



Housing Authority of the City of Bellingham

Notice of Regular Board Meeting
Bellingham Housing Authority Board of Commissioners
August 19, 2025

Location: 321 N. Samish Way, by phone, or by zoom

Time: 1:05pm

AGENDA

- A. ROLL CALL/QUORUM
- B. PUBLIC COMMENT AND RESIDENT INPUT
Public comments are only accepted in writing and must be submitted no later than 5pm on the day prior to the meeting.
- C. REPORTS
1. Executive Director Report (Andrew Calkins, 10 minutes)
 2. Annual Safety Update (Lindsay Burmeister, 10 minutes)
 3. Quarterly LIHTC Portfolio (Myrriah Train, 10 minutes)
- D. DISCUSSION / ACTION
1. Proposed Revisions to the BHA PHA Plan ([Link to doc](#)) (Kate Donnelly, 20 minutes)
 2. Review BHA Public Housing Draft 5-year Action Plan for Capital Fund Grant Program 2025 – 2029 (Tony Casale, 15 minutes)
 3. Executive Compensation Study (Lindsay Burmeister, 10 minutes)
- E. CONSENT ITEMS
1. Motion: Approve Cash Disbursements/Vouchers for the month of June 2025
 2. Motion: Approve Minutes for the month of June 2025 Regular Board meeting
 3. Motion: Set public hearing date for FY 2026 BHA Agency Plan for September 16, 2025
- F. NEW BUSINESS – COMMISSIONER REPORTS
- EXECUTIVE SESSION
- RECESS TO EXECUTIVE SESSION**
1. Pursuant to RCW 42.30.110(1)(g) – To evaluate the qualifications and performance of a public employee.
- CLOSE THE EXECUTIVE SESSION, RECONVENE PUBLIC MEETING**
- G. ADJOURNMENT

*The Bellingham Whatcom County Housing Authority Board of Commissioners will meet electronically on Tuesday, August 19, 2025. **Board Members and the public can attend this meeting via zoom or in person at the BWCHA Board Room located at 321 N. Samish Way.***

*Those who wish to provide **public comment** may send direct e-mail to publiccomment@bellinghamhousing.org and must be submitted no later than 5pm on the day prior to the meeting.*

Meeting Information

Webinar ID: 868 2734 6793

[Click Here to Join on Computer, Tablet, or Smart Phone](#) (data rates may apply)

To Join via Phone - (phone service provider rates may apply)

(253) 215-8782 (Tacoma); (206) 337-9723 (Seattle)



Bellingham & Whatcom County Housing Authorities

To: Board of Commissioners
From: Andrew Calkins, Executive Director / CEO
Date: August 19th, 2025
Re: Executive Director's Update

Staffing Updates

The Building Services Tech I job is currently open and we are reviewing applications. We are also continuing to recruit for two temporary Maintenance Techs to work specifically on flooring install. We are also bringing forward the addition of a Procurement Coordinator position for consideration at the September Board meeting.

Federal Budget & Tax Reconciliation Bill

At the federal level, House and Senate budget writers have each proposed their own proposals for FY 2026 HUD funding. On the Senate side, the FY 2026 THUD bill passed the Senate Appropriations Committee 27-1, signaling the bipartisan nature in which the bill was written. The Senate included an increase in Housing Choice Voucher program of \$1.829 billion over FY 2025 enacted levels (the House proposed level funding).

Unfortunately, the Senate's budget proposal includes flat funding for Public Housing Capital Fund and a decrease in funding for the Public Housing Operating Fund of approximately \$603 million less than FY 2025, or a 12% decrease. Given that the House has also proposed a funding decrease for Public Housing, there is a strong likelihood of a significant decrease in Public Housing Funding for FY 2026. As we work on a preliminary budget for 2026, we will be taking these initial numbers into account.

The 2026 Federal Fiscal Year begins October 1, 2025.

New Approach Proposed for Public Housing Operations and Cash Management

HUD has recently released multiple funding notices that change processes and rules for Public Housing Operating Funds. Of note, Notice PIH 2025-2 establishes a new order of expenditures for Public Housing program income which could result in use of program reserves prior to drawing down new operating subsidy from HUD. We are working to understand the full implications of this notice and its potential impact on program operations.

Homeless Housing Plan & Update on Homelessness

In July Whatcom County's Health & Community Services Department released findings from this year's Point in Time (PIT) Count of sheltered and unsheltered homelessness. The results showed a slight decrease of 4% (815 total individuals counted) but an increase in unsheltered homelessness. The count is only one measure of homelessness. The attached infographic from Whatcom County includes the PIT count data and other data points to round out the picture.



Whatcom County EDI Board

The Whatcom County Economic Development Investment Board (EDI) met on August 5th to review applications for affordable housing funding received in response to a request for proposals. The Board voted to fund two homeownership projects but did not yet agree to fund any projects that were using the Low-Income Housing Tax Credit Program. The board will be meeting again on August 26th to discuss the remaining housing applications.

BWCHA Annual Report Released

BWCHA staff completed and released a 2024 Annual Report, highlighting accomplishments and happenings from the past year while introducing some of the coming development work of the authority. The report was emailed to key stakeholders and posted on LinkedIn. A copy is attached.

Community Connections

- On July 22nd I met with leadership from Holly Community Services, an organization that provides supports to people living with intellectual and development disabilities. BWCHA has a longstanding partnership with HCS, where we provide up to 16 units for HCS clients at our Bridge Creek site.
- The Whatcom County Housing Advisory Committee (WCHAC) meets on August 14th and will be voting to select the next project for the region's 9% LIHTC allocation.
- Bellingham's Community Development Advisory Board (CDAB) also meets on Thursday August 14th and will receive a budget update and review the City's draft Consolidated Annual Performance and Evaluation Report (CAPER) submission to HUD.

Attachments:

- NAHRO In-Depth Analysis of the Senate FY 2026 Appropriations Bill
- Homelessness in Whatcom County Infographic - July 2025
- BWCHA 2024 Annual Report

NEWS - NAHRO.ORG

NAHRO In-Depth Analysis of the Senate FY 2026 Appropriations Bill

August 1, 2025 — On July 24, the Senate released its fiscal year (FY) 2026 Transportation, Housing and Urban Development (THUD) [appropriations bill < https://www.appropriations.senate.gov/imo/media/doc/fy26_thud_bill_text.pdf >](https://www.appropriations.senate.gov/imo/media/doc/fy26_thud_bill_text.pdf). The House released its [FY 2026 funding bill < https://www.nahro.org/news/nahro-in-depth-analysis-of-the-house-fy-2026-appropriations-bill/ >](https://www.nahro.org/news/nahro-in-depth-analysis-of-the-house-fy-2026-appropriations-bill/) on July 13. Unlike the [President's budget < https://www.nahro.org/news/nahro-releases-in-depth-analysis-of-the-presidents-fy-2026-budget-proposal/ >](https://www.nahro.org/news/nahro-releases-in-depth-analysis-of-the-presidents-fy-2026-budget-proposal/), the Senate does not propose combining tenant-based rental assistance accounts into a single State Rental Assistance Block Grant, similar to the House.

The Senate bill proposes increased funding for most accounts — save for the Public Housing Operating Fund, Choice Neighborhoods — and a small decrease in Community Development Block Grants (CDBG). Although the Senate proposes cutting the Operating Fund, it also proposes a significant increase in funding for Operating Fund Shortfall. Unlike the House bill and the President's budget, the Senate bill would not eliminate the HOME Investment Program and would provide level funding for the program.

The Senate bill also includes language that would prohibit HUD from closing or relocating any field or regional office unless approved by Congress and maintain at least one field office in each state. The Senate bill would require HUD to conduct all rulemaking in accordance with established requirements.

This article provides an in-depth analysis of the budget proposal and its impact on programs and issues relevant to NAHRO members. Click the links below to jump to each section:

- [Public Housing](#)
- [Section 8](#)
- [Community Development](#)

The Senate is scheduled to join the House in their August recess at the end of this week (though that may change). Now is the time to advocate for our programs! [August Advocacy < https://www.nahro.org/advocacy/august-advocacy/ >](https://www.nahro.org/advocacy/august-advocacy/) is NAHRO's annual, six-week letter writing and advocacy engagement campaign. Starting Monday, July 28, anyone can send a weekly customizable advocacy letter from NAHRO's [Action Alert Center < https://nahro.quorum.us/action-alert-center/ >](https://nahro.quorum.us/action-alert-center/) to speak up for affordable housing and community development programs.

Public Housing

Unlike previous years, this year's appropriations process began with a President's budget that combined many programs into a single block grant to be administered by states. For this reason, funding levels and policy provisions included in this bill are usually not directly comparable to the President's budget.

Public Housing Fund

Like the FY 2025 Appropriations Act, the Senate's 2026 bill combines all federal grants necessary for PHAs to operate, maintain, and make capital improvements to public housing into the Public Housing Fund. This bill proposes \$8.397 billion for the Public Housing Fund, which is \$1.063 billion more than the total proposed by the House and \$414 million less than the 2025 enacted budget.

Public Housing Operating Fund: The Senate bill would provide \$4.873 billion for public housing formula grants. This is a \$603 million decrease from FY 2025 enacted and \$102 million less than the House bill. Even level funding would represent a lower

proration than last year due to increasing costs and tenant account receivables. NAHRO will continue expressing this concern to HUD and to Congress.

Operating Fund Shortfall Funding: The Senate bill proposes \$214 million for PHAs that experience, or are at risk of, financial shortfalls as determined by HUD. HUD reported more than \$580 million in unmet shortfall need in 2024, and NAHRO has advocated for increased shortfall amounts to ensure shortfalls do not grow over time. NAHRO applauds Congress's effort to meet existing shortfall needs; however, this need will continue to grow if the Operating Fund is funded below last year's total amount.

Public Housing Capital Fund: The Senate bill proposes \$3.20 billion for the Capital Fund, level with FY 2025 enacted but less than the projected accrual of needs across the inventory per year, estimated in 2010 to be \$3.4 billion annually and acknowledged in 2024 to be \$4 billion per year. This is \$914 million more than the House bill.

HUD is currently engaged in a portfolio-wide study that assesses the usefulness of underlying capital needs data available to HUD and how PHAs estimate capital needs and best practices and estimates the nationwide capital needs of public housing. NAHRO estimates that the Capital Fund backlog is at least \$90 billion.

The bill includes the provision that HUD issue Capital Fund formula grants to PHAs no later than 60 days after passage of an Appropriations Act.

Competitive Housing Health Hazards Grants: The Senate would provide \$65 million in competitive grants to PHAs to evaluate and reduce housing-related hazards including carbon monoxide, radon, and mold in public housing. This is level with FY 2025. The House did not provide any funding for this account while the President's budget suggested \$2 million more than the Senate amount. This bill also stipulates that \$25 million of the total \$65 million be used for addressing lead-based paint.

Emergency Capital Needs: The Senate bill would set aside \$30 million for grants to public housing agencies for emergency capital needs resulting from unforeseen or unpreventable emergencies and natural disasters excluding presidentially-declared emergencies and natural disasters under the Robert T. Stafford Disaster Relief and Emergency Act. This amount is level with the House bill and President's budget. The bill also proposes \$10 million of the \$30 million to be made available for safety and security measures. In total, this is level with 2025 enacted.

This bill would also provide \$15 million for the cost of administrative and judicial receiverships. This is level with FY 2025 funding and the House bill.

Physical Inspections

This bill maintains separate account outside of the Public Housing Fund to support assessments titled "Assisted Housing Inspections and Risk Assessments". This account proposes \$50 million for "the Department's inspection and assessment programs, including travel, training, and program support contracts." This appears to be similar to, but separate from, the Senate's FY 2025 proposal and is level with FY 2025 funding. This account will support agencies as they transition to using the National Standards for the Physical Inspection of Real Estate (NSPIRE). Recaptured and carryover funds from prior public physical and financial associations may also be used for this purpose.

