STANDING

When the transfer is at the request of the Family, it will not be approved unless the Family is in good standing with the King County Housing Authority and/or their current Owner. This means the Family must be in compliance with their lease, current in all payments to the Housing Authority or Owner, and must pass a housekeeping inspection, if required by the individual program from which the Family will move.

XI. TENANT REQUESTED TRANSFERS

A tenant may request a transfer at any time by completing a transfer request form. In considering the request, the Housing Authority may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The tenant will be required to provide supporting documentation regarding their request. The Housing Authority will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.

The Housing Authority will approve or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the Family's name will be added to the appropriate transfer waiting list.

If the transfer is denied, the denial letter will advise the Family of their right to utilize the grievance procedure applicable to their current housing program.

XII. RIGHT OF THE HOUSING AUTHORITY IN TRANSFER POLICY

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

XIII. EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

A. Emergency Transfers

In accordance with the Violence Against Women Act (VAWA)¹⁰⁶, the King County Housing Authority (KCHA) allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the

¹⁰⁶ Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.¹⁰⁷ The ability to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether HP has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies who may be eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that **KCHA** is in compliance with VAWA.

B. Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if the tenant:

1. ~~tenant~~ reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit; **or**
2. ~~tenant~~ is a victim of sexual assault that occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Whether or not a tenant is in good standing does not impact their ability to request or be approved for an emergency transfer under VAWA. Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

C. Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall:

1. notify their management office the Housing Authority and submit a written request for a transfer.
 - a. Tenants in the Housing Choice Voucher (Section 8) program should contact their Housing Specialist. To locate the Housing Specialist contact information go to <https://www.kcha.org/contact/section-8> or call (206) 214-1300.

¹⁰⁷ Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

- b. Tenants living in a KCHA Property should contact their Property Management Office. Phone numbers for these offices are found at <https://www.kcha.org/contact/offices>.
 - c. KCHA will provide reasonable accommodations to this policy for individuals with disabilities.
2. The tenant's written request for an emergency transfer should include either:
- a. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under HP's program; or
 - b. In the case of a tenant (or household member) who is a victim of sexual assault, either:
 - i. A statement that the tenant reasonably believes there is a threat of imminent harm from further violence or trauma if the tenant (or household member) stays in the same dwelling unit, or
 - ii. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.
- ~~a.~~ 3. If the written request for an emergency transfer does not include the required statement, the tenant shall have 14 business days to provide such a statement. After that, a new request for an emergency transfer must be initiated by the tenant.

D. Priority for Transfers

Tenants who qualify for an emergency transfer under VAWA will be given priority over other categories of tenants seeking transfers as a Category 1 Transfer, as described above in this Exhibit.

D.E. Confidentiality

If a tenant inquires about or requests any VAWA protections or represents that they or a household member are a victim of VAWA violence/abuse entitled to VAWA protections, KCHA must keep any information they provide concerning the VAWA violence/abuse, their request for an emergency transfer, and their or a household member's status as a victim strictly confidential. All the information provided by or on behalf of the tenant to support an emergency transfer request, including information on the Certification Form (HUD-5382) and the Emergency Transfer Request Form (HUD-5383) (collectively referred to as "Confidential Information") may only be accessed by KCHA employees or contractors if explicitly authorized by KCHA for reasons that specifically call for those individuals to have access to that information under applicable Federal, State, or local law.

Confidential information must not be entered into any shared database or disclosed to any other entity or individual, except if:

- ~~E.~~ KCHA will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the:

1. the tenant gives KCHA written permission to release the information on a time limited basis, or
2. disclosure of the information is required by law or it is required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program; or
- 2-3. otherwise required by applicable law.

This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about KCHA's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

F. Emergency Transfer Timing and Availability

KCHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. KCHA will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. KCHA may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If KCHA has no safe and available units for which a tenant who needs an emergency is eligible, KCHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, KCHA will also assist tenants in contacting local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

G. Making the Emergency Transfer Plan Available

As part of program policy documents, KCHA's Emergency Transfer Plan is publicly available, both on <https://www.kcha.org/about/policies> and by request at any KCHA management office. Alternate formats of these documents are available upon request.

All VAWA forms are available in languages other than English, accessible at <https://www.kcha.org/vawa> or by requesting them from any KCHA management office.

G.H. Safety and Security of Tenants

During processing and following completion of the transfer, the tenant is urged to take all reasonable precautions to be safe. The following resources are provided for

informational purposes to assist in increasing client safety and security. However. **IN CASES OF EMERGENCY, dial 9-1-1.**

1. Victims of domestic violence are encouraged to contact the **National Domestic Violence Hotline at 1-800-799-SAFE (7233)**. You may also reach them online at <https://www.thehotline.org/here-for-you/>
- a. For persons with hearing impairments, the hotline may be reached by calling **1-800-787-3224 (TTY)**. ~~In addition, tenants may contact a local domestic violence shelter, for assistance in creating a safety plan.~~
2. Victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE **(4673)**, or visit the online hotline at <https://ohl.rainn.org/online/>
3. Victims of ~~domestic violence and~~ stalking seeking help may visit the National Center for Victims of Crime's ~~Stalking Resource Center~~ **Victim Connect Resource Center** at <https://victimconnect.org/>. ~~<http://victimsofcrime.org/our-programs/stalking-resource-center>~~
- 1-4. Additional **Local Resources**:

~~Local organizations assisting victims of domestic violence, dating violence, sexual assault, or stalking include:~~

 - a. Tenants may contact a local domestic violence shelter for assistance in creating a safety plan.
 - b. For referral to **KCHA Resident Services staff**, who may be able to provide additional resources, please contact your **Property Manager or Section 8 Program representative**.
 - c. Local organizations assisting victims of domestic violence, dating violence, sexual assault, or stalking can be located via the **Washington State Coalition Against Domestic Violence** webpage <https://wscadv.org/washington-domestic-violence-programs/>

~~For referral to **KCHA Resident Services staff**, who may be able to provide additional resources, please contact your **Property Manager or Section 8 Program representative**~~

- D. To facilitate the relocation of a Family when required for modernization or other management purposes.
- E. To facilitate relocation of families with inadequate housing accommodations, such as the need for accessibility features not found in the current dwelling unit.
- F. To provide an incentive for families to assist in meeting the King County Housing Authority's deconcentration goal.
- G. To eliminate vacancy loss and other expense due to unnecessary transfers.

IV. DETERMINING THE APPROPRIATE HOUSING RESOURCE

As stated in Section I above, the Housing Authority will first seek to maintain a Family’s occupancy within the **program group** under which the household currently resides. However, under limited circumstances, completion of a transfer to an alternate **program group** (i.e. transferring a Section 8 HCV participant to Public Housing) may become necessary in order to meet the needs of the household and/or the Housing Authority.

Determination of the need to provide assistance under an alternate program group will be made at the sole discretion of the Housing Authority after careful consideration of the facts and documentation received. In determining whether to offer such a transfer, KCHA will evaluate all elements including but not limited to: the individual client’s need and urgency of the request; program requirements and regulatory constraints, inventory and turnover; limited resources and availability of other alternative housing options; the number of recent transfers into and out of a program; and, other general considerations of the housing programs. If the evaluation identifies housing resources that can be made available through more than one program, KCHA will have sole discretion regarding the program to which a client’s transfer will be approved.

Subsidy under an alternate program group identified in Section II (above) may be provided if a unit of appropriate size, type and location does not exist within the client’s current program, or, if such unit does not become available within:

For Category 1 transfers	within 2 Months
For Category 2 transfers	within 12 Months
For Category 3 transfers	within 24 Months
For Category 4 transfers	within 48 Months

All requests that have exceeded the time limits within the appropriate category will be reviewed quarterly to determine if an alternate program group should be used to complete the transfer. Allocation of a Housing Choice Voucher as an available transfer resource will be left to the sole discretion of the Housing Authority – offered only as a last resort following a determination that no other suitable housing is (or will soon be) available. If the Housing Authority’s HCV program is over-

leased or if HUD funding is deemed to be inadequate, the option of providing HCV vouchers may be suspended at the sole discretion of the Executive Director or their designee.

In addition, the following guidelines will apply in determining the appropriate housing resource for each household:

- A. If a resident turns down a suitable unit offered to them as part of their transfer request without good cause, they will not be eligible to receive a voucher, even if they have exceeded the time limits established by category for transfers.
- B. In cases of emergency, KCHA reserves the right to immediately consider all housing options available and assign households to an alternate program group. Such determinations will be made based on individual household circumstances and only with the approval of KCHA Executive Director or designee.
- C. Current residents approved for transfer under Category 5 (Incentive Transfers) will not be provided the opportunity to transfer to another housing program.
- D. The Housing Authority will consider a dwelling unit located within 25 miles of the current residence suitable for purposes of transfer approval. This means that a resident would not be able to turn down a unit without good cause that is offered at a property that is located within 25 miles of their current property.

V. CATEGORIES OF TRANSFERS

Category 1: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a Family or one of its members. Such situations may involve the need to move a tenant due to:

- A. defects of the unit or the building in which it is located that render the current unit uninhabitable;
- B. planned modernization work that requires relocation of the household so that work can proceed;
- C. the health condition of a family member which results in a determination that the need for the transfer is an “urgent medical necessity”;
- D. acts of retaliation or a hate crime against a tenant or household member resulting in a determination a transfer is warranted to ensure safety of the household;
- E. the documented request of a local law enforcement agency in order to protect the safety of a witness to a crime; or,
- F. documented evidence of domestic violence, dating violence, sexual assault or stalking or the threat of physical violence against the resident or member of the resident’s household, as defined under the Violence Against Women ~~Act and Department of Justice Reauthorization Act (VAWA) of 2013.~~

Residents seeking protection under VAWA will be required to provide certification of their qualification as a victim of domestic violence as defined under the law prior to approval of any transfer request. Acceptable forms of certification include:

1. A completed HUD-approved certification form;
2. A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.;
3. A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.

KCHA's [Emergency Transfer Plan](#) for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (see ~~Section XIII of this Exhibit O~~ [Section XIII of this Exhibit](#)) provides information, including how to request an emergency transfer, confidentiality protections, how an emergency transfer may occur and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that KCHA is in compliance with VAWA.

Category 2: Immediate administrative transfers. These transfers are necessary in order to:

- A. permit a Family needing accessible features to move to a unit with such a feature;
- B. allow a dwelling to be available for non-occupancy purposes when the Housing Authority or Owner has determined such use is in the best interest of the community;
- C. permit a transfer to/from a unit designated for a specific use (i.e., child care designated unit) to allow the unit to be used for the specific intended purpose; or,
- D. permit a family qualifying for a specific type or size of unit to transfer to a different development in order to address administrative needs.
- E. permit recipients of special types of Section 8 vouchers with limited funding from HUD, such as Emergency Housing Vouchers, to move into programs and/or units with a stable funding stream.

1. This does not include time-limited vouchers, such as Youth Vouchers.

2. This group may be placed ahead of other transfers in this category in order to avoid a gap in housing.

3. KCHA may choose to forgo all waiting periods for moving to different programs with this type of transfer. Other procedural items may also be altered due to the unique nature of this group.

F. allow recipients of time-limited Youth Vouchers who are participants in the KCHA Young Adult Prosperity Program (YAPP) to move to a more permanent subsidy.

1. Transfers of this type will be contingent upon:

a. the tenant agrees to the forfeiture of any KCHA-managed savings that they have accrued while on the YAPP program.

b. the tenant being in good standing with YAPP, in addition to being in good standing with their housing program, as detailed below.

c. written confirmation from a provider associated with the tenant, including KCHA resident services staff, that without ongoing subsidy the family will be at risk of becoming homeless.

