

**KCHA Board of Commissioners**

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

President/CEO — Robin Walls

**RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD)
RESIDENT INFORMATION NOTICE (RIN)**

9/9/2026

Dear Brookside Residents:

You are invited to a resident meeting about King County Housing Authority's (KCHA's) plans to convert Brookside's primary source of federal funding for Public Housing units to Section 8 rental assistance under the Rental Assistance Demonstration (RAD) program.

We encourage you to come to the resident meeting to learn more about how a RAD conversion would impact your property and you.

Date: Wednesday, September 16, 2026

Time: 10:00 AM - 11:00 AM

Location: Brookside - 7644 N.E. Bothell Way, Kenmore, WA 98028

If you can't attend this meeting, Brookside is one of many properties planned for RAD conversion. You are welcome to come to any of the meetings at the other properties that KCHA is planning to convert to RAD. We will also be scheduling a webinar within the next few months open to residents at all properties we're planning to convert to RAD. Talk to your property management office for more information about these meetings or scan the QR code on the next page to visit KCHA's RAD Project Webpage.

For translation of this notice contact your Property Management Office at (206) 829-2490.

RAD is a funding program run by the U.S. Department of Housing and Urban Development (HUD). If KCHA's RAD application is accepted, HUD will change the way it provides Public Housing rental assistance funds to Brookside from Public Housing to a long-term Section 8 contract. The Section 8 program is likely to be a more flexible funding source in the future and will simplify funding for repairs and improvements.

For a general overview of the RAD program, see **RAD Fact Sheet #1**:

https://www.hud.gov/sites/dfiles/Housing/documents/RADResidentFactSheet_1_RADOverview.pdf

This letter describes your rights under RAD and explains how a RAD conversion might affect you.

You will keep your rental assistance whether or not KCHA participates in RAD.

We do not expect that you will need to move from your apartment due to RAD.

This packet includes current plans for your property in Attachment 1 and Frequently Asked Questions in Attachment 2.

For additional information, scan this QR code:



Know Your Rights under RAD

Your Right to Information

At the community meeting, we will describe the Rental Assistance Demonstration (RAD) program and how it will affect you in more detail. We will also answer your questions.

If KCHA is accepted into the RAD program, then we will have additional resident meetings about our plans.

You have the right to hear about major changes in the plans for the project, and we will invite you to additional meetings if major features of the plans change.

You also have a right to organize and to form a resident organization to serve as your voice and to keep you informed about the RAD plans.

Your Right to Rental Assistance

RAD does **not** affect your rental assistance.

You will keep your rental assistance if you continue to comply with the requirements of your lease. Residents that currently receive Public Housing assistance will need to sign a new lease with information about RAD, but the terms will be similar to the lease you have now.

In most cases, your rent will not change because of RAD. If your rent changes, the increase will be phased in gradually.

Your Right to Relocation Assistance and Right to Return (if relocation is required)

In some situations, we may need to relocate you from your unit temporarily in order to complete repairs or do construction. Since we are at the beginning of the planning process for the RAD conversion, we don't yet know whether you will need to move. You **do not** need to move now.

If we require you to move, residents that currently receive Public Housing assistance are entitled to certain relocation protections under the RAD rules, including, in all cases, advance written notice, a right to return to your unit, and detailed information about the move. The other specific relocation protections depend on the situation, but may include advisory services, moving assistance, payments and other assistance.

In some cases, you have additional rights under other Federal laws, such as the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, often

referred to as the “Uniform Relocation Act.” If the Uniform Relocation Act applies, we must give you a “General Information Notice” which is also referred to as a “GIN.” To make sure we are complying with the Uniform Relocation Act, we are including the GIN with this letter. The GIN describes rights you have, but may also describe situations that don’t apply to you.

For more information see HUD’s RAD **FACT SHEET #9**:

https://www.hud.gov/sites/dfiles/Housing/documents/RADResidentFactSheet_9_RADandRelocation.pdf

Fair Housing and Civil Rights Requirements

The RAD conversion must follow Fair Housing and civil rights requirements. If you need a reasonable accommodation due to a disability, or have other questions about the RAD conversion, contact your **property management office**. If you need to appeal a decision made by KCHA, or if you think your rights aren't being protected, you may contact the **HUD Field Office in Seattle**.

Property Management Office ▪ Phone: (206) 829-2490 ▪ Email: GreenLeafOffice@kcha.org ▪ Fax: (206) 315-9187 ▪ TTY: 7-1-1	HUD Field Office ▪ Phone: (877) 741-3281 ▪ Email: WA_Webmanager@hud.gov ▪ Fax: (202) 485-5744 ▪ TTY: (206) 220-5254
---	--

Because we are early in the process, the plans for the RAD conversion may change. We are holding resident meetings to share our current plans and will keep you informed if there are any major changes. You should let us know if there are any repairs that need to be made at your property, and we will review those requests as part of the RAD process.

We will post information about RAD on our website under the "Residents" tab. We encourage you to come to the resident meetings to learn more about how a RAD conversion would impact your property and you.

Sincerely,

Chris Clevenger, Housing Initiatives Officer

Attachments: Current Plans for the Property
 Frequently Asked Questions and Answers
 RAD General Information Notice (GIN)

For more information about the RAD program, visit "What is RAD?":

<https://www.hud.gov/hud-partners/rad-whatisit>

Attachment #1

Current Plans for Brookside

This attachment outlines KCHA's plans for converting Brookside public housing units to a Section 8 project-based rental assistance program under HUD's Rental Assistance Demonstration (RAD). This funding conversion preserves and improves the property while ensuring residents continue to receive affordable housing assistance.

KCHA plans to complete the conversion by November 2027 and will provide regular updates on progress. We will also have resident meetings to discuss these plans in more detail. If you have any questions, contact your Property Management Office.

Note: These plans may change. As we develop the plans, we will consider:

- The opinions of residents
- An independent professional's analysis of what needs to be repaired
- The long-term cost to maintain the property
- The financing we may be able to get

RAD Conversion Overview

Brookside may transition public housing units to Section 8 project-based rental assistance through the Rental Assistance Demonstration (RAD) program. Our plan for RAD Conversion at Brookside:

- Will **not** include any major renovations to your property
- Will **not** transfer rental assistance from your property to another
- Will **not** partner with a developer or any other entity.
- Will **not** affect your eligibility for rental assistance
- **Will** change Brookside's primary source of federal funding for public housing units to Section 8 rental assistance under the RAD program.
- **May** require you to temporarily move out of your unit for KCHA to complete repairs.

You must continue to comply with your lease, and you will need to sign a new, similar lease during the RAD process if you receive public housing assistance. See more in **Lease Transition** below.

Projected Timeline

Most RAD conversions take 6 to 18 months after the application is approved. If HUD approves KCHA's application, we will have another meeting with you and share updates about our plans for conversion and a projected timeline.

Renovation Plans

We do **not** have any plans for major renovation or construction at Brookside as part of the RAD conversion.

We have hired a company to inspect Brookside and complete an assessment of the property's repair needs. If the assessment finds anything that needs to be fixed which requires you to **temporarily** move out of your unit, we will let you know in advance, and you will have the right to return once the repairs are finished. KCHA will pay for any relocation costs, as well as for your temporary housing.

Lease Transition

As part of the RAD conversion process, you will need to sign a new lease if you receive public housing assistance. The terms of the new lease will be similar to your current lease. In addition to your new lease, you will also need to sign a new **RAD Lease Addendum**.