



**King County
Housing
Authority**

**BOARD OF COMMISSIONERS
HYBRID MEETING**

**Monday,
March 16, 2026**

3:00pm

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

Webinar Zoom ID:

816 0337 3802

HYBRID MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Monday, March 16, 2026 - 3:00 p.m.

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

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of Minutes** **1**
 - A. Board Meeting Minutes – February 23, 2026
- V. Approval of Agenda**
- VI. Consent Agenda** **2**
 - A. Voucher Certification Reports for January 2026
- VII. Resolutions for Discussion**
 - A. Resolution No. 5822-** Approving the Third Amendment to the Amended and Restated MTW Agreement Amending Attachment A (Calculation of Subsidies) for the RAD Between HUD and KCHA **3**
 - B. Resolution No. 5823 -** Authorizing Changes to the Public Housing Admission and Continued Occupancy Policy Related to the Tenant Charge Schedule and Grievance Procedure **4**
- VIII. Reports**
 - A. RAD Status Report **5**
 - B. 2025 Q4 Executive Dashboard **6**
 - C. NAHRO Hill Day Recap
 - D. 2026 Goals* **7**
- IX. President/CEO Report**

X. Executive Session

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

XI. KCHA in the News

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XII. Commissioner Comments

XIII. Adjournment

Members of the public who wish to give public comment: We are now accepting public comment during the meeting or written comments. Please send your requests for public comment to the Board Coordinator via email to kamir@kcha.org 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, February 23, 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, February 23, 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 – January 20, 2026

On motion by Commissioner Richard Jackson, and seconded by Commissioner Neal Black, the Board unanimously approved the January 20, 2026 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 December 2025

B. **Resolution No. 5814** – Appointment of Auditing Officers 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 officer, signator and agent to receive claims for damages

D. **Resolution No. 5821** – Authorizing Wendy Teh as contracting 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

- 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.

On motion by Commissioner Neal Black, and seconded by Commissioner Richard Jackson, the Board unanimously approved the February 23, 2026 hybrid Board of Commissioners' meeting consent agenda.

VII. RESOLUTIONS FOR DISCUSSION

A. Resolution No. 5818 – Kirkland Heights Bond Recycling for Trailhead

Dan Landes, VP of Development explained what Tax-Exempt Bond Financing in LIHTC Deals and understanding the use of Private Activity Bond Cap and Bond Cap Recycling.

On motion by Commissioner Neal Black, and seconded by Commissioner Richard Jackson, the Board unanimously approved Resolution 5818.

B. Resolution No. 5819 – Partnership Formation for Greenbridge Notch

C. Resolution No. 5820 – Bond Inducement for Greenbridge Notch

Lauren Mathisen, Executive VP of Real Estate Development gave an introduction of the Wind Rose Notch Partnership Formation and Bond Inducement Resolutions and explained that these will enable us to advanced planning for new construction. She then introduced the presenters, Kevin Preston, Greenbridge Senior Development Manager that gave additional background on Greenbridge, as well as a preview of the sites we are looking at and Sunnie Park, Senior Development Manager, who gave details of the Resolutions themselves.

On motion by Commissioner Richard Jackson, and seconded by Commissioner Neal Black, the Board unanimously approved Resolutions 5819 and 5820.

VIII. BRIEFINGS AND REPORTS

A. Digital Equity Part II

Steven Hellyer, Executive VP of Technology and Jamie Robbins, Digital Equity Manager, gave part II of their Digital Equity presentation.

Last month, Jamie presented about the Digital Equity Advisory Committee at KCHA and the survey's that were conducted last summer.

Connectivity Recommendations were talked about with the background of learning that 50% of residents that live in public housing find that internet is unaffordable. Those that don't have internet is because there isn't any.

Providers who want to Partner with us:

- Comcast
- PCs for People

B. KCHA Relocations Program

In response to questions from Commissioners at a past meeting regarding relocations, this presentation was put together and presented by Resident Services.

- Shawli Hathawy, VP of Resident Services
- Lisa Galvin, Assistant VP of Resident Services
- Tracie Friedman, Resident Services Housing Program Manager

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

C. Third Quarter 2025 Write-Off Report

Penny Bradley, Interim Senior VP of Housing and Community Services gave the summary of what happened during third quarter.

D. Fourth Quarter 2025 Write-Off Report

Penny Bradley, Interim Senior VP of Housing and Community Services gave the summary of what happened during the fourth quarter.

IX. PRESIDENT/CEO REPORT

Robin Walls, President/CEO gave updates:

- HUD has released public comment on the mixed family status rule. This rule will restrict any household that has non-eligible citizens from participating in HCV or Public Housing. There is a 60-day public comment window. We will be meeting with stakeholders and encouraging them to submit public comments. During the 2016-2020 Administration, the rule received 30,000 comments, part of the reason why it was not implemented. Jessica de Barros, VP for Policy & Intergovernmental Affairs will be meeting with stakeholders so we can begin the process of informing stakeholders.
- For the current ongoing government shutdown, this is not impacted by our programs, our budget has been passed.

X. EXECUTIVE SESSION

A. 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 to review the performance of a public employee and will reconvene the meeting at 5:00pm.

4:25pm – Board meeting was suspended.

5:30pm – Board meeting was re-convened.

XI. KCHA in the News

None.

XII. COMMISSIONER COMMENTS

None.

XIII. ADJOURNMENT

Chair Lee adjourned the meeting at 5:33 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: March 9, 2026
Re: **VOUCHER CERTIFICATION FOR JANUARY 2026**

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
March 9, 2026

Bank Wires / ACH Withdrawals		8,765,337.02
	<i>Subtotal</i>	8,765,337.02
Accounts Payable Vouchers		
Key Bank Checks - #361032-361403		5,572,892.82
Tenant Accounting Checks - #12618-12633		32,026.08
	<i>Subtotal</i>	5,604,918.90
Payroll Vouchers		
Checks - #913158482-913158485 & 913166759-913166769 & 913246119-913246128 & 913316222-913316231		100,846.29
Direct Deposit		4,329,946.77
	<i>Subtotal</i>	4,430,793.06
Section 8 Program Vouchers		
Checks - #661005-661778 & 662463		2,271,568.03
ACH - #658238-660597		22,092,931.56
	<i>Subtotal</i>	24,364,499.59
Purchase Card / ACH Withdrawal		-
	<i>Subtotal</i>	-
	GRAND TOTAL	\$ 43,165,548.57

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	
Bellepark	01/07/2026	\$ 11,794.27	AP and Payroll	
Hampton Greens	01/07/2026	\$ 36,403.28	AP and Payroll	
Kendall Ridge	01/07/2026	\$ 35,491.50	AP and Payroll	
Landmark	01/07/2026	\$ 19,383.23	AP and Payroll	
Riverstone	01/07/2026	\$ 27,085.77	AP and Payroll	
Woodside East	01/07/2026	\$ 17,235.37	AP and Payroll	
Aspen Ridge	01/08/2026	\$ 324.30	AP	
Auburn Square	01/08/2026	\$ 3,252.59	AP	
Carriage House	01/08/2026	\$ 8,015.01	AP	
Carrington	01/08/2026	\$ 35,089.79	AP	
CASCADIAN	01/08/2026	\$ 1,231.91	AP	
FAIRWOOD	01/08/2026	\$ 9,776.98	AP	
Highlander House	01/08/2026	\$ 350.00	AP	
LAURELWOOD	01/08/2026	\$ 3,546.61	AP	
Meadows	01/08/2026	\$ 1,452.68	AP	
Overlake	01/08/2026	\$ 4,937.39	AP	
Parkwood	01/08/2026	\$ 11,369.24	AP	
Pinewood Village	01/08/2026	\$ 1,061.31	AP	
Plum Court	01/08/2026	\$ 19,806.90	AP	
RAINIER VIEW I	01/08/2026	\$ 12,864.83	AP	
RAINIER VIEW II	01/08/2026	\$ 9,580.62	AP	
Salish Place	01/08/2026	\$ 3,382.10	AP	
SALMON CREEK	01/08/2026	\$ 8,857.22	Monthly Bank fees	
SALMON CREEK	01/08/2026	\$ 6,673.38	Monthly Bank fees	
SALMON CREEK	01/08/2026	\$ 1,041.30	Monthly Bank fees	
Sandpiper East	01/08/2026	\$ 5,064.70	AP	
SI VIEW	01/08/2026	\$ 14,747.61	AP	
SOUTHWOOD SQUARE	01/08/2026	\$ 7,423.84	AP	