2. To prevent a gap in housing, these transfers may be:

a. placed ahead of other transfers in this category.

a-b. allowed to forgo the waiting period to move into a different housing program.

Category 3: Administrative transfers. A participant will be approved to transfer under this category only once in every 3-year period. The following minimum criteria must be met for transfers in this category: (1) The Family must have been a participant for a minimum of one (1) year prior to the date of the transfer request; **and**; (2) the Family will be required to provide third party verification that documents the need for the transfer. These transfers are approved in order to:

A. allow a Family to move closer to the head or spouse's place of employment or education when the following criteria are met:

1. **if to be closer to employment**, the tenant has been employed at the existing job for a minimum of three (3) months and documentation indicates the likelihood that such employment will continue to be ongoing; **or**,

2. **if to be closer to school**, the tenant is currently enrolled in and attending classes, and documentation indicates the education program is projected to continue for a minimum of one (1) year;

In both instances, documentation must indicate that the move will substantially reduce the mileage and/ or travel time or costs of the tenant. (See Section IV: Determining the Appropriate Housing Resource for mileage minimum)

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

XIII. EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

A. Emergency Transfers

In accordance with the Violence Against Women Act (VAWA)⁸⁰, the King County Housing Authority (KCHA) allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.⁸¹ The ability to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether ~~HP~~ KCHA has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies who may be eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that **KCHA** is in compliance with VAWA.

B. Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if the tenant:

1. ~~tenant~~ reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit; **or**
2. ~~tenant~~ is a victim of sexual assault that occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

⁸⁰ Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

⁸¹ Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Whether or not a tenant is in good standing does not impact their ability to request or be approved for an emergency transfer under VAWA. Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

C. Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall:

1. ~~Notify their management office~~ the Housing Authority and submit a written request for a transfer.
 - a. Tenants in the Housing Choice Voucher (Section 8) program should contact their Housing Specialist. To locate the Housing Specialist contact information go to <https://www.kcha.org/contact/section-8> or call (206) 214-1300.
 - b. Tenants living in a KCHA Property should contact their Property Management Office. Phone numbers for these offices are found at <https://www.kcha.org/contact/offices>.
- ~~a-c.~~ KCHA will provide reasonable accommodations to this policy for individuals with disabilities.
2. The tenant's written request for an emergency transfer should include either:
 - a. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under KCHA's program; or
 - b. In the case of a tenant (or household member) who is a victim of sexual assault, either:
 - i. A statement that the tenant reasonably believes there is a threat of imminent harm from further violence or trauma if the tenant (or household member) stays in the same dwelling unit, or
 - ii. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.
3. If the written request for an emergency transfer does not include the required statement, the tenant shall have 14 business days to provide such a statement. After that, a new request for an emergency transfer must be initiated by the tenant.

D. Priority for Transfers

Tenants who qualify for an emergency transfer under VAWA will be given priority over other categories of tenants seeking transfers as a Category 1 Transfer, as described above in this Exhibit.

~~D.~~E. Confidentiality

If a tenant inquires about or requests any VAWA protections or represents that they or a household member are a victim of VAWA violence/abuse entitled to VAWA protections, KCHA must keep any information they provide concerning the VAWA violence/abuse, their request for an emergency transfer, and their or a household member's status as a victim strictly confidential. All the information provided by or on behalf of the tenant to support an emergency transfer request, including information on the Certification Form (HUD-5382) and the Emergency Transfer Request Form (HUD-5383) (collectively referred to as "Confidential Information") may only be accessed by KCHA employees or contractors if explicitly authorized by KCHA for reasons that specifically call for those individuals to have access to that information under applicable Federal, State, or local law.

Confidential information must not be entered into any shared database or disclosed to any other entity or individual, except if:

~~KCHA will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the:~~

1. the tenant gives KCHA written permission to release the information on a time limited basis; or
2. ~~disclosure of the information is required by law or it is required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program;~~ or
- 2-3. otherwise required by applicable law.

This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about KCHA's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

E.F. Emergency Transfer Timing and Availability

KCHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. KCHA will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. KCHA may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If KCHA has no safe and available units for which a tenant who needs an emergency is eligible, KCHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, KCHA will also assist tenants in contacting local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

G. Making the Emergency Transfer Plan Available

As part of program policy documents, KCHA's Emergency Transfer Plan is publicly available, both on <https://www.kcha.org/about/policies> and by request at any KCHA management office. Alternate formats of these documents are available upon request.

All VAWA forms are available in languages other than English, accessible at <https://www.kcha.org/vawa> or by requesting them from any KCHA management office.

F.H. Safety and Security of Tenants

During processing and following completion of the transfer, the tenant is urged to take all reasonable precautions to be safe. The following resources are provided for informational purposes to assist in increasing client safety and security. However, **IN CASES OF EMERGENCY, dial 9-1-1.**

1. Victims of domestic violence are encouraged to contact the **National Domestic Violence Hotline at 1-800-799-SAFE (7233)**. You may also reach them online at <https://www.thehotline.org/here-for-you/>
 - a. For persons with hearing impairments, the hotline may be reached by calling **1-800-787-3224 (TTY)**. ~~In addition, tenants may contact a local domestic violence shelter, for assistance in creating a safety plan.~~
2. Victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE (4673), or visit the online hotline at <https://ohl.rainn.org/online/>
- ~~2.3.~~ Victims of domestic violence and stalking seeking help may visit the National Center for Victims of Crime's **Stalking Resource Center** Victim Connect Resource Center at <https://victimconnect.org/>. ~~<http://victimsofcrime.org/our-programs/stalking-resource-center>~~
- 3.4. Additional Local Resources:
 - ~~Local organizations assisting victims of domestic violence, dating violence, sexual assault, or stalking include:~~
 - a. Tenants may contact a local domestic violence shelter for assistance in creating a safety plan.
 - b. For referral to KCHA Resident Services staff, who may be able to provide additional resources, please contact your Property Manager or Section 8 Program representative.
 - c. Local organizations assisting victims of domestic violence, dating violence, sexual assault, or stalking can be located via the Washington State Coalition Against Domestic Violence webpage <https://wscadv.org/washington-domestic-violence-programs/>
 - a. ~~Lifewire at 425-746-1960 (Helpline available 24 hours daily)~~
 - b. ~~Domestic Abuse Women's Network (DAWN) at 425-656-7867 (Helpline available 24 hours daily)~~
 - c. ~~New Beginnings at 206-522-9422 (Helpline available 24 hours Daily)~~
 - d. ~~Washington Statewide Domestic Violence Hotline at 1-800-562-6025 (Daily 8am to 5pm).~~
 - e. ~~King County Sexual Assault Resource Center at 1-888-998-6423. (Resource Helpline is available 24 hours daily)~~

~~For referral to KCHA Resident Services staff, who may be able to provide additional resources, please contact your Property Manager or Section 8 Program representative~~

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To: Board of Commissioners

From: Kyna Foster, Senior Housing Initiatives Officer - Compliance

Date: February 12, 2026

Re: **Resolution No. 5817** - Authorizing Changes to the Housing Choice Voucher Tenant-based Administrative Plan Relating to the Length of Time a Participant Has to Search for a Unit

Attached, for your review and approval, are changes to KCHA's Housing Choice Voucher Tenant-based Administrative Plan relating to the length of time a participant has to search for housing with a newly issued voucher (shopping days).

The proposed policy revision is driven by operational necessity. Under the current Administrative Plan, voucher holders may search for housing for up to 240 days, a timeframe that exceeds that of many housing authorities nationwide. This extended search period limits the agency's ability to accurately project leasing activity and manage voucher utilization. Such unpredictability creates increased budgetary risk. Considering ongoing funding uncertainty and sustained rent escalation in the region, establishing reasonable limits on voucher search time is essential to support effective program administration and fiscal stewardship.

KCHA's current policies give participants a minimum of 120 shopping days. Extensions may be granted by staff to 180 days total and by departmental leadership up to 240 days total upon participant request if they have experienced hardships preventing them from locating a unit within the initial time. HUD only requires that housing authorities provide a minimum of 60 days' shopping time.²

The proposed changes to the voucher extension policy would limit extensions beyond 180 days² to extraordinary circumstances, such as an extensive hospital stay, approved by the Chief Executive Officer or their designee.

Staff recommends approval of Resolution No. 5817, effective February 23, 2026.

² For certain special purpose vouchers, HUD requires a minimum 120-day initial shopping time with a 90-day extension option. Participants with disabilities may receive extensions as a reasonable accommodation.

THE HOUSING AUTHORITY OF THE COUNTY OF KING
RESOLUTION NO. 5817
**AUTHORIZING CHANGES TO THE HOUSING CHOICE VOUCHER TENANT-
BASED ADMINISTRATIVE PLAN RELATING TO THE LENGTH OF TIME A
PARTICIPANT HAS TO SEARCH FOR A UNIT**

WHEREAS, KCHA has established a policy for the initial time a participant has to search for a new unit after a tenant-based voucher has been issued, as well as any extensions; and,

WHEREAS, KCHA currently provides longer search time than is required by HUD and more than is standard nationwide; and,

WHEREAS, extensive time to search for a unit limits the agency's ability to project voucher utilization and manage program expenditures; and,

WHEREAS, KCHA seeks to facilitate shorter search periods and to better predict and control the number of vouchers; and,

WHEREAS, staff has reviewed HUD's documentation, together with any applicable regulatory waivers granted KCHA as a participant in the Moving to Work program, and determined the needed policy changes; and,

WHEREAS, revisions to KCHA's Tenant-based Administrative Plan are necessary to implement such changes.

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

- (1.)** Formally adopts the revisions to the Housing Choice Voucher Tenant-based Administrative Plan in the attached documents effective immediately; and

- (2.) Authorizes the Housing Authority to take necessary steps to implement the above listed revisions to policies as necessary to ensure the efficient operation of KCHA's subsidized housing programs.

**ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC
MEETING THIS 23rd DAY OF FEBRUARY, 2026.**

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

JERRY LEE, Chair
Board of Commissioners

ROBIN WALLS
Secretary-Treasurer

17. HA informal hearing procedures. This information will describe when the HA is required to give a participant family the opportunity for an informal hearing, and how to request a hearing.
18. A sample HAP Contract for an owner to review.
19. A summary sheet concerning HQS requirements and, in particular, items most likely to fail an inspection.
20. HA requirements for reporting changes affecting income or family composition.

C. TERM OF VOUCHER -- EXPIRATION OR EXTENSION

The initial term of a voucher will be 120 calendar days. Any request for an extension must come prior to the Voucher expiration date. The Voucher automatically expires at the end of 120 calendar days (or any approved extension date) unless a Request for Tenancy Approval (RFTA) is submitted before the expiration of the original Voucher, or any approved extension. Requesting a lease approval within the time period automatically suspends the timing while the HA reviews the Request. If the unit is subsequently determined to be unacceptable for program use, the HA will provide the applicant with a reasonable amount of additional time to locate an acceptable unit.

After the initial 120-day voucher period, the Senior Housing Program Manager may grant an extension of the voucher for an additional 60 days, for a maximum of up to 180 days -if the participant can document one of the following hardship reasons kept them from locating a unit in the initial time period:

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

For those with a disability, requests for additional time beyond 180 days must be forwarded to the 504 Coordinator for approval as a Reasonable Accommodation.

For households that are not eligible for a Reasonable Accommodation and who experience extraordinary circumstances, such as an extensive hospital stay; additional time, if needed, must be approved by the Chief Executive Officer or their designee. This extra time will in general not extend past 210 days.