Choice Neighborhoods Initiative

The Senate bill proposes \$40 million for the Choice Neighborhoods Initiative, \$35 million less than FY 2025 enacted. The President's budget and the House bill proposed eliminating the program. Choice Neighborhoods helps agencies carry out important renovation and construction projects, and NAHRO will continue advocating for its inclusion in the Consolidated Appropriations Act. The amount in the Senate bill would represent a \$25 million increase from FY 2025.

Self Sufficiency Programs

Family Self-Sufficiency (FSS): The Senate bill would provide \$156 million for the FSS program, \$15 million more than FY 2025, and \$31 million more than the House bill. This bill includes a provision from the FY 2022 Appropriations Act that prohibits HUD from making funding decisions for FSS based on performance metrics.

Jobs-Plus Initiative: The Senate bill would provide \$10 million to the Jobs Plus Initiative, \$5 million less than many recent years' enacted budgets and FY 2026 House bill. This bill adds that Jobs-Plus specific program waivers or program requirements would not be factored into competitive grant amounts received by the agency, but the PHA must be able to bear the cost of these waivers.

Resident Opportunities and Self-Sufficiency (ROSS): The Senate bill proposes \$45 million for the ROSS program, \$5 million more than FY 2025 enacted and \$10 million higher than the House bill.

Rental Assistance Demonstration

Like the House bill, the Senate bill would not alter the sunset date for RAD. This Senate bill would make funding available for cooperative agreements for RAD second component technical assistance.

Annual Contributions Contracts

The Senate bill would require HUD to "comply with all process requirements, including public notice and comment, when seeking to revise any annual contributions contract: Provided, That the Secretary shall provide public housing authorities not less than 60 days for public comment, and the Secretary shall consider and respond to submitted comments."

Exemption from Asset Management

Both the House and Senate bills include the provision that exempts PHAs that own and operate 400 or fewer public housing units from asset management requirements.

Correction of Allocation Errors

The bill includes the authority to correct formula errors for any HUD formula program on a prospective basis by offsetting amounts from any previously overpaid grantee award in the current fiscal year and distributing them to grantees that received less formula funding than they would have as a result of the error in a prior fiscal year.

PHA Employee Compensation

Both the House and Senate bills include language that would prohibit PHAs from using any Tenant-Based Voucher, Operating Fund, or Capital Fund dollars to pay any amount of salary above the base rate of pay for level IV of the Executive Schedule for 2026. This restriction includes salary as well as bonuses or other incentive pay. This provision affirms a policy which is already in place, since the 2015 omnibus extended the restrictions to all future appropriations acts.

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Section 8

The FY 2026 Senate Appropriations bill makes several notable changes to the program including the following:

- The Senate bill folds the Mainstream voucher account into the HAP renewals account and the administrative fee account.
- The bill adds language allowing PHAs to exceed their ACC unit caps to facilitate transitioning families moving from EHV to the regular voucher program, though costs that exceed ACC caps will not count toward renewal funding.
- The bill allows both MTW agencies and MTW expansion agencies to be subject to offsets of their single-fund authority amounts, though it limits the extent of the offsets in some instances and allows for an appeal to HUD.
- The bill does not allow for any offset that would put an agency into shortfall in CY 2026.
- The bill funds the HCV HAP set-aside at \$400 million (\$200 million higher than the previously enacted level).

Additional details may be found below.

Tenant-Based Rental Assistance (TBRA) – Discretionary Spending

HCV HAP Renewals: The Senate bill would allocate \$33.974 billion for HAP renewals. This is \$1.829 billion more than the FY 2025 enacted amount and the House bill, while the President's proposed budget zeros out this account (since the President's budget restructures most of these programs and zeros out most of the following accounts, the voucher section will not mention the President's budget for each account, unless the President's budget keeps an account). This account appears to include funding for the Mainstream voucher account. At this time, NAHRO believes that this would result in a 93% proration though this proration could change depending on changes in utilization trends (this assumes complete utilization of all possible funds in 2025) and changes in renewal funding inflation factors.

HAP Renewal Formula: The Senate bill calls for HAP renewal funding based on validated calendar year (CY) 2025 voucher management system (VMS) or a successor system leasing and cost data adjusted by an inflation factor set by HUD and by making any adjustments for costs associated with the first-time renewal of vouchers.

ACC Caps: The Senate bill leaves in language limiting HAP renewal funding to fund a total number of units at or under the Annual Contributions Contract (ACC) unit caps, except for MTW agencies, which would be governed by their contracts or by the MTW demonstration. The Senate bill adds language allowing PHAs to exceed their ACC unit caps on a temporary basis when necessary to facilitate transitioning families assisted by emergency housing vouchers to the regular program. Any leasing or associated costs for emergency housing vouchers beyond the ACC cap will not be included in the calculation of the agency's renewal funding.

Proration Authority: The Senate bill states that HUD has the authority to prorate each PHA's renewal allocation. Housing agencies in the MTW demonstration program will be funded in accordance with the MTW demonstration or their MTW agreement and will be subject to the same pro rata adjustments.

Notification Provisions: The Senate bill retains language stating that HUD must notify PHAs of their annual budgets by the later of March 1, 2026, or 60 days after enactment, though HUD may extend this notification period after the Congressional appropriations committees are notified at least 10 business days in advance.

Offset Authority: The Senate bill authorizes HUD to offset PHAs' calendar year (CY) 2026 allocations based on the excess amounts of PHAs' net restricted assets accounts, including HUD-held programmatic reserves (in accordance with VMS or a successor system data in calendar year 2025 that is verifiable and complete). The Department may not offset any portion of a housing agency's excess reserves if the offset would result in a housing agency being put in a shortfall position in CY 2026 as estimated by HUD prior to the offset. The Department must use any offset amount to prevent the termination of rental assistance for families and avoid or reduce the proration for renewal funding allocations.

MTW Offset Authority: The Senate bill specifies that the housing agencies in the Moving to Work (MTW) Demonstration shall be subject to a statutory offset, including for funds subject to single fund budget authority provisions of their MTW agreements. The bill states that MTW agencies with MTW agreements will be subject to an offset up to limitations imposed in section 239 of the 2016 THUD appropriations bill (this limited offsets for MTW agencies with agreements to "any reserve balances equal to 4 months of operating expenses").

These MTW agencies must be granted 60 days to be able to file an appeal and offset amounts may not include amounts "committed to capital improvement, development, and other repositioning activities that are scheduled to close within 12 months of enactment of this [bill.]" In judging which funds may not be offset because of prior commitments, HUD may look to "funding applications, project schedules, or other commitments to third parties implementing . . ." those activities.

EHV Waiver Authority: The Senate bill grants HUD the authority to "waive or specify alternative requirements" for provisions related to PHA plans or HCV requirements related to "the administration of waiting lists, local preferences, portability, and public housing agency plans and public hearing requirements" to expedite the transition of EHV families to the regular HCV program.

HAP Set-Aside Funds: The Senate bill would obligate \$400 million for HAP set-aside funding (a \$200 million increase over both the House bill and the FY 2025 enacted level) to seven categories: (A) PHAs that experience a significant increase in renewal costs of vouchers resulting from unforeseen circumstances or from portability; (B) vouchers that were not in use during the previous 12-month period in order to be available to meet project-based voucher commitments or an adjustment for a funding obligation not yet expended for a MTW-eligible activity to develop affordable housing; (C) costs experienced with HUD-VASH vouchers; (D) PHAs that would be required to terminate rental assistance despite taking cost-saving measures; (E) for adjustments in allocations for PHAs in high-cost areas that are not MTW agencies; (F) for withheld payments in the previous year that were subsequently made related to the correction of inspection deficiencies; (G) PHAs that have experienced increased costs or loss of

units in Presidentially-declared emergency areas; and (H) for costs associated with mainstream vouchers. The mainstream voucher category appears to be merged in this account instead of a separate mainstream account with its own set-aside. The Department would allocate these funds based on need.

Tenant Protection Vouchers: The Senate bill allocates \$430 million for new Tenant Protection Vouchers (TPVs). This amount would be \$93 million more than the FY 2025 enacted budget and \$55 million more than the House bill. The Senate bill allows TPVs to be used for the following: (1) relocation and replacement of public housing units that are demolished or disposed; (2) conversions of section 23 projects; (3) witness relocation; (4) enhanced vouchers; (5) Choice Neighborhoods vouchers; (6) mandatory and voluntary conversion of public housing; and (7) tenant protection assistance for elderly residents of properties formerly assisted under section 202.

The Senate bill states that when a public housing development is submitted for demolition or disposition, HUD may provide rental assistance when the units pose an imminent health and safety risk. Additionally, TPVs may also be used to assist families under a project-based rental assistance contract, where the owner has received a notice of default and the units pose an imminent health and safety risk to residents. The Senate bill also includes a \$5 million set-aside for residents residing in low-vacancy areas who may have to pay rents greater than 30% of household income for certain reasons like the maturity of certain loans or the expiration of certain contracts or affordability restrictions.

The Senate bill states that these TPVs sunset unless HUD specifies otherwise by notice. HUD may only provide replacement vouchers for units that were occupied within the previous 24 months that are no longer available as assisted housing.

Administrative Fees: The Senate bill allocates \$2.906 billion for administrative fees (\$2.876 billion for ongoing administrative fees and \$30 million for additional administrative fees). This is \$135 million more than the FY 2025 enacted budget and \$931 million more than the House bill. At this time, NAHRO believes that this would result in a proration of 84% though this assumes assumptions stated in the HCV HAP renewals account proration above.

The Senate bill continues to instruct HUD to use the current administrative fee formula. It also gives HUD the ability to prorate the administrative fee and utilize unobligated balances to increase the proration, except for unobligated special purpose voucher funding. MTW agencies shall be funded according to the terms of their contracts or the requirements of the MTW demonstration, though they will also be subject to any administrative fee proration. The administrative fee may only be used for "activities related to the provision of tenant-based rental assistance including related development activities."

The additional administrative fees, which would be available to PHAs that need additional funding to administer their HCV program, include fees associated with tenant protection rental assistance, disaster-related vouchers, HUD-VASH, and other special purpose incremental vouchers.

Mainstream Vouchers: The Senate bill has combined this account with the HAP renewals and administrative fee accounts. According to report language, \$810 million in the HAP renewals and administrative fee accounts is for Mainstream vouchers.

HUD-VASH Tribal: The Senate bill consolidates this account with the Native American Programs account, but still provides \$10 million for it.

HUD-VASH: The Senate bill allocates \$15 million in funding for new HUD-VASH vouchers. This is the same as the FY 2025 enacted amount and \$15 million more than the House bill. Up to \$10 million of HUD-VASH funding may be used for additional fees for activities to facilitate leasing like security deposits or landlord retention described by notice.

This funding will be available to PHAs that partner with Veterans Affairs (VA) medical centers or other VA-designated entities based on geographic need, PHA administrative performance, and other factors. The Department of Housing and Urban Development may specify alternative requirements for any provision of any statute or regulation in connection with this program (except requirements related to fair housing, non-discrimination, labor standards, and the environment) on a finding by HUD that these waivers or alternative requirements are necessary. On turnover, this assistance will continue to remain for homeless veterans.

In Senate report language, HUD is directed to consider conducting additional HUD-VASH bootcamps to provide targeted technical assistance. The Department is also directed to continue the policy of excluding VA disability compensation when determining initial eligibility in the HUD-VASH program. In addition, HUD is directed to provide a report within 90 days of enactment on which communities have deployed alternative methods to expand HUD-VASH case management capacity. The committee report also directs HUD to provide a report within 180 days of enactment that would provide information on the following: 1) the number of veterans that receive rental assistance from any HUD program; 2) the number of HUD-assisted veterans who receive VA disability compensation; 3) an estimate of the veterans that would be newly eligible for HUD rental

assistance if HUD did not include VA disability compensation as income in determining initial eligibility; 4) an estimate of the number or proportion of veterans who receive disability compensation but live in high cost areas; 5) an estimated cost of excluding VA disability compensation from its definition of income while preserving all rental subsidies to all veteran and non-veteran households.