Sterling Ridge	01/08/2026	\$ 16,658.86	AP
The Newporter	01/08/2026	\$ 8,140.93	AP
Timberwood	01/08/2026	\$ 16,703.23	AP
Vashon Terrace	01/08/2026	\$ 3,088.91	AP
Walnut Park	01/08/2026	\$ 35,764.99	AP
WINDSOR HEIGHTS	01/08/2026	\$ 20,688.26	AP
Woodridge Park	01/08/2026	\$ 15,951.52	AP
Argyle	01/14/2026	\$ 43,981.26	AP and Payroll
Ballinger Commons	01/14/2026	\$ 150,701.22	AP and Payroll
Bellepark	01/14/2026	\$ 8,380.28	AP
Brier Woods	01/14/2026	\$ 60,321.92	AP and Payroll
Cove East	01/14/2026	\$ 73,449.02	AP and Payroll and OCR
Emerson	01/14/2026	\$ 156,075.23	AP and Payroll
GILMAN SQUARE	01/14/2026	\$ 52,640.37	AP and Payroll
Hampton Greens	01/14/2026	\$ 31,016.73	AP
Henry House	01/14/2026	\$ 36,911.70	AP and Payroll and OCR
Kendall Ridge	01/14/2026	\$ 27,920.21	AP
Landmark	01/14/2026	\$ 23,104.96	AP
Meadowbrook	01/14/2026	\$ 81,838.94	AP and Payroll
Riverstone	01/14/2026	\$ 14,268.46	AP
Surrey Downs	01/14/2026	\$ 60,861.81	AP and Payroll
Villages at South Station	01/14/2026	\$ 97,320.79	AP and Payroll
Woodside East	01/14/2026	\$ 14,066.79	AP
ALPINE RIDGE	01/15/2026	\$ 19,991.52	AP and Payroll
ARBOR HEIGHTS	01/15/2026	\$ 33,307.57	AP and Payroll
Aspen Ridge	01/15/2026	\$ 18,129.29	AP and Payroll
Auburn Square	01/15/2026	\$ 24,875.74	AP and Payroll
Carriage House	01/15/2026	\$ 26,062.42	AP and Payroll
Carrington	01/15/2026	\$ 32,687.93	AP and Payroll
CASCADIAN	01/15/2026	\$ 81,843.20	AP and Payroll
Colonial Gardens	01/15/2026	\$ 7,793.78	AP and Payroll
Cottonwood	01/15/2026	\$ 23,549.37	AP and Payroll
FAIRWOOD	01/15/2026	\$ 23,601.45	AP and Payroll
HERITAGE PARK	01/15/2026	\$ 32,719.78	AP and Payroll
Highlander House	01/15/2026	\$ 4,611.11	AP and Payroll
Juanita View	01/15/2026	\$ 34,181.42	AP and Payroll and OCR
LAURELWOOD	01/15/2026	\$ 20,122.22	AP and Payroll
Meadows	01/15/2026	\$ 22,726.87	AP and Payroll
NIA	01/15/2026	\$ 47,556.49	AP and Payroll and OCR
Overlake	01/15/2026	\$ 73,845.36	AP and Payroll

Parkwood	01/15/2026	\$ 16,740.53	AP and Payroll
Pinewood Village	01/15/2026	\$ 20,942.36	AP and Payroll
Plum Court	01/15/2026	\$ 14,388.12	AP and Payroll
RAINIER VIEW I	01/15/2026	\$ 8,040.10	AP and Payroll
RAINIER VIEW II	01/15/2026	\$ 5,028.34	AP and Payroll
Salish Place	01/15/2026	\$ 18,070.22	AP and Payroll
SALMON CREEK	01/15/2026	\$ 59,494.90	AP and Payroll and OCR
Sandpiper East	01/15/2026	\$ 31,611.91	AP and Payroll
SEOLA CROSSING	01/15/2026	\$ 113,851.80	AP and Payroll and OCR
SEOLA CROSSING	01/15/2026	\$ 68,342.45	AP and Payroll and OCR
SI VIEW	01/15/2026	\$ 2,758.95	AP and Payroll
SOUTHWOOD SQUARE	01/15/2026	\$ 44,699.31	AP and Payroll
Sterling Ridge	01/15/2026	\$ 28,752.20	AP and Payroll
The Newporter	01/15/2026	\$ 28,115.30	AP and Payroll
Timberwood	01/15/2026	\$ 29,440.33	AP and Payroll
Vashon Terrace	01/15/2026	\$ 1,885.92	AP and Payroll
Walnut Park	01/15/2026	\$ 39,503.68	AP and Payroll
WINDSOR HEIGHTS	01/15/2026	\$ 61,302.85	AP and Payroll
Woodridge Park	01/15/2026	\$ 35,407.97	AP and Payroll
Tall Cedars	01/16/2026	\$ 29,512.88	AP
Bellepark	01/21/2026	\$ 61,302.08	AP and Payroll
Hampton Greens	01/21/2026	\$ 154,191.14	AP and Payroll
Kendall Ridge	01/21/2026	\$ 143,981.02	AP and Payroll
Landmark	01/21/2026	\$ 128,016.52	AP and Payroll
Riverstone	01/21/2026	\$ 63,208.28	AP and Payroll
Tall Cedars	01/21/2026	\$ 5,189.27	AP and Payroll
Woodside East	01/21/2026	\$ 34,284.57	AP and Payroll
ALPINE RIDGE	01/22/2026	\$ 23,893.63	AP
ARBOR HEIGHTS	01/22/2026	\$ 6,467.34	AP
Aspen Ridge	01/22/2026	\$ 10,747.56	AP
Auburn Square	01/22/2026	\$ 18,382.87	AP
Carriage House	01/22/2026	\$ 11,682.78	AP
Carrington	01/22/2026	\$ 5,114.25	AP
CASCADIAN	01/22/2026	\$ 1,622.33	AP
Colonial Gardens	01/22/2026	\$ 7,720.60	AP
FAIRWOOD	01/22/2026	\$ 20,642.08	AP
HERITAGE PARK	01/22/2026	\$ 1,916.93	AP
Highlander House	01/22/2026	\$ 2,792.85	AP
LAURELWOOD	01/22/2026	\$ 15,245.34	AP
Meadows	01/22/2026	\$ 4,925.76	AP

Overlake	01/22/2026	\$ 31,913.42	AP
Parkwood	01/22/2026	\$ 7,614.29	AP
Pinewood Village	01/22/2026	\$ 2,791.69	AP
Plum Court	01/22/2026	\$ 2,881.49	AP
RAINIER VIEW I	01/22/2026	\$ 9,890.46	AP
RAINIER VIEW II	01/22/2026	\$ 5,798.49	AP
Salish Place	01/22/2026	\$ 5,065.94	AP
Sandpiper East	01/22/2026	\$ 14,470.91	AP
SI VIEW	01/22/2026	\$ 6,438.61	AP
SOUTHWOOD SQUARE	01/22/2026	\$ 9,335.40	AP
Sterling Ridge	01/22/2026	\$ 18,848.87	AP
The Newporter	01/22/2026	\$ 7,598.82	AP
Timberwood	01/22/2026	\$ 69,814.56	AP
Vashon Terrace	01/22/2026	\$ 5,901.12	AP
Walnut Park	01/22/2026	\$ 5,122.80	AP
WINDSOR HEIGHTS	01/22/2026	\$ 10,744.12	AP
Woodridge Park	01/22/2026	\$ 23,105.69	AP
Argyle	01/28/2026	\$ 26,632.29	AP and Payroll
Ballinger Commons	01/28/2026	\$ 249,483.78	AP and Payroll
Bellepark	01/28/2026	\$ 11,193.30	AP
Brier Woods	01/28/2026	\$ 37,221.19	AP and Payroll
Emerson	01/28/2026	\$ 102,345.77	AP and Payroll
GILMAN SQUARE	01/28/2026	\$ 34,231.06	AP and Payroll
Hampton Greens	01/28/2026	\$ 115,574.29	AP
Kendall Ridge	01/28/2026	\$ 16,332.58	AP
Landmark	01/28/2026	\$ 19,033.96	AP
Meadowbrook	01/28/2026	\$ 61,330.07	AP and Payroll
Riverstone	01/28/2026	\$ 32,354.79	AP
Surrey Downs	01/28/2026	\$ 70,244.54	AP and Payroll
Villages at South Station	01/28/2026	\$ 60,452.86	AP and Payroll
Woodside East	01/28/2026	\$ 84,699.52	AP
ALPINE RIDGE	01/29/2026	\$ 15,212.87	AP and Payroll
ARBOR HEIGHTS	01/29/2026	\$ 5,659.42	AP and Payroll
Aspen Ridge	01/29/2026	\$ 47,424.69	AP and Payroll
Auburn Square	01/29/2026	\$ 69,554.51	AP and Payroll
Bellepark	01/29/2026	\$ 510.00	AP and Payroll
Carriage House	01/29/2026	\$ 68,335.44	AP and Payroll
Carrington	01/29/2026	\$ 35,316.52	AP and Payroll
CASCADIAN	01/29/2026	\$ 55,852.75	AP and Payroll
Colonial Gardens	01/29/2026	\$ 36,959.45	AP and Payroll