The following groups will use alternative criteria in granting voucher extensions:

1. Incoming Portable Participants

Per HUD portability guidelines, no extensions for incoming portable participants will be granted by KCHA. Participants wishing to extend their portable voucher must contact their initial HA and obtain the following information in writing:

- a. Permission to extend the voucher; and
- b. The date of the extension; and
- c. Confirmation that the notification periods outlined on the HUD-52665 will be extended to accommodate the voucher extension period.

2. Participants with a Family Unification or Youth Voucher and Disabled Participants with a Supportive Housing Voucher

- a. This category applies for the following voucher types. For disabled participants without the voucher types listed, see paragraph 3 below.
 - i. Family Unification Program (FUP) vouchers as defined in Section 2 of this plan and;
 - ii. Youth Vouchers as defined in Section 2 of this plan and;
 - iii. Targeted vouchers issued under the Supportive Housing Vouchers category as described in [section 5, paragraph E.1.a](#) (HASP and Mainstream) of this plan.
- b. At least once during the initial voucher period KCHA will notify the family prior to voucher expiration to:
 - i. Remind them of the voucher expiration date.
 - ii. Remind them of the process for requesting an extension and
 - iii. Inquire if the family is in need of assistance with their housing search.
- c. After the initial 120-day voucher period, the Section 8 Senior Housing Program Manager may grant an extension of the voucher for an additional 90³³ days. Extensions may be requested verbally or in writing and will be automatically approved as long as the request is made before the initial voucher term expires.

~~d. Extension requests beyond 210 days (120+90) may be approved by the Associate Director up to an additional 90 days. The client will need to present a plan on how they believe they will find a unit in the time allotted.~~

~~e.—~~

³³ 90-day extensions required by Notice PIH 2024-30.

~~f.d.~~ Requests for additional time beyond the ~~300-210 (120+90)~~ days must be forwarded to the 504 Coordinator for approval as a Reasonable Accommodation for those with a disability.

~~3. Disabled Participants without a Supportive Housing Voucher³⁴~~

~~This category will apply to any disabled participant who does not hold a Supportive Housing Voucher, as described above in paragraph 2.a.~~

- ~~a. After the initial 120_ day voucher period, the Section 8 Senior Housing Program Manager may grant an extension of the voucher for an additional 60 days.~~
- ~~b. Extension requests beyond 180 days (120+60) may be approved by the Associate Director up to an additional 60 days. The client will need to present a plan on how they believe they will find a unit in the time allotted.~~
- ~~c. Requests for additional time beyond the 240 180 days must be forwarded to the 504 Coordinator for approval.~~

For any Family which feels it has experienced discrimination in the search for suitable housing, the HA will assist the Family in reporting such discrimination to the appropriate jurisdiction such as HUD's office of fair housing using Equal Opportunity Complaint Form, HUD-903.

³⁴ ~~Approved under MTW 6/18/15~~

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To: Board of Commissioners

From: Dan Landes, VP of Development

Date: February 16, 2026

Re: **Resolution No. 5818** - A Resolution authorizing the recycling of tax-exempt bond cap from Kirkland Heights to Trailhead, Low-Income Housing tax Credit projects.

In June 2024, the Board of Commissioners passed Resolution 5768, authorizing the Authority to form a Limited Liability Limited Partnership (Trailhead Apartments LLLP) for the purpose of utilizing Low-Income Housing Tax Credit (“LIHTC”) financing and other necessary funding sources to create new affordable housing in the City of Issaquah. The development to be constructed will be known as Trailhead Apartments.

Following this authorization, the project’s capital structure must now incorporate changes enacted through the One Big Beautiful Bill Act (OBBBA) in July 2025. While OBBBA’s reduction of the federal “50% test” to 25% allows scarce tax-exempt private activity bond cap to support a larger number of LIHTC developments nationwide, it also results in each individual project receiving a smaller tax-exempt bond allocation than under prior rules. For Trailhead, this means that the amount of tax-exempt bonds available through the Washington State Housing Finance Commission (WSHFC) is materially reduced, creating a financing gap that must be solved in order to maintain cost-effective permanent and construction bridge sources.

To address this limitation, the Authority intends to utilize a recycling bond cap mechanism by pairing the scheduled payoff of the Kirkland Heights Series A-1 tax-exempt bonds with the Trailhead financing. The recycling mechanism allows previously issued tax-exempt bonds to be “captured” and reused for a new project, provided the earlier bonds are redeemed within six months of the new issuance. Because Kirkland Heights is expected to redeem its Series A-1 bonds in Q1 2026, Trailhead’s planned June 2026 bond issuance falls well within this federally required window.

Leveraging recycled bond cap is essential for Trailhead, as it restores the ability to issue a sufficient volume of tax-exempt bonds for both the permanent loan and the construction-period bridge loan, financing that would otherwise shift to higher-cost taxable debt. By aligning Trailhead’s closing with the recycling opportunity created by Kirkland Heights, the Authority can minimize interest expense and preserve the project’s long-term financial feasibility under the new federal bond cap constraints.

Resolution No. 5818 authorizes each of the President/CEO, the Executive Vice President of Administration/Chief Administrative Officer, Executive Vice President of Development/Chief Development Officer, and the Senior Vice President of Asset Management, acting alone, to execute any necessary documents to 1) utilize bond cap

recycling mechanism and 2) enter into such contracts and agreements, both on behalf of the Authority and/or the partnership necessary to recycle bond cap.

Staff will return to the Board to provide updates on the status of the project and to seek additional authorization to move forward with financial closing and bond issuance for the project.

Staff recommends approval of Resolution No. 5818.



King County
Housing
Authority

Tax-Exempt Bond Financing in LIHTC Deals

Understanding the use of Private Activity Bond
Cap and Bond Cap Recycling



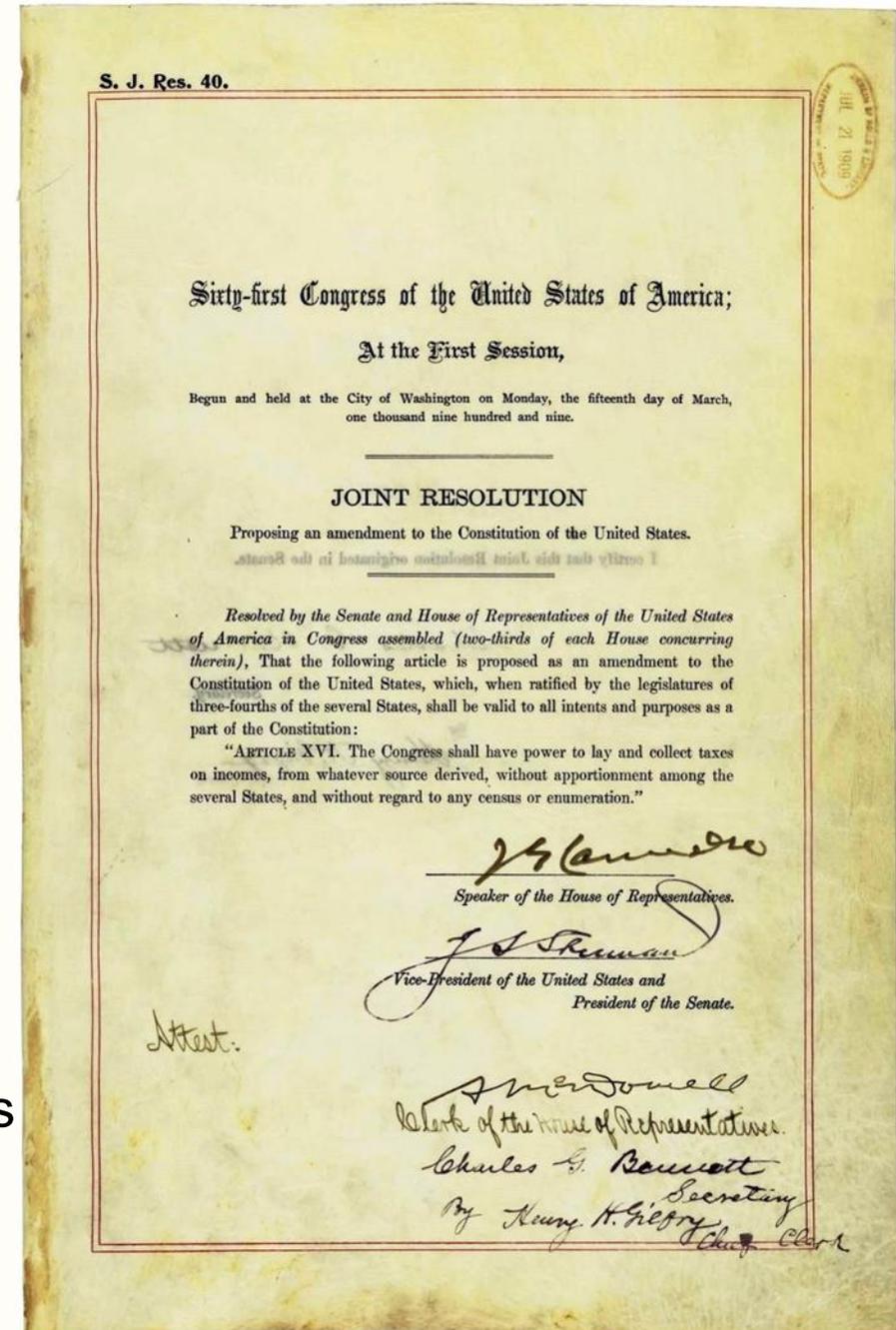


History of Tax-Exempt Bond Financing



Legislative History

- 🏠 U.S. Constitution, Article 1, Section 2 (1787)
 - Federal taxation of states had to be proportional*
- 🏠 Sixteenth Amendment to the U.S. Constitution (1913)
 - Authorized Federal Income Tax
 - Revenue Act of 1913
 - Implemented 16th Amendment
 - Exempted state and local debt from income tax
- 🏠 Tax Reform Act of 1986
 - Limited amount/use of tax-exempt Private Activity Bonds
 - Created Qualified 501(c)(3) Bonds





Private Activity Bonds



Private Activity Bonds

- 🏠 Volume Cap for tax-exemption of Private Activity Bonds set by U.S. Congress
 - 2026: \$135 per capita, minimum of \$387,625,000 per State
 - Bond cap allocated by State agencies
- 🏠 Private Activity Bond Cap allocation required if:
 - Private Business Test: >10% of bonds used for or secured by private business use
 - Private Financing Test: >5% of bonds loaned to non-governmental entity
- 🏠 Bonds must be used for qualified private activities
 - Qualified Mortgage Bonds
 - Qualified Exempt Facility Bonds
 - Qualified Small Issue Bonds
 - Qualified Student Loan Bonds
 - Qualified Redevelopment Bonds

Private Activity Bonds in Washington State

🏠 Overall Volume Cap allocated by Washington State Department of Commerce

- 2025: \$1,034,563,400

🏠 Volume Cap for Housing Allocated by Washington State Housing Finance Commission

- Single Family Mortgage Revenue Bonds
- Housing Authority Bonds (negotiated process with AWhA)
- Competitive bonds for 4% LIHTC projects