Family Unification Program (FUP) and Foster Youth to Independence (FYI): The Senate bill includes \$30 million in funding for new FUP/FYI vouchers. Of this \$5 million is for new FUP vouchers, while \$25 million is for FYI assistance. The FY 2025 enacted level was the same as the Senate bill. The House bill provided the same amount of funding for this account, while the President's proposed budget provided \$30 million for foster youth in grants that states could structure however they want.

The \$25 million for new FYI vouchers will be available to PHAs that partner with child welfare agencies on a noncompetitive basis. The assistance must be requested and entities must meet other criteria specified by HUD. The Department will review utilization and unutilized funding will be recaptured and reallocated.

For FUP vouchers, PHAs that no longer have a need for this funding must notify HUD which will recapture the assistance from the PHA to reallocate it based on need.

In report language, HUD is directed to submit a report to authorizing committees on how to improve the FYI program, how to assist youth in home searching process, and how federal, state, and local stakeholders can support participants transitioning away from foster care to successful adulthood.

HCV Dashboard: The Senate bill includes language to track special purpose vouchers and to provide timely updates on "budget, utilization, spending and leasing trends for all vouchers by purpose" to the publicly available HCV Dashboard. This section also notes that Mainstream vouchers should be provided to non-elderly people with disabilities on turnover.

In report language, the Senate committee directs HUD to "add PHA and special purpose voucher-level data points on voucher success rates and to identify the amount of reserves that HUD determines are appropriate for prudent program management." The committee notes that this ". . . data can be instructive for identifying broader issues such as lack of available housing stock at current fair market rents or a lack of landlord participation where more targeted outreach may be beneficial." The committee notes that ". . . neither additional data point[s] should be inherently viewed as a deficiency of PHAs' operations."

Other Housing Choice Voucher Policy Provisions

Student Rule: For the purposes of determining Section 8 eligibility, the Senate bill counts as income any assistance from private sources or institutions of higher education in excess of amounts received for tuition and any other required fees, except for persons over the age of 23 with dependent children. This provision also states restrictions on students receiving Section 8 funding.

Mainstream and FUP/FYI Waiver authority: The Senate bill gives HUD the authority to waive or issue alternative requirements upon a finding that it is necessary for new or renewal Mainstream or FUP/FYI vouchers. The waivers or alternative requirements must relate to provisions related to the administration of waiting lists, local preferences, and the initial term and extensions of tenant-based vouchers and the timing of referral of youth leaving foster care. The waiver authority does not extend to tenant rights and protections, rent setting, fair housing, non-discrimination, labor standards and the environment.

Jobs-Plus Waiver Costs: Costs of rent incentives as part of the Jobs-Plus initiative shall not be charged against the competitive grant amounts. Instead, the forgone amounts will be factored into a PHA's eligibility for public housing funding, RAD-converted project-based rental assistance funding, or HCV funding.

Rent Reform Provision: The House bill would give HUD the authority to allow one or more PHAs to create and apply their own rules with respect to "total tenant payments, tenant rental payments, and housing assistance payment amounts." The Department would have the ability to waive or establish alternative requirements if they are necessary to facilitate the implementation of this program. The Department would not be able to rescind the authority provided to PHAs for a 7-year period after the authority is granted.

Homeownership: In report language, the committee encourages HUD to "support training and education opportunities for PHA staff on the mortgage and loan process and best practices in the [HCV] homeownership program."

Project-Based Vouchers: The committee directs HUD to brief appropriators on 1) the requirement for an analysis of impact when a PHA project-bases 50% or more of its authorized units; 2) information that will be required to allow PHAs to fulfill their

requirement to allow PBV families access to TBVs to move; and 3) the potential benefits and policy considerations of modifying existing waivers and amending limitation exceptions to support rebuilding in disaster-impacted areas, especially areas with high rates of homelessness and low vacancy rates.

Emergency Housing Vouchers: The committee urges HUD to take all actions to extend the EHV funding including the following: 1) using waiver authority to allow for the quick transfer of EHV to the HCV program; 2) recapture and reallocate unused EHV service fees and HAP; and 3) provide timely technical assistance to PHAs. The Department is also asked to keep HUD up to date on the status of EHV.

Project-Based Rental Assistance

The Senate bill provides \$17.8 billion for the Project-Based Rental Assistance program, \$1.3 billion more than FY 2025 and \$677 million more than the FY 2026 House proposed.

Performance-Based Contract Administrators: This Senate bill defines awards for Performance-Based Contract Administrators (PBCAs) to be cooperative agreements. NAHRO opposes this provision as the documents governing the relationship between local housing entities and HUD are contracts, not grant agreements.

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Community Development

Community Development Fund

The Senate bill would provide \$4.541 billion for the Community Development Fund (CDF). This is slightly less than the House bill, however it is approximately \$1.11 billion more than FY 2025 enacted. The President's proposal sought to eliminate all the programs within CDF.

Community Development Block Grant (CDBG): The CDBG program would receive \$3.100 billion, which is \$200 million less than the House bill and FY 2025 enacted.

Economic Development Initiative (EDI): The Senate bill, like the House bill, would restore funding for the Economic Development Initiative (EDI), also known as earmarks, which was not included in FY 2025 enacted. The bill would provide approximately \$1.351 billion in the account, which is approximately \$96 million less than the House bill. This program provides earmarks for "Community Project Funding," which may include administrative, planning, operations, maintenance, and other costs.

Recovery Housing Program (RHP): The RHP program authorized under the Support for Patients and Communities Act (SUPPORT) would be funded at \$30 million in the Senate bill, which is level with the House bill and FY 2025 enacted. This includes activities related to substance use-disorder prevention related to opioid recovery and treatment.

Pathways to Removing Obstacles to Housing (PRO Housing): The Senate bill would provide \$60 million for identifying and removing barriers to affordable housing production and preservation, which is the purpose of the PRO Housing program. This is \$40 million less than FY 2025 enacted, however it is higher than the House bill and President's proposal, which both seek to cut the program entirely.

HOME Investment Partnerships Program (HOME)

The Senate bill would provide \$1.25 billion for the program, level with FY 2025 enacted. This the President's budget and House bill proposed to eliminate the program. Cuts to the program would be devastating—preventing communities from expanding housing supply and completing affordable housing projects that depend on HOME funding. NAHRO [testified < https://www.nahro.org/advocacy/advocacy-and-congressional-resources/nahro-letters-statements-and-testimony/>](https://www.nahro.org/advocacy/advocacy-and-congressional-resources/nahro-letters-statements-and-testimony/) to the Subcommittee for Housing and Insurance of the House Financial Services Committee on the importance of the home program on July 16.

The Senate bill does not include the provision that suspends the program's statutory 24-month commitment requirement for HOME funds that expired or are set to expire in 2018 through 2027. This provision has been regularly included in each fiscal year

enacted budget.

Preservation and Reinvestment Initiative for Community Enhancement (PRICE)

The Senate bill would include \$10 million for the PRICE program, level with FY 2025 enacted and more than the House bill and President's budget which proposed to eliminate the program. PRICE focuses on preserving and revitalizing manufactured housing and eligible manufactured housing communities.

Self-Help and Assisted Homeownership Opportunity Program (SHOP)

The Senate bill would provide \$70 million to the SHOP account, which is \$10 million more than FY 2025 enacted. This is \$14 million more than the House bill and \$54 million more than the President's budget, which only requested funding for Section 4 Capacity Building.

Self Help Homeownership Opportunity Program: This program would receive \$13 million as authorized under Section 11.

Section 4 Capacity Building: The Senate bill would provide \$49 million for Capacity Building for Community Development and Affordable Housing (Section 4, which funds technical assistance activities through organizations like Enterprise, Habitat for Humanity and the Local Initiatives Support Corporation).

Rural Capacity Building: The Senate bill would provide \$8 million for rural capacity building. This includes activities such as assessing national rural conditions and providing financing, training, technical assistance, information, and research to local nonprofit organizations, local governments, and Native Tribes serving high-need rural communities.

Homeless Assistance Grants

The Senate bill would provide \$4.530 billion to fund HUD's Homeless Assistance Grants program. This is \$372 million more than the House bill and \$479 million more than FY 2025 enacted. The President's budget proposed \$4.024 billion to fund Homeless Assistance through Emergency Solutions Grants and to eliminate the Continuum of Care program.

Continuum of Care (CoC) and Rural Housing Stability Assistance programs: The Senate bill would provide \$4.023 billion to be reserved for the CoC and rural housing stability assistance programs. This is \$165 million more than the House bill and \$531 million more than FY 2025 enacted. Of the total, \$52 million is dedicated for grants for new rapid re-housing projects and supportive service projects to provide coordinated entry, and eligible activities to assist survivors of domestic violence, dating violence, sexual assault, or stalking. This dedication of funds is not included in the House bill or President's budget.

The bill includes several provisions as in previous years— which would allow HUD to award one-year transition grants to program grantees that are transitioning from one CoC program component to another and allow CoC grant recipients to count program income towards meeting their match requirement.

Emergency Solutions Grants (ESG): The Senate bill would provide \$290 million for the ESG program, level with FY 2025 enacted and the House bill.

National Homeless Demonstration Project: The Senate bill, like the House bill, would provide \$10 million for the National Homeless Demonstration Project, which would be made available to improve data collection efforts for the Homeless Management Information System (HMIS). This is level with FY 2025 enacted and not included in the President's budget.

Rural Youth Homelessness: The Senate bill would provide \$107 million to implement projects that serve homeless youth, age 24 and under, in up to 25 communities with a priority for communities with substantial rural populations in up to eight locations.

One-time Awards for New Permanent Supportive Housing: Of the total funding, the bill would provide \$100 million for one-time awards under the CoC program for new construction, acquisition, or rehabilitation of new permanent supportive housing. This is not included in the House bill nor the President's budget.

Housing Opportunities for Persons with AIDS (HOPWA)

The Senate bill provides \$529 million for the HOPWA program, an increase of \$24 million compared to the House bill and FY 2025 enacted. The President’s budget proposed eliminating HOPWA.

Section 202 Housing for the Elderly

The Senate bill would provide \$972 million for the program. This includes \$122 million for service coordinators and Congregate Housing Services grants. The Senate proposed amount would be a \$40.6 million increase from FY 2025 enacted and \$22 million more than the House bill. This program was not included in the President’s budget, which would instead provide funding for this program through a state rental assistance block grant that combines all rental assistance programs.

Section 811 Housing for Persons with Disabilities

The House bill would provide \$265 million for the Section 811 program. This would be a \$3.2 million increase from the House bill and a \$8.3 million increase from FY 2025 enacted. This program was not included in the President’s budget, which would instead provide funding for this program through a state rental assistance block grant that combines all rental assistance programs.

The Senate bill also includes provisions that allow funds for initial project rental assistance contracts that were made available for obligation through fiscal year 2015 to remain available through fiscal year 2030 for the liquidation of valid obligations incurred in fiscal years 2012 through 2015. Additionally, funds for initial project rental assistance contracts that were made available for obligation through fiscal year 2016 are to remain available through fiscal year 2031 for the liquidation of valid obligations incurred in fiscal years 2013 through 2016.

National Housing Trust Fund (HTF)

It is estimated that \$295 million will be allocated for the Housing Trust Fund according to assessments provided by Fannie Mae and Freddie Mac. This is higher than the FY 2025 allocation of \$216.4 million.

Section 108 Community Development Loan Guarantee Program

The Senate bill would provide \$400 million for the Section 108 Loan Guarantee program account, which is level with FY 2025 enacted and \$100 million more than the House bill. The President’s budget proposed eliminating the program which provides Federal guarantees for private loans for communities and provides grantees of the CDBG program the ability to leverage their annual grant allocation with a loan to undertake large community and economic development projects.

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Want more information?

Sylvia Gimenez
Director of Communications

☎ [202-289-3500](tel:202-289-3500)

✉ [Send Sylvia an email](#)

HOMELESSNESS IN WHATCOM COUNTY

July 2025

In previous years, the Point in Time Count (PITC) has been the primary statistic used to estimate the number of homeless individuals in the county. However, other data sources are more accurately able to represent the state of homelessness in Whatcom County. While the PITC is valuable for its consistent methodology, it is acknowledged that it is an undercount and not a full representation of the homeless population due to voluntary participation. Other sources, like the Coordinated Entry Housing Pool, Homeless Information Management System, and Office of Superintendent of Public Instruction, provide additional insights. Different definitions of homelessness are used depending on the data source, with HUD's definition being the most commonly applied for federal and state programs.