Cottonwood	01/29/2026	\$ 22,566.69	AP and Payroll
Cove East	01/29/2026	\$ 68,095.79	AP and Payroll
FAIRWOOD	01/29/2026	\$ 60,010.25	AP and Payroll
Henry House	01/29/2026	\$ 19,825.48	AP and Payroll
HERITAGE PARK	01/29/2026	\$ 36,221.64	AP and Payroll
Highlander House	01/29/2026	\$ 8,720.17	AP and Payroll
Juanita View	01/29/2026	\$ 13,361.68	AP and Payroll
LAURELWOOD	01/29/2026	\$ 33,851.11	AP and Payroll
Meadows	01/29/2026	\$ 54,816.29	AP and Payroll
NIA	01/29/2026	\$ 20,206.25	AP and Payroll
Overlake	01/29/2026	\$ 77,800.49	AP and Payroll
Parkwood	01/29/2026	\$ 26,211.42	AP and Payroll
Pinewood Village	01/29/2026	\$ 52,816.44	AP and Payroll
Plum Court	01/29/2026	\$ 28,676.16	AP and Payroll
RAINIER VIEW I	01/29/2026	\$ 1,212.43	AP and Payroll
RAINIER VIEW II	01/29/2026	\$ 999.95	AP and Payroll
Salish Place	01/29/2026	\$ 47,990.88	AP and Payroll
SALMON CREEK	01/29/2026	\$ 14,648.83	AP and Payroll
Sandpiper East	01/29/2026	\$ 53,449.51	AP and Payroll
SEOLA CROSSING	01/29/2026	\$ 21,898.59	AP and Payroll
SEOLA CROSSING	01/29/2026	\$ 10,440.52	AP and Payroll
SI VIEW	01/29/2026	\$ 3,882.26	AP and Payroll
SOUTHWOOD SQUARE	01/29/2026	\$ 23,930.95	AP and Payroll
Sterling Ridge	01/29/2026	\$ 40,274.12	AP and Payroll
The Newporter	01/29/2026	\$ 76,664.77	AP and Payroll
Timberwood	01/29/2026	\$ 64,591.94	AP and Payroll
Vashon Terrace	01/29/2026	\$ 1,506.64	AP and Payroll
Walnut Park	01/29/2026	\$ 42,863.33	AP and Payroll
WINDSOR HEIGHTS	01/29/2026	\$ 81,111.49	AP and Payroll
Woodridge Park	01/29/2026	\$ 57,073.37	AP and Payroll
	179 Wires	\$ 5,832,934.73	

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To: Board of Commissioners

From: **Jessica de Barros**, VP of Policy and Intergovernmental Affairs

Date: February 26, 2026

Re: **Resolution No. 5822:** Approving the Third Amendment to the Amended and Restated Moving to Work Agreement Amending Attachment A (Calculation Of Subsidies) for the Rental Assistance Demonstration Between the U.S. Department of Housing and Urban Development and King County Housing Authority

As a participant in the Moving to Work (MTW) program for public housing authorities, King County Housing Authority (KCHA) adheres to an agreement that outlines the program's statutory authorizations, administrative requirements and funding methodology.

Because MTW agencies receive funding in accordance with the terms outlined in Attachment A of their MTW Agreement, an amendment to the agreement is required to update Attachment A to reflect the transfer of the applicable public housing subsidy to the Housing Choice Voucher account for Rental Assistance Demonstration (RAD) conversions.

Resolution No. 5822 approves the amendment to KCHA's MTW Agreement and authorizes the President/CEO to execute the associated documents.

Staff recommend passage of Resolution 5822.



Amendment to KCHA's Moving to Work Agreement, Attachment A

Third Amendment to MTW Agreement Attachment A:
Calculation of Subsidies for Rental Assistance
Demonstration

Jessica de Barros

VP of Policy & Intergovernmental Affairs

March 16, 2026



Purpose of the Amendment to Attachment A

- Provides clarity on how **Housing Choice Vouchers** in the Rental Assistance Demonstration (**RAD**) program are funded and administered under Moving to Work (**MTW**) authority.
 - Updates KCHA's MTW Agreement to reflect participation in RAD
 - Integrates RAD Project-Based Vouchers into the MTW block grant
 - Aligns subsidy calculations, renewal processes, and reporting with HUD's RAD funding methodology.

Key Highlights

- 🏠 When KCHA converts Public Housing units to Project Based Vouchers (PBVs) under RAD, **the PBVs will be added to the MTW block grant.**
 - **Initially**, HUD will establish the funding for these vouchers based on the RAD Operating Fund and Capital Fund per-unit-cost (essentially the equivalent of prior Public Housing funding amounts).
 - **In subsequent years**, renewal funding will be adjusted by the same inflation and proration factors as KCHA's other vouchers in the MTW block grant.

Key Highlights

- 🏠 For **RAD/Section 18 Blend conversions**, any Tenant Protection Vouchers (TPVs) awarded will follow HUD's current-year funding rules for replacement TPVs.
- 🏠 **Administrative fees** for RAD vouchers will be earned at the posted annual fee rates and prorated at the same level as non-MTW agencies.

Impact

- 🏠 Integrates RAD conversions into the MTW block grant in a **structured and transparent manner**.
- 🏠 Initial RAD PBVs are typically funded on par with Public Housing, and at **lower levels** than KCHA's other MTW block grant vouchers.
- 🏠 Provides greater **long-term funding stability** for former Public Housing properties, supporting ongoing operations and reinvestment.
- 🏠 Strengthens KCHA's ability to **preserve and modernize** its housing portfolio.

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5822

**APPROVING THE THIRD AMENDMENT TO THE AMENDED AND RESTATED
MOVING TO WORK AGREEMENT AMENDING ATTACHMENT A
(CALCULATION OF SUBSIDIES) FOR THE RENTAL ASSISTANCE
DEMONSTRATION BETWEEN THE U.S. DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT AND KING COUNTY HOUSING AUTHORITY**

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

WHEREAS, the terms and conditions of MTW participation are outlined in a bilateral MTW Agreement between HUD and KCHA;

WHEREAS, as intended by Congress, the MTW Agreement authorizes KCHA to design and test new ways of providing housing assistance and needed services to low-income households; and

WHEREAS, the current Amended and Restated MTW Agreement between KCHA and HUD has been extended by Congress through 2038; and

WHEREAS, the MTW Agreement may be amended from time to time by mutual agreement between KCHA and HUD; and

WHEREAS, KCHA received a portfolio Rental Assistance Demonstration (RAD) conversion award from HUD and subsequently intends to convert all Public Housing units to Project Based Voucher subsidy; and

WHEREAS, an amendment to Attachment A (Calculation of Subsidies) of KCHA's MTW Agreement to address subsidy changes as a result of RAD conversion must be approved by KCHA's Board of Commissioners and HUD prior to RAD conversion; and

WHEREAS, a public comment period is not required for this modification to the MTW Agreement.

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

1. The Board of Commissioners hereby approves the Third Amendment to KCHA's Amended and Restated MTW Agreement amending Attachment A (Calculation of Subsidies); and
2. The Board of Commissioners authorizes KCHA's President/CEO to execute the amendment and any other documents necessary to finalize its execution.

ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING AT AN OPEN PUBLIC MEETING THIS 16th DAY OF MARCH, 2026.

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

JERRY LEE, Chair
Board of Commissioners

ROBIN WALLS
President/CEO and Secretary-Treasurer

THIRD AMENDMENT
TO
AMENDED AND RESTATED MOVING TO WORK AGREEMENT AMENDING
ATTACHMENT A (CALCULATION OF SUBSIDIES) FOR THE
RENTAL ASSISTANCE DEMONSTRATION (RAD)
BETWEEN
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
AND
KING COUNTY HOUSING AUTHORITY

This Third Amendment to the Moving to Work (“MTW”) Agreement (“Agreement”) is entered into by and between the United States of America through the U.S. Department of Housing and Urban Development (“HUD”) and King County Housing Authority (“Agency”) and is effective on the date of execution by HUD. Unless otherwise defined herein, all capitalized terms used herein shall have the same meanings ascribed to them in the Agreement.

As a result of the Agency’s participation in the RAD demonstration, Attachment A is amended as follows:

1. The following subparagraphs a., b. and c. are hereby added at the end of Section 4.B. (Subsequent Years of MTW Participation):
 - a. If the Agency receives RAD PBV vouchers as part of a RAD Component 1 conversion of assistance provided under Section 9 of the United States Housing Act of 1937, such vouchers must be added to the MTW block grant and renewed as follows:

HUD will add new RAD Component 1 PBV vouchers to the Agency’s Annual Contributions Contract (ACC) via funding of \$1 for the remainder of the calendar year (CY) in which the project converts and the vouchers are awarded.

HUD will provide renewal funding for these vouchers for the first full calendar year (CY) following a RAD conversion based on the RAD Operating Fund and Capital Fund calculated rent per unit costs (PUC).

After the first full year, HUD will renew these vouchers based on the original per unit funding of the increment award (the Public Housing and Capital Fund calculated PUC), adjusted by the renewal inflation factor and the applicable proration factor, in accordance with the adjustment process described in subparagraph a) of this section. Beginning with the first full CY after the RAD conversion, MTW PHAs will report all RAD Component 1 vouchers’ leasing and HAP expenses in the Voucher Management System (VMS), or in any successor system, in the respective RAD PBV fields, per the VMS instructions.

b. To the extent any tenant protection vouchers (TPVs) are awarded as part of a conversion in connection with a RAD/Section 18 Blend conversion, such award will be made using the current year's funding practices for replacement TPVs, as established by the Secretary.

c. Administrative fees for RAD vouchers will be earned per each year's posted administrative fee rates each month. Fees for RAD vouchers will be prorated at the same level that applies to all non-MTW agencies.