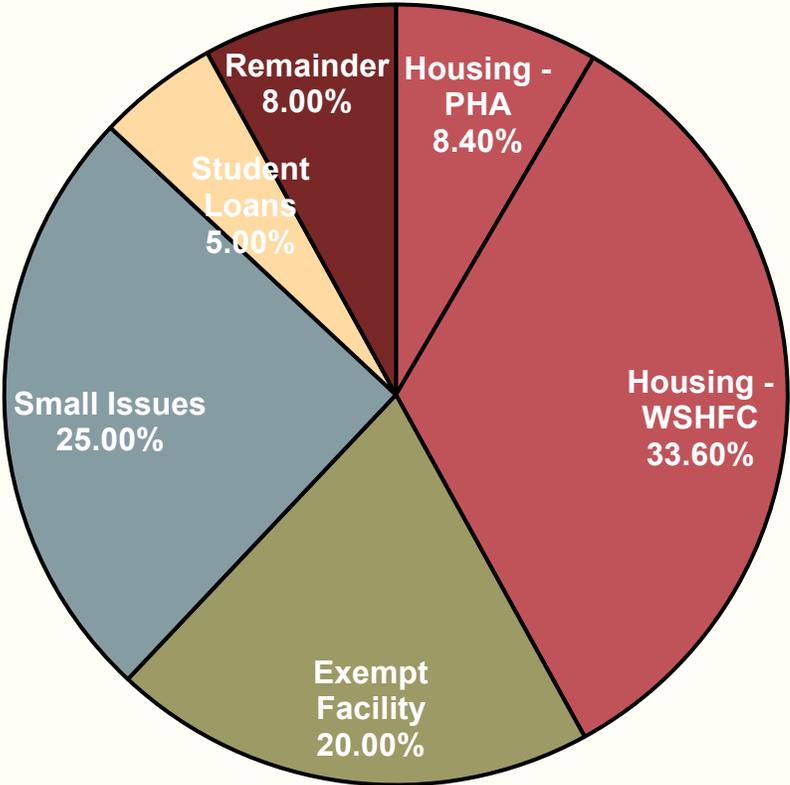
Washington State
Department of
Commerce



WASHINGTON STATE
**HOUSING FINANCE
COMMISSION**

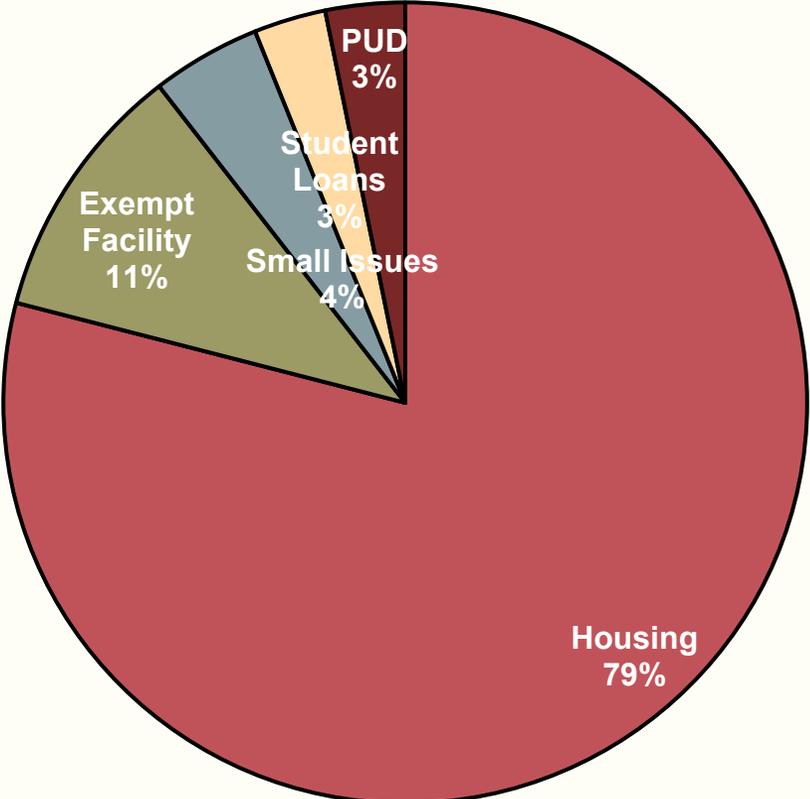
Opening doors to a better life

Bond Cap Allocations in Washington State



Washington State Statutory Private Activity Bond Cap Initial Allocations

Source: RCW 39.86.120



Washington State Private Activity Bond Cap Issuances, 1987-2023

Source: Washington State Department of Commerce, "Bond Cap Allocation Program: 2024 Biennial Policy Report and Activity Summary"

Private Activity Bonds and Multifamily Housing

- 🏠 4% Low-Income Housing Tax Credits (LIHTC) are available if:
 - (before 2026) 50% of costs are financed by new Private Activity Bond Cap
 - (starting in 2026) 25% of costs are financed by new Private Activity Bond Cap
- 🏠 WSHFC dropped maximum bond cap allocations from 55% to 30% of project costs
 - More projects can access 4% LIHTC
 - Less tax-exempt debt per project
- 🏠 Tax-exempt financing in 4% LIHTC deals
 - Permanent financing (repaid from operations)
 - Interim financing (repaid with investor equity)



Private Activity Bonds at Kirkland Heights

Date	Milestone	LIHTC Investor Equity	Tax-Exempt Bonds
9/2023	Financial closing	\$100,000	\$116,000,000
2/2026	Equity draw	\$42,000,000	(\$40,975,000)
5/2026	Construction completion		
2/2027	Equity draw	\$33,000,000	(\$23,185,000)
7/2027	Equity draw	\$25,000,000	
	Long-term bonds (paid from operations)		(\$50,455,000)





Recycling Private Activity Bond Cap



Recycling Bond Basics

- 🏠 Housing and Economic Recovery Act of 2008 created bond recycling program
 - Allows short-term private activity bonds to be reused as tax-exempt bond financing after redemption without needing additional Volume Cap
 - Recycled bonds cannot count towards LIHTC 25% test
- 🏠 Using recycled bonds
 - Must be issued within 6 months of redemption of original bonds
 - Must be issued no more than 4 years after original bond issuance date
 - Latest maturity date must be no later than 34 years after original bond issuance date



Kirkland Heights Recycled Bonds

Date	Milestone	Redeemed Bonds	Available to Recycle	Amount Recycled
9/13/23	KH Bond Issuance			
2/2026	KH Series 2023A1 Bond Redemption	\$40,975,000	\$40,975,000	
6/2026	Trailhead Financial Closing <ul style="list-style-type: none"> • no later than 8/2026 • maturity date before 9/13/2057 			\$37,000,000
2/2027	KH Series 2023A2 Bond Redemption	\$23,185,000	\$23,185,000	
8/2027	<i>GB Notch Financial Closing</i> <ul style="list-style-type: none"> • no later than 9/13/2027 • maturity date before 9/13/2057 			\$23,185,000

Process for Recycling Private Activity Bonds

- 🏠 KCHA enters into Fund Exchange Agreement with Fiscal Agent and bond trustees for Kirkland Heights and Trailhead
- 🏠 New Kirkland Heights LLLP makes \$37 million payment on Kirkland Heights Bonds Loan Agreement to KCHA, who deposits funds with Fiscal Agent
- 🏠 KCHA draws \$37 million from Key Bank taxable line of credit and deposits the proceeds with Fiscal Agent. Fiscal Agent transfers funds to KH bond trustee who uses proceeds to redeem KH Bond Series 2023A1.
- 🏠 Trailhead Bonds are issued. Escrow funds are transferred to Trailhead partnership and KCHA is repaid \$37 million from new bond proceeds and pays off Key Bank taxable line of credit.



KIRKLAND HEIGHTS



TRAILHEAD APARTMENTS

Costs and Benefits of Bond Recycling

🏠 Costs

- Staff time going through recycling process
- Estimated \$10,000 in legal and trustee fees
- Estimated \$550,000 in interest cost on taxable line of credit between Kirkland Heights bond redemption and Trailhead closing (March-June)

🏠 Benefits

- Estimated \$350,000 in income on investment of \$37 million (March-June)
- Trailhead saves approximately \$875,000 in interest by using tax-exempt financing instead of taxable financing

🏠 Net Benefit: \$665,000

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5818

(Volume Cap Recycling – Kirkland Heights and Trailhead)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the County of King providing for the negotiation, execution and delivery of documents pertaining to the preservation of tax-exempt private activity volume cap for multifamily housing projects, and determining related matters.

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

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

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

(b) Prior Issuance of 2023 Kirkland Heights Bonds. The Authority previously issued its Revenue Bonds, Series 2023A1, Series 2023A2, and Series 2023A3 (Kirkland Heights Project) (collectively, the “2023 Kirkland Heights Bonds”) pursuant to a Trust Indenture dated September 13, 2023 (the “Kirkland Heights Indenture”), between the Authority and The Bank of New York Mellon Trust Company, N.A., as bond trustee (the “Kirkland Heights Trustee”). The Authority used the proceeds of the 2023 Kirkland Heights Bonds to make a loan (the “2023 Kirkland Heights Bond Loan”) to New Kirkland Heights LLLP (the “Kirkland Heights Partnership”) pursuant to a Loan Agreement dated September 13, 2023, between the Authority and the Kirkland Heights Partnership to finance a portion of the costs of acquiring, rehabilitating, constructing, and equipping an affordable housing project known as Kirkland Heights, located in the vicinity of 13310 NE 133rd Street, Kirkland, Washington (the “Kirkland Heights Project”). In

compliance with the requirements of Section 146 of the Internal Revenue Code of 1986, as amended (the “Code”), the Authority received a transfer of volume cap from the Washington State Housing Finance Commission (the “Commission”) in the amount of \$116,000,000 for the Kirkland Heights Project, \$115,995,270.80 of which was allocated to the 2023 Kirkland Heights Bonds. The private activity bond volume cap transferred by the Commission represented 2023 private activity bond volume cap originally allocated by the Washington State Department of Commerce to the Commission’s Multi-Family Program and reallocated to the Authority by the Commission. The Kirkland Heights Indenture provides that the Authority, the Kirkland Heights Trustee and/or the Kirkland Heights Partnership may enter into one or more recycling agreements with such other parties and in a form determined by the Authority in order to preserve and recycle private activity volume cap under Section 146(i)(6) of the Code, and further provides that payment of principal or redemption price of, and/or interest on the 2023 Kirkland Heights Bonds from funds available under such a recycling agreement will constitute a proportionate payment of the 2023 Kirkland Heights Bond Loan by the Kirkland Heights Partnership.

(c) Anticipated Issuance of Trailhead Bonds. The Authority expects to issue revenue bonds (the “Trailhead Bonds”) to fund a loan to Trailhead Apartments LLLP (the “Trailhead Partnership”) to finance a portion of the costs of acquiring, constructing, and equipping an affordable housing project to be known as the Trailhead Apartments, and to be located in the vicinity of 1550 Newport Way NW, in Issaquah, Washington (the “Trailhead Project”).

(d) Private Activity Volume Cap Recycling. Section 146(i)(6) of the Code allows private activity volume cap associated with a residential rental project to be preserved and “recycled” to permit the issuance of tax-exempt private activity bonds to fund a future project, if certain conditions are met. In order to further the preservation of tax-exempt private activity volume cap for multifamily housing projects in the State of Washington, Authority desires that a portion of the volume cap allocated to the 2023 Kirkland Heights Bonds be applied to the issuance of the Trailhead Bonds or other residential rental bonds issued by the Authority.