815 Individuals Counted

This was a 4% decrease from 2024.

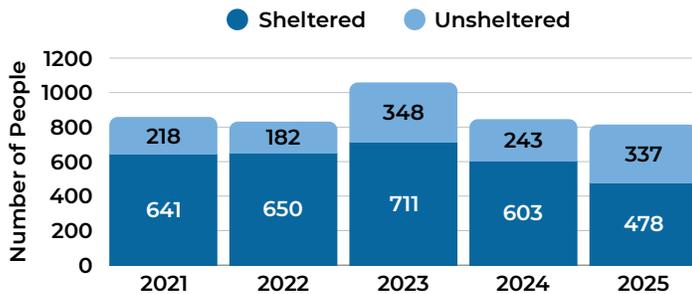


650 Households Counted

This was a 3% decrease from 2024.

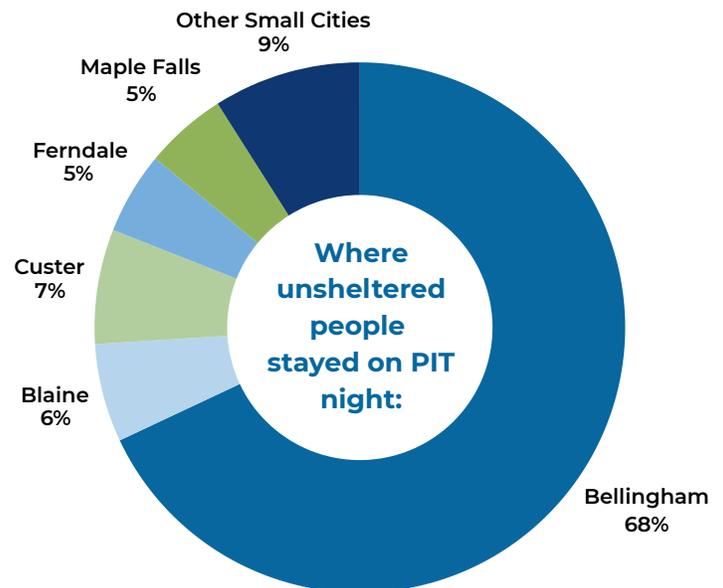
Overall, **unsheltered homeless** ↑ increased and **sheltered homelessness** ↓ decreased in 2025.

Point in Time Count 2021-2025



68%

of PITC participants reported that their last permanent address was in Whatcom County.



190 single adults reported being chronically homeless

(the head of household has a disability, and has been homeless (unsheltered or emergency shelter) for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months.)

Homelessness continues to have a disproportionate impact on communities of color.

23% NON-WHITE POPULATION IN WHATCOM COUNTY

36% NON-WHITE POPULATION IN THE POINT IN TIME COUNT



WHATCOM COUNTY
HEALTH AND
COMMUNITY
SERVICES

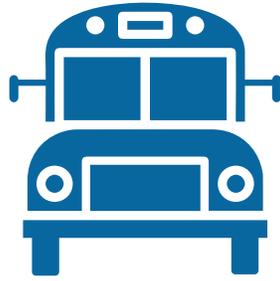


opportunity
council

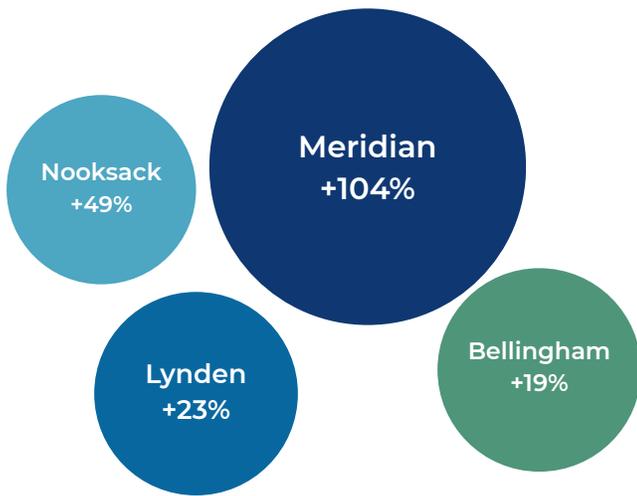


1,161 Students

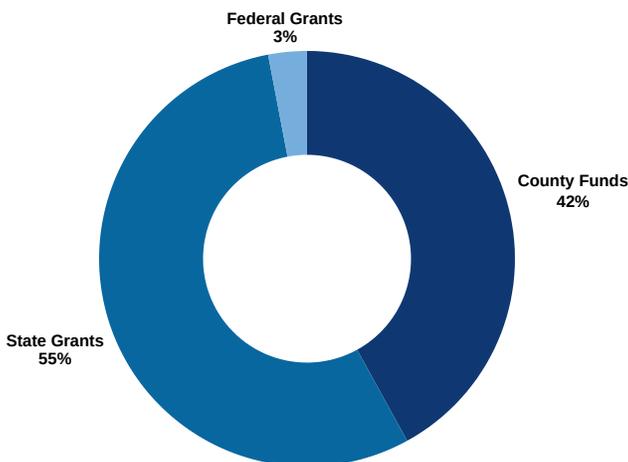
Roughly **1 in 24 Pre-K to Grade 12 public school students** in Whatcom County met the definition of homelessness under the McKinney-Vento Act during the 2024-2025 school year.



School districts that show an increase in the number of homeless students from 2022-2023 through 2024-2025:



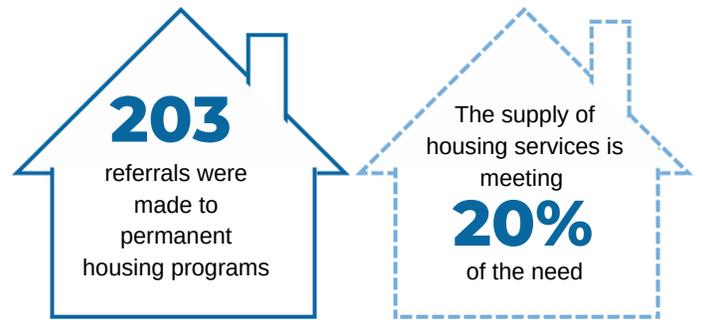
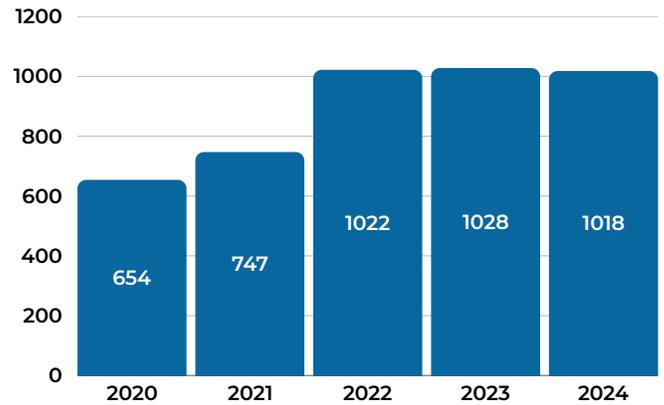
Whatcom County Health and Community Services allocated more than \$20 million dollars to support housing and homelessness programs in 2024.



Total: \$20,540,244

Households Seeking Assistance

In 2024, over 1000 households applied for housing assistance through the Coordinated Entry System.



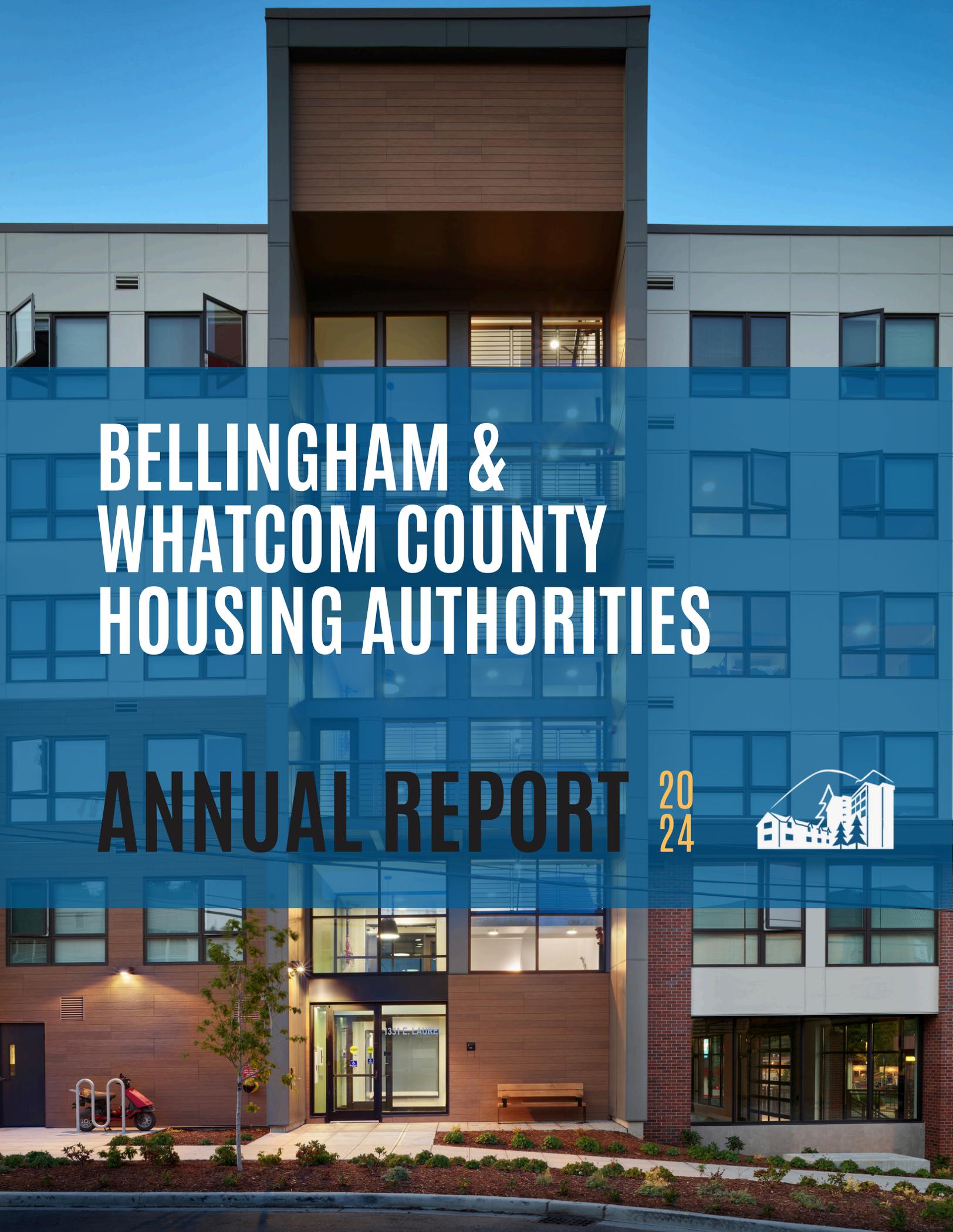
Households in the Housing Pool, January 2025

- 51** Young Adult Households
- 103** Senior Households (60+)
- 190** Families with Children
- 502** Single Adults
- 31** Veterans

BELLINGHAM & WHATCOM COUNTY HOUSING AUTHORITIES

ANNUAL REPORT

20
24



A message from the Executive Director



Dear Community Members,

Since joining the Bellingham & Whatcom County Housing Authorities (BWCHA) in June 2024, I've been energized by the opportunities ahead and by a community committed to making meaningful investments to address our housing crisis.