IN WITNESS WHEREOF, the parties have caused this Amendment to Attachment A to be executed by their duly authorized representatives.

KING COUNTY HOUSING AUTHORITY

By: _____

Name: Robin Walls

Its: President/Chief Executive Officer

Date: _____

UNITED STATES DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT

By: _____

Name: Benjamin Hobbs

Its: Principal Deputy Assistant Secretary

Date: _____

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To: Board of Commissioners

From: Judi Jones, Senior Program Compliance Manager

Date: February 26, 2026

Re: Resolution No. 5823: Authorizing Changes to the Admissions and Continued Occupancy Policy relating to the Grievance Procedure and Tenant Charge Schedule

Attached for your review and approval are changes to the Tenant Charge Schedule and Public Housing Grievance Procedure which are included in the ACOP as Exhibits O and I, respectively. For your convenience, the following is a summary of changes to each of the Exhibits:

Schedule of Tenant Charges

This schedule lists maintenance and service costs (such as repairs, cleaning, and lock changes) that may be charged to tenants when applicable (i.e. damages beyond normal wear and tear). Proposed updates are intended to clarify existing policies, improve work order processing, and reflect cost inflation.

Summary of Proposed Changes

- *Repair Categories Streamlined:* Major repairs have been simplified to show charges will be based upon the actual time and materials needed to complete the work.
- *Labor Charge Clarification:* Labor will be billed in 15-minute increments after the minimum charge.
- *Updated Flat Rates:* Flat rate charges (such as lock changes or dump fees) have been updated to align with current costs.

Public Housing Grievance Procedure

This document details the requirements, standards, and procedures for the handling and review of Tenant Grievances presented by Public Housing residents to the Housing Authority. KCHA's Public Housing Grievance Procedure has been designed in compliance with regulations under 24 CFR Part 966, Subpart B. Proposed updates are intended to make the process clearer, more consistent, and easier for tenants to understand and use.

Summary of Proposed Changes

- *Clarify the Purpose:* Changes proposed to better explain that the grievance process is not a judicial review - it is an informal way for tenants to challenge actions or failures to act by the Housing Authority that affect their rights or responsibilities. The grievance process does not limit a complainant's right to seek court review.
- *Update Definition:* Update the term "Hearing Officer" to more closely match federal regulations.

- *Clearer Rules About When the Procedure Applies:*
 - It does **not** apply to disagreements between tenants.
 - It **cannot** be used to challenge general policy issues or group (“class”) grievances.
 - Certain criminal-related evictions are **not eligible** for the grievance process (e.g., serious criminal activity, drug-related or violent crimes, felony convictions).
- *Clarify Selection of Hearing Officers:* The Housing Authority will continue to maintain a list of qualified individuals to serve as Hearing Officers.
 - Approved individuals may be current or former Housing Authority employees, agency partners, or other persons as deemed necessary by the Housing Authority. Hearing Officers selected from the established list will be impartial and free from conflicts of interest.

Following HUD regulations, Tenants were notified of the opportunity to review and submit comments on the proposed changes through March 15, 2026. Any comments received will be compiled for Board review during the March meeting.

Staff recommends approval of Resolution No. 5823 as attached.

THE HOUSING AUTHORITY OF THE COUNTY OF KING, WASHINGTON

RESOLUTION NO. 5823

**AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSION AND
CONTINUED OCCUPANCY POLICY RELATED TO THE TENANT CHARGE
SCHEDULE AND GRIEVANCE PROCEDURE**

WHEREAS, the King County Housing Authority (KCHA) is a Public Housing Authority (PHA) providing public housing assistance through an Annual Contributions Contract (ACC) with HUD; and

WHEREAS, KCHA's Public Housing program is administered in accordance with its Admission and Continued Occupancy Policy (ACOP); and

WHEREAS, staff has reviewed the KCHA ACOP and identified changes to the Tenant Charge Schedule (Exhibit O) needed to clarify the categories of charges that may be incurred by the resident and help ensure charges listed better reflect current KCHA costs; and

WHEREAS, in addition, staff has also identified changes to the Grievance Procedure (Exhibit I) to clarify its purpose and the process through which a resident may receive internal review of KCHA actions (or inactions) related to their occupancy within the Public Housing program; and

WHEREAS, the proposed changes to Exhibits O and I are intended to help ensure program compliance, streamline administration, reduce costs and increase operational efficiency; and

WHEREAS, staff has provided Public Housing residents with 30 days to review and comment on the proposed changes as required by HUD regulations; and

WHEREAS, KCHA Board of Commissioners approval of the proposed modification of the ACOP is required prior to implementation.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING, WASHINGTON:

SECTION 1. Adopts the proposed changes to the ACOP as detailed in the attached documents effective immediately.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF COUNTY OF KING AT AN OPEN PUBLIC
MEETING THIS 16th DAY OF MARCH, 2026.**

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

JERRY LEE, Chair
Board Of Commissioners

ROBIN WALLS
CEO and Secretary-Treasurer

HOUSING AUTHORITY OF THE COUNTY OF KING

EXHIBIT I - GRIEVANCE PROCEDURE

I. Purpose

This document sets forth the requirements, standards, and procedures for the handling and review of Tenant Grievances presented to the Housing Authority of the County of King, Washington (“Housing Authority” or “KCHA”). The Grievance Procedure has been adopted by the Board of Commissioners of the Housing Authority and is incorporated by reference in all dwelling leases between the Housing Authority and its Tenants.

The Grievance Procedure is not a judicial process. It is an informal process established to help ensure a Tenant the opportunity for reasonable review of an individual Tenant dispute regarding a KCHA action (or failure to act) involving the Tenant’s lease or HA regulations which adversely affect the individual Tenant’s rights, duties, welfare or status.

Copies of the Grievance Procedure shall be provided to each Tenant and all resident organizations. In addition, KCHA shall provide at least 30 days’ notice to Tenants and Resident Organizations of any changes to the Housing Authority’s Grievance Procedure and provide opportunity to submit written comments regarding the proposed changes. Comments submitted shall be considered by the Housing Authority before adoption of any Grievance Procedure change.

II. Definitions

For the purpose of handling and reviewing all individual Tenant complaints, the following definitions apply:

- A. “Area Office” means the management office for the property in which the Complainant resides.
- B. “Complainant” means any Tenant presenting a complaint or dispute to the Housing Authority, or at one of the Area Offices, to be handled or reviewed in accordance with the procedures set forth below. The Complainant may also be referred to as “Tenant”.
- C. “Grievance” means any complaint or dispute which an individual Tenant (residing in a Housing Authority-owned dwelling unit assisted under the U.S. Housing Act of 1937) may have with respect to a Housing Authority action or failure to act which affects that Tenant’s lease or with respect to Housing Authority regulations which a Tenant believes adversely affect their rights, duties, welfare, or status. Examples include, but are not limited to, a proposed lease termination, transfer of the Tenant

to another unit, or imposition of charges for maintenance, repair, or excess consumption of utilities.

- D. "Hearing Officer" means an impartial person (or persons) selected by the Housing Authority other than the person who made or approved the decision under review, or a subordinate of that person.
- E. "Regional Manager" means a representative of the Housing Authority assigned to oversee the operations and management of one of KCHA's property management regions.
- F. "Resident Organization" includes a resident management corporation, Resident Advisory Committee, and/or KCHA-recognized resident council.
- G. "Tenant" means an adult person (other than live-in attendants):
 - 1. Who resides in the unit, and who executed the lease with the Housing Authority, or, if no such person now resides in the unit,
 - 2. Who resides in the unit, and who is the remaining head of household of the tenant family residing in the dwelling unit.

III. Applicability

This procedure applies to all Grievances, except as stated below:

- A. The Grievance Procedure does not apply to disputes between Tenants;
- B. The Grievance Procedure is not to be used as a forum for initiating, negotiating or reviewing administrative determinations by the HA, general policy issues or class grievances.
- C. The Grievance Procedure does not apply to Evictions or Terminations that involve:
 - 1) Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or employees of the Housing Authority;
 - 2) Any drug-related or violent criminal activity on or off the premises; or
 - 3) Any criminal activity that resulted in felony conviction of a household member.

The Grievance Procedure will not affect any rights the Complainant may have to a trial de novo or judicial review in any judicial proceedings.

IV. Steps of the Grievance Procedure

A. **STEP 1: Present the Grievance**

Grievances must be presented by the Complainant, either orally or in writing, to the Area office within **ten (10) business days** of the Housing Authority action (or failure to act).

Failure to present a Grievance within the above time limits will result in the Complainant forfeiting any further rights to have their grievance heard. However, if the Complainant establishes to the Regional Manager's satisfaction that the failure to comply with this requirement was for good cause, the Regional Manager may choose to proceed with an informal meeting as set forth in Step 2, below. "Good cause" is defined as an unavoidable conflict that prevented the Complainant from presenting their grievance within the time limit provided. KCHA may request documentation of the good cause.