Section 2. Authorization of Volume Cap Recycling Documents. The Board hereby delegates to the Authority’s President/Chief Executive Officer, Executive Vice President of Development, and Senior Vice President of Development and Asset Management, and their respective designees (each, an “Authorized Officer” and collectively, the “Authorized Officers”), and each of them acting alone, the authority to negotiate, execute, deliver and, if applicable, file (or cause to be executed and delivered and, if applicable, filed) on behalf of the Authority (acting on its own behalf and/or as general partner of the Kirkland Heights Partnership and/or the Trailhead Partnership) (i) one or more funds exchange agreements (repayment) pertaining to the preservation of volume cap allocated to the 2023 Kirkland Heights Bonds, (ii) one or more funds exchange agreements (new loan) associated with the application of preserved private activity volume cap to the issuance of the Trailhead Bonds or other residential rental bonds to be issued by the Authority, (iii) one or more agreements with fiscal agent(s) selected by the Authority pertaining to the holding and investment funds in connection with the Authority’s volume cap recycling activities; and (iv) any other documents reasonably required to be executed by the Authority, the Kirkland Heights Partnership, and/or the Trailhead Partnership to carry out the transactions contemplated by this resolution (collectively, the “Volume Cap Recycling Documents”). The Authorized Officers (and each of them acting alone) are further authorized and directed to take any other actions and to execute such other documents as may be required to

be taken or executed by the Authority, on behalf of itself and/or as the general partner of the Trailhead Partnership and/or the Kirkland Heights Partnership, under the provisions of or as necessary to carry out the transactions contemplated by the Volume Cap Recycling Documents, including, without limitation, the amendment of any such documents if necessary to further the purposes thereof or resolve ambiguities therein, and appointing one or more fiscal agents under the Volume Cap Recycling Documents.

Section 3. Acting Officers Authorized. Any action authorized by this resolution to be taken by the President/Chief Executive Officer of the Authority, may in the President/Chief Executive Officer's absence be taken by any Executive Vice President of the Authority. Any action authorized by this resolution to be taken by an Executive Vice President of the Authority, may in such Executive Vice President's absence be taken by a duly authorized acting Executive Vice President of the Authority.

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

Section 5. Changes to Titles or Parties. While the titles of and parties to the various documents described herein may change, no change to such titles or parties shall affect the authority conferred by this resolution to execute, deliver, file (if required), enforce and perform the documents in their final form.

Section 6. Supplemental Authorization. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (acting on its own behalf and/or in its capacity as general partner of the Kirkland Heights Partnership and/or the Trailhead Partnership) to: (i) determine that any document authorized by this resolution is, at the time such document otherwise would be executed, no longer necessary or desirable and, based on such determination, cause the Authority, the Trailhead Partnership and/or the Kirkland Heights Partnership, as applicable, not to execute or deliver such document; (ii) execute and deliver and, if applicable, file (or cause to be delivered and/or filed) any government forms, applications, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein; (iii) cause the Authority, the Kirkland Heights Partnership and/or the Trailhead Partnership, as applicable, to expend such funds as are necessary to pay for all filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution; and (iv) notwithstanding any other Authority resolution, rule, policy, or procedure, to create, accept, execute, send, use, and rely upon such tangible medium, manual, facsimile, or electronic documents, records and signatures under any security procedure or platform, as in such Authorized Officer's judgment may be necessary or desirable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 7. Severability. If any provision in this resolution is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provision of this resolution or the Bonds.

Section 8. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 23rd DAY of FEBRUARY, 2026.

HOUSING AUTHORITY OF THE COUNTY OF KING

By _____
JERRY LEE, Chair
Board of Commissioners

ATTEST:

ROBIN WALLS
Secretary and President/
Chief Executive Officer of the Authority

CERTIFICATE

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

1. The foregoing Resolution No. 5818 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a special meeting of the Board of Commissioners of the Authority (the "Board") held at the Authority's principal administrative offices on February 23, 2026 (the "Meeting"), as that Resolution appears in the records of the Authority, and the Resolution is now in full force and effect;

2. Written notice specifying the time, place and noting the business to be transacted (the "Notice") was given to all members of the Board by mail, fax, electronic mail or by personal delivery at least 24 hours prior to the Meeting or such longer period as required by the Authority's Bylaws (the "Notice"), and a true and complete copy of the Notice is attached hereto as Appendix 1;

3. The Notice was also posted on the Authority's website and prominently displayed at the main entrance of the Authority's principal location and the entrance to the special meeting location (if different) at least 24 hours prior to the Meeting;

4. The Notice was also given by mail, fax, electronic mail or by personal delivery at least 24 hours prior to the Meeting to each local radio or television station and to each newspaper of general circulation that has on file with the Authority a written request to be notified of special meetings and to any others to which such notices are customarily given by the Authority; and

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

IN WITNESS WHEREOF, I have hereunto set my hand this 23rd day of February, 2026.

Secretary and President/Chief Executive Officer of
the Authority

[Certificate]

APPENDIX I

NOTICE OF SPECIAL MEETING

[Certificate]

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To: Board of Commissioners

From: Kevin Preston, Senior Development Manager and
Sunnie Park, Senior Development Manager

Date: February 16, 2026

Re: **Resolution No's: 5819 and 5820:** Financing Resolutions related to
the Development of the Wind Rose Notch and related sites

In 2001, KCHA was awarded a HUD HOPE VI grant to redevelop the former Park Lake Homes public housing community. Through this investment, Greenbridge was created as a mixed-use, mixed income master-planned community with many amenities including parks and trails, a retail core, service providers, King County library, White Center Heights elementary school, and Jim Wiley Community Center.

As part of the broader Greenbridge planning effort, KCHA subsequently acquired a nearby 1.89-acre parcel known as the Wind Rose Notch (the “Notch”). The Notch was incorporated into the Greenbridge planning area in 2006 under the King County Demonstration Ordinance, allowing the site to utilize the same development flexibilities and streamlined processes that supported the original redevelopment. The site is currently entitled for a maximum of 80 units of affordable housing.

KCHA is now advancing a concept plan that would deliver approximately 80-110 affordable rental units across the Notch and three additional KCHA-owned parcels located within or adjacent to Greenbridge. The Notch would serve as the main development site for a new multifamily building. The remaining parcels are under consideration for potential townhome-style units that would support larger households. Combined, these sites could provide a range of one- to four- bedroom units, expanding affordable housing options while leveraging the existing infrastructure, zoning, and development framework established through Greenbridge.

The Notch project will be financed as a Low-Income Housing Tax Credit (LIHTC) development utilizing 4% tax credits paired with private-activity tax-exempt bonds and other financing. To access these resources, KCHA needs to establish the required ownership and financing structure, beginning with formation of a limited liability limited partnership (LLLP) that will develop and own the project. KCHA will serve as the General Partner, with a wholly owned subsidiary, KCHA Initial Affiliate LLC, acting as the initial Limited Partner during predevelopment. Forming the partnership now allows KCHA to proceed with essential predevelopment activities including design, permitting, and contracting with the project’s architect, contractor, and other consultants. Once predevelopment and due diligence are complete and the project is construction-ready, anticipated in early 2027, a tax credit investor will be admitted as

the Limited Partner, replacing the subsidiary and contributing equity in exchange for tax credits and related benefits.

Resolution No. 5820 authorizes the Authority to execute any necessary documents to 1) form the partnership, 2) begin incurring costs that can be reimbursed with bonds, 3) enter into contracts on behalf of the Authority and/or the partnership necessary to prepare the project to be developed as a LIHTC project, and 4) provide predevelopment financing from the Authority to the partnership. Any predevelopment financing provided by the Authority to the partnership will be repaid using permanent financing sources when construction commences.

Staff will return to the Board to provide updates on the status of the project and to seek additional authorization to move forward with financial closing and bond issuance for the project.

Staff recommend approval of Resolution Nos. 5819 and 5820.



**King County
Housing
Authority**

Wind Rose Notch

Partnership Formation & Bond Inducement

Board Resolution 5819

Presenter: Kevin Preston (Hope VI) and Sunnie Park (Development)

February 23, 2026



Proposed Development – Wind Rose Notch

- 🏠 White Center neighborhood
- 🏠 In and around Greenbridge
- 🏠 1 multifamily site and 1-3 townhome sites
- 🏠 80-110 units
- 🏠 100% affordable at 50-60% AMI

SMR rendering

Main Site: Notch



Additional Site 1:
8th Ave



Additional Site 2:
Lot 1



Additional Site 3:
5th Ave SW



LEGEND

-  PARKS - KING COUNTY HOUSING AUTHORITY
-  OPEN SPACE - KING COUNTY HOUSING AUTHORITY
-  STORM DRAINAGE FACILITY - KING COUNTY STORM WATER SERVICES



Background: Greenbridge

- 🏠 Formerly WWII-era homes that were redeveloped into a master-planned mixed-income community
- 🏠 Planned total population ~ 3,000 people
- 🏠 Includes a school and various social and health service amenities
- 🏠 Greenbridge is part of a King County Demonstration program that allows modifications and waivers to building and land use codes
 - Makes future developer easier
 - Features sustainability elements



Main Site: Notch

- 🏠 1.89 acres
- 🏠 80 units max.
- 🏠 Mix of 1-, 2-, 3- bedroom units
- 🏠 Utility hook-up ready (i.e. water, sewer, stormwater, and power)

SMR rendering

Additional Site 1: Lot 1

- 🏠 0.46 acres
- 🏠 8 units max.
- 🏠 Townhomes
- 🏠 Mix of 3- and 4- bedroom units
- 🏠 Utility hook-up ready (i.e. water, sewer, stormwater, and power)

SMR rendering

Additional Site 2 & 3: 8th Ave and 5th Ave SW

- 🏠 0.89 acres
- 🏠 15 units max.
- 🏠 Townhomes
- 🏠 Mix of 3- and 4- bedroom units



Financing: LIHTC & Tax-Exempt Bonds

- 🏠 Low-Income Housing Tax Credit (LIHTC) new construction project
- 🏠 Investor equity and tax-exempt bonds as main sources of the project
- 🏠 Partnership setup now allows:
 - predevelopment activities (e.g. procurement and design development) under the Partnership
 - reimbursement of predevelopment expenditures that will initially be covered with KCHA funds
- 🏠 Bond inducement resolution enables KCHA to later issue tax-exempt bonds for the project
 - Board to authorize actual bond issuance closer to project closing





Q&A



HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5819

(WIND ROSE NOTCH)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the County of King declaring the Authority's intention to sell tax-exempt obligations to provide financing to a Washington limited liability limited partnership to finance the construction and equipping of a multifamily rental housing project as part of the greater Greenbridge 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 (the "County").

(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 intends to form a Washington limited liability limited partnership of which the Authority will be the sole general partner (the "Partnership"), for the purposes of acquiring, constructing, equipping, and operating a multifamily residential rental housing project, together with functionally related and subordinate improvements, to be located in northeast corner of the Greenbridge development in unincorporated King County, between the cities of Seattle and Burien, all to provide housing for low-income persons (the "Project"), the estimated cost which is not expected to exceed \$92,000,000.

(d) The Authority anticipates that the Partnership will request that the Authority issue and sell revenue obligations for the purpose of assisting the Partnership in financing and/or refinancing the Project, and the Authority desires to provide such assistance, if certain conditions are met.

(f) Treasury Regulations Sections 1.103-8(a)(5) and 1.142-4(b) provide that if an expenditure for an exempt facility is made before the issue date of the tax-exempt obligations issued to provide financing for that facility, in order for such expenditure to qualify for tax-exempt financing, the issuer must declare an official intent under Treasury Regulations Section 1.150-2 to reimburse such expenditure from the proceeds of those tax-exempt obligations, and one of the purposes of this resolution to satisfy the requirements of such regulations.