The challenges before us are clear. Homelessness remains at unacceptable levels, and affordable housing is still out of reach for many of our lowest-income neighbors. Affordability – and the stark mismatch between wages and housing costs – is a top issue across Whatcom County. Lower income households are feeling the crunch the most: 54% of households earning less than 50% of the area median income – equivalent to \$49,000 per year – pay more than half of their income on housing costs each month.¹

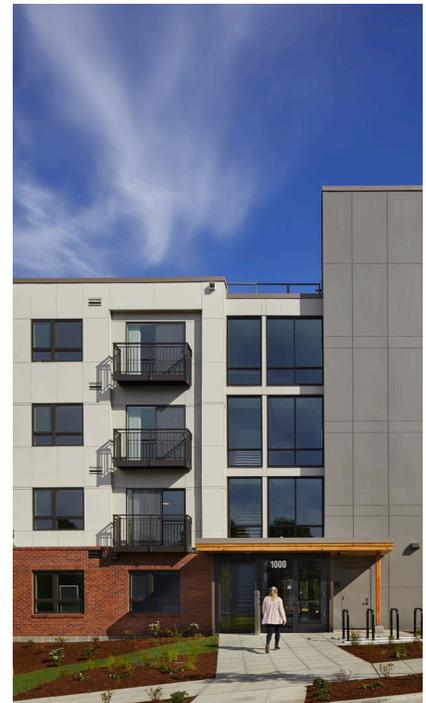
BWCHA has been doing vital work to advance housing affordability throughout our community. In 2024, we supported close to 7,000 people through our housing programs — older adults, people with disabilities, children, and working individuals striving to make ends meet.

We care deeply about affordability for all members of our community, and we know that collaboration is essential to achieving meaningful progress. Building on our consistent legacy of involvement in the community, BWCHA will be leaning into partnerships to improve outcomes and create new housing opportunities for our neighbors.

I invite you to read our full report and reflect on where we are headed.

In partnership,

Andrew Calkins
Executive Director / CEO



1) Department of Housing & Urban Development. Comprehensive Housing Affordability Strategy Data. <https://www.huduser.gov/portal/datasets/cp.html>.

Photographs on pages 1, 2, and 3 courtesy of Ben Benschneider.

2024 highlights

6,730

people served through BWCHA's housing programs

22

new voucher resources brought into the community

\$24.6
million

invested in the community through housing choice voucher rental assistance

54

new landlord partners welcomed to the Housing Choice Voucher program



With high standards for our program administration, BWCHA continues to be recognized as a high performing agency by HUD.

Expanding the supply of affordable homes

BWCHA has a long history of leveraging external resources to build new, high quality affordable housing. In the coming years, we will be working to further expand our portfolio of 1,758 affordable homes through new construction, redevelopment, and acquisition.

Grand Opening of Samish Commons

On June 14, BWCHA officially celebrated the grand opening of Samish Commons. The three phase, 171-unit development pushed our organization forward. In addition to providing affordable housing for seniors, people with disabilities, and working families - the property houses our new offices.

Located in the heart of the Samish Way Urban Village, residents of this mixed-income, multigenerational community benefit from an ideal location offering access to downtown, nearby grocery stores, and outdoor recreation.



Upcoming Major Development Activities



Unity Street Redevelopment

- 📍 Downtown Bellingham
- 🏠 63 units of housing for low-income households
- ✂️ Designing and pursuing funding | Construction in 2026

Sumas Square Rehabilitation

- 📍 Sumas
- 🏠 11 units of housing for low-income seniors
- ✂️ Funding secured and beginning design | Construction in 2026

King Mountain Development

- 📍 North Bellingham
- 🏠 Up to 110 units of mixed-income affordable housing
- ✂️ Land secured in 2025 | Construction planned for 2030

Creating new housing opportunities

Pairing housing subsidies or affordable homes with support services is one of BWCHA's core strategies to advance housing opportunities for people facing barriers to housing stability.

Project-Basing Vouchers with Non-Profits

In 2024, BWCHA initiated or committed 24 project-based subsidies to non-profit partners – rental assistance valued at \$6 million over a 15-year contract period. These vouchers will ensure true affordability for households living at Opportunity Council and YWCA sites.

In total, BWCHA has committed 84 project-based vouchers at partner non-profit sites around the region

Additional Rental Assistance Resources

In 2024, BWCHA also worked to obtain new vouchers that can be administered in collaboration with partners:

- BWCHA sought and was awarded 10 HUD-VASH vouchers for veterans exiting homelessness – administered in coordination with the local office of the Department of Veterans Affairs. This brings our total HUD-VASH allocation to 75.
- Awarded 12 Foster Youth to Independence Vouchers for youth aging out of the foster care system – administered in coordination with the Department of Children, Youth & Families.



Partnering to promote housing stability for families

For years, BWCHA has leveraged partnerships with community organizations to level up our impact. In 2024, we continued site-based partnerships with local service providers – Lydia Place, Opportunity Council, and Holly Community Services.

PROGRAM HIGHLIGHT

Lydia Place Supportive Housing Partnership

BWCHA partners with Lydia Place at eight of our Low-Income Housing Tax Credit communities, providing **79 project-based vouchers and support services to families exiting homelessness.**

Lydia Place delivers case management services focused on independent living skills, family advocacy, access to services for children, and assistance with meeting housing program requirements. This decades-long partnership ensures families have the flexible support they need to succeed.

Lydia
PLACE

&



Bellingham &
Whatcom County
Housing Authorities

“For over 2 decades, Lydia Place's partnership with Bellingham Housing Authority has supported hundreds of families exiting homelessness. **Having dedicated units set aside, which is a rare gift, allows us to take the stress off of the housing search and move straight from crisis into stabilization.** Families have the space to heal quicker, rebuild faster, and embrace hope for their family's future.”

- Ashley Thomasson, Lydia Place Executive Director



Investing in our team

And a Safer Workplace

At BWCHA, safety isn't just a priority — it's part of our culture. And the numbers speak for themselves. Thanks to a series of intentional efforts, we're proud that our 2025 L&I Experience Factor has dropped to 0.827, the lowest in nearly a decade. (A factor above 1.0 indicates higher-than-average risk (and higher premiums), while a factor below 1.0 means lower-than-average risk and reduced insurance costs).

Over the past four years, we've seen a consistent decline in our risk exposure, reflecting the careful work of our maintenance team members and our ongoing commitment to workplace safety and injury prevention.



BWCHA employee Jimmy Willand works on a sewer lift pump

How We Got Here

This improvement didn't happen by chance. It's the result of:

- A dedicated safety committee that meets on a monthly basis
- Ongoing safety training and refreshers for team members
- Thorough accident investigations and follow-ups
- A robust return to work program
- Proactive hazard mitigation by way of internal audits and inspections
- A workplace culture where everyone takes responsibility for safety

BWCHA is committed to **maintaining an injury-free workplace** — a value shared by our frontline maintenance staff, facilities management, and leadership alike.

Financials

BELLINGHAM HOUSING AUTHORITY 2024 FINANCIAL STATEMENTS (UNAUDITED)

	PRIMARY GOVERNMENT	COMPONENT UNITS
ASSETS		
Current Assets	\$19,331,962	\$5,496,102
Non-Current Assets	\$140,831,810	\$147,622,738
Deferred Outflows of Resources	\$1,211,226	
TOTAL ASSETS	\$161,374,998	\$153,118,840
LIABILITIES		
Current Liabilities	\$3,627,635	\$1,521,299
Non-Current Liabilities	\$55,563,476	\$133,622,985
TOTAL LIABILITIES	\$59,191,111	\$115,144,284
Deferred inflows of resources	\$2,325,775	--
NET POSITION		
Net investment in capital assets	\$21,264,285	\$40,143,397
Restricted	\$2,460,732	\$6,229,738
Unrestricted	\$76,133,094	(\$8,398,579)
TOTAL NET POSITION	\$99,858,111	\$37,974,556

Note: Whatcom County Housing Authority is a separate legal entity. Financial statements are available upon request.

BWCHA manages over \$315 million in assets across both housing authorities and component unit tax credit partnerships.

**Our vision is that every person
in Bellingham & Whatcom
County has the opportunity to
live in a safe, secure,
affordable home.**



**Bellingham &
Whatcom County
Housing Authorities**



Bellingham & Whatcom County Housing Authorities

To: Board of Commissioners
From: Lindsay Burmeister, HR Manager
Date: August 19th, 2025
Re: Annual Workplace Safety Update

Background

I am pleased to report that The Bellingham & Whatcom County Housing Authority (BWCHA) has maintained a strong safety performance in 2025. This reflects our agency-wide commitment to ensuring safe, healthy, and productive work environments for all employees. We are proud of this progress and will continue to build on it through active engagement, ongoing training, and cross-departmental collaboration.

At the August Board meeting, I will share some of the work the Human Resources team is undertaking to support a safe workplace environment.

Safety Committee Leadership

Our Safety Committee meets on a monthly basis and plays a critical role in our safety culture. The committee is composed of staff at all levels of the organization, representing a wide range of departments and perspectives:

- **Steve Amos**, Maintenance Manager
- **Lindsay Burmeister**, HR Manager / Executive Services
- **Lisa Hansen**, Payroll Manager / HR Generalist
- **David Kirichkov**, IT Specialist
- **Irma Kohlman**, Rental Management Supervisor
- **William Morgan**, Maintenance Technician I
- **Kellyann Walbeck**, Housing Programs Coordinator II

These members work together to evaluate safety concerns, share departmental insights, and ensure that communication about safety is inclusive and comprehensive.

Experience Factor

BWCHA has achieved a significant milestone in our workplace safety efforts. Our 2025 Experience Factor has dropped to 0.827, the lowest it has been in nearly a decade.

This metric, determined annually by the Washington Department of Labor & Industries, compares our workers' compensation claims history to that of similar organizations. A factor below 1.0 indicates better-than-average performance and results in lower insurance premiums for the agency. Our steady reduction over the past four years demonstrates a consistent and focused commitment to employee safety and risk mitigation.



What This Means for BWCHA

A reduced Experience Factor brings several important benefits:

- Healthier employees, with fewer workplace injuries and faster returns to work.
- Improved operations, as reduced downtime supports service continuity and organizational resilience.
- Lower workers' compensation premiums, allowing us to redirect savings toward resident services, facility improvements, and staff development.

How We Achieved This Success

Our success is the result of intentional, ongoing efforts across departments, including:

- Regular and targeted safety training for staff
- A dedicated safety committee that meets monthly to proactively review concerns, incidents, and trends
- Detailed accident investigations and timely follow-ups
- A strong return-to-work program to support injured employees
- Internal safety audits and inspections to identify and resolve potential hazards early
- A culture of shared responsibility, where staff at all levels actively contribute to workplace safety

2025 Annual Safety Compliance Audit

In June, Lisa Hansen, Steve Amos, and I conducted our annual Safety Compliance Walk Through Audit at all agency locations, including our Grounds Department, Maintenance Shop, York Street office, and Samish Commons office. We ensure that all locations are OSHA and WISHA compliant, and that any potential safety issues are identified and addressed. The audit resulted in very few findings, all of which were minor in nature. These findings are currently being addressed either through maintenance work orders or by staff directly.

Workplace Injury Tracking

We are happy to report that BWCHA Staff are approaching the 2-year mark for Accident-Free Days. Our Safety Committee keeps track of Accident-Free Days, and we typically celebrate this important milestone with an all-staff pizza party. In addition to tracking Accident-Free Days, our Safety Committee proactively reviews safety concerns, including incidents, accidents and trends on a monthly basis.