B. **STEP 2: Informal Settlement of the Grievance**

Subject to any limitations details in Section III (Applicability) a Regional Manager will hold an informal meeting with The Complainant so that the Grievance may be discussed informally and, if possible, settled without a hearing.

During the informal meeting, the Complainant and the Regional Manager may each have a maximum of three other people in attendance at the meeting. After the meeting, the Regional Manager will write a detailed summary of the meeting which includes: (1) the date of the meeting; (2) the pertinent facts discussed; (3) the names of the participants; (4) the proposed disposition of the Grievance and reasons therefor; and (5) an attached copy of the Grievance Procedure that specifies the procedures by which a hearing may be obtained if the Complainant is not satisfied with the Regional Manager's proposed disposition.

This summary shall be sent to the Complainant within **five (5) business days** after the meeting. A copy will also be retained in the Complainant's tenant file.

C. **STEP 3: Grievance Hearing**

Once the Complainant receives the Regional Manager's summary of the meeting, if not satisfied with the proposed disposition the Complainant may request a hearing.

1. **Request for a Hearing.** The Complainant must submit a written request for a hearing to the Area Office within **five (5) business days** of the receipt of the Regional Manager's summary of the informal meeting prepared pursuant to Subsection B above. Receipt is defined as the date of actual delivery to a

member of the Complainant household, or, when the documents are sent by mail, five days from the date of proper mailing. The written request must specify: (1) the Grievance; (2) the reasons for the Grievance; and (3) the action or relief sought.

The Complainant's request for a grievance hearing will be dated immediately upon receipt at the appropriate Area Office and placed in the Complainant's tenant file (together with the summary of the informal meeting).

2. **Failure to Request a Hearing.** If the Complainant does not request a hearing in the manner described above, the Housing Authority's disposition of the Grievance under Section IV.B above, will become final. However, failure to request a hearing does not constitute a waiver by the Complainant of the right to contest the disposition of the Grievance in an appropriate judicial proceeding.
3. **Scheduling of Grievance Hearings.** The Hearing Officer will schedule the Grievance Hearing within a reasonable time, but no later than 15 business days, following the Complainant's properly submitted request as detailed in Section IV.C(1) above. Extension of this time limit must be agreed to in writing by both parties. The place of the hearing will be reasonably convenient both to the Complainant and to the Housing Authority. The Complainant and the Housing Authority shall be given written notice of the time, place, and procedures governing the hearing.

V. Selection of Hearing Officer

- A. To support an expeditious Grievance process, the Housing Authority will establish a list of qualified individuals to serve as Hearing Officers. Qualified individuals need not be legal professionals and may be current or former Housing Authority employees, agency partners or other persons deemed necessary by the Housing Authority.
- B. In selecting a Hearing Officer from the list of qualified individuals the Housing Authority will avoid selecting an individual who may have a conflict of interest with the Complainant or may lack impartiality.

The Housing Authority reserves the right to pay Hearing Officers for their services and to provide training on such areas as the grievance procedure, dwelling lease requirements, and other related policies and procedures.

VI. Accommodation of Person with Disabilities

- A. At any time during the Grievance process, a Complainant may request reasonable accommodation of a handicap or disability of a household member, including

reasonable accommodation so that the Complainant can meet lease requirements or other requirements of tenancy.

- B. The Housing Authority shall provide reasonable accommodations for persons with disabilities to participate in the Grievance process. Reasonable accommodation may include but is not limited to qualified sign language interpretation, readers, and accessible locations.
- C. If the Complainant is visually impaired, any notice to the Complainant that is required as part of the Grievance procedure will be in an accessible format.

VII. Procedures Governing the Grievance Hearing

- A. The Complainant will be afforded a fair hearing providing the basic safeguards of due process which includes:
 - 1. The opportunity to examine before and during the hearing all documents, records, and regulations of the Housing Authority directly relevant to the grievance hearing. The Complainant shall be allowed to copy any such document at their own expense. Any document not made available for examination upon request by the Complainant may not be used by the Housing Authority at the hearing;
 - 2. The right to be represented by counsel or any other person designated by Complainant as Complainant's representative, and to have such person make statements on the Complainant's behalf;
 - 3. The right to a private hearing unless the Complainant requests a public hearing;
 - 4. The right to present evidence and arguments in support of the Complainant's complaint, to contest evidence or information relied on by the Housing Authority, and to confront or cross-examine all witnesses upon whose testimony or information the Housing Authority relies; and
 - 5. A decision based solely and exclusively upon the facts presented at the hearing.
- B. The Hearing Officer may render a decision without proceeding with the hearing if it is determined that the issue raised by the Grievance has been the subject of a decision in a previous proceeding that provided the Complainant procedural safeguards at least equal to those required herein.
- C. If either the Complainant or the Housing Authority fails to appear at a scheduled hearing, the Hearing Officer may continue the hearing for a period of no more than five business days for documented good cause (as defined in Section IV.A above) or may determine that the non-appearing party has waived the right to a hearing. Both

the Complainant and the Housing Authority shall be notified of the decision of the Hearing Officer. A determination that the Complainant has waived the right to a hearing does not constitute a waiver of any right the Complainant may have to contest the Housing Authority's disposition of the Grievance in an appropriate judicial proceeding.

- D. At the hearing, the Complainant will first explain why they think that the Housing Authority action was incorrect and why they are entitled to the relief sought. Afterwards, the Housing Authority shall present its reason for taking or failing to take the action that is in dispute. Either party will have the opportunity to rebut the information presented during the hearing, including the right to confront and cross-examine witnesses.
- E. All hearings shall be conducted informally by the Hearing Officer. Oral and documentary evidence pertinent to the facts and issues raised by the Grievance may be received regardless of whether such evidence would be admissible in a judicial proceeding. Irrelevant and unduly repetitive evidence will be excluded. Challenges to the admissibility of evidence shall be determined solely by the Hearing Officer in their reasonable discretion. The Hearing Officer shall require everyone in attendance to conduct themselves in an orderly fashion. Failure to comply with the directions of the Hearing Officer may result in exclusion from the proceedings, in a decision adverse to the interests of the disorderly party, or in such other relief as the Hearing Officer reasonably determines.

The Complainant or Housing Authority may arrange in advance—and at the expense of the party making the arrangement—for a verbatim transcript of the hearing. Any interested party may purchase a copy of such transcript. The Housing Authority will comply with HUD's "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" issued on January 22, 2007.

VIII. Decision of the Hearing Officer

- A. The Hearing Officer shall prepare a written decision, stating the findings of fact and conclusions upon which the result is based, within **ten (10) business days** of the hearing. Copies of the decision will be sent to the Complainant and to the Housing Authority. The Housing Authority shall retain a copy of the decision in the Complainant's tenant file. A log of all hearing officer decisions will be maintained by the Housing Authority and made available upon request of the hearing officer, a prospective Complainant, or a prospective Complainant's representative(s).
- B. The decision of the Hearing Officer shall be binding on the Housing Authority which shall take (or refrain from) any actions, necessary to carry out the decision unless the Housing Authority's Board of Commissioners determines within a reasonable

time, not to exceed 30 days, and promptly notifies the Complainant in writing of its determination, that:

1. The Grievance does not concern the Housing Authority's action or failure to act in accordance with or involving the Complainant's lease on Housing Authority regulations which adversely affects the Complainant's rights, duties, welfare, or status; or
 2. The decision of the Hearing Officer is contrary to applicable Federal, state, or local law; the United States Housing Act of 1937, as amended; Department of Housing and Urban Development (HUD) regulations or requirements; the Housing Authority's regulations and policies; or requirements of the Annual Contributions Contract between HUD and the Housing Authority in effect on the date of the hearing.
- C. A decision by a Hearing Officer or Board of Commissioners in favor of the Housing Authority or which denies the relief requested by the Complainant in whole or in part, will not constitute a waiver of, nor affect in any manner whatever, any rights the Complainant may have to a trial de novo or judicial review in any judicial proceedings, which may later be brought in the matter.

IX. Impact upon Proposed Adverse Actions/Eviction Actions

- A. In the case of proposed adverse actions other than a proposed lease termination, the Housing Authority shall not take the proposed action until the time for the Tenant to request a grievance hearing has expired, and (if a hearing was timely requested by the Tenant) the grievance process has been completed.
- B. If the Grievance involves a Housing Authority notice of termination of tenancy (including any concurrently served notice to vacate required under state or local law), the tenancy shall not terminate until the time for the Tenant to request a grievance hearing has expired, and (if a hearing was timely requested by the Tenant) the grievance process has been completed.