Section 2. To assist in the financing of the Project, with the public benefits resulting therefrom, the Authority declares its intention, subject to the conditions and terms set forth herein, to issue and sell its revenue bonds or other obligations (the “Bonds”) in a principal amount not to exceed \$46,000,000, to use the proceeds of the sale of the Bonds to make one or more loans (collectively, the “Bond Loans”) to the Partnership, and to reimburse itself or to permit the Partnership to reimburse itself, as applicable, from proceeds of the Bonds for expenditures for the Project made by the Authority or the Partnership before the issue date of the Bonds. The proceeds of the Bonds will be used to assist in financing the Project, and may also be used to pay all or part of the costs incident to the authorization, sale, issuance and delivery of the Bonds. The Bonds will be payable solely from sources specified by resolution(s) of the Board. The Bonds may be issued in one or more series, and shall bear such rate or rates of interest, payable at such times, shall mature at such time or times, in such amount or amounts, shall have such security, and shall contain such other terms, conditions and covenants as shall later be provided by resolution of the Board. The Bonds shall be issued subject to the conditions that (a) the Authority, the Partnership, and the purchaser of the Bonds shall have first agreed to mutually acceptable terms for the Bonds and the sale and delivery thereof and mutually acceptable terms and conditions of the Bond Loans or other agreement for the Project, and (b) all governmental approvals and certifications and findings required by laws applicable to the Bonds first shall have been obtained. For purposes of applicable Treasury Regulations, the Authority and the Partnership are authorized to commence financing of the Project and advance such funds as may be necessary therefor, subject to reimbursement for all expenditures to the extent provided herein out of proceeds, if any, of the issue of Bonds authorized herein. The adoption of this resolution does not constitute a guarantee that the Bonds will be issued or that the Project will be financed as described herein. The Board shall have the absolute right to rescind this Section 2 at any time if it determines in its sole judgment that the risks associated with the issuance of the Bonds are unacceptable. It is intended that this resolution constitute a declaration of official intent to reimburse expenditures for the Project made before the issue date of the Bonds from proceeds of the Bonds for purposes of Treasury Regulations Sections 1.103-8(a)(5), 1.142-4(b), and 1.150-2.

Section 3. 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 4. This resolution shall be in full force and effect from and after its adoption and approval.

**ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC
MEETING THIS 23rd DAY OF FEBRUARY, 2026.**

**HOUSING AUTHORITY OF THE COUNTY OF
KING**

By _____
JERRY LEE, Chair
Board of Commissioners

ATTEST:

ROBIN WALLS
Secretary and President/
Chief Executive Officer of the Authority

CERTIFICATE

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

1. The foregoing Resolution No. 5819 (the “Resolution”) is a full, true and correct copy of the Resolution duly adopted at a special meeting of the Board of Commissioners of the Authority (the “Board”) held at the Authority’s principal administrative offices on February 23, 2026 (the “Meeting”), as that Resolution appears in the records of the Authority, and the Resolution is now in full force and effect;

2. Written notice specifying the time, place and noting the business to be transacted (the “Notice”) was given to all members of the Board by mail, fax, electronic mail or by personal delivery at least 24 hours prior to the Meeting or such longer period as required by the Authority’s Bylaws (the “Notice”), and a true and complete copy of the Notice is attached hereto as Appendix 1;

3. The Notice was also posted on the Authority’s website and prominently displayed at the main entrance of the Authority’s principal location and the entrance to the special meeting location (if different) at least 24 hours prior to the Meeting;

4. The Notice was also given by mail, fax, electronic mail or by personal delivery at least 24 hours prior to the Meeting to each local radio or television station and to each newspaper of general circulation that has on file with the Authority a written request to be notified of special meetings and to any others to which such notices are customarily given by the Authority; and

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

IN WITNESS WHEREOF, I have hereunto set my hand this 23rd day of February, 2026.

ROBIN WALLS

Secretary and President/Chief Executive Officer of
the Authority

[Certificate]

APPENDIX I
NOTICE OF SPECIAL MEETING

[Certificate]

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5820

(WIND ROSE NOTCH DEVELOPMENT)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the County of King (a) providing for the formation of a limited liability limited partnership, of which the Authority will be the sole general partner, in connection with the acquisition, construction, equipping, and operation of a residential rental housing project as part of the greater Greenbridge development, (b) authorizing certain predevelopment expenditures and actions, and (c) authorizing the approval, execution and delivery of certain documents relating to the Wind Rose Notch development including, but not limited to, predevelopment loan documents and development documents.

ADOPTED February, 23, 2026

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5820

(WIND ROSE NOTCH DEVELOPMENT)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the County of King (a) providing for the formation of a limited liability limited partnership, of which the Authority will be the sole general partner, in connection with the acquisition, construction, equipping, and operation of a residential rental housing project as part of the greater Greenbridge development, (b) authorizing certain predevelopment expenditures and actions, and (c) authorizing the approval, execution and delivery of documents relating to the Wind Rose Notch development including, but not limited to, predevelopment loan documents and development documents.

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 (the “**County**”).

(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 generally located at 9606 4th Ave SW and 10015 8th Ave SW, Seattle, Washington (the “**Property**”), all or a portion of which the Authority has identified as a potential site for the development, construction, equipping, operation,

and maintenance of a mixed-use affordable housing project (the “*Project*”), currently known as the Wind Rose Notch development.

(d) The Authority expects for the Project to be financed with various funding sources, including low-income housing tax credits, tax-exempt obligations and loans. Certain of these sources will require the creation of a limited partnership or limited liability company.

(e) The Authority expects to seek admission of one or more equity investors (the “*Investor*”) to serve as subsequent limited partners in the Partnership in connection with the receipt of low income housing tax credits (“LIHTC’s”) for the Project. In order to solicit and attract proposals from potential Investors and lenders for the Project, the Partnership (as defined below) must undertake certain predevelopment and due diligence activities with respect to the Project. The Investor will, upon financial closing, become a limited partner in the applicable Partnership, acquire approximately 99.99% of the partnership interests in such Partnership, and agree to make capital contributions to the Partnership.

(f) The Authority intends to provide pre-development advances to the Partnership as the Authority deems appropriate, and the Authority may apply for additional predevelopment financing from various funding sources for the Project, the terms of which financing shall be determined by an Authorized Officer (as defined herein).

(g) The Authority desires, acting on its own behalf and/or as general partner of the Partnership and for the purposes of preparing the Project to be developed and constructed with an LIHTC Investor: (1) to apply for permits, authorizations and approvals necessary to design, develop, construct and complete the Project, to conduct due diligence activities and obtain feasibility studies and reports related to the Project, and to enter into and deliver such documents as are necessary or desirable to submit such applications or conduct such due diligence activities, and (2) to hire such professionals as is necessary to design, develop, construct and complete the Project, including but not limited to contractors, architects, engineers, surveyors, consultants and attorneys, and to enter into and deliver such documents necessary or desirable to engage such professionals and enter into such contracts (collectively, the “*Development Documents*”).

(h) Based on its consideration of the funding sources available for the Project, the need for affordable housing in the County, and other matters, the Board deems it necessary to proceed with the transactions described in this resolution, and that financing provided by the Authority for the Project is important for the Project’s feasibility and is necessary to enable the Authority to carry out its powers and purposes under the Housing Authorities Law.

Section 2. The Authority is authorized to participate in the formation of and become the sole general partner of 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 will serve as the general partner of the Partnership and KCHA Initial Affiliate LLC, a Washington limited liability company, or another affiliate of the Authority shall serve as the initial limited partner of the Partnership, with such initial limited partner to be replaced with an Investor.

Section 3. 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 of Admin*”), the Authority’s Executive Vice President of Development/Chief Development Officer (“*Executive VP of Development*”) and the Authority’s Senior Vice President of 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, or as general partner of the Partnership, to: (i) determine the form of, execute, deliver and file (or cause to be executed, delivered and filed), to the extent required by law, a partnership agreement, a certificate of limited liability limited partnership, and all such forms, certificates, applications and other documents that are necessary to form the Partnership; (ii) determine the name of the Partnership; (iii) cause the Authority or an affiliate of the Authority to serve as the general partner and the initial limited partner of the Partnership; and (iv) take any other action that they deem necessary and advisable to give effect to this resolution and the transactions contemplated herein. The Authority’s Authorized Officer is delegated the authority to cause, in their discretion, that a Partnership shall instead be created as a Washington limited liability company, in which case all references in this resolution to limited liability limited partnership, partnership agreement, general partner, limited partner, chapter 25.10 RCW, and certificate of limited partnership with respect to such entity shall be deemed to be references to limited liability company, operating agreement, managing member, investor member, chapter 25.15 RCW, and certificate of formation, respectively.

Section 4. The Authority is authorized to make one or more predevelopment loans (collectively, the “*Predevelopment Loans*”) to the Partnership to finance all or a portion of the predevelopment costs associated with the Project. The Authorized Officers, and each of them acting alone, are authorized to determine the number of Predevelopment Loans, the principal amount of each Predevelopment Loan, the interest rate(s) applicable to each Predevelopment Loan, and the other terms of the Predevelopment Loans, which shall be set forth in the Predevelopment Loan Documents (as hereinafter defined). The Authorized Officers, and each of them acting alone, are further authorized on behalf of the Authority to determine the source (or sources) of funds for each Predevelopment Loan. The Authorized Officers, and each of them acting alone, are authorized and directed to execute, deliver and, if applicable, file (or cause to be executed and delivered and, if applicable, filed) on behalf of the Authority (acting on its own behalf and/or as general partner of the Partnership) a predevelopment loan, security and regulatory agreement and a predevelopment loan note (together, the “*Predevelopment Loan Documents*”) in such forms as any Authorized Officer may approve (with the understanding that an Authorized Officer’s signature on a Predevelopment Loan Document shall be construed as the Authority’s approval of such Predevelopment Loan Document); and (ii) any other documents reasonably required to be executed by the Authority and/or the Partnership to carry out the transactions contemplated by the Predevelopment Loan Documents. The Authorized Officers, and each of them acting alone, are further authorized and directed to take any other action and to execute such other documents as may be required to be taken or executed by the Authority, on behalf of itself and/or as general partner of the Partnership, under the provisions of or as necessary to carry out the transactions contemplated by the Predevelopment Loan Documents.

Section 5. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (in its individual capacity and/or in its capacity as the general partner of the Partnership) to: (i) seek and approve Investors to serve as subsequent limited partners in the

Partnership in connection with the receipt of low income housing tax credits for the Project; (ii) negotiate with potential investors regarding their acquisition of limited partnership interests in the Partnership; (iii) execute documents pursuant to which Authority funds (including amounts granted or lent to the Authority for the Project) may be lent to the Partnership; (iv) prepare all documents required so that the Authority and the Partnership comply with state and federal securities laws; (v) take all necessary and appropriate actions for the Partnership to acquire all or a portion of the Project by sale or lease from the existing owner thereof (including entering into any option to lease, or lease, necessary to provide the Partnership with control of all or a portion of the Project site); and (vi) otherwise execute the Authority's rights under the partnership agreement.

Section 6. The Authorized Officers, and each of them acting alone, are further authorized and directed to take all necessary and appropriate action in connection with the structuring of financing for the Project and the design and development Project on behalf of the Partnership in a manner consistent with the development and formation of a project financed with LIHTC's and in such a manner to maximize the potential investment of an Investor, including, but not limited to: (i) seeking and selecting one or more architects for the Project; (ii) obtaining third party reports with respect to the Project including, but not limited to, feasibility studies, appraisals, market studies, environmental reports, and mold and toxicity tests; (iii) conducting such due diligence activities, applying for such approvals, and hiring such professionals and entering into such contracts as is necessary or desirable to design, develop, construct and complete the Project and (iv) preparing for the construction of the Project.

Section 7. The Authorized Officers, and each of them acting alone, are hereby directed, and granted the discretionary authority, to execute and deliver the Development Documents and any and all other certificates, documents, agreements and instruments that are necessary or appropriate in their discretion to give effect to this resolution and to consummate the transactions contemplated herein, including, but not limited to, any development services agreement between the Partnership and the Authority (and/or others) providing for the development of the Project, contracts with architects, engineers and other consultants, and construction/construction management contracts.

Section 8. 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 and/or the Partnership, any government forms, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or advisable to give effect to this resolution and to consummate the transactions contemplated herein.

Section 9. Any action required by this resolution to be taken by the Chair or the Executive Director of the Authority may, in the absence of such person, be taken by the duly authorized acting Chair of the Board ("***Acting Chair***") or an Authorized Officer, respectively.