BHA LIHTC 2025 QTR 2 Financial Data

	Reserve Balances		Asset Performance - Total Revenue vs Budgeted Revenue -2nd Quarter				Percent Revenue Variance	# of Units	Expense Cost Per Unit - Total Costs / Total Units	2025 Annual Budgeted Revenue
	Replacement	Operating	Actual	Balance	Payment Plan	Budget				
Northwest Corner	\$1,702,030	\$0	\$2,443,930.33	\$545,954.96	6	\$2,329,849	5%	469	\$ 5,210.94	\$6,872,315
Bakerview Redevelopment	\$253,053	\$237,000	\$420,319.73	\$133,434	3	\$398,604	5%	96	\$ 4,378.33	\$1,200,954
Laube Hotel	\$219,876	\$0	\$86,457.31	\$17,412	0	\$99,050	-13%	23	\$ 3,759.01	\$300,613
Laurel Village	\$21,548	\$55,243	\$282,868.75	\$40,391	0	\$268,994	5%	51	\$ 5,546.45	\$814,758
Meadow Wood Townhomes	\$39,304	\$71,192	\$329,941.00	\$64,959	1	\$285,354	16%	51	\$ 6,469.43	\$860,795
Meadow Wood 2	\$28,264	\$63,035	\$147,406.00	\$25,823	0	\$126,217	17%	25	\$ 5,896.24	\$385,161
Oakland Building	\$67,178	\$59,630	\$59,791.69	\$87,464	0	\$37,197	61%	25	\$ 2,391.67	\$157,831
Orleans Place	\$284,919	\$0	\$200,148.00	\$45,771	0	\$205,576	-3%	24	\$ 8,339.50	\$609,140
River House	\$267,933	\$0	\$224,329.00	\$10,414	0	\$210,253	7%	50	\$ 4,486.58	\$635,039
Samish Commons A	\$107,834	\$179,596	\$276,669.86	\$59,217	2	\$294,760	-6%	69	\$ 4,009.71	\$891,097
Samish Commons B	\$26,470	\$77,500	\$253,949.71	\$79,265	2	\$242,126	5%	53	\$ 4,791.50	\$721,757
Samish Commons C	\$33,665	\$0	\$212,591.96	\$88,589	1	\$213,736	-1%	49	\$ 4,338.61	\$654,042
Walton Place	\$339,907	\$0	\$290,683.00	\$5,286	0	\$252,620	15%	51	\$ 5,699.67	\$763,555
Walton Place 2	\$205,996	\$170,620	\$206,384.00	\$64,999	0	\$179,548	15%	40	\$ 5,159.60	\$543,502
Willow Creek	\$20,480	\$20,480	\$56,134.00	\$56,213	0	\$58,137	-3%	16	\$ 3,508.38	\$176,007
		Totals:	\$5,491,604.34	\$1,325,192	15	\$5,202,021	6%			

**BHA LIHTC 2025 QTR 2
Audits / Reviews / Inspections**

Property Reviewed	Date	Auditor/Reviewer	Type of Review	Status / Score / Comment
Deer Run Terrace				
Harborview				
Orleans Place				
Laube Hotel				
Laurel Village				
Meadow Wood I				
Meadow Wood II				
Riverhouse	5/15/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete pending one commn elect work order.
Samish Commons				
Samish Senior				
Samish Family				
Walton Place I				
Walton Place II				
Pacific Rim	4/29/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete pending vent cleaning.
Fernview				
Willow Creek				
Seabreeze				
Creekside Meadows				
Oakland				
Cascade Meadows	4/28/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete pending vent cleaning.
Bridge Creek	4/30/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete exterior stair repair.
Heather Commons I	4/30/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete
Heather Commons II	5/1/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete
Prince Court	5/1/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	Misc. maintenance repairs. All repairs are complete

LIHTC Portfolio
2nd Quarter 2025 Report - Occupancy

LIHTC Portfolio 2nd Quarter 2025 Report - Occupancy								
Property	Total Apts.	Average Physical Occupancy	Average Percent Occupied	April	May	June		
Bridge Creek	31	30	97%	30	30	30		
Cascade Meadows	216	209	97%	209	209	209		
Creekside	20	19	97%	19	19	20		
Deer Run Terrace	42	41	98%	42	42	40		
Fernview	30	28	92%	29	27	27		
Harborview	18	17	96%	18	17	17		
Heather Commons I	24	24	99%	24	24	23		
Heather Commons II	14	13	93%	13	13	13		
Laube Hotel	20	18	92%	19	18	18		
Laurel Village	51	50	99%	49	51	51		
Meadow Wood	51	44	86%	45	44	43		
Meadow Wood 2	25	23	92%	22	23	24		
Oakland Building	20	20	100%	20	20	20		
Orleans Place	24	23	94%	23	23	22		
Pacific Rim	132	131	99%	131	131	130		
Prince Court	25	25	100%	25	25	25		
River House	50	50	99%	50	50	49		
Seabreeze	11	10	94%	10	10	11		
Samish Commons A	69	64	92%	63	63	65		
Samish Commons B	53	51	97%	51	51	52		
Samish Commons C	49	45	91%	46	45	43		
Walton Place	51	50	98%	51	50	49		
Walton Place Two	40	37	93%	38	37	37		
Willow Creek	16	14	85%	14	14	13		
Total	1082	1036	96%					

APRIL THROUGH JUNE 2025

Turnover Stats

LIHTC Portfolio 2ND Quarter Report 2025 APRIL - JUNE

Property	Total Apts	Total Number of Unit Turns	% of Units Turned	Average Days to turn Apt.	Average Days Vacant	Comment
Bridge Creek	31	0	0%	0	0	
Cascade Meadows	216	8	4%	44	61	
Creekside	20	0	0%	0	0	
Deer Run Terrace	42	1	2%	25	45	
Fernview	30	2	6%	45	65	
Harborview	18	1	6%	30	35	
Heather Commons I	24	0	0%	0	0	
Heather Commons II	14	1	7%	52	273	unit #204 had 4 different applicants get denied. Vacant for 273 days. Currently occupied.
Laube Hotel	20	2	10%	46	50	
Laurel Village	51	0	0%	0	0	
Meadow Wood 1	51	6	11%	45	106	One PB unit 923-103 Waiting on applicant vacant for 242 days
Meadow Wood 2	25	1	4%	61	122	One PB unit #937-103 waiting on applicant vacant 122 days
Oakland Building	20	1	5%	30	30	
Orleans Place	24	0	0%	0	0	
Pacific Rim	132	2	2%	35	40	
Prince Court	25	0	0%	0	0	
River House	50	0	0%	0	0	
Samish Commons A	69	8	12%	60	90	Meth #102 & 219. 219 vacant 181 days due to remediation.
Samish Commons B	53	2	4%	50	65	
Samish Commons C	49	5	11%	48	100	
Seabreeze	11	0	0%	0	0	
Walton Place	51	1	2%	36	45	
Walton Place Two	40	2	5%	55	120	Unit #210 multiple applicants before approved applicant.
Willow Creek	16	0	0%	0	0	
	1082	43				

LIHTC Portfolio
Work Order Statistics - 2nd QTR 2025

Property	Total Apts	Work Orders at End of 2ND QTR 2025	New Work Orders 2ND QTR 2025	Work Orders Closed During 2ND QT 2025	Pending Work Orders as of 03/31/2024	New Work Order v. Unit Ratio	% New Work Orders in Relationship to Portfolio
Bridge Creek	31	16	33	10	56	106%	4%
Cascade Meadows	216	99	278	87	40	129%	31%
Creekside	20	2	8	1	0	40%	1%
Deer Run Terrace	42	5	11	8	13	26%	1%
Fernview	30	3	27	8	11	90%	3%
Harborview	18	25	17	3	8	94%	2%
Heather Commons I	24	11	11	8	3	46%	1%
Heather Commons II	14	38	5	3	1	36%	1%
Laube Hotel	20	9	16	7	2	80%	2%
Laurel Village	51	2	65	16	10	127%	7%
Meadow Wood 1	51	59	57	11	22	112%	6%
Meadow Wood 2	25	17	33	6	3	132%	4%
Oakland Building	20	15	7	1	6	35%	1%
Orleans Place	24	20	12	3	20	50%	1%
Pacific Rim	132	92	246	182	3	186%	27%
Prince Court	25	20	17	13	8	68%	2%
River House	50	8	77	29	0	154%	8%
Samish Commons a	69	62	30	15	17	43%	3%
samish commons b	53	36	8	3	3	15%	0%
samish commons c	49	43	23	8	27	47%	0%
Seabreeze	11	4	20	4	0	182%	2%
Walton Place	51	27	20	6	5	39%	2%
Walton Place Two	40	10	23	7	5	58%	3%
Willow Creek	16	11	16	13	0	100%	2%

1082 634 1060 452 263

Special Projects:	

LIHTC Portfolio
2nd Quarter Report 2025

Capital Improvements

LIHTC Portfolio 2nd Quarter Report 2025

Property	Cap X Projects Completed	Cost	Budget	Variance	Comment
Bridge Creek	Removal of stairs and BBQ pit	\$2,180.00	\$10,000.00	\$7,820.00	Budgeted to replace stairs, went with removal and regrade to save cost to site.
Cascade Meadows					
Creekside					
Deer Run Terrace					
Fernview					
Harborview					
Heather Commons I					
Heather Commons II					
Laube Hotel					
Laurel Village					
Meadow Wood	2 fire pannel replacements	\$10,530.00	\$0.00	\$10,530.00	Not budgeted but required for system to function.
Meadow Wood 2	2 fire pannel replacements	\$5,161.00	\$0.00	\$5,161.00	Not budgeted but required for system to function.
Oakland Building					
Orleans Place					
Pacific Rim	Vent cleaning/ Gutter Cleaning	\$4,215.00	\$5,500.00	\$1,285.00	Annual Service plus repairs (roof cleaning not completed yet)
Prince Court					
River House					
Samish Commons	Unit #1012 full shower stall replacement	\$3,706.00	\$0.00	\$3,706.00	Unable to repair needed to replace on work order.
Seabreeze					
Walton Place					
Walton Place Two					
Willow Creek					



Bellingham & Whatcom County Housing Authorities

333 N Samish Way
Bellingham, WA 98225

P.O. Box 9701
Bellingham, WA 98227

MEMORANDUM

TO: Board of Commissioners

FROM: Kate Donnelly, Chief Operating Officer

DATE: August 19, 2025

SUBJECT: BHA FY 2026 Public Housing Agency Plan Revision Summary ([Link](#))

BACKGROUND

The Public Housing Agency (PHA) Plan is a comprehensive guide to the policies, programs, operations, and strategies for meeting local housing needs and goals. PHA's are required to submit Annual Plans every year, and a 5-Year Plan every fifth fiscal year. The Bellingham Housing Authority is submitting the 5-Year and Annual Plan this year.

SUMMARY

Plan Templates

HUD 5-Year PHA Plan (50075-5Y) & HUD Streamlined Annual PHA Plan (50075-HP)

- Updated Goals, Objectives and Progress Report to reflect goal and objectives for the next 5 years and progress over the past year on current goals.
- Updated definitions of "substantial deviation" and "significant amendment/modification".
- Updated PHA Plan Elements to reflect plans for the next year.
- Statement of Progress in Meeting the 5 Year Plan Goals and Objectives – Updated to reflect progress on current goals and include goals and objectives for the next five years.

The Admissions and Continued Occupancy Policy (ACOP)

Below is a high-level summary of the proposed revisions, organized by chapter.

- Introduction
 - Added explanation of HOTMA changes throughout the policy document, including changes for HOTMA Sections 102 and 104.
- Chapter 1
 - This chapter contains only minor corrections to bring the content current.
- Chapter 2
 - This chapter contains only minor corrections to bring the content current.
- Chapter 3
 - Called out and added policies that will be effective prior to the PHA's HOTMA 102/104 compliance date.
 - Called out and added policies for HOTMA 102/104 that will become effective upon the PHA's compliance date.