EXHIBIT O - SCHEDULE OF TENANT CHARGES - KCHA

~~In order to~~To standardize charges to tenants for services rendered by management, this uniform charge schedule will be used. All other charges not specifically included in the ~~schedule~~Schedule of Charges below will be based upon the actual cost of materials plus labor at the current HUD-approved labor pay rate ~~as listed below. Overtime charges may apply to emergency after hour calls at the rate of time and a half (or double if it falls on a holiday) based on the labor rates listed below.~~

Tenant shall pay reasonable charges (as outlined herein) for the repair of damages to the dwelling unit, equipment or to the project (including damages to buildings, facilities, or common areas) caused by the tenant, a member of the household or a guest; and/or whenever repair or replacement is necessitated for reasons other than normal wear and tear. Charges for landscaping and cleaning apply when tenants are responsible for these tasks.

In cases where the cost of repair is greater than the cost of replacement, the replacement cost will apply. In instances where ~~items have~~the housing authority has an established life cycle and the cost of repair is greater than the cost of replacement, the tenant will be charged for the unused portion of the life cycle ~~as stated in Section V.~~

Whenever referred to in this policy, "Actual Costs" will be the current actual cost of materials and labor ~~needed~~ to repair or replace each item. Labor charges will be assessed in 15 minute (.25 hour) increments, for the actual time worked only, and do not include travel time by the maintenance staff ~~person.~~ The minimum time charged ~~for work completed will be 30 minutes (.5 hours)~~ during ~~normal~~regular business hours ~~will be one-half hour. Any repairs required, and 60 minutes (1 hour) after normal working hours will have a minimum charge of one (1) hour, weekends, and on holidays. All charges for labor will be calculated using the labor rate in effect at the overtime or holiday labor rates outlined in Sections I, II, and III whenever damages are due to reasons other than normal wear and tear~~time the work is completed.

Examples of instances beyond normal wear and tear include but are not limited to:

- Damage/repair: broken glass for light fixtures, cracked floor tiles, holes in walls or ceilings, damaged or missing doors, burnt countertops, broken appliance components, and carpet stains.
- Painting: due to crayon/ink marks, returning paint to original color, and encapsulating/covering substances such as residue from cooking or candles.
- Yard: overgrown vegetation.

Work Orders Charged to Tenants

Any maintenance work to be charged to a tenant will be plainly marked as charged ~~All completed on work orders. Completed~~ work orders will be ~~assessed~~reviewed by the portfolio management office ~~that, which~~ will post applicable charges to the tenant's account and file the work order in the resident's~~tenant's~~ file. Property Management staff will ~~send notification of~~notify the ~~charged work order to the resident~~tenant of any charges.

CHARGES FOR MAINTENANCE/REPAIR/PAINTING

Charges for Maintenance/Repair/Painting items will be assessed based on the actual time to complete the work, which, in turn, will be based on the current hourly wage approved by the Department of Housing and Urban Development (HUD). Additional costs may be incurred for any materials or supplies needed to complete the repair. Hourly wages are adjusted yearly and will be posted in the Property Management offices. Please note, these rates are subject to change as mandated by HUD.

CHARGES FOR PAINTING

Charges for painting a unit will be assessed if there are damages outside of normal wear and tear and would include additional painting effort required as a result of items such as (but not limited to): holes in walls, removal of crayon/ink/paint added by resident(s) and/or removal of residue from smoking and/or candles. In such cases, charges for painting required will be assessed in addition to those applicable charges to repair/clean the wall surface. Painting charges will be assessed based on the labor rates listed in Section I.

CLEANING CHARGES FOR VACATED UNITS

Cleaning charges will be assessed for the actual time spent cleaning a vacated unit and will be based on the current hourly wage approved by HUD. Additional costs may be incurred for any materials or supplies needed to complete the repair, based on their actual costs. Hourly wages are adjusted yearly and will be posted in the Property Management offices. Please note, these rates are subject to change as mandated by HUD.

CHARGES FOR CLEANING AND LANDSCAPING

Charges for Landscaping and Cleaning where the resident is not exempt from performing this work will be based on the current hourly rate for a Landscape/Cleaner and the actual cost of materials and supplies. Hourly wages are adjusted yearly and will be posted in the Property Management offices. Please note, these rates are subject to change as mandated by HUD. Exceptions to these types of charges may be allowed based on approved Reasonable Accommodation requests.

CHARGES FOR DAMAGE TO DWELLING EQUIPMENT

(Ranges, Hot Water Tanks, Refrigerators, Heaters, etc.)

Because of the great variety of replacement parts and the variation in the extent of damages that are possible, all charges for damages or repair of dwelling equipment will be based on the actual cost of the part(s) needed for repair and the actual labor involved at the current labor rates listed in Section I of this policy. Please note, these rates are subject to change as mandated by HUD. The determination regarding whether or not dwelling equipment needs to be replaced rather than repaired will be based on the life expectancy chart below.

EQUIPMENT LIFE EXPECTANCY RATES (BASED ON HUD GUIDELINES)

Equipment	Life Expectancy
Stove	13 Years
Refrigerator	10 Years
Washer/Dryer (where provided by KCHA)	10 Years
Carpet	5 Years
Vinyl/Tile Flooring	10 Years
Blinds/Screens/Window Treatments	5 Years
Cabinet Boxes/Doors/Drawers	20 Years

Equipment	Life Expectancy
Toilet	20 Years
Interior /Closet Doors	20 Years
Entry/Sliding/Patio Doors	50 Years
Tubs/Sinks/Tub Surrounds/Shower Doors	20 Years
Heater/Air Conditioning Units	14 Years

CHARGES FOR DAMAGE TO BUILDINGS AND FIXTURES

For each incident, the total charge to repair the damage will be based on the total costs of material and labor required to repair the damage. All labor charges will be calculated using the maintenance/repair labor rates listed above in Section I. Examples of charges for damages within this category include, but are not limited to: glass replacement for light fixtures, floor tiles, holes in walls/ceilings, damaged/defaced/missing doors, and damaged door jams.

Miscellaneous Resident Charges (Includes Deposits)

Schedule of Charges - Routine Maintenance and Other Charges (Including deposits)

Item	Description	Cost
Unit Key	Lost/Unreturned Key Replacement	\$5.00 per key
Electronic Key Access Card	Lost/Unreturned Card Replacement	\$10.00 per card
Lock Changes	Failure to Return Keys/Requested by Resident / Tenant	\$25.00 per lock
During Work Hours Lock Outs	Resident / Tenant is locked out of unit	\$15.00 per occurrence
After Hours Lock Outs	Resident / Tenant is locked out of unit	\$50.00 per occurrence
Garbage Dump Fees	If total amount of trash/items removed from unit will not fit in dumpster/compactor	\$25.00 per trip Actual cost.
Furniture/Appliance Disposal	Tenant-owned Items taken to the dumpster	\$25.00 per item
Return of Garbage Cans/Lids	From street to unit area	\$10.00
Rescheduling Pest Control	Resident Unprepared / Tenant unprepared for treatment	Actual Cost cost from contractor
Fire Damage	Damages to their unit or common areas (caused by resident and/or guests)	100% of Damage Amount (Maximum of \$3,000.00)

Item	Description	Cost
Copies of Documents	From resident/tenant file or policy documents	No charge for 525 pages or less. \$.15 per additional page after the first 5 .
Over Housed Family Fee	Family is in a bigger unit than they qualify for	The charge will be calculated as the difference between KCHA's the local (1) Voucher Payment Standard for the family's current unit size and (2) the Voucher Payment Standard for the unit size for which the family actually qualifies.
Additional Parking Space	If extra spaces are available	\$25.00
Security Deposit	Refundable deposit required at time of move-in	\$75 (mixed population bldgs.) \$150 (family properties)
Pet Deposit	For allowed pets per policy	\$100 per pet

Note: All charges [listed](#) in this policy are subject to exceptions based on approved Reasonable Accommodation requests.

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King County
Housing
Authority

RAD Conversion Update

Repositioning KCHA's public housing portfolio to the Section 8 program through HUD's Rental Assistance Demonstration (RAD) program.

March 16, 2025



Background

- 🏠 **May 2025** - Board of Commissioners adopted Resolution No. 5793 approving submission of:
 - a RAD **Portfolio Award** application to HUD for conversion of up to the entirety of KCHA public housing units (2,453 total public housing units) to PBV or PBRA; and
 - RAD applications for **six properties** (340 total public housing units) for conversion to RAD PBV.
- 🏠 **June 2025** - KCHA staff submitted a Portfolio Award application and six separate RAD applications for each public housing properties in **Cohort 1**: Briarwood, Brittany Park, Lake House, Munro Manor, Riverton Terrace II, and Yardley Arms.
- 🏠 **July 2025** – Board of Commissioners adopted Resolution No. 5799 approving RAD Amended to KCHA's 2025 MTW Plan.
- 🏠 **November 2025** - Board of Commissioners adopted Resolution No. 5809 approving submission of RAD applications for **seven properties** (485 total public housing units) for conversion to RAD PBV.
- 🏠 **December 2025** - KCHA staff submitted seven separate RAD applications for each public housing properties in **Cohort 2**: Boulevard Manor, Burndale Homes, Eastside Terrace, Firwood Circle, Paramount House, Southridge House, and Valli Kee.

KCHA's RAD Conversion Plan

- 🏠 Reposition KCHA's Public Housing properties to the Section 8 program through HUD's **Rental Assistance Demonstration (RAD)** program.
- 🏠 Convert all **2,453** public housing units to RAD **Project-Based Vouchers (PBVs)**.