Section 10. 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 11. 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 12. 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 13. This resolution shall be in full force and effect from and after its adoption and approval.

**ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC
MEETING THIS 23rd DAY OF FEBRUARY, 2026.**

**HOUSING AUTHORITY OF THE COUNTY
OF KING**

By: _____
JERRY LEE, Chair
Board of Commissioners

ATTEST:

ROBIN WALLS
Secretary and President/
Chief Executive Officer of the Authority

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Secretary and President/Chief Executive Officer 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. 5820 (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 February 23, 2026 (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 23rd day of February, 2026.

ROBIN WALLS

Secretary and President/Chief Executive Officer of
the Authority

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Digital Equity Updates: *Survey Results, Strategy Playbooks, & Connectivity Solutions*





Digital divide is the issue.
Digital equity is the goal.
Digital inclusion is the work.



CHUSA Workshops & Engagement Report



ConnectHomeUSA program

- 🏠 In 2024 KCHA joined HUD's ConnectHomeUSA (CHUSA) program.
- 🏠 CHUSA directs housing authorities to focus on digital equity needs such as internet access, affordable computers, and increasing digital literacy skills.
- 🏠 KCHA is focusing on 6 public housing properties in Auburn through 2027. These sites were chosen to align with KCHA's ROSS grant.
- 🏠 KCHA will create new programs and solutions for resident digital equity needs. We're talking about free internet, computers, classes, and more!

Burndale Homes
Firwood Circle
Northwood Square
Gustaves Manor
Wayland Arms
Plaza 17

CHUSA Timeline

FOCUS: Listening to residents
Surveying 295 units at 6 Auburn
CHUSA properties to learn about
resident technology needs and
barriers.

FOCUS: Expand outside Auburn
Learning from Auburn CHUSA
properties and scaling to more
properties.

July 2025

2025-2027

2027+

FOCUS: Expanding services
Use survey results to create
new programs for internet
access, free computers, and
digital literacy classes.

Art-Based, Participatory Survey Workshops



- 🏠 **Residents received 1:1 tech support**, including finally being able to access doctor appointments and emails.
- 🏠 **Residents were able to share their feedback** about technology access, affordability, and quality by talking with staff individually and in small group settings.
- 🏠 **Residents received free resources** from local community organizations.
- 🏠 **Residents fostered essential connections** by eating lunch and socializing with staff.

Radical Possibilities Engagement Report

- 🏠 **50% of residents at CHUSA properties attended the workshops!**
- 🏠 The report details the participatory methodology used to plan the workshops, how residents were engaged and included in the work, and both quantitative and qualitative survey findings.
- 🏠 KCHA is using these results and the Devices and Digital Literacy Programs Playbook to design a program for our residents in Auburn, in partnership with 3 non-profits.
- 🏠 Connectivity options in the February Board meeting will benefit CHUSA households and impact success of the digital literacy and device program.

Check it out [here!](#)



ENGAGEMENT REPORT

This report belongs to the residents who shaped it—their voices, stories, and visions for digital equity and inclusion lead the way.





Digital Equity & Inclusion Advisory Group



Digital Equity and Inclusion Advisory Group

- 🏠 The Digital Equity and Inclusion Advisory Group includes staff and leadership from IT, Resident Services, the Office of EDIB, Section 8/HCV, Communications, Housing Management, and Resource Conservation.
- 🏠 Members convene bimonthly or quarterly in person, with optional virtual sessions as needed. During meetings members provide feedback on new program ideas, participate in hands-on activities, and contribute their first-hand experience and knowledge to improve KCHA's digital equity strategies.
- 🏠 The Advisory Group has two executive sponsors: the Executive Vice President of Technology (Steven Hellyer) and the Vice President of Resident Services (Shawli Hathaway).
- 🏠 The Advisory Group is led by two members: the Chair (Jamie Robbins) and the Co-Chair (Allison Menendez).

Digital Equity and Inclusion Advisory Group

🏠 The Advisory Group is responsible for the following:

- **Using the Connectivity Playbook and Devices & Digital Literacy Programs Playbook** when making decisions and recommending new services or programs;
- **Ensuring alignment of all digital equity projects**, partners, or funding opportunities with the playbooks;
- **Recommending implementation models and partners** to the Digital Equity and Executive Leadership Teams; and
- **Articulating messaging around KCHA's digital equity work** for communications with internal and external audiences, particularly with other PHAs and local partners.

Two Strategy Playbooks

The Advisory Group has created two strategy playbooks for KCHA, which will describe all available implementation models for connectivity and device/digital literacy programs. These playbooks are based off the HUD ConnectHomeUSA (CHUSA) Playbook, which captures best practices from PHA digital inclusion programs across the country.

Internet Connectivity

The Advisory Group has used the Connectivity Playbook to identify new Internet Service Provider (ISP) partners to provide large-scale connectivity solutions for KCHA participants. You will hear about these recommendations in the February Board meeting.

Devices & Digital Literacy

The Advisory Group is using the Devices and Digital Literacy Playbook to build a new program with three non-profit partners. Beneficiaries will include seniors, families, Family Self-Sufficiency (FSS) participants, Resident Advisory Committee (RAC) members, and households at CHUSA sites in Auburn.



Connectivity Recommendations



Journey to Recommendations



Completed Connectivity Playbook in Q1 2025 – Established 3 Models of Delivery



Solicited Internet Service Providers in Q2 2025 – 5 Demonstrated Interest



Conducted Informational Calls with Providers in Q2 2025 – 2 Prepared for Interviews



Conducted Internet Provider Interviews with Digital Equity Advisory in Q3 2025



Digital Equity Advisory Final Recommendations in Q4 2025

Providers Who Want to Partner

Digital Equity work requires partnerships, not transaction relationships. These two for-profit and non-profit put in significant effort to understand our challenges and provided robust proposals.

🏠 Comcast

- National for-profit with one of the largest broadband subscriber bases in the United States
- KCHA has an existing relationship with Comcast for existing cable, phone, and broadband at our properties
- Digital equity investments in the local community, such as providing 36 Lift Zones in King County
- Sustainable Digital Equity funding

🏠 PCs for People

- National non-profit providing computers, digital literacy, and connectivity services
- KCHA has an existing relationship with PCs for People for donating old equipment and PC acquisition as part of existing digital equity Programming
- Provides digital equity literacy services and refurbished computers to families in King County
- Sustainable Digital Equity funding

Recommended Connectivity Models Supported by Service Providers

🏠 Model 1: Individual ISP Subscriptions, a.k.a “Participant-Centered”

- Comcast Internet Essentials Partner Program
- Comcast WiFi Ready Program
- PCs for People Wireless Hotspot Program

🏠 Model 2: Property-Wide Connections, a.k.a “Property-Centered”

- Comcast Connected Building Program
- PCs for People Connect+ Program

Digital Equity Advisory Group Recommendations



Pilot Comcast *Internet Essentials Partner Program* with targeted programming. For example, FSS, where we plan to deploy devices and literacy services as part of the program.



Pilot Comcast *Connected Building Program* at six Connect Home USA Properties in Auburn or any public housing property we want to target digital equity connectivity improvements.



Consider Comcast *WiFi Ready Program* at Asset Managed Properties or any property where KCHA will not enter a bulk-billing arrangement.



Consider PCs for *People Wireless Hotspot Program* with targeted programming. For example, increasing HCV client access during the Yardi Unified Portal launch by providing a hotspot and tablet.



Consider PCs for *People Connect+ Program* at Rental Assistance Demonstration conversions with significant capital needs.

Pilot Comcast Internet Essentials Partner Program

- 🏠 KCHA sponsors participants by paying for monthly service to the Internet Essentials Program.
- 🏠 Provides internet service (75 Mbs/10 Mbps for \$14.95 or 100 Mbps/20 Mbps for \$29.95 monthly) plus access to subsidized computers and Digital Hub to build skills.
- 🏠 KCHA sponsorship allows existing subscribers to bypass typical contractual limitations associated with switching plans. Without sponsorship, subscribers must cancel existing service and wait 90 days before becoming eligible.
- 🏠 Allows for targeted programmatic enhancements.
- 🏠 Program administered by KCHA staff.

\$63,000
\$52,923
\$22,320
\$12,000
No Cost

Cost Example: 350 Family Self Sufficiency Participants

Internet Essentials Plan: ~\$63,000
total annual cost for 350 participants

Cost Per Family: ~\$180 annually

Pilot Comcast Connected Building Program

- 🏠 KCHA enters into bulk-billing agreement for the Connect More Broadband Plan: 400 Mbps/150 Mbps for \$14.95 monthly per unit. Packages can include phone or cable.
- 🏠 Program administered by KCHA staff, and service turn up can be part of the move in process. Residents receive activation automatically – modem already installed in unit and it integrates with Yardi.
- 🏠 Benefits:
 - Allows for KCHA to achieve a lower cost per family with a plan that is 4x-5x faster downloads and 7x-15x faster upload speeds.
 - Resident has option to upgrade speeds or add services and pay the difference.
 - KCHA sponsorship allows subscribers to bypass typical credit requirements.
 - Provides 3 dedicated WiFi Networks (staff, IoT, and residents) and ubiquitous wireless throughout property.

Pilot Comcast Connected Building Program

Cost Example #1:

Connected Building Program for **295 units** at Gustaves Manor, Plaza Seventeen, Wayland Arms, Burndale Homes, Firwood Circle, and Northwood Square

- Connect More Broadband Plan: ~**\$52,923** total annual cost for six properties
- Cost Per Family: ~**\$179** annually

Cost Example #2:

Connected Building Program for **2,454* public housing units**

- Connect More Broadband Plan: ~**\$440,248** total annual cost for all public housing properties
- Cost Per Family: ~**\$179** annually

*not including 80 units at Sedro Wooley

Consider PCs Connect+ Fiber Build Out

- 🏠 Dedicated WiFi network with fiber optic cabling to the unit requiring one-time investment, typically \$2,500 per unit.
- 🏠 Connect+ Plan: 250 Mbps/250 Mbps for \$15 monthly.
- 🏠 Program can be administered by KCHA in the form of bulk billing or by allowing residents to pay for service.
- 🏠 KCHA sponsorship allows subscribers to bypass typical credit requirements.
- 🏠 Allows for KCHA to future proof during property improvements with fiber cabling.

Cost Example:

Connect+ Fiber build out at Burndale Homes, Firwood Circle, and Northwood Square

\$63,000

\$52,923

\$22,320

\$12,000

No Cost

- 🏠 One-Time Fiber Buildout: ~\$2,500/unit, **~\$310,000** one-time
- 🏠 Connect+ Plan: **~\$22,320** total annual cost for three properties
- 🏠 Cost Per Family: **~\$180** annually (excluding one-time investment)
- 🏠 Cost Per Family: **~\$269** annually (with one-time investment on 27.5 years standard depreciation schedule)

Consider PCs for People Wireless Hotspot Program

- 🏠 5G Hotspot/MiFi through T-Mobile with 400Mbps/10 Mbps speeds. Monthly cost is \$10 per device.
- 🏠 Hotspot/MiFi purchased and distributed by KCHA staff.
- 🏠 Allows for targeted programmatic enhancements.
- 🏠 Could be paired with KCHA tablet loaner program, a free inexpensive tablet, and digital literacy services.