- Clarified language regarding the EIV Income Report.
 - Clarified language regarding program eligibility when a debt is owed to a PHA.
- Chapter 4
 - Refined language on local preferences to account for changes brought about by the HOTMA Voucher Final Rule affecting public housing.
- Chapter 5
 - This chapter contains only minor corrections to bring the content current.
- Chapter 6
 - Split Chapter 6 into two chapters: 6.A and 6.B.
 - Chapter 6.A represents the policies the PHA will use prior to the HOTMA 102/104 compliance date.
 - Chapter 6.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 6. This includes:
 - Clarifications regarding the definition of annual income.
 - Clarifications regarding student financial assistance requirements under HOTMA.
 - Clarifications regarding periodic payments, including Social Security benefits and the treatment of alimony and child support.
 - Clarifications regarding amounts adjusted annually under inflation under HOTMA.
 - Updates to the list of federally mandated income exclusions.
 - Clarifications regarding assets, including assets disposed of for less than fair market value, necessary vs. non-necessary personal property, checking, savings, and investment accounts, and trusts.
 - Clarifications regarding health and medical care expenses, and childcare expenses.
- Chapter 7
 - Split Chapter 7 into two chapters: 7.A and 7.B.
 - Chapter 7.A. represents the policies the PHA will use prior to the HOTMA 102/104 compliance date.
 - Chapter 7.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 7. This includes:
 - Changes regarding the use of consent forms, specifically as related to HUD-9886-A.
 - Clarifications regarding amounts adjusted annually under inflation under HOTMA.
 - Policy revisions for streamlined income determinations from fixed sources of income.
 - Certain updates for Notice PIH 2023-27 regarding verification requirements, use of EIV + self-certification, verification of net family assets, self-certification of real property ownership, and treatment of zero-income families.
- Chapter 8
 - This chapter contains only minor corrections to bring the content current.
- Chapter 9
 - Split Chapter 9 into two chapters: 9.A and 9.B.

- Chapter 9.A. represents the policies the PHA will use prior to the HOTMA 102/104 compliance date.
 - Chapter 9.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 9. This includes:
 - Minor clarifications regarding calculating annual income at reexamination.
 - Minor revisions regarding non-interim reexamination transactions.
- Chapter 10
 - This chapter contains only minor corrections to bring the content current.
- Chapter 11
 - This chapter contains only minor corrections to bring the content current.
- Chapter 12
 - This chapter contains only minor corrections to bring the content current.
- Chapter 13
 - Added a callout to state that the section on failure to provide consent is effective upon the PHA's HOTMA 102/104 compliance date.
 - Clarified language regarding over-income families.
 - Added a section on the asset limitation with a callout effective upon the PHA's HOTMA 102/104 compliance date.
 - Clarified policy language regarding notice to vacate.
- Chapter 14
 - This chapter contains only minor corrections to bring the content current.
- Chapter 15
 - Added a callout to state that the section on de minimis errors is effective upon the PHA's HOTMA 102/104 compliance date.
- Chapter 16
 - Updated references regarding HUD-9886 to HUD-9886-A.
- Glossary
 - Called out various definitions for HOTMA. Definitions effective prior to and upon specific effective dates are explicitly called out.
- Appendix
 - Added a new appendix per recent HUD guidance to explicitly call out HOTMA 102/104 policies that are on hold until implementation.

The Housing Choice Voucher Administrative Plan (Admin Plan)

The following is a high-level summary of the proposed revisions, organized by chapter. The revisions are available for review at: <https://bellinghamhousing.org/about-us/public-comment/>

- Chapter 3
 - Incorporated the definitions of *family*, *foster adult*, and *foster child* to be effective prior to the PHA's general HOTMA 102/104 compliance date as required by Notice PIH 2024-38.
 - Clarified language regarding program eligibility when a debt is owed to a PHA.
- Chapter 4
 - Added a local preference for currently assisted Emergency Housing Voucher (EHV) families whose assistance is at risk due to a lack of program funding.
- Chapter 5
 - Clarified occupancy standards for Live-in aides.

- Chapter 6
 - Chapter 6.A. incorporates HOTMA 102/104 changes required to be implemented by July 1, 2025, per Notice PIH 2024-38. This includes changes regarding:
 - Minors
 - Full-time students and student financial assistance
 - Earned income
 - Business income
 - Periodic payments
 - Nonrecurring income
 - State payments to allow individuals with disabilities to live at home
 - Civil rights settlements
 - Federally mandated and other income exclusions
 - Lump-sum additions to net family assets
 - ABLE accounts
 - Trusts
 - Health and medical care expenses
 - Chapter 6.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date. Only minor corrections and clarifications have been made to this chapter.
- Chapter 7
 - Chapter 7.A. incorporates HOTMA 102/104 changes required to be implemented by July 1, 2025, per Notice PIH 2024-38. This includes changes regarding:
 - Student financial assistance
 - The health and medical care expense deduction
 - Chapter 7.B represents the policies the PHA will use upon HOTMA 102/104 compliance date. No revisions were made to this chapter.
- Chapter 9
 - This chapter contains only minor corrections to bring the content current.
- Chapter 11
 - Chapter 11.A. updates recertification sections to be consistent with current practice.
 - Chapter 11.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and does not contain substantive revisions.
- Chapter 12
 - Moved the callout to state that a newly added policy on failure to provide consent, rather than the section, is effective upon the PHA's HOTMA 102/104 compliance date.
 - Added cross reference to Chapter 16 under policy regarding consideration of circumstances.
- Chapter 14
 - Revised amount of federal awards required to have an independent audit.
 - Revised section on De Minimis Errors to be effective prior to the PHA's general HOTMA 102/104 compliance date as required by Notice PIH 2024-38.
- Chapter 15
 - Removed PHA Policy sections that are no longer applicable.
- Chapter 18
 - Multiple sections of this chapter have been revised to align with Notice PIH 2025-03, RAD Supplemental Notice 4C.
- Glossary

- Removed references to various definitions related to HOTMA 102/104 becoming to be effective upon the compliance date as required by Notice PIH 2024-38.
- Appendix
 - Revised appendix to explicitly call out HOTMA 102/104 policies that are on hold until implementation versus policies that are applicable no later than July 1, 2024, per Notice PIH 2024-38.



**Bellingham &
Whatcom County
Housing Authorities**

333 N Samish Way
Bellingham, WA 98225

P.O. Box 9701
Bellingham, WA 98227

MEMORANDUM

TO: Board of Commissioners

FROM: Tony Casale, Director of Asset Development

DATE: August 19, 2025

SUBJECT: Review BHA Public Housing Draft 5-Year Action Plan for Capital Fund Grant Program 2025-2029

SUMMARY

As a component of the Low-Income Public Housing Program, the Bellingham Housing Authority receives an annual grant from the Department of Housing and Urban Development through their Capital Fund Program (CFP). Grant amounts are based on congressional appropriations and subject to change year-to-year, there is no competitive application process that must be followed.

The Capital Fund Program provides financial assistance to housing authorities for the specific purpose of modernizing existing public housing sites and addressing non-routine maintenance items that are not covered by the Operating Fund Program. Each year, housing authorities are required to develop or update a 5-Year Action Plan (Action Plan) to include anticipated work items that will be covered by subsequent CFP grants. Prior to finalizing a new Action Plan and accepting each year's CFP grant, the housing authority must conduct outreach meetings with residents and resident advisory boards, hold a public hearing, and seek approval from the Board of Commissioners.

The purpose of today's discussion is to review the draft Action Plan covering fiscal year 2025-2029 CFP grants. The Bellingham Housing Authority operates with a "rolling" plan, which means that it is updated each year by adding activities for the final year being covered. For example, this year we are adding work items for the FY 2029 grant but are required to carry forward work items previously established for 2025-2028. Once work activities are included in an approved Action Plan they can be moved to a different year as needed, but new items cannot be added without HUD approval. Any new work activities that constitute a "significant amendment" will trigger requirements for another round of consultation meetings with residents and Commissioners.

In the 5-Year Action Plan, work items are organized based on which grant funds will be used to pay for the activities, not necessarily which calendar year during which the work will take place. Housing authorities are required to obligate CFP grant funds within 24 months of the award date, and funds must be expended within 48 months.

The Bellingham Housing Authority's FY 2025 Capital Fund Program grant equals \$1,307,252 and covers the whole public housing portfolio under the city housing authority. This is a modest increase over FY 2024 in which \$1,301,692 was received.

2025-2029 BHA Narrative Five Year Action Plan

The Bellingham Housing Authority's 2025–2029 Capital Fund 5-Year Action Plan focuses on preserving and modernizing its public housing portfolio to ensure long-term viability, resident safety, and quality of life. Planned activities emphasize critical building system upgrades, resident amenity improvements, and compliance with HUD regulations. The plan includes provisions for emergency and unforeseen capital needs to address urgent health, safety, and structural concerns as they arise, ensuring Bellingham Housing Authority's ability to maintain quality housing for its residents throughout the five-year period. The years indicated are the funding years and not necessarily the project year.

2025 HUD Allocation: \$ 1,307,252.00

2025	Family Housing Admin	\$ 20,000.00	BHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2025	High Rise Admin	\$ 80,000.00	
2025	Family Housing A&E	\$ 10,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2025	High Rise A&E	\$ 10,000.00	
2025	High Rise Interior & Exterior Modernization	\$ 18,759.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2025	Family Housing Interior & Exterior Modernization	\$ 75,705.00	
2025	Chuckanut Square - Window Replacement	\$ 1,092,788.00	Continue the phased replacement of windows at Chuckanut Square. Work includes bidding, procurement, and installation of new windows.
		\$ 1,307,252.00	

2026

2026	Family Housing Admin	\$ 20,000.00	BHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2026	High Rise Admin	\$ 80,000.00	
2026	Family Housing A&E	\$ 10,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2026	High Rise A&E	\$ 10,000.00	
2026	High Rise Interior & Exterior Modernization	\$ 25,000.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2026	Family Housing Interior & Exterior Modernization	\$ 18,759.00	
2026	Chuckanut Square - Window Replacement	\$ 503,493.00	Complete the replacement of windows at Chuckanut Square
2026	Washington Square - Roof Replacement	\$ 640,000.00	Bid, procure, and contract for the replacement of the roof at Washington Square, including all necessary demolition, materials, labor, and related construction activities.
		\$ 1,307,252.00	

2027			
2027	Family Housing Admin	\$ 20,000.00	BHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2027	High Rise Admin	\$ 80,000.00	
2027	Family Housing A&E	\$ 10,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2027	High Rise A&E	\$ 10,000.00	
2027	High Rise Interior & Exterior Modernization	\$ 28,493.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2027	Family Housing Interior & Exterior Modernization	\$ 25,000.00	
2027	Lincoln Patio Modernization	\$ 15,000.00	Modernize and upgrade patio areas at Lincoln Square, including removal and replacement of outdated surfaces. Work may include new concrete accessibility improvements, and other related site work.
2027	Washington Square Roof Replacement	\$ 368,759.00	Finalize roof replacement at Washington Square, including all necessary materials, installation, and related repairs.
2027	High Rise Window Replacement	\$ 750,000.00	High Rise window replacement activities as needed to complete projects or to move forward to other unit window replacement.
		\$ 1,307,252.00	

2028			
2028	Family Housing Admin	\$ 20,000.00	BHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2028	High Rise Admin	\$ 80,000.00	
2028	Family Housing A&E	\$ 5,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2028	High Rise A&E	\$ 10,000.00	
2028	High Rise Interior & Exterior Modernization	\$ 68,705.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2028	Family Housing Interior & Exterior Modernization	\$ 18,759.00	
2028	Washington Square - Windows Replacement	\$ 324,788.00	Begin the phased replacement of windows at Washington Square. Work includes bidding, procurement, and installation of new windows.
2028	High Rise Bathroom Modernization	\$ 80,000.00	Modernize resident bathrooms in the High Rise building, including replacement of fixtures, finishes, and any upgrades as needed.
2028	High Rise Common Area Flooring Replacement	\$ 100,000.00	Replace common area flooring at Lincoln Square, Chuckanut Square, and Washington Square to improve safety, durability, and aesthetics.