Funding for public housing program is **insufficient**.

Reasoning

- 🏠 For many years Congressional appropriations for public housing have been insufficient to cover the actual costs to administer the public housing program and to maintain the physical assets.
- 🏠 Repositioning our public housing units to the Section 8 program through RAD conversion would provide greater assurance of long-term funding stability while preserving deep rental subsidies for residents.

Converting 100% of our public housing to RAD PBVs would increase annual funding by over **\$6 million**

We are still early in the RAD conversion process and KCHA's plans are subject to change

Phased Approach

- 🏠 KCHA plans to convert our public housing inventory to the Section 8 program in groups
- 🏠 Some groups will convert through a straight RAD (subsidy-only) conversion, without any construction
- 🏠 Some groups will convert through a **blend** of RAD and Section 18 Disposition (includes construction)
- 🏠 We could convert our entire portfolio to the Section 8 program as early as **2029**, but it may take longer

RAD Cohort / Application Group	Units	Type of Conversion	Resident Notice – Initial Engagement	Estimated Closing	Status
Cohort 1	340	Subsidy Only (no-debt)	Q2 2025	Q3 2026	Application Approved
Cohort 2	485	Subsidy Only (no-debt)	Q3 2025	Q4 2026	Application Approved
Cohort 3	269	Construction Blend	Q2 2026	Q3 2027	Planning
Cohort 4	321-343	Subsidy Only (no-debt)	Q2 2026	Q4 2027	Plan
Cohort 5	793	Construction Blend - LIHTC			Plan
Cohort 6	245-250	Small PHA Blend			Not started

Cohort 3 resident engagement postponed until **April** (doesn't impact estimated closing date)

RAD Applications approved on **February 18th**

Properties and Unit Count by Cohort

Property Name	RAD Cohort	PH Units
Briarwood	1	70
Brittany Park	1	43
Lake House	1	70
Munro Manor	1	60
Riverton Terrace II	1	30
Yardley Arms	1	67
Boulevard Manor	2	70
Burndale Homes	2	50
Firwood Circle	2	50
Paramount House	2	70
Southridge House	2	80
Valli Kee Homes	2	115
Eastside Terrace	2	50
Casa Juanita	3	80
College Place	3	51
Forest Glen	3	40
Northlake House	3	38
Westminster Manor	3	59

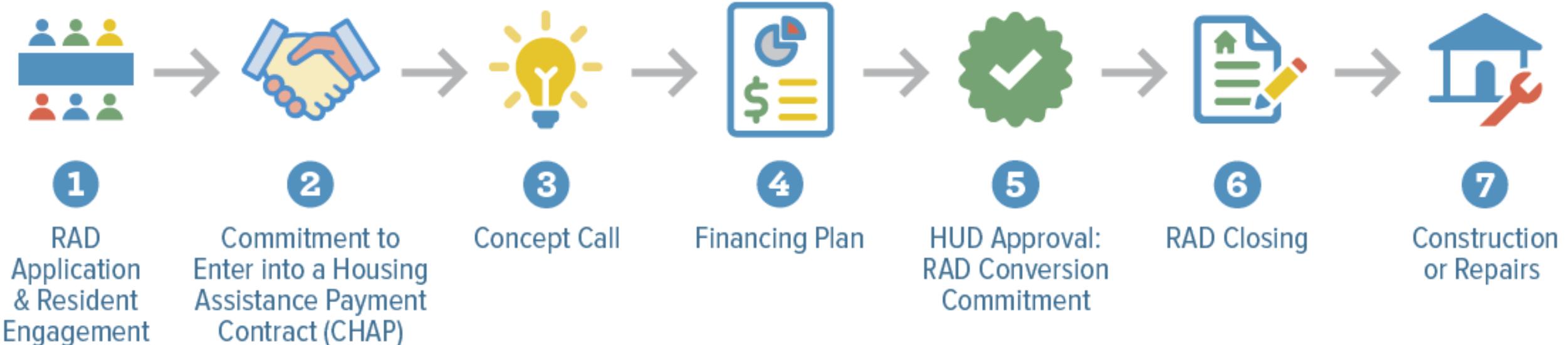
Property Name	RAD Cohort	PH Units
Brookside	4	16
Nia Apartments	4	40
Northwood	4	34
Pacific Court	4	32
Salmon Creek	4	50
Seola Crossing	4	77
Shelcor	4	8
Vantage Point Apartments	4	77
Ballinger Homes	5	110
Burien Park	5	102
Casa Madrona	5	70
Cascade Apartments	5	108
Gustaves Manor	5	35
Mardi Gras	5	61
Northridge House	5	140
Peppertree	5	28
Plaza Seventeen	5	70
Wayland Arms	5	67

Property Name	RAD Cohort	PH Units
Eastbridge	6	13
Fairwind	6	87
Houghton Apartments	6	10
Island Crest Apartments	6	17
Kirkland Place	6	9
Northwood Square	6	24
Park Royal	6	23
Sixth Place	6	24
Village Plaza	6	3
Zephyr	6	25

RAD Conversion Process

- 🏠 The **entire process**, from initial resident engagement through the end of construction (if applicable) could take from up to **3 years**.

THE RAD CONVERSION PROCESS

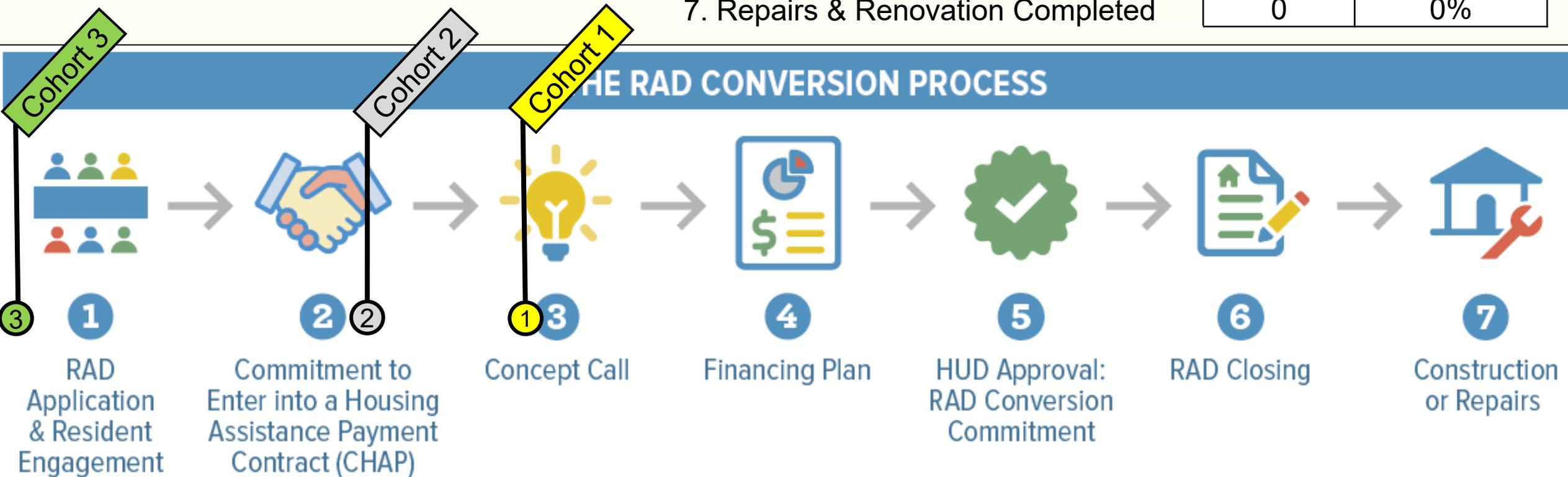


34% of our Public Housing units have begun the RAD conversion process

RAD Conversion Milestones

0. RAD Portfolio Award
1. RAD Application
2. HUD Initial Approval (CHAP)
3. Concept Call
4. Financing Plan
5. HUD Approval (RCC)
6. Closing
7. Repairs & Renovation Completed

Total Units	% of Public Housing
2453	100%
825	34%
825	34%
0	0%
0	0%
0	0%
0	0%
0	0%
0	0%



In-Process RAD Conversions (825 units)

16% of households in Cohort 1 will need to temporarily relocate for KCHA to make required repairs

RAD Application Group (Cohort)	# Units	% of Portfolio Award
Cohort 1 - Subsidy-only (no debt)	340	14%
Briarwood	70	2.9%
Brittany Park	43	1.8%
Lake House	70	2.9%
Munro Manor	60	2.4%
Riverton Terrace II	30	1.2%
Yardley Arms	67	2.7%
Cohort 2 - Subsidy-only (no debt)	485	20%
Boulevard Manor	70	2.9%
Burndale Homes	50	2.0%
Eastside Terrace	50	2.0%
Firwood Circle	50	2.0%
Paramount House	70	2.9%
Southridge House	80	3.3%
Valli Kee	115	4.7%

Temporary Relocation (# Units / # Days)

54 units	~4 days
42 units	3-4 days
12 units	3-4 days
0	0
0	0
0	0
0	0
TBD	TBD
TBD	TBD

We are starting to review the Capital Needs Assessments and will have more information in April.