\$63,000
\$52,923
\$22,320
\$12,000
No Cost

Cost Example: 100 Voucher Families – Yardi Unified Portal Launch

MiFi/Hotspot 400Mbps/10Mbps Plan: ~\$12,000 total annual cost for 100 families

Cost Per Family: ~\$100 annually

Consider Comcast WiFi Ready Program

- 🏠 Allows for KCHA to make each unit WiFi ready for tenants, reducing the time to turn up service.
- 🏠 Modems are pre-installed in each KCHA owned unit and participant is responsible for selecting desired plan and paying the monthly subscription.
- 🏠 KCHA or property manager can provide navigation services to new tenants encouraging sign up to internet essentials or internet essentials plus for those families who qualify.
- 🏠 KCHA can pair WiFi Ready Program with Comcast Internet Essentials Program for families KCHA sponsors.

\$63,000
\$52,923
\$22,320
\$12,000
No Cost

Cost Example: WiFi Ready Program at Cascadian and Landmark

No cost to KCHA

Next Steps – 2026-2028

- 🏠 Pilot Comcast Connected Building Program at 3+ public housing properties in 2026, and plan to scale through 2028
 - Fund Source: Public Housing Operating
- 🏠 Pilot Pcs for People Wireless Hotspot Program with HCV clients during Yardi Unified Portal launch
 - Fund Source: HCV Admin
- 🏠 In 2026-2027 identify RAD properties with significant capital improvements and consider fiber upgrades during conversion through 2030
 - Fund Source: Development
- 🏠 Pilot Comcast Internet Essentials Partner Program with FSS participants in 2027
 - Fund Source: HCV Admin



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King County
Housing
Authority

KCHA Relocations Program

Board of Commissioners Meeting

February 23, 2026





King County
Housing
Authority

Presentation Overview

- Relocations program purpose
- Programmatic response to challenges
- Past projects overview
- RAD cohort 1
- Benefits overview
- 2025 program highlights
- 2025 program expenses
- Q&A



Relocations Program Purpose



Statutory Obligations

Uniform Relocation Act (URA)



Operational Needs

Property rehabilitation and modernization



Emergency Response

Natural disasters & other emergencies



Resident Impact

Minimize resident stress

Uniform Relocation Act (URA)

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) is a federal law ensuring fair, consistent, and equitable treatment for people and businesses displaced by projects using federal funds. It requires compensation for property acquisition, relocation, and moving expenses, ensuring decent replacement housing is available.

Generally the URA does not apply to KCHA's Asset Managed properties

Purpose

To prevent unfair, disproportionate injuries to individuals or businesses due to public projects.

Applicability

Applies to all federal or federally assisted projects involving real property acquisition, rehabilitation, or demolition.

Eligibility

Under the URA a person may be eligible for core protections if they are displaced - either temporarily or permanently as a direct result of written notice to acquire or rehabilitate the property.

Core Protections

- Relocation Assistance: Advisory services, moving expense payments, and replacement housing payments for homeowners and tenants.
- Property Acquisition: Fair market value appraisals, written offers, and negotiation procedures.

Key relocation projects over the years

Greenbridge



Greenbridge community revitalization project. 569 families were relocated for 1-3 years.

2002

Spiritwood -



Spiritwood tax conversion and full remodel. In order to keep tenants on-site, buildings were remodeled 2 at a time. Once a remodel was complete tenants moved back into the newly remodeled buildings. 129 families total were impacted by the project.

2016

2010

Seola Gardens



Seola Gardens community revitalization project.

Wayland Arms elevator replacement project



2024

2025

Briarwood-flooring project. Over 70 units were relocated for 1 week.

Briarwood

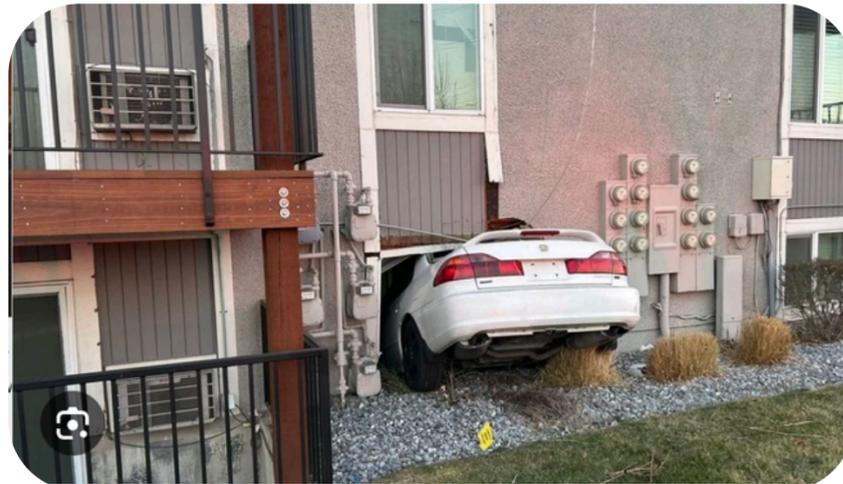
Subsidized Housing
Open to seniors age 62+ and disabled persons
18026 Midvale Ave. N., Shoreline, WA 98133 ([map](#))



2026 & Beyond

What types of emergencies might prompt relocation?

- Flooding
- Vehicle crashing into apartment building
- Extended utility outage
- Fire
- Structural failure



Left image: December 2025 flood, King County. Middle and right images: Representative only.

Emergency Flood-Related Relocations at Pickering Court

- 7 buildings undergoing abatement & construction
- 29 households relocated
- 3-week relocation in February 2026
- \$156K estimated in total housing relocation stipends



Left image: Pickering Court. Middle and right images: December 2025 flood, King County.

Potential Impacts of Relocations on Resident Well-Being

Disruptions may occur in:

- Daily routines
- Childcare
- Transportation
- Medical appointments & medication management
- Community connections
- Sense of stability

Some residents may feel greater impacts, including:

- Seniors
- People with disabilities
- Households with complex care needs



Potential Impacts of Relocations on Resident Well-Being

Relocation places disproportionate burden on low-income households, often leading to psychological stress.
KCHA is committed to reducing these impacts.

Mental Health Decline

- Temporary displacement can heighten mental health challenges
- Residents already managing trauma, depression, or cognitive conditions may experience worsened symptoms

Relocation Stress Syndrome

- The condition may occur following loss of familiar routines and surroundings
- Symptoms may include anxiety, confusion, depression, loneliness, and changes in sleep or appetite

Physical Health Risks

- Physical health impacts may include changes to appetite, pain levels, chronic conditions
- Relocations may disrupt medication management or medical appointments

Programmatic Response to Planned & Emergency Relocations

Collaboration



Communication



Choice



- Internal staff (Property Management, Capital Construction, Finance, Resident Services)
- External partners (Senior Helpers contract)

- Posting flyers and notices
- Resident Surveys
- Resident interviews

- Moving Services
- Moving stipends
- Hotel stays at Extended Stay America (ESA)
- Stipends- stay with families and friends

Relocations Benefit Options

Moves

- Resident takes belongings with them to the temporary unit
- On-site storage pods
- Off-site storage facilities

Hotels

- Convenient
- Comparable with full kitchenette
- Third party billing with Extended Stay America makes it easy to book and doesn't require a payment card for incidentals from the resident.

Stipends

- Maximizes resident choice
- Funds loaded onto a pre-paid debit card
- Flexibility to issue more funds instantly if more time out of the unit is required
- Mitigates liability and risk.
- Expanded stipend program pilot in Southeast region launched this year.

2025 Relocations Highlights



222 Moves



153 Emergency Relocations



88 Stipends Issued



69 Planned Relocations



43 Hotel Stays



**King County
Housing
Authority**



Questions?

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TO: Board of Commissioners
FROM: Crystal Barrow-Mendez, Accounting Manager
DATE: October 15, 2025
RE: 3rd Quarter 2025 Summary Write-Offs

During the third quarter, 28 tenant accounts were written off, totaling \$134,126.14. The majority of the financial impact (\$123,168.45) resulted from evictions for nonpayment of rent, including both pre-vacate and physical evictions. The remaining write-offs were associated with resident transitions, including deaths, moves to higher levels of care, relocation to family, abandonment, and standard move outs. These write-offs reflect balances determined to be uncollectable following established collection efforts and are consistent with prior-quarter trends.

	Total WRITE-OFFS	YTD WRITE-OFFS
Rent Balance Forward to Vacate Month	\$ 111,510	\$ 318,014
Retro Rent Write-offs	\$ 50	\$ 4,327
<u>VACATE CHARGES:</u>		
Rent Delinquent in Vacate Month	\$ 9,157	\$ 20,297
Cleaning & Damages	\$ 24,294	\$ 50,818
Paper Service & Court Costs	\$ 2,258	\$ 2,605
Miscellaneous Charges	\$ -	\$ -
Total Charges	<u>\$ 35,709</u>	<u>\$ 73,721</u>
Total All Charges	<u>\$ 147,268</u>	<u>\$ 396,063</u>
<u>CREDITS:</u>		
Security Deposits	\$ (3,475)	\$ (11,730)
Miscellaneous Payments & Credits	\$ (9,667)	\$ (40,732)
Total Credits	<u>\$ (13,142)</u>	<u>\$ (52,462)</u>
Total Net Write-offs	<u>\$ 134,126</u>	<u>\$ 343,600</u>
Net Write-offs by Portfolio		
KCHA	\$ 118,975	\$ 305,946
Green River II	\$ -	\$ -
Soosette Creek	\$ 11,148	\$ 17,779
Zephyr	\$ -	\$ -
Fairwind	\$ -	\$ -
Vantage Point	\$ 1,376	\$ 3,763
Spiritwood Manor	\$ 2,627	\$ 16,112
	<u>\$ 134,126</u>	<u>\$ 343,600</u>

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TO: Board of Commissioners
FROM: Crystal Barrow-Mendez, Accounting Manager
DATE: February 5, 2026
RE: 4th Quarter 2025 Summary Write-Offs

During the 4th quarter of 2025, tenant accounts totaling \$154,877.83 were considered uncollectable and were written off. This process followed KCHA policy, which stipulates all accounts with balances owed of \$100 or more will be forwarded to the Authority's contracted collection agency. Both the number of accounts and the total amount written off increased compared to the third quarter of 2025. This increase is primarily attributed to the termination of eleven accounts for non payment, totaling \$125,294.33. Additionally, seven were terminated for criminal activity, with a total of \$19,527.72. the remaining balance included cases such as deceased tenants, normal vacates, purchases of a home, higher care, among other circumstances.

	Total WRITE-OFFS	YTD WRITE-OFFS
Rent Balance Forward to Vacate Month	\$ 133,553	\$ 451,568
Retro Rent Write-offs	\$ -	\$ 4,327
<u>VACATE CHARGES:</u>		
Rent Delinquent in Vacate Month	\$ 9,933	\$ 30,231
Cleaning & Damages	\$ 19,322	\$ 70,141
Paper Service & Court Costs	\$ 615	\$ 3,220
Miscellaneous Charges	\$ -	\$ -
Total Charges	<u>\$ 29,870</u>	<u>\$ 103,591</u>
Total All Charges	<u>\$ 163,423</u>	<u>\$ 559,487</u>
<u>CREDITS:</u>		
Security Deposits	\$ (4,550)	\$ (16,280)
Miscellaneous Payments & Credits	\$ (3,996)	\$ (44,727)
Total Credits	<u>\$ (8,546)</u>	<u>\$ (61,008)</u>
Total Net Write-offs	<u>\$ 154,878</u>	<u>\$ 498,479</u>
Net Write-offs by Portfolio		
KCHA	\$ 150,956	\$ 456,902
Green River II	\$ -	\$ -
Soosette Creek	\$ 3,477	\$ 21,256
Zephyr	\$ -	\$ -
Fairwind	\$ -	\$ -
Vantage Point	\$ -	\$ 3,763
Spiritwood Manor	\$ 445	\$ 16,557
	<u>\$ 154,878</u>	<u>\$ 498,478</u>