2028	Chuckanut Square - Roof Replacement	\$ 600,000.00	Bid, procure, and contract for the replacement of the roof at Chuckanut Square, including all necessary demolition, materials, labor, and related construction activities.
		\$ 1,307,252.00	
2029			
2029	Family Housing Admin	\$ 20,000.00	BHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2029	High Rise Admin	\$ 80,000.00	
2029	Family Housing A&E	\$ 5,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2029	High Rise A&E	\$ 25,000.00	
2029	High Rise Interior & Exterior Modernization	\$ 151,000.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2029	Family Housing Interior & Exterior Modernization	\$ 15,493.00	
2029	Chuckanut Square - Roof Replacement Completion	\$ 108,759.00	Finalize roof replacement at Chuckanut Square, including all necessary materials, installation, and related repairs.
2029	Washington Square - Windows Replacement	\$ 902,000.00	Continue the phased replacement of windows at Washington Square.
		\$ 1,307,252.00	



To: Board of Commissioners
From: Lindsay Burmeister, HR Manager
Date: August 19th, 2025
Re: Executive Director Position – Compensation Review

Background

Commissioner Gockley and Commissioner Billmire met with Human Resources and expressed their desire to retain high-level executive talent and affirmed their commitment to fair, competitive and performance-driven compensation practices. In light of this, the commissioners requested that Human Resources prepare a report containing compensation data for the Executive Director position at Bellingham & Whatcom County Housing Authorities (BWCHA), along with relevant market comparisons from other Public Housing Authorities (PHAs) in Washington State. This information is intended to support ongoing discussions about ensuring competitive and equitable compensation for the position.

The current 2025 salary scale for the Executive Director position is provided in Attachment A.

Position Compensation Analysis

In 2024, BWCHA received the results of a professional compensation survey commissioned by another local housing authority. This Greater Seattle Area Housing Authorities Compensation and Benefits Survey (effective February 1, 2024) included 15 housing authorities of varying sizes. In terms of units managed, BWCHA ranks in the middle of this group.

Job Title	25th Percentile	50th Percentile	75th Percentile	Average	Average Yrs in Role
Executive Director	\$166,358	\$224,173	\$255,317	\$214,341	4.8

The survey included the following agencies, grouped by BWCHA in terms of units managed:

- *Smaller than BWCHA:* Skagit County HA, Chelan County HA, Thurston County HA, Bremerton HA, Housing Kitsap, Community Roots Housing, Renton HA
- *Comparable in size:* Pierce County HA
- *Larger than BWCHA:* Snohomish County HA, Everett HA, Seattle HA, Spokane HA, Vancouver HA, King County HA

Staff have also undertaken additional research to understand the compensation for this position at other PHAs in the Puget Sound Region, based on publicly available information and recent job postings.



BWCHA Overview

- **Vouchers administered:** 1,900
- **Physical units managed:** 1,758
- **Total Operating Revenue:** \$51m

Thurston County Housing Authority

- 567 units, 1,900 vouchers
- 2023 Executive Director salary according to publicly available information: **\$212,220**
- Smaller in total units and budget compared to BWCHA

Bremerton Housing Authority

- 700 units, 1,600 vouchers
- 2023 Executive Director salary according to publicly available information: **\$222,421**
- Smaller in total units; budget includes a specialized cost center administering project-based rental assistance in four states

Pierce County Housing Authority

- 725 units, 2,750 vouchers
- 2025 Executive Director salary according to publicly available information: **\$225,000**
- 2025 Salary range for the position: **\$175,000 - \$225,000**
- Comparable in size and budget to BWCHA

Everett Housing Authority

- 1,900 units, 3,700 vouchers
- 2025 posted salary range for open position: **\$235,000 – \$345,000**
- Larger in both units and budget compared to BWCHA

Snohomish County Housing Authority

- 2,440 units, 2,612 vouchers
- 2024 posted salary range for open position: **\$227,864 – \$344,665**
- Larger in both units and budget compared to BWCHA

Attachments

- **Attachment A:** Current 2025 Executive Director Salary Scale / Possible Executive Director Salary Scale (effective September 1, 2025)



Attachment A: Current 2025 Executive Director Salary Scale / Possible Executive Director Salary Scale (effective September 1, 2025)

Provided below is the **current** 2025 Salary Scale for the Executive Director Position.

2025	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
POSITION	Annual								
Executive Director / CEO	\$143,784.37	\$148,816.82	\$154,025.41	\$159,416.30	\$164,995.87	\$170,770.73	\$176,747.70	\$182,933.87	\$189,336.56

Provided below is a **possible** Salary Scale for the Executive Director Position, effective September 1, 2025, that represents a 21% increase in the scale.

POSITION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	Annual								
Executive Director / CEO	\$173,979.09	\$180,068.35	\$186,370.75	\$192,893.72	\$199,645.00	\$206,632.58	\$213,864.72	\$221,349.98	\$229,097.23



BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITIES

Administrative Offices: 208 Unity Street, Lower Level, Bellingham, WA
Mailing Address: PO Box 9701, Bellingham, WA 98227-9701
Tel: (360) 676-6887 Fax: (360) 527-4646 Tty: (360) 527-4655

SUMMARY OF VOUCHERS AND CASH DISBURSEMENTS FOR BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITY

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified by RCW 42.24.090, have been recorded on a listing which has been made available to the board.

As of this date **08/19/2025** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **July 2025** described as follows:

Funds	Voucher Numbers	
Payroll 07/12/25:	<u>5090</u> to <u>5145</u>	\$ <u>145,820.37</u>
Payroll 07/26/25:	<u>5154</u> to <u>5206</u>	\$ <u>144,093.30</u>
BHA – Public Housing:	<u>1984</u> to <u>1993</u>	\$ <u>13,481.31</u>
Direct Deposit Checks	<u>1265</u> to <u>1273</u>	\$ <u>434.00</u>
Central Office/Maint. Fund:	<u>32020</u> to <u>32122</u>	\$ <u>393,482.48</u>
Direct Deposit Checks	<u>74</u> to <u>75</u>	\$ <u>132,616.37</u>
Section 8 Vouchers:	<u>129407</u> to <u>129726</u>	\$ <u>1,080,014.96</u>
Direct Deposit Checks	<u>88519</u> to <u>88635</u>	\$ <u>1,192,963.00</u>
BHA/Local Fund:	<u>10405</u> to <u>10423</u>	\$ <u>97,592.17</u>
Direct Deposit Checks	<u>105</u> to <u>106</u>	\$ <u>33,974.77</u>
WCHA – Public Housing:	<u>7692</u> to <u>7696</u>	\$ <u>417.00</u>
Direct Deposit Checks	<u>892</u> to <u>895</u>	\$ <u>479.00</u>
*Misc. ACH & Wire Transfers	<u>JV 24616</u> to <u>JV 24655</u>	\$ <u>-19,609.24</u>

Chair

*Reference attachments are hereto. Supporting documents available upon request.

BELLINGHAM HOUSING AUTHORITY
Board of Commissioners Regular Meeting
July 15, 2025

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, July 15, 2025 in a hybrid format. The meeting was called to order at 1:14 p.m. by Board Chair Gockley, followed by roll call. Chair Gockley declared a quorum present and the meeting opened for business.

A. ROLL CALL/QUORUM

Present:

Commissioner Valerie Billmire
Commissioner Terry Bornemann
Commissioner Stephen Gockley
Commissioner Alana Pattermann

Absent & Excused:

Commissioner Dave Finet

BWCHA Staff Presenters:

Lindsay Burmeister, Executive Services/HR Manager
Andrew Calkins, Executive Director
Kate Donnelly, Chief Operating Officer

Guest Presenters:

None

PUBLIC COMMENT AND RESIDENT INPUT

Paul Moore, Washington Square Resident – Thanks to BHA management for the security services provided to Washington Square. Further security improvements are anticipated.

B. REPORTS

1. Executive Director Report: Attached to the Agenda
2. Operations Report: Attached to the Agenda

C. DISCUSSION / ACTION ITEMS

1. Authorize an Update to the Bellingham Housing Authority Bylaws

Approve Resolution 2821

Commissioner Billmire moved to approve the motion on the condition that a sub-committee is formed to review the bylaws further.

Commissioner Bornemann seconded the motion and Chair Gockley called the vote.

AYES:

Commissioner Valerie Billmire
Commissioner Terry Bornemann
Commissioner Stephen Gockley
Commissioner Pattermann

D. CONSENT ITEMS

1. Commissioner Pattermann moved to approve the Consent Agenda as follows:

Motion: Approve Cash Disbursement/Vouchers for the Month of June 2025.

Motion: Approve Minutes for the June 2025 Regular BHA Board meeting.

Commissioner Bornemann seconded the motion and Chair Gockley called the vote.

AYES: Commissioner Valerie Billmire
Commissioner Terry Bornemann
Commissioner Stephen Gockley
Commissioner Alana Pattermann

NAYES: None

E. COMMISSIONER UPDATES

Commissioner Gockley brought up the fact that the board wishes to pursue further action on the subject covered during Executive Session in June. Commissioners Billmire and Gockley met with Human Resources last week to discuss the matter and may hold an additional Executive Session on the topic in August.

F. ADJOURNMENT

The public meeting was adjourned at 1:57 p.m.

Respectfully Submitted,

Andrew Calkins,
Secretary/Treasurer

ATTEST:

Stephen Gockley,
Chair, Board of Commission

**January 2025 – December 2025 Regular Meeting Schedule of the
Bellingham Whatcom County Housing Authorities Board of Commissioners**

<u>Date and Time</u>	<u>Locations</u>
Tuesday, January 21, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, February 18, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, March 18, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, April 15, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, May 20, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, June 17, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, July 15, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, August 19, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, September 16, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
*Tuesday, October 21, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, November 18, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, December 16, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom

**Notice will be provided if there are changes in dates, times or locations
of any of the above noted meetings.**

*Annual Meeting/Elections

To Watch the Meetings

The Board of Commissioners conduct meetings in a hybrid format to allow for remote participation. Members of the public may join by phone, join by zoom, or watch in person at the BWCHA Board Room located at 321 N. Samish Way, Bellingham.

To Join the Meeting (Members of the Public)

Webinar ID: 868 2734 6793

[Click Here to Join on Computer, Tablet, or Smart Phone](#)

(data rates may apply)

To Join via Phone:

(phone service provider rates may apply)

(253) 215-8782 (Tacoma); (206) 337-9723 (Seattle)

(669) 900-6833 (Portland); (971) 247-1195 (Phoenix); (346) 248-7799 (San Jose)

To Submit Public Comment

Those who wish to provide public comment may send direct e-mail to publiccomment@bellinghamhousing.org or by mail at PO Box 9701 Bellingham, WA 98227, no later than 5pm on the Monday prior to the meeting.

Annual Board of Commissioners 2025 Meeting Calendar
Bellingham Housing Authority & Housing Authority of Whatcom County

January	February	March
Reports Quarterly: Operations	Reports Quarterly: LIHTC Portfolio Approve HUD SEMAP Certification	Reports Quarterly: Development
Discussion/Action Bi-Annual: IT Report	Discussion/Action SEMAP Review	Discussion/Action
April	May	June
Reports Quarterly: Operations Quarterly: Q4 Finance Report	Reports Quarterly: LIHTC Portfolio Quarterly: Q1 Finance Report	Reports Quarterly: Development Bi-Annual: IT Report
Discussion/Action New/Renewing Commissioners	Discussion/Action	Discussion/Action ED Annual Performance Evaluation
July	August	September
Reports Quarterly: Operations	Reports Quarterly: LIHTC Portfolio Annual: HR Safety Report	Reports Quarterly: Development Quarterly: Q2 Finance Report Personnel Manual Review
Discussion/Action	Discussion/Action Review PHA Plan Set Public Hearing Date Review Draft CFP 5 Year Action Plan 2025 - 2029 Set Public Hearing Date	Discussion/Action Agency Plan Public Hearing Nominate Officers Preliminary 2025- 2026 Board Schedule FY2024 Audit Exit (Invite SAO)
October	November	December
Reports Quarterly: Operations Quarterly: Agency 2026 Budget Process	Reports Quarterly: LIHTC Portfolio Quarterly: Q3 Finance Report	Reports Quarterly: Development Bi-Annual: IT Report
Discussion/Action Elect Chair & Vice-Chair Utility Allowance & PH Flat Rent Schedule HCV Payment Standards	Discussion/Action Agency 2025 Budget Adoption Maintenance Schedule of Charges	Discussion/Action Flexible Spending Budget Variances Agency Salaries, co-premiums, CBA

New and changed items are in blue