Questions?

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Households Served

point in time as of December 2025¹

24,070

Finance

	Budgeted	Actual	Actual to Budget	
Revenue year-to-date	\$553,629,179	\$581,639,508	105.1%	
Expenditure year-to-date	\$508,162,957	\$485,084,481	95.5%	
LGIP Rate Investments	4.69%	3.87%	-0.816%	
Non-LGIP Investments	4.69%	3.51%	-1.18%	

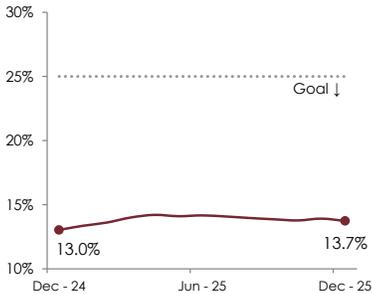
Housing Management

	Scope	Target	December '25	
Public Housing Occupancy ²	2,453 units	98.0%	98.2%	
Local Programs Occupancy ³	9,012 units	96.5%	97.7%	
Total Units Online	12,878 units		12,878	

Housing Choice Voucher Program Operations

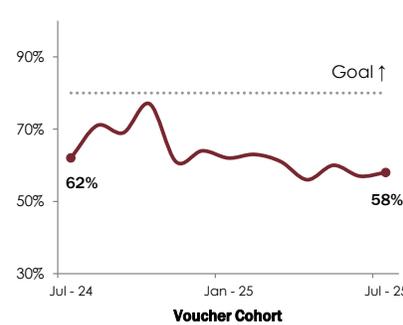
Shelter Burden

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



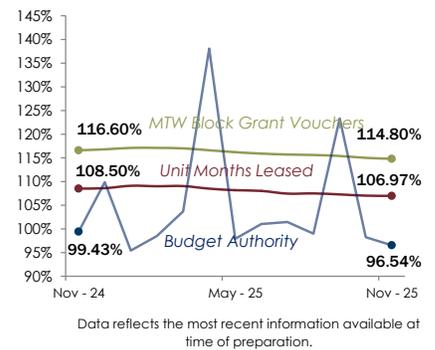
Shopping Success

Lease up success rate within 180 days of voucher issuance, by month of issuance.



Utilization Rate⁴

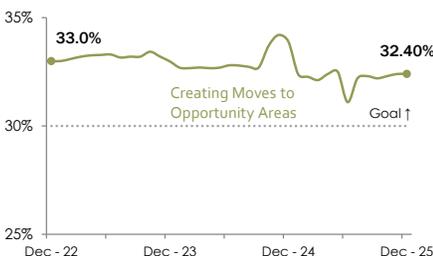
Percentage of HUD ACC leased by month and by budget authority.⁵



Focus Areas

Opportunity Area Access

Percentage of households with children living in high opportunity areas.



Notes

1) Includes households in federally subsidized programs, workforce housing, and local programs. 2) Excludes 49 units in portfolio where turnover is not tracked monthly. 3) Kirkland Heights is not factored in to occupancy rates because it is under construction. 4) Does not include Emergency Housing Vouchers. 5) HUD measures utilization by both unit months and budget authority. Historically, budget authority is a more important metric.

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King County
Housing
Authority

Goals & Objectives

January 2026



Goal 1: Equitable, inclusive, anti-racist practices

Objective 1: Advance equitable impacts of policies and practices by using the Equity Lens Toolkit

Strategies

1. Analyze outcomes in Housing Choice Voucher and Public Housing terminations to identify disparate impact.
2. Analyze property acquisition strategy with focus on communities underserved by KCHA.
3. Analyze zero income households to with respect to disparate impact and workforce access.
4. Analyze reasonable accommodation requests.

Goal 1: Equitable, inclusive, anti-racist practices

Objective 2: Modernize KCHA's procurement policy

Strategies

1. Reduce barriers to small businesses in bids and response to procurement.
2. Reduce barriers to small businesses in working with KCHA after contract awards.

Goal 2: Position KCHA as an employer of choice by attracting, developing, and retaining staff

Objective 1: Empower workforce with modern productivity tools, targeting 10% annual adoption growth

Strategies

1. Increase adoption of Microsoft 365.
2. Increase adoption of Microsoft CoPilot.
3. Increase adoption of SharePoint Online.

Goal 2: Position KCHA as an employer of choice by attracting, developing, and retaining staff

Objective 2: Modernize compensation practices, strengthen performance management systems, and improve supervisory skills and capabilities

Strategies

1. Implement updated equity and market aligned pay structures.
2. Improve performance management practices and reviews.
3. Expand and improve manager training with a focus on “nuts-and-bolts” supervisory practices.

Goal 3: Upgrade and expand affordable housing inventory

Objective 1: Preserve housing assistance across KCHA's existing clientele

Strategies

1. Provide housing assistance options for Emergency Housing Vouchers, who are at risk of imminent displacement due to funding loss.

Goal 3: Upgrade and expand affordable housing inventory

Objective 2: Advance long-term growth by strengthening development coordination, establishing consistent standards for properties , and guiding future portfolio expansion

Strategies

1. Define upgrade standards for internal and external elements, such as maintenance, amenities, landscape, etc.
2. Develop a rating system based on the new upgrade standards
3. Develop a consistent acquisition strategy

Goal 4: Reduce KCHA's environmental footprint and promote environmental justice

Objective 1: Advance KCHA's 5-year Sustainability Action Plan

Strategies

1. Update the Sustainability Action Plan
2. Expand awareness and use of existing sustainability dashboard

Goal 4: Reduce KCHA's environmental footprint and promote environmental justice

Objective 2: Adopt Washington State's Clean Building Performance Standards (CBPS)

Strategies

1. Develop and submit clean energy plans to the state
2. Develop operations and maintenance plans
3. Configure computerized maintenance management system to support operations and maintenance plans

Goal 5: Improve operational experience for KCHA's clientele

Objective 1: Improve CAC and HCV call handling and response times

Strategies

1. Establish baseline for call volume and types of questions asked
2. Establish baseline client experience and satisfaction survey
3. Implement unified customer portal (RentCafe) and drive customer adoption

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March 16, 2026

KCHA

IN THE NEWS

Affordable housing coming to Skyway-West Hill community

Published 11:30 am Thursday, March 5, 2026

By Drew Dotson



The housing project will have 30 homes, ranging from two to four bedrooms each. Photo provided by King County

King County is building “affordable” homes in the Skyway-West Hill community.

The King County Council approved a King County Housing Authority project to build 30 manufactured houses on a 2.89-acre property off S. 129th Street near the intersection of Martin Luther King Jr. S. The housing will be “affordable” to households earning at or below 80% of area median income (AMI), which is approximately \$96,950 for a family of two or \$121,150 for a family of four.

According to the Washington Center for Real Estate Research at the University of Washington, the median home price in King County nearly doubled from 2015 to 2024, while median household income, as reported by the Federal Reserve Bank of St. Louis, has increased by only approximately 50 percent over the same period.

“King County’s affordable housing crisis is pushing working families farther from opportunity, stability and community. Projects like this one in Skyway are exactly the kind of practical solutions we need, creating homes people can actually afford in a community that reflects the diversity and strength of our region,” Councilmember Rhonda Lewis said. “This project will deliver real housing for real people. It’s a reminder that progress doesn’t always come from grand gestures, but from consistent investments that strengthen neighborhoods and expand opportunity.”

Lewis, who sponsored the ordinance, said this agreement is the first between King County and King County Housing Authority. The King County Housing Authority administers rental housing and rental assistance for more than 50,000 people across the county. It owns more than 155 properties with more than 12,700 units, including more than 2,500 units of federally-subsidized housing for families, seniors and people with disabilities.

King County Housing Authority is partnering with Manufactured Housing Community Preservationists (MHCP), a Washington nonprofit corporation that purchases, renovates and operates mobile home/manufactured housing communities as affordable housing. The housing project is located between two existing manufactured housing communities that are owned and operated by MHCP. The project will feature two-bedroom, three-bedroom and four-bedroom units. Lewis said they made “no sacrificing of life safety standards” for the project.

“A lot of painstaking work has gone into this agreement to ensure that we have the variances to allow for more affordable housing in one of the most diverse parts of our region,” Lewis said. “We hope that this will open doors to help more people realize home ownership in unincorporated King County.”

The housing, tentatively called Vue Terrace, is fully funded, including \$2,900,000 from King County’s housing finance program, and will be ready for construction once development permits are issued.

“King County continues to make headway in getting affordable housing where we need it for the people and families that need it most,” King County Executive Girmay Zahilay said. “This housing win for Skyway neighbors represents a lot of time spent on the ground in community listening and acting to secure the funding and land to make real homes for King County families and I have so much gratitude for Councilmember Lewis getting it across the finish line along with the council.” Trending

Read more at: <https://www.rentonreporter.com/2026/03/05/affordable-housing-coming-to-skyway-west-hill-community/>