



# KCRHA

King County Regional Homelessness Authority

Sharon Lee  
Executive Director  
Low Income Housing Institute  
1253 S Jackson St, Suite A  
Seattle, WA 98144

May 31, 2022

Dear Ms Lee,

During recent site visits for program reviews undertaken by staff of the King County Regional Homelessness Authority (KCRHA) program performance team, significant program deficiencies were identified at two LIHI tiny home village projects, Othello and True Hope, that require your immediate attention.

The attached corrective action plan identifies the program areas found to have deficiencies and the corrective actions required to resolve them. Please respond with acknowledgment of receipt immediately, and initiate corrections within 48 hours.

We anticipate your prompt address of these issues and will follow up to ensure that proper measures have been undertaken and completed. If you have questions regarding this Corrective Action Plan, please contact Program Coordinator Morgan Modde ([morgan.modde@kcrha.org](mailto:morgan.modde@kcrha.org)) or 206-561-2558.

In partnership,

Peter Lynn | He/Him  
Chief Program Officer  
King County Regional Homelessness Authority

## **Corrective Action Plan**

### **LIHI**

### **Project Service Agreements DA-193 & DA-123**

5-25-2022

During site visits to Othello Village and True Hope Village on 5/19/2022, KCRHA staff noted the following deficiencies that require corrective action under LIHI's contractual agreements. The deficiencies identified in this Corrective Action Plan (CAP) must be corrected to bring these two programs into compliance with contractual obligations.

LIHI must respond to acknowledge receipt of this corrective action plan immediately. Each operational correction must be initiated within 48 hours of receipt of this CAP, and completed according to the corrective actions listed below.

1. The hygiene trailer at Othello is not fully operational. The sinks and showers function, however the toilets are not operational. When in use the toilets back up and leak onto the ground under the trailer. In place of functioning toilets, LIHI has 5 portable toilets near the trailer. Staff reported that toilets have been out of service for many months. The non-functioning toilets that leak sewage onto the ground under the trailer are in violation of the conditions of PSA DA-123. The use of portable toilets presents a safety hazard for children from risk of drowning, and should not be used at all for sites serving families with children. Portable toilets are also not ADA compliant.

Functional non-portable toilets must be fully operational within 30 days. Immediate steps must be taken to reduce the risk that unsupervised children might fall into portable toilets.

2. At Othello village, two units were unusable due to resident destruction. Both units were taken "off-line" recently bringing their total sleeping unit count down to 42. No communication to the RHA was made to identify this change until we scheduled for the site visit. LIHI must provide a report when significant incidents occur within 48 hours.

All LIHI facilities are required to inform KCRHA when a unit is damaged or unusable within 48 hours. LIHI staff must be informed, with a written policy, distributed to all funded facilities, requiring a report of such incidents to KCRHA within 30 days.

3. At both Othello Village and True Hope, which serves families with children, staff observed that there were no posted rules regarding child supervision. Unattended children present a safety risk. All THV's that serve families with children should be able to provide clear and posted rules and or guidelines regarding child care and child supervision. Acknowledgement of awareness of rules regarding child care and supervision should be made by each program participant in writing. This should include a participant agreement signature.

## Corrective Action Plan

### LIHI

#### Project Service Agreements DA-193 & DA-123

All LIHI THV's serving families must have, post and distribute policy regarding child care and supervision. LIHI must distribute a written policy covering families with children to all funded programs serving families with children on or before 30 days.

4. During the site visit at Othello, propane tanks were observed in various locations throughout the village, in various states. Program rules prohibit propane tanks from use in units, and neglected propane tanks outside units can also be dangerous. Staff at Othello explained how a propane tank explosion was the cause of the fire in one of the damaged units. It was unknown whether that resident brought in a propane tank or took one from the village community propane tanks. Improper storage of propane tanks is a safety hazard.

Propane tanks must be immediately removed, unless there is reason from LIHI to have them onsite with solutions to keep them safely stored and the reason must be explained to RHA.

5. Several units were surrounded by possessions that exceed the storage limits as stated in the PSA, i.e. one bicycle per unit. Staff noticed a number of tiny homes having 2 to 4 bicycles or bicycle parts.

Personal possessions that exceed village limits create an unsafe environment for residents. RHA gives LIHI 30 days to comply with the storage limits stated in the PSA.

Your KCRHA team will make periodic site visits to ensure that appropriate action is underway.

**Failure to correct within 30 days, or the shorter time frame identified above will result in further actions by the KCRHA, up to and including suspension of payments, disallowed costs for the violation period and suspension of contracts or cancellation of contracts.**

If you have questions do not hesitate to contact Morgan Modde ([morgan.modde@kcrha.org](mailto:morgan.modde@kcrha.org)) or call/text at 206 561 2558